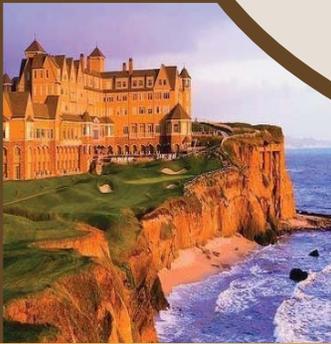




# CITY OF HALF MOON BAY FY 2016-2017 Adopted Operating Budget



# City of Half Moon Bay



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Half Moon Bay, CA 94019**

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# CITY OF HALF MOON BAY

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## Fiscal Year 2016-17 Adopted Budget





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# CITY OF HALF MOON BAY

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## City Council



**Mayor**  
Rick Kowalczyk



**Vice Mayor**  
Debbie Ruddock

### Council Members



Marina Fraser



John Muller



Deborah Penrose



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# **CITY OF HALF MOON BAY**

## **Executive Staff**

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**City Manager**

**Magda González**

**Assistant City Attorney**

**Reed Gallogly**

**Deputy City Manager**

**Alex Khojikian**

**Finance Director**

**Yulia Carter**

**Community Development Director**

**John Doughty**

**Administrative Services Manager**

**Russell Brunson**

**Chief of Police Services**

**John Munsey**

**City Clerk**

**Jessica Blair**



## **ACKNOWLEDGMENTS**

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# CITY OF HALF MOON BAY

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## Executive Summary





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## CITY OF HALF MOON BAY

501 Main Street  
Half Moon Bay, CA 94019

June 21, 2016

Honorable Mayor and Council Members,

It is with great pleasure that I present the City Manager's Fiscal Year 2016-17 Adopted Budget. As I consider the City Council's guidance in moving forward, reinvesting in the community is clearly the theme woven throughout our budget. I look forward to continuing to work with the Council, staff and community members through the next fiscal year to ensure that we are moving toward our goals ably, thoughtfully and with great clarity and principle. I am confident that our future is bright and full of wonderful possibilities for the community of Half Moon Bay. I know we will all bring renewed energy and excitement to the tasks ahead.

Reflecting over the last twelve months, I can only say - "Wow, what an incredible year!" As fiscal year 2015-16 comes to a close, the City Council should be very pleased with all that we have been able to accomplish. Under the Council's guidance and direction, the new Library is well underway and we expect to break ground in the fall; the Pilarcitos Creek Pedestrian Bridge was built in record time; and we conducted the first, and very successful, Half Moon Bay Network, Engage, Transform (NET) Citizens' Academy.

I have focused a great deal of attention on hiring quality, professional staff, as we are a service-focused organization and people are our most critical resource. We have a wonderful group of professionals working diligently for the community and every day they bring a high level of experience, skill and passion to the City's efforts. Filling these vacancies has allowed us to enhance customer service and responsiveness, make significant improvements to the organization, which in turn increase the effectiveness and efficiency of the City's operations and maintain transparency.

Though not always immediately recognized by the community, our efforts have strengthened the foundation of the



City organization, helping to set the stage for a continuing bright future. Improvements include: live streaming City Council meetings on the City's website; the beginning of a new records management program; continuing and enhancing a weekly electronic newsletter; establishing a new agenda management system, a new zero-based budget and professional financial reporting; the Sheriff's Office, in partnership with the Community Alliance to Revitalize Our Neighborhoods (CARON), conducting a Spanish language Community Academy related to law enforcement services; and developing a comprehensive storm-readiness plan in anticipation of El Niño storms, to name a few.

The City Council approved a robust Capital Improvement Program (CIP) and as a result of the staff we have hired, we have been able to make significant progress, as evidenced through projects such as the Pilarcitos Creek Pedestrian and Bike Bridge and Mac Dutra Plaza - creating spaces in which the community can enjoy the coast and all that Half Moon Bay has to offer. Other important capital projects included cleaning drainage ditches for the first time in seven years, completion of repairs on the Via Verde Stairs, completion of a sidewalk survey and initiation of sidewalk repairs at 2,700 locations, completion of a Drainage Master Plan (Phase 1), completion of the hydrologic and hydraulic analysis of Kehoe ditch, and the release of the Draft Local Coastal Land Use Plan and the Draft Sea Level Rise Vulnerability Study in conjunction with the General Plan/LCP Update project.



I would say that this level of accomplishment deserves a "Wow, what an incredible year!"

I am very proud to present the new Capital Improvement Program, which will be provided under separate cover. This is another critical program that will guide much of the City's infrastructure work over the next five years and beyond. This new and much-improved plan contains a wealth of essential information

that helps in prioritization and allocation of critical City resources. The creation and production of this document was a tremendous undertaking and I want to thank staff for their incredible work.

You will see that each project has its own information sheet containing critical data such as total cost, source of funding and length of project, and it now includes the cost of project management and explains how it aligns to the City's Strategic Plan. The CIP has been an iterative process and we are excited about the progress we have made to date and look forward to an even better product next year. The City Council has seen this plan several times and has offered input at each stage, providing clear direction that *now* is the time to reinvest in the community through projects such as the new Library, new wayfinding and entry signage, replacement of the Seymour Bridge and trail realignment, building a tot lot at Smith Field and developing and funding annual programs to maintain our roads, sewers and other public facilities.

I am delighted to report that the City is in exceptionally healthy financial shape. The City went through very difficult times and – as I have said many times – thanks to the courage and sacrifice of the City Council, staff and community, the corporation of the City was saved. It is quite amazing to see how far this organization has come in such a short period of time. While the organization suffered significant staffing losses, thanks to the actions of the City Council, the City as a whole is now able to recapitalize the critical projects that the community needs and deserves. The City’s revenue continues to be very strong in our three primary revenue sources: transient occupancy tax (TOT), property tax, and sales tax.

During the past two years, the City has completely paid off one of two outstanding 30-year judgment obligation bonds. The remaining bond will be paid off in 2019, also ahead of schedule. The strategic decision to implement a debt reduction plan facilitates a complete pay-down on the City’s long term obligations two decades earlier than originally scheduled! The City has also reduced its pension liabilities by paying off its “side fund” for both miscellaneous and safety employee groups, which CalPERS defines as the difference between assets and liabilities in a pension plan. The City also successfully negotiated and closed a three-year memoranda of understanding with all three labor bargaining groups and is successfully filling vacancies.

It should be noted that this past April saw the sunset of Measure J, the half-cent sales tax, making the FY 2015-16 the final year of distribution of Measure J revenue. This will result in an overall drop in the sales and use tax revenue category in the upcoming year.

The City continues to maintain the Council-mandated General Fund reserve of 30% of annual budgeted operational expenditures, while continuing to make aggressive capital investments into our infrastructure. The FY 2016-17 CIP Budget accounts for 31 capital projects and includes a \$1.6 million transfer from the General Fund.

Financial sustainability remains a high priority for the City Council. To this end, City staff will continue to seek ways to be as efficient as possible in managing City resources while providing high-quality services to the public. Staff look forward to working with the City Council and the community to address the challenges that lie ahead. We will continue to identify operational efficiencies, assess appropriate fee structures, pursue acceptable economic development opportunities and advise on potential revenue options available to the community to ensure the high quality of life for the residents and visitors of Half Moon Bay.



While we officially launched this year's budget process with the City Council's Annual Retreat, your executive team met in advance of that and discussed, among other things, our organizational vision and the type of organizational culture we want to build. Consistently, each person noted that their goal was to create an organization that is transparent, respectful, responsive, professional, consistent, and which has the trust of the community. At the City Council retreat, we discussed the state of the organization and shared our vision. The Council subsequently adopted a Strategic Plan which will help guide the organization in prioritizing projects and delivering services to the community and visitors.

In order to continue to meet Council's direction, in this adopted budget I am suggesting increasing our staffing levels for Law Enforcement and Finance, as well as conducting an assessment of the Public Works Maintenance Division. We also expect to launch the City's new and much-improved website by the end of the year, complete the records management program and initiate selection of the new enterprise resource planning (ERP) system, continue to progress on the General Plan Update, and start working on the Bike and Pedestrian Master Plan and Parks Master Plan.

The community and the City Council simply and rightly expect more of this organization each passing year. I have often used the analogy of an old classic car in terms of the state of our organization: while it may have a beautiful classic design, much deferred work remains to make it a true classic. This is okay so long as everyone understands the classic car's beauty, strength and potential and also its limitations. As we ask more of the car – to run better and for longer distances – we must continue to invest in it, give it regular maintenance and anticipate its needs so that we can budget properly.



So it is with our organization. Half Moon Bay is certainly a classic and the City Council and community have been patient with the deferred work, knowing the City's limited resources. Now we have all begun to ask more of our City and, like the classic car, we need to invest, maintain and anticipate needs in order to ensure we can financially and organizationally react and reach our full potential as a community.

That is where we are now with our organization (and our classic car analogy!). It is important to acknowledge that our increasing expectations still outweigh the available resources and improvements we have been able to make. With this Adopted Budget, expectations and resource are beginning to align. As we continue to invest in the organization – as we would invest in that beautiful classic car toward making it a true classic – we can continue to provide an increased level of professional quality service to residents and visitors alike.

The changes reflected in this budget are modest and incremental and are designed to assure that the organization is providing quality professional services to the community in an efficient, effective and transparent manner by aligning with the interests and expectations of the community. Please see the Budget Overview Executive Summary for additional detail outlining the budget document, financial summary and budgetary changes.

While this document represents my recommendations, it is built upon using input from the Executive Team, whom I would like to thank for their professionalism and incredible work and assistance in developing this Adopted Budget which establishes a solid foundation for the next fiscal year and beyond. I would also like to thank the Budget Team for their many hours and long nights of work in developing this document, especially Yulia Carter, Dennis Jaw, John Doughty, Alex Khojikian, Sandra Ricky, Paula Krogh, and Sandra Sencion.

Respectfully submitted,



Magda A. González  
City Manager







## CITY OF HALF MOON BAY

501 Main Street  
Half Moon Bay, CA 94019

21 de junio del 2016

Honorable Alcalde y Miembros del Consejo,

Es con gran placer que presento el Presupuesto Recomendado por el Administrador de la Ciudad para el Año Fiscal 2016-17. Debido a que considero la dirección del Consejo Municipal para avanzar, la reinversión en la comunidad es claramente el tema que se teje a todo lo largo del presupuesto. Espero seguir trabajando con el Consejo, el personal y la comunidad durante el siguiente año fiscal para garantizar que estamos avanzando hacia nuestras metas con habilidad, cuidadosamente y con gran claridad y principio. Estoy segura que el futuro es brillante y lleno de maravillosas posibilidades para la comunidad de Half Moon Bay, y sé que todos traeremos una renovada energía y entusiasmo a las tareas por delante.

Reflexionando sobre los últimos doce meses, sólo puedo decir - "¡Wow, que año increíble!" Ahora que el año fiscal 2015-16 llega a su fin, el Consejo Municipal debería estar muy contento con todo lo que hemos sido capaces de lograr. Con el asesoramiento y la dirección del Consejo, está en marcha la nueva Biblioteca y en el otoño esperamos iniciar las obras; el puente peatonal Pilarcitos Creek fue construido en tiempo récord; y se realizó la primera y muy exitosa Academia de Ciudadanos de Half Moon Bay Red, Participa, Transforma (NET *por sus siglas en inglés*).

He puesto mucha atención en la contratación de personal profesional, de calidad, porque somos una organización enfocada en el servicio y las personas son nuestro recurso más importante. Contamos con un maravilloso grupo de profesionales que trabajan muy duro para esta comunidad y cada día traen un alto nivel de experiencia, habilidad y pasión a los esfuerzos de la ciudad. Llenar estas vacantes nos ha permitido mejorar la capacidad de respuesta y servicio al cliente, hacer mejoras significativas a la organización para aumentar la eficacia y la eficiencia de las operaciones de la ciudad y mantener la transparencia.



Aunque a menudo la comunidad no lo reconoce inmediatamente, nuestros esfuerzos realmente han fortalecido los cimientos de la organización de la Ciudad, ayudando a sentar las bases para un futuro brillante y duradero. Las mejoras incluyen: reuniones del Consejo de Ciudad transmitidos en vivo en el sitio web de la ciudad; el comienzo de un nuevo programa de registros de gestión; continuar y mejorar un boletín electrónico semanal; establecer un nuevo sistema de administración de la agenda, un nuevo presupuesto basado en el cero y la presentación profesional de informes financieros; la Oficina del Sheriff en colaboración con CARON (Alianza de la Comunidad para Revitalizar Nuestros Barrios *por sus siglas en inglés*) realizando una Academia Comunitaria en la lengua española relacionada con los Servicios Policiales; y desarrollar un plan detallado de preparación para tormentas en previsión de las tormentas de El Niño, por nombrar unos pocos.

El Consejo aprobó un Programa de Mejoras Primordiales muy robusto (CIP) y como resultado del personal que hemos contratado, hemos sido capaces de hacer un progreso importante, como lo demuestran proyectos tales como el Puente Peatonal y Ciclista de Pilarcitos Creek y la Plaza Mac Dutra - creando espacios en los cuales la comunidad puede disfrutar de la costa y todo lo que Half Moon Bay tiene para ofrecer. Otros proyectos primordiales importantes incluyeron la limpieza de zanjas de drenaje por primera vez en siete años, terminar las reparaciones en la Escalera Vía Verde, terminar una encuesta sobre banquetas y la iniciación de la reparación de banquetas en 2.700 locaciones, completar un Plan Maestro de Drenajes (Fase 1), completar el análisis hidrológico e hidráulico de la zanja de Kehoe y el lanzamiento del Bosquejo del Plan de Uso de la Tierra Costera Local y el Bosquejo del Estudio de Vulnerabilidad por el Crecimiento del Nivel de Mar en conjunción con el Plan General/proyecto de Actualización LCP.



Yo diría que este nivel de logros merece un "¡Wow, que año increíble!" Estoy muy orgullosa de presentar el nuevo Programa de Mejoras Primordiales que se proveerá en una carpeta separada. Este es otro programa fundamental que dirigirá gran parte de las obras de infraestructura de la ciudad en los próximos cinco años y más allá. Este nuevo y muy mejorado plan contiene abundante información esencial, que ayuda a establecer prioridades y la

asignación de los recursos esenciales de la Ciudad. La creación y producción de este documento fue un emprendimiento tremendo y quiero agradecer al personal por su trabajo increíble.

Verán que cada proyecto tiene su propia hoja de información conteniendo datos importantes tales como el costo total, la fuente de financiamiento y duración del proyecto; y ahora incluye el costo de la administración del proyecto y cómo se alinea con el Plan Estratégico de la Ciudad. El CIP ha sido un proceso iterativo y estamos contentos por los avances que hemos logrado hasta la fecha, el año que viene esperamos un producto aún mejor. El Consejo Municipal ha visto este plan varias

veces y ha ofrecido comentarios en cada etapa, proporcionando una dirección clara que *ahora* es el momento de reinvertir en la comunidad a través de proyectos como la nueva Biblioteca, nueva señalización vial y letreros en la entrada, el reemplazo del Puente Seymour y la reordenación de senderos, construyendo juegos infantiles en el Smith field y el desarrollo y la financiación de programas anuales para mantener nuestras carreteras, alcantarillas y otras instalaciones públicas.

Me complace informar que la ciudad tiene un estado financiero excepcionalmente sano. La Ciudad pasó por momentos muy difíciles y - como he dicho muchas veces - gracias a la valentía y el sacrificio del Consejo Municipal, del personal y la comunidad, la Corporación de la Ciudad se salvó. Es muy sorprendente cuán lejos ha llegado esta organización en un período tan corto de tiempo. Mientras que la organización sufrió pérdidas significativas de su plantilla, gracias a las acciones del Consejo Municipal, la Ciudad en su conjunto puede ahora volver a capitalizar los proyectos fundamentales que la comunidad necesita y merece. Los ingresos de la ciudad siguen siendo muy fuertes en nuestras tres fuentes de ingresos principales: Impuestos de Ocupación Transitoria (TOT), Impuesto a la Propiedad e Impuestos a las Ventas. En los últimos dos años, la ciudad pagó completamente uno de los dos bonos en circulación de 30 años de obligación judicial.

El bono restante se pagará en el 2019, también antes de lo previsto. La decisión estratégica de implementar un plan de reducción de la deuda facilita una completa reducción del pago de las obligaciones de la ciudad a largo plazo en dos décadas; ¡antes de lo que fuera programado originalmente! La ciudad también ha reducido sus obligaciones de pensiones saldando el pago de su "fondo lateral" para ambos grupos de empleados - diversos y de seguridad, que CalPERS define como la diferencia entre los activos y los pasivos en un plan de pensiones. La ciudad negoció con éxito y cerró un Memorando de Entendimiento de tres años con los tres grupos de trabajo en negociación y ha estado llenando vacantes exitosamente.

Cabe señalar que este pasado mes de abril se vio el ocaso de la Medida J, el impuesto de medio centavo a las ventas, haciendo que el año fiscal 2015-16 sea el último año de distribución de los ingresos por la Medida J. Esto se traduce en una baja en general en la categoría de los impuestos a las ventas y de uso para el año próximo. La ciudad sigue manteniendo en el fondo general la reserva mandada por el Consejo del 30% de los gastos operacionales presupuestados para el año, al tiempo que hace inversiones agresivas en la infraestructura de la ciudad. El Presupuesto de Año Fiscal 2016-17 CIP representa 31 proyectos Primordiales e incluye una transferencia de \$ 1,6 millones del Fondo General.



La sustentabilidad financiera sigue siendo una alta prioridad para el Consejo Municipal. Para ello, el personal de la ciudad seguirá buscando maneras para ser tan eficiente como sea posible en el manejo de los recursos de la ciudad, al mismo tiempo que ofrece servicios de alta calidad al público. El personal espera con interés trabajar con el Consejo Municipal y la comunidad para enfrentar los retos que se ponen por delante. Seguiremos identificando eficiencias operativas, evaluando las estructuras adecuadas de las tarifas, buscar oportunidades aceptables para el desarrollo económico y asesorar sobre posibles opciones de ingresos disponibles a la comunidad para garantizar la alta calidad de vida de los residentes y visitantes de la ciudad de Half Moon Bay.

Aunque lanzamos oficialmente el proceso del presupuesto de este año en el Retiro Anual del Consejo Municipal, el equipo ejecutivo se reunió antes de eso y discutió, entre otras cosas, nuestra visión de la organización y el tipo de cultura organizacional que queremos construir. De modo consistente, cada persona señaló que su objetivo era crear una organización que sea transparente, respetuosa, sensible, profesional, consistente y que cuente con la confianza de la comunidad. En el retiro del Consejo Municipal discutimos sobre el estado de la organización y compartimos nuestra visión. Posteriormente, el Consejo adoptó un Plan Estratégico que guiará a la organización en la priorización de proyectos y prestación de servicios a la comunidad y a los visitantes.

Con el fin de continuar cumpliendo con la dirección del Consejo en este presupuesto recomendado, estoy sugiriendo aumentar nuestros niveles de dotación de personal para la fuerza policial y las finanzas, así como también realizar una evaluación de la división de mantenimiento de obras públicas. También esperamos lanzar un sitio web nuevo y muy mejorado de la ciudad a finales del año, completar el programa de manejo de expedientes e iniciar la selección del nuevo sistema de ERP (planificación de recursos empresariales), y seguir avanzando en la actualización el Plan General y empezar a trabajar en el Plan Maestro de Ciclista y Peatones y el Plan Maestro de Parques.



La comunidad y el Consejo Municipal simplemente y con razón, esperan más de esta organización cada año que pasa. A menudo he utilizado la analogía de un viejo auto clásico en cuanto al estado de nuestra organización: aunque puede tener un hermoso diseño clásico, queda por hacer mucho trabajo que estuvo postergado para convertirlo en un verdadero clásico. Esto está bien siempre y cuando todo el mundo entienda la belleza de un auto clásico, la fortaleza y el potencial, y también sus limitaciones. Cuando pedimos más de ese auto — para que corra mejor y para largas distancias — debemos seguir invirtiendo en él, darle mantenimiento regular y anticipar necesidades para que podemos presupuestar correctamente.

Lo mismo ocurre con nuestra organización. Half Moon Bay es sin duda un clásico, y la comunidad y el Consejo Municipal han sido pacientes con el trabajo que estuvo postergado sabiendo de los recursos limitados de la ciudad. Ahora todos hemos comenzado a pedir más de nuestra ciudad, y como el auto clásico, tenemos que invertir, mantener y anticipar con el fin de asegurar que podemos reaccionar financiera y organizacionalmente, y alcanzar todo nuestro potencial como una comunidad.

Allí es donde estamos ahora con nuestra organización (¡y la analogía de nuestro auto clásico!). Es importante reconocer que nuestras crecientes expectativas todavía superan los recursos disponibles y las mejoras que hemos sido capaces de hacer. Con este Presupuesto Recomendado, las expectativas y los recursos empiezan a estar más alineados. En la medida que continuemos invirtiendo en la organización — como invertimos en ese hermoso auto clásico hasta que sea un verdadero clásico — podemos seguir proporcionando un mayor nivel de servicio profesional de calidad a los residentes y visitantes por igual.

Los cambios propuestos en este presupuesto son modestos e incrementales, y están diseñados para asegurar que la organización está proporcionando servicios profesionales de calidad a la comunidad de forma eficiente, eficaz y transparente, y que está más alineada con los intereses y expectativas de la comunidad. Por favor vea el Resumen Ejecutivo de la Reseña del Presupuesto para detalles adicionales donde se bosqueja el documento del presupuesto, el resumen financiero y los cambios al presupuesto.

Aunque este documento representa mis recomendaciones, está construido sobre el aporte del Equipo Ejecutivo, a quienes me gustaría dar las gracias por su profesionalismo, su trabajo increíble y ayuda en el desarrollo de este Presupuesto Recomendado que establece una base sólida para el próximo año fiscal y más allá. También quisiera agradecer al equipo de presupuesto por sus muchas horas y largas noches de trabajo en el desarrollo de este documento, sobre todo a Yulia Carter, Dennis Jaw, John Doughty, Alex Khojikian, Sandra Ricky, Paula Krogh, y Sandra Sencion.

Presentado respetuosamente,



Magda A. González  
Administradora de la Ciudad





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# Strategic Plan Elements/Initiatives

The Half Moon Bay City Council holds an Annual Retreat, which serves as the launching point for the annual budget preparation process. At this year’s Retreat, on February 9, 2016, the following Strategic Elements were discussed and updated:

- **Infrastructure and Environment**
- **Healthy Communities and Public Safety**
- **Fiscal Sustainability**
- **Inclusive Governance**

Based on the Strategic Elements, the City Council has adopted Strategic Initiatives. These Initiatives are intended to help guide the City’s actions and work plans, and focus efforts on addressing the City’s identified priorities.

<b>Strategic Element: Infrastructure and Environment</b>	<b>Strategic Element: Healthy Communities and Public Safety</b>
<p><b>Initiatives:</b></p> <ul style="list-style-type: none"> <li>• Preserve, upgrade, and maintain existing City infrastructure to manage and make progress on the backlog created as a result of deferred maintenance</li> <li>• Maintain functional and effective usage of City facilities; Sustain efforts to maintain the City as clean, inviting, accessible and aesthetically pleasing, throughout all segments of the community</li> <li>• Continue to build and enhance a more sustainable and resilient community by incorporating green and sustainable infrastructure projects and environmental conservation</li> <li>• Utilize technology to maximize efficiency and productivity for improved City operations</li> </ul>	<p><b>Initiatives:</b></p> <ul style="list-style-type: none"> <li>• Foster opportunities for affordable housing for very low, low, moderate, and above moderate income households, including entry level housing, shared housing, etc.</li> <li>• Enhance safety for pedestrians, bicyclist, and motorists through a “complete streets” approach</li> <li>• Promote the health and well-being of children, youth, families, and adults of all ages and abilities</li> <li>• Promote a sustainable, comprehensive, and forward looking environmentally/green conscious community</li> <li>• Prepare City staff and community members for inevitable natural disasters and other emergencies</li> <li>• Provide comprehensive and innovative law enforcement services to reduce crime and the fear of crime; Inform and educate the community around crime prevention and awareness</li> </ul>

<b>Strategic Element: Fiscal Sustainability</b>	<b>Strategic Element: Inclusive Governance</b>
<p><b>Initiatives:</b></p> <ul style="list-style-type: none"> <li>• Practice sound and responsible financial management, while providing fiscally sustainable government services that address the needs of the community</li> <li>• Support and sustain a business environment that contributes to economic prosperity and revenue generation, and improves the economic well-being of the community</li> <li>• Promote a balanced economic development approach that retains, attracts, and supports businesses Citywide for a strong, stable, complementary, and diverse business environment, including tourism, coastal resources, conservation, and farmland cultivation</li> </ul>	<p><b>Initiatives:</b></p> <ul style="list-style-type: none"> <li>• Manage the operations of the City as an engaged, collaborative, and responsive team of professionals who provide services in an effective, accountable, and inclusive manner</li> <li>• Emphasize a high level of community engagement through public outreach and building mutually beneficial, innovative, collaborative community partnerships throughout the City</li> <li>• Provide organizational development that invests in staff leadership skills development and other human resources, to attract, develop, support, and retain a highly qualified, valued, and diverse municipal workforce</li> <li>• Maintain accuracy, consistency, and frequency in the City’s public communications, and increase Half Moon Bay’s efforts to build credibility and mutual trust with the community</li> <li>• Provide and manage a repository of City records that is easily accessible to the general public</li> <li>• Promote diversity by improving knowledge of and accessibility to City services among the Latino community with emphasis on bilingual access and inclusiveness and civic participation</li> <li>• Continue and enhance transparency and accountability with community members, providing easy access to information, helpful and informed staff, and meaningful opportunities to participate in the City’s decision-making processes and other municipal and community activities</li> </ul>

# About Half Moon Bay

*"To Live, To Work, To Play"*



Incorporated in 1959, the City of Half Moon Bay is governed by a five-member elected City Council and utilizes the council-manager form of government. The City Council appoints a City Manager who is responsible for the oversight of daily operations and provides leadership for the City's programs.

Named San Benito in the 1840's, and later Spanishtown, Half Moon Bay received its current name in 1874 and is the oldest settlement in San Mateo County. Considered a rural coastal community, the City is home to approximately 12,500 people.

There is a rich culture of diverse traditions and multi-generational families who have lived in Half Moon Bay for well over 100 years. In any given neighborhood you will find farmers, high-tech entrepreneurs, and artists living together. At the crossroads of Highway 1 and Highway 92, Half Moon Bay is approximately 25 miles south of San Francisco, and an easy 45-minute drive from almost anywhere in the Bay Area.

The City and coastside are a thriving agricultural, fishing, tourism and recreational destination. The local and growing organic agricultural community hosts a Saturday farmers' market and many rural roadside stands sell the bounty of the local farms and nurseries.

Roughly 3,000 tons of pumpkins are grown on the coastside every year and the ripening pumpkins are featured in the Art and Pumpkin Festival held in October on downtown's historic Main Street. The annual festival draws over 300,000 visitors for the two-day event and features some of the world's largest pumpkins.

Half Moon Bay is located on the coast of the Pacific Ocean between forested hills and some of the most beautiful coastlines that California has to offer; providing a wide variety of public and private attractions. Its historic downtown is home to shopping, fine dining and entertainment. The Coastal Trail meanders for five miles along beaches and bluff tops, providing a scenic setting for whale watching, biking, walking and horseback



riding. Golf can be enjoyed at two acclaimed golf courses graced with spectacular ocean backdrops.

The enduring natural beauty that makes up the Half Moon Bay coast is appreciated by both visitors and residents alike. Besides the sandy beaches and rugged cliffs along the beautiful ocean, Half Moon Bay is also home to residential communities where century-old architecture is enhanced by colorful yards and gardens; new construction projects often include parks and trails.

Visitors can stroll around town to discover unique wares in local galleries, markets, shops and boutiques. Farm-fresh produce and one-of-a-kind art pieces are available side-by-side. Music, poetry readings, knitting classes and other entertainment is held at parks, shops, wineries and eateries. First-class dining can be found at restaurants, bakeries, taquerias, delis and coffee shops. Menus include fresh fish straight off the boat and ethnic offerings from around the world.



The City also boasts truly unique lodgings with breathtaking ocean views, world-class hotels, and quaint cottages, whose 200,000 guests generate \$80 million in sales for the community each year.





# Half Moon Bay

The City welcomes those wishing to live, work and play in Half Moon Bay. City offices are open 8:30 a.m. to 5:00 p.m., Monday through Friday except holidays. City offices available to assist the public are as follows:

Administrative Services	(650) 726-8260	501 Main Street
Finance	(650) 726-8779	501 Main Street
Public Works	(650) 726-7177	501 Main Street
Community Services & Planning	(650) 726-8270	501 Main Street
Public Safety (business line)	(650) 726-8288	537 Kelly Avenue
Recreation Services	(650) 726-8255/8297	535 Kelly Avenue

## CITY STATISTICS

Population	12,371
Climate Range	40 to 75 degrees Fahrenheit
Land Area	6.47 square miles
Miles of Streets	35
Miles of Sanitary Sewers	35
City Parks	9
Miles of Beaches	6.2

## HOTELS, MOTELS, B&B'S

Number of Hotels, Inns and B&B's	12
RV Parks and Campgrounds	3
Hotel Rooms	579
Average Occupancy	72%
Annual Coastside Visitors	4,132,560
Overnight Visitors	216,372
Overnight Visitor Annual Spending	\$80,897,062

## EMPLOYMENT

Management, Professional and Related Service	2,444 jobs – 42.8% of total
Sales and Office	1,264 jobs – 22.1% of total
Farming, Fishing and Forestry	978 jobs – 17.1% of total
Construction, Extraction and Maintenance	Included below:
Production, Transportation and Material Moving	618 jobs – 10.8% of total
	408 jobs – 7.1% of total

**DEMOGRAPHICS**

Median Age	43.2
Total Households	4,464
Average Household Size	2.67
Median Household Income	\$103,239
Education – High School Degree or higher	84.0% of population (> 25yrs)
Education – Bachelor’s Degree or higher	47.3% of population (> 25yrs)
Median Housing Value	\$696,500

*Source: US Census Bureau of Quick Facts 2010-2014, 2015 Half Moon Bay City data, 2015 Half Moon Bay Chamber of Commerce data, and 2006-2010 Bay Area Census.*



# Half Moon Bay City Limits



Unincorporated  
San Mateo County

Unincorporated  
San Mateo County

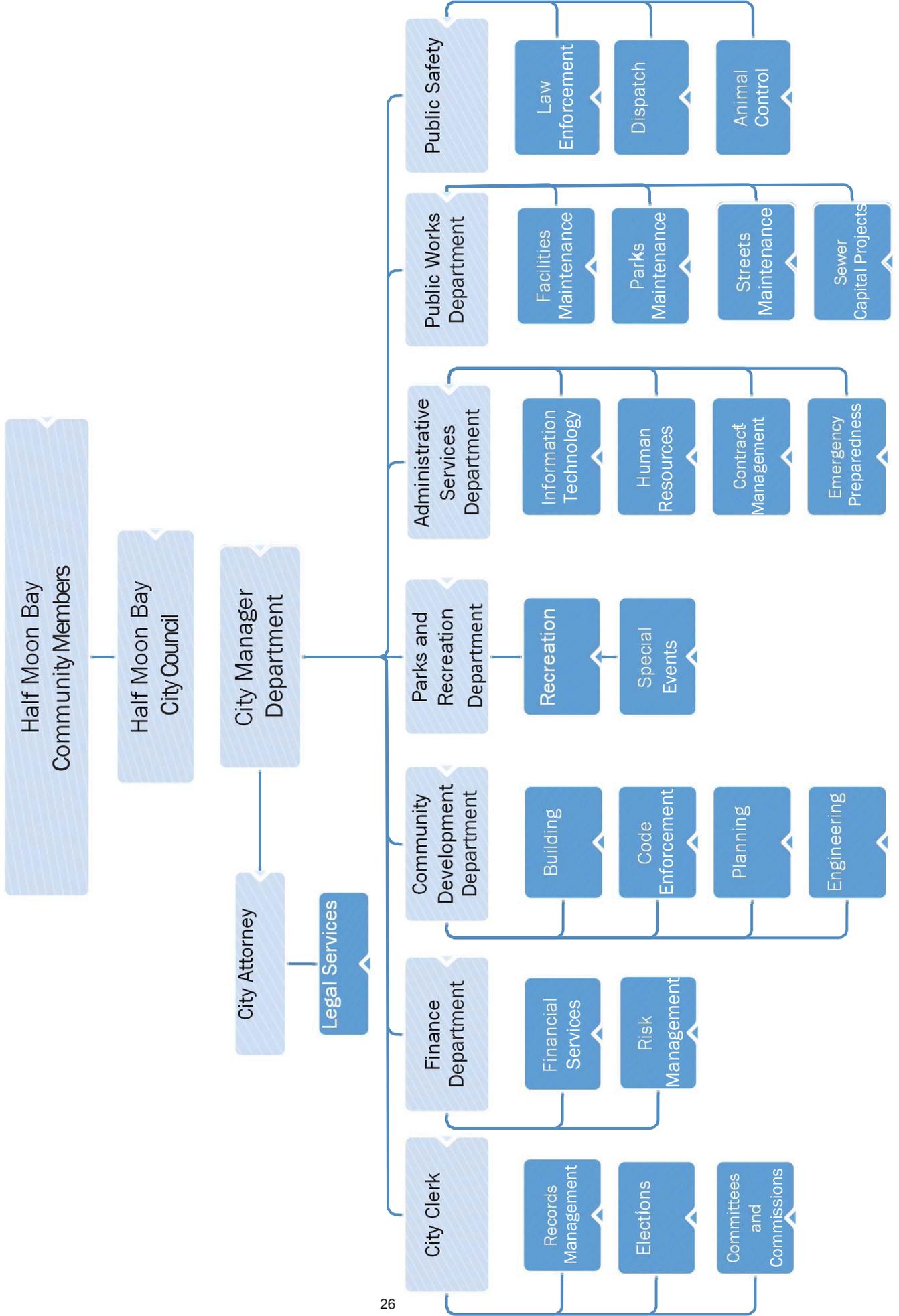
Unincorporated  
San Mateo County

City of  
Half Moon Bay

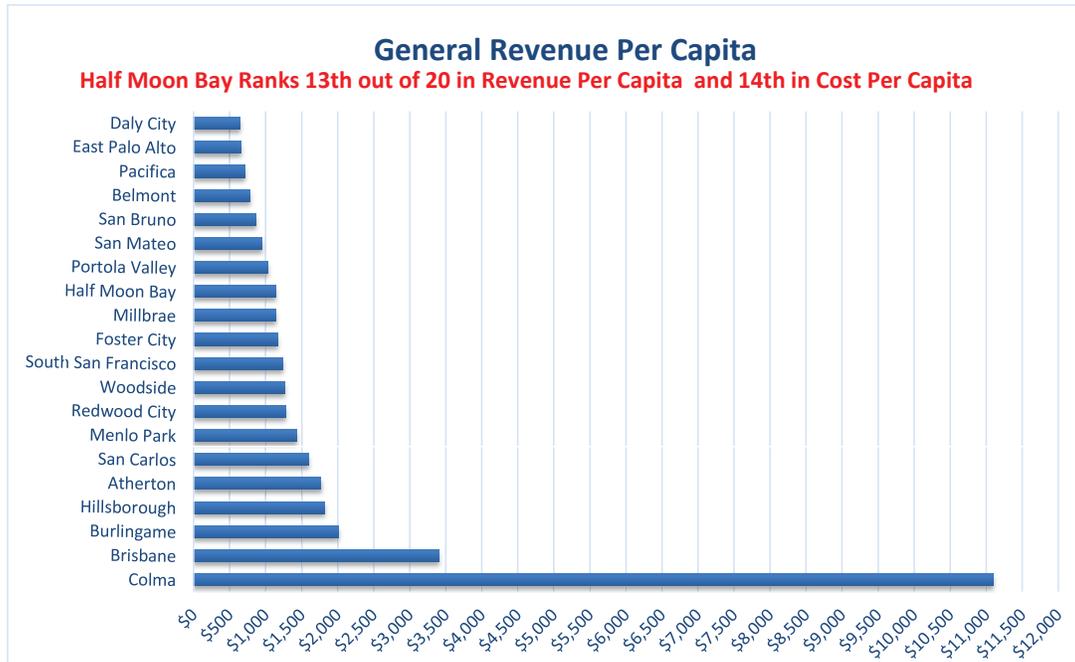


 Map not to Scale

# City of Half Moon Bay FY 2016-17 Organizational Chart



# San Mateo County Cities Comparison



City	Population	Report Totals			Per Capita		
		General Revenues	General Expenditures	Outstanding Debt	General Revenue	General Exp's	O/S Debt
Daly City	106,094	68,396,068	73,562,536	37,243,282	645	693	351
East Palo Alto	29,530	19,431,760	17,777,275	36,382,250	658	602	1,232
Pacifica	39,088	27,954,310	27,477,310	47,770,692	715	703	1,222
Belmont	27,073	21,062,816	17,680,408	19,863,992	778	653	734
San Bruno	43,009	36,905,883	44,525,267	15,557,939	858	1,035	362
San Mateo	102,893	97,824,195	87,629,343	122,655,000	951	852	1,192
Portola Valley	4,570	4,708,880	5,159,094	-	1,030	1,129	-
<b>Half Moon Bay</b>	<b>12,371</b>	<b>14,075,406</b>	<b>10,042,450</b>	<b>11,159,415</b>	<b>1,138</b>	<b>812</b>	<b>902</b>
Millbrae	22,703	25,879,259	24,395,073	67,390,149	1,140	1,075	2,968
Foster City	32,754	38,317,320	35,639,064	-	1,170	1,088	-
South San Francisco	67,009	83,278,953	82,817,601	1,662,666	1,243	1,236	25
Woodside	5,531	6,968,739	6,408,768	-	1,260	1,159	-
Redwood City	82,881	105,760,587	101,900,435	2,378,400	1,276	1,229	29
Menlo Park	33,309	47,689,196	46,397,501	19,400,000	1,432	1,393	582
San Carlos	29,803	47,699,600	44,398,539	2,256,729	1,600	1,490	76
Atherton	7,147	12,618,291	11,798,069	-	1,766	1,651	-
Hillsborough	11,413	20,724,595	21,541,371	32,464,253	1,816	1,887	2,844
Burlingame	30,298	60,858,500	49,306,490	12,400,141	2,009	1,627	409
Brisbane	4,612	15,703,619	15,187,417	23,964,200	3,405	3,293	5,196
Colma	1,514	16,803,220	13,627,060	-	11,099	9,001	-
<b>TOTAL</b>	<b>\$ 693,602</b>	<b>\$ 772,661,197</b>	<b>\$ 737,271,071</b>	<b>\$ 452,549,108</b>	<b>\$ 1,114</b>	<b>\$ 1,063</b>	<b>\$ 652</b>

NOTE 1: Estimated population figures are for 2014.

NOTE 2: Source of data is from the most recent City Budgets and CAFRs (primarily FY 2015-16).

NOTE 3: There are many factors that influence cost and revenue base. For example, some cities are full service cities with fire and police, while some are not.



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# California Society of Municipal Finance Officers

*Certificate of Award*

***Operating Budget Excellence Award  
Fiscal Year 2015-2016***

*Presented to the*

***City of Half Moon Bay***

For meeting the criteria established to achieve the Operating Budget Excellence Award.

***February 23, 2016***



*Jesse Takahashi*

**Jesse Takahashi  
CSMFO President**

*Michael Gomez*

**Michael Gomez, Chair  
Professional Standards and  
Recognition Committee**

***Dedicated Excellence in Municipal Financial Reporting***



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# City of Half Moon Bay

## “Gann” Appropriations Limit

Article XIII B of the California State Constitution set an appropriations limit for governmental agencies. It became effective in Fiscal Year (FY) 1979-80 by passage of Proposition 4 (“The Gann Initiative”) and was modified by Proposition 111 in November 1989. With FY 1978-79 appropriations as the starting point, the limit is modified by the year-to-year changes both in per capita income and population, using the following alternative percentage changes for each:

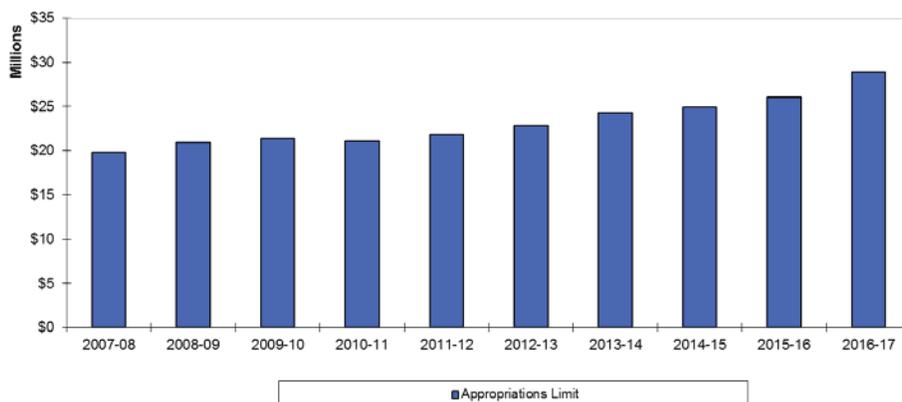
- (1) Income growth -
  - a. California per capita personal income, or
  - b. Nonresidential assessed valuation due to new construction in the city.
- (2) Population growth -
  - a. City of Half Moon Bay, or
  - b. County of San Mateo.

Article XIII B also sets the guidelines as to what can be included in the appropriations limit, using “Proceeds of Taxes,” as defined in the Article, in the limit calculations. The City has remained well below the appropriations limit. It is unlikely that the limit will apply in the near future.

### APPROPRIATIONS LIMIT CALCULATION FY 2016-17

Per Capita Personal Income Growth	5.37%	1.0537 factor
Population Change	3.23%	1.0323 factor
FY 2015-16 Appropriation Limit	\$26,545,712	
Calculation of factor for FY 2013-14	1.0537 X 1.0323 = 1.087735	
FY 2013-14 Appropriation Limit	\$28,874,700	

Appropriations Limit History



**CITY OF HALF MOON BAY  
 FY 2016-17 BUDGET  
 (GANN) APPROPRIATIONS LIMIT CALCULATIONS**

**Appropriations Limit Worksheet**

	<u>Amount</u>	<u>Amount</u>
A LAST YEAR'S LIMIT	26,545,712	
B ADJUSTMENT FACTOR		
1. POPULATION	1.0323	STATE FINANCE
2. INFLATION	1.0537	STATE FINANCE
3. TOTAL ADJUSTMENT	1.087735	(B1 x B2)
C ANNUAL ADJUSTMENT	2,328,988	(A x B3)
D OTHER ADJUSTMENTS	-	
E TOTAL ADJUSTMENTS	2,328,988	(C+D)
THIS YEAR'S LIMIT	<b>28,874,700</b>	(A+E)

RESOLUTION NO. C-2016-58

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY, CALIFORNIA, ESTABLISHING THE APPROPRIATION LIMIT OF THE CITY OF HALF MOON BAY PURSUANT TO CALIFORNIA CONSTITUTION ARTICLE XIII B, AND SECTION 7900 ET. SEQ OF THE CALIFORNIA GOVERNMENT CODE FOR FISCAL YEAR 2016-2017**

**WHEREAS**, Article XIII B is an amendment to the California Constitution placing a restriction on the amount of proceeds of tax revenue which can be appropriated by state and local governments during a fiscal year; and

**WHEREAS**, the total appropriation subject to limitation shall not exceed the appropriation limit of the City of Half Moon Bay for the prior fiscal year, as adjusted for inflationary and population changes; and

**WHEREAS**, the City Council is required to elect which adjustment factors will be used to calculate the limit: (1) either the annual growth in California per capita personal income or the growth in non-residential assessed valuation due to new construction within the City, and (2) either the population growth in the City of Half Moon Bay or population growth in the County of San Mateo, as provided by the State Department of Finance; and

**WHEREAS**, the City Council has considered the matter at a regular scheduled City Council meeting.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council hereby adopts the appropriations limit for the fiscal year 2016-17, as calculated in Exhibit A, and hereby determines the amount to be twenty eight million, eight hundred seventy-four thousand, seven hundred dollars (\$28,874,700) for the City of Half Moon Bay, pursuant to Article XIII B of the California Constitution.

The City selected the following adjustment factors for the calculation of this amendment to the appropriations limit for the 2016-17 fiscal year: (1) the population factor of the City of Half Moon Bay; and (2) the Percentage Change in Per Capita Personal Income over prior year, which were provided by the State of California Department of Finance in May 2016.

\*\*\*\*\*

I, the undersigned, hereby certify that the forgoing Resolution was duly passed and adopted on the 21<sup>st</sup> day of June, 2016 by the City Council of Half Moon Bay by the following vote:

AYES, Councilmembers: Fraser, Kowalczyk, Muller, and Ruddock

NOES, Councilmembers:

ABSENT, Councilmembers: Penrose

ABSTAIN, Councilmembers:

ATTEST:

APPROVED:

  
\_\_\_\_\_  
Jessica Blair, City Clerk

  
\_\_\_\_\_  
Rick Kowalczyk, Mayor

**RESOLUTION No. C-2016-60**  
**A RESOLUTION OF THE CITY COUNCIL OF THE**  
**CITY OF HALF MOON BAY ADOPTING THE FISCAL YEAR 2016-17**  
**ANNUAL OPERATING AND CAPITAL BUDGET**

**WHEREAS**, the City Council of the City of Half Moon Bay has received and completed its review of the proposed 2016-17 Operating and Capital Improvement Program Budgets during the Study Session held on June 21, 2016 and gave general direction on the recommendations contained therein during a public meeting; and

**WHEREAS**, the proposed budget was prepared in accordance with the financial policies of the City; and

**WHEREAS**, the proposed budget is a balanced expenditure plan that ensures the maintenance of adequate reserves during FY 2016-17; and

**WHEREAS**, the City of Half Moon Bay now desires to adopt the 2016-17 Fiscal Year Appropriations Limit, Operating and Capital Improvement Program Budgets for fiscal year 2016-17;

**NOW THEREFORE**, the City Council of the City of Half Moon Bay does hereby resolve as follows:

1. The City Council does hereby approve and adopt the City's budget of \$41,747,959, including CIP allocation of \$16,678,600, for fiscal year 2016-17 consisting of appropriations, inter-fund transfers and General Fund expenditures of \$15,068,440 as set forth in all Fund Summary section of the Fiscal Year 2016-17 Budget.
2. The City Council does hereby approve and adopt the City's budgeted revenue of \$34,912,507 for fiscal year 2016-17 and General Fund revenues of \$14,629,516 as set forth in all Fund Summary section of the Fiscal Year 2016-17 Budget.
3. The amount of the 2016-17 Fiscal Year Budget for each account area of the budget may be drawn upon in the form of warrants issued for payment of demands and certified in accordance with the provisions of California Government Code Sections 37208 and 37209.
4. The City Manager is hereby authorized to prepare an administrative budget document which further specifies the accounts for the expenditure of appropriations approved by the City Council and set forth in GANN Appropriation Limit Calculation section. The City Manager shall provide the Council with copies of this budget.

5. A copy of the adopted budget, signed by the Mayor and attested to by the City Clerk, shall be kept on file with the City Clerk of the City of Half Moon Bay, as the official budget of the City of Half Moon Bay for the 2016-17 fiscal year.

\*\*\*\*\*

I, the undersigned, hereby certify that the foregoing Resolution was duly passed and adopted on the 21<sup>st</sup> day of June, 2016 by the City Council of Half Moon Bay by the following vote:

AYES: Fraser, Kowalczyk, Muller, and Ruddock

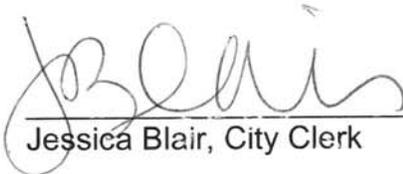
NOES:

ABSENT: Penrose

ABSTAIN:

ATTEST:

APPROVED:

  
\_\_\_\_\_  
Jessica Blair, City Clerk

  
\_\_\_\_\_  
Rick Kowalczyk, Mayor



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# CITY OF HALF MOON BAY

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## Budget Overview





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# Budget Overview

## Executive Summary

City staff prepare an annual operating budget each year, which the City Council adopts, containing the revenues, appropriations and other financial information pertaining to all City operating and capital budgets. These budgets are accounted for using the modified accrual basis of accounting as presented in the comprehensive annual financial report. This operating budget covers the 2016-17 fiscal year which runs from July 1, 2016 to June 30, 2017.

### BUDGET DEVELOPMENT PROCESS

The annual budget cycle begins each year with the development of budget instructions, including policy directives and a budget calendar in December, and is completed with the budget adoption by the City Council in June as shown in the budget timeline table below:

Public Meeting	Budget Step	Timeframe
1	Budget Calendar Schedule	December 15
2	Capital Improvement Program (CIP) Community Meeting	January 25
3	Council Strategic Plan/Communication Retreat	February 9
4	Study Session: Budget Methodology, Base Budget Assumptions, Financial Outlook, Capital Plan	April 19
5	City Council Review of Budget Assumptions and Recommendations	June 21
6	City Council Budget Hearing and Adoption	June 21

The City Manager and Finance Director provide guidance to departments, prior to preparation of department budgets, related to economic outlook and parameters for budgeting. Budget projections are submitted by department heads to the Finance Department. The Finance Director and Senior Accountant submit the draft recommended City budget to the City Manager for review.

The City utilizes the following procedures to establish budgetary control:

1. The City Manager submits to the City Council a proposed balanced operating and capital budget for the following fiscal year.
2. After a review by the City Council, a public hearing is conducted and further comment is received from the City Council and general public.
3. Upon completion of the hearings and modifications, if any, to the proposed budget, it is adopted by the City Council through passage of an appropriate resolution.

4. Generally, the budget is amended in the middle of the year and at the end of the year. All approved additional appropriations are added to the adopted budget and an amended budget is presented to the City Council, which adopts it after due review.
5. The City Manager is authorized to transfer budget amounts of operational expenditure categories within divisions as deemed necessary in order to meet the City's operational needs.
6. City Council approval is required for all inter-fund transfers, fund reserve to appropriations transfers, new revenue sources with offsetting appropriations, and for transfers to/from the capital expenditure category. The legal level of budgetary control of the City Council is at the fund level. This is the level that City management cannot overspend the budget without approval from the City Council.

The City Council holds public budget study sessions and adopts the City operating and capital budget no later than June 30<sup>th</sup> of each year.

The philosophy employed in creating this budget document has been to focus the City's efforts in continuing to provide quality "core" municipal services, as well as the timely addressing of key infrastructure needs. The City's budget goals are to achieve a balanced budget with operating revenue, including reimbursements from other funds for services provided, equal to or greater than operating expenditures (including debt service).

Staff used the following guidelines in preparation for this budget: ending fund balance (or working capital in the enterprise fund) should meet the minimum level of no less than 20% of operating expenditures. Under this policy, it is allowable for total expenditures to exceed revenue in a given year to fund capital improvement plan projects or other "one-time" non-recurring expenditures.

Ultimately, the City's financial position and the resources in each fund will determine the level of services and the projects that the City will be able to deliver to the community in the upcoming fiscal year. These services and projects are included in the proposed annual budget.

## **BUDGET METHODOLOGY**

The City implemented a zero-based budgeting process methodology this year. This methodology is a systematic financial management strategy which will help achieve a more cost-effective delivery of public services. Expenses must be demonstrated as necessary and are not assumed to carry over from prior years. Each new program is considered in light of potential alternatives and priorities. This will allow the City to redirect efforts and funds from current lower-priority programs to new, higher-priority programs which will improve efficiency and reduce spending.

Each department was provided a base budget expenditure allotment consistent with the authorized FY 2015-16 Budget, adjusted by known personnel salary and benefit increases, and a 3.0% inflationary increase for most operational expenses. Each department was then given an opportunity to submit prioritized program changes for enhancements and reductions to the base budget.

The goal of this budget process is to develop the City's budget document by completing a full analysis of the City's current service level to identify necessary and desirable service increase and/or reduction options, which combined will reach a balanced and sustainable budget. To this end, the City Manager formulates a packaged budget recommendation of enhancements and reductions for Council to consider. Staff recommendations are based on many considerations, including the City's strategic plan, staffing capacity, and potential impacts to the overall City operation and services provided to the community.

During the FY 2015-16 Mid-Year Budget review, the Finance Department worked with each department to analyze the FY 2015-16 projections in order to recommend adjustments for the FY 2016-17 Budget. These projections were used to create a Base Budget for FY 2016-17, which, adjusted with certain assumptions, eventually shifted into a proposed (recommended) budget for FY 2016-17. The City Manager and Finance Director met with each department individually, and then as a group, to discuss and finalize the FY 2016-17 proposed budget recommendations which were presented to the City Council at the June 21, 2016 Council Budget Study Session.

## **FY 2016-17 RECOMMENDED BUDGET OVERVIEW**

The FY 2016-17 Recommended Budget was the result of an inclusive and interactive staff budget development process, input received from the City Council's adopted Strategic Plan, FY 2015-16 mid-year budget review, the April 2016 Council Study Session, as well as Council's direction throughout the year.

The Proposed FY 2016-17 Budget is balanced and has a significant structural surplus when general revenue is compared to operating expenses. In FY 2016-17, General Fund revenue of \$14.3 million are projected to exceed General Fund expenses of \$11.1 million by \$3.2 Million. The General Fund budget is also projected to have a continuing surplus in the upcoming years. This means that the City will be able to fully fund the cost of day-to-day operations and services in Half Moon Bay with a healthy annual surplus that can be used towards the cost of desired Capital Improvement Program projects and other needs.

Transient occupancy (hotel) tax, property tax, and sales tax revenue make up 80% of General Fund revenue. All major General Fund Revenues are experiencing healthy growth, as further described in the General Fund section of the budget document. General Fund expenditures are projected to be \$0.9 million higher than the FY 2015-16 Revised Budget, due to the current budget assumptions and proposed program enhancements described below.

### **Base Budget Assumptions**

The base budget is not an exact duplicate of the Adopted or Amended FY 2015-16 Budget because of actions the Council may have taken to modify the budget during the course of the year, and most notably because of the 2016-17 budget assumptions used to develop the base budget. The following are some of the key assumptions which were used in the FY 2016-17 Base Budget:

### **Base Budget General Fund Revenue Assumptions**

- **Total General Fund revenue** of \$14.3 million (excluding \$288,956 of internal allocations) show a decrease of \$816,000 (5.4%) from the FY 2015-16 Revised Budget of \$15.2 million, primarily due to the sunset of Measure J revenue.
- **Transient Occupancy Tax (TOT)** is the City's largest source of revenue. TOT revenue has increased by no less than 6% each year since FY 2009-10 due to increased tourism activity and initiatives by the Chamber of Commerce to promote mid-week business travel. The FY 2016-17 Budget assumes a 6% increase from the FY 2015-16 Revised Budget amount.
- **Sales and Use Tax** is the City's second largest revenue source. Based on discussions with the City's sales tax advisor, MuniServices, the local sales will increase by approximately 1.5%. However, the half-cent Measure J sales tax elapsed at the end of March 2016 with the final distribution of Measure J revenue expected to be received in the last quarter of the 2015-16 fiscal year. This will result in overall sales tax revenue decreasing by approximately \$1.5 million.
- **Property tax** is the City's third largest revenue source. While we assumed a 4% increase for base property tax based on prior-year trends, the FY 2016-17 budget recommendations for overall property taxes will be lower than actual amounts for prior years as the distributions of excess Educational Revenue Augmentation Fund (ERAF) are uncertain and are not included in the budget.
- **ERAF Transfer.** In the FY 2015-16 the City received \$203,028 in the distribution of excess ERAF. Although the budget assumes no additional ERAF revenue, the FY 2015-16 ERAF revenue is being transferred to General Capital Fund 25 as part of the base budget, according to the City's policy to use excess ERAF funds for capital needs.
- **Charges for Services** are projected to increase by \$175,767, or 30.7%, over the Revised FY 2015-16 Budget assuming the cost recovery assumption for private development review and inspection cost at a higher consultant rate. These revenue sources will help to offset the increased cost of the City's contract with Vali Cooper and Associates that went into effect last May. The FY 2016-17 Budget assumes a conservative increase of 3% for the building and planning fees. Once the new fee schedule is reviewed and adopted by the City Council, the Finance Department will make any necessary amendments to the revenue estimated during the mid-year budget adjustment process.
- **Other Revenues** increase by \$87,437, or 6.4%, due to increased County Credit reimbursement for the accelerated side fund payment applied to Sheriff's total personnel cost. These revenue sources will partially offset an increase in Sheriff's personnel cost that is included in the FY 2016-17 Proposed Budget.

#### **Base Budget Expenditures Assumptions:**

- Total General Fund expenditures of \$14.6 million, a decrease of \$1.15, or 7.3%, over the Revised FY 2015-16 Budget.
- Salary and Benefits projections include funding for 32.2 full-time equivalent (FTE) city-wide, with 22.45 FTE allocated in the General Fund. This includes the addition of two positions presented under "program enhancements" below.

Vacant positions are budgeted at top step. Projections include salary step increases for staff members who may be eligible on their performance review dates, and a 2% cost of living adjustment (COLA) increase as per current memorandum of understanding (MOU) contracts.

- Overtime funding is included in the projections based on an historical averages of overtime hours worked.
- FY 2016-17 PERS retirement rates are budgeted as provided by CalPERS: Tier 1 (2% @ 55) at 9.56% and Tier 2 (2% @ 62) at 6.93% for new employees without prior municipal experience or who have had a break in service.
- A budget allocation of \$5,500 is added to City Manager, Administrative Services, Finance and Community Development Departments to cover cost of interns and part-time temporary help.
- The Base Budget includes an allocation of \$37,000 to fund a lease payment for the second City Hall location on Purisima Street. Additionally, \$50,000 was appropriated in the Equipment Fund (Fund 62) for technology equipment costs.
- Professional Services projections are set at 3% over the FY 2015-16 Revised Budget to account for possible contractual increases, unless known otherwise.
- Operating Expenses are set at 2% over the FY 2015-16 revised budget to account for normal inflationary increases.

### **City Manager's Budget Recommendations**

The FY 2016-17 Budget includes City Manager recommended changes that are considered "program enhancements" over the Base Budget. These changes have been already incorporated in the Adopted Budget and are listed below:

- Additional funding for Solid Waste Franchise Request for Proposals (RFP) Preparation and Assistance (General Fund, \$150,000 – One-time)
- Additional coverage for two night Sheriff's Deputies (General Fund, \$315,381– On-going)
- Funding for an in-house full-time Planning Manager position to replace an outside contract (General Fund net savings of \$78,300, On-going)
- Allocation increase for the Sheriff's Captain position from 0.33 to 0.5 FTE (General Fund, \$48,253 – On-going)
- Addition of the Senior Management Analyst position in the Finance Department (General Fund, \$99,600 and Risk Management Fund, \$42,700 – On-going)
- Funding for operational assessment of the Public Works Maintenance Division (General Fund, \$25,000 – One-time)
- Funding for the Street Sign Replacement Program (General Fund, \$30,000 – On-going)
- Funding for the Community Building and Civic Engagement Program (General Fund, \$10,000 – On-going)

## **Other Significant Changes to the Budget**

### **Internal Position Allocation**

Staff reviewed and made adjustments to the FTE position allocation schedule to ensure that the City is accurately accounting for the cost of providing programs and services within City operations.

### **Internal Service Funds**

Two budget programs were added to the Risk Management Fund: General Liability and Workers Compensation. The budget for both programs was reallocated from the City-wide and Administration budget units, and therefore is recorded under the Base Budget. The General Liability Program will be used to account for activities related to general liability claims against the City and premiums for coverage above the City's risk retention level. The Workers' Compensation Program will be used to account for activities related to Workers' Compensation claims and insurance premiums for coverage. Both programs will now operate on a cost reimbursement basis from other departments.

### **Capital Improvement Program (CIP) Budget**

This year staff made enormous efforts to redesign the City's CIP. During the strategic plan retreat, CIP Community Meetings, and the first budget study session, City Council identified infrastructure needs, set priorities and provided direction regarding what projects should be included in the Five-Year (FY 2016-17 through FY 2020-21) CIP Budget. Staff also redesigned the CIP Budget format that is now presented in a separate document, with a CIP Fund Summary schedule being included in both operating and capital budgets.

### **Budgetary Reserves**

The City's Fund Balance Policy identifies fund balances (or reserves) as falling into the following categories: Restricted, Committed, Assigned, or Unassigned. In accordance with Government Accounting Standards Board (GASB) Statement No. 54 requirements and the City policy, the Council established the following designations or General Fund Committed Fund Balances:

- Operating Contingency Reserve of 30% of annual expenditures (\$3,206,638)
- Committed Measure J Revenue (\$363,619)
- Main Street Bridge Contingencies (\$1,500,000)
- Unassigned General Fund Balance (\$4,146,351)

The General Fund balances for the fiscal years 2016-17 are detailed in the table below. Total operating expenses are also listed to demonstrate the percentage level of reserves and compliance with the City's Fund Balance Policy.

**GENERAL FUND (RESTRICTED & UNRESTRICTED BALANCES)**

<b>Designations</b>	<b>Actual 2014-15*</b>	<b>Revised Budget 2015-16</b>	<b>Adopted Budget 2016-17</b>
<b>Beginning Fund Balance</b>	\$ 19,760,453	\$ 9,542,557	\$ 9,213,375
Total Revenue	14,777,650	15,446,174	14,629,516
Total Expenditures	24,995,546	15,775,356	15,068,442
<b>Ending Fund Balance</b>	<b>9,542,557</b>	<b>9,213,375</b>	<b>8,774,449</b>
Operating Contingency	(3,012,735)	(2,909,550)	(3,339,286)
Assigned for Measure J	(812,840)	(1,033,620)	(363,619)
Assigned for Main Street Bridge Contingencies	(1,500,000)	(1,500,000)	(1,500,000)
<b>Total Designations</b>	<b>(5,325,575)</b>	<b>(5,443,170)</b>	<b>(5,202,905)</b>
<b>Undesignated Fund Balance</b>	4,216,982	3,770,205	3,571,543
<b>Total Operating Expenses</b>	8,351,513	9,698,501	11,130,954
<b>Ending Fund Balance as % of Expenses</b>	114%	95%	79%

\* FY 2014-15 Expenditures include a transfer of Land in the amount of \$8,917,500 to the Land Asset Fund (Fund 79).

**ADDITIONAL BUDGET OPTIONS**

Additionally, staff prepared: 1) Optional Considerations for additional program enhancements, and 2) Council-initiated items. These items were presented to Council at the Budget Study Session on June 21, 2016, and approved for inclusion in the Adopted Budget.

**1. Optional Program Enhancement:**

The following optional program additions were offered for the Council’s consideration as options:

1. Additional coverage (overtime) for the Sheriff’s traffic and bicycle units (General Fund, \$75,000 – On-going)
2. Additional allocation for Boys and Girls Club to provide the City’s recreation services (General Fund, \$50,000 – On-going)
3. Collaboration with San Mateo County to build a “net zero” energy library building at a one-time cost of \$500,000. The City’s one-time contribution will be \$250,000, which would result in an overall increase of the project cost funded by the City’s loan from the County. The City’s projected return on investment would occur within ten years (Library Capital Fund, \$250,000 – One-time).

**2. City Council - Initiated Items:**

The City Council and Executive Management staff held the Strategic Planning retreat on February 9, 2016, and the first Budget Study Session on April 19, 2016. During these meetings, Council identified the following potential program enhancements with the estimated cost of \$404,000.

1. Assessment of Park and Recreation's Committee Role (General Fund, \$25,000 – One-time)
2. Bike and Pedestrian Committee (General Fund, \$10,000 – On-going)

3. Affordable Housing Activities: workshops and survey (Housing Fund, \$60,000 – One-time)
4. Host City Council Meetings in neighborhoods (General Fund, \$10,000 – On-going)
5. Increase Involvement with Latino Community: survey and Spanish NET program (General Fund, \$25,000 – On-going)
6. Financial Support for Community Building and Civic Engagement Activities (General Fund, \$10,000 – On-going)
7. Grant Writing and Funding Advocacy (General Fund, \$60,000 – On-going)
8. Increase Translation Services to make available at all Council meetings (General Fund, \$10,000 – On-going)
9. Safety Workshops to create neighborhood watch groups (General Fund, \$5,000 – On-going)
10. Establish Human Services Fund and develop policy to award community grants (General Fund, \$100,000 – On-going)
11. Install Flag Pole at Mac Dutra or City Hall (General Fund, \$5,000 – One-time)
12. Install Benches along Main Street: assumes 10 benches (General Fund, \$12,000 – One-time)
13. Trash Cans on Main Street (General Fund, \$30,000 – One-time)
14. Poplar Street Speed Humps (General Fund, \$30,000 – One-time)
15. Install Bike Racks along Main Street: Assumes ten bike racks (General Fund, \$12,000 – One-time)
16. Support Repair of Coastal Trail in Half Moon Bay: Develop Pedestrian and Bicycle Master Plan (incorporated into Trail Master Plan in CIP; no additional operating cost required)

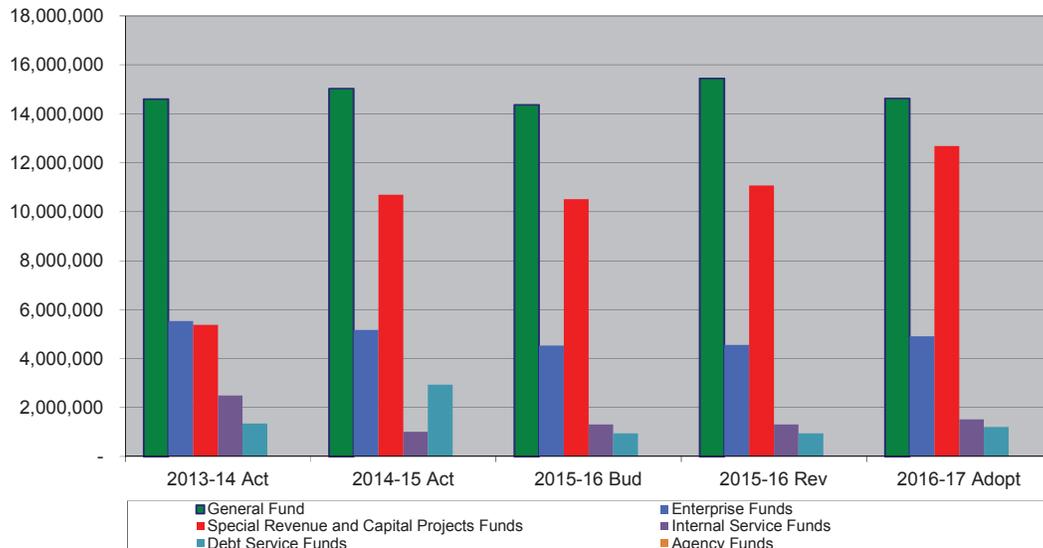


**City of Half Moon Bay  
FY 2016-17 Budget  
Summary of Revenue & Transfers by Fund**

Fund Name	Actual 2013-14	Actual 2014-15	Adopted 2015-16	Revised 2015-16	Adopted 2016-17
<b>GENERAL FUND</b>	<b>\$ 14,594,781</b>	<b>\$ 15,027,645</b>	<b>\$ 14,364,362</b>	<b>\$ 15,446,174</b>	<b>\$ 14,629,516</b>
<b>ENTERPRISE FUNDS</b>					
Sewer Operating	2,451,047	3,163,661	2,700,000	2,700,000	3,014,900
Sewer Capital	3,080,881	2,005,536	1,822,500	1,856,500	1,883,100
<b>TOTAL ENTERPRISE FUNDS</b>	<b>5,531,928</b>	<b>5,169,197</b>	<b>4,522,500</b>	<b>4,556,500</b>	<b>4,898,000</b>
<b>SPECIAL REVENUE FUNDS</b>					
Storm Drain Operating	109,861	120,864	125,700	125,700	50,600
Main Street Bridge	278,138	234,540	700,000	700,000	143,400
Gas Tax	416,418	391,497	365,136	365,136	374,539
Streets and Roads	3,101,194	3,334,502	1,625,000	2,000,000	1,007,100
Measure A	260,907	255,281	221,500	259,500	264,660
Traffic Mitigation	272,516	193,766	273,478	273,478	398,570
Library Operation	49,761	51,282	45,500	45,500	10,600
Library Capital	-	3,667,000	3,733,000	3,733,000	6,272,000
Park/Facilities Development	163,983	1,022,346	2,287,570	2,287,570	962,590
Affordable Housing	395,266	334,628	392,717	392,717	358,300
Capital General	-	-	-	-	1,536,628
Police Grants	91,528	105,391	100,400	100,400	101,300
Drainage Capital	35,617	143,255	205,805	205,805	973,140
Public Facilities	201,174	829,639	433,340	578,340	222,300
<b>TOTAL SPECIAL REVENUE AND CAPITAL PROJECT FUNDS</b>	<b>5,376,363</b>	<b>10,683,991</b>	<b>10,509,146</b>	<b>11,067,146</b>	<b>12,675,727</b>
Vehicle Replacement	25,260	4,663	4,440	4,440	3,949
Equipment Replacement	302,396	419,266	562,000	562,000	257,637
Risk Management	353,326	409,913	408,500	408,500	837,134
Pension Stailization	1,810,389	172,999	333,408	333,408	414,147
<b>INTERNAL SERVICE FUNDS</b>	<b>2,491,371</b>	<b>1,006,841</b>	<b>1,308,348</b>	<b>1,308,348</b>	<b>1,512,867</b>
<b>DEBT SERVICE FUNDS</b>	<b>1,347,670</b>	<b>2,931,761</b>	<b>940,474</b>	<b>940,474</b>	<b>1,196,398</b>
<b>LAND ASSETS</b>	<b>-</b>	<b>26,823,920</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Other Funds</b>	<b>14,747,332</b>	<b>46,615,710</b>	<b>17,280,468</b>	<b>17,872,468</b>	<b>20,282,992</b>
<b>Total All Funds</b>	<b>\$ 29,342,113</b>	<b>\$ 61,643,355</b>	<b>\$ 31,644,829</b>	<b>\$ 33,318,642</b>	<b>\$ 34,912,507</b>

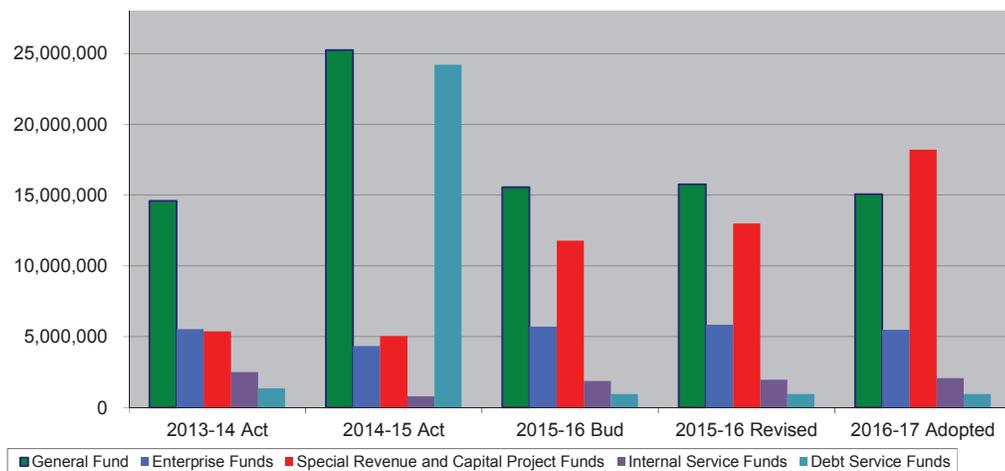
\* 2012-13 includes \$13,150,000 for insurance proceeds on Insurance Company of the West matter.

\*\* Land Assets Fund includes value of Glenree and Beechwood properties



**City of Half Moon Bay  
FY 2016-17 Budget  
Summary of Expenditures & Transfers by Fund**

Fund Name	Actual 2013-14	Actual 2014-15	Adopted 2015-16	Revised 2015-16	Adopted 2016-17
<b>GENERAL FUND</b>	<b>\$ 14,594,781</b>	<b>\$ 25,245,545</b>	<b>\$ 15,567,556</b>	<b>\$ 15,775,356</b>	<b>\$ 15,068,440</b>
<b>ENTERPRISE FUNDS</b>					
Sewer Operating	2,451,047	2,542,759	3,293,032	3,293,032	3,322,270
Sewer Capital	3,080,881	1,785,243	2,406,703	2,541,703	2,156,700
<b>TOTAL ENTERPRISE FUNDS</b>	<b>5,531,928</b>	<b>4,328,002</b>	<b>5,699,735</b>	<b>5,834,735</b>	<b>5,478,970</b>
<b>SPECIAL REVENUE FUNDS</b>					
Storm Drain Operating	109,861	87,660	125,675	125,675	49,646
Main Street Bridge	278,138	81,509	1,000,000	1,000,000	175,000
Gas Tax	416,418	416,876	517,160	517,160	432,505
Streets and Roads	3,101,194	1,856,016	3,260,871	3,709,571	1,134,750
Measure A	260,907	301,808	352,361	352,361	280,883
Traffic Mitigation	272,516	468,451	103,451	103,451	274,155
Library Operation	49,761	36,284	40,000	40,000	41,000
Library Capital	-	36,671	2,800,000	2,800,000	11,567,000
Park/Facilities Development	163,983	848,013	2,255,000	2,688,600	1,157,890
Affordable Housing	395,266	-	-	-	60,000
Capital General	-	-	-	-	1,400,100
Police Grants	91,528	33,488	100,000	195,000	100,000
Drainage Capital	35,617	93,385	660,000	721,000	961,022
Public Facilities	201,174	759,344	572,900	753,200	570,490
<b>TOTAL SPECIAL REVENUE AND CAPITAL PROJECT FUNDS</b>	<b>5,376,363</b>	<b>5,019,507</b>	<b>11,787,418</b>	<b>13,006,018</b>	<b>18,204,442</b>
<b>INTERNAL SERVICE FUNDS</b>	<b>2,491,371</b>	<b>789,846</b>	<b>1,863,309</b>	<b>1,941,809</b>	<b>2,055,578</b>
<b>DEBT SERVICE FUNDS</b>	<b>1,347,670</b>	<b>24,211,228</b>	<b>940,474</b>	<b>940,474</b>	<b>940,529</b>
<b>LAND ASSETS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>AGENCY FUNDS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Other Funds</b>	<b>14,747,332</b>	<b>34,348,582</b>	<b>20,290,936</b>	<b>21,723,036</b>	<b>26,679,519</b>
<b>Total All Funds*</b>	<b>\$ 29,342,113</b>	<b>\$ 59,594,127</b>	<b>\$ 35,858,492</b>	<b>\$ 37,498,392</b>	<b>\$ 41,747,959</b>



**City of Half Moon Bay  
FY 2016-17 Budget  
Transfers/Allocations (In) Summary**

	<b>Budget 2016-17</b>
<b>GENERAL FUND (01)</b>	
From Sewer Operating (05)	196,001
From Sewer Capital (06)	46,703
From Gas Tax (10)	46,252
<b>GENERAL FUND (01)</b>	<b>288,956</b>
<b>STORM DRAIN OPERATING (07)</b>	
From General Fund (01)	50,000
<b>STORM DRAIN OPERATING (07)</b>	<b>50,000</b>
<b>MAIN STREET BRIDGE (09)</b>	
From Gas Tax (10)	40,000
<b>MAIN STREET BRIDGE (09)</b>	<b>40,000</b>
<b>STREETS AND ROADS (11)</b>	
From General Fund (01)	66,500
From Gas Tax (10)	240,000
From Measure J	20,000
<b>STREETS AND ROADS (11)</b>	<b>326,500</b>
<b>TRAFFIC MITIGATION (13)</b>	
From Measure A (12)	220,000
<b>TRAFFIC MITIGATION (13)</b>	<b>220,000</b>
<b>DRAINAGE FUND (14)</b>	
From General Fund (01)	462,700
<b>DRAINAGE FUND (14)</b>	<b>462,700</b>
<b>LIBRARY OPERATING FUND (15)</b>	
From General Fund (01)	10,000
<b>LIBRARY OPERATING FUND (15)</b>	<b>10,000</b>
<b>PARK FACILITY FUND (17)</b>	
From General Fund (01)	212,890
From Measure J	670,000
<b>PARK FACILITY FUND (17)</b>	<b>882,890</b>
<b>GENERAL CAPITAL FUND (25)</b>	
From General Fund (01)	150,000
From ERAF	203,028
From Streets & Roads (11)	288,600
From Public Facilities Fund (48)	300,000
From Equipment Fund (62)	550,000
<b>GENERAL CAPITAL FUND (25)</b>	<b>1,491,628</b>
<b>PUBLIC FACILITIES FUND (48)</b>	
From General Fund (01)	219,500
<b>PUBLIC FACILITIES FUND (48)</b>	<b>219,500</b>
<b>EQUIPMENT FUND (62)</b>	
From General Fund (01)	188,666
From Sewer Operating (05)	56,259
From Gas Tax (10)	1,964
From Drainage Fund (14)	2,486
From Streets & Roads (11)	3,835
From Measure A (12)	727
<b>EQUIPMENT FUND (62)</b>	<b>253,937</b>
<b>RISK MANAGEMENT FUND (63)</b>	
From General Fund (01)	604,058
From Sewer Operating (05)	183,237
From Gas Tax (10)	6,179
From Drainage Fund (14)	12,511
From Streets & Roads (11)	15,714
From Measure A (12)	3,849
From Parks Facilities Fund (17)	781
From Public Facilities Fund (48)	781
From Vehicle Fund (61)	521
<b>RISK MANAGEMENT FUND (63)</b>	<b>827,632</b>
<b>PENSION STABILIZATION FUND (64)</b>	
From General Fund (01)	409,947
<b>PENSION STABILIZATION FUND (64)</b>	<b>409,947</b>
<b>JUDGEMENT OBLIGATION BOND (78)</b>	
From General Fund (01)	690,198
<b>JUDGEMENT OBLIGATION BOND (78)</b>	<b>690,198</b>

**City of Half Moon Bay  
FY 2016-17 Budget  
Fund Balances Summary**

	Projected Fund Balance 7/1/2016	Revenues & Trsfrs In Budget	Expenditures & Trsfrs Out Budget	Revenue Over(Under) Expenditures	Projected Fund Balance 6/30/2017
<b>GENERAL FUND</b>					
01 General*	\$ 9,213,374	\$ 14,629,516	\$ 15,068,440	\$ (438,924)	\$ 8,774,449
<b>ENTERPRISE FUNDS</b>					
05 Sewer Operating <sup>1</sup>	2,340,560	3,014,900	3,322,270	(307,370)	2,033,190
06 Sewer Capital <sup>1</sup>	20,429,643	1,883,100	2,156,700	(273,600)	20,156,043
<b>Total Enterprise Funds <sup>1</sup></b>	<b>22,770,203</b>	<b>4,898,000</b>	<b>5,478,970</b>	<b>(580,970)</b>	<b>22,189,233</b>
<b>SPECIAL REVENUE FUNDS</b>					
07 Storm Drain Operating	113,190	50,600	49,646	954	114,144
09 Main Street Bridge	562,742	143,400	175,000	(31,600)	531,142
10 Gas Tax	170,031	374,539	432,505	(57,967)	112,064
11 Streets and Roads*	4,176,268	1,007,100	1,134,750	(127,650)	4,048,618
12 Measure A*	139,437	264,660	280,883	(16,223)	123,214
13 Traffic Mitigation*	309,272	398,570	274,155	124,415	433,687
15 Library*	122,635	10,600	41,000	(30,400)	92,235
16 Library Capital	9,200,000	6,272,000	11,567,000	(5,295,000)	3,905,000
17 Park/Facilities Development*	257,855	962,590	1,157,890	(195,300)	62,555
19 Affordable Housing	1,784,601	358,300	60,000	298,300	2,082,901
25 Capital General	-	1,536,628	1,400,100	136,528	136,528
22 Police Grants	120,368	101,300	100,000	1,300	121,668
14 Drainage Capital	567,954	973,140	961,022	12,118	580,072
48 Public Facilities	762,491	222,300	570,490	(348,190)	414,301
79 Land Assets* <sup>2</sup>	26,823,920	-	-	-	26,823,920
<b>Total Special Revenue and Capital Project Funds</b>	<b>45,110,764</b>	<b>12,675,727</b>	<b>18,204,442</b>	<b>(5,528,715)</b>	<b>39,582,049</b>
<b>INTERNAL SERVICE FUNDS</b>					
61 Vehicle Replacement <sup>1</sup>	613,743	3,949	61,060	(57,111)	556,632
62 Equipment Replacement <sup>1</sup>	941,022	257,637	756,937	(499,300)	441,722
63 Risk Management <sup>1</sup>	1,237,179	837,134	827,634	9,500	1,246,679
64 Retirement Stabilization Fund <sup>1</sup>	1,015,365	414,147	409,947	4,200	1,019,565
<b>Total Internal Service Funds <sup>1</sup></b>	<b>3,807,309</b>	<b>1,512,867</b>	<b>2,055,578</b>	<b>(542,711)</b>	<b>3,264,598</b>
<b>DEBT SERVICE FUNDS</b>					
77 Judgment Obligation Bond -Series A*	(5,444)	-	-	-	(5,444)
78 Judgment Obligation Bond -Series B*	10,828,046	1,196,398	940,529	255,869	11,083,914
<b>Total Debt Service Funds</b>	<b>10,822,601</b>	<b>1,196,398</b>	<b>940,529</b>	<b>255,869</b>	<b>11,078,470</b>
<b>Total Other Funds</b>	<b>\$ 82,510,878</b>	<b>\$ 20,282,992</b>	<b>\$ 26,679,519</b>	<b>\$ (6,396,527)</b>	<b>\$ 76,114,350</b>
<b>Total All Funds</b>	<b>\$ 91,724,251</b>	<b>\$ 34,912,507</b>	<b>\$ 41,747,959</b>	<b>\$ (6,835,452)</b>	<b>\$ 84,888,800</b>

<sup>1</sup> Enterprise and Internal Service Fund Balances are presented on a Net Asset basis, in accordance with GASB Statement No. 34.

<sup>2</sup> Land Assets Fund Balance includes Glencree and Beechwood property values.

\* Funds presented as major funds in the FY 2014-15 Comprehensive Annual Financial Report: General Fund (01), Streets and Road Funds (09-13), Park Development Funds (15 & 17), Judgement Obligation Funds (77-78), Land Asset Fund (79)

Significant change in aggregate non-major fund balance is primarily due to due to construction of the new library (Library Capital Fund (16), decrease by \$5.3 million/57.6%).



# CITY OF HALF MOON BAY

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## Personnel Summary





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# Employee Compensation and Benefits Summary

The Administrative Services Department is responsible for initiating recruitments and providing employment services to all City departments and employees, and for implementing Federal, State and court mandates and requirements related to employment. These services include: recruitment and selection of qualified employees; administration of the City’s benefit programs; administration of workers’ compensation programs; maintenance of the City’s classification and salary structure; coordination of Citywide training and development for employees; administration for various Memoranda of Understanding (MOU) between the City and employee unions; and problem solving and employee assistance activities. The Administrative Services Department is also responsible for the labor negotiation process and employee relations. The Department arranges legally required training for employees, such as Harassment and Defensive Driving Training, as well as many other training seminars throughout the year. The Department also maintains all personnel files and records, including the performance evaluation records.

The City has successfully negotiated and implemented labor contracts with the following three bargaining units listed below. Any changes to MOU provisions are performed through the negotiations process and are approved by the Council separately from the budget process.

Represented Management	07/01/15 – 06/30/18
Operating Engineers Local 39	07/01/15 – 06/30/18
Non-Represented Benefits and Compensation Plan	07/01/15 – 06/30/18

The Compensation Plan for authorized positions in the unit consists of job title classifications/job codes, with corresponding salary scales spanning five steps with 5% differential between each step. The City participates in the CalPERS program and offers a variety of retirement and health benefit programs and services to employees. Listed below are examples of these benefits:

**MEDICAL / VISION / DENTAL** – Employees can choose between nine HMO and PERS Cafeteria Health Plans offered by the City at three levels: for employee only; for employee plus dependent; and for family coverage. The City pays monthly contributions toward the premium for employee and dependent medical coverage for employees working 20 hours or more per week. The City also pays for employee dental and vision insurance plans.

**ADMINISTRATIVE LEAVE** – Management and exempt employees receive 12 days of administrative leave per year. The City Manager may grant up to an additional 12 hours of administrative leave per year in recognition of unanticipated efforts.

**EMPLOYEE ASSISTANCE PROGRAM** – The City provides an employee assistance program for employees and their dependents.

**VACATION LEAVE** – Employees accrue between 12 and 23 days of vacation per year depending upon their length of service. Vacation accrual is capped at a maximum of two years accumulation.

**SICK LEAVE** – Employees accrue 12 days per year of sick leave, as well as a sick leave incentive of up to an additional 4 days per year.

**HOLIDAYS** – There are 14 paid holidays per year, one of which is a floating holiday.

**LIFE INSURANCE/ACCIDENTAL DEATH & DISMEMBERMENT** – The City pays basic life insurance and accidental death and dismemberment insurance for Operating Engineers in an amount up to \$75,000 per employee; and for Represented Management and Non-Represented employees in the amount equal to their individual annual base salary.

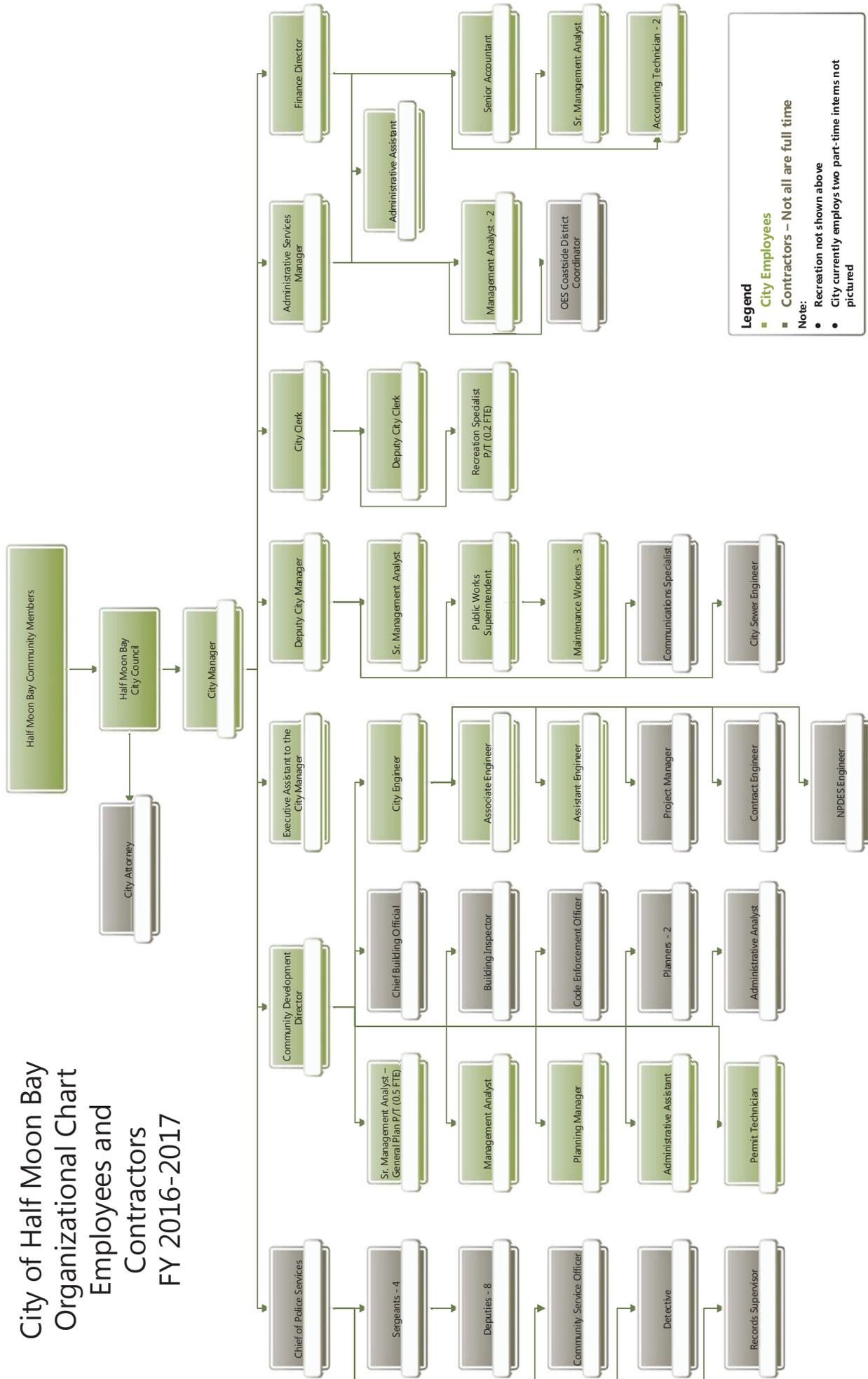
**LONG TERM DISABILITY/WORKERS' COMPENSATION INSURANCE** – The City provides workers' compensation and long term disability insurance for employees.

**RETIREMENT** – The City is part of the Public Employee's Retirement System (PERS) and has two tiers of retirement benefits. CalPERS Classic Members who were hired before 2013 will receive 2% at 55; with the member paying a 7% employee contribution. CalPERS PEPRA Members who were hired after 2013 will receive 2% at 62, with members paying a 6.5% employee contribution.

**EDUCATION INCENTIVE** – Employees qualify for up to \$1,500 in reimbursement of eligible costs for job-related educational classes.

**DEFERRED COMPENSATION** – Voluntary participation in ICMA or CalPERS 457 deferred compensation plans is available.

# City of Half Moon Bay Organizational Chart Employees and Contractors FY 2016-2017



**Legend**

- City Employees
- Contractors – Not all are full time

**Note:**

- Recreation not shown above
- City currently employs two part-time interns not pictured

**City of Half Moon Bay  
Salary Schedule  
Adopted June 21, 2016  
Effective July 1, 2016**

Position	Class	Steps				
		A	B	C	D	E
		<b>Monthly Salary Ranges (e)</b>				
<b>Exempt - Non Represented Management</b>						
City Manager	99-999	<i>Set by a contract</i>				
Community Development Director	10-505	12,720	13,356	14,023	14,724	15,460
Deputy City Manager	10-500	12,699	13,333	13,999	14,698	15,432
Finance Director	10-490	12,602	13,232	13,893	14,587	15,316
Administrative Services Manager	10-525	9,151	9,608	10,088	10,592	11,121
<b>Exempt - Confidential</b>						
Executive Assistant to the City Manager	39-XXX	5,810	6,100	6,405	6,725	7,061
<b>Exempt - Represented Management</b>						
City Engineer	10-750	11,164	11,722	12,308	12,923	13,569
Planning Manager	10-xxx	10,145	10,652	11,184	11,743	12,330
Associate Engineer	10-XXX	7,908	8,303	8,718	9,153	9,610
City Clerk	10-410	7,690	8,074	8,477	8,900	9,344
Senior Accountant	10-745	7,677	8,060	8,462	8,885	9,329
Public Works Superintendent	10-400	7,494	7,868	8,261	8,674	9,107
Senior Management Analyst	10-727	7,053	7,405	7,775	8,163	8,571
Management Analyst	10-721	6,847	7,189	7,548	7,925	8,321
Assistant Engineer	10-XXX	6,396	6,715	7,050	7,402	7,772
<b>Non-Exempt Operating Engineers Local 39</b>						
Deputy City Clerk	39-160	6,081	6,385	6,704	7,039	7,390
Permit Technician	39-250	5,318	5,583	5,862	6,155	6,462
Administrative Assistant	39-155	5,080	5,334	5,600	5,880	6,174
Maintenance Worker	39-275	4,820	5,060	5,313	5,578	5,856
Accounting Technician	39-145	4,376	4,594	4,823	5,064	5,317
<b>Part-Time Hourly</b>						
Intern	02-100	10.00	13.00	16.00	19.00	22.00

**City of Half Moon Bay  
Fiscal Year Ending June 30, 2016  
Personnel Summary**

<b>Full-Time Equivalent</b>	<b>Actual 2013-14</b>	<b>Actual 2014-15</b>	<b>Adopted 2015-16</b>	<b>Revised 2015-16</b>	<b>Adopted 2016-17</b>
City Manager	1.00	1.00	1.00	1.00	1.00
Deputy City Manager	0.00	1.00	1.00	1.00	1.00
Finance Director/City Treasurer	1.00	1.00	1.00	1.00	1.00
Community Development Director	0.00	1.00	1.00	1.00	1.00
Administrative Services Manager	0.00	1.00	1.00	1.00	1.00
City Clerk	1.00	1.00	1.00	1.00	1.00
Accounting Technician	2.00	2.00	2.00	2.00	2.00
Administrative Assistant	2.60	2.00	2.00	2.00	2.00
Assistant City Manager	1.00	0.00	0.00	0.00	0.00
Assistant Engineer	0.00	0.00	0.00	1.00	1.00
Assistant to the City Manager	1.00	0.00	0.00	0.00	0.00
Associate Engineer	0.00	0.00	0.00	1.00	1.00
City Engineer	0.00	1.00	1.00	1.00	1.00
Deputy City Clerk	1.00	1.00	1.00	1.00	1.00
Executive Assistant	0.00	0.00	0.00	1.00	1.00
Maintenance Worker	2.00	2.00	3.00	3.00	3.00
Management Analyst	2.00	4.00	3.00	3.00	3.00
Permit Technician	0.00	0.00	1.00	1.00	1.00
Planning Manager	0.00	0.00	0.00	0.00	1.00
Public Works Superintendent	1.00	1.00	1.00	1.00	1.00
Senior Accountant	0.00	1.00	1.00	1.00	1.00
Senior Accounting Technician	1.00	0.00	0.00	0.00	0.00
Senior Management Analyst	0.00	1.00	2.50	1.75	2.50
<b>Total Regular Full-Time Employees</b>	<b>16.60</b>	<b>21.00</b>	<b>23.50</b>	<b>25.75</b>	<b>27.50</b>

**City of Half Moon Bay  
FY 2016-17 Budget  
Staffing Level Summary**

Department Division	Audited Actual 2013-14	Audited Actual 2014-15	Adopted Budget 2015-16	Revised Budget 2015-16	Adopted Budget 2016-17
General Fund					
General Administration	9.30	11.90	11.85	12.85	12.40
Community Development/Planning Services	1.73	1.09	3.65	2.90	4.05
Public Works					
Engineering	0.20	0.60	0.85	2.85	2.20
Building and Code Enforcement	0.02	0.30	0.40	0.40	0.65
Facilities Maintenance	2.00	3.13	2.30	2.30	2.75
Total Public Works	2.22	4.03	3.55	5.55	5.60
Recreation Services					
Parks/Recreation	0.08	0.40	0.20	0.20	0.40
Community Center	0.00	0.00	0.00	0.00	0.00
Total Recreation Services	0.08	0.40	0.20	0.20	0.40
Total General Fund	13.33	17.42	19.25	21.50	22.45
Other Funds					
05 - Sewer Operating	0.96	0.75	1.20	1.20	1.65
11/12 - Streets & Roads/Measure A	1.53	1.70	1.90	1.90	1.00
14 - Storm Drains	0.43	0.55	0.55	0.55	0.90
17 - Parks Facilities	0.00	0.00	0.00	0.00	0.15
48 - Public Facilities	0.00	0.00	0.00	0.00	0.15
61 - Vehicle Internal Service	0.34	0.58	0.60	0.60	0.10
63 - Risk Management	0.00	0.00	0.00	0.00	1.10
Total Permanent Staffing Levels (FTE)	16.60	21.00	23.50	25.75	27.50
City Council	5.00	5.00	5.00	5.00	5.00
Total Staffing Levels (FTE)	21.60	26.00	28.50	30.75	32.50

Note: In FY 2011-12 and 2012-13 Budgets, Administrative Assistants are budgeted in their respective departments.

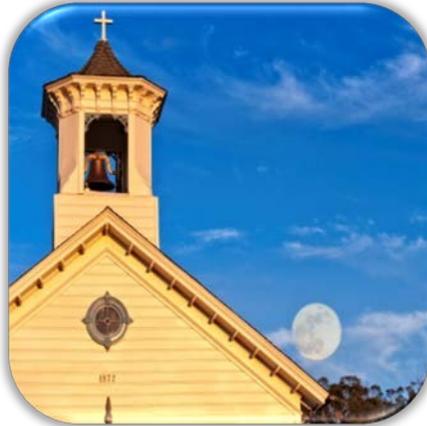
Service Area	Full Time Equivalents (FTE)		
	FY 2015-16	Net Change	FY2016-17
City Council	5.00	-	5.00
City Clerk	2.00	(0.20)	1.80
City Manager	4.25	(1.50)	2.75
Finance and Risk Management	4.00	0.65	4.65
Admin Svcs/HR/IT/Emergency Services	2.60	0.60	3.20
Community Development/Planning Services/Building Inspection	3.65	1.05	4.70
Engineering	0.85	1.35	2.20
Public Works - Facilities Maintenance	2.70	0.05	2.75
Recreation	0.20	0.20	0.40
Other	4.25	0.80	5.05
<b>TOTAL</b>	<b>29.50</b>	<b>3.00</b>	<b>32.50</b>



# CITY OF HALF MOON BAY

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## General Fund





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# General Fund Overview

The General Fund is the primary operating fund of the City and is used to account for day-to-day activities. It receives unrestricted revenue and provides City general administrative services, public safety and land development – related activities. All general tax revenue and other revenues that are not allocated by law or contractual agreement to another fund are accounted for in this fund. The General Fund is an unrestricted fund and its resources can be used for any City service or governmental purpose.

The major revenue sources for the General Fund are transient occupancy (hotel) taxes, sales taxes, property taxes, charges for services and other revenue.

The General Fund provides for the cost of operating City government and includes the City Attorney, City Clerk, City Council, City Manager, Finance and Risk Management, Human Resources, Information Technology, Emergency Services Operations, Public Safety, Planning Services, Building and Code Enforcement, Engineering, Facilities Maintenance, and Recreation Services. In addition, General Fund expenditures include capital projects and reserve funding.

The City provides services to the community using a combination of City staff, programs and contract services. The Community Development, Public Works, Engineering, Building, Administrative Services, Finance, City Clerk and City Manager departments consist primarily of City staff. This work is supplemented by contracts with other government agencies and service providers that provide the City with Animal Control, Building Inspection, Building Permit Processing (including plan check), Code Enforcement, Dispatch, Engineering, Information Technology, Janitorial, Law Enforcement, Legal Services, Library Operations, Planning, Recreation Programs, and limited Landscaping Maintenance services.

## **BUDGET OVERVIEW**

The General Fund budget for FY 2016-17 is \$14.3 million in revenue, excluding allocation from other funds and \$11.1 million in expenditures, excluding operating and capital transfers. This will generate a structural surplus of \$3.2 million in the 2016-17 General Fund budget.

## **GENERAL FUND REVENUES**

Unlike appropriations that can be established at the direction of the City, many key revenue sources are controlled by external forces to the City. For instance, property tax revenue vary with real estate values, and development-related revenue is affected by the volume and type of building permits and plan check requests. Sales tax and transient occupancy tax (TOT) revenues are subject to local and national economic

cycles, businesses' decision to locate in the community and travel activity of businesses and tourists.

Three sources make up almost 80% of the revenue in the General Fund: Transient Occupancy (Hotel) Tax, Property Tax and Sales Tax.

General Fund revenue in 2016-17 is projected to come in lower than last year's revenue. The budget includes a decrease of approximately \$817,000, or 5.4%, over total FY 2015-16 revised budgeted revenues, primarily due to the sunset of Measure J, the half-cent sales tax. Other key revenue categories show some growth in the FY 2016-17 Budget and are further described below:

### **Transient Occupancy Taxes (TOT)**

TOT is the City's largest source of revenues. The City's twelve hotels, motels, bed & breakfast establishments, and its three campgrounds all contribute to the TOT revenue source. Based on information provided by the City's Chamber of Commerce, the 579 available rooms in 2015 averaged 72% occupancy and accommodated 216,372 overnight guests. It is estimated that these visitors contributed to the Half Moon Bay economy, by making purchases totaling \$80,897,062 in sales throughout the community last year.

TOT revenue is projected to increase due to strong occupancy numbers and room rates at local hotels. TOT revenue has increased by no less than 6% each year since FY 2009-10, and are projected to go up by the same percentage in the upcoming year.

### **Sales and Use Tax**

The Sales Tax is currently the City's second largest revenue source. Sales tax is collected by the State Board of Equalization against tangible items. The local portion is distributed to cities and counties based on the location of the sale.

The State ended the "Triple Flip" transfer of Sales Tax to the State in exchange for property tax revenue pursuant to Proposition 57 in 2015-16. This "unwinding" of the Triple Flip impacted actual revenue in the sales tax category during the 2015-16 and 2016-17 fiscal years, which has been factored into projections provided by MuniServices, the City's sales tax advisor.

Based on discussions with MuniServices, local sales will increase by approximately 1.5% based largely on the favorable current economic conditions. However, FY 2015-16 is the last year that the City received annual of approximately \$1.5 million from the ½ cent Measure J Use Tax. The half-cent Measure J sales tax elapsed at the end of March 2016 with the final distribution of Measure J revenue having carried over through the last quarter of the FY 2015-16. This will result in an overall decrease of \$1.4 million in FY 2016-17 sales tax revenue, budgeted at \$2.5 million over the FY 2015-16 revised budget of \$3.96 million.

## Property tax

Property tax is the City's third largest revenue source. Property tax revenue is collected and distributed by the County of San Mateo based on applying the constitutionally limited tax rate of 1% to the assessed value of certain secured and unsecured properties as determined by the County Assessor.

The City's share of this property tax revenue is approximately 6.67%, less the rebate back to the State for Educational Revenue Augmentation Fund (ERAF), which would bring the City's General Fund portion of property tax revenue down to a net share of about 5.5 cents per each dollar of tax collected.

### Where Do Property Taxes Go?

Based on the City's largest Tax Rate Area (TRA)



The City considers the historical rate of changes and economic conditions when forecasting property tax revenue. Property tax revenue shows increases based on figures from the San Mateo County Assessor's Office. This is consistent with trends throughout the County.

While the property tax budget revenue assume a 4% increase for base property tax based on prior-year trends, the FY 2016-17 budget recommendation for overall property taxes will be lower than actual amounts received in the FY 2015-16 Budget, as the

distributions of excess ERAF are too uncertain to include in the budget.

### **Charges for Services**

Cost of Services fees are revised on an annual basis based on a comprehensive review of actual cost. This revenue source is approximately 5.1% of General Fund revenue. For FY 2016-17, charges for services are projected to increase by \$176,000, or 30.7%, over the Revised FY 2015-16 Budget, based on the assumption of cost recovery for private development review and inspection cost at a higher consultant rate. This revenue will help to offset the increased cost of the outside contract for services with Vali Cooper and Associates, which went into effect in May 2016.

Staff is currently working with an outside consultant, NBS Government Solutions, to revise the method of calculating user-based fees. The study is expected to be completed mid-summer. Upon completion of the study, NBS will prepare the user fee model that will allow the City to approach to full cost recovery when setting user fees. Due to the timing of the budget process, Finance Department staff did not have sufficient information on the new fee structure. The FY 2016-17 Budget assumes a conservative increase of 3% for building and planning fees. Once the new fee schedule is reviewed and adopted by the City Council, the Finance Department will make any necessary amendments to the revenue estimated during the mid-year budget adjustment process.

**Other Revenues** are projected to increase by \$178,000 or 13% due to increased County Credit reimbursement for the accelerated side fund payment applied to Sheriff's total personnel cost. These revenues will partially offset an increase in Sheriff's personnel cost that is included in the FY 2016-17 Proposed Budget.

### **GENERAL FUND EXPENDITURES**

The 2016-17 General Fund Budget shows a slight increase in spending over the 2015-16 estimated expenditures. The increase in expenditures in the coming year is primarily due to the budget enhancements that are described in detail in the Executive Summary to this Budget document.

### **TRANSFERS FOR CAPITAL PROJECT FUNDS**

The City's main source of revenue to fund projects and expenditures in the Capital Improvement Plan (CIP) is the General Fund.

The 2016-17 Budget currently includes \$1.6 million in transfers for Capital Projects from the General Fund to various Special and Capital Funds.

Last year, the City Council established a new General Capital Fund 25 to account for general capital improvements and replacements, including construction, technology, and other infrastructure improvements. The FY 2016-17 budget transfers the ERAF rebate of \$203,027 received in the current FY 2015-16 budget into General Capital

Fund. The new CIP budget transfers seven current CIP projects related to economic development and operational improvements into the General Capital Fund. Also, four new CIP projects are budgeted in the General Capital Fund in the new Five-Year CIP.

Additional information on the City’s Capital Improvement Program can be found in the FY 2016-2021 CIP Budget document.

## RESERVES AND ASSIGNED FUNDS

The General Fund also includes three reserves and assigned funds. They include a Committed Contingency Reserve, Measure J Assigned Funds, and Main Street Bridge Contingency Assigned Funds.

The Committed Contingency Reserve provides funds for the City to cover unexpected and sharp drops in revenues due to the economy, emergency events and other unanticipated expenditures and events. The City’s policy requires this reserve to be 30% of budgeted annual operating expenditures. The FY 2016-17 Budget set aside \$3.3 million for this purpose.

The Main Street Bridge Contingencies assigned funds remain unchanged from their current level of \$1.5 million. Assigned funds also include funds from the Measure J portion of Sales Tax. The Measure J assigned funds amount reflects the final revenues for Measure J through its end date in FY 2015-16, as listed in the table below.

MEASURE J ALLOCATION							
	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16 Proj	FY 2016-17	FY 2017-18	TOTAL
<b>Revenues</b>	\$ 158,029	\$ 1,554,059	\$ 1,506,740	\$ 1,505,000	\$ -	\$ -	\$ 4,723,830
STREET RESURFACING/GATEWAY	-	500,000	\$ 550,000	975,000	-	-	\$ 2,025,000
CHAMBER (EC. DEVELOPMENT)	-	102,794	\$ 111,195	-	-	-	\$ 213,989
LIBRARY IMPROVEMENTS	-	-	\$ 917,000	333,000	-	-	\$ 1,250,000
PILARCITOS CREEK BRIDGE REPAIR	-	-	\$ 100,000	-	-	-	\$ 100,000
SEYMOUR TRAIL BRIDGE	-	-	-	45,000	390,000	-	\$ 435,000
DOWNTOWN GATEWAY	-	-	\$ 30,432	-	-	158,620	\$ 189,052
SMITH FIELD TOT LOT	-	-	-	-	100,000	-	\$ 100,000
SMITH FIELD IMPR. IRRIGATION RETROFIT	-	-	-	-	-	135,000	\$ 135,000
BIKE AND PEDESTRIAN MP	-	-	-	-	125,000	-	\$ 125,000
OCEAN COLONY TRAIL REPAIR	-	-	-	-	-	75,000	\$ 75,000
OCEAN COLONY TRAIL REPAIR - NORTH	-	-	-	-	55,000	-	\$ 55,000
ELECTRIC VEHICLE CHARGING STATION	-	-	\$ 20,789	-	-	-	\$ 20,789
<b>Expenditures/Allocation</b>	-	602,794	1,729,416	1,353,000	670,000	368,620	4,723,830
<b>Reserve Balance</b>	158,029	1,109,294	886,618	1,038,620	368,620	-	-



**City of Half Moon Bay  
FY 2016-17 Budget  
General Fund Summary**

	Actual 2013-14	Actual 2014-15	Revised Budget 2015-16	Adopted Budget 2016-17
Revenue	\$ 14,314,178	14,777,650	\$ 15,157,218	\$ 14,340,560
Operating Expenditures	(10,242,048)	(8,351,513)	(9,698,501)	(11,130,954)
<b>Excess of Operating Revenue Over/(Under) Expenditures</b>	<b>4,072,130</b>	<b>6,426,137</b>	<b>5,458,717</b>	<b>3,209,605</b>
General Fund Transfers In- Cost Allocation	280,603	250,000	288,956	288,956
General Fund Transfers Out- Operating <sup>(1)</sup>	(1,208,384)	(1,967,133)	(1,905,355)	(1,942,869)
General Fund Transfers Out - Glenree		(8,917,500)	-	-
General Fund Transfers Out - Capital (CIP)	(570,000)	(4,172,400)	(2,818,500)	(1,324,618)
General Fund Transfers Out- CIP Assigned to Measure J	(500,000)	(1,837,000)	(1,353,000)	(670,000)
<b>Net Change to General Fund</b>	<b>2,074,349</b>	<b>(10,217,896)</b>	<b>(329,182)</b>	<b>(438,926)</b>
Beginning Total Fund Balance	17,686,104	19,760,453	9,542,557	9,213,375
Ending Fund Balance	19,760,453	9,542,557	9,213,375	8,774,449
Less: Committed Contingency Reserve	(4,255,283)	(3,012,735)	(2,909,550)	(3,339,286)
Committed to Measure J	(1,109,294)	(812,840)	(1,033,619)	(363,619)
Committed to Main St Bridge Contingencies	(1,500,000)	(1,500,000)	(1,500,000)	(1,500,000)
<b>Unassigned Fund Balance (1)</b>	<b>\$ 12,895,876</b>	<b>\$ 4,216,982</b>	<b>\$ 3,770,206</b>	<b>\$ 3,571,543</b>

<sup>(1)</sup> The FY 2016-17 increase in op. transfers is due to a change in how the internal service funds are reimbursed for services provided to other funds.

**Excess Revenue Over/(Under) Expenditures**

There is a structural surplus in the FY 2016-17 budget of \$3.2 million, driven primarily to strong economic conditions.

**Committed Contingency Reserve**

The City's reserve policy requires a reserve of 30% of budgeted annual operating expenditures. The FY 2016-17 budget is in compliance with policy and allocates \$3.3 million as a General Fund contingency reserve.

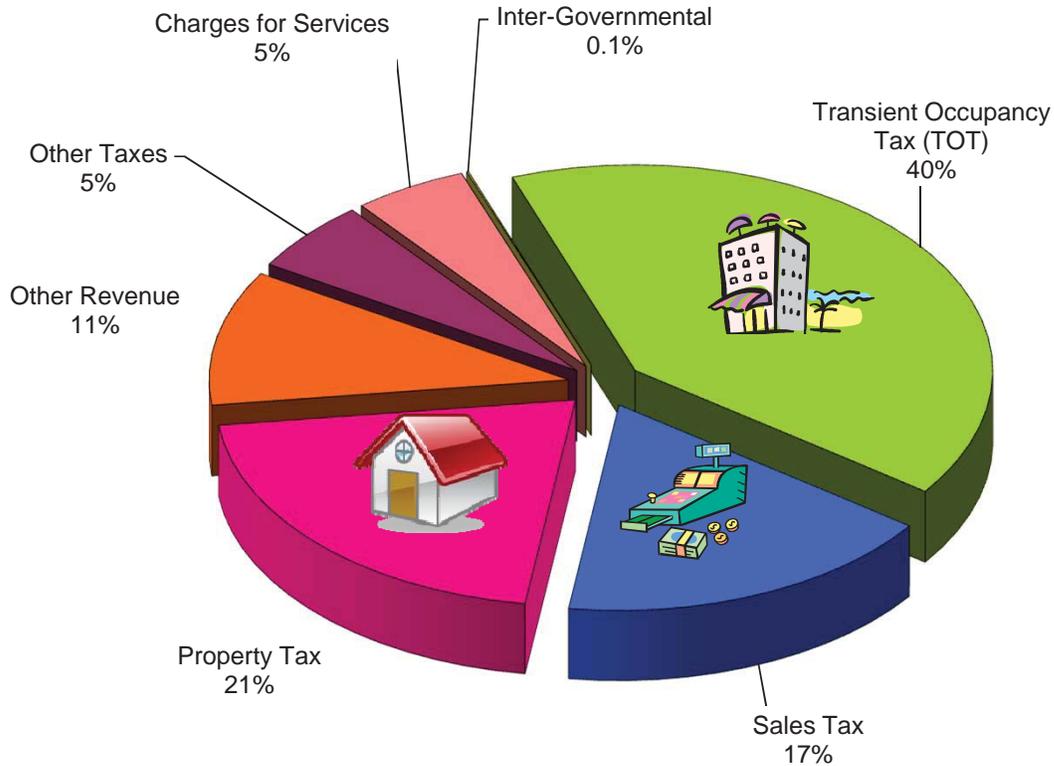
**Assigned Reserves for FY 2016-17**

The City assigns \$1.5 million for Main Street Bridge contingencies and remaining Measure J Funds.

**City of Half Moon Bay  
FY 2016-17 Budget  
General Fund Revenue Detail**

Description	Actual 2013-14	Actual 2014-15	Revised 2015-16	Adopted 2016-17
<b>Taxes</b>				
Transient Occupancy Taxes	\$4,974,614	\$5,433,394	\$5,597,500	\$5,933,000
Sales & Use Taxes	3,556,753	3,862,042	3,958,119	2,521,837
Property Taxes	2,722,614	2,879,245	3,130,061	3,042,150
Franchise Tax	526,276	580,756	515,000	525,300
Business License Tax	288,564	251,634	290,000	295,800
<b>Total Taxes</b>	<b>\$12,068,820</b>	<b>13,007,070</b>	<b>13,490,680</b>	<b>12,318,087</b>
<b>Intergovernmental</b>				
Dept of Motor Vehicles Fees (VLF)	193,212	5,480	8,000	8,160
State Reimbursements(POST/SB90)	6,155	82,382	1,500	3,400
<b>Total Intergovernmental</b>	<b>199,367</b>	<b>87,861</b>	<b>9,500</b>	<b>11,560</b>
<b>Charges for Services</b>				
Building Permits	464,224	320,638	272,220	380,400
Engineering & Planning Fees	168,111	107,330	87,000	145,600
Police Services	117,737	100,519	151,000	152,820
Recreation Services	11,518	-	11,250	10,000
Other	44,295	37,456	50,805	59,222
<b>Total Charges for Services</b>	<b>805,885</b>	<b>565,942</b>	<b>572,275</b>	<b>748,042</b>
<b>Other Revenue</b>				
Other Fees	153,912	153,896	131,812	134,448
Golf Fees	427,059	438,253	400,000	400,000
Interest & Unrealized Gain/(Loss)	26,213	50,786	40,000	40,000
Parking	95,647	111,891	130,000	132,600
County Credit Reimbursements	537,274	361,951	382,951	555,822
Allocation In from Other Funds	280,603	250,000	288,956	288,956
<b>Total Other Revenues</b>	<b>1,520,708</b>	<b>1,366,776</b>	<b>1,373,719</b>	<b>1,551,826</b>
<b>Total General Fund Revenue</b>	<b>14,594,781</b>	<b>\$15,027,650</b>	<b>\$15,446,174</b>	<b>\$14,629,516</b>

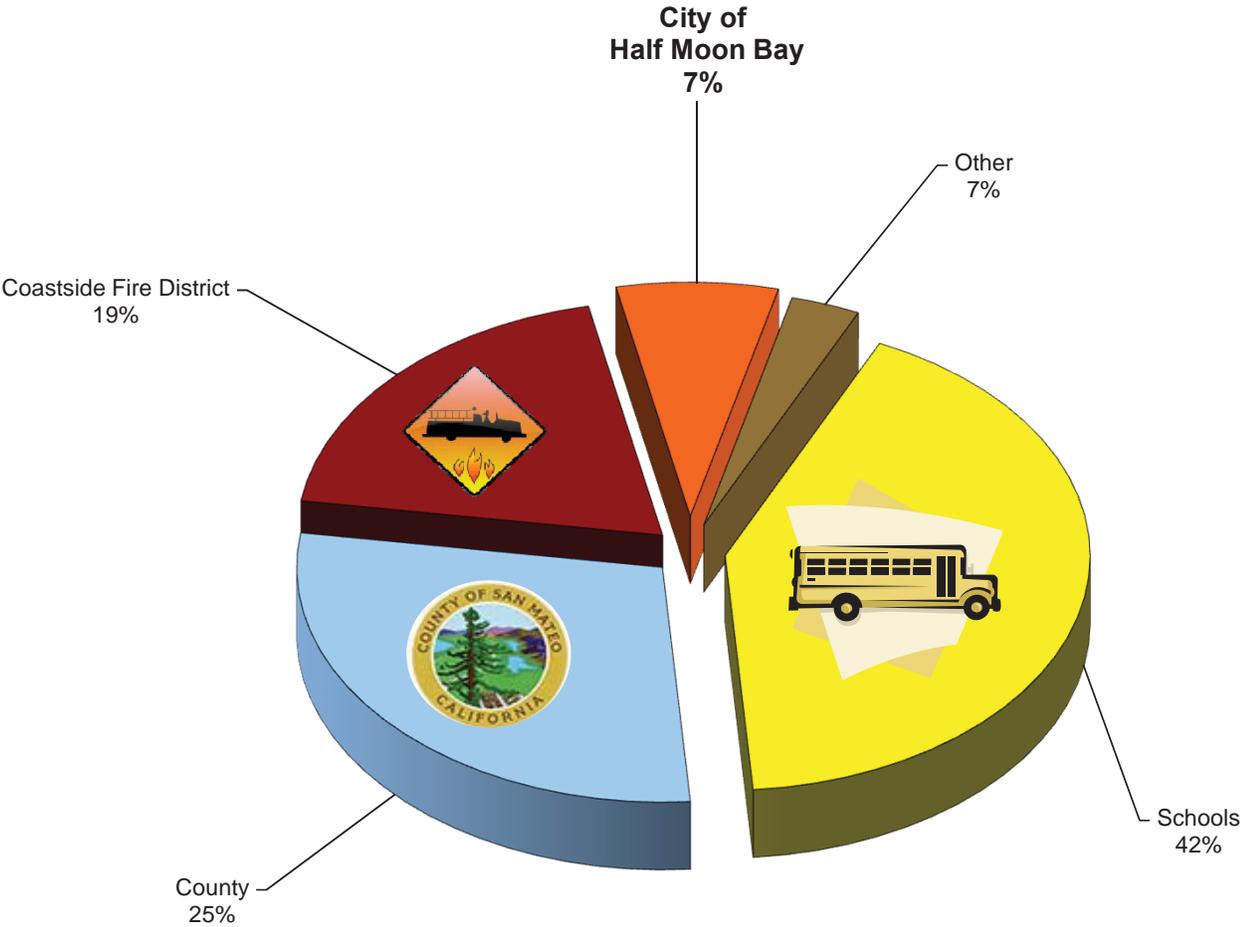
**City of Half Moon Bay  
FY 2016-17 Budget  
Projected General Fund Revenue**



Transient Occupancy Tax (TOT)	\$5,933,000
Sales Tax	2,521,837
Property Tax	3,042,150
Other Revenue	1,551,826
Other Taxes	821,100
Charges for Services	748,042
Inter-Governmental	11,560
<b>Total 2015-16 Budget</b>	<b><u>\$ 14,629,516</u></b>

**The City of Half Moon Bay's three primary revenue sources are Transient Occupancy Tax (TOT), Property Tax, and Sales Tax, which comprise 79% of total General Fund Revenue.**

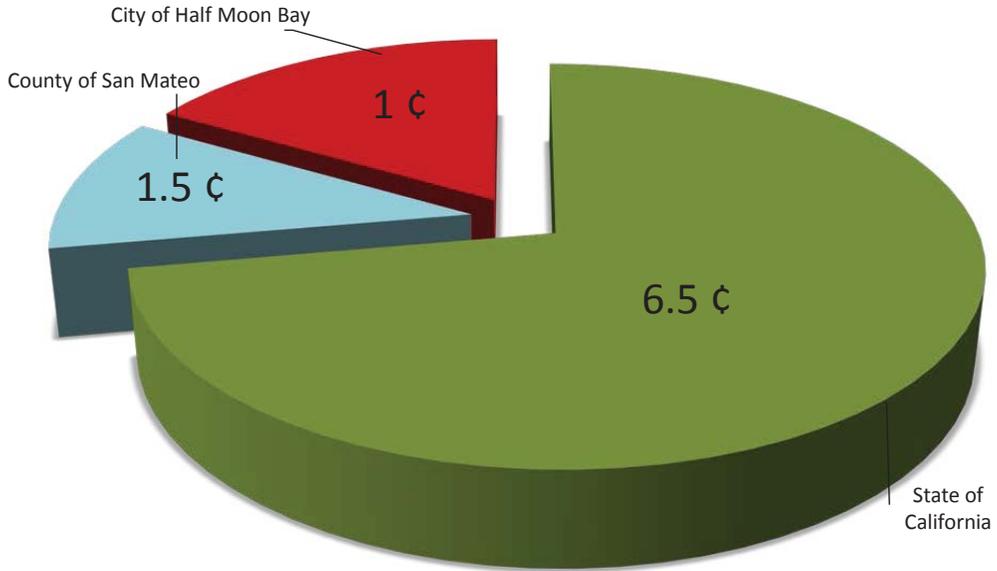
**City of Half Moon Bay  
FY 2016-17 Budget  
Property Tax Revenue**



**The City of Half Moon Bay's share of Property Taxes is 7%. The average allocation percentage for San Mateo County cities is 18%. Half Moon Bay is a low property tax city.**

**City of Half Moon Bay  
FY 2016-17 Budget  
Sales Tax Revenue**

**Breakdown of the Distribution of the 9% Sales Tax**

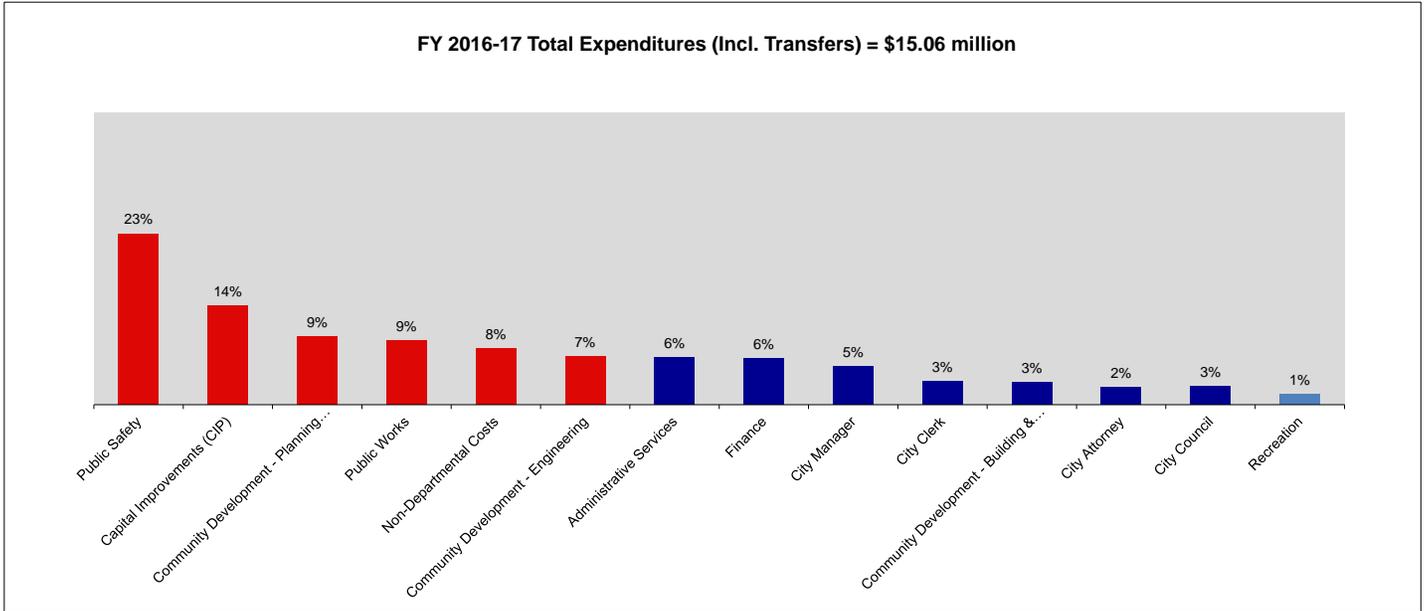


Half Moon Bay Sales Tax is generated primarily from three sectors. Approximately 75% of total sales tax is generated from twenty-five businesses.

Food (grocery, restaurants)	49%
General Retail	23%
Transportation (car sales, gas stations)	16%
Other	12%
	<u>100%</u>



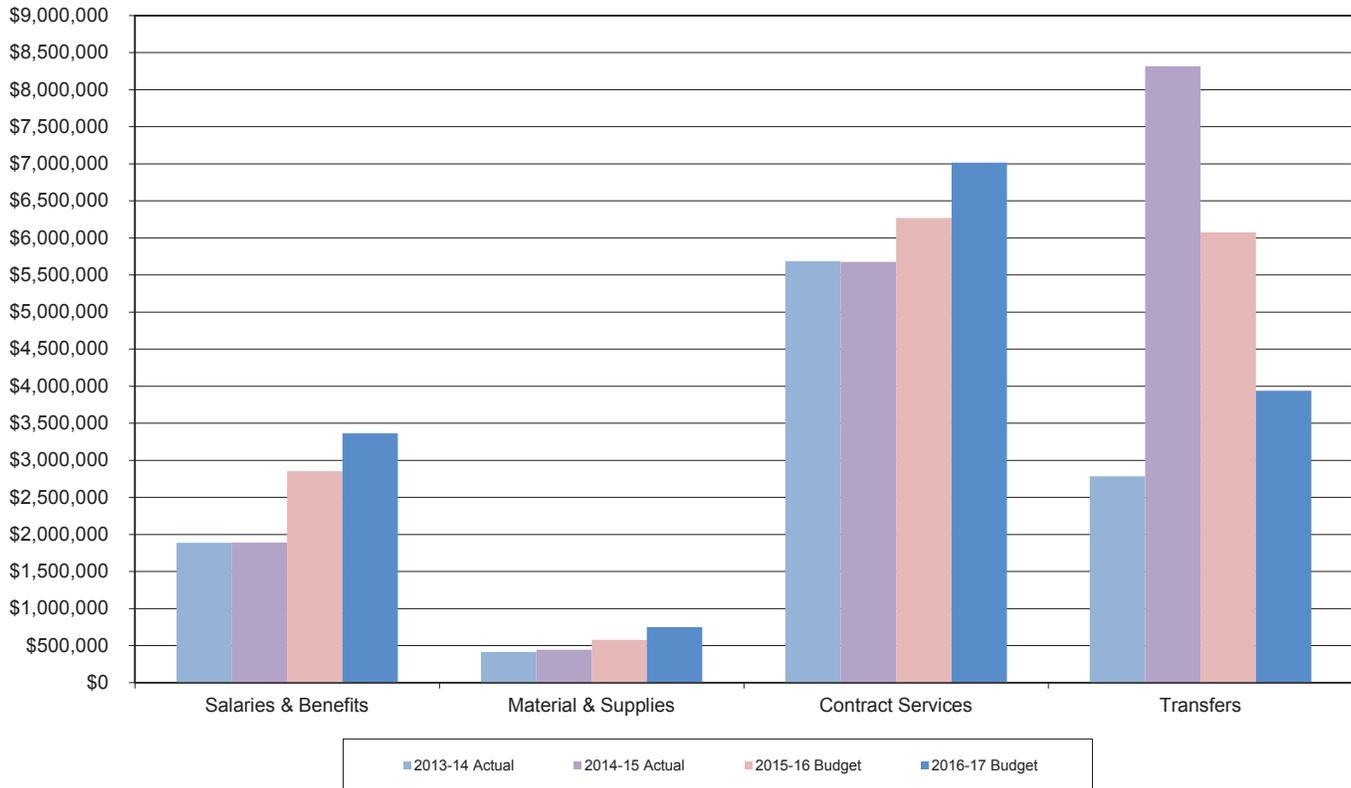
**City of Half Moon Bay  
FY 2016-17 Budget  
General Fund Expenditures**



Public Safety	\$ 3,527,165
Capital Improvements (CIP)	\$ 2,044,618
Community Development - Planning Services	\$ 1,405,502
Public Works	\$ 1,325,663
Non-Departmental Costs	\$ 1,150,145
Community Development - Engineering	\$ 987,018
Administrative Services	\$ 974,504
Finance	\$ 948,938
City Manager	\$ 792,273
City Clerk	\$ 487,907
Community Development - Building & Code Enforcement	\$ 464,028
City Attorney	\$ 360,500
City Council	\$ 385,507
Recreation	\$ 214,672
<b>Total 2016-17 Budget</b>	<b><u>\$ 15,068,440</u></b>

The top six costs (in red) are 70% of the General Fund budget.

**City of Half Moon Bay  
FY 2016-17 Budget  
General Fund Expenditures Trend - By Type**



Expenditures	2013-14 Actual	2014-15 Actual	2015-16 Budget	2016-17 Budget	2014-15 vs 2015-16 %	2015-16 vs 2016-17 %
Salaries & Benefits	\$ 1,888,335	\$ 1,893,011	\$ 2,851,935	\$ 3,363,583	50.7%	17.9%
Material & Supplies	415,271	442,551	575,970	750,900	30.1%	30.4%
Contract Services	5,685,083	5,677,391	6,270,596	7,016,469	10.4%	11.9%
Transfers	2,782,610	8,315,092	6,076,855	3,937,487	-26.9%	-35.2%
Transfer Out To Land Assets (Glencree)*		8,917,500				
<b>Total General Fund Expenditures</b>	<b>\$ 10,771,299</b>	<b>\$ 25,245,545</b>	<b>\$ 15,775,356</b>	<b>\$ 15,068,440</b>	<b>-37.5%</b>	<b>-4.5%</b>

\* Transfer of Glencree property value is not included in the chart.

**Salaries and Benefits**

The following new positions were added to FY 2016-17 Budget: one Sr. Management Analyst and one Planning Manager.

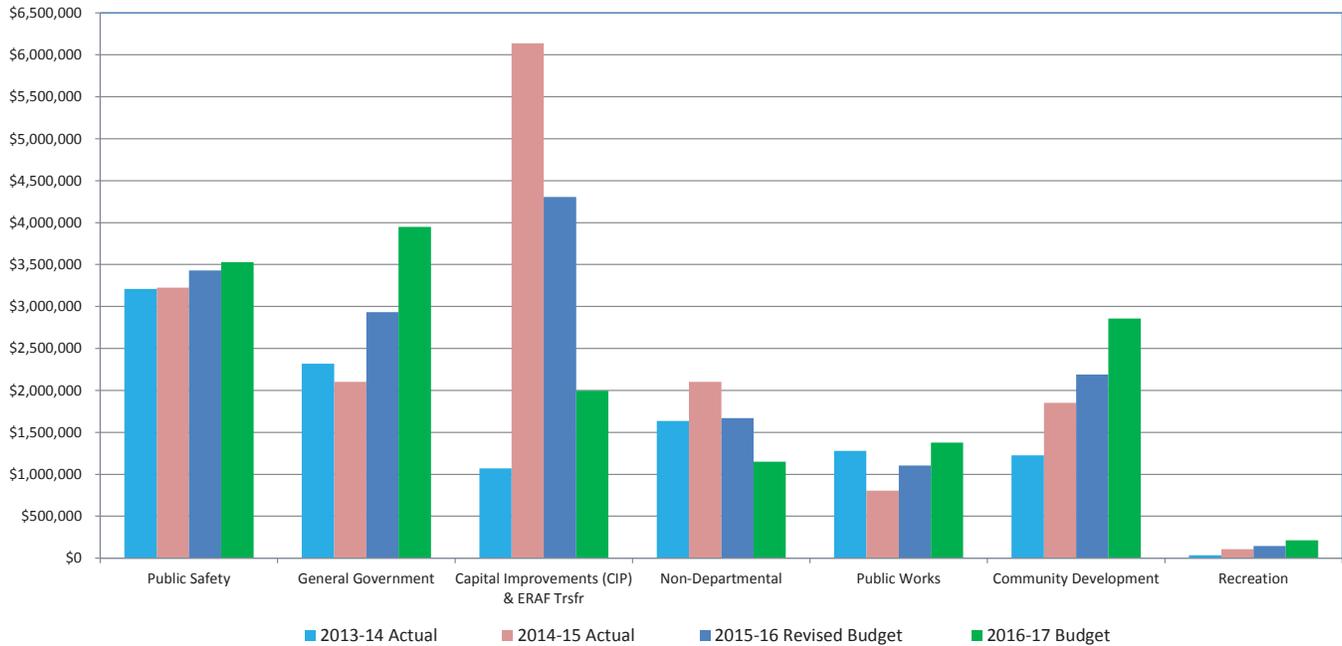
**Contract Services**

The City of Half Moon Bay contracts with outside service providers for animal control, building inspection, building permit processing, including plan check, code enforcement, dispatch, engineering, information technology, janitorial services, law enforcement, legal services, library, recreation programming, and some minimal landscaping maintenance.

**Transfers**

Transfers include Capital Improvement Program (CIP) funding, debt service, and reserve funding. Transfer of Glencree Land value of \$8.9 million to Fund 79 in FY14-15 is excluded from the chart.

**City of Half Moon Bay  
FY 2016-17 Budget  
General Fund Expenditures Trend - By Department**



Expenditures	2013-14 Actual	2014-15 Actual	2015-16 Revised Budget	2016-17 Budget	2014-15 vs 2013-14 Actual	2015-16 vs 2014-15 Actual
Public Safety	\$ 3,207,923	\$ 3,223,176	\$ 3,430,016	\$ 3,527,165	6.4%	2.8%
General Government*	\$ 2,318,837	\$ 2,103,298	\$ 2,934,014	\$ 3,949,630	39.5%	34.6%
Capital Improvements (CIP) & ERAF Trsfr	\$ 1,070,000	\$ 6,139,415	\$ 4,306,500	\$ 1,994,618	-29.9%	-53.7%
Non-Departmental	\$ 1,634,359	\$ 2,101,040	\$ 1,668,443	\$ 1,150,145	-20.6%	-31.1%
Public Works	\$ 1,279,921	\$ 804,345	\$ 1,105,855	\$ 1,375,663	37.5%	24.4%
Community Development	\$ 1,224,608	\$ 1,851,035	\$ 2,187,381	\$ 2,856,548	18.2%	30.6%
Recreation	\$ 35,651	\$ 105,736	\$ 143,147	\$ 214,672	35.4%	50.0%
Transfer Out To Land Assets (Glenree)**		\$ 8,917,500				
<b>Total General Fund Expenditures</b>	<b>\$ 10,771,299</b>	<b>\$ 25,245,545</b>	<b>\$ 15,775,356</b>	<b>\$ 15,068,440</b>	<b>-37.5%</b>	<b>-4.5%</b>

\* "General Government" above is the total of the following departments: City Council, City Manager, City Attorney, City Clerk, Finance and Administrative Services.

\*\* "Transfer out of Glenree" property value of \$8.9 million is not included in the chart.

**Public Safety**

The City has worked with the County of San Mateo Sheriff's Office to provide a pension credit for accelerated side fund payment which is applied to Sheriff's total personnel cost and budgeted as Other Revenue in the General Fund. The FY 2016-17 pension credit is budgeted at \$555,822.

**General Government**

One Senior Management Analyst position was added to the FY 2016-17 Budget. See further information in the department overviews.

**Capital Improvements (CIP)**

The increases in FY 2014-15 and FY 2015-16 for Capital Improvements are primarily due to investment in the Library Capital Project.

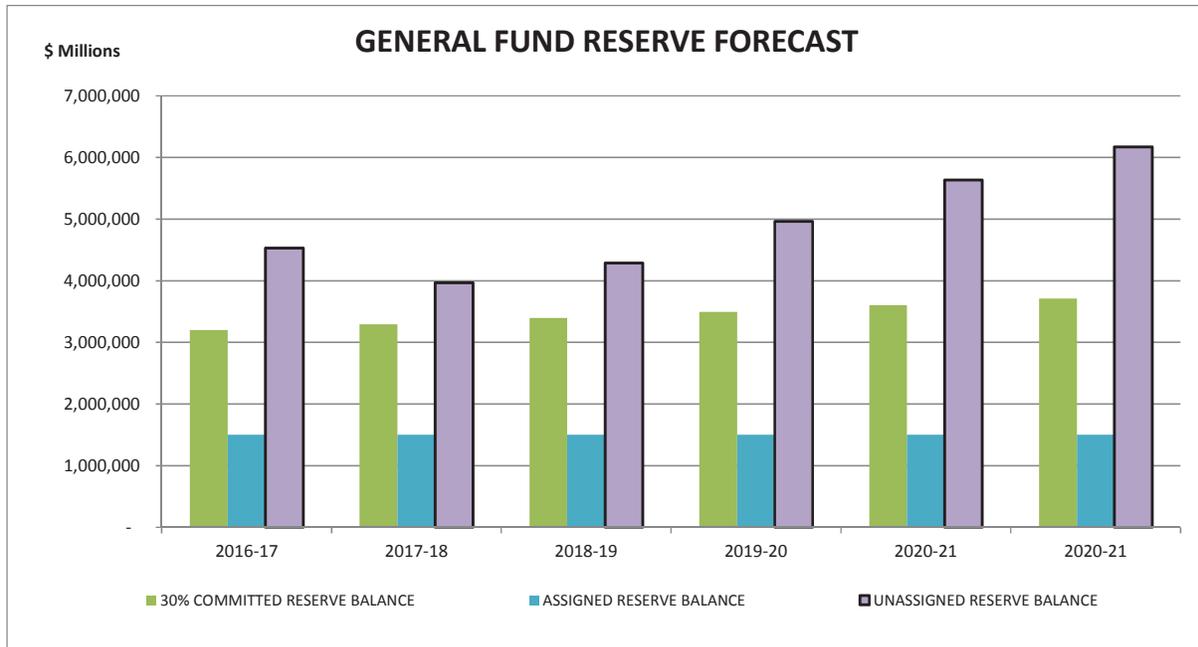
**Community Development - Planning**

One position of Planning Manager was added to FY 2016-17 Budget. See further information in the department overviews.

**City of Half Moon Bay  
FY 2016-17 to FY 2021-22  
General Fund Projections**

REVENUES	2016-17 Budget	2017-18 Forecast	2018-19 Forecast	2019-20 Forecast	2019-21 Forecast	2021-22 Forecast
Transient Occupancy Tax	\$ 5,933,000	\$ 6,051,660	\$ 6,172,693	\$ 6,296,147	\$ 6,422,070	\$ 6,550,511
% Change		2.00%	2.00%	2.00%	2.00%	2.00%
Sales Taxes	\$ 2,521,837	\$ 2,572,274	\$ 2,623,719	\$ 2,676,194	\$ 2,729,717	\$ 2,784,312
% Change		2.00%	2.00%	2.00%	2.00%	2.00%
Property Taxes	\$ 3,042,150	\$ 3,102,993	\$ 3,165,053	\$ 3,228,354	\$ 3,292,921	\$ 3,358,780
% Change		2.00%	2.00%	2.00%	2.00%	2.00%
Total Other Taxes	\$ 821,100	\$ 837,522	\$ 854,272	\$ 871,358	\$ 888,785	\$ 906,561
% Change		2.00%	2.00%	2.00%	2.00%	2.00%
Other Revenue	\$ 2,311,428	\$ 2,357,657	\$ 2,404,810	\$ 2,452,906	\$ 2,501,964	\$ 2,552,004
% Change		2.00%	2.00%	2.00%	2.00%	2.00%
<b>Total General Fund Revenue</b>	<b>\$ 14,629,516</b>	<b>\$ 14,922,106</b>	<b>\$ 15,220,548</b>	<b>\$ 15,524,959</b>	<b>\$ 15,835,458</b>	<b>\$ 16,152,167</b>
<b>EXPENDITURES</b>						
Operating	13,458,442	13,862,195	14,278,061	14,706,403	15,147,595	15,602,023
Capital*	1,610,000	2,001,500	1,012,500	540,000	430,000	438,600
	<b>15,068,440</b>	<b>15,863,695</b>	<b>15,290,561</b>	<b>15,246,403</b>	<b>15,577,595</b>	<b>16,040,623</b>
% Change		5.28%	-3.61%	-0.29%	2.17%	2.97%
<b>REVENUE OVER / (UNDER)</b>	<b>(438,926)</b>	<b>(941,589)</b>	<b>(70,013)</b>	<b>278,556</b>	<b>257,863</b>	<b>111,545</b>

\* Includes General Fund Capital subsidies and Measure J spending



**City of Half Moon Bay  
General Fund (01)  
Statement of Revenue, Expenditures and Changes in Net Assets**

	<b>Actual 2013-14</b>	<b>Actual 2014-15</b>	<b>Revised Budget 2015-16</b>	<b>Adopted Budget 2016-17</b>
Revenue				
Taxes	\$12,068,820	\$13,007,070	13,490,680	12,318,087
Intergovernmental	199,367	87,861	9,500	11,560
Charges for Services	805,885	565,942	572,275	748,042
Other Revenue	1,240,105	1,116,776	1,084,763	1,262,870
Total Revenue	<u>\$ 14,314,178</u>	<u>\$ 14,777,650</u>	<u>\$ 15,157,218</u>	<u>\$ 14,340,560</u>
Expenditures				
Operation & Maintenance				
Salaries & Benefits	\$ 1,891,314	\$ 1,893,011	\$ 2,851,935	\$ 3,363,583
Material & Supplies	385,558	442,551	575,970	750,900
Contract Services	5,690,950	5,677,391	6,270,596	7,016,469
Total Expenditures	<u>\$ 7,967,822</u>	<u>\$ 8,012,953</u>	<u>\$ 9,698,501</u>	<u>\$ 11,130,952</u>
Excess revenue over (under) expenditures	<u>\$ 6,346,356</u>	<u>\$ 6,764,697</u>	<u>\$ 5,458,717</u>	<u>\$ 3,209,607</u>
Other financing sources (uses)				
Transfers in/(out)				
Transfers In	\$ 280,603	\$ 250,000	\$ 288,956	\$ 288,956
Transfers Out	(4,552,610)	(17,232,593)	(6,076,856)	(3,937,488)
Total financing sources (uses)	<u>\$ (4,272,007)</u>	<u>\$ (16,982,593)</u>	<u>\$ (5,787,900)</u>	<u>\$ (3,648,532)</u>
Excess revenue and other sources over (under) expenditures and other uses	<u>\$ 2,074,349</u>	<u>\$ (10,217,896)</u>	<u>\$ (329,183)</u>	<u>\$ (438,925)</u>
Beginning Net Assets, July 1 <sup>1</sup>	<u>\$ 17,686,104</u>	<u>\$ 19,760,453</u>	<u>\$ 9,542,557</u>	<u>\$ 9,213,374</u>
Ending Net Assets, June 30	<u>\$ 19,760,453</u>	<u>\$ 9,542,557</u>	<u>\$ 9,213,374</u>	<u>\$ 8,774,449</u>



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# CITY OF HALF MOON BAY

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## Departments Budgets





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# CITY OF HALF MOON BAY

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## City Council





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# City Council

## Mission

The mission of the City Council of Half Moon Bay is to create policy related to providing high-quality public services and facilities in a fiscally sustainable, responsive, and friendly manner, which fosters a safe and healthy community in a semi-rural setting.

## Description

The City Council is the governing body of the City. It provides community leadership, establishes policies that reflect the needs, wishes, and priorities of the community of Half Moon Bay and enacts laws, adopts resolutions and ordinances. The Mayor and City Council represent the City on various local, regional, and state policy committees and commissions. The Council also reviews proposed State of California legislation and provides formal input into the legislative process. The Council meets the first and third Tuesday of each month in formal public session and occasionally in additional special meetings and study sessions. All City Council meetings are open to the public.

## Service Priorities

- Provide City leadership and serve the citizens of Half Moon Bay through:
  - Deliberating on all matters brought before the City Council at its public meetings, and making decisions relative to those matters, while striving to meet the City's Strategic Initiatives.
  - Establishing priorities for the City of Half Moon Bay.
  - Allocating financial resources necessary to meet priorities and goals to provide community services.

## Staffing

The Council is composed of five members who are elected at-large on a non-partisan basis for four-year staggered terms. The Mayor is appointed annually from among the elected Council members.

## Service Level Changes

The current level of service will be maintained.

## Budget Highlights/Summary of Changes

The City Council budget consists of funding for the five independently-elected Council members and related travel and miscellaneous expenses related to carrying out the work of the City.

## Provided Leadership for Fiscal Year 2015-16 Accomplishments

- Completed the Pilarcitos Creek Pedestrian Bridge Project.

- Approved design plans and obtained funding for the Library Project.
- Continued work on the General Plan Update.
- Completed the Mac Dutra Plaza Project.
- Adopted an updated Strategic Plan.
- Commenced construction of the new Skate Park.
- Adopted an Emergency Operations Plan.
- Established a Citizens Academy.
- Established a weekly electronic newsletter.
- Began live streaming City Council Meetings on the City's website and implemented a new Agenda Center.

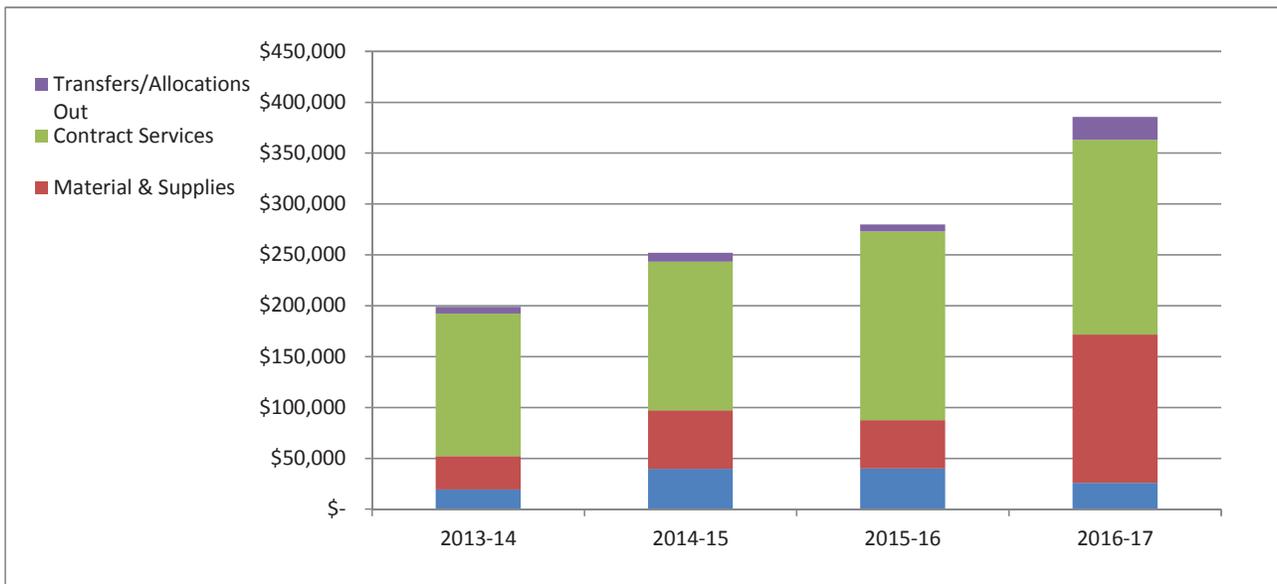
### Fiscal Year 2016-17 Goals/Relation to Strategic Plan Elements

- Commence construction of the City's new 22,000 square foot Library (Infrastructure and Environment).
- Complete construction of the City's new Skate Park (Infrastructure and Environment).
- Foster opportunities for affordable housing (Healthy Communities and Public Safety).
- Continue work on updating the City's General Plan (Infrastructure and Environment, Inclusive Governance, Healthy Communities and Public Safety).
- Hold a Spanish language Citizens Academy (Inclusive Governance).
- Complete a City Hall Annex and reconfigure the interior of City Hall (Infrastructure and Environment, Inclusive Governance).
- Complete the roll out of a new City website (Inclusive Governance).
- Continue work to replace Seymour bridge on the Coastal Trail (Infrastructure and Environment).
- Complete major street resurfacing reconstruction projects (Infrastructure and Environment).
- Continue to work with the Coastside Chamber of Commerce to support and sustain a business environment that contributes to economic prosperity, revenue generation, and improves the economic well-being of the community (Fiscal Sustainability).

## City of Half Moon Bay FY 2016-17 Budget

### City Council

	Audited Actual 2013-14	Audited Actual 2014-15	Revised Budget 2015-16	Adopted Budget 2016-17
<b>Expenditures</b>				
Salaries & Benefits	\$ 19,377	\$ 39,653	\$ 39,740	\$ 25,845
Material & Supplies	32,796	57,409	47,650	145,600
Contract Services	139,994	146,195	185,500	191,600
Transfers/Allocations Out	6,547	8,725	6,978	22,462
<b>Total</b>	<b>\$ 198,714</b>	<b>\$ 251,981</b>	<b>\$ 279,868</b>	<b>\$ 385,507</b>
<b>Revenue Sources</b>				
General Fund	\$ 198,714	\$ 251,981	\$ 279,868	\$ 385,507
<b>City Council Members</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>







# CITY OF HALF MOON BAY

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## City Manager





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# City Manager

## Mission

The mission of the City Manager Department is to provide overall management of the City, execute Council policy, ensure that residents of Half Moon Bay receive fair treatment and excellent customer service, and appropriate stewardship of tax revenue in support of a vibrant community with well-maintained infrastructure and a broad range of customary public services.

## Description

The City Manager Department provides overall management of City operations and oversight of City departments. The City Manager is responsible for carrying out the strategic goals, policies, and directives of the City Council; for the effective and cost-efficient management of City operations and personnel; and for preparing and submitting the annual budget to the Council. The City Manager authorizes and oversees the hiring of all City staff.

## Service Priorities

- Oversee the delivery of public services in accordance with all Federal and State laws and the policies, ordinances, and resolutions adopted by the City Council.
- Direct and organize City departments, programs, and services.
- Carry out Strategic Plans.
- Recommend the adoption of policies and ordinances as necessary.
- Ensure the long-term fiscal viability of the City.
- Increase the productivity, efficiency, and effectiveness of the organization.
- Enforce contracts, agreements, and permits authorized by the Council.
- Advise the City Council on matters regarding current and future fiscal, staffing, and program needs of the City.
- Oversee public information, customer service, and community engagement.

## Staffing

The City Manager's Department is comprised of the City Manager, Deputy City Manager, Executive Assistant, and Senior Management Analyst. The City Manager's Office provides direct oversight of the City's Public Works Maintenance and Recreation Divisions. Additionally, the Department provides staff support and oversight of the City's sewer system and staff assistance to the City's Sewer Authority Mid-Coastside (SAM) Directors who serve on the SAM Joint Powers Authority Board.

## Service Level Changes

The current level of service will be maintained.

## Budget Highlights/Summary of Changes

The City Manager budget consists of costs for compensation and operations of the City Manager, Deputy City Manager, and support staff.

## Fiscal Year 2015-16 Accomplishments

- Guided the City Council in further updating its Strategic Plan.
- Implemented translation services at City Council meetings.
- Sought financing to build a new library.
- Conducted a Coastside Library Project survey to gather community input with over 1,400 respondents.
- Began Negotiations on a Project Labor Agreement for the Library Project.
- Collaborated with Federal, State and regional partners to oversee construction of the new Pilarcitos Pedestrian Bridge.
- Began the process of establishing a City Hall Annex.
- Oversaw the process to assess, design, and upgrade the City's sewer collection systems.
- Provided staff assistance on the Golf Course Recycled Water Project.
- Completed the City's first-ever Community Academy, Half Moon Bay NET.
- Hired a Community Development Director.
- Redesigned the City's quarterly newsletter, including making it bilingual (Spanish).
- Established a weekly electronic newsletter (e-news) that is distributed to over 1,000 Coastside residents; the distribution list continues to grow.
- Enhanced professionalism and efficiency through operational improvements.
- Improved records management and transparency, through implementation of a new agenda management system and live streaming of City Council meetings on the City's website.
- Enhanced customer service and responsiveness through filling a number of key position vacancies.
- Implemented organizational development strategies to achieve high performance.
- Held the City's second annual State of the City Address.

- Held the City's second annual City Hall Open House during the Night of Lights event.
- Participated in City-wide emergency preparedness trainings.
- Established a committee with local non-profits to address the City's homeless population.

### Fiscal Year 2016-17 Goals/Relation to Strategic Plan Elements

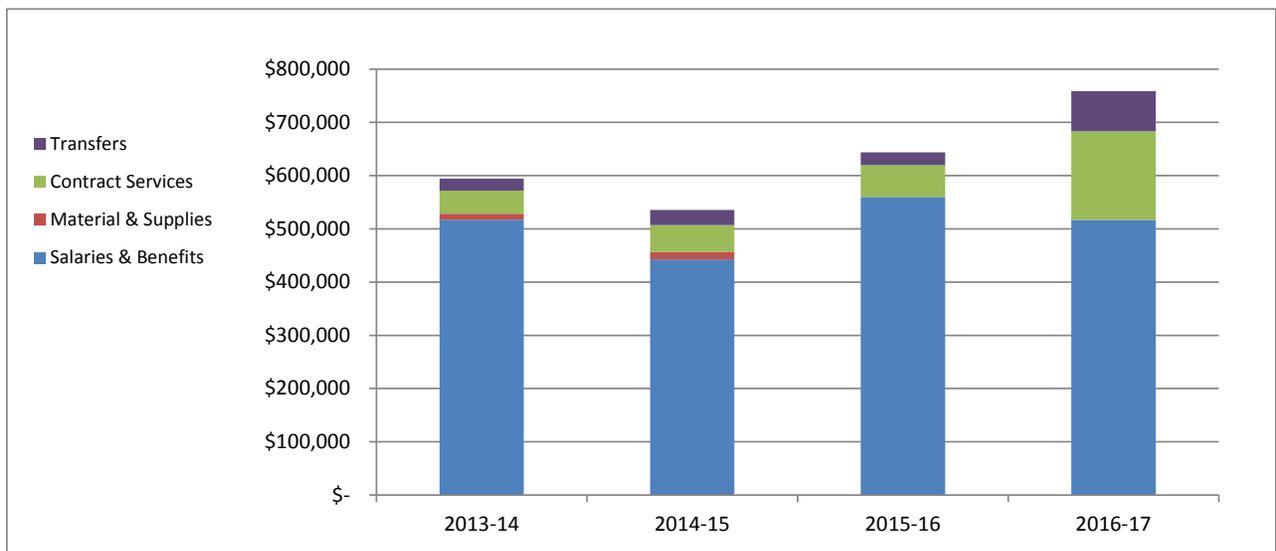
- Begin construction on new Coastside Library (Infrastructure and Environment).
- Host two Half Moon Bay NET Citizens Academies (Inclusive Governance).
- Restructure staff to maximize efficiency and increase performance (Fiscal Sustainability; Inclusive Governance).
- Advance projects that link to the City's Strategic Plan and Council interests (Infrastructure and Environment).
- Complete pump station replacements at Pelican Point and Ocean Colony (Infrastructure and Environment).
- Provide information and awareness and potential policy to address lack of affordable housing (Healthy Communities and Public Safety).
- Complete City Hall Annex to provide additional workspace for City Staff (Infrastructure and Environment; Inclusive Governance).
- Continue to engage in regional partnerships to support projects in Half Moon Bay and those potentially impacting the Coastside (Inclusive Governance, Infrastructure and Environment).



**City of Half Moon Bay  
FY 2016-17 Budget**

**City Manager**

	<b>Audited Actual 2013-14</b>	<b>Audited Actual 2014-15</b>	<b>Revised Budget 2015-16</b>	<b>Adopted Budget 2016-17</b>
<b>Expenditures</b>				
Salaries & Benefits	\$ 517,228	\$ 442,805	\$ 559,856	\$ 516,619
Material & Supplies	11,078	13,424	26,700	33,500
Contract Services	43,154	50,762	60,000	167,000
Transfers	22,916	28,606	23,909	75,154
<b>Total</b>	<b>\$ 594,376</b>	<b>\$ 535,597</b>	<b>\$ 670,465</b>	<b>\$ 792,273</b>
<b>Revenue Sources</b>				
General Fund	\$ 594,376	\$ 535,597	\$ 670,465	\$ 792,273
<b>Full-Time Equivalent Employees</b>	<b>2.87</b>	<b>4.52</b>	<b>3.25</b>	<b>2.75</b>



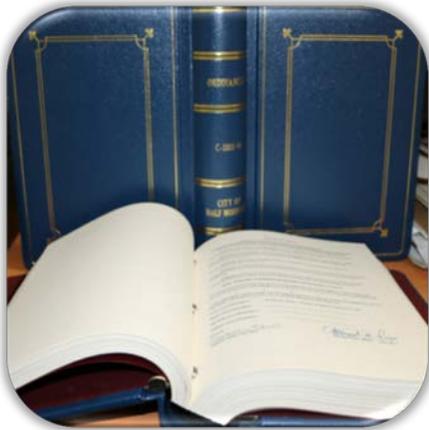




# CITY OF HALF MOON BAY

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## City Attorney





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# City Attorney

## Mission

The mission of the City Attorney is to provide the City Council and City staff with prompt and high-quality legal advice, counsel and representation.

## Description

The City Attorney reports directly to the City Council and is charged with the task of serving as the legal counsel to the City Council, Planning Commission, City Manager and City staff on all legal aspects of municipal operations.

Legal services include legal advice and analysis, preparation of legislation including ordinances and resolutions, drafting or review of contracts and agreements, conducting research and supporting the City in litigation, civil and criminal actions and code enforcement. The City Attorney attends all regular and special City Council meetings. Other services include meetings with the City Manager, City Executive Team and other city officials on an on-call basis while keeping the City Council, City Manager and staff advised of current laws affecting decisions and programs of the City.

## Service Priorities

- Devote time and resources necessary to provide timely, affordable, high-quality legal advice.
- Minimize liability and work creatively to accomplish policy objectives of the City.
- Offer legal opinions, draft ordinances and other documents in a timely and professional manner.
- Provide high-quality litigation representation to ensure matters are resolved cost effectively.
- Respond to inquiries from the public in a timely and constructive manner, while ensuring that the City's interests are protected and policies are implemented.

## Staffing

The Department is comprised of the City Attorney, who is retained under contract from the law firm of Atchison, Barisone, Condotti and Kovacevich and a staff of associate attorneys who act as Assistants or Deputy City Attorneys as required. Outside legal counsel may be retained for assistance on specialized issues and areas of law. The firm provides all legal services and includes all administrative costs such as paralegals, secretarial services, clerical services, continuing legal education, law library and research costs, etc. in the contract.

## Service Level Changes

For 2016-17, the City Attorney's Office plans to continue its trend of increased on-site availability and accessibility for the City Council, Planning Commission, City committees, staff, and the general public.

## Budget Highlights/Summary of Changes

The City Attorney budget consists of costs for compensation and operations of the City Attorney, Deputy City Attorney and support staff.

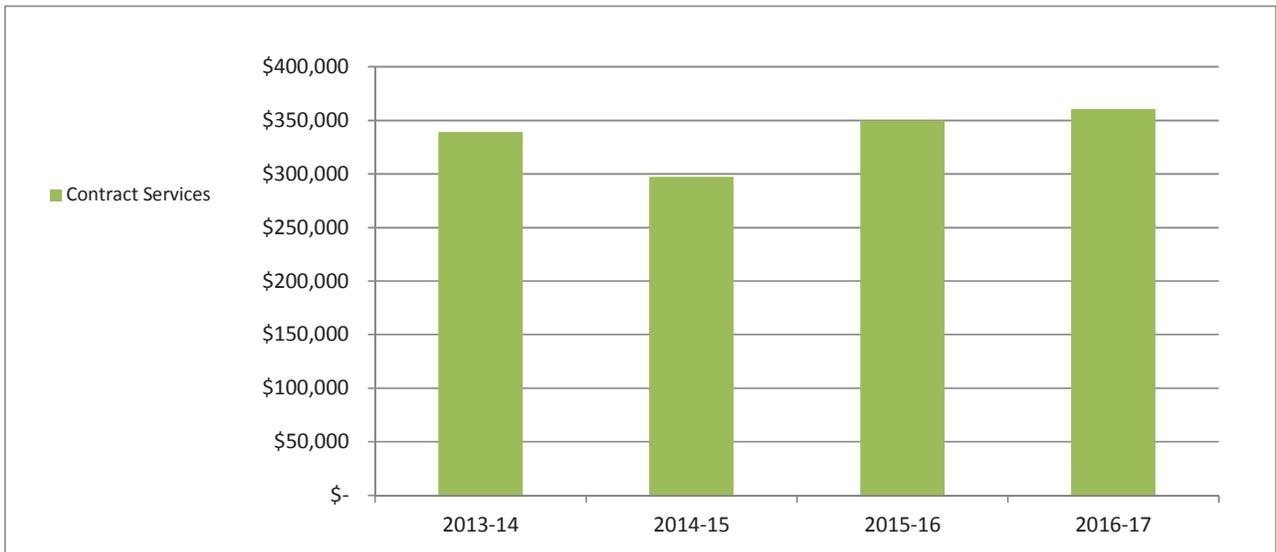
## Fiscal Year 2016-17 Goals

- Continue to implement Council policy directives and ensure projects/directives are legally secure.
- Improve Planning Commission meeting coordination and preparations (Inclusive Governance).
- Continue economic resolution of claims and litigation (Fiscal Sustainability).
- Standardize code enforcement forms and processes (Inclusive Governance).
- Expand public outreach and communication efforts (Inclusive Governance).
- Facilitate implementation of an improved records management system and Public Records Act request processing (Inclusive Governance).
- Assist in ensuring compliance with Brown Act requirements.

**City of Half Moon Bay  
FY 2016-17 Budget**

**City Attorney**

	<b>Audited Actual 2013-14</b>	<b>Audited Actual 2014-15</b>	<b>Revised Budget 2015-16</b>	<b>Adopted Budget 2016-17</b>
Expenditures				
Contract Services	\$ 339,152	\$ 297,235	\$ 350,000	\$ 360,500
<b>Total</b>	<b>\$ 339,152</b>	<b>\$ 297,235</b>	<b>\$ 350,000</b>	<b>\$ 360,500</b>
Revenue Sources				
General Fund	\$ 339,152	\$ 297,235	\$ 350,000	\$ 360,500
Full-Time Equivalent Employees	-	-	-	-





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# CITY OF HALF MOON BAY

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## City Clerk





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# City Clerk

## Mission

The mission of the City Clerk Department is to promote openness in government. The Department ensures all facets of agenda preparation, public meetings and municipal elections are conducted according to State law and provides access to public records for residents, the City Council and City staff. The City Clerk also serves as the liaison between the public and the City Council.

## Description

The City Clerk Department administers elections and provides access to City records and all legislative actions, ensuring transparency to the public as prescribed by the statutes of the State of California.

## Service Priorities

- Provides City Council support, including agenda and packet preparation, public noticing and distribution of materials to the City Council, staff and the public.
- Supports boards and committees, including agenda and packet preparation, public noticing, and distribution of materials to Commissioners, staff, and the public.
- Processes local legislation, including resolutions, ordinances, and minutes.
- Oversees elections.
- Maintains records and archives, including responding to public records requests.

## Staffing

The City Clerk Department is staffed by a City Clerk and a Deputy City Clerk.

## Service Level Changes

The current levels of service will be maintained with existing staff.

## Budget Highlights/Summary of Changes

The City Clerk budget consists of costs for compensation and operations of the City Clerk and the Deputy City Clerk.

## Fiscal Year 2015-16 Accomplishments

- Launched work on scanning of onsite vital City records from 1959-present.
- Entered into an agreement with a records management consultant to coordinate a ten-month program to update the City-wide Comprehensive Records Management Program, which has various components and phases including initiating a central filing system, and employee training on new systems and processes.

- Undertook all legally-required actions for placement of a qualified Initiative Petition on the June ballot.
- Updated the City's agenda management software by converting to a current and commonly used system.
- Contracted with Granicus to stream and archive City Council and Planning Commission meeting videos on the City's website.
- Purchased translation equipment to provide bilingual Spanish translation at City Council meetings.
- Updated City Council meeting furniture including a new elevated dais, chairs and podium.

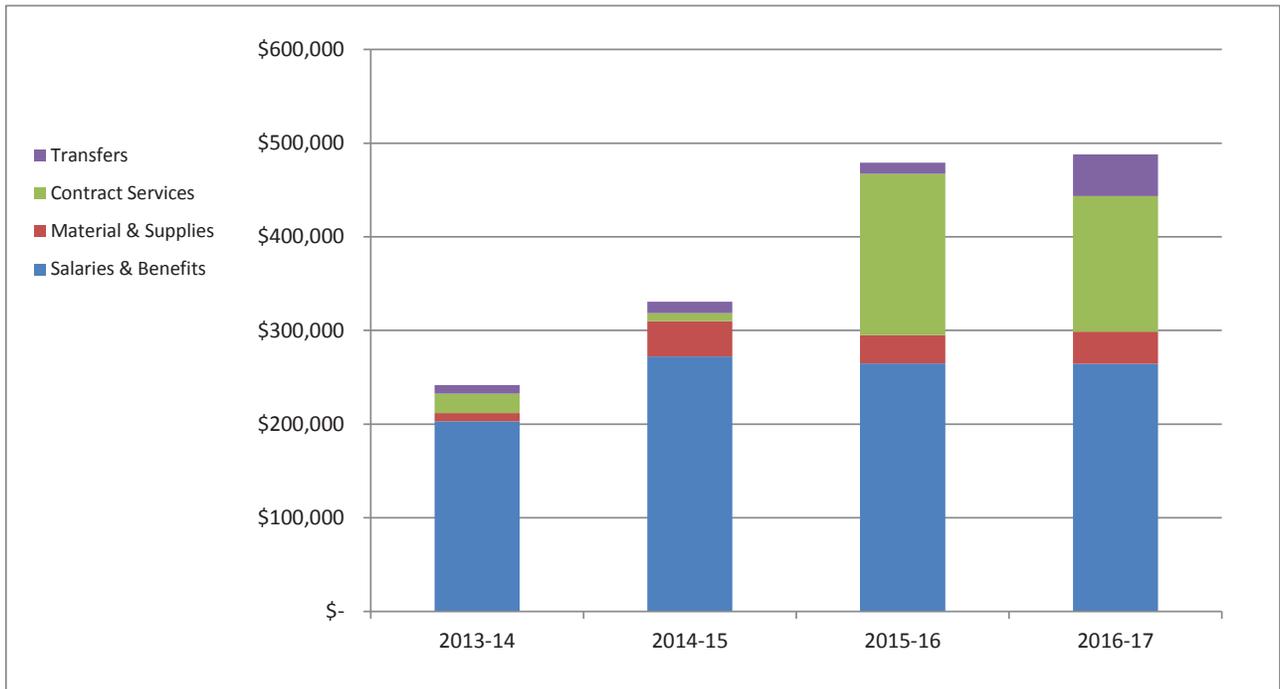
### Fiscal Year 2016-17 Goals/Relation to Strategic Plan Elements

- Continue to oversee completion of the City-wide Comprehensive Records Management Update project (Inclusive Governance; Infrastructure and Environment).
- Conduct General Municipal Election in November 2016 to elect two Council Members (Inclusive Governance).
- Provide new Council Meeting audience chairs (Inclusive Governance).
- Upgrade audio-visual system at City Council meetings.

**City of Half Moon Bay  
FY 2016-17 Budget**

**City Clerk**

	<b>Audited Actual 2013-14</b>	<b>Audited Actual 2014-15</b>	<b>Revised Budget 2015-16</b>	<b>Adopted Budget 2016-17</b>
<b>Expenditures</b>				
Salaries & Benefits	\$ 202,809	\$ 272,276	\$ 264,962	\$ 264,421
Material & Supplies	8,862	37,811	29,900	34,400
Contract Services	20,867	8,290	172,500	144,800
Transfers	9,095	12,355	11,635	44,286
<b>Total</b>	<b>\$ 241,633</b>	<b>\$ 330,733</b>	<b>\$ 478,997</b>	<b>\$ 487,907</b>
<b>Revenue Sources</b>				
General Fund	\$ 241,633	\$ 330,733	\$ 478,997	\$ 487,907
<b>Full-Time Equivalent Employees</b>	1.58	2.33	2.00	1.80





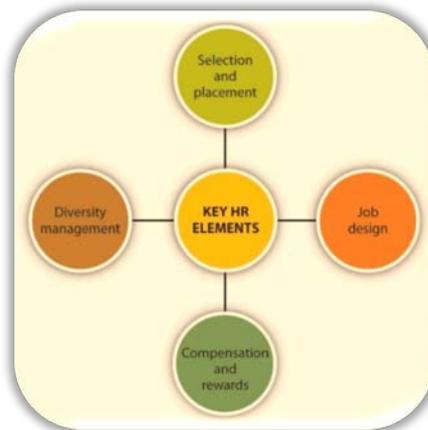
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# CITY OF HALF MOON BAY

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## Administrative Services





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# Administrative Services

## Emergency Services

### Mission

The Administrative Services – Emergency Services Division’s mission is to assist residents and businesses, along with other Coastside communities and City Staff, to be prepared for and better respond to emergencies and disasters.

### Description

The Administrative Services – Emergency Services Division works in partnership with the San Mateo County Office of Emergency Services and its Coastside District Coordinator to train City staff and help Coastside communities to better prepare for emergencies. The San Mateo County Sheriff’s Office developed the Coastside District Coordinator position (partly funded by Half Moon Bay), in collaboration with various groups from the Coastside community, to enhance efforts to unify emergency response efforts along the coast.

### Service Priorities

- Develop, review, and update emergency operations plans.
- Manage the employee safety plan and Disaster Services Worker program.
- Develop, review, and update detailed standard operating procedures, checklists, and resource documents.
- Assist in the planning and implementation of exercises, drills, and emergency services training programs for City employees and/or other related individuals and public entities.
- Act as a source for information, education, and other resources for involved jurisdictional entities.
- Work cohesively with various multi-jurisdictional personnel on area-wide projects and training programs.
- Work closely with the Coastside Emergency Action Program (CEAP).

### Staffing

The Administrative Services – Emergency Services Division allocates a portion of a Management Analyst, the Administrative Services Manager, and the City Manager, and pays half of the costs for salary and benefits of the County’s Coastside District Coordinator.

### Service Level Changes

The current level of service will be maintained with no staffing changes.

## Budget Highlights/Summary of Changes

The Administrative Services – Emergency Services Division budget consists of compensation and operating costs for the portions of employee time allocated to the Division. Contract expenditures are budgeted for emergency preparedness services from the San Mateo County Office of Emergency Services. The City and County have agreed to move their agreement for the Coastside District Coordinator from a calendar year to a fiscal year term.

## Fiscal Year 2015-16 Accomplishments

- Organized and assisted with the development of a Coastside Emergency Operations Plan (CEOP – adopted by the Council in October 2015), and a County-wide Emergency Operations Plan (EOP).
- Collaborated with the Chamber of Commerce and the County Office of Emergency Services to update the Coastside Emergency Action Program resource list of businesses volunteering to support emergency efforts in the event of a disaster.
- Trained employees in incident command system 100/700.
- Organized a National Shake Out drill for all City staff.
- Inspected and updated all the City's defibrillators.
- Negotiated a memorandum of understanding with the California Conservation Corp to provide assistance in the event of an emergency.
- Prepared communications and coordinated services to the community regarding the potential for heavy El Niño rains and flooding in the fall and winter of the fiscal year.
- Supported emergency response related to the Maverick's Surf Contest, Dream Machines, Pumpkin Festival, Silver Dragon, Rock the Block, Night of Lights, Operation Cohesive Capability Exercises, and Urban Shield.
- Provided Emergency Preparation presentations to the Coastside Mother's Club, Coastside Women's Club, Canada Cove, Citizen NET program, Montara/Moss Beach, Kehoe neighborhood, and Retirement Community.
- Launched an advertising campaign to increase enrollment in San Mateo County Alert, resulting in over 200 new enrollments.
- Taught a Community Emergency Response Team (CERT) class in Pescadero in March 2015; developed the Coastside Emergency Corps (CEC) 3-Branch Coastal Zone Program, each branch containing elements of CERT, Medical, Ham Radio, and other safety personnel; recruited and organized CEC Branch Team Leaders for each branch; created and managed new CEC ID Card program, which includes fingerprinting and FBI background checks; current membership in the CEC stands at 131.

- Prepared training exercises and education sessions from the National Oceanic and Atmospheric Administration (NOAA) to better prepare emergency responders if needed for the 2015 El Niño storms.

### Fiscal Year 2016-17 Goals/Relation to Strategic Plan Elements

- Implement and assist, in collaboration with the Administrative Services Information Technology Division, training staff in a disaster recovery plan that enables the City to quickly restore full operations at a secure, off-site facility in the event of catastrophic loss of facilities (Infrastructure and Environment; Healthy Communities and Public Safety).
- Develop and produce an active intruder safety plan with associated training for staff (Healthy Communities and Public Safety).
- Purchase and distribute essential emergency service supplies and equipment for staff assisting in the event of emergencies (Healthy Communities and Public Safety; Inclusive Governance).
- Provide mandatory emergency preparedness training and development drills for City staff and volunteers (Healthy Communities and Public Safety).
- Adopt and implement the five-year multi-jurisdictional Hazard Mitigation Plan to comply with the Disaster Mitigation Act (Healthy Communities and Public Safety).

# Administrative Services

## Human Resources

### Mission

The mission of Administrative Services – Human Resources Division is to provide high quality labor and employee relations, staff recruitment and retention, and staff professional development services that support the City's objectives in serving the needs of the community.

### Description

The Administrative Services – Human Resources Division team recruits, develops, and supports the organization's most valuable resource – its staff. The Division implements best practices in employee relations, provides quality internal customer service, and strives to promote a positive work environment for the City's talented workforce.

### Service Priorities

- Recruit, hire, develop, and retain a diverse and highly-talented professional staff.
- Administer Human Resources policies and procedures, and ensure compliance with related laws and regulations.
- Manage labor negotiations and negotiations with all bargaining units.

### Staffing

Administrative Services – Human Resources Division allocates a portion of a Management Analyst and the Administrative Services Manager.

### Service Level Changes

The current level of service will be maintained with no staffing changes.

### Budget Highlights/Summary of Changes

The Administrative Services – Human Resources Division budget consists of compensation and operating costs for the portions of employee time allocated to the division. Contract expenditures are budgeted for labor relations and legal services. The budget includes expenditures to update the City Personnel Policies and Procedures manual and other policies.

### Fiscal Year 2015-16 Accomplishments

- Finalized three-year Memoranda of Understanding with the City's two bargaining groups, and three-year Benefits Plan for the Non-Represented Management group.

- Recruited Senior Accountant, Maintenance Worker II, Permit Technician, Senior Management Analysts (City Manager's Office, Community Development Department), Management Analysts (Administrative Services, Community Development Department), Community Development Director, City Engineer, Interns (Finance Department, Office of the City Clerk), and five interim staff who provided temporary assistance during recruitment of permanent staff.
- Began employee wellness development initiative.
- Established professional development training matrix and program for staff.

### Fiscal Year 2016-17 Goals/Relation to Strategic Plan Elements

- Revise City of Half Moon Bay Personnel Policies and Procedures (Inclusive Governance).
- Finalize employee classifications (Inclusive Governance).
- Audit, update, and correct employee personnel files (Inclusive Governance).
- Recruit for open positions in the City Manager's Office, Community Development Department, and City Clerk's Office (Inclusive Governance).
- Continue to implement organizational development strategies to achieve high performance (Inclusive Governance).
- Continue employee wellness programs and quarterly brown bag events (Inclusive Governance).

# Administrative Services

## Information Technology

### Mission

The Administrative Services – Information Technology Division provides high quality technology-based services that support the City’s mission to serve the needs of the community.

### Description

The Administrative Services – Information Technology Division provides reliable and current technology resources to staff, members of the City Council, Commissioners, and through the City’s website, the community. The Division strives to keep hardware and software up-to-date and running smoothly, resolves technical problems quickly, and provides users with the tools they need to further the organization’s objectives.

### Service Priorities

- Enhance staff productivity with current technologies.
- Minimize equipment down time and maximize response time.
- Maintain systems for disaster recovery and business continuity.
- Maintain an effective, visitor-friendly, and informative website that conveys the City’s image, mission, and services.

### Staffing

Administrative Services – Information Technology Division allocates a portion of a Management Analyst and the Administrative Services Manager. The City also contracts with an IT consultant for additional support.

### Service Level Changes

The Division added additional information technology consultation hours to raise the level of service. Staffing levels will remain unchanged.

### Budget Highlights/Summary of Changes

The Administrative Services – Information Technology Division budget consists of compensation, equipment and operating costs for the Division. Contract expenditures are budgeted for IT and audio/visual consultant services.

### Fiscal Year 2015-16 Accomplishments

- Created a system to back up and replicate the City server and data at a secure, off-site facility.

- Implemented capacity to have audio and video meetings in the City Manager's Office.
- Coordinated and assisted in the implementation of live streaming and archived videos of City Council and Planning Commission meetings.
- Implemented a new program to improve email retrieval for public records requests.

### Fiscal Year 2016-17 Goals/Relation to Strategic Plan Elements

- Create a disaster recovery plan that enables the City to quickly restore full operations at a secure, off-site facility in the event of catastrophic loss of facilities (Infrastructure and Environment; Healthy Communities and Public Safety).
- Implement an IT asset management program and associated protocols (Infrastructure and Environment).
- Purchase new network software and hardware to update and secure the City's network, including a firewall, server licenses, and hardware to strengthen Wi-Fi capacities in City facilities: (Infrastructure and Environment).
- Install a new phone system (Infrastructure and Environment).
- Launch and maintain the City's new website (Infrastructure and Environment; Inclusive Governance).
- Implement an automated IT help system (Infrastructure and Environment).
- Complete implementation of new badge/key system to enhance City Hall security.

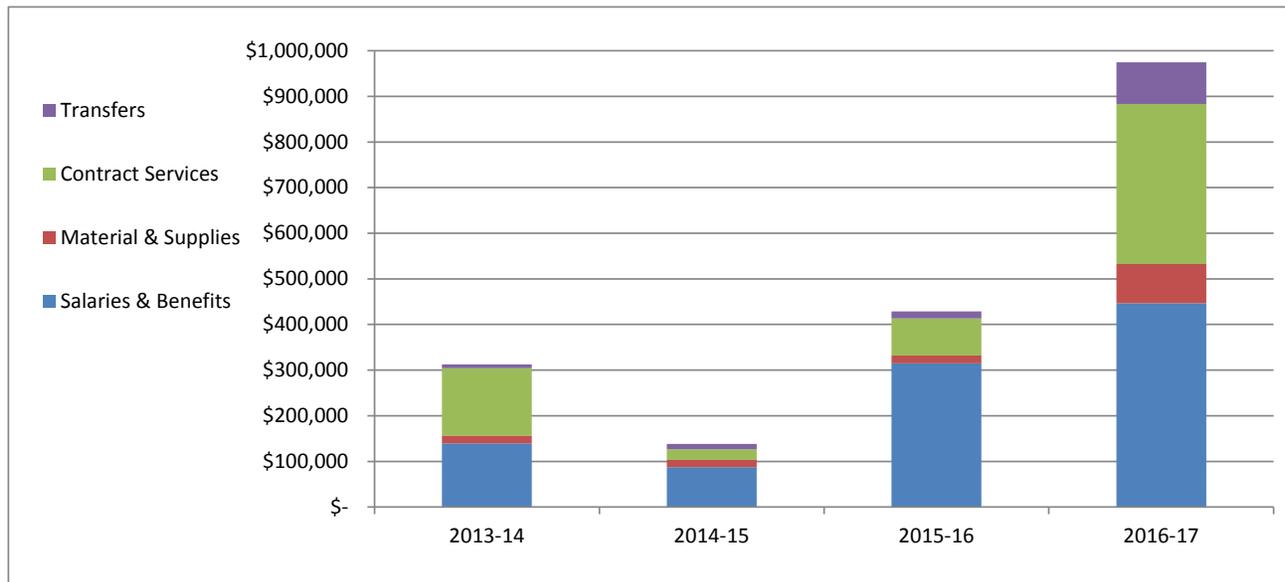


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**City of Half Moon Bay  
FY 2016-17 Budget**

**Administrative Services**

	<b>Audited Actual 2013-14</b>	<b>Audited Actual 2014-15</b>	<b>Revised Budget 2015-16</b>	<b>Adopted Budget 2016-17</b>
<b>Expenditures</b>				
Salaries & Benefits	\$ 139,221	\$ 87,469	\$ 314,983	\$ 446,209
Material & Supplies	17,109	16,023	16,800	86,300
Contract Services	148,108	23,057	81,750	351,000
Transfers	8,158	11,903	14,866	90,996
<b>Total</b>	<b>\$ 312,596</b>	<b>\$ 138,451</b>	<b>\$ 428,399</b>	<b>\$ 974,504</b>
<b>Revenue Sources</b>				
General Fund	\$ 312,596	\$ 138,451	\$ 428,399	\$ 974,504
<b>Full-Time Equivalent Employees</b>	<b>0.45</b>	<b>0.50</b>	<b>2.60</b>	<b>3.20</b>





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# CITY OF HALF MOON BAY

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## Finance





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# Finance

## Mission

The mission of the Finance Department is to provide overall management of the City's Financial Services, execution of the City's policies, and ensure the City Council and City staff receive high quality effective and efficient financial support services.

## Description

The Finance Department is responsible for managing the City's finances, including revenue, expenditures, bonded debt, and properly recording all financial transactions in accordance with Generally Acceptable Accounting Principles (GAAP) and the requirements of the Government Accounting Standards Board (GASB). The Finance Department's goals are to provide financial oversight and support of the City's organization including: timely and accurate financial services that effectively protect and maximize the use of City resources for the good of the community; implement and enforce financial policies consistent with Federal, State, and local mandates; and implement best practices.

## Service Priorities

- Undertake financial planning and oversee preparation of the annual budget.
- Manage cash assets including banking, cashiering, disbursements and revenue management.
- Perform accounts payable, receivable, and payroll functions.
- Ensure internal controls through accountability, financial reporting and annual audits.
- Fulfill the treasurer function, ensuring an appropriate investment of funds and the debt service administration.
- Provide sound financial advice to the City Council, City Manager and executive staff.

## Staffing

The Department is comprised of a Finance Director, Senior Accountant, Senior Management Analyst, and two Accounting Technician positions.

## Service Level Changes

The currently unfunded Senior Accounting Technician position has been restored and reclassified into a Senior Management Analyst position for the FY 2016-17 budget, which is aimed at improving responsiveness, broadening in-house capabilities in the Finance Department, and for implementation of an Enterprise Resource Planning system.

## Budget Highlights/Summary of Changes

The budget includes the addition of salary and benefits for the Senior Management Analyst position.

## Fiscal Year 2015-16 Accomplishments

- Prepared and delivered the City's Operating and Capital Budget.
- Negotiated terms and contracted for the City's business license administration function to HdL Companies.
- Processed 144 journal entries, 1,409 vendor checks, 528 payroll checks; over 3,200 invoices; and 1,570 business license applications.
- Engaged in a contract with Bartel & Associates, LLC and completed actuarial valuation study for other post-employment benefits (OPEB).
- Completed the Cost Allocation Plan and Development Impact Fee Study.
- Implemented the Modified Zero-Based Budgeting Methodology and completed and presented the Mid-Year Budget Analysis under the new methodology.
- Implemented new practice of Quarterly Financial Status reports to City Council.
- Conducted an assessment and evaluation of departmental operations and review of the City's internal financial controls.
- Completed and filed mandated State Controller's reports and other financial reports in a timely manner.
- Provided analytical support to the Administrative Services Department, City Manager, and City Council during the labor negotiation process, including data and cost analysis of City and union proposals.
- Reviewed and revised the City's purchasing policy and conducted a City-wide internal training on purchasing guidelines and procedures.
- Transitioned the City's banking arrangements from Bank of America to Wells Fargo and negotiated terms that would save the City up to 75% in business service charges while providing enhanced services including desktop deposit, positive pay fraud prevention, Apple pay terminal, and assigned local representatives.
- Completed implementation of the Government Accounting Standards Board Statement No 68: *Accounting and Financial Reporting for Pensions*.
- Successfully completed interim and final financial audits, prepared the City's Comprehensive Annual Financial Report (CAFR), and received a clean audit opinion and management letter from the independent auditors.
- Received a Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association (GFOA), as a result of continued improvements to internal controls.

- Received the Operating Budget Excellence Award from the California Society of Municipal Finance Officers (CSMFO) Budget Award, as a result in continuing improvement in budget transparency.
- Negotiated and executed a contract with HdL Companies to perform a full-service transient occupancy tax (TOT) management services, including collection, discovery, and enforcement elements.
- Reached an agreement with the County on financing of the new Half Moon Bay Library.

### Fiscal Year 2016-17 Goals/Relation to Strategic Plan Elements

- Complete the City's User Fee Study and update the City's Master Fee Schedules (Fiscal Sustainability).
- Complete audit of the City's employee payroll and benefits records to comply with records management requirements and regulations (Fiscal Sustainability).
- Implement the full-service TOT management services program (Fiscal Sustainability).
- Prepare an RFP for consulting services, select a project manager and complete a City-wide needs assessments for Enterprise Resource Planning project (Fiscal Sustainability).
- Complete implementation of the OpenGov financial platform (Inclusive Governance).
- Begin the process of implementing workflow enhancements relating to:
  - A new financial management system.
  - Improvements to cash management and portfolio investments.
  - Streamlined disbursements processes.
  - Enhanced reporting.
  - Updated financial policies and procedures (Fiscal Sustainability, Inclusive Governance).
- Support City Council's Strategic Plan Elements as they apply to the Finance and Risk Management Department (Inclusive Governance, Fiscal Sustainability).

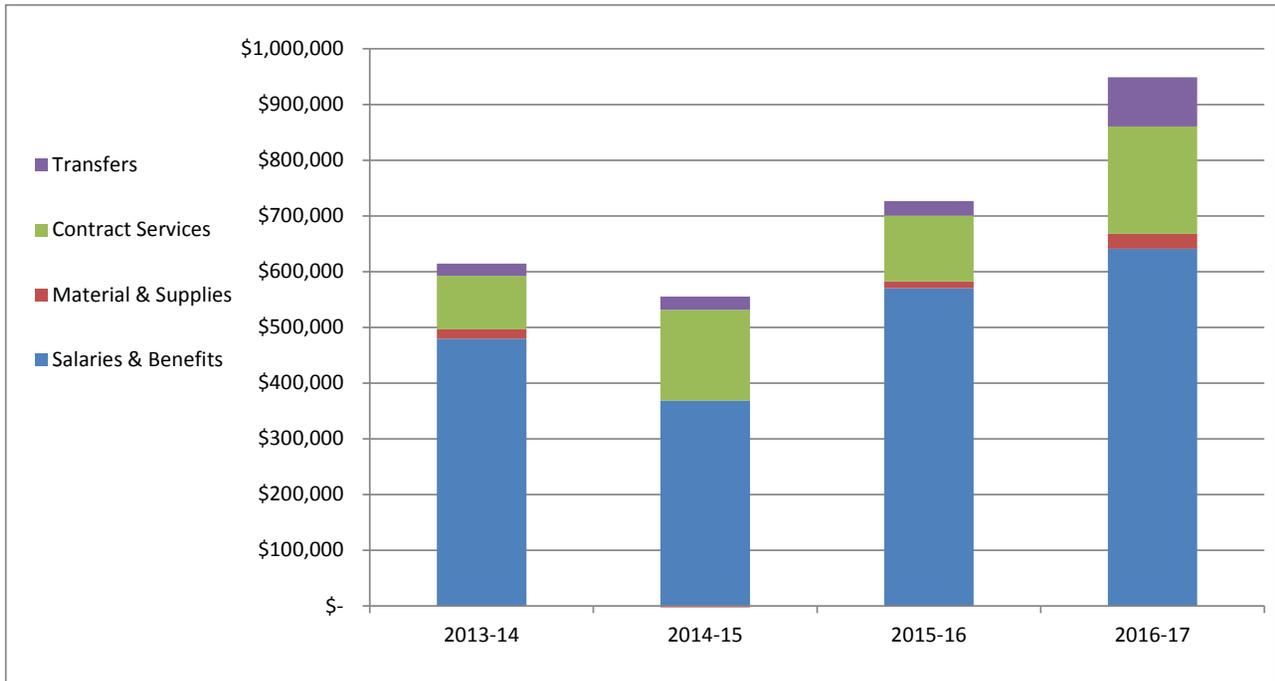


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**City of Half Moon Bay  
FY 2016-17 Budget**

**Finance**

	<b>Audited Actual 2013-14</b>	<b>Audited Actual 2014-15</b>	<b>Revised Budget 2015-16</b>	<b>Adopted Budget 2016-17</b>
<b>Expenditures</b>				
Salaries & Benefits	\$ 479,353	\$ 369,010	\$ 570,117	\$ 641,060
Material & Supplies	17,247	(5,826)	12,010	26,900
Contract Services	95,766	162,355	118,445	192,590
Transfers	22,001	23,762	25,713	88,388
<b>Total</b>	<b>\$ 614,366</b>	<b>\$ 549,301</b>	<b>\$ 726,285</b>	<b>\$ 948,938</b>
<b>Revenue Sources</b>				
Business License Tax	\$ 288,564	\$ 251,634	\$ 290,000	\$ 295,800
General Fund	325,802	297,667	436,285	653,138
<b>Full-Time Equivalent Employees</b>	<b>4.40</b>	<b>4.55</b>	<b>4.00</b>	<b>4.65</b>









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# Risk Management

## Mission

The mission of Risk Management is to enhance safety and protect citizens, employees, and assets of the City by fostering a culture of proactive risk management to effectively forecast, control and mitigate the City's risk through effective loss prevention, claims management, and risk financing.

## Description

Risk Management implements safety policies and risk management best practices and procedures to mitigate the City's risk exposure. The Risk Management Program protects City assets, provides liability insurance and claims management services, and promotes the safety and well-being of City employees. The program includes managing liability, property and auto claims, and insurance programs. It also develops risk reduction policies and procedures, and ensures compliance with the City's risk management operational best practices as enforced by ABAG PLAN and safety standards and regulations as defined by OSHA and the City's IIPP. The budget provides for the premiums as well as operating funds and any settlements resulting from claims against the City.

The City is a member of Association of Bay Area Governments (ABAG) Pooled Liability Network (PLAN), a public agency insurance pool sponsored by ABAG, which is comprised of 29 greater Bay Area municipalities.

The City's Workers' Compensation program is self-funded through membership in a five-city JPA (Joint Powers Authority – The Cities Group). The JPA was formed to administer workers' compensation and safety programs. The Cities Group programs are augmented by City-sponsored training, a City-wide safety committee, and workplace injury prevention assessments. The Administrative Services Manager is a member of the Cities Group Board of Directors.

## Service Priorities

- Ensure the City has adequate and appropriate insurance for its operations.
- Undertake and complete timely claims management.
- Promote policies and programs to reduce risk exposure.
- Develop safety policies and procedures and implement risk management best practices.

## Staffing

The City's General Liability Risk Management Program is currently supported by a portion of the Finance Director and Accounting Technician. The Workers' Compensation Program is supported by a portion of the Administrative Services Manager and Management Analyst.

## Service Level Changes

The addition of a Senior Management Analyst position to the Finance Department will result in additional support of the risk management program, including improved compliance with the operational best practices that will result in risk reduction.

## Budget Highlights/Summary of Changes

The Risk Management Program is budgeted in the Internal Service Fund and is now being allocated back to all City programs and budget units. Additionally, the Program will receive direct full-time equivalent allocation in the FY 2016-17 budget.

## Fiscal Year 2015-16 Accomplishments

- Worked closely with an ABAG PLAN consultant to review the City's operational best practices scorecard, reached 75% compliance, and identified risk management goals and objectives for the upcoming year.
- Completed an internal audit and organization of risk management records and developed a management system for electronic and paper records of claims, insurance certificates and memorandum of coverages, financial reports, etc.
- In partnership with ABAG PLAN and York Risk Services, set up the City's online access to claim management software.
- Established the City's Subrogation and Liability Recovery Program and recovered nearly \$23,000 in City costs for damaged property.
- Developed policy options for City-wide Sidewalk Liability Program and presented to the City Council.
- Established the City's Executive Risk Management Committee to provide oversight, coordination and direction for the City's safety and risk management programs.
- In partnership with ABAG PLAN, the City received \$6,740 in risk management grants last year.
- Ensured the City's compliance with the State-mandated safety trainings, and provided on-going training opportunities for City employees in areas of ergonomics, job hazard prevention, driver safety, lock-out and tag-out procedures, and various aspects of general liability matters, sponsored by the Cities Group and ABAG PLAN.
- Worked closely with Cities Group to ensure injured employees receive quality care and ensured the possession of required safety policies and injury and illness prevention program, and that they are properly enforced.
- Continued quarterly cross-departmental Safety Committee meetings to review hazardous conditions within City departments and implementation of action plans for safe ways to complete work duties.

## Fiscal Year 2016-17 Goals/Relation to Strategic Plan Elements

- Implement new risk management and safety policies and procedures and ensure the City's compliance with Risk Management Best Practices Framework and eligibility for risk management grants (Inclusive Governance, Fiscal Sustainability).
- Provide City-wide training for managers and supervisors on the City's Risk Management Program and workers' compensation and risk management procedures (Fiscal Sustainability, Healthy Communities/Public Safety).
- Develop a vehicle use policy and enroll City employees and officials in the DMV Pull Notice Program to comply with vehicle operations best practices and State requirements for employees with commercial driver licenses (Fiscal Sustainability, Healthy Communities/Public Safety).
- Continue to train employees and supervisors on workers' compensation, safety and risk management procedures (Inclusive Governance).
- Assist the Community Development Department with the city-wide sidewalk repair project of hazardous conditions, develop and implement a City sidewalk program that is compliant with risk management best practices and State law. (Fiscal Sustainability, Infrastructure and Environment).
- Conduct a city-wide street tree assessment and develop the City's urban forest management plan (Infrastructure and Environment).
- Develop a risk management webpage to educate and advise the public on the City's Risk Management Program and residents' responsibilities regarding sewer, facility rental, sidewalk and tree maintenance (Inclusive Governance).
- Continue to identify and reduce risks to the City (Healthy Communities/Public Safety, Fiscal Sustainability).
- Process and handle general liability and workers' compensation claims in a timely manner, so that the claim expenses and legal costs can be minimized (Fiscal Sustainability).
- Continue to seek recovery of costs when actions of the third-party cause damages to City property (Fiscal Sustainability).
- Comply with OSHA standards, regulations and requirements to prevent work-related injuries and illnesses (Healthy Communities/Public Safety).



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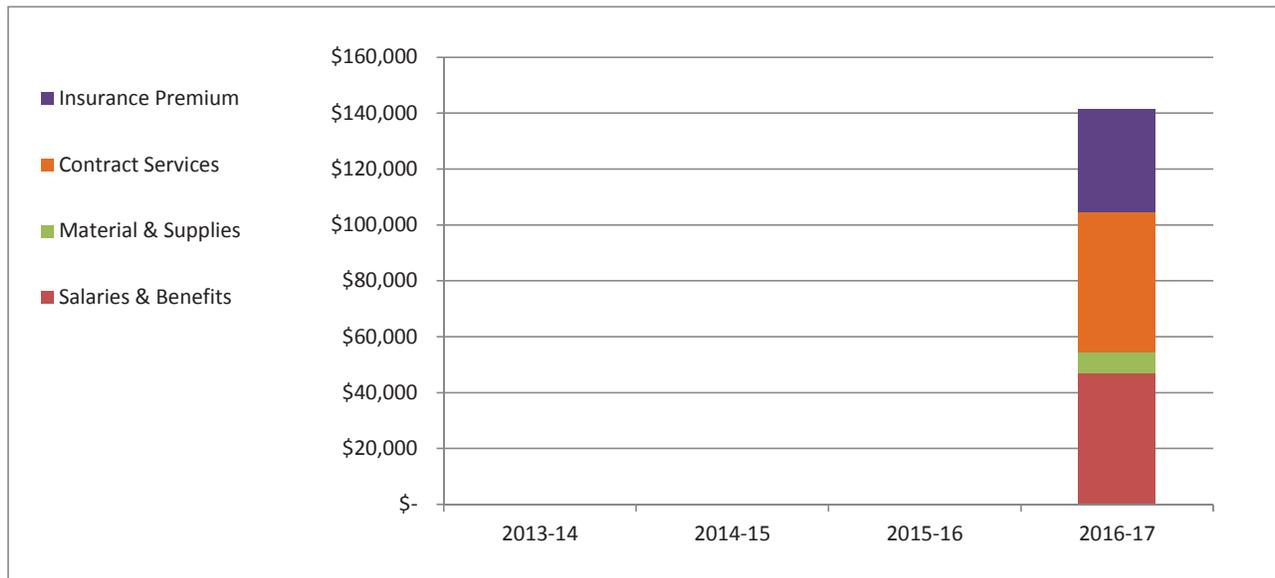


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**City of Half Moon Bay  
FY 2016-17 Budget**

**Risk Management - Workers' Compensation**

	<b>Audited Actual</b>	<b>Audited Actual</b>	<b>Revised Budget</b>	<b>Adopted Budget</b>
	<b>2013-14</b>	<b>2014-15</b>	<b>2015-16</b>	<b>2016-17</b>
<b>Expenditures</b>				
Salaries & Benefits	\$ -	\$ -	\$ -	\$ 47,140
Material & Supplies	-	-	-	7,500
Contract Services	-	-	-	50,000
Insurance Premium	-	-	-	36,965
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 141,605</b>
<b>Revenue Sources</b>				
Various Funds	\$ -	\$ -	\$ -	\$ 141,605
<b>Full-Time Equivalent Employees</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.30</b>



\* The Risk Management - Worker's Compensation program was moved from the City-wide and Human Resources Departments. The program will account for activities related to worker's compensation claims and insurance premiums. The program operates on a full cost reimbursement basis from other departments.



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# CITY OF HALF MOON BAY

## Public Safety





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# Public Safety

## Mission

The mission of the Public Safety Department is to work in partnership with City departments and the community to protect life and property, enhance health and safety, and improve the quality of life of all residents, businesses, and visitors to Half Moon Bay.

## Description

The City contracts with the County of San Mateo Sheriff's Office for law enforcement services including regular patrols, dispatch responses to emergency and 911 calls, investigative services, community policing and specialized law enforcement services as needed. The San Mateo County Sheriff's Office is dedicated to the preservation of public safety by providing innovative and progressive service in partnership with the Half Moon Bay community. Animal control services are also provided through the County.

## Service Priorities

- Deliver 24-hour emergency response.
- Coordinate emergency preparedness efforts.
- Detect and reduce crime.
- Enforce traffic laws.
- Manage records and reporting.
- Provide community policing.
- Coordinate the annual Youth Summit.
- Coordinate the Sheriff's Activity League on the Coastside.

## Staffing

The Public Safety budget consists of key contracts for services with San Mateo County for law enforcement, dispatch, and animal control, as well as contracts with agencies that provide other related services such as citation processing.

## Service Level Changes

Currently, the City is assigned two part-time night shift deputies (.33 FTE) who work on different nights. Additionally, the City is assigned one part-time Captain (.30 FTE). It is proposed that the two part-time deputies be increased to two full-time positions (2 FTE) and the Captain be increased to a half time (.5 FTE) position.

## Budget Highlights/Summary of Changes

The FY 2016-17 Law Enforcement budget includes a contractually negotiated increase. The proposed amount includes the increase in service levels as noted above and a cost of living adjustment. The Dispatch Services budget also includes a contractually negotiated increase, while the Animal Control budget includes a reduction due to an increase in pet licensing fees.

## Fiscal Year 2015-16 Accomplishments

- Held Fifth Annual Youth Summit at Cunha Middle School targeted to 8<sup>th</sup> graders going into high school.
- Provided incident command and public safety for community events:
  - Pumpkin Festival
  - Night of Lights
  - Half Moon Bay Triathlon
  - 4<sup>th</sup> of July Parade
  - Chamarita Parade
- Utilized School Resource Deputies and Sheriff's Activities League (SAL) to facilitate activities, educational programs, crime prevention, and anti-bullying efforts, and to work with school officials on safety issues.
- Participated in County-wide Gang Task Force with deployments to Half Moon Bay.
- Participated in San Mateo County Saturation Traffic Enforcement Program (STEP) with two deployments to Half Moon Bay.
- Continued Empowering Young Women Group to engage and facilitate positive outcomes in young women.
- Continued work with the Homeless Outreach Team to address homeless issues.
- Conducted, in partnership with the Sheriff's Office CARON group, a Spanish-speaking Community Academy at Hatch School with 54 community members graduating.

## Fiscal Year 2016-17 Goals/Relation to Strategic Plan Elements

- Continue to make community policing a priority with the utilization of a Community Policing Deputy.
- Continue to work with the City regarding homeless issues.
- Participate in the County-wide Gang Task Force.
- Utilize the Sheriff's Office Bicycle Unit to patrol downtown and coastal trails.
- Continue traffic safety by utilizing the Sheriff's Office Motorcycle Unit (Healthy Communities and Public Safety).

**City of Half Moon Bay  
FY 2016-17 Budget**

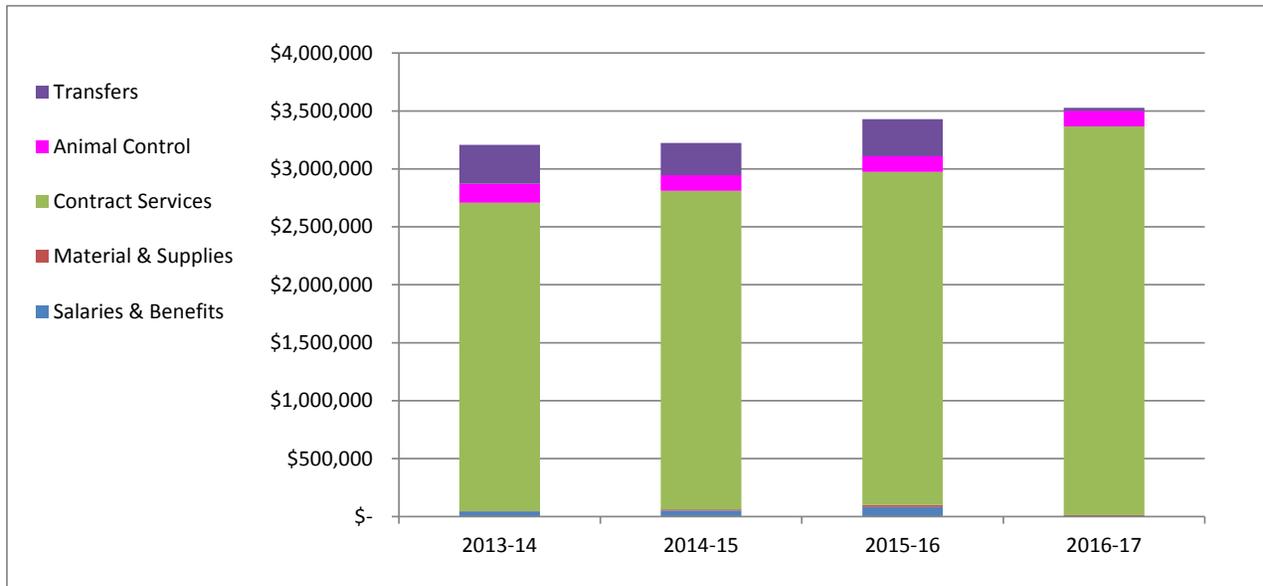
**Public Safety**

	<b>Audited Actual 2013-14</b>	<b>Audited Actual 2014-15</b>	<b>Revised Budget 2015-16</b>	<b>Adopted Budget 2016-17</b>
<b>Expenditures</b>				
Salaries & Benefits	\$ 45,093	\$ 52,659	\$ 83,354	\$ -
Material & Supplies	1,447	10,187	17,950	11,700
Contract Services	2,660,932	2,748,618	2,871,912	3,354,698
Animal Control	163,465	135,249	135,249	134,381
Transfers	336,985	276,463	321,551	26,386
<b>Total</b>	<b>\$ 3,207,922</b>	<b>\$ 3,223,176</b>	<b>\$ 3,430,016</b>	<b>\$ 3,527,165</b>

<b>Revenue Sources</b>				
Fines & Forfeitures	\$ 93,737	\$ 83,812	\$ 125,000	\$ 126,800
False Alarm Fees	5,750	7,466	8,500	8,500
DUI Recovery	480	1,394	500	-
PD - Special Revenue	38,143	74,343	38,500	41,220
<sup>1</sup> County Credit Reimbursements	537,274	361,951	382,951	555,822
General Fund	2,532,538	2,694,210	2,874,565	2,794,823

Full-Time Equivalent Employees - - - -

<sup>1</sup> The credit amount paid by San Mateo County Sheriff's Office toward annual pension cost is \$555,822. in FY 2016-17





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# CITY OF HALF MOON BAY

## Recreation Services



**Letter from the City Manager**

Dear Half Moon Bay and Castilleja Community:

Spring is here, soon it'll be summer, and we'll all be spending more and more time outside and active.

What a perfect time to launch through this Recreation Guide and find a fun exercise class, group program, or educational activity to kick off the new season! The Rec Guide is one way that the City and our partner, the Boys & Girls Club of the Castilleja, are communicating with the entire community - offering connections, helping to build relationships, and bringing people together.

With those goals in mind, I encourage everyone to sign up for Half Moon Bay's Community News email newsletter (go to [hmbbay.org](http://hmbbay.org) for City email). It's a brief weekly round-up of what's happening in the City, including events, activities, seminars, meetings, openings, and more. Periodically we include articles in Spanish (sent by the city), but simultaneous interpretation is now available at our City Center.

We want to make sure you have options for learning what's going on in Half Moon Bay. You can always go to the City's website for information, and I'm pleased to let you know that a complete overhaul of that site is underway. You can expect to see a completely new (and really improved!) City website that facilitates a two-way street, and one way we're engaging people in communication is through the City's new annual "Half Moon Bay Community Update" stands for Network, Engage, Transform - and the very first class of 25 participants scheduled to graduate at the City Council meeting on April 15. Over the course of the four weekly sessions, these folks not only learned about City services and took part in fun, interesting activities, they got to know some of the staff providing those services, and, more importantly, made community connections with each other. The City is working hard to communicate with you - but if our efforts don't always directly reach you, please take the initiative and visit the City's website, and the Recreation website ([hmbbayrecreation.org](http://hmbbayrecreation.org)).

Feel free to call City Hall at 650-726-6272 at any time for help finding the information you need.

In partnership and community,

Miguel Castilleja  
City Manager

**Kid's Classes, Activities and Enrichment**

**Latin American Festival**  
(Ages 2-12, 9 classes)  
A Latin Program aimed to teach children basic concepts in a fun and non-competitive way and demonstrating communication skills through sports. All classes are from 9:15 to 10:15. The classes are 11) at the Curtis Club.

**Introduction to Latin American Dance**  
All classes are from 9:15 to 10:15. (9 classes - 11)

**Landscape the Curtis Club**  
Ages: 4-12, 9 classes  
Time: Saturdays, 9:15-10:45 am  
Fee: \$50

**For Soccer (Ages 3 & 4)**  
Time: Saturdays, 9:15-10:30 am  
Fee: \$50

**Preschool Soccer (Ages 3 & 4, 6)**  
Time: Saturdays, 10:45 AM-12:05 pm  
Fee: \$50

**Elizalde Class**  
(Ages 9-12, 12-17, 8 classes)  
Curtis Club to give the students a welcome. Students will learn the basics and how to play soccer. Songs and fun activities will be included. There will be a special gift for the class. Participants will also receive a certificate. All classes are from 9:15 to 10:15. (8 classes - 11)

**Distribution: New York**  
Age: 10-12  
Day & Time: Wednesday, 6:30-7:30 pm  
Age: 12-17, 12:00-1:00 pm  
Age: 12-17, 1:30-2:30 pm  
Location: Nat. Aquatics Center

**Ways to Register for City**  
1. Online registration: [hmbbayrecreation.org](http://hmbbayrecreation.org)  
2. Direct registration: Sign up at the City Center  
3. Sign up at the City Center





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# Recreation

GL Code 01-61

## City Manager's Office

### Mission

The mission of the Recreation Division is to develop, implement, and evaluate recreational programs and activities for residents of Half Moon Bay and the Coastside, and to coordinate and supervise recreational uses of City facilities.

### Description

The Recreation Division is responsible for delivering quality, affordable recreation programs and opportunities for community enrichment to the residents of Half Moon Bay and the Coastside. The Recreation Division is also responsible for coordinating and scheduling City facilities, including Smith Field, the Train Depot, and the Ted Adcock Community Center.

### Service Priorities

- Provide quality recreational services and opportunities to individuals and families.
- Provide health and wellness opportunities to youth, adults, and seniors.
- Provide enrichment activities for all ages.
- Provide community gathering and meeting spaces through facility rentals.
- Provide opportunities for community engagement in recreation services programs.

### Staffing

The Deputy City Manager oversees a contract with the Boys & Girls Club of the Coastside to provide recreation programs and services to Half Moon Bay and the Coastside community. Additional City staff provide support for the City's Concerts in the Park Program and the City's Recreation Committee.

### Service Level Changes

The current level of service will be maintained with existing staff.

### Budget Highlights/Summary of Changes

The Recreation budget consists of the costs for the recreation activity brochure and insurance for recreation programs. The costs and revenues associated with delivery of recreation programs are managed through a contract with the Boys & Girls Club of the Coastside. Additionally, ancillary recreation services are provided by the Peninsula Family YMCA and other community nonprofits.

The Boys & Girls Club is able to rent out City facilities and to retain rental proceeds to offset recreation services costs. Additionally, the Club is able to run its programming in all City facilities.

## Fiscal Year 2015-16 Accomplishments

- Increased the number of classes and activities offered.
- Increased rental opportunities of City-owned facilities.
- Doubled recreation class participation.
- Collaborated with YMCA and Cabrillo Unified School District to offer summer camps.
- Collaborated with MidPen Housing to offer summer classes to Moonridge residents.
- Collaborated with YMCA to offer a summer aquatics program.
- Collaborated with PCTV to offer free video training classes.
- Hosted Concerts in the Park series at Mac Dutra Plaza.
- Increased the number of groups supporting the City's Adopt-a-Park Program.
- Collaborated with non-profits to host an annual Blood Drive and Teen Center Job Fair.
- Collaborated with Second Harvest Food Bank to host monthly food pantries.
- Collaborated with non-profits to offer recreation classes for children with special needs from the Hope Center and One Step Beyond.
- Collaborated with Star Vista to host free summer workshops for young mothers.
- Collaborated with State Parks to publicize free guided trail tours.
- Implemented a master schedule at Smith Field to support Little League and other recreation groups.

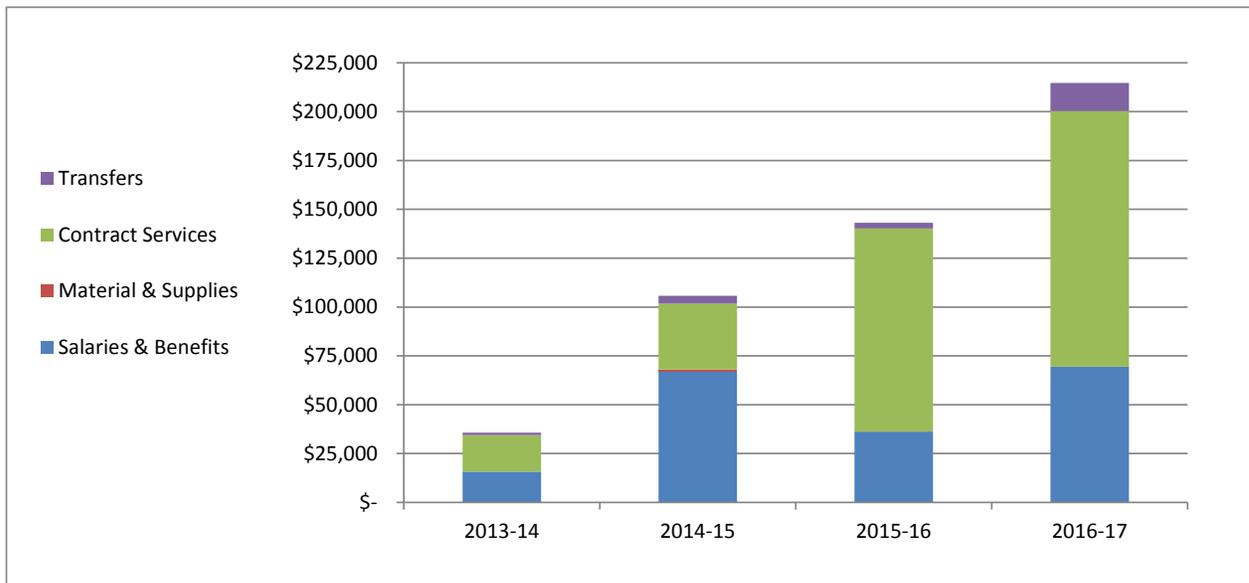
## Fiscal Year 2016-17 Goals/Relation to Strategic Plan Elements

- Assess and affirm/reestablish the role/charge of the Recreation Committee and its mission and goals (Inclusive Governance, Healthy Communities and Public Safety).
- Collaborate with local elementary schools to offer after-school programs for K-5 students (Healthy Communities and Public Safety).
- Maintain and enhance recreation services and partner with established groups within Half Moon Bay to promote programs to a wider range of residents (Healthy Communities and Public Safety; Inclusive Governance).
- Update activity guide content and delivery, and investigate smarter, more cost-effective ways to deliver information about recreation programs, including the use of social media (Healthy Communities and Public Safety; Inclusive Governance).
- Increase rentals of the Community Center and other City-owned facilities to support future recreation programs (Infrastructure and Environment; Healthy Communities and Public Safety).

**City of Half Moon Bay  
FY 2016-17 Budget**

**Recreation Services**

	<b>Audited Actual 2013-14</b>	<b>Audited Actual 2014-15</b>	<b>Revised Budget 2015-16</b>	<b>Adopted Budget 2016-17</b>
<b>Expenditures</b>				
Salaries & Benefits	\$ 15,731	\$ 67,311	\$ 36,195	\$ 69,506
Material & Supplies	-	661	-	-
Contract Services	18,707	33,738	104,000	130,800
Transfers	1,213	4,025	2,952	14,366
<b>Total</b>	<b>\$ 35,651</b>	<b>\$ 105,736</b>	<b>\$ 143,147</b>	<b>\$ 214,672</b>
<b>Revenue Sources</b>				
Contract Classes	\$ -	\$ -	\$ -	\$ -
Recreation Other	-	-	-	-
Community Center Facility Fees	10,750	(10,000)	750	-
Parks Facility Rental	-	-	-	-
SMC - Contribution	768	10,000	10,000	10,000
General Fund	24,133	105,736	132,397	204,672
<b>Total Program Sources</b>	<b>\$ 35,651</b>	<b>\$ 105,736</b>	<b>\$ 143,147</b>	<b>\$ 214,672</b>
<b>Full-Time Equivalent Employees</b>	<b>0.08</b>	<b>0.40</b>	<b>0.20</b>	<b>0.40</b>





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# CITY OF HALF MOON BAY

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## Public Works





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# Public Works - Facilities Maintenance

## City Manager's Office

### Mission

The Public Works – Facilities Maintenance Division’s mission is to preserve, upgrade, and maintain existing City infrastructure, maintain functional and effective usage of City facilities, and sustain efforts to maintain a healthy, safe, clean, inviting, accessible, and aesthetically pleasing City.

### Description

The Public Works – Facilities Maintenance Division provides cost-effective and timely maintenance of City buildings and grounds, parks, streets and sidewalks, drainage systems, and other facilities to enhance and protect the health, safety, and welfare of residents, and visitors to City facilities.

### Service Priorities

- Perform cost-effective preventative maintenance of City streets, drainage facilities, landscaping and traffic signs and markings.
- Provide safe, attractive, and clean parks, parking lots and public grounds.
- Provide emergency repairs to buildings and facilities.
- Coordinate maintenance of City vehicles and equipment to ensure good working condition.

### Staffing

The Public Works – Facility Maintenance Division is staffed with a Public Works Superintendent and three Maintenance Workers with oversight provided by the Deputy City Manager.

### Service Level Changes

The current level of service will be maintained.

### Budget Highlights/Summary of Changes

The Public Works – Facilities Maintenance Division budget consists of compensation for four positions (allocated to the General fund, Enterprise Fund, Internal Service Fund, and Special Revenue Fund), as well as contract services for maintenance of buildings, parks, and properties.

## Fiscal Year 2015-16 Accomplishments

- Prepared and provided preventative maintenance in anticipation for an El Niño winter, including sewer hot-spot maintenance, storm drain cleaning, ordering sand bags, and tree trimming.
- Renewed the City's median landscape maintenance contract for an additional two years.
- Purchased two new vehicles for the City's fleet.
- Purchased a new power washer, mower and trailer for better efficiency in maintaining the City parks.
- Installed a new four-way stop on Filbert Street.
- Installed a new sidewalk and landscape planter adjacent to the City Jail.
- Moved artwork from Mac Dutra Plaza to Dog Park.
- Installed a new bike tuning station at Poplar Beach Parking Lot.
- Performed city-wide annual replacement of low-reflectivity regulatory signs.
- Relined the parking lot at Poplar Beach.
- Completed the first year of drainage ditch maintenance (first time in seven years).
- Painted the Johnston Barn.
- Repainted the interior of the Old City Jail and refinished the wood floor.
- Added new lighting and painting at Oak Park.
- Upgraded HVAC Systems at the Train Depot and Community Center.

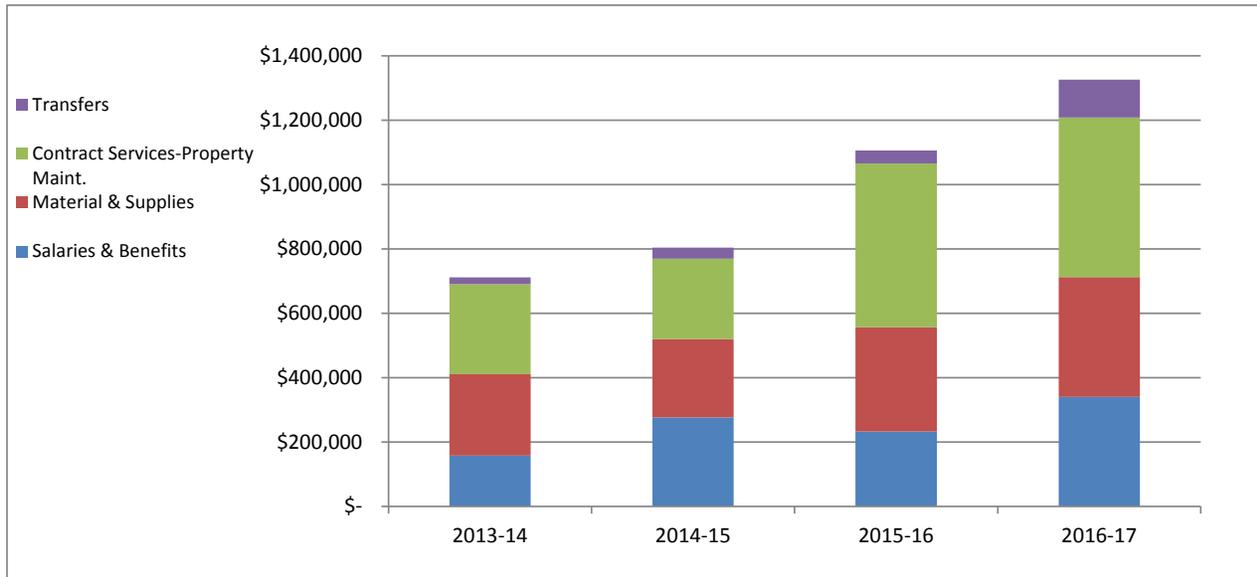
## Fiscal Year 2016-17 Goals/Relation to Strategic Plan Elements

- Complete an operational assessment of the Public Works – Maintenance Division (Inclusive Governance).
- Continue replacing bluff top benches (Infrastructure and Environment; Healthy Communities and Public Safety).
- Continue with annual ditch maintenance (Infrastructure and Environment; Healthy Communities and Public Safety).
- Add new picnic tables and BBQs at Oak Park (Infrastructure and Environment; Healthy Communities and Public Safety).
- Add new picnic tables at the Poplar Beach parking lot.
- Replace street light on Main Street with LED lights (Infrastructure and Environment; Healthy Communities and Public Safety).
- Continue to replace regulatory street signs (Infrastructure and Environment).
- Install additional bike tuning stations and benches along the Naomi Patridge Trail (Infrastructure and Environment).

**City of Half Moon Bay  
FY 2016-17 Budget**

**Public Works - Facilities Maintenance**

	<b>Audited Actual 2013-14</b>	<b>Audited Actual 2014-15</b>	<b>Revised Budget 2015-16</b>	<b>Adopted Budget 2016-17</b>
<b>Expenditures</b>				
Salaries & Benefits	\$ 157,769	\$ 276,265	\$ 233,108	\$ 340,473
Material & Supplies	253,237	243,615	324,260	371,800
Contract Services-Property Maint.	279,430	249,723	508,350	496,000
Transfers	21,043	34,742	40,137	117,389
<b>Total</b>	<b>\$ 711,479</b>	<b>\$ 804,345</b>	<b>\$ 1,105,855</b>	<b>\$ 1,325,663</b>
<b>Revenue Sources</b>				
General Fund	\$ 711,479	\$ 804,345	\$ 1,105,855	\$ 1,325,663
<b>Full-Time Equivalent Employees</b>	<b>2.00</b>	<b>3.13</b>	<b>2.30</b>	<b>2.75</b>



Note: Costs were reclassified from Supplies and Materials to Contract Services in FY 2013-14.



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# CITY OF HALF MOON BAY

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## Community Development





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# Community Development

## Mission

The Community Development Department's mission is to protect the public health, safety, and welfare, and enhance the community through engineering, capital improvements, planning, economic development, and code enforcement programs.

## Description

The Community Development Department coordinates and manages the City's development-related functions such as long-range planning, development review, entitlement and permit processing, inspection services, engineering, housing and code compliance/enforcement. The Department coordinates major maintenance efforts, including reconstruction of existing streets, utilities and facilities. The Department develops and manages the City's Five-Year Capital Improvement Program, serves as a "clearinghouse" for all development-related services, economic development, and capital projects, and functions as the environmental coordinator for the City, ensuring compliance with the California Coastal Act, California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA). The Department is also committed to being responsive to residents, Councilmembers, the Planning Commission, and committees, as well as representing the community's interests at the Federal, State, and regional level.

The Department functions as the disabled access coordinator, ensuring safe and reasonable access for all citizens under the Americans with Disabilities Act (ADA) and California Title 24. Further, it serves as the City's floodplain coordinator, managing the National Flood Insurance Program (NFIP). The Department manages efforts to ensure compliance with the Clean Water Act and other mandates of the San Francisco Bay Regional Water Quality Control Board. It also provides staff support to the City Council, Planning Commission and other Ad Hoc Committees, and monitors and participates with regional organizations including the City/County Association of Governments (C/CAG), Metropolitan Transportation Committee (MTC), and the Association of Bay Area Governments (ABAG).

## Service Priorities

- Protect and enhance the public health, safety, and welfare of the Community.
- Maintain and reconstruct critical City infrastructure.
- Create safe, livable, and walkable neighborhoods.
- Enhance employment and economic development opportunities for residents and businesses.
- Be responsive to residents, Councilmembers, Commissioners, and the community.

## Staffing

The Community Development Department consists of a Community Development Department Director, one Management Analyst, and one Administrative Assistant.

## Service Level Changes

Service and staffing levels will be maintained with existing staff.

## Budget Highlights/Summary of Changes

The Community Development Department budget consists primarily of personnel-related costs associated with managing departmental programs. The budget includes funding for consultant services related to soliciting proposals for and selecting a Solid Waste Management and Street Sweeping services provider upon expiration of the current contract.

## Fiscal Year 2015-16 Accomplishments

- Supported Engineering and Capital Projects Division, Building Division, and Planning Division.
- Supported the General Plan Update project.
- Hired an in-house City Engineer, Permit Technician, and part-time General Plan Project Manager.
- Negotiated a modified contract with CSG Consultants, Inc.
- Managed the M-Group contract for planning services.
- Facilitated improved reporting and operational changes with Allied Waste/Republic Waste.
- Initiated work with the Main Street Bridge Advisory Committee.
- Supported the implementation of the 2015-16 Capital Improvement Program (CIP) including the Library, Mac Dutra Plaza, Cañada Verde Stairs, Carter Park Stairs, Pilarcitos Pedestrian Bridge, Skate Park and Wayfinding Signage projects.
- Managed Department operational budget and Capital Budget.
- Managed the Coastal Conservancy Grant for Pilarcitos Creek Pedestrian Bridge.
- Facilitated the adoption and implementation of a commercial organic recycling program in accordance with State law.
- Held annual Earth Day celebration in conjunction with Allied Waste/Republic Services.

## Fiscal Year 2016-17 Goals/Relation to Strategic Plan Elements

- Enhance public safety and emergency preparedness by:

- Coordinating with the Coastside Fire Protection District, the Coastside County Water District, the Sewer Authority Mid-Coastside, and other entities on new development and infrastructure projects.
- Coordinating and collaborating with Coastside emergency preparedness efforts.
- Enhancing and maintaining the City's storm drain system, streets and other infrastructure (Healthy Communities and Public Safety).
- Enhance economic vitality by:
  - Updating the City's Small Business Resource Guide.
  - Continuing with the General Plan and Local Coastal Program Updates as well as follow-on projects including the Downtown/Core Area Master Plan (Fiscal Sustainability).
- Increase departmental effectiveness by:
  - Initiating work on improving retroactive and proactive record keeping in concert with the City-wide effort.
  - Initiating assessment of permit software for development-related services (Inclusive Governance).
- Improve public facilities and infrastructure by:
  - Completing a re-design of the City's Five-Year CIP document and beginning the process of expanding the CIP from the current five-year term to a ten-year term.
  - Implement projects included in the FY 2016-17 Capital Budget including the Library replacement, Seymour Bridge, and Highway 1 safety projects (Infrastructure and Environment).
- Improve communication and enhance community engagement by:
  - Creating handouts and other informational items.
  - Maintaining and enhancing departmental pages on the City website to ensure information is available and up-to-date (Inclusive Governance).
- Create a healthy and safe community by:
  - Managing the City's General Plan Update process, including the integration of "Healthy Community" concepts.
  - Evaluating opportunities to enhance/expand parks, open space, and trail/pathway opportunities (Healthy Communities and Public Safety).



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# Community Development

## Building and Code Enforcement

### Mission

The mission of the Building and Code Enforcement Division is to protect public health and safety through the inspection of buildings, properties, and facilities, ensuring compliance with California Building Standards, the Half Moon Bay Municipal Code, and other federal, state and local requirements.

### Description

The Building and Code Enforcement Division provides public counter, building permit, plan check, building inspection, and code enforcement services.

### Service Priorities

- Safeguard the public health, safety, and welfare.
- Enhance customer service and Permit Center operations.
- Coordinate review of building permits with other divisions and outside agencies.
- Maximize opportunities for in-house plan checks for small projects.
- Conduct building inspections in a timely and thorough manner.
- Conduct code enforcement inspections and seek compliance via administrative process where possible.
- Conduct Life Safety Inspections where requested and/or deemed necessary by the Building Official.
- Participate in disaster/emergency preparedness, mitigation, and recovery efforts.

### Staffing

The Division is staffed by a Building Official, a Permit Technician, a Code Enforcement Officer and a Building Inspector.

### Service Level Changes

The current level of service will be maintained with existing staff.

### Budget Highlights/Summary of Changes

The Building and Code Enforcement Division budget consists of costs for compensation and operations costs for staff, and contract services for plan check, building inspection, and code enforcement.

## Fiscal Year 2015-16 Accomplishments

- Provided timely building inspections, delivering more than 99% of inspections within 24 hours of request.
- Continue to provide timely and thorough building plan check services.
- Integrated new in-house Permit Technician into building review and transmittal process.
- Completed various required State reports.
- Integrated new development impact fees into a permit system.
- Continued to address code enforcement issues on a complaint-driven basis.

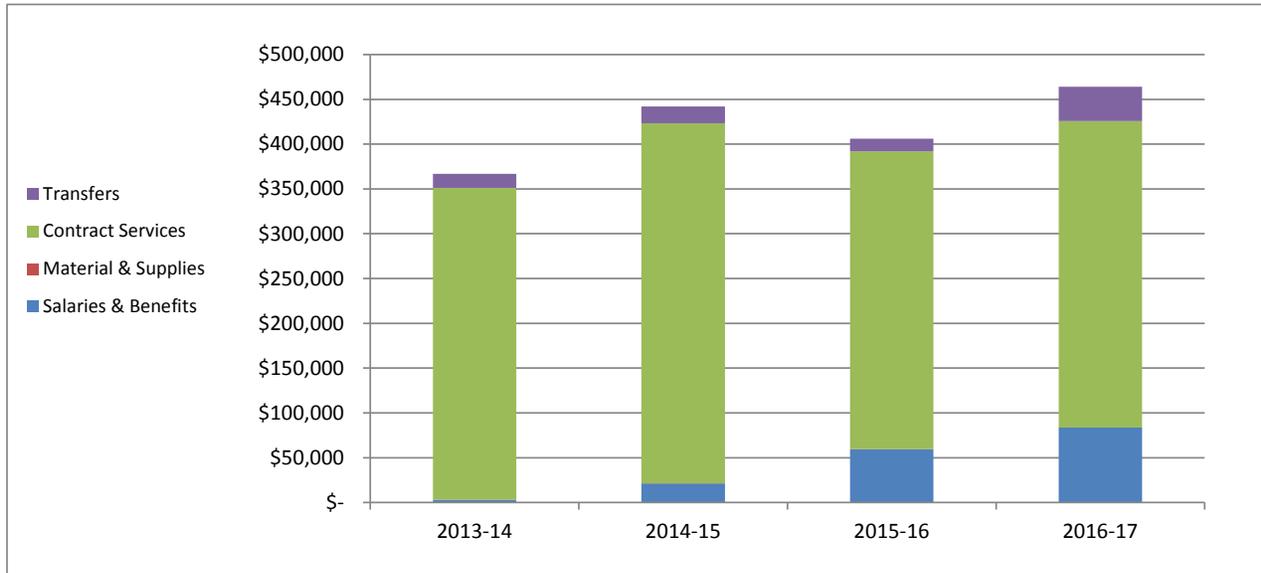
## Fiscal Year 2016-17 Goals/Relation to Strategic Plan Elements

- Improve the customer service experience through physical enhancements to the Permit Center, training of staff, and the integration of the new Permit Technician position (Inclusive Governance).
- Integrate planning and engineering-related project intake and over-the-counter review, where possible (Inclusive Governance).
- Provide excellent service to the residents and businesses of Half Moon Bay by:
  - Maintaining the Permit Center during normal hours of operation and assisting the public accordingly (Inclusive Governance).
  - Completing 95% of initial building plan checks within 21 days and 100% within 30 days (Inclusive Governance).
  - Providing 99% of building inspections by the next business day following a request (Inclusive Governance; Healthy Communities and Public Safety).
- Finalize and implement standard operating procedures for all counter activities (Inclusive Governance).
- Enhance and improve records management by evaluating options for converting paper building files to electronic files (Inclusive Governance).
- Initiate an electronic (paperless) plan check model (Inclusive Governance).
- Participate in a Coastside emergency preparedness exercise during the fiscal year (Healthy Communities and Public Safety).
- Provide assistance to City code enforcement efforts, including support of the City's hearing process (Healthy Communities and Public Safety).

**City of Half Moon Bay  
FY 2016-17 Budget**

**Community Development - Building and Code Enforcement**

	<b>Audited Actual 2013-14</b>	<b>Audited Actual 2014-15</b>	<b>Revised Budget 2015-16</b>	<b>Adopted Budget 2016-17</b>
<b>Expenditures</b>				
Salaries & Benefits	\$ 2,931	\$ 21,133	\$ 59,119	\$ 83,676
Material & Supplies	-	220	500	-
Contract Services	348,289	401,889	332,220	342,200
Transfers	15,647	18,660	14,294	38,152
<b>Total</b>	<b>\$ 366,867</b>	<b>\$ 441,902</b>	<b>\$ 406,133</b>	<b>\$ 464,028</b>
<b>Revenue Sources</b>				
Building Permits	\$ 464,223	\$ 320,638	\$ 272,220	\$ 380,400
General Fund	(97,356)	121,264	133,913	83,628
Full-Time Equivalent Employees	0.02	0.30	0.40	0.65





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# Community Development

## Engineering and Capital Projects

### Mission

The mission of the Engineering and Capital Projects Division is to protect the public health and safety, and improve the quality of life of residents and visitors by ensuring public and privately-funded infrastructure is designed, built, inspected, and maintained in accordance with best practices and applicable Federal, State and Local requirements.

### Description

The Engineering and Capital Projects Division is responsible for identification of capital improvement needs, the design and construction of new public projects and infrastructure, and the review and inspection of private development-related improvements. Staff prepare and/or oversee studies and master plans identifying cost-effective maintenance measures and upgrades to the City's streets, parks, trails, buildings and grounds, and sewage and drainage systems.

### Service Priorities

- Manage and update the Five-Year Capital Improvement Program (CIP).
- Deliver capital improvement projects per their approved schedules and within budget.
- Implement the San Mateo County Storm Water Pollution Prevention Program (SMCWPPP) in compliance with the National Pollutant Discharge Elimination System (NPDES) Clean Water Program.
- Apply for and manage grants that complement capital projects and maintenance needs.
- Identify impacts of proposed land development projects on the City's public service facilities, needed mitigation measures, and appropriate conditions of approval and permits.
- Prepare sewer service charge reports.
- Update the logs of City properties, easements, and improvement agreements.

### Staffing

The Division is staffed by the City Engineer, an Associate Engineer (in recruitment) and an Assistant Engineer (in recruitment). The Division workload is currently augmented by two part-time consulting engineers.

## Service Level Changes

The budget reflects the continued use of consultants to augment staff. Each capital project (within the Capital Budget) includes project management costs, which are reflected in consultant services in the Engineering budget.

## Budget Highlights/Summary of Changes

The Engineering and Capital Projects budget consists of costs for staff compensation and operations, consultant, project management and construction costs. Budget levels will increase in FY 2016-17.

## Fiscal Year 2015-16 Accomplishments

- Completed Pilarcitos Pedestrian Bridge on time and within budget; closed Coastal Conservancy Grant and submitted reimbursement for construction costs to California Department of Parks and Recreation.
- Completed Mac Dutra Plaza project.
- Completed design and installation of four downtown wayfinding signs.
- Managed the hydrologic and hydraulic study of the Kehoe Ditch Watershed.
- Managed the preparation of the City's Storm Drain Master Plan (last updated in 1977).
- Assisted in completion of the Sewer Master Plan.
- Initiated design of the Seymour Bridge replacement.
- Completed a reflectivity study for all regulatory signs in the city.
- Completed a jointly-funded study of Lewis Foster Drive and Main Street with Cabrillo Unified School District (CUSD).
- Initiated work on Highway 1 signal synchronization and functional improvements.
- Completed sidewalk survey and initiated repair of more than 2,700 uplifted locations throughout the city.
- Completed required pavement management plan and implemented street maintenance work to maintain a pavement condition index of 65 (a score of 60 or better is considered good).
- Completed preparation of new infrastructure standards.
- Provided comments and conditions for development applications; completed plan checks for projects submitted for construction.
- Responded to unanticipated issues including bluff failures in the Mirada Road area.

## Fiscal Year 2016-17 Goals/Relation to Strategic Plan Elements

- Deliver FY 2016-17 capital projects in a timely manner and within budget (Healthy Communities and Public Safety; Infrastructure and Environment).
- Begin the incorporation of green design into City infrastructure and Capital Projects (Infrastructure and Environment).
- Complete work on over 2,700 sidewalk uplifted locations identified in the 2016 Sidewalk Survey (Healthy Communities and Public Safety; Infrastructure and Environment).
- Integrate internal and external stakeholders into the CIP process as needed. Keep community informed of progress, including delays in projects (Inclusive Governance).
- Complete reviews of private development applications and improvement plans in a timely and thorough manner (Healthy Communities and Public Safety; Infrastructure and Environment).
- Finalize and implement standard operating procedures for engineering activities during the fiscal year (Inclusive Governance).
- Evaluate options for converting paper engineering files to electronic files (Inclusive Governance).
- Initiate work on digital plan check model (Inclusive Governance).
- Participate in at least one Coastside emergency preparedness exercise during the fiscal year (Healthy Communities and Public Safety).
- Improve retroactive and proactive record keeping (Inclusive Governance).

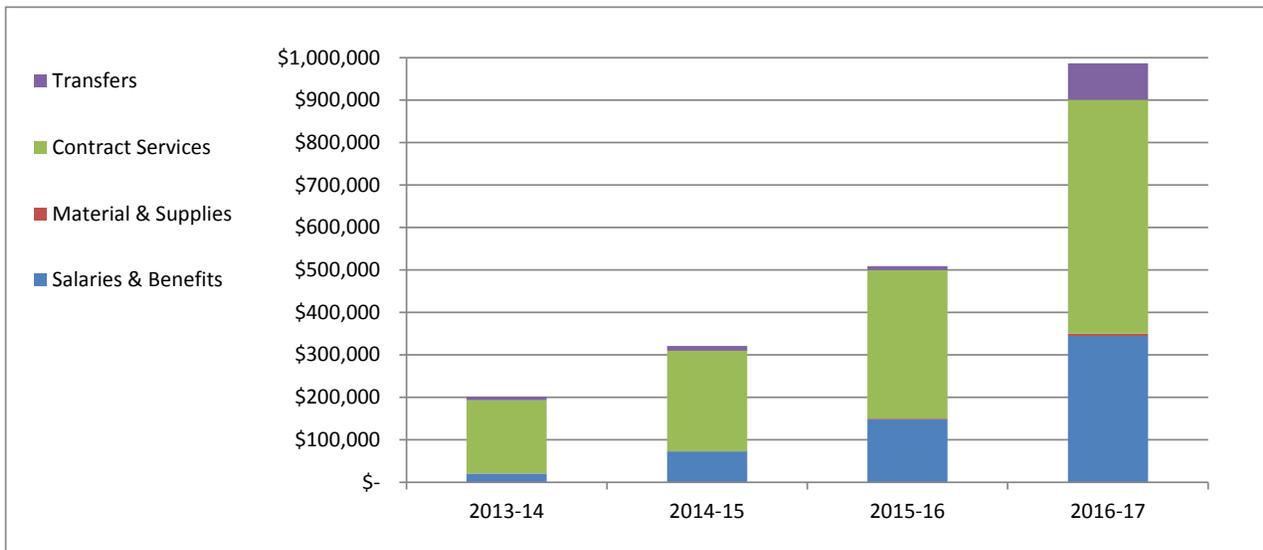


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**City of Half Moon Bay  
FY 2016-17 Budget**

**Community Development - Engineering**

	<b>Audited Actual 2013-14</b>	<b>Audited Actual 2014-15</b>	<b>Revised Budget 2015-16</b>	<b>Adopted Budget 2016-17</b>
<b>Expenditures</b>				
Salaries & Benefits	\$ 20,516	\$ 73,065	\$ 147,722	\$ 344,793
Material & Supplies	-	29	2,000	5,000
Contract Services	172,580	236,952	350,000	551,000
Transfers	8,484	11,149	9,294	86,225
<b>Total</b>	<b>\$ 201,580</b>	<b>\$ 321,195</b>	<b>\$ 509,016</b>	<b>\$ 987,018</b>
<b>Revenue Sources</b>				
Engineering Fees	\$ 78,946	\$ 40,713	\$ 25,000	\$ 80,000
AB 939 Recycling Funding	116,219	92,515	114,000	116,280
General Fund	6,415	187,968	370,016	790,738
<b>Full-Time Equivalent Employees</b>	<b>0.20</b>	<b>0.60</b>	<b>2.85</b>	<b>2.20</b>





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# Community Development

## Planning

### Mission

The mission of the Planning Division is to protect the public health and safety, and improve the quality of life of residents by ensuring residences, businesses, and other uses are developed and operate in accordance with the requirements of the Local Coastal Program, Zoning Ordinance, General Plan, California Environmental Quality Act (CEQA), and other applicable Federal, State, and local laws and regulations.

### Description

The Planning Division serves the residents and businesses of the City by enforcing and implementing the City's development-related regulations and adopted General Plan in accordance with State law. The Division provides support to the City's Planning Commission, whose role is to consider current development proposals and provide recommendations on land use-related issues to the City Council. Planning staff strive to provide professional, courteous, responsive, and accountable public service to the community, and to implement Council-directed policy regarding the City's regulatory and environmental framework.

### Service Priorities

- Administer and provide a planning permitting process that is protective of the community's environmental resources while emphasizing customer services that are:
  - Accessible
  - Professional
  - Accurate
  - Protective
  - Fair
  - Timely
  - Predictable
  - Understandable
- Comprehensively update the City's General Plan and Local Coastal Program (GP/LCP).
- Facilitate the decision-making process on planning and environmental-related issues by providing the City Council, Planning Commission and other Boards and Commissions, and residents, with accurate, thorough, timely, transparent, professional analysis, information, and well-developed alternatives with recommendations.
- Work with other public agencies to coordinate and leverage planning and development activities affecting Half Moon Bay.

## Staffing

The Division is staffed by a full-time Planning Manager, a part-time Senior Planner, a full-time Associate Planner, and a part-time Planning Analyst. The Division is also staffed by a part-time Senior Management Analyst serving as the General Plan Project Manager.

## Service Level Changes

The current level of service will be maintained with existing staff.

## Budget Highlights/Summary of Changes

Budget levels will remain generally unchanged in FY 2016-17. Many Planning services are driven by demand and paid for through user fees. The Contract Services budget includes expenditures to update the GP/LCP and Implementation Program/Zoning Ordinance, strategic amendments to planning related ordinances, daily public support activities, current planning, and environmental review.

## Fiscal Year 2015-16 Accomplishments

- Continued soliciting and developing robust community engagement and participation in identifying community needs in the GP/LCP.
- Secured State Department of Housing and Community Development certification for the 2015-2023 Housing Element update.
- Completed the Coastal Commission certification process for Zoning Ordinance amendments necessary for compliance with State Housing Law and certification of the Housing Element.
- Provided planning and environmental support and coordination on high-priority public improvement projects including the Pilarcitos Creek Pedestrian Bridge replacement, Seymour Bridge replacement, Hatch Elementary School Master Plan remodel with Cabrillo Unified School District, and Main Street water line replacement with Coastside County Water District, and New Library.
- Obtained emergency permits from the Coastal Commission for critical infrastructure repairs including the Cañada Verde Stairway repairs; coordinated with County on Mirada Road retaining wall repairs; facilitated preparation of Ocean Colony Sewer line erosion prevention and control plan.
- Provided planning-related reviews and permit issuance per State law.
- Provided California Environmental Quality Act (CEQA) training to Planning Commission.

## Fiscal Year 2016-17 Goals/Relation to Strategic Plan Elements

- Improve the customer service experience through physical enhancements to the Permit Center, training of staff, improved coordination with engineering staff, and development of new handouts and internal procedures (Inclusive Governance).

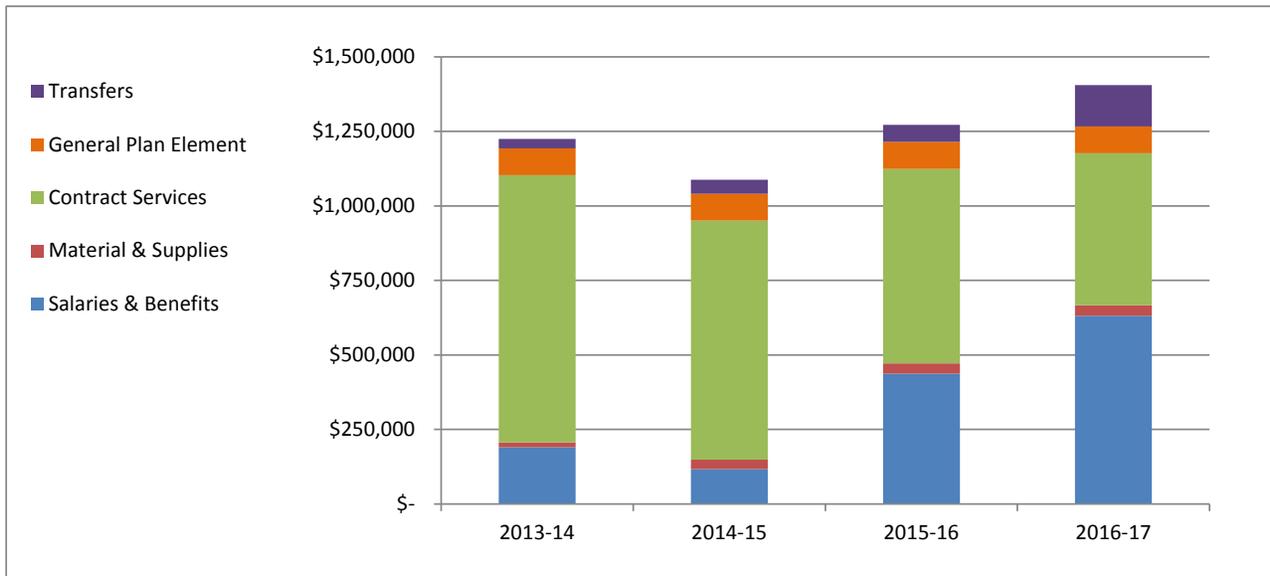
- Progress toward completion of the GP/LCP Update, including coordination and technical assistance with the downtown charrette planning process (Healthy Communities and Public Safety; Infrastructure and Environment; Inclusive Governance).
- Initiate the subsequent update to the Local Coastal Implementation Plan (Zoning Ordinance) to bring it into conformance with the adopted GP/LCP, State laws, and regulations for Wireless Telecommunication Facilities (Infrastructure and Environment; Inclusive Governance).
- Amend the City's Heritage Tree Ordinance to address ongoing maintenance needs, emergency tree removals, programmatic tree removal permits, exempt activities, and replacement tree policies; strengthen tree protections (Infrastructure and Environment; Inclusive Governance).
- Develop local procedures for administering CEQA and complying with the National Environmental Policy Act (NEPA) (Infrastructure and Environment; Inclusive Governance).
- Promote affordable housing opportunities in programs aimed at incentivizing second dwelling units, housing rehabilitation, special needs housing coordination and referrals, collaborating with affordable housing providers in identifying new and expanded housing opportunities, and establishing residential impact fees (Healthy Communities and Public Safety; Inclusive Governance).
- Assist the Engineering and Capital Projects Division in updating engineering plan standards for new subdivisions and development (Healthy Communities and Public Safety; Infrastructure and Environment).
- Assist with the City-wide records management program in all aspects of planning- related records management (Inclusive Governance).
- Coordinate with the Code Enforcement Division in providing technical planning support for code compliance issues and investigative analysis (Healthy Communities and Public Safety).
- Provide planning, project management and environmental support for projects in the FY 2016-17 CIP (Healthy Communities and Public Safety).



**City of Half Moon Bay  
FY 2016-17 Budget**

**Community Development - Planning Services**

	<b>Audited Actual 2013-14</b>	<b>Audited Actual 2014-15</b>	<b>Revised Budget 2015-16</b>	<b>Adopted Budget 2016-17</b>
<b>Expenditures</b>				
Salaries & Benefits	\$ 190,618	\$ 116,604	\$ 437,363	\$ 630,980
Material & Supplies	16,492	32,213	34,500	35,700
Contract Services	896,129	801,783	652,670	509,900
General Plan Element	90,000	90,000	90,000	90,000
Transfers	31,370	47,338	57,699	138,922
<b>Total</b>	<b>\$ 1,224,608</b>	<b>\$ 1,087,938</b>	<b>\$ 1,272,232</b>	<b>\$ 1,405,502</b>
<b>Revenue Sources</b>				
Planning/Zoning Fees + Grants	\$ 89,165	\$ 66,188	\$ 62,000	\$ 65,600
General Fund	1,135,443	1,021,750	1,210,232	1,339,902
<b>Full-Time Equivalent Employees</b>	<b>1.73</b>	<b>1.09</b>	<b>2.90</b>	<b>4.05</b>





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# CITY OF HALF MOON BAY

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## Special Revenue and Capital Funds





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# Special Revenue and Capital Project Funds

Special Revenue Funds and Capital Project Funds are used to account for the proceeds of specific revenue sources that are legally or contractually restricted as to their use in most instances. In some cases these funds pay for specialized services in the operating budget.

An exception is the Capital General Fund (Fund 25) that is fully funded by transfers from the General Fund (Fund 1) and these proceeds can be used for any governmental purpose or project. The Capital General Fund proceeds are unrestricted.

In most cases these funds cover Capital Improvement Program projects for infrastructure improvements and maintenance. The capital improvement projects that are funded in FY 2016-17 are detailed in Section F of the proposed budget – Capital Improvement Program.

## **STORM DRAIN MAINTENANCE & OPERATIONS (FUND 7)**

The Storm Drain Operating Fund (Fund 7) is a restricted fund that provides for the maintenance of the existing storm drain system. The storm drain system includes existing collectors, culverts, ditches, and streams. Currently there is no funding source to cover operating costs, therefore funding for this fund comes from transfers from the General Fund.

### **Goals and Objectives**

- Ensure existing storm water drainage systems remain clear and free of debris and contaminants.
- Annually clear debris from existing drainage systems and maintain them.
- Comply with the National Pollution Discharge Elimination System (NPDES) requirements.

## **MAIN STREET BRIDGE FUND (FUND 9)**

The Main Street Bridge Fund is a restricted fund. It provides funding for a project that is a large, multi-year project to construct a new bridge in downtown Half Moon Bay. It will be funded by a mix of Federal, State, County, and City funds. In addition to these funding sources, a portion of the General Fund reserve has been assigned for contingency funding of the project.

### **Goals and Objectives**

- Ensure Main Street Bridge is constructed to meet safety standards and incorporates aesthetic and functional features that will serve the community and its visitors.
- Maximize use of Federal, State, County and local governmental agency grants.

### **GAS TAX FUND (FUND 10)**

The Gas Tax Fund is a restricted fund. Gas tax revenue is allocated to cities from the State in accordance with the Streets and Highways Code sections 2105, 2106, and 2107. The City uses these tax proceeds mainly for streets and road maintenance and minor improvements.

### **Goals and Objectives**

- Maintain City streets and roads including gutters and sidewalks in accordance with the City's Pavement Management Program.
- Give priority to the safety of the public who use the City's streets, roads, and sidewalks.

### **STREETS AND ROADS FUND (Fund 11)**

The Streets and Roads Fund is a restricted fund. The fund accounts for the revenues received from and expenditures made for streets and roads and are funded by grants and other special revenues.

### **Goals and Objectives**

- Maximize use of Federal, State, County and local government agency grants.
- Implement programs that are defined to meet needs for improved infrastructure.

### **MEASURE A FUND (Fund 12)**

The Measure A Fund is a restricted fund. Measure A was originally approved by the San Mateo County voters to levy a ½% sales and use tax within the County to fund local transportation-related maintenance and capital improvements beginning in 1988. In 2004, the voters approved a measure to continue the levy of the tax for an additional 25 years beginning in 2009. These funds are restricted for use in maintenance and improvement of City streets and roads.

### **Goals and Objectives**

- Maintain City streets and roads, including gutters and sidewalks in accordance with the City's Pavement Management Program.
- Give priority to the safety of the public who use the City's streets, roads, and sidewalks.

### **TRAFFIC MITIGATION (Fund 13)**

The Traffic Mitigation Fund is a restricted fund. Traffic mitigation fees defray the cost of constructing road improvements to mitigate the impacts of new developments in Half

Moon Bay. These funds are used by the City to reduce traffic congestion and provide for safety and street improvements such as signals, lighting, and signage within the City. The Carnoustie development is projected to continue contributing additional Traffic Mitigation Fees to this fund during the 2016-17 fiscal year.

**Goals and Objectives:**

- Maximize utilization of Federal, State, County and local governmental agency grants.
- Recover costs associated with development.
- Implement programs that are defined to meet needs for improved infrastructure.

**STORM DRAIN IMPROVEMENTS (Fund 14)**

The Storm Drain Improvements Fund is a restricted fund. It is used to account for all proceeds from storm drain improvement fees which are assessed on new or remodeled construction and are used for drainage improvements.

**Goals and Objectives**

- Recover storm drain mitigating costs associated with developments.
- Maximize utilization of Federal, State, County and local governmental agency grants.

**LIBRARY SERVICES OPERATING (Fund 15)**

The Library Services Operating Fund is a restricted fund. The City, as part of the Countywide Library Joint Powers Authority (JPA), has assumed responsibility for the maintenance of the Half Moon Bay Branch Library structure and grounds. The County provides a flat dollar contribution for the annual maintenance costs of the library in recognition that it serves residents of the unincorporated Coastsides area near Half Moon Bay. The City provides additional fiscal support. Maintenance is provided by Public Works staff or through contract resources.

**Goals and Objectives**

- Provide facilities maintenance for the library.
- Assess and meet long-term library facility needs for the library facility.

**LIBRARY CAPITAL (Fund 16)**

The Library Capital Fund is a restricted fund. The Library Capital Fund includes revenue, grants, and other contributions that will be used to build a new library for Half Moon Bay. After completion of the new library, this fund will be used to fund ongoing improvements and refreshes of the library.

**Goals and Objectives**

- Provide funding for the new library for Half Moon Bay.
- Receive grant funds, funding from the County, and donations for the new library.
- Provide funding for ongoing improvements and refreshes of the library.

## **PARKS DEVELOPMENT (Fund 17)**

The Parks Development Fund is a restricted fund. Development impact fees and Federal, State, and County grants fund the Parks Development Fund. This fund is used for the acquisition, development and capital improvements of the City's parks and trails. The fees in FY 2016-17 are anticipated from the Carnoustie development.

### **Goals and Objectives**

- Assess and develop improvement plans for infrastructure needs on City park and trail projects.
- Maximize utilization of Federal, State, County, and local governmental agency grants.
- Recover park mitigation costs associated with developments.

## **AFFORDABLE HOUSING FUND (Fund 19)**

The Affordable Housing Fund is a restricted fund. The City receives funds for Affordable Housing from new developments. These funds are used for the development of affordable housing programs in Half Moon Bay. The fees in FY 2016-17 are anticipated from the Carnoustie development.

### **Goals and Objectives**

- Develop a plan to institute affordable housing programs.
- Provide affordable housing programs that meet statutory requirements and the needs of the community.

## **POLICE SERVICES (Fund 22)**

The Police Services Fund is a restricted fund. The City receives funds for police services from Federal, State, County and local governmental agencies. These funds are designated for specific police services, activities, and capital equipment. The source of revenue in FY 2016-17 is the COPS grant.

### **Goals and Objectives**

- Maximize utilization of grants from Federal, State, County, and local governmental agencies.
- Continue to seek funding from the Association of Bay Area Governments (ABAG) for training, equipment, and risk management needs.

## **GENERAL CAPITAL (Fund 25)**

The General Capital Fund is an unrestricted fund. The General Capital Fund includes funds transferred from the General Operating Fund (Fund 1) to fund general Capital Improvement Program projects, including construction, technology, and other infrastructure improvements.

The FY 2016-17 Budget includes a transfer of the Educational Revenue Augmentation Fund (ERAF) rebate of \$203,027 received in the current FY 2015-16 budget and recorded in General Fund into General Capital Fund 25. The new CIP budget transfers seven current CIP projects related to economic development and operational

improvements into the General Capital Fund. Also, four new CIP projects are budgeted in the General Capital Fund in the new Five-Year CIP.

Additional information on the City's Capital Improvement Program can be found in the FY 2016-2021 CIP Budget document.

### **Goals and Objectives**

- Provide funding for CIP projects from the General Operating Fund (Fund 1).
- Provide unrestricted funds for a variety of desired Capital projects.

### **PUBLIC FACILITIES (Fund 48)**

The Public Facilities Funds is an unrestricted fund. These funds are received from various contractual agreements that are one-time in nature and not otherwise specifically dedicated. The City plans to use this revenue for various public facility projects that are needed and as the City Council directs.

### **Goals and Objectives**

- Implement programs that meet the need for improved infrastructure.
- Maximize utilization of Federal, State, County, and local governmental agency grants.

### **LAND ASSETS (Fund 79)**

In 2015, the City Council established a new restricted fund for City Land Assets. The Land Assets Fund includes the Beechwood Properties that were acquired by the City as part of the settlement of the Yamagiwa litigation in 2007.

With the receipt of the Insurance Settlement payments, the Beechwood properties are no longer a necessary asset to help pay for the retirement of the Judgment Obligation Bonds. There are no changes to Land Assets Fund in FY 2016-17 Budget

### **Goals and Objectives**

- Accounts for land assets owned by the City.
- Provides for funds, revenue, and expenses related to these land assets.





**City of Half Moon Bay  
Storm Drain Operating Fund (07)  
Statement of Revenue, Expenditures and Changes in Fund Balance**

	<u>Actual 2013-14</u>	<u>Actual 2014-15</u>	<u>Revised Budget 2015-16</u>	<u>Adopted Budget 2016-17</u>
Revenue				
Interest	\$ 734	\$ 859	\$ 700	\$ 600
Miscellaneous	(873)	4	-	-
Total Revenue	<u>\$ (138)</u>	<u>\$ 864</u>	<u>\$ 700</u>	<u>\$ 600</u>
Expenditures				
Operation & Maintenance				
Salaries & Benefits	\$ 57,965	\$ 54,084	\$ 73,693	\$ -
Contract Services	35,103	29,551	48,200	49,646
Total Operation & Maintenance	<u>\$ 93,068</u>	<u>\$ 83,635</u>	<u>\$ 121,893</u>	<u>\$ 49,646</u>
Total Expenditures	<u>\$ 93,068</u>	<u>\$ 83,635</u>	<u>\$ 121,893</u>	<u>\$ 49,646</u>
Excess revenue over (under) expenditures	<u>\$ (93,207)</u>	<u>\$ (82,772)</u>	<u>\$ (121,193)</u>	<u>\$ (49,046)</u>
Other financing sources (uses)				
Transfers in/(out)				
Contribution from General Fund	\$ 110,000	\$ 120,000	\$ 125,000	\$ 50,000
Vehicle / Equipment / Risk	(3,084)	(4,025)	(3,782)	-
Total financing sources (uses)	<u>\$ 106,916</u>	<u>\$ 115,975</u>	<u>\$ 121,218</u>	<u>\$ 50,000</u>
Excess revenue and other sources over (under) expenditures and other uses	<u>\$ 13,709</u>	<u>\$ 33,203</u>	<u>\$ 25</u>	<u>\$ 954</u>
Beginning Fund Balance, July 1	<u>\$ 66,253</u>	<u>\$ 79,962</u>	<u>\$ 113,165</u>	<u>\$ 113,190</u>
Ending Fund Balance, June 30	<u><u>\$ 79,962</u></u>	<u><u>\$ 113,165</u></u>	<u><u>\$ 113,190</u></u>	<u><u>\$ 114,144</u></u>

**City of Half Moon Bay  
Main Street Bridge Fund (09)  
Statement of Revenue, Expenditures and Changes in Fund Balance**

	<u>Actual 2013-14</u>	<u>Actual 2014-15</u>	<u>Projected 2015-16</u>	<u>Adopted Budget 2016-17</u>
Revenue				
Interest	\$ 3,309	\$ 3,336	\$ 3,400	\$ 3,400
Grants	-	206,192	(23,600)	100,000
Unrealized Gain/(Loss) on Investment	(3,171)	12	-	-
Total Revenue	<u>\$ 138</u>	<u>\$ 209,540</u>	<u>\$ (20,200)</u>	<u>\$ 103,400</u>
Capital Projects				
Main Street Bridge	\$ 190,861	\$ 81,509	\$ 137,400	\$ 175,000
Total Capital Projects	<u>\$ 190,861</u>	<u>\$ 81,509</u>	<u>\$ 137,400</u>	<u>\$ 175,000</u>
Total Expenditures	<u>\$ 190,861</u>	<u>\$ 81,509</u>	<u>\$ 137,400</u>	<u>\$ 175,000</u>
Excess revenue over (under) expenditures	<u>\$ (190,723)</u>	<u>\$ 128,030</u>	<u>\$ (157,600)</u>	<u>\$ (71,600)</u>
Other financing sources (uses)				
Transfers in/(out)				
From Gas Tax Fund (10)	\$ -	\$ -	\$ 50,000	\$ 40,000
From Traffic in Lieu (13)	278,000	25,000	50,000	-
Total financing sources (uses)	<u>\$ 278,000</u>	<u>\$ 25,000</u>	<u>\$ 100,000</u>	<u>\$ 40,000</u>
Excess revenue and other sources over (under) expenditures and other uses	<u>\$ 87,277</u>	<u>\$ 153,030</u>	<u>\$ (57,600)</u>	<u>\$ (31,600)</u>
Beginning Fund Balance, July 1	<u>\$ 380,034</u>	<u>\$ 467,311</u>	<u>\$ 620,342</u>	<u>\$ 562,742</u>
Ending Fund Balance, June 30	<u><u>\$ 467,311</u></u>	<u><u>\$ 620,342</u></u>	<u><u>\$ 562,742</u></u>	<u><u>\$ 531,142</u></u>

**City of Half Moon Bay  
Gas Tax Fund (10)  
Statement of Revenue, Expenditures and Changes in Fund Balance**

	<b>Actual 2013-14</b>	<b>Actual 2014-15</b>	<b>Revised Budget 2015-16</b>	<b>Adopted Budget 2016-17</b>
<b>Revenue</b>				
Interest	\$ 1,434	\$ 1,301	\$ -	\$ 2,100
Gas Tax	414,984	390,195	365,136	372,439
Other	-	-	-	-
<b>Total Revenue</b>	<b>\$ 416,418</b>	<b>\$ 391,497</b>	<b>\$ 365,136</b>	<b>\$ 374,539</b>
<b>Expenditures</b>				
<b>Operation &amp; Maintenance</b>				
Salaries & Benefits	\$ 109,069	\$ 69,267	\$ 118,847	\$ -
Material & Supplies	76,414	79,797	77,000	78,500
Contract Services	13,193	10,204	19,000	19,610
<b>Total Operation &amp; Maintenance</b>	<b>\$ 198,676</b>	<b>\$ 159,268</b>	<b>\$ 214,847</b>	<b>\$ 98,110</b>
<b>Total Expenditures</b>	<b>\$ 198,676</b>	<b>\$ 159,268</b>	<b>\$ 214,847</b>	<b>\$ 98,110</b>
Excess revenue over (under) expenditures	<b>\$ 217,742</b>	<b>\$ 232,229</b>	<b>\$ 150,289</b>	<b>\$ 276,429</b>
<b>Other financing sources (uses)</b>				
<b>Transfers in/(out)</b>				
To General Fund (01)	\$ -	\$ -	\$ (46,252)	\$ (46,252)
To Main Street Bridge Fund (9)	(128,000)	(25,000)	(50,000)	(40,000)
To Streets & Roads Fund (11)	(200,000)	(225,000)	(200,000)	(240,000)
Vehicle / Equipment / Risk	(5,474)	(7,608)	(6,062)	(8,143)
<b>Total financing sources (uses)</b>	<b>\$ (333,474)</b>	<b>\$ (257,608)</b>	<b>\$ (302,314)</b>	<b>\$ (334,395)</b>
Excess revenue and other sources over (under) expenditures and other uses	<b>\$ (115,732)</b>	<b>\$ (25,379)</b>	<b>\$ (152,025)</b>	<b>\$ (57,967)</b>
Beginning Fund Balance, July 1	\$ 463,166	\$ 347,434	\$ 322,055	\$ 170,030
Ending Fund Balance, June 30	<b>\$ 347,434</b>	<b>\$ 322,055</b>	<b>\$ 170,030</b>	<b>\$ 112,063</b>

**City of Half Moon Bay  
Streets and Roads Fund (11)  
Statement of Revenue, Expenditures and Changes in Fund Balance**

	<b>Actual 2013-14</b>	<b>Actual 2014-15</b>	<b>Projected 2015-16</b>	<b>Adopted Budget 2016-17</b>
<b>Revenue</b>				
Interest	\$ 15,619	\$ 24,102	\$ 20,600	\$ 20,600
Grants	688,265	465,223	(247,500)	210,000
Measure M	119,294	80,057	37,400	75,000
Unrealized Gain/(Loss) on Investment	(18,834)	121	-	-
Other Fees	-	-	375,000	375,000
Miscellaneous	16,850	-	-	-
<b>Total Revenue</b>	<b>\$ 821,193</b>	<b>\$ 569,503</b>	<b>\$ 185,500</b>	<b>\$ 680,600</b>
<b>Expenditures</b>				
<b>Operation &amp; Maintenance</b>				
Salaries & Benefits	\$ -	\$ -	\$ -	\$ 116,205
Material & Supplies	\$ 1,141	\$ 207	\$ 3,500	\$ -
Contract Services	59,513	57,450	8,100	75,396
<b>Total Operation &amp; Maintenance</b>	<b>\$ 60,654</b>	<b>\$ 57,658</b>	<b>\$ 11,600</b>	<b>\$ 191,601</b>
<b>Capital Projects</b>	<b>\$ 2,008,084</b>	<b>\$ 1,794,993</b>	<b>\$ 1,445,000</b>	<b>\$ 635,000</b>
<b>Total Expenditures</b>	<b>\$ 2,068,738</b>	<b>\$ 1,852,650</b>	<b>\$ 1,456,600</b>	<b>\$ 826,601</b>
<b>Excess revenue over (under) expenditures</b>	<b>\$ (1,247,544)</b>	<b>\$ (1,283,147)</b>	<b>\$ (1,271,100)</b>	<b>\$ (146,001)</b>
<b>Other financing sources (uses)</b>				
<b>Transfers in</b>				
Contribution from General Fund (01)	\$ 570,000	\$ 1,100,000	\$ 200,000	\$ 66,500
From Gas Tax Fund (10)	200,000	225,000	975,000	240,000
From Measure A Fund (12)	350,000	220,000	170,000	-
Measure J (01)	500,000	625,000	190,000	20,000
From-Traffic Mitigation Fund (13)	360,000	445,000	-	-
From Park Lieu Fund (17)	300,000	150,000	-	-
<b>Transfers (out)</b>				
Vehicle/Equipment/Risk	(2,718)	(3,366)	(2,700)	(19,549)
Main Street Bridge Fund (9)	-	-	-	-
Capital General Fund (25)	-	-	-	(288,600)
<b>Total financing sources (uses)</b>	<b>\$ 2,277,282</b>	<b>\$ 2,761,634</b>	<b>\$ 1,532,300</b>	<b>\$ 18,351</b>
<b>Excess revenue and other sources over (under) expenditures and other uses</b>	<b>\$ 1,029,738</b>	<b>\$ 1,478,487</b>	<b>\$ 261,200</b>	<b>\$ (127,650)</b>
<b>Beginning Fund Balance, July 1</b>	<b>\$ 1,406,843</b>	<b>\$ 2,436,581</b>	<b>\$ 3,915,068</b>	<b>\$ 4,176,268</b>
<b>Ending Fund Balance June 30</b>	<b>\$ 2,436,581</b>	<b>\$ 3,915,068</b>	<b>\$ 4,176,268</b>	<b>\$ 4,048,618</b>

**City of Half Moon Bay  
Measure A Fund (12)  
Statement of Revenue, Expenditures and Changes in Fund Balance**

	<u>Actual 2013-14</u>	<u>Actual 2014-15</u>	<u>Revised Budget 2015-16</u>	<u>Adopted Budget 2016-17</u>
<b>Revenue</b>				
Interest	\$ 1,257	\$ 948	\$ 1,500	\$ 1,500
Measure A	260,083	254,332	258,000	263,160
Unrealized Gain/(Loss) on Investment	(433)	2	-	-
Total Revenue	<u>\$ 260,907</u>	<u>\$ 255,281</u>	<u>\$ 259,500</u>	<u>\$ 264,660</u>
<b>Expenditures</b>				
Operation & Maintenance				
Salaries & Benefits	\$ 100,121	\$ 77,893	\$ 127,488	\$ 34,307
Material & Supplies	-	-	2,000	2,000
Total Operation & Maintenance	<u>\$ 100,121</u>	<u>\$ 77,893</u>	<u>\$ 129,488</u>	<u>\$ 36,307</u>
Total Expenditures	<u>\$ 100,121</u>	<u>\$ 77,893</u>	<u>\$ 129,488</u>	<u>\$ 36,307</u>
Excess revenue over (under) expenditures	<u>\$ 160,786</u>	<u>\$ 177,388</u>	<u>\$ 130,012</u>	<u>\$ 228,353</u>
<b>Other financing sources (uses)</b>				
Transfers in/(out)				
Vehicle/Equipment/Risk	\$ (2,771)	\$ (3,915)	\$ (2,873)	\$ (4,576)
To Streets & Roads Fund (11)	(350,000)	(220,000)	(220,000)	(240,000)
Total financing sources (uses)	<u>\$ (352,771)</u>	<u>\$ (223,915)</u>	<u>\$ (222,873)</u>	<u>\$ (244,576)</u>
Excess revenue and other sources over (under) expenditures and other uses	<u>\$ (191,985)</u>	<u>\$ (46,527)</u>	<u>\$ (92,861)</u>	<u>\$ (16,223)</u>
Beginning Fund Balance, July 1	<u>\$ 470,808</u>	<u>\$ 278,823</u>	<u>\$ 232,296</u>	<u>\$ 139,435</u>
Ending Fund Balance, June 30	<u>\$ 278,823</u>	<u>\$ 232,296</u>	<u>\$ 139,435</u>	<u>\$ 123,212</u>

**City of Half Moon Bay  
Traffic Mitigation Fund (13)  
Statement of Revenue, Expenditures and Changes in Fund Balance**

	<u>Actual 2013-14</u>	<u>Actual 2014-15</u>	<u>Projected 2015-16</u>	<u>Adopted Budget 2015-16</u>
<b>Revenue</b>				
Interest	\$ 2,211	\$ 1,164	\$ 1,600	\$ 1,600
Traffic Mitigation Impact Fees	270,712	192,597	173,500	176,970
Unrealized Gain/(Loss) on Investment	(407)	4	-	-
Total Revenue	<u>\$ 272,516</u>	<u>\$ 193,766</u>	<u>\$ 175,100</u>	<u>\$ 178,570</u>
<b>Expenditures</b>				
Operation & Maintenance				
Contract Services	\$ 23,451	\$ 23,451	\$ 23,500	\$ 24,155
Traffic Signal Coordination	\$ -	\$ -	\$ 40,000	\$ -
Kelly/SR 1 Intersection Improvement	\$ -	\$ -	\$ 40,000	\$ 250,000
Total Operation & Maintenance	<u>\$ 23,451</u>	<u>\$ 23,451</u>	<u>\$ 103,500</u>	<u>\$ 274,155</u>
Total Expenditures	<u>\$ 23,451</u>	<u>\$ 23,451</u>	<u>\$ 103,500</u>	<u>\$ 274,155</u>
Excess revenue over (under) expenditures	<u>\$ 249,065</u>	<u>\$ 170,315</u>	<u>\$ 71,600</u>	<u>\$ (95,585)</u>
<b>Other financing sources (uses)</b>				
Contribution from Measure A	\$ -	\$ -	\$ -	\$ 220,000
Transfers Out	(510,000)	(445,000)	-	-
Total financing sources (uses)	<u>\$ (510,000)</u>	<u>\$ (445,000)</u>	<u>\$ -</u>	<u>\$ 220,000</u>
Excess Revenue and other sources over (under) expenditures and other uses	<u>\$ (260,935)</u>	<u>\$ (274,685)</u>	<u>\$ 71,600</u>	<u>\$ 124,415</u>
Beginning Fund Balance, July 1	<u>\$ 773,292</u>	<u>\$ 512,357</u>	<u>\$ 237,671</u>	<u>\$ 309,271</u>
Ending Fund Balance, June 30	<u>\$ 512,357</u>	<u>\$ 237,671</u>	<u>\$ 309,271</u>	<u>\$ 433,687</u>

**City of Half Moon Bay**  
**Storm Drain Capital Project Fund (14)**  
**Statement of Revenue, Expenditures and Changes in Fund Balance**

	<b>Actual 2013-14</b>	<b>Actual 2014-15</b>	<b>Projected 2015-16</b>	<b>Adopted Budget 2015-16</b>
Revenue				
Interest	\$ 2,829	\$ 3,380	\$ 3,300	\$ 3,300
Storm Drain Fees	34,844	7,319	7,000	7,140
Grants	-	23,143	-	500,000
Unrealized Gain/(Loss) on Investment	(2,055)	14	-	-
Total Revenue	<u>\$ 35,618</u>	<u>\$ 33,855</u>	<u>\$ 10,300</u>	<u>\$ 510,440</u>
Expenditures				
Capital Projects	\$ 175	\$ 93,385	\$ 211,000	\$ 812,000
Salaries & Benefits	-	-	-	124,207
Contract Services	-	-	10,000	10,300
Total Expenditures	<u>\$ 175</u>	<u>\$ 93,385</u>	<u>\$ 221,000</u>	<u>\$ 946,507</u>
Excess revenue over (under) expenditures	<u>\$ 35,443</u>	<u>\$ (59,529)</u>	<u>\$ (210,700)</u>	<u>\$ (436,067)</u>
Other financing sources (uses)				
Transfers in/(out)				
Contribution from General Fund	\$ -	\$ 109,400	\$ 200,000	\$ 462,700
Vehicle/Equipment/Risk	-	-	-	(14,515)
Total financing sources (uses)	<u>\$ -</u>	<u>\$ 109,400</u>	<u>\$ 200,000</u>	<u>\$ 448,185</u>
Excess revenue and other sources over (under) expenditures and other uses	<u>\$ 35,443</u>	<u>\$ 49,871</u>	<u>\$ (10,700)</u>	<u>\$ 12,118</u>
Beginning Fund Balance, July 1	<u>\$ 493,340</u>	<u>\$ 528,783</u>	<u>\$ 578,654</u>	<u>\$ 567,954</u>
Ending Fund Balance, June 30	<u><u>\$ 528,783</u></u>	<u><u>\$ 578,654</u></u>	<u><u>\$ 567,954</u></u>	<u><u>\$ 580,072</u></u>

**City of Half Moon Bay  
Library Fund (15)  
Statement of Revenue, Expenditures and Changes in Fund Balance**

	<u>Actual 2013-14</u>	<u>Actual 2014-15</u>	<u>Revised Budget 2015-16</u>	<u>Adopted Budget 2016-17</u>
<b>Revenue</b>				
Interest	\$ 498	\$ 522	\$ 500	\$ 600
County Contribution	39,764	40,758	35,000	-
Unrealized Gain/(Loss) on Investment	(501)	2	-	-
Total Revenue	<u>\$ 39,761</u>	<u>\$ 41,282</u>	<u>\$ 35,500</u>	<u>\$ 600</u>
<b>Expenditures</b>				
Operation & Maintenance				
Material & Supplies	\$ 35,055	\$ 34,884	\$ 35,000	\$ 35,800
Contract Services	6,449	1,401	5,000	5,200
Total Operation & Maintenance	<u>\$ 41,504</u>	<u>\$ 36,284</u>	<u>\$ 40,000</u>	<u>\$ 41,000</u>
Total Expenditures	<u>\$ 41,504</u>	<u>\$ 36,284</u>	<u>\$ 40,000</u>	<u>\$ 41,000</u>
Excess of revenue over (under) expenditures	<u>\$ (1,743)</u>	<u>\$ 4,998</u>	<u>\$ (4,500)</u>	<u>\$ (40,400)</u>
<b>Other financing sources (uses)</b>				
Transfers in/(out)				
Contribution from General Fund	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Contribution from General Fund-Measur	-	-	-	-
Total financing sources (uses)	<u>\$ 10,000</u>	<u>\$ 10,000</u>	<u>\$ 10,000</u>	<u>\$ 10,000</u>
Excess revenue and other sources over (under) expenditures and other uses	<u>\$ 8,257</u>	<u>\$ 14,998</u>	<u>\$ 5,500</u>	<u>\$ (30,400)</u>
Beginning Fund Balance, July 1	<u>\$ 93,880</u>	<u>\$ 102,137</u>	<u>\$ 117,135</u>	<u>\$ 122,635</u>
Ending Fund Balance, June 30	<u><u>\$ 102,137</u></u>	<u><u>\$ 117,135</u></u>	<u><u>\$ 122,635</u></u>	<u><u>\$ 92,235</u></u>

**City of Half Moon Bay  
Library Capital Fund (16)  
Statement of Revenue, Expenditures and Changes in Fund Balance**

	<b>Actual 2013-14</b>	<b>Actual 2014-15</b>	<b>Projected 2015-16</b>	<b>Adopted Budget 2016-17</b>
Revenue				
Interest	\$ -	\$ -	\$ 22,000	\$ 22,000
Grants	-	-	6,000,000	3,250,000
Loans	-	-	-	3,000,000
Total Revenue	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 6,022,000</u>	<u>\$ 6,272,000</u>
Expenditures				
Operation & Maintenance				
Contract Services	\$ -	\$ -	\$ 22,000	\$ 22,000
Total Operation & Maintenance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 22,000</u>	<u>\$ 22,000</u>
Capital Project				
Mac Dutra Restroom Roof	\$ -	\$ 36,671	\$ -	\$ -
Library	-	-	2,763,329	11,545,000
Total Capital Projects	<u>\$ -</u>	<u>\$ 36,671</u>	<u>\$ 2,763,329</u>	<u>\$ 11,545,000</u>
Total Expenditures	<u>\$ -</u>	<u>\$ 36,671</u>	<u>\$ 2,785,329</u>	<u>\$ 11,567,000</u>
Excess of revenue over (under) expenditures	<u>\$ -</u>	<u>\$ (36,671)</u>	<u>\$ 3,236,671</u>	<u>\$ (5,295,000)</u>
Other financing sources (uses)				
Transfers in/(out)				
Contribution from General Fund	\$ -	\$ 3,667,000	\$ 2,000,000	\$ -
Contribution from General Fund-Measu	-	-	333,000	-
Total financing sources (uses)	<u>\$ -</u>	<u>\$ 3,667,000</u>	<u>\$ 2,333,000</u>	<u>\$ -</u>
Excess revenue and other sources over (under) expenditures and other uses	<u>\$ -</u>	<u>\$ 3,630,329</u>	<u>\$ 5,569,671</u>	<u>\$ (5,295,000)</u>
Beginning Fund Balance, July 1	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 3,630,329</u>	<u>\$ 9,200,000</u>
Ending Fund Balance, June 30	<u><u>\$ -</u></u>	<u><u>\$ 3,630,329</u></u>	<u><u>\$ 9,200,000</u></u>	<u><u>\$ 3,905,000</u></u>

**City of Half Moon Bay  
Park Fund (17)  
Statement of Revenue, Expenditures and Changes in Fund Balance**

	<u>Actual 2013-14</u>	<u>Actual 2014-15</u>	<u>Projected 2015-16</u>	<u>Adopted Budget 2016-17</u>
Revenue				
Interest	\$ 1,758	\$ 4,305	\$ 2,500	\$ 2,500
Park Impact & Developers' Fees	157,914	104,780	75,700	77,200
Grants	5,000	104,169	1,449,800	-
Unrealized Gain/(Loss) on Investment	(689)	32	-	-
Miscellaneous	-	116,060	-	-
Total Revenue	<u>\$ 163,983</u>	<u>\$ 329,346</u>	<u>\$ 1,528,000</u>	<u>\$ 79,700</u>
Expenditures				
Capital Projects:	\$ 18,394	\$ 698,013	\$ 1,868,800	\$ 1,132,000
Salaries & Benefits	-	-	-	25,109
Total Expenditures	<u>\$ 18,394</u>	<u>\$ 698,013</u>	<u>\$ 1,868,800</u>	<u>\$ 1,157,109</u>
Excess revenue over (under) expenditures	<u>\$ 145,589</u>	<u>\$ (368,667)</u>	<u>\$ (340,800)</u>	<u>\$ (1,077,409)</u>
Other financing sources (uses)				
Transfers in/(out)				
Contribution from General Fund	\$ -	\$ 523,000	\$ -	\$ 212,890
Measure J	-	170,000	45,000	670,000
Vehicle/Equipment/Risk	-	-	-	(781)
Fund 11-Streets and Roads	(300,000)	(150,000)	-	-
Total financing sources (uses)	<u>\$ (300,000)</u>	<u>\$ 543,000</u>	<u>\$ 45,000</u>	<u>\$ 882,109</u>
Excess revenue and other sources over (under) expenditures and other uses	<u>\$ (154,411)</u>	<u>\$ 174,333</u>	<u>\$ (295,800)</u>	<u>\$ (195,300)</u>
Beginning Fund Balance, July 1	<u>\$ 533,732</u>	<u>\$ 379,321</u>	<u>\$ 553,655</u>	<u>\$ 257,855</u>
Ending Fund Balance, June 30	<u>\$ 379,321</u>	<u>\$ 553,655</u>	<u>\$ 257,855</u>	<u>\$ 62,554</u>

**City of Half Moon Bay  
Affordable Housing Fund (19)  
Statement of Revenue, Expenditures and Changes in Fund Balance**

	<u>Actual 2013-14</u>	<u>Actual 2014-15</u>	<u>Revised Budget 2015-16</u>	<u>Adopted Budget 2016-17</u>
Revenue				
Development Fee	\$ 392,717	\$ 327,264	\$ 392,717	\$ 350,000
Interest	4,487	7,333	-	8,300
Unrealized Gain/(Loss) on Investment	(1,938)	30	-	-
Total Revenue	<u>\$ 395,265</u>	<u>\$ 334,628</u>	<u>\$ 392,717</u>	<u>\$ 358,300</u>
Expenditures				
Total Expenditures	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 60,000</u>
Excess of revenue over (under) expenditures	<u>\$ 395,265</u>	<u>\$ 334,628</u>	<u>\$ 392,717</u>	<u>\$ 298,300</u>
Beginning Fund Balance, July 1	<u>\$ 661,991</u>	<u>\$ 1,057,256</u>	<u>\$ 1,391,884</u>	<u>\$ 1,784,601</u>
Ending Fund Balance, June 30	<u><u>\$ 1,057,256</u></u>	<u><u>\$ 1,391,884</u></u>	<u><u>\$ 1,784,601</u></u>	<u><u>\$ 2,082,901</u></u>

**City of Half Moon Bay  
Police Grant Fund (22)  
Statement of Revenue, Expenditures and Changes in Fund Balance**

	<u>Actual 2013-14</u>	<u>Actual 2014-15</u>	<u>Revised Budget 2015-16</u>	<u>Adopted Budget 2016-17</u>
Revenue				
Interest	\$ 547	\$ 1,080	\$ 400	\$ 1,300
COPS Grants - State	90,966	104,306	100,000	100,000
Grants	228	-	-	-
Unrealized Gain/(Loss) on Investment	(213)	4	-	-
Total Revenue	<u>\$ 91,528</u>	<u>\$ 105,391</u>	<u>\$ 100,400</u>	<u>\$ 101,300</u>
Expenditures				
COPS Program - State Grants:				
SMC - SLESF Technology	\$ 19,554	\$ 32,273	\$ 20,000	\$ -
Material & Supplies	526	315	-	-
Contract Services	5,400	900	175,000	100,000
Total Expenditures	<u>\$ 25,480</u>	<u>\$ 33,488</u>	<u>\$ 195,000</u>	<u>\$ 100,000</u>
Excess of revenue over (under) expenditures	<u>\$ 66,048</u>	<u>\$ 71,903</u>	<u>\$ (94,600)</u>	<u>\$ 1,300</u>
Beginning Fund Balance, July 1	<u>\$ 77,017</u>	<u>\$ 143,065</u>	<u>\$ 214,968</u>	<u>\$ 120,368</u>
Ending Fund Balance, June 30	<u>\$ 143,065</u>	<u>\$ 214,968</u>	<u>\$ 120,368</u>	<u>\$ 121,668</u>

**City of Half Moon Bay  
General Capital Fund (25)  
Statement of Revenue, Expenditures and Changes in Fund Balance**

	<u>Actual 2013-14</u>	<u>Actual 2014-15</u>	<u>Revised Budget 2015-16</u>	<u>Adopted Budget 2016-17</u>
Revenue				
Grants	\$ -	\$ -	\$ -	\$ 45,000
Total Revenue	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 45,000</u>
Expenditures				
Capital Projects	\$ -	\$ -	\$ -	\$ 1,400,100
Total Capital Projects	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,400,100</u>
Total Expenditures	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,400,100</u>
Excess revenue over (under) expenditures	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (1,355,100)</u>
Other financing sources (uses)				
Transfers In	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,491,628</u>
Total financing sources (uses)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,491,628</u>
Excess revenue and other sources over (under) expenditures and other uses	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 136,528</u>
Beginning Fund Balance, July 1	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Ending Fund Balance, June 30	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 136,528</u></u>

**City of Half Moon Bay**  
**Public Facilities Capital Project Fund (48)**  
**Statement of Revenue, Expenditures and Changes in Fund Balance**

	<u>Actual 2013-14</u>	<u>Actual 2014-15</u>	<u>Projected 2015-16</u>	<u>Adopted Budget 2016-17</u>
Revenue				
Interest	\$ 3,611	\$ 6,717	\$ 2,800	\$ 2,800
Park Impact & Developers' Fees	630	525	1,100	-
Misc Grant-Library ADA	200,000	-	-	-
Misc Grant-Library	-	500,000	-	-
Misc Grant-General Plan Update	-	-	145,000	-
Unrealized Gain/(Loss) on Investment	(3,067)	27	-	-
Miscellaneous	-	5,371	-	-
Total Revenue	<u>\$ 201,173</u>	<u>\$ 512,639</u>	<u>\$ 148,900</u>	<u>\$ 2,800</u>
Expenditures				
Capital Projects	\$ 377,052	\$ 88,887	\$ 328,700	\$ 219,500
Salaries & Benefits	-	-	-	25,109
Contract Services	13,996	3,457	24,400	25,100
Total Capital Projects	<u>\$ 391,048</u>	<u>\$ 92,344</u>	<u>\$ 353,100</u>	<u>\$ 269,709</u>
Contract Services	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Total Expenditures	<u>\$ 391,048</u>	<u>\$ 92,344</u>	<u>\$ 353,100</u>	<u>\$ 269,709</u>
Excess revenue over (under) expenditures	<u>\$ (189,874)</u>	<u>\$ 420,295</u>	<u>\$ (204,200)</u>	<u>\$ (266,909)</u>
Other financing sources (uses)				
Operating transfers in	\$ -	\$ 317,000	\$ 428,500	\$ 219,500
Operating transfers out	\$ -	\$ (667,000)	\$ -	\$ (300,781)
Total financing sources (uses)	<u>\$ -</u>	<u>\$ (350,000)</u>	<u>\$ 428,500</u>	<u>\$ (81,281)</u>
Excess revenue and other sources over (under) expenditures and other uses	<u>\$ (189,874)</u>	<u>\$ 70,295</u>	<u>\$ 224,300</u>	<u>\$ (348,190)</u>
Beginning Fund Balance, July 1	<u>\$ 657,770</u>	<u>\$ 467,896</u>	<u>\$ 538,191</u>	<u>\$ 762,491</u>
Ending Fund Balance, June 30	<u>\$ 467,896</u>	<u>\$ 538,191</u>	<u>\$ 762,491</u>	<u>\$ 414,301</u>

**City of Half Moon Bay  
Land Assets Fund (79)  
Statement of Revenue, Expenditures and Changes in Fund Balance**

	<u>Actual 2013-14</u>	<u>Actual 2014-15</u>	<u>Revised Budget 2015-16</u>	<u>Adopted Budget 2016-17</u>
Revenue				
Total Revenue	\$ -	\$ -	\$ -	\$ -
Expenditures				
Total Expenditures	\$ -	\$ -	\$ -	\$ -
Excess revenue over (under) expenditures	\$ -	\$ -	\$ -	\$ -
Other financing sources (uses)				
Transfers in/(out)				
Transfers In	\$ -	\$ 26,823,920	\$ -	\$ -
Total financing sources (uses)		\$ 26,823,920		
Excess revenue and other sources over (under) expenditures and other uses	\$ -	\$ 26,823,920	\$ -	\$ -
Beginning Fund Balance, July 1	\$ -	\$ -	\$ 26,823,920	\$ 26,823,920
Ending Fund Balance, June 30	<u>\$ -</u>	<u>\$ 26,823,920</u>	<u>\$ 26,823,920</u>	<u>\$ 26,823,920</u>

*Note 1:* Land Fund 79 created as part of Amended FY 2014-15 Budget and includes transfer of the land assets from funds 77 and 78 for the full value of the Beechwood land of \$17,906,420

*Note 2:* Assessed value of Glenree property is transferred from General Fund





# CITY OF HALF MOON BAY

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## Debt Service Funds





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# Debt Service Funds

Debt Service Funds are restricted funds. They are used to account for the payment of principal and interest on long-term debt of the City. They are also used to maintain cash reserves as required under debt covenants.

## **JUDGMENT OBLIGATION DEBT SERVICE FUNDS SERIES 2009A (FUND 77) and SERIES 2009B (FUND 78)**

In July 2009, the City issued Series 2009A and 2009B Judgment Obligation Bonds (JOB) in the amount of \$5.8 million and \$10.9 million, respectively. The proceeds were used to settle the City’s judgment obligation (legal settlement) on the Yamagiwa case.

### **2009A and 2009B Series Bonds**

The Series 2009A are tax exempt bonds that were originally scheduled to mature in 2025 with interest paid semi-annually and principal paid annually by the General Fund. Interest rates on the Series 2009A bonds range from 3% to 5.375%.

The Series 2009B are Build America Bonds issued under the provisions of the Federal American Recovery and Reinvestment Act of 2009. The Series 2009B bonds were originally set to mature in 2040, with interest due semiannually, until 2027 when principal is also due annually. Interest rates range from 8.5% to 8.65%. The City receives a Federal interest subsidy on the Build America Bonds equal to approximately 26.5% of the annual payments.

The original bond covenant required that the City maintain cash reserves in the amount of \$1.2 million (rounded). These reserves are accounted for in Fund 77 (Series 2009A Bonds) and Fund 78 (Series 2009B Bonds).

### **Insurance Settlements & Early Retirement**

The City has received insurance settlements from ABAG Plan and ICW in connection with the Yamagiwa case. In 2013, the City Council adopted a resolution and an agreement with the Bond Trustee to retire the Judgment Obligation Bonds early (the 2009A Bonds were retired on 8/1/2014 and the 2009B Bonds will be retired on 8/1/2019).



The retirement of the 2009A Series Bonds during the 2014-15 fiscal year resulted in a reduction in debt service expenses in the General Fund of over \$425,000 per year. The balance of the Judgment Obligation Bond expenses in the General Fund will end August 1, 2019.

The Government Code of the State of California provides for a legal debt limit of 15% of gross assessed valuation. However, this provision was enacted when assessed valuation was based upon 25% of market value. Effective with the 1981-82 fiscal year, each parcel is now assessed at 100% of market value (as of the most recent change in ownership for the parcel). The computations shown above reflect a conversion of assessed valuation data for each fiscal year from the current full valuation perspective to the 25 % level that was in effect at the time that the legal debt margin was enacted by the State of California for local governments located within the state. The legal debt limit for the City of Half Moon Bay for the 2015-16 fiscal year is \$102,496,582 based on a total assessed valuation of \$2,733,242,180. As of June 30, 2016, the City's applicable long-term debt balance of \$10,915,000 is approximately 10.6% of the legal debt limit.

**City of Half Moon Bay**  
**Debt Service Fund - Judgment Obligation Bond - Series A (77)**  
**Statement of Revenue, Expenditures and Changes in Fund Balance**

	<b>Actual 2013-14</b>	<b>Actual 2014-15</b>	<b>Revised Budget 2015-16</b>	<b>Adopted Budget 2016-17</b>
Revenue				
Interest	\$ 73	\$ 690	\$ -	\$ -
Investment Income/(Loss)	7,025	980	-	-
Total Revenue	<u>\$ 7,098</u>	<u>\$ 1,670</u>	<u>\$ -</u>	<u>\$ -</u>
Expenditures				
Debt Service				
Principal and Interest	\$ 290,000	\$ 4,655,000	\$ -	\$ -
Debt Service- Interest	224,140	109,533	-	-
To Fiscal Agent	-	6,000	-	-
Total Expenditures	<u>\$ 514,140</u>	<u>\$ 4,770,533</u>	<u>\$ -</u>	<u>\$ -</u>
Excess revenue over (under) expenditures	<u>\$ (507,042)</u>	<u>\$ (4,768,862)</u>	<u>\$ -</u>	<u>\$ -</u>
Other financing sources (uses)				
Transfers in/(out)				
Contribution from General Fund	\$ 503,062	\$ 1,656,210	\$ -	\$ -
Trsfr to Land Asset Fund 79	-	(5,232,651)	-	-
Total financing sources (uses)	<u>\$ 503,062</u>	<u>\$ (3,576,441)</u>	<u>\$ -</u>	<u>\$ -</u>
Excess revenue and other sources over (under) expenditures and other uses	<u>\$ (3,980)</u>	<u>\$ (8,345,303)</u>	<u>\$ -</u>	<u>\$ -</u>
Beginning Fund Balance, July 1	<u>\$ 8,343,839</u>	<u>\$ 8,339,859</u>	<u>\$ (5,444)</u>	<u>\$ (5,444)</u>
Ending Fund Balance, June 30	<u><u>\$ 8,339,859</u></u>	<u><u>\$ (5,444)</u></u>	<u><u>\$ (5,444)</u></u>	<u><u>\$ (5,444)</u></u>

**City of Half Moon Bay**  
**Debt Service Fund - Judgment Obligation Bond - Series B (78)**  
**Statement of Revenue, Expenditures and Changes in Fund Balance**

	<b>Actual 2013-14</b>	<b>Actual 2014-15</b>	<b>Revised Budget 2015-16</b>	<b>Adopted Budget 2016-17</b>
Revenue				
Interest	\$ 250,332	\$ 252,231	\$ 248,276	\$ 504,200
Investment Income/(Loss)	1,857	438,419	2,000	2,000
Total Revenue	<u>\$ 252,189</u>	<u>\$ 690,650</u>	<u>\$ 250,276</u>	<u>\$ 506,200</u>
Expenditures				
Debt Service- Interest	\$ 937,704	\$ 937,704	\$ 937,704	\$ 937,704
To Fiscal Agent	-	-	2,770	2,825
Total Expenditures	<u>\$ 937,704</u>	<u>\$ 937,704</u>	<u>\$ 940,474</u>	<u>\$ 940,529</u>
Excess revenue over (under) expenditures	<u>\$ (685,515)</u>	<u>\$ (247,054)</u>	<u>\$ (690,198)</u>	<u>\$ (434,329)</u>
Other financing sources (uses)				
Transfers in/(out)				
Contribution from General Fund	\$ 585,322	\$ 583,231	\$ 690,198	\$ 690,198
Transfer out - Fund 77	-	(769,232)	-	-
Trsfr to Land Asset Fund 79	-	(12,673,769)	-	-
Total financing sources (uses)	<u>\$ 585,322</u>	<u>\$ (12,859,770)</u>	<u>\$ 690,198</u>	<u>\$ 690,198</u>
Excess revenue and other sources over (under) expenditures and other uses	<u>\$ (100,193)</u>	<u>\$ (13,106,824)</u>	<u>\$ -</u>	<u>\$ 255,869</u>
Beginning Fund Balance, July 1	<u>\$ 24,035,062</u>	<u>\$ 23,934,869</u>	<u>\$ 10,828,046</u>	<u>\$ 10,828,046</u>
Ending Fund Balance, June 30	<u>\$ 23,934,869</u>	<u>\$ 10,828,046</u>	<u>\$ 10,828,046</u>	<u>\$ 11,083,914</u>

*Note 1:* Insurance proceeds totaling \$13.15 million were received in the Insurance Company of the West matter. This amount was prorated between the Series A (Fund 77) and Series B (Fund 78) funds.

*Note 2:* Fund Balance includes the Cabrillo Highway property land.

See Debt Service Schedule for payment schedule.



# CITY OF HALF MOON BAY

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## Internal Service Funds





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# Internal Service Funds

Internal Service Funds are used to account for the financing of goods or services provided by one department to other departments for the City on a cost-reimbursement basis. The four Internal Service Funds are Vehicle Replacement Fund, Equipment Replacement Fund, Risk Management Fund, and Retirement Stabilization Fund.

## **VEHICLE REPLACEMENT FUND (Fund 61)**

The Vehicle Replacement Fund is an unrestricted fund. It covers the cost of repair, maintenance, and replacement of City vehicles. Revenue for this fund is derived from internal service charges to City departments.

### **Goals and Objectives**

- Provide timely repair and maintenance for vehicles and for purchase of new vehicles as necessary.
- Constantly review the mode of operation for the efficient utilization of the City's fleet.

## **EQUIPMENT REPLACEMENT FUND (Fund 62)**

The Equipment Replacement Fund is an unrestricted fund. This fund provides for the service, maintenance, and replacement of all information technology (hardware and software), office equipment (copiers, postage meters), and furniture and equipment. Revenue for this fund is derived from internal service charges to City departments.

### **Goals and Objectives**

- Provide departments with efficient and effective information technology (IT) operation.
- Minimize equipment down time and maximize response time.
- Further assess unmet equipment needs and develop applicable strategies to meet these needs.
- Use IT to improve the City's efficiency.

## **RISK MANAGEMENT FUND (Fund 63)**

The Risk Management Fund is an unrestricted fund. The Risk Management Fund covers the cost of the City's insurance policies and the payment of legal claims. The risk management program goal is to reduce insurance-related costs whenever possible, maintain appropriate levels of coverage, and build contingent loss reserves.

The City is a member of the ABAG PLAN Liability Risk Management Pool sponsored by the Association of Bay Area Governments (ABAG). This risk management pool covers the City's property and liability insurance. The City is self-funded when it comes to litigation and claims involving land-use issues.

In FY 2016-17, this fund has been expanded to account for premiums and staff costs associated with managing the City's workers' compensation liability. Additionally, the allocation methodology for this fund has been adjusted in FY 2016-17 to pass on all risk management expenses to the funds and departments that incur the liabilities. The fund will maintain a reserve balance to mitigate potential future claims.

### **Goals**

- Proactively reduce risk exposure and reduce liability and insurance costs.
- Maintain appropriate levels of insurance coverage.
- Train staff on the subject of safety in workplace, public safety and maintenance operations.
- Build contingent loss reserves.

### **PENSION STABILIZATION FUND (Fund 64)**

The Pension Stabilization Fund is an unrestricted fund. The Pension Stabilization Fund was created to smooth out major fluctuations in annual pension costs driven by market factors and actuarial changes. Large swings have impacted the City's financials in the past, and a recent CalPERS ruling will have a significant impact on the City's pension costs and contribution rates starting in FY 2016-17, due to changes in the discount rate and other actuarial changes.

### **Goals**

- Build reserves that can be used to mitigate large swings in annual pension costs.
- Budget and pay down pension side fund liabilities to save future interest costs.



**City of Half Moon Bay  
Vehicle Fund (61)  
Statement of Revenue, Expenditures and Changes in Net Assets**

	<u>Actual 2013-14</u>	<u>Actual 2014-15</u>	<u>Revised Budget 2015-16</u>	<u>Adopted Budget 2016-17</u>
<b>Revenue</b>				
Service Charges	\$ -	\$ -	\$ -	\$ -
Interest	3,939	3,518	4,000	3,500
Unrealized Gain/(Loss) on Investment	(3,052)	15	0	0
Capital Development Impact Fees	3,797	1,130	440	449
Miscellaneous	20,576	0	0	0
Total Revenue	<u>\$ 25,260</u>	<u>\$ 4,663</u>	<u>\$ 4,440</u>	<u>\$ 3,949</u>
<b>Expenditures</b>				
Operation & Maintenance				
Salaries & Benefits	\$ 17,723	\$ 14,341	\$ 14,898	\$ 15,239
Material & Supplies	15,765	19,835	18,000	18,400
Contract Services	0	0	0	0
Depreciation	21,143	21,761	26,903	26,900
Total Operation & Maintenance	<u>\$ 54,631</u>	<u>\$ 55,937</u>	<u>\$ 59,801</u>	<u>\$ 60,539</u>
Capital Purchases				
PD - Police Vehicles	\$0	\$0	\$0	\$0
PD - Motorcycle	0	0	0	0
PW - Public Works Vehicles	\$ 17,656	\$ (1)	\$ 78,500	\$ -
Capitalization	-	-	-	-
Total Capital Purchases	<u>\$ 17,656</u>	<u>\$ (1)</u>	<u>\$ 78,500</u>	<u>\$ -</u>
Total Expenditures	<u>\$ 72,287</u>	<u>\$ 55,937</u>	<u>\$ 138,301</u>	<u>\$ 60,539</u>
Excess revenue over (under) expenditures	<u>\$ (47,027)</u>	<u>\$ (51,274)</u>	<u>\$ (133,861)</u>	<u>\$ (56,590)</u>
<b>Other financing sources (uses)</b>				
Transfers in/(out)				
To Equipment Replacement Fund (62)	\$ (100,000)	\$ -	\$ -	\$ -
To Risk Management Fund (63)	0	0	0	(521)
Total financing sources (uses)	<u>\$ (100,000)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (521)</u>
Excess revenue and other sources over (under) expenditures and other uses	<u>\$ (147,027)</u>	<u>\$ (51,274)</u>	<u>\$ (133,861)</u>	<u>\$ (57,111)</u>
Beginning Net Assets, July 1	<u>\$ 896,501</u>	<u>\$ 798,875</u>	<u>\$ 747,601</u>	<u>\$ 613,740</u>
Ending Net Assets, June 30	<u>\$ 798,875</u>	<u>\$ 747,601</u>	<u>\$ 613,740</u>	<u>\$ 556,629</u>

Note: The presentation above reflects a Net Assets basis of presentation. In the Vehicle Fund, Net Assets primarily include capitalized vehicles and cash.

**City of Half Moon Bay  
Equipment Fund (62)  
Statement of Revenue, Expenditures and Changes in Net Assets**

	<u>Actual 2013-14</u>	<u>Actual 2014-15</u>	<u>Projected 2015-16</u>	<u>Adopted Budget 2016-17</u>
<b>Revenue</b>				
Service Charges	\$ -	\$ -	\$ -	\$ -
Interest	2,922	4,246	3,700	3,700
Miscellaneous	(525)	20	-	-
Total Revenue	<u>\$ 2,396</u>	<u>\$ 4,266</u>	<u>\$ 3,700</u>	<u>\$ 3,700</u>
<b>Expenditures</b>				
Operation & Maintenance				
Salaries & Benefits	\$ 42,585	\$ 62,821	\$ 70,600	\$ -
Material & Supplies	94,285	90,439	154,900	107,100
Depreciation	49,360	52,460	46,000	49,837
Total Operation & Maintenance	<u>\$ 186,230</u>	<u>\$ 205,719</u>	<u>\$ 271,500</u>	<u>\$ 156,937</u>
Capital Purchases				
Computer Hardware & Software	\$ 15,773	\$ 34,079	\$ 24,000	\$ -
GIS Map Update	10,000	-	-	-
Translation Equip	-	(19,631)	35,000	-
Phone System	-	-	30,000	-
New Accounting System	15,525	-	50,000	-
City Hall Annex	-	-	-	50,000
City Website Redesign	-	-	-	-
Total Capital Purchases	<u>\$ 41,298</u>	<u>\$ 14,448</u>	<u>\$ 139,000</u>	<u>\$ 50,000</u>
Total Expenditures	<u>\$ 227,528</u>	<u>\$ 220,167</u>	<u>\$ 410,500</u>	<u>\$ 206,937</u>
Excess revenue over (under) expenditures	<u>\$ (225,132)</u>	<u>\$ (215,901)</u>	<u>\$ (406,800)</u>	<u>\$ (203,237)</u>
Other financing sources (uses)				
Transfers in/(out)	\$ 300,000	\$ 415,000	\$ 560,000	\$ (296,063)
Total financing sources (uses)	<u>\$ 300,000</u>	<u>\$ 415,000</u>	<u>\$ 560,000</u>	<u>\$ (296,063)</u>
Excess revenue and other sources over (under) expenditures and other uses	<u>\$ 74,868</u>	<u>\$ 199,099</u>	<u>\$ 153,200</u>	<u>\$ (499,300)</u>
Beginning Net Assets, July 1	<u>\$ 513,854</u>	<u>\$ 588,722</u>	<u>\$ 787,821</u>	<u>\$ 941,021</u>
Ending Net Assets, June 30	<u>\$ 588,722</u>	<u>\$ 787,821</u>	<u>\$ 941,021</u>	<u>\$ 441,721</u>

Note: The presentation above reflects a Net Assets basis of presentation. In the Equipment Fund, Net Assets primarily include capitalized equipment and cash.

**City of Half Moon Bay  
Risk Management Fund (63)  
Statement of Revenue, Expenditures and Changes in Net Assets**

	<b>Actual 2013-14</b>	<b>Actual 2014-15</b>	<b>Revised Budget 2015-16</b>	<b>Adopted Budget 2015-16</b>
Revenue				
Interest	\$ 8,572	\$ 9,871	\$ 8,500	\$ 9,500
Miscellaneous	(5,247)	41	-	-
Total Revenue	<u>\$ 3,325</u>	<u>\$ 9,913</u>	<u>\$ 8,500</u>	<u>\$ 9,500</u>
Expenditures				
Operation & Maintenance				
ABAG Plan Risk Management Pool				
Salaries & Benefits	\$ -	\$ -	\$ -	\$ 190,169
General Liability Premiums	87,567	96,246	100,000	105,000
Insurance Premium	-	-	-	36,965
Liability Deductible	117,880	121,773	100,000	105,000
Material & Supplies	-	-	-	15,000
Contract Services	34,563	105,380	310,000	375,500
Total Operation & Maintenance	<u>\$ 240,010</u>	<u>\$ 323,399</u>	<u>\$ 510,000</u>	<u>\$ 827,634</u>
Total Expenditures	<u>\$ 240,010</u>	<u>\$ 323,399</u>	<u>\$ 510,000</u>	<u>\$ 827,634</u>
Excess revenue over (under) expenditures	<u>\$ (236,685)</u>	<u>\$ (313,486)</u>	<u>\$ (501,500)</u>	<u>\$ (818,134)</u>
Other financing sources (uses)				
Transfers in	\$ 350,000	\$ 400,000	\$ 400,000	\$ 827,634
Total financing sources (uses)	<u>\$ 350,000</u>	<u>\$ 400,000</u>	<u>\$ 400,000</u>	<u>\$ 827,634</u>
Excess revenue and other sources over (under) expenditures and other uses	<u>\$ 113,315</u>	<u>\$ 86,514</u>	<u>\$ (101,500)</u>	<u>\$ 9,500</u>
Beginning Net Assets, July 1	<u>\$ 1,138,851</u>	<u>\$ 1,252,166</u>	<u>\$ 1,338,680</u>	<u>\$ 1,237,180</u>
Ending Net Assets, June 30	<u>\$ 1,252,166</u>	<u>\$ 1,338,680</u>	<u>\$ 1,237,180</u>	<u>\$ 1,246,680</u>

Note: The presentation above reflects a Net Assets basis of presentation. In the Risk Management Fund, Net Assets primarily represents cash less claim liabilities.

**City of Half Moon Bay  
Retirement Stabilization Fund (64)  
Statement of Revenue, Expenditures and Changes in Net Assets**

	<b>Actual 2013-14</b>	<b>Actual 2014-15</b>	<b>Revised Budget 2015-16</b>	<b>Adopted Budget 2016-17</b>
Revenues	\$ (1,791)	\$ 6,075	\$ 5,000	\$ 4,200
Total Revenues	<u>\$ (1,791)</u>	<u>\$ 6,075</u>	<u>\$ 5,000</u>	<u>\$ 4,200</u>
Expenditures				
Operation & Maintenance				
Salaries & Benefits				
Public Employees Retirement	\$ 1,291,753	\$ 190,343	\$ 328,408	\$ 409,947
Total Operation & Maintenance	<u>\$ 1,291,753</u>	<u>\$ 190,343</u>	<u>\$ 328,408</u>	<u>\$ 409,947</u>
Total Expenditures	<u>\$ 1,291,753</u>	<u>\$ 190,343</u>	<u>\$ 328,408</u>	<u>\$ 409,947</u>
Excess revenue over (under) expenditures	<u>\$ (1,293,544)</u>	<u>\$ (184,268)</u>	<u>\$ (323,408)</u>	<u>\$ (405,747)</u>
Other financing sources (uses)				
Transfers in/(out)				
Contribution from General Fund	\$ 1,812,180	\$ 166,924	\$ 328,408	\$ 409,947
Total financing sources (uses)	<u>\$ 1,812,180</u>	<u>\$ 166,924</u>	<u>\$ 328,408</u>	<u>\$ 409,947</u>
Excess revenue and other sources over (under) expenditures and other uses	<u>\$ 518,636</u>	<u>\$ (17,344)</u>	<u>\$ 5,000</u>	<u>\$ 4,200</u>
Beginning Net Assets, July 1	<u>\$ 509,073</u>	<u>\$ 1,027,709</u>	<u>\$ 1,010,366</u>	<u>\$ 1,015,366</u>
Ending Net Assets, June 30	<u><u>\$ 1,027,709</u></u>	<u><u>\$ 1,010,366</u></u>	<u><u>\$ 1,015,366</u></u>	<u><u>\$ 1,019,566</u></u>

Note: The presentation above reflects a Net Assets basis of presentation. In the Retirement Stabilization Fund, Net Assets primarily represents cash.



# CITY OF HALF MOON BAY

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## Enterprise Funds





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# Enterprise Funds

Enterprise Funds are used to account for services that are financed and operated in a manner similar to private business enterprise. The intent of the City is that the costs of providing the services to the general public on a continuing basis be financed primarily through user charges.

## **SEWER OPERATING (Fund 05)**

The Sewer Operating Fund is a restricted fund. The Sewer Operating budget is used to account for the financial activity of the City's sewer utility. The Fund is used to account for:

1. Wastewater treatment services provided by Sewer Authority Mid-Coastside (SAM).
2. Maintenance of the sewage collection system by SAM.
3. Maintenance, rehabilitation, and repair of the wastewater collection system not provided by SAM.
4. The Sewer Operating Fund is funded by sewer user charges, which are based on four winter month water usage.

## **Goals and Objectives**

- Protect the health and welfare of the community by ensuring the continuous uninterrupted operation of wastewater collection and transmission systems to every extent possible to meet all Federal, State and local standards.
- Provide appropriate and economical maintenance and repair of the wastewater collection and transmission system and its appurtenances.
- Fund the cost of collection and transmission of the wastewater system.
- Continue to repair and improve damaged or substandard sections of the sanitary sewer system to ensure proper operating conditions by using a program that provides cleaning, preventive maintenance, and repair of the system.
- Provide expedient response to emergency situations.

## **SEWER CAPITAL (Fund 06)**

The Sewer Capital Fund is a restricted fund. The Sewer Capital Fund provides resources for Capital Improvement Program projects that include testing, evaluation, maintenance and repairs of the City's sanitary sewer collection network.

Sewer Capital Fund expenditures are funded by sewer usage charges. The Capital Improvement Program projects are detailed in the Capital Improvement Plan.

## Goals and Objectives

- Replace sewer collection lines that have infiltration or damage, and ensure integrity of the sewer collection system.
- Conduct an annual review of the capital needs and sewer rates to ensure adequate resources are available to fund requirements.
- Fulfill terms of the agreement with Municipal Financial Services to conduct a Sewer Rate and Connection Fee Study.

## RESERVE OVERVIEW

In 2010, approval was given to increase the sewer rates over a three-year period. The rate increases were critical in improving a low reserve balance that was insufficient to fund sewer operations and critical capital improvements. As a result, the Sewer Capital Fund now has a reserve balance that is available for capital improvements and contingencies.

## NET ASSET AND CASH PRESENTATION

The Sewer Fund Balance is presented on a dual basis in the budget document: Net Asset and Cash Reserves. Net Assets is the excess of assets over liabilities and is the basis of presentation prescribed by GASB Statement No. 34. Because a significant portion of Net Assets is the City's investment in the Sewer Mid-Coastside Authority (SAM) JPA, it is important to review the cash reserve balance to understand the amounts available to fund operations and capital improvements.



**City of Half Moon Bay  
Sewer Operating Fund (05)  
Statement of Revenue, Expenditures and Changes in Net Assets**

	<b>Actual 2013-14</b>	<b>Actual 2014-15</b>	<b>Revised Budget 2015-16</b>	<b>Adopted Budget 2016-17</b>
<b>Revenue</b>				
Sewer Service Charges	\$ 2,444,610	\$ 3,150,129	\$ 2,700,000	\$ 3,000,000
Interest	12,441	13,551	-	14,900
Unrealized Gain/(Loss) on Investment	(6,003)	(22)	-	-
<b>Total Revenue</b>	<b>\$ 2,451,047</b>	<b>\$ 3,163,659</b>	<b>\$ 2,700,000</b>	<b>\$ 3,014,900</b>
<b>Expenditures</b>				
<b>Operation &amp; Maintenance</b>				
Salaries & Benefits	\$ 125,284	\$ 88,407	\$ 148,518	\$ 271,929
Material & Supplies	17,240	17,046	18,400	18,938
Contract Services	44,860	26,559	60,000	101,800
SAM Authority	1,822,647	2,002,956	2,700,000	2,417,806
Other	107,183	65,264	80,000	76,300
<b>Total Expenditures</b>	<b>\$ 2,117,214</b>	<b>\$ 2,200,232</b>	<b>\$ 3,006,918</b>	<b>\$ 2,886,773</b>
Excess revenue over (under) expenditures	<b>\$ 333,833</b>	<b>\$ 963,427</b>	<b>\$ (306,918)</b>	<b>\$ 128,127</b>
<b>Other financing sources (uses)</b>				
<b>Transfers in/(out)</b>				
Equipment / Risk	(73,907)	\$ (92,527)	\$ (90,113)	\$ (239,496)
Administrative Fee (to General Fund)	(250,000)	(250,000)	(196,001)	(196,001)
<b>Total financing sources (uses)</b>	<b>\$ (323,907)</b>	<b>\$ (342,527)</b>	<b>\$ (286,114)</b>	<b>\$ (435,497)</b>
Excess revenue and other sources over (under) expenditures and other uses	<b>\$ 9,926</b>	<b>\$ 620,900</b>	<b>\$ (593,032)</b>	<b>\$ (307,370)</b>
Beginning Net Assets, July 1	<b>\$ 2,302,764</b>	<b>\$ 2,312,690</b>	<b>\$ 2,933,590</b>	<b>\$ 2,340,558</b>
Ending Net Assets, June 30	<b>\$ 2,312,690</b>	<b>\$ 2,933,590</b>	<b>\$ 2,340,558</b>	<b>\$ 2,033,188</b>

**City of Half Moon Bay  
Sewer Capital Fund (06)  
Statement of Revenue, Expenditures and Changes in Net Assets**

	<b>Actual 2013-14</b>	<b>Actual 2014-15</b>	<b>Projected 2015-16</b>	<b>Adopted Budget 2016-17</b>
<b>Revenue</b>				
Interest	\$ 33,996	\$ 49,973	\$ 57,300	\$ 57,300
Sewer Rate Charges	3,044,775	1,954,692	1,765,600	1,825,800
Grants	10,661	-	-	-
Unrealized Gain/(Loss) on Investment	(14,987)	193	-	-
Miscellaneous	2,360	680	34,400	-
Closeout of Sewer Assessment District	4,074	-	-	-
Total Revenue	<u>\$ 3,080,878</u>	<u>\$ 2,005,538</u>	<u>\$ 1,857,300</u>	<u>\$ 1,883,100</u>
<b>Expenditures</b>				
<b>Operation &amp; Maintenance</b>				
Salaries & Benefits	\$ -	\$ 182,491	\$ -	\$ -
Loss on investment in SAM	585,235	1,310,729	625,000	1,000,000
Depreciation	99,520	99,520	100,000	100,000
Total Operation & Maintenance	<u>\$ 684,755</u>	<u>\$ 1,592,740</u>	<u>\$ 725,000</u>	<u>\$ 1,100,000</u>
Capital Projects	5,439	146,875	696,400	1,010,000
Total Expenditures	<u>\$ 690,194</u>	<u>\$ 1,739,615</u>	<u>\$ 1,421,400</u>	<u>\$ 2,110,000</u>
Excess revenue over (under) expenditures	<u>\$ 2,390,685</u>	<u>\$ 265,924</u>	<u>\$ 435,900</u>	<u>\$ (226,900)</u>
<b>Other financing sources (uses)</b>				
<b>Transfers in/(out)</b>				
Transfers Out	\$ -	\$ -	\$ (46,700)	(46,700)
Transfer to Equipment	\$ -	\$ -	\$ (60,000)	-
Total financing sources (uses)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (106,700)</u>	<u>\$ (46,700)</u>
Excess revenue and other sources over (under) expenditures and other uses	<u>\$ 2,390,685</u>	<u>\$ 265,924</u>	<u>\$ 329,200</u>	<u>\$ (273,600)</u>
Beginning Net Assets, July 1 <sup>1</sup>	<u>\$ 17,668,600</u>	<u>\$ 19,834,521</u>	<u>\$ 20,100,444</u>	<u>\$ 20,429,644</u>
Ending Net Assets, June 30	<u>\$ 20,059,285</u>	<u>\$ 20,100,444</u>	<u>\$ 20,429,644</u>	<u>\$ 20,156,044</u>

<sup>1</sup> Net position at beginning of FY 2014-15 was adjusted due to the implementation of the provisions of GASB No. 68 and



# CITY OF HALF MOON BAY

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## Capital Improvement Program





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# CITY OF HALF MOON BAY CAPITAL IMPROVEMENT PROGRAM

## Year One: FY 2016-17 Budget

Description	Fund	Project No.	FY 2016-17 Budget
<b>STREET IMPROVEMENTS</b>			
Main Street Bridge Rehabilitation Project	09	N/A	\$ 175,000
Routine Crosswalks and ADA Retrofit Program	11	572	\$ 165,000
Routine Pavement Management and Traffic Safety Program	11	514	\$ 165,000
Highway 1 Safety - North	11	538	\$ 210,000
Main Street Pavement Repair Project	11	576	\$ 75,000
Highway 92 Safety Project (Outreach)	11	540	\$ 20,000
Highway 1/Kelly Avenue Intersection Improvement	13	571	\$ 250,000
Routine Sidewalk Replacement and Repair	25	562	\$ 100,000
Street Tree Assessment	25	577	\$ 71,500
<b>Total Street Improvements</b>			<b>\$ 1,231,500</b>
<b>SEWER</b>			
Routine Sewer Maintenance Program	06	506	\$ 100,000
Sewer Main Repair Program	06	516	\$ 500,000
Ocean Colony Pump Station Replacement	06	507	\$ 200,000
Pelican Point Pump Station Generator Replacement Project	06	507	\$ 160,000
Sewer Line Segment - Golfcourse	06	578	\$ 50,000
<b>Total Sewer</b>			<b>\$ 1,010,000</b>
<b>DRAINAGE IMPROVEMENTS</b>			
Storm Drain Master Plan (Phase 2)	14	563	\$ 187,000
Arroyo Leon Erosion Repair	14	579	\$ 625,000
<b>Total Drainage Improvements</b>			<b>\$ 812,000</b>
<b>PARKS</b>			
Parks Master Plan	17	583	\$ 165,000
Community Garden Assessment	17	581	\$ 22,000
Smith Field Tot Lot	17	584	\$ 100,000
Skateboard Plaza	17	548	\$ 100,000
<b>Total Parks</b>			<b>\$ 387,000</b>
<b>TRAILS</b>			
Seymour Bridge Replacement	17	542	\$ 565,000
Bike and Pedestrian Master Plan	17	580	\$ 125,000
Ocean Colony Trail Repair North	17	582	\$ 55,000
<b>Total Trails</b>			<b>\$ 745,000</b>
<b>PUBLIC FACILITIES AND BUILDINGS</b>			
Library Replacement	16	545	\$ 11,045,000
City Hall Work Space Reconfiguration	48	565	\$ 71,500
City Hall Annex	48	565	\$ 148,000
<b>Total Public Facilities and Buildings</b>			<b>\$ 11,264,500</b>
<b>ECONOMIC DEVELOPMENT</b>			
General Plan and Local Coastal Program Update	25	564	390,000
Wayfinding and Entry Signs	25	559	\$ 238,600
<b>Total Economic Development</b>			<b>\$ 628,600</b>
<b>OPERATIONAL IMPROVEMENTS</b>			
Financial Software	25	555	\$ 250,000
Website Upgrade	25	554	\$ 150,000
GIS Software	25	586	\$ 150,000
Audio Equipment	25	573	\$ 50,000
<b>Total Operational Improvements</b>			<b>\$ 600,000</b>
<b>Total FY 2016-17 Capital Improvement Plan:</b>			<b>\$ 16,678,600</b>

Additional information on the City's Five-Year Capital Improvement Plan can be found in the separate FY 2016-17 Capital Improvement Plan document.

**CITY OF HALF MOON BAY**  
**CAPITAL IMPROVEMENT PROGRAM**  
**Fund Summary**

	<b>FY 2014-15 Actual</b>	<b>FY 2015-16 Projected</b>	<b>FY 2016-17 Budget</b>	<b>FY 2017-18 Budget</b>	<b>FY 2018-19 Budget</b>	<b>FY 2019-20 Budget</b>	<b>FY 2020-21 Budget</b>
<b>Main Street Bridge Fund - Fund 09</b>							
Beginning Fund Balance	\$ 467,311	\$ 620,342	\$ 562,742	\$ 531,142	\$ 534,542	\$ 517,942	\$ 451,342
Operating Revenues	3,348	3,400	3,400	3,400	3,400	3,400	3,658
Total Transfers in	25,000	100,000	40,000	100,000	180,000	180,000	180,000
Operating Expenses	-	-	-	-	-	-	-
Outside Funding for Capital Projects	206,192	(23,600)	100,000	800,000	2,000,000	925,000	-
Capital Projects	(81,509)	(137,400)	(175,000)	(900,000)	(2,200,000)	(1,175,000)	(635,000)
Net Transfers & Allocations to other funds*	-	-	-	-	-	-	-
Net Change in Fund Balance	153,030	(57,600)	(31,600)	3,400	(16,600)	(66,600)	(451,342)
<b>Street Fund - Estimated Ending Balance</b>	<b>\$ 620,342</b>	<b>\$ 562,742</b>	<b>\$ 531,142</b>	<b>\$ 534,542</b>	<b>\$ 517,942</b>	<b>\$ 451,342</b>	<b>-</b>
<b>StreetFund - Fund 011</b>							
Beginning Fund Balance	\$ 2,436,582	\$ 3,915,068	\$ 4,176,268	\$ 4,048,618	\$ 2,654,267	\$ 697,935	\$ 494,617
Operating Revenues	104,279	433,000	470,600	480,012	489,612	499,404	509,393
Total Transfers in	2,765,000	1,535,000	326,500	181,250	351,250	351,250	451,250
Operating Expenses	(57,658)	(11,600)	(191,601)	(197,349)	(203,270)	(209,368)	(215,649)
Outside Funding for Capital Projects	465,223	(247,500)	210,000	2,425,000	4,285,000	75,000	75,000
Capital Projects	(1,794,993)	(1,445,000)	(635,000)	(4,261,250)	(6,856,250)	(896,250)	(1,086,250)
Net Transfers & Allocations to other funds*	(3,366)	(2,700)	(308,149)	(22,014)	(22,675)	(23,355)	(23,800)
Net Change in Fund Balance	1,478,486	261,200	(127,650)	(1,394,351)	(1,956,332)	(203,318)	(290,056)
<b>Street Fund - Estimated Ending Balance</b>	<b>\$ 3,915,068</b>	<b>\$ 4,176,268</b>	<b>\$ 4,048,618</b>	<b>\$ 2,654,267</b>	<b>\$ 697,935</b>	<b>\$ 494,617</b>	<b>\$ 204,561</b>
<b>Traffic Mitigation - Fund 013</b>							
Beginning Fund Balance	\$ 512,357	\$ 237,672	\$ 309,272	\$ 433,687	\$ 310,949	\$ 471,108	\$ 634,214
Operating Revenues	193,766	175,100	178,570	182,141	185,784	189,500	193,290
Total Transfers in	-	-	220,000	220,000	-	-	-
Operating Expenses	(23,451)	(23,500)	(24,155)	(24,879)	(25,626)	(26,394)	(27,186)
Outside Funding for Capital Projects	-	-	-	175,000	-	-	-
Capital Projects	-	(80,000)	(250,000)	(675,000)	-	-	-
Net Transfers & Allocations to other funds*	(445,000)	-	-	-	-	-	-
Net Change in Fund Balance	(274,685)	71,600	124,415	(122,738)	160,159	163,106	166,104
<b>Street Fund - Estimated Ending Balance</b>	<b>\$ 237,672</b>	<b>\$ 309,272</b>	<b>\$ 433,687</b>	<b>\$ 310,949</b>	<b>\$ 471,108</b>	<b>\$ 634,214</b>	<b>\$ 800,317</b>
<b>Wastewater Fund - Fund 06</b>							
Beginning Fund Balance	\$ 19,880,149	\$ 20,100,443	\$ 20,429,643	\$ 20,156,043	\$ 18,160,705	17,568,392	17,728,753
Operating Revenues *	2,005,536	1,857,300	1,883,100	1,920,762	1,959,177	1,998,361	2,038,328
Total Transfers in	-	-	-	-	-	-	-
General Operating Expenses	(282,011)	(100,000)	(100,000)	(103,000)	(106,090)	(109,273)	(112,551)
Investment in SAM Authority	(1,310,729)	(625,000)	(1,000,000)	(1,030,000)	(1,060,900)	(1,092,727)	(1,125,509)
Capital Projects	(192,503)	(696,400)	(1,010,000)	(2,735,000)	(1,335,000)	(585,000)	(585,000)
Net Transfers & Allocations to other funds	-	(106,700)	(46,700)	(48,100)	(49,500)	(51,000)	(52,500)
Transfers to Restricted fund	-	-	-	-	-	-	-
Net Change in Fund Balance	220,294	329,200	(273,600)	(1,995,338)	(592,313)	160,361	162,768
<b>Wastewater Fund - Est. Ending Balance</b>	<b>\$ 20,100,443</b>	<b>\$ 20,429,643</b>	<b>\$ 20,156,043</b>	<b>\$ 18,160,705</b>	<b>\$ 17,568,392</b>	<b>\$ 17,728,753</b>	<b>\$ 17,891,521</b>
* Note: Sewer Projected Revenues include Fee Increases that will need to be approved by Council and will be subject to Prop 218 hearings							
<b>Drainage Fund - Fund 14</b>							
Beginning Fund Balance	\$ 528,783	\$ 578,654	\$ 567,954	\$ 580,072	\$ 590,679	601,482	612,441
Operating Revenues *	33,855	10,300	10,440	10,600	10,800	11,000	11,200
Total Transfers in	109,400	200,000	-	-	-	-	-
Outside Funding for Capital Projects	-	-	500,000	875,000	1,175,000	5,375,000	2,200,000
General Operating Expenses	-	(10,000)	(134,507)	(138,542)	(142,698)	(146,979)	(151,389)
Capital Projects	(93,385)	(211,000)	(812,000)	(1,150,000)	(1,400,000)	(5,555,000)	(2,450,000)
Net Transfers & Allocations to other funds	-	-	(14,515)	(14,950)	(15,399)	(15,861)	(16,337)
Transfers to Restricted fund	-	-	-	-	-	-	-
Net Change in Fund Balance	49,871	(10,700)	12,118	10,607	10,803	10,960	11,174
<b>Drainage Fund - Est. Ending Balance</b>	<b>\$ 578,654</b>	<b>\$ 567,954</b>	<b>\$ 580,072</b>	<b>\$ 590,679</b>	<b>\$ 601,482</b>	<b>\$ 612,441</b>	<b>\$ 623,616</b>

Additional information on the City's Five-Year Capital Improvement Plan can be found in the separate FY 2016-17 Capital Improvement Plan document.

**CITY OF HALF MOON BAY**  
**CAPITAL IMPROVEMENT PROGRAM**  
**Fund Summary (Cont.)**

	FY 2014-15 Actual	FY 2015-16 Projected	FY 2016-17 Budget	FY 2017-18 Budget	FY 2018-19 Budget	FY 2019-20 Budget	FY 2020-21 Budget
<b>Capital Projects Fund - Fund 25 Unrestricted</b>							
Beginning Fund Balance	\$ -	\$ -	\$ -	\$ 136,528	\$ 136,528	\$ 136,528	\$ 136,528
Operating Revenues	-	-	-	-	-	-	-
ERAF Rebate	-	-	203,028	-	-	-	-
Outside Funding for Capital Projects	-	-	45,000	144,000	60,000	60,000	60,000
Capital Projects	-	-	(1,400,100)	(862,500)	(237,500)	(90,000)	(90,000)
Total Transfers in	-	-	1,288,600	718,500	177,500	30,000	30,000
Net Transfers & Allocations to other funds	-	-	-	-	-	-	-
Net Change in Fund Balance	-	-	136,528	-	-	-	-
<b>Capital Fund - Est Unrestricted Ending Balance</b>	<b>0</b>	<b>0</b>	<b>136,528</b>	<b>136,528</b>	<b>136,528</b>	<b>136,528</b>	<b>136,528</b>
<b>Park &amp; Trail Fund - Fund 017</b>							
Beginning Fund Balance *	\$ 379,321	\$ 553,655	\$ 257,855	\$ 62,555	\$ 92,182	\$ 103,635	\$ 129,923
Operating Revenues	225,178	78,200	79,700	81,294	82,920	84,578	86,270
Total Transfers in	693,000	45,000	882,890	655,000	610,000	330,000	-
Operating Expenses	-	-	(25,109)	(25,862)	(26,638)	(27,437)	(28,260)
Outside Funding for Capital Projects	104,169	1,449,800	-	160,000	540,000	320,000	465,000
Capital Projects	(698,013)	(1,868,800)	(1,132,000)	(840,000)	(1,194,000)	(680,000)	(498,000)
Net Transfers & Allocations to other funds	(150,000)	-	(781)	(804)	(829)	(853)	(879)
Net Change in Fund Balance	174,333	(295,800)	(195,300)	29,627	11,453	26,288	24,130
<b>Park &amp; Trail Fund - Est Ending Balance</b>	<b>553,655</b>	<b>257,855</b>	<b>62,555</b>	<b>92,182</b>	<b>103,635</b>	<b>129,923</b>	<b>154,053</b>
<b>Public Facilities Fund - Fund 048</b>							
Beginning Fund Balance	467,897	538,192	762,492	414,302	366,247	316,722	265,682
Operating Revenues	12,639	3,900	2,800	2,856	2,913	2,971	3,031
Total Transfers in	317,000	428,500	219,500	353,000	-	-	150,000
Operating Expenses	(3,457)	(24,400)	(50,209)	(51,715)	(53,267)	(54,865)	(56,511)
Outside Funding for Capital Projects	500,000	145,000	-	-	-	-	-
Capital Projects	(88,887)	(328,700)	(219,500)	(353,000)	-	-	(150,000)
Net Transfers & Allocations to other funds	(667,000)	-	(300,781)	804	829	853	879
Net Change in Fund Balance	70,295	224,300	(348,190)	(48,055)	(49,525)	(51,040)	(52,601)
<b>Public Facilities Est Ending Balance</b>	<b>538,192</b>	<b>762,492</b>	<b>414,302</b>	<b>366,247</b>	<b>316,722</b>	<b>265,682</b>	<b>213,081</b>
<b>Equipment Fund - Fund 062</b>							
Beginning Fund Balance	588,723	787,822	941,022	441,722	545,522	649,422	753,422
Operating Revenues	4,266	3,700	3,700	3,800	3,900	4,000	4,100
Operating Expenses	(205,719)	(271,500)	(206,937)	-	-	-	-
Capital Projects	(14,448)	(139,000)	-	-	-	-	-
Transfer from General Fund	415,000	560,000	253,937	100,000	100,000	100,000	100,000
Net Transfers & Allocations to other funds	-	-	(550,000)	-	-	-	-
Net Change in Fund Balance	199,099	153,200	(499,300)	103,800	103,900	104,000	104,100
<b>Equipment Fund Est Ending Balance</b>	<b>787,822</b>	<b>941,022</b>	<b>441,722</b>	<b>545,522</b>	<b>649,422</b>	<b>753,422</b>	<b>857,522</b>
<b>Library Capital Fund 016</b>							
Beginning Fund Balance	\$ -	\$ 3,630,329	\$ 9,200,000	\$ 4,155,000	\$ -	\$ -	\$ -
Operating Revenues	-	22,000	22,000	9,936	-	-	-
Trsfr. From General Fund (F01)	2,250,000	2,000,000	-	-	-	-	-
Trsfr. From Facilities Fund (F48)	667,000	-	-	-	-	-	-
Trsfr. From Measure J (F01)	750,000	333,000	-	-	-	-	-
Operating Expenses	-	(22,000)	(22,000)	(9,936)	-	-	-
Outside Funding for Capital Project	-	6,000,000	3,000,000	2,950,000	-	-	-
SMC Loan	-	-	3,000,000	1,850,000	-	-	-
Capital Projects	(36,671)	(2,763,329)	(11,045,000)	(8,955,000)	-	-	-
Net Change in Fund Balance	3,630,329	5,569,671	(5,045,000)	(4,155,000)	-	-	-
<b>Library Improvements Est Ending Balance</b>	<b>3,630,328.84</b>	<b>9,200,000.00</b>	<b>4,155,000.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

Additional information on the City's Five-Year Capital Improvement Plan can be found in the separate FY 2016-17 Capital Improvement Plan document.

**CITY OF HALF MOON BAY**  
**CAPITAL IMPROVEMENT PROGRAM**  
**Five-Year Summary**

**EXPENDITURE**

<i><u>PROJECT CATEGORIES</u></i>	FY 15-16 and Prior	FY 2016-17 Budget	FY 2017-18 Budget	FY 2018-19 Budget	FY 2019-20 Budget	FY 2020-21 Budget	TOTAL ALL FY
DRAINAGE IMPROVEMENTS	-	812,000	1,150,000	1,400,000	5,555,000	2,450,000	\$ 11,367,000
ECONOMIC DEVELOPMENT	180,700	628,600	622,500	47,500	-	-	\$ 1,479,300
OPERATIONAL IMPROVEMENTS	-	600,000	150,000	100,000	-	-	\$ 850,000
PARKS IMPROVEMENTS	-	387,000	355,000	374,000	140,000	33,000	\$ 1,289,000
PUBLIC FACILITIES	2,928,500	11,264,500	9,308,000	-	-	150,000	\$ 23,651,000
SEWER IMPROVEMENTS	-	1,010,000	2,735,000	1,335,000	585,000	585,000	\$ 6,250,000
STREET IMPROVEMENTS	1,878,909	1,231,500	5,926,250	9,146,250	2,161,250	1,721,250	\$ 22,065,409
TRAILS IMPROVEMENTS	225,000	745,000	485,000	820,000	540,000	465,000	\$ 3,280,000
UNFUNDED	-	-	-	804,000	1,715,000	12,570,000	\$ 15,089,000
<b>Total</b>	<b>\$ 5,213,109</b>	<b>\$ 16,678,600</b>	<b>\$ 20,731,750</b>	<b>\$ 14,026,750</b>	<b>\$ 10,696,250</b>	<b>\$ 17,974,250</b>	<b>\$ 85,320,709</b>

**REVENUE**

<i><u>FUNDING SOURCES</u></i>	FY 15-16 and Prior	FY 2016-17 Budget	FY 2017-18 Budget	FY 2018-19 Budget	FY 2019-20 Budget	FY 2020-21 Budget	TOTAL ALL FY
Measure A	170,000	240,000	220,000	220,000	220,000	220,000	\$ 1,290,000
Measure J	1,020,000	670,000	368,620	-	-	-	\$ 2,058,620
Measure M	75,000	-	75,000	75,000	75,000	75,000	\$ 375,000
Gas Tax	250,000	280,000	251,250	281,250	281,250	381,250	\$ 1,725,000
Sewer Fund	-	1,010,000	2,735,000	1,335,000	585,000	585,000	\$ 6,250,000
Library Fund Reserve	6,000,000	-	-	-	-	-	\$ 6,000,000
Joint Powers Authority	-	-	1,100,000	-	-	-	\$ 1,100,000
County Contribution	6,000,000	3,000,000	1,850,000	-	-	-	\$ 10,850,000
County Loan	-	3,000,000	1,850,000	-	-	-	\$ 4,850,000
Park In Lieu Fee	180,000	-	25,000	44,000	30,000	33,000	\$ 312,000
Developer Fees (Pacific Ridge)	-	-	350,000	2,000,000	-	-	\$ 2,350,000
San Mateo County Contribution	-	500,000	125,000	75,000	30,000	-	\$ 730,000
Grant - ABAG	-	5,000	-	-	-	-	\$ 5,000
Grant - Measure A	515,000	210,000	2,350,000	4,210,000	-	-	\$ 7,285,000
Grant - State	-	-	750,000	1,240,000	5,345,000	2,665,000	\$ 10,000,000
Grant - Federal	182,592	100,000	975,000	2,000,000	925,000	-	\$ 4,182,592
Grant - Coastal Commission	145,000	40,000	40,000	-	-	-	\$ 225,000
Grant - SMCTA	-	-	160,000	400,000	320,000	-	\$ 880,000
Grant Other	-	-	44,000	-	-	-	\$ 44,000
Donations	15,000	-	-	-	-	-	\$ 15,000
Fund Reserves	1,373,500	30,000	505,000	250,000	536,317	955,000	\$ 3,649,817
General Fund	1,264,300	935,000	1,632,880	1,012,500	540,000	430,000	\$ 5,814,680
Property Owner Contribution	-	-	60,000	60,000	60,000	60,000	\$ 240,000
Unfunded	-	-	-	804,000	1,715,000	12,570,000	\$ 15,089,000
<b>Total</b>	<b>\$ 17,190,392</b>	<b>\$ 10,020,000</b>	<b>\$ 15,466,750</b>	<b>\$ 14,006,750</b>	<b>\$ 10,662,567</b>	<b>\$ 17,974,250</b>	<b>\$ 85,320,709</b>

Additional information on the City's Five-Year Capital Improvement Plan can be found in the separate FY 2016-17 Capital Improvement Plan document.



# CITY OF HALF MOON BAY

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## Other Information





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**CITY OF HALF MOON BAY  
INVESTMENT POLICY**

RESOLUTION No. C-2016-59

A RESOLUTION OF THE CITY OF HALF MOON BAY APPROVING THE  
CITY OF HALF MOON BAY INVESTMENT POLICY

**WHEREAS**, the investment policy is reviewed each year by City Council in accordance with the City of Half Moon Bay's Investment Policy;

**WHEREAS**, the investment policy has been reviewed to ensure any necessary updates have been incorporated;

**WHEREAS**, there is no change in the investment policy at this time;

**NOW, THEREFORE, BE IT RESOLVED THAT**

The City Council of the City of Half Moon Bay hereby approves the City of Half Moon Bay's Investment Policy as contained in Exhibit A attached hereto.

\*\*\*\*\*

I, the undersigned, hereby certify that the foregoing Resolution was duly passed and adopted on the 21<sup>st</sup> day of June, 2016 by the City Council of Half Moon Bay by the following vote:

AYES, Councilmembers: Fraser, Kowalczyk, Muller, and Ruddock

NOES, Councilmembers:

ABSENT, Councilmembers: Penrose

ABSTAIN, Councilmembers:

ATTEST:

APPROVED:

  
\_\_\_\_\_  
Jessica Blair, City Clerk

  
\_\_\_\_\_  
Rick Kowalczyk, Mayor

## **CITY OF HALF MOON BAY INVESTMENT POLICY POLICY OVERVIEW**

### **PURPOSE**

The purpose of this policy is to establish guidelines for the management and investment of the unexpended funds of City of Half Moon Bay (the City) under authority granted by the City Council. This policy is in compliance with the provisions of California Government Code Sections 53600 through 53684, governing investments for municipal governments.

### **INVESTMENT OBJECTIVES**

The primary objectives of this investment policy, in order of priority, are safety, liquidity, and yield:

- 1. Safety** - Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. This objective shall be accomplished by mitigating credit risk and market risk.
- 2. Liquidity** - The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This objective shall be accomplished by structuring the portfolio so that securities mature concurrently with anticipated needs. The portfolio shall consist largely of securities with active secondary or resale market. Furthermore, a portion of the portfolio may be placed in money market mutual funds or the Local Agency Investment Fund (LAIF) which offer same-day liquidity for short-term funds.
- 3. Yield** - The objective of the investment portfolio is designed to attain a market rate of return throughout budgetary and economic cycles, taking into consideration the investment risk constraints and liquidity needs. Investment performance shall be continually monitored and evaluated by the City Treasurer in comparison with other portfolio benchmark yields.

### **SCOPE**

The investment policy applies to all financial assets of the City as accounted for in the Basic Financial Statements. It includes, but is not limited to, the funds listed below:

- General Fund
- Special Revenue Funds
- Capital Projects Funds
- Debt Service Fund

- Enterprise Funds
- Internal Service Funds
- Trust and Agency Funds
- Any new fund created by the City, unless specifically exempted, with the exception of the following:
  1. The City's Deferred Compensation Plan, which is excluded because it is managed by a third-party administrator and invested by individual plan participants.
  2. Proceeds of debt issuance shall be invested in accordance with the investment objectives of this policy. However, such proceeds are generally invested in accordance with permitted investment provisions of their specific bond indentures. If, in the opinion of the City Treasurer, the matching of bond reserve or escrow defeasance funds with the maturity schedule of an individual bond issue is prudent, the investment policy authorizes an extension beyond the five-year maturity limitation as outlined in this document.

### **USE OF STATE INVESTMENT GUIDELINES**

California Government Code Sections 53600 through 53692 regulates the investment practices of public entities. It is the policy of the City to use the State's provisions for local government investments as the basis for developing and implementing the City's investment policies and practices.

### **STANDARDS OF CARE**

- 1. Prudence** - The City's investment officials shall act as fiduciary agents subject to the Prudent Investor Standard. Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived. The City Manager, City Treasurer (Finance Manager), and other individuals assigned to manage the investment portfolio, acting within the intent and scope of the investment policy and other written procedures and exercising due diligence, shall be relieved of personal responsibility and liability for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely manner and appropriate action is taken to control adverse developments.
- 2. Ethics and Conflict of Interest** - Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program or could impair their ability to make impartial investment decisions. City employees involved in the

investment process shall disclose to the City Clerk in writing any material financial interest in financial institutions that conduct business within the jurisdiction. They shall further disclose any large personal financial/investment positions that could be related to the performance of the investment portfolio.

- 3. Delegation of Authority** - Authority to manage the investment program is granted to the City Manager and City Treasurer (designee Finance Manager) and derived from Chapter 2.12 and 2.16 of the City of Half Moon Bay Municipal Code. Under the oversight of the City Manager and the City Treasurer, specified responsibility for the operation of the investment program may be delegated to the Senior Accounting Technician, who shall act in accordance with established written procedures and internal controls consistent with the investment policy. The City Treasurer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate staff members. The internal controls system includes separation of duties, custodial safekeeping, avoidance of physical delivery securities, development of wire transfer agreement, and clear delegation of authority to subordinate staff members.

The City may delegate its investment authority to an investment advisor registered under the Investment Advisers Act of 1940, so long as it can be demonstrated that these services produce a net financial advantage or necessary financial protection of the City's financial resources. The adviser shall follow this policy, and any other written instructions.

## INVESTMENT GUIDELINES

### SAFETY OF PRINCIPAL

**Safety of principal** is the primary objective of the City of Half Moon Bay. Each investment transaction shall seek to ensure that capital losses are avoided, whether from securities default, broker/dealer default or erosion of market value. The City shall seek to preserve principal by mitigating the two types of risk: credit risk and market risk.

**Credit risk**, defined as the risk of loss due to failure of the issuer of a security, shall be mitigated by investing in investment grade securities and by diversifying the investment portfolio so that the failure of any one issuer does not unduly harm the City's capital base and cash flow.

**Market risk**, defined as market value fluctuations due to overall changes in the general level of interest rates, shall be mitigated by limiting the average maturity of the City's investment portfolio to two years, the maximum maturity of any one security to five years, structuring the portfolio based on historic and current cash flow analysis eliminating the need to sell securities prior to maturity and avoiding the purchase of long term securities for the sole purpose of short term speculation.

### LIQUIDITY

The City's financial portfolio shall be structured in a manner to ensure that the securities mature concurrent with anticipated cash demands. The portfolio should consist largely of securities with an active secondary or resale market to meet any unanticipated cash demands. A portion of the portfolio may be placed in money market mutual funds or LAIF, which offer same day liquidity for short-term funds.

It is the full intent of the City to hold all investments until maturity to ensure the return of all invested principal. However, securities may be sold prior to maturity under the following circumstances:

- To minimize loss of principal for a security with declining credit.
- When liquidity needs of the portfolio require that the security is sold.

### INVESTMENT PARAMETERS

1. **Diversification** - The City shall diversify its investments within the parameters of this policy to avoid incurring unreasonable risks inherent in over-investing in specific instruments, individual financial institutions or maturities. Nevertheless, the asset allocation in the investment portfolio should be flexible depending upon the outlook for the economy, the securities markets, and the City's anticipated cash flow needs. The investments shall be diversified by:

- Limiting investments in securities to avoid over concentration in securities from a specific issuer or business sector (excluding U.S. Treasury securities);
- Limiting investment in securities that have higher credit risks;
- Investing in securities with varying maturities; and
- Continuously investing a portion of the portfolio in readily available funds such as LAIF or money market mutual funds to ensure that appropriate liquidity is maintained in order to meet unanticipated cash demands.

**2. Maximum Maturities-** To the extent possible, the City shall attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow of bond proceeds or bond defeasance escrow, the City will not directly invest in securities maturing more than five (5) years from the date of purchase. As a general rule, the weighted average maturity of the investment portfolio will not exceed two years.

Reserve or escrow funds established by the issuance or defeasance of bonds and other funds with longer-term investment horizons may be invested in securities exceeding five years if the maturities of such investments are made to coincide with the expected use of funds. The intent to invest in securities with longer maturities shall be disclosed in writing to the City Council.

**3. Competitive Bidding** - It is the policy of the City to encourage competitive bidding for investment transactions that are not classified as "new issue" securities. For the purchase of non "new issue" securities and the sale of all securities at least three bidders must be contacted. However, it is understood that certain time constraints and broker portfolio limitations exist which will not accommodate the competitive bidding process. If a time or portfolio constraining condition exists, the pricing of the investment should be verified to current market conditions and documented for auditing purposes.

### **PERFORMANCE EVALUATION AND BENCHMARK**

Investment performance is continually monitored and evaluated by the City Treasurer. The investment portfolio benchmark yield shall be the average yield on the U.S. Treasury security that most closely corresponds to the portfolio's weighted average final maturity.

## **PROTECTION OF SECURITIES**

To protect against fraud, embezzlement, or losses caused by the collapse of an individual securities dealer:

- All securities owned by the City shall be held in safekeeping by a third party bank trust department, acting as agent for the City under the terms of a custody agreement or master repurchase agreement. All trades executed by a dealer will settle delivery vs. payment (DVP) through the City's safekeeping agent.

-Or-

- All securities owned by the City shall be insured by a third party insurer and the City shall be named as insured on that policy.

Securities held in custody for the City shall be independently audited on an annual basis to verify investment holdings.

## **INTERNAL CONTROL**

The City Treasurer is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the City are protected from loss, theft or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that the cost of a control should not exceed the benefits to be derived and that the valuation of costs and benefits requires estimates and judgments by management.

If the City's investment portfolio includes more than pooled investments, an external auditor shall conduct an annual independent review to assure compliance with policies and procedures. The internal controls shall address the following points:

- Control of collusion
- Separation of transaction authority from accounting and record keeping
- Custodial safekeeping
- Avoidance of physical delivery securities
- Clear delegation of authority to subordinate staff members
- Written confirmation of transactions for investments and wire transfers
- Development of a wire transfer agreement with the lead bank and third-party custodian

## **INVESTMENT REPORTS**

The City Treasurer shall review investments and render quarterly reports to the City Manager and City Council. These reports shall include:

- The par amount of the investment, the classification of the investment, the percentage of the total portfolio which each type of investment represents, the name of the institution or entity, the rate of interest, the maturity date, the current market value, and the source of the market value.
- A statement that the projected cash flow is adequate to meet expected obligations over the next six months.
- The weighted average maturity of the portfolio.
- The average weighted yield to maturity of the portfolio as compared to the applicable benchmark.
- Statement of compliance with the investment policy.

This report is due within 45 days of the end of the quarter. The City Manager may, at his/her discretion, require this report on a monthly basis based upon market conditions.

## **QUALIFIED BANKS AND BROKER/DEALERS**

The City shall transact business with financial institutions that qualify as a depository of public funds in the State of California as defined in California Government Code Section 53630.5. The institution shall be a member of the FDIC and shall secure all deposits exceeding FDIC insurance coverage in accordance with California Government Code Section 53652.

All broker/dealers who desire to do business with the City shall provide the necessary information (e.g. audited financial statements, proof of state registration, proof of National Association of Securities Dealers certification, etc.) from which the City can determine their creditworthiness, the existence of any pending legal action against the firm or the individual broker as well as an understanding of the security markets that they service. To be eligible, a firm must be licensed by the State of California as a broker/dealer as defined in Section 25004 of the California Corporations Code.

The City Treasurer shall annually send a copy of the current investment policy to all financial institutions and broker/dealers approved to do business with the City. Confirmation of receipt of this policy shall be considered evidence that the dealer understands the City's investment policies and intends to sell the City only appropriate investments authorized by this investment policy.

## **COLLATERAL REQUIREMENTS**

Collateral is required for investments in non-negotiable certificates of deposit and

repurchase agreements. In order to reduce market risk, the collateral level shall be at least 102% of market value of principal and accrued interest and marked to market weekly. Securities that is acceptable as collateral shall be the direct obligations of the United States or any agency of the United States or shall be fully guaranteed as to principal and interest by the United States or any agency of the United States.

## **AUTHORIZED INVESTMENTS**

Investment of City funds is governed by the California Government Code Sections 53600 etc. seq. Within the context of the limitations, the following investments are authorized, as further limited herein:

1. **United States Treasury Bills, Bonds, and Notes** or those for which the full faith and credit of the United States are pledged for payment of principal and interest. There is no percentage limitation of the portfolio, which can be invested in this category, although a five-year maturity limitation is applicable.
2. **Government Sponsored Enterprises** - Obligations issued by Federal Government agencies such as the Government National Mortgage Association (GNMA), the Federal Farm Credit Bank (FFCB), the Federal Home Loan Bank (FHLB), the Federal National Mortgage Association (FNMA), the Student Loan Marketing Association (SLMA), and the Federal Home Loan Mortgage Corporation (FHLMC). There is no percentage limitation of the portfolio, which can be invested in this category, although a five-year maturity limitation is applicable.
3. **Banker's Acceptances** - Bills of exchange or time drafts drawn on and accepted by commercial banks, otherwise known as banker's acceptances, may not exceed 180 days maturity or 20% of the cost value of the portfolio. Furthermore, no more than 5% of the cost value of the portfolio may be invested in the banker's acceptances of any one commercial bank.
4. **Commercial Paper** - Commercial paper is a short-term, unsecured promissory note issued by financial and non-financial companies to raise short term cash. Up to 15% of the City's portfolio may be invested in "prime" commercial paper of the highest ranking or of the highest letter and number rating as provided by a nationally recognized statistical rating organization (Moody's or Standard and Poor's) and with maturities not to exceed 180 days. The issuer must have total assets in excess of \$500 million, and have debt other than Commercial paper rated "A" or higher by two nationally recognized statistical rating organizations. The City may not hold more than 2% of a single issuer's outstanding paper.

5. **Negotiable Certificates of Deposit** -- Purchases of negotiable certificates of deposit issued by nationally or state chartered banks, state or federal savings institutions, or state-licensed branches of foreign banks may not exceed 30% of the cost value of the portfolio. The City may not invest in an institution where a member of City Council, City management, or City Treasurer serves on the board or committee of the institution. Funds will only be invested in Certificates of Deposits that are fully insured by the Federal Deposit Insurance Corporation (FDIC) or the Federal Savings and Loan Insurance Corporation (FSLIC) in amounts up to \$100,000. A maturity limitation of two years is applicable.
6. **Repurchase Agreements** - Repurchase agreements may be made on any investment authorized by this investment policy. The maturity of the repurchase agreements shall not exceed one year. The market value of the securities used as collateral for the repurchase agreements shall be monitored by the investment staff weekly and shall not be allowed to fall below 102% of the value of the repurchase agreement. A Master Repurchase agreement is required between the City and the dealer for all repurchase agreements transacted. No more than 5% of the City's investment portfolio may be invested with any one counter party, and the aggregate investment in repurchase agreements shall not exceed 10% of the City's total portfolio.
7. **Local Agency Investment Fund (LAIF)** - a State of California managed investment pool may be used up to the maximum permitted by California State Law.
8. **San Mateo County Investment Pool** - a County of San Mateo managed investment pool may be used up to the maximum of 100% of the cost value of the portfolio.
9. **Time Certificates of Deposit** - Time certificates of deposit, non- negotiable and collateralized in accordance with the California Government Code, may be purchased through banks or savings and loan associations. Since time deposits are not liquid, no more than 10% of the investment portfolio may be invested in this investment type. A maturity limitation of two years is applicable.
10. **Medium Term Corporate Notes**, defined as corporate and depository institution debt securities, with a maximum maturity of five years, may be purchased. Securities eligible for investment shall be rated AA or better by a nationally recognized securities rating organization (Moody's or Standard & Poor's). Purchase of medium term notes may not exceed 10% of the cost value of the portfolio and no more than 10% of the cost value of the portfolio may be invested in notes issued by one corporation. Commercial paper holdings should also be included when calculating the 10% limitation.

**11. Money Market Mutual Funds** - Mutual funds invested in U.S. Government securities are permitted under this policy and under California Government Code Section 53601(L). All of the following criteria must also be met: (1) The fund shall have a minimum of \$500 million in total portfolio value; (2) The fund shall be registered with the Securities and Exchange Commission, and shall have achieved the highest ranking or the highest letter and numerical rating provided by not less than two nationally recognized statistical rating organizations; (3) The fund shall have retained an advisor which is registered with the SEC, or which is exempt from such registration; Investment in such funds shall not exceed 20% of the City's total portfolio; and no more than 5% of the City's total portfolio may be invested in any one mutual fund.

**12. Moneys Held By a Trustee or Fiscal Agent** - Moneys held by a trustee or fiscal agent and pledged to the payment or security of bonds or other indebtedness obligation under a lease, installment sales or other agreement may be invested in accordance with the statutory provisions governing the issuance or defeasance of the bonds or obligation.

**13. Prohibited/Ineligible Investments** - Ineligible investments are those that are not described herein, including but not limited to, common stocks, reverse repurchase agreements, inverse floaters, range notes, mortgage derived interest only strips, derivatives securities, or any security that could result in zero interest accrual. (Sec. 53601.6)

Maximum Investment Maturity and Percentage - The following matrix of maximum maturity and percentage limits, by instrument, are established for the City's total pooled funds portfolio:

Investment Type	Maturity	Percentage
Repurchase Agreements	1 Year	0 to 100%
Local Agency Investment Fund	Upon Demand	0 to 100%
San Mateo County Investment Pool	Upon Demand	0 to 100%
U.S. Treasury Bonds/Notes/Bills	5 Years	0 to 100%
Government Sponsored Enterprises	5 Years	0 to 100%
Bankers' Acceptances	180 Days	0 to 20%
Commercial Paper	180 Days	0 to 15%
Negotiable Certificates of Deposit	2 Years	0 to 30%
Time Certificates of Deposit	2 Years	0 to 10%
Medium Term Corporate Notes	5 Years	0 to 20%
Mutual Funds/Money Market Funds	Upon Demand	0 to 20%

**LEGISLATIVE CHANGES**

Any State of California legislative action that further restricts allowable maturities,

investment types, or percentage allocations, supersedes any and all previous applicable language in this Investment Policy.

### **INTEREST EARNINGS**

All moneys earned and collected from investments authorized in this policy shall be allocated quarterly to various fund accounts based on the (average 13 months) cash balance in each fund as a percentage of the entire pooled portfolio.

### **POLICY CONSIDERATIONS**

The following policy considerations apply:

1. Exemption - Any investment currently held that does not meet the guidelines of this policy shall be exempted from the requirements of this policy. At maturity or liquidation, such monies shall be reinvested only as provided by this policy.
2. Amendments - The City's investment policy shall be adopted by resolution of the City Council on an annual basis. This investment policy shall be reviewed at least annually to ensure its consistency with the overall objectives of preservation of principal, liquidity and yield, and its relevance to current law and financial and economic trends..

## GLOSSARY OF TERMS

**Accrued Interest** - Interest earned but not yet received.

**Active Deposits** - Funds which are immediately required for disbursement.

**Amortization** - An accounting practice of gradually decreasing (increasing) an asset's book value by spreading its depreciation (accretion) over a period of time.

**Arbitrage** - Transactions by which securities are bought and sold in different markets at the same time for the sake of the profit arising from a yield difference in the two markets.

**Asked Price** - The price a broker dealer offers to sell securities.

**Banker's Acceptance** - A high quality, short-term money market instrument used to finance international trade. There has never been an instance of a failure to pay a banker's acceptance in full at its maturity date.

**Basis Point** - One basis point is one hundredth of one percent (.01).

**Bid Price** - The price a broker dealer offers to purchase securities.

**Bond** - A financial obligation for which the issuer promises to pay the bondholder a specified stream of future cash flows, including periodic interest payments and a principal repayment.

**Book Value** - The value at which a debt security is shown on the holder's balance sheet. Book value is acquisition cost less amortization of premium or accretion of discount.

**Broker** - Someone who brings buyers and sellers together and is compensated for his/her service.

**Certificate of Deposit** - A deposit insured up to \$100,000 by the FDIC at a set rate for a specified period of time.

**Collateral** - Securities, evidence of deposit or pledges to secure repayment of a loan. Also refers to securities pledged by a bank to secure deposit of public moneys.

**Commercial Paper** - Short-term, negotiable unsecured promissory notes of corporations.

**Basic Financial Statements** - The official annual financial report for the City in accordance with the GASB 34 format prepared in conformity with Generally Accepted

Accounting Principals (GAAP).

**Coupon** - The annual rate of interest that a bond's issuer promises to pay the bondholder on the bond's face value.

**Credit Analysis** - A critical review and appraisal of the economic and financial conditions or of the ability to meet debt obligations.

**Current Yield** - The interest paid on an investment expressed as a percentage of the current price of the security.

**Custodian** - A bank or other financial institution that keeps custody of stock certificates and other assets.

**Defeased Bond Issues** - Issues that have sufficient money to retire outstanding debt when due so that the agency is released from the contracts and covenants in the bond document.

**Delivery vs. Payment (DVP)** - Delivery of securities with a simultaneous exchange of money for the securities.

**Derivative** - Securities that are based on, or derived from, some underlying asset, reference date, or index.

**Discount** - The difference between the cost of a security and its value at maturity when quoted at lower than face value.

**Diversification** - Dividing investment funds among a variety of securities offering independent returns and risk profiles.

**Duration** - A measure of the timing of the cash flows, such as the interest payments and the principal repayment, to be received from a given fixed-income security. This calculation is based on three variables: term to maturity, coupon rate, and yield to maturity. The duration of a security is a useful indicator of its price volatility for given changes in interest rates.

**Fannie Mae** - Trade name for the Federal National Mortgage Association (FNMA), a U.S. sponsored corporation.

**Federal Reserve System** - The central bank of the U.S. which consists of a seven-member Board of Governors, 12 regional banks and 5,700 commercial banks that are members.

**Federal Deposit Insurance Corporation (FDIC)** - Insurance provided to customers of a subscribing bank, which guarantees deposits to a set limit (currently \$100,000)

per account.

**Fed Wire** - A wire transmission service established by the Federal Reserve Bank to facilitate the transfer of funds through debits and credits of funds between participants within the Fed system.

**Freddie Mac** - Trade name for the Federal Home Loan Mortgage Corporation (FHLMC), a U.S. sponsored corporation.

**Ginnie Mae** - Trade name for the Government National Mortgage Association (GNMA), a direct obligation bearing the full faith and credit of the U.S. Government.

**Government Accounting Standards Board (GASB)** - A standard-setting body, associated with the Financial Accounting Foundation, which prescribes standard accounting practices for governmental units.

**Guaranteed Investment Contracts (GICS)** - An agreement acknowledging receipt of funds, for deposit, specifying terms for withdrawal, and guaranteeing a rate of interest to be paid.

**Inactive Deposits** - Funds not immediately needed for disbursement.

**Interest Rate** - The annual yield earned on an investment, expressed as a percentage.

**Investment Agreements** - An agreement with a financial institution to borrow public funds subject to certain negotiated terms and conditions concerning collateral, liquidity and interest rates.

**Liquidity** - An asset that can easily and rapidly be converted into cash without significant loss of value.

**Local Agency Investment Fund (LAIF)** - A pooled investment vehicle for local agencies in California sponsored by the State of California and administered by the State Treasurer.

**Local Agency Investment Pool** - A pooled investment vehicle, sponsored by a local agency or a group of local agencies for use by other local agencies.

**Market Value** - The price at which a security is trading and could presumably be purchased or sold.

**Maturity** - The date upon which the principal or stated value of an investment becomes due and payable.

**Modified Duration** - A measure of exposure to market risk of a security or a portfolio.

It is the percent change in the price of a security (portfolio) or a 100 basis point change in the security's (portfolio's) yield.

**Mutual Funds** - An investment company that pools money and can invest in a variety of securities, including fixed-income securities and money market instruments.

**Negotiable Certificate of Deposit** - A large denomination certificate of deposit which can be sold in the open market prior to maturity.

**New Issue** - Term used when a security is originally "brought" to market.

**Note** - A written promise to pay a specified amount to a certain entity on demand or on a specified date.

**Par Value** - The amount of principal that must be paid at maturity. Also referred to as the face amount of a bond, normally quoted in \$1,000 increments per bond.

**Perfected Delivery** - Refers to an investment where the actual security or collateral is held by an independent third-party representing the purchasing entity.

**Portfolio** - Combined holding of more than one stock, bond, commodity, real estate investment, cash equivalent, or other asset. The purpose of a portfolio is to reduce risk by diversification.

**Primary Dealer** - A group of government securities dealers that submit daily reports of market activity and security positions held to the Federal Reserve Bank of New York and are subject to its informal oversight.

**Principal** - The face value or par value of a debt instrument, or the amount of capital invested in a given security.

**Prospectus** - A legal document that must be provided to any prospective purchaser of a new securities offering registered with the SEC that typically includes information on the issuer, the issuer's business, the proposed use of proceeds, the experience of the issuer's management, and certain certified financial statements (also known as an "official statement")

**Prudent Investor Standard** - A standard of conduct, where a person acts with care, skill, prudence, and diligence when investing, reinvesting, purchasing, acquiring, exchanging, selling and managing funds. The test of whether the standard is being met is if a prudent person acting in a similar situation would engage in similar conduct to ensure that investments safeguard principal and maintain liquidity.

**Purchase Date** - The date in which a security is purchased for settlement on that or a later date.

**Rate of Return** - The yield obtainable on a security based on its purchase price or its current market price. This may be the amortized yield to maturity on a bond or the current income return.

**Repurchase Agreement (REPO)** - A transaction, where the seller agrees to buy back from the buyer (City) the securities at an agreed upon price on demand or at a specified date.

**Reverse Repurchase Agreement (REVERSE REPO)** - A transaction where the seller (City) agrees to buy back from the buyer the securities at an agreed upon price on demand or at a specified date.

**Risk** - Degree of uncertainty of return on an asset.

**Rule G-37 of the Securities Rulemaking Board** - Federal regulations to sever any connection between the making of political contributions and the awarding of municipal securities business.

**Safekeeping Service** - Offers storage and protection of assets provided by an institution serving as an agent.

**Sallie Mae** - Trade name for the Student Loan Marketing Association (SLMA), a U.S. sponsored corporation.

**Secondary Market** - A market made for the purchase and sale of outstanding issues following the initial distribution.

**Securities and Exchange Commission (SEC)** - The federal agency responsible for supervising and regulating the securities industry.

**Settlement Date** - The date on which a trade is cleared by delivery of securities against funds.

**Tax and Revenue Anticipation Notes (TRANS)** - Notes issued in anticipation of receiving tax proceeds or other revenues at a future date.

**Time Certificate of Deposit** - A non-negotiable certificate of deposit that cannot be sold prior to maturity.

**Treasury Bills (T-bills)** - U.S. Treasury Bills which are short-term, direct obligations of the U.S. Government issued with original maturities of 13 weeks, 26 weeks and 52 weeks; sold in minimum amounts of \$10,000 in multiples of \$5,000 above the minimum. Issued in book entry form only. T-bills are sold on a discount basis.

**Trustee or trust company or trust department of a bank** - A financial institution with trust powers which acts in a fiduciary capacity for the benefit of the bondholders in enforcing the terms of the bond contract.

**Underwriter** - A dealer that purchases a new issue of municipal securities for resale.

**U.S. Government Agencies** - Instruments issued by various U.S. Government Agencies, most of which are secured only by the credit worthiness of the particular agency.

**U.S. Treasury Obligations** - Debt obligations of the United States Government sold by the Treasury Department in the forms of Bills, Notes, and Bonds. Bills are short-term obligations that mature in one year or less and are sold on the basis of a rate of discount. Notes are obligations that mature between one year and ten years. Bonds are long-term obligations that generally mature in ten years or more.

**Weighted Average Maturity (WAM)** - The average maturity, of all the securities that comprise a portfolio, which is typically expressed in days or years.

**Yield** - The rate of annual income return on an investment, expressed as a percentage. It is obtained by dividing the current dollar income by the current market price of the security.

**Yield to Maturity** - The rate of income return on an investment, minus any premium or plus any discount, with the adjustment spread over the period from the date of purchase to the date of maturity of the bond, expressed as a percentage.

**Yield Curve** - A graphic representation that shows the relationship at a given point in time between yields and maturity for bonds that are identical in every way except maturity.



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# Master Fee Schedule

The City of Half Moon Bay entered into an agreement with NBS Services in August 2014 to prepare a comprehensive rate and fee study and overhead cost plan. This project consists of three parts, a Cost Allocation Plan (CAP), a Developer Impact Fee study, and a User Fee study. These steps will provide the City with a strong foundation for its costs of services and fee structure.

The first part of this study, the Cost Allocation Plan, was completed in May 2015. The purpose of the CAP implementation is to ensure that the City can accurately account for the true cost of providing various programs and services within City operations, and to maximize the recovery of General Fund indirect costs from identified operating departments, as well as from enterprise and other chargeable funds and projects.

The CAP model will serve as the backbone for the overall Cost of Services analysis. It is the City's goal to identify overhead costs for billable hourly fees for grants, fees, federal reimbursements, and other billings. The cost allocation of indirect costs will be translated into fully-burdened hourly rates and will serve as a foundation for the fee and rate study to ensure that recoverable fees calculated for each service are complete, clearly defined and identified.

The second part of the study is a Developer Impact Fee analysis, which was performed to establish fair and reasonable recovery rates for costs incurred in providing City services for new construction. The revised Developer Impact Fees were approved by the City Council in December 2015 and went into effect in March 2016.

Currently staff is finalizing the User Fee Study which is the last element of the project to analyze the City's administrative fees. Although there is no assumption made for user fee increases in the FY2016-17 budget, staff anticipate that the new fees will go into effect in FY2016-17 and be reviewed as part of the mid-year budget analysis to move the City closer to full-cost recovery.

The City will continue utilizing a comprehensive user fee schedule that accurately accounts for the true costs of providing services within City operations. However, the City realizes that while the goal is a full cost recovery for services funded by user fees, this may not always be possible given specific economic and political conditions and other policy constraints.

**Resolution No. C-2014-27**

**A RESOLUTION OF THE CITY OF HALF MOON BAY  
AMENDING THE MASTER FEE SCHEDULE**

**WHEREAS**, the Master Fee schedule, containing all fees charged by the City of Half Moon Bay, was prepared in compliance with Government Code Sections 66000-66018 (AB 1600); and

**WHEREAS**, it is the City of Half Moon Bay's policy to recover costs reasonably borne for services provided from the user of those services.

**NOW, THEREFORE, BE IT RESOLVED THAT**

The City Council of the City of Half Moon Bay hereby adopts the amended Master Fee Schedule included hereto as Exhibit "A".

\*\*\*\*\*

I, the undersigned, hereby certify that the forgoing Resolution was duly passed and adopted on the 3<sup>rd</sup> day of June, 2014 by the City Council of Half Moon Bay by the following vote:

AYES, Councilmembers: Alifano, Fraser, Kowalczyk, Patridge & Mayor Muller

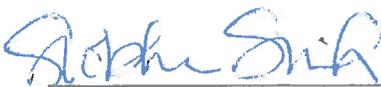
NOES, Councilmembers:

ABSENT, Councilmembers:

ABSTAIN, Councilmembers:

ATTEST:

APPROVED:

  
\_\_\_\_\_  
Siobhan Smith, City Clerk

  
\_\_\_\_\_  
John Muller, Mayor



**Resolution No. C-2016-09**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY  
ADOPTING INFLATIONARY ADJUSTMENTS TO THE PUBLIC FACILITIES  
DEVELOPMENT IMPACT FEE SCHEDULES**

**WHEREAS**, on January 19, 2016, the City Council of the City of Half Moon Bay adopted Ordinance No. C-2016-01, establishing updated Development Impact Fees for the following public facilities:

- Capital Outlay Facilities,
- Sewer Connection,
- Storm Drainage Improvements,
- Traffic Mitigation
- Park Facilities Development; and

**WHEREAS**, it is the City's policy that future new development should pay its fair share of public facilities and services in accordance with good fiscal management as determined by the City Council, including the increased costs of constructing public facilities; and,

**WHEREAS**, on December 15, 2015, the City Council held a duly noticed public hearing on the proposed update to the development impact fees with an opportunity for the public to be heard, pursuant to the provisions of Government Code §§ 66016 – 66018; and

**WHEREAS**, Section 14.35.040 B of the Half Moon Bay Municipal Code currently provides for the annual adjustment of the Traffic Mitigation Fee by the application of the *Engineering News Record Construction Cost Index for the San Francisco Bay Area*, the City Council of the City of Half Moon Bay desires to allow the adjustment to be applicable to all development impact fees in accordance with the same specified inflation index.

**NOW THEREFORE**, the City Council of the City of Half Moon Bay does hereby find, order, and resolve as follows:

**SECTION 1** On July 1<sup>st</sup> of each year, beginning in July 2016, the Director of Finance, or his/her designee, shall make annual adjustments to the development impact fee schedules according to the *“Engineering News Record Construction Cost Index-20 City Annual Average for San Francisco Bay Area”* (ENR-CCI) for the preceding twelve (12) month period calculated from April 1 to March 31.

**SECTION 2** The application of the inflation index does not preclude future adjustments in fees that may be warranted due to local changes in specific cost items, changes in development forecasts, or changes in future facility plans. Adjustments in the fee schedules from these factors may also be presented for consideration by the City Council.

**SECTION 3** The City Council may adopt by Resolution the new schedules with the adjusted fee amounts and said adjusted fees shall become effective sixty (60) days following the adoption of the Resolution.

\*\*\*\*\*

I, the undersigned, hereby certify that the forgoing Resolution was duly passed and adopted on the 19<sup>th</sup> day of January, 2016 by the City Council of Half Moon Bay by the following vote:

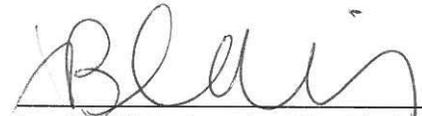
AYES, Councilmembers: Fraser, Kowalczyk, Muller, Penrose and Ruddock

NOES, Councilmembers:

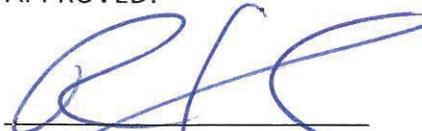
ABSENT, Councilmembers:

ABSTAIN, Councilmembers:

ATTEST:

  
\_\_\_\_\_  
Jessica Blair, Interim City Clerk

APPROVED:

  
\_\_\_\_\_  
Rick Kowalczyk, Mayor

**City of Half Moon Bay  
Master Fee Schedule  
Permits, Other Fees, Charges & Services**

DESCRIPTION OF SERVICES	FEE	UNIT / TYPE
<b>I. ADMINISTRATION</b>		
<b>1 Returned Check Fee</b>		
1 Under \$250	✓ \$ 45.00	Each
2 Over \$250	✓ \$ 45.00 Plus 1% Check Value	Each
<b>2 Duplication</b>		
1 Photocopies	✓ \$ 0.22	Per page
2 Municipal Code Book*	✓ \$ 115.00	Per book
3 Bound Reports	✓ Actual cost Estimated At Time of Publication	Per report
4 Budget*	✓ \$ 33.00	Each
5 Comprehensive Annual Financial Report (CAFR)*	✓ \$ 33.00	Each
6 Business License List		
Hard Copy	✓ \$ 33.00	Each
Disk	✓ \$ 33.00	Each
7 From microfilm	✓ \$ 1.35 Plus \$0.22/page after 1st page	Per page
8 Audio Tape/ CD Disc		
City Council / Planning Commission	✓ \$ 16.00	Per Tape/ Disc
<b>3 Agenda Indexes for Meetings*</b>		
1 City Council*	✓ \$ 0.22	Per Page
	✓ \$ 39.00	Annual Subscription
2 Planning Commission agenda "index"*	✓ \$ 0.22	Per Page
	✓ \$ 39.00	Annual Subscription
3 Other Commissions agenda "index"*	✓ \$ 0.22	Per Page
	✓ \$ 39.00	Annual Subscription
4 Agenda Packets* (does not include bound reports)	✓ \$ 0.22	Per Page
<b>4 City Clerk</b>		
Certification of Documents	✓ \$ 11.50 Plus duplication fee	Each
Election Filing Fee	✓ \$ 25.00	Each <sup>2</sup>
Candidate Printing Fee	✓ \$ 250.00	Deposit <sup>1</sup>
<b>5 Staff Research<sup>3</sup></b>		
1 Accounting Technician	✓ \$ 10.55	Per Quarter Hour
2 Administrative Assistant	✓ \$ 11.97	Per Quarter Hour
3 Administrative Services Officer	✓ \$ 23.64	Per Quarter Hour
4 Assistant to the City Manager	✓ \$ 17.95	Per Quarter Hour
5 Capital Projects (CIP) Manager	✓ \$ 23.64	Per Quarter Hour
6 City Attorney review of Development proposals	✓ \$ 270.00	Per Hour
7 City Clerk	✓ \$ 17.17	Per Quarter Hour
8 City Manager	✓ \$ 30.32	Per Quarter Hour
9 Community Development Director	✓ \$ 23.64	Per Quarter Hour
10 Deputy City Clerk/Records Technician	✓ \$ 13.99	Per Quarter Hour
11 Deputy City Manager	✓ \$ 23.64	Per Quarter Hour
12 Finance Director	✓ \$ 22.69	Per Quarter Hour
13 Finance Manager	✓ \$ 22.56	Per Quarter Hour
14 Project Manager/Management Analyst	✓ \$ 15.48	Per Quarter Hour
15 Contract Planning Director	✓ \$ 41.25	Per Quarter Hour
16 Contract Senior Planner	✓ \$ 25.00	Per Quarter Hour
17 Contract Associate Planner	✓ \$ 22.50	Per Quarter Hour
Fees are adjusted annually by the CPI All Urban Consumers/San Francisco-Oakland-San Jose established in December.		
* Available on-line at <a href="http://www.hmbcity.com">http://www.hmbcity.com</a> ✓ Check indicates Credit Cards Accepted - Minimum charge \$10.00		
<sup>1</sup> Total cost equal to 100% of printing, handling, translating, and mailing costs. Deposit rate set by County of San Mateo and is subject to change.		
<sup>2</sup> Rate is established by the California Government code and is subject to change.		
<sup>3</sup> These rates will apply to Staff Research time unless a different rate is identified elsewhere in the Master Fee Schedule		

**City of Half Moon Bay  
Master Fee Schedule  
Permits, Other Fees, Charges & Services**

DESCRIPTION OF SERVICES	FEE	UNIT / TYPE
<b>I. ADMINISTRATION (Cont'd)</b>		
<b>6 Business License Tax (Chapter 3.40)</b>		
Businesses within Half Moon Bay City Limits in Commercial/Industrial Space		
1-4 Employees plus owners*	✓ \$ 135.00 <sup>1</sup>	Oct 1 - Sept 30
5-14 Employees plus owners*	✓ \$ 420.00 <sup>1</sup>	Oct 1 - Sept 30
15-49 Employees plus owners*	✓ \$ 890.00 <sup>1</sup>	Oct 1 - Sept 30
50-99 Employees plus owners*	✓ \$ 1,755.00 <sup>1</sup>	Oct 1 - Sept 30
100 + Employees plus owners*	✓ \$ 2,485.00 <sup>1</sup>	Oct 1 - Sept 30
Home Businesses within Half Moon Bay and Businesses outside City Limits		
1-4 Employees plus owners*	✓ \$ 180.00 <sup>1</sup>	Oct 1 - Sept 30
5-14 Employees plus owners*	✓ \$ 495.00 <sup>1</sup>	Oct 1 - Sept 30
15-49 Employees plus owners*	✓ \$ 930.00 <sup>1</sup>	Oct 1 - Sept 30
50-99 Employees plus owners*	✓ \$ 1,790.00 <sup>1</sup>	Oct 1 - Sept 30
100+ Employees plus owners*	✓ \$ 2,605.00 <sup>1</sup>	Oct 1 - Sept 30
Pinball Machines	✓ \$ 150.00	Per Machine Oct 1 - Sept 1
Miniature Bowling Alley	✓ \$ 150.00	Per Machine Oct 1 - Sept 1
Other Mechanical Amusement Devices (coin, token or slug operated)	✓ \$ 36.00	Per Machine Oct 1 - Sept 1
Minimum Business License Tax Not Classified Elsewhere	✓ \$ 100.00	Oct 1 - Sept 30
Business License Inspection (In City Fixed Place of Business)	✓ \$ 57.50	New Business, Owner or Location
Carnival	✓ \$ 150.00	Per Day in Advance
Circuses	✓ \$ 150.00	Per Day in Advance
Solicitors	✓ \$ 35.00	Per Day in Advance
Peddlers	✓ \$ 35.00	Per Day in Advance
Distributor of Mechanical Amusement Devices	✓ \$ 75.00	Per Machine Oct 1-Sept 1
Lost, Damaged or Change of Address Replacement Unexpired License	✓ \$ 5.00	Each
Penalty on Delinquent Business License Tax 30, 60, 90, and 120 Days	✓ 25% of License Tax	Per Month (not to exceed 100%)
Interest on Delinquent Business License Tax	✓ 1% of License Tax	Per Month
<b>7 Temporary Business Location - Fruit, Vegetable and Christmas Tree Sales (Chapter 3.73)</b>	✓ \$ 100.00	Per 90 Days/Not renewable for the same use for 30 days
<b>8 Taxi Cabs (Chapter 3.80)</b>	✓ \$ 25.00	Per Vehicle Oct 1 - Sept 1
<b>9 Bingo License (Chapter 3.94)</b>	✓ \$ 10.00	Per Year
<sup>1</sup> License fee for a new business commenced after the first day of April shall be 50% of the annual fee. <span style="float: right;">✓ Check indicates Credit Cards Accepted - Minimum charge \$10.00</span> * Based on the maximum number of employees & owners working in 24 hr. period in the prior year. Fees are adjusted annually by the CPI All Urban Consumers/San Francisco-Oakland-San Jose established in December.		

**City of Half Moon Bay  
Master Fee Schedule  
Permits, Other Fees, Charges & Services**

DESCRIPTION OF SERVICES	FEE	UNIT / TYPE
<b>I. ADMINISTRATION (Cont'd)</b>		
<b>10 Private Alarm Permits (Chapter 9.10)</b>		
1 Alarm Permit ✓	\$ 50.00	July 1 - June 30
False Alarm Response with Permit		
1st & 2nd Alarms ✓	-	Each
3rd Alarm ✓	\$ 50.00	Each
4th Alarm ✓	\$ 100.00	Each
5th Alarm ✓	\$ 150.00	Each
6th Alarm and responses thereafter ✓	\$ 200.00	Each
2 False Alarm without Permit		
1st & 2nd Alarms ✓	\$ 50.00	Each
3rd Alarm ✓	\$ 100.00	Each
4th Alarm ✓	\$ 125.00	Each
5th Alarm ✓	\$ 175.00	Each
6th Alarm and responses thereafter ✓	\$ 250.00	Each
<b>11 Film Permit (Chapter 9.74)</b> ✓	<b>\$ 224.00</b>	Per Day
<b>12 Special Event Permits</b>		
1 Block Parties ✓	\$ 56.00	Per Event
2 Fund Raisers ✓	\$ 56.00	Per Event
3 Miscellaneous Events <sup>1</sup> ✓	\$ 56.00	Per Event
4 Carnival/Circus/Parade/Race/Rodeo, etc. ✓	\$ 191.00	Each
5 Amusement Concession ✓	\$ 62.00	Each
<b>13 Poplar Beach Parking<sup>2</sup></b>		
Vehicles less than 20 feet ✓	\$2.00 / \$10.00	Per Hour / Per Day
Horse trailers and vehicles longer than 20 feet ✓	\$3.00 / \$15.00	Per Hour / Per Day
Yearly Permit - Half Moon Bay Residents only ✓	\$ 50.00	Per Year (Prorated Quarterly)
<b>14 Sewer Connections</b>		
Transfer of Uninstalled Capacity Fee ✓	\$ 500.00 per parcel	Deposit <sup>3</sup>
<b>15 Facilities Rentals</b>		
Janitorial Fee ✓	\$ 168.00	Flat
<sup>1</sup> Special Event fees may be waived by the City Manager for NPDES related volunteer events      ✓ Check indicates Credit Cards Accepted - Minimum charge \$10.00 <sup>2</sup> Poplar Beach Parking fees may be waived by the City Manager for NPDES related volunteer events <sup>3</sup> Total cost equal to 100% of staff and city attorney time spent in reviewing and processing the transfer application, plus costs incurred in processing the application (e.g. County Recorder Fees) Fees are adjusted annually by the CPI All Urban Consumers/San Francisco-Oakland-San Jose established in December.		

**City of Half Moon Bay  
Master Fee Schedule  
Permits, Other Fees, Charges & Services**

DESCRIPTION OF SERVICES	FEE	UNIT / TYPE
<b>II. PUBLIC SAFETY</b>		
<b>1 Duplication</b>		
1 Public Safety Reports	\$ 10.00	Each
2 Photo Reproduction	\$ 36.00	Each
3 Audio Tape/CD Reproduction	\$ 16.00	Per Tape/CD Disc
4 Audio Tape Reproduction	\$ 16.00	Per Tape/DVD Disc
<b>2 Licensing</b>		
1 Bingo Establishment Processing (Chapter 3.94)		
Bingo Establishment	\$ 62.00	Each
Renewal	\$ 34.00	Each per year
2 Fortune Telling (Chapter 3.95)		
New Business	\$ 269.00	Each
Renewal	\$ 74.00	Each per year
New Tech.	\$ 269.00	Each
Renewal Tech	\$ 74.00	Each per year
3 Massage Establishments (Chapter 3.88)		
New Business	\$ 269.00	Each
Renewal	\$ 74.00	Each per year
Transfer	\$ 269.00	Each
Reinstatement	\$ 269.00	Each
New Tech.	\$ 269.00	Each
Renewal (Tech)	\$ 74.00	Each per year
Reinstatement (Tech)	\$ 269.00	Each
4 Secondhand Dealers		
New Dealers	\$ 98.00 Plus State Fee	Each
Renewal	\$ 98.00 Plus State Fee	Each per year
5 Solicitor / Peddler		
New Applicant	\$ 269.00	Each
Annual Renewal	\$ 74.00	Each per year
<b>3 Miscellaneous Fees</b>		
1 Fingerprinting		
Resident	\$ 22.00	Each
Non-Resident	\$ 29.00	Each
2 Public Safety Service Fees		
Public Dance	\$ 34.00	Each
Temporary Alcohol Use, License Renewal	\$ 34.00	Each
Deputy / Sergeant / Reserve / Community Service Officer	As Quoted	Per Hour

Fees are adjusted annually by the CPI All Urban Consumers/San Francisco-Oakland-San Jose established in December.

**City of Half Moon Bay  
Master Fee Schedule  
Permits, Other Fees, Charges & Services**

DESCRIPTION OF SERVICES	FEE	UNIT / TYPE
<b>II. PUBLIC SAFETY (Cont'd)</b>		
<b>3 Miscellaneous Fees (Cont'd)</b>		
3 Vehicle Release	\$ 91.00	Per Vehicle
Repossession Release	\$ 15.00	Per Vehicle
4 Private Property Abatement	\$ 62.00	Per Site Visit / Enforcement
5 Clearance/Special Letters	\$ 40.00	Each
6 Fishing Permit	\$ 11.00	Each
7 Illegal Sign Confiscation	\$ 34.00	Per Incidence
8 Illegal Fireworks Confiscation	\$ 112.00	Per Citation
<b>4 Parking Fees</b>		
1 Nighttime Permit Parking Program (Miramar/Naples & Alsace Lorraine Neighborhoods)		
HMB Resident	\$ 20.00	Includes up to 4 guest permits Per Year
Additional Resident Permits > 4	\$ 5.00	Each Per Year
HMB Resident Outside Permitted Areas	\$ 20.00	Up to two vehicles. Per Year
Visitors	\$ 20.00	Per Vehicle Per Year
Lost or Damaged Replacement Permit	\$ 15.00	Each
2 Temporary Offstreet Parking	\$ 10.00	Per Vehicle Per Day
<b>5 Citation Fee Schedule<sup>1</sup></b>		
<b>1. Municipal Code<sup>2</sup></b>	<b>FEE</b>	<b>DELINQUENT FEE</b>
10.08.060 Removing Chalk Marks	\$ 74.00	\$44.00 Each
10.12.030 Obedience To Signs	\$ 74.00	\$44.00 Each
10.36.110 Wheels Not Curbed	\$ 43.00	\$44.00 Each
10.28.060 Limited Access	\$ 43.00	\$44.00 Each
10.36.010 No Parking, Stopping, Standing	\$ 42.00	\$44.00 Each
10.36.030 Parking Restricted	\$ 42.00	\$44.00 Each
10.36.040 No Parking Zone (Permits)	\$ 46.00	\$44.00 Each
10.36.050 Parked Over 72 Hours	\$ 46.00	\$44.00 Each
10.36.060 Advertising For Sale On Street	\$ 43.00	\$44.00 Each
10.36.070 Repair Vehicle On Street	\$ 43.00	\$44.00 Each
10.36.080 Washing Vehicle On Street	\$ 43.00	\$44.00 Each
10.36.090 (B) School Zone	\$ 46.00	\$44.00 Each
10.36.100 (A) No Parking Posted	\$ 46.00	\$44.00 Each
10.36.100 (B) No Parking-Narrow Street	\$ 46.00	\$44.00 Each
10.36.120 Peddler Vehicle-No Permit	\$ 43.00	\$44.00 Each
10.36.130 Emergency Signs	\$ 74.00	\$44.00 Each
10.37.020 Oversize Vehicle 0200-0500	\$ 74.00	\$44.00 Each
10.37.030 Non-Motorized Vehicle Unhook	\$ 74.00	\$44.00 Each
10.40.010 15 Min Zone (Green Curb)	\$ 46.00	\$44.00 Each
10.40.020 2 Hour Zone	\$ 46.00	\$44.00 Each
10.40.030 Parking On One-Way Streets	\$ 46.00	\$44.00 Each
10.40.040 (A) Diagonal Parking Zone	\$ 46.00	\$44.00 Each
10.40.040 (B) Front Tire 6 Inches From Curb	\$ 46.00	\$44.00 Each
10.40.050 Use More Than One Space	\$ 46.00	\$44.00 Each
10.40.060 No Stopping Zone	\$ 46.00	\$44.00 Each
<sup>1</sup> Citation fee amounts increase for two or more offenses. Applicable fees are stated on the violation notice.		
<sup>2</sup> Municipal Code Fees are adjusted annually by the CPI All Urban Consumers/San Francisco-Oakland-San Jose established in December.		

**City of Half Moon Bay  
Master Fee Schedule  
Permits, Other Fees, Charges & Services**

DESCRIPTION OF SERVICES	FEE	DELINQUENT FEE	UNIT / TYPE
<b>II. PUBLIC SAFETY (Cont'd)</b>			
<b>5 Citation Fee Schedule<sup>1</sup> (Cont'd)</b>			
<b>1. Municipal Code<sup>2</sup> (Cont'd)</b>			
	<b>FEE</b>	<b>DELINQUENT FEE</b>	
10.40.070 12 Hour Parking-When Posted	\$ 46.00	\$44.00	Each
10.40.080 Move Vehicle - Avoid Time Limit	\$ 46.00	\$44.00	Each
10.40.090 Store Vehicle On Street	\$ 46.00	\$44.00	Each
10.40.100 Repeat Violations	\$ 46.00	\$44.00	Each
10.40.110 Extended Parking Permits	\$ 46.00	\$44.00	Each
10.44.020 Curb Marked (Red/White/Green)	\$ 74.00	\$44.00	Each
10.44.030 No Truck/Trailer	\$ 71.00	\$44.00	Each
10.44.040 Loading Zone	\$ 46.00	\$44.00	Each
10.44.050 Passenger Loading Zone	\$ 46.00	\$44.00	Each
10.44.060 No Parking In Alley	\$ 46.00	\$44.00	Each
10.44.070 Bus Zone	\$ 46.00	\$44.00	Each
10.48.030 Vehicle Off Road	\$ 71.00	\$44.00	Each
10.50.010 No Parking After Dusk Mirada/Redondo/Poplar	\$ 74.00	\$44.00	Each
10.50.020 No Parking After Dusk Wavecrest	\$ 74.00	\$44.00	Each
12.08.040 Dumping On Street/Alley/Gutter	\$ 286.00	\$44.00	Each
12.12.030 Dumping	\$ 124.00	\$44.00	Each
<b>2. California Vehicle Code<sup>3</sup></b>			
	<b>FEE</b>	<b>DELINQUENT FEE</b>	
21113 (A) Parked On Public Ground	\$ 43.00	\$42.00	Each
22500.1 Parking Prohibited	\$ 38.00	\$42.00	Each
22500 (A) Parking In Intersection	\$ 38.00	\$42.00	Each
22500 (B) Parking On Crosswalk	\$ 38.00	\$42.00	Each
22500 (C) Parking In Safety Zone	\$ 38.00	\$42.00	Each
22500 (D) Within 15' Fire Station Driveway	\$ 38.00	\$42.00	Each
22500 (E) Parking In Driveway	\$ 38.00	\$42.00	Each
22500 (F) Parking On Sidewalk	\$ 38.00	\$42.00	Each
22500 (G) Obstruct Traffic @ Excavation	\$ 38.00	\$42.00	Each
22500 (H) Double Parking	\$ 38.00	\$42.00	Each
22500 (I) Parking In Bus Zone	\$ 38.00	\$42.00	Each
22500 (J) Parking In Tunnel	\$ 38.00	\$42.00	Each
22500 (K) Parking On Bridge	\$ 38.00	\$42.00	Each
22500 (L) Blocking Wheelchair Access	\$ 333.00	\$42.00	Each
22502 (A) Over 18" From Curb	\$ 33.00	\$42.00	Each
22502 (E) Curb Parking/One-Way Street	\$ 30.00	\$42.00	Each
22504 (A) Unincorporated Area Parking	\$ 43.00	\$42.00	Each
22505 (B) No Parking - State Hwy	\$ 48.00	\$42.00	Each
22507.8 (A) Handicapped Space Without Placard	\$ 333.00	\$42.00	Each

<sup>1</sup> Citation fee amounts increase for two or more offenses. Applicable fees are stated on the violation notice.

<sup>2</sup> Municipal Code Fees are adjusted annually by the CPI All Urban Consumers/San Francisco-Oakland-San Jose established in December.

<sup>3</sup> California Vehicle Code Fees are established by the State of California and are not escalated by the CPI All Urban Consumers/San Francisco-Oakland-San Jose

**City of Half Moon Bay  
Master Fee Schedule  
Permits, Other Fees, Charges & Services**

DESCRIPTION OF SERVICES	FEE		UNIT / TYPE
<b>II. PUBLIC SAFETY (Cont'd)</b>			
<b>5 Citation Fee Schedule<sup>1</sup> (Cont'd)</b>			
<b>2. California Vehicle Code (Cont'd)<sup>2</sup></b>	<b>FEE</b>	<b>DELINQUENT FEE</b>	
22507.8 ( B) Blocking Handicapped Space	\$ 333.00	\$42.00	Each
22507.8 ( C) Hashmarks Handicap Zone	\$ 333.00	\$42.00	Each
22514 Fire Hydrants - Within 15 Feet	\$ 38.00	\$42.00	Each
22515 Unattended Vehicle - Engine Running	\$ 33.00	\$42.00	Each
22519 Posted For Patrons Only	\$ 33.00	\$42.00	Each
22522 Block Sidewalk Ramp	\$ 333.00	\$42.00	Each
22523 (A) Abandon Vehicle On Highway	\$ 105.00	\$42.00	Each
22523 A/B Abandoned Vehicle	\$ 105.00	\$42.00	Each
22523 (B) Abandon Vehicle - Private Property	\$ 105.00	\$42.00	Each
22526 (A) Blocking Intersection	\$ 53.00	\$42.00	Each
22951 Park Lot - Street & Alley	\$ 25.00	\$42.00	Each
22952 (A) Park Lot-Tow/Removal	\$ 40.00	\$42.00	Each
22952 (B) Park Lot-Tow/Removal	\$ 40.00	\$42.00	Each
23333 Stop/Park On Bridge	\$ 43.00	\$42.00	Each
23336 Violate Posted Signs	\$ 40.00	\$42.00	Each
28071 Bumper Required-Fine Or P/C	\$ 25.00	\$42.00	Each
4000 (A) Unregistered Vehicle	\$ 53.00	\$42.00	Each
4462 (B) Registration On Wrong Vehicle	\$ 30.00	\$42.00	Each
5200 Lic Plate Missing - Fine Or P/C	\$ 35.00	\$42.00	Each
5201 Plate Positioning - Fine Or P/C	\$ 30.00	\$42.00	Each
5202 Period Of Display - Fine Or P/C	\$ 30.00	\$42.00	Each
5204 (A) Tags Attach Wrong - Fine Or P/C	\$ 30.00	\$42.00	Each
<b>6 D.U.I. Cost Recovery</b>			
Arrest with Traffic Collision & Transportation	\$ 937.00		Per Response
<sup>1</sup> Citation fee amounts increase for two or more offenses. Applicable fees are stated on the violation notice.			
<sup>2</sup> California Vehicle Code Fees are established by the State of California and are not escalated by the CPI All Urban Consumers/San Francisco-Oakland-San Jose			



**City of Half Moon Bay  
Master Fee Schedule  
Permits, Other Fees, Charges & Services**

DESCRIPTION OF SERVICES	FEE	UNIT / TYPE
<b>III. BUILDING (Cont'd)</b>		
<b>7 Electrical Permit <sup>3,6</sup></b>		
<b>Permit Issuance</b>		
For issuing each permit ✓	\$ 33.90	Each
For issuing each supplemental permit for which the original permit has not expired, been canceled or finalized ✓	\$ 11.50	Each
<b>New Residential Buildings</b>		
For new multifamily residential buildings (apartments and condominiums) having three or more living units, including the area of garages, carports, and other non-commercial automobile storage areas constructed at the same time, per square foot ✓	\$ 0.10	Per square foot
For new single and two-family residential buildings, including the area of garages, carports and other minor accessory buildings constructed at the same time, per square foot ✓	\$ 0.10	Per square foot
For other types of residential occupancies and alteration, and modifications to existing residential buildings, use the UNIT FEE SCHEDULE ✓	See Unit Fee Schedule Below	
<b>Private Swimming Pools</b>		
For new private, residential, in-ground swimming pools for single family/multi-family occupancies, including a complete system of necessary branch circuit wiring, bonding, grounding, underwater lighting, water pumping, and other similar electrical equipment directly related to the operation of a swimming pool, each pool ✓	\$ 66.70	Each
<b>Carnivals and Circuses</b>		
<b>Carnivals, circuses, or other traveling shows or exhibitions utilizing transportable-type rides, booths, displays and attractions:</b>		
For electrical generators and electrically driven rides, each ✓	\$ 33.10	Each
For mechanically driven rides and walk-through attractions or displays having electric lighting, each ✓	\$ 9.80	Each
For a system of area and booth lighting, each ✓	\$ 9.80	Each
For permanently installed rides, booths, displays and attractions, use the UNIT FEE SCHEDULE ✓	See Unit Fee Schedule Below	
<b>Temporary Power Services</b>		
For a temporary service power pole or pedestal including all pole or pedestal-mounted receptacle outlets and appurtenances, each ✓	\$ 33.10	Each
For a temporary distribution system and temporary lighting and receptacle outlets for construction sites, decorative light, Christmas tree sales lots, fireworks stands, etc., each ✓	\$ 16.60	Each
<b>Receptacle, Switch and Lighting Outlets</b>		
<b>For receptacle, switch, lighting, or other outlets at which current is used or controlled (except services, feeders, and meters):</b>		
First 20 fixtures, each ✓	\$ 1.40	Each
Additional fixtures, each ✓	\$ 0.90	Each
<b>For lighting fixtures, sockets, or other lamp-holding devices:</b>		
First 20 fixtures, each ✓	\$ 1.40	Each
Additional fixtures, each ✓	\$ 0.90	Each
For pole or platform-mounted lighting fixtures ✓	\$ 1.40	Each
For theatrical-type lighting fixtures or assemblies ✓	\$ 1.40	Each
<sup>3</sup> Fees are adjusted annually by the CPI All Urban Consumers/San Francisco-Oakland-San Jose established in December. <sup>6</sup> Permit Fees for Work Done Without A Valid Permit Are 2 times the Permit Fee for Bldg, Electrical, Mechanical, Plumbing, Encroachment & Grading Permits ✓ Check indicates Credit Cards Accepted - Minimum charge \$10.00		

**City of Half Moon Bay  
Master Fee Schedule  
Permits, Other Fees, Charges & Services**

DESCRIPTION OF SERVICES	FEE	UNIT / TYPE
<b>III. BUILDING (Cont'd)</b>		
<b>7 Electrical Permit <sup>3,6</sup> (Cont'd)</b>		
<b>Residential Appliances</b>		
For fixed residential appliances or receptacle outlets for same, including wall-mounted electrical ovens; counter-mounted cooking tops; electric ranges; self-contained room, console, or through wall air conditioners; space heaters; food waste grinders; dishwashers; washing machines; water heaters; clothes dryers; or other motor-operated appliance not exceeding one horsepower (HP) in rating ✓	\$ 6.40	Each
<b>Non-Residential Appliances</b>		
For residential appliances and self-contained factory-wired non-residential appliances not exceeding one horsepower (HP), kilowatt (KW), or kilovolt ampere (KVA) in rating, including medical or dental devices; food, beverage, and ice cream cabinets; illuminated show cases; drinking fountains; vending machines; laundry machines; or other similar types of equipment ✓	\$ 6.40	Each
<b>Busways</b>		
For trolley and plug-in-type busways, each 100 feet or fraction thereof <b>Note:</b> An additional fee is required for lighting fixtures, motors and other appliances that are connected to trolley and plug-in-type busways. A fee is not required for portable tools. ✓	\$ 9.80	Each 100 ft or fraction thereof
<b>Power Apparatus</b>		
For motors, generators, transformers, rectifiers, synchronous converters, capacitors, industrial heating, air conditioners and heat pumps, cooking or baking equipment and other apparatus, as follows (Rating in Horsepower (HP), kilowatts (KW), kilovolt-amperes (KVA), or kilo-volt-amperes-reactive (KVAR):		
Up to and including 1 ✓	\$ 6.40	
Over 1 and not over 10 ✓	\$ 16.60	
Over 10 and not over 50 ✓	\$ 33.10	
Over 50 and not over 100 ✓	\$ 66.70	
Over 100 ✓	\$ 100.20	
<b>Signs, Outline Lighting and Marquees</b>		
For signs, outline lighting systems or marquees supplied from one branch circuit ✓	\$ 33.10	Each
For additional branch circuits within the same sign, outline lighting system or marquee ✓	\$ 6.40	Each
<b>Services</b>		
For services of 600 volts or less and no over 200 amperes in rating ✓	\$ 41.00	Each
For services of 600 volts or less and not over 200 amperes to 1,000 amperes in rating ✓	\$ 83.60	Each
For services over 600 volts or over 1,000 amperes in rating ✓	\$ 167.10	Each
<b>Miscellaneous Apparatus, Conduits and Conductors</b>		
For electrical apparatus, conduits and conductors for which a permit is required but for which no fee is herein set forth ✓	\$ 24.50	Each
<b>Other Inspection and Fees</b>		
Inspections outside of normal business hours, per hour* ✓	\$ 177.00	Per hour
Inspection on Sundays and Holidays, per hour* ✓	\$ 236.00	Per hour
Reinspection fees, per hour* ✓	\$ 118.00	Per hour
Inspection for which no fee is specifically indicated, per hour* ✓	\$ 118.00	Per hour

<sup>1</sup> Overtime rate of 150% will apply for after hour inspection requests with 200% on Sundays and Holidays. ✓ Check indicates Credit Cards Accepted - Minimum charge \$10.00

<sup>3</sup> Fees are adjusted annually by the CPI All Urban Consumers/San Francisco-Oakland-San Jose established in December.

<sup>6</sup> Permit Fees for Work Done Without A Valid Permit Are 2 times the Permit Fee for Bldg, Electrical, Mechanical, Plumbing, Encroachment & Grading Permits

**City of Half Moon Bay  
Master Fee Schedule  
Permits, Other Fees, Charges & Services**

DESCRIPTION OF SERVICES	FEE	UNIT / TYPE
<b>III. BUILDING (Cont'd)</b>		
<b>8 Mechanical Permit <sup>3,6</sup></b>		
<b>Permit Issuance</b>		
For issuing each permit	✓ \$ 33.90	Each
For issuing each supplemental permit for which the original permit has not expired, been canceled or finaled	✓ \$ 11.50	Each
<b>Furnaces</b>		
For the installation or relocation of each forced-air or gravity-type furnace or burner, including ducts, and vents attached to such appliances, up to and including 100,000	✓ \$ 22.40	Each
For the installation or relocation of each forced-air or gravity-type furnace or burner, including ducts, and vents attached to such appliances over 100,000 Btu/h	✓ \$ 27.40	Each
For the installation or relocation of each floor furnace, including vent	✓ \$ 22.40	Each
For the installation or relocation of each suspended heater, recessed wall heater or floor-mounted heater	✓ \$ 22.40	Each
<b>Appliance Vents</b>		
For the installation, relocation or replacement of each appliance vent installed and not included in an appliance permit	✓ \$ 10.90	Each
<b>Repairs or Additions</b>		
For the repair of, alteration of, or addition to each heating appliance, refrigeration unit, cooling unit, absorption unit, or each heating, cooling, absorption, or evaporative cooling system, including installation of controls regulated by the Code	✓ \$ 20.60	Each
<b>Boilers, Compressors and Absorption Systems</b>		
For the installation or relocation of each boiler or compressor up to and including three horsepower, or each absorption system up to and including 100,000 Btu/h	✓ \$ 22.10	Each
For the installation or relocation of each boiler or compressor over three horsepower, up to and including 15 horsepower, or each absorption system over 100,000 Btu/h to and including 500,000 Btu/h	✓ \$ 40.90	Each
For the installation or relocation of each boiler or compressor over 15 horsepower, up to and including 30 horsepower, or each absorption system over 500,000 Btu/h to and including 1,000,000 Btu/h	✓ \$ 56.10	Each
For the installation or relocation of each boiler or compressor over 30 horsepower to and including 50 horsepower, or for each absorption system over 1,000,000 Btu/h to and including 1,750,000 Btu/h	✓ \$ 83.50	Each
<b>Air Handlers</b>		
For each air-handling unit to and including 10,000 cubic feet per minute, including ducts attached thereto	✓ \$ 16.00	Each
For each air-handling unit over 10,000 cfm	✓ \$ 27.30	Each
<b>Evaporative Coolers</b>		
For each evaporative cooler other than portable type	✓ \$ 16.00	Each
<b>Ventilation and Exhaust</b>		
For each ventilation fan connected to a single duct	✓ \$ 10.90	Each
For each ventilation system which is not a portion of any heating or air-conditioning system authorized by a permit	✓ \$ 16.00	Each
For the installation of each hood which is served by mechanical exhaust, including the ducts for such hood	✓ \$ 16.00	Each
<b>Incinerators</b>		
For the installation or relocation of each domestic-type incinerator	✓ \$ 27.40	Each
For the installation or relocation of each commercial or industrial-type incinerator	✓ \$ 21.80	Each
<sup>1</sup> Overtime rate of 150% will apply for after hour inspection requests with 200% on Sundays and Holidays. ✓ Check indicates Credit Cards Accepted - Minimum charge \$10.00 <sup>3</sup> Fees are adjusted annually by the CPI All Urban Consumers/San Francisco-Oakland-San Jose established in December. <sup>6</sup> Permit Fees for Work Done Without A Valid Permit Are 2 times the Permit Fee for Bldg, Electrical, Mechanical, Plumbing, Encroachment & Grading Permits		

**City of Half Moon Bay  
Master Fee Schedule  
Permits, Other Fees, Charges & Services**

DESCRIPTION OF SERVICES	FEE	UNIT / TYPE
<b>III. BUILDING (Cont'd)</b>		
<b>8 Mechanical Permit<sup>3,6</sup> (Cont'd)</b>		
<b>Miscellaneous</b>		
For each appliance or piece of equipment regulated by the Mechanical Code but not classed in other appliance categories, or for which no other fee is listed in the table	✓ \$ 16.00	Each
<b>Other Inspection and Fees</b>		
Inspections outside of normal business hours, per hour*	✓ \$ 177.00	Per hour
Inspection on Sundays and Holidays, per hour*	✓ \$ 236.00	Per hour
Reinspection fees, per hour*	✓ \$ 118.00	Per hour
Inspection for which no fee is specifically indicated, per hour*	✓ \$ 118.00	Per hour
<b>9 Plumbing Permit<sup>3,6</sup></b>		
<b>Permit Issuance</b>		
For issuing each permit	✓ \$ 33.90	Each
For issuing each supplemental permit for which the original permit has not expired, been canceled or finalized	✓ \$ 11.50	Each
<b>Fixtures and Vents</b>		
For each plumbing fixture or trap or set of fixtures on one trap (including water, drainage piping and backflow protection therefore)	✓ \$ 10.60	Each
For each repair or alteration of drainage or vent piping, each fixture	✓ \$ 10.60	Each
<b>Sewers, Disposal Systems and Interceptors</b>		
For each building sewer and each trailer park sewer	✓ \$ 22.60	Each
Rainwater systems-per drain (inside building)	✓ \$ 10.60	Each
For each cesspool (where permitted)	✓ \$ 37.60	Each
For each private sewage disposal system	✓ \$ 60.20	Each
For each industrial waste pretreatment interceptor including its trap and vent, except kitchen-type grease interceptors functioning as fixture traps	✓ \$ 10.60	Each
<b>Gas Piping Systems</b>		
For each gas-piping system of one to five outlets	✓ \$ 7.60	Each
For each additional gas piping system outlet, per outlet	✓ \$ 1.40	Each
<b>Water Piping and Water Heaters</b>		
For installation, alteration, or repair of water piping or water-treating equipment, or both, each	✓ \$ 10.60	Each
For each water heater and/or vent	✓ \$ 10.60	Each
<b>Lawn Sprinklers, Vacuum Breakers &amp; Backflow Protection Devices</b>		
For each lawn sprinkler system or any one meter, including backflow protection devices thereof	✓ \$ 10.60	Each
<b>For atmospheric-type vacuum breakers or backflow protection devices not included above:</b>		
1 to 5	✓ \$ 7.60	Each
Over 5, each	✓ \$ 1.40	Each
<b>For each backflow protective device other than atmospheric type vacuum breakers:</b>		
2 inch diameter and smaller	✓ \$ 10.60	Each
over 2 inch diameter	✓ \$ 22.60	Each

\* Overtime rate of 150% will apply for after hour inspection requests with 200% on Sundays and Holidays. ✓ Check indicates Credit Cards Accepted - Minimum charge \$10.00

<sup>3</sup> Fees are adjusted annually by the CPI All Urban Consumers/San Francisco-Oakland-San Jose established in December.

<sup>6</sup> Permit Fees for Work Done Without A Valid Permit Are 2 times the Permit Fee for Bldg, Electrical, Mechanical, Plumbing, Encroachment & Grading Permits

**City of Half Moon Bay  
Master Fee Schedule  
Permits, Other Fees, Charges & Services**

DESCRIPTION OF SERVICES	FEE	UNIT / TYPE
<b>III. BUILDING (Cont'd)</b>		
<b>9 Plumbing Permit<sup>3,6</sup> (Cont'd)</b>		
<b>Swimming Pools</b>		
Public Pool	✓ \$ 137.40	Each
Public Spa	✓ \$ 91.60	Each
Private Pool	✓ \$ 91.60	Each
Private Spa (pre-manufactured)	✓ Per valuation	Per valuation
Private Spa (custom built)	✓ \$ 45.50	Each
<b>Miscellaneous</b>		
For each appliance or piece of equipment regulated by the Plumbing Code but not classed in other appliance categories, or for which no other fee is listed in this code	✓ \$ 14.80	Each
<b>Other Inspections and Fees</b>		
Inspections outside of normal business hours, per hour*	✓ \$ 177.00	Per hour
Inspection on Sundays and Holidays, per hour*	✓ \$ 236.00	Per hour
Reinspection fees, per hour*	✓ \$ 118.00	Per hour
Inspection for which no fee is specifically indicated, per hour*	✓ \$ 118.00	Per hour
<p>* Overtime rate of 150% will apply for after hour inspection requests with 200% on Sundays and Holidays. ✓ Check indicates Credit Cards Accepted - Minimum charge \$10.00</p> <p><sup>3</sup> Fees are adjusted annually by the CPI All Urban Consumers/San Francisco-Oakland-San Jose established in December.</p> <p><sup>6</sup> Permit Fees for Work Done Without A Valid Permit Are 2 times the Permit Fee for Bldg, Electrical, Mechanical, Plumbing, Encroachment &amp; Grading Permits</p>		

**City of Half Moon Bay  
Master Fee Schedule  
Permits, Other Fees, Charges & Services**

DESCRIPTION OF SERVICES	FEE	UNIT / TYPE
<b>IV. PUBLIC WORKS</b>		
<b>1 Public Improvement Plan Check Fee (including grading)<sup>1</sup></b> Valuation (\$) 1 - 100,000 100,001 - 500,000 500,001 - 1,000,000 over 1,000,000	3.00% of City approved construction cost estimate. \$3,000 + 2.5% of City approved construction cost estimate exceeding \$100,000. \$13,000 + 2.0% of City approved construction cost estimate exceeding \$500,000. \$23,000 + 1.5% of City approved construction cost estimate exceeding \$1,000,000.	
<b>2 Public Improvement Inspection Fee (including grading)<sup>1</sup></b> Valuation (\$) 1 - 100,000 100,001 - 500,000 500,001 - 1,000,000 over 1,000,000	5.00% of City approved construction cost estimate. \$5,000 + 4.0% of City approved construction cost estimate exceeding \$100,000 \$21,000 + 3.0% of City approved construction cost estimate exceeding \$500,000. \$36,000 + 2.0% of City approved construction cost estimate exceeding \$1,000,000.	
<b>3 Encroachment, Grading and Tree Removal/Trimming Permit Issuance<sup>6</sup></b>	✓ \$ 75.00	Per Permit
<b>4 Plan Review &amp; Inspection for Encroachment, Grading &amp; Tree Permits<sup>6</sup></b>	✓ \$ 57.50	Per Half Hour
<b>5 Final Map Review</b>		
1-30 Lots	✓ \$ 3,900.00	Deposit <sup>2</sup>
31 or more Lots	✓ \$ 3,900.00 + \$360/lot over 30 lots	Deposit <sup>2</sup>
<b>6 Miscellaneous Services</b>	✓ \$ 142.50	Per Hour <sup>4</sup>
<b>7 Sewer Service Charge</b>	\$ 33.58	Per Hundred Cubic Feet (HCF)
<b>8 Special Event Services<sup>3</sup></b>		
1 City Employee-Supervisor	✓ \$ 67.11	Per Hour
City Employee-Maintenance Worker II	✓ \$ 45.50 \$ 68.25 Overtime Rate	Per Hour
2 Barricades & Street Cleaning		
Small Barricade	✓ \$ 2.00	Each / day
Large Barricade	✓ \$ 6.00	Each / day
City Car/Pickup Charge	✓ \$ 55.00	Per Day
Street Cleaning (Empl. & Equip.)	✓ \$ 99.00	Per Hour
3 Public Works Equipment	✓ Based on CALTRANS equipment rate schedule	
4 Traffic Control Signs	✓ City Cost	
5 Security Deposit	✓ \$ 1,070.00	As Determined by City or as Determined by City Manager
6 Street Use Fee	✓ \$ 224.00 Plus direct costs	Per Day

<sup>1</sup> Construction activities during October through April shall require Storm Water Pollution Prevention plans, measures and fees.

<sup>2</sup> Total cost equal to 100% of staff and/or consultant time and materials.

✓ Check indicates Credit Cards Accepted - Minimum charge \$10.00

<sup>3</sup> Fees are adjusted annually by the CPI All Urban Consumers/San Francisco-Oakland-San Jose established in December.

<sup>4</sup> Overtime rate per hour of 150% will apply for after hour inspection requests with 200% on Sundays and Holidays (Minimum 2 Hours).

<sup>6</sup> Permit Fees for Work Done Without A Valid Permit Are 2 times the Permit Fee for Bldg, Electrical, Mechanical, Plumbing, Encroachment & Grading Permits

**City of Half Moon Bay  
Master Fee Schedule  
Permits, Other Fees, Charges & Services**

DESCRIPTION OF SERVICES	FEE	UNIT / TYPE
<b>V. DEVELOPER IMPACT FEES [Effective 03/19/16 - per 12/15/15 Council Approval]</b>		
<b>1 Single Family</b>		
1 Sewer Connection - Assessment District Participant	\$ 4,558.60	Per Dwelling Unit
Sewer Connection - Assessment District Non-Participant	\$ 16,203.60	Each SFRE***
2 SMIP Residential* ✓	0.013%	\$100,000 Valuation
SMIP Commercial* ✓	0.028%	\$100,000 Valuation
3 BSRF (Bldg. Stndrds Admin Spec Revolving Fnd)**		
\$1 - 25,000 ✓	\$ 1.00	Valuation
\$25,001 - 50,000 ✓	\$ 2.00	Valuation
\$50,001 - 75,000 ✓	\$ 3.00	Valuation
\$75,001 - 100,000 ✓	\$ 4.00	Valuation
Every \$25,000 or fraction above \$100,000 ✓	\$ 1.00	Valuation
4 Storm Drainage	\$ 696.00	Per Dwelling Unit
5 Capital Outlay Facilities	\$ 985.65	Per Dwelling Unit
6 Traffic Mitigation	\$ 6,413.50	Per Dwelling Unit
7 Park Facilities	\$ 7,241.64	Per Dwelling Unit
<b>2 Development Fees; Multi-Family / Commercial</b>		
1 Sewer Connections		
Multi-Family	\$ 3,829.22	Per Dwelling Unit
Mobile Home	\$ 2,871.92	Per Dwelling Unit
Office	\$ 1,230.82	Per 1,000 Square Feet
Commercial/Retail	\$ 1,777.85	Per 1,000 Square Feet
Lodging	\$ 1,777.85	Per Room
Industrial	\$ 1,777.85	Per 1,000 Square Feet
Sewer Connection - Assessment District Non-Participant ***	\$ 16,203.60	Each SFRE***
2 SMIP Residential* ✓	0.013%	\$100,000 Valuation
SMIP Commercial* ✓	0.028%	\$100,000 Valuation
3 BSRF (Bldg. Stndrds Admin Spec Revolving Fnd)**		
\$1 - 25,000 ✓	According to Chapter 719, Statutes of 2008 (Senate Bill No. 1473)	Valuation
\$25,001 - 50,000 ✓	\$ 2.00	Valuation
\$50,001 - 75,000 ✓	\$ 3.00	Valuation
\$75,001 - 100,000 ✓	\$ 4.00	Valuation
Every \$25,000 or fraction thereof above \$100,000 ✓	\$ 1.00	Valuation
4 Storm Drainage		
Multi-Family	\$ 276.72	Per Dwelling Unit
Mobile Home	N/A	Per Dwelling Unit
Office	\$ 586.80	Per 1,000 Square Feet
Commercial/Retail	\$ 425.43	Per 1,000 Square Feet
Lodging	N/A	Per Room
Industrial	\$ 293.40	Per 1,000 Square Feet
5 Capital Outlay		
Multi-Family	\$ 821.38	Per Dwelling Unit
Mobile Home	\$ 624.25	Per Dwelling Unit
Office	\$ 315.40	Per 1,000 Square Feet
Commercial/Retail	\$ 175.05	Per 1,000 Square Feet
Lodging	\$ 23.66	Per Room
Industrial	\$ 157.70	Per 1,000 Square Feet
6 Traffic Mitigation		
Multi-Family	\$ 3,499.01	Per Dwelling Unit
Mobile Home	\$ 3,311.20	Per Dwelling Unit
Office	\$ 4,021.25	Per 1,000 Square Feet
Commercial/Retail	\$ 6,736.90	Per 1,000 Square Feet
Lodging	\$ 2,135.96	Per Room
Industrial	\$ 3,269.22	Per 1,000 Square Feet
7 Park Facility Fee		
Multi-Family	\$ 6,034.70	Per Dwelling Unit
Mobile Home	\$ 4,586.37	Per Dwelling Unit
<b>3 Development Fees - Residential Subdivision Fees Only</b>		
Park Dedication	Per Chapter 17.48 of Municipal Code	
* Strong Motion Instrumentation Program Fees Set According to State of CA Dept of Conservation Rates		
** Fees Set According to Chapter 719, Statutes of 2008 (Senate Bill No. 1473) ✓ Check indicates Credit Cards Accepted - Minimum charge \$10.00		
*** Single Family Residential Equivalent. See Chapter 13.36.080 Section C. for Commercial, Professional and Institutional Calculation of Connection Charge.		

**City of Half Moon Bay  
Master Fee Schedule  
Permits, Other Fees, Charges & Services**

DESCRIPTION OF SERVICES	FEE	UNIT / TYPE
<b>VI. PLANNING</b>		
<b>1 Pre-Entitlement Processing</b>		
1 Pre-Application Meeting	✓	Based on number of departments/agencies attending - hourly rates apply.
2 Measure 'D'		
Single Allocation (per allocation)	✓ \$ 731.00	Flat fee <sup>1</sup>
Phasing Agreement	✓ \$ 2,600.00	Deposit <sup>2</sup>
<b>2 Coastal Development Permit Processing</b>		
1 Coastal Development Permit Exemption	✓ \$ 141.00	Deposit <sup>2</sup>
2 Single Family Residential		
<= 2,400 square feet	✓ \$ 1,300.00	Deposit <sup>2</sup>
> 2,400 square feet	✓ \$ 2,600.00	Deposit <sup>2</sup>
3 Second Dwelling Unit		
Administrative	✓ \$ 141.00	Flat fee <sup>1</sup>
Discretionary	✓ \$ 1,300.00	Deposit <sup>2</sup>
4 Multiple Family Residential		
<= Four dwelling units (<= 10,000 square feet)	✓ \$ 2,600.00	Deposit <sup>2</sup>
> Four dwelling units (> 10,000 square feet)	✓ \$ 5,200.00	Deposit <sup>2</sup>
5 Commercial / Mixed Use		
<= 10,000 square feet	✓ \$ 2,600.00	Deposit <sup>2</sup>
> 10,000 square feet	✓ \$ 5,200.00	Deposit <sup>2</sup>
6 Industrial / Institutional		
<= 20,000 square feet	✓ \$ 5,200.00	Deposit <sup>2</sup>
> 20,000 square feet	✓ \$ 6,500.00	Deposit <sup>2</sup>
7 Other Development		
Planning Director	✓ \$ 650.00	Deposit <sup>2</sup>
Planning Commission	✓ \$ 1,300.00	Deposit <sup>2</sup>
8 Historical Preservation		
Planning Commission	✓ \$ 1,300.00	Deposit <sup>2</sup>
<b>3 Environmental Clearance Processing</b>		
1 CEQA/NEPA Environmental Clearance		
Administrative Review	✓ \$ 141.00	Flat Fee <sup>1</sup>
Discretionary Review	✓ \$ 1,300.00	Deposit <sup>2</sup>
<b>4 Design Review Processing</b>		
1 Architectural Review		
Planning Director	✓ \$ 842.00	Flat fee <sup>1</sup>
Planning Commission	✓ \$ 1,300.00	Deposit <sup>2</sup>
2 Site and Design Review		
Planning Director	✓ \$ 823.00	Flat fee <sup>1</sup>
Planning Commission	✓ \$ 1,300.00	Deposit <sup>2</sup>
<sup>1</sup> Flat fees are adjusted annually by the CPI All Urban Consumers/San Francisco-Oakland-San Jose established in December. <sup>2</sup> Total cost equal to 100% of staff and/or consultant time and materials.		
	✓	Check indicates Credit Cards Accepted - Minimum charge \$10.00

**City of Half Moon Bay  
Master Fee Schedule  
Permits, Other Fees, Charges & Services**

DESCRIPTION OF SERVICES	FEE	UNIT / TYPE
<b>VI. PLANNING (Cont'd)</b>		
<b>5 Entitlement Processing</b>		
1 Use Permit		
Administrative	✓ \$ 445.00	Flat fee <sup>1</sup>
Discretionary	✓ \$ 1,300.00	Deposit <sup>2</sup>
Home Occupation	✓ \$ 141.00	Flat fee <sup>1</sup>
2 Variance	✓ \$ 2,600.00	Deposit <sup>2</sup>
3 Exception		
Building Height	✓ \$ 650.00	Deposit <sup>2</sup>
Development Standard	✓ \$ 650.00	Deposit <sup>2</sup>
Parking	✓ \$ 1,300.00	Deposit <sup>2</sup>
4 Amendments		
Permits and Entitlements	\$ 2,600.00	Deposit <sup>2</sup>
Local Coastal Program (includes LUP/Policies)	\$ 6,500.00	Deposit <sup>2</sup>
General Plan Amendment	\$ 6,500.00	Deposit <sup>2</sup>
IP/Zoning Code/Rezoning	\$ 6,500.00	Deposit <sup>2</sup>
5 Annexation	\$ 2,600.00 plus LAFCo fees	Deposit <sup>2</sup>
6 Appeals	Half the original fee if applicable. No appeal fee if the City is the applicant.	
7 Specific Plan/PUD Plan		
Review and Processing	\$ 6,500.00	Deposit <sup>2</sup>
Amendments	\$ 5,200.00	Deposit <sup>2</sup>
8 Land Division and Merger		
Certificate of Compliance	\$ 1,300.00	Deposit <sup>2</sup>
Lot Merger	\$ 496.00	Flat Fee <sup>1</sup>
Lot Line Adjustment	\$ 1,300.00	Deposit <sup>2</sup>
Parcel Map (four or fewer lots)	\$ 3,900.00	Deposit <sup>2</sup>
Tentative Subdivision Map (5-30 lots)	\$ 6,500.00	Deposit <sup>2</sup>
Tentative Subdivision Map (over 30 lots)	\$ 7,800.00 plus \$360 per lot over 30 lots	Deposit <sup>2</sup>
Vesting Tentative Subdivision Map	\$ 7,800.00 plus \$360 per lot over 30 lots	Deposit <sup>2</sup>
Final Map	\$ 3,900.00 plus \$360 per lot over 30 lots	Deposit <sup>2</sup>
Subdivision Agreement	\$ 2,600.00	Deposit <sup>2</sup>
9 Sign Permit		
Administrative Review	✓ \$ 141.00	Flat <sup>1</sup>
Discretionary Review	✓ \$ 660.00	Deposit <sup>2</sup>
Exceptions-Administrative Review	✓ \$ 141.00	Flat <sup>1</sup>
Exceptions-Discretionary Review	✓ \$ 468.00	Deposit <sup>2</sup>
10 Plan Check		
Second Dwelling Unit	✓ \$ 137.00	Deposit <sup>2</sup>
Residential (SFR)	✓ \$ 137.00	Deposit <sup>2</sup>
Residential (MFR)	✓ \$ 274.00	Deposit <sup>2</sup>
Non-Residential (<= 10,000 sq. ft.)	✓ \$ 274.00	Deposit <sup>2</sup>
Non-Residential (> 10,000 sq. ft.)	✓ \$ 274.00	Deposit <sup>2</sup>
<sup>1</sup> Flat fees are adjusted annually by the CPI All Urban Consumers/San Francisco-Oakland-San Jose established in December. <sup>2</sup> Total cost equal to 100% of staff and/or consultant time and materials.      ✓ Check indicates Credit Cards Accepted - Minimum charge \$10.00		

**City of Half Moon Bay  
Master Fee Schedule  
Permits, Other Fees, Charges & Services**

DESCRIPTION OF SERVICES	FEE	UNIT / TYPE
<b>VI. PLANNING (Cont'd)</b>		
<b>5 Entitlement Processing (Cont'd)</b>		
11 Over the Counter (OTC)		
1 Temporary Sign or Banner	✓ \$ 141.00	Flat <sup>1</sup>
2 Zoning Compliance Letter	✓ \$ 141.00	Flat <sup>1</sup>
3 Public Convenience & Necessity Letter	✓ \$ 141.00	Flat <sup>1</sup>
4 Water Transfer Letter	✓ \$ 141.00	Flat <sup>1</sup>
5 Offsite Sales	✓ \$ 70.00	Flat <sup>1</sup>
12 Tree Removal Review		
Administrative Review	✓ \$ 141.00	Flat <sup>1</sup>
Discretionary Review	✓ \$ 483.00	Deposit <sup>2</sup>
13 Mobile Food Vendor Permit	✓ \$ 71.00	Per Permit
14 Sound Amplification Permit	✓ \$ 141.00	Flat <sup>1</sup>
15 Fees Required by other Agencies		
1 California Department of Fish and Wildlife	Fee required to review various environmental documents <sup>3</sup> Annexation fees vary by acreage <sup>3</sup> Fee required to record and/or post various documents <sup>3</sup>	
2 SMC Local Agency Formation Commission (LAFCo)		
3 San Mateo County Recorder		
16 Planning Hourly Rate	✓ \$ 141.00	Flat <sup>1</sup>

<sup>1</sup> Flat fees are adjusted annually by the CPI All Urban Consumers/San Francisco-Oakland-San Jose established in December.

<sup>2</sup> Total cost equal to 100% of staff and/or consultant time and materials.      ✓ Check indicates Credit Cards Accepted - Minimum charge \$10.00

<sup>3</sup> Fees charged by these agencies are available on their websites and are in addition to fees charged by the City.

**City of Half Moon Bay  
Master Fee Schedule  
Permits, Other Fees, Charges & Services**

DESCRIPTION OF SERVICES	FEE	UNIT / TYPE
<b>VII. ADMINISTRATIVE CITATION PENALTIES</b>		
<b>1 Violations of Municipal Code other than building or safety provisions</b>		
1 First Violation	✓ \$ 100.00	Each
2 Second Violation within one calendar year	✓ \$ 200.00	Each
3 Third or subsequent violations within one calendar year	✓ \$ 500.00 plus \$100 per day while violation persists	Each
<b>2 Violations of building or safety provisions of the Municipal Code</b>		
1 First Violation	✓ \$ 100.00	Each
2 Second Violation within one calendar year	✓ \$ 500.00	Each
3 Third or subsequent violations within one calendar year	✓ \$ 1,000.00 plus \$100 per day while violation persists	Each
✓ Check indicates Credit Cards Accepted - Minimum charge \$10.00		
<b>VIII. REFUND POLICY</b>		
<p>Any request for Fee refunds shall be submitted in writing to the appropriate Department's Director within 90 days from the date of submittal. The grounds for requesting a refund shall be detailed in the written request. However, once the City has commenced work on an applicable service for which a fee is charged, no refunds are allowed. The Department's Director shall determine if a fee is refundable based on this criterion. Any refund will be net a processing fee of \$25 and any other incidentals that may be incurred. The party requesting the refund shall be informed in writing of the decision of the Department's Director within ten (10) working days of receiving the written refund request. The requesting party may appeal the determination of the Department's Director to the City Manager, within ten (10) days of mailing notice to the requesting party. The City Manager's decision of the appeal review will be the final action taken by the City.</p>		

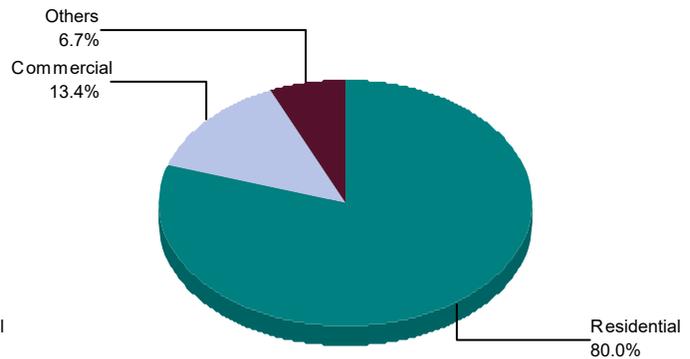
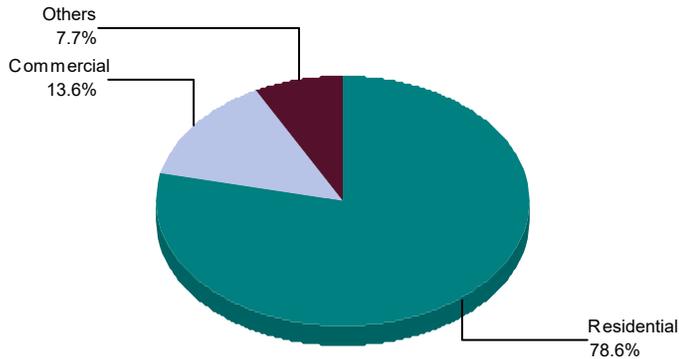
# THE CITY OF HALF MOON BAY 2015/16 USE CATEGORY SUMMARY

## BASIC PROPERTY VALUE TABLE

Category	Parcels	Assessed Value	Net Taxable Value
Residential	3,751	\$2,149,382,338 (78.6%)	\$2,128,750,156 (80.0%)
Commercial	199	\$372,388,241 (13.6%)	\$356,041,843 (13.4%)
Industrial	14	\$6,292,015 (0.2%)	\$6,292,015 (0.2%)
Dry Farm	7	\$3,786,377 (0.1%)	\$3,786,377 (0.1%)
Institutional	22	\$17,815,287 (0.7%)	\$277,456 (0.0%)
Irrigated	15	\$6,814,441 (0.2%)	\$5,333,856 (0.2%)
Miscellaneous	141	\$32,380,837 (1.2%)	\$23,460,537 (0.9%)
Recreational	22	\$39,857,815 (1.5%)	\$39,568,823 (1.5%)
Vacant	1,951	\$50,856,913 (1.9%)	\$45,773,151 (1.7%)
Unsecured	[254]	\$53,667,916 (2.0%)	\$53,103,728 (2.0%)
<b>TOTALS</b>	<b>6,122</b>	<b>\$2,733,242,180</b>	<b>\$2,662,387,942</b>

**ASSESSED VALUE**

**NET TAXABLE VALUE**

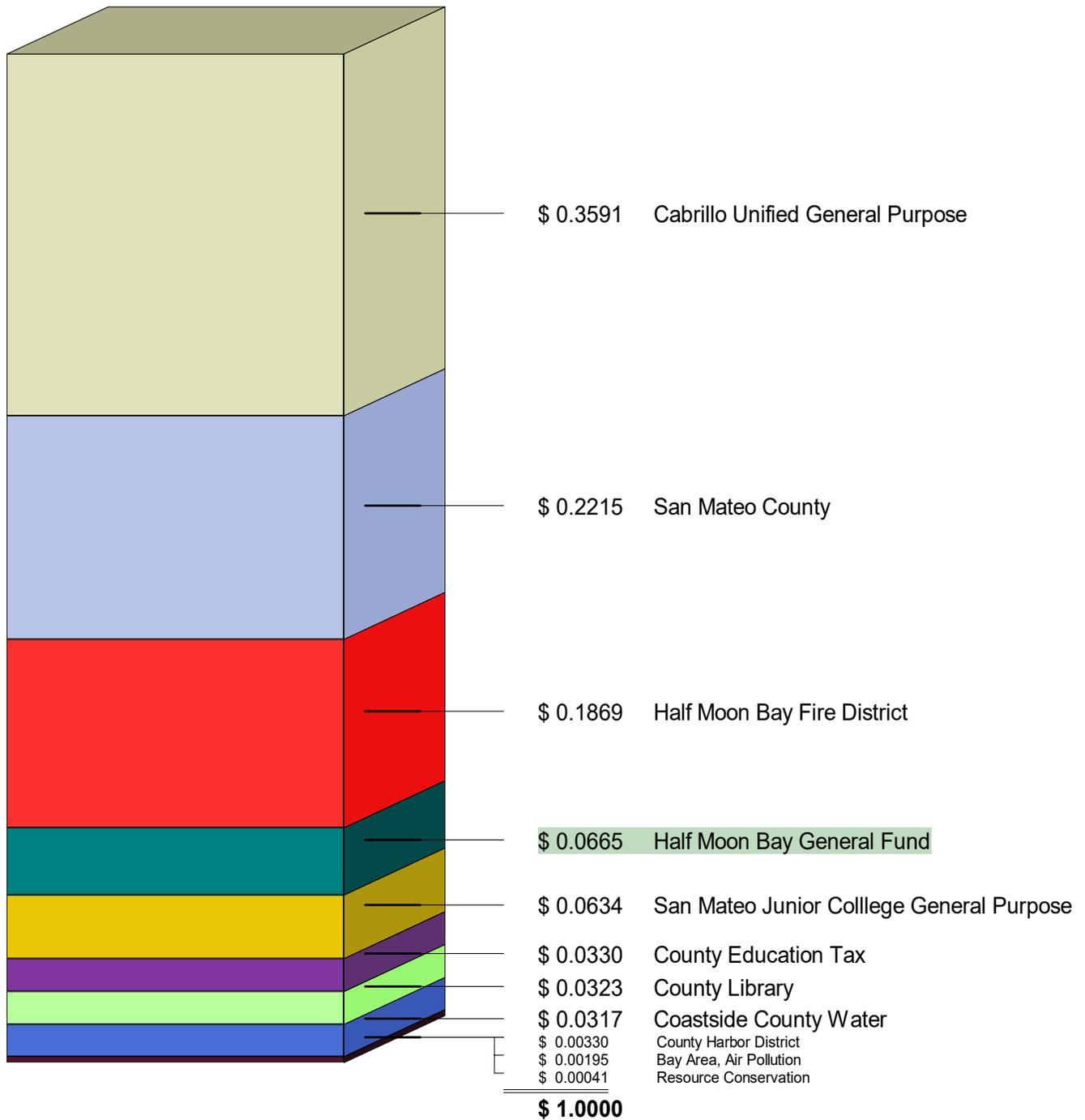


Data Source: San Mateo County Assessor 2015/16 Combined Tax Rolls

Prepared On 8/4/2016 By MV

This report is not to be used in support of debt issuance or continuing disclosure statements without the written consent of HdL, Coren & Cone

# THE CITY OF HALF MOON BAY PROPERTY TAX DOLLAR BREAKDOWN



**ATI (Annual Tax Increment) Ratios for Tax Rate Area 017-005, Excluding Redevelopment Factors & Additional Debt Service**

Data Source: San Mateo County Assessor 2015/16 Annual Tax Increment Tables

Prepared On 8/4/2016 By MV

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# THE CITY OF HALF MOON BAY

## 2015/16 ROLL SUMMARY

### Taxable Property Values

	Secured	Nonunitary Utilities	Unsecured
Parcels	6,122	0	254
TRAs	8	0	7
<b>Values</b>			
Land	1,259,003,102	0	29,250
Improvements	1,400,092,120	0	8,683,407
Personal Property	17,469,479	0	32,810,241
Fixtures	3,009,563	0	12,145,018
Aircraft	0	0	0
<b>Total Value</b>	<b>\$2,679,574,264</b>	<b>\$0</b>	<b>\$53,667,916</b>
<b>Exemptions</b>			
Real Estate	69,642,930	0	190,564
Personal Property	484,997	0	311,238
Fixtures	162,123	0	62,386
Aircraft	0	0	0
Homeowners*	16,597,830	0	0
<b>Total Exemptions*</b>	<b>\$70,290,050</b>	<b>\$0</b>	<b>\$564,188</b>
<b>Total Net Value</b>	<b>\$2,609,284,214</b>	<b>\$0</b>	<b>\$53,103,728</b>

Combined Values	Total
<b>Total Values</b>	<b>\$2,733,242,180</b>
<b>Total Exemptions</b>	<b>\$70,854,238</b>
<b>Net Total Values</b>	<b>\$2,662,387,942</b>
<b>Net Aircraft Values</b>	<b>\$0</b>

\* Note: Homeowner Exemptions are not included in Total Exemptions

Totals do not include Aircraft Values or Exemptions

**Data Source: San Mateo County Assessor 2015/16 Combined Tax Rolls**  
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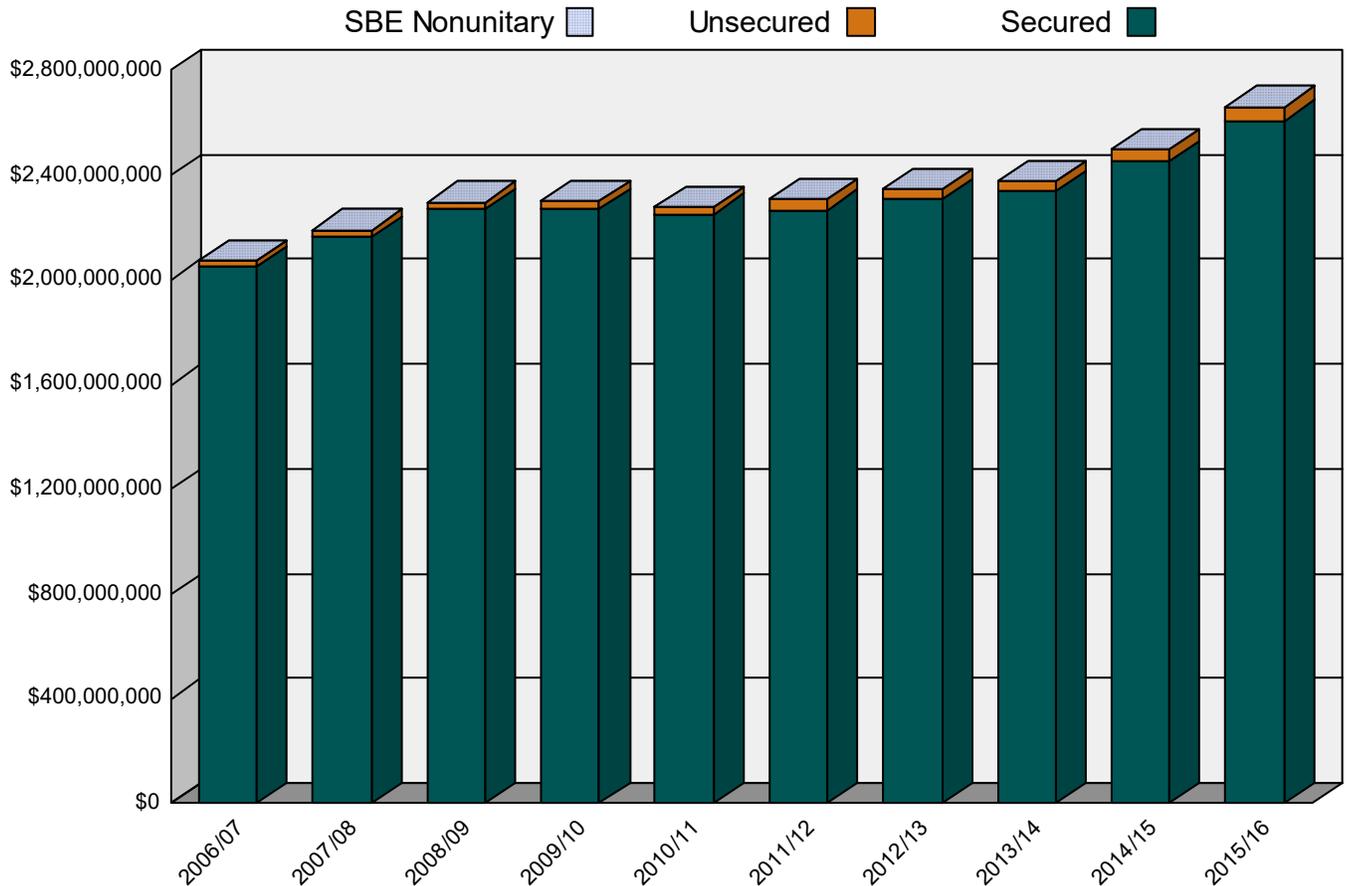
Prepared On 8/4/2016 By MV

# THE CITY OF HALF MOON BAY

## NET TAXABLE ASSESSED VALUE HISTORY

2006/07 - 2015/16 Taxable Property Values

Lien Year	Secured	Unsecured	SBE Nonunitary	Net Total AV	% Change
2006/07	\$2,049,798,126	\$24,859,939	\$0	2,074,658,065	
2007/08	\$2,164,067,398	\$27,278,838	\$0	2,191,346,236	5.62%
2008/09	\$2,271,215,524	\$25,449,648	\$0	2,296,665,172	4.81%
2009/10	\$2,270,581,839	\$31,809,471	\$0	2,302,391,310	0.25%
2010/11	\$2,251,380,792	\$28,037,312	\$0	2,279,418,104	-1.00%
2011/12	\$2,266,736,579	\$40,476,099	\$0	2,307,212,678	1.22%
2012/13	\$2,310,590,314	\$37,048,774	\$0	2,347,639,088	1.75%
2013/14	\$2,336,930,963	\$40,818,124	\$0	2,377,749,087	1.28%
2014/15	\$2,454,848,902	\$42,658,908	\$0	2,497,507,810	5.04%
2015/16	\$2,609,284,214	\$53,103,728	\$0	2,662,387,942	6.60%



Data Source: San Mateo County Assessor 0/ - 2015/16 Combined Tax Rolls  
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# THE CITY OF HALF MOON BAY

## ASSESSED VALUE OF TAXABLE PROPERTY

2006/07 - 2015/16 Taxable Property Values

Category	2006/07	2007/08	2008/09	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16
Residential	1,618,848,695	1,716,434,950	1,819,104,616	1,814,166,741	1,806,656,465	1,807,548,717	1,847,817,296	1,871,838,949	1,986,554,631	2,128,750,156
Commercial	301,910,422	310,573,042	319,080,038	331,836,973	329,209,700	330,355,442	333,127,837	344,198,890	346,707,418	356,041,843
Industrial	5,273,934	5,381,449	5,421,901	5,600,922	5,568,852	5,901,115	6,016,889	6,133,649	6,172,772	6,292,015
Dry Farm	5,706,350	5,820,467	5,936,865	3,191,476	11,235,759	10,559,490	11,427,110	3,720,127	3,496,499	3,786,377
Govt. Owned	38,354	486,375	37,102	0						
Institutional	2,476,862	2,526,397	278,434	258,950	284,781	260,279	265,484	293,694	272,021	277,456
Irrigated	22,899,311	22,669,237	20,653,643	17,674,128	5,418,982	6,116,088	4,368,007	3,423,600	4,862,761	5,333,856
Miscellaneous	7,511,148	7,716,354	7,716,105	6,830,284	12,936,578	12,953,724	20,894,204	12,075,286	22,681,808	23,460,537
Recreational	34,976,132	35,782,159	36,654,225	38,520,391	32,211,663	37,455,517	38,043,156	38,699,751	38,874,879	39,568,823
Vacant	47,556,938	53,986,690	51,807,016	49,742,858	46,517,696	50,669,067	48,630,331	50,679,666	45,226,113	45,773,151
Unsecured	24,859,939	27,278,838	25,449,648	31,809,471	28,037,312	40,476,099	37,048,774	40,818,124	42,658,908	53,103,728
Unknown	2,599,980	2,690,278	4,525,579	2,759,116	1,340,316	4,917,140		5,867,351		
<b>TOTALS</b>	<b>2,074,658,065</b>	<b>2,191,346,236</b>	<b>2,296,665,172</b>	<b>2,302,391,310</b>	<b>2,279,418,104</b>	<b>2,307,212,678</b>	<b>2,347,639,088</b>	<b>2,377,749,087</b>	<b>2,497,507,810</b>	<b>2,662,387,942</b>
<b>Total Direct Rate</b>	<b>0.05425</b>	<b>0.05426</b>	<b>0.05426</b>	<b>0.05426</b>	<b>0.05426</b>	<b>0.05426</b>	<b>0.05453</b>	<b>0.05452</b>	<b>0.05818</b>	<b>0.05818</b>

**Notes:**

Exempt values are not included in Total.

In 1978 the voters of the State of California passed Proposition 13 which limited taxes to a total maximum rate of 1%, based upon the the assessed value of the property being taxed. Each year, the assessed value of property may be increased by an "inflation factor" (limited to a maximum of 2%). With few exceptions, property is only reassessed as a result of new construction activity or at the time it is sold to a new owner. At that point, the property is reassessed based upon the added value of the construction or at the purchase price (market value) or economic value of the property sold. The assessed valuation data shown above represents the only data currently available with respect to the actual market value of taxable property and is subject to the limitations described above.

*Data Source: San Mateo County Assessor 2006/07 - 2015/16 Combined Tax Rolls*

Prepared On 8/4/2016 By MV

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# THE CITY OF HALF MOON BAY

## 2015/16 TOP TEN PROPERTY TAXPAYERS

### Top Property Owners Based On Net Values

Owner	Secured			Unsecured			Combined		Primary Use & Primary Agency
	Parcels	Value	% of Net AV	Parcels	Value	% of Net AV	Value	% of Net AV	
1) SHC HALF MOON BAY LLC	2	\$142,308,525	5.45%	1	\$6,000	0.01%	<b>\$142,314,525</b>	<b>5.35%</b>	Commercial Half Moon Bay General Fund
2) OCEAN COLONY PARTNERS L P	24	\$44,559,080	1.71%				<b>\$44,559,080</b>	<b>1.67%</b>	Recreational Half Moon Bay General Fund
3) KEET NERHAN	30	\$21,411,317	0.82%	2	\$64,585	0.12%	<b>\$21,475,902</b>	<b>0.81%</b>	Commercial Half Moon Bay General Fund
4) COMCAST				6	\$15,798,000	29.75%	<b>\$15,798,000</b>	<b>0.59%</b>	Unsecured Half Moon Bay General Fund
5) REGENCY CENTERS LP	3	\$14,894,009	0.57%				<b>\$14,894,009</b>	<b>0.56%</b>	Commercial Half Moon Bay General Fund
6) HMB CAPITAL LLC	3	\$12,447,992	0.48%				<b>\$12,447,992</b>	<b>0.47%</b>	Miscellaneous Half Moon Bay General Fund
7) SAN MATEO COU HOUSING AUT LESSOR	1	\$11,012,782	0.42%				<b>\$11,012,782</b>	<b>0.41%</b>	Residential Half Moon Bay General Fund
8) IWF HALF MOON BAY LLC	1	\$10,377,222	0.40%				<b>\$10,377,222</b>	<b>0.39%</b>	Commercial Half Moon Bay General Fund
9) LONGS DRUG STORE INC	1	\$8,364,570	0.32%				<b>\$8,364,570</b>	<b>0.31%</b>	Commercial Half Moon Bay General Fund
10) ROCKET FARMS INC				1	\$8,129,673	15.31%	<b>\$8,129,673</b>	<b>0.31%</b>	Unsecured Half Moon Bay General Fund
<b>Top Ten Total</b>	65	\$265,375,497	10.17%	10	\$23,998,258	45.19%	<b>\$289,373,755</b>	<b>10.87%</b>	
<b>City Total</b>		\$2,609,284,214			\$53,103,728		<b>\$2,662,387,942</b>		

Top Owners last edited on 8/3/16 by MaheaV using sales through 06/30/16 (Version R.1)

Data Source: San Mateo County Assessor 2015/16 Combined Tax Rolls and the SBE Non Unitary Tax Roll

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Prepared On 8/4/2016 By MV

# THE CITY OF HALF MOON BAY

## 2006/07 TOP TEN PROPERTY TAXPAYERS

### Top Property Owners Based On Net Values

Owner	Secured			Unsecured			Combined		Primary Use & Primary Agency
	Parcels	Value	% of Net AV	Parcels	Value	% of Net AV	Value	% of Net AV	
1) SHC HALF MOON BAY LLC	2	\$127,496,813	6.22%				\$127,496,813	6.15%	Commercial Half Moon Bay General Fund
2) OCEAN COLONY PARTNERS L P	18	\$19,876,378	0.97%				\$19,876,378	0.96%	Recreational Half Moon Bay General Fund
3) KEET NERHAN	35	\$19,435,465	0.95%	2	\$128,506	0.52%	\$19,563,971	0.94%	Commercial Half Moon Bay General Fund
4) SOUTH WAVECREST L L C	2	\$18,415,630	0.90%				\$18,415,630	0.89%	Recreational Half Moon Bay General Fund
5) NURSERYMENS EXCHANGE INC	12	\$15,507,734	0.76%				\$15,507,734	0.75%	Irrigated Half Moon Bay General Fund
6) REGENCY CENTERS L P	3	\$13,098,608	0.64%				\$13,098,608	0.63%	Commercial Half Moon Bay General Fund
7) IWF HALF MOON BAY	1	\$8,871,272	0.43%				\$8,871,272	0.43%	Commercial Half Moon Bay General Fund
8) MILANO RUGGERO AND SHAHLA MAJIDI	1	\$4,896,000	0.24%				\$4,896,000	0.24%	Commercial Half Moon Bay General Fund
9) FRANCESCO CARRUBBA	1	\$4,446,425	0.22%				\$4,446,425	0.21%	Commercial Half Moon Bay General Fund
10) NORTH WAVECREST PARTNERS L P	106	\$4,354,841	0.21%				\$4,354,841	0.21%	Irrigated Half Moon Bay General Fund
<b>Top Ten Total</b>	181	\$236,399,166	11.53%	2	\$128,506	0.52%	\$236,527,672	11.40%	
<b>City Total</b>		\$2,049,798,126			\$24,859,939		\$2,074,658,065		

Top Owners last edited on 7/10/13 by maheav using sales through 06/30/07 (Version R.1)

Data Source: San Mateo County Assessor 2006/07 Combined Tax Rolls and the SBE Non Unitary Tax Roll

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# THE CITY OF HALF MOON BAY

## DIRECT & OVERLAPPING PROPERTY TAX RATES

(RATE PER \$100 OF TAXABLE VALUE)

Last 10 Fiscal Years										
Agency	2006/07	2007/08	2008/09	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16
<b>Basic Levy<sup>1</sup></b>	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000
Cabrillo Unified Bond	0.04920	0.04960	0.04640	0.04970	0.05080	0.05220	0.07220	0.07190	0.07040	0.07260
San Mateo Junior College	0.01840	0.01710	0.01650	0.01820	0.01930	0.01990	0.01940	0.01940	0.01900	0.02500
<b>Total Direct &amp; Overlapping<sup>2</sup> Tax Rates</b>	<b>1.06760</b>	<b>1.06670</b>	<b>1.06290</b>	<b>1.06790</b>	<b>1.07010</b>	<b>1.07210</b>	<b>1.09160</b>	<b>1.09130</b>	<b>1.08940</b>	<b>1.09760</b>
<b>City's Share of 1% Levy Per Prop 13<sup>3</sup></b>	0.06648	0.06648	0.06648	0.06648	0.06648	0.06648	0.06648	0.06648	0.06648	0.06648
<b>Voter Approved City Debt Rate</b>										
<b>Redevelopment Rate<sup>4</sup></b>										
<b>Total Direct Rate<sup>5</sup></b>	0.05425	0.05426	0.05426	0.05426	0.05426	0.05426	0.05453	0.05452	0.05818	0.05818

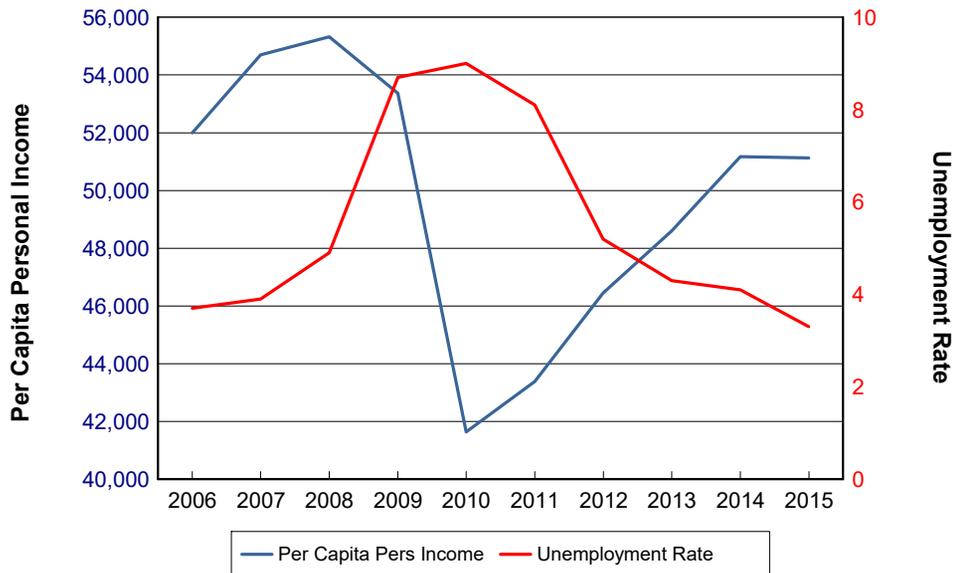
**Notes:**  
<sup>1</sup>In 1978, California voters passed Proposition 13 which set the property tax rate at a 1.00% fixed amount. This 1.00% is shared by all taxing agencies for which the subject property resides within. In addition to the 1.00% fixed amount, property owners are charged taxes as a percentage of assessed property values for the payment of any voter approved bonds.  
<sup>2</sup>Overlapping rates are those of local and county governments that apply to property owners within the City. Not all overlapping rates apply to all city property owners.  
<sup>3</sup>City's Share of 1% Levy is based on the City's share of the general fund tax rate area with the largest net taxable value within the city. ERAF general fund tax shifts may not be included in tax ratio figures.  
<sup>4</sup>Redevelopment Rate is based on the largest RDA tax rate area and only includes rate(s) from indebtedness adopted prior to 1989 per California State statute. RDA direct and overlapping rates are applied only to the incremental property values. The approval of ABX1 26 eliminated Redevelopment from the State of California for the fiscal year 2012/13 and years thereafter.  
<sup>5</sup>Total Direct Rate is the weighted average of all individual direct rates applied to by the government preparing the statistical section information and excludes revenues derived from aircraft. Beginning in 2013/14 the Total Direct Rate no longer includes revenue generated from the former redevelopment tax rate areas. Challenges to recognized enforceable obligations are assumed to have been resolved during 2012/13. For the purposes of this report, residual revenue is assumed to be distributed to the City in the same proportions as general fund revenue.

# THE CITY OF HALF MOON BAY

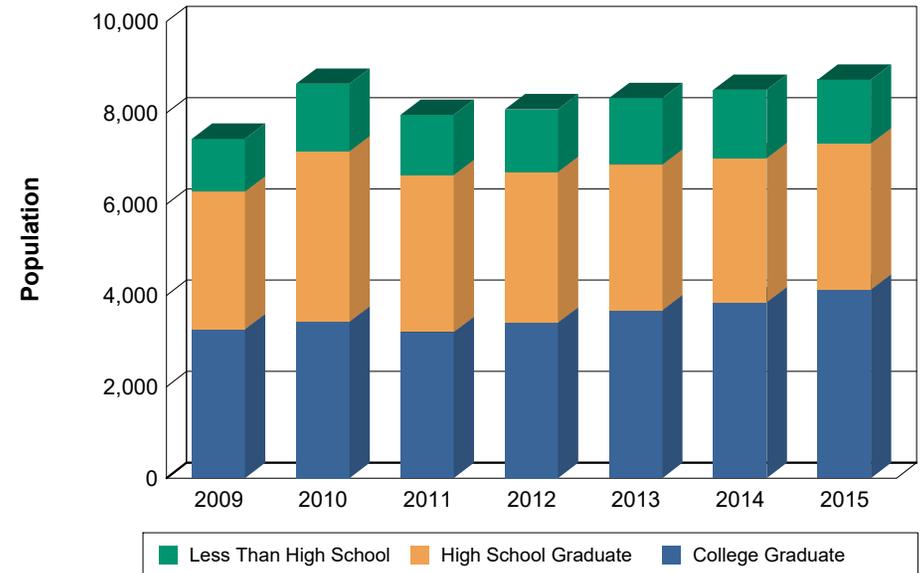
## DEMOGRAPHIC AND ECONOMIC STATISTICS

Calendar Year	Population	Personal Income (In Thousands)	Per Capita Personal Income	Unemployment Rate	Median Age	% of Pop 25+ with High School Degree	% of Pop 25+ with Bachelor's Degree
2006	12,719	\$661,379	\$51,999	3.7%			
2007	12,821	\$701,278	\$54,698	3.9%			
2008	13,001	\$719,233	\$55,321	4.9%			
2009	13,206	\$704,770	\$53,367	8.7%	40.9	84.4%	43.9%
2010	13,371	\$556,795	\$41,642	9.0%	40.4	82.9%	39.7%
2011	11,478	\$498,019	\$43,389	8.1%	42.1	83.4%	40.2%
2012	11,581	\$537,926	\$46,449	5.2%	42.9	83.0%	42.2%
2013	11,721	\$569,699	\$48,605	4.3%	43.2	82.5%	44.2%
2014	11,727	\$600,059	\$51,169	4.1%	44.8	82.4%	45.3%
2015	12,528	\$640,547	\$51,129	3.3%	44.7	84.0%	47.3%

### Personal Income and Unemployment



### Education Level Attained for Population 25 and Over



**Notes and Data Sources:**

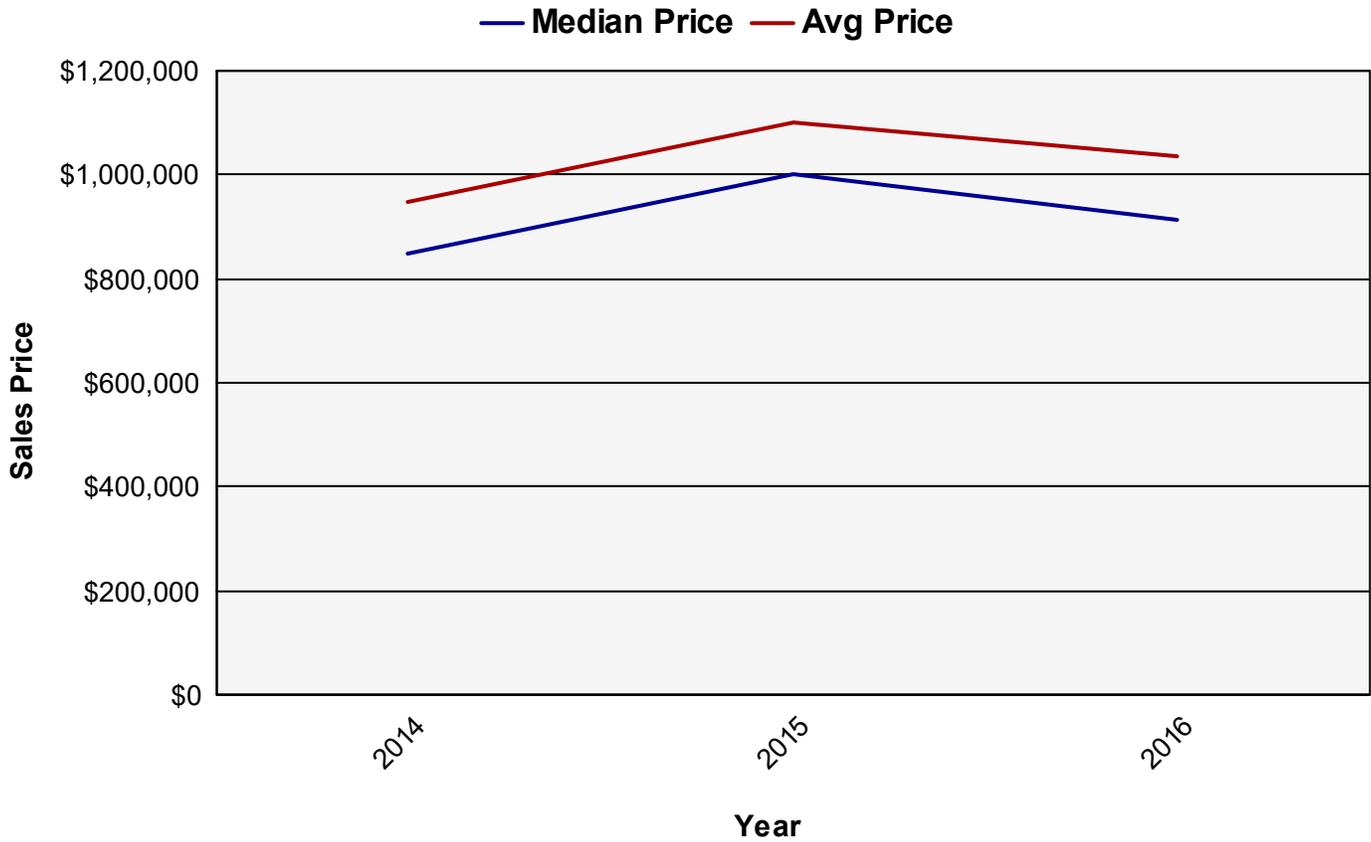
Population: California State Department of Finance. Unemployment Data: California Employment Development Department  
 2000-2009 Income, Age, and Education Data: ESRI - *Demographic Estimates are based on the last available Census*. Projections are developed by incorporating all of the prior census data released to date. Demographic Data is totaled from Census Block Groups that overlap the City's boundaries  
 2010 and later - Income, Age and Education Data - US Census Bureau, most recent American Community Survey

# THE CITY OF HALF MOON BAY

## SALES VALUE HISTORY

Single Family Residential Full Value Sales (01/01/2014 - 6/30/2016)

Year	Full Value Sales	Average Price	Median Price	Median % Change
2014	158	\$949,220	\$847,500	
2015	129	\$1,099,671	\$1,000,000	17.99%
2016	62	\$1,037,615	\$915,000	-8.50%



\*Sales not included in the analysis are quitclaim deeds, trust transfers, timeshares, and partial sales.

Data Source: San Mateo County Recorder

Prepared On 8/4/2016 By MV

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# Budget Glossary

## **ACTIVITIES**

Specific services performed in accomplishing program objectives and goals (see Program).

## **AGENCY FUNDS**

Also known as Fiduciary Fund Types, these funds are used to account for assets held by the City in a trustee capacity or as an agent for private individuals, organizations, or other governmental agencies. The fiduciary funds used by the City include agency funds. Agency funds are custodial in nature (assets equal liabilities) and do not measure the results of operations.

## **APPROPRIATION**

An authorization made by the City Council which permits the City to incur obligations and to make expenditures of resources in providing services as planned.

## **APPROPRIATION LIMIT**

Propositions 4 and 111 created a restriction on the amount of revenue which can be appropriated in any fiscal year. The Limit is based on actual appropriations during the 1978-79 fiscal years, and is increased each year using the growth of population and inflation. Not all revenue is restricted by the limit; only those which are referred to as "proceeds of taxes." Some examples of proceeds of taxes are sales tax, property tax, and business license tax.

## **ASSESSED VALUE**

A value established for real property for use as a basis in levying property taxes. For all agencies in the State of California, assessed value is established by the County for the secured and unsecured property tax rolls. The utility property tax roll is valued by the State Board of Equalization. Under Article XIII of the State Constitution (Proposition 13 adopted by the voters on June 6, 1978) properties are assessed at 100% of full value. Proposition 13 also modified the value of real taxable property for fiscal year 1979 by rolling back values to fiscal year 1976 levels. From this base of assessment, subsequent annual increases in valuation are limited to a maximum of 2%. However, increases to full value are allowed for property improvements or upon change in ownership. Personal property is excluded from these limitations and is subject to annual reappraisal. Property taxes for general purposes cannot exceed 1% of assessed value.

## **AUDIT**

Conducted by an independent certified public accountant (CPA), the primary objective of an audit is to determine if the City's financial statements present fairly the City's financial position and results of operations in conformity with Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards for Comprehensive Annual Financial Reporting. In conjunction with their performance of an audit, the auditing standards require an independent auditor to report to the City Council

of audit findings on adequacy of the City's internal controls as well as recommendation and improvements to the City's financial management practices.

## **BONDS**

Bonds are a form of borrowing (debt financing) which reflects a written promise from the City to repay a sum of money on a specific date at a specified interest rate. Local governments use bonds to obtain long-term financing for large capital projects such as buildings, streets, utility infrastructure, and bridges.

## **BUDGET**

A budget is a financial plan for a specified period of time that matches planned revenue and expenditures to municipal services, goals and, objectives. The City uses a financial plan covering a fiscal year (July 1 through June 30), with actual budget appropriations made annually.

## **BUDGET AMENDMENT**

The City Council has the sole responsibility for adopting the City's budget and may amend or supplement the budget at any time after adoption by majority vote. The City Manager has the authority to approve administrative adjustments to the budget as long as those changes are between objects, as well as departments, within the same fund category.

## **BUDGET CALENDAR**

A budget calendar is the schedule of budget preparations, hearings, and adoption of the annual budget.

## **BUDGET POLICIES**

Budget policies are general and specific guidelines, developed by the City Manager in consultation with the City Council, that govern financial plan preparation and administration. Departments make their budget requests on the basis of the guidelines.

## **CAPITAL IMPROVEMENT PLAN (CIP)**

Commonly, a CIP is a five-year plan providing for the maintenance or replacement of existing public facilities and assets and for building or acquiring new ones.

## **CONTINGENCY**

A contingency is a budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted.

## **CONTRACTUAL SERVICES**

Services rendered to a government by private firms, individuals, or other governmental agencies are contractual services. Examples include public safety services, recreation services, utilities, maintenance agreements, and professional consulting services.

**DEBT INSTRUMENT**

Debt instruments are methods of borrowing funds, including, but not limited to, general obligation bonds, judgment obligation bonds, revenue bonds, lease/purchase agreements, lease-revenue bonds, and assessment district bonds.

**DEBT SERVICE**

Debt service is the payment of principal and interest on bonds and other debt instruments according to a pre-determined schedule.

**DEBT SERVICE FUNDS**

The debt service fund type is used to account for the payment and accumulation of resources related to general long-term debt principal and interest (see Fund).

**DEFICIT**

A deficit is the excess of an entity's liabilities over its assets or the excess of expenditures over revenue during a single accounting period.

**DEPARTMENT**

A department is a major organizational unit of the City which has been assigned overall management responsibility for an operation or a group of related operations within a functional area.

**DEPRECIATION**

Depreciation is the expiration in the service life of capital assets attributable to wear and tear, deterioration, action of physical elements, inadequacy, or obsolescence.

**ENTERPRISE FUNDS**

The enterprise fund type is used to account for operations that are financed and operated in a manner similar to private sector enterprises and it is the intent of the City that the costs (including depreciation) of providing goods or services to the general public be financed or recovered primarily through user fees. The City accounts for Sewer Operations as an Enterprise Fund (see Fund).

**EXPENDITURE**

An expenditure is the outflow of funds paid or to be paid for an asset obtained or goods and services obtained regardless of when the expense is actually paid. This term applies to all funds. Note: An encumbrance is not an expenditure, but a commitment. An encumbrance reserves funds to be expended in future periods.

**EXPENDITURE SAVINGS**

Under the City's budgeting procedures, personnel cost projections are based on all positions being filled throughout the year. Cost projections for major supply purchases and service contracts are projected on a similar basis. However, past experience indicates that expenditures are consistently less than budgeted amounts, due at least in part to this costing methodology. Accordingly, the expenditure savings category is used to account for this factor in preparing fund balance projections.

**FISCAL YEAR**

A fiscal year is a designated twelve-month period for budgeting and record keeping purposes. As a general law city, July 1 to June 30 is specified as the fiscal year.

**FIXED ASSETS**

Assets of long-term nature such as land, buildings, roads, bridges, and related infrastructure, machinery, furniture, and other equipment are fixed assets. The City has defined such assets as roads, bridges and related infrastructure with an expected life in excess of one year and an acquisition cost in excess of \$5,000.

**FUNCTION**

A group of related programs crossing organizational (departmental) boundaries and aimed at accomplishing a broad goal or accomplishing a major service are functions.

**FUND**

A fund is a fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, for specific activities or government functions. The six fund types used by the City are: General Fund, Special Revenue, Debt Service, Capital Project, Enterprise, and Agency Funds.

**FUND BALANCE**

Also known as financial position, fund balance for governmental fund types is the excess of fund assets over liabilities, and represents the cumulative effect of revenue and other financing sources over expenditures and other financing uses. For the enterprise funds, the term used is "net asset," a comparable (although not exact) financial position concept as fund balance (see Working Capital).

**GAAP**

GAAP stands for Generally Acceptable Accounting Principles. These are uniform minimum standards for financial accounting and recording, encompassing the conventions, rules, and procedures that define accepted accounting principles.

**GENERAL FUND**

The general fund is the primary operating fund of the City. All revenue that are not allocated by law or contractual agreement to a specific fund are accounted for in the General Fund. With the exception of subvention or grant revenue restricted for specific uses, General Fund resources can be utilized for any legitimate governmental purpose (see Fund).

**GOAL**

A goal is a statement of broad direction, purpose, or intent.

**INTERFUND TRANSFER**

The movement of monies between funds of the same governmental entity is an interfund transfer.

## **INVESTMENT REVENUE**

Investment revenue is received as interest from the investment of funds not immediately required to meet cash disbursement obligations.

## **LINE ITEM BUDGET**

A line item budget lists detailed expenditure categories (salary, materials and supplies, telephone service, travel, etc.) separately, along with the amount budgeted for each specified category. The City uses a line-item detail to maintain and record for financial reporting and control purposes.

## **MATERIALS AND SUPPLIES**

Expendable materials and operating supplies are necessary to conduct departmental operations.

## **MISSION STATEMENT**

A mission statement provides policy guidance and direction for the highest priority objectives to be accomplished.

## **MODIFIED ACCRUAL BASIS OF ACCOUNTING**

The modified accrual basis of accounting is used in conjunction with the current financial resources measurement focus. Revenue is recognized when they are available and measurable. Expenditures are recognized when goods and services are received.

## **OBJECT OF EXPENDITURE**

Object of expenditure is a classification referring to the lowest and most detailed level of classification, such as electricity, office supplies, and contract services.

## **OPERATING BUDGET**

The operating budget is the portion of the budget that pertains to daily operations providing basic governmental services. The program budgets in the financial plan form the operating budget.

## **OPERATIONS**

Operations are a grouping of related programs within a functional area (see Function and Program).

## **PERFORMANCE MEASURES (OBJECTIVES)**

Performance measures are a statement of specific direction, purpose, or intent based on the needs of the community and the goals established for a specific program. Performance measures are clearly stated objectives that are measurable in quantitative terms.

## **PROGRAM**

Programs are group activities, operations, or organizational units directed to attaining specific purposes or objectives.

**RESERVE**

A reserve is an account used to indicate that a portion of a fund's balance is legally restricted for a specific purpose or designated by the City Council and is, therefore, not available for general appropriation.

**RESERVE DRAW DOWN**

Reserve draw down refers to the amount of fund balance required as a revenue funding source to balance fund budgets where appropriations exceed current revenue. If current revenue exceed appropriations, the fund balance will increase and be referred to a reserve improvement.

**RESOLUTION**

A resolution is a special or temporary order of a legislative body. It is an order of a legislative body requiring less legal formality than an ordinance or statute.

**RESOURCES (SOURCES)**

Resources are total amounts available for appropriation, including estimated revenue, borrowing proceeds, fund transfers, and beginning balances.

**SPECIAL REVENUE FUNDS**

A special revenue fund type is used to account for the proceeds from specific revenues sources (other than trusts or capital funds) that are legally restricted to expenditures for specific purposes (see Fund).

**SUBVENTIONS**

Subventions are revenue collected by the State (or other level of government) which is allocated to the City on a formula basis. The major subventions received by the City from the State include motor vehicle in-lieu and gasoline taxes.

**WORKING CAPITAL**

Working capital, also known as financial position in private sector accounting and enterprise fund accounting in the public sector, is the excess of current assets over current liabilities.

# Acronym Glossary

<b>ACRONYM</b>	<b>DEFINITION</b>
AB	Assembly Bill
ABAG	Association of Bay Area Governments
ADA	Americans with Disabilities Act
BID	Business Improvement District
C/CAG	City/County Association of Governments
CAFR	Comprehensive Annual Financial Report
CALPERS	California Public Employees Retirement System
CCWD	Coastside County Water District
CEQA	California Environmental Quality Act
CIP	Capital Improvement Program
COPS	Community-Oriented Policing Services
CPI-U	Consumer Price Index - All Urban Consumers
CSAC	California State Association of Counties
CSO	Community Services Officer
DOC	Department Operations Center
EOC	Emergency Operations Center
ERAF	Educational Revenue Augmentation Fund
FDIC	Federal Deposit Insurance Corporation
FICA	Federal Insurance Contribution Act
FPPC	Fair Political Practices Commission
FSLIC	Federal Savings and Loan Insurance Corporation
FTO	Field Training Officer
GASB	Government Accounting Standards Board
GF	General Fund
GIS	Geographic Information System
HOPTR	Homeowner Property Tax Relief
I&I	Infiltration and Inflow
IT	Information Technology
JOB	Judgment Obligation Bonds
JPA	Joint Power Authority
LAIF	Local Agency Investment Fund
LCP	Local Coastal Plan
LTD	Long Term Disability
MTC	Metropolitan Transportation Commission
NACSLB	National Advisory Council on State and Local Budgeting
NEPA	National Environmental Policy Act
NPDES	National Pollutant Discharge Elimination System

**ACRONYM****DEFINITION**

OPEB	Other Post Employment Benefits
PMS	Pavement Management System
POST	Peace Officers Standards and Training
RDA	Redevelopment Agency
SAM	Sewer Mid-Coastside Authority
SB	Senate Bill
SLESF	Supplemental Law Enforcement Services Funds
SMC	San Mateo County
SR2S	Safe Routes to School
SRO	School Resource Officer
STIP	Statewide Transportation Improvement Plan
TDA	Transportation Development Act
TOT	Transient Occupancy Tax
VLF	Vehicle License Fee

