



THE CITY OF
HALF MOON BAY
CALIFORNIA



FISCAL YEAR 2020-21
ADOPTED OPERATING BUDGET



City of Half Moon Bay

501 Main Street
Half Moon Bay, CA 94019
Tel: (650) 726-8270 Fax: (650) 726-8261
<http://www.hmbcity.com>

City Council

Adam Eisen, Mayor
Robert Brownstone, Vice Mayor
Deborah Penrose, Councilmember
Harvey Rarback, Councilmember
Deborah Ruddock, Councilmember

City Manager

Robert Nisbet

Budget Book Preparation

Lisa Lopez, Administrative Services Director
Kenneth Stiles, Senior Accountant
Bryan Lopez, Senior Management Analyst
Maggie Rodriguez, Administrative Assistant
Jessica Blair, Communications Director/City Clerk
Matthew Chidester, Deputy City Manager
Corie Stocker, Management Analyst
John Doughty, Public Works Director
Jennifer Chong, Management Analyst
Karen Decker, Senior Management Analyst
Jill Ekas, Community Development Director
Catherine Engberg, City Attorney
Colleen Lettire, Communications Specialist
Jonathan Roisman, Deputy City Clerk

Budget Message Translation

Julissa Acosta, Accounting & Payroll Technician

Cover Artwork

Amaya B.



**The Government Finance Officers Association
of the United States and Canada**

presents this

CERTIFICATE OF RECOGNITION FOR BUDGET PREPARATION

to

**Finance Department
City of Half Moon Bay, California**



The Certificate of Recognition for Budget Preparation is presented by the Government Finance Officers Association to those individuals who have been instrumental in their government unit achieving a Distinguished Budget Presentation Award. The Distinguished Budget Presentation Award, which is the highest award in governmental budgeting, is presented to those government units whose budgets are judged to adhere to program standards.

Executive Director

Christopher P. Morrill

Date

February 01, 2020



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Half Moon Bay
California**

For the Fiscal Year Beginning

July 1, 2019

Christopher P. Morrill

Executive Director

Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to **City of Half Moon Bay, California**, for its Annual Budget for the fiscal year beginning **July 1, 2019**.

In order to receive this award, a government unit must publish a budget document that meets program criteria as a policy document, as a financial plan, as an operations guide, and as a communications device.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.



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The City of Half Moon Bay would like to acknowledge the artists who sent in their hard work. We are proud to support and encourage young creative minds.

Thank you: Amaya B, Tony G, Veronika V, Aiden W, Alejandra M, Anthony, Aoibheann M, Callum M, Citalli G, Connor M, Grace B, Isabel V, Jacqueline M, Jasmine G, Kaiulani S, Luca, Luke C, Maribelle C, Natalie I, Sarai, Siena H, Wyatt A, Yesena L, Zosia G, Bryson B, and Luke W.





CITY OF HALF MOON BAY

Executive Summary







CITY OF HALF MOON BAY

City Hall • 501 Main Street • Half Moon Bay • 94019

June 16, 2020

Honorable Mayor, City Councilmembers and Community Members,

On behalf of City staff, it is my privilege to present to the City Council and the community the Recommended Operating Budget for Fiscal Year (FY) 2020-21. The Recommended Budget is a balanced budget that is a statement of the City's current financial position; a tool that projects future revenue and expenditures to guide service and budget-related decision-making; and a work plan for communicating, implementing and monitoring City operations, capital expenditures and Council priorities.

The events of 2020 are unquestionably unprecedented. This year will stand in history. The nation is experiencing an all-encompassing crisis: there is a public health crisis; there is an economic crisis; there is a social justice crisis; there is a mental health crisis. The City is impacted by all facets of this crisis and when addressing the financial crisis, cannot ignore the other three.

The City's finances have been devastated by the economic fallout caused by the global pandemic. Beginning in mid-March, the City's economy effectively shut down and is only now beginning to reopen. Hotels have been near empty which immediately created a \$3.1 million budget shortfall just to close FY 2019-20. Based on data and expert opinions from numerous sources that predict a slow economic recovery and possible "second wave" of COVID-19 infections, staff has conservatively projected hotels to only be at 24% of capacity over the duration of next year. Along with projections of other revenue sources, staff is projecting a 27% decrease in General Fund revenue for FY 2020-21.

Despite these frightening numbers, the City's reliance on Transient Occupancy Tax (TOT) led the City Council to create a "Reserve for Economic Uncertainty" this past year. Ten years of steady growth in tax revenue, moderate increases in expenditures and services, and the Council's foresight to maintain healthy reserves is allowing the City to weather the current financial crisis.

This recommended budget includes reductions to all departments and services, significant reductions in the workforce, and reliance on one-time transfers and use of reserves. The budget is balanced and maintains the General Fund reserves at the maximum limit of 50% of Operating Expenditures.

As stated above, the City’s financial challenges cannot be solved in the long-term without addressing the social impacts caused by the pandemic and long standing divisive cultural issues. **Recovery** will be multi-year, require **reinvestment** into the community, and **renewal** that discards old norms, ideas, and approaches to governance and budgeting. Civic engagement is crucial to a successful paradigm shift. The City Council has directed the formation of an Economic Recovery Task Force. The purpose of this diverse and representative group will be to guide staff and the Council over the next two years.

According to Edward Everett, the former City Manager of Redwood City, this crisis is a “wicked” problem—but it is also a once in a lifetime event and opportunity to enact positive change. To address wicked problems, he says we must be creative, flexible, persistent, courageous, and engage our citizenry.

“Recover > Reinvest > Renew”

PRIOR YEAR ACCOMPLISHMENTS

During FY 2019-20, the City completed several significant projects that are aligned with the Council’s four Strategic Elements: 1) Infrastructure and Environment, 2) Healthy Communities and Public Safety, 3) Fiscal Sustainability, and 4) Inclusive Government. Some of these accomplishments are summarized below:

- Filled a total of 10 permanent and temporary positions which had been vacant, including six key positions in the Administrative Services Department.
- Coordinated a telecommuting protocol and negotiated key changes to current MOU’s enabling efficient City operations during the ongoing pandemic crisis.
- Commenced migration from an aging and obsolete Harris Enterprise Resource Planning system to a new Caselle Enterprise Resource Planning software for the Finance Department.
- Negotiated real estate contracts for a variety of important projects, including: (1) a purchase and sale agreement for 880 Stone Pine; (2) Abundant Grace loan for purchase of workforce development center; and (3) several license/leases for the use of City-owned property.
- Completed Planning Commission public review draft of the Local Coastal Plan Amendment (LCP).

- Prepared a Rental Security Measures Ordinance which was approved by the City Council in December 2019.
- Completed Mixed-Use Districts and Parking Standards Ordinance, in association with an interim urgency ordinance for City Council approval in February 2020; followed by Coastal Commission certification in May 2020.
- Communicated timely and relevant information during the PG&E Public Safety Power Shutoffs (PSPS).
- Created a robust COVID-19 response plan for the City of Half Moon Bay and Coastside communities. Responded to and maintained business continuity during the COVID-19 pandemic and associated Shelter-in-Place orders. Communicated timely and relevant information during the COVID-19 Pandemic.
- Converted to district-based elections to comply with the California Voting Rights Act and prepared for the City's November 2020 Municipal Election with two available councilmember seats and possible ballot measures.
- Entered into a long-term agreement with the Half Moon Bay History Association to renovate and operate a full-scale local history museum at the historic jail site on Johnston Street.
- Completed outreach and research to consider increasing the City's minimum wage to \$15 per hour, which was approved by the Council and will take effect January 1, 2021.
- Continued improvements to the City's Music in the Parks Program, including the Community Concerts Series at Mac Dutra Plaza, which drew more than 300 participants over four concerts and the second annual Summers End Music Festival at John L. Carter Park, which drew more than 1,000 participants.
- Provided coordination, incident command and public safety for community events, including the Pumpkin Festival, Night of Lights, Half Moon Bay Triathlon and the 4th of July Parade.
- In partnership with the Sheriff's Office CARON group, conducted numerous community education and outreach events held at the Half Moon Bay Library.
- Completed work on Climate Action Pilot Program and completed Sustainability Implementation Plan.
- Completed several community-focused renovations of the Ted Adcock Community Center utilizing City Maintenance staff.

- Completed design and awarded contract for the Ocean Colony Pump Stations and Force Main Project.
- Completed the Poplar Vertical Access Project.

COUNCIL PRIORITIES

The City Council conducted three community listening sessions during the month of March that culminated in a priority setting workshop on March 10, 2020. At this workshop, the City Council established the following five broad priorities:

1. Affordable Housing (an ongoing multi-year priority)
2. Emergency Preparedness
3. Traffic Demand Management
4. Sustainability
5. Economic Development and Recovery

Previously, staff had created a multi-year work plan for priorities one through four that listed specific projects, programs, and tasks that would be carried out to meet these priorities. While significant progress was accomplished toward completion of many of the projects and tasks, staff continues working towards completion of projects and will continue providing timely updates to the Council. There are several recommendations within the proposed budget in response to the Council priorities; however, the financial crisis caused by the recent pandemic has slowed progress and may extend timelines for projects within the priorities.

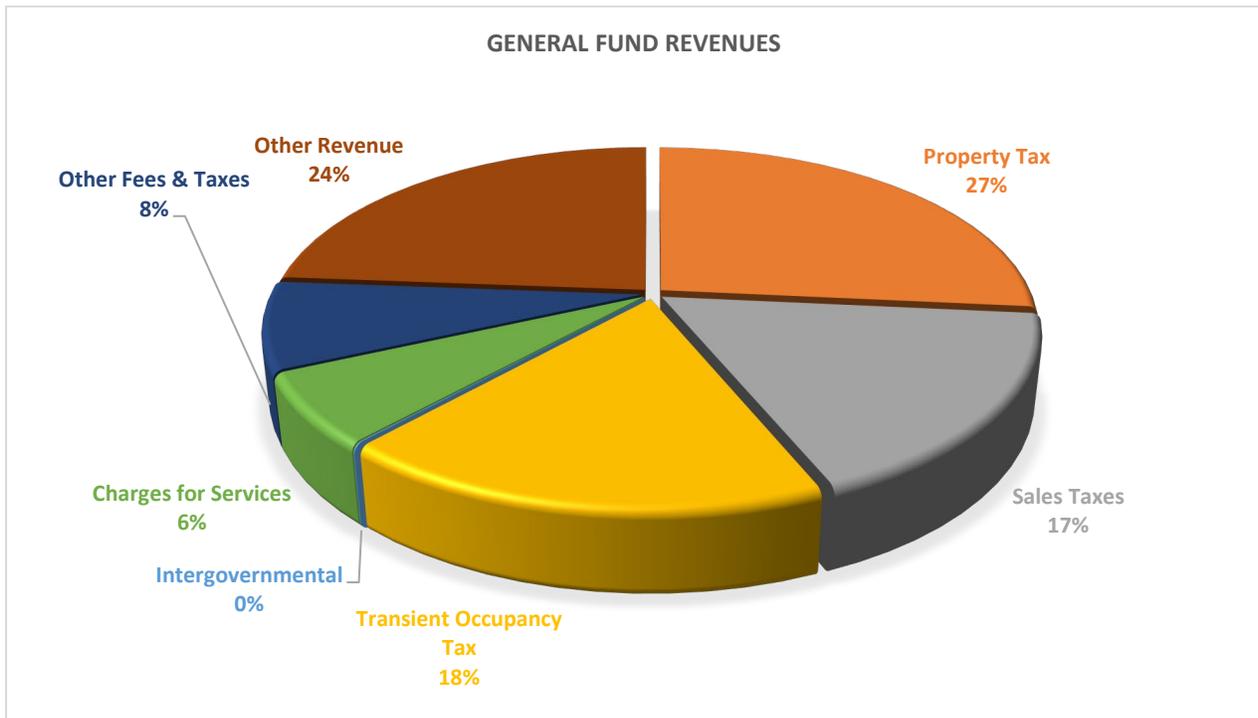
BUDGET AT A GLANCE

The City's total estimated revenue and transfers (all funds) for FY 2020-21 is \$29.1 million. This amount represents a significant decrease from FY 2019-20, primarily due to decreased Transient Occupancy Tax (TOT) and decreased Sales Tax. General Fund revenues are approximately \$12.8 million as compared to \$17.5 million for FY 2019-20.

The primary three sources of General Fund revenues are Property Tax, Sales Tax, and Transient Occupancy Tax (TOT), as seen on the pie chart on the following page. "Other Revenue" includes County credit reimbursement, golf fees, parking fees, interest on investments, and miscellaneous revenues. The important takeaway from this chart is that while TOT represented 39% of total General Fund revenue in FY 2019-20, it is only estimated to represent 18% of General Fund Revenue in FY 2020-21. Although Property Tax is projected to remain flat, it will now represent a larger portion of General Fund revenue at 27%

Revenues and Transfers All Funds

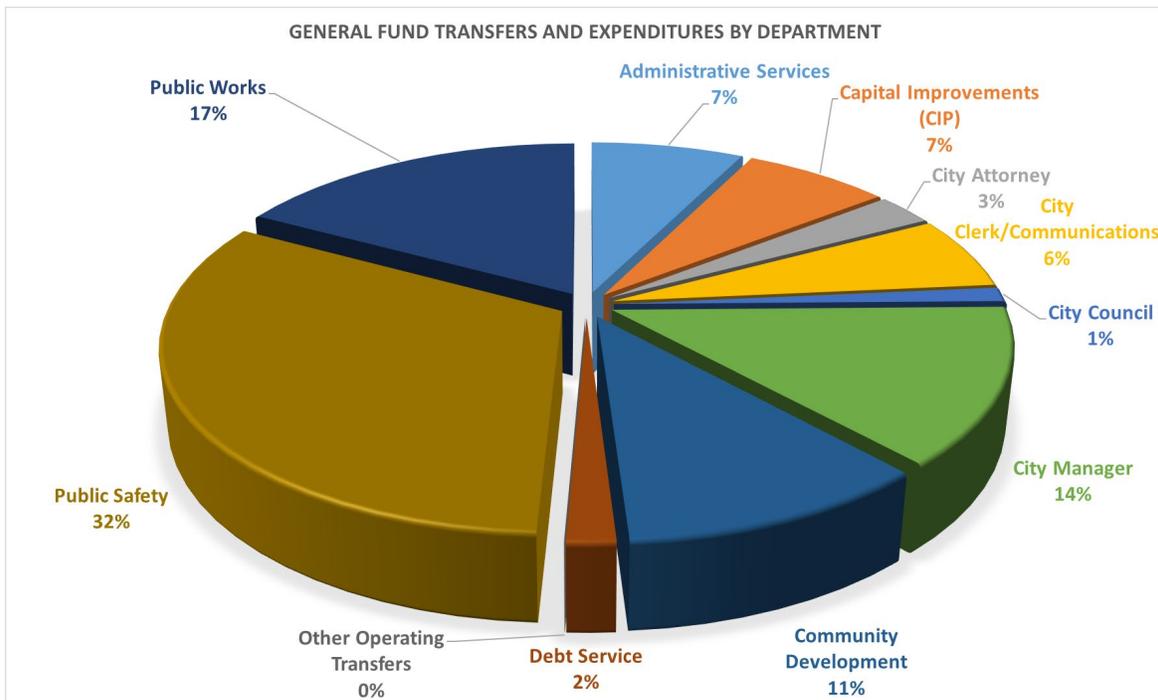
Fund Name	Actual 2017-18	Actual 2018-19	Approved Budget 2019-20	Recommended 2020-21
General Fund	\$ 16,843,109	\$ 17,495,761	\$ 17,455,155	\$ 12,807,303
Enterprise Funds	4,456,869	4,866,714	6,505,815	6,035,204
Special Revenue and Capital Projects Funds	19,124,687	8,784,660	10,611,149	9,878,560
Internal Service Funds	1,551,939	1,885,386	1,879,717	351,403
Debt Service	1,027,227	1,244,876	127,040	-
Grand Total	\$ 43,003,831	\$ 34,277,397	\$ 36,578,876	\$ 29,072,470



The City's total proposed budget expenditures for FY 2020-21 are \$36 million, 37% of which is from the General Fund. Total expenditures are 39% lower than FY 2019-20. This steep decrease is primarily due to an \$11.8 million pay-off of Judgement Obligation Bonds in FT 2019-20 and a substantial decrease in General Fund expenditures due to across-the-board budget cuts necessitated by the down economy. Capital improvements are only 7% of total expenditures, as compared to 15% in FY 2019-20.

Expenditures and Transfers All Funds

Fund Name	Actual 2017-18	Actual 2018-19	Approved Budget 2019-20	Recommended 2020-21
General Fund	\$ 17,772,599	\$ 16,505,791	\$ 20,154,513	\$ 13,439,508
Enterprise Funds	5,299,226	4,798,205	12,504,198	11,156,111
Special Revenue and Capital Projects Funds	20,035,330	5,750,201	13,839,418	9,909,987
Internal Service Funds	1,333,528	1,776,324	1,817,705	1,901,647
Debt Service	937,704	936,364	11,787,040	30,000
Total All Funds	\$ 45,378,387	\$ 29,766,885	\$ 60,102,874	\$ 36,437,253



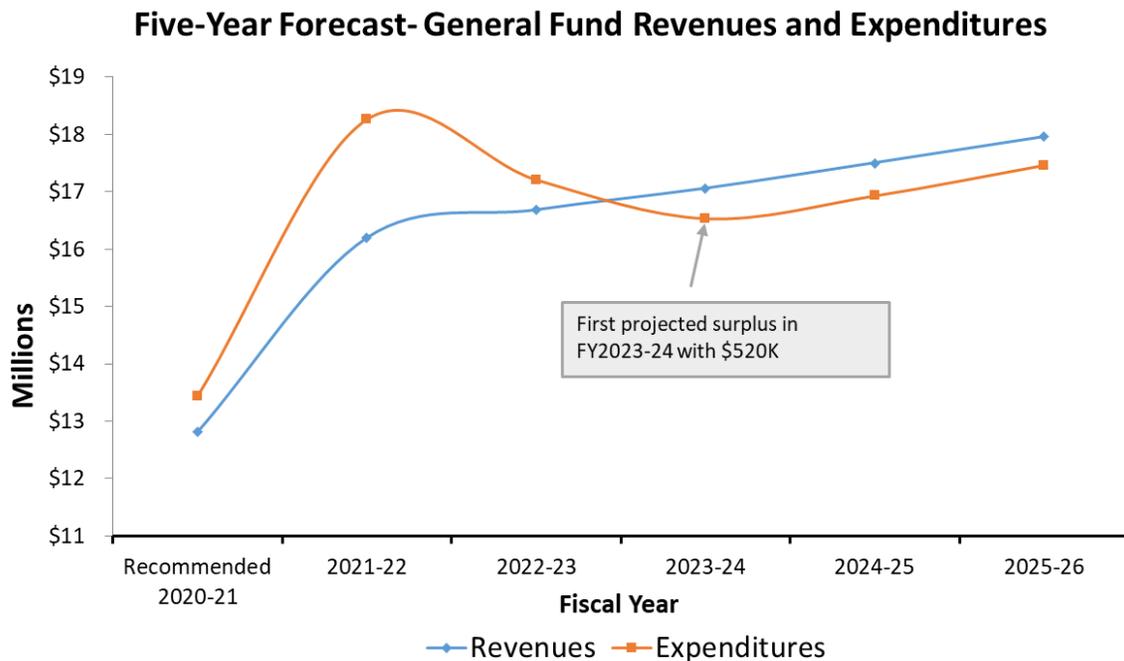
Looking ahead. The following statement was made in last year’s budget message:

“In spite of positive revenue projections for FY 2019-20, economists are predicting an economic downturn in the next 12-18 months that could last between two to four years.”

Although in no way could staff have predicted the pandemic and subsequent economic crisis, concern of an economic downturn lead to prudent planning nonetheless!

As stated above, staff recommended (and Council approved) establishment of a Reserve for Economic Uncertainty. The purpose of this reserve is to “smooth” out the effects of a dramatic downturn in the economy that would have a direct negative impact on the City’s primary revenue sources (i.e. Property Tax, Sales Tax TOT). A policy for use of the fund has been approved by the Council and is included in the Budget.

Given the circumstances, accurately projecting revenues for next year is nearly impossible, and providing a realistic five-year forecast of expenditures and revenues, is more “guesstimating” than estimating. TOT revenue has been estimated at only 34% of what was budgeted in FY 2019-20; Sales Tax has been estimated at 76% of what was budgeted in FY 2019-20; and Property Tax and “Other Taxes”, are estimated to be essentially the same as in FY 2019-20. As can be seen in the graph below, without further cuts, the City will need to use the Reserve for Economic Uncertainty in FY 2021-22 and FY 2022-23 before the City’s main revenue sources would recover enough to generate a surplus.



BUDGETARY HIGHLIGHTS/SIGNIFICANT CHANGES

The following three key principles guided development of the budget:

- 1) Assumed very conservative revenue projections (66% decrease for TOT and 24% decrease for Sales Tax)
- 2) Preserved the Reserve for Economic Uncertainty for prolonged recession and potential “Second Wave”
- 3) Took a “balanced” approach to budget cuts: All programs were analyzed, and cuts were made equitably across the board to capital expenditures, supplies, materials, contracts, labor, service centers, departments, etc.

Key highlights and changes are summarized below:

- The Community Services Non-Profit Grant Program was renewed, and in light of COVID-19 recovery needs, the funding level is recommended to be increased from \$150,000 to \$200,000.
- The Sheriff's contract has increased by \$92,498 for FY 2020-21. This increase reflects a minor cost of living increase plus \$162,442 towards the "service gap" caused by public safety personnel from the unincorporated areas servicing the City. Additionally, the contract with the Sheriff Office of Emergency Services (OES) will not be renewed. This contract for approximately \$70,000 provides a half-time OES staff person who provided training and other expertise related to emergency preparedness. The City will continue to work with OES and participate in the County JPA.
- In early 2017, the CalPERS Board approved a decrease in the discount rate from 7.5% to 7% by 2020. The discount rate is the expected rate of return on investments. The decreased discount rate has a major impact on the City's annual unfunded actuarial liability (UAL). The City's FY 2019-20 payment was \$877,000 and will be approximately \$960,000 in FY 2020-21. The Council directed that the UAL payment be made out of the Retirement Stabilization Fund next year, thereby saving that expenditure from the General Fund.
- The Judgement Obligation Bond for acquisition of the Beachwood property was retired in FY 2019-20. This action eliminated an annual debt service payment of \$590,000 and returned a one-time \$400,000 reserve to the General Fund. Besides pension liability, the only debt currently carried by the City is a \$6 million interest-free loan from the County. This loan has a 10-year term and FY 2020-21 is the second year of that term. Due to the economic challenges facing the City, the County has agreed to defer the loan payment for FY 2020-21 until FY 2021-22. The City will be required to make a "double payment" in FY 2021-22 of approximately \$1.15 million.
- The revised Reserve Policy establishes an Operating Reserve at 30% of annual General Fund expenditures, and a Reserve for Economic Uncertainty at 20% of annual General Fund Expenditures. With the approval of this budget, both of these reserves will be fully funded at 50% of General Fund operating expenditures.
- \$950,000 from the General Fund has been allocated to capital improvements. In FY 2019-20, \$3.1 million was originally allocated to capital, however, \$1.8 million was reallocated back to fund balance in order to close the predicted budget gap for this year.
- In response to the financial impacts of COVID-19 and projections for continued losses to TOT revenue for the foreseeable future, the following five positions were laid off in April 2020:

- Human Resources Management Analyst
- Executive Assistant
- Recreation Leader
- Accounting Technician
- Maintenance Worker I

Additionally, a second Maintenance Worker I position was left un-filled. These six positions represent 14% of the workforce and an annual savings of \$498 thousand.

- All executive staff and managers are taking a 10% furlough. Management is currently in negotiations with Local Union 39 for their members to also take a 10% furlough. Assuming all employees are taking a 10% furlough effective July 2020, this will result in an annual savings of \$453 thousand.
- Services have been scaled back in all departments. City Hall will be closed on Fridays. Additional detail of these impacts to services is included in the departmental sections of the Budget.
- In collaboration with local non-profits and business groups--including support for local businesses impacted by COVID-19--the City intends to take a leading role in economic development efforts, including creation of an Economic Recovery Taskforce. This Taskforce will guide the City and advise the Council on all matters related to recovery and reinvestment into the community.

CAPITAL IMPROVEMENT PROGRAM

The Five-Year Capital Improvement Program (CIP) has been updated along with preparation of the operating budget. The CIP document, which is presented separately, is an important element of the City's budget as it guides the City's infrastructure and facilities work. The development of the CIP has also utilized an iterative process. The City Council has seen this plan several times and has offered input and feedback at each stage, consistently providing guidance with an emphasis on investing in the community through capital improvements.

CONCLUSION

The FY 2020-21 Recommended Budget is a balanced budget that reflects the priorities of the City Council and needs of the community.

For more detailed information than what is stated here, the reader is encouraged to start with the Budget Overview. Departmental budgets follow and are clearly tabbed for ease of finding specific costs and services for each department.

I am pleased to report that the City's FY 2019-20 budget received the Excellence Award from the Government Finance Officers Association. This award is presented to cities whose budget documents meet program criteria as a policy document, operational guide, financial plan, and communication device. We believe the FY 2020-21 budget will continue to meet the criteria for this award.

Development of the budget must be completed in a very compressed timeline and is a substantial amount of work for the entire organization. I want to acknowledge Council's leadership, the department directors and their staff, but especially thank the dedicated budget team who completed this document. They are mostly new employees and had to produce their first budget under the most challenging of circumstances.

My sincerest appreciation is extended to the folks of the Administrative Services Department (Lisa, Kenneth, Julissa, Raymond, Maggie, Bryan, and Paula)!

Respectfully submitted,



Bob Nisbet
City Manager

**“We are not at fault, but we are responsible.
The Pandemic chose us, and we must own it.”**

-Angela Blanchard, leader in community
development and disaster recovery



CITY OF HALF MOON BAY

City Hall • 501 Main Street • Half Moon Bay • 94019

Junio 16, 2020

Honorable Alcalde, Miembros del Concejo Municipal y Miembros de la Comunidad,

En nombre del personal de la Ciudad, tengo el privilegio de presentar al Concejo Municipal y a la comunidad el Presupuesto Operativo Recomendado para el Año Fiscal 2020-2021. El Presupuesto Recomendado es un presupuesto equilibrado que es una declaración de la situación financiera actual de la ciudad; una herramienta que proyecta futuros ingresos y gastos para guiar el servicio y la toma de decisiones relacionadas con el presupuesto; y un plan de trabajo para comunicar, implementar y monitorear las operaciones de la Ciudad, los gastos de capital y las prioridades del Concejo.

Los acontecimientos de 2020 son, sin duda, sin precedentes. Este año estará en la historia. La nación está experimentando una crisis que lo abarca todo: hay una crisis de salud pública; hay una crisis económica; hay una crisis de justicia social; hay una crisis de salud mental. La ciudad se ve afectada por todas las facetas de esta crisis y, al abordar la crisis financiera, no podemos ignorar las otras tres.

Las finanzas de la ciudad han sido seriamente afectadas por las consecuencias económicas causadas por la pandemia mundial. A partir de mediados de Marzo, la economía de la Ciudad se cerró efectivamente y recién ahora comienza a reabrirse. Los hoteles han estado casi vacíos, lo que inmediatamente generó un déficit presupuestario de \$ 3.1 millones solo para cerrar el año fiscal 2019-20. Basado en datos y opiniones de expertos de numerosas fuentes que predicen una recuperación económica lenta y una posible "segunda ola" de infecciones por COVID-19, el personal ha proyectado de manera conservadora que los hoteles solo tendrán un 24% de capacidad durante el próximo año. Junto con las proyecciones de otras fuentes de ingresos, el personal proyecta una disminución del 27% en los ingresos del Fondo General para el año fiscal 2020-21.

A pesar de estos números alarmantes, la dependencia de la Ciudad en el Impuesto de Ocupación Transitoria (TOT) llevó al Ayuntamiento a crear una "Reserva para la Incertidumbre Económica" el año pasado. Diez años de crecimiento constante en los ingresos fiscales, aumentos moderados en los gastos y servicios, y la previsión del Concejo para mantener reservas saludables está permitiendo que la Ciudad supere la crisis financiera actual.

Este presupuesto recomendado incluye reducciones a todos los departamentos y servicios, reducciones significativas en la fuerza laboral y dependencia de transferencias únicas y uso de

reservas. El presupuesto es equilibrado y mantiene las reservas del Fondo General en el límite máximo del 50% de los gastos operativos.

Como se indicó anteriormente, los desafíos financieros de la Ciudad no pueden resolverse a largo plazo sin abordar los impactos sociales causados por la pandemia y los antiguos problemas culturales divisivos. La **recuperación** será de varios años, requerirá una **reinversión** en la comunidad y una **renovación** que descarte las viejas normas, ideas y enfoques de gobernanza y presupuesto. El compromiso cívico es crucial para un cambio de paradigma exitoso. El Ayuntamiento ha dirigido la formación de un Grupo de trabajo de recuperación económica. El propósito de este grupo diverso y representativo será guiar al personal y al Concejo durante los próximos dos años.

Según Edward Everett, el ex Administrador de la ciudad de Redwood City, esta crisis es un problema "terrible", pero también es un evento y una oportunidad única en la vida para lograr un cambio positivo. Para abordar problemas como estos, dice que debemos ser creativos, flexibles, persistentes, valientes y comprometer a nuestra ciudadanía.

“Recuperar > Reinvertir > Renovar”

LOGROS DEL AÑO ANTERIOR

Durante el año fiscal 2019-20, la ciudad completó varios proyectos importantes que están alineados con los cuatro elementos estratégicos del Concejo: 1) Infraestructura y Medio Ambiente, 2) Comunidades Saludables y Seguridad Pública, 3) Sostenibilidad Fiscal y 4) Gobierno Inclusivo. Algunos de estos logros se resumen a continuación:

- Se llenaron un total de 10 puestos permanentes y temporales que habían estado vacantes, incluidos seis puestos clave en el Departamento de Servicios Administrativos.
- Se coordinó un protocolo de teletrabajo y se negociaron cambios clave en los Memorandos de Acuerdo actuales que permiten operaciones eficientes de la Ciudad durante la actual crisis pandémica.
- Se comenzó la migración de Harris Enterprise un sistema antiguo y obsoleto de planificación de recursos empresariales al nuevo software de Caselle para el Departamento de Finanzas.

- Se negociaron contratos inmobiliarios para una variedad de proyectos importantes, que incluyen: (1) un acuerdo de compraventa de 880 Stone Pine; (2) Préstamo a Abundant Grace para la compra del centro de desarrollo de la fuerza laboral; y (3) varias licencias / arrendamientos para el uso de propiedad de la Ciudad.
- Se completó el borrador de revisión pública de la Comisión de Planificación de la Enmienda del Plan Costero Local (LCP).
- Se preparó una Ordenanza de medidas de seguridad de alquiler que fue aprobada por el Ayuntamiento en diciembre de 2019.
- Se completó la ordenanza de Distritos de Uso Mixto y Normas de Estacionamiento, en asociación con una ordenanza provisional de urgencia para la aprobación del Concejo Municipal en febrero de 2020; seguida de la certificación de la Comisión Costera en Mayo de 2020.
- Comunicamos información oportuna y relevante durante los cortes de energía de seguridad pública de PG&E (PSPS).
- Se creó un sólido plan de respuesta para el COVID-19 para las comunidades de la ciudad de Half Moon Bay y Coastside. Respondimos y mantuvimos la continuidad del negocio durante la pandemia de COVID-19 y las ordenes asociadas de Refugio en el Casa. Comunicamos información oportuna y relevante durante la pandemia COVID-19.
- Se convirtió a elecciones distritales para cumplir con la Ley de Derechos Electorales de California y nos preparamos para las elecciones municipales de Noviembre de 2020 de la Ciudad con dos lugares disponibles para miembros del concejo y posibles medidas de votación.
- Entramos en un acuerdo a largo plazo con la Asociación de Historia de Half Moon Bay para renovar y operar un museo de historia local a escala completa en el sitio de la cárcel histórica en Johnston Street.
- Se completó la divulgación e investigación para considerar aumentar el salario mínimo de la Ciudad a \$ 15 por hora, el cual fue aprobado por el Concejo y entrará en vigor el 1 de enero de 2021.
- Continuaron las mejoras al Programa de Música en los Parques de la Ciudad, incluyendo la Serie de Conciertos Comunitarios en Mac Dutra Plaza, que atrajo a más de 300 participantes en cuatro conciertos y el segundo Festival Anual de Música Summers End en John L. Carter Park, que atrajo a más de 1,000 participantes.
- Proporcionamos coordinación, comando de incidentes y seguridad pública para eventos comunitarios, incluyendo el Festival de la Calabaza, Noche de Luces, el Triatlón Half Moon Bay y el Desfile del 4 de Julio.

- En asociación con el grupo CARON de la Oficina del Sheriff, se realizaron numerosos eventos de educación comunitaria y divulgación celebrados en la Biblioteca Half Moon Bay.
- Se completó el trabajo en el Programa Piloto de Acción Climática y se completó el Plan de Implementación de Sustentabilidad.
- Se completaron varias renovaciones centradas en la comunidad del Centro Comunitario Ted Adcock utilizando personal de Mantenimiento de la Ciudad.
- Se completó el diseño y se otorgó el contrato para las estaciones de bombeo Ocean Colony y el proyecto Force Main.
- Se completó el Proyecto de Acceso Vertical de Poplar

PRIORIDADES DEL CONCEJO

El Concejo de la Ciudad realizó tres sesiones de escucha comunitaria durante el mes de Marzo que culminaron con un taller de establecimiento de prioridades el 10 de Marzo de 2020. En este taller, el Concejo estableció las siguientes cinco prioridades generales:

1. Vivienda asequible (una prioridad continua de varios años)
2. Preparación para Emergencias
3. Gestión de la Demanda de Tráfico
4. Sustentabilidad
5. Desarrollo Económico y Recuperación

Anteriormente, el personal había creado un plan de trabajo de varios años para las prioridades uno a cuatro que enumeraba proyectos, programas y tareas específicos que se llevarían a cabo para cumplir con estas prioridades. Si bien se logró un progreso significativo hacia la finalización de muchos de los proyectos y tareas, el personal continúa trabajando hacia la finalización de los proyectos y continuará proporcionando actualizaciones oportunas al Concejo. Hay varias recomendaciones dentro del presupuesto propuesto en respuesta a las prioridades del Concejo; sin embargo, la crisis financiera causada por la reciente pandemia ha frenado el progreso y puede extender los plazos para proyectos dentro de las prioridades.

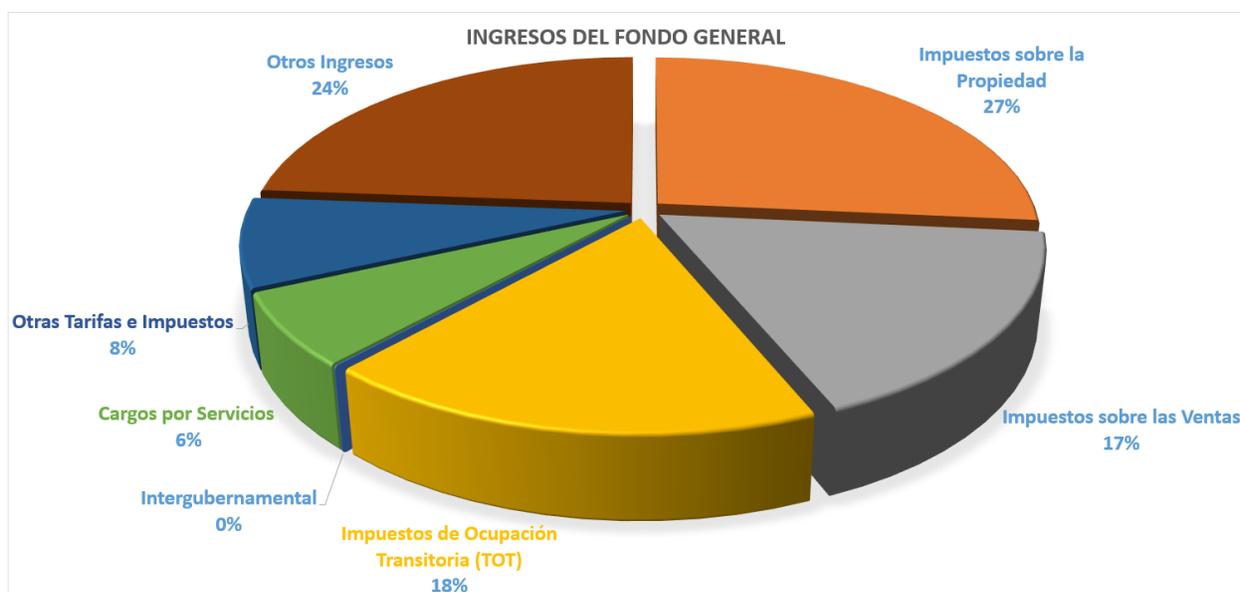
PRESUPUESTO EN UN VISTAZO

Los ingresos y transferencias totales estimados de la Ciudad (todos los fondos) para el Año Fiscal 2020-21 son de \$ 29.1 millones. Esta cantidad representa una disminución significativa del Año Fiscal 2019-20, principalmente debido a la disminución del Impuesto de Ocupación Transitoria (TOT) y la disminución del Impuesto Sobre las Ventas. Los ingresos del Fondo General son de aproximadamente \$ 12.8 millones en comparación con \$ 17.5 millones para el año fiscal 2019-20.

Las tres fuentes principales de ingresos del Fondo General son el Impuesto a la Propiedad, el Impuesto sobre las Ventas y el Impuesto a la Ocupación Transitoria (TOT), como se ve en la gráfica circular en la siguiente página. "Otros ingresos" incluyen el reembolso de crédito del condado, tarifas de golf, tarifas de estacionamiento, intereses sobre inversiones e ingresos varios. La conclusión importante de esta gráfica es que, si bien TOT representó el 39% de los ingresos totales del Fondo General en el año fiscal 2019-20, solo se estima que representa el 18% de los ingresos del Fondo General en el año fiscal 2020-21. Aunque se proyecta que el Impuesto a la Propiedad se mantendrá estable, ahora representará una porción mayor de los ingresos del Fondo General al 27%

Ingresos y Transferencia de Todos los Fondos

Nombre del fondo	Actual 2017-18	Actual 2018-19	Presupuesto Aprobado 2019-20	Presupuesto Recomendado 2020-21
Fondo General	\$ 16,843,109	\$ 17,495,761	\$ 17,455,155	\$ 12,807,303
Fondos Empresariales	4,456,869	4,866,714	6,505,815	6,035,204
Fondos de Ingresos Especiales y de Proyectos de Capital	19,124,687	8,784,660	10,611,149	9,878,560
Fondos de Servicio Interno	1,551,939	1,885,386	1,879,717	351,403
Servicio de Deudas	1,027,227	1,244,876	127,040	-
Gran Total	\$ 43,003,831	\$ 34,277,397	\$ 36,578,876	\$ 29,072,470

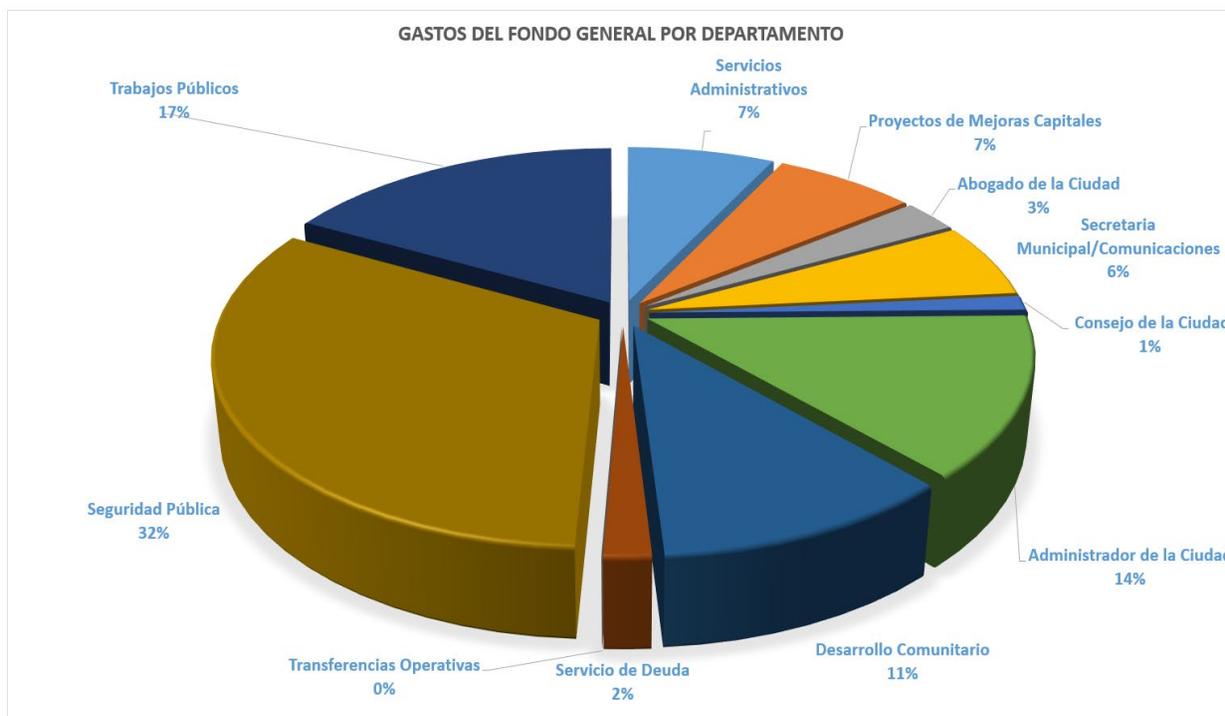


***"Otros ingresos" incluye el reembolso de crédito del condado, tarifas de golf, tarifas de estacionamiento, intereses de inversión, transferencias operativas de otros fondos e ingresos misceláneos.

Los gastos presupuestarios totales propuestos por la Ciudad para el año fiscal 2020-21 son de \$37 millones, de los cuales el 44% proviene del Fondo General. Los gastos totales son un 38% más bajos que en el año fiscal 2019-20. Esta fuerte disminución se debe principalmente a un pago de \$ 11.8 millones de los Bonos de Obligación de Sentencia en el Año Fiscal 2019-20 y a una disminución sustancial en los gastos del Fondo General debido a los recortes presupuestarios generales necesarios para la crisis económica. Las Mejoras de Capital son solo el 7% de los gastos totales, en comparación con el 15% en el Año Fiscal 2019-20.

Gastos y Transferencias de Todos los Fondos

Nombre del fondo	Actual	Actual	Presupuesto Aprobado	Presupuesto Recomendado
	2017-18	2018-19	2019-20	2020-21
Fondo General	\$ 17,772,599	\$ 16,505,791	\$ 20,154,513	\$ 13,439,508
Fondos Empresariales	5,299,226	4,798,205	12,504,198	11,156,111
Fondos del Ingreso Especiales y de Proyectos de Capital	20,035,330	5,750,201	13,839,418	9,909,987
Fondos de Servicio Interno	1,333,528	1,776,324	1,817,705	1,901,647
Servicio de Eeudas	937,704	936,364	11,787,040	30,000
Gran Total	\$ 45,378,387	\$ 29,766,885	\$ 60,102,874	\$ 36,437,253



Mirando hacia el futuro. La siguiente declaración se hizo en el mensaje de presupuesto del año pasado:

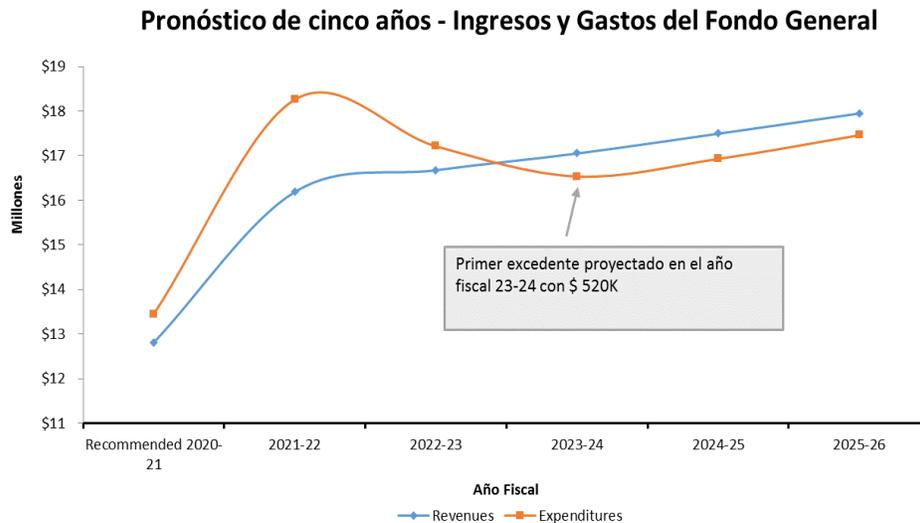
"A pesar de las proyecciones positivas de ingresos para el año fiscal 2019-20, los economistas predicen una recesión económica en los próximos 12-18 meses que podría durar entre dos y cuatro años".

¡Aunque de ninguna manera el personal podría haber predicho la pandemia y la posterior crisis económica, la preocupación por una recesión económica condujo a una planificación prudente!

Como se indicó anteriormente, el personal recomendó (y el Concejo aprobó) el establecimiento de una Reserva para la Incertidumbre Económica. El propósito de esta reserva es "suavizar" los efectos de una recesión dramática en la economía que tendría un impacto negativo directo en las principales fuentes de ingresos de la Ciudad (es decir, Impuesto a la Propiedad, TOT de Impuesto a las Ventas). Una política para el uso del fondo ha sido aprobada por el Concejo y está incluida en el Presupuesto.

Dadas las circunstancias, es casi imposible proyectar con precisión los ingresos para el próximo año, y proporcionar un pronóstico realista de los gastos e ingresos a cinco años es más "adivinar" que estimar. Los ingresos de TOT se han estimado en solo el 34% de lo presupuestado en el año fiscal 2019-20; El Impuesto sobre las Ventas se ha estimado en un 76%

de lo presupuestado en el año fiscal 2019-20; y el Impuesto a la Propiedad y "otros impuestos", se estima que son esencialmente los mismos que en el año fiscal 2019-20. Como se puede ver en la gráfica a continuación, sin más recortes, la Ciudad deberá usar la Reserva para la Incertidumbre Económica en el año fiscal 2021-22 y el año fiscal 2022-23 antes de que las principales fuentes de ingresos de la Ciudad se recuperen lo suficiente como para generar un excedente.



RELEVANCIAS PRESUPUESTARIAS/CAMBIOS SIGNIFICATIVOS

Los siguientes tres principios clave guiaron el desarrollo del presupuesto:

- 1) Se asumieron proyecciones de ingresos muy conservadoras (disminución del 66% para TOT y disminución del 24% para el Impuesto sobre las Ventas)
- 2) Se preservó la Reserva de Incertidumbre Económica para una recesión prolongada y una potencial "Segunda ola"
- 3) Se tomó un enfoque "equilibrado" para los recortes presupuestarios: se analizaron todos los programas y se hicieron recortes equitativos en general a los gastos de capital, suministros, materiales, contratos, mano de obra, centros de servicios, departamentos, etc.

Los principales aspectos destacados y los cambios se resumen a continuación:

- Se renovó el Programa de subvenciones para servicios comunitarios sin fines de lucro, y en vista de las necesidades de recuperación de COVID-19, se recomienda aumentar el nivel de financiación de \$ 150,000 a \$ 200,000.
- El contrato del Sheriff ha aumentado en \$ 92,498 para el año fiscal 2020-21. Este aumento refleja un aumento menor en el costo de vida más \$ 186,221 hacia la "brecha de servicio" causada por el personal de seguridad pública de las áreas no incorporadas que prestan servicios a la Ciudad. Además, el contrato con la Oficina de Servicios de Emergencia del Sheriff (OES) no se renovará. Este contrato por aproximadamente \$ 70,000 proporciona un miembro del personal de OES de medio tiempo que brindó capacitación y otros conocimientos relacionados con la preparación para emergencias. La Ciudad continuará trabajando con OES y participará en el JPA del Condado.
- A principios de 2017, el Concejo de CalPERS aprobó una disminución en la tasa de descuento del 7.5% al 7% para 2020. La tasa de descuento es la tasa de rendimiento esperada de las inversiones. La disminución de la tasa de descuento tiene un impacto importante en la responsabilidad actuarial Anual no Financiada (UAL) de la Ciudad. El pago de la Ciudad para el año fiscal 2019-20 fue de \$ 877,000 y será de aproximadamente \$ 960,000 en el año fiscal 2020-21. El Concejo ordenó que el pago UAL se haga con cargo al Fondo de Estabilización para la Jubilación el próximo año, ahorrando así ese gasto del Fondo General.
- El Bono de Obligación de Sentencia para la adquisición de la propiedad de Beachwood se retiró en el año fiscal 2019-20. Esta acción eliminó un pago anual del servicio de la deuda de \$ 590,000 y devolvió una reserva única de \$ 400,000 al Fondo General. Además de la responsabilidad de pensión, la única deuda que actualmente tiene la Ciudad es un préstamo sin intereses de \$ 6 millones del Condado. Este préstamo tiene un plazo de 10 años y el año fiscal 2020-21 es el segundo año de ese plazo. Debido a los desafíos económicos que enfrenta la Ciudad, el Condado acordó diferir el pago del préstamo para el año fiscal 2020-21 hasta el año fiscal 2021-22. La Ciudad deberá hacer un "doble pago" en el año fiscal 2021-22 de aproximadamente \$ 1.15 millones.
- La Política de Reserva revisada establece una Reserva Operativa al 30% de los gastos anuales del Fondo General, y una Reserva para la Incertidumbre Económica al 20% de los Gastos anuales del Fondo General. Con la aprobación de este presupuesto, ambas reservas se financiarán en su totalidad al 50% de los gastos operativos del Fondo General.
- \$ 950,000 del Fondo General se han asignado a mejoras de capital. En el año fiscal 2019-20, \$ 3.1 millones se asignaron originalmente al capital, sin embargo, \$ 1.8

millones se reasignaron al saldo del fondo para cerrar la brecha presupuestaria prevista para este año.

- En respuesta a los impactos financieros de COVID-19 y las proyecciones de pérdidas continuas en los ingresos de TOT en el futuro previsible, se prescindió del servicio de las siguientes cinco posiciones en abril de 2020:
 - Analista de Gestión de Recursos Humanos
 - Asistente Ejecutivo
 - Líder de Recreación
 - Técnico Contable
 - Trabajador de Mantenimiento I

Además, un segundo puesto de Trabajador de mantenimiento I quedó sin cubrir. Estos seis puestos representan el 14% de la fuerza laboral y un ahorro anual de \$ 498 mil.

- Todo el personal ejecutivo y los gerentes están percibiendo una reducción del 10% salarial. La gerencia está actualmente en negociaciones con Local Unión 39 para que sus miembros también tengan un 10% de reducción. Suponiendo que todos los empleados reciban una reducción del 10% a partir de julio de 2020, esto generará un ahorro anual de \$ 453 mil.
- Los servicios se han reducido en todos los departamentos. El Ayuntamiento estará cerrado los viernes. Se incluyen detalles adicionales de estos impactos en los servicios en las secciones departamentales del Presupuesto.
- En colaboración con organizaciones locales sin fines de lucro y grupos empresariales, incluido el apoyo a las empresas locales afectadas por COVID-19, la Ciudad tiene la intención de asumir un papel de liderazgo en los esfuerzos de desarrollo económico, incluida la creación de un Grupo de trabajo de recuperación económica. Este grupo de trabajo guiará a la ciudad y asesorará al Concejo sobre todos los asuntos relacionados con la recuperación y la reinversión en la comunidad.

PROGRAMA DE MEJORA CAPITAL

El Programa de Mejora de Capital a Cinco Años (CIP) se ha actualizado junto con la preparación del presupuesto operativo. El documento del CIP, que se presenta por separado, es un elemento importante del presupuesto de la Ciudad, ya que guía el trabajo de infraestructura e instalaciones de la Ciudad. El desarrollo del CIP también ha utilizado un proceso iterativo. El Ayuntamiento ha visto este plan varias veces y ha ofrecido aportes y comentarios en cada etapa, brindando orientación de manera consistente con énfasis en invertir en la comunidad a través de mejoras de capital.

CONCLUSIÓN

El presupuesto recomendado para el año fiscal 2020-21 es un presupuesto equilibrado que refleja las prioridades del Ayuntamiento y las necesidades de la comunidad.

Para obtener información más detallada que la que se indica aquí, se recomienda al lector que comience con la Descripción General del Presupuesto. Los presupuestos departamentales siguen y están claramente tabulados para facilitar la búsqueda de costos y servicios específicos para cada departamento.

Me complace informar que el presupuesto de la Ciudad para el año fiscal 2019-20 recibió el Premio a la Excelencia de la Asociación de Oficiales de Finanzas del Gobierno. Este premio se otorga a las ciudades cuyos documentos presupuestarios cumplen con los criterios del programa como documento de política, guía operativa, plan financiero y dispositivo de comunicación. Creemos que el presupuesto del año fiscal 2020-21 continuará cumpliendo con los criterios para este premio.

El desarrollo del presupuesto debe completarse en una línea de tiempo muy comprimida y es una cantidad sustancial de trabajo para toda la organización. Quiero agradecer el liderazgo del Concejo, los directores de departamento y su personal, pero especialmente agradecer al equipo de presupuesto dedicado que completó este documento. En su mayoría son empleados nuevos y tuvieron que elaborar su primer presupuesto en las circunstancias más difíciles.

¡Mi más sincero agradecimiento se extiende a la gente del Departamento de Servicios Administrativos (Lisa, Kenneth, Julissa, Raymond, Maggie, Bryan y Paula)!

Respetuosamente presentado



Bob Nisbet
Administrador de la Ciudad

**“No tenemos la culpa, pero somos responsables.
La pandemia nos eligió, y debemos aceptarla”.**

-Angela Blanchard, Líder Comunitario en
Desarrollo y Recuperación de Desastres.

RESOLUTION No. C-2020-57

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY
ADOPTING THE FISCAL YEAR 2020-2021 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 FY 2020-21 Operating and Capital Improvement Program Budgets during the budget hearing held on June 2, 2020 and gave general direction on the recommendations contained therein during a public meeting; and

WHEREAS, the City Council of the City of Half Moon Bay has held a public hearing on June 16, 2020 for consideration of adoption of the proposed FY 2020-21 Operating and Capital Budget; 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 2020-21; and

WHEREAS, in accordance with Section 65103 of the State Government Code, the City's Planning Commission held a hearing on May 14, 2020 and determined that the Five-Year Capital Improvement Plan is consistent with the City's General Plan; and

WHEREAS, the City of Half Moon Bay now desires to adopt the 2020-21 Fiscal Year Appropriations Limit, Operating and Capital Improvement Program Budgets for FY 2020-21;

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 \$36,437,253, including CIP allocation of \$10,262,000, for fiscal year 2020-21 consisting of appropriations, inter-fund transfers and General Fund expenditures of \$13,439,508 as set forth in all Fund Summary section of the Fiscal Year 2020-21 Budget.
2. The City Council does hereby approve and adopt the City's budgeted revenue of \$29,072,470 for fiscal year 2020-21 and General Fund revenues of \$12,807,303 as set forth in all Fund Summary section of the Fiscal Year 2020-21 Budget.
3. The amount of the 2020-21 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 2020-21 fiscal year.

I, the undersigned, hereby certify that the foregoing Resolution was duly passed and adopted on the 16th day of June, 2020 by the City Council of Half Moon Bay by the following vote:

AYES, Councilmembers: Penrose, Rarback, Ruddock, Brownstone, Eisen

NOES, Councilmembers:

ABSENT, Councilmembers:

ABSTAIN, Councilmembers:

ATTEST:

APPROVED:



Jessica Blair, City Clerk



Adam Eisen, Mayor

For





City of Half Moon Bay

City Council



Mayor Adam Eisen



Vice Mayor
Robert Brownstone



Councilmember
Debbie Ruddock



Councilmember
Deborah Penrose



Councilmember
Harvey Rarback



Strategic Plan Elements/Initiatives

The following Strategic Elements are high level objectives that provide a long-range vision for the City’s future and a consistent focus for the City’s services.

- **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 as well as focus efforts on addressing the City’s identified priorities.

Strategic Element: Infrastructure and Environment	Strategic Element: Healthy Communities and Public Safety
<p>Initiatives:</p> <ul style="list-style-type: none"> • Preserve, upgrade, and maintain existing City infrastructure to manage and make progress on the backlog created as a result of deferred maintenance • 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 • Continue to build and enhance a more sustainable and resilient community by incorporating green and sustainable infrastructure projects and environmental conservation • Utilize technology to maximize efficiency and productivity for improved City operations 	<p>Initiatives:</p> <ul style="list-style-type: none"> • Foster opportunities for affordable housing for very low, low, moderate, and above moderate-income households, including entry level housing, shared housing, etc. • Enhance safety for pedestrians, bicyclist, and motorists through a “complete streets” approach • Promote the health and well-being of children, youth, families, and adults of all ages and abilities • Promote a sustainable, comprehensive, and forward looking environmentally/green conscious community • Prepare City staff and community members for inevitable natural disasters and other emergencies • 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

<p>Strategic Element: Fiscal Sustainability</p>	<p>Strategic Element: Inclusive Governance</p>
<p>Initiatives:</p> <ul style="list-style-type: none"> • Practice sound and responsible financial management, while providing fiscally sustainable government services that address the needs of the community • Support and sustain a business environment that contributes to economic prosperity and revenue generation, and improves the economic well-being of the community • 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 	<p>Initiatives:</p> <ul style="list-style-type: none"> • 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 • Emphasize a high level of community engagement through public outreach and building mutually beneficial, innovative, collaborative community partnerships throughout the City • 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 • 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 • Provide and manage a repository of City records that is easily accessible to the general public • 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 • 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

About Half Moon Bay

“Live, Work, Play”



Location and Setting

Half Moon Bay sits on the Pacific Coast between forested hills and some of the most beautiful coastlines of California. It is located approximately 25 miles south of San Francisco and an easy 45-minute drive from almost anywhere in the Bay Area, within the western portion of San Mateo County. Half Moon Bay’s climate is usually mild throughout the year.

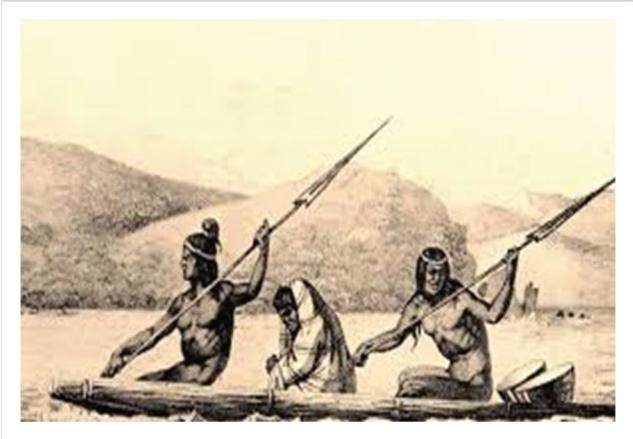
Half Moon Bay is considered a rural coastal community and is home to approximately 13,000 people. Featuring the best of Northern California all in one place, visitors to Half Moon Bay enjoy miles of white sandy beaches, redwood forests, a historic downtown filled with local artisan shops, beautiful state parks, fields of wildflowers, and trails along ocean bluffs and mountain ridges as far as the eye can see.



History

The original inhabitants of Half Moon Bay were members of the Costanoan Rumsen Ohlone Tribe, one of eight bands of an indigenous group affiliated as Ohlone and/or Costanoan. Evidence of human dwelling and daily life surface throughout San Mateo County, including Half Moon Bay's Pilarcitos Creek.

The ocean and land provided adequately for its earliest residents in terms of sustenance and trade. In addition to members of the Rumsen Tribe, Spanish explorers and Mexican cowboys lived or passed through this Coastside. The beautiful coast, accessible ports, proximity to San Francisco, and the availability of land grants to early Mexican settlers in the 1840's were all factors in attracting a new wave of people to the Half Moon Bay area.



Governor Juan B. Alvarado gave a 4,424-acre Mexican land grant to a soldier, Juan Jose Candelario Miramontes, in 1841. This land was known as Rancho Miramontes which eventually transitioned into today's Downtown Main Street. The Main Street Bridge over Pilarcitos Creek was the entrance to the Miramontes Ranch. A Spanish immigrant named Estanislao Zaballa married into the family. He and other business prospectors brought a commercial flavor by opening some of Half Moon Bay's first businesses such as saloons, rooming houses and blacksmith shops. 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.



Settlers such as James and Petra Johnston, the original owners of the majestic 'White House of Half Moon Bay,' saw potential and aspirations for cattle grazing and raising a family. James' Scottish heritage and Petra's Hispanic background, in addition to the Portuguese, Italian, Mexican and Spanish

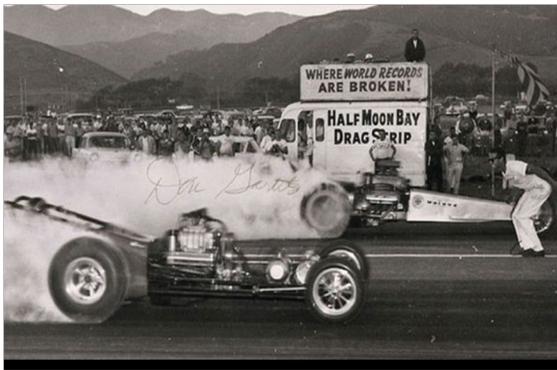
influences on the coast, demonstrate the distinct mix of ideas, traditions, occupations, and cultures that defined the area's character and identity.

In 1907, the Ocean Shore Railway was constructed along the shoreline from San Francisco to Tunitas Glen, just south of present-day Half Moon Bay. Due to financial problems and the increasing popularity of the horseless carriage, the railroad ceased operation in 1920.

The coast provided an ideal setting for “rum running” during Prohibition Era (1920 – 1933) because of its unique setting among the hidden ocean coves and thick fog. The city was small and isolated, yet close enough to access San Francisco by car. During this era, the Ocean Beach Hotel (presently Miramar Beach Restaurant) and other stops along the coast were raided numerous times for illegal liquor, gambling, and prostitution.



In 1942, the California State Highway Department constructed the Half Moon Bay Airport. Originally known as the Half Moon Bay Flight Strip, it was used during WWII by the U.S. Army and eventually turned over to the U.S. Navy at the conclusion of the war.



In 1947, San Mateo County acquired the airport, and ten years later, drag racing took it over. The Half Moon Bay Dragstrip quickly became one of the nation’s premier tracks. Half Moon Bay played host to every big name the sport had to offer during the 1950’s and 1960’s. Presently, the airport hosts the annual Pacific Coast Dream Machines show which features magnificent driving, flying, and working machines from the 20th and 21st centuries.

At any given time, the airport houses approximately 80 aircraft and is self-funded through airport user and business fees.

The City of Half Moon Bay was incorporated in 1959. It has many reminders of its early beginnings in the mid-nineteenth century as an agricultural town. Fields of flowers, artichokes, brussels sprouts, Christmas trees, pumpkins and other crops blanket the pastoral landscape in and around town.



The City’s location on the coast attracted hopeful business prospectors from many industries including fishermen and farmers. The American dream was reflected in these industrious individuals and their families whose ethnicities, aspirations, and languages converged to create a unique coastal community.

Culture, Recreation, and Local Attractions

The City and Coastside are a thriving agricultural, fishing and tourism destination. The local and surrounding 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 are featured in the Half Moon Bay 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 provides a wide variety of public and private attractions. The historic downtown is home to shopping, art galleries, fine dining and entertainment. Visitors can stroll downtown 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 are featured 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.



A short distance from downtown, the California 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 golf courses acclaimed for their quality and spectacular ocean backdrops.

The Coastside has its well-known broad, sandy beaches. Adding to the coastal habitat diversity, just a few miles southwest of town is a redwood forest. Over a century ago, those forests were cut for the timber that was used in the development of the San Francisco Peninsula. Now those redwoods are enjoyed for their enduring natural beauty. There are thousands of parkland acres throughout the southern portion of San Mateo County offering coastal vistas and hillsides cloaked in vegetation, accessible via hiking and biking trails. Half Moon Bay serves as a gateway to these recreational offerings.

The City also boasts truly unique lodgings with breathtaking ocean views, world-class hotels, and quaint cottages, whose more than 200,000 guests generate over \$80 million in sales for the community each year. Within the city limit, there are 13 hotels, inns, and Bed and Breakfasts in addition to three RV parks and campgrounds. The average occupancy across the 640 hotel rooms available is 67.4%.

Population and Demographics

There is a rich culture of diverse backgrounds and multi-generational families who have lived in Half Moon Bay for well over 100 years. Several of its older residential neighborhoods feature century-old architecture enhanced by colorful yards and gardens. It is not uncommon to find farmers, high-tech entrepreneurs, and artists living together. There are approximately 4,900 households, and 3,500 families (71.4% of households). For persons 25 years and older, 85% have a high school diploma, and 45.5% have a bachelor’s degree or higher.¹ A snapshot of demographic highlights include:

• Median Age	47.7
• Total Households	4,715
• Average Household Size	2.69
• Median Household Income	\$122,691
• Education – High School Degree or higher	87.1%
• Education – Bachelor’s Degree or higher	47.5%
• Median Housing Value	\$917,500
• Percent of Foreign-Born Persons	25.2%

San Mateo County Context

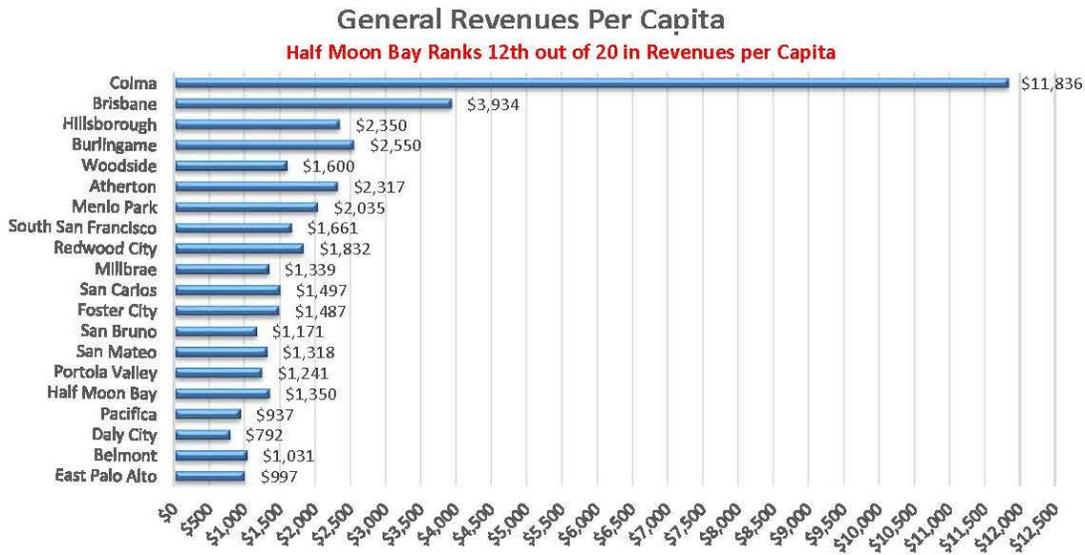
San Mateo County is part of the nine county Bay Area region. On the bayside, cities are linked by Highways 101 and 280, El Camino Real, and the CalTrain corridor. The area is a vibrant job center and part of Silicon Valley. Many Half Moon Bay employed residents work outside the City throughout this jobs-rich region.

Half Moon Bay has retained employment sectors traditional to the Coastsides, while also accommodating new businesses and industries that are otherwise primarily thought to be located “over-the-hill.” Despite its smaller size and distinct economic base, the City’s revenues and expenditures indicate that the range and cost of City services are within the norm for the county as a whole.

¹ <https://www.census.gov/quickfacts/fact/table/halfmoonbaycitycalifornia/PST045218>

San Mateo County Cities Comparison

The City of Half Moon Bay ranks the 12th in revenues per capita comparing to other cities within the San Mateo county. The City is prudent in managing its resources, ranking 16th in cost per capita.



City	Population	Report Totals			Per Capita		
		General Revenues	General Expenditures	Outstanding Debt	General Revenue	General Expenditures	O/S Debt
Colma	1,504	\$ 17,800,830	\$ 16,971,516	\$ 4,785,000	\$ 11,836	\$ 11,284	\$ 3,182
Brisbane	4,693	\$ 18,462,637	\$ 31,472,037	\$ 2,629,846	\$ 3,934	\$ 6,706	\$ 560
Hillsborough	11,444	\$ 26,898,249	\$ 25,300,913	\$ 34,254,304	\$ 2,350	\$ 2,211	\$ 2,993
Burlingame	30,889	\$ 78,771,500	\$ 60,256,936	\$ 44,300,000	\$ 2,550	\$ 1,951	\$ 1,434
Woodside	5,458	\$ 8,731,771	\$ 7,314,251	N/A	\$ 1,600	\$ 1,340	N/A
Atherton	7,137	\$ 16,534,722	\$ 14,592,838	N/A	\$ 2,317	\$ 2,045	N/A
Menlo Park	34,698	\$ 70,610,000	\$ 70,510,000	\$ 17,027,714	\$ 2,035	\$ 2,032	\$ 491
South San Francisco	67,789	\$ 112,621,224	\$ 110,610,212	\$ 27,100,000	\$ 1,661	\$ 1,632	\$ 400
Redwood City	85,925	\$ 157,436,776	\$ 136,885,776	\$ 12,800,000	\$ 1,832	\$ 1,593	\$ 149
Millbrae	22,394	\$ 29,993,962	\$ 39,235,473	\$ 24,221,213	\$ 1,339	\$ 1,752	\$ 1,082
San Carlos	30,185	\$ 45,200,000	\$ 44,400,000	\$ 3,600,000	\$ 1,497	\$ 1,471	\$ 119
Foster City	33,901	\$ 50,408,000	\$ 45,403,951	\$ 6,143,411	\$ 1,487	\$ 1,339	\$ 181
San Bruno	42,807	\$ 50,111,247	\$ 50,487,600	\$ 10,313,385	\$ 1,171	\$ 1,179	\$ 241
San Mateo	104,430	\$ 137,658,240	\$ 137,658,240	\$ 22,100,000	\$ 1,318	\$ 1,318	\$ 212
Portola Valley	4,611	\$ 5,722,502	\$ 6,331,368	N/A	\$ 1,241	\$ 1,373	N/A
Half Moon Bay	12,932	\$ 17,455,155	\$ 20,154,513	\$ 5,726,855	\$ 1,350	\$ 1,558	\$ 443
Pacifica	38,546	\$ 36,124,000	\$ 36,124,000	\$ 25,100,000	\$ 937	\$ 937	\$ 651
Daly City	106,280	\$ 84,185,166	\$ 90,292,870	\$ 27,827,202	\$ 792	\$ 850	\$ 262
Belmont	26,941	\$ 27,774,249	\$ 21,387,321	\$ 57,300,000	\$ 1,031	\$ 794	\$ 2,127
East Palo Alto	29,314	\$ 29,232,000	\$ 25,280,000	\$ 12,800,000	\$ 997	\$ 862	\$ 437
TOTAL	701,878	\$ 1,021,732,230	\$ 990,669,815	\$ 338,028,930	\$ 1,456	\$ 1,411	\$ 482

Government Structure and City Services

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

The City Council is the policy-making body. City voters elect five Councilmembers to staggered four-year terms. The City Council appoints commission and committee members to support the public policy making process. Beginning in 2020, the City will transition to district elections, with four Councilmembers elected directly by district and an at-large mayor.



The City Council meets regularly on the first and third Tuesdays of each month at 7:00 p.m. and may call additional special meetings. All meetings of City Council and Council-appointed commissions and committees are open to the public except when certain personnel matters and legal items are discussed.

By means of its own employees and through other shared or contract services, the City of Half Moon Bay provides a variety of municipal services to its citizens, including law enforcement, library, disaster preparedness, recreation programs, maintenance of streets, parks and buildings, sanitary sewer utility collection and maintenance, planning, housing, zoning and building inspection, storm drain maintenance, code and parking enforcement, engineering and general administrative services.



City offices are open 8:30 a.m. to 5:00 p.m., Monday through Thursday (except holidays).

City of Half Moon Bay Main Line	(650) 726-8260	501 Main Street
City Clerk's Office	(650) 726-8250	501 Main Street
Administrative Services	(650) 435-8261	507-B Purissima St
Recreation Services	(650) 726-8297	535 Kelly Avenue
Community Development	(650) 726-8260	501 Main Street
Public Works	(650) 750-2012	880 Stone Pine Road
Code Enforcement	(650) 726-8260	501 Main Street
Public Safety (Business Line)	(650) 726-8288	537 Kelly Avenue
Non-Emergency - After Hours	(650) 726-8286	537 Kelly Avenue

Additional information about city services is available on the City of Half Moon Bay website at www.hmbcity.com





CITY OF HALF MOON BAY

Budget Overview





Basis of Budget Preparation and Budget Overview

The City Budget is the result of a thorough, lengthy, and collaborative process involving City Council leadership and City staff expertise. The City Council sets policy direction for the budget and City staff take into consideration economic trends to forecast revenue and create a budget that accomplishes the goals of the Council while ensuring the financial stability of the City. Local, County, State, and national economic trends are among the factors considered.

ECONOMIC UPDATE

During the beginning of FY 2019-20, the City experienced its twelfth year of economic growth, led by consumer spending and tourism. In the latter half of FY 2019-20 the Covid-19 pandemic broke out across the world resulting in widespread economic downturn and the end of the City's growth trend. Meanwhile, the real estate and labor market saw the beginnings of a slight depression that is not anticipated to remain long term.

As of the April Jobs report which is the most current official data as of the publication of this budget document the unemployment rate in San Mateo County has increased to approximately 11.4%. The City of Half Moon Bay's unemployment rate is 9%. While this is lower when compared to the unemployment rates for California and the nation during the same period, it is significantly higher than the same period last year.

State Budget Outlook and Impact on the City

The State of California's budget and economy play significant roles in the City's financial condition. The State's budget has seen a substantial impact due to the pandemic resulting in the use of the entire state surplus fund, while this will have an impact on the City financial condition it is anticipated that an economic rebound will smooth out any long term impacts.

While not anticipated, the current economic downturn will put pressure on California's finances. This in turn could force the State to make some difficult choices, such additional budgetary cuts and tax increases that may directly and indirectly affect the Bay Area, San Mateo County and the City of Half Moon Bay's overall economic condition.

BUDGET DEVELOPMENT PROCESS

City staff prepare an annual operating budget each year containing revenues, appropriations, and other financial information pertaining to City's operating and capital budgets. The philosophy employed in creating this budget focuses the City's efforts on continuing to provide quality "core" municipal services in the most efficient way possible. This budget must be adopted by the City Council.

Council Strategic Planning

In preparation for the upcoming budget, the City Council hosted three community listening sessions, which allowed the Council to hear directly from members of the community to gain additional insight into the community’s priorities for budget allocation of resources over the next year and beyond.

The listening sessions culminated in a priority setting workshop on March 10, 2020. At this workshop, the City Council established the following five broad priorities:

1. Affordable Housing (an ongoing multi-year priority)
2. Emergency Preparedness
3. Traffic Demand Management
4. Sustainability
5. Economic Development/ Town Center

The table below demonstrates how the Council’s FY 2020-21 priorities fit in the larger Strategic Plan Elements and Initiatives that were adopted on February 9, 2016 and reaffirmed for FY 2019-20.

Strategic Elements				
PRIORITY	Infrastructure / Environment	Healthy Communities/Public Safety	Fiscal Sustainability	Inclusive Governance
Affordable Housing		✓	✓	✓
Emergency Preparedness	✓	✓		✓
Traffic Demand Management	✓	✓		✓
Sustainability	✓	✓	✓	✓
Economic Development/Town Center	✓	✓	✓	✓

This year the Council also identified five specific projects and have directed staff to research and determine the feasibility of pursuing in future years:

- Mac Dutra Greening Project
- Plastics ban
- Sign pointing to Downtown
- Microgrids, solar panels, power storage
- Housing grants for ADUs

Budget Preparation

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

Budget Timeline	
February 27,29, March 1	Community Listening Sessions
March 10	Council Strategic Planning and Priority Setting Workshop
February18, March 10, April 16, May 12	Several Finance Committee Meetings
May	Several Council Meetings – Discussions of Budget Methodology, Base Budget Assumptions, Capital Plan and Budget Recommendations, and Impacts of the pandemic
June 2	City Council Review of Proposed FY 2020-21 Budget
June 16	City Council Formal Adoption

Each department was tasked with reducing their Base Budget operating expenditures by a minimum of 20% consistent with the authorized FY 2019-20 Budget, adjusted by known personnel salary and benefit costs. Each department was then given an opportunity to submit prioritized program changes for service enhancements or other reductions to the Base Budget.

The City Manager reviewed department expenditure adjustments and formulated a Recommended Budget for Council’s consideration. Staff recommendations are based on many considerations, including the City’s strategic plan, staffing capacity, and potential impacts to the overall City operation, fiscal sustainability, and services provided to the community.

The City Council held budget study sessions in May and June to review and discuss the Recommended Budget for the FY 2020-21. Final adoption of the Recommended Budget for FY 2020-19 is scheduled for June 16, 2020.

Basic Accounting

The City’s accounting system is maintained on a fund basis in accordance with governmental accounting standards. Each fund is considered a separate accounting entity with a self-balancing set of accounts that record assets, liabilities, fund equity, revenue, and expenditures. All governmental funds are budgeted and accounted for using the modified accrual basis of accounting, which recognizes revenues when they become susceptible to accrual—i.e., measurable and available. Expenditures are recognized when the fund expense or liability is incurred.

Budgetary Control

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. The department heads are responsible to ensure the expenditures of their departments stay within the budget.
5. The budget is amended during the year by the Council as needed.
6. The City Manager is authorized to reallocate budget amounts of operational expenditure categories within funds as deemed necessary in order to meet the City's operational needs.
7. City Council approval is required for all inter-fund transfers and use of reserves, and for transfers to/from the capital expenditure category. The legal level of budgetary control 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 budgets no later than June 30th of each year.

The philosophy employed in creating this budget document has been to focus the City's efforts in continuing to provide quality municipal services, as well as the timely addressing of key infrastructure needs.

The City's budget goal is 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 30% of operating expenditures, where applicable. 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 adopted annual budget.

FY 2020-21 ADOPTED BUDGET OVERVIEW

The Recommended FY 2020-21 Budget is balanced despite the reduction to Transient Occupancy and Sales taxes. While extensive efforts have been made to reduce expenses to match anticipated revenues, reserve funds will be used to create a balanced budget.

In FY 2019-20, General Fund revenue of \$12.8 million is projected to be less than the General Fund expenses of \$13.4 million by \$.6 million.

This means that the City will not be able to adequately fund the cost of day-to-day operations and services in Half Moon Bay without the use of reserves. Future contributions from the General Fund to the CIP are contingent upon new revenues or one-time funds becoming available in the future.

Transient occupancy tax (i.e. “hotel tax”), property tax, and sales tax revenue make up 60% of General Fund revenue. Major General Fund Revenues sources are experiencing decreases while others have leveled off; none are seeing the continued growth as in previous years and is further described in the General Fund section of the budget document.

Budget Assumptions

The Base Budget is not an exact duplicate of the Adopted or Amended FY 2019-20 Budget because of actions the Council may have taken to modify the budget during the year, and most notably due to the FY 2020-21 budget assumptions used to develop the Base Budget. The following are the major assumptions used to develop the initial FY 2020-21 Base Budget:

Base Budget General Fund Revenue Assumptions

- **Total General Fund revenue** of \$12.8 million shows a decrease of 26.6% from the FY 2019-20 Budget.
- **The top three revenue sources**, Transient Occupancy Tax (TOT), Property Tax, and Sales and Use Tax are estimated to decrease by 40% compared to the current budget; the decrease of other revenues is estimated at 11%.

Base Budget Expenditures Assumptions

- Total General Fund expenditures of \$13 million, which includes \$12.4 million in operating expenditures and \$950 thousand in capital transfers to fund the Capital Improvement Program.
- Salary and Benefits projections include funding for 36 full-time equivalent (FTE) positions city-wide, and the reduction of 6 positions.
- Vacant positions are budgeted at top step but are frozen during the economic downturn. Projections also include salary step increases for staff members who may be eligible on their performance review dates.
- Overtime funding is included in the projections based on historical averages of overtime hours worked.
- FY 2020-21 PERS retirement rates are budgeted as provided by CalPERS: Tier 1 (2.0% @ 55) at 11.746% for classic members and Tier 2 (2% @ 62) at 7.874% for new employees without prior municipal experience or who have had a break in service.

- Salary adjustments have been made to reflect MOU provisions.
- Annual amounts needed to pay for the unfunded liability.
- Operating Expenses are decreased by 27% over FY 2019-20 budgeted amounts to account for the reduced revenue and subsequent service reduction.

Capital Improvement Program (CIP) Budget

The City's 5-Year Capital Improvement Program (CIP) is a financial planning and prioritization tool that represents the City's continuous efforts to protect public health and safety and enhance the quality of life and experience for visitors and residents in Half Moon Bay. It is adopted in conjunction with the City's Operating Budget and is presented as a separate document.

Updating the CIP annually requires coordination and cooperation between all City departments. The process includes many internal meetings to discuss current and future CIP improvements, prioritization of identified improvements, review by various advisory boards, General Plan consistency finding by the Planning Commission, and adoption by City Council.

While staff continuously assesses the needs of the City and prioritizes projects accordingly, the process to create the FY 2020-21 CIP officially began in December 2019. This resulted in the preliminary draft FY 2020-21 Capital Budget presented during the City Council Priority Setting Workshop on March 10, 2020. At the study session on May 21, 2020, guided by Council direction from the workshop, staff provided a more focused list of projects, project descriptions, and project costs. City Council approved the project list and directed staff to present the list to the Planning Commission and return with a final recommended CIP.

Staff has continued to refine project scope and budget with a summary of the CIP included in the "Capital Improvement Program" section of this document. Individuals interested in learning more about the specific improvements planned for the upcoming Fiscal Year should refer to the published Capital Improvement Program book.

Budgetary Reserves

The Government Finance Officers Association (GFOA) has issued its recommended best practice for determining the appropriate level of unrestricted General Fund balance to be, at a minimum, no less than two months of regular General Fund operating revenues or expenses, which equates to approximately 17% of annual expenses.

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 for General Fund Committed Fund Balances:

- General Fund Reserve 30% of annual expenditures
- Economic Uncertainty Reserve of up to 20% annual operating expenditures

The General Fund balances for FY 2018-19 through FY 2020-21 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)

Designations	Actual 2018-19	Budget 2019-20¹	Recommended Budget 2020-21²
Beginning Fund Balance	\$ 9,962,452	\$ 10,956,264	\$ 7,300,000
Total Revenue	17,497,101	17,455,155	12,807,303
Net Operating Expenditures	12,224,396	15,109,432	12,303,330
Operating Transfers	2,362,690	2,045,081	186,178
Total Operating Expenditures	14,587,086	17,154,513	12,489,508
Capital Transfers	1,918,705	3,000,000	950,000
Total Expenditures	16,505,791	20,154,513	13,439,508
Ending Fund Balance	10,956,264	8,256,906	6,667,794
Operating Reserve (30% of Op. Exp.)	5,146,354	5,146,354	3,746,853
Assigned for Main Street Bridge Contingencies	1,500,000		-
Economic Uncertainty Reserve ³ (Target 20% Op. Exp.)	-	2,154,288	2,497,902
Total Designations	\$ 6,646,354	\$ 7,300,642	\$ 6,244,754
Undesignated Fund Balance	\$ 4,309,910	\$ 956,264	\$ 423,040
Operating Reserve as % of Total Op. Expenses	35%	30.0%	30.0%
Economic Uncertainty Reserve as % of Total Op. Expenses		10.7%	20.0%

¹ Fund balances for the Adopted Budget 2019-20 reflect audited FY 2018-19 ending balance and budgeted revenues and expenditures.

² Beginning Fund Balance reflects ending estimates that may not match ending 2019-20 adopted budget

Conclusion

The FY 2020-21 General Fund total budget expenditures total \$13 million and include a \$950 thousand contribution to CIP. The FY 2020-21 in the City's Revenue and Capital Funds, Enterprise Funds, Debt Service Funds, and Internal Service Funds total \$19.9 million. The proposed 5-Year Capital Improvement Program (CIP) includes budgeted expenses of \$10.2 million for FY 2020-21. The CIP is comprised of 22 programs and projects scheduled for FY 2020-21, 6 of which are scheduled for completion by the end of the fiscal year.

The City has benefited from the stable local economy and the economic growth throughout San Mateo County, Silicon Valley and the Bay Area. The recent pandemic and economic downturn will have impacts of which are difficult to estimate and will have ripple effects into the years ahead. While it is anticipated that the economic downturn will be a short one, the City is taking a conservative approach to the budget and has reflected this in the financial outlook for the 2020-21 Fiscal Year.

Some of the challenges that the City will likely face in the near future are:

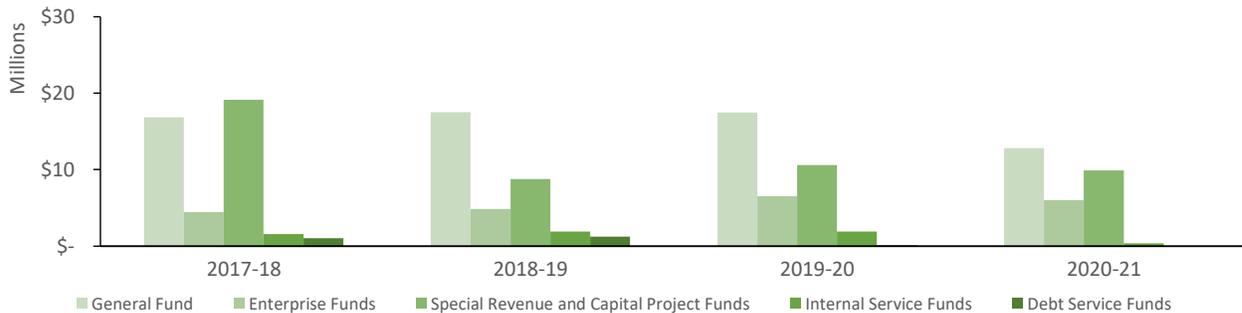
- Federal and State Budget continued budget challenges and potential threat to local governments. Various capital projects are expected to be funded by grant awards and could be eliminated if those grant programs are paused or discontinued.

- Capital improvements that will need to be funded by the City.
- Increased contractual costs. The City uses outside contractors extensively, including for police services.
- Increased pension costs.
- The current economic downturn and an ongoing need to ensure the City is financially equipped to weather this recession.

Fiscal sustainability remains a high priority for Half Moon Bay. To that end, staff continues to project revenues and expenditures in a conservative manner. To this end, the City has two General Fund Reserves, one created in FY 2019-20 as the Economic Uncertainty Reserve with a target amount of 20% of the operating budget in addition to the existing General Fund Reserve (30%).

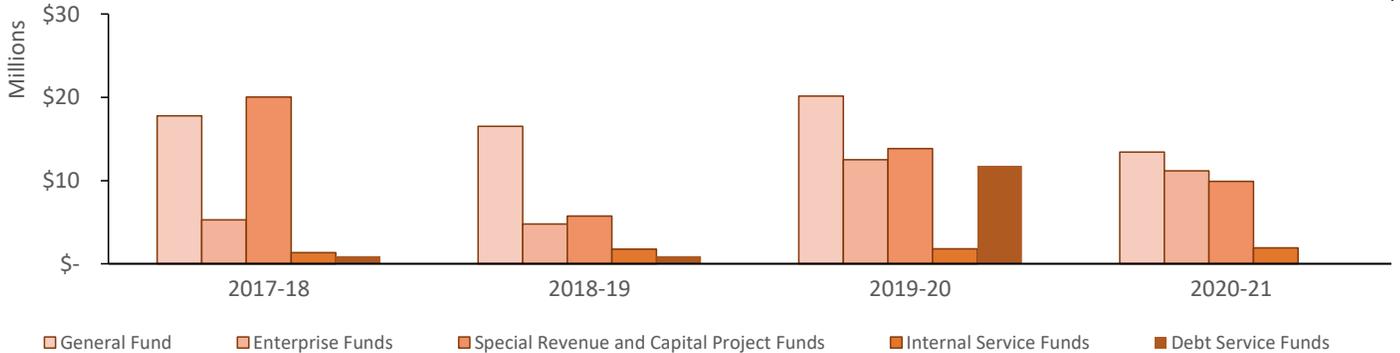
**City of Half Moon Bay
FY 2020-21 Recommended Budget
Summary of Revenue & Transfers by Fund**

Fund Name	Actual 2017-18	Actual 2018-19	Adopted 2019-20	Recommended 2020-21
GENERAL FUND	\$ 16,843,109	\$ 17,497,101	\$ 17,455,155	\$ 12,807,303
ENTERPRISE FUNDS				
Sewer Operating	2,459,071	4,439,838	6,359,258	5,885,717
Sewer Capital	1,997,798	426,876	146,557	149,487
TOTAL ENTERPRISE FUNDS	4,456,869	4,866,714	6,505,815	6,035,204
SPECIAL REVENUE FUNDS				
Storm Drain Operating	52,264	63,625	50,612	624
Main Street Bridge	7,642	191,639	3,774	468,849
Gas Tax	442,661	492,735	485,311	233,553
Streets and Roads	837,254	541,740	5,809,632	4,234,594
Measures A and W	338,275	440,413	572,910	467,594
Traffic Mitigation	869,541	2,460,758	35,822	36,538
Library Operation	41,140	71,372	-	-
Library Capital	11,520,446	783,022	-	-
Park/Facilities Development	681,493	1,626,265	1,473,793	630,964
Affordable Housing	27,409	51,385	411,322	11,548
Capital General	1,797,680	613,935	605,000	2,635,000
Police Grants	143,274	158,690	120,560	142,222
Drainage Capital	547,115	330,727	156,846	13,430
Public Facilities	1,818,494	958,354	885,567	1,003,641
TOTAL SPECIAL REVENUE AND CAPITAL PROJECT FUNDS	19,124,688	8,784,660	10,611,149	9,878,560
Vehicle Replacement	33,518	15,153	12,789	5,000
Equipment Replacement	203,286	211,881	206,596	316,403
Risk Management	672,831	697,310	655,334	30,000
Pension Stabilization	642,304	961,042	1,004,998	-
INTERNAL SERVICE FUNDS	1,551,939	1,885,386	1,879,717	351,403
Judgement Bonds - A	-	1,341	-	-
Judgement Bonds - B	1,027,227	1,243,535	127,040	-
DEBT SERVICE FUNDS	1,027,227	1,244,876	127,040	-
Total Other Funds	25,133,496	15,536,760	18,996,681	16,265,167
Total All Funds	\$ 41,976,605	\$ 33,033,861	\$ 36,451,836	\$ 29,072,470



**City of Half Moon Bay
FY 2020-21 Recommended Budget
Summary of Expenditures & Transfers by Fund**

Fund Name	Actual 2017-18	Actual 2018-19	Budget 2019-20	Recommended 2020-21
GENERAL FUND	\$ 17,772,599	\$ 16,505,791	\$ 20,154,513	\$ 13,439,508
ENTERPRISE FUNDS				
Sewer Operating	4,985,659	4,940,049	6,356,152	5,885,717
Sewer Capital	313,567	(141,844)	6,148,046	5,270,394
TOTAL ENTERPRISE FUNDS	5,299,226	4,798,205	12,504,198	11,156,111
SPECIAL REVENUE FUNDS				
Storm Drain Operating	-	-	54,386	54,000
Main Street Bridge	-	360,676	450,000	465,000
Gas Tax	217,941	94,763	336,746	220,501
Streets and Roads	1,388,588	2,181,863	6,735,862	4,523,392
Measure A	259,122	82,239	91,387	80,303
Traffic Mitigation	64,254	42,803	-	-
Library Operation	26,039	176,821	109,996	-
Library Capital	14,970,295	1,699,714	2	-
Park/Facilities Development	182,206	365,324	1,971,827	653,290
Affordable Housing	14,833	342	(40)	-
Capital General	1,355,190	419,700	1,699,578	2,520,000
Police Grants	54,619	56,025	409,283	292,222
Drainage Capital	91,242	88,255	872,070	74,279
Public Facilities	1,411,000	181,676	1,108,321	1,027,000
TOTAL SPECIAL REVENUE AND CAPITAL PROJECT FUNDS	20,035,329	5,750,201	13,839,418	9,909,987
INTERNAL SERVICE FUNDS	1,333,528	1,776,324	1,817,705	1,901,647
DEBT SERVICE FUNDS	937,704	937,704	11,787,040	30,000
Total Other Funds	27,605,787	13,262,434	39,948,361	22,997,745
Total All Funds	\$ 45,378,386	\$ 29,768,225	\$ 60,102,874	\$ 36,437,253



**City of Half Moon Bay
FY 2020-21 Recommended Budget
Transfers/Allocations Summary**

	Budget Transfers In 2020-21
GENERAL FUND (101)	
From Sewer Operating (201)	498,923
From Judgement Obligation Bond Fund (142)	30,000
GENERAL FUND (101)	528,923
SEWER OPERATING (201)	
From Sewer Capital (202)	1,445,394
SEWER OPERATING (201)	1,445,394
MAIN STREET BRIDGE (121)	
From General Fund (101)	53,000
MAIN STREET BRIDGE (121)	53,000
STREETS AND ROADS (123)	
From General Fund (101)	350,000
From Gas Tax (122)	200,000
STREETS AND ROADS (123)	550,000
PARK FACILITY FUND (125)	
From General Fund (101)	172,000
PARK FACILITY FUND (125)	172,000
GENERAL CAPITAL FUND (151)	
From General Fund (101)	375,000
GENERAL CAPITAL FUND (151)	375,000
EQUIPMENT FUND (302)	
From General Fund (101)	186,178
From Sewer Operating (201)	122,343
From Storm Drain (152)	301
From Gas Tax (122)	501
From Streets & Roads (123)	2,080
EQUIPMENT FUND (302)	311,403
RISK MANAGEMENT FUND (303)	
From General Fund (101)	-
From Sewer Operating (201)	-
From Gas Tax (122)	-
From Drainage Fund (152)	-
From Streets & Roads (123)	-
From Parks Facilities Fund (125)	-
From Public Facilities Fund (127)	-
RISK MANAGEMENT FUND (303)	0
GRAND TOTAL	3,435,720

**City of Half Moon Bay
FY 2020-21 Recommended Budget
Fund Balances Summary**

	Projected Fund Balance 6/30/2020	Revenues & Trsfrs In Budget	Expenditures & Trsfrs Out Budget	Revenue Over(Under) Expenditures	Projected Fund Balance 6/30/2021
GENERAL FUND					
101 General	\$ 7,300,000	\$ 12,807,303	\$ 13,439,508	\$ (632,206)	\$ 6,667,794
ENTERPRISE FUNDS					
201 Sewer Operating	-	5,885,717	5,885,717	(0)	(0)
202 Sewer Capital	8,620,000	149,487	5,270,394	(5,120,907)	3,499,093
Total Enterprise Funds	8,040,000	\$ 6,035,204	\$ 11,156,111	\$ (5,120,907)	3,499,093
SPECIAL REVENUE FUNDS					
111 Storm Drain Operating	290,000	624	54,000	(53,376)	236,624
121 Main Street Bridge	80,000	468,849	465,000	3,849	83,849
122 Gas Tax	860,000	233,553	220,501	13,052	873,052
123 Streets and Roads	370,000	4,234,594	4,523,392	(288,799)	81,201
124 Measures A and W	1,080,000	467,594	80,303	387,291	1,467,291
112 Traffic Mitigation	4,010,000	36,538	-	36,538	4,046,538
113 Library	-	-	-	-	-
153 Library Capital	1,260,000	-	-	-	1,260,000
125 Park/Facilities Development	1,280,000	630,964	653,290	(22,325)	1,257,675
126 Affordable Housing	2,630,000	11,548	-	11,548	2,641,548
151 Capital General	720,000	2,635,000	2,520,000	115,000	835,000
128 Police Grants	150,000	142,222	292,222	(150,000)	(0)
152 Drainage Capital	620,000	13,430	74,279	(60,848)	559,152
127 Public Facilities	440,000	1,003,641	1,027,000	(23,359)	416,641
Total Special Revenue and Capital Funds	13,790,000	\$ 1,017,072	\$ 1,101,279	\$ (84,207)	13,758,573
INTERNAL SERVICE FUNDS					
301 Vehicle Replacement	300,000	5,000	33,000	(28,000)	272,000
302 Equipment Replacement	590,000	316,403	311,403	5,000	595,000
303 Risk Management	2,100,000	30,000	597,701	(567,701)	1,532,299
304 Retirement Stabilization Fund	1,280,000	-	959,543	(959,543)	320,457
Total Internal Service Funds	4,270,000	\$ 351,403	\$ 1,901,647	\$ (1,550,244)	2,719,756
DEBT SERVICE FUNDS					
142 Judgment Obligation Bond -Series B	30,000	-	30,000	(30,000)	-
Total Debt Service Funds	30,000	\$ -	\$ 30,000	\$ (30,000)	-
Total Other Funds	\$ 26,130,000	\$ 7,403,679	\$ 14,189,037	\$ (6,785,358)	\$ 19,977,422
Total All Funds	\$ 33,430,000	\$ 20,210,982	\$ 27,628,545	\$ (7,417,563)	\$ 26,645,217

City of Half Moon Bay

“Gann” Appropriations Limit

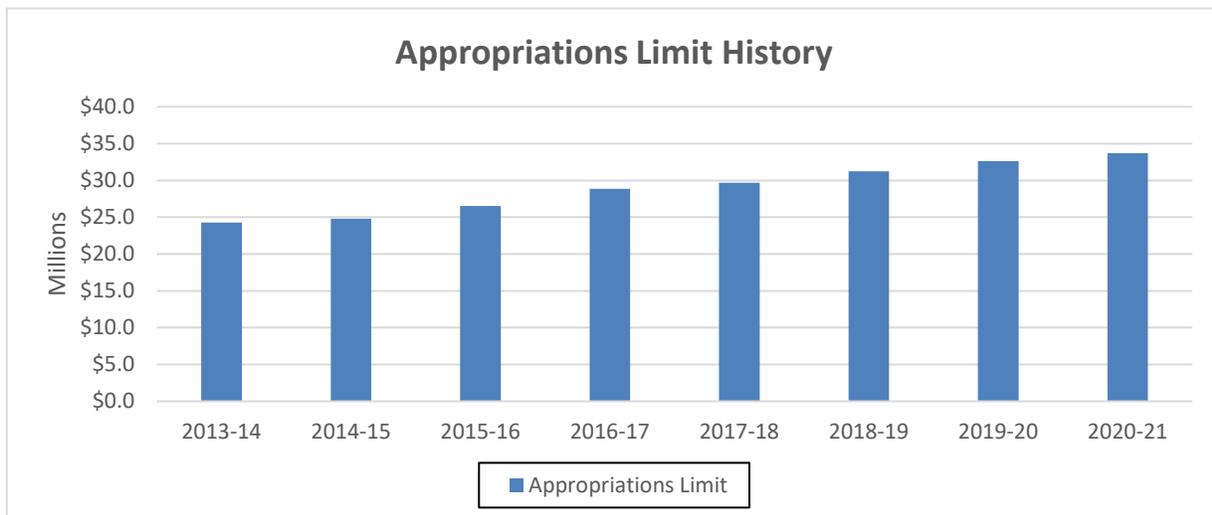
Article XIII B of the California State Constitution set an appropriations limit for governmental agencies. It became effective in Fiscal Year FY 1979-80 by passage of Proposition 4 (“The Gann Initiative”) and was modified by Proposition 111 in November 1989. With FY 1978-79 appropriations as the starting 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 for fiscal year 2020-21.

APPROPRIATIONS LIMIT CALCULATION FY 2020-21

FY 2019-20 Appropriation Limit	\$32,615,033
Per Capita Personal Income Growth	3.73% 1.0373 factor
Population Change	-.39% 0.9961 factor
Calculation of factor for FY 2019-20	1.0373 X .9961 = 1.0332545
FY 2020-21 Appropriation Limit	\$ 33,699,631



RESOLUTION NO. C-2020-58

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY, CALIFORNIA,
ESTABLISHING THE APPROPRIATION LIMIT PURSUANT TO CALIFORNIA CONSTITUTION ARTICLE
XIII B, AND SECTION 7900 ET. SEQ OF THE CALIFORNIA GOVERNMENT CODE
FOR FISCAL YEAR 2020-21**

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 2020-21, as calculated in Exhibit A, and hereby determines the amount to be thirty-three million, six hundred ninety nine thousand, six hundred thirty one dollars (\$33,699,631) 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 2020-21 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 2020.

I, the undersigned, hereby certify that the foregoing Resolution was duly passed and adopted on the 16th day of June, 2020 by the City Council of Half Moon Bay by the following vote:

AYES, Councilmembers: Penrose, Rarback, Ruddock, Brownstone, Eisen

NOES, Councilmembers:

ABSENT, Councilmembers:

ABSTAIN, Councilmembers:

ATTEST:



For Jessica Blair, City Clerk

APPROVED:



Adam Eisen, Mayor

**CITY OF HALF MOON BAY
 FY 2020-21 BUDGET
 (GANN) APPROPRIATIONS LIMIT CALCULATIONS**

Appropriations Limit Worksheet

	Amount	Amount
A LAST YEAR'S LIMIT	32,615,033	
B ADJUSTMENT FACTOR		
1. POPULATION	0.9961	STATE FINANCE
2. INFLATION	1.0373	STATE FINANCE
3. TOTAL ADJUSTMENT	1.0332545	(B1 x B2)
C ANNUAL ADJUSTMENT	1,084,598	(A x B3)
D OTHER ADJUSTMENTS	-	
E TOTAL ADJUSTMENTS	1,084,598	(C+D)
THIS YEAR'S LIMIT	33,699,631	(A+E)



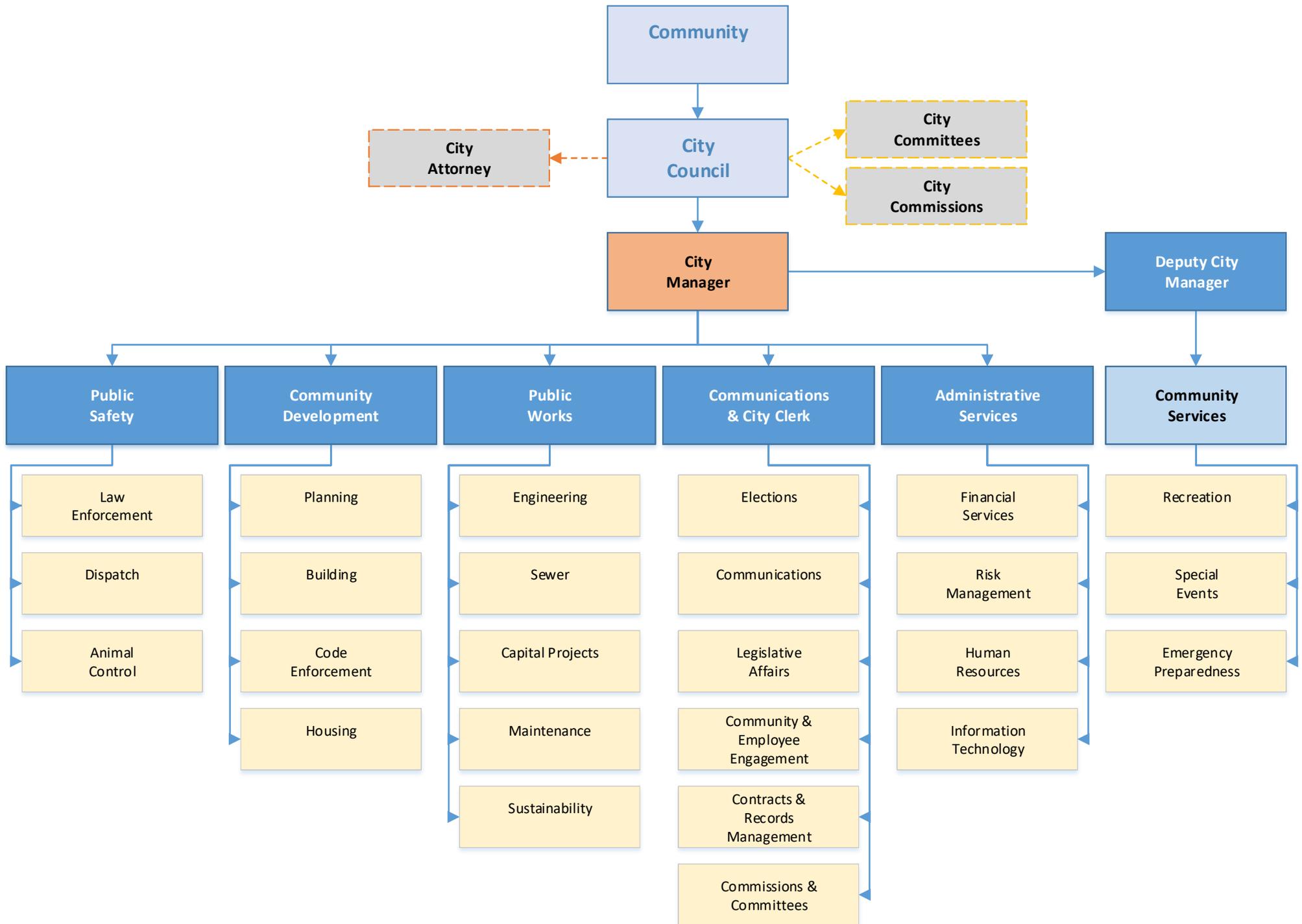


CITY OF HALF MOON BAY

Personnel Summary



City of Half Moon Bay Organizational Chart





City of Half Moon Bay

Executive Team



City Manager
Bob Nisbet



City Attorney
Catherine Engberg



Communications Director/
City Clerk Jessica Blair



Deputy City Manager
Matthew Chidester



Public Works Director
John Doughty



Community Development
Director Jill Ekas



Captain Saul Lopez
San Mateo County Sheriff



Lisa Lopez
Administrative Services Director



**City of Half Moon Bay
Fiscal Year Ending June 30, 2021
Personnel Summary**

Full-Time Equivalent	Actual 2016-17	Actual 2017-18	Revised 2018-19	Actual 2019-20	Proposed 2020-21
City Manager	1.00	1.00	1.00	1.00	1.00
Deputy City Manager	1.00	1.00	1.00	1.00	1.00
Administrative Services Director	0.00	1.00	1.00	1.00	1.00
Finance Director/City Treasurer	1.00	1.00	0.00	0.00	0.00
Public Works Director	1.00	1.00	1.00	1.00	1.00
Community Development Director	1.00	1.00	1.00	1.00	1.00
Administrative Services Manager	1.00	0.00	0.00	0.00	0.00
Communications Director/City Clerk	0.00	0.00	0.00	1.00	1.00
City Clerk	1.00	1.00	1.00	0.00	0.00
Accounting Technician	2.00	2.00	2.00	3.00	2.00
Administrative Assistant	2.00	4.00	4.00	3.00	3.00
Assistant Engineer	1.00	1.00	1.00	1.00	1.00
Associate Engineer	1.00	1.00	1.00	1.00	1.00
Associate Planner	0.00	1.00	2.00	2.00	2.00
Building Attendant	0.00	1.00	1.00	1.00	0.00
City Engineer	1.00	1.00	1.00	1.00	1.00
Communications Specialist	0.00	0.00	1.00	1.00	1.00
Community Preservation Specialist	0.00	0.00	1.00	1.00	1.00
Deputy City Clerk	1.00	0.00	0.00	1.00	1.00
Executive Assistant	1.00	1.00	1.00	1.00	0.00
Finance Manager	0.00	1.00	1.00	0.00	0.00
Maintenance Worker (I/II)	3.00	5.00	4.00	5.00	3.00
Management Analyst	3.00	4.00	4.00	4.00	3.00
Permit Technician	1.00	1.00	1.00	1.00	1.00
Planning Manager	1.00	1.00	0.00	0.00	0.00
Public Works Superintendent	1.00	1.00	1.00	1.00	1.00
Recreation Coordinator	1.00	1.00	1.00	1.00	1.00
Recreation Leader	1.00	1.00	1.00	2.00	1.00
Senior Accountant	1.00	0.00	0.00	1.00	1.00
Senior Maintenance Worker	0.00	0.00	2.00	2.00	2.00
Senior Management Analyst	2.50	2.00	2.00	3.00	3.00
Senior Planner	0.00	1.00	1.00	1.00	1.00
Total Regular Fulltime Employees	30.50	37.00	39.00	43.00	36.00

*FTE Count does not include limited term employees.

**City of Half Moon Bay
FY 2020-21 Budget
Staffing Level Summary**

Department - Division	Actual 2017-18	Actual 2018-19	Budget 2019-20	Recommended Budget 2020-21
General Fund				
General Administration	12.40	12.60	12.85	11.45
Community Development				
Planning Services	4.05	5.00	5.20	5.65
Building and Code Enforcement	0.65	1.40	1.55	1.05
Total Community Development	4.70	6.40	6.75	6.70
Public Works				
Administration	0.00	0.00	2.40	2.65
Engineering	2.50	2.90	2.15	1.35
Facilities Maintenance	3.15	5.95	5.55	4.60
Total Public Works	5.65	8.85	10.10	8.60
Recreation Services				
Parks/Recreation	2.40	3.70	4.55	2.30
Community Services	0.00	0.00	1.35	1.60
Total Recreation Services	2.40	3.70	5.90	3.90
Total General Fund	25.15	31.55	35.60	30.65
Other Funds				
201 - Sewer Operating	1.80	1.90	2.00	2.45
123/124 - Streets & Roads/Measure A	1.15	2.25	2.15	1.95
152 - Storm Drains	0.90	0.20	0.35	0.40
125 - Parks Facilities	0.15	0.15	0.15	0.05
126 - Affordable Housing	0.00	0.00	0.00	0.00
127 - Public Facilities	0.15	0.00	0.80	0.00
301 - Vehicle Internal Service	0.10	0.00	0.00	0.00
302 - Equipment Fund				0.05
303 - Risk Management	1.10	0.95	0.95	0.45
Total Permanent Staffing Levels (FTE)	30.50	37.00	42.00	5.35
City Council	5.00	5.00	5.00	5.00
Total Staffing Levels (FTE)	35.50	42.00	47.00	41.00

Service Area	Full Time Equivalents (FTE)				
	FY 2018-19	Net Change	FY 2019-20	Net Change	FY 2020-21 Proposed
City Council	5.00	-	5.00	-	5.00
City Clerk/Communications	1.90	0.95	2.85	0.10	2.95
City Manager	3.80	(0.80)	3.00	(0.60)	2.40
Finance and Risk Management	4.60	0.90	5.50	(0.70)	4.80
Admin Svcs/HR/IT/Emergency Services	3.20	(0.75)	2.45	(0.65)	1.80
Planning Services/Building Inspection	5.80	0.95	6.75	(0.05)	6.70
Public Works	9.25	0.85	10.10	(1.50)	8.60
Public Safety	0.00	-	-	-	-
Recreation/Community Services	4.80	1.10	5.90	(2.00)	3.90
Other	5.65	(0.20)	5.45	(0.60)	4.85
TOTAL	44.00	3.00	47.00	(6.00)	41.00



CITY OF HALF MOON BAY

General Fund





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 other funds 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 City's major revenue sources for the General Fund are transient occupancy (hotel) taxes, sales and 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, 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, Communications/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, Dispatch, Engineering, Information Technology, Janitorial, Law Enforcement, Legal Services, Library Operations, and limited Landscaping Maintenance services.

BUDGET OVERVIEW

The General Fund budget for FY 2020-21 is \$12.8 million in revenue and \$12 million in operating expenditures, excluding capital and non-operating transfers. This will generate an initial structural surplus of \$0.3 million in the FY 2020-21 General Fund budget. The City continues to invest back to the community by funding its Capital Improvement Program, including contributions from the General Fund. The FY 2020-21 General Fund contribution to the Capital Program is \$.9 million. The fund balance/reserves are projected to be \$6.1 million at June 30, 2021, representing a reduction of \$.6 million from June 30, 2020, largely due to the \$.9 million contribution to CIP.

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 varies 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 75% of the revenue in the General Fund: Transient Occupancy (Hotel) Tax, Property Tax and Sales Tax. These revenues are projected to decrease by 40% over the FY 2019-20 budget. All other revenues with some exceptions are estimated to stay stagnant.

General Fund revenue overall is projected to come in lower than the current year’s budget by 27%, as the economy has entered a recession caused by the pandemic.

Key general fund revenue categories are further described below:

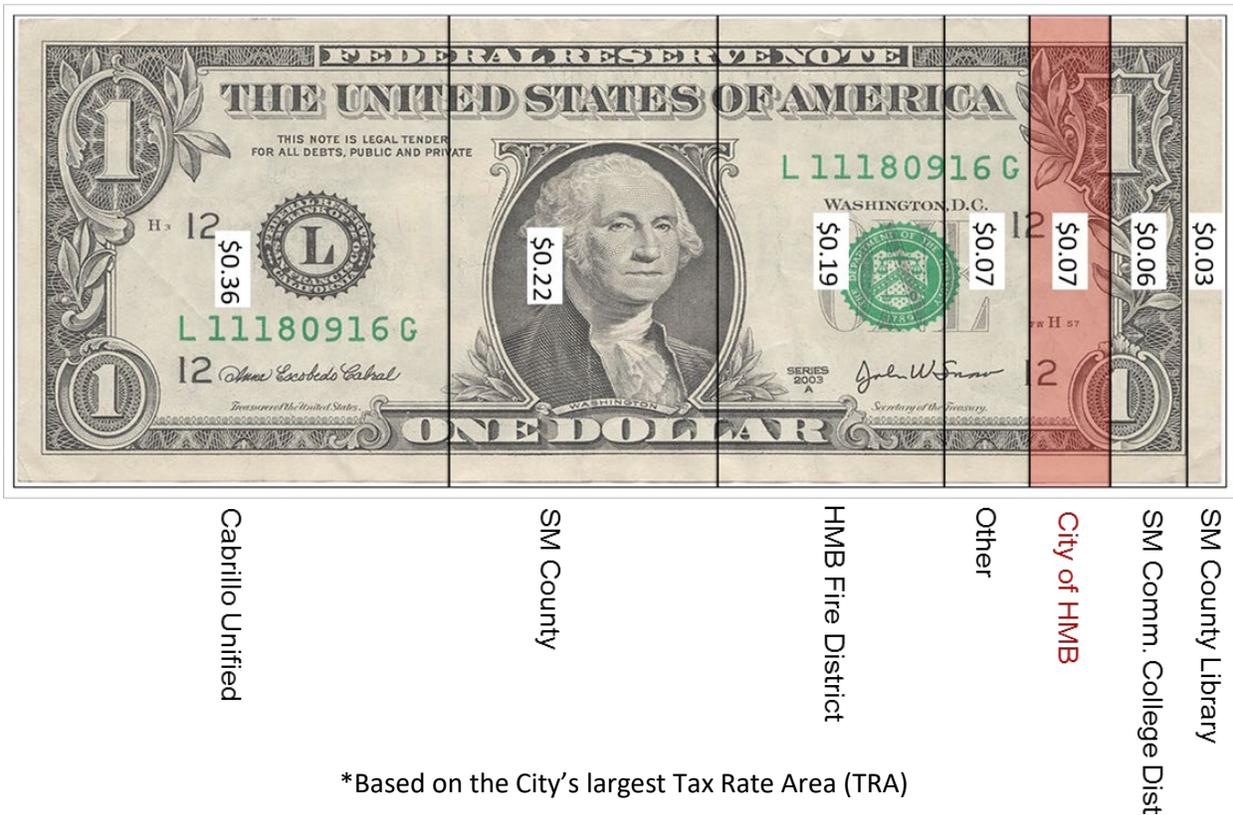
Transient Occupancy Taxes (TOT)

Transient occupancy taxes are assessed on The City’s thirteen hotels, motels, bed & breakfast establishments, and three campgrounds at a rate of 12%, generating the City’s largest source of revenue. TOT revenue has increased at a healthy rate for the last 11 years. Following the start of the pandemic however, TOT revenue has fallen significantly from FY 2019-20. Occupancy has fallen to near zero but is anticipated to increase as stay at home orders are lifted.

Property tax

Property tax is the City’s second 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.

Where Do Property Taxes Go? *



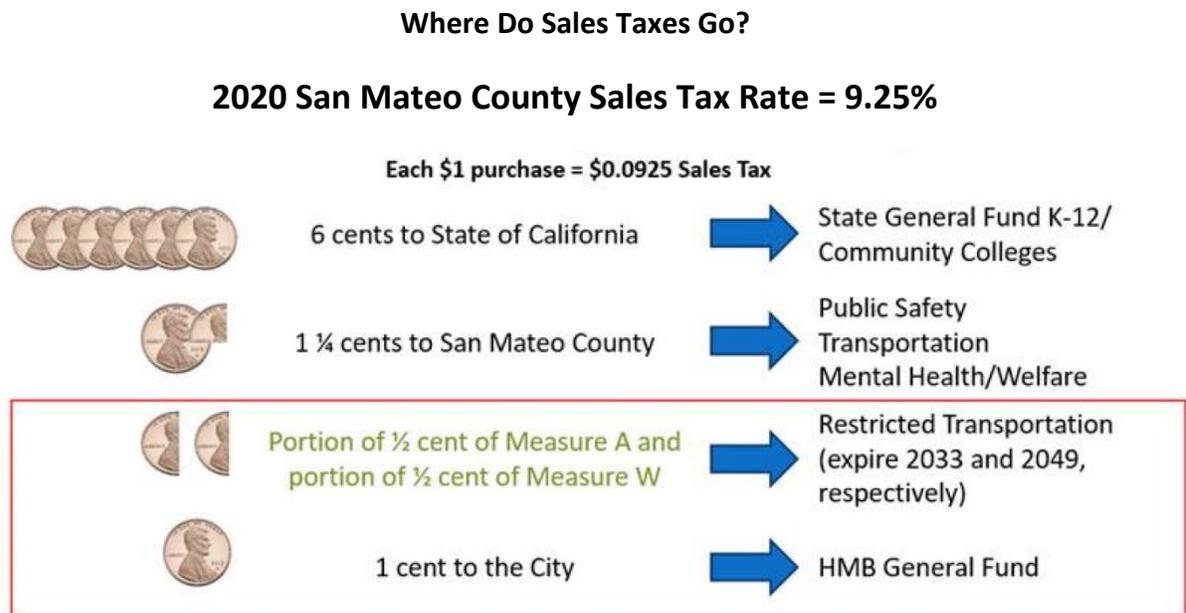
*Based on the City’s largest Tax Rate Area (TRA)

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

This revenue includes the distributions of excess Educational Revenue Augmentation Fund (ERAF) at 50% of the historic distribution level due to the uncertain nature of these revenues.

Sales and Use Tax

The Sales Tax is currently the City's third 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 City of Half Moon Bay receives 1¢ on every \$1 purchase as listed in the chart below.



Most of Half Moon Bay Sales Tax is generated from three major economic sectors, listed below. Approximately 76% of the City's total sales tax is generated from twenty-five businesses.

- Food (grocery, restaurants) – 53%
- General Retail – 12%
- Transportation (car sales, gas station) – 21%
- Other – 14%

The City's sales tax revenues are expected to decrease moderately but rebound in the latter half of the fiscal year, assuming a quick economic rebound as stay at home orders are lifted.

Other Taxes

Other taxes include franchise fees assessed on franchise agreements with utility companies, and business license registration taxes that are being assessed on all businesses operating within the City limits.

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 6% of General Fund revenue.

In FY 2017-18, staff completed a comprehensive citywide user fee study, conducted by an outside consultant. The study revised the method of calculating user-based fees, that will allow the City to accurately account for the true cost of providing various programs and services within City operations and approach full cost recovery when setting user fees. Based on the results of the study and Council adoption of the revised Master Fee Schedule, the City moved from a 56% to close to 99% recovery rate for the majority of City services that provide private benefit (e.g. most of building and planning services), while still being able to offer subsidies for services that provide public benefit (e.g. public safety, recreation, and senior services).

Other Revenues

This revenue category includes San Mateo County reimbursement relating to unfunded pension liability for safety personnel that the City pays directly to CalPERS, golf fees per the development agreement with Ocean Colony and parking fees.

GENERAL FUND EXPENDITURES

The FY 2020-21 General Fund total expenditure budget is \$13 million, which includes \$12 million in operating expenditures and \$1 million in capital transfers to fund the City's FY 2020-21 Capital Improvement Program. This is a decrease of \$6.7 million or 33% under the FY 2019-20 budget of \$20.2 million, primarily due to the decrease in contribution to the CIP, Staff reductions, reduction of consultant use, service reductions, as well as other cost savings identified.

TRANSFERS FOR CAPITAL PROJECT FUNDS

The General Fund makes contributions to the City's Capital Improvement Plan (CIP) that is budgeted in various Special Revenues and Capital Funds.

Staff always strives to identify probable funding sources for projects and explore outside funding sources whenever possible. These include Federal and State Grants, County contributions, Gas Tax and various other tax measures. When no external sources of funding can be identified, General Funds are allocated to help cover the cost of projects.

The proposed 5-Year Capital Improvement Program (CIP) has a total FY 2020-21 budget of \$10.2 million, which includes a \$.9 million contribution from the General Fund. The CIP has 22 programs and projects scheduled for FY 2020-21, with 6 of those improvements scheduled for completion by the end of the fiscal year. Additional information on the CIP can be found in the FY 2020-25 CIP Budget document.

RESERVES AND ASSIGNED FUNDS

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 GASB Statement No. 54 requirements and the City policy, the Council established the following designations for General Fund Committed Fund Balances:

- Operating Contingency Reserve of 30% of annual expenditures (\$3.7 million)
- Economic Uncertainty Reserve of 20% of annual expenditure (\$2.4 million)

The General Fund balance components are detailed in the table below. The City will have a balanced budget for FY 2020-21 with no ending undesignated fund balance.

GENERAL FUND (RESTRICTED & UNRESTRICTED BALANCES)

Designations	Actual 2018-19	Budget 2019-20 ¹	Recommended Budget 2020-21 ²
Beginning Fund Balance	\$ 9,962,452	\$ 10,956,264	\$ 7,300,000
Total Revenue	17,497,101	17,455,155	12,807,303
Net Operating Expenditures	12,224,396	15,109,432	12,303,330
Operating Transfers	2,362,690	2,045,081	186,178
Total Operating Expenditures	14,587,086	17,154,513	12,489,508
Capital Transfers	1,918,705	3,000,000	950,000
Total Expenditures	16,505,791	20,154,513	13,439,508
Ending Fund Balance	10,956,264	8,256,906	6,667,794
Operating Reserve (30% of Op. Exp.)	5,146,354	5,146,354	3,746,853
Assigned for Main Street Bridge Contingencies	1,500,000		-
Economic Uncertainty Reserve ³ (Target 20% Op. Exp.)	-	2,154,288	2,497,902
Total Designations	\$ 6,646,354	\$ 7,300,642	\$ 6,244,754
Undesignated Fund Balance	\$ 4,309,910	\$ 956,264	\$ 423,040
Operating Reserve as % of Total Op. Expenses	35%	30.0%	30.0%
Economic Uncertainty Reserve as % of Total Op. Expenses		10.7%	20.0%

¹ Fund balances for the Adopted Budget 2019-20 reflect audited FY 2018-19 ending balance and budgeted revenues and expenditures.

² Beginning Fund Balance reflects ending estimates that may not match ending 2019-20 adopted budget

The General Fund 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. In calculating the FY 2020-21 general fund reserves, staff included operating transfers in the expenditures figures and set aside \$3.7 million for this purpose.

The assigned Economic Uncertainty Reserve is new as of FY 2019-20 and was created in preparation for the next recession, which was brought about by the pandemic. The goal of this reserve is to have 20% of budgeted annual operating expenditures. The FY 2020-21 budget provides \$2.4 million for this reserve.

Altogether, General Fund projected fund balance of \$6 million represents 53% (vs 48% in the FY 2019-20 budget) of operating General Fund expenditures.

**City of Half Moon Bay
FY 2020-21 Recommended Budget
General Fund Summary**

	Actual 2018-19	Budget 2019-20	Recommended 2020-21
Revenue	\$ 17,497,101	\$ 17,455,155	\$ 12,807,303
Operating Expenditures	(12,224,396)	(15,109,432)	(12,303,330)
General Fund Transfers Out- Operating	(2,362,690)	(2,045,081)	(186,178)
Excess of Operating Revenue Over/(Under) Expenditures	2,910,015	300,642	317,794
General Fund Transfers Out - Capital (CIP)	(1,918,705)	(3,000,000)	(950,000)
Net Change to General Fund	991,310	(2,699,358)	(632,206)
Beginning Total Fund Balance	9,962,452	10,956,264	7,300,000
Ending Fund Balance	10,956,264	8,256,906	6,667,794
Operating Reserves	5,146,354	5,146,354	3,746,853
Economic Uncertainty Reserve		2,154,288	2,497,902
Main Street Bridge Contingency	1,500,000		
Unassigned Fund Balance	\$ 4,309,910	\$ 956,264	\$ 423,040

Excess Revenue Over/(Under) Expenditures

There is a deficit in the FY 2020-21 budget of \$632,206 due to conservatively forecasted revenues relating to economic uncertainty. For stabilization, the use of reserves are budgeted to support operations.

Assigned Reserves for FY 2020-21

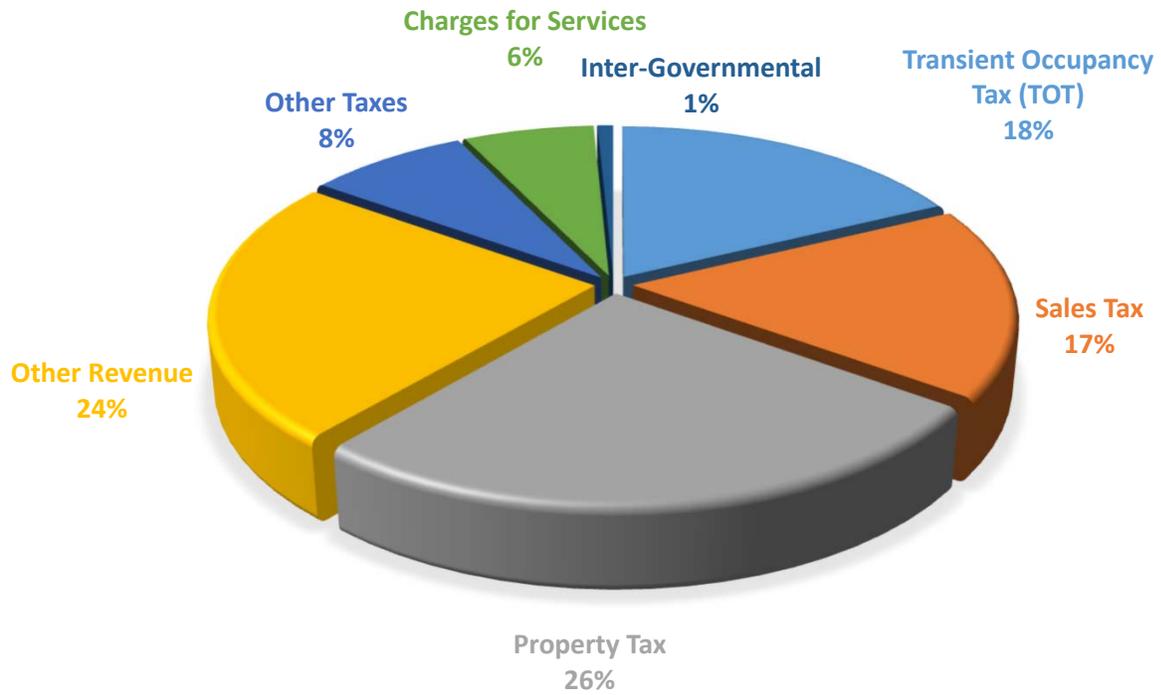
In prior years, the City assigned \$1.5 million for Main Street Bridge contingencies. As of FY 2019-20, that reserve has been discontinued. Beginning in FY 2019-20, the City created an Economic Uncertainty Reserve targeted at 20% of budgeted annual operating expenditures. In addition with the operating reserve, general fund reserves are funded at 50% of total operating expenditures for FY2020-21.

City of Half Moon Bay
FY 2020-21
General Fund Revenue Detail

Description	Actual 2017-18	Actual 2018-19	Adopted 2019-20	Recommended 2020-21
Taxes				
Transient Occupancy Tax	\$6,434,808	\$6,828,108	\$6,801,090	\$2,298,011
Property Tax	\$3,386,659	\$3,620,725	3,364,798	\$3,394,812
Sales & Use Tax	\$2,836,614	\$2,828,871	2,875,123	\$2,208,529
Franchise Fees and Tax	\$668,277	\$864,413	723,180	\$720,000
Business License Tax	\$318,815	\$313,528	326,400	\$302,000
Total Taxes	13,645,172	14,455,646	\$14,090,591	\$8,923,352
Intergovernmental				
Dept of Motor Vehicles Fees	6,628	\$6,067	8,160	\$7,275
State Reimbursements (POST/SB90)	-	-	-	-
Total Intergovernmental	6,628	6,067	\$8,160	\$7,275
Charges for Services				
Building Permits	308,737	\$233,240	250,073	\$200,000
Engineering & Planning Fees	442,204	\$424,126	312,392	\$301,658
Police Services	192,192	\$225,952	140,052	\$140,053
Recreation Services	87,536	\$187,517	72,220	\$189,520
Other	23,090	\$0	68,340	\$0
Total Charges for Services	1,053,760	1,070,835	\$843,077	\$831,231
Other Revenue				
Other Fees	407,616	\$104,962	425,246	\$124,843
Golf Fees	440,559	\$441,494	447,780	\$409,103
Interest	153,020	\$226,564	26,724	\$147,774
Parking	125,850	\$169,231	140,006	\$140,006
County Credit Reimbursement	541,121	\$535,548	556,649	\$1,694,797
Allocation In from Other Funds	444,430	\$486,754	916,922	\$528,923
Total Other Revenues	2,112,596	1,964,552	\$2,088,081	\$3,045,445
Ongoing General Fund Revenue ¹	16,818,156	17,497,101	17,055,155	11,707,303
Total General Fund Revenue	\$16,818,156	17,497,101	\$17,455,155	\$12,807,303

¹ Excludes one-time revenues of 1.1 M from Sheriff balancing account

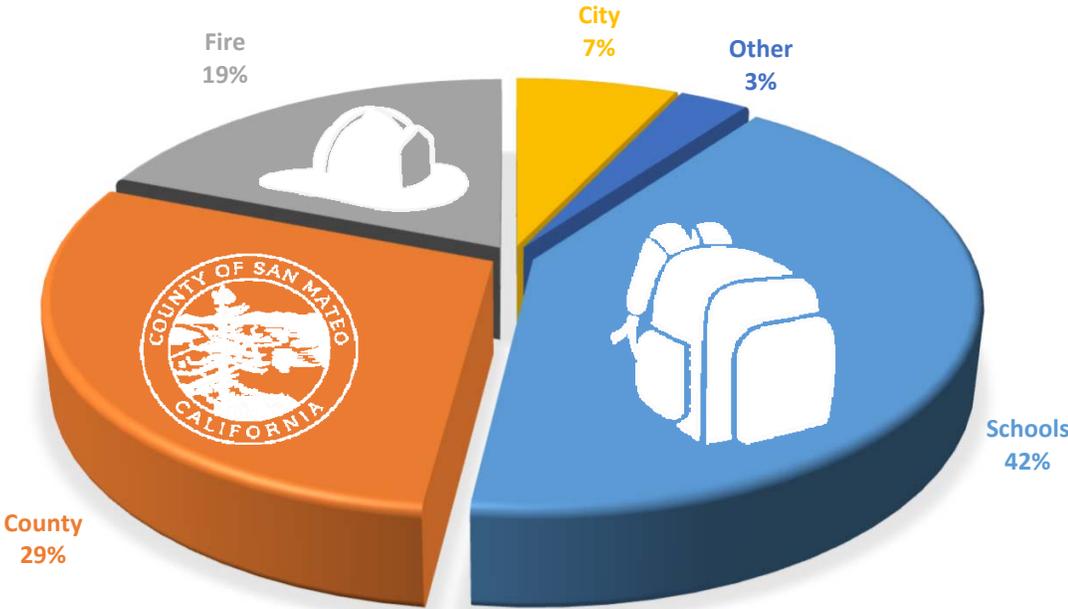
**City of Half Moon Bay
FY 2020-21 Budget
General Fund Revenue**



Transient Occupancy Tax (TOT)	\$2,298,011
Sales Tax	2,208,529
Property Tax	3,394,812
Other Revenue	3,045,445
Other Taxes	1,022,000
Charges for Services	831,231
Inter-Governmental	7,275
Total FY 2019-20 Budget	<u><u>\$ 12,807,303</u></u>

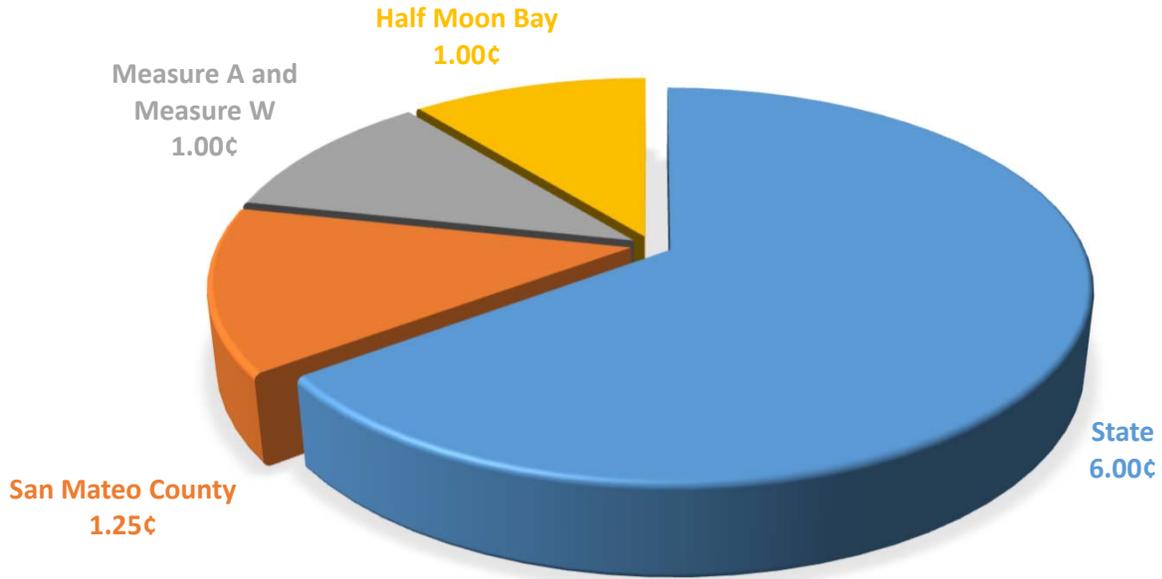
The City of Half Moon Bay's three primary revenue sources are Transient Occupancy Tax (TOT), Property Tax, and Sales Tax, which comprise 60% of total General Fund Revenue.

**City of Half Moon Bay
FY 2020-21 Budget
Property Tax Revenue**



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

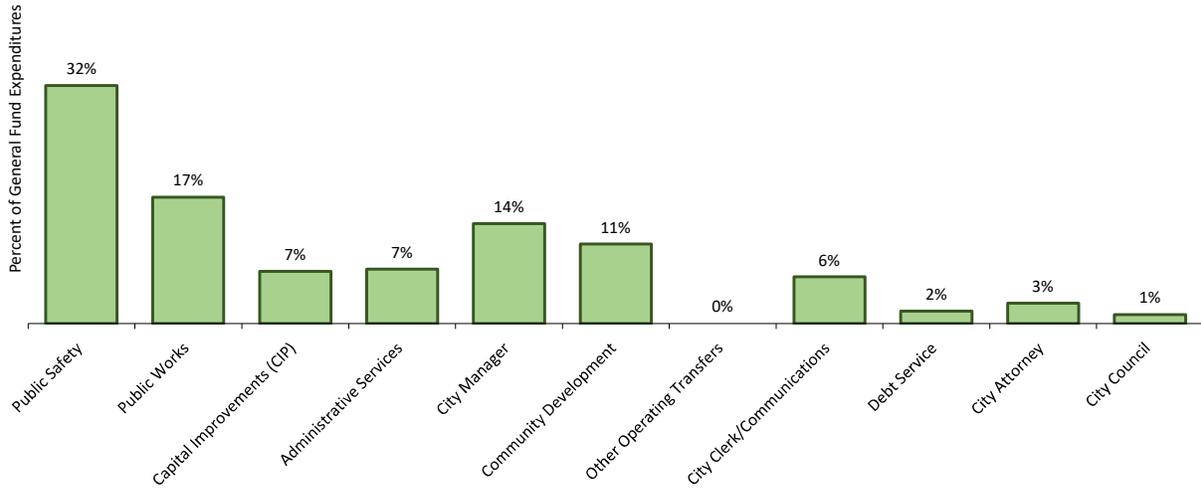
**City of Half Moon Bay
 FY 2020-21 Budget
 Sales Tax Revenue (9.25%)**



Half Moon Bay Sales Tax is generated primarily from three sectors. Approximately 76% of total Sales Tax is generated from twenty-five businesses.

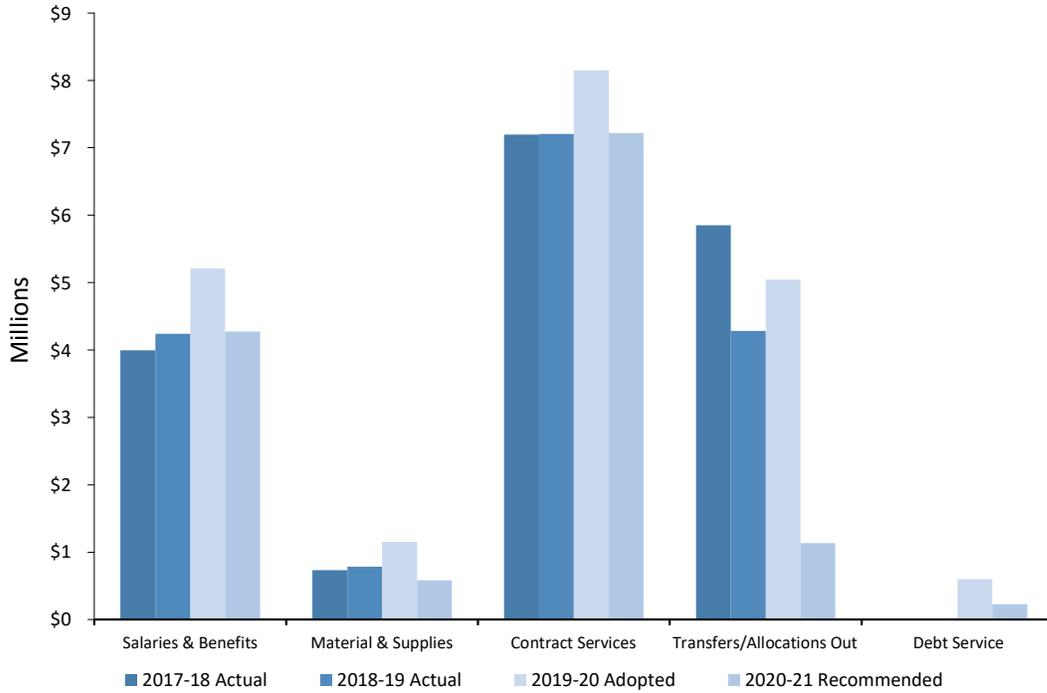
Food (grocery, restaurants)	53%
General Retail	12%
Transportation (car sales, gas stations)	21%
Other	14%
	<hr/> 100% <hr/>

**City of Half Moon Bay
FY 2020-21 Budget
General Fund Expenditures**



Public Safety	\$ 4,329,800
Public Works	\$ 2,297,570
Capital Improvements (CIP)	\$ 950,000
Administrative Services	\$ 990,061
City Manager	\$ 1,816,376
Community Development	\$ 1,445,444
Other Operating Transfers	\$ -
City Clerk/Communications	\$ 849,345
Debt Service	\$ 226,315
City Attorney	\$ 370,800
City Council	\$ 163,799
Total FY 2020-21 Budget	<u>\$ 13,439,508</u>

**City of Half Moon Bay
FY 2020-21 Budget
General Fund Expenditures Trend - By Type**



Expenditures	2017-18 Actual	2018-19 Actual	2019-20 Adopted	2020-21 Recommended	2019-20 vs 2020-21	2019-20 vs 2020-21
Salaries & Benefits	\$ 3,995,516	4,237,242	\$ 5,207,409	4,275,626	\$ (931,783)	-17.9%
Material & Supplies	730,855	783,923	1,153,957	583,240	\$ (570,717)	-49.5%
Contract Services	7,195,031	7,203,231	8,148,066	7,218,150	\$ (929,916)	-11.4%
Transfers/Allocations Out	5,851,196	4,281,395	5,045,081	1,136,178	\$ (3,908,903)	-77.5%
Debt Service	-	-	600,000	226,315	\$ (373,686)	-62.3%
Total General Fund Exp.	\$ 17,772,599	\$ 16,505,791	\$ 20,154,513	\$ 13,439,508	\$ (6,715,005)	-33.3%

Salaries and Benefits

Through a combination of furloughs, layoffs and a hiring freeze, labor costs are estimated to decrease by \$931K

Contract Services

The City of Half Moon Bay contracts with outside service providers for animal control, building inspection, including plan check, and similar specialized services. Services have been shifted to staff to decrease this amount for FY2020-21

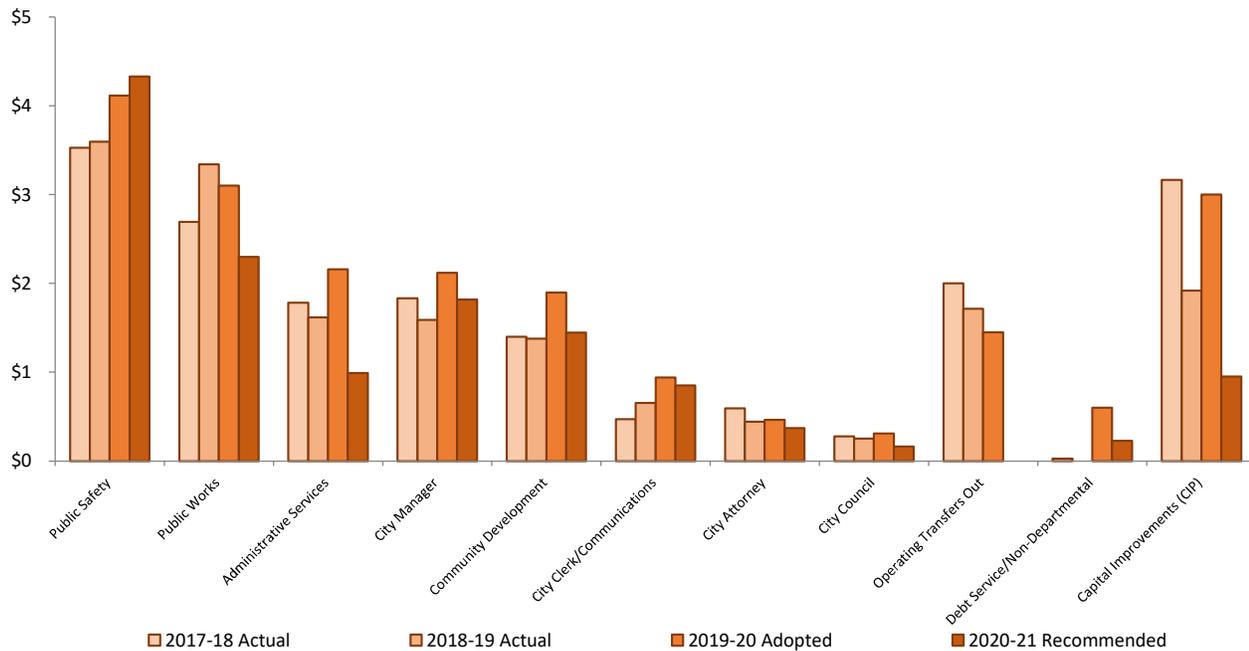
Transfers

Transfers include Capital Improvement Program (CIP) funding, debt service, and reserve funding.

Debt Service

Although financing of 880 Stone Pine is included, overall debt service is expected to decrease with the one year forbearance library payment till the following fiscal year.

**City of Half Moon Bay
FY 2020-2021 Budget
General Fund Expenditures Trend - By Department**



Expenditures	2017-18 Actual	2018-19 Actual	2019-20 Adopted	2020-21 Recommended	2019-20 vs 2020-21	2019-20 vs 2020-21
Public Safety	\$ 3,527,924	\$ 3,596,496	\$ 4,116,032	\$ 4,329,800	\$ 213,768	5.2%
Public Works	\$ 2,692,665	\$ 3,341,739	\$ 3,101,872	\$ 2,297,570	\$ (804,303)	-25.9%
Administrative Services	\$ 1,782,797	\$ 1,618,137	\$ 2,158,590	\$ 990,061	\$ (1,168,530)	-54.1%
City Manager	\$ 1,834,068	\$ 1,588,978	\$ 2,118,248	\$ 1,816,376	\$ (301,873)	-14.3%
Community Development	\$ 1,400,234	\$ 1,378,729	\$ 1,898,136	\$ 1,445,444	\$ (452,692)	-23.8%
City Clerk/Communications	\$ 472,213	\$ 652,639	\$ 940,156	\$ 849,345	\$ (90,811)	-9.7%
City Attorney	\$ 591,857	\$ 440,994	\$ 463,500	\$ 370,800	\$ (92,700)	-20.0%
City Council	\$ 277,130	\$ 253,618	\$ 307,978	\$ 163,799	\$ (144,180)	-46.8%
Departmental Expense Subtotal	\$ 12,578,888	\$ 12,871,330	\$ 15,104,513	\$ 12,263,194	\$ (2,841,319)	-18.8%
Operating Transfers Out	\$ 2,001,417	\$ 1,715,756	\$ 1,450,000	\$ -	\$ (1,450,000)	-100.0%
Debt Service/Non-Departmental	\$ 26,278	\$ -	\$ 600,000	\$ 226,315	\$ (373,686)	-62.3%
Operating Expenses Subtotal	\$ 14,606,583	\$ 14,587,086	\$ 17,154,513	\$ 12,489,508	\$ (4,665,004)	-27.2%
Capital Improvements (CIP)	\$ 3,166,016	\$ 1,918,705	\$ 3,000,000	\$ 950,000	\$ (2,050,000)	-68.3%
Total General Fund Exp.	\$ 17,772,599	\$ 16,505,791	\$ 20,154,513	\$ 13,439,508	\$ (6,715,004)	-33.3%

Public Works

Reduced use of consultant work and decreased allocated positions by two.

Administrative Services

Consolidation of allocated positions resulting in the loss of a Management Analyst & Accounting Technician position. Additionally, one-time and ongoing budgetary cost savings were identified.

Operating Transfers

Pension Stabilization Fund annual transfer suspended for the current fiscal year

Debt Service

Although financing of 880 Stone Pine is included, overall debt service is expected to decrease with the one year forbearance library payment till the following fiscal year.

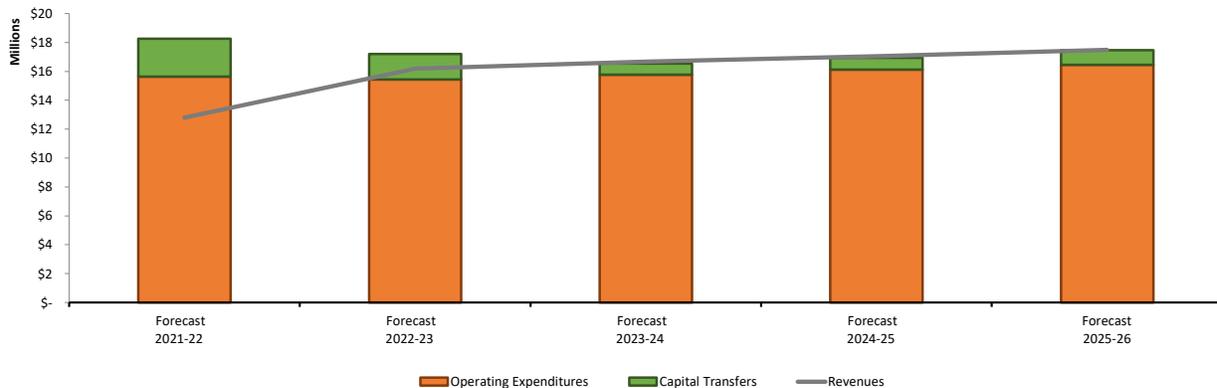
**City of Half Moon Bay
FY 2020-21 to FY 2025-26
General Fund Projections**

	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26
REVENUES	Actual	Recommended Budget	Recommended Budget	Forecast	Forecast	Forecast	Forecast	Forecast
Transient Occupancy Tax	\$ 6,828,108	\$ 6,801,090	\$ 2,298,011	\$ 6,461,036	\$ 6,654,867	\$ 6,854,513	\$ 7,060,148	\$ 7,271,952
% Change	6.11%	-0.40%	-66.21%	181.16%	3.00%	3.00%	3.00%	3.00%
Property Taxes	\$ 3,620,725	\$ 3,364,798	\$ 3,394,812	\$ 3,196,558	\$ 3,260,489	\$ 3,325,699	\$ 3,392,213	\$ 3,460,057
% Change	6.91%	-7.07%	0.89%	-5.84%	2.00%	2.00%	2.00%	2.00%
Sales Taxes	\$ 2,836,614	\$ 2,875,123	\$ 2,208,529	\$ 2,728,000	\$ 2,882,000	\$ 2,915,000	\$ 3,008,000	\$ 3,102,000
% Change	0.00%	1.36%	-23.18%	23.52%	5.65%	1.15%	3.19%	3.13%
Total Other Taxes	\$ 1,177,941	\$ 1,049,580	\$ 1,022,000	\$ 1,022,000	\$ 1,042,440	\$ 1,063,289	\$ 1,084,555	\$ 1,106,246
% Change	19.33%	-10.90%	-2.63%	0.00%	2.00%	2.00%	2.00%	2.00%
Other Revenue	\$ 3,033,712	\$ 3,364,564	\$ 3,883,951	\$ 2,783,951	\$ 2,839,630	\$ 2,896,422	\$ 2,954,351	\$ 3,013,438
% Change	-4.39%	10.91%	15.44%	-28.32%	2.00%	2.00%	2.00%	2.00%
Total General Fund Revenue	\$ 17,497,101	\$ 17,455,155	\$ 12,807,303	\$ 16,191,544	\$ 16,679,426	\$ 17,054,923	\$ 17,499,266	\$ 17,953,693
% Change	4.04%	-0.24%	-26.63%	26.42%	3.01%	2.25%	2.61%	2.60%

	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26
EXPENDITURES	Adopted Budget	Recommended Budget	Recommended Budget	Forecast	Forecast	Forecast	Forecast	Forecast
Salaries & Benefits	4,237,242	5,207,409	4,275,626	4,403,895	4,536,012	4,672,092	4,812,255	4,956,622
% Change	6.05%	7.93%	-17.89%	3.00%	3.00%	3.00%	3.00%	3.00%
Materials & Supplies	783,923	1,153,957	583,240	594,905	606,803	618,939	631,318	643,944
% Change	7.26%	9.3%	-49.46%	2.00%	2.00%	2.00%	2.00%	2.00%
Contract Services	7,203,231	8,148,066	7,218,150	7,362,513	7,509,763	7,659,959	7,813,158	7,969,421
% Change	0.11%	6.27%	-11.41%	2.00%	2.00%	2.00%	2.00%	2.00%
Debt Service	-	600,000	226,315	1,371,686	799,000	799,000	799,000	799,000
%Change			-62.28%	0.00%	0.00%	0.00%	0.00%	0.00%
OP Transfers & Allocations	\$ 1,715,756	\$ 2,045,081	\$ 186,178	1,915,292	1,982,680	2,029,569	2,079,971	2,093,899
% Change	-36.10%	-16%	-90.90%	928.74%	3.52%	2.36%	2.48%	0.67%
Capital	\$ 1,918,705	\$ 3,000,000	\$ 950,000	\$ 2,616,000	\$ 1,778,000	\$ 755,000	\$ 795,000	\$ 1,000,000
% Change	-39.40%	36.04%	-68.33%					
Total General Fund Expenses	15,858,857	20,154,513	13,439,508	18,264,290	17,212,258	16,534,559	16,930,701	17,462,886
% Change	-10.77%	27.09%	-33.32%	35.90%	-5.76%	-3.94%	2.40%	3.14%

Structural Surplus (Excludes Capital)	\$ 3,556,949	\$ 300,642	\$ 317,794	\$ 543,255	\$ 1,245,168	\$ 1,275,364	\$ 1,363,565	\$ 1,490,807
Beginning Fund Balance	9,963,000	10,000,000	7,300,000	6,667,794	4,595,049	4,062,217	4,582,581	5,151,146
Ending Fund Balance	11,601,244	7,300,642	6,667,794	4,595,049	4,062,217	4,582,581	5,151,146	5,641,953
REVENUE OVER / (UNDER)	1,638,244	(2,699,358)	(632,206)	(2,072,745)	(532,832)	520,364	568,565	490,807

Transient Occupancy Tax (TOT) is expected to rebound to within 95% of 2019-20 budgeted amount in FY2021-22 and increase 3% thereafter.
Property Tax is projected to decrease 5% in FY2021-22 due to the probability of recession.
Sales Tax is projected to rebound in FY2021-22 then increase by an average of 3.0% each year based on information provided by the City's external sales tax consultant.
OP Transfers and Allocations assume Operating Transfers of 7% of operating expenses (sans debt service) for FY 2020-21 through FY 2024-25 plus UAL estimates provided by CalPERS
Capital is based on the 5-year Capital Improvement Program (CIP) through FY 2023-24. FY 2024-25 is a placeholder estimate.



**City of Half Moon Bay
General Fund (101)
Statement of Revenue, Expenditures and Changes in Net Assets**

	<u>Actual 2017-18</u>	<u>Actual 2018-19</u>	<u>Adopted Budget 2019-20</u>	<u>Recommended Budget 2020-21</u>
Revenue				
Taxes	\$ 13,645,172	\$ 14,455,646	\$ 14,090,591	\$ 8,923,352
Intergovernmental	30,531	6,067	8,160	7,275
Charges for Services	1,873,250	1,070,835	1,563,263	831,231
Interest	153,020	226,564	26,724	147,774
Other Revenue ¹	696,706	1,249,933	849,495	2,368,749
Total Revenue	<u>\$ 16,398,679</u>	<u>\$ 17,009,046</u>	<u>\$ 16,538,233</u>	<u>\$12,278,380</u>
Expenditures				
Operation & Maintenance				
Salaries & Benefits	\$ 3,995,516	\$ 4,237,242	\$ 5,207,409	\$ 4,275,626
Material & Supplies	730,855	783,923	1,153,957	583,240
Contract Services	7,195,031	7,203,231	8,148,066	7,218,150
Debt Service	-	-	600,000	226,315
Miscellaneous	-	-	-	-
Total Expenditures	<u>\$ 11,921,403</u>	<u>\$ 12,224,396</u>	<u>\$ 15,109,432</u>	<u>\$ 12,303,330</u>
Excess revenue over (under) expenditures	<u>\$ 4,477,277</u>	<u>\$ 4,784,650</u>	<u>\$ 1,428,801</u>	<u>(\$24,950)</u>
Other financing sources (uses)				
Transfers in/(out)				
Transfers In	\$ 444,430	\$486,754	\$ 916,922	\$528,923
Transfers Out	(5,851,196)	(4,281,395)	(5,045,081)	(1,136,178)
Total financing sources (uses)	<u>\$ (5,406,766)</u>	<u>(\$3,794,641)</u>	<u>\$ (4,128,159)</u>	<u>(\$607,255)</u>
Excess revenue and other sources over (under) expenditures and other uses	<u>\$ (929,490)</u>	<u>\$ 990,009</u>	<u>(\$2,699,358)</u>	<u>(\$632,206)</u>
Beginning Net Assets, July 1 ²	<u>\$ 10,891,942</u>	<u>\$ 9,962,452</u>	<u>\$ 10,956,264</u>	<u>\$ 7,300,000</u>
Ending Net Assets, June 30	<u>\$ 9,962,452</u>	<u>\$ 10,956,264</u>	<u>\$ 8,256,906</u>	<u>\$ 6,667,794</u>

¹ Other revenue includes one-time revenues of \$1.1 million

² Beginning Fund Balance for FY 2020-21 based on updated estimates and may not match budgeted estimates for FY 2018-19 ending balance.





CITY OF HALF MOON BAY

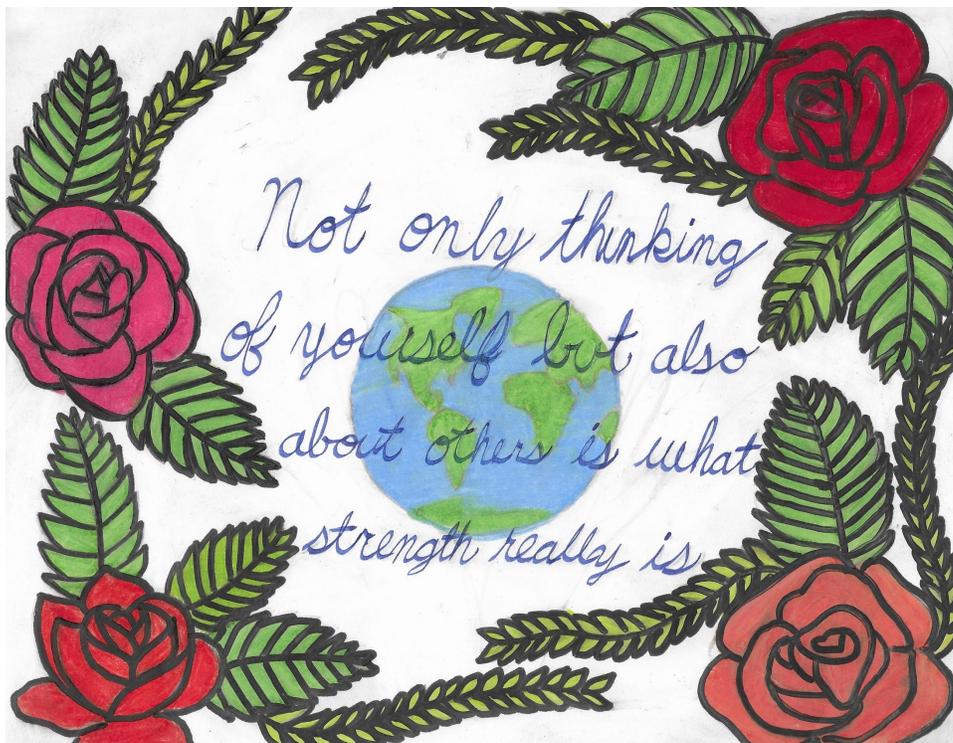
Department Budgets







City Council





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 and adopts resolutions and ordinances. The Mayor and City Council represent the City on various local, regional, and state policy committees and commissions. The City Council also reviews proposed State of California legislation and provides formal input into the legislative process. The City Council meets the first and third Tuesday of each month in formal public session and occasionally in additional special meetings and study sessions.

Service Priorities

- Deliberate on all matters brought before the City Council at its public meetings, and making decisions relative to those matters, while striving to meet the Elements of the Strategic Plan.
- Establish priorities for the City of Half Moon Bay.
- Allocate 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. Starting November 2020, members will be elected by-district with an at-large elected Mayor.

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 Councilmembers as well as travel and miscellaneous expenses to carry out the work of the City.

Fiscal Year 2019-2020 Accomplishments

- Approved increasing the City's minimum wage to \$15 per hour, which will take effect January 1, 2021.
- Continued work on updating the City's General Plan and Local Coastal Program.
- Held three Council listening sessions with more than 100 participants.

- Continued efforts to maximize Transient Occupancy Tax collections, especially on short-term rentals and a short-term rental regulatory ordinance.
- Completed the Ocean View Park Restroom Replacement Project.
- Completed a funding agreement with Abundant Grace for development of a Workforce Development Center at 515 Kelly Avenue.
- Approved the City's Sustainability Implementation Plan (SIP)
- Worked closely with City staff to enable efficient City operations during the PSPS events and ongoing COVID-19 pandemic crisis.
- Celebrated the City's 60th Anniversary.
- Worked with local non-profits to provide support and resources to displaced workers from Bay City Flowers, including several job and resource fairs.

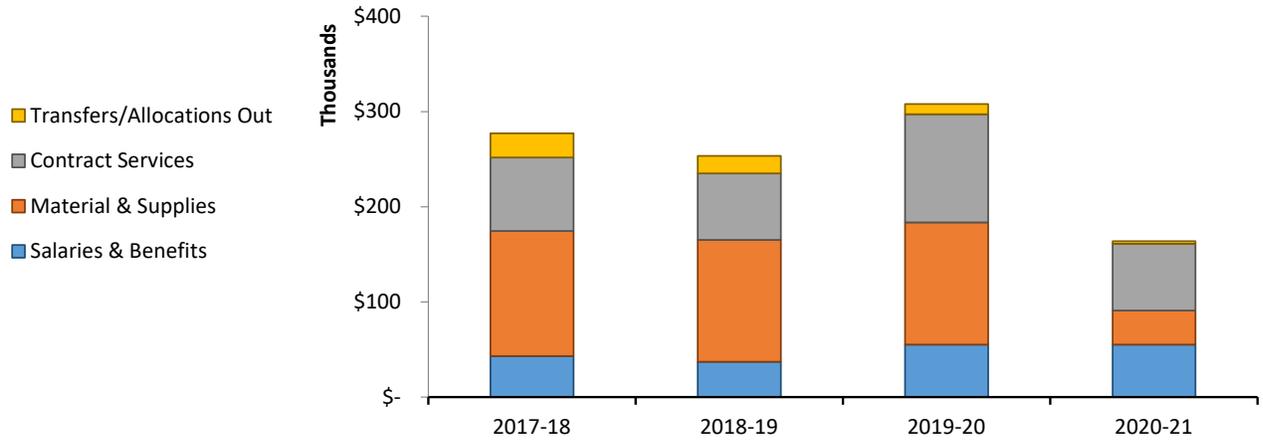
Fiscal Year 2020-2021 Goals / Strategic Plan Elements

- Implement an affordable housing strategy, including a plan for the use of the City's affordable housing funds, continued efforts to encourage accessory dwelling units and mixed-use rezoning, and development of possible tenant protections (Healthy Communities and Public Safety, Infrastructure and Environment).
- Update the City's Emergency Operations Plan and develop disaster-specific preparedness plans (Healthy Communities and Public Safety).
- Develop a Climate Action and Adaptation Plan (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 2020-21 Budget**

City Council (101-110)

	Audited Actual 2017-18	Audited Actual 2018-19	Budget 2019-20	Recommended Budget 2020-21
Expenditures				
Salaries & Benefits	\$ 43,124	\$ 37,107	\$ 55,135	\$ 55,120
Material & Supplies	\$ 131,384	\$ 128,193	\$ 128,338	\$ 36,023
Contract Services	\$ 77,330	\$ 69,945	\$ 113,712	\$ 70,000
Transfers/Allocations Out	\$ 25,292	\$ 18,373	\$ 10,793	\$ 2,656
Total	\$ 277,130	\$ 253,618	\$ 307,978	\$ 163,799
Revenue Sources				
General Fund	\$ 277,130	\$ 253,618	\$ 307,978	\$ 163,799
City Council Members	5.00	5.00	5.00	5.00



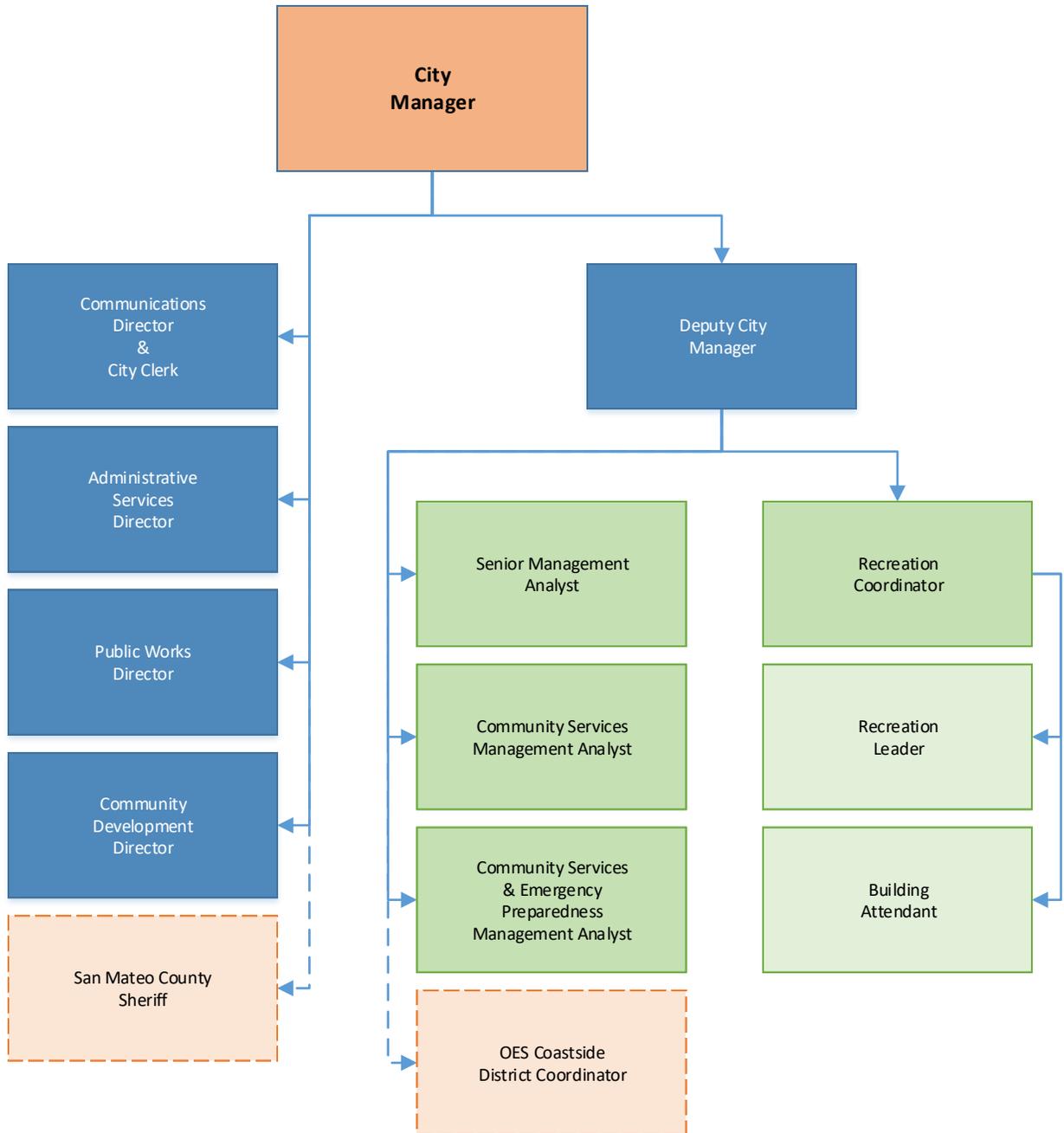




City Manager



City Manager's Department



City Manager

Mission

The mission of the City Manager's Office is to provide overall leadership and management of the City, execute Council policy, and ensure that residents of Half Moon Bay receive fair treatment, 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's Office 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 elements of the Strategic Plan and City Council priorities
- 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 City Council
- Advise the City Council on matters regarding current and future fiscal, staffing, and program needs of the City
- Oversee customer service, and community engagement
- Provide and expand quality recreational services and opportunities to individuals and families
- Provide and expand health and wellness opportunities to youth, adults, and seniors
- Provide and expand 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 City Manager's Department is comprised of the City Manager, Deputy City Manager, and a Senior Management Analyst. The City Manager's Office provides direct oversight of the Emergency Services, Community Services and Recreation Service Divisions, which respectively include two Management Analysts, a Recreation Coordinator, a Recreation Leader, and part-time Building Attendants.

Service Level Changes

One full-time Recreation Leader was added to the Recreation Services Division in FY 2019-20 to provide needed staffing coverage and additional services to patrons of recreation programs and facilities. This position has been cut due to COVID-19 impacts to the City budget, as well as an Executive Secretary position that supported the entire department. These cuts as well as furloughs for remaining staff will reduce the regular open hours of recreation facilities, and changes to charges for the use of City facilities.

Budget Highlights / Summary of Changes

A contract for Latino Outreach Services has been carried over from FY 2019-20 to assist in developing short and long-term strategies to better communicate and engage with the Spanish speaking Latino community. The Emergency Services Division has been moved from the Administrative Services Department to the City Manager's Office. This will allow greater involvement from the City Manager in regional collaboration around emergency preparedness and response efforts, including the ongoing Public Safety Power Shutoff events, which are scheduled again for late summer/fall of 2020. Additionally, the City Manager's Office has been overseeing the Sheriff, Animal Control and Public Safety Communications contracts with San Mateo County, and now all public safety functions and contracts will be administered from this division.

The Department is comprised of the following divisions:

Emergency Services Division

Mission

The mission of the Emergency Services Division 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 Emergency Services Division works in partnership with the San Mateo County Office of Emergency Services to prepare staff, Coastside agencies and residents to effectively respond to emergencies. The Division develops and updates the general emergency operations plans and the Hazard Mitigation Plan, trains staff in emergency operations procedures, and serves as the City's representative on the Coastside Emergency Action Program and the San Mateo County Emergency Managers Association to assist with local and regional emergency preparedness efforts.

Recreation Division

Mission

The mission of the Recreation Division is to enrich lives within the community through affordable, accessible citywide programs that promote educational and recreational opportunities that contribute to a healthy community and lifestyles.

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 Division works closely with the Parks and Recreation Commission to identify opportunities to improve and expand recreation programs and to implement the recommendations in the Parks Master Plan. The Division is responsible for coordinating, renting, and scheduling City facilities, including Smith Field, the Train Depot, the Ted Adcock Community Center and the new Half Moon Bay Library.

Community Services Division

Mission

The mission of the Community Services Division is to engage with the community through citywide programs and initiatives that enrich lives, create forums for multiple and diverse perspectives, and provide educational opportunities through public participation.

Description

The Community Services Division serves as a link between the City and community partners including other government agencies, educational institutions, and non-profits, and helps connect residents and visitors to a variety of social, health, and human services.

FY 2019-20 Department Accomplishments

- Led City efforts to respond to and maintain business continuity during the COVID-19 pandemic and associated Shelter-in-Place orders.
- Continued the expansion of Spanish language translation services for City publications and meetings and added Mandarin Chinese language translation for one of the City Council Listening Sessions.
- Guided the City Council in further updating its Strategic Plan and priorities.
- Coordinated and facilitated three City Council Listening Sessions for residents to express their priorities and interests, leading up to the development of the FY 2020-21 Budget.
- Held multiple study sessions and community meetings with the City Council on important community interests.
- Entered into a long-term agreement with the Half Moon Bay History Association to renovate and operate a full-scale local history museum at the historic jail site on Johnston Street.
- Strengthened and fostered partnerships with County and local non-profit organizations working with underserved populations, including immigrants and homeless residents.
- Continued the Community Services Financial Assistance Grant Program to support local non-profits who serve the Half Moon Bay Community, made modifications for FY 2020-21 to address COVID-19 recovery.
- Led outreach and research efforts to consider increasing the City's minimum wage to \$15 per hour, which was approved by the Council and will take effect January 1, 2021.
- Assumed responsibility and leadership in the Coastside Collaborative, a group of local non-profits focused on addressing human service needs on the Coastside.
- Held the City's sixth annual City Hall Open House during the Night of Lights event.
- Participated in National Night Out, supporting residents who hosted block parties.

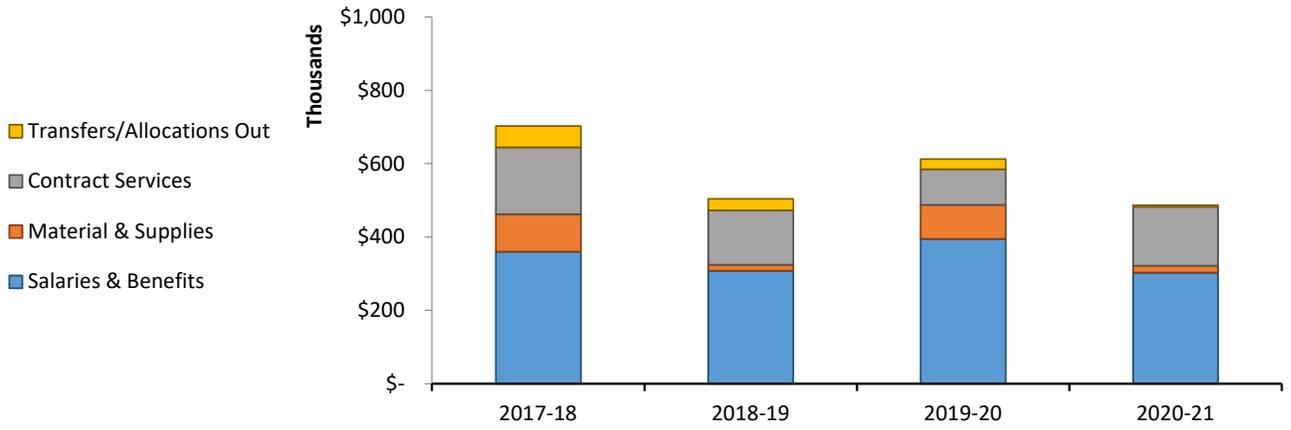
- Continued improvements to the City's Music in the Parks Program, including the Community Concerts Series at Mac Dutra Plaza, which drew more than 300 participants over four concerts and the second annual Summers End Music Festival at John L. Carter Park, which drew more than 1,000 participants.
- Continued the City's partnership with the Boys and Girls Club to operate a Teen Center at the Ted Adcock Community Center and offer after school activities to teens.
- Made improvements to the Ted Adcock Community Center to increase rental opportunities for residents and services to the community.
- Continued to add recreation classes and programs to expand services to a broader cross-section of the community.

FY 2020-21 Department Goals / Strategic Plan Elements

- Lead efforts for the City and community to recover from the COVID-19 pandemic.
- Advance projects that link to the City's Strategic Plan and Council Priorities (Infrastructure and Environment).
- Review and revise staff structure to maximize efficiency and increase performance (Fiscal Sustainability, Inclusive Governance).
- Work with City Council to increase transparency and reporting on the City's Strategic Plan and Council Priorities (Infrastructure and Environment).
- Collaborate with Community Development to provide information, awareness and potential policies to address the lack of affordable housing (Healthy Communities and Public Safety).
- Collaborate with the City departments, regional public agencies, and local non-profits and volunteers to develop and implement plans to better prepare the City, its residents, and the greater Coastside for natural disasters and other emergencies (Healthy Communities and Public Safety).
- Continue to engage in regional partnerships to support projects in Half Moon Bay and those potentially impacting the Coastside (Inclusive Governance, Infrastructure and Environment).
- Support the Parks and Recreation Commission with a focus on City Council priorities and the Parks Master Plan (Inclusive Governance, Healthy Communities and Public Safety).
- Continue to expand the number and types of classes offered in the Activity Guide to reach a broader and more diverse group of residents (Healthy Communities and Public Safety, Inclusive Governance).
- Work with other agencies and non-profits to provide COVID-19 recovery and support (Healthy Communities and Public Safety).
- Coordinate with departments on developing, refining, and tracking service level metrics (Inclusive Governance).

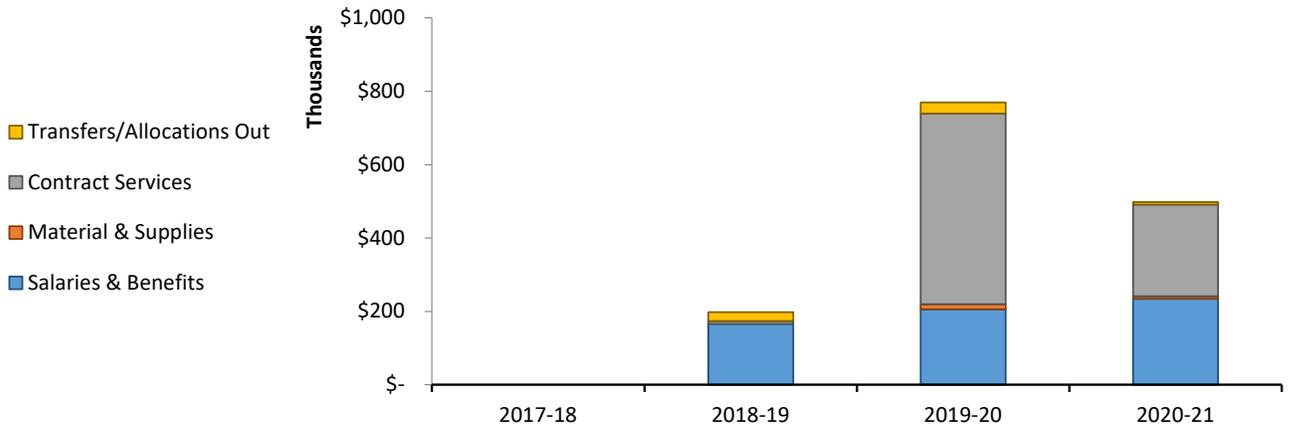
**City of Half Moon Bay
FY 2020-21 Budget
Recreation Services (101-610)**

	Audited Actual 2017-18	Audited Actual 2018-19	Budget 2019-20	Recommended Budget 2020-21
Expenditures				
Salaries & Benefits	\$ 359,744	\$ 307,749	\$ 394,029	\$ 302,723
Material & Supplies	\$ 102,382	\$ 16,696	\$ 93,181	\$ 19,030
Contract Services	\$ 182,319	\$ 148,067	\$ 97,333	\$ 160,218
Transfers/Allocations Out	\$ 57,665	\$ 31,511	\$ 27,252	\$ 4,491
Total	\$ 702,111	\$ 504,023	\$ 611,795	\$ 486,462
Revenue Sources				
Recreation Services	\$ 87,536	\$ 75,603	\$ 72,220	\$ 72,220
Classes	\$ 124,549	\$ 111,914	\$ 117,300	\$ 117,300
General Fund	\$ 490,025	\$ 316,506	\$ 422,275	\$ 296,942
Total Program Sources	\$ 702,111	\$ 504,023	\$ 611,795	\$ 486,462
Full-Time Equivalent Employees¹	2.50	3.50	4.55	2.30



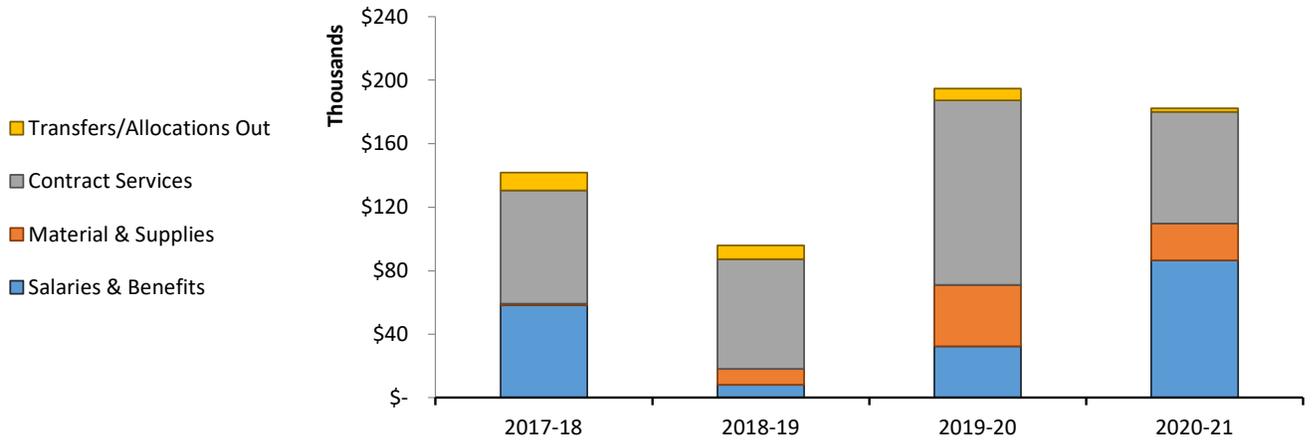
**City of Half Moon Bay
FY 2020-21 Budget
Community Services (101-640)**

	Audited Actual 2017-18	Audited Actual 2018-19	Budget 2019-20	Recommended Budget 2020-21
Expenditures				
Salaries & Benefits	\$ -	\$ 165,588	\$ 205,618	\$ 234,046
Material & Supplies	\$ -	\$ -	\$ 14,000	\$ 7,500
Contract Services	\$ -	\$ 8,012	\$ 519,582	\$ 250,000
Transfers/Allocations Out	\$ -	\$ 24,015	\$ 30,273	\$ 6,452
Total	\$ -	\$ 197,615	\$ 769,473	\$ 497,998
General Fund	\$ -	\$ 197,615	\$ 769,473	\$ 497,998
Total Program Sources	\$ -	\$ 197,615	\$ 769,473	\$ 497,998
Full-Time Equivalent Employees	-	1.30	1.35	1.60



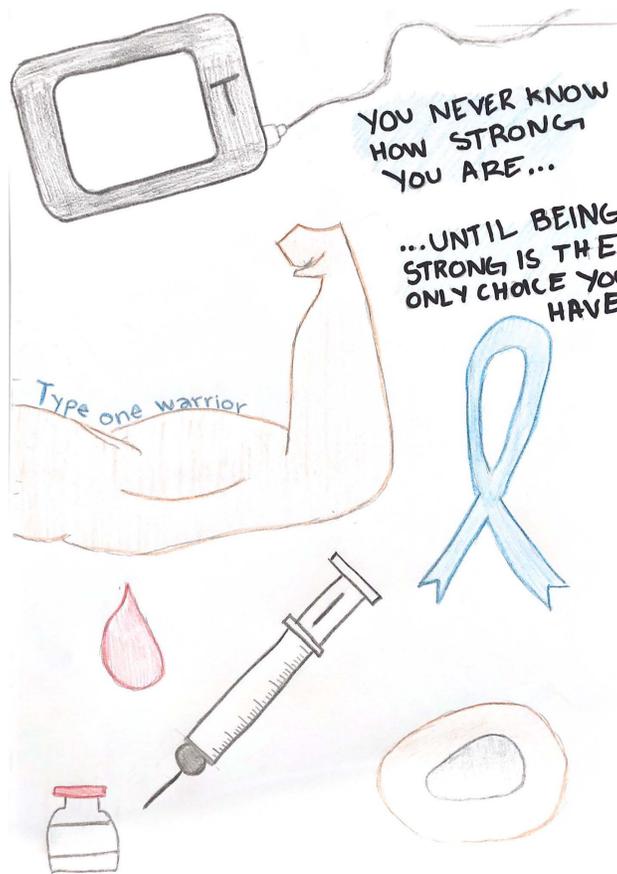
**City of Half Moon Bay
FY 2020-21 Budget
Emergency Services (101-320)**

	Audited Actual	Audited Actual	Budget	Recommended Budget
	2017-18	2018-19	2019-20	2020-21
Expenditures				
Salaries & Benefits	\$ 58,328	\$ 8,067	\$ 32,422	\$ 86,474
Material & Supplies	\$ 1,049	\$ 10,157	\$ 38,755	\$ 23,450
Contract Services	\$ 71,238	\$ 69,067	\$ 115,974	\$ 70,000
Transfers/Allocations Out	\$ 11,208	\$ 8,682	\$ 7,432	\$ 2,341
Total	\$ 141,823	\$ 95,973	\$ 194,583	\$ 182,265
Revenue Sources				
General Fund	\$ 141,823	\$ 95,973	\$ 194,583	\$ 182,265
Full-Time Equivalent Employees	0.40	0.40	0.25	0.50





City Attorney





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 and 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 as appropriate, and 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 with a law firm, and a staff of associate attorneys who act as Assistant 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.

Service Level Changes

For FY 2020-21, the City Attorney's Office plans to continue its trend of increased onsite availability and accessibility for the City Council, Planning Commission, Parks and Recreation Commission, City committees, and staff.

Budget Highlights / Summary of Changes

The City Attorney budget consists of contract legal services for the City Attorney and Deputy City Attorneys, and support staff. It excludes reimbursable matters, unbudgeted litigation, and certain specialized services provided by outside legal counsel that is budgeted in respective department budgets.

Fiscal Year 2019-2020 Accomplishments

- Drafted ordinances related to rental security/tenant protections and local minimum wage.
- Drafted code updates related to downtown revitalization and accessory dwelling units.
- Drafted urgency ordinances related to the COVID pandemic, temporary moratorium on commercial evictions and protections for heritage Main Street.
- Provided negotiation/real estate support related to (1) purchase and sale agreement for 880 Stone Pine; (2) Abundant Grace loan for purchase of workforce development center; and (3) license/leases of City-owned property.
- Legal support related to COVID pandemic (budget, human resources, open government)
- Implemented voluntary compliance agreement for transient occupancy tax (TOT) collection and support collection efforts.
- Provided legal and planning support for the Local Coastal/Land Use Plan (LC/LUP) and large planning applications.
- Successfully settled two civil lawsuits involving the City.

Fiscal Year 2020-2021 Goals / Strategic Plan Elements

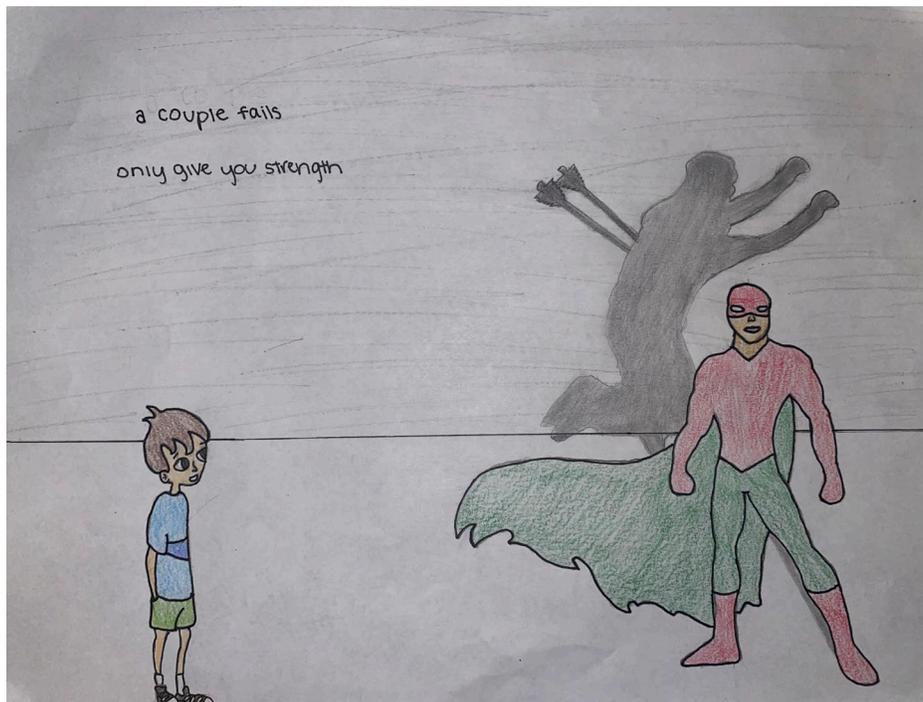
- Continue to implement Council policy directives and ensure projects and directives are legally secure (Inclusive Governance).
- Draft/provide legal review of plans/ordinances regarding Council priorities related to sustainability efforts, short term rentals, the LC/LUP and other priority matters (Inclusive Governance).
- Continue economic resolution of claims and litigation (Fiscal Sustainability).



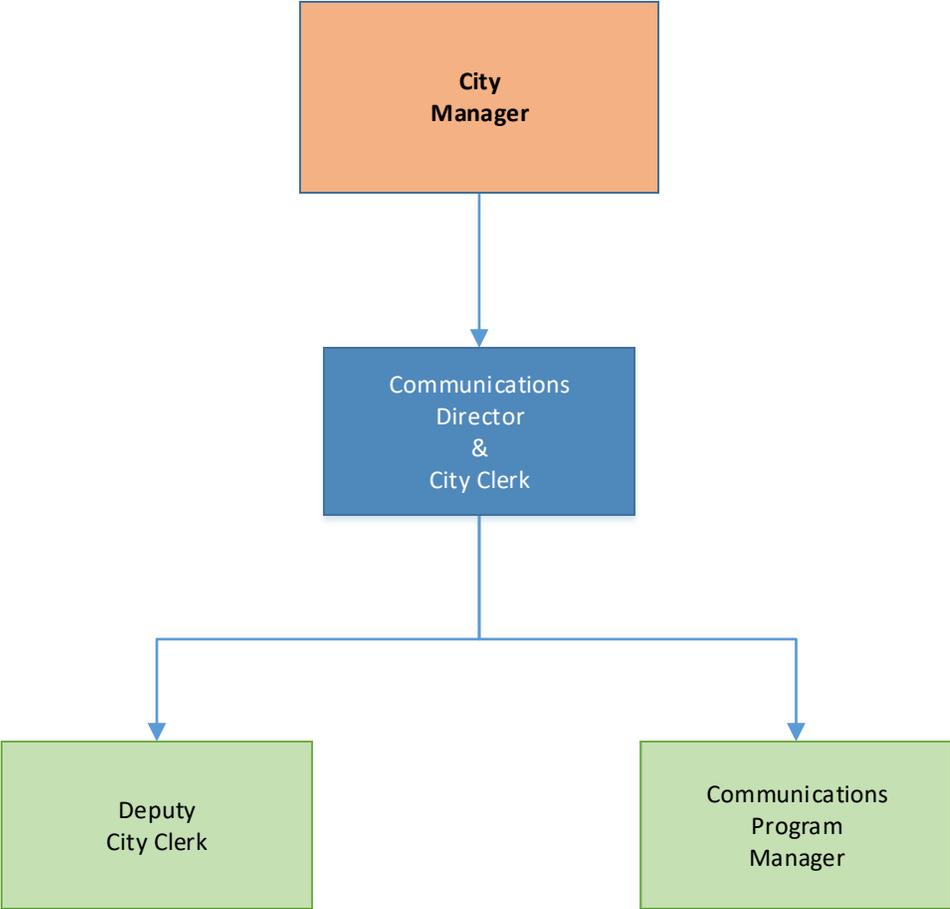




Communications/ City Clerk



City Clerk & Communications Department



Communications / City Clerk

Mission

The mission of the Communications / City Clerk Department is to promote openness in government and the free exchange of public information to engage residents in City policies and decision-making processes. The Communications / City Clerk Department is committed to serving the citizens of our community in a neutral and ethical manner by providing equal access to open and transparent government, ensuring the integrity of the participatory process, bridging internal and external communication pathways, and enhancing the public's trust in local government. The City Clerk Division manages and provides access to City records, manages the legislative and governmental affairs of the City, administers elections, and records legislative functions. The Communications Division promotes inclusive public engagement and positive community relations through effective and transparent communications strategies.

Description

The Communications / City Clerk Department is comprised of two divisions: Communications and City Clerk.

The Communications Division is responsible for all internal and external communications. The division ensures the dissemination of timely and accurate public information of City operations, projects, policies, Council actions, services, and programs through traditional media, social media, and online. The division engages the community and increases transparency utilizing multiple social media platforms and online communication tools that promote accessible and convenient information.

The City Clerk Division conducts regular and special general municipal elections in consolidation with the County of San Mateo for the election of City Councilmembers and local initiatives, referendums, and recalls. The division manages the City's legislative and governmental affairs. The division administers Political Reform Act requirements related to campaign disclosure statements, conflict of interest filings, and AB1234 ethics training. Brown Act requirements are administered by the City Clerk Division ensuring meetings, agendas, minutes, reports, public notices, resolutions, and ordinances are prepared, posted, and published pursuant to law. The City Clerk serves as Clerk of the Council and attends, monitors, and retains complete records of all City Council proceedings. The City Clerk ensures open and transparent access through records-related services including records management, retention, and Public Records Act programs. Additionally, the division administers the boards and commissions program related to vacancies, orientation, commission handbooks, and Maddy Act compliance. The City Clerk serves as the City's Elections Official, Public Information Officer, Political Reform Act Filing Officer, Records Manager, and Compliance Officer.

Service Priorities

- Maintain effective communication with community members, staff, and the Council to increase the understanding of and support for City programs, policies, and projects, and to develop positive relations through impactful outreach.
- Gather and share information to support and encourage open, participatory government and an informed community.
- Manage the City's governmental and legislative affairs, including tracking legislation, preparing position letters, seeking and applying for grant opportunities, and monitoring interagency appointments and actions.
- Provide City Council support, including agenda and packet preparation, public noticing, and distribution of materials to the City Council, staff, and the public.
- Support boards and commissions, including agenda and packet preparation, public noticing, and distribution of materials to Commissioners, staff, and the public.
- Process local legislation, including resolutions, ordinances, and minutes.
- Oversee elections, including qualifying candidates, petitions, and ballot measures, processing all necessary resolutions, monitoring campaign filing requirements, and certifying election results.
- Maintain records and archives, including responses to public records requests.

Staffing

The Communications / City Clerk Department was staffed in FY 19-20 by a Communications Director / City Clerk, a Communications Specialist, a Deputy City Clerk, and an Intern.

Service Level Changes

For FY 20-21, the Intern position was cut from the budget. The current levels of service will be maintained with existing staff.

Budget Highlights / Summary of Changes

The Communications / City Clerk budget consists of costs for compensation and operations of the department.

Fiscal Year 2019-2020 Accomplishments

- Managed the process of converting to district-based elections to comply with the California Voting Rights Act and prepared for the City's November 2020 Municipal Election with two available councilmember seats and possible ballot measures.
- Completed review of the City's Campaign Contributions Limit.
- Continued to oversee completion of the citywide, comprehensive Records Management Update project.
- Grew the City's Legislative Platform during its first full fiscal year, managed the Legislative Subcommittee, and managed the lobbyist contract for the City's legislative affairs.
- Conducted the City's second Elections Night Out event.
- Conducted the City's first Future Leaders Civics Academy for local high school students.

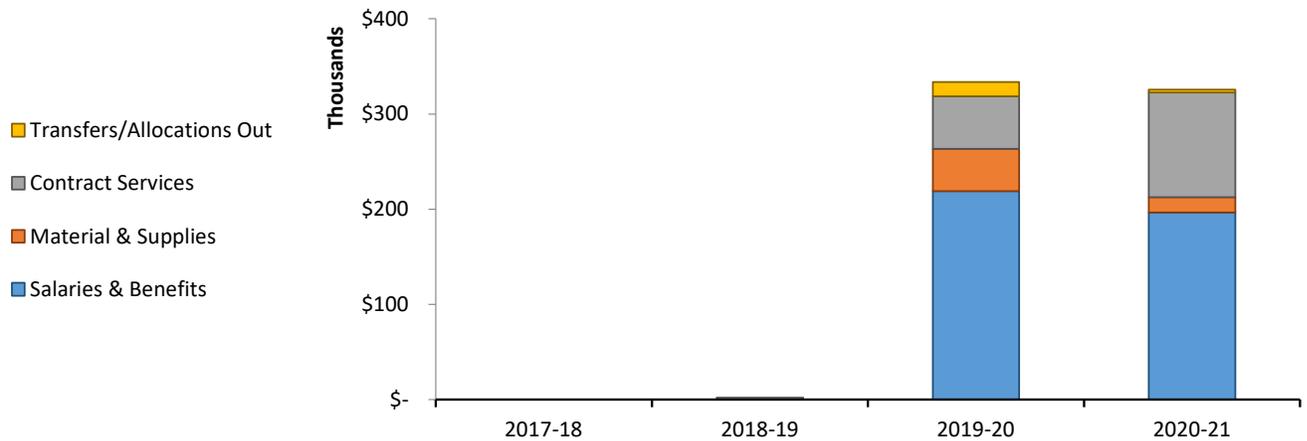
- Managed successful outreach and communications plans for multiple City events, projects, and priorities, including the City's 60th Anniversary celebration and the annual State of the City address.
- Grew the Communications / City Clerk Department during its first full fiscal year.
- Continued distribution of the City's quarterly and e-news newsletters.
- Created a Public Safety Newsletter in partnership with the Sheriff's Department and other Coastside Public Safety entities.
- Re-designed the weekly E-Newsletter.
- Launched the City's presence on Facebook, Twitter, Instagram, and Nextdoor.
- Communicated timely and relevant information during the PG&E Public Safety Power Shutoffs (PSPS)
- Communicated timely and relevant information during the COVID-19 Pandemic.
- Hosted the first all-virtual City Council meeting and continue to host successful virtual council meetings during the COVID-19 Pandemic.
- Managed the City's agenda management software, including making updates as needed, and provided training to staff.
- Converted numerous paper documents to electronic records, clarified the records series to be included in the City's Electronic Document Management System, and provided training to staff.
- Processed 95 agreements, 7 ordinances, 78 resolutions, 21 City Council agenda packets, 24 City Council special meeting agendas, 10 City Council subcommittee agendas, 25 proclamations, and 144 public records requests.

Fiscal Year 2020-2021 Goals / Strategic Plan Elements

- Conduct the November 2020 General Municipal Election, the first district election for the City (Inclusive Governance).
- Continue to expand the City's communications platforms and outreach (Inclusive Governance).
- In accordance with AB 849, conduct process of redistricting following the 2020 Census results (Inclusive Governance).
- Work with departments to update the content and usability of the City's website and department pages (Inclusive Governance).
- Continue to expand local relationships, community, and partnerships as part of the City's government affairs (Inclusive Governance).
- Continue to oversee completion of the citywide, comprehensive Records Management Update project (Inclusive Governance, Infrastructure and Environment).
- Continue to seek grant opportunities and monitor legislation in accordance with the City of Half Moon Bay Legislative Program (Healthy Communities and Public Safety, Inclusive Governance).

**City of Half Moon Bay
FY 2020-21 Budget
Communications (101-150)**

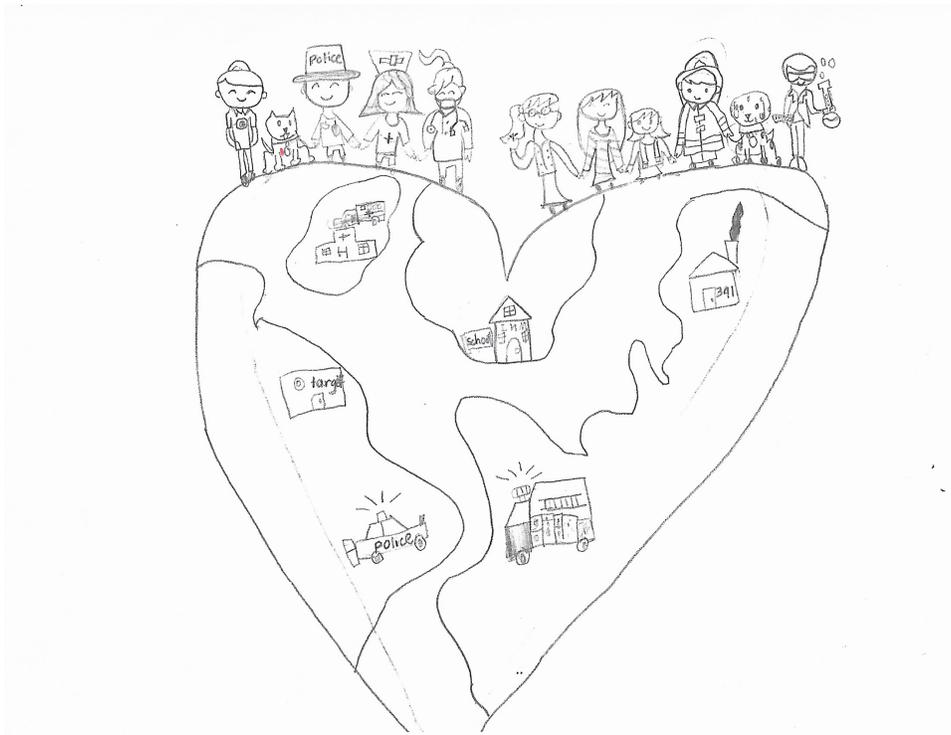
	Audited Actual	Audited Actual	Budget	Recommended Budget
	2017-18	2018-19	2019-20	2020-21
Expenditures				
Salaries & Benefits	\$ -	\$ -	\$ 219,079	\$ 196,552
Material & Supplies	\$ -	\$ -	\$ 44,500	\$ 16,000
Contract Services	\$ -	\$ 1,900	\$ 55,000	\$ 110,000
Transfers/Allocations Out	\$ -	\$ -	\$ 15,123	\$ 3,157
Total	\$ -	\$ 1,900	\$ 333,702	\$ 325,709
Revenue Sources				
General Fund	\$ -	\$ 1,900	\$ 333,702	\$ 325,709
Full-Time Equivalent Employees	-	-	1.40	1.40



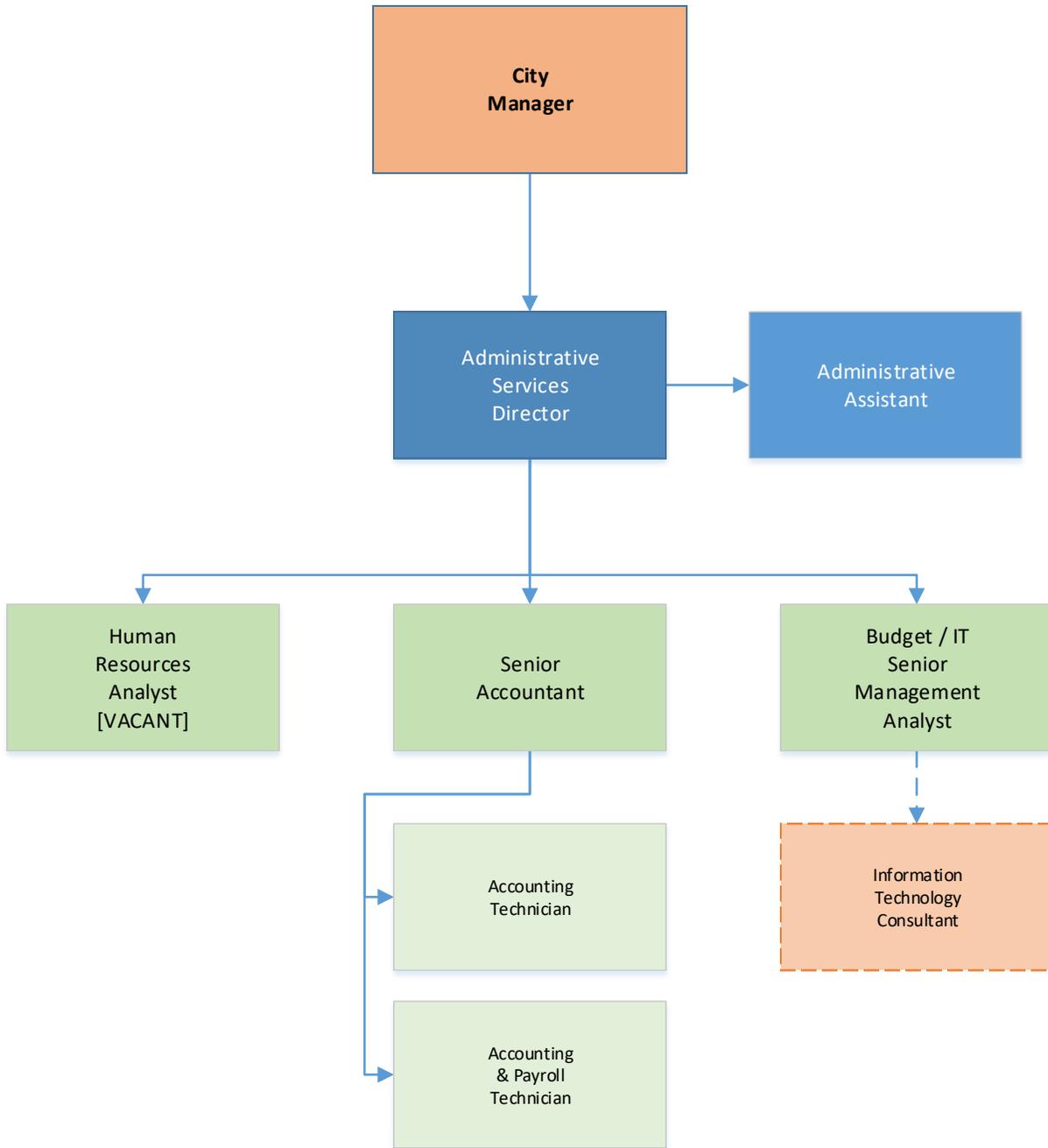




Administrative Services



Administrative Services Department



Administrative Services

Mission

The mission of the Administrative Services Department is to manage the City's Administrative Services and administrative policies by providing high quality support services to City departments, staff and community through finance, human resources, and information technology.

Description

The Administrative Services Department provides financial services that protect and maximize the use of City resources, reliable and current technology resources to staff, members of the City Council, Commissioners, and the community. The Department properly records all financial transactions, 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

- Undertake financial planning and oversee preparation of the annual budget.
- Ensure internal controls through accountability, financial reporting, and audits.
- Manage cash assets including banking, cashiering, disbursements, and revenues.
- Perform accounts payable, receivable, and payroll functions.
- Fulfill the City Treasurer function, ensuring an appropriate investment of funds and debt service administration.
- Provide sound financial guidance to the City Council, City Manager, and staff.
- Recruit, hire, develop, and retain a diverse and highly talented professional staff.
- Manage administrative and personnel policies and procedures and ensure compliance with related laws and regulations.
- Manage confidential information when consulting employees and handling personnel records.
- Manage labor relations with all bargaining units and unrepresented employees.
- Manage grievances related to the Personnel Policies and Procedures, and MOUs.
- Enhance staff productivity with a secure network, desktop and portable hardware and supporting software.
- Minimize IT equipment down time and maximize response time and maintain IT systems for disaster recovery and business continuity.

Staffing

The Administrative Services Department is comprised of an Administrative Services Director, Finance Manager/Senior Accountant, Senior Management Analyst, Management Analyst, two Accounting Technicians, and an Administrative Assistant.

Organization Changes

Due to the recent pandemic and ensuing revenue shortfall, the department has eliminated two positions, including an Account Technician which was added mid-year FY 2019-20 and a Management Analyst which was responsible for all Human Resources functions.

Budget Highlights / Summary of Changes

The Administrative Services budget consists of four budget units, with compensation and operating costs for the portions of employee time allocated to each division. Contract expenditures are budgeted for professional services, labor relations, labor-related legal services, and Information Technology (IT) services.

The Department is comprised of the following divisions:

Finance

Mission

The mission of the Finance Department is to maintain accurate financial records and reports, provide financial support to other departments, and ensure compliance with the City's policies and procedures.

Description

The Finance Department is responsible for all financial operations and risk management. Finance tracks revenue, expenditures, bonded debt, and properly records all financial transactions in accordance with Generally Acceptable Accounting Principles (GAAP) and the requirements of the Government Accounting Standards Board (GASB). The department's goals are to provide financial oversight and support, including implementation and enforcement of financial policies consistent with federal, state, and local mandates, as well as industry best practices.

Human Resources Division

Mission

The mission of 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 Human Resources Division recruits, develops, and supports the organization's most valuable resource – its staff. The Division implements best practices in recruitment, benefits management, professional development, labor relations, grievance management, policy development and implementation, and employee classification and compensation. The Division manages highly sensitive and confidential information to effectively conduct workplace investigations, implement practices to enhance employee performance, manage claims and ensure compliance with local, state and federal labor regulations. The Division also participates in San Mateo County Training and Development which offers training and professional development to local

governments throughout the County to help recruit and retain talent in local government careers.

Information Technology Division

Mission

The mission of the Information Technology Division is to provide high quality technology-based services that support the City's goal to effectively serve the needs of the community.

Description

The Information Technology Division manages the City's information technology program, provides and maintains appropriate hardware and software to City departments, develops and maintains a secure network infrastructure, manages the City's data and voice infrastructure, and maintains the City's telecommunication. The Division ensures that staff have the resources and training to effectively use equipment and technology in furtherance of their departmental goals. The division also assists with providing research and information for Public Records Requests.

Fiscal Year 2019-2020 Accomplishments

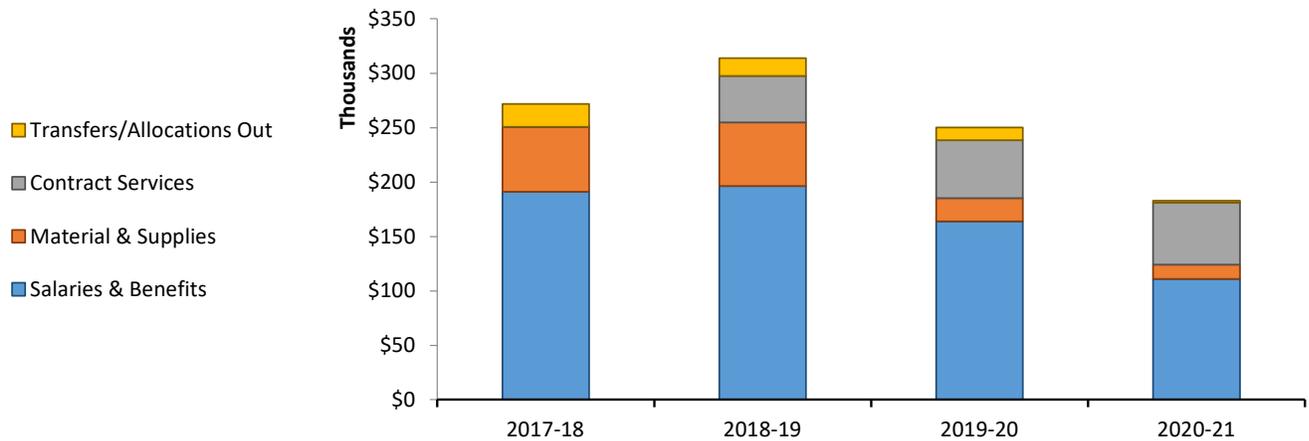
- Recruited and filled a total of 10 permanent and temporary positions, which included six key positions in the Administrative Services Department.
- Coordinated a telecommute protocol and negotiated key changes to current MOU's to assist with City operations during pandemic crisis.
- Continued providing proactive ergonomics assessments for new and current employees.
- Received Distinguished Budget Presentation Award from the Government Finance Officers Association (GFOA) for the FY 19-20 Operating and Capital Budget documents, representing compliance with best practices in budgeting.
- Completed annual audit, prepared the City's Comprehensive Annual Financial Report (CAFR), and received a clean audit opinion from the independent auditors.
- Completed mandated State Controller's and other financial reports in a timely manner.
- Processed 88 journal entries, 2,054 vendor checks, over 2,700 invoices, 15 special event permits and 1,514 business license applications.
- Commenced the implementation of Caselle Enterprise Resource Planning software
- Coordinated and supported the Community Development department with the purchase and implementation of an inhouse GPS system (Infrastructure and Environment and Inclusive Government).
- Centralized business software and standardized computers and accessories to simplify support and take advantage of better pricing for the City.
- Commenced an Outlook Exchange conversion for **greater efficiency, integration, security, ease of use, and reliability.**

Fiscal Year 2020-2021 Goals / Strategic Plan Elements

- Continue to assess the current performance evaluation system and recommend changes, if needed, research and implement new performance software (Inclusive Governance).
- Partner with local jurisdictions to form a training consortium to allow a broader spectrum of local training options/opportunities for City staff. Utilize the partnership with San Mateo County Training Center to provide training on additional topics and subjects for employees.
- Working with City administration and labor groups, continue revising the City's Personnel Policies and Procedures (Inclusive Governance).
- Finalize employee evaluation process to ensure compliance with Personnel Policies and Procedures (Inclusive Governance).
- Update training matrix to ensure compliance with California and Federal law (Healthy Communities and Public Safety).
- Update the City's purchasing policy and other financial and administrative matters (Fiscal Sustainability, Inclusive Governance).
- Protect the City's financial sustainability through the systematic monitoring and reporting of the City's financial condition; identify and evaluate potential sources of new revenues and cost savings programs. (Fiscal Sustainability, Inclusive Governance)
- Support the City Council's Strategic Plan Elements and Initiatives as they relate to the City's Financial Operations (Infrastructure and Environment, Healthy Communities and Public Safety, Fiscal Sustainability, Inclusive Governance).

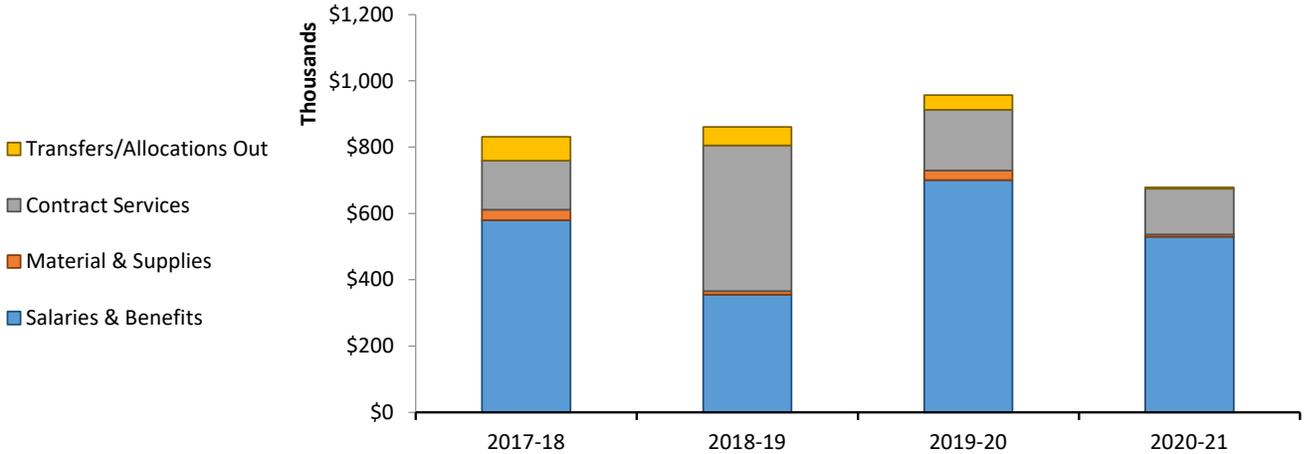
**City of Half Moon Bay
FY 2020-21 Budget
Administrative Services (101-230)**

	Audited Actual 2017-18	Audited Actual 2018-19	Budget 2019-20	Recommended Budget 2020-21
Expenditures				
Salaries & Benefits	\$ 191,209	\$ 196,377	\$ 164,067	\$ 110,998
Material & Supplies	\$ 59,553	\$ 58,556	\$ 21,274	\$ 13,296
Contract Services	\$ 56	\$ 42,500	\$ 53,045	\$ 56,750
Transfers/Allocations Out	\$ 21,155	\$ 16,427	\$ 11,830	\$ 1,755
Total	\$ 271,974	\$ 313,860	\$ 250,216	\$ 182,799
Revenue Sources				
General Fund	\$ 271,974	\$ 313,860	\$ 250,216	\$ 182,799
Full-Time Equivalent Employees	1.40	1.40	1.25	1.00



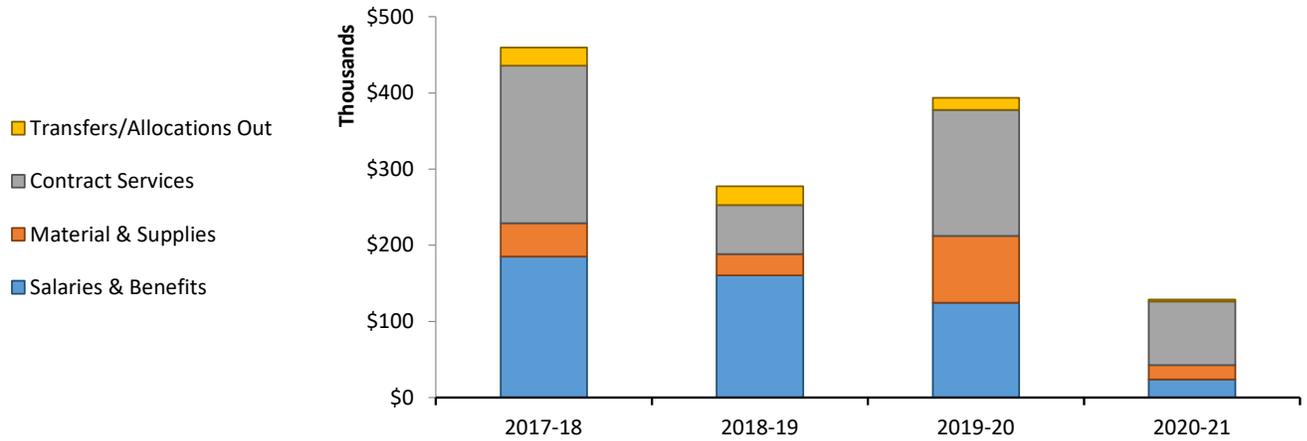
**City of Half Moon Bay
FY 2020-21 Budget
Finance (101-210)**

	Audited Actual	Audited Actual	Budget	Recommended Budget
	2017-18	2018-19	2019-20	2020-21
Expenditures				
Salaries & Benefits	\$ 579,266	\$ 354,870	\$ 700,317	\$ 530,168
Material & Supplies	\$ 31,690	\$ 10,674	\$ 28,943	\$ 6,000
Contract Services	\$ 148,633	\$ 439,415	\$ 182,928	\$ 138,802
Transfers/Allocations Out	\$ 71,879	\$ 55,868	\$ 44,674	\$ 3,628
Total	\$ 831,468	\$ 860,827	\$ 956,862	\$ 678,598
Revenue Sources				
Business License Tax	\$ 318,815	\$ 313,528	\$ 326,400	\$ 302,000
General Fund	512,654	547,299	630,462	376,598
Full-Time Equivalent Employees	4.60	4.60	4.55	4.35



**City of Half Moon Bay
FY 2020-21 Budget
Human Resources (101-220)**

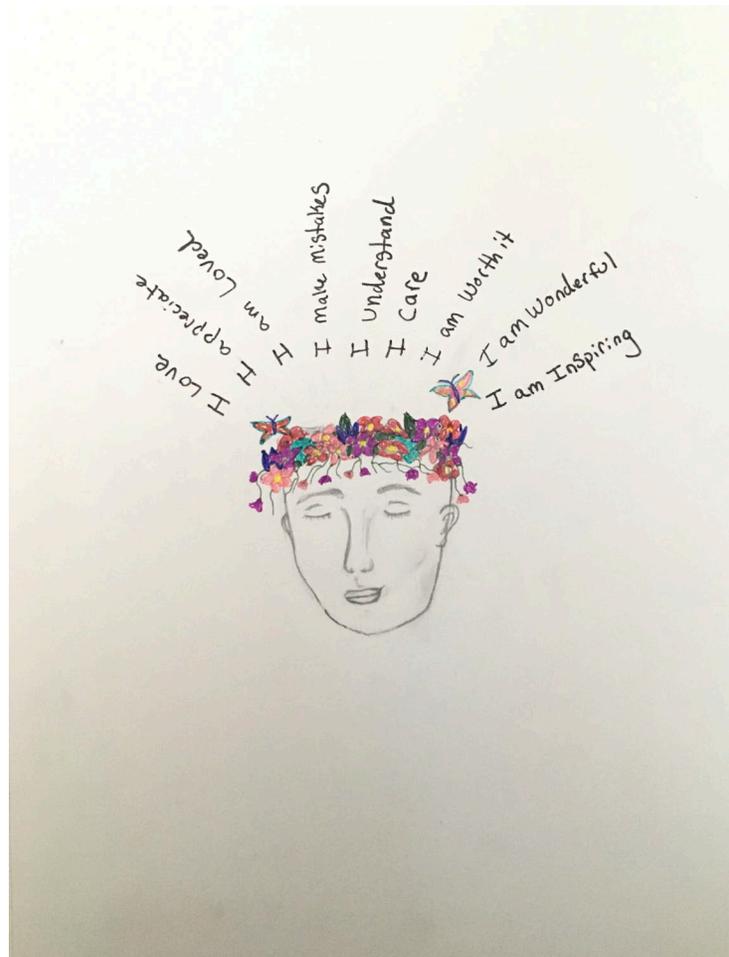
	Audited Actual 2017-18	Audited Actual 2018-19	Budget 2019-20	Recommended Budget 2020-21
Expenditures				
Salaries & Benefits	\$ 185,034	\$ 160,411	\$ 124,386	\$ 23,766
Material & Supplies	\$ 43,838	\$ 28,239	\$ 87,756	\$ 18,755
Contract Services	\$ 206,750	\$ 64,111	\$ 165,521	\$ 83,578
Transfers/Allocations Out	\$ 23,935	\$ 24,563	\$ 15,747	\$ 2,564
Total	\$ 459,558	\$ 277,324	\$ 393,410	\$ 128,663
Revenue Sources				
General Fund	\$ 459,558	\$ 277,324	\$ 393,410	\$ 128,663
Full-Time Equivalent Employees	1.20	1.20	0.80	0.25







Risk Management





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

The Risk Management Department is comprised of two programs: General Liability and Workers Compensation. Risk Management implements safety policies, and 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, ensures compliance with the City's risk management operational best practices, and safety standards and regulations as defined by OSHA and the City's Injury and Illness Prevention Program (IIPP). The budget provides for premiums as well as operating funds for legal and other cost resulting from claims against the City.

The City is a member of the PLAN JPA (Pooled Liability Assurance Network Joint Powers), which is comprised of 28 greater Bay Area municipalities and is currently administered by Sedgwick staff under the direction of a Board of Directors, represented by its member cities. The Administrative Services Director is a member of the PLAN JPA Board of Directors.

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.

Service Priorities

- Ensure the City has adequate insurance coverage 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 and Workers Compensation Program is supported by the Administrative Services Director, as well as the entire Executive Team, who comprise the City's Risk Management Committee.

Service Level Changes

There are no service level changes to the Risk Management Program for FY 2020-21.

Budget Highlights / Summary of Changes

The Risk Management Program is budgeted in the Internal Service Fund and is allocated to various City programs and budget units. The Program will continue to receive direct full-time equivalent allocation of 1.15 FTE in the FY 2020-21 budget.

FY 2019-20 Accomplishments

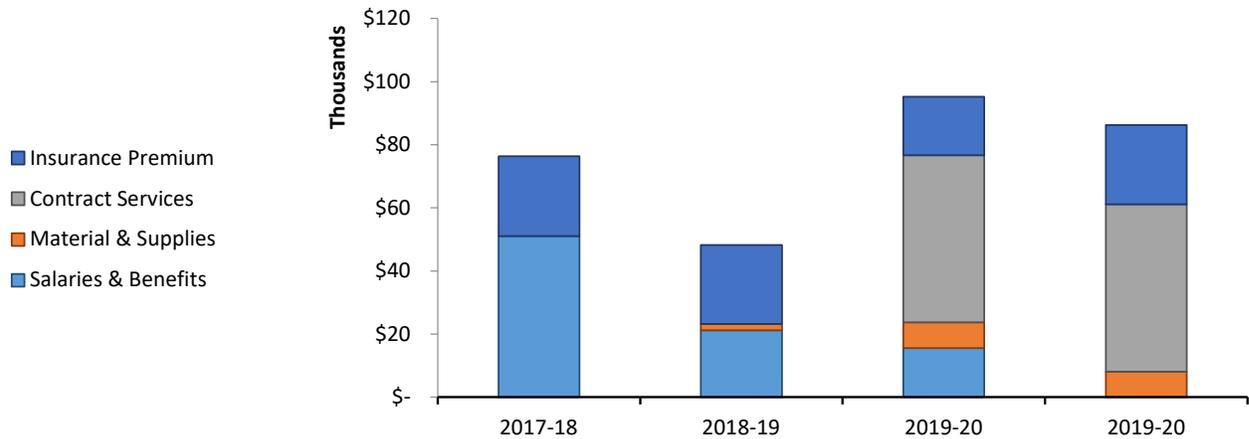
- Held regular meetings of the City's Executive Risk Management Committee to provide oversight, coordination, and direction for the City's safety and risk management programs.
- Received risk management training grants from the PLAN JPA.
- Continues enrollment of new employees and maintained records for current employees in the DMV Pull Notice Program to comply with vehicle operations policy and best practices.
- Continues to review risk management and safety policies and procedures to ensure the City's compliance with risk management best practices framework and eligibility for grants.

FY 2020-21 Goals / Strategic Plan Elements

- Support the City Council's Strategic Elements and Initiatives as they relate to the City's Risk Management Program (Infrastructure and Environment, Healthy Communities and Public Safety, Fiscal Sustainability, Inclusive Governance).
- Comply with OSHA standards, regulations, and requirements and update the City's Injury and Illness Prevention Program for each worksite. Provide training on the IIPP to each department. (Healthy Communities and Public Safety).
- Continue to provide citywide training for employees and supervisors on Risk Management Program, including general liability and workers compensation procedures (Fiscal Sustainability, Inclusive Governance, Healthy Communities and Public Safety).
- Continue the management of the City's Workers' Compensation Program including implementing cost containment and control methods and expanding the injury prevention activities to improve our cost containment efforts. Conduct study to update essential functions of City's classifications. (Fiscal Sustainability, Inclusive Governance,).
- Continue to efficiently manage claims and seek recovery of costs when actions of a third-party cause damages to City property (Healthy Communities and Public Safety, Fiscal Sustainability).
- Continue to identify and reduce risks to the City (Healthy Communities and Public Safety, Fiscal Sustainability).

City of Half Moon Bay
FY 2020-21 Budget
Risk Management - Workers' Compensation (303-260)

	Audited Actual	Audited Actual	Budget	Recommended Budget
	2017-18	2018-19	2019-20	2019-20
Expenditures				
Salaries & Benefits	\$ 51,071	\$ 21,192	\$ 15,548	\$ -
Material & Supplies	\$ -	\$ 2,040	\$ 8,137	\$ 8,137
Contract Services	\$ -	\$ -	\$ 53,045	\$ 53,045
Insurance Premium	\$ 25,275	\$ 25,048	\$ 18,540	\$ 25,048
Total	\$ 76,345	\$ 48,280	\$ 95,270	\$ 86,230
Revenue Sources				
Transfers/Allocations In	\$ 156,804	\$ 131,277	\$ 99,088	\$ -
Full-Time Equivalent Employees	0.30	0.30	0.10	0.00



* 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.



Public Safety





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
- Assist in coordinating 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, and, as well as contracts with agencies that provide other related services such as citation processing.

Service Level Changes

Previously a Records Supervisor position was utilized at the Sheriff Substation, that position is being downgraded to a new Records Technician. Downgrading this position offsets other benefits, pay changes, overtime and other related costs.

Budget Highlights / Summary of Changes

The Law Enforcement budget includes an annual cost of living adjustment.

Fiscal Year 2019-20 Accomplishments

- Provided incident command and public safety for community events:
 - Pumpkin Festival
 - Night of Lights
 - Half Moon Bay Triathlon
 - 4th of July 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 Gang Task Force with deployments to Half Moon Bay.
- Participated in San Mateo County Saturation Traffic Enforcement Program (STEP) with deployments to Half Moon Bay.
- Continued the Empowering Young Women Group to engage and facilitate positive outcomes in young women.
- Continued work with the Homeless Outreach Team to address homeless issues.
- In partnership with the Sheriff's Office CARON group, conducted numerous events held at the Half Moon Bay Library.
- Increased traffic enforcement with a part time motorcycle unit.

Fiscal Year 2020-21 Goals / Strategic Plan Elements

- Continue to make community policing a priority and generate additional community events (Healthy Communities and Public Safety).
- Coordination with City staff and regional partners on creating and implementing Emergency Preparedness Plans, including a Coastside COVID-19 response plan (Healthy Communities and Public Safety).
- Continue to work with the City and regional partners regarding homeless issues (Healthy Communities and Public Safety).
- Participate in the Gang Task Force (Healthy Communities and Public Safety).
- Utilize the Sheriff's Office Bicycle Unit and Off-Road Motorcycle Unit to patrol coastal trails, Poplar Beach, and other coastal areas. (Healthy Communities and Public Safety).
- Continue traffic safety by utilizing the Sheriff's Office Motorcycle Unit (Healthy Communities and Public Safety).
- Educate and disseminate prevention information regarding phone scams, burglary trends, and other crimes of opportunity (Healthy Communities and Public Safety).

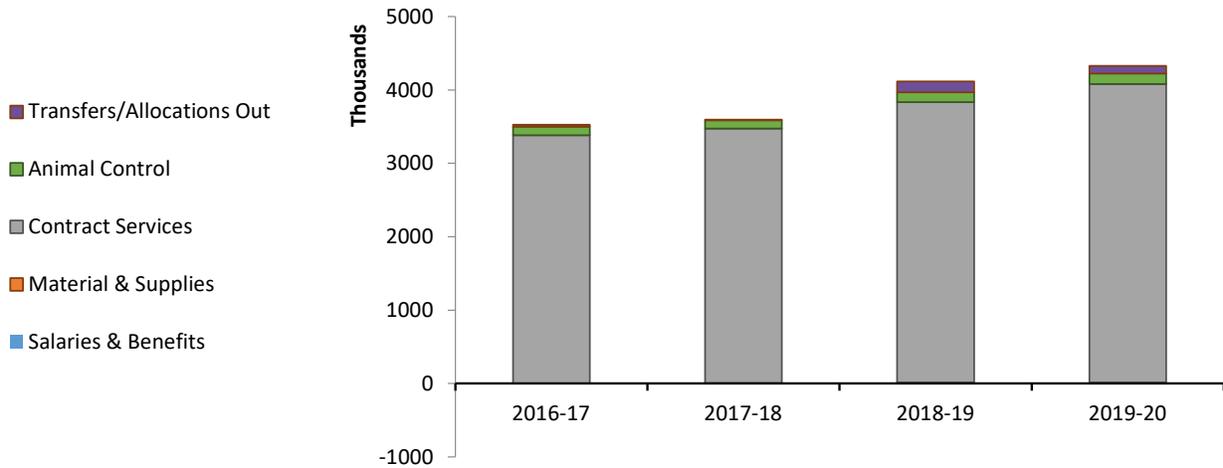
**City of Half Moon Bay
FY 2020-21 Budget
Public Safety (101-310)**

	Audited Actual	Audited Actual	Budget	Recommended Budget
	2017-18	2018-19	2019-20	2020-21
Expenditures				
Material & Supplies	\$ -	\$ 3,045	\$ 12,463	\$ 12,463
Contract Services	\$ 3,385,489	\$ 3,471,118	\$ 3,821,597	\$ 4,070,802
Animal Control	\$ 115,257	\$ 112,325	\$ 134,034	\$ 140,700
Transfers/Allocations Out	\$ 27,177	\$ 10,008	\$ 147,937	\$ 105,835
Total	\$ 3,527,924	\$ 3,596,496	\$ 4,116,031	\$ 4,329,800

Revenue Sources				
Police Fees	\$ 192,192	\$ 225,952	\$ 140,052	\$ 140,052
¹ County Credit Reimbursements	541,121	535,548	556,649	594,797
One-time Revenues	-	-	-	1,100,000
General Fund	2,794,611	2,834,996	3,419,330	3,594,951

Full-Time Equivalent Employees - - - -

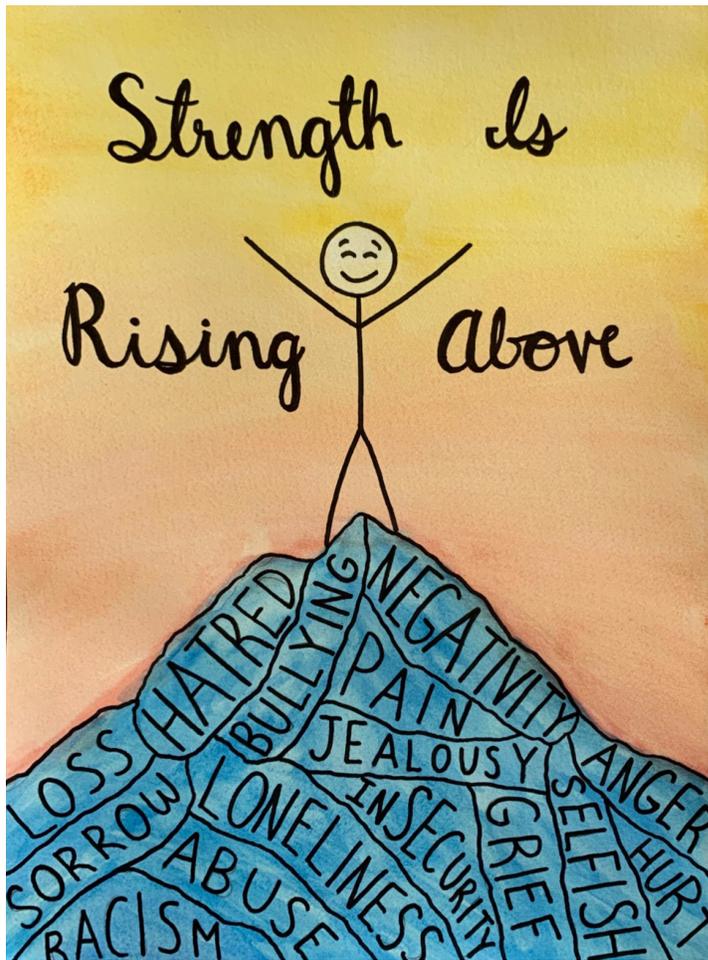
¹ Amount reimbursed by the San Mateo County Sheriff's Office toward annual unfunded pension liability paid by City directly to CalPERS.



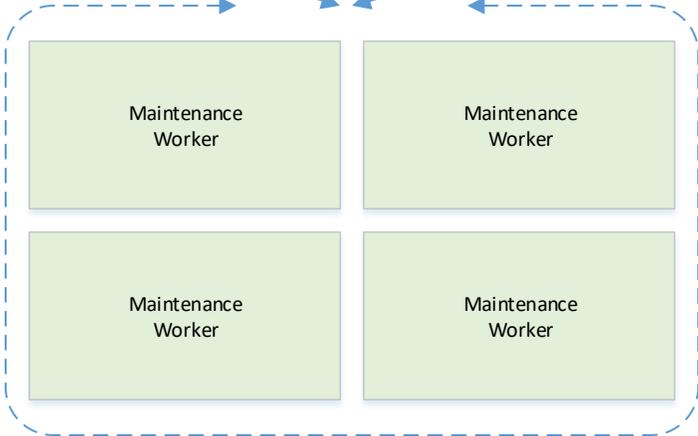
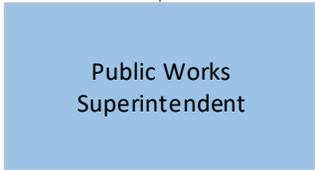
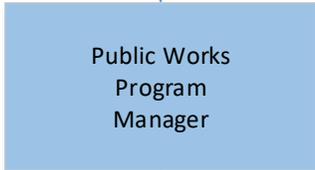
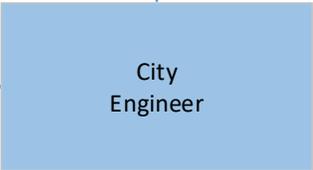
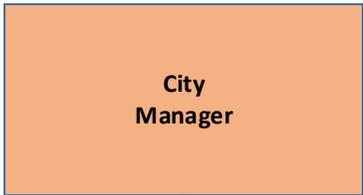




Public Works



Public Works Department



Public Works Department

Mission

The mission of the Public Works Department is to promote safety, livability and sustainability through effective management of streets, parks, facilities, and utilities. The Department is also dedicated to excellence, integrity, and environmental stewardship.

Vision

Making Half Moon Bay the premier place to vivir (live), trabajar (work) and jugar (play)!

Description

The Public Works Department coordinates and manages maintenance, replacement, and enhancement of City infrastructure, including streets, street lights, street and regulatory markings and signage, medians, parkways, the storm water collection and conveyance system, the sewer collection system, parks and trails, as well as public facilities. The Department develops, manages, and implements the City's Five-Year Capital Improvement Program (CIP), reviews private development applications, coordinates with Caltrans on Highways 1 and 92, manages and oversees the City's solid waste franchise agreement, develops and implements sustainability programs, and ensures private and public compliance with local, state, and federal regulations, including the Federal Clean Water Act, National Pollutant Discharge Elimination System, and the endangered species acts. The Department also serves as liaison to the Sewer Authority Mid-Coastside (SAM), City County Association of Governments (C/CAG), the Metropolitan Transportation Commission (MTC), Caltrans and other agencies.

Service Priorities

- Protect and enhance the public health, safety, and welfare of the community.
- Maintain critical City infrastructure, parks, trails, and public facilities.
- Develop and implement the City's Five-Year Capital Improvement Program (CIP).
- Implement preventive maintenance efforts where possible to reduce pre-mature and costly replacement.
- Implement complete streets and neighborhood traffic calming to enhance quality of life in existing and new neighborhoods.
- Encourage multi-modal transportation, traffic management and transportation demand management strategies.
- Incorporate green infrastructure, watershed management, and habitat enhancement / protection into capital infrastructure planning and design efforts.
- Identify and implement sustainability programs.
- Maintain City compliance with CalRecycle.
- Monitor and manage the City's 10-year solid waste franchise agreement.

Staffing

The Public Works Department consists of a Director, the City Engineer, Public Works Superintendent, Senior Management Analyst, Management Analyst, Associate Engineer, Assistant Engineer, Administrative Assistant, two (2) Senior Maintenance Workers, three (3) Worker I/II positions, a part time contract sewer engineer, a 20-hour contract Public Works Inspector and one (1) part time contract traffic engineer for management of capital projects.

Service Level Changes

The department was formed in FY 2017-18 through reorganization of the former Community Development Department and merger of the Public Works-Facilities Maintenance Division from the City Manager's Office. In the following years, the City added five (5) Maintenance Worker I/II positions bringing the total number of maintenance workers back to the regular staffing levels prior to the 2008 recession. In response to the COVID-19 pandemic, two of these Maintenance Worker I/II positions were eliminated in FY 19-20 and are not included in the FY 20-21 budget. In FY 2019-20, the department also added a Senior Management Analyst to oversee the City's new sustainability priority and program. In the coming year, the department will offer quality, but fewer, services due to the reduction in full-time staff and project management consulting support.

Budget Highlights / Summary of Changes

The department budget includes funding for personnel-related costs, reduced consultant services as well as management and operation of departmental programs. With the reduction in staff and the significant cut to the budget, services will have to be scaled back and many non-core mission tasks and projects postponed.

The Department is comprised of the following divisions:

Administration and Sustainability

Mission

The mission of Administration and Sustainability is to provide support to each of the other three divisions: 1) the Engineering Division; 2) the Capital Projects Division 3) the Infrastructure and Facilities Maintenance Division. Duties include ensuring each division is fulfilling their respective duties to protect public health, safety, welfare, and improve the quality of life of residents and visitors alike.

Description

Administration and Sustainability serves as the primary point of contact for the City Manager, City Council, SAM, the Community Development Department and other departments and agencies. The Division generally serves as the Public Information Officer (PIO) for issues pertaining to Public Works and Sustainability. The Division is responsible for identification, assessment, and implementation of sustainability programs, participating in the CalRecycle program, and oversight of the solid waste agreement and franchisee. The Division collaborates and coordinates projects and programs with the Community Development Department including

preparation of updates of the City's Greenhouse Gas inventory and in preparation of the Climate Action and Adaptation Plan (CAAP). The Division is also responsible for oversight of public outreach efforts including coordination of the Capital Improvement Program (CIP) and managing Public Works information on the website. Additionally, the division manages the Coastal Clean-up contract with Abundant Grace. The Public Works Director serves as principal liaison to SAM staff, the SAM Board of Directors and City SAM Board representatives. The Division is responsible for the department's budget preparation - including the capital budget and oversight - management of public procurement, and accounts receivable for the department.

Engineering Division

Mission

The mission of the Engineering Division is to protect public health and safety, and improve the quality of life of residents and visitors by ensuring safe and functional streets, bridges, intersections, and infrastructure that is designed, inspected, and maintained in accordance with best practices and applicable local, state, and federal regulations and laws.

Description

The Engineering Division is responsible for review of private development, issuance of applicable permits, assisting with environmental reviews, coordination with other divisions, consultant engineers, and other utility providers in the design and construction of new public and privately funded projects and infrastructure. This division serves as lead on the preparation of studies and master plans of the City's streets, buildings and grounds, sewage and drainage systems. The Division is also responsible for managing the Traffic Safety Committee, related traffic safety regulations, and other special purpose committees including the Bike Pedestrian Advisory Committee and the Main Street Bridge Advisory Committee.

Capital Projects Division

Mission

The mission of the Capital Projects Division is to protect public health and safety and improve the quality of life of residents and visitors by ensuring public infrastructure and facilities are designed, built, and inspected in accordance with the City Council approved Five-Year Capital Improvement Program (CIP).

Description

The Capital Projects Division is responsible for preparing and seeking annual approval from the City Council of the Five-Year Capital Improvement Program (CIP) and one-year capital budget. The Division identifies capital improvement needs in consultation with other divisions and departments, coordinates with non-City utility providers on design and implementation of the CIP, and oversees design, permitting, bidding, bid award, and construction of projects identified in the CIP. Division staff assist the Engineering Division in the preparation of studies and master plans for streets, parks, trails, buildings and grounds, and sewer and storm drainage systems.

Infrastructure and Facilities Maintenance Division

Mission

The mission of the Infrastructure and Facilities Maintenance Division is to proactively maintain and enhance City streets, parks, trails, facilities and infrastructure to ensure compliance with local, state, and federal laws, and continued functional and safe operations and use.

Description

The Infrastructure and Facilities Maintenance Division provides cost-effective and timely maintenance of City utilities including the sewer collection system, storm drain system, streets, sidewalks, street trees, trails/paths and parks, as well as City-owned and operated buildings to enhance and protect the health, safety, and welfare of residents and visitors alike. This division has experienced workforce reductions as a result of COVID-19 and, as a result, will be required to scale back services and special projects throughout FY 20-21.

Fiscal Year 2019-2020 Accomplishments

- Administration/Sustainability
 - Hired new Sustainability Analyst.
 - Developed the Sustainability Implementation Plan (SIP).
 - Completed the Green Infrastructure Plan and managed related NPDES inspections.
 - Completed the City's Climate Action and Adaptation Plan (CAAP) Outreach Pilot Project.
 - Started process to develop and adopt a disposable foodware ordinance.
 - Continued to manage the 10-year solid waste franchise agreement with Republic Services.
 - Hosted or supported community events including Fixit Clinics, Community Recycling Days, Night of Lights and Pumpkin Festival.

- Facilities
 - Finalized LEED Certifications for the new Half Moon Bay Library and began process for ZNE certification.
 - Completed the construction of the Ted Adcock Community Center entryway, restrooms, and kitchen.
 - Replaced streetlights on Main Street with LED fixtures.
 - Maintained City parks, the library and other City facilities at a very high level.

- Streets and Sidewalks
 - Completed construction of an improved drainage system near Highway 1 and Kelly Avenue.
 - Completed pavement repairs at various locations, including Alameda at Washington and the completed design of street improvements at San Benito and Mill, and Main Street from Highway 1 to Stone Pine Road.

- Completed design of the class IV bike lane on Main Street.
- Completed the 2019 sidewalk repair and replacement program.
- Completed undergrounding and bid the Highway 1 Safety – South project.
- Completed geotechnical and design studies for Highway Safety – North project.
- Completed survey and 35-percent design on Poplar Complete Streets.
- Sewer
 - Replaced the force main air relief valve at Pelican Point and the generator at the Bell Moon pump station.
 - Managed the collection system maintenance contract with SAM.
 - Managed contract services with Mark Thomas Company on oversight of sewer collection system maintenance and implementation of FOG program.
 - Managed SAM contract(s) and overall operations.
 - Conducted smoke testing of almost 9 miles of the City's collection system.
 - Awarded construction contract for the Ocean Colony Pump Station and Force Main project.
- Parks
 - Completed installation of permanent restroom at Ocean View Park and associated site improvements.
 - Completed design and award of contract for new Frenchman's Creek playground equipment.
 - Completed construction of the Cañada Verde stairs.
 - Completed 40% design of the Carter Park Improvement project.
 - Collaborated with Community Development on the Poplar Gateways Plan.
 - Completed Poplar vertical access project.
- Transportation
 - Developed the Transportation Strategies Implementation Plan (TSIP).
 - Partnered with Stanford University to conduct Our Voice Pilot Project.
 - Promoted programs and services provided by Commute.org.
 - Began discussions with SamTrans and San Mateo County Transit District to improve Coastside transit options.

Fiscal Year 2020-2021 Goals / Strategic Plan Elements

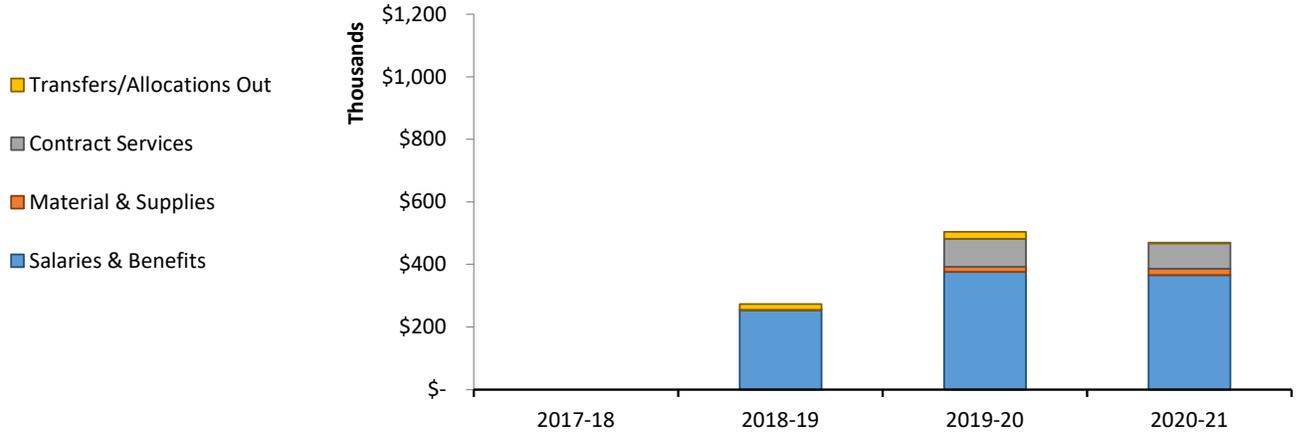
- Maintain storm water conveyance ditches annually in conformance with the State Streambed Alteration Permit (Infrastructure and Environment).
- Maintain and monitor sewer collection system in conformance with the City's adopted Sewer System management Plan (SSMP) and State law (Infrastructure and Environment).
- Coordinate and collaborate with Coastside emergency preparedness efforts (Healthy Communities and Public Safety, Infrastructure and Environment).

- Collaborate on the implementation of the ADA Transition Plan (Infrastructure and Environment).
- Update and prioritize the City's Five-Year Capital Improvement Program for presentation and consideration by City Council (Fiscal Sustainability, Healthy Communities and Public Safety, Infrastructure and Environment, Inclusive Governance).
- Complete capital projects designated for FY 20-21 (Fiscal Sustainability, Healthy Communities and Public Safety, Infrastructure and Environment, Inclusive Governance).
- Continue to implement preventive maintenance program for public facilities and infrastructure (Infrastructure and Environment).
- Monitor and manage the City's 10-year Solid Waste Franchise Agreement (Fiscal Sustainability, Infrastructure and Environment).
- Evaluate opportunities to enhance / expand parks, multi-use trails, and path opportunities (Healthy Communities and Public Safety).
- Initiate work on Climate Action and Adaptation Plan (CAAP) and evaluate other sustainability projects and programs for FY 20-21 (Healthy Communities and Public Safety).
- Complete sewer pump station replacement at Ocean Colony and other sewer collection system capital repairs and replacements (Infrastructure and Environment).

**City of Half Moon Bay
FY 2020-21 Budget**

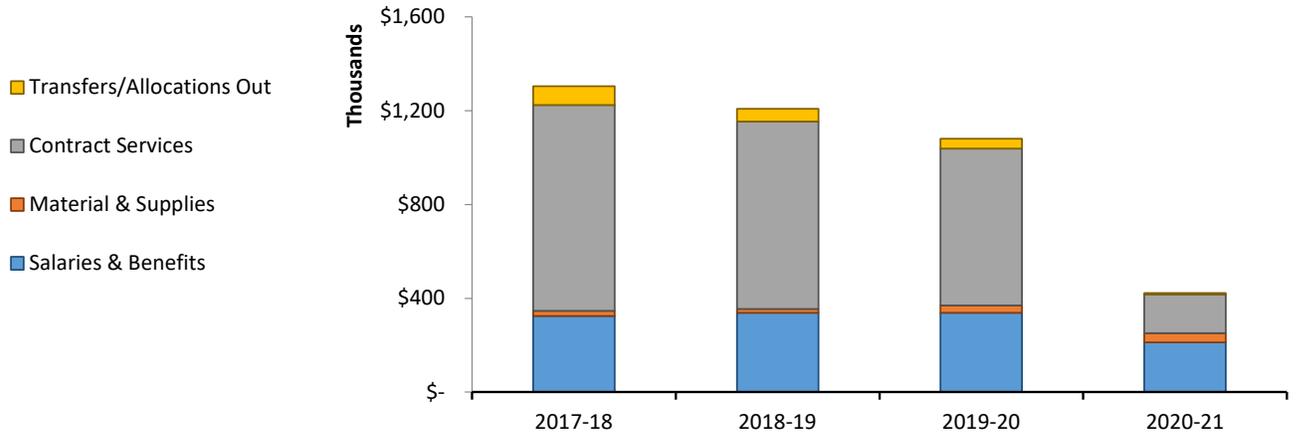
Public Works - Administration (101-410)

	Audited Actual		Audited Actual		Budget		Recommended Budget
	2017-18		2018-19		2019-20		2020-21
Expenditures							
Salaries & Benefits	\$ -		\$ 254,072		\$ 376,050		\$ 365,707
Material & Supplies	\$ -		\$ 241		\$ 16,000		\$ 20,000
Contract Services	\$ -		\$ -		\$ 90,000		\$ 81,500
Transfers/Allocations Out	\$ -		\$ 19,190		\$ 21,567		\$ 2,543
Total	\$ -		\$ 273,503		\$ 503,617		\$ 469,750
Revenue Sources							
AB 939 Recycling Funding	\$ -		\$ -		\$ 163,000		\$ 74,808
Grants							\$ 15,000
General Fund	\$ -				\$ 340,617		\$ 379,942
Full-Time Equivalent Employees	-		1.85		2.40		2.65



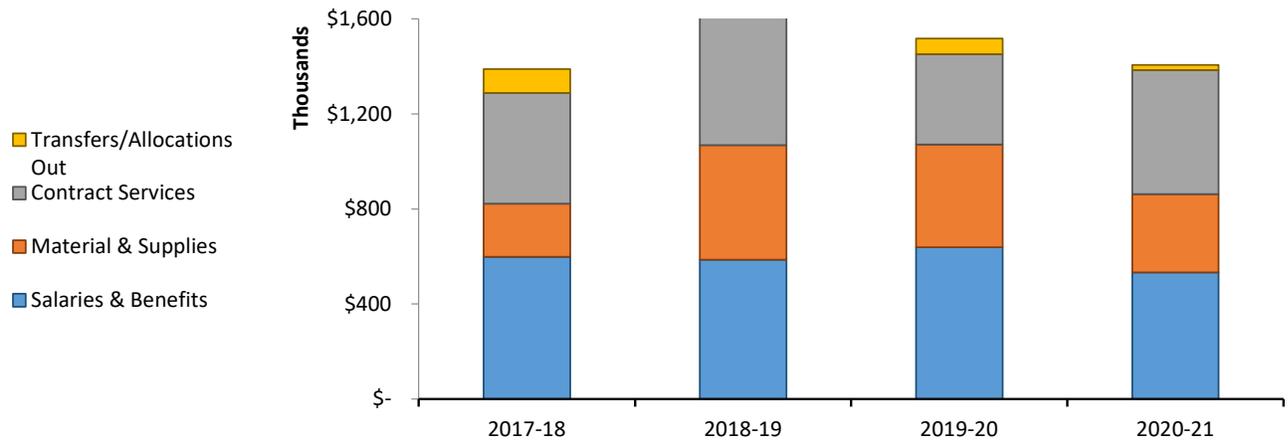
**City of Half Moon Bay
FY 2020-21 Budget
Public Works - Engineering (101-420)**

	Audited Actual 2017-18	Audited Actual 2018-19	Budget 2019-20	Recommended Budget 2020-21
Expenditures				
Salaries & Benefits	\$ 324,216	\$ 338,016	\$ 338,338	\$ 212,027
Material & Supplies	\$ 22,324	\$ 16,654	\$ 30,566	\$ 40,000
Contract Services	\$ 877,409	\$ 799,338	\$ 668,985	\$ 165,000
Transfers/Allocations Out	\$ 79,844	\$ 53,557	\$ 42,897	\$ 5,136
Total	\$ 1,303,793	\$ 1,207,565	\$ 1,080,786	\$ 422,163
Revenue Sources				
Engineering Fees	\$ 316,393	\$ 124,882	\$ 134,006	\$ 125,000
AB 939 Recycling Funding	\$ 111,150	\$ -	\$ -	\$ -
General Fund	\$ 876,251	\$ 1,082,683	\$ 946,780	\$ 297,163
Full-Time Equivalent Employees	3.40	2.10	2.15	1.35



**City of Half Moon Bay
FY 2020-21 Budget
Public Works - Facilities Maintenance (101-430)**

	Audited Actual	Audited Actual	Budget	Recommended Budget
	2017-18	2018-19	2019-20	2020-21
Expenditures				
Salaries & Benefits	\$ 598,821	\$ 587,066	\$ 639,282	\$ 533,333
Material & Supplies	\$ 223,727	\$ 481,914	\$ 432,347	\$ 329,000
Contract Services	\$ 466,105	\$ 654,707	\$ 380,049	\$ 522,000
Transfers/Allocations Out	\$ 100,219	\$ 86,984	\$ 65,791	\$ 21,323
Total	\$ 1,388,872	\$ 1,810,671	\$ 1,517,469	\$ 1,405,656
Revenue Sources				
General Fund	\$ 1,388,872	\$ 1,810,671	\$ 1,517,469	\$ 1,405,656
Full-Time Equivalent Employees	5.60	5.30	5.55	4.60



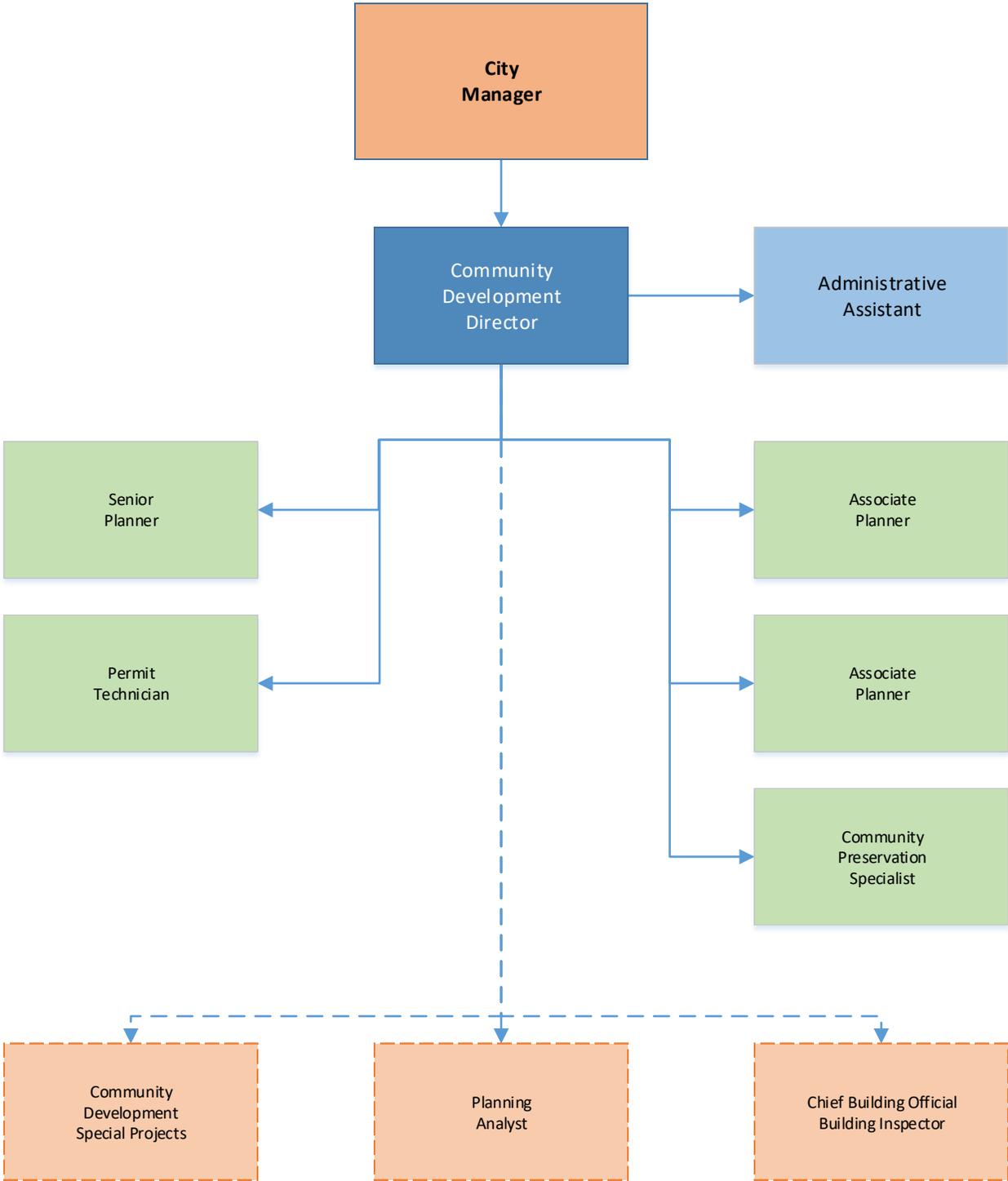




Community Development



Community Development Department



Community Development Department

Mission

The mission of the Community Development Department is to protect public health, safety, and welfare; enhance the community through long range and current planning; support affordable housing and economic development initiatives; and ensure building safety and code compliance while providing for inclusive and transparent planning and policy making processes that encourage community participation.

Description

The Community Development Department coordinates and manages the City's development-related functions: long-range planning, zoning and building code updates, development and subdivision review, permit processing, building inspection services, and code compliance. The Department serves as a clearinghouse for housing and economic development services related to development. It also 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 provides staff support to the City Council, Planning Commission, the Architectural Advisory Committee, and Bicycle and Pedestrian Advisory Committee; and monitors and participates with regional organizations including the City/County Association of Governments (C/CAG) and the Association of Bay Area Governments (ABAG). The Department also conducts environmental review and processes permits required for public projects including parks, streets, and other infrastructure improvements.

Service Priorities

- Implement the Local Coastal Program (LCP) and the California Coastal Act through protection of coastal resources and maximization of coastal access.
- Implement the Housing Element and facilitate development of affordable housing.
- Protect and enhance the public health, safety, and welfare of community members.
- Create safe, livable, connected, and walkable neighborhoods.
- Enhance employment and economic development opportunities for residents and businesses.
- Be responsive Councilmembers, Commissioners, the community, other agencies and other City departments.

Staffing

The department consists of a Director, Senior Planner, two Associate Planners, Administrative Assistant, Permit Technician, Community Preservation Specialist, Part-Time Contract Building Official/Inspector, and Part-Time Contract Planning Analyst.

Service Level Changes

The budget includes a 10 percent furlough of planning staff and reducing contract services for Building and Planning. Day-to-day service levels will be impacted. For the building division, certain types of minor permits will no longer be issued over the counter. Inspections will need to be scheduled in advance, and inspection hours will be limited to defined shifts and days of the week. For the planning function, contract project management support for large projects is eliminated, and planning analysis support is reduced. Staff planners will need to cover this demanding work. Because mandatory processing timelines apply to private development projects, the planners, who will be on reduced schedules, will prioritize their workloads to comply with these frequently changing regulations. Some City-led code updates and various service improvements will likely be delayed. This will also be affected by reductions in the City Attorney's budget because planning entitlements and regulations require legal review.

Budget Highlights / Summary of Changes

The budget consists of personnel-related costs and contract services to cover staffing and related services. The contract services budget is limited to the following: Part-Time Building Inspector, building plan check services, on-call Building Official, Part-Time Contract Planning Analyst, planning project management services, biological consultant services, and permit tracking and GIS programs. All building inspection, plan check and building official contract services are covered by building permit revenues. Applicants cover the cost of outside technical support, such as environmental review consultants. Planning staff manage and review of these consultants.

The department consists of two divisions:

Building Division

Mission

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

Description

The Building Division staffs the City Permit Center which coordinates intake of building, engineering, and planning permits, provides building plan check services, building inspection services, and zoning and other Municipal Code-related code compliance services. Division staff also provide responsive services including quick turn-around for inspections and certain over-the-counter permits for ministerial matters. Division staff spend significant time in the field and their firsthand knowledge of community conditions is essential to the department.

Planning Division

Mission

The mission of the Planning Division is to protect public health and safety, safeguard coastal resources, and improve the quality of life of community members by ensuring residences, businesses, and other uses are developed and operated in accordance with the requirements of the LCP, Zoning Ordinance, General Plan, California Environmental Quality Act (CEQA), the Subdivision Map Act, State housing laws, and other applicable local, state, and federal laws and regulations.

Description

The Planning Division serves residents and businesses by overseeing and implementing the City's development-related regulations, Local Coastal Land Use Plan, and 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 policy matters to the City Council. The division also works with the newly formed Architectural Advisory Committee to ensure design of private development proposals and public projects are consistent with community character and aspirations for improving the built environment over time. 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. The division works closely with the City Manager's Office and Public Works Department.

Fiscal Year 2019-2020 Accomplishments

- Completed Planning Commission public review draft of the LCP.
- Established an Architectural Advisory Committee.
- Hired the Community Preservation Specialist and completed the transition of code compliance from an outside contractor to an in-house function; improved responsiveness; implementing a proactive engagement and education approach to code compliance and neighborhood and community preservation and enhancement.
- Finalized the Bicycle and Pedestrian Master Plan and associated environmental review for City Council adoption in September 2019.
- Completed Building and Fire Code Ordinance amendments to incorporate the 2019 California Building Standards Code update and address local needs for City Council approval in November 2019.
- Completed Affordable Housing Fund Allocation Guidelines for City Council approval in December 2019.
- Completed rental security measures ordinance for City Council approval in December 2019.
- Prepared draft Accessory Dwelling Unit Ordinance for Planning Commission review in December 2019 and City Council initial consideration in January 2020.
- Completed Mixed-Use Districts and Parking Standards Ordinance, in association with an interim urgency ordinance for City Council approval in February 2020; followed by Coastal Commission certification in May 2020.

- Supported entitlements for mixed-use and small infill residential development.
- Supported the Engineering and Capital Projects Division of the Public Works Department for entitlements and environmental review of public infrastructure projects including Carter Park and Poplar Gateways.
- Managed contracts for planning staffing services and project management support.
- Managed the contract for building inspection, plan check and code compliance services.
- Continued preparation for new permit tracking software.
- Applied for and received SB 2 grant funding for Town Center planning.

Fiscal Year 2020-2021 Goals / Strategic Plan Elements

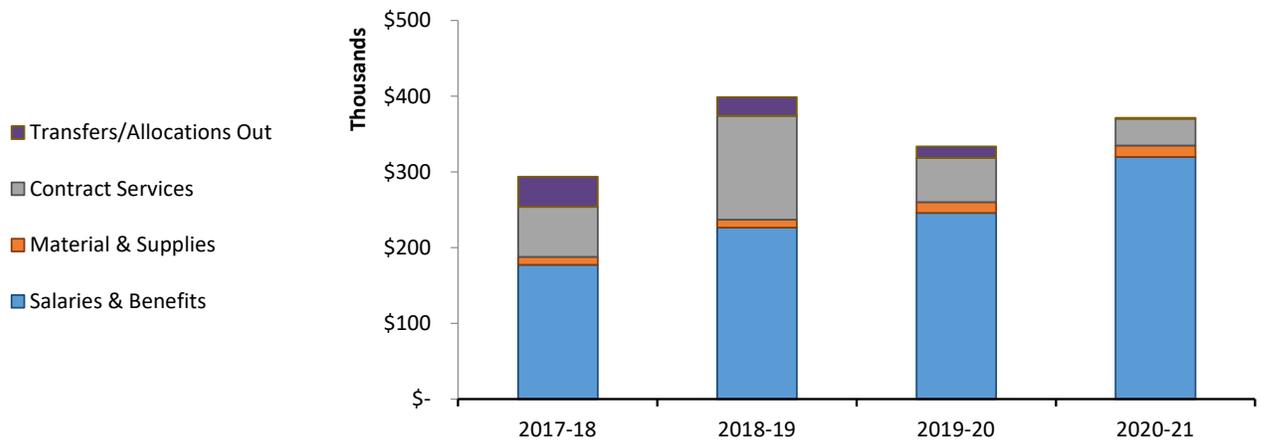
- Complete Land Use Plan Update for final City Council approval and Coastal Commission consideration.
- Initiate the Town Center planning process. The work effort will include zoning amendments, streetscape and community design standards, economic recovery initiatives, as well as environmental review. It will be foundational for implementing the Land Use Plan Update and to the next cycle of the Housing Element of the General Plan.
- Continue to utilize the Affordable Housing Fund. This will include completion of the commercial housing impact nexus study for potential adoption of a new funding source for Affordable Housing Fund and presentation of funding options for City Council consideration including short-term support to renters and homeowners to support economic recovery.
- Continue to provide planning support for community engagement, project development, environmental review and entitlement of Public Works projects including Poplar Gateways, Poplar Complete Streets, Carter Park and the Main Street Bridge.
- Continue to assist Public Works in the annual review of the City's Five-Year CIP document and ensure Planning Commission review of the capital projects for General Plan consistency and to provide entitlement and environmental review.

City of Half Moon Bay
FY 2020-21 Budget
Community Development - Administration (101-730)

	Audited Actual	Audited Actual	Budget	Recommended Budget
	2017-18	2018-19	2019-20	2020-21
Expenditures				
Salaries & Benefits	\$ 177,370	\$ 226,511	\$ 245,838	\$ 319,762
Material & Supplies	\$ 10,503	\$ 10,345	\$ 14,111	\$ 15,223
Contract Services	\$ 66,000	\$ 137,064	\$ 58,575	\$ 35,000
Transfers/Allocations Out	\$ 39,567	\$ 24,938	\$ 15,120	\$ 1,258
Total	\$ 293,440	\$ 398,858	\$ 333,644	\$ 371,243

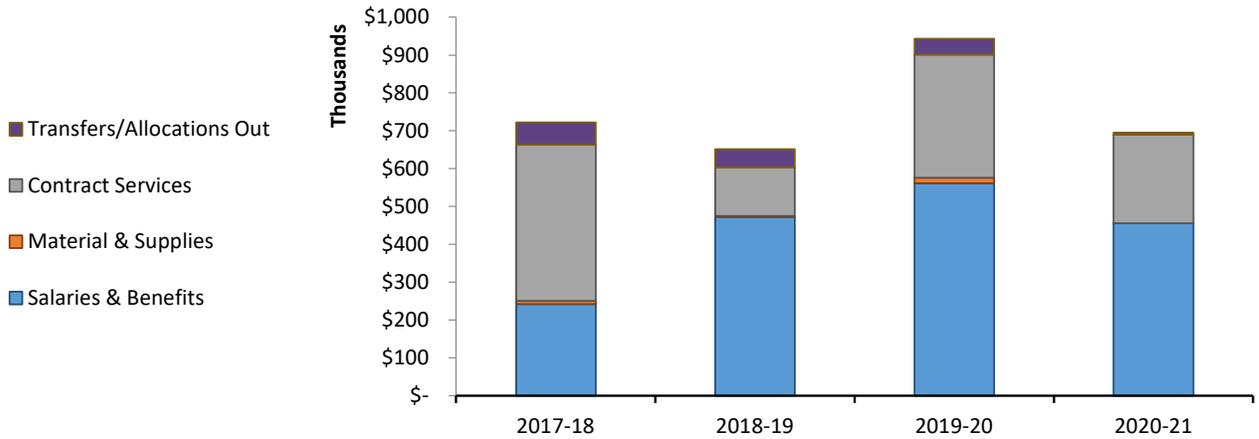
Revenue Sources				
General Fund	293,440	398,858	333,644	371,243

Full-Time Equivalent Employees	2.20	1.30	1.40	2.40
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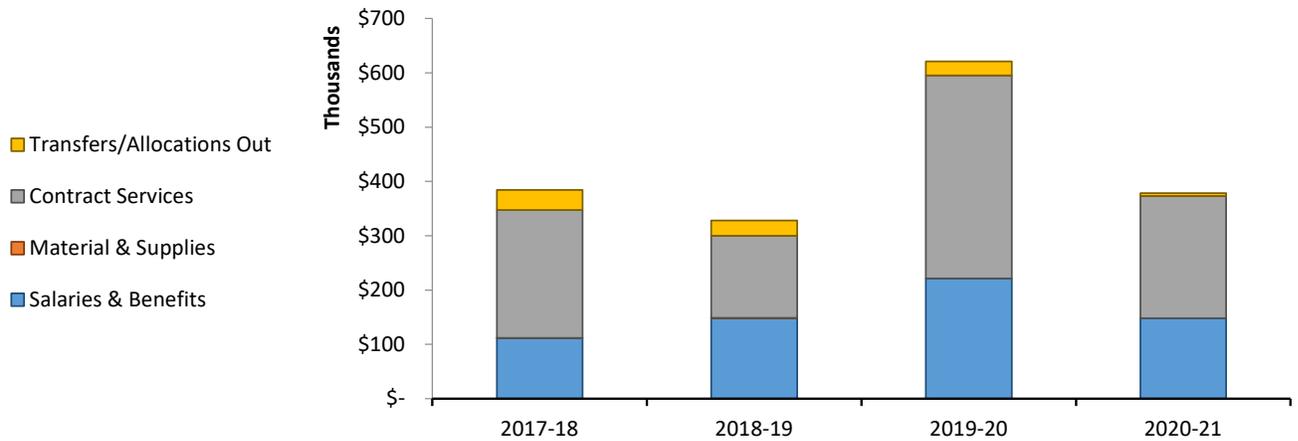
**City of Half Moon Bay
FY 2020-21 Budget
Planning Services (101-710)**

	Audited Actual	Audited Actual	Budget	Recommended Budget
	2017-18	2018-19	2019-20	2020-21
Expenditures				
Salaries & Benefits	\$ 242,602	\$ 472,304	\$ 561,970	\$ 455,646
Material & Supplies	\$ 8,056	\$ 2,759	\$ 13,802	\$ -
Contract Services	\$ 412,785	\$ 128,792	\$ 325,274	\$ 234,000
Transfers/Allocations Out	\$ 59,132	\$ 47,678	\$ 42,367	\$ 5,863
Total	\$ 722,575	\$ 651,533	\$ 943,413	\$ 695,509
Revenue Sources				
Planning Fees	\$ 122,576	\$ 124,749	\$ 140,518	\$ 171,118
Zoning Fees	\$ -	\$ 170,256	\$ 30,600	\$ -
General Fund	\$ 599,998	\$ 356,528	\$ 772,295	\$ 524,391
Full-Time Equivalent Employees	4.25	4.75	3.80	3.25



**City of Half Moon Bay
FY 2020-21 Budget
Building and Code Enforcement (101-720)**

	Audited Actual 2017-18	Audited Actual 2018-19	Budget 2019-20	Recommended Budget 2020-21
Expenditures				
Salaries & Benefits	\$ 111,813	\$ 147,975	\$ 221,525	\$ 148,054
Material & Supplies	\$ 126	\$ 548	\$ -	\$ -
Contract Services	\$ 235,735	\$ 151,690	\$ 373,993	\$ 225,000
Transfers/Allocations Out	\$ 36,545	\$ 28,125	\$ 25,561	\$ 5,638
Total	\$ 384,219	\$ 328,338	\$ 621,079	\$ 378,692
Revenue Sources				
Building Permits	\$ 308,737	\$ 232,440	\$ 250,073	\$ 200,000
General Fund	75,482	95,898	371,006	178,692
Full-Time Equivalent Employees	0.90	1.05	1.55	1.05







CITY OF HALF MOON BAY

Other Funds







CITY OF HALF MOON BAY

Special Revenue and

Capital Funds





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, for the most part, legally or contractually restricted as to their use. In many instances, these funds pay for specialized services in the operating budget.

The Capital General Fund proceeds are derived from funds transferred from the General Fund (Fund 101). Unlike the special revenue funds, the Capital General Fund is unrestricted, and these proceeds can be used for any governmental purpose or project.

These funds typically are used to implement projects identified and prioritized annually in the Capital Improvement Program (CIP). The Capital improvement Program budgets for one fiscal year and plans for projects on a five-year horizon. The CIP is contained in a separate budget document that is adopted in conjunction with and as a companion to the operating budget.

STORM WATER MAINTENANCE & OPERATIONS (FUND 111)

The Storm Water Operating Fund is a restricted fund that provides for the maintenance of the existing storm water system. The storm water system includes existing collectors, culverts, ditches, and streams. This fund is primarily supported by 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 121)

The Main Street Bridge Fund is a restricted fund. It provides the funding for a major restoration of the Main Street Bridge which traverses the Pilarcitos Creek connecting downtown to Highway 92. Contributions to the Main Street Bridge Fund come from the Gas Tax, federal funds and contributions from the General Fund.

Goals and Objectives

- Ensure Main Street Bridge is restored to meet seismic standards and provide access over Pilarcitos Creek for 50-75 years after completion.
- Ensure work complies with the approved local initiative and implementing City ordinance.
- Maximize use of federal, State, County and local governmental agency grants.

GAS TAX FUND (FUND 122)

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 primarily for streets, road maintenance, minor improvements and related storm water improvements.

Goals and Objectives

- Maintain City streets and roads, including curbs, gutters and sidewalks, in accordance with the City's Pavement Management Program.
- Give priority to public safety in the programming of the Gas Tax Fund.

STREETS AND ROADS FUND (Fund 123)

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

Goals and Objectives

- Maximize leveraging of federal, State, County and local government agency grants.
- Implement programs and projects that enhance public safety, address deferred maintenance and, where possible, leverage other funds.

MEASURE A AND MEASURE W FUND (Fund 124)

The Measure A/W Fund is a restricted fund. Measure A was originally approved by the San Mateo County voters to levy 0.5% 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. The Measure W Fund is a restricted fund. Measure W was approved by the San Mateo County voters in November 2018 to levy 0.5% sales and use tax within the County to fund road improvements, transit services, and implementation of the San Mateo County Congestion Relief Plan. The tax was approved for 30 years starting in 2019. These funds are restricted for use in maintenance and improvement of City streets and roads.

Goals and Objectives

- Maintain City streets and roads, including curbs, gutters and sidewalks, in accordance with the City's Pavement Management Program.
- Give priority to public safety and severely degraded streets and roads in the programming of the Measure A Funds.

TRAFFIC MITIGATION (Fund 112)

The Traffic Mitigation Fund is a restricted fund. Traffic mitigation fees defray the cost of constructing road improvements to mitigate the impacts of new development in Half Moon Bay. These funds are used by the City to reduce traffic congestion and provide for safety and street improvements including signals, lighting, and signage within the City.

Goals and Objectives:

- Maximize leveraging of federal, State, County and local governmental agency grants.
- Impose mitigation fees on new development as adopted by City Council.
- Implement programs that are defined to meet needs for improved infrastructure.

STORM WATER IMPROVEMENTS (Fund 152)

The Storm Water Improvements Fund is a restricted fund used for drainage improvements related to new development. The Fund is used to account for all proceeds from storm water (drain) improvement fees which are assessed on newly constructed or remodeled homes and businesses.

Goals and Objectives

- Impose mitigation fees on development as adopted by City Council.
- Maximize leveraging of federal, State, County and local governmental agency grants.

LIBRARY SERVICES OPERATING (Fund 113)

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. Maintenance is provided by Public Works Maintenance Division with assistance of specialized contract services.

Goals and Objectives

- Provide maintenance for the Half Moon Bay Library and grounds.
- Maintain as Zero Net Energy facility.
- Plan and budget for preventive maintenance.

LIBRARY CAPITAL (Fund 153)

The Library Capital Fund is a restricted fund. The Library Capital Fund includes revenue, grants, and other contributions that was used to build the new Half Moon Bay Library. This fund will continue to assist in the capital maintenance and replacement efforts in the coming years.

Goals and Objectives

- Provide funding for ongoing improvements, capital maintenance and capital replacements at the Half Moon Bay Library.

PARKS DEVELOPMENT (Fund 125)

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, design and capital improvements of parks and trails in Half Moon Bay.

Goals and Objectives

- Impose park mitigation costs fees on development as adopted by City Council.
- Focus efforts on projects that Implement the Parks Master Plan and the Pedestrian and Bicycle Master Plan.
- Maximize leveraging of Federal, State, County, and local governmental agency grants.

AFFORDABLE HOUSING FUND (Fund 126)

The Affordable Housing Fund is a restricted fund. The City has the option of accepting in-lieu fees from residential projects of 10 or more units to put towards supporting the development of affordable (below market rate) units. Where the City Council chooses to accept fees, those fees are deposited in this fund and used for affordable housing programs as well as other related projects in Half Moon Bay.

Goals and Objectives

- Adopt a plan for prioritization of affordable housing funds.
- Consider alternate funding mechanisms and ordinance revisions to increase the availability and preservation of affordable housing in Half Moon Bay.

POLICE SERVICES (Fund 128)

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 2020-21 is the COPS grant.

Goals and Objectives

- Maximize leveraging 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 151)

The General Capital Fund is an unrestricted fund. The General Capital Fund includes funds transferred from the General Operating Fund (Fund 101) to implement much of the City's Capital Improvement Program. Projects include new facilities, capital maintenance/replacement, technology, and other infrastructure improvements.

Goals and Objectives

- Provide funding for CIP projects from the General Operating Fund (Fund 101).
- Provide unrestricted funds for a variety of desired Capital projects.

PUBLIC FACILITIES (Fund 127)

The Public Facilities Fund includes both restricted and unrestricted funds. Restricted funds are derived from Capital Outlay Impact Fees imposed on new development. Unrestricted funds are received from various contractual agreements that are one-time in nature and not otherwise specifically dedicated. The City uses this revenue for various public facility projects included in the CIP.

Goals and Objectives

- Impose capital outlay impact fees on development as adopted by City Council.
- Implement projects that improve usability and safety of City facilities.
- Maximize leveraging 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 Beachwood and Glen Cree 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 Beachwood 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 2020-21 Budget

Goals and Objectives

- Accounts for land assets owned by the City.
- Continue to manage and maintain the properties as open space assets including fire fuel modification to protect adjacent properties and residents.
- Provides for funds, revenue, and expenses related to these land assets.

**City of Half Moon Bay
Storm Drain Operating Fund (111)
Statement of Revenue, Expenditures and Changes in Fund Balance**

	<u>Actual 2017-18</u>	<u>Actual 2018-19</u>	<u>Adopted Budget 2019-20</u>	<u>Recommended Budget 2020-21</u>
Revenue				
Interest	\$ 2,264		\$ 612	\$ 624
AB 1546 Co. Motor Vehicle Fees	-	7,512	-	-
Miscellaneous	-	6,113	-	-
Total Revenue	<u>\$ 2,264</u>	<u>\$ 13,625</u>	<u>\$ 612</u>	<u>\$ 624</u>
Expenditures				
Operation & Maintenance				
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -
Contract Services	-	-	54,384	54,000
Total Operation & Maintenance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 54,384</u>	<u>\$ 54,000</u>
Total Expenditures	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 54,384</u>	<u>\$ 54,000</u>
Excess revenue over (under) expenditures	<u>\$ 2,264</u>	<u>\$ 13,625</u>	<u>\$ (53,772)</u>	<u>\$ (53,376)</u>
Other financing sources (uses)				
Transfers in/(out)				
Contribution from General Fund	\$ 50,000	\$ 50,000	\$ 50,000	
Vehicle / Equipment / Risk	-	-	(2)	
Total financing sources (uses)	<u>\$ 50,000</u>	<u>\$ 50,000</u>	<u>\$ 49,998</u>	<u>\$ -</u>
Excess revenue and other sources over (under) expenditures and other uses	<u>\$ 52,264</u>	<u>\$ 63,625</u>	<u>\$ (3,774)</u>	<u>\$ (53,376)</u>
Beginning Fund Balance, July 1 ¹	<u>\$ 176,443</u>	<u>\$ 228,707</u>	<u>\$ 292,332</u>	<u>\$ 290,000</u>
Ending Fund Balance, June 30	<u>\$ 228,707</u>	<u>\$ 292,332</u>	<u>\$ 226,226</u>	<u>\$ 236,624</u>

¹ Beginning Fund Balance for FY 2020-21 based on updated estimates and may not match budgeted estimates for FY 2019-20 ending balance.

**City of Half Moon Bay
Main Street Bridge Fund (121)
Statement of Revenue, Expenditures and Changes in Fund Balance**

	<u>Actual 2017-18</u>	<u>Actual 2018-19</u>	<u>Adopted Budget 2019-20</u>	<u>Recommended Budget 2020-21</u>
Revenue				
Interest	\$ 7,642	\$ 11,927	\$ 3,774	\$ 3,849
Grants	-	179,712	-	412,000
Total Revenue	<u>\$ 7,642</u>	<u>\$ 191,639</u>	<u>\$ 3,774</u>	<u>\$ 415,849</u>
Capital Projects				
Capital Projects	\$ -	\$ 360,676	\$ 450,000	\$ 465,000
Total Capital Projects	<u>\$ -</u>	<u>\$ 360,676</u>	<u>\$ 450,000</u>	<u>\$ 465,000</u>
Total Expenditures	<u>\$ -</u>	<u>\$ 360,676</u>	<u>\$ 450,000</u>	<u>\$ 465,000</u>
Excess revenue over (under) expenditures	<u>\$ 7,642</u>	<u>\$ (169,037)</u>	<u>\$ (446,226)</u>	<u>\$ (49,151)</u>
Other financing sources (uses)				
Transfers in/(out)				
From Gas Tax Fund (122)	-	-	-	53,000
Total financing sources (uses)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 53,000</u>
Excess revenue and other sources over (under) expenditures and other uses	<u>\$ 7,642</u>	<u>\$ (169,037)</u>	<u>\$ (446,226)</u>	<u>\$ 3,849</u>
Beginning Fund Balance, July 1	<u>\$ 605,598</u>	<u>\$ 613,240</u>	<u>\$ 444,203</u>	<u>\$ 80,000</u>
Ending Fund Balance, June 30	<u>\$ 613,240</u>	<u>\$ 444,203</u>	<u>\$ (2,023)</u>	<u>\$ 83,849</u>

¹ Beginning Fund Balance for FY 2020-21 based on updated estimates and may not match budgeted estimates for FY 2019-20 ending balance.

**City of Half Moon Bay
Gas Tax Fund (122)
Statement of Revenue, Expenditures and Changes in Fund Balance**

	<u>Actual 2017-18</u>	<u>Actual 2018-19</u>	<u>Adopted Budget 2019-20</u>	<u>Recommended Budget 2020-21</u>
Revenue				
Interest	\$ 1,814	\$ 8,474	\$ 2,754	\$ 2,809
Gas Tax	262,790	259,535	482,557	230,744
Miscellaneous	58,057	224,726	-	
Total Revenue	<u>\$ 322,661</u>	<u>\$ 492,735</u>	<u>\$ 485,311</u>	<u>\$ 233,553</u>
Expenditures				
Operation & Maintenance				
Material & Supplies	23		84,151	
Contract Services	8,997	80,349	21,424	20,000
Total Operation & Maintenance	<u>\$ 9,020</u>		<u>\$ 105,575</u>	<u>\$ 20,000</u>
Total Expenditures	<u>\$ 9,020</u>	<u>\$ 80,349</u>	<u>\$ 105,575</u>	<u>\$ 20,000</u>
Excess revenue over (under) expenditures	<u>\$ 313,641</u>	<u>\$ 412,386</u>	<u>\$ 379,736</u>	<u>\$ 213,553</u>
Other financing sources (uses)				
Transfers in/(out)				
Contribution from General Fund	\$ 120,000		\$ -	
To General Fund (101)	\$ (12,302)		\$ (9,837)	
To Streets & Roads Fund (123)	(190,000)		(217,500)	(200,000)
Vehicle / Equipment / Risk	(6,619)		(3,834)	(501)
Total financing sources (uses)	<u>\$ (88,921)</u>	<u>\$ (14,414)</u>	<u>\$ (231,171)</u>	<u>\$ (200,501)</u>
Excess revenue and other sources over (under) expenditures and other uses	<u>\$ 224,720</u>	<u>\$ 397,972</u>	<u>\$ 148,565</u>	<u>\$ 13,052</u>
Beginning Fund Balance, July 1 ¹	<u>\$ (57,066)</u>	<u>\$ 167,654</u>	<u>\$ 565,626</u>	<u>\$ 860,000</u>
Ending Fund Balance, June 30	<u>\$ 167,654</u>	<u>\$ 565,626</u>	<u>\$ 714,191</u>	<u>\$ 873,052</u>

¹ Beginning Fund Balance for FY 2020-21 based on updated estimates and may not match budgeted estimates for FY 2019-20 ending balance.

City of Half Moon Bay
Streets and Roads Fund (123)
Statement of Revenue, Expenditures and Changes in Fund Balance

	Actual 2017-18	Actual 2018-19	Adopted Budget 2019-20	Recommended Budget 2020-21
Revenue				
Interest	\$ 46,965	\$ 54,833	\$ 25,092	\$ 25,594
Grants	250,000	456,750	4,402,000	3,584,000
Measure M	-	-	78,540	75,000
Other Fees	76,000	30,157	-	-
Total Revenue	<u>\$ 447,254</u>	<u>\$ 541,740</u>	<u>\$ 4,505,632</u>	<u>\$ 3,684,594</u>
Expenditures				
Operation & Maintenance				
Salaries & Benefits	\$ 134,681	\$ 189,022	\$ 199,529	\$ 174,312
Material & Supplies	-	587	-	-
Contract Services	1,878	10,830	82,400	83,000
Total Operation & Maintenance	<u>\$ 136,559</u>	<u>\$ 200,439</u>	<u>\$ 281,929</u>	<u>\$ 257,312</u>
Capital Improvements				
Total Capital Projects	<u>\$ 1,076,125</u>	<u>\$ 1,963,307</u>	<u>\$ 6,440,014</u>	<u>\$ 4,264,000</u>
Total Expenditures	<u>\$ 1,212,684</u>	<u>\$ 2,163,746</u>	<u>\$ 6,721,943</u>	<u>\$ 4,521,312</u>
Excess revenue over (under) expenditures	<u>\$ (765,430)</u>	<u>\$ (1,622,006)</u>	<u>\$ (2,216,311)</u>	<u>\$ (836,718)</u>
Other financing sources (uses)				
Transfers in				
Contribution from General Fund (101)	\$ 200,000		\$ 371,922	\$ 350,000
From General Capital Fund (151)	-		714,578	-
From Gas Tax Fund (122)	190,000		217,500	200,000
Measure J (101)		-	-	-
Transfers (out)				
Vehicle/Equipment/Risk	(20,999)	(18,117)	(13,919)	(2,080)
Capital General Fund (151)	(154,905)	-	-	-
Total financing sources (uses)	<u>\$ 214,096</u>	<u>\$ (18,117)</u>	<u>\$ 1,290,081</u>	<u>\$ 547,920</u>
Excess revenue and other sources over (under) expenditures and other uses	<u>\$ (551,334)</u>	<u>\$ (1,640,123)</u>	<u>\$ (926,230)</u>	<u>\$ (288,798)</u>
Beginning Fund Balance, July 1 ¹	<u>\$ 3,917,599</u>	<u>\$ 3,366,265</u>	<u>\$ 1,726,142</u>	<u>\$ 370,000</u>
Ending Fund Balance June 30	<u>\$ 3,366,265</u>	<u>\$ 1,726,142</u>	<u>\$ 799,912</u>	<u>\$ 81,203</u>

¹ Beginning Fund Balance for FY 2020-21 based on updated estimates and may not match budgeted estimates for FY 2019-20 ending balance.

City of Half Moon Bay
Measure A/W Fund (124)
Statement of Revenue, Expenditures and Changes in Fund Balance

	Actual 2017-18	Actual 2018-19	Adopted Budget 2019-20	Recommended Budget 2020-21
Revenue				
Interest	\$ 3,977	\$ 13,345	\$ 2,142	\$ 2,185
Measure A	334,298	427,068	395,168	375,410
Measure W	-	-	175,600	90,000
Total Revenue	<u>\$ 338,275</u>	<u>\$ 440,413</u>	<u>\$ 572,910</u>	<u>\$ 467,594</u>
Expenditures				
Operation & Maintenance				
Salaries & Benefits	\$ 53,369	\$ 76,336	\$ 84,410	\$ 77,303
Material & Supplies	-	-	2,060	3,000
Total Operation & Maintenance	<u>\$ 53,369</u>	<u>\$ 76,336</u>	<u>\$ 86,470</u>	<u>\$ 80,303</u>
Total Expenditures	<u>\$ 53,369</u>	<u>\$ 76,336</u>	<u>\$ 86,470</u>	<u>\$ 80,303</u>
Excess revenue over (under) expenditures	<u>\$ 284,906</u>	<u>\$ 364,077</u>	<u>\$ 486,440</u>	<u>\$ 387,291</u>
Other financing sources (uses)				
Transfers in/(out)				
Vehicle/Equipment/Risk To Streets & Roads Fund (123)	\$ (5,754)	\$ (5,903)	\$ (4,917)	\$ -
Total financing sources (uses)	<u>\$ (205,754)</u>	<u>\$ (5,903)</u>	<u>\$ (4,917)</u>	<u>\$ -</u>
Excess revenue and other sources over (under) expenditures and other uses	<u>\$ 79,152</u>	<u>\$ 358,174</u>	<u>\$ 481,523</u>	<u>\$ 387,291</u>
Beginning Fund Balance, July 1 ¹	<u>\$ 165,231</u>	<u>\$ 244,383</u>	<u>\$ 602,557</u>	<u>\$ 1,080,000</u>
Ending Fund Balance, June 30	<u>\$ 244,383</u>	<u>\$ 602,557</u>	<u>\$ 1,084,080</u>	<u>\$ 1,467,291</u>

¹Beginning Fund Balance for FY 2020-21 based on updated estimates and may not match budgeted estimates for FY 2019-20 ending balance.

City of Half Moon Bay
Traffic Mitigation Fund (112)
Statement of Revenue, Expenditures and Changes in Fund Balance

	Actual 2017-18	Actual 2018-19	Adopted Budget 2019-20	Recommended Budget 2020-21
Revenue				
Interest	\$ 15,197	\$ 49,126	\$ 2,448	\$ 2,497
Traffic Mitigation Impact Fees	854,344	2,411,632	33,374	34,041
Total Revenue	<u>\$ 869,541</u>	<u>\$ 2,460,758</u>	<u>\$ 35,822</u>	<u>\$ 36,538</u>
Expenditures				
Operation & Maintenance				
Contract Services	\$ 31,481	\$ 31,475	\$ -	\$ -
Traffic Signal Coordination	-	-	-	-
Kelly/SR 1 Intersection Improvement	32,773	11,328	-	-
Total Operation & Maintenance	<u>\$ 64,254</u>	<u>\$ 42,803</u>	<u>\$ -</u>	<u>\$ -</u>
Total Expenditures	<u>\$ 64,254</u>	<u>\$ 42,803</u>	<u>\$ -</u>	<u>\$ -</u>
Excess revenue over (under) expenditures	<u>\$ 805,287</u>	<u>\$ 2,417,955</u>	<u>\$ 35,822</u>	<u>\$ 36,538</u>
Other financing sources (uses)				
Contribution from Measure A	\$ -	\$ -	\$ -	\$ -
Total financing sources (uses)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Excess Revenue and other sources over (under) expenditures and other uses	<u>\$ 805,287</u>	<u>\$ 2,417,955</u>	<u>\$ 35,822</u>	<u>\$ 36,538</u>
Beginning Fund Balance, July 1 ¹	<u>\$ 850,093</u>	<u>\$ 1,655,380</u>	<u>\$ 4,073,335</u>	<u>\$ 4,010,000</u>
Ending Fund Balance, June 30	<u>\$ 1,655,380</u>	<u>\$ 4,073,335</u>	<u>\$ 4,109,157</u>	<u>\$ 4,046,538</u>

¹ Beginning Fund Balance for FY 2020-21 based on updated estimates and may not match budgeted estimates for FY 2019-20 ending balance.

City of Half Moon Bay
Storm Drain Capital Project Fund (152)
Statement of Revenue, Expenditures and Changes in Fund Balance

	<u>Actual 2017-18</u>	<u>Actual 2018-19</u>	<u>Adopted Budget 2019-20</u>	<u>Recommended Budget 2020-21</u>
Revenue				
Interest	\$ 5,472	\$ 33,098	\$ 3,672	\$ 3,745
Storm Drain Fees	6,643	5,134	3,174	9,685
Total Revenue	<u>\$ 12,115</u>	<u>\$ 38,232</u>	<u>\$ 6,846</u>	<u>\$ 13,430</u>
Expenditures				
Capital Improvements				
Total Capital Projects	<u>\$ 65,675</u>	<u>\$ 9,230</u>	<u>\$ 806,000</u>	<u>\$ -</u>
Salaries & Benefits	\$ 22,407	34,945	52,432	61,978
Contract Services	-	41,788	11,227	12,000
Total Expenditures	<u>\$ 88,082</u>	<u>\$ 85,963</u>	<u>\$ 869,659</u>	<u>\$ 73,978</u>
Excess revenue over (under) expenditures	<u>\$ (75,967)</u>	<u>\$ (47,731)</u>	<u>\$ (862,813)</u>	<u>\$ (60,547)</u>
Other financing sources (uses)				
Transfers in/(out)				
Contribution from General Fund	\$ 535,000	\$ 292,495	\$ 150,000	\$ -
Vehicle/Equipment/Risk	<u>(3,161)</u>	<u>(2,292)</u>	<u>(2,412)</u>	<u>(301)</u>
Total financing sources (uses)	<u>\$ 531,839</u>	<u>\$ 290,203</u>	<u>\$ 147,588</u>	<u>\$ (301)</u>
Excess revenue and other sources over (under) expenditures and other uses	<u>\$ 455,872</u>	<u>\$ 242,472</u>	<u>\$ (715,225)</u>	<u>\$ (60,848)</u>
Beginning Fund Balance, July 1 ¹	<u>\$ 555,431</u>	<u>\$ 1,011,303</u>	<u>\$ 1,253,775</u>	<u>\$ 620,000</u>
Ending Fund Balance, June 30	<u>\$ 1,011,303</u>	<u>\$ 1,253,775</u>	<u>\$ 538,550</u>	<u>\$ 559,152</u>

¹Beginning Fund Balance for FY 2020-21 based on updated estimates and may not match budgeted estimates for FY 2019-20 ending balance.

City of Half Moon Bay
Library Fund (113)
Statement of Revenue, Expenditures and Changes in Fund Balance

	<u>Actual 2017-18</u>	<u>Actual 2018-19</u>	<u>Adopted Budget 2019-20</u>	<u>Recommended Budget 2020-21</u>
Revenue				
Interest	\$ 1,140	\$ 1,372	\$ -	\$ -
Total Revenue	<u>\$ 1,140</u>	<u>\$ 1,372</u>	<u>\$ -</u>	<u>\$ -</u>
Expenditures				
Operation & Maintenance				
Material & Supplies	21,836	\$ 32,340	\$ -	\$ -
Contract Services	4,202	144,481	-	-
Total Operation & Maintenance	<u>\$ 26,038</u>	<u>\$ 176,821</u>	<u>\$ -</u>	<u>\$ -</u>
Total Expenditures	<u>\$ 26,038</u>	<u>\$ 176,821</u>	<u>\$ -</u>	<u>\$ -</u>
Excess of revenue over (under) expenditures	<u>\$ (24,898)</u>	<u>\$ (175,449)</u>	<u>\$ -</u>	<u>\$ -</u>
Other financing sources (uses)				
Transfers in/(out)				
Contribution from General Fund	\$ 40,000	\$ 70,000	\$ -	\$ -
Transfers Out	-	-	(109,996)	-
Total financing sources (uses)	<u>\$ 40,000</u>	<u>\$ 70,000</u>	<u>\$ (109,996)</u>	<u>\$ -</u>
Excess revenue and other sources over (under) expenditures and other uses	<u>\$ 15,102</u>	<u>\$ (105,449)</u>	<u>\$ (109,996)</u>	<u>\$ -</u>
Beginning Fund Balance, July 1 ¹	<u>\$ 103,621</u>	<u>\$ 118,723</u>	<u>\$ 118,723</u>	<u>\$ -</u>
Ending Fund Balance, June 30	<u>\$ 118,723</u>	<u>\$ 13,274</u>	<u>\$ 8,727</u>	<u>\$ -</u>

¹ Beginning Fund Balance for FY 2020-21 based on updated estimates and may not match budgeted estimates for FY 2019-20 ending balance.

**City of Half Moon Bay
Library Capital Fund (153)
Statement of Revenue, Expenditures and Changes in Fund Balance**

	<u>Actual 2017-18</u>	<u>Actual 2018-19</u>	<u>Adopted Budget 2019-20</u>	<u>Recommended Budget 2020-21</u>
Revenue				
Interest	\$ 66,736	\$ 57,022	\$ -	\$ -
Grants	11,453,710	726,000	-	-
Total Revenue	<u>\$ 11,520,446</u>	<u>\$ 783,022</u>	<u>\$ -</u>	<u>\$ -</u>
Expenditures				
Operation & Maintenance				
Contract Services	-	-	-	-
Total Operation & Maintenance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Capital Improvements	\$ 14,970,295	\$ 1,699,714	\$ 2	\$ -
Total Expenditures	<u>\$ 14,970,295</u>	<u>\$ 1,699,714</u>	<u>\$ 2</u>	<u>\$ -</u>
Excess of revenue over (under) expenditures	<u>\$ (3,449,849)</u>	<u>\$ (916,692)</u>	<u>\$ (2)</u>	<u>\$ -</u>
Excess revenue and other sources over (under) expenditures and other uses	<u>\$ (3,449,849)</u>	<u>\$ (916,692)</u>	<u>\$ (2)</u>	<u>\$ -</u>
Beginning Fund Balance, July 1 ¹	<u>\$ 5,611,039</u>	<u>\$ 2,161,190</u>	<u>\$ 1,244,498</u>	<u>\$ 1,260,000</u>
Ending Fund Balance, June 30	<u><u>\$ 2,161,190</u></u>	<u><u>\$ 1,244,498</u></u>	<u><u>\$ 1,244,496</u></u>	<u><u>\$ 1,260,000</u></u>

¹ Beginning Fund Balance for FY 2020-21 based on updated estimates and may not match budgeted estimates for FY 2019-20 ending balance.

**City of Half Moon Bay
Park Fund (125)
Statement of Revenue, Expenditures and Changes in Fund Balance**

	<u>Actual 2017-18</u>	<u>Actual 2018-19</u>	<u>Adopted Budget 2019-20</u>	<u>Recommended Budget 2020-21</u>
Revenue				
Interest	\$ 12,886	\$ 48,949	\$ 816	\$ 832
Park Impact & Developers' Fees	122,282	289,261	139,899	318,132
Grants	-	479,055	-	140,000
Miscellaneous	5,000	5,000	-	-
Total Revenue	<u>\$ 140,168</u>	<u>\$ 822,265</u>	<u>\$ 140,715</u>	<u>\$ 458,964</u>
Expenditures				
Operation & Maintenance				
Salaries & Benefits	\$ 18,160	\$ 24,767	\$ 26,444	\$ 10,290
Material & Supplies	3,032	-	-	-
Total Operation & Maintenance	<u>\$ 21,192</u>	<u>\$ 24,767</u>	<u>\$ 26,444</u>	<u>\$ 10,290</u>
Capital Improvements				
Total Capital Projects	\$ 160,398	\$ 340,040	\$ 1,945,002	\$ 643,000
Total Expenditures	<u>\$ 181,590</u>	<u>\$ 364,807</u>	<u>\$ 1,971,446</u>	<u>\$ 653,290</u>
Other financing sources (uses)				
Transfers in/(out)				
Contribution from General Fund	\$ 425,000	\$ 804,000	\$ 1,333,078	\$ 172,000
Contribution from Measure J	116,324	-	-	-
Transfers Out	(617)	(517)	(381)	-
Total financing sources (uses)	<u>\$ 540,707</u>	<u>\$ 803,483</u>	<u>\$ 1,332,697</u>	<u>\$ 172,000</u>
Excess revenue over (under) expenditures	<u>\$ 499,285</u>	<u>\$ 1,260,941</u>	<u>\$ (498,034)</u>	<u>\$ (22,325)</u>
Beginning Fund Balance, July 1 ¹	<u>\$ 1,185,387</u>	<u>\$ 1,684,672</u>	<u>\$ 2,945,613</u>	<u>\$ 1,280,000</u>
Ending Fund Balance, June 30	<u>\$ 1,684,672</u>	<u>\$ 2,945,613</u>	<u>\$ 2,447,579</u>	<u>\$ 1,257,675</u>

¹ Beginning Fund Balance for FY 2020-21 based on updated estimates and may not match budgeted estimates for FY 2019-20 ending balance.

City of Half Moon Bay
Affordable Housing Fund (126)
Statement of Revenue, Expenditures and Changes in Fund Balance

	<u>Actual 2017-18</u>	<u>Actual 2018-19</u>	<u>Adopted Budget 2019-20</u>	<u>Recommended Budget 2020-21</u>
Revenue				
Affordable Housing Developer's Fees	\$ -	\$ -	\$ -	\$ -
Interest	27,409	51,385	11,322	11,548
Total Revenue	<u>\$ 27,409</u>	<u>\$ 51,385</u>	<u>\$ 11,322</u>	<u>\$ 11,548</u>
Expenditures				
Salaries & Benefits	\$ 14,833	\$ 342	\$ -	\$ -
Contract Services	-	-	(40)	-
Total Expenditures	<u>\$ 14,833</u>	<u>\$ 342</u>	<u>\$ (40)</u>	<u>\$ -</u>
Other financing sources (uses)				
Transfers in/(out)				0
Contribution from General Fund	\$ -	\$ -	\$ 400,000	\$ -
Total financing sources (uses)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 400,000</u>	<u>\$ -</u>
Excess of revenue over (under) expenditures	<u>\$ 12,576</u>	<u>\$ 51,043</u>	<u>\$ 411,362</u>	<u>\$ 11,548</u>
Beginning Fund Balance, July 1 ¹	<u>\$ 2,139,779</u>	<u>\$ 2,152,355</u>	<u>\$ 2,203,398</u>	<u>\$ 2,630,000</u>
Ending Fund Balance, June 30	<u>\$ 2,152,355</u>	<u>\$ 2,203,398</u>	<u>\$ 2,614,760</u>	<u>\$ 2,641,548</u>

¹ Beginning Fund Balance for FY 2020-21 based on updated estimates and may not match budgeted estimates for FY 2019-20 ending balance.

City of Half Moon Bay
Police Grant Fund (128)
Statement of Revenue, Expenditures and Changes in Fund Balance

	<u>Actual 2017-18</u>	<u>Actual 2018-19</u>	<u>Adopted Budget 2019-20</u>	<u>Recommended Budget 2020-21</u>
Revenue				
Interest	\$ 3,730	\$ 9,799	\$ 1,734	\$ 1,768
Grants	139,544	148,891	118,826	140,453
Total Revenue	<u>\$ 143,274</u>	<u>\$ 158,690</u>	<u>\$ 120,560</u>	<u>\$ 142,221</u>
Expenditures				
Material & Supplies	\$ 15	\$ 5,357	\$ -	\$ -
Contract Services	54,603	50,668	409,283	292,222
Total Expenditures	<u>\$ 54,618</u>	<u>\$ 56,025</u>	<u>\$ 409,283</u>	<u>\$ 292,222</u>
Excess of revenue over (under) expenditures	<u>\$ 88,656</u>	<u>\$ 102,665</u>	<u>\$ (288,723)</u>	<u>\$ (150,001)</u>
Beginning Fund Balance, July 1 ¹	<u>\$ 237,627</u>	<u>\$ 326,283</u>	<u>\$ 428,948</u>	<u>\$ 150,000</u>
Ending Fund Balance, June 30	<u>\$ 326,283</u>	<u>\$ 428,948</u>	<u>\$ 140,225</u>	<u>\$ (1)</u>

¹ Beginning Fund Balance for FY 2020-21 based on updated estimates and may not match budgeted estimates for FY 2019-20 ending balance.

City of Half Moon Bay
General Capital Fund (151)
Statement of Revenue, Expenditures and Changes in Fund Balance

	Actual 2017-18	Actual 2018-19	Adopted Budget 2019-20	Recommended Budget 2020-21
Revenue				
Grants	\$ 788,929	\$ 549,161	\$ -	\$ 80,000
Loan Proceeds				\$ 2,180,000
Interest	\$ 15,168	\$ 52,564	\$ -	\$ -
Total Revenue	<u>\$ 804,097</u>	<u>\$ 601,725</u>	<u>\$ -</u>	<u>\$ 2,260,000</u>
Expenditures				
Contract Services	200,000	-	-	-
Total Operation & Maintenance	<u>\$ 200,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Capital Projects				
Total Capital Projects	<u>\$ 1,155,190</u>	<u>\$ 419,700</u>	<u>\$ 985,000</u>	<u>\$ 2,520,000</u>
Total Expenditures	<u>\$ 1,355,190</u>	<u>\$ 419,700</u>	<u>\$ 985,000</u>	<u>\$ 2,520,000</u>
Excess revenue over (under) expenditures	<u>\$ (551,093)</u>	<u>\$ 182,025</u>	<u>\$ (985,000)</u>	<u>\$ (260,000)</u>
Other financing sources (uses)				
Other financing sources (uses)				
Transfers in/(out)				
Contribution from General Fund	\$ 980,582	\$ 12,210	\$ 605,000	\$ 375,000
Contribution from Measure J	13,000	-	-	-
Contribution from ERAF	-	-	-	-
Contribution from Streets & Roads Fund	-	-	-	-
Contribution from Public Facilities Fund	-	-	-	-
Contribution from Equipment Fund	-	-	-	-
Transfers Out	-	-	(714,578)	-
Total financing sources (uses)	<u>\$ 993,582</u>	<u>\$ 12,210</u>	<u>\$ (109,578)</u>	<u>\$ 375,000</u>
Excess revenue and other sources over (under) expenditures and other uses	<u>\$ 442,489</u>	<u>\$ 194,235</u>	<u>\$ (1,094,578)</u>	<u>\$ 115,000</u>
Beginning Fund Balance, July 1 ¹	<u>\$ 1,767,123</u>	<u>\$ 2,209,612</u>	<u>\$ 2,403,847</u>	<u>\$ 720,000</u>
Ending Fund Balance, June 30	<u>\$ 2,209,612</u>	<u>\$ 2,403,847</u>	<u>\$ 1,309,269</u>	<u>\$ 835,000</u>

¹ Beginning Fund Balance for FY 2020-21 based on updated estimates and may not match budgeted estimates for FY 2019-20 ending balance.

City of Half Moon Bay
Public Facilities Capital Project Fund (127)
Statement of Revenue, Expenditures and Changes in Fund Balance

	Actual 2017-18	Actual 2018-19	Adopted Budget 2019-20	Recommended Budget 2020-21
Revenue				
Interest	\$ 115	\$ 23,754	\$ 3,570	\$ 3,641
Facilities Impact & Developers' Fees	-	37,494	-	-
Loan Proceeds				1,000,000
Grants	-	87,106	250,000	-
Total Revenue	<u>\$ 115</u>	<u>\$ 148,354</u>	<u>\$ 253,570</u>	<u>\$ 1,003,641</u>
Expenditures				
Salaries & Benefits	\$ -	\$ -	\$ 90,820	\$ -
Contract Services	-	-	27,501	27,000
Total Operation & Maintenance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 118,321</u>	<u>\$ 27,000</u>
Capital Projects				
Total Capital Projects	<u>\$ 1,336,000</u>	<u>\$ 181,676</u>	<u>\$ 990,000</u>	<u>\$ 1,000,000</u>
Total Expenditures	<u>\$ 1,336,000</u>	<u>\$ 181,676</u>	<u>\$ 1,108,321</u>	<u>\$ 1,027,000</u>
Excess revenue over (under) expenditures	<u>\$ (1,335,885)</u>	<u>\$ (33,322)</u>	<u>\$ (854,751)</u>	<u>\$ (23,359)</u>
Other financing sources (uses)				
Operating transfers in	\$ 1,730,000	\$ 810,000	\$ 631,997	\$ -
Operating transfers out	(75,000)	-	-	-
Total financing sources (uses)	<u>\$ 1,655,000</u>	<u>\$ 810,000</u>	<u>\$ 631,997</u>	<u>\$ -</u>
Excess revenue and other sources over (under) expenditures and other uses	<u>\$ 319,115</u>	<u>\$ 776,678</u>	<u>\$ (222,754)</u>	<u>\$ (23,359)</u>
Beginning Fund Balance, July 1 ¹	<u>\$ 294,994</u>	<u>\$ 614,109</u>	<u>\$ 1,390,787</u>	<u>\$ 440,000</u>
Ending Fund Balance, June 30	<u>\$ 614,109</u>	<u>\$ 1,390,787</u>	<u>\$ 1,168,033</u>	<u>\$ 416,641</u>

¹ Beginning Fund Balance for FY 2020-21 based on updated estimates and may not match budgeted estimates for FY 2019-20 ending balance.





CITY OF HALF MOON BAY

Debt Service Funds





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 FUND SERIES 2009B (FUND 142)

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

2009B Series Bond

The Series 2009B was a Build America Bond issued under the provisions of the Federal American Recovery and Reinvestment Act of 2009. The Series 2009B bond was originally set to mature in 2040, with interest due semiannually, until 2027 when principal is also due annually. Interest rates ranged from 8.5% to 8.65%. The City received Federal interest subsidies 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 were accounted for in previously retired Fund 77 (Series 2009A Bond) and Fund 142 (Series 2009B Bond, retired August 1, 2019).

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 approving an agreement with the Bond Trustee to retire the Judgment Obligation Bonds early (the 2009A Bonds were retired on August 1, 2014 and the 2009B Bonds were retired on August 1, 2019).

The retirement of the Judgment Obligation Bond Series 2009B in FY 2019-20 resulted in a debt service expense reduction of \$590,000 in the General Fund in FY 2019-20.

SAN MATEO COUNTY LOAN

In FY 2017-18, the City received a loan in the amount of \$6 million from the County of San Mateo to partially finance the construction of the new library. The loan carries no interest and is payable in 10 equal installments of \$572,000 per year, beginning FY 2019-20. The loan repayments are budgeted as an expenditure in the General Fund.

880 STONE PINE FINANCING

For FY 2020-21, the Council directed City staff to pursue a loan in the amount of \$3.2 million to fully finance the purchase of the 880 Stone Pine property as well as the construction of a new Corporation Yard facility. The full terms of financing are still pending, though budgeted using market rate interest rates and term lengths. The estimated loan repayments are budgeted as an expenditure in the General Fund.

City of Half Moon Bay
Debt Service Fund - Judgment Obligation Bond - Series B (142)
Statement of Revenue, Expenditures and Changes in Fund Balance

	Actual 2017-18	Actual 2018-19	Adopted Budget 2019-20	Recommended Budget 2020-21
Revenue				
Interest	\$ 337,029	\$ 553,337	\$ 125,000	\$ -
Investment Income/(Loss)	-	-	2,040	-
Unrealized Gain/(Loss) on Investment	-	-	-	-
Total Revenue	<u>\$ 337,029</u>	<u>\$ 553,337</u>	<u>\$ 127,040</u>	<u>\$ -</u>
Expenditures				
Debt Service - Interest	\$ 937,704	\$ 937,704	\$ 468,872	\$ -
Debt Service - Principal Payment	-	-	10,915,000	-
Contract Services	-	-	3,090	-
Total Expenditures	<u>\$ 937,704</u>	<u>\$ 937,704</u>	<u>\$ 11,386,962</u>	<u>\$ -</u>
Excess revenue over (under) expenditures	<u>\$ (600,675)</u>	<u>\$ (384,367)</u>	<u>\$ (11,259,922)</u>	<u>\$ -</u>
Other financing sources (uses)				
Transfers in/(out)				
Transfers In	\$ 690,198	690,198	-	-
Transfers Out	-	-	(400,078)	(30,000)
Total financing sources (uses)	<u>\$ 690,198</u>	<u>\$ 690,198</u>	<u>\$ (400,078)</u>	<u>\$ (30,000)</u>
Excess revenue and other sources over (under) expenditures and other uses	<u>\$ 89,523</u>	<u>\$ 305,831</u>	<u>\$ (11,660,000)</u>	<u>\$ (30,000)</u>
Beginning Fund Balance, July 1 ¹	<u>\$ 11,277,742</u>	<u>\$ 11,367,265</u>	<u>\$ 11,673,096</u>	<u>\$ 30,000</u>
Ending Fund Balance, June 30	<u>\$ 11,367,265</u>	<u>\$ 11,673,096</u>	<u>\$ 13,096</u>	<u>\$ -</u>

¹ Beginning Fund Balance for FY 2020-21 based on updated estimates and may not match budgeted estimates for FY 2019-20 ending balance.



CITY OF HALF MOON BAY

Internal Service Funds





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 301)

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. This Fund acts as a pass-through entity.



Goals and Objectives

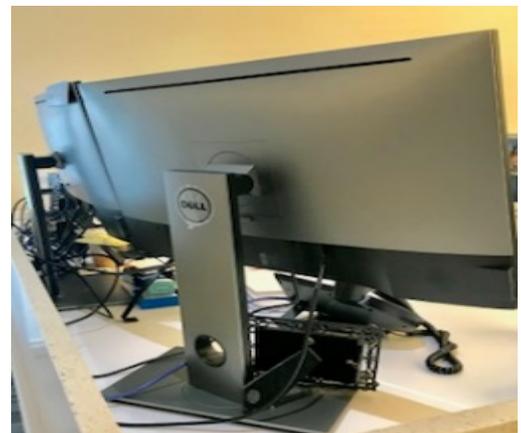
- Provide timely repair and maintenance for vehicles and for purchase of new vehicles as necessary.
- Constantly review the mode of operation for the efficient utilization of the City's fleet.

EQUIPMENT REPLACEMENT FUND (Fund 302)

The Equipment Replacement Fund is an unrestricted fund, which provides for the service, maintenance, and replacement of all information technology (hardware and software), office equipment (copiers, postage meters), furniture and other equipment as well as IT related staff salary. Revenue for this fund is derived from internal service charges to City departments, based on a percentage of their overall budget.

Goals and Objectives

- Provide departments with efficient and effective information technology (IT) operation.
- Minimize down time and maximize response time to address citywide equipment service needs.
- Further assess future equipment needs citywide and develop applicable strategies to meet them.
- Continue using new technological solutions to improve the City's efficiency.



RISK MANAGEMENT FUND (Fund 303)



The Risk Management Fund is an unrestricted fund. The Risk Management Fund covers the cost of the City's insurance policies and payments of liability and workers' compensation claims against the City. The risk management program goal is to reduce insurance-related costs whenever possible and maintain appropriate levels of coverage and reserves.

The City is a member of the PLAN (Pooled Liability Assurance Network) JPA. 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. The City is a member of The Cities

Group JPA for Workers' Compensation insurance program.

The allocation methodology for this fund passes on all risk management expenses to the funds and departments that incur the liabilities.

Goals and Objectives

- Proactively reduce risk exposure and reduce liability and insurance costs.
- Maintain appropriate levels of insurance coverage.
- Train staff on risk management operational best practices, safety in workplace and maintenance operations.
- Mitigate potential risk and build contingent loss reserves.

RETIREMENT STABILIZATION FUND (Fund 304)

The Retirement Stabilization Fund is an unrestricted fund. The Retirement Stabilization Fund was created to smooth out major fluctuations in annual pension costs and the annual payment of the unfunded liability. Large swings have impacted the City's financials in the past, and recent changes in CalPERS actuarial assumptions and discount rate will have a significant impact on the City's future pension cost and contribution rates. The funding for this program is provided through an annual transfer from the General Fund.



Goals and Objectives

- Build reserves that can be used to meet 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 (301)
Statement of Revenue, Expenditures and Changes in Net Assets

	<u>Actual 2017-18</u>	<u>Actual 2018-19</u>	<u>Adopted Budget 2019-20</u>	<u>Recommended Budget 2020-21</u>
Revenue				
Facilities Impact & Developers' Fees	\$ 7,632	\$ 5,410	\$ 8,709	\$ -
Capital Impact & Developers' Fees	8,871		-	-
Interest	6,000	9,743	4,080	5,000
Miscellaneous	-	-	-	-
Total Revenue	<u>\$ 22,503</u>	<u>\$ 15,153</u>	<u>\$ 12,789</u>	<u>\$ 5,000</u>
Expenditures				
Operation & Maintenance				
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -
Material & Supplies	13,792	153,891	123,291	8,000
Depreciation	-	60,822	28,600	25,000
Total Operation & Maintenance	<u>\$ 13,792</u>	<u>\$ 214,713</u>	<u>\$ 151,891</u>	<u>\$ 33,000</u>
Total Expenditures	<u>\$ 13,792</u>	<u>\$ 214,713</u>	<u>\$ 151,891</u>	<u>\$ 33,000</u>
Excess revenue over (under) expenditures	<u>\$ 8,711</u>	<u>\$ (199,560)</u>	<u>\$ (139,102)</u>	<u>\$ (28,000)</u>
Other financing sources (uses)				
Transfers in/(out)				
Transfers In	\$ 11,015	\$ -	\$ -	\$ -
Transfers Out	-	\$ -	\$ -	\$ -
Total financing sources (uses)	<u>\$ 11,015</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Excess revenue and other sources over (under) expenditures and other uses	<u>\$ 19,726</u>	<u>\$ (199,560)</u>	<u>\$ (139,102)</u>	<u>\$ (28,000)</u>
Beginning Fund Balance, July 1 ¹	<u>\$ 696,505</u>	<u>\$ 716,231</u>	<u>\$ 516,671</u>	<u>\$ 300,000</u>
Ending Net Assets, June 30	<u>\$ 716,231</u>	<u>\$ 516,671</u>	<u>\$ 377,569</u>	<u>\$ 272,000</u>

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

¹ Beginning Fund Balance for FY 2020-21 based on updated estimates and may not match budgeted estimates for FY 2019-20 ending balance.

**City of Half Moon Bay
Equipment Fund (302)
Statement of Revenue, Expenditures and Changes in Net Assets**

	<u>Actual 2017-18</u>	<u>Actual 2018-19</u>	<u>Adopted Budget 2019-20</u>	<u>Recommended Budget 2020-21</u>
Revenue				
Interest	\$ 6,186	\$ 11,681	\$ 3,060	\$ 5,000
Miscellaneous	-	-	-	-
Total Revenue	<u>\$ 6,186</u>	<u>\$ 11,681</u>	<u>\$ 3,060</u>	<u>\$ 5,000</u>
Expenditures				
Operation & Maintenance	\$ -			
Salaries & Benefits	\$ 9,799	\$ -	\$ -	\$ 10,691
Material & Supplies	-	43,514	30,076	37,712
Depreciation	-	22,036	40,000	23,000
Total Operation & Maintenance	<u>\$ 9,799</u>	<u>\$ 65,550</u>	<u>\$ 70,076</u>	<u>\$ 71,403</u>
Contract Services				<u>\$ 240,000</u>
Total Capital Purchases	<u>\$ 190,553</u>	<u>\$ 258,629</u>	<u>\$ 86,520</u>	<u>\$ 240,000</u>
Total Expenditures	<u>\$ 200,352</u>	<u>\$ 324,179</u>	<u>\$ 156,596</u>	<u>\$ 311,403</u>
Excess revenue over (under) expenditures	<u>\$ (194,166)</u>	<u>\$ (312,498)</u>	<u>\$ (153,536)</u>	<u>\$ (306,403)</u>
Other financing sources (uses)				
Transfers in/(out)				
Transfers In	\$ 197,100	\$ 150,200	\$ 203,536	\$ 311,403
Transfers Out	-	-	-	-
Total financing sources (uses)	<u>\$ 197,100</u>	<u>\$ 150,200</u>	<u>\$ 203,536</u>	<u>\$ 311,403</u>
Excess revenue and other sources over (under) expenditures and other uses	<u>\$ 2,934</u>	<u>\$ (162,298)</u>	<u>\$ 50,000</u>	<u>\$ 5,000</u>
Beginning Fund Balance, July 1 ¹	<u>\$ 672,632</u>	<u>\$ 675,566</u>	<u>\$ 513,268</u>	<u>\$ 590,000</u>
Ending Net Assets, June 30	<u><u>\$ 675,566</u></u>	<u><u>\$ 513,268</u></u>	<u><u>\$ 563,268</u></u>	<u><u>\$ 595,000</u></u>

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

¹Beginning Fund Balance for FY 2020-21 based on updated estimates and may not match budgeted estimates for FY 2019-20 ending balance.

City of Half Moon Bay
Risk Management Fund (303)
Statement of Revenue, Expenditures and Changes in Net Assets

	Actual 2017-18	Actual 2018-19	Adopted Budget 2019-20	Recommended Budget 2020-21
Revenue				
Interest	\$ 28,507	\$ 62,440	\$ 30,000	\$ 30,000
Grants	8,775		-	-
Miscellaneous	5,777		-	-
Total Revenue	<u>\$ 43,059</u>	<u>\$ 62,440</u>	<u>\$ 30,000</u>	<u>\$ 30,000</u>
Expenditures				
Operation & Maintenance				
ABAG Plan Risk Management Pool				
Salaries & Benefits	\$ 198,456	\$ 129,079	\$ 182,221	\$ 99,730
General Liability Premiums	91,340		141,081	206,413
Insurance Premium	25,275		18,540	25,048
Liability Deductibles	7,081		103,000	79,668
Material & Supplies	528		16,274	16,274
Contract Services	166,213		170,568	170,568
Total Operation & Maintenance	<u>\$ 488,892</u>	<u>\$ 129,079</u>	<u>\$ 631,684</u>	<u>\$ 597,701</u>
Total Expenditures	<u>\$ 488,892</u>	<u>\$ 129,079</u>	<u>\$ 631,684</u>	<u>\$ 597,701</u>
Excess revenue over (under) expenditures	<u>\$ (445,833)</u>	<u>\$ (66,639)</u>	<u>\$ (601,684)</u>	<u>\$ (567,701)</u>
Other financing sources (uses)				
Transfers in	<u>\$ 629,773</u>	<u>\$ 634,870</u>	<u>\$ 625,334</u>	<u>\$ -</u>
Total financing sources (uses)	<u>\$ 629,773</u>	<u>\$ 634,870</u>	<u>\$ 625,334</u>	<u>\$ -</u>
Excess revenue and other sources over (under) expenditures and other uses	<u>\$ 183,939</u>	<u>\$ 568,231</u>	<u>\$ 23,650</u>	<u>\$ (567,701)</u>
Beginning Fund Balance, July 1 ¹	<u>\$ 1,973,242</u>	<u>\$ 2,157,181</u>	<u>\$ 2,725,412</u>	<u>\$ 2,100,000</u>
Ending Net Assets, June 30	<u><u>\$ 2,157,181</u></u>	<u><u>\$ 2,725,412</u></u>	<u><u>\$ 2,749,062</u></u>	<u><u>\$ 1,532,299</u></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.

¹ Beginning Fund Balance for FY 2020-21 based on updated estimates and may not match budgeted estimates for FY 2019-20 ending balance.

City of Half Moon Bay
Retirement Stabilization Fund (304)
Statement of Revenue, Expenditures and Changes in Net Assets

	<u>Actual 2017-18</u>	<u>Actual 2018-19</u>	<u>Adopted Budget 2019-20</u>	<u>Recommended Budget 2020-21</u>
Revenues				
Interest	6,085	4,900	4,998	
Total Revenues	<u>\$ 6,085</u>	<u>\$ 4,900</u>	<u>\$ 4,998</u>	<u>\$ -</u>
Expenditures				
Operation & Maintenance				
Salaries & Benefits				
Public Employees Retirement	\$ 630,492	\$ 845,000	\$ 877,534	\$ 959,543
Total Operation & Maintenance	<u>\$ 630,492</u>	<u>\$ 845,000</u>	<u>\$ 877,534</u>	<u>\$ 959,543</u>
Total Expenditures	<u>\$ 630,492</u>	<u>\$ 845,000</u>	<u>\$ 877,534</u>	<u>\$ 959,543</u>
Excess revenue over (under) expenditures	<u>\$ (624,407)</u>	<u>\$ (840,100)</u>	<u>\$ (872,536)</u>	<u>\$ (959,543)</u>
Other financing sources (uses)				
Transfers in/(out)				
Contribution from General Fund	\$ 636,219	\$ 945,000	\$ 1,000,000	\$ -
Total financing sources (uses)	<u>\$ 636,219</u>	<u>\$ 945,000</u>	<u>\$ 1,000,000</u>	<u>\$ -</u>
Excess revenue and other sources over (under) expenditures and other uses	<u>\$ 11,812</u>	<u>\$ 104,900</u>	<u>\$ 127,464</u>	<u>\$ (959,543)</u>
Beginning Fund Balance, July 1 ¹	<u>\$ 1,035,404</u>	<u>\$ 1,047,216</u>	<u>\$ 1,152,116</u>	<u>\$ 1,280,000</u>
Ending Net Assets, June 30	<u>\$ 1,047,216</u>	<u>\$ 1,152,116</u>	<u>\$ 1,279,580</u>	<u>\$ 320,457</u>

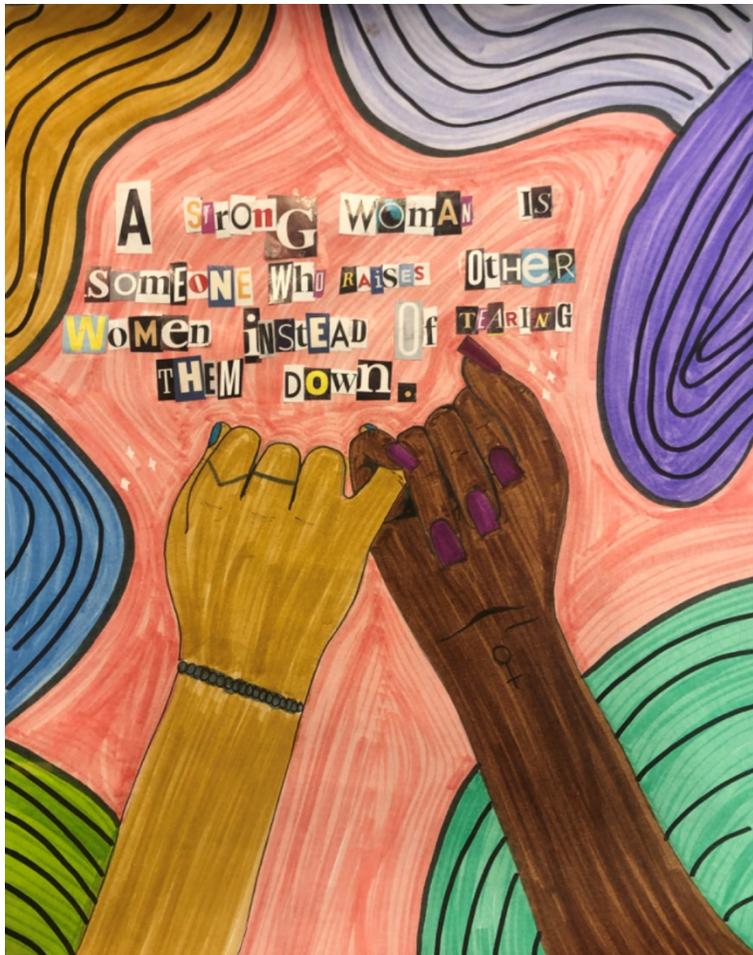
Note: The presentation above reflects a Net Assets basis of presentation. In the Retirement Stabilization Fund, Net Assets primarily represents cash.

¹Beginning Fund Balance for FY 2020-21 based on updated estimates and may not match budgeted estimates for FY 2019-20 ending balance.



CITY OF HALF MOON BAY

Enterprise Funds





Enterprise Funds

Enterprise Funds are used to account for services that are financed and operated in a manner more closely related to private business enterprise. In accordance with State law, the City imposes user fees to ensure the costs of providing the services are financed primarily through those charges.

SEWER OPERATING (Fund 201)

The Sewer Operating Fund is a restricted fund that is funded by sewer user charges. 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 the Sewer Authority Mid-Coastside (SAM), a Joint Powers Authority.
2. Capital maintenance and replacement of the SAM wastewater treatment plant and Intertie Pipeline System (IPS).
3. Regular cleaning of the City-owned wastewater collection system.
4. Emergency response, marking of underground utilities, inspection including CCTV of system and Fats, Oil, Grease (FOG) management and inspection.
5. Maintenance, operation, rehabilitation, repair and replacement of the City-owned wastewater collection system.

Goals and Objectives

- Protect the health and welfare of the community by ensuring the continuous uninterrupted operation of the City-owned 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, transmission and treatment of the wastewater system. This effort includes overseeing the operations (and financial management) of SAM as a member of the Joint Powers Authority and sitting Board of Directors.
- Continue to repair and improve damaged or substandard sections of the wastewater collection system to ensure proper operating conditions by using a program that provides cleaning, preventive maintenance, and repair of the system. The work includes inspection and management of FOG generating businesses and marking of underground pipes to reduce potential damage.
- Provide expedient response to emergency situations including SSO events.

SEWER CAPITAL (Fund 202)

The Sewer Capital Fund is a restricted fund that is funded by sewer user chargers. The Sewer Capital Fund provides resources for capital improvements included in the City's CIP, work necessitated by emergency repairs and/or emerging issues and the City's share of capital improvements at the SAM Treatment Plant and the Intertie Pipeline System as included in the SAM CIP. Projects include testing, evaluation, maintenance, repair and replacement of the City's wastewater collection system including the three sewer pump stations and force mains.

Goals and Objectives

- Replace sewer collection lines that have suffered damage and ensure integrity of the wastewater collection system.
- Identify and mitigate I & I within collection system.
- Maintain and update the City's Sewer Master Plan.
- Evaluate capital needs and sewer rates to ensure adequate resources are available to fund requirements.

SEWER FUND AND CHARGES OVERVIEW

The City's Sewer Fund is a government enterprise fund. An enterprise fund is a self-supporting government fund that provides a specialized service. In this instance, City sewer services represent the specialized service; the Sewer Fund is the City's only enterprise fund. The Sewer Fund is shown in the City's Annual Operations Budget as two separate accounts: Fund 201 (Operating Fund); and 202 (Sewer Capital Fund). The separation exists solely to separately account for operations expenses and capital expenses.

Ninety-nine percent (99%) of sewer system (utility) revenues is derived directly from rates charged to the users of the sewer system. Per state law, sewer service charges are permitted to recover only revenues sufficient to adequately fund sewer utility operations, maintenance, and capital replacement expenditures including maintenance of emergency and capital reserves. As noted, the City's sewer service charges include not only the operation and maintenance of the City collection system, but also the proportional costs of operating and maintaining the Sewer Authority Mid-Coastside (SAM) (including the treatment plant and intertie pipeline system).

Operations and maintenance costs for sewer services have increased significantly over the last three years. Between FY 2015-16 (\$2,299,898) and FY 2019-20 (\$4,131,899), Half Moon Bay's proportion of SAM budgeted costs alone have almost doubled. Additionally, the City's share of the costs has increased by almost 10 percent over the last five years. SAM related increases are attributable to several factors including the need to provide sufficient staffing, address deferred maintenance, pay for sewer spill related costs, and account for the rapidly increasing cost of materials and labor for capital construction and maintenance.

The City's collection system operating costs have also risen in response to statutory oversight obligations, addressing long deferred maintenance, providing oversight of the operations and maintenance, and also to account for the rapidly increasing cost of materials and labor for capital construction and maintenance. The City Council recently awarded a construction contract for the Ocean Colony Pump Station and Force Main Project (app. \$2.1 million). This project is needed to replace aging infrastructure necessary to protect the environment and limit liability and is indicative of the cost of maintenance and replacement of sewer infrastructure. Additional capital maintenance and repair will continue to be needed to protect the environment, limit liability, and meet statutory obligations. While the City is proactively managing and maintaining its sewer assets, portions of the inground pipes are 70-80 years old and approaching normal life expectancy. The cost of SAM contract services for sewer cleaning and emergency response has increased approximately 33-percent for FY 20-21.

The last rate increase for City sewer customers was effective July 1, 2014, based upon a rate study approved by the City Council in 2012. The increases covered rates for FY 2012-13 and FY 2013-14. This adjustment followed a rate increase approved in 2010 which increased rates in FY 2010-11 and FY 2011-12. Granada and Montara are subject to the same fixed costs issues and have each increased rates during this period. Montara is currently conducting its public hearing protest process that includes three years of nine percent annual rate increases (effective on July 1, 2020). Many San Mateo County/Peninsula agencies have or will be considering rate adjustments to address increasing fixed costs and environmental compliance.

SEWER 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. A significant portion of the City's Net Assets are invested in SAM and so it is important to review cash reserve balances to understand amounts available for operations and capital improvements.

City of Half Moon Bay
Sewer Operating Fund (201)
Statement of Revenue, Expenditures and Changes in Net Assets

	<u>Actual 2017-18</u>	<u>Actual 2018-19</u>	<u>Adopted Budget 2019-20</u>	<u>Recommended Budget 2020-21</u>
Revenue				
Sewer Service Charges	\$ 2,445,058	\$ 4,439,152	\$ 4,332,960	\$ 4,419,619
Interest	14,013	389	20,298	20,704
Miscellaneous	-	297	-	-
Total Revenue	<u>\$ 2,459,071</u>	<u>\$ 4,439,838</u>	<u>\$ 4,353,258</u>	<u>\$ 4,440,323</u>
Expenditures				
Operation & Maintenance				
Salaries & Benefits	\$ 234,827	\$ 265,769	\$ 323,018	\$ 381,641
Material & Supplies	934	\$ 26,657	20,188	8,000
Contract Services	4,273,271	\$ 3,989,579	5,263,319	4,874,811
SAM Authority	4,007,916	\$ 3,535,318	4,136,899	4,131,311
Other Contracts	265,355	\$ 454,261	1,126,420	743,500
Total Operation & Maintenance	<u>\$ 4,509,032</u>	<u>\$ 4,282,005</u>	<u>\$ 5,606,525</u>	<u>\$ 5,264,452</u>
Capital Projects				
Sanitary Sewer Improvements	\$ -	\$ -	\$ 69,010	\$ -
Total Capital Projects	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 69,010</u>	<u>\$ -</u>
Total Expenditures	<u>\$ 4,509,032</u>	<u>\$ 4,282,005</u>	<u>\$ 5,675,535</u>	<u>\$ 5,264,452</u>
Excess revenue over (under) expenditures	<u>\$ (2,049,961)</u>	<u>\$ 157,833</u>	<u>\$ (1,322,277)</u>	<u>\$ (824,128)</u>
Other financing sources (uses)				
Transfers in/(out)				
Contribution from Sewer Capital Fund	\$ -	\$ -	\$ 2,006,000	\$ 1,445,394
Equipment / Risk	(55,959)	(197,273)	(208,327)	(122,344)
Administrative Fee (to General Fund)	(420,668)	(460,771)	(472,290)	(498,922)
Total financing sources (uses)	<u>\$ (476,627)</u>	<u>\$ (658,044)</u>	<u>\$ 1,325,383</u>	<u>\$ 824,128</u>
Excess revenue and other sources over (under) expenditures and other uses	<u>\$ (2,526,588)</u>	<u>\$ (500,211)</u>	<u>\$ 3,106</u>	<u>\$ (0)</u>
Beginning Net Assets, July 1 ¹	<u>\$ 3,185,295</u>	<u>\$ 658,707</u>	<u>\$ 158,496</u>	<u>\$ -</u>
Ending Net Assets, June 30	<u>\$ 658,707</u>	<u>\$ 158,496</u>	<u>\$ 161,602</u>	<u>\$ (0)</u>

¹ Beginning Fund Balance for FY 2020-21 based on updated estimates and may not match budgeted estimates for FY 2019-20 ending balance.

**City of Half Moon Bay
Sewer Capital Fund (202)
Statement of Revenue, Expenditures and Changes in Net Assets**

	Actual 2017-18	Actual 2018-19	Adopted Budget 2019-20	Recommended Budget 2020-21
Revenue				
Interest	\$ 181,730	\$ 332,479	\$ 74,664	\$ 76,157
Sewer Rate Charges	1,816,068	94,397	71,893	73,330
Total Revenue	<u>\$ 1,997,798</u>	<u>\$ 426,876</u>	<u>\$ 146,557</u>	<u>\$ 149,487</u>
Expenditures				
Operation & Maintenance				
Salaries & Benefits	\$ (686)	\$ (130)	\$ -	\$ -
Loss(Gain) on investment in SAM	\$ -	\$ (438,865)	\$ 180,250	\$ 175,000
Depreciation	99,520	103,748	100,000	100,000
Total Operation & Maintenance	<u>\$ 98,834</u>	<u>\$ (335,247)</u>	<u>\$ 280,250</u>	<u>\$ 275,000</u>
Capital Projects				
Total Capital Projects	<u>\$ 203,273</u>	<u>\$ 177,017</u>	<u>\$ 3,845,000</u>	<u>\$ 3,550,000</u>
Total Expenditures	<u>\$ 302,107</u>	<u>\$ (158,230)</u>	<u>\$ 4,125,250</u>	<u>\$ 3,825,000</u>
Excess revenue over (under) expenditures	<u>\$ 1,695,691</u>	<u>\$ 585,106</u>	<u>\$ (3,978,693)</u>	<u>\$ (3,675,513)</u>
Other financing sources (uses)				
Transfers in/(out)				
Transfers Out	\$ (11,460)	\$ (16,386)	(2,022,796)	(1,445,394)
Total financing sources (uses)	<u>\$ (11,460)</u>	<u>\$ (16,386)</u>	<u>\$ (2,022,796)</u>	<u>\$ (1,445,394)</u>
Excess revenue and other sources over (under) expenditures and other uses	<u>\$ 1,684,231</u>	<u>\$ 568,720</u>	<u>\$ (6,001,489)</u>	<u>\$ (5,120,907)</u>
Beginning Net Assets, July 1 ¹	<u>\$ 21,579,281</u>	<u>\$ 23,263,512</u>	<u>\$ 23,832,232</u>	<u>\$ 18,399,764</u>
Ending Net Assets, June 30	<u>\$ 23,263,512</u>	<u>\$ 23,832,232</u>	<u>\$ 17,830,743</u>	<u>\$ 13,278,857</u>

¹ Beginning Fund Balance for FY 2020-21 based on updated estimates and may not match budgeted estimates for FY 2019-20 ending balance.





CITY OF HALF MOON BAY

Capital Improvement Program





Capital Improvement Program

The City's 5-Year Capital Improvement Program (CIP) is a financial planning and prioritization tool that represents the City's continuous efforts to protect public health and safety and enhance the quality of life and experience for visitors and residents in Half Moon Bay. The CIP identifies current and future capital improvements and provides the following benefits:

- Facilitates the scheduling of public improvements that require expenditures and appropriations over one or more fiscal years.
- Provides orderly management of capital projects consistent with the General Plan and adopted master plans; and
- Enhances eligibility for grants from the State, County and the federal Government.

Capital improvements are either projects or programs with total budgets that typically exceed \$30,000. Projects are generally large, one-time enhancements whereas programs occur annually with a new project emphasis each year. The City's capital improvement needs are a result of an aging infrastructure, significant deferred maintenance and desired construction on new and existing facilities.

Although the City's CIP looks at the upcoming five fiscal years, the funding request only covers the first year of the program, which is referred to as the Capital Budget. The Capital Budget has historically relied heavily upon the transfer of City General Funds. The COVID-19 pandemic has resulted in significant reductions in anticipated revenues that have often been used to support the CIP. For FY 2020-21, the General Fund transfer is approximately one-third that of the prior two fiscal years. In response, projects were re-evaluated and prioritized based on four criteria: public safety, project impact, progress on project, and use of non-General Fund monies (e.g. grant funding, sewer capital, etc.). Emphasis in FY 20-21 will be on grant and enterprise funded projects, the continuation of major projects and emphasis on health and life safety projects. CIP improvements are divided into 8 categories as described below.

Storm Water Improvements are focused on maintaining and improving the City's storm water system to protect homes, businesses, public facilities and infrastructure. The Storm Drain Master Plan is an important component to prioritizing improvements, identifying regulatory requirements and preventing catastrophic failure of the storm water system in the future.

Economic Development Improvements are headlined by the General Plan and Local Coastal Program (LCP) Update, which has been underway since late 2013 and is scheduled for completion in FY 2020-21. In addition to completing the LCP, these improvements focus on implementing improvements that will enhance the living standard and attractiveness of Half Moon Bay for residents and visitors alike.

Operational Improvements include major capital investments to enhance the internal operational efficiencies of the City. These improvements will help City staff perform more

efficiently and allow staff to respond to customer requests in a timelier manner. Each of the improvements also enhance the City's transparency as envisioned in the strategic plan.

Park Improvements are critical to maintain the health and livability of Half Moon Bay for residents and visitors alike. Within Half Moon Bay, there are parks focused on active play and others focused on passive recreation. In some cases, City parks include both aspects. These improvements focus on maintaining and enhancing the City's various park assets.

Facility Improvements focus on assessing, enhancing, and maintaining the City's various facilities, including making sure the facilities are in compliance with the Americans with Disabilities Act (ADA). City facilities include the Half Moon Bay Library, the Ted Adcock Community Center, the Emergency Operations Center, the Train Depot, and City Hall.

Sewer Improvements include ongoing repair and replacement of the City's sewer infrastructure as components reach the end of their service life. Infrastructure includes neighborhood sewer pipelines, larger interceptor pipelines and pump stations. Preventative maintenance and repair lead to fewer component failures and help to minimize unforeseen system outages and pipe breaks that could lead to sanitary sewer overflows.

Street Improvements focus on performing routine maintenance and improvements to the City's roadways to extend the useful life of the system. This reduces the need for major street reconstruction projects, which are exponentially more expensive than performing routine upgrades and maintenance.

Trail Improvements assure safety and functionality of the City's trails. Improvements in this section address erosion issues along the Coastal Trail in addition to improving the quality of trails throughout the City.

FIVE-YEAR SUMMARY - CAPITAL IMPROVEMENT PROGRAM

EXPENDITURE

PROJECT CATEGORIES	PRIOR YEAR(S)	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FUTURE YEARS	TOTAL ALL FY	UNFUNDED
Storm Water Improvements	\$ 200,000	\$ -	\$ 575,000	\$ 975,000	\$ 975,000	\$ 290,000	\$ 7,854,250	\$ 10,869,250	\$ 9,504,250
Economic Development Improvements	\$ 936,257	\$ 290,000	\$ 435,000	\$ 350,000	\$ -	\$ -	\$ -	\$ 2,011,257	\$ -
Operational Improvements	\$ 250,000	\$ 50,000	\$ 125,000	\$ 25,000	\$ -	\$ -	\$ -	\$ 450,000	\$ -
Parks Improvements	\$ 735,000	\$ -	\$ 585,000	\$ 745,000	\$ 100,000	\$ 100,000	\$ 18,665,000	\$ 20,930,000	\$ 18,665,000
Facility Improvements	\$ 230,000	\$ 1,115,000	\$ 1,235,000	\$ 455,000	\$ 455,000	\$ 455,000	\$ 975,000	\$ 4,920,000	\$ 975,000
Sewer Improvements	\$ 200,000	\$ 3,550,000	\$ 905,000	\$ 590,000	\$ 500,000	\$ 500,000	\$ -	\$ 6,245,000	\$ -
Street Improvements	\$ 1,948,000	\$ 4,729,000	\$ 5,366,000	\$ 9,658,290	\$ 4,763,290	\$ 220,000	\$ 2,945,000	\$ 29,629,579	\$ 5,235,000
Trail Improvements	\$ 175,000	\$ 528,000	\$ 1,230,000	\$ 875,000	\$ 415,000	\$ 315,000	\$ 6,975,000	\$ 10,513,000	\$ 8,240,000
TOTAL	\$ 4,674,257	\$ 10,262,000	\$ 10,456,000	\$ 13,673,290	\$ 7,208,290	\$ 1,880,000	\$ 37,414,250	\$ 85,568,086	\$ 42,619,250

REVENUE

FUNDING SOURCES	PRIOR YEAR(S)	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FUTURE YEARS	TOTAL ALL FY
Developer Funds	\$ 3,100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,100,000
Gas Tax - Fund 122	\$ 50,000	\$ 330,000	\$ 50,000	\$ 450,000	\$ 50,000	\$ 50,000	\$ -	\$ 980,000
General Capital - Fund 151	\$ -	\$ 30,000	\$ 125,000	\$ 350,000	\$ -	\$ -	\$ -	\$ 505,000
General Fund	\$ 2,344,121	\$ 517,000	\$ 2,616,000	\$ 1,778,000	\$ 755,000	\$ 795,000	\$ -	\$ 8,805,121
Grant - Coastal Commission	\$ 160,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 160,000
Grant - Federal	\$ 686,000	\$ 412,000	\$ 53,000	\$ 4,423,000	\$ 3,221,000	\$ -	\$ -	\$ 8,795,000
Grant - Measure A	\$ 475,000	\$ 3,724,000	\$ 3,200,000	\$ -	\$ -	\$ -	\$ -	\$ 7,399,000
Grant - Ocean Protection Council	\$ 53,214	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 53,214
Grant - Other	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000
Grant - State	\$ -	\$ 80,000	\$ 80,000	\$ -	\$ -	\$ -	\$ -	\$ 160,000
Grant - TDA	\$ -	\$ -	\$ 350,000	\$ -	\$ -	\$ -	\$ -	\$ 350,000
Loan Proceeds	\$ -	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000,000
Measure J	\$ 186,324	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 186,324
Main Street Bridge - Fund 121	\$ 89,000	\$ 53,000	\$ 7,000	\$ 417,290	\$ 417,290	\$ -	\$ -	\$ 983,579
Park Facility/Development - Fund 125	\$ 130,598	\$ -	\$ 195,000	\$ 975,000	\$ -	\$ -	\$ -	\$ 1,300,598
Property Owner Contribution	\$ -	\$ 216,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 216,000
Public Facilities - Fund 127	\$ -	\$ -	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ 35,000
Storm Drain Improvement - Fund 152	\$ -	\$ -	\$ 75,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ -	\$ 525,000
Street and Road - Fund 123	\$ -	\$ 350,000	\$ 650,000	\$ 550,000	\$ 50,000	\$ 50,000	\$ -	\$ 1,650,000
San Mateo County Contribution	\$ -	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000
San Mateo County Loan	\$ -	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000
Sewer Service - Fund 201/202	\$ 200,000	\$ 3,550,000	\$ 905,000	\$ 590,000	\$ 500,000	\$ 500,000	\$ -	\$ 6,245,000
UNFUNDED	\$ -	\$ -	\$ 1,415,000	\$ 1,390,000	\$ 2,065,000	\$ 335,000	\$ 37,414,250	\$ 42,619,250
TOTAL	\$ 7,474,257	\$ 10,262,000	\$ 10,256,000	\$ 11,073,290	\$ 7,208,290	\$ 1,880,000	\$ 37,414,250	\$ 85,568,086

**FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM BUDGETED EXPENDITURES
FY 2020-21 ADOPTED CAPITAL BUDGET**

PROJECT TITLE	FUND	PROJECT NO.	PRIOR YEAR(S)	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FUTURE YEARS	TOTAL ALL FY	UNFUNDED
STORM WATER IMPROVEMENTS											
GREEN INFRASTRUCTURE AND STORM WATER PROGRAM	152	0563	N/A	\$ -	\$ 75,000	\$ 150,000	\$ 150,000	\$ 150,000	N/A	\$ 525,000	\$ -
SEYMOUR DITCH EROSION AND COASTAL STABILIZATION	152	0608	\$ 200,000	\$ -	\$ 150,000	\$ 825,000	\$ 825,000	\$ 140,000	\$ -	\$ 2,140,000	\$ -
KEHOE WATER COURSE AND HABITAT ENHANCEMENT PROJECT	152	0534	\$ -	\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ 7,854,250	\$ 7,929,250	\$ 1,650,000
ARROYO DE EN MEDIO EROSION REPAIR - MIRADA ROAD	152	0579	\$ -	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ 7,854,250
ROOSEVELT DITCH IMPROVEMENTS	152	TBD	\$ -	\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ 75,000	\$ -
TOTAL STORM WATER IMPROVEMENTS			\$ 200,000	\$ -	\$ 575,000	\$ 975,000	\$ 975,000	\$ 290,000	\$ 7,854,250	\$ 10,869,250	\$ 9,504,250
ECONOMIC DEVELOPMENT IMPROVEMENTS											
GENERAL PLAN AND LOCAL COASTAL PROGRAM UPDATE	151	0564	\$ 936,257	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,036,257	\$ -
TOWN CENTER MASTER PLAN	151	TBD	\$ -	\$ 160,000	\$ 160,000	\$ -	\$ -	\$ -	\$ -	\$ 320,000	\$ -
CLIMATE ACTION AND ADAPTATION PLAN	151	TBD	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,000	\$ -
MAC DUTRA GREENING PROJECT	151	TBD	\$ -	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000	\$ -
MAIN STREET TREE LIGHTS	151	9016	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ -
WAYFINDING AND ENTRY SIGNS (PHASE 2)	151	0559	\$ -	\$ -	\$ 75,000	\$ 350,000	\$ -	\$ -	\$ -	\$ 425,000	\$ -
TOTAL ECONOMIC DEVELOPMENT IMPROVEMENTS			\$ 936,257	\$ 290,000	\$ 435,000	\$ 350,000	\$ -	\$ -	\$ -	\$ 2,011,257	\$ -
OPERATIONAL IMPROVEMENTS											
FINANCIAL SOFTWARE - ENTERPRISE RESOURCE PLANNING	151	0555	\$ 250,000	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300,000	\$ -
GIS IMPLEMENTATION	151	0586	\$ -	\$ -	\$ 125,000	\$ 25,000	\$ -	\$ -	\$ -	\$ 150,000	\$ -
TOTAL OPERATIONAL IMPROVEMENTS			\$ 250,000	\$ 50,000	\$ 125,000	\$ 25,000	\$ -	\$ -	\$ -	\$ 450,000	\$ -
PARKS IMPROVEMENTS											
PARKS MASTER PLAN IMPLEMENTATION PROGRAM	125	0609	N/A	\$ -	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	N/A	\$ 400,000	\$ -
POPLAR BEACH GATEWAYS PLAN	125	0617	\$ 400,000	\$ -	\$ 50,000	\$ 45,000	\$ -	\$ -	\$ -	\$ 495,000	\$ -
TRAIN DEPOT AND JOHNSTON HOUSE TEMPORARY IMPROVEMENTS	125	9005	\$ 35,000	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 85,000	\$ -
SMITH FIELD SITE ASSESSMENT AND MASTER PLAN	125	TBD	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ -
CARTER PARK IMPROVEMENTS	125	0611	\$ 300,000	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ 6,000,000	\$ 6,400,000	\$ 6,000,000
WAVECREST WATER MAIN PROJECT	125	9004	\$ -	\$ -	\$ 100,000	\$ 600,000	\$ -	\$ -	\$ -	\$ 700,000	\$ -
TRAIN DEPOT AND JOHNSTON HOUSE SITE PLAN	125	0614	\$ -	\$ -	\$ 85,000	\$ -	\$ -	\$ -	\$ -	\$ 85,000	\$ -
PERMANENT RESTROOMS AT POPLAR BEACH	125	TBD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000	\$ 250,000	\$ 250,000
STORAGE BUILDING AT SMITH FIELD	125	TBD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 65,000	\$ 65,000	\$ 65,000
NEW MAGNOLIA/SEYMOUR PARK	125	TBD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 350,000	\$ 350,000	\$ 350,000
NEW COMMUNITY PARK	125	TBD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,000,000	\$ 12,000,000	\$ 12,000,000
TOTAL PARKS			\$ 735,000	\$ -	\$ 585,000	\$ 745,000	\$ 100,000	\$ 100,000	\$ 18,665,000	\$ 20,930,000	\$ 18,665,000

**FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM BUDGETED EXPENDITURES
FY 2020-21 ADOPTED CAPITAL BUDGET**

PROJECT TITLE	FUND	PROJECT NO.	PRIOR YEAR(S)	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FUTURE YEARS	TOTAL ALL FY	UNFUNDED
FACILITY IMPROVEMENTS											
ADA TRANSITION PLAN IMPLEMENTATION PROGRAM	151	0601	N/A	\$ 15,000	\$ 50,000	\$ 75,000	\$ 75,000	\$ 75,000	N/A	\$ 290,000	\$ -
SIDEWALK REPLACEMENT AND REPAIR PROGRAM	151	0562	N/A	\$ 20,000	\$ 100,000	\$ 150,000	\$ 150,000	\$ 150,000	N/A	\$ 570,000	\$ -
URBAN FOREST MANAGEMENT PROGRAM	151	0598	N/A	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	N/A	\$ 400,000	\$ -
ANNUAL COMMUNITY ENHANCEMENT PROGRAM	151	0600	N/A	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	N/A	\$ 200,000	\$ -
EMERGENCY RESPONSE PROGRAM	127	0604	N/A	\$ -	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	N/A	\$ 400,000	\$ -
CORPORATE YARD IMPROVEMENTS	127	9023	\$ 50,000	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,050,000	\$ -
SHERIFF SUBSTATION RENOVATION PROJECT	127	0605	\$ -	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000	\$ -
CIVIC CENTER SITE PLAN	127	0624	\$ -	\$ -	\$ 85,000	\$ -	\$ -	\$ -	\$ -	\$ 85,000	\$ -
PILARCITOS CREEK RESTORATION AND REMEDIATION PROJECT	127	9022	\$ 180,000	\$ -	\$ 220,000	\$ -	\$ -	\$ -	\$ -	\$ 400,000	\$ -
CUNHA PARKING LOT EXPANSION FOR LIBRARY	153	0545	\$ -	\$ -	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ 400,000	\$ -
RESTORATION AND WATERSHED PROTECTION OF CITY PARCEL	127	0622	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 975,000	\$ 975,000	\$ 975,000
TOTAL FACILITY IMPROVEMENTS			\$ 230,000	\$ 1,115,000	\$ 1,235,000	\$ 455,000	\$ 455,000	\$ 455,000	\$ 975,000	\$ 4,920,000	\$ 975,000
SEWER IMPROVEMENTS											
SEWER MAINTENANCE PROGRAM	202	0506	N/A	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	N/A	\$ 250,000	\$ -
INFLOW AND INFILTRATION PROGRAM	202	9028	N/A	\$ 100,000	\$ 75,000	\$ 75,000	\$ -	\$ -	N/A	\$ 250,000	\$ -
CITYWIDE POINT REPAIRS PROGRAM	202	9029	N/A	\$ 315,000	\$ 315,000	\$ 315,000	\$ 315,000	\$ 315,000	N/A	\$ 1,575,000	\$ -
MANHOLE REHABILITATION PROGRAM	202	9026	N/A	\$ 85,000	\$ 85,000	\$ 85,000	\$ 85,000	\$ 85,000	N/A	\$ 425,000	\$ -
PUMP STATION AND FORCE MAIN REPAIR AND REPLACEMENT PROGRAM	202	0507	N/A	\$ 235,000	\$ 90,000	\$ 50,000	\$ 50,000	\$ 50,000	N/A	\$ 475,000	\$ -
OCEAN COLONY PUMP STATION REPLACEMENT PROJECT	202	9025	\$ 200,000	\$ 2,625,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,825,000	\$ -
SANITARY SEWER MASTER PLAN	202	9024	\$ -	\$ 140,000	\$ 15,000	\$ 15,000	\$ -	\$ -	\$ -	\$ 170,000	\$ -
LORYN LANE SEWER MAIN REPAIR	202	9027	\$ -	\$ -	\$ 275,000	\$ -	\$ -	\$ -	\$ -	\$ 275,000	\$ -
TOTAL SEWER IMPROVEMENTS			\$ 200,000	\$ 3,550,000	\$ 905,000	\$ 590,000	\$ 500,000	\$ 500,000	\$ -	\$ 6,245,000	\$ -
STREET IMPROVEMENTS											
NEIGHBORHOOD TRAFFIC SAFETY PROGRAM	123	9000	N/A	\$ -	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	NA	\$ 160,000	\$ -
CROSSWALKS AND ADA RETROFIT PROGRAM	123	0572	N/A	\$ -	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	N/A	\$ 240,000	\$ -
PAVEMENT MANAGEMENT AND TRAFFIC SAFETY PROGRAM	123	0514	N/A	\$ 330,000	\$ 1,025,000	\$ 120,000	\$ 1,025,000	\$ 120,000	N/A	\$ 2,620,000	\$ 2,290,000
HIGHWAY 1 SAFETY - SOUTH	123	0523	\$ 398,000	\$ 3,550,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,948,000	\$ -
HIGHWAY 1 SAFETY - NORTH	123	0538	\$ 700,000	\$ 384,000	\$ 4,000,000	\$ 4,000,000	\$ -	\$ -	\$ -	\$ 9,084,000	\$ -
MAIN STREET BRIDGE PROJECT	121	0759	\$ 775,000	\$ 465,000	\$ 60,000	\$ 3,638,290	\$ 3,638,290	\$ -	\$ -	\$ 8,576,579	\$ -
POPLAR COMPLETE STREET PROJECT	123	0593	\$ 75,000	\$ -	\$ 81,000	\$ 1,500,000	\$ -	\$ -	\$ -	\$ 1,656,000	\$ -
HIGHWAY 1/KELLY AVENUE INTERSECTION IMPROVEMENT PROJECT	112	0571	\$ -	\$ -	\$ 100,000	\$ 300,000	\$ -	\$ -	\$ 1,570,000	\$ 1,970,000	\$ 1,570,000
KELLY AVENUE REHABILITATION PROJECT	123	TBD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,375,000	\$ 1,375,000	\$ 1,375,000
TOTAL STREET IMPROVEMENTS			\$ 1,948,000	\$ 4,729,000	\$ 5,366,000	\$ 9,658,290	\$ 4,763,290	\$ 220,000	\$ 2,945,000	\$ 29,629,579	\$ 5,235,000
TRAIL IMPROVEMENTS											

**FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM BUDGETED EXPENDITURES
FY 2020-21 ADOPTED CAPITAL BUDGET**

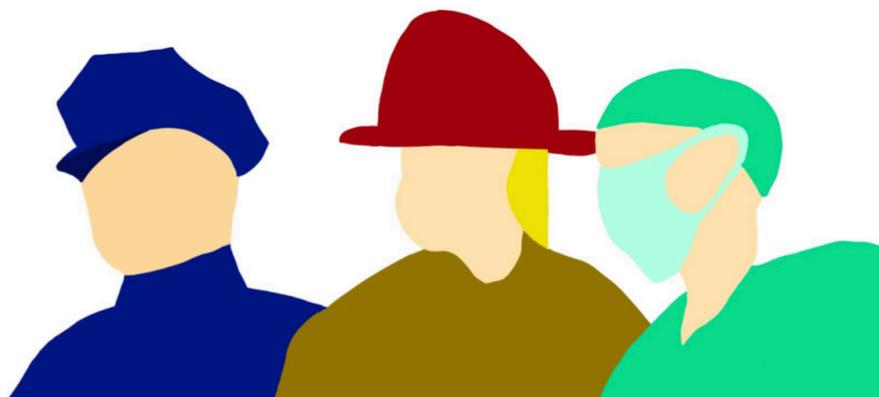
PROJECT TITLE	FUND	PROJECT NO.	PRIOR YEAR(S)	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FUTURE YEARS	TOTAL ALL FY	UNFUNDED
BICYCLE AND PEDESTRIAN MASTER PLAN IMPLEMENTATION PROGRAM	125	0615	N/A	\$ -	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	N/A	\$ 400,000	\$ -
EASTSIDE PARALLEL TRAIL EXPANSION	125	0619	\$ 175,000	\$ 175,000	\$ 350,000	\$ -	\$ -	\$ -	\$ -	\$ 700,000	\$ -
POPLAR STREET PARALLEL PATH	125	TBD	\$ -	\$ 83,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 83,000	\$ 230,000
EQUESTRIAN BEACH ACCESS	125	TBD	\$ -	\$ 270,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 270,000	\$ -
HIGHWAY 1 BICYCLE/PEDESTRIAN TRAIL EXTENSION (NORTH)	125	0595	\$ -	\$ -	\$ 275,000	\$ -	\$ -	\$ -	\$ 1,475,000	\$ 1,750,000	\$ -
PEDESTRIAN/BICYCLE CONNECTION TO HATCH ELEMENTARY	125	9010	\$ -	\$ -	\$ 20,000	\$ 230,000	\$ -	\$ -	\$ -	\$ 250,000	\$ -
WAVECREST WALKWAY EXTENSION		0564	\$ -	\$ -	\$ 95,000	\$ 330,000	\$ -	\$ -	\$ -	\$ 425,000	\$ 1,475,000
JOHNSTON HOUSE TRAIL	125	TBD	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ 100,000	\$ -
NAOMI PATRIDGE TRAIL EXTENSION (SOUTH)	125	TBD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,500,000	\$ 2,500,000	\$ 2,500,000
COASTAL BLUFF PRESERVATION	125	0618	\$ -	\$ -	\$ 390,000	\$ 215,000	\$ 215,000	\$ 215,000	\$ -	\$ 1,035,000	\$ 1,035,000
POPLAR BEACH COASTAL TRAIL - RELOCATION AND EROSION MITIGATION	125	TBD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,000,000	\$ 3,000,000	\$ 3,000,000
TOTAL TRAIL IMPROVEMENTS			\$ 175,000	\$ 528,000	\$ 1,230,000	\$ 875,000	\$ 415,000	\$ 315,000	\$ 6,975,000	\$ 10,513,000	\$ 8,240,000
TOTAL FY ALLOCATIONS			\$ 4,674,257	\$ 10,262,000	\$ 10,456,000	\$ 13,673,290	\$ 7,208,290	\$ 1,880,000	\$ 37,414,250	\$ 85,568,086	\$ 42,619,250



CITY OF HALF MOON BAY

Other Information

**THE STRONGEST
PEOPLE ARE NOT
THOSE WHO SHOW
STRENGTH IN FRONT
OF US BUT THOSE WHO
WIN BATTLES WE
KNOW NOTHING
ABOUT.**

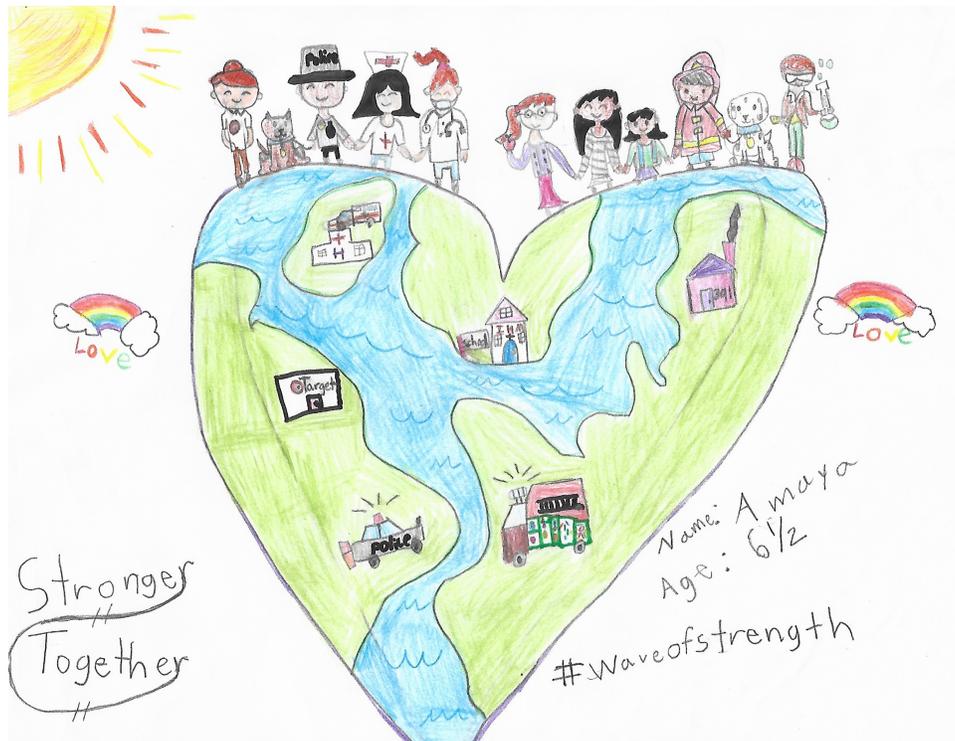






CITY OF HALF MOON BAY

Investment Policy





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 Administrative Services Director) 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 30 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 are 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.

RESOLUTION No. C-2020-59

**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 forgoing Resolution was duly passed and adopted on the 16th day of June, 2020 by the City Council of Half Moon Bay by the following vote:

- AYES, Councilmembers: Penrose, Rarback, Ruddock, Brownstone, Eisen
- NOES, Councilmembers:
- ABSENT, Councilmembers:
- ABSTAIN, Councilmembers:

ATTEST:

For 

Jessica Blair, City Clerk

APPROVED:



Adam Eisen, Mayor

INVESTMENT POLICY 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 Principles (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.



CITY OF HALF MOON BAY

Reserve Policy





Adoption Date: June 2, 2020
Last Revision Date: June 2, 2020

I. Introduction:

Prudent financial management dictates that a portion of the funds available to the City be held in reserve for future use whereas standard funding sources are not adequate for continued operation of general City operation. This policy establishes the amounts the City will strive to maintain in the General Fund Reserve & Economic Uncertainty Reserve, as well as the conditions under which the reserves may be spent.

The General Fund Reserve and Economic Uncertainty Reserve helps to ensure that the City of Half Moon Bay can provide consistent, uninterrupted municipal services in the event of economic disruption or an extreme event. Two of the City's primary revenue sources, the transient occupancy tax and sales tax, are known to be sensitive to downturns in the economy. Like other California cities, Half Moon Bay must be prepared for seismic and other catastrophic events that could threaten its long-term fiscal health.

As a General Budget principle, the City Council is charged with determining an appropriate General Fund Reserve and Economic Uncertainty Reserve thresholds and to allocate or change those funding thresholds as appropriate. The funding levels are to be based on sound risk assessment methodology for setting reserve levels developed by the Government Finance Officers Association of the United States and Canada (GFOAO). The General Fund Reserve and Economic Uncertainty Reserve follows Generally Accepted Accounting Principles set by the Government Accounting Standards Board (GASB) in Statement No. 54.

II. Amounts Held in Reserve

The City of Half Moon Bay will strive to maintain the following threshold funding as "assigned" General Fund balance. The reserve balances are conveyed as a percentage of the City's general fund annual operating expenditures. As a percentage of the annual operating expenditures, the actual assigned fund balances will fluctuate. The reserves are broken into two categories, each with their associated target threshold of reserve:

General Fund Reserve (30% of General Fund operating expenditures):

- The City will fund the General Fund Reserve at a minimum of 30% of the budgeted Annual General Fund Expenditures with no maximum. Funds held in this assigned reserve are held for the following uses:
 - Meeting cash flow needs during the fiscal year.
 - Closing a projected short-term revenue-expenditure gap.
 - Responding to unexpected expenditure requirements or revenue shortfalls.

- When an economic downturn results in a short-term budgetary shortfall and where reasonable cuts to expenditures are not adequate to meet revenue without the use of the reserve.
- Unfunded liabilities such as self-insurance, pensions and retiree health obligations
- Institutional changes, such as State budget takeaways and unfunded mandates

Economic Uncertainty Reserve (20% of General Fund operating expenditures):

- The City will fund the Economic Uncertainty Reserve at a minimum of 20% of the budgeted Annual General Fund Operating Expenditures with no maximum. Funds held in this assigned reserve are held for the following uses:
 - When a fiscal forecast shows an ongoing structural gap due to an economic downturn to providing a strategic bridge to future economic stability.
 - When during a declared emergency, expenditures exceed revenues and where the reserve will meet economic shortfalls due to a related economic downturn.
 - When an economic downturn results in a long-term budgetary shortfall and where reasonable cuts to expenditures are not adequate to meet revenue without the use of the reserve.
 - Where its use will prevent a reduction of required services.

III. Funding Target Balance

The General Fund Reserve and Economic Uncertainty Reserve will be funded from excess ongoing and one-time funds when available. If reserve fund balances fall below established thresholds, the City will replenish reserves in the following priority:

1. **General Fund Reserve**
2. **Economic Uncertainty Reserve**

IV. Conditions for Use of Reserves

A. Use of Reserves

It is the intent of the City to limit use of reserves to address unanticipated, non-recurring needs or known, planned future obligations. Reserves shall not normally be applied to recurring annual operating expenditures. The reserves may, however, be used to allow time for the City to restructure its operations in a deliberate manner (such as might be required in the case of a severe economic downturn), but such use will only take place in the context of an adopted long-term plan to reach a sustainable structure.

B. Authority to Use Reserves

The reserves are only used in accordance with this policy and at the direction of the City Council.

C. Funding in Excess of Threshold

Where funding of the General Fund Reserve and Economic Uncertainty Reserve exceeds the established thresholds, City Council may authorize the use of those funds for any budgetary need.

D. Authority for Interfund Borrowing

The City Manager may authorize inter-fund borrowing in the event that resources are needed by the General Fund to recover from damages incurred in a catastrophic event. Borrowed funds can be provided from any other funds that are not fiscally compromised by the event and are legally available for use. Borrowed funds will be reimbursed at a rate determined by the City's overall portfolio yield.

E. Replenishment of Reserves

In the event the City Council authorizes use of the reserves, the City Manager shall propose a plan for the replenishment of the reserves to the City Council during City budget hearings. The City will make every reasonable effort to fully replenish the reserves within five years.

If, based on the Finance Director's analysis and forecasting, the target balance is not being met or is likely not going to be met at some point within a five-year period, a plan to meet the target balance will be developed and presented to the City Council for consideration.

V. Annual Review of Policy

The General Fund Reserve and Economic Uncertainty Reserve policy will be reviewed annually and discussed if changes are deemed necessary. The review of this policy is to safeguard its effectiveness and relevance to the City's long-term needs, and to ensure that the policy remains current with best practices that are based on sound risk assessment methodology developed by the Government Finance Officers Association of the United States and Canada (GFOAO).

Attachments:

-None-

Policy Revision History:

Date	Actions
June 2, 2020	Originally Issued

RESOLUTION No. C-2020-32

A RESOLUTION OF THE CITY OF HALF MOON BAY APPROVING THE
CITY OF HALF MOON BAY GENERAL FUND & ECONOMIC
UNCERTAINTY RESERVE POLICY

WHEREAS, the General Fund & Economic Uncertainty Reserve policy ensure the City's ability to maintain vital services to the community during times of economic uncertainty; and

WHEREAS, the City is committed to achieving long-term fiscal stability as well as mitigating the negative impacts of extraordinary risk such as earthquakes, fires, and floods; and

WHEREAS, the prior Committed Contingency Reserve Fund is hereby renamed to the General Fund Reserve; and

WHEREAS, the creation of the Economic Uncertainty Reserve required a revision of the Reserve policy to include the Economic Uncertainty Reserve; and

WHEREAS, the use and replenishment of the General Fund & Economic Uncertainty Reserve Funds should be defined.

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 General Fund & Economic Uncertainty Reserve Policy as contained in Exhibit A attached hereto.

I, the undersigned, hereby certify that the forgoing Resolution was duly passed and adopted on the 16th day of June, 2020 by the City Council of Half Moon Bay by the following vote:

AYES, Councilmembers: Penrose, Rarback, Ruddock, Brownstone, Eisen

NOES, Councilmembers:

ABSENT, Councilmembers:

ABSTAIN, Councilmembers:

ATTEST:

APPROVED:



For Jessica Blair, City Clerk



Adam Eisen, Mayor



CITY OF HALF MOON BAY

Master Fee Schedule





Master Fee Schedule

The City's Master Fee schedule includes Developer Impact Fees and User Fees which are permitted under State law and initially adopted by the City Council in 2017. The fee schedule is based upon a Cost Allocation Plan (CAP), that has been reviewed each subsequent fiscal year to confirm accuracy. In conjunction with the FY 2020-21 budget, the City reevaluated the allocation of resources as well as the appropriate allocation of costs to City functions and fees. The CAP ensures that the City is able to accurately account for the actual cost of providing programs and services by establishing fully-burdened hourly rates for staff, including direct, indirect and overhead costs; as well as for facilities. These rates are a foundation for all fees and ensure that recoverable fees for each service are complete, clearly defined and identified. The City evaluates the CAP each year and updates the CAP approximately every 5 years.

Developer Impact Fees were adjusted for cost of living in 2020 in accordance with the City Council policy following evaluation and determination that the fees remained compliant with statutory limits and addressed the cost of new development on certain facilities and infrastructure. In order to charge Developer Impact Fees, jurisdictions must prepare nexus studies. A nexus study was prepared in 2017 and with each subsequent fiscal year, staff evaluates the fees to ensure the fees do not exceed the City's actual cost to provide the services and infrastructure based on the CAP, Capital Improvement Program, and other cost factors.

User Fees include Administration, Public Safety, development review fees including building, public works/engineering and planning permits, and development impact fees. Following the CAP, the City's User Fees were comprehensively updated and adopted in 2017. User Fees include both flat fees and deposits. Flat fees are set to align with the anticipated and typical cost to provide a specified service based on the CAP fully-burdened hourly rates. Flat fees are appropriate for smaller-scale or more typical services. For more variable services, such as those associated with development review, a deposit approach provides the City with a means to charge an applicant for actual time spent to process an application and to more accurately track City consultant related direct costs. A year ago, City Council approved a substantial update to fees and deposits following staffs' evaluation of the structure established in 2017. These updates have worked well this past year and will remain in place with adjustments primarily limited to applicable indices, as noted below. As noted above, the City continues to evaluate fees in conjunction with the annual budget process to ensure fees are appropriate and are not exceeding the actual cost of services provided per State law.

The Master Fee Schedule is updated annually. All fees, excluding Development Impact Fees and Public Safety, are increased annually pursuant to the annual average of the Consumer Price Index for Urban and Clerical Workers (CPI-W). Development Impact Fees are increased annually by the applicable regional annual average of the Engineering News Record - Construction Cost Index (CCI).

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

Fees are increased annually by the annual average CPI-W San Francisco-Oakland-Hayward of the previous year - (excluding Development Impact Fees and Public Safety)

SERVICES	CODING	PREVIOUS FY 19-20	FY 20-21	UNIT / TYPE
		AMOUNT	AMOUNT	
I. ADMINISTRATION				
1 Returned Check Fee				
1 First Item	101-101-4901	\$25.00	\$25.00	Each
2 Each Additional Item	101-101-4901	\$38.00	\$38.00	Each
2 Duplication				
1 Photocopies	101-101-4901	\$0.11	\$0.25	Per page
2 Municipal Code Book	101-101-4901	Available online	Available online	Per book
3 Bound Reports	101-101-4901	Actual Cost	Actual Cost	Per report
4 Budget	101-101-4901	Available online	Available online	Each
5 Comprehensive Annual Financial Report (CAFR)	101-101-4901	Available online	Available online	Each
6 CD Disc of City Council / Planning Commission	101-101-4901	Available online	Available online	Each
3 Agenda Indexes for Meetings		\$0.00	\$0.00	
4 City Clerk				
Election Filing Fee	101-110-4901	\$25.00	\$25.00	Each
Candidate Printing Fee	101-110-4901	Determined per election	Determined per election	Deposit
5 Staff Research				
1 City Manager's Office	101-120-4443	\$60.00	\$61.00	Per 0.25 hour
2 Finance Department	101-210-4443	\$50.00	\$51.00	Per 0.25 hour
3 City Clerk's Office	101-140-4443	\$47.00	\$48.00	Per 0.25 hour
4 Planning Department	101-710-4443	\$58.00	\$59.00	Per 0.25 hour
5 Building Department	101-720-4443	\$42.00	\$43.00	Per 0.25 hour
6 Public Works Department - Engineering	101-420-4443	\$51.00	\$52.00	Per 0.25 hour
7 Public Works Department - Maintenance	101-430-4443	\$43.00	\$44.00	Per 0.25 hour
8 Police - Sworn	101-310-4203	\$59.00	\$60.00	Per 0.25 hour
9 Police - Non Sworn	101-310-4203	\$21.00	\$21.00	Per 0.25 hour
6 Private Alarm Permits (Chapter 9.10)				
1 Alarm Permit	101-310-4202	\$52.00	\$53.00	Each
2 False Alarm Response with Permit				
1st & 2nd Alarms	101-310-4202	\$0.00	\$0.00	No fee
3rd Alarm	101-310-4202	\$52.00	\$53.00	Each
4th Alarm	101-310-4202	\$107.00	\$109.00	Each
5th Alarm	101-310-4202	\$161.00	\$165.00	Each
6th Alarm and responses thereafter	101-310-4202	\$215.00	\$220.00	Each
3 False Alarm without Permit				
1st & 2nd Alarms	101-310-4202	\$52.00	\$53.00	Each
3rd Alarm	101-310-4202	\$107.00	\$109.00	Each
4th Alarm	101-310-4202	\$134.00	\$137.00	Each
5th Alarm	101-310-4202	\$188.00	\$192.00	Each
6th Alarm and responses thereafter	101-310-4202	\$269.00	\$275.00	Each
7 Film Permit (Chapter 9.74)	101-101-4201	\$553.00	\$566.00	Per day
8 Special Event Permits ⁽¹⁾				
1 Block Parties	101-101-4201	\$215.00	\$220.00	Per event
2 Fund Raisers	101-101-4201	\$215.00	\$220.00	Per event
3 Miscellaneous Events	101-101-4201	\$430.00	\$440.00	Per event
4 Carnival/Circus/Parade/Race/Rodeo, etc.	101-101-4201	\$430.00	\$440.00	Each
5 Amusement Concession	101-101-4201	\$430.00	\$440.00	Each
9 Poplar Beach Parking ⁽¹⁾				
Vehicles less than 20 feet	101-430-4720	\$2.00 / \$10.00	\$10.00	Per 12 hours
Horse trailers and vehicles longer than 20 feet	101-430-4720	\$3.00 / \$15.00	\$15.00	Per 12 hours

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

Fees are increased annually by the annual average CPI-W San Francisco-Oakland-Hayward of the previous year - (excluding Development Impact Fees and Public Safety)

SERVICES	CODING	PREVIOUS FY 19-20	FY 20-21	UNIT / TYPE
		AMOUNT	AMOUNT	
Annual Permit - Half Moon Bay Residents only	101-430-4720	\$103.00	\$165.00	12 month permit
Nine-month Permit - Half Moon Bay Residents only	101-430-4720		\$90.00	9-month (September through May)
10 BID Administration for City Hotels	101-210-4443	\$577.00	\$166.67	Per month (10 Hotels @\$200ea/yr / 12 mos)
11 Street Closure	Expense Code	Actual cost	Actual cost	
12 Professional Dog Walker permit			\$200.00	Annual
13 Personal Dog Walker permit (3-6 dogs)			TBD	Annual
II. BUILDING ^{[2][3]}				
0 Building Hourly Rates		\$174.00	\$178.00	Per hour
Inspections outside of normal business hours, per hour	101-720-4422	1.5 x hourly rate	1.5 x hourly rate	Per hour
Inspection on Sundays and Holidays, per hour	101-720-4422	2 x hourly rate	2 x hourly rate	Per hour
Reinspection fees, per hour	101-720-4422	Hourly rate	Hourly rate	Per hour
Inspection for which no fee is specifically indicated, per hour	101-720-4422	Hourly rate	Hourly rate	Per hour
1 Building Permit Fee for Alterations, Additions, and New Construction (based on valuation of improvement)				
Valuation (\$)				
0 - 500 (Includes basic water heater, furnace replacements and re-roofing with two or fewer	101-720-4422	\$174.00	\$178.00	Per hour
501 - 2,000				
First 500	101-720-4422	\$227.00	\$232.00	Valuation
Each Additional 100 or fraction thereof	101-720-4422	\$11.00	\$11.00	
2,001 - 25,000				
First 2,000	101-720-4422	\$420.00	\$430.00	Valuation
Each Additional 1,000 or fraction thereof	101-720-4422	\$1.00	\$1.00	
25,001 - 50,000				
First 25,000	101-720-4422	\$473.00	\$484.00	Valuation
Each Additional 1,000 or fraction thereof	101-720-4422	\$5.00	\$5.00	
50,001 - 100,000				
First 50,000	101-720-4422	\$631.00	\$646.00	Valuation
Each Additional 1,000 or fraction thereof	101-720-4422	\$3.00	\$3.00	
100,000 - 500,000				
First 100,000	101-720-4422	\$789.00	\$808.00	Valuation
Each Additional 1,000 or fraction thereof	101-720-4422	\$3.00	\$3.00	
500,001 - 1,000,000				
First 500,000	101-720-4422	\$2,109.00	\$2,161.00	Valuation
Each Additional 1,000 or fraction thereof	101-720-4422	\$5.00	\$5.00	
1,000,001 and above				
First 1,000,000	101-720-4422	\$5,062.00	\$5,188.00	Valuation
Each Additional 1,000 or fraction thereof	101-720-4422	\$5.27	\$5.40	
2 Building Plan Check Fee		65% of Building Permit Fee	65% of Building Permit Fee	
Miscellaneous Plan Review		\$174.00	\$178.00	Per hour
Plan Revision	101-720-4422	\$174.00	\$178.00	Per hour
Fee for 4th review onwards-charged on hourly basis	101-720-4422	\$174.00	\$178.00	Per hour
Electronic submittal fee	101-720-4422	\$2/drawing sheet and \$5.29 flat fee for supporting documents	\$2/drawing sheet and \$5.29 flat fee for supporting documents	Each
3 Miscellaneous Permit				
1 Demolition	101-720-4422	\$348.00	\$356.00	Up To 2 hours
2 Solar	101-720-4422	\$174.00	\$178.00	Per hour
Residential				
0-15kW	101-720-4422	\$174.00	\$178.00	Per hour
Above 15kW				

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

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SERVICES	CODING	PREVIOUS FY 19-20	FY 20-21	UNIT / TYPE
		AMOUNT	AMOUNT	
First 15kW	101-720-4422	\$174.00	\$178.00	Per hour
Each Additional kW or fraction thereof	101-720-4422	\$87.00	\$89.00	Per 0.5 hour
Commercial				
0-50 kW	101-720-4422	\$262.00	\$268.00	Per 1.5 hour
51-250 kW				
First 50kW	101-720-4422	\$262.00	\$268.00	
Each Additional kW or fraction thereof	101-720-4422	\$87.00	\$89.00	Per 0.5 hour
Above 205kW				
First 50kW	101-720-4422	\$262.00	\$268.00	Per 1.5 hour
Each Additional kW or fraction thereof	101-720-4422	\$87.00	\$89.00	Per 0.5 hour
3 Permit Fees for Work Without Valid Permit (Bldg, Elec, Mech, Plmb, Encroach, Grading)	101-720-4422	2 X Permit Fee	2 X Permit Fee	Fine / Penalty
4 Business License Inspection	101-720-4422	\$87.00	\$89.00	Per 0.5 hour
5 Address Assignment		\$174.00	\$178.00	Per hour
4 Other Inspections and Fees				
Pre-Site Inspection	101-720-4422	Per building hourly rate	Per building hourly rate	Per hour
Re-Inspections	101-720-4422	Per building hourly rate	Per building hourly rate	Per hour
Reinspection fees	101-720-4422	Per building hourly rate	Per building hourly rate	Per hour
Inspection for which no fee is specifically indicated, per hour	101-720-4422	Per building hourly rate	Per building hourly rate	Per hour
Inspections outside of normal business hours, per hour	101-720-4422	Per building hourly rate	Per building hourly rate	Per hour
General Plan Fee	101-720-4422	0.25%	0.25%	Valuation
5 Refund (Update Refund Policy)		\$87.00	\$89.00	Per 0.5 hour
6 Special Structural Inspection Fee	101-720-4422	\$211.00	\$216.00	Deposit to be determined by Public Works Director at time of application. Per Public Works hourly rate
7 Electrical Permit				
Permit Issuance				
For issuing each permit	101-720-4422	\$41.00	\$42.00	Each
For issuing each supplemental permit for which the original permit has not expired, been canceled or finalized	101-720-4422	\$41.00	\$42.00	Each
New Residential Buildings				
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	101-720-4422	\$13.00	\$13.00	Per 100 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	101-720-4422	\$13.00	\$13.00	Per 100 square foot
For other types of residential occupancies and alteration, and modifications to existing residential buildings, use the UNIT FEE SCHEDULE	101-720-4422	See Unit Fee Schedule Below	See Unit Fee Schedule Below	
Private Swimming Pools				
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	101-720-4422	\$19.00	\$19.00	Each
Carnivals and Circuses				

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

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SERVICES	CODING	PREVIOUS FY 19-20	FY 20-21	UNIT / TYPE
		AMOUNT	AMOUNT	
Carnivals, circuses, or other traveling shows or exhibitions utilizing transportable-type rides, booths, displays and attractions:				
For electrical generators and electrically driven rides, each	101-720-4422	\$35.00	\$35.00	Each
For mechanically driven rides and walk-through attractions or displays having electric lighting, each	101-720-4422	\$6.00	\$6.00	Each
For a system of area and booth lighting, each	101-720-4422	\$6.00	\$6.00	Each
For permanently installed rides, booths, displays and attractions, use the UNIT FEE SCHEDULE	101-720-4422	See Unit Fee Schedule Below	See Unit Fee Schedule Below	
Temporary Power Services				
For a temporary service power pole or pedestal including all pole or pedestal-mounted receptacle outlets and appurtenances, each	101-720-4422	\$19.00	\$19.00	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	101-720-4422	\$19.00	\$19.00	Each
Receptacle, Switch and Lighting Outlets				
For receptacle, switch, lighting, or other outlets at which current is used or controlled (except services, feeders, and meters):				
First 20 fixtures, each	101-720-4422	\$1.41	\$1.45	Each
Additional fixtures, each	101-720-4422	\$0.28	\$0.29	Each
For lighting fixtures, sockets, or other lamp-holding devices:				
First 20 fixtures, each	101-720-4422	\$1.41	\$1.45	Each
Additional fixtures, each	101-720-4422	\$1.41	\$1.45	Each
For pole or platform-mounted lighting fixtures	101-720-4422	\$25.00	\$25.00	Each
For theatrical-type lighting fixtures or assemblies	101-720-4422	\$25.00	\$25.00	Each
Residential Appliances				
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	101-720-4422	\$3.00	\$3.00	Each
Non-Residential Appliances				
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	101-720-4422	\$3.00	\$3.00	Each
Busways				
For trolley and plug-in-type busways, each 100 feet or fraction thereof Note: 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.	101-720-4422	\$25.00	\$25.00	Each 100 ft or fraction thereof
Power Apparatus				
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):				

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

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SERVICES	CODING	PREVIOUS FY 19-20	FY 20-21	UNIT / TYPE
		AMOUNT	AMOUNT	
Up to and including 1	101-720-4422	\$13.00	\$13.00	Each
Over 1 and not over 10	101-720-4422	\$13.00	\$13.00	Each
Over 10 and not over 50	101-720-4422	\$25.00	\$25.00	Each
Over 50 and not over 100	101-720-4422	\$25.00	\$25.00	Each
Over 100	101-720-4422	\$55.00	\$56.00	Each
Signs, Outline Lighting and Marquees				
For signs, outline lighting systems or marquees supplied from one branch circuit	101-720-4422	\$13.00	\$13.00	Each
For additional branch circuits within the same sign, outline lighting system or marquee	101-720-4422	\$13.00	\$13.00	Each
Services				
For services of 600 volts or less and no over 200 amperes in rating	101-720-4422	\$13.00	\$13.00	Each
For services of 600 volts or less and not over 200 amperes to 1,000 amperes in rating	101-720-4422	\$13.00	\$13.00	Each
For services over 600 volts or over 1,000 amperes in rating	101-720-4422	\$19.00	\$19.00	Each
Miscellaneous Apparatus, Conduits and Conductors				
For electrical apparatus, conduits and conductors for which a permit is required but for which no fee is herein set forth	101-720-4422	\$25.00	\$25.00	Each
Other Inspection and Fees		Per building hourly rate	Per building hourly rate	Per hour
8 Mechanical Permit				
Permit Issuance				
For issuing each permit	101-720-4422	\$41.00	\$42.00	Each
For issuing each supplemental permit for which the original permit has not expired, been canceled or finalized	101-720-4422	\$41.00	\$42.00	Each
Furnaces				
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 Btu/h	101-720-4422	\$13.00	\$13.00	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	101-720-4422	\$13.00	\$13.00	Each
For the installation or relocation of each floor furnace, including vent	101-720-4422	\$13.00	\$13.00	Each
For the installation or relocation of each suspended heater, recessed wall heater or floor-mounted heater	101-720-4422	\$13.00	\$13.00	Each
Appliance Vents				
For the installation, relocation or replacement of each appliance vent installed and not included in an appliance permit	101-720-4422	\$13.00	\$13.00	Each
Repairs or Additions				
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	101-720-4422	\$19.00	\$19.00	Each
Boilers, Compressors and Absorption Systems				
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	101-720-4422	\$42.00	\$43.00	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	101-720-4422	\$42.00	\$43.00	Each

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

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SERVICES	CODING	PREVIOUS FY 19-20	FY 20-21	UNIT / TYPE
		AMOUNT	AMOUNT	
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	101-720-4422	\$42.00	\$43.00	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	101-720-4422	\$87.00	\$89.00	Each
Air Handlers				
For each air-handling unit to and including 10,000 cubic feet per minute, including ducts attached thereto	101-720-4422	\$13.00	\$13.00	Each
For each air-handling unit over 10,000 cfm	101-720-4422	\$25.00	\$25.00	Each
Evaporative Coolers				
For each evaporative cooler other than portable type	101-720-4422	\$13.00	\$13.00	Each
Ventilation and Exhaust				
For each ventilation fan connected to a single duct	101-720-4422	\$13.00	\$13.00	Each
For each ventilation system which is not a portion of any heating or air-conditioning system authorized by a permit	101-720-4422	\$13.00	\$13.00	Each
For the installation of each hood which is served by mechanical exhaust, including the ducts for such hood	101-720-4422	\$13.00	\$13.00	Each
Incinerators				
For the installation or relocation of each domestic-type incinerator	101-720-4422	\$25.00	\$25.00	Each
For the installation or relocation of each commercial or industrial-type incinerator	101-720-4422	\$25.00	\$25.00	Each
Miscellaneous				
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	101-720-4422	\$13.00	\$13.00	Each
9 Plumbing Permit				
Permit Issuance				
For issuing each permit	101-720-4422	\$41.00	\$42.00	Each
For issuing each supplemental permit for which the original permit has not expired, been canceled or finalized	101-720-4422	\$41.00	\$42.00	Each
Fixtures and Vents				
For each plumbing fixture or trap or set of fixtures on one trap (including water, drainage piping and backflow protection therefore)	101-720-4422	\$13.00	\$13.00	Each
For each repair or alteration of drainage or vent piping, each fixture	101-720-4422	\$13.00	\$13.00	Each
Sewers, Disposal Systems and Interceptors				
For each building sewer and each trailer park sewer	101-720-4422	\$25.00	\$25.00	Each
Rainwater systems-per drain (inside building)	101-720-4422	\$13.00	\$13.00	Each
For each cesspool (where permitted)	101-720-4422	\$13.00	\$13.00	Each
For each private sewage disposal system	101-720-4422	\$19.00	\$19.00	Each
For each industrial waste pretreatment interceptor including its trap and vent, except kitchen-type grease interceptors functioning as fixture traps	101-720-4422	\$19.00	\$19.00	Each
Gas Piping Systems				
For each gas-piping system of one to five outlets	101-720-4422	\$13.00	\$13.00	Each
For each additional gas piping system outlet, per outlet	101-720-4422	\$2.00	\$2.00	Each
Water Piping and Water Heaters				
For installation, alteration, or repair of water piping or water-treating equipment, or both, each	101-720-4422	\$13.00	\$13.00	Each

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

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SERVICES	CODING	PREVIOUS FY 19-20	FY 20-21	UNIT / TYPE
		AMOUNT	AMOUNT	
For each water heater and/or vent	101-720-4422	\$3.00	\$3.00	Each
Lawn Sprinklers, Vacuum Breakers & Backflow Protection Devices				
For each lawn sprinkler system or any one meter, including backflow protection devices thereof	101-720-4422	\$13.00	\$13.00	Each
For atmospheric-type vacuum breakers or backflow protection devices not included above:				
1 to 5	101-720-4422	\$3.00	\$3.00	Each
Over 5, each	101-720-4422	\$2.00	\$2.00	Each
For each backflow protective device other than atmospheric type vacuum breakers:				
2 inch diameter and smaller	101-720-4422	\$6.00	\$6.00	Each
over 2 inch diameter	101-720-4422	\$13.00	\$13.00	Each
Swimming Pools				
Public Pool	101-720-4422	\$41.00	\$42.00	Each
Public Spa	101-720-4422	\$25.00	\$25.00	Each
Private Pool	101-720-4422	\$41.00	\$42.00	Each
Private Spa (pre-manufactured)	101-720-4422	\$6.00	\$6.00	Per valuation
Private Spa (custom built)	101-720-4422	\$25.00	\$25.00	Each
Miscellaneous				
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	101-720-4422	\$13.00	\$13.00	Each
Other Inspection and Fees		Per building hourly rate	Per building hourly rate	Per hour
^[2] The General Plan fee will be applied to all residential/commercial/industrial new construction and/or addition permits. The fee will be 0.25% (\$2.50/\$1000) of the valuation of the construction/addition.				
^[3] Permit fees for work done without a valid permit are 2x the applicable permit fee				
III. PUBLIC WORKS ^{[4] [5]}				
0 Public Works Hourly Rate	101-420-4443	\$211.00	\$216.00	Hourly rate
1 Public Improvement Plan Check Fee (including grading)				
Valuation (\$)				
\$10,000	101-420-4421	\$853.00	\$874.00	Flat fee
Each additional \$1,000 or fraction thereof	101-420-4421	\$41.00	\$42.00	Flat fee
\$100,000	101-420-4421	\$4,691.00	\$4,808.00	Flat fee
Each additional \$1,000 or fraction thereof	101-420-4421	\$35.00	\$35.00	Flat fee
\$500,000	101-420-4421	\$18,983.00	\$19,457.00	Flat fee
Each additional \$1,000 or fraction thereof	101-420-4421	\$37.00	\$37.00	Flat fee
2 Construction Inspection				
Valuation (\$)				
\$10,000	101-420-4421	\$853.00	\$874.00	Flat fee
Each additional \$1,000 or fraction thereof	101-420-4421	\$69.00	\$70.00	Flat fee
\$100,000	101-420-4421	\$7,251.00	\$7,432.00	Flat fee
Each additional \$1,000 or fraction thereof	101-420-4421	\$55.00	\$56.00	Flat fee
\$500,000	101-420-4421	\$30,075.00	\$30,826.00	Flat fee
Each additional \$1,000 or fraction thereof	101-420-4421	\$59.00	\$60.00	Flat fee
3 Final Map Review				
Parcel Map (Up to 4)	101-000-2302	\$6,569.00	\$6,733.00	Deposit
Tract Map (Up to 5)	101-000-2302	\$8,211.00	\$8,416.00	Deposit
4 Subdivision Improvement Agreement Review	101-000-2302	\$3,269.00	\$3,350.00	Deposit
5 Encroachment Permits Plan Review & Inspection				
Spot Repair (I.e. water leaks, pothole patches)	101-420-4421	\$425.00	\$435.00	Flat Fee

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

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SERVICES	CODING	PREVIOUS FY 19-20	FY 20-21	UNIT / TYPE
		AMOUNT	AMOUNT	
Excavation/Restoration less than 100 LF	101-420-4421	\$853.00	\$874.00	Flat Fee
Excavation/Restoration 100 LF or greater	101-420-4421	\$853.00	\$874.00	Flat Fee
each additional 100 LF	101-420-4421	\$425.00	\$435.00	Flat Fee
Curb, gutter, sidewalk, or driveway less than 100 LF	101-420-4421	\$853.00	\$874.00	Flat Fee
Curb, gutter, sidewalk, or driveway 100 LF or greater	101-420-4421	\$853.00	\$874.00	Flat Fee
each additional 100 LF	101-420-4421	\$425.00	\$435.00	Flat Fee
Sewer connections, repair or extension 100 LF or less	101-420-4421	\$853.00	\$874.00	Flat Fee
Storm Drain connection, repair or extension 100 LF or Greater	101-420-4421	\$853.00	\$874.00	Flat Fee
each additional 100 LF	101-420-4421	\$425.00	\$435.00	Flat Fee
Storm Drain connection, repair or extension <100 LF	101-420-4421	\$853.00	\$874.00	Flat Fee
each additional 100 LF	101-420-4421	\$425.00	\$435.00	Flat Fee
Storm Drain connection, repair or extension >100 LF	101-420-4421	\$853.00	\$874.00	Flat Fee
each additional 100 LF	101-420-4421	\$425.00	\$435.00	Flat Fee
Unpermitted encroachments	101-420-4421	1.5 x fee	1.5 x fee	Fine / Penalty
Monitoring Wells	101-420-4421	\$425.00	\$435.00	Flat Fee
Permit Time Extension	101-420-4421	\$105.00	\$107.00	Flat Fee
6 Public Right-of-Way/Easement Encroachment (Temporary)	101-420-4421	\$211.00	\$216.00	Flat fee
7 Deferred Improvement Agreement Review	101-420-4421	\$425.00	\$435.00	Flat fee
8 Grading Permits Plan Review and Inspection ^[3]				
Grading changes 50-1,000 CY	101-140-5231	\$853.00	\$874.00	Flat fee
Grading changes >1,000 CY	101-140-5231	\$853.00	\$874.00	Flat fee
Additional 100 CY over 1000	101-140-5231	\$211.00	\$216.00	Flat fee
9 Sewer				
FOG Self Certification Form			\$50.00	Flat fee
Transfer of Uninstalled Capacity Fee	202-520-4506	\$425.00	\$435.00	Flat fee
10 Supporting to Planning				
1 Pre-Entitlement Processing				
Pre-Application Review	101-000-2302	\$211.00	\$216.00	Deposit
Pre-Application: Commercial Cannabis Business Review	101-000-2302	\$211.00	\$216.00	Deposit
2 Coastal Development Permit Processing				
Coastal Development Permit Exemption	101-420-4421	\$211.00	\$216.00	Flat Fee
Single Family Residential	101-000-2302	\$821.00	\$841.00	Deposit
Accessory Dwelling Unit - New Development	101-420-4421	\$422.00	\$432.00	Flat Fee
Multiple Family Residential	101-000-2302	\$1,642.00	\$1,642.00	Deposit
Commercial / Mixed Use	101-000-2302	\$1,642.00	\$1,642.00	Deposit
Industrial / Institutional	101-000-2302	\$1,642.00	\$1,642.00	Deposit
Other Development				
Community Development Director	101-000-2302	\$821.00	\$821.00	Deposit
Planning Commission	101-000-2302	\$1,642.00	\$1,642.00	Deposit
Amendments				
Minor Amendments	101-420-4421	\$211.00	\$216.00	Flat fee
Major Amendments	101-000-2302	\$1,642.00	\$1,642.00	Deposit
3 Environmental Clearance Processing				
CEQA/NEPA Environmental Clearance				
Negative Declaration	101-000-2302	\$821.00	\$841.00	Deposit
EIR	101-000-2302	\$1,642.00	\$1,683.00	Deposit
4 Entitlement Processing				

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

Fees are increased annually by the annual average CPI-W San Francisco-Oakland-Hayward of the previous year - (excluding Development Impact Fees and Public Safety)

SERVICES	CODING	PREVIOUS FY 19-20	FY 20-21	UNIT / TYPE
		AMOUNT	AMOUNT	
Commercial Cannabis Business License	101-000-2302	\$1,642.00	\$1,642.00	Deposit
Use Permit	101-000-2302	\$821.00	\$821.00	Deposit
Variance / Exception Planning Commission	101-000-2302	\$821.00	\$821.00	Deposit
Exception/Community Development Director	101-000-2302	\$821.00	\$821.00	Deposit
Zoning, LCP, and GP Amendments				
LCP/GP	101-000-2302	\$821.00	\$821.00	Deposit
IP/Rezoning	101-000-2302	\$821.00	\$821.00	Deposit
Planned Unit Development Specific Plan	101-000-2302	\$821.00	\$821.00	Deposit
Planned Unit Development Specific Plan Amendment	101-000-2302	\$821.00	\$821.00	Deposit
Planned Unit Development Precise Plan	101-000-2302	\$821.00	\$821.00	Deposit
Planned Unit Development Precise Plan Amendment	101-000-2302	\$821.00	\$821.00	Deposit
Annexation/Prezoning	101-000-2302	\$821.00	\$821.00	Deposit
Land Division and Merger				
Certificate of Compliance	101-000-2302	\$821.00	\$821.00	Deposit
Lot Merger	101-000-2302	\$410.00	\$410.00	Deposit
Lot Line Adjustment	101-000-2302	\$821.00	\$821.00	Deposit
Parcel Map (four or fewer lots)	101-000-2302	\$1,642.00	\$1,642.00	Deposit
Tentative Subdivision Map	101-000-2302	\$3,285.00	\$3,285.00	Deposit
Subdivision Agreement		\$0.00	\$0.00	No Fee
Time Extension	101-000-2302	\$821.00	\$821.00	Deposit
Community Development Director Review	101-000-2302	\$204.00	\$204.00	Deposit
11 Building Plan Review / Support				
1 Minor Residential improvement	101-420-4421	\$211.00	\$216.00	Flat fee
2 TI or Addition of s.f	101-420-4421	\$425.00	\$435.00	Flat fee
3 New SFD	101-420-4421	\$425.00	\$435.00	Flat fee
4 New Multifamily or Commercial	101-420-4421	\$1,064.00	\$1,090.00	Flat fee
^[3] Permit fees for work done without a valid permit are 2x the applicable permit fee				
^[4] Construction activities during October through April shall require Storm Water Pollution Prevention plans, measures and fees.				
^[5] For deposit accounts, total cost equal to 100% of staff and/or consultant time and materials				
IV. DEVELOPER IMPACT FEES^[6]				
1 Single Family and Accessory Dwelling Units greater than 750 SQFT (Developer Impact Fees calculated for each Accessory Dwelling Unit per City Ordinance and State Law)				
1 Sewer Capacity - Assessment District Participant	202-520-4506	\$4,950.00	\$5,128.00	Per dwelling unit
Sewer Capacity - Assessment District Non-Participant	202-520-4506	\$17,599.00	\$18,232.00	Each SFRE***
2 SMIP Residential*	101-000-2181	\$0.00	\$0.00	\$100,000 Valuation
SMIP Commercial*	101-000-2181	\$0.00	\$0.00	\$100,000 Valuation
3 BSRF (Bldg. Stndrds Admin Spec Revolving Fnd)**				
\$1 - 25,000	101-000-2182	\$1.00	\$1.00	Valuation
\$25,001 - 50,000	101-000-2182	\$2.00	\$2.00	Valuation
\$50,001 - 75,000	101-000-2182	\$3.00	\$3.00	Valuation
\$75,001 - 100,000	101-000-2182	\$4.00	\$4.00	Valuation
Every \$25,000 or fraction above \$100,000	101-000-2182	\$1.00	\$1.00	Valuation
4 Storm Drainage	152-450-4501	\$754.00	\$781.00	Per dwelling unit
5 Capital Outlay Facilities	301-101-4503	\$1,069.00	\$1,107.00	Per dwelling unit
6 Traffic Mitigation	112-510-4502	\$6,965.00	\$7,215.00	Per dwelling unit
7 Park Facilities	125-530-4504	\$7,864.00	\$8,147.00	Per dwelling unit
2 Development Fees; Multi-Family / Commercial				
1 Sewer Capacity				

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

Fees are increased annually by the annual average CPI-W San Francisco-Oakland-Hayward of the previous year - (excluding Development Impact Fees and Public Safety)

SERVICES	CODING	PREVIOUS FY 19-20	FY 20-21	UNIT / TYPE
		AMOUNT	AMOUNT	
Multi-Family	202-520-4506	\$4,158.00	\$4,307.00	Per dwelling unit
Mobile Home	202-520-4506	\$3,118.00	\$3,230.00	Per dwelling unit
Office	202-520-4506	\$1,336.00	\$1,384.00	Per 1,000 square feet
Commercial/Retail	202-520-4506	\$1,929.00	\$1,998.00	Per 1,000 square feet
Lodging	202-520-4506	\$1,929.00	\$1,998.00	Per room
Industrial	202-520-4506	\$1,929.00	\$1,998.00	Per 1,000 square feet
Sewer Connection - Assessment District Non-Participant	202-520-4506	\$17,599.00	\$18,232.00	Each SFRE***
2 SMIP Residential*	101-000-2181	Per formula	Per formula	Valuation over \$3,850, the fee is \$13 per \$100,000 permit valuation
SMIP Commercial*	101-000-2181	Per formula	Per formula	Valuation over \$1,786, the fee is \$28 per \$100,000 permit valuation
SMIP Flat Fee*	101-000-2181	Per formula	Per formula	Residential permits under \$3,850 and Commercial permits under \$1,786, fee is \$1.50
3 BSRF (Bldg. Stndrds Admin Spec Revolving Fnd)**		<i>According to Chapter 719, Statutes of 2008 (Senate Bill No. 1473)</i>	<i>According to Chapter 719, Statutes of 2008 (Senate Bill No. 1473)</i>	
\$1 - 25,000	101-000-2182	\$1.00	\$1.00	Valuation
\$25,001 - 50,000	101-000-2182	\$2.00	\$2.00	Valuation
\$50,001 - 75,000	101-000-2182	\$3.00	\$3.00	Valuation
\$75,001 - 100,000	101-000-2182	\$4.00	\$4.00	Valuation
Every \$25,000 or fraction thereof above \$100,000	101-000-2182	\$1.00	\$1.00	Valuation
4 Storm Drainage				
Multi-Family	152-450-4501	\$298.00	\$308.00	Per dwelling unit
Mobile Home	152-450-4501	\$0.00	\$0.00	Per dwelling unit
Office	152-450-4501	\$637.00	\$659.00	Per 1,000 square feet
Commercial/Retail	152-450-4501	\$460.00	\$476.00	Per 1,000 square feet
Lodging	152-450-4501	\$0.00	\$0.00	Per room
Industrial	152-450-4501	\$318.00	\$329.00	Per 1,000 square feet
5 Capital Outlay				
Multi-Family	301-101-4503	\$891.00	\$923.00	Per dwelling unit
Mobile Home	301-101-4503	\$676.00	\$700.00	Per dwelling unit
Office	301-101-4503	\$341.00	\$353.00	Per 1,000 square feet
Commercial/Retail	301-101-4503	\$188.00	\$194.00	Per 1,000 square feet
Lodging	301-101-4503	\$24.00	\$24.00	Per room
Industrial	301-101-4503	\$170.00	\$176.00	Per 1,000 square feet
6 Traffic Mitigation				
Multi-Family	112-510-4502	\$3,799.00	\$3,935.00	Per dwelling unit
Mobile Home	112-510-4502	\$3,595.00	\$3,724.00	Per dwelling unit
Office	112-510-4502	\$4,366.00	\$4,523.00	Per 1,000 square feet
Commercial/Retail	112-510-4502	\$7,316.00	\$7,579.00	Per 1,000 square feet
Lodging	112-510-4502	\$2,318.00	\$2,401.00	Per room
Industrial	112-510-4502	\$3,550.00	\$3,677.00	Per 1,000 Square Feet
7 Park Facility Fee				
Multi-Family	125-530-4504	\$6,553.00	\$6,788.00	Per dwelling unit
Mobile Home	125-530-4504	\$4,980.00	\$5,159.00	Per dwelling unit

3 Development Fees - Residential Subdivision Fees Only				
Park Dedication	N/A	Per Chapter 17.48 of Municipal Code	Per Chapter 17.48 of Municipal Code	

^[6] Fees increase annually by the applicable regional annual average of the Engineering News Record - Construction Cost Index

* Strong Motion Instrumentation Program Fees Set According to State of CA Dept of Conservation Rates

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

Fees are increased annually by the annual average CPI-W San Francisco-Oakland-Hayward of the previous year - (excluding Development Impact Fees and Public Safety)

SERVICES	CODING	PREVIOUS FY 19-20	FY 20-21	UNIT / TYPE
		AMOUNT	AMOUNT	
<i>** Fees Set According to Chapter 719, Statutes of 2008 (Senate Bill No. 1473)</i>				
<i>*** Single Family Residential Equivalent. See Chapter 13.36.080 Section C. for Commercial, Professional and Institutional Calculation of Connection Charge.</i>				
V. PLANNING^[5]				
0 Planning Hourly Rate		\$232.00	\$237.00	Per hour
1 Pre-Entitlement Processing				
1 Pre-Application Review	101-000-2302	\$1,553.00	\$1,553.00	Deposit
2 Pre-Application Commercial Cannabis Business	101-000-2302	\$1,553.00	\$1,553.00	Deposit
3 Measure 'D'				
Accessory Dwelling Unit (consistent with City Ordinance and State Law)		\$0.00	\$599.00	Flat fee
Single Allocation	101-710-4443 ACT456	\$585.00	\$599.00	Flat fee
Phasing Agreement	101-000-2302	\$2,261.00	\$2,261.00	Deposit
2 Coastal Development Permit Processing				
1 Coastal Development Permit Exemption	101-000-2302	\$451.00	\$451.00	Deposit
2 Single Family Residential				
<= 3,000 square feet	101-000-2302	\$2,251.00	\$2,251.00	Deposit
> 3,000 square feet	101-000-2302	\$2,894.00	\$2,894.00	Deposit
3 Accessory Dwelling Unit - New Development	101-710-4443	\$580.00	\$594.00	Flat fee
4 Multiple Family Residential				
>= Four dwelling units	101-000-2302	\$3,323.00	\$3,323.00	Deposit
< Four dwelling units	101-000-2302	\$5,575.00	\$5,575.00	Deposit
5 Commercial / Mixed Use				
<= 10,000 square feet	101-000-2302	\$3,323.00	\$3,323.00	Deposit
> 10,000 square feet	101-000-2302	\$5,575.00	\$5,575.00	Deposit
6 Industrial / Institutional				
<= 20,000 square feet	101-000-2302	\$3,323.00	\$3,323.00	Deposit
> 20,000 square feet	101-000-2302	\$5,575.00	\$5,575.00	Deposit
7 Other Development				
Community Development Director	101-000-2302	\$2,465.00	\$2,465.00	Deposit
Planning Commission	101-000-2302	\$3,162.00	\$3,162.00	Deposit
8 Amendments				
Minor Amendment	101-710-4443	\$449.00	\$460.00	Flat fee
Major Amendments	101-000-2302	\$2,465.00	\$2,465.00	Deposit
3 Environmental Clearance Processing				
1 CEQA/NEPA Environmental Clearance				
Negative Declaration	101-000-2302	\$4,502.00	\$4,502.00	Deposit
EIR	101-000-2302	\$10,131.00	\$10,131.00	Deposit
2 Notice of Exemption	101-710-4443	\$232.00	\$237.00	Flat fee
4 Design Review Processing				
1 Architectural, Landscape, and Site Plan Review	101-000-2302	\$669.00	\$669.00	Deposit
5 Entitlement Processing				
1 Home Occupation	101-710-4443	\$116.00	\$118.00	Flat fee
2 Commercial Cannabis Business License	101-000-2302	\$5,371.00	\$5,371.00	Deposit
3 Use Permit	101-000-2302	\$1,018.00	\$1,018.00	Deposit
4 Variance / Exception Planning Commission	101-000-2302	\$1,018.00	\$1,018.00	Deposit
5 Exception and Community Development Director	101-000-2302	\$449.00	\$449.00	Deposit
6 Zoning, LCP, and GP Amendments				
LCP/GP	101-000-2302	\$15,814.00	\$15,814.00	Deposit
IP/Rezoning	101-000-2302	\$15,814.00	\$15,814.00	Deposit
Planned Unit Development Specific Plan	101-000-2302	\$15,814.00	\$15,814.00	Deposit

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

Fees are increased annually by the annual average CPI-W San Francisco-Oakland-Hayward of the previous year - (excluding Development Impact Fees and Public Safety)

SERVICES	CODING	PREVIOUS FY 19-20	FY 20-21	UNIT / TYPE
		AMOUNT	AMOUNT	
Planned Unit Development Specific Plan Amendment	101-000-2302	\$7,880.00	\$7,880.00	Deposit
Planned Unit Development Precise Plan	101-000-2302	\$7,880.00	\$7,880.00	Deposit
Planned Unit Development Precise Plan Amendment	101-000-2302	\$4,074.00	\$4,074.00	Deposit
Annexation/Prezoning	101-000-2302	\$15,814.00	\$15,814.00	Deposit
6 Appeals		<i>Half the original fee if applicable. No appeal fee if the City is the applicant.</i>	<i>Half the original fee if applicable. No appeal fee if the City is the applicant.</i>	
Filing Fee - Outside CCC Appeals Jurisdiction	101-710-4443	\$232.00	\$237.00	Flat fee
Filing Fee - Within CCC Appeals Jurisdiction		\$0.00	\$0.00	No fee
Processing Fee - Paid by developer	101-000-2302	\$3,376.00	\$3,376.00	Deposit
7 Land Division and Merger				
Certificate of Compliance	101-000-2302	\$2,036.00	\$2,036.00	Deposit
Lot Merger	101-000-2302	\$899.00	\$899.00	Deposit
Lot Line Adjustment	101-000-2302	\$2,036.00	\$2,036.00	Deposit
Parcel Map (four or fewer lots)	101-000-2302	\$4,074.00	\$4,074.00	Deposit
Tentative Subdivision Map	101-000-2302	\$11,258.00	\$11,258.00	Deposit
Subdivision Agreement	101-000-2302	\$4,502.00	\$4,502.00	Deposit
Time Extension	101-000-2302	\$2,036.00	\$2,036.00	Deposit
8 Sign Permit				
Community Development Director Review	101-710-4443	\$177.00	\$181.00	Flat fee
Planning Commission Review	101-000-2302	\$1,018.00	\$1,018.00	Deposit
Exceptions Planning Commission Review	101-000-2302	\$1,018.00	\$1,018.00	Deposit
9 Other Services				
Zoning Compliance Letter	101-710-4443	\$232.00	\$237.00	Flat fee
Public Convenience & Necessity Letter	101-710-4443	\$232.00	\$237.00	Flat fee
Water Transfer Letter	101-710-4443	\$232.00	\$237.00	Flat fee
10 Tree Removal Review				
Up to 5 trees	101-710-4443	\$294.00	\$301.00	Flat Fee
More than 5 trees	101-000-2302	\$508.00	\$520.00	Deposit
11 Mobile Food Vendor Permit	101-710-4443	\$232.00	\$237.00	Flat fee
12 Sound Amplification Permit	101-710-4442	\$232.00	\$237.00	Flat fee
13 Fees Required by other Agencies ^[7]				
1 California Department of Fish and Wildlife		Fee required to review various environmental documents	Fee required to review various environmental documents	Per agency schedule
2 Local Agency Formation Commission (LAFCo)		Annexation fees vary by acreage	Annexation fees vary by acreage	Per agency schedule
3 San Mateo County Recorder		Fee required to record and/or post various documents	Fee required to record and/or post various documents	Per agency schedule
^[5] For deposit accounts, total cost equal to 100% of staff and/or consultant time and materials				
^[7] Fees charged by these agencies are in addition to fees charged by the City				
VI. ADMINISTRATIVE CITATION PENALTIES				
1 Violations of Municipal Code other than building or safety provisions				
1 First Violation	101-101-4441	\$100.00	\$100.00	Each
2 Second Violation within one calendar year	101-101-4441	\$200.00	\$200.00	Each
3 Third or subsequent violations within one calendar year	101-101-4441	\$500.00	\$500.00	Each
2 Violations of building or safety provisions of the Municipal Code				
1 First Violation	101-101-4441	\$100.00	\$100.00	Each
2 Second Violation within one calendar year	101-101-4441	\$500.00	\$500.00	Each
3 Third or subsequent violations within one calendar year	101-101-4441	\$1,000.00	\$1,000.00	Each
VII. PARKS AND RECREATION				
1 Violations of Municipal Code other than building or safety provisions				

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

Fees are increased annually by the annual average CPI-W San Francisco-Oakland-Hayward of the previous year - (excluding Development Impact Fees and Public Safety)

SERVICES	CODING	PREVIOUS FY 19-20	FY 20-21	UNIT / TYPE
		AMOUNT	AMOUNT	
1 First Violation	101-101-4441	\$100.00	\$100.00	Each
2 Second Violation within one calendar year	101-101-4441	\$200.00	\$200.00	Each
3 Third or subsequent violations within one calendar year	101-101-4441	\$500.00	\$500.00	Each
2 Violations of building or safety provisions of the Municipal Code				
1 First Violation	101-101-4441	\$100.00	\$100.00	Each
2 Second Violation within one calendar year	101-101-4441	\$500.00	\$500.00	Each
3 Third or subsequent violations within one calendar year	101-101-4441	\$1,000.00	\$1,000.00	Each
3 Facility Rental fees				
1 General Public Fees				
Grand Oak Room				
Week Day Rate (9am - 5pm)		\$60.00	\$60.00	Per Hour
Weekend/WeekDay Rate (after 5pm)		\$125.00	\$125.00	Per Hour
Security Deposit		\$500.00	\$500.00	Deposit
Oak Room				
Week Day Rate (9am - 5pm)		\$40.00	\$40.00	Per Hour
Weekend/WeekDay Rate (after 5pm)		\$100.00	\$100.00	Per Hour
Security Deposit		\$300.00	\$300.00	Deposit
Manzanita Room				
Week Day Rate (9am - 5pm)		\$25.00	\$25.00	Per Hour
Weekend/WeekDay Rate (after 5pm)		\$60.00	\$60.00	Per Hour
Security Deposit		\$200.00	\$200.00	Deposit
Tree Rooms				
Week Day Rate (9am - 5pm)		\$20.00	\$20.00	Per Hour
Weekend/WeekDay Rate (after 5pm)		\$35.00	\$35.00	Per Hour
Security Deposit		\$100.00	\$100.00	Deposit
Day Rooms				
Week Day Rate (9am - 5pm)		\$20.00	\$20.00	Per Hour
Weekend/WeekDay Rate (after 5pm)		\$35.00	\$35.00	Per Hour
Security Deposit		\$100.00	\$100.00	Deposit
Sun Room				
Week Day Rate (9am - 5pm)		\$20.00	\$20.00	Per Hour
Weekend/WeekDay Rate (after 5pm)		\$35.00	\$35.00	Per Hour
Security Deposit		\$100.00	\$100.00	Deposit
Ted Adcock Kitchen (Kitchen Only)				
Week Day Rate (9am - 5pm)			\$30.00	Per Hour
Weekend/WeekDay Rate (after 5pm)			\$60.00	Per Hour
Security Deposit			\$500.00	Deposit
Ted Adcock Kitchen (with Room Rental)				
Week Day Rate (9am - 5pm)			\$15.00	Per Hour
Weekend/WeekDay Rate (after 5pm)			\$30.00	Per Hour
Security Deposit			\$100.00	Deposit
Train Depot				
Week Day Rate (9am - 5pm)		\$30.00	\$30.00	Per hour
Weekend/WeekDay Rate (after 5pm)		\$35.00	\$35.00	Per hour
Security Deposit		\$100.00	\$500.00	Deposit
Smith Field #3				
No Lights		\$20.00	\$20.00	Per hour
W/ Lights		\$55.00	\$55.00	Per hour
Library Community Room (Full Room)				

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

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SERVICES	CODING	PREVIOUS FY 19-20	FY 20-21	UNIT / TYPE
		AMOUNT	AMOUNT	
Week Day Rate (9am - 5pm)		\$25.00	\$25.00	Per Hour
Weekend/WeekDay Rate (after 5pm)		\$60.00	\$60.00	Per Hour
Security Deposit		\$200.00	\$500.00	Deposit
Library Community Room (Room A)				
Week Day Rate (9am - 5pm)		\$15.00	\$15.00	Per Hour
Weekend/WeekDay Rate (after 5pm)		\$25.00	\$25.00	Per Hour
Security Deposit		\$200.00	\$200.00	Deposit
Library Community Room (Room B)				
Week Day Rate (9am - 5pm)		\$20.00	\$20.00	Per Hour
Weekend/WeekDay Rate (after 5pm)		\$35.00	\$35.00	Per hour
Security Deposit		\$200.00	\$300.00	Deposit
2 Non-Profit/Government Fees				
Grand Oak Room				
Week Day Rate (9am - 5pm)		\$25.00	\$25.00	Per Hour
Weekend/WeekDay Rate (after 5pm)		\$50.00	\$50.00	Per Hour
Security Deposit		\$300.00	\$300.00	Deposit
Oak Room				
Week Day Rate (9am - 5pm)		\$15.00	\$15.00	Per Hour
Weekend/WeekDay Rate (after 5pm)		\$30.00	\$30.00	Per Hour
Security Deposit		\$200.00	\$200.00	Deposit
Manzanita Room				
Week Day Rate (9am - 5pm)		\$10.00	\$10.00	Per Hour
Weekend/WeekDay Rate (after 5pm)		\$20.00	\$20.00	Per Hour
Security Deposit		\$100.00	\$100.00	Deposit
Tree Rooms				
Week Day Rate (9am - 5pm)		\$10.00	\$10.00	Per Hour
Weekend/WeekDay Rate (after 5pm)		\$20.00	\$20.00	Per Hour
Security Deposit		\$100.00	\$100.00	Deposit
Day Rooms				
Week Day Rate (9am - 5pm)		\$10.00	\$10.00	Per Hour
Weekend/WeekDay Rate (after 5pm)		\$20.00	\$20.00	Per Hour
Security Deposit		\$100.00	\$100.00	Deposit
Sun Room				
Week Day Rate (9am - 5pm)		\$10.00	\$10.00	Per Hour
Weekend/WeekDay Rate (after 5pm)		\$20.00	\$20.00	Per Hour
Security Deposit		\$100.00	\$100.00	Deposit
Ted Adcock Kitchen (Kitchen Only)				
Week Day Rate (9am - 5pm)			\$15.00	Per Hour
Weekend/WeekDay Rate (after 5pm)			\$30.00	Per Hour
Security Deposit			\$100.00	Deposit
Ted Adcock Kitchen (with Room Rental)				
Week Day Rate (9am - 5pm)			\$10.00	Per Hour
Weekend/WeekDay Rate (after 5pm)			\$20.00	Per Hour
Security Deposit			\$100.00	Deposit
Train Depot				
Week Day Rate (9am - 5pm)		\$10.00	\$10.00	Per hour
Weekend/WeekDay Rate (after 5pm)		\$20.00	\$20.00	Per hour
Security Deposit		\$100.00	\$100.00	Deposit
Smith Field #3				

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

Fees are increased annually by the annual average CPI-W San Francisco-Oakland-Hayward of the previous year - (excluding Development Impact Fees and Public Safety)

SERVICES	CODING	PREVIOUS FY 19-20	FY 20-21	UNIT / TYPE
		AMOUNT	AMOUNT	
No Lights		\$20.00	\$20.00	Per hour
W/ Lights		\$55.00	\$55.00	Per hour
Library Community Room (Full Room)				
Week Day Rate (9am - 5pm)		\$10.00	\$10.00	Per Hour
Weekend/WeekDay Rate (after 5pm)		\$20.00	\$20.00	Per Hour
Security Deposit		\$100.00	\$100.00	Deposit
Library Community Room (Room A)				
Week Day Rate (9am - 5pm)		\$10.00	\$10.00	Per Hour
Weekend/WeekDay Rate (after 5pm)		\$20.00	\$20.00	Per Hour
Security Deposit		\$100.00	\$100.00	Deposit
Library Community Room (Room B)				
Week Day Rate (9am - 5pm)		\$10.00	\$10.00	Per Hour
Weekend/WeekDay Rate (after 5pm)		\$20.00	\$20.00	Per hour
Security Deposit		\$100.00	\$100.00	Deposit
3 Staff Fees				
Building Attendant			\$25.00	Per Hour
VIII. PUBLIC SAFETY				
1 Duplication				
1 Public Safety Reports	101-310-4411	\$10.00	\$10.00	Each
2 Photo Reproduction	101-310-4411	\$20.00	\$20.00	Each
3 Audio Tape/CD Reproduction	101-310-4411	\$20.00	\$20.00	Per tape / CD cisc
4 Audio Tape Reproduction	101-310-4411	\$20.00	\$20.00	Per tape / CD cisc
2 Licensing				
1 Bingo Establishment Processing (Chapter 3.94)				
Bingo Establishment	101-310-4203	\$134.00	\$134.00	Each
Renewal	101-310-4203	\$134.00	\$134.00	Each per year
2 Fortune Telling (Chapter 3.95)				
New Business	101-310-4203	\$668.00	\$668.00	Each
Renewal	101-310-4203	\$134.00	\$134.00	Each per year
New Tech.	101-310-4203	\$668.00	\$668.00	Each
Renewal Tech	101-310-4203	\$134.00	\$134.00	Each per year
3 Massage Establishments (Chapter 3.88)				
New Business	101-310-4203	\$668.00	\$668.00	Each
Renewal	101-310-4203	\$134.00	\$134.00	Each per year
Transfer	101-310-4203	\$668.00	\$668.00	Each
Reinstatement - "grandfather" existing practitioners prior to Jan 1, 2015	101-310-4203	\$286.00	\$286.00	Each
New Tech.	101-310-4203	\$0.00	\$0.00	No fee
Renewal (Tech)	101-310-4203	\$0.00	\$0.00	No fee
Reinstatement (Tech)	101-310-4203	\$0.00	\$0.00	No fee
4 Secondhand Dealers				
New Dealers	101-310-4203	\$134.00	\$134.00	Each
Renewal	101-310-4203	\$134.00	\$134.00	Each per year
5 Solicitor / Peddler				
New Applicant	101-310-4203	\$668.00	\$668.00	Each
Annual Renewal	101-310-4203	\$134.00	\$134.00	Each per year
3 Miscellaneous Fees				
1 Public Safety Service Fees				
Public Dance	101-310-4203	\$42.00	\$42.00	Each
Deputy / Sergeant / Reserve / Community Service Officer	101-310-4203	\$232.00	\$232.00	Per hour

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

Fees are increased annually by the annual average CPI-W San Francisco-Oakland-Hayward of the previous year - (excluding Development Impact Fees and Public Safety)

SERVICES	CODING	PREVIOUS FY 19-20		FY 20-21		UNIT / TYPE
		AMOUNT		AMOUNT		
2 Vehicle Release	101-310-4203	\$95.00		\$95.00		Per vehicle
Repossession Release	101-310-4203	\$15.00		\$15.00		Per vehicle
3 Clearance/Special Letters	101-310-4203	\$42.00		\$42.00		Each
4 Illegal Sign Confiscation	101-310-4203	\$173.00		\$173.00		Per incidence
5 Illegal Fireworks Confiscation	101-310-4203	\$173.00		\$173.00		Per citation
4 Parking Fees						
1 Nighttime Permit Parking Program (Miramar/Naples & Alsace Lorraine Neighborhoods)						
HMB Resident	101-310-4203	\$41.00		\$41.00		Incl. up to 4 guest permits per year
Additional Resident Permits > 4	101-310-4203	\$21.00		\$21.00		Each per year
HMB Resident Outside Permitted Areas	101-310-4203	\$41.00		\$41.00		Up to two vehicles per year
Visitors	101-310-4203	\$41.00		\$41.00		Per vehicle per year
2 Temporary Offstreet Parking	101-310-4203	\$21.00		\$21.00		Per vehicle per year
5 Citation Fee Schedule^A						
1. Municipal Code						
3.92.030 Solicitors License Required	101-310-4301 ACT90			\$50.00	\$44.00	Each
9.11.010 Skateboard Park Use: Pads/Helmet	101-310-4301 ACT90			\$25.00	\$44.00	Each
9.12.040 Consume Alcohol In Public Right Of Way	101-310-4301 ACT90					Each
9.12.050 Alcoholic Beverages-Public Parks	101-310-4301 ACT90					Each
9.12.070 Prohibit Fires City Beaches	101-310-4301 ACT90					Each
9.12.080 Prohibit Fires City Parks	101-310-4301 ACT90					Each
9.12.090 Prohibit Glass Containers City Parks And Beaches	101-310-4301 ACT90					Each
9.13.030 Park Hours-Closed Sunset to Sunrise	101-310-4301 ACT90					Each
9.13.050 Unlawful Activities (Designated)	101-310-4301 ACT90					Each
9.14.010(b) Fireworks manf/sale/possession	101-310-4301 ACT90			\$107.00	\$47.00	Each
9.24.020 Sleep in Vehicle 2200/0600	101-310-4301 ACT90			\$50.00	\$44.00	Each
9.48.020 Discharge Firearm (City)	101-310-4301 ACT90			\$100.00	\$47.00	Each
9.48.060 Sale To Minor/gas weapon	101-310-4301 ACT90			\$25.00	\$44.00	Each
10.08.020 Direct Traffic Unauthorized Person	101-310-4301 ACT90			\$50.00	\$44.00	Each
10.08.030 Obey Traffic Direction	101-310-4301 ACT90			\$50.00	\$44.00	Each
10.08.060 Removing Chalk Marks	101-310-4301 ACT90	\$74.00	\$44.00	\$74.00	\$44.00	Each
10.12.030 Obedience To Signs	101-310-4301 ACT90	\$74.00	\$44.00	\$74.00	\$44.00	Each
10.16.040 U-turns To Enter Parking Spaces	101-310-4301 ACT90			\$25.00	\$44.00	Each
10.28.020 Clinging To Motor Vehicle	101-310-4301 ACT90			\$50.00	\$44.00	Each
10.28.040 Riding/Driving Sidewalk (Vehicle/Horse)	101-310-4301 ACT90			\$25.00	\$44.00	Each
10.28.050 Drive On New Pavement/Markings	101-310-4301 ACT90			\$25.00	\$44.00	Each
10.28.060 Limited Access	101-310-4301 ACT90	\$45.00	\$46.00	\$46.00	\$47.00	Each
10.28.080 Obey Barriers And Signs	101-310-4301 ACT90			\$25.00	\$44.00	Each
10.36.110 Wheels Not Curbed	101-310-4301 ACT90	\$45.00	\$46.00	\$46.00	\$47.00	Each
10.36.010 No Parking, Stopping, Standing	101-310-4301 ACT90	\$44.00	\$46.00	\$45.00	\$47.00	Each
10.36.10(b) Poplar Beach/Time Limit Parking	101-310-4301 ACT90			\$40.00	\$44.00	Each
10.36.030 Parking Restricted	101-310-4301 ACT90	\$44.00	\$46.00	\$45.00	\$47.00	Each
10.36.040 No Parking Zone (Permits)	101-310-4301 ACT90	\$48.00	\$46.00	\$49.00	\$47.00	Each
10.36.050 Parked Over 72 Hours	101-310-4301 ACT90	\$48.00	\$46.00	\$49.00	\$47.00	Each
10.36.060 Advertising For Sale On Street	101-310-4301 ACT90	\$45.00	\$46.00	\$46.00	\$47.00	Each
10.36.070 Repair Vehicle On Street	101-310-4301 ACT90	\$45.00	\$46.00	\$46.00	\$47.00	Each
10.36.080 Washing Vehicle On Street	101-310-4301 ACT90	\$45.00	\$46.00	\$46.00	\$47.00	Each
10.36.090 (B) School Zone	101-310-4301 ACT90	\$48.00	\$46.00	\$49.00	\$47.00	Each
10.36.100 (A) No Parking Posted	101-310-4301 ACT90	\$48.00	\$46.00	\$49.00	\$47.00	Each
10.36.100 (B) No Parking-Narrow Street	101-310-4301 ACT90	\$48.00	\$46.00	\$49.00	\$47.00	Each

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

Fees are increased annually by the annual average CPI-W San Francisco-Oakland-Hayward of the previous year - (excluding Development Impact Fees and Public Safety)

SERVICES		CODING	PREVIOUS FY 19-20		FY 20-21		UNIT / TYPE
			AMOUNT	AMOUNT	AMOUNT	AMOUNT	
10.36.120	Peddler Vehicle-No Permit	101-310-4301 ACT90	\$45.00	\$46.00	\$46.00	\$47.00	Each
10.36.130	Emergency Signs	101-310-4301 ACT90	\$78.00	\$46.00	\$80.00	\$47.00	Each
10.36.150	Electric Vehicle Parking Only	101-310-4301 ACT90			\$46.00	\$47.00	Each
10.36.160	Electric Over Two Hours	101-310-4301 ACT90			\$40.00	\$47.00	Each
10.37.020	Oversize Vehicle 0200-0500	101-310-4301 ACT90	\$78.00	\$46.00	\$80.00	\$47.00	Each
10.37.030	Non-Motorized Vehicle Unhook	101-310-4301 ACT90	\$78.00	\$46.00	\$80.00	\$47.00	Each
10.40.010	15 Min Zone (Green Curb)	101-310-4301 ACT90	\$48.00	\$46.00	\$49.00	\$47.00	Each
10.40.020	2 Hour Zone	101-310-4301 ACT90	\$48.00	\$46.00	\$49.00	\$47.00	Each
10.40.030	Parking On One-Way Streets	101-310-4301 ACT90	\$48.00	\$46.00	\$49.00	\$47.00	Each
10.40.040 (A)	Diagonal Parking Zone	101-310-4301 ACT90	\$48.00	\$46.00	\$49.00	\$47.00	Each
10.40.040 (B)	Front Tire 6 Inches From Curb	101-310-4301 ACT90	\$48.00	\$46.00	\$49.00	\$47.00	Each
10.40.050	Use More Than One Space	101-310-4301 ACT90	\$48.00	\$46.00	\$49.00	\$47.00	Each
10.40.060	No Stopping Zone	101-310-4301 ACT90	\$48.00	\$46.00	\$49.00	\$47.00	Each
10.40.070	12 Hour Parking-When Posted	101-310-4301 ACT90	\$46.00	\$44.00	\$46.00	\$44.00	Each
10.40.080	Move Vehicle - Avoid Time Limit	101-310-4301 ACT90	\$46.00	\$44.00	\$46.00	\$44.00	Each
10.40.090	Store Vehicle On Street	101-310-4301 ACT90	\$46.00	\$44.00	\$46.00	\$44.00	Each
10.40.100	Repeat Violations	101-310-4301 ACT90	\$46.00	\$44.00	\$46.00	\$44.00	Each
10.40.110	Extended Parking Permits	101-310-4301 ACT90	\$46.00	\$44.00	\$46.00	\$44.00	Each
10.44.020	Curb Marked (Red/White/Green)	101-310-4301 ACT90	\$74.00	\$44.00	\$74.00	\$44.00	Each
10.44.030	No Truck/Trailer	101-310-4301 ACT90	\$71.00	\$44.00	\$71.00	\$44.00	Each
10.44.040	Loading Zone	101-310-4301 ACT90	\$46.00	\$44.00	\$46.00	\$44.00	Each
10.44.050	Passenger Loading Zone	101-310-4301 ACT90	\$46.00	\$44.00	\$46.00	\$44.00	Each
10.44.060	No Parking In Alley	101-310-4301 ACT90	\$46.00	\$44.00	\$46.00	\$44.00	Each
10.44.070	Bus Zone	101-310-4301 ACT90	\$46.00	\$44.00	\$46.00	\$44.00	Each
10.48.030	Vehicle Off Road	101-310-4301 ACT90	\$71.00	\$44.00	\$71.00	\$44.00	Each
10.50.010	No Parking After Dusk Mirada/Redondo/Poplar	101-310-4301 ACT90	\$74.00	\$44.00	\$74.00	\$44.00	Each
10.50.020	No Parking After Dusk Wavcrest	101-310-4301 ACT90	\$74.00	\$44.00	\$74.00	\$44.00	Each
12.08.040	Dumping On Street/Alley/Gutter	101-310-4301 ACT90	\$286.00	\$44.00	\$286.00	\$44.00	Each
12.12.030	Dumping	101-310-4301 ACT90	\$124.00	\$44.00	\$124.00	\$44.00	Each
2. California Vehicle Code ^^			FEE	DELINQUENT FEE	FEE	DELINQUENT FEE	
21113 (A)	Parked On Public Ground	101-310-4301 ACT90	\$43.00	\$42.00	\$43.00	\$42.00	Each
22500.1	Parking Prohibited	101-310-4301 ACT90	\$38.00	\$42.00	\$38.00	\$42.00	Each
22500 (A)	Parking In Intersection	101-310-4301 ACT90	\$38.00	\$42.00	\$38.00	\$42.00	Each
22500 (B)	Parking On Crosswalk	101-310-4301 ACT90	\$38.00	\$42.00	\$38.00	\$42.00	Each
22500 (C)	Parking In Safety Zone	101-310-4301 ACT90	\$38.00	\$42.00	\$38.00	\$42.00	Each
22500 (D)	Within 15' Fire Station Driveway	101-310-4301 ACT90	\$38.00	\$42.00	\$38.00	\$42.00	Each
22500 (E)	Parking In Driveway	101-310-4301 ACT90	\$38.00	\$42.00	\$38.00	\$42.00	Each
22500 (F)	Parking On Sidewalk	101-310-4301 ACT90	\$38.00	\$42.00	\$38.00	\$42.00	Each
22500 (G)	Obstruct Traffic @ Excavation	101-310-4301 ACT90	\$38.00	\$42.00	\$38.00	\$42.00	Each
22500 (H)	Double Parking	101-310-4301 ACT90	\$38.00	\$42.00	\$38.00	\$42.00	Each
22500 (I)	Parking In Bus Zone	101-310-4301 ACT90	\$38.00	\$42.00	\$38.00	\$42.00	Each
22500 (J)	Parking In Tunnel	101-310-4301 ACT90	\$38.00	\$42.00	\$38.00	\$42.00	Each
22500 (K)	Parking On Bridge	101-310-4301 ACT90	\$38.00	\$42.00	\$38.00	\$42.00	Each
22500 (L)	Blocking Wheelchair Access	101-310-4301 ACT90	\$333.00	\$42.00	\$333.00	\$42.00	Each
22502 (A)	Over 18" From Curb	101-310-4301 ACT90	\$33.00	\$42.00	\$33.00	\$42.00	Each
22502 (E)	Curb Parking/One-Way Street	101-310-4301 ACT90	\$30.00	\$42.00	\$30.00	\$42.00	Each
22504 (A)	Unincorporated Area Parking	101-310-4301 ACT90	\$43.00	\$42.00	\$43.00	\$42.00	Each
22505 (B)	No Parking - State Hwy	101-310-4301 ACT90	\$48.00	\$42.00	\$48.00	\$42.00	Each
22507.8 (A)	Handicapped Space Without Placard	101-310-4301 ACT90	\$333.00	\$42.00	\$333.00	\$42.00	Each

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

Fees are increased annually by the annual average CPI-W San Francisco-Oakland-Hayward of the previous year - (excluding Development Impact Fees and Public Safety)

SERVICES	CODING	PREVIOUS FY 19-20		FY 20-21		UNIT / TYPE	
		AMOUNT		AMOUNT			
22507.8 (B)	Blocking Handicapped Space	101-310-4301 ACT90	\$333.00	\$333.00	\$333.00	\$333.00	Each
22507.8 (C)	Hashmarks Handicap Zone	101-310-4301 ACT90	\$333.00	\$333.00	\$333.00	\$333.00	Each
22514	Fire Hydrants - Within 15 Feet	101-310-4301 ACT90	\$38.00	\$38.00	\$38.00	\$38.00	Each
22515	Unattended Vehicle - Engine Running	101-310-4301 ACT90	\$33.00	\$33.00	\$33.00	\$33.00	Each
22519	Posted For Patrons Only	101-310-4301 ACT90	\$33.00	\$33.00	\$33.00	\$33.00	Each
22522	Block Sidewalk Ramp	101-310-4301 ACT90	\$333.00	\$333.00	\$333.00	\$333.00	Each
22523 (A)	Abandon Vehicle On Highway	101-310-4301 ACT90	\$105.00	\$105.00	\$105.00	\$105.00	Each
22523 A/B	Abandoned Vehicle	101-310-4301 ACT90	\$105.00	\$105.00	\$105.00	\$105.00	Each
22523 (B)	Abandon Vehicle - Private Property	101-310-4301 ACT90	\$105.00	\$105.00	\$105.00	\$105.00	Each
22526 (A)	Blocking Intersection	101-310-4301 ACT90	\$53.00	\$53.00	\$53.00	\$53.00	Each
22951	Park Lot - Street & Alley	101-310-4301 ACT90	\$25.00	\$25.00	\$25.00	\$25.00	Each
22952 (A)	Park Lot-Tow/Removal	101-310-4301 ACT90	\$40.00	\$40.00	\$40.00	\$40.00	Each
22952 (B)	Park Lot-Tow/Removal	101-310-4301 ACT90	\$40.00	\$40.00	\$40.00	\$40.00	Each
23333	Stop/Park On Bridge	101-310-4301 ACT90	\$43.00	\$43.00	\$43.00	\$43.00	Each
23336	Violate Posted Signs	101-310-4301 ACT90	\$40.00	\$40.00	\$40.00	\$40.00	Each
28071	Bumper Required-Fine Or P/C	101-310-4301 ACT90	\$25.00	\$25.00	\$25.00	\$25.00	Each
22507.8 (A)	Handicapped Space Without Placard	101-310-4301 ACT90	\$333.00	\$333.00	\$333.00	\$333.00	Each
4000 (A)	Unregistered Vehicle	101-310-4301 ACT90	\$53.00	\$53.00	\$53.00	\$53.00	Each
4462 (B)	Registration On Wrong Vehicle	101-310-4301 ACT90	\$30.00	\$30.00	\$30.00	\$30.00	Each
4464	Altered License Plate	101-310-4301 ACT90	\$30.00	\$42.00	\$30.00	\$42.00	Each
5200	Lic Plate Missing - Fine Or P/C	101-310-4301 ACT90	\$35.00	\$35.00	\$35.00	\$35.00	Each
5201	Plate Positioning - Fine Or P/C	101-310-4301 ACT90	\$30.00	\$30.00	\$30.00	\$30.00	Each
5202	Period Of Display - Fine Or P/C	101-310-4301 ACT90	\$30.00	\$30.00	\$30.00	\$30.00	Each
5204 (A)	Tags Attach Wrong - Fine Or P/C	101-310-4301 ACT90	\$30.00	\$30.00	\$30.00	\$30.00	Each
6 D.U.I. Cost Recovery	Arrest with Traffic Collision & Transportation	101-310-4303	\$731.00		\$749.00		Each

[^] Citation fee amounts increase for two or more offenses. Applicable fees are stated on the violation notice.

^{**} 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

IX. REFUND POLICY

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 equivalent to 0.5 hours of the Building Hourly Rate 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.





CITY OF HALF MOON BAY

Statistics





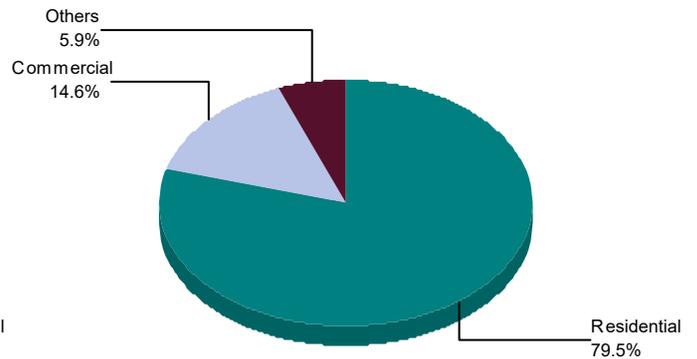
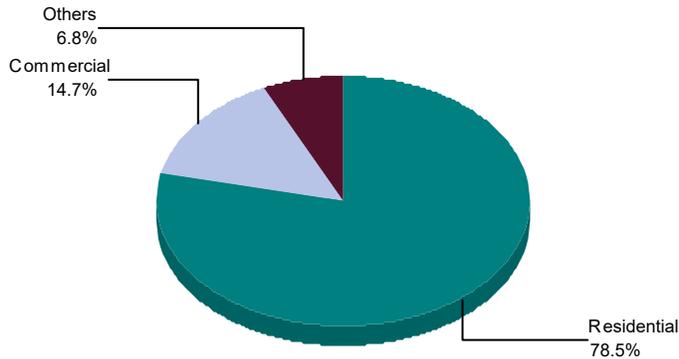
THE CITY OF HALF MOON BAY 2018/19 USE CATEGORY SUMMARY

BASIC PROPERTY VALUE TABLE

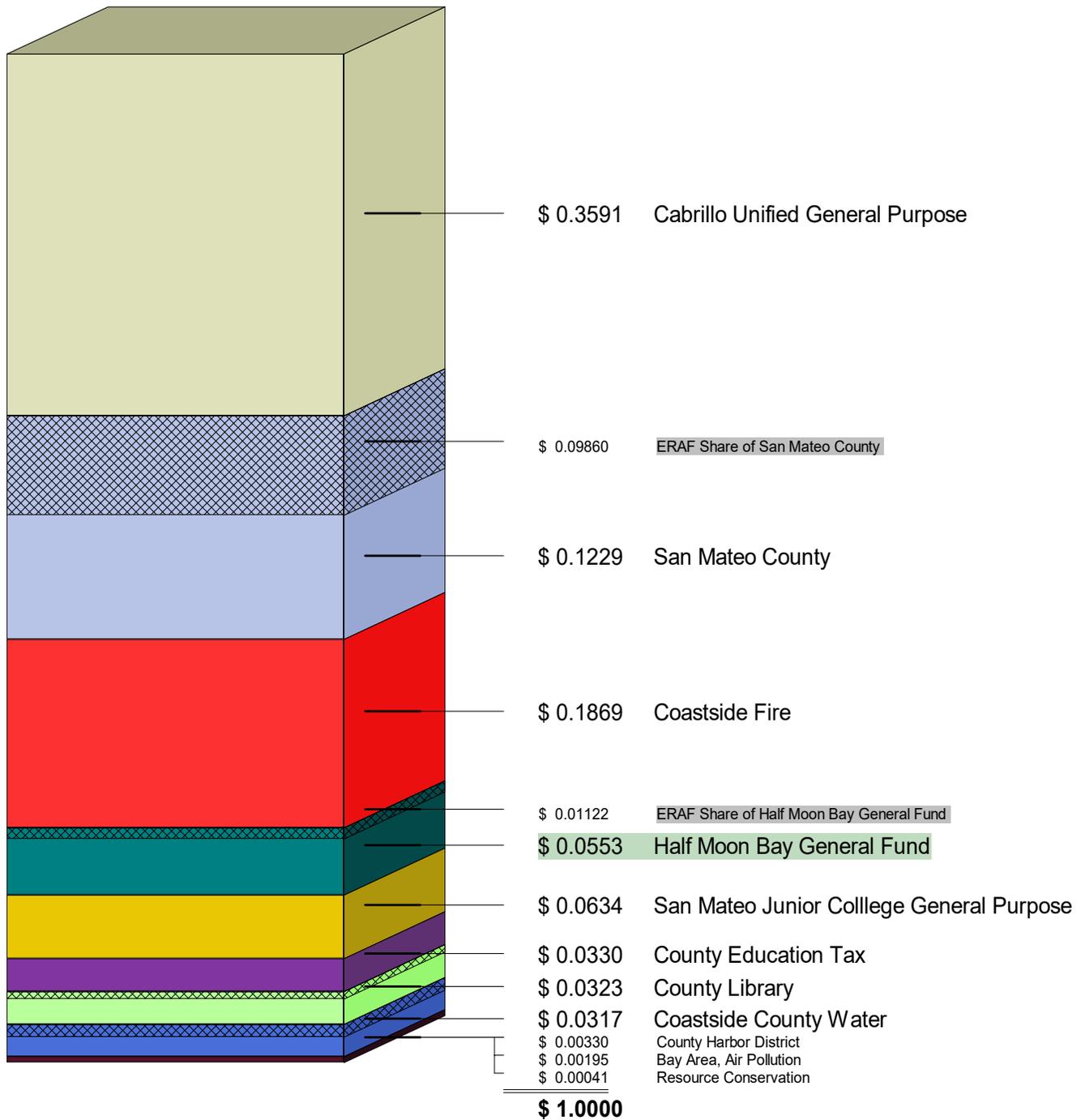
Category	Parcels	Assessed Value	Net Taxable Value
Residential	3,793	\$2,540,364,387 (78.5%)	\$2,496,961,916 (79.5%)
Commercial	223	\$474,649,218 (14.7%)	\$457,418,903 (14.6%)
Industrial	15	\$8,419,613 (0.3%)	\$8,419,613 (0.3%)
Agricultural	41	\$28,273,251 (0.9%)	\$17,322,251 (0.6%)
Govt. Owned	98	\$35,088 (0.0%)	\$0 (0.0%)
Institutional	21	\$18,829,261 (0.6%)	\$315,819 (0.0%)
Miscellaneous	15	\$16,786,985 (0.5%)	\$16,786,985 (0.5%)
Recreational	24	\$42,423,590 (1.3%)	\$42,118,338 (1.3%)
Vacant	1,934	\$61,723,829 (1.9%)	\$55,779,365 (1.8%)
Unsecured	[232]	\$44,901,848 (1.4%)	\$44,156,277 (1.4%)
TOTALS	6,164	\$3,236,407,070	\$3,139,279,467

ASSESSED VALUE

NET TAXABLE VALUE



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 2018/19 Annual Tax Increment Tables

Prepared On 9/16/2019 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

2018/19 ROLL SUMMARY

Taxable Property Values

	Secured	Nonunitary Utilities	Unsecured
Parcels	6,164	0	232
TRAs	8	0	7
Values			
Land	1,553,522,043	0	103,236
Improvements	1,619,196,919	0	5,317,971
Personal Property	16,409,168	0	27,159,071
Fixtures	2,377,092	0	12,321,570
Aircraft	0	0	0
Total Value	\$3,191,505,222	\$0	\$44,901,848
Exemptions			
Real Estate	95,628,531	0	330,250
Personal Property	730,546	0	387,517
Fixtures	22,955	0	27,804
Aircraft	0	0	0
Homeowners*	16,204,430	0	0
Total Exemptions*	\$96,382,032	\$0	\$745,571
Total Net Value	\$3,095,123,190	\$0	\$44,156,277

Combined Values	Total
Total Values	\$3,236,407,070
Total Exemptions	\$97,127,603
Net Total Values	\$3,139,279,467
Net Aircraft Values	\$0

* Note: Homeowner Exemptions are not included in Total Exemptions

Totals do not Include Aircraft Values or Exemptions

Data Source: San Mateo County Assessor 2018/19 Combined Tax Rolls
 This report is not to be used in support of debt issuance or continuing disclosure statements without the written consent of HdL, Coren & Cone

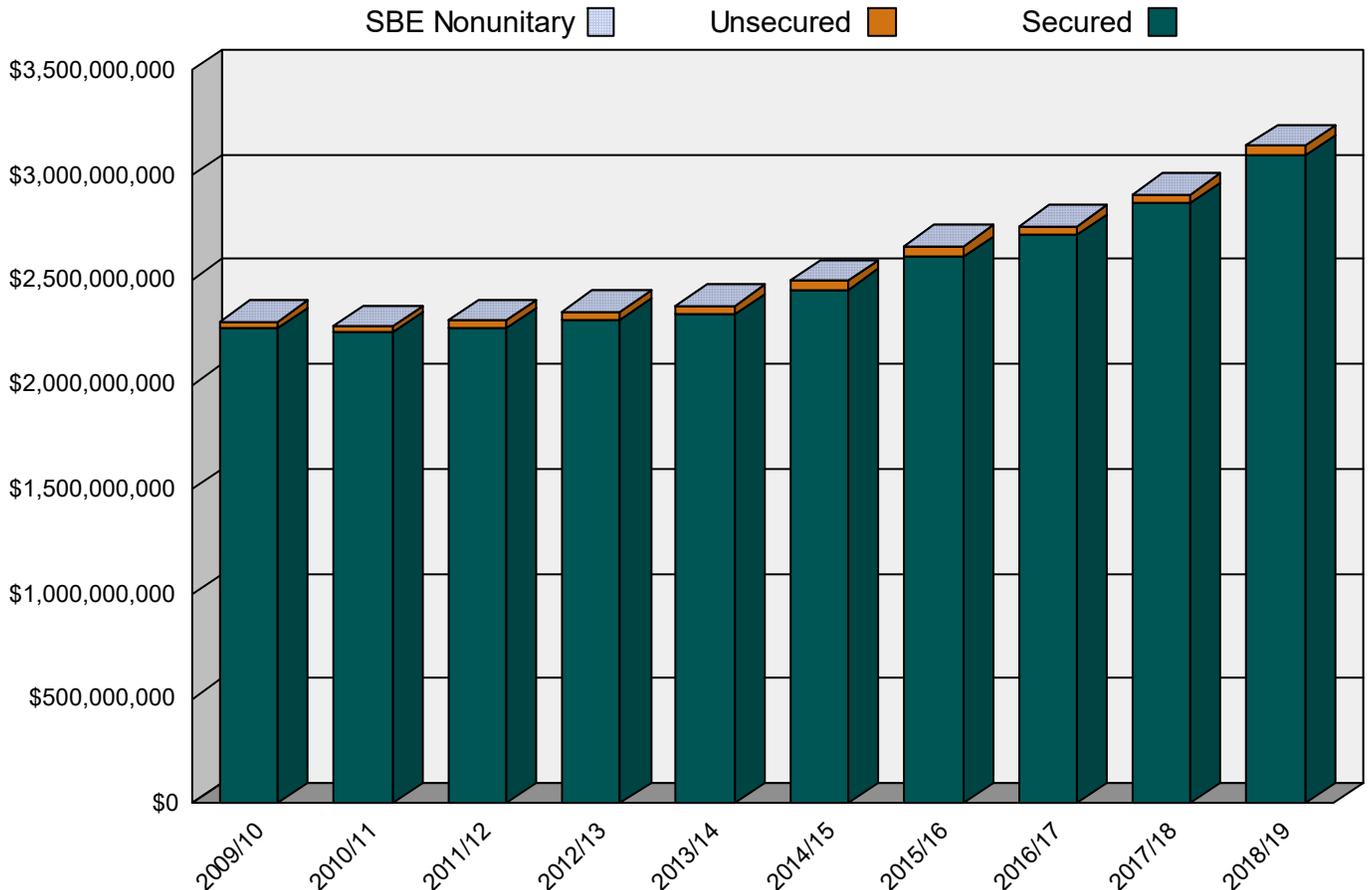
Prepared On 9/16/2019 By MV

THE CITY OF HALF MOON BAY

NET TAXABLE ASSESSED VALUE HISTORY

2009/10 - 2018/19 Taxable Property Values

Lien Year	Secured	Unsecured	SBE Nonunitary	Net Total AV	% Change
2009/10	\$2,270,581,839	\$31,809,471	\$0	2,302,391,310	
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%
2016/17	\$2,716,280,909	\$39,462,822	\$0	2,755,743,731	3.51%
2017/18	\$2,868,900,977	\$40,418,385	\$0	2,909,319,362	5.57%
2018/19	\$3,095,123,190	\$44,156,277	\$0	3,139,279,467	7.90%



THE CITY OF HALF MOON BAY

ASSESSED VALUE OF TAXABLE PROPERTY

2009/10 - 2018/19 Taxable Property Values

Category	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19
Residential	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	2,238,878,627	2,365,335,848	2,496,961,916
Commercial	331,836,973	329,209,700	330,355,442	333,127,837	344,198,890	346,707,418	356,041,843	363,813,823	372,002,147	457,418,903
Industrial	5,600,922	5,568,852	5,901,115	6,016,889	6,133,649	6,172,772	6,292,015	6,801,114	7,185,938	8,419,613
Agricultural	17,509,078									17,322,251
Dry Farm	403,909	11,235,759	10,559,490	11,427,110	3,720,127	3,496,499	3,786,377	4,241,537	4,358,514	
Govt. Owned	0									0
Institutional	258,950	284,781	260,279	265,484	293,694	272,021	277,456	281,685	309,882	315,819
Irrigated	2,905,462	5,418,982	6,116,088	4,368,007	3,423,600	4,862,761	5,333,856	4,324,786	4,411,271	
Miscellaneous	6,830,284	12,936,578	12,953,724	20,894,204	12,075,286	22,681,808	23,460,537	14,211,644	17,677,501	16,786,985
Recreational	38,520,391	32,211,663	37,455,517	38,043,156	38,699,751	38,874,879	39,568,823	40,290,547	41,062,725	42,118,338
Vacant	49,790,013	46,517,696	50,669,067	48,630,331	50,679,666	45,226,113	45,773,151	43,437,146	56,557,151	55,779,365
Unsecured	31,809,471	28,037,312	40,476,099	37,048,774	40,818,124	42,658,908	53,103,728	39,462,822	40,418,385	44,156,277
Unknown	2,759,116	1,340,316	4,917,140		5,867,351					
TOTALS	2,302,391,310	2,279,418,104	2,307,212,678	2,347,639,088	2,377,749,087	2,497,507,810	2,662,387,942	2,755,743,731	2,909,319,362	3,139,279,467
Total Direct Rate	0.05426	0.05426	0.05426	0.05453	0.05452	0.05818	0.05818	0.05819	0.05819	0.05821

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 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.

THE CITY OF HALF MOON BAY

2018/19 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	\$203,833,406	6.59%	1	\$69,000	0.16%	\$203,902,406	6.50%	Commercial Half Moon Bay General Fund
2) OCEAN COLONY PARTNERS L P	17	\$40,963,045	1.32%				\$40,963,045	1.30%	Recreational Half Moon Bay General Fund
3) HMB MUSICH LLC	3	\$29,000,000	0.94%				\$29,000,000	0.92%	Commercial Half Moon Bay General Fund
4) KEET NERHAN	30	\$23,660,154	0.76%	7	\$1,193,412	2.70%	\$24,853,566	0.79%	Commercial Half Moon Bay General Fund
5) IWF HALF MOON BAY LLC	1	\$10,619,072	0.34%				\$10,619,072	0.34%	Commercial Half Moon Bay General Fund
6) LONGS DRUG STORE INC	1	\$8,678,733	0.28%				\$8,678,733	0.28%	Commercial Half Moon Bay General Fund
7) CASTRO PARTNERS LLC	3	\$7,523,460	0.24%				\$7,523,460	0.24%	Commercial Half Moon Bay General Fund
8) DINO E ANDREOTTI	13	\$7,406,767	0.24%				\$7,406,767	0.24%	Miscellaneous Half Moon Bay General Fund
9) PROFESSIONAL PENINSULA PROPERTIES LLC	7	\$7,363,423	0.24%				\$7,363,423	0.23%	Commercial Half Moon Bay General Fund
10) ROCKET FARMS INC				1	\$6,835,693	15.48%	\$6,835,693	0.22%	Unsecured Half Moon Bay General Fund
Top Ten Total	77	\$339,048,060	10.95%	9	\$8,098,105	18.34%	\$347,146,165	11.06%	
City Total		\$3,095,123,190			\$44,156,277		\$3,139,279,467		

Top Owners last edited on 9/13/19 by MaheaV using sales through 06/30/19 (Version R.1)

Data Source: San Mateo County Assessor 2018/19 Combined Tax Rolls and the SBE Non Unitary Tax Roll

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Prepared On 9/16/2019 By MV

THE CITY OF HALF MOON BAY

2009/10 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	\$135,581,962	5.97%				\$135,581,962	5.89%	Commercial Half Moon Bay General Fund
2) OCEAN COLONY PARTNERS LP	39	\$22,682,154	1.00%				\$22,682,154	0.99%	Recreational Half Moon Bay General Fund
3) KEET NERHAN	34	\$22,083,183	0.97%	2	\$60,528	0.19%	\$22,143,711	0.96%	Commercial Half Moon Bay General Fund
4) SOUTH WAVECREST LLC	2	\$19,542,806	0.86%				\$19,542,806	0.85%	Recreational Half Moon Bay General Fund
5) NURSEYMEN'S EXCHANGE INC	10	\$14,188,247	0.62%				\$14,188,247	0.62%	Irrigated Half Moon Bay General Fund
6) REGENCY CENTERS LP	3	\$13,900,338	0.61%				\$13,900,338	0.60%	Commercial Half Moon Bay General Fund
7) FRANCESCO CARRUBBA	5	\$13,738,754	0.61%				\$13,738,754	0.60%	Commercial Half Moon Bay General Fund
8) IWF HALF MOON BAY LP	1	\$9,241,947	0.41%				\$9,241,947	0.40%	Commercial Half Moon Bay General Fund
9) RUGGERO MILANO AND MAJIDI SHAHLA	1	\$5,195,673	0.23%				\$5,195,673	0.23%	Commercial Half Moon Bay General Fund
10) W AND S PROPERTIES LP	4	\$4,316,176	0.19%				\$4,316,176	0.19%	Residential Half Moon Bay General Fund
Top Ten Total	101	\$260,471,240	11.47%	2	\$60,528	0.19%	\$260,531,768	11.32%	
City Total		\$2,270,581,839			\$31,809,471		\$2,302,391,310		

Top Owners last edited on 7/21/10 by NicholeC using sales through 06/10/10 (Version th.0)

Data Source: San Mateo County Assessor 2009/10 Combined Tax Rolls and the SBE Non Unitary Tax Roll

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Prepared On 9/16/2019 By MV

THE CITY OF HALF MOON BAY

DIRECT & OVERLAPPING PROPERTY TAX RATES

(RATE PER \$100 OF TAXABLE VALUE)

Last 10 Fiscal Years										
Agency	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19
Basic Levy¹	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000
Cabrillo Unified Bond	0.04970	0.05080	0.05220	0.07220	0.07190	0.07040	0.07260	0.08320	0.07510	0.07110
San Mateo Junior College	0.01820	0.01930	0.01990	0.01940	0.01940	0.01900	0.02500	0.02470	0.02350	0.01750
Total Direct & Overlapping² Tax Rates	1.06790	1.07010	1.07210	1.09160	1.09130	1.08940	1.09760	1.10790	1.09860	1.08860
City's Share of 1% Levy Per Prop 13³	0.05460	0.05459	0.05459	0.05465	0.05463	0.05525	0.05525	0.05525	0.05525	0.05526
Voter Approved City Debt Rate										
Redevelopment Rate⁴										
Total Direct Rate⁵	0.05426	0.05426	0.05426	0.05453	0.05452	0.05818	0.05818	0.05819	0.05819	0.05821

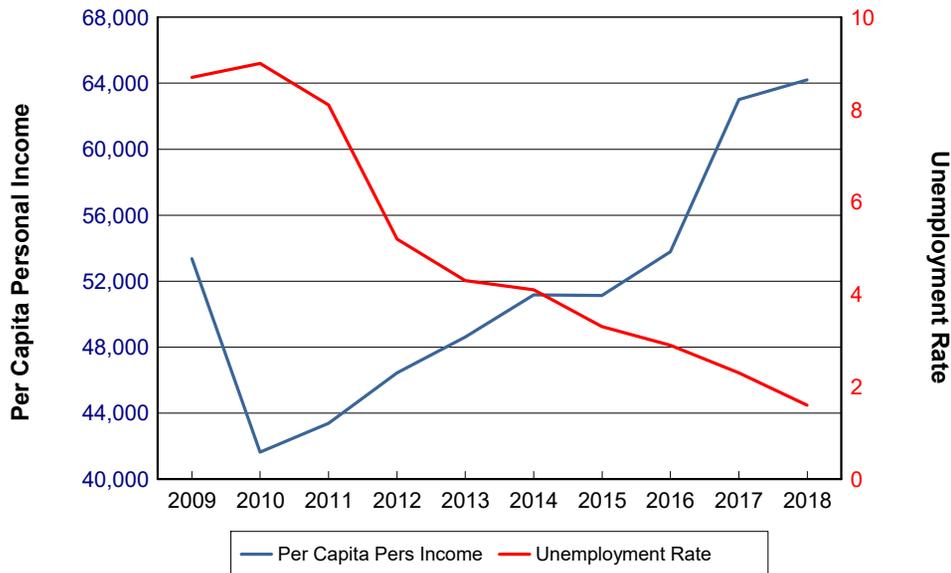
Notes:
¹In 1978, California voters passed Proposition 13 which set the property tax rate at a 1.00% fixed amount. This 1.00% is shared by all taxing agencies for which the subject property resides within. In addition to the 1.00% fixed amount, property owners are charged taxes as a percentage of assessed property values for the payment of any voter approved bonds.
²Overlapping rates are those of local and county governments that apply to property owners within the City. Not all overlapping rates apply to all property owners.
³City'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. The ERAF portion of the City's Levy has been subtracted where known.
⁴Redevelopment 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.
⁵Total Direct Rate is the weighted average of all individual direct rates applied by the City/Agency 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/Agency in the same proportions as general fund revenue.

THE CITY OF HALF MOON BAY

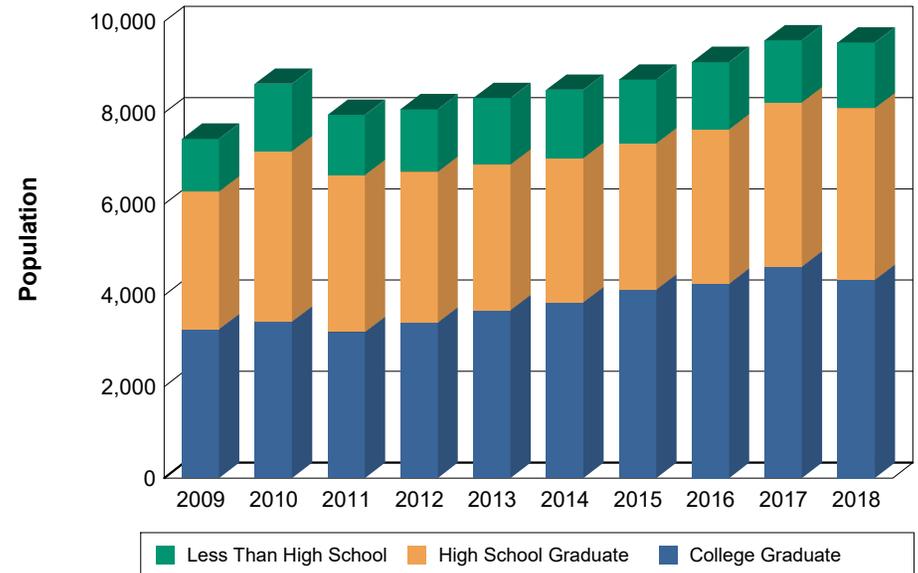
DEMOGRAPHIC AND ECONOMIC STATISTICS

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
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%
2016	12,591	\$677,251	\$53,788	2.9%	45.8	83.8%	46.7%
2017	12,639	\$796,455	\$63,015	2.3%	47.1	85.8%	48.3%
2018	12,631	\$810,881	\$64,197	1.6%	47.3	84.9%	45.5%

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 (01/01/2017 - 6/30/2019)

Year	Full Value Sales	Average Price	Median Price	Median % Change
2017	159	\$1,148,345	\$1,047,000	
2018	158	\$1,337,319	\$1,277,500	22.02%
2019	61	\$1,176,640	\$1,100,000	-13.89%



*Sales not included in the analysis are quitclaim deeds, trust transfers, timeshares, and partial sales.

Data Source: San Mateo County Recorder

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CITY OF HALF MOON BAY

Budget and Acronym Glossaries





Budget Glossary

ACTIVITIES

Specific services performed in accomplishing program objectives and goals (see Program).

ACCRUAL

A method of accounting to record revenues when earned and expenses when incurred.

ACTUAL

A column heading in the budget. Figures found in the Actual column indicate actual financial information recorded for that time period.

ADJUSTED BUDGET

The increase or decrease of the amount budgeted for a program or account.

ADOPTED BUDGET

This is the budget that is adopted by the City Council after reviewing and providing feedback and direction on the recommended budget at one or more budget study sessions.

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.

BALANCED BUDGET

A balanced budget is a situation in financial planning or the budgeting process where total revenues are equal to or greater than total expenses.

BEGINNING/ENDING FUND BALANCE

Appropriated resources available in a fund from the prior/current year after payment of the prior/current fiscal year's expenses. This is not necessarily cash on hand.

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

A state of being under obligation to pay or repay someone or something.

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.

DEVELOPMENT IMPACT FEES

Fees placed on the development of land or conditions required for the approval of a development project such as the donation of certain land (or money) to specific public uses. The fees are justified as an offset to the future impact that development will have on existing infrastructure.

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.

FEES

Charges for services levied by the City to recover costs associated with providing a service or permitting an activity.

FISCAL YEAR (FY)

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.

FULL-TIME EQUIVALENT

The ratio of the total number of paid hours during a period (part time, full time, contracted) by the number of working hours in that period Mondays through Fridays.

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.

GASB

GASB stands for Governmental Accounting Standards Board. The accounting profession's regulatory body for governmental accounting and determines what constitutes GAAP for governmental agencies.

GANN LIMIT

An absolute dollar limit on the amount of funds derived from taxes that the City can legally appropriate and expend each fiscal year, as specified by Article 13-B of the State Constitution. Any tax revenues in excess of the Gann Limit must be returned to taxpayers. The base-year used on computing the Gann Limit is FY1978-79, with adjustments to the appropriations limit allowed succeeding fiscal years for changes in population and changes in the cost of living.

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.

GOVERNMENTAL FUND

Government funding refers to financial assistance received by non-government entities in the form of federal, state, or local government grants, loans, loan guarantees, property, cooperative agreements, food commodities, direct appropriations, or other assistance.

GRANT

Contribution or gift of cash or other assets from another governmental entity to be used or expended for a specific purpose, activity, or facility.

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 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).

STRUCTURAL BALANCE

The structural or underlying fiscal balance is the relationship between government ongoing revenues and ongoing expenditures.

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 is the excess of current assets over current liabilities.



Acronym Glossary

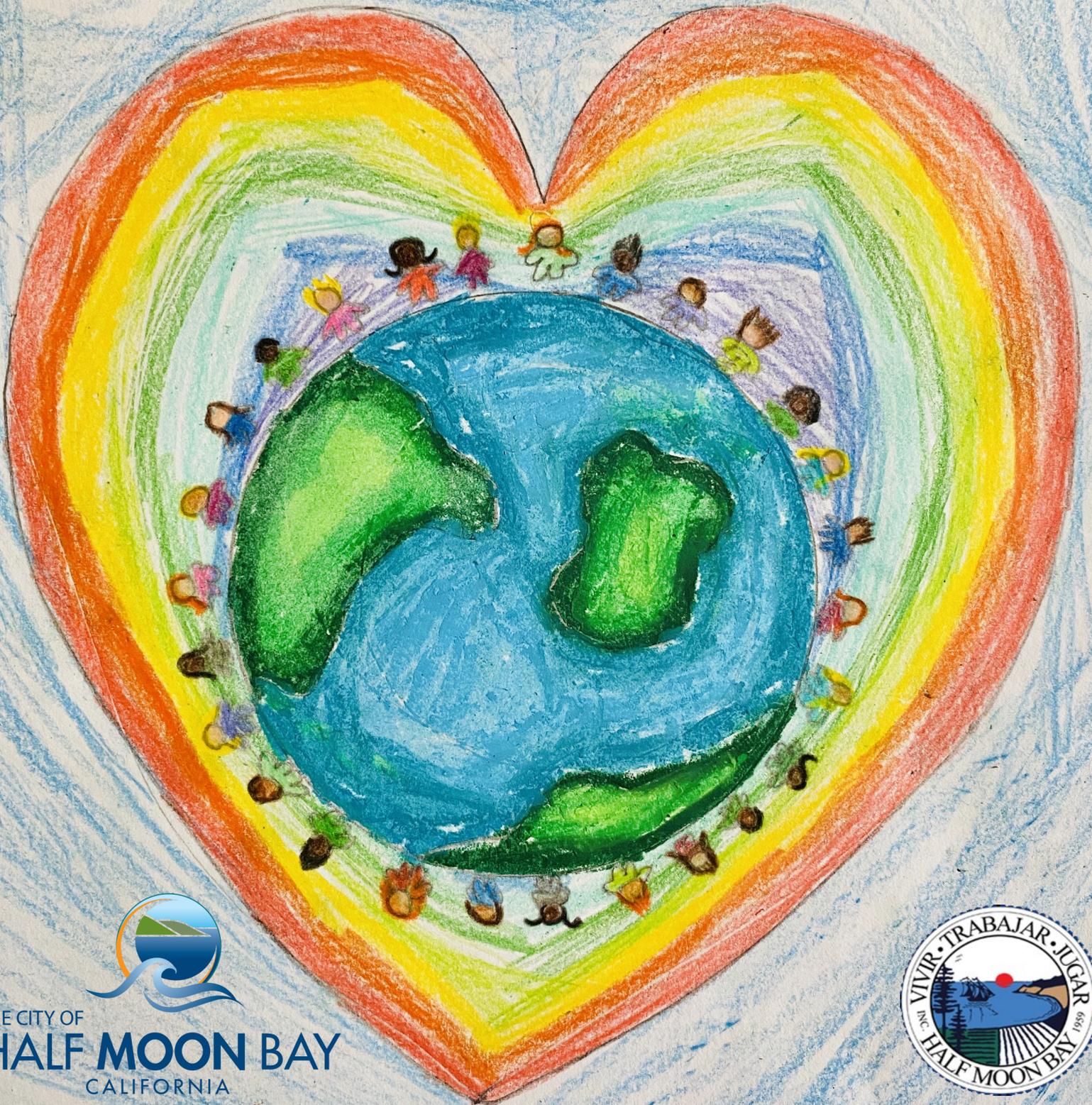
ACRONYM	DEFINITION
AB	Assembly Bill
ABAG	Association of Bay Area Governments
ADA	Americans with Disabilities Act
BID	Business Improvement District
C/CAG	City/County Association of Governments
CAFR	Comprehensive Annual Financial Report
CALPERS	California Public Employees Retirement System
CCWD	Coastside 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 Service 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
GAAP	Generally Accepted Accounting Principles
GASB	Government Accounting Standards Board
GF	General Fund
GFOA	Government Finance Officers Association
GIS	Geographic Information System
HOPTR	Homeowner Property Tax Relief
I&I	Infiltration and Inflow
IT	Information Technology
JOB	Judgment Obligation Bonds
JPA	Joint Powers Authority
LAIF	Local Agency Investment Fund
LCP	Local Coastal Plan
LTD	Long-Term Disability

ACRONYM**DEFINITION**

MTC	Metropolitan Transportation Commission
NACSLB	National Advisory Council on State and Local Budgeting
NEPA	National Environmental Policy Act
NPDES	National Pollutant Discharge Elimination System
OPEB	Other Post-Employment Benefits
PMS	Pavement Management System
POST	Peace Officer Standards and Training
RDA	Redevelopment Agency
SAM	Sewer Authority Mid-Coastside
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



The Strongest People Are Not
Those Who Show
Strength In Front of Us
But Those Who Win
Battles We Know Nothing
About.



THE CITY OF
HALF MOON BAY
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