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THE CITY OF

HALF MOON BAY

CAMERON'S

CALIFORNIA

FISCAL YEAR 2021-22  
ADOPTED OPERATING BUDGET





# City of Half Moon Bay

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Half Moon Bay, CA 94019  
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Provided by the Coastal Arts League  
Jane Lewis, President



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Half Moon Bay  
California**

For the Fiscal Year Beginning

**July 1, 2020**

*Christopher P. Morill*

Executive Director



**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, 2021**



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, 2020**.

In order to receive this award, a governmental 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.

# *California Society of Municipal Finance Officers*

*Certificate of Award*

## *Operating Budget Excellence Award Fiscal Year 2020-2021*

*Presented to the*

*City of Half Moon Bay*

For meeting the criteria established to achieve the CSMFO Excellence Award in Budgeting

*January 31, 2021*



*Marcus Pimentel*

*Marcus Pimentel  
CSMFO President*

*Michael Manno*

*Michael Manno, Chair  
Recognition Committee*

*Dedicated Excellence in Municipal Financial Reporting*

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The City of Half Moon Bay would like to acknowledge the Coastal Arts League and the generous artists for providing the artwork included within this budget document. We are proud to support and encourage the arts community.

Since 1980, the Coastal Arts League has been providing a place for artists to meet and show their work. Like any small non-profit, they exist because of the volunteers, who help with exhibits, receptions, and special events. By working together, they can have an impact on the quality of life for everyone in the community. The Coastal Arts League Gallery is open from noon to 5 p.m. daily, closed Tuesday and Wednesday. For more information about their programs, visit the website at [www.Coastside-Artists.com](http://www.Coastside-Artists.com).



Tracy Beardsley



Susan MacInnes



Scott Anthony



Rainer Neumann



Vickie Kurpinsky



Susan Costes-Hoffman



Julia Seelos



Barbara Greensweig



Len Banks



Greta Waterman



Scott Anthony



Marie Massey



Patricia Soto-Minder



Bobbie Brainerd



Jeannie Mecorney-Fitzgerald



Linda Curtis



Mark Monsarrat



Danielle Cuzin-Cowell



Joseph McFadden



Lu Chang



Mark Monsarrat



Diane Lee-Moomey



Joseph McFadden



Lu Chang



Melinda Vahradian



Emily Camozzi



Judy Lurie-Montara



Lu Chang



Melinda Vahradian



Gary Frink



Katherine Bains



Marcia Sivek



Martha Irwin



Greta Waterman-Djerassi



LaRhee Webster



Marian Yap



Patricia Soto-Minder



# CITY OF HALF MOON BAY

## Executive Summary



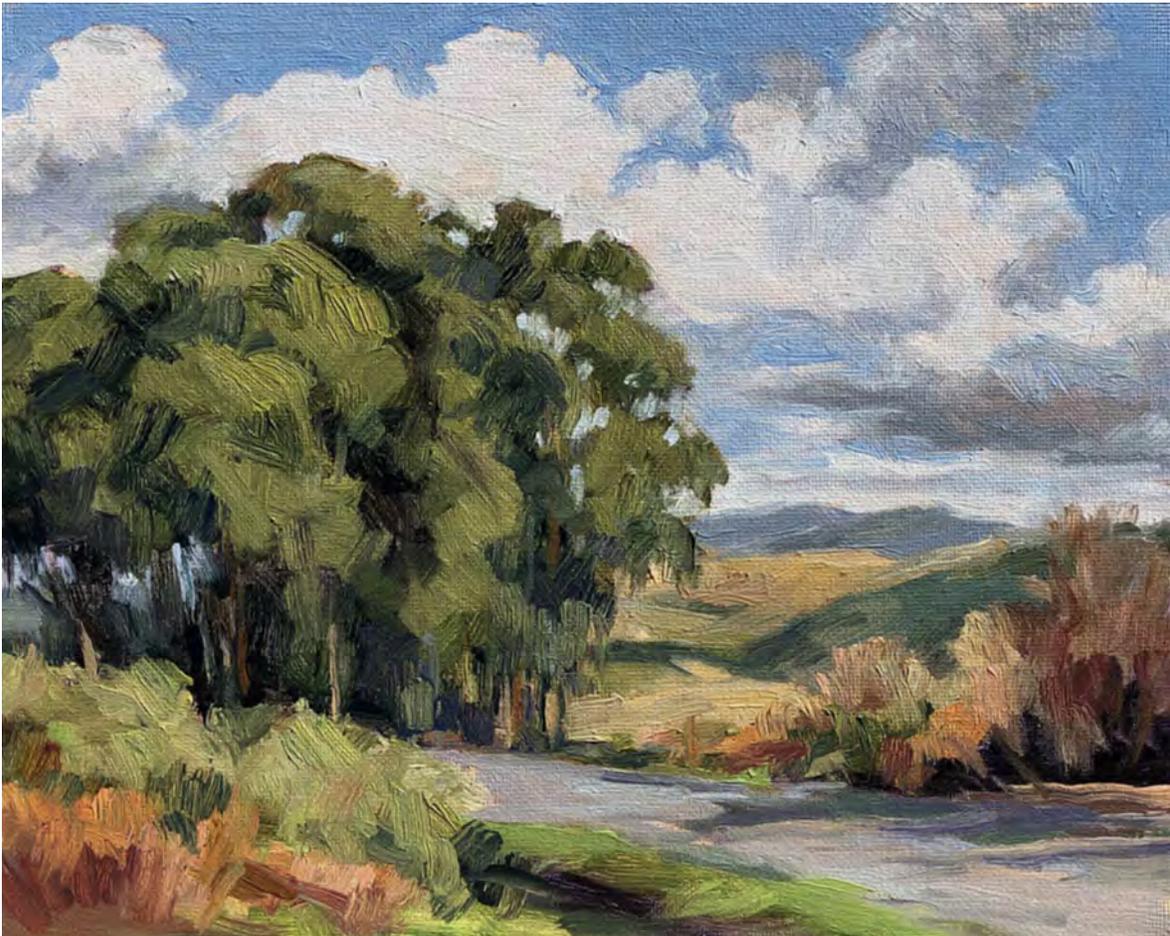
Painting By: Barbara Greensweig

Title: Long View Lakeside Road

# Executive Summary

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Painting By: Julia Seelos  
Title: Purissima Road To The Coast

June 15, 2021

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) 2021-22. 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.

A phrase used by many last year, and one that certainly appeared in many City Manager's Budget messages was, *"the events of 2020 were unprecedented"*! A phrase that will undoubtedly show up this year in many City Manager's Budget Messages will be, *"we are cautiously optimistic."* This phrase hedges their optimism just in case...

I am not cautiously optimistic, nor am I hedging. **I am extremely optimistic for community and economic recovery in 2021-22** and I may never get another chance to say this in my Budget Message! I am optimistic for the following reasons:

- The City took some extreme actions in 2020: We laid off 14% of the workforce and decreased our overall operating expenditures by 27%. We also took several "one-time" actions like deferring capital expenses, deferring debt payments, and "borrowing" from internal special funds to plug the General Fund budget gap caused by the severe economic downturn. These actions totaled nearly \$5 million. All these short-term fixes have already been replenished or will be repaid in the Recommended Budget.
- Federal and State government spending will be robust, and this spending will trickle down to the City in a variety of ways. We must be prepared to take advantage of government programs and grants that will benefit the City. The American Rescue Plan Act (ARPA) has already allocated \$2.4 million to the City over the next two years.
- Consumer savings rates are at historic highs hitting the highest rate ever in April 2020. Consumers are ready to spend in the latter half of 2021 and this will translate into better than predicted Sales Tax revenue for the City.
- All indications are that people plan to travel in the next year and this will benefit the City's revenues. Additionally, the City's Transient Occupancy Tax (TOT) will increase from 12% to 14% effective July 1, 2021.

- Total assessed property value continues to increase, and above-average increases in the City's property tax revenue will continue for 1-2 years even after the hot housing market begins to cool off.
- The Bay Area vaccination rate is extremely high. As of June 7, 2021, eight of the nine Bay Area counties were in the top 10 counties in the state (San Mateo was ranked 5<sup>th</sup>).
- Business innovation will be astonishing in the next 2-3 years. Entrepreneurship and investment will be robust. The millennials and the next generation (Generation Z, maybe the Zoom Generation?) will invent the new normal of how they want to deliver goods and services, how they want to shop, and how they want to connect with other humans. We will work and consume remotely, but at the same time will long for "old-fashioned" transactional connection (brick and mortar is not dead in a tourist town!) Half Moon Bay stands to benefit from this paradigm shift.
- Coastside Gives shattered our record for generosity on the Coast. Nearly \$1.5 million was given to local charities in a 24-hour period. This was \$400,000 over 2020 and more than double the amount from 2019.
- The City has a very committed and collegial Council that includes the City's first Latino Councilmember! The City staff team appears to be very stable for the next couple of years, and without a doubt, is the smartest and most energetic team the City has ever had.
- There is a renewed community interest in civic engagement unlike anything I have seen in my 30-year career in local government.

The following statement was made in last year's budget and bears repeating:

*"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."*

In the past six months, the City has formed two task forces: The Economic Recovery Task Force (17 members) and the Coastside Shelter Community Advisory Committee (10 members). These citizens are enthusiastic. They are committed to their community. They have been impacted by the Pandemic and want to give back and forward. Additionally, the Council directed formation of a Redistricting Commission, which will be comprised of seven residents who will guide establishment of new Council districts. There

has been no shortage of applications for this group. And finally, many community members are having conversations among themselves and with Councilmembers about public safety, race, and mental health. These are sometimes hard conversations and deal with complex challenges that require community will, engagement, and optimism.

From “The Second Coming”, (a poem written by William Yeats after World War I and the Pandemic of 1918) Yeats conveys the despair of the time:

*“The best lack all conviction, while the worst  
Are full of passionate intensity.”*

We must find the middle—*the centre*: not be so *best* that we are cynical beyond common values and beliefs, and not a *passionate intensity* that divides our community and thwarts progress on the *vexed* issues of the past year.

This level of civic engagement, a renewed desire to get involved, to volunteer time, to find the silver lining in the Pandemic and make the community a better place; to find *the centre*—for everyone, is what provides the foundation of my optimism.

## **PRIOR YEAR ACCOMPLISHMENTS**

During FY 2020-21, the City met the challenges of the year and instituted various programs to respond to the Pandemic and economic crisis. Additionally, staff addressed other Council priorities and completed many 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 Governance. Some of these accomplishments are summarized below:

- Maintained financial stability despite adverse economic conditions caused by the ongoing pandemic.
- Developed a COVID-19 Response Plan under OSHA guidelines, to assist with City protocols which ensured staff safety.
- Adopted and received certification from the California Coastal Commission for the Local Coastal Land Use Plan.
- Secured commitment from the Coastside County Water District, supported by the California Coastal Commission, for lower-cost water connections for affordable housing projects.

- Issued permits and entitlements for Carter Park and several Downtown Mixed-Use projects.
- Conducted the November 3, 2020, General Municipal Election which resulted in the passage of a measure to increase Transient Occupancy Tax from 12% to 15% and election of two district Council seats.
- Led a public information and outreach campaign related to the COVID-19 Pandemic, including numerous news releases, weekly e-news, weekly mayor's letters, website updates, social media updates, signage, coordination with agencies, announcements of closures and service modifications (all translated into Spanish).
- Coordinated and staffed weekly COVID-19 testing clinics at both the Ted Adcock Community Center and the Senior Center, in collaboration with Coastside CERT volunteers and Senior Coastsiders.
- Supported coordination, logistics and outreach for community based COVID-19 vaccination clinics, targeting underserved and vulnerable populations on the coast.
- Drafted emergency orders for the COVID pandemic and CZU fire that established FEMA reimbursement and the ability to institute new open government protocols.
- Secured a \$1 million grant to operate a Beverage Container Redemption Pilot Project behind CVS in Strawflower Village.
- Revised the park/beach ordinances to ban single-use plastic bottles smaller than 2 liters and adopted an ordinance banning the distribution disposable foodware.
- Completed acquisition of the Corporation Yard property (Stone Pine) and provided negotiation/real estate support for the County's acquisition of the Coastside Inn.
- Implemented the Yanira Serrano Presente! Program.
- In partnership with the Sheriff's Office CARON group, conducted numerous virtual community education and outreach events.

- Launched the Coastside Recovery Initiative, including an economic Recovery Task Force, to coordinate recovery efforts and long-term planning toward a more equitable, vibrant, and resilient Coastside economy.
- Led public safety outreach and research efforts through the City Council Public Safety subcommittee as well as focus groups with Latinx leaders, homeless individuals and service providers, faith leaders, and youth, as well as multiple meetings on the intersection of law enforcement and mental health.
- Leveraged partnerships with County and local non-profit organizations to support underserved populations through emergency rental assistance funding, Coastside Collaborative information sessions, and mental health/substance abuse discussions.

## **COUNCIL PRIORITIES**

The City Council conducted two virtual community listening sessions during the month of March that culminated in a priority setting workshop on March 24, 2021. At this workshop, the City Council established the following five broad priorities:

1. Affordable Housing
2. Public Health, Safety and Emergency Preparedness
3. Economic Recovery and Development
4. Community and Climate Resilience and Sustainability
5. Redistricting

On May 18, 2021, staff presented Council a multi-year work plan that includes 29 separate programs, projects, and/or tasks under these five priorities. The Recommended Budget includes numerous funding allocations that will support implementation of these 29 tasks.

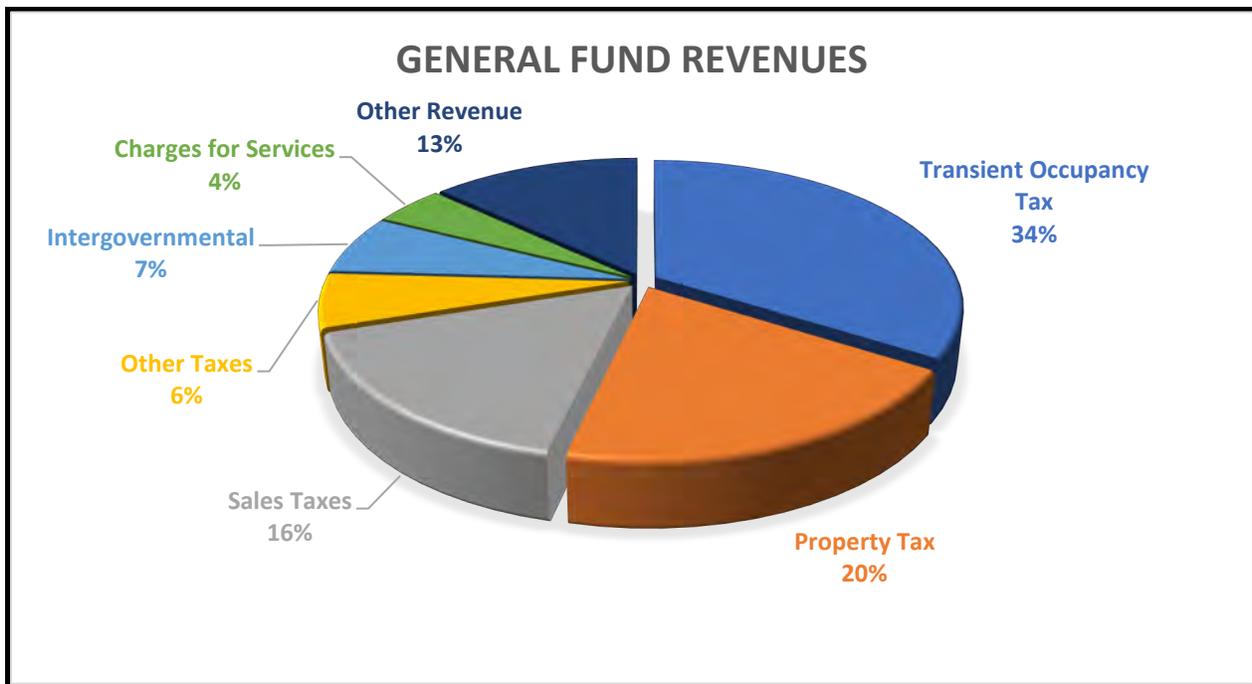
## **BUDGET AT A GLANCE**

The City's total estimated revenue (all funds) for FY 2021-22 is \$34.3 million. This amount represents a 3% increase from FY 2020-21. This is primarily due to increased General Fund revenues and more specifically, Transient Occupancy Tax (TOT) and American Rescue Plan Act (ARPA) funding. General Fund revenues are approximately 53% percent of total revenues, and the primary three sources of General Fund revenues are Property Tax, Sales Tax, and Transient Occupancy Tax (TOT), as seen on the pie chart below.

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As COVID-19 related restrictions ease and economic activity returns, these primary three sources are expected to increase by 29% from FY 2020-21. The total increase of general fund revenues from the year prior is 26%. These projections are based on staff analysis of local conditions and reflect information received from several sources, including the City’s Sales and Transient Occupancy Tax consultants.

Revenues and Transfers All Funds				
Fund Name	Actual 2018-19	Actual 2019-20	Revised 2020-21	Recommended 2021-22
General Fund	17,497,101	16,827,803	14,588,566	18,338,503
Enterprise Funds	5,203,327	6,928,511	6,035,204	6,957,631
Special Revenue and Capital Projects Funds	9,754,752	7,183,991	10,507,159	6,586,205
Internal Service Funds	1,835,387	2,227,754	1,954,403	2,444,133
Debt Service	1,243,535	143,939	-	-
<b>Grand Total</b>	<b>35,534,101</b>	<b>33,311,998</b>	<b>33,085,332</b>	<b>34,326,473</b>



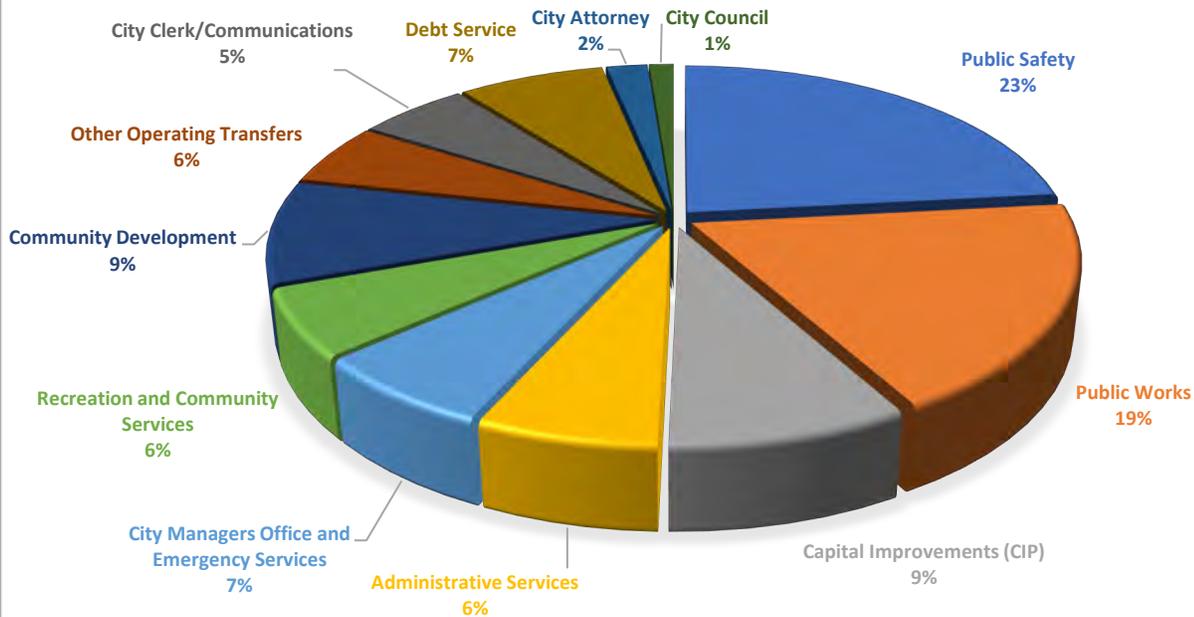
The City’s total proposed budget expenditures for FY 2021-22 are \$41 million, 45% of which, are from the General Fund. Total expenditures are 5% more than FY 2020-21. This increase is primarily due to increase spending in the General Fund with the use of ARPA funds. Capital improvements are approximately 25% of total expenditures, or \$10.5 million. Of the General Fund expenditures, the largest departmental budget is for public safety as shown in the pie chart on the following page.



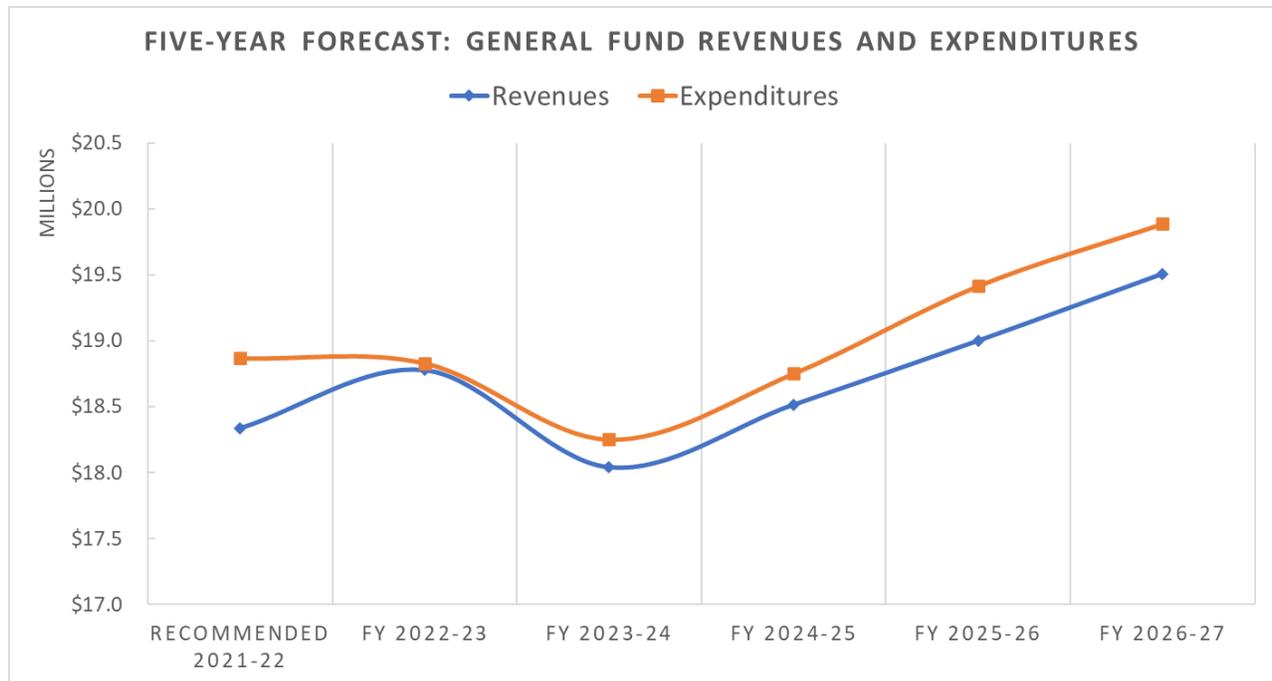
**Expenditures and Transfers All Funds**

Fund Name	Actual 2018-19	Actual 2019-20	Revised 2020-21	Recommended 2021-22
General Fund	16,503,288	17,149,915	16,072,208	18,867,875
Enterprise Funds	5,134,691	6,346,283	11,201,162	11,282,083
Special Revenue and Capital Projects Funds	6,720,300	7,669,179	10,799,528	8,794,169
Internal Service Funds	1,726,266	1,750,482	2,014,079	2,690,575
Debt Service	937,704	11,783,851	30,000	-
<b>Grand Total</b>	<b>31,022,249</b>	<b>44,699,710</b>	<b>40,116,977</b>	<b>41,634,702</b>

**GENERAL FUND EXPENDITURES BY DEPARTMENT**



Looking ahead. Based on assumptions, known future costs, and historical information, staff prepared a five-year forecast for general fund revenues and expenditures. Forecasts are generally used to spot any significant fiscal issues in future years. The chart below shows revenues and expenditures during this five-year period.



## BUDGETARY HIGHLIGHTS/SIGNIFICANT CHANGES

The following three key principles guided development of the budget:

- 1) Assumed reasonably optimistic revenue projections over previous year estimates:
  - 171% increase in Transient Occupancy Tax (TOT); (This figure is unusually high due to our projection on July 1, 2020, being extremely conservative given the very real possibility of hotels being closed much of the fiscal year)
  - 35% increase in Sales Tax
  - 6% increase in Property Tax
- 2) Incorporated anticipated American Rescue Plan Act (ARPA) funds of \$1.2 million into the General Fund and presented a line-item use of the funds that meets the requirement of the Act to “*Replace lost public sector revenue*” and focused use of the funds on expenditures that were cut or paused during the Pandemic.

- 3) To the extent feasible, reinstated programs, projects, expenditures, and staffing that were cut or paused in FY 2020-21 prior to proposing new expenditures and programs.

Key highlights and changes are summarized below:

- The Community Services Non-Profit Grant Program was renewed, and considering ongoing COVID-19 recovery needs, the funding level is recommended to be increased from \$200,000 to \$250,000.
- The Sheriff's contract has increased by \$324,691 for FY 2021-22. This increase reflects a cost-of-living increase plus \$222,442 towards the "service gap" caused by public safety personnel from the unincorporated areas servicing the City. At the end of FY 2021-22, there will be no "service gap" and the City will be able to increase or modify Sheriff staffing levels if that is desired.
- The 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, these reserves will be fully funded at 50% of General Fund operating expenditures. The two reserves are estimated to be \$8.6 million, which is a \$1.4 million increase over the previous year.
- \$1.6 million from the General Fund has been allocated to capital improvements. This is a \$650,000 increase over the amount allocated when the FY 2020-21 Budget was adopted.
- As promoted by the Yanira Serrano Presents! Program, the Council allocated \$75,000 to mental health services.
- In response to the financial impacts of COVID-19 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 represented 14% of the workforce. At mid-year FY 2020-21, one of the two Maintenance Workers was re-filled, and in this budget, it is recommended that the Recreation Leader and the Accounting Technician be re-filled, leaving approximately 10% of the workforce remaining unfilled.

- During the first half of FY 2020-21, all staff took a 10% furlough. This furlough was lifted approximately half-way through the year. This Recommended Budget retains all staff at full capacity.
- It is proposed that City Hall be reopened to the public Monday through Thursday effective July 6, 2021. We are proposing a hybrid approach to staff returning to work. For certain positions, we will allow employees to work from home up to 50% of the time.
- Parks and recreation services were cut significantly in the FY 2019-21 budgets, due to facilities, activities and events being closed and cancelled in response to health orders. With those orders lifted, facilities reopening, and recreation activities and community events allowed, \$161,000 has been added to the Recreation Services budget for staffing and supplies. Community events are being planned, including Concerts in the Park, the Summer's End Music Festival, among others, and new and existing sports leagues and classes will be offered in FY 2021-22.
- The Coastside Recovery Initiative began in early 2021, with an initial report and recommendations expected early in FY 2021-22. \$70,000 has been allocated to continue those efforts and begin implementation of recommendations to spark economic development and recovery on the Coast.

## **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.



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## CONCLUSION

The FY 2021-22 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 2020-21 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 2021-22 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.

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

Respectfully submitted,

Bob Nisbet  
City Manager



15 de Junio de 2021

Honorable Alcalde, Concejales de la Ciudad y Miembros de la Comunidad,

En nombre del personal de la Ciudad, es un privilegio para mí presentar al Concejo Municipal y a la comunidad el Presupuesto operativo recomendado para el año fiscal (AF) 2021-22. El Presupuesto Recomendado es un presupuesto balanceado que es una declaración de la situación financiera actual de la Ciudad; una herramienta que proyecta ingresos y gastos futuros para guiar la toma de decisiones relacionadas con el servicio y 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.

Una frase utilizada por muchos el año pasado, y que ciertamente apareció en muchos mensajes del Presupuesto de los Administradores de la Ciudad fue: *"¡los eventos de 2020 no tuvieron precedentes!"* Una frase que sin duda aparecerá este año en muchos mensajes presupuestarios de los administradores de la ciudad será, *"somos cautelosamente optimistas"*. Esta frase cubre su optimismo por si acaso ...

No soy cautelosamente optimista, ni me protejo. **¡Soy extremadamente optimista para la recuperación económica y comunitaria del 2021-22** y es posible que nunca tenga otra oportunidad de decir esto en mi mensaje presupuestario! Soy optimista por las siguientes razones:

- La Ciudad tomó algunas acciones extremas en 2020: despedimos al 14% de la fuerza laboral y redujimos nuestros gastos operativos generales en un 29%. También tomamos varias acciones "únicas" como diferir los gastos de capital, diferir los pagos de la deuda y "pedir prestado" de fondos especiales internos para cubrir la diferencia presupuestaria del Fondo General causada por la drástica recesión económica. Estas acciones totalizaron casi \$ 5 millones. Todas estas correcciones a corto plazo ya se han reabastecido este año fiscal o se reembolsarán en este Presupuesto Recomendado.
- El gasto del gobierno federal y estatal será sólido y este gasto se filtrará a la ciudad de diversas formas. Debemos estar preparados para aprovechar los programas y subvenciones gubernamentales que beneficiarán a la ciudad. La Ley del Plan de Rescate Estadounidense (ARPA) ya ha asignado \$ 2.4 millones a la ciudad durante dos años.
- Las tasas de ahorro de los consumidores están en máximos históricos alcanzando la tasa más alta en abril de 2020. Los consumidores están listos para gastar en la segunda mitad de 2021 y esto se traducirá en ingresos por impuestos a las ventas mejores de lo previsto para la ciudad.



- Todo indica que la gente viajará durante el próximo año y esto beneficiará los ingresos de la Ciudad. Además, el impuesto a la ocupación transitoria (TOT) de la ciudad aumentará del 12% al 14% a partir del 1 de Julio de 2021.
- El valor total tasado de la propiedad continúa aumentando y los aumentos por encima del promedio en los ingresos por impuestos a la propiedad de la ciudad continuarán durante 1-3 años incluso después de que la demanda del mercado inmobiliario comience a enfriarse.
- La tasa de vacunación del Área de la Bahía es extremadamente alta. Al 7 de junio de 2021, ocho de los nueve condados del Área de la Bahía se encontraban entre los 10 condados principales del estado (San Mateo ocupó el quinto lugar).
- La innovación empresarial será asombrosa en los próximos 2-3 años. El espíritu empresarial y la inversión serán sólidos. Los milenials y la próxima Generación (Generación Z, ¿Quizás la Generación Zoom?) Inventarán la nueva normalidad de cómo quieren entregar bienes y servicios, cómo quieren comprar y cómo quieren conectarse con otros humanos. Trabajaremos y consumiremos de forma remota, pero al mismo tiempo anhelaremos la conexión transaccional a la antigua (¡Lo tradicional no está muerto en una ciudad turística!) Half Moon Bay se beneficiará de este cambio de paradigma.
- Coastside Gives rompió nuestro récord de generosidad en la costa. Se entregaron casi \$ 1.5 millones a organizaciones benéficas locales en un período de 24 horas. Esto fue \$ 400,000 durante 2020 y más del doble de la cantidad de 2019.
- ¡La ciudad tiene un consejo muy comprometido y colegiado que incluye al primer concejal latino de la ciudad! El equipo de personal de la ciudad parece ser muy estable durante los próximos años y, sin lugar a duda, es el equipo más inteligente y enérgico que haya tenido la ciudad.
- Hay un interés comunitario renovado en el compromiso cívico que no se parece a nada que haya visto antes en mis 30 años de carrera en el gobierno local.

La siguiente declaración se hizo en el presupuesto del año pasado y vale la pena repetirla:

*“Los desafíos financieros de la Ciudad no se pueden resolver 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 **reinvertición** 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. “*

En los últimos seis meses, la ciudad ha formado dos grupos de trabajo: el Grupo de Trabajo de Recuperación Económica (17 miembros) y el Comité Asesor Comunitario de Coastsider Shelter (10 miembros). Estos ciudadanos están entusiasmados. Están comprometidos con su comunidad. Han sido afectados por la pandemia y quieren retribuir. Además, el Consejo ordenó la formación de una Comisión de Redistribución de Distritos, que estará compuesta por siete residentes locales para guiar el establecimiento de nuevos distritos del Consejo y no ha habido escasez de solicitudes. Y finalmente, muchos miembros de la comunidad están conversando entre ellos y con los miembros del Concejo sobre seguridad pública, raza y salud mental. A veces se trata de conversaciones difíciles que tratan de desafíos complejos que requieren voluntad, compromiso y optimismo de la comunidad.

De “La Segunda Venida”, (un poema escrito por William Yeats después de la Primera Guerra Mundial y la Pandemia del 1918) Yeats transmite la desesperación de la época:

*“Los mejores carecen de toda convicción, mientras que los peores están llenos de apasionada intensidad.”*

Debemos encontrar el medio- el centro: no es tanto que seamos cínicos más allá de los valores y creencias comunes, y tampoco una apasionada intensidad que divida a nuestra comunidad y obstaculice el progreso en los temas controversiales del año pasado.

Este nivel de compromiso cívico, un deseo renovado de participar, de hacer voluntariado, de encontrar el lado positivo de la pandemia y de hacer de la comunidad un lugar mejor- encontrar el centro- para todos, es lo que proporciona la base de mi optimismo.

## **LOGROS DEL AÑO ANTERIOR**

Durante el año fiscal 2020-21, la ciudad enfrentó los desafíos del año e instituyó varios programas para responder a la pandemia y la crisis económica. Además, el personal abordó otras prioridades del Concejo y completó muchos proyectos 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) Gobernanza Inclusiva. Algunos de estos logros se resumen a continuación:

- Se mantuvo la estabilidad financiera a pesar de las condiciones económicas adversas causadas por la pandemia en curso.
- Se desarrolló un Plan de Respuesta COVID-19 bajo las pautas de OSHA, para ayudar con los protocolos de la Ciudad que garantizaban la seguridad del personal.



- Se aprobó y recibió la certificación de la Comisión Costera de California para el Plan Costero Local de la Ciudad. ¡Este fue un esfuerzo de siete años!
- Se aseguró un compromiso con el Distrito del Agua del Condado de Coastside para conexiones de agua de menor costo para proyectos de viviendas asequibles.
- Se emitieron permisos y derechos para Carter Park y la Ordenanza de uso mixto del centro.
- Se llevaron a cabo las Elecciones Generales Municipales del 3 de noviembre de 2020 que resultaron en la aprobación de una medida para aumentar el Impuesto de Ocupación Transitoria del 12% al 15% y la elección de dos lugares en el Concejo de Distrito.
- Se lideró una campaña de divulgación e información pública relacionada con la pandemia COVID-19, que incluyó numerosos comunicados de prensa, boletines electrónicos semanales, cartas semanales del alcalde, actualizaciones de sitios web, actualizaciones de redes sociales, señalización, coordinación con agencias, anuncios de cierres y modificaciones de servicios (todos traducidos al español).
- Se coordinaron clínicas de pruebas COVID-19 semanales con nuestro personal tanto en el Centro Comunitario Ted Adcock como en el Centro para Personas de la Tercera Edad, en colaboración con los voluntarios de Coastside CERT y los Senior Coastsiders.
- Se apoyó la coordinación, la logística y la divulgación para las clínicas de vacunación COVID-19 basadas en la comunidad, dirigidas a poblaciones vulnerables y desatendidas en la costa.
- Se redactaron órdenes de emergencia para la pandemia de COVID y el incendio de CZU que establecieron el reembolso de FEMA y la capacidad de instituir nuevos protocolos de gobierno abierto.
- Se obtuvo una subvención de \$ 1 millón para operar un Proyecto Piloto de Canje de Contenedores de Bebidas detrás de CVS en Strawflower Village.
- Se revisaron las ordenanzas de parques / playas para prohibir las botellas de plástico de un solo uso de menos de 2 litros y se adoptó una ordenanza que prohíbe la distribución de artículos desechables para alimentos.
- Se completó la adquisición de la propiedad Corporation Yard (Stone Pine) y se brindó apoyo en la negociación / bienes raíces para la adquisición del Coastside Inn por parte del Condado.

- ¡Se implementó el Programa Yanira Serrano Presente!
- En asociación con el grupo CARON de la Oficina del Sheriff, se llevó a cabo numerosos eventos de divulgación y educación comunitaria virtual.
- Se lanzó la Iniciativa de Recuperación de Coastside, que incluye un Grupo de Trabajo de Recuperación Económica, para coordinar los esfuerzos de recuperación y la planificación a largo plazo hacia una economía de Coastside más equitativa, vibrante y resistente.
- Se lideraron esfuerzos de investigación y alcance de seguridad pública a través del subcomité de Seguridad Pública del Ayuntamiento, así como grupos de enfoque con líderes latinos, personas sin hogar y proveedores de servicios, líderes religiosos y jóvenes, así como múltiples reuniones sobre la intersección de la aplicación de la ley y la salud mental.
- Se aprovecharon las asociaciones con el condado y organizaciones locales sin fines de lucro para apoyar a las poblaciones desatendidas a través de fondos de asistencia de alquiler de emergencia, sesiones de información colaborativa de Coastside y discusiones sobre salud mental / abuso de sustancias.

## **PRIORIDADES DEL CONSEJO**

El Ayuntamiento llevó a cabo dos sesiones de escucha comunitaria virtual durante el mes de Marzo que culminaron con un taller de establecimiento de prioridades el 24 de Marzo de 2021. En este taller, el Ayuntamiento estableció las siguientes cinco prioridades generales:

1. Vivienda asequible
2. Salud pública, seguridad y preparación para emergencias
3. Recuperación y desarrollo económicos
4. Resiliencia y sostenibilidad comunitaria y climática
5. Redistribución de distritos

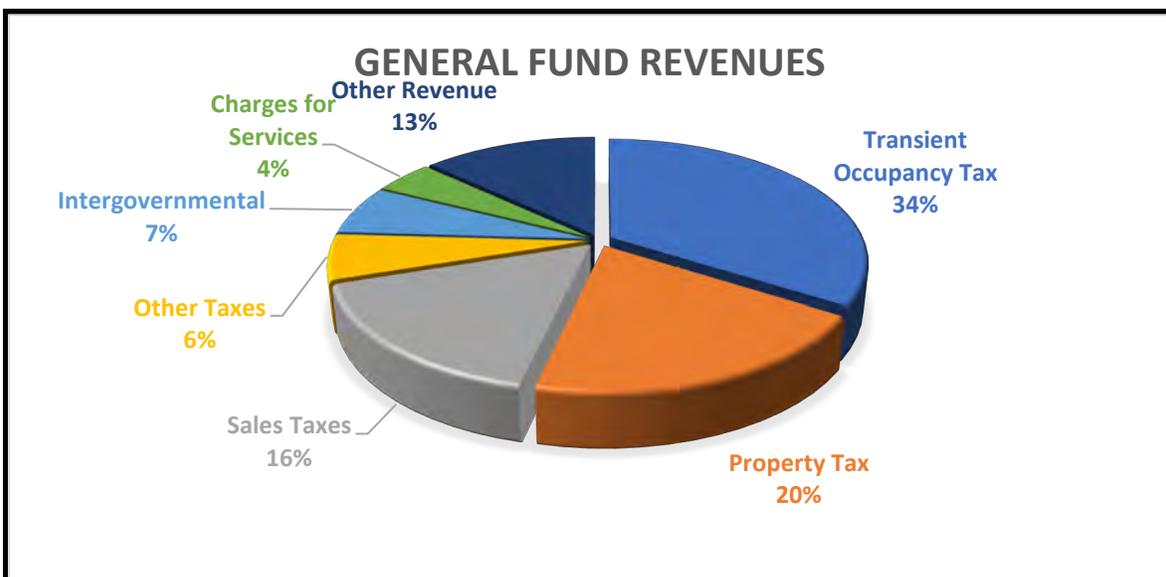
El 18 de mayo de 2021, el personal presentó al consejo un plan de trabajo plurianual que incluye 29 programas, proyectos y/o tareas separadas bajo estas cinco prioridades. El presupuesto recomendado incluye numerosas asignaciones de fondos que respaldarán la implementación de estas 29 tareas.

## PRESUPUESTO EN UN VISTAZO

El total de ingresos estimados de la Ciudad (todos los fondos) para el año fiscal 2021-22 es de \$ 34.3 millones. Esta cantidad representa un aumento del 3 por ciento desde el año fiscal 2020-21. Esto se debe principalmente al aumento de los ingresos del fondo general y, más específicamente, al financiamiento del Impuesto de Ocupación Transitoria (TOT) y la Ley del Plan de Rescate Estadounidense (ARPA). Los ingresos del Fondo General son aproximadamente el 53% de los ingresos totales, y las tres fuentes principales de ingresos del Fondo General son el impuesto a la propiedad, el impuesto a las ventas y el impuesto a la ocupación transitoria (TOT), como se ve en el gráfico circular a continuación.

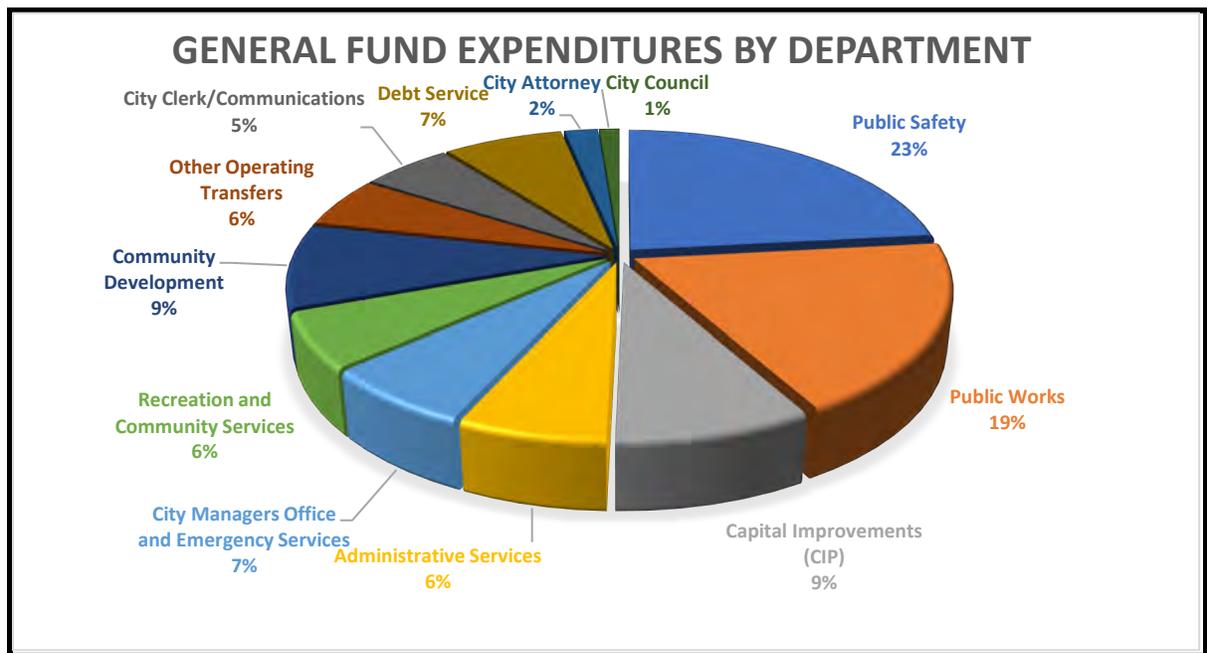
A medida que las restricciones relacionadas con COVID-19 disminuyan y la actividad económica regrese, se espera que estas tres fuentes principales aumenten en un 29% desde el año fiscal 2020-21. El aumento total de los ingresos del fondo general del año anterior es del 26%. Estas proyecciones se basan en el análisis del personal de las condiciones locales y reflejan la información recibida de varias fuentes, incluidos los consultores de impuestos sobre las ventas y la ocupación transitoria de la ciudad.

Revenues and Transfers All Funds				
Fund Name	Actual 2018-19	Actual 2019-20	Revised 2020-21	Recommended 2021-22
General Fund	17,497,101	16,827,803	14,588,566	18,338,503
Enterprise Funds	5,203,327	6,928,511	6,035,204	6,957,631
Special Revenue and Capital Projects Funds	9,754,752	7,183,991	10,507,159	6,586,205
Internal Service Funds	1,835,387	2,227,754	1,954,403	2,444,133
Debt Service	1,243,535	143,939	-	-
<b>Grand Total</b>	<b>35,534,101</b>	<b>33,311,998</b>	<b>33,085,332</b>	<b>34,326,473</b>

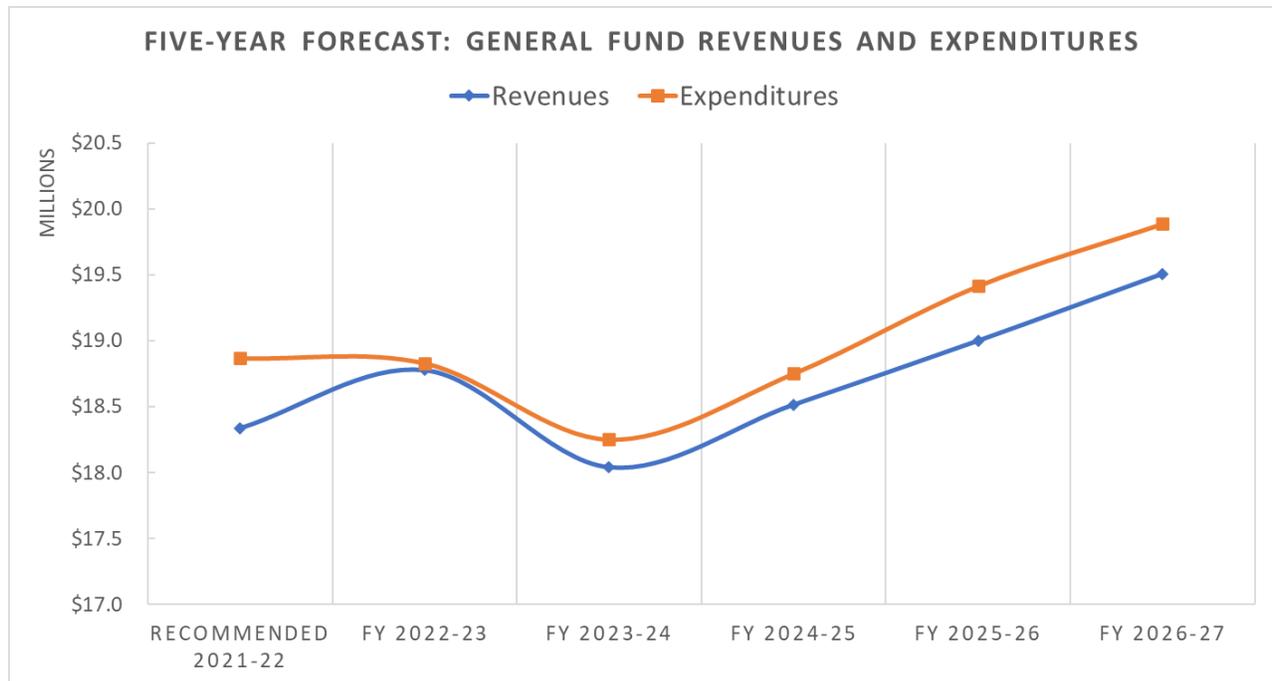


Los gastos presupuestarios totales propuestos de la Ciudad para el año fiscal 2021-22 son \$ 41 millones, el 45 % de los cuales provienen del Fondo General. Los gastos totales son un 5 % más que en el año fiscal 2020-21. Este aumento se debe principalmente al aumento del gasto en el fondo general con el uso de fondos ARPA. Las mejoras de capital representan aproximadamente el 25 % de los gastos totales, o \$ 10,5 millones. De los gastos del Fondo General, el presupuesto departamental más grande es para la seguridad pública, como se muestra en el gráfico circular de la página siguiente.

Expenditures and Transfers All Funds				
Fund Name	Actual 2018-19	Actual 2019-20	Revised 2020-21	Recommended 2021-22
General Fund	16,503,288	17,149,915	16,072,208	18,867,875
Enterprise Funds	5,134,691	6,346,283	11,201,162	11,282,083
Special Revenue and Capital Projects Funds	6,720,300	7,669,179	10,799,528	8,794,169
Internal Service Funds	1,726,266	1,750,482	2,014,079	2,690,575
Debt Service	937,704	11,783,851	30,000	-
<b>Grand Total</b>	<b>31,022,249</b>	<b>44,699,710</b>	<b>40,116,977</b>	<b>41,634,702</b>



Mirando hacia el futuro. Con base en suposiciones, costos futuros conocidos e información histórica, el personal preparó un pronóstico de cinco años para los ingresos y gastos del fondo general. Los pronósticos se utilizan generalmente para detectar problemas fiscales importantes en años futuros. El cuadro a continuación muestra los ingresos y gastos durante este período de cinco años.



## ASPECTOS DESTACADOS DEL PRESUPUESTO / CAMBIOS SIGNIFICATIVOS

Los siguientes tres principios clave guiaron el desarrollo del presupuesto:

- 1) Proyecciones de ingresos asumidas razonablemente optimistas sobre las estimaciones del año anterior:
  - o Aumento del 171% en el impuesto a la ocupación transitoria (TOT); (Esta cifra es inusualmente alta debido a que nuestra proyección del 1 de julio de 2020 es extremadamente conservadora dada la posibilidad muy real de que los hoteles cierren gran parte del año fiscal)
  - o 35% de aumento en el impuesto sobre las ventas
  - o Aumento del 6% en el impuesto predial
- 2) Incorporación de fondos anticipados de la Ley del Plan de Rescate Estadounidense (ARPA) de \$ 1.2 millones en el Fondo General y presentó un uso de partida de los fondos que cumple con el

requisito de la Ley para *"Reemplazar los ingresos perdidos del sector público"* y enfocó el uso en los gastos que fueron cortar o pausar durante la pandemia.

- 3) En la medida de lo posible, se restablecieron los programas, proyectos, gastos y personal que se redujeron o se detuvieron en el año fiscal 2020-21 antes de proponer nuevos gastos y programas.

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

- Se renovó el Programa de subvenciones para organizaciones sin fines de lucro de servicios comunitarios y, teniendo en cuenta las necesidades de recuperación de COVID-19 en curso, se recomienda aumentar el nivel de financiación de \$ 200,000 a \$ 250,000.
  - El contrato del Sheriff ha aumentado en \$ 324,691 para el año fiscal 2021-22. Este aumento refleja un aumento del costo de vida más \$ 222,442 para el "lapso de servicio" causado por el personal de seguridad pública de las áreas no incorporadas que prestan servicios a la ciudad. Al final del año fiscal 2021-22, no habrá "lapso de servicio" y la ciudad podrá aumentar o modificar los niveles de personal del Sheriff si así lo desea.
  - La Política de Reserva 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, estas reservas serán financiadas en su totalidad al 50% de los gastos operativos del Fondo General. Se estima que las dos reservas ascienden a \$ 8.6 millones, lo que representa un aumento de \$ 1.4 millones con respecto al año anterior.
  - Se han asignado \$ 1.6 millones del Fondo General a mejoras de capital. Este es un aumento de \$650,000 sobre la cantidad asignada cuando se adoptó el presupuesto para el año fiscal 2020-21.
  - Como lo promueve el Programa Yanira Serrano Presente, el Concejo asignó \$75,000 para servicios de salud mental.
  - En respuesta a los impactos financieros de COVID-19, los siguientes cinco puestos fueron despedidos en abril de 2020:
    - Analista de Gestión de Recursos Humanos
    - Asistente Ejecutivo
    - Líder de Recreación
    - Técnico Contable
-

○ Trabajador de Mantenimiento I

Además, se dejó sin cubrir un segundo puesto de Trabajador de mantenimiento I. Estos seis puestos representan el 14% de la plantilla. A mediados del año fiscal 2020-21, uno de los dos puestos de trabajadores de mantenimiento se volvió a llenar, y en este presupuesto, se recomienda que el líder de recreación y el técnico de contabilidad se vuelvan a cubrir, dejando aproximadamente el 10% de la fuerza laboral sin cubrir.

- Durante la primera mitad del año fiscal 2020-21, todo el personal tomó una licencia sin goce de sueldo del 10%. Este permiso se levantó aproximadamente a la mitad del año. Este presupuesto recomendado mantiene a todo el personal a plena capacidad.
- Se propone que el Ayuntamiento vuelva a abrir al público de Lunes a Jueves a partir del 6 de Julio de 2021. Estamos proponiendo un enfoque híbrido para que el personal regrese al trabajo. Para ciertos puestos, permitiremos que los empleados trabajen desde casa hasta el 50% del tiempo.
- Los servicios de parques y recreación se recortaron significativamente en los presupuestos del año fiscal 2019-20, debido al cierre y cancelación de instalaciones, actividades y eventos en respuesta a órdenes de salud. Con esas órdenes levantadas, la reapertura de las instalaciones y las actividades de recreación y los eventos comunitarios permitidos se han agregado \$ 161,000 al presupuesto de Servicios de Recreación para personal y suministros. Se están planificando eventos comunitarios, incluidos Conciertos en el parque, el Festival de música Summer's End, entre otros, y las clases y ligas deportivas nuevas y existentes se ofrecerán en el año fiscal 2021-22.
- La Iniciativa de Recuperación de Coastside comenzó a principios de 2021, con un informe inicial y recomendaciones previstas para principios del año fiscal 2021-22. Se han asignado \$ 70,000 para continuar esos esfuerzos y comenzar la implementación de recomendaciones para impulsar el desarrollo económico y la recuperación en la Costa.

## **PROGRAMA DE MEJORA DE CAPITAL**

El Programa de Mejoras de Capital de Cinco Años (CIP) se ha actualizado junto con la preparación del presupuesto operativo. El documento 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 Concejo Municipal ha visto este plan varias veces y ha ofrecido aportes y comentarios en cada etapa, brindando orientación de manera constante con énfasis en invertir en la comunidad a través de mejoras de capital.

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## CONCLUSIÓN

El presupuesto recomendado para el año fiscal 2021-22 es un presupuesto equilibrado que refleja las prioridades del Concejo Municipal y las necesidades de la comunidad.

Para obtener información más detallada que la que se indica aquí, se alienta al lector a comenzar con la Descripción general del presupuesto. Los presupuestos departamentales siguen y están claramente etiquetados 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 2020-21 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 2021-22 seguirá cumpliendo con los criterios para este premio.

El desarrollo del presupuesto debe completarse en un cronograma muy comprimido y es una cantidad sustancial de trabajo para toda la organización. Quiero reconocer el liderazgo del Consejo, los directores de departamento y su personal, pero agradezco especialmente al dedicado equipo de presupuesto que completó este documento.

¡Mi más sincero agradecimiento se extiende al equipo del Departamento de Servicios Administrativos (Lisa, Kenneth, Bryan, Julissa, Raymond y Maggie)!

Respetuosamente,



**Bob Nisbet**  
Administrador de la Ciudad



**RESOLUTION No. C-2021-42**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY  
ADOPTING THE FISCAL YEAR 2021-2022 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 2021-22 Operating and Capital Improvement Program Budgets during the budget hearing held on June 1, 2021 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 15, 2021 for consideration of adoption of the proposed FY 2021-22 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 2021-22; and

**WHEREAS**, in accordance with Section 65103 of the State Government Code, the City's Planning Commission held a hearing on May 11, 2021, 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 2021-22 Fiscal Year Appropriations Limit, Operating and Capital Improvement Program Budgets for FY 2021-22;

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

1. The City Council does hereby approve and adopt the City's budget of \$41,509,999, including CIP allocation of \$10,324,932, for fiscal year 2021-22 consisting of appropriations, inter-fund transfers and General Fund expenditures of \$18,887,875 as set forth within the Fiscal Year 2021-22 Budget.
2. The City Council does hereby approve and adopt the City's budgeted revenue of \$34,326,473 for fiscal year 2021-22 and General Fund revenues of \$18,338,503 as set forth within the Fiscal Year 2021-22 Budget.
3. The amount of the 2021-22 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 2021-22 fiscal year.

\*\*\*\*\*

I, the undersigned, hereby certify that the foregoing Resolution was duly passed and adopted on the 15<sup>th</sup> day of June, 2021 by the City Council of Half Moon Bay by the following vote:

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

NOES, Councilmembers:

ABSENT, Councilmembers:

ABSTAIN, Councilmembers:

ATTEST:

APPROVED:

*Jessica Blair*

*Robert Brownstone*

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

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



# City of Half Moon Bay

## City Council



Mayor Robert Brownstone



Vice Mayor  
Debbie Ruddock



Council member  
Joaquin Jimenez



Council member  
Deborah Penrose



Council member  
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.

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

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

# About Half Moon Bay

*“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 20<sup>th</sup> and 21<sup>st</sup> 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 an 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 in a typical 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 markets, shops, and boutiques. Farm-fresh produce and one-of-a-kind art pieces are available side-by-side. 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 and bird 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. Within the city limits, there are 13 hotels, inns, and Bed and Breakfasts in addition to three RV parks and campgrounds.

## 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.<sup>1</sup> A snapshot of demographic highlights include:



## 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.

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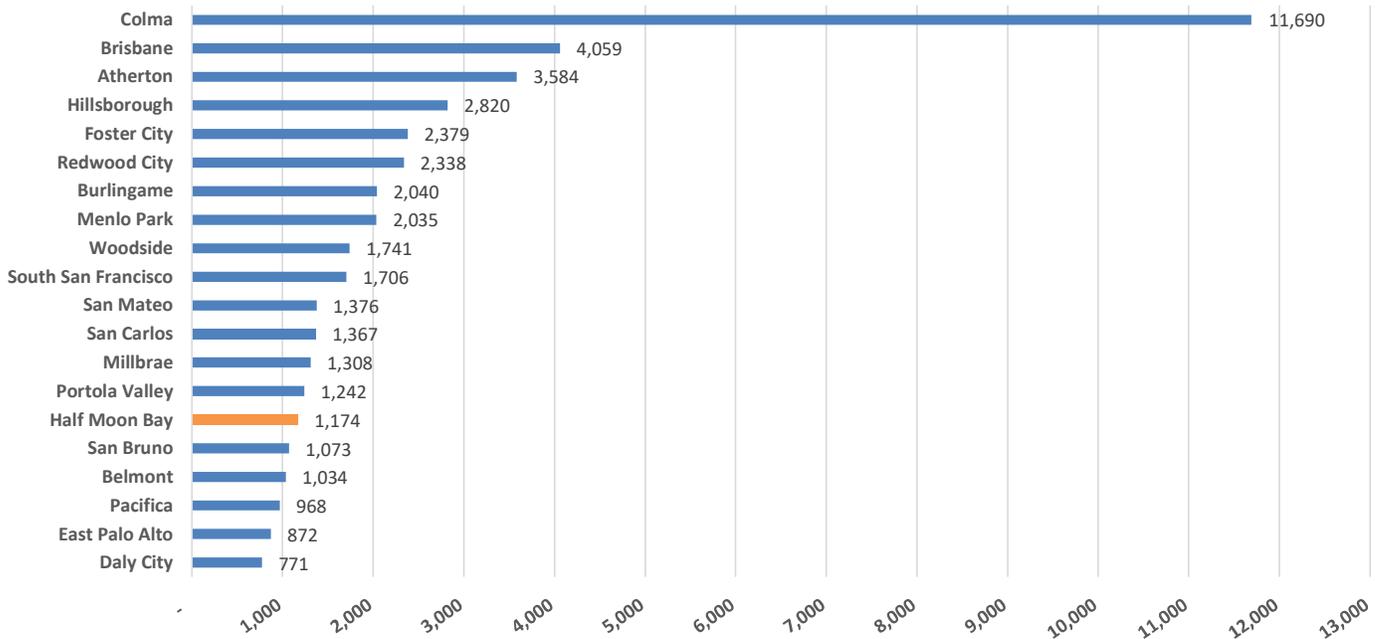
<sup>1</sup> <https://www.census.gov/quickfacts/fact/table/halfmoonbaycitycalifornia/PST045218>  
<https://worldpopulationreview.com/us-cities/half-moon-bay-ca-population>

# San Mateo County Cities Comparison

The City of Half Moon Bay ranks the 15th in revenues per capita comparing to other cities within the San Mateo county. The City is prudent in managing its resources, ranking 6th in cost per capita.

## General Revenues Per Capita

Half Moon Bay Ranks 15th out of 20 in Revenues per Capita



City	Population	Report Totals			Per Capita		
		General Revenues	General Expenditures	Outstanding Debt	General Revenue	General Expenditures	O/S Debt
Atherton	7,055	25,287,581	15,241,014	-	\$ 3,584	\$ 2,160	\$ -
Belmont	26,813	27,718,781	31,687,720	5,707,615	\$ 1,034	\$ 1,182	\$ 213
Brisbane	4,691	19,041,128	21,120,000	9,261,000	\$ 4,059	\$ 4,502	\$ 1,974
Burlingame	30,118	61,428,400	63,294,879	81,259,977	\$ 2,040	\$ 2,102	\$ 2,698
Colma	1,512	17,675,832	16,983,718	4,785,000	\$ 11,690	\$ 11,233	\$ 3,165
Daly City	109,142	84,185,166	90,292,870	16,198,000	\$ 771	\$ 827	\$ 148
East Palo Alto	30,794	26,839,500	28,339,500	-	\$ 872	\$ 920	\$ -
Foster City	33,033	78,589,749	80,332,927	-	\$ 2,379	\$ 2,432	\$ -
<b>Half Moon Bay</b>	<b>12,431</b>	<b>14,588,566</b>	<b>16,072,208</b>	<b>5,154,170</b>	<b>\$ 1,174</b>	<b>\$ 1,293</b>	<b>\$ 415</b>
Hillsborough	10,900	30,742,000	31,462,000	34,489,678	\$ 2,820	\$ 2,886	\$ 3,164
Menlo Park	34,698	70,610,000	70,510,000	16,904,925	\$ 2,035	\$ 2,032	\$ 487
Millbrae	22,832	29,873,319	32,197,351	22,827,458	\$ 1,308	\$ 1,410	\$ 1,000
Pacifica	38,183	36,971,000	36,971,000	25,552,921	\$ 968	\$ 968	\$ 669
Portola Valley	4,592	5,704,997	6,175,492	-	\$ 1,242	\$ 1,345	\$ -
Redwood City	85,319	199,438,970	152,709,409	-	\$ 2,338	\$ 1,790	\$ -
San Bruno	45,454	48,761,458	49,352,968	8,197,750	\$ 1,073	\$ 1,086	\$ 180
San Carlos	30,000	41,015,550	45,400,765	3,166,658	\$ 1,367	\$ 1,513	\$ 106
San Mateo	103,087	141,865,124	145,810,153	99,292,000	\$ 1,376	\$ 1,414	\$ 963
South San Francisco	67,879	115,768,363	113,118,974	48,029,933	\$ 1,706	\$ 1,666	\$ 708
Woodside	5,458	9,500,454	8,212,219	-	\$ 1,741	\$ 1,505	\$ -

## 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. In 2018, the City transitioned from at-large elections to by-district, with four councilmembers elected by district and an at-large elected mayor. The first two district councilmembers were elected in 2020. The other two, as well as the first elected at-large mayor, are slated to be elected in 2022. The City Council appoints commission and committee members to support the public policy making process.



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 typically open 8:30 a.m. to 5:00 p.m., Monday through Thursday (except holidays). Since COVID-19, city offices and facilities have scaled back hours of operation while continuing to deliver the full range of municipal services.

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](http://www.hmbcity.com)





# CITY OF HALF MOON BAY

## Budget Overview



Painting By: Bobbie Brainerd

Title: Sunshine For My Soul

# Budget Overview

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Painting By: Martha Irwin  
Title: Portal

# 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 2020-21 fiscal year, the City continued to endure the financial pressures resulting from the ongoing worldwide pandemic. Conservative planning for the FY 2020-21 budget and actions taken by the City at the start of the pandemic resulted in a stable financial situation despite considerable reductions in revenue. In the latter half of FY 2020-21 with vaccines being distributed and the steady reduction in new cases, the City saw improvements in revenues easing the pressure on City resources. 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 March Jobs report which is the most current official data as of the preparation of this budget document the unemployment rate in San Mateo County has decreased to approximately 5.2%. The City of Half Moon Bay's unemployment rate is 4.1%. The City unemployment rate is currently lower than the unemployment rates for California and the nation during the same period.

### 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 initially had seen a substantial impact due to the pandemic, however, recently the state reported \$75 Billion in surplus revenues.

It is anticipated that the states revenue sources will continue to improve restoring programs and services previously cut due to the pandemic. At this time, it is not anticipated that the changes in the States revenue and financial situation will impact the City of Half Moon Bay in any meaningful way.

## 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 online 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 24, 2021. At this workshop, the City Council established the following five broad priorities:

1. Affordable Housing (an ongoing multi-year priority)
2. Public Health, Safety and Emergency Preparation
3. Community Climate Resilience and Sustainability
4. Economic Recovery and Development
5. Redistricting

The table below demonstrates how the Council’s FY 2021-22 priorities fit in the larger Strategic Plan Elements and Initiatives that were adopted on February 9, 2016, and reaffirmed for FY 2021-22.

<b>Strategic Elements</b>				
<b>PRIORITY</b>	<b>Infrastructure / Environment</b>	<b>Healthy Communities/Public Safety</b>	<b>Fiscal Sustainability</b>	<b>Inclusive Governance</b>
<b>Affordable Housing</b>		✓	✓	✓
<b>Public Health, Safety and Emergency Preparation</b>	✓	✓		✓
<b>Community Climate Resilience and Sustainability</b>	✓	✓	✓	
<b>Economic Recovery and Development</b>	✓		✓	✓
<b>Redistricting</b>				✓

**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	
March 3 & 6	Community Listening Sessions
March 24 & May 18th	Council Strategic Planning and Priority Setting Workshop
May 20	Finance Committee Meeting
June 1	City Council Review of Proposed FY 2021-22 Budget
June 15	City Council Formal Adoption

Each department was asked to maintain their Base Budget operating expenditures, increasing only for required expenses, 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 program restoration 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.

Final adoption of the Recommended Budget for FY 2021-22 is scheduled for June 15, 2021.

**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 the 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 30<sup>th</sup> of each year.

The philosophy employed in creating this budget document has been to focus the City's efforts in continuing to provide quality 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 2021-22 ADOPTED BUDGET OVERVIEW**

The Recommended FY 2021-22 Budget is balanced following the ongoing reduction to revenue sources due to the ongoing pandemic.-

In FY 2021-22, General Fund revenue of \$18.3 million is projected to be less than the General Fund expenses of \$18.8 million by \$549 thousand.

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 any available unassigned fund balances or 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 70% of General Fund revenue. While Transient Occupancy and sales tax revenue are reduced due to the ongoing pandemic, they are showing signs of rebound.

### **Budget Assumptions**

The Base Budget is not an exact duplicate of the Adopted or Amended FY 2020-21 Budget because of actions the Council may have taken to modify the budget during the year, and most notably due

to the FY 2021-22 budget assumptions used to develop the Base Budget. The following are the major assumptions used to develop the initial FY 2021-22 Base Budget:

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

- **Total General Fund revenue** of \$18.3 million shows an increase of 25.7% from the FY 2020-21 Revised Budget.
- **The top three revenue sources**, Transient Occupancy Tax (TOT), Property Tax, and Sales and Use Tax are estimated to increase by 29% compared to the current budget; the increase of other revenues is estimated at 19%.

***Base Budget Expenditures Assumptions***

- Total General Fund expenditures of \$18.8 million, which includes \$17.2 million in operating expenditures and \$1.6 million in capital transfers to fund the Capital Improvement Program.
- Salary and Benefits projections include funding for 44 full-time equivalent (FTE) positions city-wide, and the increase of 2 positions.
- Vacant positions are budgeted at middle step. 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 2021-22 PERS retirement rates are budgeted as provided by CalPERS: Tier 1 (2.0% @ 55) at 11.600% for classic members and Tier 2 (2% @ 62) at 7.730% 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 increased by 19% over FY 2021-22 budgeted amounts primarily due the double payment of the library loan that was originally deferred in FY 2020-21.

**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 2021-22 CIP officially began in December 2020. This resulted in the preliminary draft FY 2021-22 Capital Budget presented during the City Council Priority Setting Workshop on March 24, 2021. At the study session on May 18, 2021, 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 2019-20 through FY 2021-22 are detailed in the table below. Total operating expenses are also listed to demonstrate the percentage level of reserves and compliance with the City’s Fund Balance Policy.

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

<b>Designations</b>	<b>Actual 2019-20</b>	<b>Revised Budget 2020-21<sup>1</sup></b>	<b>Recommended Budget 2021-22<sup>2</sup></b>
<b><i>Beginning Fund Balance</i></b>	<b>\$ 10,956,264</b>	<b>\$ 10,634,152</b>	<b>\$ 9,237,000</b>
<b>Total Revenue</b>	<b>16,827,803</b>	<b>14,588,566</b>	<b>18,338,503</b>
Net Operating Expenditures	13,644,294	12,704,430	15,413,133
Operating Transfers	2,264,870	1,789,178	1,871,542
<b>Total Operating Expenditures</b>	<b>15,909,164</b>	<b>14,493,608</b>	<b>17,284,675</b>
Capital Transfers	1,240,751	1,578,601	1,603,200
<b>Total Expenditures</b>	<b>17,149,915</b>	<b>16,072,209</b>	<b>18,887,875</b>
<b><i>Ending Fund Balance</i></b>	<b>10,634,152</b>	<b>9,150,509</b>	<b>8,687,629</b>
Operating Reserve (30% of Op. Exp.)	5,146,354	4,362,963	5,185,402
Economic Reserve (Target 20% Op. Exp.)	\$ 2,154,288	2,908,642	3,456,935
<b>Total Reserves</b>	<b>\$ 7,300,642</b>	<b>\$ 7,271,604</b>	<b>\$ 8,642,337</b>
<b><i>Unassigned Fund Balance</i></b>	<b>\$ 3,333,510</b>	<b>\$ 1,878,905</b>	<b>\$ 45,291</b>
<b>Reserve as % of Total Op. Expenses</b>	<b>46%</b>	<b>50%</b>	<b>50%</b>

<sup>1</sup> Fund balances for the Revised Budget 2020-21 reflect audited FY 2019-20 ending balance and budgeted revenues and expenditures.

<sup>2</sup> Beginning Fund Balance reflects ending estimates that may not match ending 2020-21 revised budget

## Conclusion

The FY 2021-22 General Fund total budget expenditures total \$18.8 million and include a \$1.6 million contribution to CIP. The FY 2021-22 in the City's Special Revenue and Capital Funds, Enterprise Funds, Debt Service Funds, and Internal Service Funds total \$22 million. The proposed 5-Year Capital Improvement Program (CIP) includes budgeted expenses of \$10.3 million for FY 2021-22.

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 is coming to an end, the City is taking a conservative approach to the budget and has reflected this in the financial outlook for the 2021-22 Fiscal Year.

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

- Federal and State budget challenges add a 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 where revenue sources may not be adequate to continue funding them.
- Increased contractual costs. The City uses outside contractors extensively, including for police services.
- Increased pension costs.
- The continued economic downturn puts pressure on the City ability to maintain fiscal stability to continue to weather the recession.

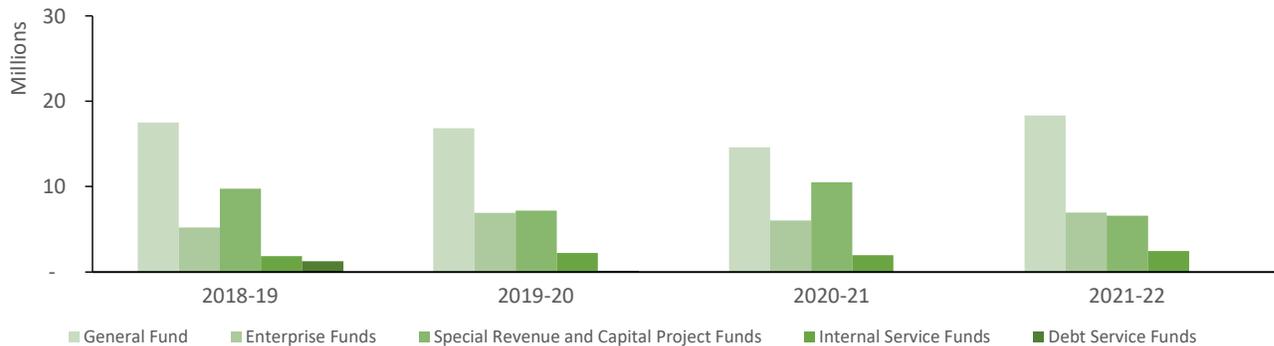
Fiscal sustainability remains a high priority for Half Moon Bay. To that end, staff continues to project revenues and expenditures in a conservative manner. The City has two General Fund Reserves, one created in FY 2019-20 as the Economic Uncertainty Reserve with a target amount of 20% of the operating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



**City of Half Moon Bay**  
**FY 2021-22 Recommended Budget**  
**Summary of Revenue & Transfers by Fund**

FUND	Actual 2018-19	Actual 2019-20	Revised 2020-21	Recommended 2021-22
<b>GENERAL FUND</b>	<b>17,497,101</b>	<b>16,827,803</b>	<b>14,588,566</b>	<b>18,338,503</b>
<b>ENTERPRISE FUNDS</b>				
Sewer Operating	4,747,958	6,402,723	5,885,717	6,709,625
Sewer Capital	455,369	525,788	149,487	248,007
<b>TOTAL ENTERPRISE FUNDS</b>	<b>5,203,327</b>	<b>6,928,511</b>	<b>6,035,204</b>	<b>6,957,632</b>
<b>SPECIAL REVENUE FUNDS</b>				
Storm Drain Operating	63,625	60,332	624	3,962
Main Street Bridge	191,639	300,359	468,849	13,180
Gas Tax	492,735	535,255	233,553	501,091
Streets and Roads	1,511,835	1,463,440	4,365,195	3,276,447
Measure A	440,413	618,078	467,595	399,307
Measure W	-	-	-	405,000
Traffic Mitigation	2,460,758	249,927	36,538	82,330
Library Operation	71,372	100,170	-	191
Library Capital	783,022	43,391	-	14,771
Park/Facilities Development	1,626,265	1,725,497	680,964	145,925
Affordable Housing	51,386	471,576	11,548	25,385
Capital General	613,934	660,298	2,703,000	14,396
Police Grants	158,689	172,712	142,222	149,356
Drainage Capital	330,727	196,299	168,430	20,695
Public Facilities	958,353	586,657	1,228,641	1,534,169
<b>TOTAL SPECIAL REVENUE AND CAPITAL PROJECT FUNDS</b>	<b>9,754,752</b>	<b>7,183,991</b>	<b>10,507,159</b>	<b>6,586,205</b>
Vehicle Replacement	15,154	24,084	5,000	211,785
Equipment Replacement	161,881	439,017	419,403	520,778
Risk Management	697,310	723,666	530,000	663,450
Pension Stabilization	961,042	1,040,988	1,000,000	1,048,119
<b>INTERNAL SERVICE FUNDS</b>	<b>1,835,387</b>	<b>2,227,754</b>	<b>1,954,403</b>	<b>2,444,133</b>
Judgement Bonds - A	-	-	-	-
Judgement Bonds - B	1,243,535	143,939	-	-
<b>DEBT SERVICE FUNDS</b>	<b>1,243,535</b>	<b>143,939</b>	<b>-</b>	<b>-</b>
<b>Total Other Funds</b>	<b>18,037,000</b>	<b>16,484,195</b>	<b>18,496,766</b>	<b>15,987,970</b>

**TOTAL ALL FUNDS \$ 35,534,101 \$ 33,311,998 \$ 33,085,332 \$ 34,326,473**

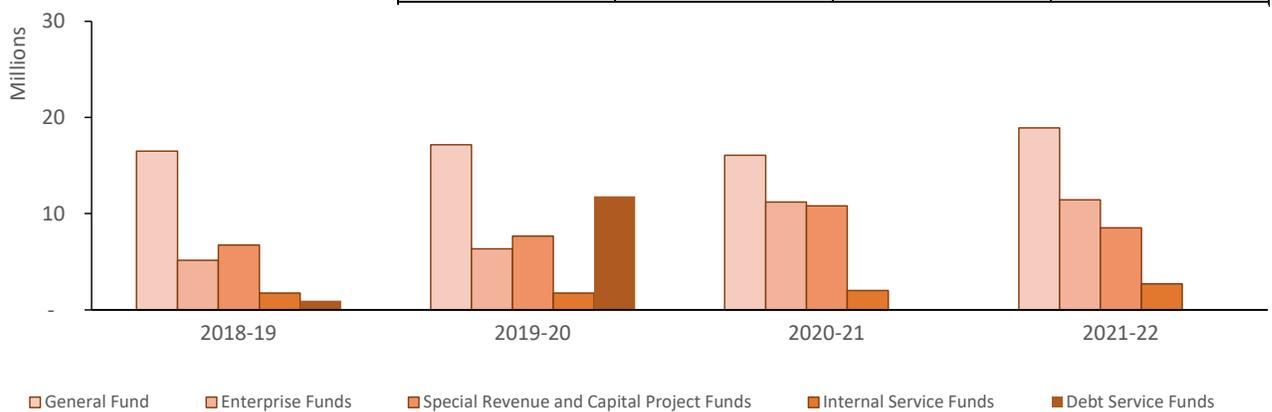


**City of Half Moon Bay  
FY 2021-22 Recommended Budget  
Summary of Expenditures & Transfers by Fund**

FUND	Actual 2018-19	Actual 2019-20	Revised 2020-21	Recommended 2021-22
<b>GENERAL FUND</b>	<b>16,503,288</b>	<b>17,149,915</b>	<b>16,072,208</b>	<b>18,887,875</b>
<b>ENTERPRISE FUNDS</b>				
Sewer Operating	4,948,166	5,952,968	5,930,768	6,664,625
Sewer Capital	186,525	393,315	5,270,394	4,749,706
<b>TOTAL ENTERPRISE FUNDS</b>	<b>5,134,691</b>	<b>6,346,283</b>	<b>11,201,162</b>	<b>11,414,331</b>
<b>SPECIAL REVENUE FUNDS</b>				
Storm Drain Operating	-	2	54,000	-
Main Street Bridge	360,676	232,379	465,000	324,000
Gas Tax	637,858	295,162	220,501	95,000
Streets and Roads	2,181,862	1,438,357	4,688,799	3,083,886
Measure A	509,239	92,798	99,816	340,688
Measure W	-	-	-	-
Traffic Mitigation	42,803	111,538	-	35,000
Library Operation	176,821	(6,810)	-	-
Library Capital	1,699,714	-	-	-
Park/Facilities Development	365,328	2,019,249	589,275	1,305,879
Affordable Housing	342	300,449	200,000	-
Capital General	419,700	1,506,082	2,703,000	738,686
Police Grants	56,025	110,092	292,222	200,000
Drainage Capital	88,257	777,127	234,915	596,079
Public Facilities	181,676	792,756	1,252,000	1,798,000
<b>TOTAL SPECIAL REVENUE AND CAPITAL PROJECT FUNDS</b>	<b>6,720,300</b>	<b>7,669,179</b>	<b>10,799,528</b>	<b>8,517,218</b>
<b>INTERNAL SERVICE FUNDS</b>	<b>1,726,266</b>	<b>1,750,482</b>	<b>2,014,079</b>	<b>2,690,575</b>
<b>DEBT SERVICE FUNDS</b>	<b>937,704</b>	<b>11,783,851</b>	<b>30,000</b>	<b>-</b>
<b>Total Other Funds</b>	<b>14,518,961</b>	<b>27,549,795</b>	<b>24,044,769</b>	<b>22,622,124</b>

**Total All Funds**

<b>\$ 31,022,249</b>	<b>\$ 44,699,710</b>	<b>\$ 40,116,977</b>	<b>\$ 41,509,999</b>
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**City of Half Moon Bay  
FY 2021-22 Recommended Budget  
Transfers/Allocations Summary**

	<b>Budget Transfers In 2021-22</b>
<b>GENERAL FUND (101)</b>	
From Sewer Operating (201)	511,395
From Sewer Capital (202)	-
From Gas Tax (122)	-
<b>GENERAL FUND (101)</b>	<b>511,395</b>
<b>SEWER OPERATING (201)</b>	
From Sewer Capital (202)	1,839,948
<b>SEWER OPERATING (201)</b>	<b>1,839,948</b>
<b>MAIN STREET BRIDGE (121)</b>	
From General Fund (101)	8,200
From Gas Tax (10)	-
<b>MAIN STREET BRIDGE (121)</b>	<b>8,200</b>
<b>STREETS AND ROADS (123)</b>	
From General Fund (101)	1,075,000
<b>STREETS AND ROADS (123)</b>	<b>1,075,000</b>
<b>MEASURE W (132)</b>	
From Measure A (124)	280,000
<b>MEASURE W (132)</b>	<b>280,000</b>
<b>PUBLIC FACILITIES FUND (127)</b>	
From General Fund (101)	370,000
From Library Fund (15)	-
<b>PUBLIC FACILITIES FUND (127)</b>	<b>370,000</b>
<b>VEHICLE REPLACEMENT (301)</b>	
From General Fund (101)	125,849
From Sewer Operating (201)	76,841
From Storm Drain (152)	513
From Gas Tax (10)	-
From Gas Tax (122)	-
From Streets & Roads (123)	1,365
<b>VEHICLE REPLACEMENT (301)</b>	<b>204,568</b>
<b>EQUIPMENT FUND (302)</b>	
From General Fund (101)	317,275
From Sewer Operating (201)	193,720
From Storm Drain (152)	1,293
From Gas Tax (10)	-
From Gas Tax (122)	-
From Streets & Roads (123)	3,440
<b>EQUIPMENT FUND (302)</b>	<b>515,728</b>
<b>RISK MANAGEMENT FUND (303)</b>	
From General Fund (101)	386,670
From Sewer Operating (201)	236,091
From Gas Tax (122)	-
From Drainage Fund (152)	1,576
From Streets & Roads (123)	4,193
From Parks Facilities Fund (125)	-
From Public Facilities Fund (127)	-
<b>RISK MANAGEMENT FUND (303)</b>	<b>628,530</b>
<b>PENSION STABILIZATION FUND (304)</b>	
From General Fund (101)	1,041,748
<b>PENSION STABILIZATION FUND (304)</b>	<b>1,041,748</b>
<b>GRAND TOTAL</b>	<b>6,625,117</b>

**City of Half Moon Bay**  
**FY 2021-22 Recommended Budget**  
**Fund Balances Summary**

	Projected Fund Balance 6/30/2021	Revenues & Trsfrs In Budget	Expenditures & Trsfrs Out Budget	Revenue Over(Under) Expenditures	Projected Fund Balance 6/30/2022
<b>GENERAL FUND</b>					
101 General	9,237,000	\$ 18,338,503	\$ 18,887,875	\$ (549,371)	\$ 8,687,629
<b>ENTERPRISE FUNDS</b>					
201 Sewer Operating	(45,000)	6,709,625	6,664,625	45,000	0
202 Sewer Capital <sup>1</sup>	8,916,000	248,007	4,749,706	(4,501,699)	4,695,073
<b>Total Enterprise Funds</b>	<b>8,871,000</b>	<b>\$ 6,957,632</b>	<b>\$ 11,414,331</b>	<b>\$ (4,456,699)</b>	<b>4,695,073</b>
<b>SPECIAL REVENUE FUNDS</b>					
111 Storm Drain Operating	297,000	3,962	-	3,962	300,962
121 Main Street Bridge	371,000	13,180	324,000	(310,820)	60,180
122 Gas Tax	642,000	501,091	95,000	406,091	1,048,091
123 Streets and Roads	1,458,000	3,276,447	3,083,886	192,561	1,650,561
124 Measure A	1,347,000	399,307	340,688	58,619	1,405,619
132 Measure W	-	405,000	-	405,000	405,000
112 Traffic Mitigation	4,213,000	82,330	35,000	47,330	4,260,330
113 Library	111,000	191	-	191	111,191
153 Library Capital	1,331,000	14,771	-	14,771	1,345,771
125 Park/Facilities Development	2,484,000	145,925	1,305,879	(1,159,954)	1,324,046
126 Affordable Housing	2,164,000	25,385	-	25,385	2,189,385
151 Capital General	1,677,000	14,396	738,686	(724,290)	952,710
128 Police Grants	296,000	149,356	200,000	(50,644)	245,356
152 Drainage Capital	1,033,000	20,695	596,079	(575,384)	457,616
127 Public Facilities	1,521,000	1,534,169	1,798,000	(263,831)	1,257,169
<b>Total Special Revenue and Capital Funds</b>	<b>18,945,000</b>	<b>\$ 6,586,205</b>	<b>\$ 8,517,218</b>	<b>\$ (1,931,012)</b>	<b>17,013,988</b>
<b>INTERNAL SERVICE FUNDS<sup>2</sup></b>					
301 Vehicle Replacement	296,000	211,785	204,567	7,218	303,218
302 Equipment Replacement	596,000	520,778	515,729	5,049	601,049
303 Risk Management	2,278,000	663,450	928,531	(265,081)	2,012,919
304 Retirement Stabilization Fund	1,441,627	1,048,119	1,041,748	6,371	1,447,999
<b>Total Internal Service Funds</b>	<b>4,611,627</b>	<b>\$ 2,444,133</b>	<b>\$ 2,690,575</b>	<b>\$ (246,443)</b>	<b>4,365,184</b>
<b>DEBT SERVICE FUNDS</b>					
142 Judgment Obligation Bond -Series B	6,000	-	-	-	6,000
<b>Total Debt Service Funds</b>	<b>6,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>6,000</b>
<b>Total Other Funds</b>	<b>\$ 32,433,627</b>	<b>\$ 15,987,970</b>	<b>\$ 22,622,124</b>	<b>\$ (6,634,154)</b>	<b>\$ 26,080,245</b>
<b>Total All Funds</b>	<b>\$ 41,670,627</b>	<b>\$ 34,326,473</b>	<b>\$ 41,509,999</b>	<b>\$ (7,183,526)</b>	<b>\$ 34,767,874</b>

# City of Half Moon Bay

## “Gann” Appropriations Limit

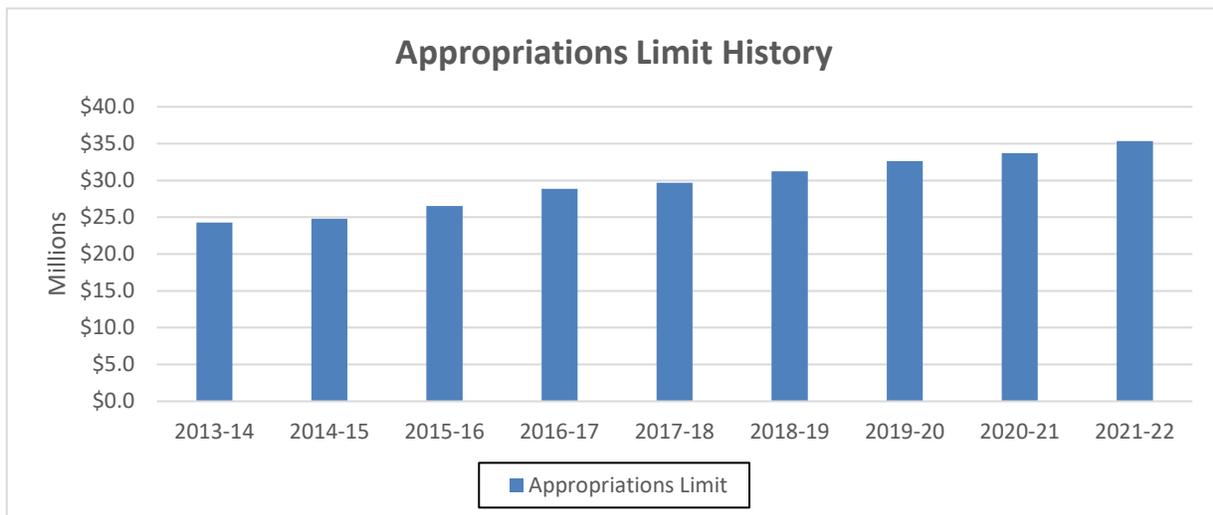
Article XIII B of the California State Constitution set an appropriations limit for governmental agencies. It became effective in Fiscal Year FY 1979-80 by passage of Proposition 4 (“The Gann Initiative”) and was modified by Proposition 111 in November 1989. With FY 1978-79 appropriations as the starting 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 2021-22.

### APPROPRIATIONS LIMIT CALCULATION FY 2021-22

FY 2020-21 Appropriation Limit	\$ 33,699,631
Per Capita Personal Income Growth	5.73% 1.0573 factor
Population Change	-.77% 0.9923 factor
Calculation of factor for FY 2019-20	1.0573 X .9923 = 1.04915879
<b>FY 2021-22 Appropriation Limit</b>	<b>\$ 35,356,264</b>



**RESOLUTION NO. C-2021-43**

**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 2021-22**

**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 2021-22, 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 (\$35,356,264) 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 2021-22 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 2021.

\*\*\*\*\*

I, the undersigned, hereby certify that the foregoing Resolution was duly passed and adopted on the 15<sup>th</sup> day of June, 2021 by the City Council of Half Moon Bay by the following vote:

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

NOES, Councilmembers:

ABSENT, Councilmembers:

ABSTAIN, Councilmembers:

ATTEST:

*Jessica Blair*

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

APPROVED:

*Robert Brownstone*

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

**CITY OF HALF MOON BAY  
 FY 2021-22 BUDGET  
 (GANN) APPROPRIATIONS LIMIT CALCULATIONS**

**Appropriations Limit Worksheet**

	<u>Amount</u>	<u>Amount</u>
A LAST YEAR'S LIMIT	33,699,631	
B ADJUSTMENT FACTOR		
1. POPULATION	0.9923	STATE FINANCE
2. INFLATION	1.0573	STATE FINANCE
3. TOTAL ADJUSTMENT	1.0491588	(B1 x B2)
C ANNUAL ADJUSTMENT	1,656,633	(A x B3)
D OTHER ADJUSTMENTS	-	
E TOTAL ADJUSTMENTS	1,656,633	(C+D)
THIS YEAR'S LIMIT	<b>35,356,264</b>	(A+E)



Painting By: Susan MacInnes



# CITY OF HALF MOON BAY

## Personnel Summary



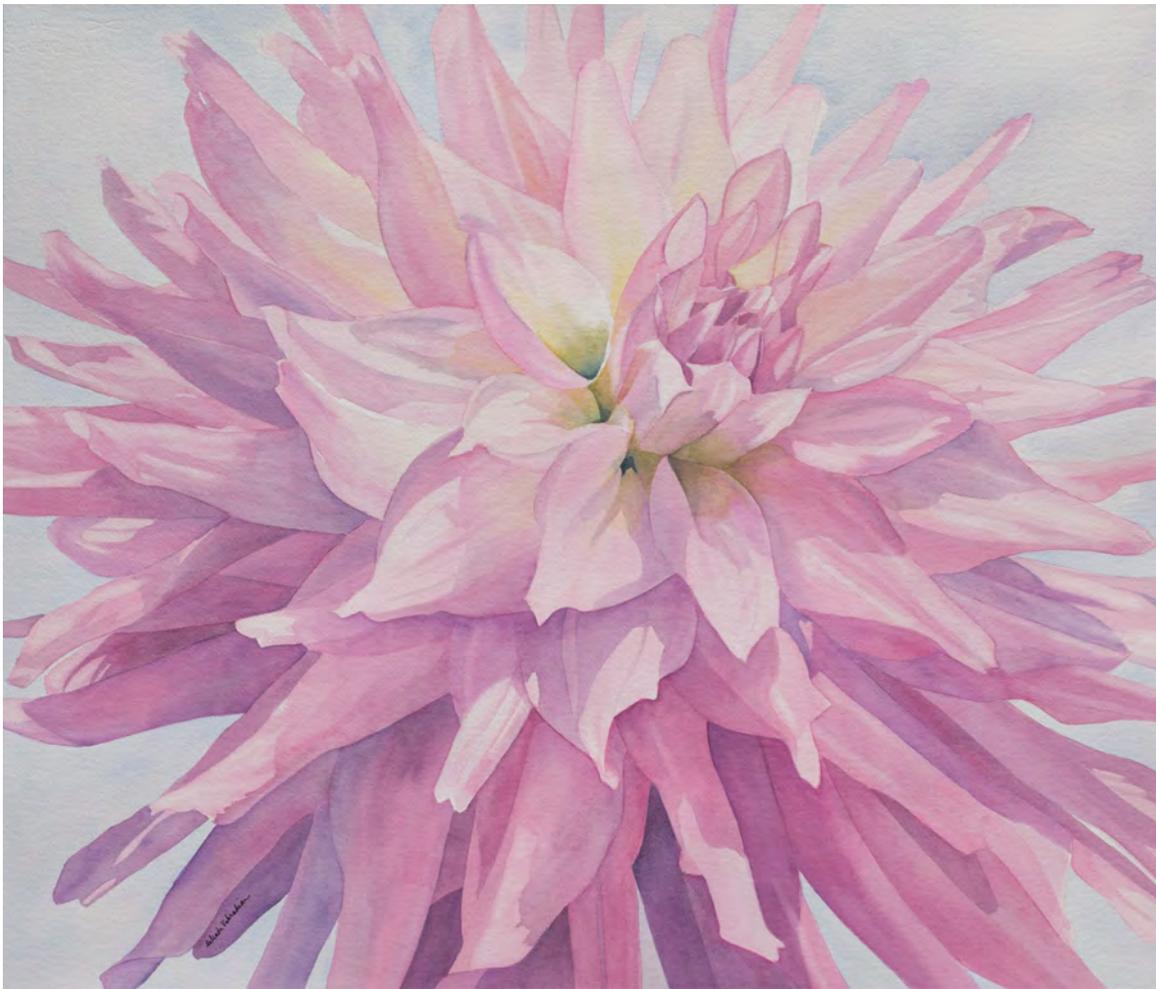
Painting By: Danielle Cuzin-Cowell

Title: Purissima Trail

# Personnel Summary

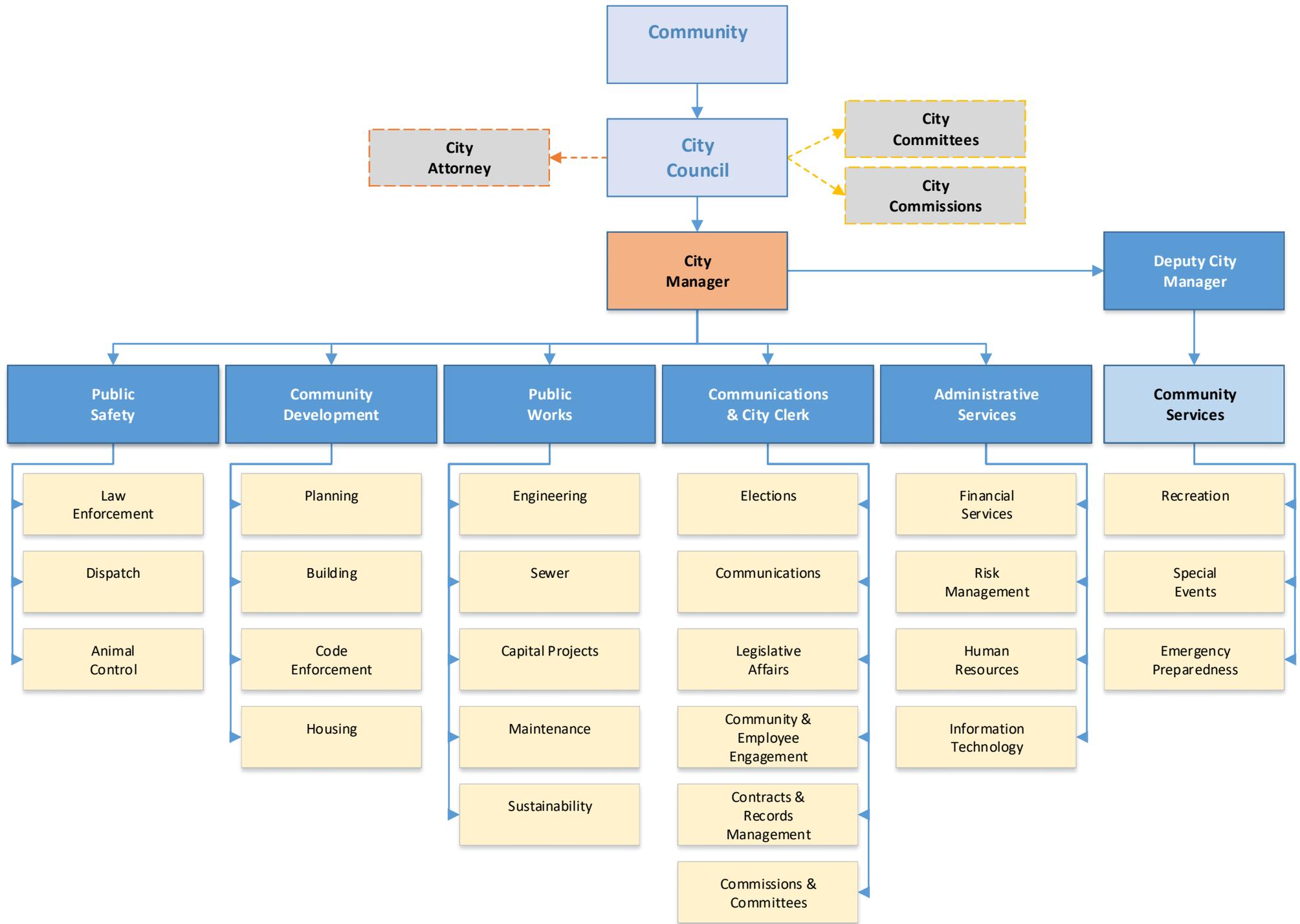
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Painting By: Melinda Vahradian  
Title: Burst Of Beauty

# 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



Administrative Services  
Director Lisa Lopez

**City of Half Moon Bay  
FY 2021-22 Budget  
Personnel Summary**

Full-Time Equivalent	Actual 2018-19	Actual 2019-20	Revised 2020-21	Proposed 2021-22
City Manager	1.00	1.00	1.00	1.00
Deputy City Manager	1.00	1.00	1.00	1.00
Administrative Services Director	1.00	1.00	1.00	1.00
Finance Director/City Treasurer	-	-	-	-
Public Works Director	1.00	1.00	1.00	1.00
Community Development Director	1.00	1.00	1.00	1.00
Administrative Services Manager	-	-	-	-
Communications Director/City Clerk	-	1.00	1.00	1.00
City Clerk	1.00	-	-	-
Accounting Technician	2.00	3.00	2.00	3.00
Administrative Assistant	2.00	3.00	3.00	3.00
Assistant Engineer	1.00	1.00	1.00	1.00
Associate Engineer	1.00	1.00	1.00	1.00
Associate Planner	2.00	2.00	2.00	2.00
City Engineer	1.00	1.00	1.00	1.00
Communications Specialist	-	1.00	1.00	1.00
Community Preservation Specialist	1.00	1.00	1.00	1.00
Deputy City Clerk	1.00	1.00	1.00	1.00
Executive Assistant	1.00	1.00	-	-
Finance Manager	-	-	-	-
Maintenance Worker (I/II)	5.00	5.00	4.00	4.00
Management Analyst	4.00	4.00	3.00	3.00
Permit Technician	1.00	1.00	1.00	1.00
Planning Manager	-	-	-	-
Public Works Superintendent	1.00	1.00	1.00	1.00
Recreation Coordinator	1.00	1.00	1.00	1.00
Recreation Leader	2.00	2.00	1.00	2.00
Senior Accountant	1.00	1.00	1.00	1.00
Senior Maintenance Worker	2.00	2.00	2.00	2.00
Senior Management Analyst	2.00	3.00	3.00	3.00
Senior Planner	1.00	1.00	1.00	1.00
<b>Total Regular Fulltime Employees</b>	<b>38.00</b>	<b>42.00</b>	<b>37.00</b>	<b>39.00</b>

\*FTE Count does not include limited term employees or council members

**City of Half Moon Bay  
FY 2021-22 Budget  
Staffing Level Summary**

Fund - Function	Actual 2018-19	Actual 2019-20	Revised Budget 2020-21	Proposed 2021-22
<b>GENERAL FUND</b>				
<b>General Administration</b>	<b>13.50</b>	<b>13.70</b>	<b>11.45</b>	<b>12.15</b>
<b>Community Development</b>				
Administration	1.40	1.40	2.40	2.30
Planning Services	3.35	3.80	3.25	3.15
Building and Code Enforcement	1.05	1.55	1.05	1.25
Total Community Development	<b>5.80</b>	<b>6.75</b>	<b>6.70</b>	<b>6.70</b>
<b>Public Works</b>				
Administration	1.85	2.40	2.65	2.80
Engineering	2.10	2.15	1.35	1.90
Facilities Maintenance	5.30	5.55	5.25	5.80
Total Public Works	<b>9.25</b>	<b>10.10</b>	<b>9.25</b>	<b>10.50</b>
<b>Recreation Services</b>				
Parks/Recreation	2.50	3.55	2.30	3.20
Community Services	1.30	1.35	1.60	1.30
Total Recreation Services	<b>3.80</b>	<b>4.90</b>	<b>3.90</b>	<b>4.50</b>
<b>Total FTE by General Fund</b>	<b>32.35</b>	<b>35.45</b>	<b>31.30</b>	<b>33.85</b>
<b>OTHER FUNDS</b>				
201 - Sewer Operating	1.90	2.00	2.55	2.50
123 - Streets & Roads	1.55	1.45	1.45	0.80
124 - Meausre A	0.70	0.70	0.75	0.50
152 - Storm Drains	0.20	0.35	0.40	0.25
125 - Parks Facilities	-	0.15	0.05	-
127 - Public Facilities	0.15	0.80	-	-
302 - Equipment Fund	-	0.15	0.05	0.55
303 - Risk Management	1.15	0.95	0.45	0.55
<b>Total By Other Funds</b>	<b>5.65</b>	<b>6.55</b>	<b>5.70</b>	<b>5.15</b>
City Council	5.00	5.00	5.00	5.00
<b>Total Staffing Levels</b>	<b>43.00</b>	<b>47.00</b>	<b>42.00</b>	<b>44.00</b>

**City of Half Moon Bay  
FY 2021-22 Budget  
Staffing Level by Service Area**

Division	FY 2019-20	Net Change	Revised FY 2020-21	Net Change	Proposed FY 2021-22
City Council	5.00	-	5.00	-	5.00
City Manager's Office	3.00	(0.60)	2.40	0.20	2.60
City Clerk	1.45	0.10	1.55	(0.15)	1.40
Communications	1.40	-	1.40	0.15	1.55
Finance	5.55	(1.20)	4.35	0.30	4.65
Human Resources	0.80	(0.55)	0.25	0.25	0.50
Administrative Services	1.25	(0.25)	1.00	(0.25)	0.75
Information Technology	0.15	(0.10)	0.05	0.50	0.55
General Liability	0.85	(0.40)	0.45	0.10	0.55
Workers Compensation	0.10	(0.10)	-	-	-
Emergency Services	0.25	0.25	0.50	0.20	0.70
Public Works - Administration	2.40	0.25	2.65	0.15	2.80
Engineering	2.15	(0.80)	1.35	0.55	1.90
Maintenance	5.55	(0.30)	5.25	0.55	5.80
Parks and Recreation	3.55	(1.25)	2.30	0.90	3.20
Community Services	1.35	0.25	1.60	(0.30)	1.30
Planning Services	3.80	(0.55)	3.25	(0.10)	3.15
Building and Code Enforcement	1.55	(0.50)	1.05	0.20	1.25
Community Development - Administration	1.40	1.00	2.40	(0.10)	2.30
Sewer Operations	2.00	0.55	2.55	(0.05)	2.50
Other	3.45	(0.80)	2.65	(1.10)	1.55
<b>Total FTE</b>	<b>47.00</b>	<b>(5.00)</b>	<b>42.00</b>	<b>2.00</b>	<b>44.00</b>

**Changes in Staffing**

The FY2021-22 recommended budget includes 2 additional FTEs. The positions are shown below:

Accounting Technician

Recreation Leader I/II/III



Painting By: Tracy Beardsley  
Title: Looking At You



# CITY OF HALF MOON BAY

## General Fund



Painting By: Diane Lee-Moomey

Title: Secrets

# General Fund

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Painting By: Patricia Soto-Minder  
Title: Pescadero Beach

# 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 2021-22 is \$18.3 million in revenue and \$17.2 million in operating expenditures, excluding capital and non-operating transfers. This will generate an initial structural surplus of \$1 million in the FY 2021-22 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 2021-22 General Fund contribution to the Capital Program is \$1.6 million. The fund balance/reserves are projected to be \$8.6 million on June 30, 2022, representing a decrease of \$462 thousand from June 30, 2021.

## **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 70% of the revenue in the General Fund: Transient Occupancy (Hotel) Tax, Property Tax and Sales Tax. These revenues are projected to increase by 29% over the FY 2020-21 budget. All other revenues with some exceptions are estimated to stay stagnant.

General Fund revenue overall is projected to come in higher than the current year’s budget by 26%, as the economy slowly exits the 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 14%, generating the City’s largest source of revenue. Prior to 2020, TOT revenue had increased at a healthy rate for a significant amount each year. Following the start of the pandemic however, TOT revenue has fallen significantly since 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.

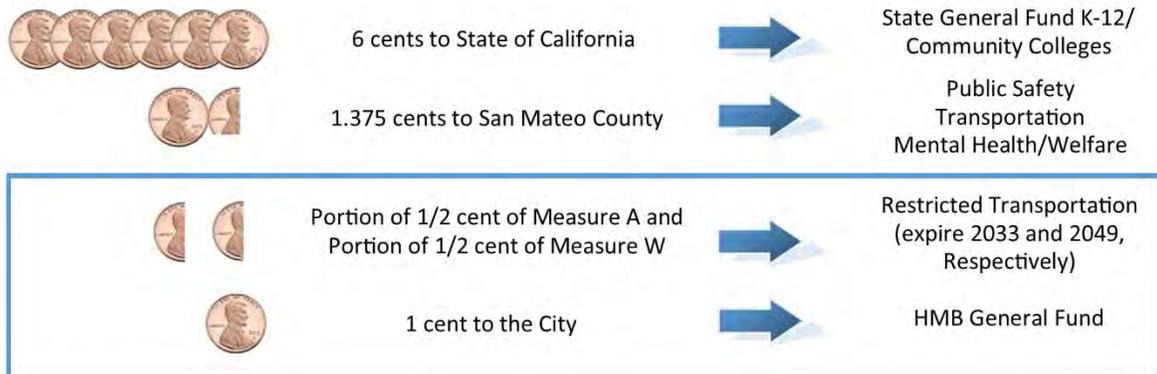
**Sales and Use Tax**

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.

**Where Do Sales Taxes Go?**

**2021 San Mateo County Sales Tax Rate = 9.375%**

**Each \$1 purchase = \$0.09375%**



Most of Half Moon Bay Sales Tax is generated from three major economic sectors, listed below. Approximately 74% of the City's total sales tax is generated from twenty-five businesses.

- Food (grocery, restaurants) – 45%
- General Retail – 14%
- Transportation (car sales, gas station) – 25%
- Other – 17%

The City's sales tax revenues are expected to increase steadily as COVID-19 related restrictions ease.

**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 4% 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 2021-22 General Fund total expenditure budget is \$18.8 million, which includes \$17.2 million in operating expenditures and \$1.6 million in capital transfers to fund the City's FY 2021-22 Capital Improvement Program. This is an increase of \$2.8 million or 18% of the revised FY 2020-21 budget.

### **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 2021-22 budget of \$10.6 million, which includes a \$1.6 million contribution from the General Fund. Additional information on the CIP can be found in the FY 2021-26 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 (\$5.1 million)
- Economic Uncertainty Reserve of 20% of annual expenditure (\$3.4 million)

The General Fund balance components are detailed in the table below. The City will have a balanced budget for FY 2021-22 with \$75 thousand as unassigned fund balance.

### GENERAL FUND (RESTRICTED & UNRESTRICTED BALANCES)

Designations	Actual 2019-20	Revised Budget 2020-21 <sup>1</sup>	Recommended Budget 2021-22 <sup>2</sup>
<b>Beginning Fund Balance</b>	<b>\$ 10,956,264</b>	<b>\$ 10,634,152</b>	<b>\$ 9,237,000</b>
<b>Total Revenue</b>	<b>16,827,803</b>	<b>14,588,566</b>	<b>18,338,503</b>
Net Operating Expenditures	13,644,294	12,704,430	15,413,133
Operating Transfers	2,264,870	1,789,178	1,871,542
<b>Total Operating Expenditures</b>	<b>15,909,164</b>	<b>14,493,608</b>	<b>17,284,675</b>
Capital Transfers	1,240,751	1,578,601	1,603,200
<b>Total Expenditures</b>	<b>17,149,915</b>	<b>16,072,209</b>	<b>18,887,875</b>
<b>Ending Fund Balance</b>	<b>10,634,152</b>	<b>9,150,509</b>	<b>8,687,629</b>
Operating Reserve (30% of Op. Exp.)	5,146,354	4,362,963	5,185,402
Economic Reserve (Target 20% Op. Exp.)	\$ 2,154,288	2,908,642	3,456,935
<b>Total Reserves</b>	<b>\$ 7,300,642</b>	<b>\$ 7,271,604</b>	<b>\$ 8,642,337</b>
<b>Unassigned Fund Balance</b>	<b>\$ 3,333,510</b>	<b>\$ 1,878,905</b>	<b>\$ 45,291</b>
<b>Reserve as % of Total Op. Expenses</b>	<b>46%</b>	<b>50%</b>	<b>50%</b>

<sup>1</sup> Fund balances for the Revised Budget 2020-21 reflect audited FY 2019-20 ending balance and budgeted revenues and expenditures.

<sup>2</sup> Beginning Fund Balance reflects ending estimates that may not match ending 2020-21 revised 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 2021-22 general fund reserves, staff included operating transfers in the expenditures figures and set aside \$5.1 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 2021-22 budget provides \$3.4 million for this reserve.

Altogether, General Fund projected fund balance of \$8.6 million represents 50% (vs 63% in the FY 2020-21 budget) of operating General Fund expenditures.



Painting By: Vickie Kurpinsky  
Title: California Coast At Garrapata

**City of Half Moon Bay  
FY 2021-22 Recommended Budget  
General Fund Summary**

	Actual 2019-20	Revised Budget 2020-21	Recommended 2021-22
Revenue	\$ 16,827,803	\$ 14,588,566	\$ 18,338,503
Operating Expenditures	(13,644,294)	(12,704,430)	(15,413,133)
General Fund Transfers Out- Operating	(2,264,870)	(1,789,178)	(1,871,542)
Excess of Operating Revenue Over/(Under) Expenditures	918,639	94,958	1,053,829
General Fund Transfers Out - Capital (CIP)	(1,240,751)	(1,578,601)	(1,603,200)
Net Change to General Fund	(322,112)	(1,483,643)	(549,371)
Beginning Total Fund Balance	10,956,264	10,634,152	9,237,000
Ending Fund Balance	10,634,152	9,150,509	8,687,629
Reserves			
Operating Reserve	5,146,354	4,362,963	5,185,402
Economic Uncertainty Reserve	2,154,288	2,908,642	3,456,935
Unassigned Fund Balance	\$ 3,333,510	\$ 1,878,905	\$ 45,291

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

There is a structural deficit in the FY 2021-22 budget of \$549,371. Though the deficit is mitigated from use of the unassigned fund balance to support operations.

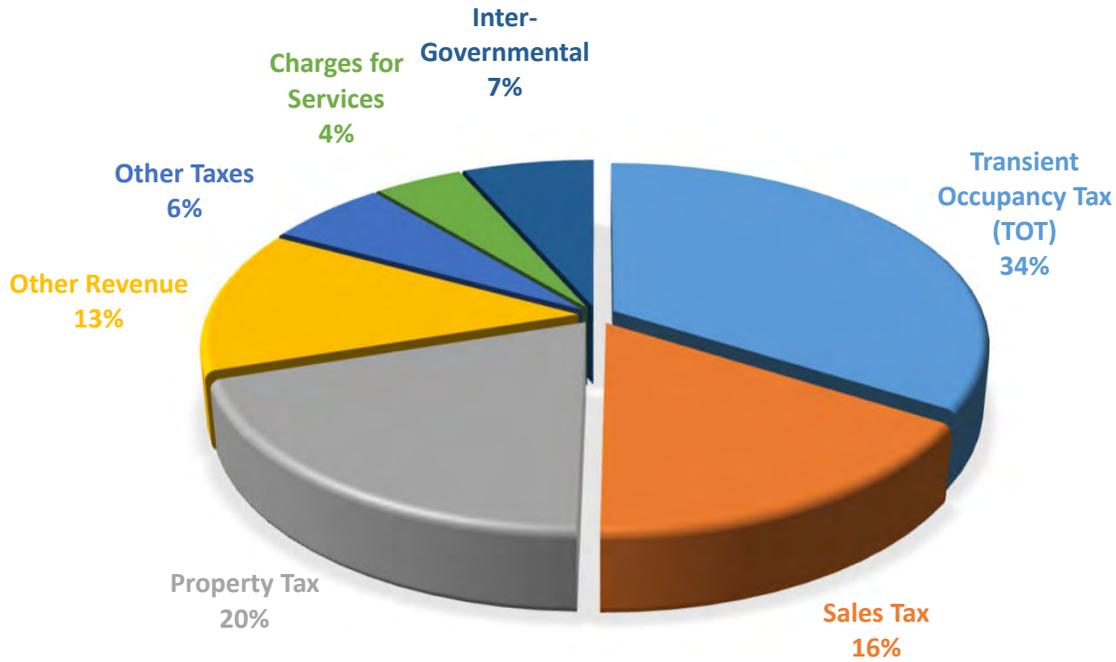
**Assigned Reserves for FY 2021-22**

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 FY2021-22 at \$8.6 million.

**City of Half Moon Bay  
FY 2021-22 Budget  
General Fund Revenue Detail**

Description	Actual 2018-19	Actual 2019-20	Revised 2020-21	Recommended 2021-22
<b>Taxes</b>				
Transient Occupancy Tax	6,828,108	5,291,821	3,771,000	6,233,631
Property Tax	3,620,725	3,674,590	3,550,088	3,600,342
Sales & Use Tax	2,828,871	3,104,373	2,627,529	2,983,400
Franchise Fees and Tax	864,413	825,066	720,000	825,000
Business License Tax	313,528	291,790	260,000	281,916
<b>Total Taxes</b>	<b>14,455,646</b>	<b>13,187,642</b>	<b>10,928,617</b>	<b>13,924,289</b>
<b>Intergovernmental</b>				
Relief Grants	-	-	-	1,204,000
Dept of Motor Vehicles Fees	6,067	9,997	7,275	-
State Reimbursements (POST/SB90)	-	-	-	-
<b>Total Intergovernmental</b>	<b>6,067</b>	<b>9,997</b>	<b>7,275</b>	<b>1,204,000</b>
<b>Charges for Services</b>				
Building Permits	233,240	308,704	200,000	200,000
Engineering & Planning Fees	424,126	593,047	301,658	301,658
Police Services	225,952	159,631	140,053	142,278
Recreation Services	187,517	119,372	58,520	170,013
Other	-	-	-	-
<b>Total Charges for Services</b>	<b>1,070,835</b>	<b>1,180,755</b>	<b>700,231</b>	<b>813,950</b>
<b>Other Revenue</b>				
Grants	-	45,000	15,000	5,000
Other Fees	104,962	252,556	109,843	88,590
Golf Fees	441,494	328,864	237,061	400,000
Interest	226,564	197,765	131,819	120,016
Parking	169,231	165,569	235,000	268,061
County Credit Reimbursement	535,548	556,649	1,694,797	1,003,202
Allocation In from Other Funds	486,754	903,006	528,923	511,395
<b>Total Other Revenues</b>	<b>1,964,552</b>	<b>2,449,409</b>	<b>2,952,443</b>	<b>2,396,265</b>
Ongoing General Fund Revenue <sup>1</sup>	17,497,101	16,827,803	13,445,566	16,743,918
<b>Total General Fund Revenue</b>	<b>\$ 17,497,101</b>	<b>\$ 16,827,803</b>	<b>\$ 14,588,566</b>	<b>\$ 18,338,503</b>

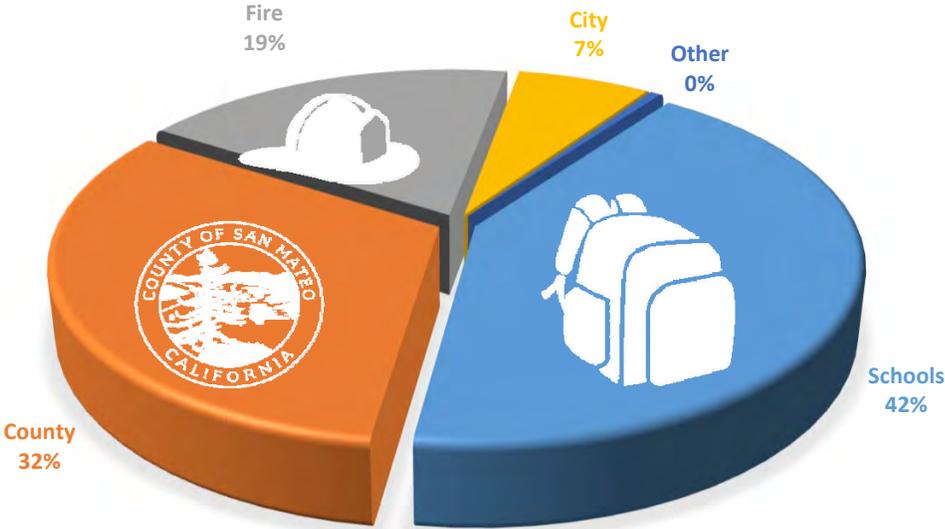
**City of Half Moon Bay  
FY 2021-22 Budget  
General Fund Revenue**



Transient Occupancy Tax (TOT)	\$6,233,631
Sales Tax	2,983,400
Property Tax	3,600,342
Other Revenue	2,396,265
Other Taxes	1,106,916
Charges for Services	813,950
Inter-Governmental	1,204,000
<b>Total FY 2021-22 Budget</b>	<b><u><u>\$ 18,338,503</u></u></b>

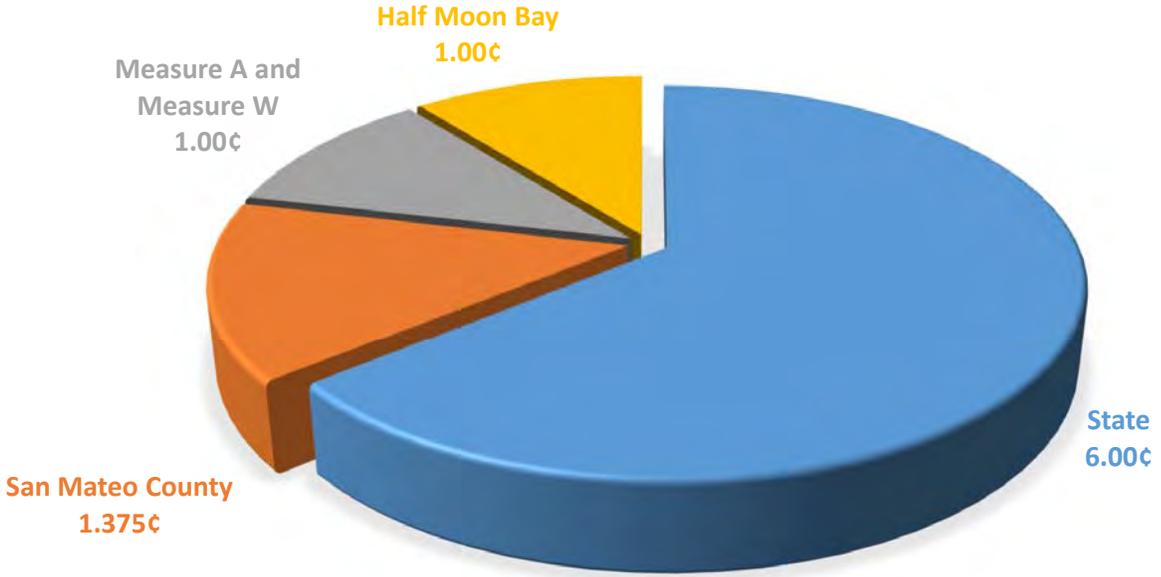
The City of Half Moon Bay's three primary revenue sources are Transient Occupancy Tax (TOT), Property Tax, and Sales Tax, which comprise 70% of total General Fund Revenue.

**City of Half Moon Bay  
FY 2021-22 Budget  
Property Tax Revenue**



The City of Half Moon Bay is a low property tax city with a 7% share of Property Taxes.

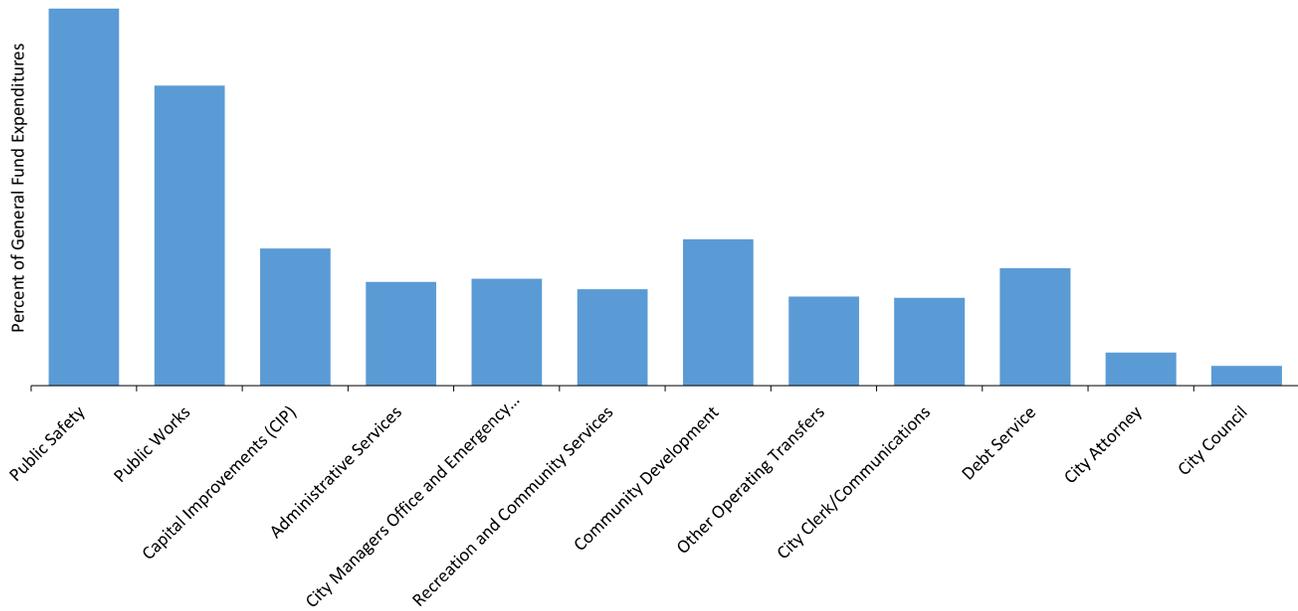
**City of Half Moon Bay  
 FY 2021-22 Budget  
 Sales Tax Revenue (9.375%)**



Half Moon Bay Sales Tax is generated primarily from three sectors. Approximately 74% of total Sales Tax is generated from twenty-five businesses.

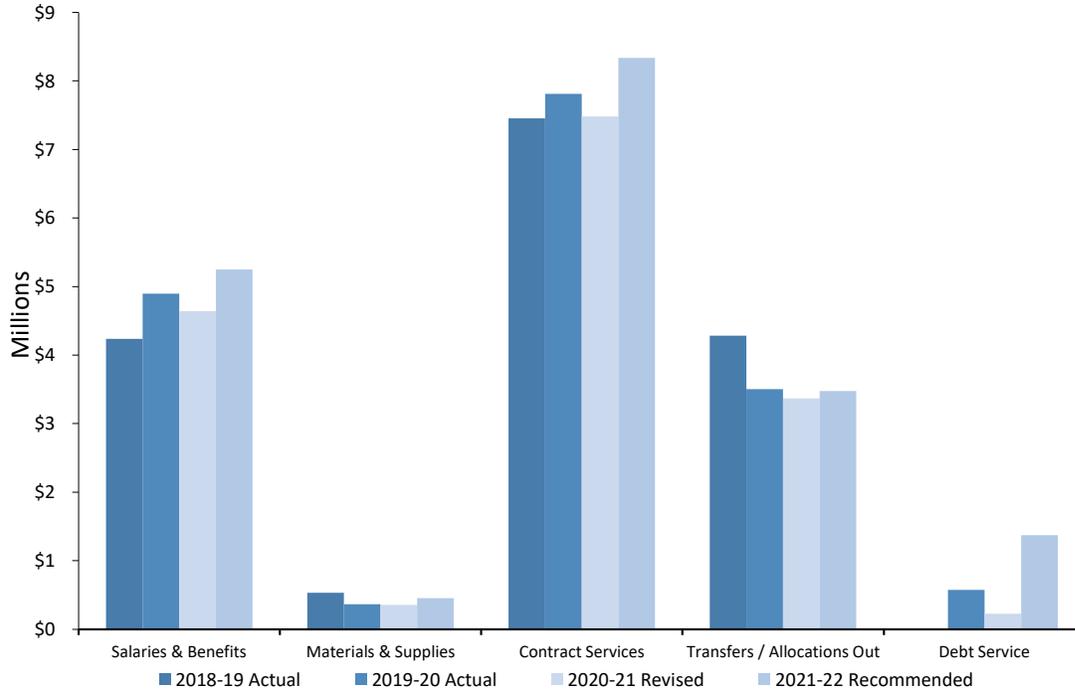
<b>Food (grocery, restaurants)</b>	<b>45%</b>
<b>General Retail</b>	<b>14%</b>
<b>Transportation (car sales, gas stations)</b>	<b>25%</b>
<b>Other</b>	<b>17%</b>
	<hr/> <b>100%</b> <hr/>

**City of Half Moon Bay  
FY 2021-22 Budget  
General Fund Expenditures**



Public Safety	\$	4,415,492
Public Works	\$	3,513,787
Capital Improvements (CIP)	\$	1,603,200
Administrative Services	\$	1,212,408
City Managers Office and Emergency Services	\$	1,250,550
Recreation and Community Services	\$	1,126,446
Community Development	\$	1,711,065
Other Operating Transfers	\$	1,041,748
City Clerk/Communications	\$	1,026,089
Debt Service	\$	1,371,686
City Attorney	\$	385,000
City Council	\$	230,404
<b>Total FY 2021-22 Budget</b>	<b>\$</b>	<b><u>18,887,875</u></b>

**City of Half Moon Bay  
FY 2021-22 Budget  
General Fund Expenditures Trend - By Type**



Expenditures	2018-19 Actual	2019-20 Actual	2020-21 Revised	2021-22 Recommended	\$ Change	% Change
Salaries & Benefits	\$ 4,237,242	4,895,579	\$ 4,639,724	5,249,248	\$ 609,524	13.1%
Materials & Supplies	531,092	364,239	357,657	454,139	\$ 96,482	27.0%
Contract Services	7,453,560	7,811,790	7,480,733	8,338,060	\$ 857,327	11.5%
Transfers / Allocations Out	4,281,395	3,505,621	3,367,779	3,474,742	\$ 106,963	3.2%
Debt Service	-	572,686	226,315	1,371,686	\$ 1,145,371	506.1%
<b>Total General Fund Exp.</b>	<b>\$ 16,503,288</b>	<b>\$ 17,149,915</b>	<b>\$ 16,072,208</b>	<b>\$ 18,887,875</b>	<b>\$ 2,815,667</b>	<b>17.5%</b>

**Salaries and Benefits**

Through a combination of the addition of two FTEs and merit increases, the City anticipates an increase of \$609 K.

**Contract Services**

Increases to this category include rising costs in these existing expenses: utilities, NPDES stormwater compliance, and sheriff services. New costs in this category include economic recovery efforts, mental health, emergency planning services and recreation programming.

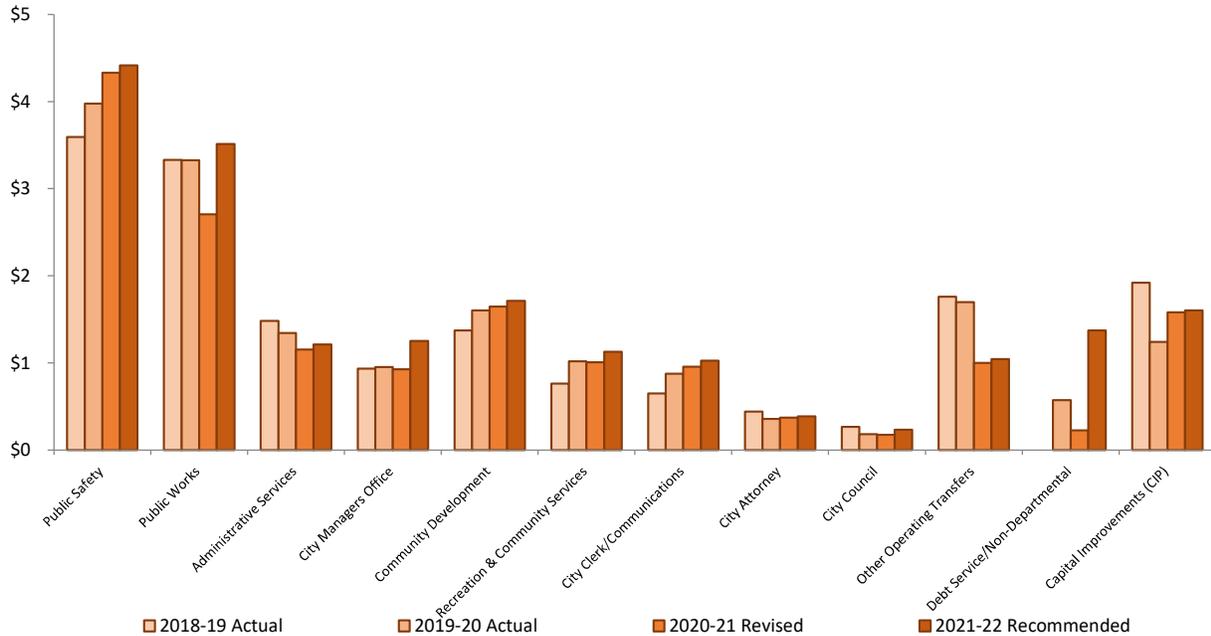
**Transfers**

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

**Debt Service**

For FY 2020-21 the City deferred the annual payment of the library loan to be made in the following year. The debt service payment for this debt will be \$1.1 million in FY 2021-22.

**City of Half Moon Bay  
FY 2021-22 Budget  
General Fund Expenditures Trend - By Department**



Expenditures	2018-19 Actual	2019-20 Actual	2020-21 Revised	2021-22 Recommended	2021-22	
					\$ Change	% Change
Public Safety	3,594,304	3,977,736	4,329,800	4,415,492	\$ 85,692	2.0%
Public Works	3,329,059	3,326,536	2,706,092	3,513,787	\$ 807,695	29.8%
Administrative Services	1,481,310	1,344,104	1,154,088	1,212,408	\$ 58,320	5.1%
City Managers Office	934,945	953,123	927,977	1,250,550	\$ 322,572	34.8%
Community Development	1,373,853	1,601,384	1,644,555	1,711,065	\$ 66,510	4.0%
Recreation & Community Services	760,800	1,018,568	1,005,048	1,126,446	\$ 121,398	12.1%
City Clerk/Communications	646,904	875,988	954,018	1,026,089	\$ 72,071	7.6%
City Attorney	440,994	357,900	370,800	385,000	\$ 14,200	3.8%
City Council	265,177	182,160	174,924	230,404	\$ 55,480	31.7%
<b>Departmental Expense Subtotal</b>	<b>12,827,348</b>	<b>13,637,498</b>	<b>13,267,302</b>	<b>14,871,241</b>	<b>\$ 1,603,939</b>	<b>12.1%</b>
Other Operating Transfers	1,757,902	1,698,981	1,000,000	1,041,748	\$ 41,748	4.2%
Debt Service/Non-Departmental	-	572,686	226,305	1,371,686	\$ 1,145,381	506.1%
<b>Operating Expenses Subtotal</b>	<b>14,585,250</b>	<b>15,909,164</b>	<b>14,493,607</b>	<b>17,284,675</b>	<b>\$ 2,791,068</b>	<b>19.3%</b>
Capital Improvements (CIP)	1,918,705	1,240,751	1,578,601	1,603,200	\$ 24,599	1.6%
<b>Total General Fund Exp.</b>	<b>16,503,288</b>	<b>17,149,915</b>	<b>16,072,208</b>	<b>18,887,875</b>	<b>\$ 2,815,667</b>	<b>17.5%</b>

**Public Works**

Rising costs in existing contracts relating to coastal clean-up, NPDES stormwater compliance, project management and maintaining city facilities increases the budget. Additionally new costs include a seasonal maintenance worker for assistance during the summer months.

**City Manager's Office**

With the expected American Rescue Plan funds, this department intends to increase economic development and recovery, mental health services and emergency planning.

**Recreation & Community Services**

With the expected ease of COVID-19 restrictions, the department intends to recover and increase recreation programming. The addition of one recreation leader position will support this effort.

**Debt Service**

For FY 2020-21 the City deferred the annual payment of the library loan to be made in the following year. The debt service payment for this debt will be \$1.1 million in FY 2021-22.

**City of Half Moon Bay  
FY 2021-22 to FY 2026-27  
General Fund Projections**

	2020-21 Revised	2021-22 Recommended	2022-23 Forecast	2023-24 Forecast	2024-25 Forecast	2025-26 Forecast	2026-27 Forecast
<b>REVENUES</b>							
Transient Occupancy Tax	3,771,000	6,233,631 65.3%	6,420,640 3.0%	6,613,259 3.0%	6,811,657 3.0%	7,016,006 3.0%	7,226,487 3.0%
Property Taxes	3,550,088	3,600,342 1.4%	3,672,349 2.0%	3,745,796 2.0%	3,820,712 2.0%	3,897,126 2.0%	3,975,068 2.0%
Sales Taxes	2,627,529	2,983,400 13.5%	3,466,700 16.2%	3,587,800 3.5%	3,708,000 3.4%	3,829,200 3.3%	3,963,222 3.5%
Total Other Taxes	980,000	1,106,916 13.0%	1,129,054 2.0%	1,151,635 2.0%	1,174,668 2.0%	1,198,162 2.0%	1,222,125 2.0%
Other Revenue	2,516,949	2,819,629 12.0%	2,885,122 2.3%	2,942,824 2.0%	3,001,681 2.0%	3,061,714 2.0%	3,122,948 2.0%
One Time Revenue	1,143,000	1,594,585 39.5%	1,204,000 2.0%	-	-	-	-
<b>TOTAL REVENUE</b>	<b>14,588,566</b>	<b>18,338,503 25.7%</b>	<b>18,777,865 2.4%</b>	<b>18,041,314 -3.9%</b>	<b>18,516,717 2.6%</b>	<b>19,002,208 2.6%</b>	<b>19,509,850 2.7%</b>
<b>EXPENDITURES</b>							
Salaries & Benefits	4,639,724	5,249,248 13.1%	5,459,218 4%	5,677,586 4.0%	5,904,690 4.0%	6,140,878 4.0%	6,386,513 4.0%
Materials & Supplies	357,657	454,139 27.0%	463,222 2%	472,486 2.0%	481,936 2.0%	491,575 2.0%	501,406 2.0%
Contract Services	7,480,733	8,338,060 11.5%	8,504,821 2%	8,674,917 2.0%	8,848,416 2.0%	9,025,384 2.0%	9,205,892 2.0%
Debt Service	226,315	1,371,686 506.1%	799,001 -42%	799,001 0.0%	799,001 0.0%	799,001 0.0%	799,001 0.0%
<b>Operating Transfers</b>							
Internal Service Funds	789,178	829,794 5.1%	721,363 -13%	741,250 2.8%	761,752 2.8%	782,892 2.8%	804,691 2.8%
Pension	1,000,000	1,041,748 4.2%	1,126,000 8%	1,153,000 2.4%	1,183,000 2.6%	1,199,000 1.4%	1,214,000 1.3%
Capital Transfers	1,578,601	1,603,200 1.6%	1,778,000 11%	755,000 -57.5%	795,000 5.3%	1,000,000 25.8%	1,000,000 0.0%
<b>TOTAL EXPENDITURES</b>	<b>16,072,208</b>	<b>18,887,875 17.5%</b>	<b>18,851,624 0%</b>	<b>18,273,240 -3.1%</b>	<b>18,773,794 2.7%</b>	<b>19,438,729 3.5%</b>	<b>19,911,502 2.4%</b>
<b>Structural Surplus (Deficit)</b>	<b>(1,483,642)</b>	<b>(549,371)</b>	<b>(73,760)</b>	<b>(231,926)</b>	<b>(257,077)</b>	<b>(436,521)</b>	<b>(401,651)</b>
Beginning Fund Balance	10,634,152	9,237,000	8,687,629	8,613,869	8,381,943	8,124,866	7,688,345
Ending Fund Balance	9,150,510	8,687,629	8,613,869	8,381,943	8,124,866	7,688,345	7,286,694
Reserves	7,271,604	8,642,337	8,536,812	8,381,943	8,124,866	7,688,345	7,286,694

**Assumptions**

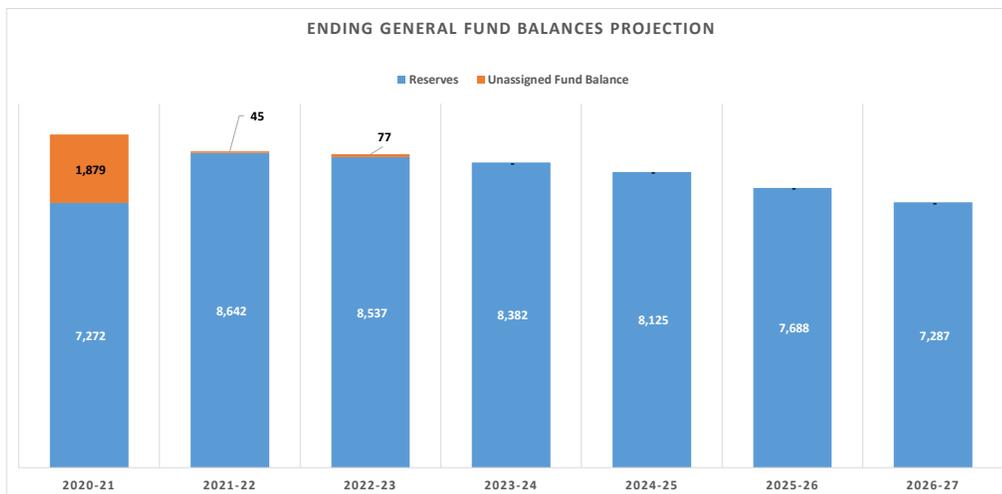
**Property Tax** is projected to increase by 2% in FY2022-23.

**Sales Tax** is projected to continue its recovery 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.

**Operating Transfers - Internal Service Funds** assumes 5% of the total of all other operating expenditures

**Operating Transfers-Pension** is based on the UAAL estimates as provided by CalPERS

**Capital** is based on the 5-year Capital Improvement Program (CIP) through FY 2024-25. FY 2025-26 is a placeholder estimate.



# GENERAL FUND FUND 101

	ACTUAL 2018-19	ACTUAL 2019-20	REVISED BUDGET 2020-21	RECOMMENDED 2021-22
<b>REVENUES</b>				
Taxes	14,455,646	13,187,642	10,928,617	13,924,289
Intergovernmental	6,067	9,997	7,275	1,204,000
Charges for Services	1,070,835	1,180,755	700,231	813,950
Other Revenue	1,477,798	1,546,403	2,423,520	1,884,870
<b>TOTAL REVENUE</b>	<b>17,010,347</b>	<b>15,924,797</b>	<b>14,059,643</b>	<b>17,827,108</b>
<b>EXPENDITURES</b>				
Salaries & Benefits	4,237,242	4,895,579	4,639,724	5,249,248
Materials & Supplies	531,092	364,239	357,657	454,139
Contract Services	7,453,560	7,811,790	7,480,733	8,338,060
Debt Service	-	572,686	226,315	1,371,686
Miscellaneous	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>12,221,893</b>	<b>13,644,294</b>	<b>12,704,429</b>	<b>15,413,133</b>
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in / (out)				
From Sewer Fund	486,754	903,006	528,923	511,395
To Capital Projects	(1,918,705)	(1,240,751)	(1,578,601)	(1,603,200)
To Other Funds	(2,362,690)	(2,264,870)	(1,789,178)	(1,871,542)
<b>NET TRANSFERS</b>	<b>(3,794,641)</b>	<b>(2,602,615)</b>	<b>(2,838,856)</b>	<b>(2,963,347)</b>
<b>NET CHANGE TO FUND BALANCE</b>	<b>993,812</b>	<b>(322,113)</b>	<b>(1,483,642)</b>	<b>(549,371)</b>
<b>BEGINNING FUND BALANCE</b> <sup>1</sup>	<b>9,964,952</b>	<b>10,958,764</b>	<b>10,636,651</b>	<b>9,237,000</b>
<b>ENDING FUND BALANCE</b>	<b>10,958,764</b>	<b>10,636,651</b>	<b>9,153,009</b>	<b>8,687,629</b>

<sup>1</sup> Beginning Fund Balance for FY 2021-22 based on updated estimates and may not match budgeted estimates for FY 2020-21 ending balance.



# CITY OF HALF MOON BAY

## Department Budgets



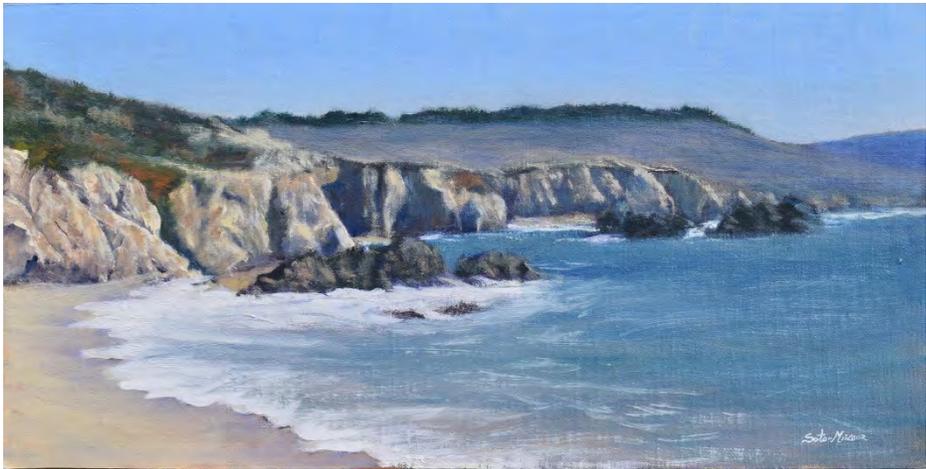
Painting By: Emily Camozzi

Title: Red Apples

# Department Budgets

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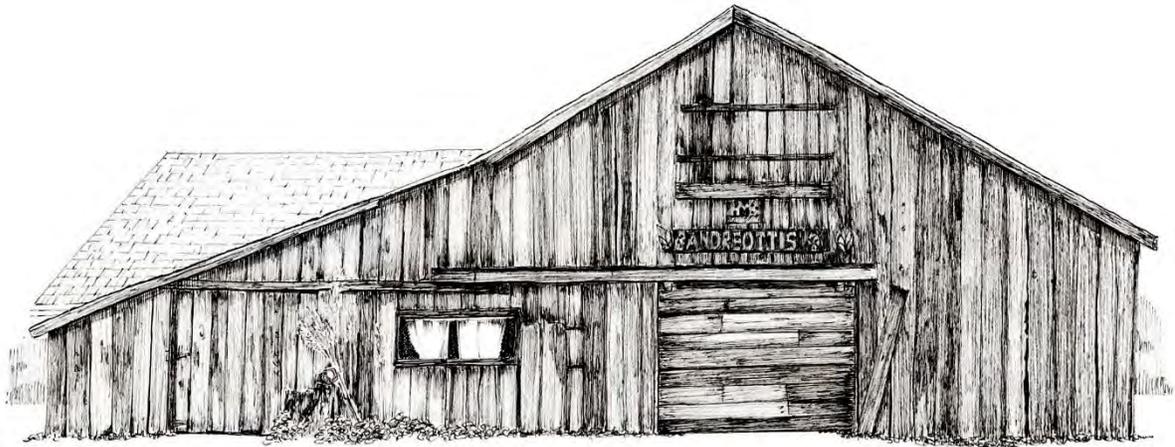
Painting By:  
Patricia  
Soto-Minder

Title:  
Pilar Point Beach



# CITY OF HALF MOON BAY

## City Council



Painting By: Gary Frink

Title: Andreottis Barn



# 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 by district on a non-partisan basis for four-year staggered terms. The Mayor is currently appointed annually from among the elected councilmembers.

## 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 2020-2021 Accomplishments

- Communicated with the public and conducted virtual meetings and services during the COVID-19 Pandemic.
- Provided grants and support to community organizations providing services to the community related to the COVID-19 Pandemic.
- Completed construction and opened the new vertical access stairs at Poplar Beach.

- Received California Coastal Commission approval of the Local Coastal Program.
- Placed a successful measure on the November 8, 2020 general municipal election ballot to increase the Transient Occupancy Tax rate.
- Collaborated with agencies to provide information and support to those affected by the CZU Lightning Complex Fire.
- Collaborated with the County on the acquisition of the Coastside Homeless shelter; entered into an MOU and established a Community Advisory Committee in response to feedback received during public outreach.
- Broke ground on the Highway 1 South Traffic Safety Project.
- Established the Coastside Recovery Initiative, a collaborative effort with the Coastside Chamber of Commerce and San Mateo County dedicated to economic recovery on the coastside.

### **Fiscal Year 2021-2022 Goals / Strategic Plan Elements**

- Adopt a revised district elections map as part of the 2021 Redistricting Process (Inclusive Governance).
- Continue efforts on affordable housing strategy, including pursuing opportunities for housing development, adopting a short-term rental ordinance, updating the accessory dwelling unit ordinance, conducting Town Center planning, and updating elements of the General Plan (Healthy Communities and Public Safety, Infrastructure and Environment).
- Continue efforts related to law enforcement and policing, including work with the public safety subcommittee and holding community meetings (Healthy Communities and Public Safety).
- Redevelop and update the City's Emergency Operations Plan (Healthy Communities and Public Safety).
- Continue work on the Climate Action and Adaptation Plan including coordination with the Local Hazard Mitigation Plan and General Plan (Infrastructure and Environment).
- Continue efforts related to Transportation Demand Management (Infrastructure and Environment).
- Continue efforts on economic recovery and development, including work on the Coastside Recovery Initiative (Fiscal Sustainability, Inclusive Governance).
- 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).

## DIVISION EXPENSE BY CATEGORY

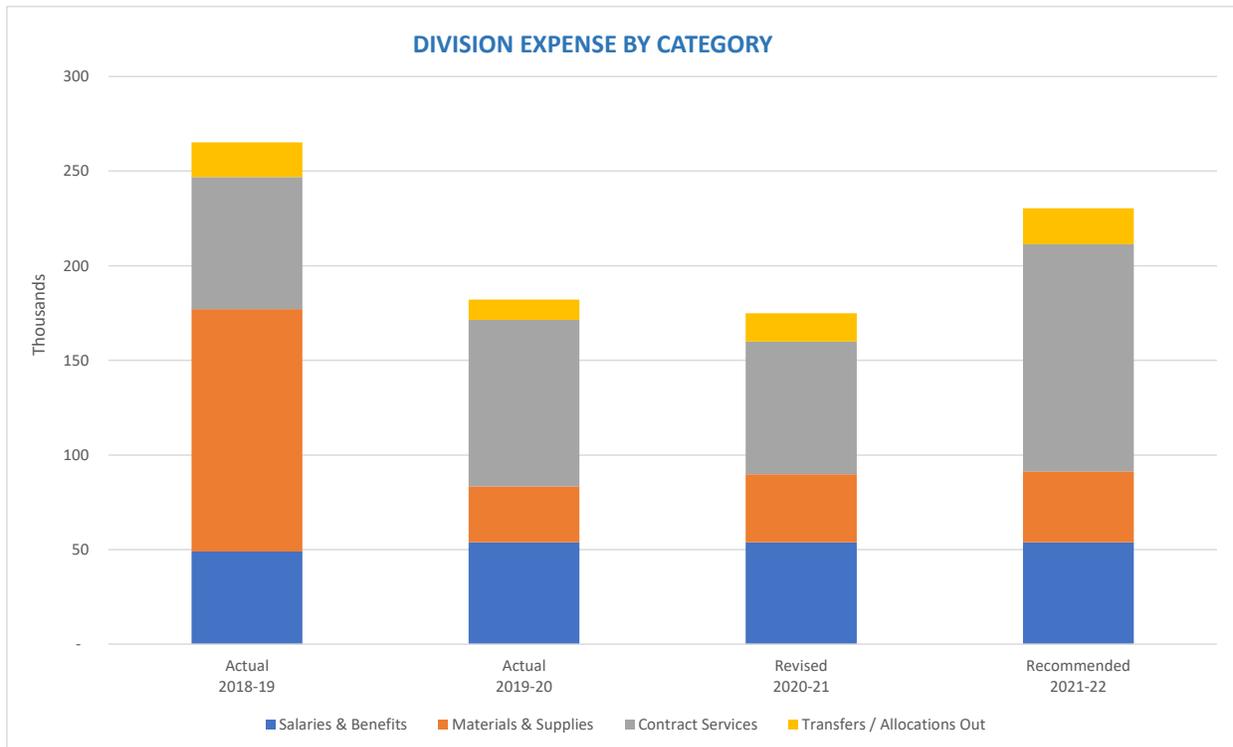
Description	Actual 2018-19	Actual 2019-20	Revised 2020-21	Recommended 2021-22
Salaries & Benefits	48,968	53,933	53,932	53,933
Materials & Supplies	128,192	29,589	36,023	37,500
Contract Services	69,645	87,845	70,000	120,000
Transfers / Allocations Out	18,373	10,793	14,969	18,971
<b>Division Total</b>	<b>265,177</b>	<b>182,160</b>	<b>174,924</b>	<b>230,404</b>

## DIVISION REVENUE SOURCE BY CATEGORY

Description	Actual 2018-19	Actual 2019-20	Revised 2020-21	Recommended 2021-22
General Fund	265,177	182,160	174,924	230,404
<b>Division Total</b>	<b>265,177</b>	<b>182,160</b>	<b>174,924</b>	<b>230,404</b>

## FTE COUNT BY TITLE

Description	Actual 2018-19	Actual 2019-20	Revised 2020-21	Recommended 2021-22
Council Member	5.00	5.00	5.00	5.00
<b>FTE Total</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>



**DIVISION EXPENSE BY LINE ITEM**

Account		Actual 2018-19	Actual 2019-20	Revised 2020-21	Recommended 2021-22
5000-5999	Salaries & Benefits	48,968	53,933	53,932	53,933
6101	General Supplies	2,013	779	1,000	2,000
6103	Awards/Promotions	92,250	-	500	500
6201	Training/Meetings	24,827	15,137	20,000	20,000
6202	Memberships, Dues & Subscriptions	9,103	13,673	14,523	15,000
6301	Contract Services (Non-Govt)	24,845	34,945	20,000	-
6306	Cable Tv Expense	44,800	52,900	50,000	85,000
6321	Interpretation Services	-	-	-	35,000
7201	General Transfers Out	18,373	10,793	14,969	-
7203	Vehicle ISF	-	-	-	2,877
7204	Equipment Fund ISF	-	-	-	7,254
7205	Risk Management ISF	-	-	-	8,840
<b>Division Total</b>		<b>265,177</b>	<b>182,160</b>	<b>174,924</b>	<b>230,404</b>

**DIVISION REVENUE SOURCES BY LINE ITEM**

Account	Description	Actual 2018-19	Actual 2019-20	Revised 2020-21	Recommended 2021-22
	General Fund Contribution	265,177	182,160	174,924	230,404
<b>Division Total</b>		<b>265,177</b>	<b>182,160</b>	<b>174,924</b>	<b>230,404</b>

**PRIMARY PROGRAM EXPENDITURE EXPLANATION**

Account	Description	Explanation
5000-5999	Compensation	All salaries and benefits are budgeted in these line items. No increase is included.
6100-6199	Supplies & Materials	Adhoc supplies and materials for City Council is budgeted here. Slight increase to this category.
6200-6299	Training & Memberships	Meetings and conferences for council members on City affairs. No change included.
6300-6399	Contract Services	Costs include the broadcasting and interpretation services of public council meetings. Increases primarily due to expanding interpretation services and rising costs in existing contracts.
7000-7999	Internal Service Charges	A portion of city-wide shared costs such as information technology, risk management and vehicle maintenance.



# CITY OF HALF MOON BAY

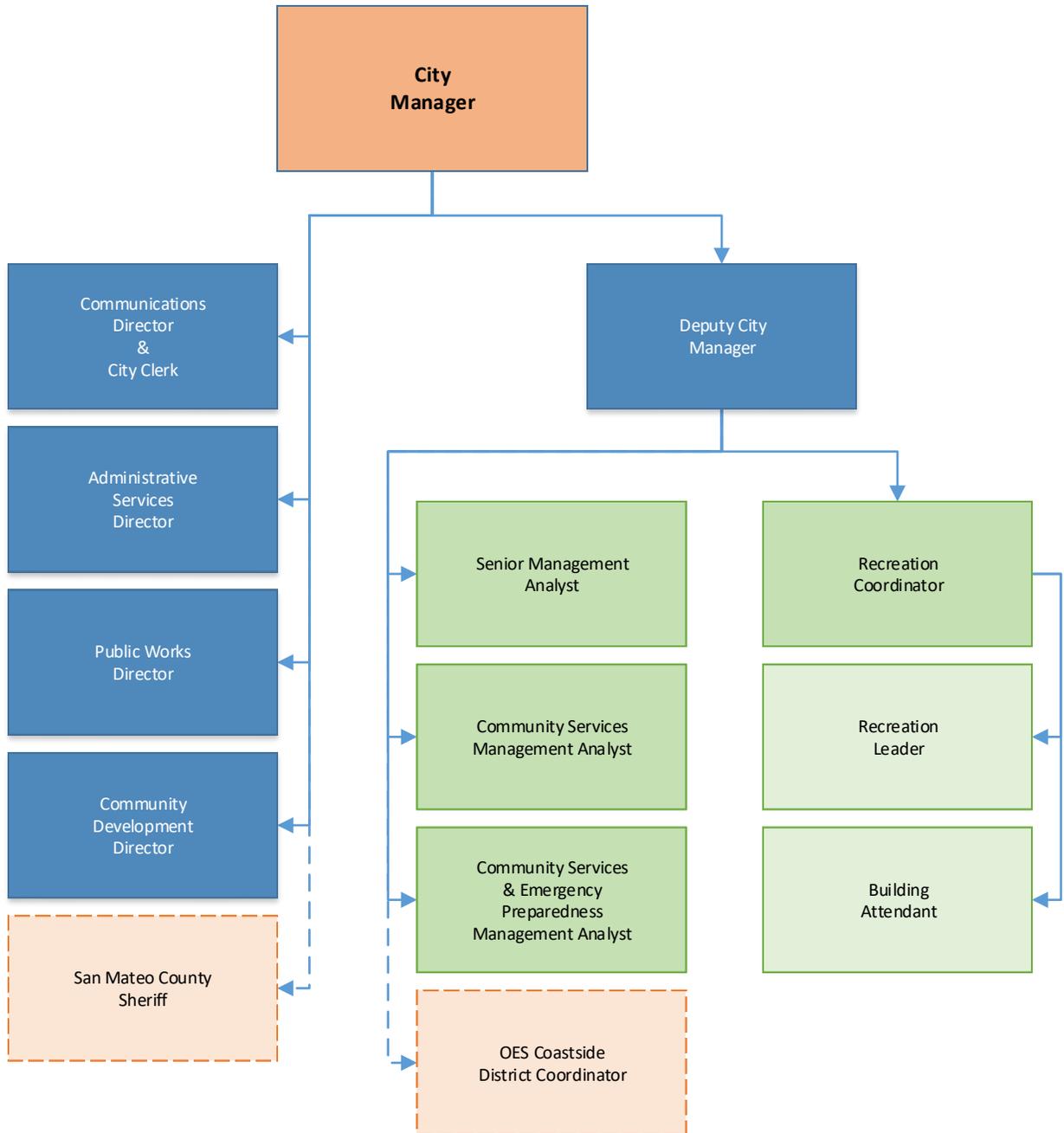
## City Manager



Painting By: Greta Waterman-Djerassi

Title: Country

# 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 cut from the Recreation Services Division in FY 2020-21 due to COVID-19 impacts to the City budget and reduced programming and facility rental availability during the State and County health orders. With health orders lifting and more opportunities for indoor and outdoor recreation, the full-time Recreation Leader position is being restored to the department, to provide needed staffing coverage and additional services to patrons of recreation programs and facilities.

### **Budget Highlights / Summary of Changes**

Continued funding for the Chamber of Commerce and the Hotel Business improvement District, and additional funding for the Coastside Recovery Initiative planning and implementation has been included to support business resources, tourism marketing, and economic recovery efforts. Funding has been included to assist with grant writing services to take advantage of upcoming opportunities for funding from Federal, State, and private sources. Funding has been included for expert consultant support to assist with planning and development of the City's updated Emergency Operations Plan, disaster specific and evacuations plans, and the Hazard Mitigation Plan. Funding has been restored to plan for summer music and other community activities and events.

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 2020-21 Department Accomplishments**

- Guided the City Council in further updating its Strategic Plan and priorities.
- Coordinated and facilitated two City Council Listening Sessions for residents to express their priorities and interests, leading up to the development of the FY 2020-21 Budget.
- Led efforts to respond to and maintain business continuity during the COVID-19 pandemic and associated Shelter-in-Place orders.
- Launched the Coastside Recovery Initiative, including an economic Recovery Task Force, to coordinate recovery efforts and long-term planning toward a more equitable, vibrant, and resilient Coastside economy.
- Led public safety outreach and research efforts through the City Council Public Safety subcommittee as well as focus groups with Latinx leaders, Homeless individuals and service providers, faith leaders, and youth, as well as multiple meetings on the intersection of law enforcement and mental health.
- Leveraged partnerships with County and local non-profit organizations to support underserved populations through emergency rental assistance funding, Coastside Collaborative information sessions, and mental health/substance abuse discussions.
- Coordinated and staffed weekly COVID-19 testing clinics at both the Ted Adcock Community Center and the Senior Center, in collaboration with CERT volunteers and Senior Coastsiders.
- Supported coordination, logistics and outreach for community based COVID-19 vaccination clinics, targeting underserved and vulnerable populations on the coast.
- Continued the Community Services Financial Assistance Grant Program to support local non-profits who serve the Half Moon Bay Community, made modifications to address COVID-19 recovery for those most in need.
- Facilitated and staffed regular food distribution opportunities through the Second Harvest Food Bank, providing food to hundreds of vulnerable residents.

- Supported ALAS in weekly community food distributions at the Library, providing food and gift cards to hundreds of vulnerable residents.
- Continued the City's partnership with the Boys and Girls Club to allow in-person learning support at the Ted Adcock Community Center for students during remote education programming.
- Obtained commercial kitchen certification on the recently remodeled kitchen at the Ted Adcock Community Center which will increase rental opportunities for residents and services to the community.

### **FY 2021-22 Department Goals / Strategic Plan Elements**

- Advance projects that link to the City's Strategic Plan and Council Priorities (Infrastructure and Environment).
- Continue to 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 and policies to address the lack of affordable housing (Healthy Communities and Public Safety).
- Continue to collaborate with the Sheriff's Office, local agencies, and residents to address public safety and law enforcement concerns, identify innovative programs to improve relations and responses to vulnerable communities and mental health crises, and prepare for renegotiation of the agreement with the County for these services (Healthy Communities and Public Safety).
- Collaborate with the City departments, regional public agencies, and local groups 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 lead efforts around economic recovery and development through the Coastside Recovery Initiative and partnerships with the Chamber of Commerce and other business groups (Inclusive Governance).
- Lead the Community Advisory Committee and continue to work with the County and local service providers on supporting the homeless and the new Coastside Shelter (Inclusive Governance, Healthy Communities and Public Safety).
- Work with the Parks and Recreation Commission to implement City priorities and the Parks Master Plan (Inclusive Governance, Healthy Communities and Public Safety).
- Restore additional in-person recreation and community activities and continue to expand the number and types of classes offered to reach a broader and more diverse group of residents (Healthy Communities and Public Safety, Inclusive Governance).
- Continue to engage in regional partnerships to support projects in Half Moon Bay and those potentially impacting the Coastside (Inclusive Governance, Infrastructure and Environment).

# CITY MANAGER'S OFFICE

101-120

## DIVISION EXPENSE BY CATEGORY

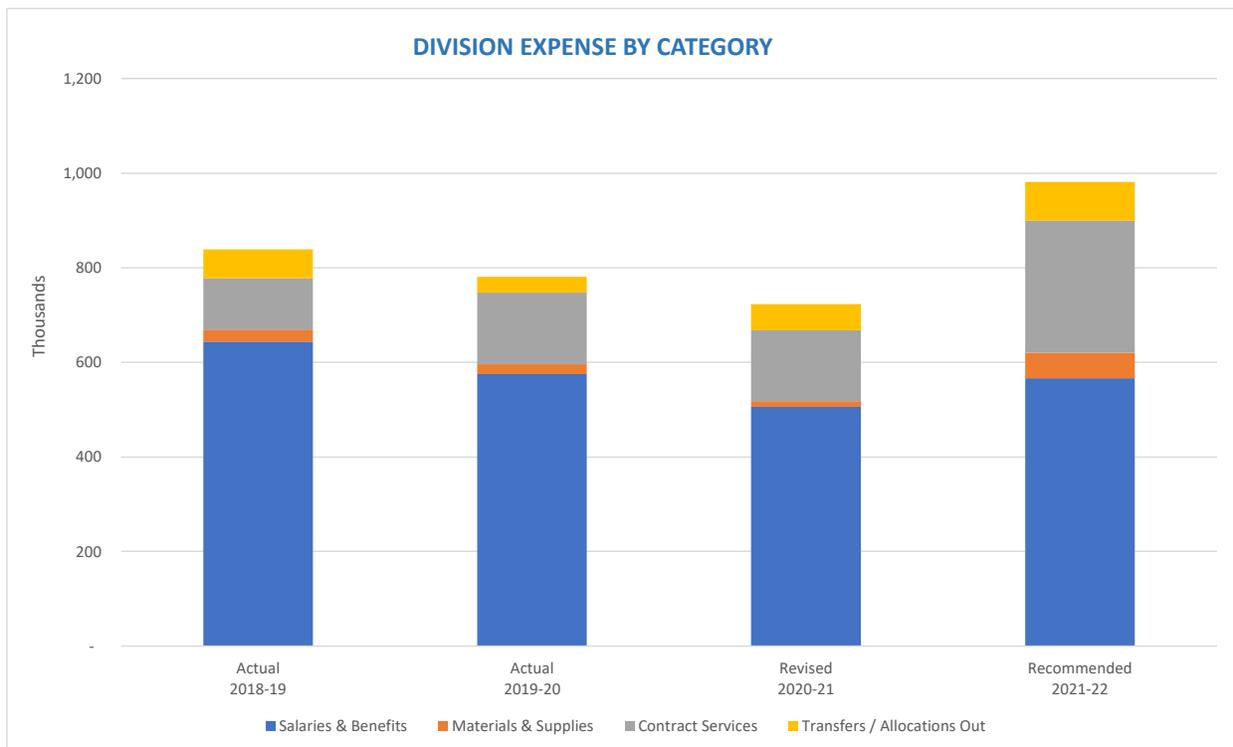
Description	Actual 2018-19	Actual 2019-20	Revised 2020-21	Recommended 2021-22
Salaries & Benefits	644,280	575,099	506,202	566,955
Materials & Supplies	25,597	20,883	12,000	53,500
Contract Services	108,055	151,813	150,000	280,000
Transfers / Allocations Out	61,042	33,173	54,962	80,795
<b>Division Total</b>	<b>838,974</b>	<b>780,968</b>	<b>723,164</b>	<b>981,250</b>

## DIVISION REVENUE SOURCE BY CATEGORY

Description	Actual 2018-19	Actual 2019-20	Revised 2020-21	Recommended 2021-22
General Fund	838,974	780,968	723,164	981,250
<b>Division Total</b>	<b>838,974</b>	<b>780,968</b>	<b>723,164</b>	<b>981,250</b>

## FTE COUNT BY TITLE

Description	Actual 2018-19	Actual 2019-20	Revised 2020-21	Recommended 2021-22
City Manager	0.85	0.85	0.85	0.85
Deputy City Manager	0.45	0.45	0.35	0.35
Senior Management Analyst	0.50	0.70	0.80	0.50
Management Analyst	1.00	-	0.40	0.90
Executive Assistant	1.00	1.00	-	-
<b>FTE Total</b>	<b>3.80</b>	<b>3.00</b>	<b>2.40</b>	<b>2.60</b>



# CITY MANAGER'S OFFICE

101-120

## DIVISION EXPENSE BY LINE ITEM

Account		Actual 2018-19	Actual 2019-20	Revised 2020-21	Recommended 2021-22
5000-5999	Salaries & Benefits	644,280	575,099	506,202	566,955
6101	General Supplies	2,323	2,143	2,000	23,500
6201	Training/Meetings	19,570	15,865	5,000	15,000
6202	Memberships, Dues & Subscriptions	3,705	2,875	5,000	15,000
6301	Contract Services (Non-Govt)	108,055	30,734	150,000	-
6320	Professional Services	-	-	-	240,000
6505	Land Acquisition	-	120,000	-	-
6610	JPA/District Contributions	-	-	-	40,000
6699	Miscellaneous Expense	-	1,079	-	-
7201	General Transfers Out	61,042	33,173	54,962	-
7203	Vehicle ISF	-	-	-	12,254
7204	Equipment Fund ISF	-	-	-	30,892
7205	Risk Management ISF	-	-	-	37,649
	<b>Division Total</b>	<b>838,974</b>	<b>780,968</b>	<b>723,164</b>	<b>981,250</b>

## DIVISION REVENUE SOURCES BY LINE ITEM

Account	Description	Actual 2018-19	Actual 2019-20	Revised 2020-21	Recommended 2021-22
	General Fund Contribution	838,974	780,968	723,164	981,250
	<b>Division Total</b>	<b>838,974</b>	<b>780,968</b>	<b>723,164</b>	<b>981,250</b>

## PRIMARY PROGRAM EXPENDITURE EXPLANATION

Account	Description	Explanation
5000-5999	Compensation	All salaries and benefits are budgeted in these line items. Increase is primarily due to merit increases.
6100-6199	Supplies & Materials	Supplies and materials to support COVID-19 testing/vaccination efforts and increases to support the economic recovery initiative.
6200-6299	Training & Memberships	Training, professional memberships, and conferences. Increase is due to conferences returning as COVID restrictions ease.
6300-6399	Contract Services	Costs include supporting the recovery initiative, economic development implementation, mental health services, and various grant writing services.
6600-6699	Other Expenses	Amounts here encompass contributions to the hotel Business Improvement District (BID).
7000-7999	Internal Service Charges	A portion of city-wide shared costs such as information technology, risk management and vehicle maintenance.

# RECREATION SERVICES

101-610

## DIVISION EXPENSE BY CATEGORY

Description	Actual 2018-19	Actual 2019-20	Revised 2020-21	Recommended 2021-22
Salaries & Benefits	292,091	359,142	256,363	360,267
Materials & Supplies	16,696	24,213	19,030	25,000
Contract Services	148,067	99,817	65,218	116,381
Transfers / Allocations Out	31,511	27,252	30,622	45,012
<b>Division Total</b>	<b>488,365</b>	<b>510,424</b>	<b>371,233</b>	<b>546,659</b>

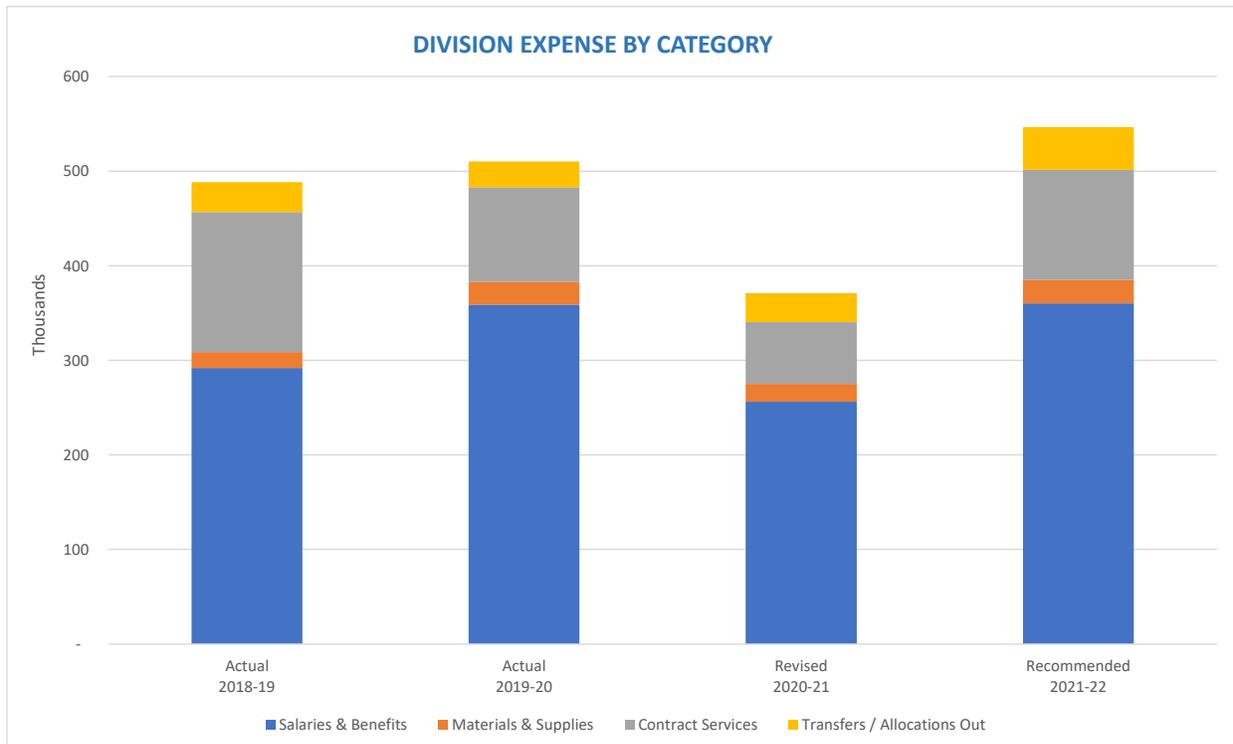
## DIVISION REVENUE SOURCE BY CATEGORY

Description	Actual 2018-19	Actual 2019-20	Revised 2020-21	Recommended 2021-22
Charges for Services	187,517	119,372	58,520	170,013
Other Revenue	8,777	4,416	10,000	10,000
General Fund	292,070	386,635	302,713	366,646
<b>Division Total</b>	<b>488,365</b>	<b>510,424</b>	<b>371,233</b>	<b>546,659</b>

## FTE COUNT BY TITLE

Description	Actual 2018-19	Actual 2019-20	Revised 2020-21	Recommended 2021-22
Deputy City Manager	0.30	0.30	0.20	0.20
Senior Management Analyst	0.20	0.15	0.10	-
Deputy City Clerk	-	0.10	-	-
Recreation Coordinator	1.00	1.00	1.00	1.00
Recreation Leader I/II/III	1.00	2.00	1.00	2.00
<b>FTE Total</b>	<b>2.50</b>	<b>3.55</b>	<b>2.30</b>	<b>3.20</b>

\*Part-Time non benefited employees included: Building Attendant (2,080 hours)



# RECREATION SERVICES

101-610

## DIVISION EXPENSE BY LINE ITEM

Account		Actual 2018-19	Actual 2019-20	Revised 2020-21	Recommended 2021-22
5000-5999	Salaries & Benefits	292,091	359,142	256,363	360,267
6101	General Supplies	6,751	18,570	15,000	15,000
6201	Training/Meetings	9,675	3,088	3,000	4,000
6202	Memberships, Dues & Subscriptions	270	2,555	1,030	6,000
6301	Contract Services (Non-Govt)	61,511	55,900	34,998	51,700
6303	Advertising Costs	8,205	1,833	30	2,000
6307	Contract Classes	78,351	42,084	30,190	62,681
7201	General Transfers Out	31,511	27,252	30,622	-
7203	Vehicle ISF	-	-	-	6,827
7204	Equipment Fund ISF	-	-	-	17,210
7205	Risk Management ISF	-	-	-	20,975
<b>Division Total</b>		<b>488,365</b>	<b>510,424</b>	<b>371,233</b>	<b>546,659</b>

## DIVISION REVENUE SOURCES BY LINE ITEM

Account	Description	Actual 2018-19	Actual 2019-20	Revised 2020-21	Recommended 2021-22
4204	Special Events Permits	-	-	-	20,000
4551	Parks & Recreation Classes	111,914	54,338	42,300	89,531
4710	Facilities Rental	75,603	65,034	16,220	60,483
4902	Miscellaneous Revenue	8,777	4,416	10,000	10,000
	General Fund Contribution	292,070	386,635	302,713	366,646
<b>Division Total</b>		<b>488,365</b>	<b>510,424</b>	<b>371,233</b>	<b>546,659</b>

## PRIMARY PROGRAM EXPENDITURE EXPLANATION

Account	Description	Explanation
5000-5999	Compensation	All salaries and benefits are budgeted in these line items. Increase is primarily due to merit increases and the recovery of recreation leader position originally lost during COVID-19.
6100-6199	Supplies & Materials	Supplies and materials to support various recreation programs and services.
6200-6299	Training & Memberships	Training, licensing and professional memberships for staff. Increases are included as programming is anticipated to increase.
6300-6399	Contract Services	Costs include recreation guides, music events, umpire contracts, class instructors and other costs related to recreational programs. Increases are included as programming is anticipated to increase.
7000-7999	Internal Service Charges	A portion of city-wide shared costs such as information technology, risk management and vehicle maintenance.

# COMMUNITY SERVICES

101-640

## DIVISION EXPENSE BY CATEGORY

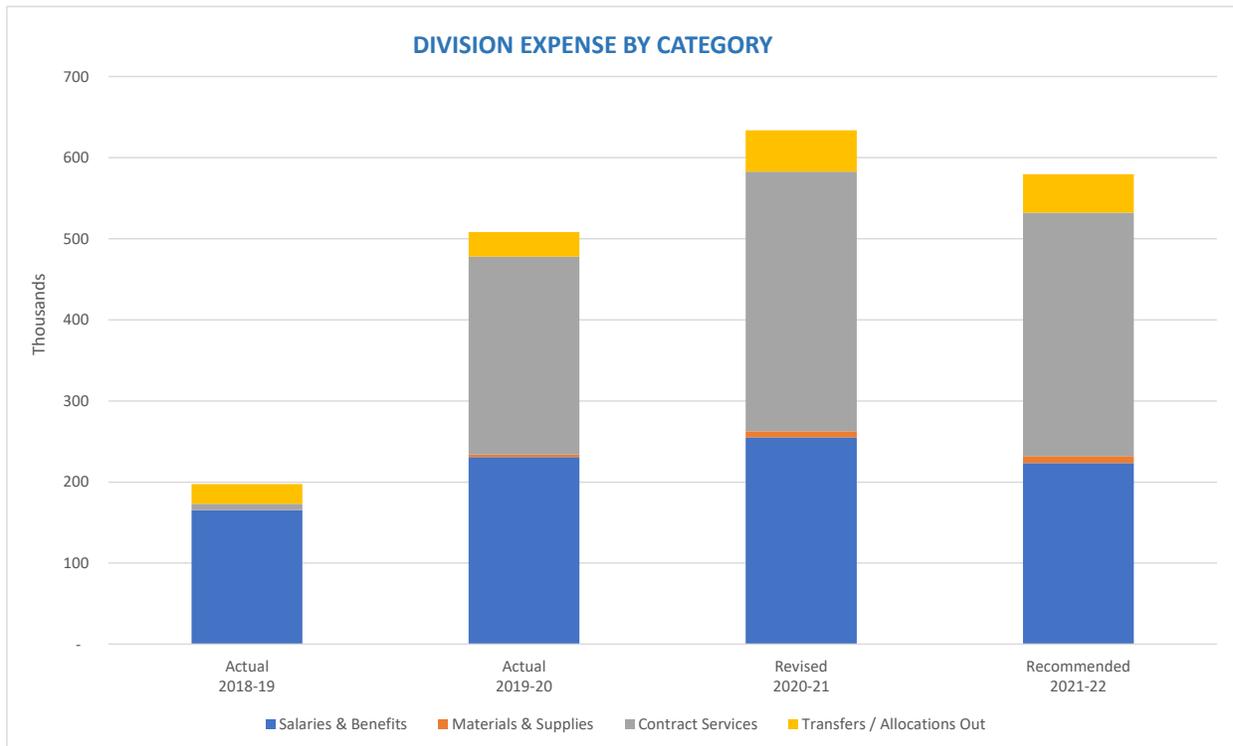
Description	Actual 2018-19	Actual 2019-20	Revised 2020-21	Recommended 2021-22
Salaries & Benefits	165,454	230,907	255,250	223,648
Materials & Supplies	-	3,215	7,500	8,400
Contract Services	8,012	243,750	320,000	300,000
Transfers / Allocations Out	24,014	30,273	51,066	47,739
<b>Division Total</b>	<b>197,481</b>	<b>508,144</b>	<b>633,816</b>	<b>579,787</b>

## DIVISION REVENUE SOURCE BY CATEGORY

Description	Actual 2018-19	Actual 2019-20	Revised 2020-21	Recommended 2021-22
Other Revenue	-	15,000	-	-
General Fund	197,481	493,144	633,816	579,787
<b>Division Total</b>	<b>197,481</b>	<b>508,144</b>	<b>633,816</b>	<b>579,787</b>

## FTE COUNT BY TITLE

Description	Actual 2018-19	Actual 2019-20	Revised 2020-21	Recommended 2021-22
Deputy City Manager	0.20	0.20	0.20	0.20
Senior Management Analyst	0.10	0.15	0.10	0.10
Management Analyst	1.00	1.00	1.30	1.00
<b>FTE Total</b>	<b>1.30</b>	<b>1.35</b>	<b>1.60</b>	<b>1.30</b>



# COMMUNITY SERVICES

101-640

## DIVISION EXPENSE BY LINE ITEM

Account		Actual 2018-19	Actual 2019-20	Revised 2020-21	Recommended 2021-22
5000-5999	Salaries & Benefits	165,454	230,907	255,250	223,648
6101	General Supplies	-	2,360	5,000	5,000
6201	Training/Meetings	-	855	1,500	3,000
6202	Memberships, Dues & Subscriptions	-	-	1,000	400
6301	Contract Services (Non-Govt)	8,012	243,750	320,000	50,000
6606	Financial Aid / Grants	-	-	-	250,000
7201	General Transfers Out	24,014	30,273	51,066	-
7203	Vehicle ISF	-	-	-	7,240
7204	Equipment Fund ISF	-	-	-	18,253
7205	Risk Management ISF	-	-	-	22,246
<b>Division Total</b>		<b>197,481</b>	<b>508,144</b>	<b>633,816</b>	<b>579,787</b>

## DIVISION REVENUE SOURCES BY LINE ITEM

Account	Description	Actual 2018-19	Actual 2019-20	Revised 2020-21	Recommended 2021-22
4850	Grants	-	15,000	-	-
	General Fund Contribution	197,481	493,144	633,816	579,787
<b>Division Total</b>		<b>197,481</b>	<b>508,144</b>	<b>633,816</b>	<b>579,787</b>

## PRIMARY PROGRAM EXPENDITURE EXPLANATION

Account	Description	Explanation
5000-5999	Compensation	All salaries and benefits are budgeted in these line items. Slight decrease primarily from shifting staff time to other functions.
6100-6199	Supplies & Materials	Supplies and materials relating to administration and oversight of various programs and outreach.
6200-6299	Training & Memberships	Training, licensing and professional memberships for staff. A slight increase is included.
6300-6399	Contract Services	For anticipated costs relating to enforcement of the new minimum wage ordinance.
6600-6699	Other Expenses	250K of grant aid via the Community Services Financial Assistance (CSFA) program encompasses this entire category.
7000-7999	Internal Service Charges	A portion of city-wide shared costs such as information technology, risk management and vehicle maintenance.

# EMERGENCY SERVICES

101-320

## DIVISION EXPENSE BY CATEGORY

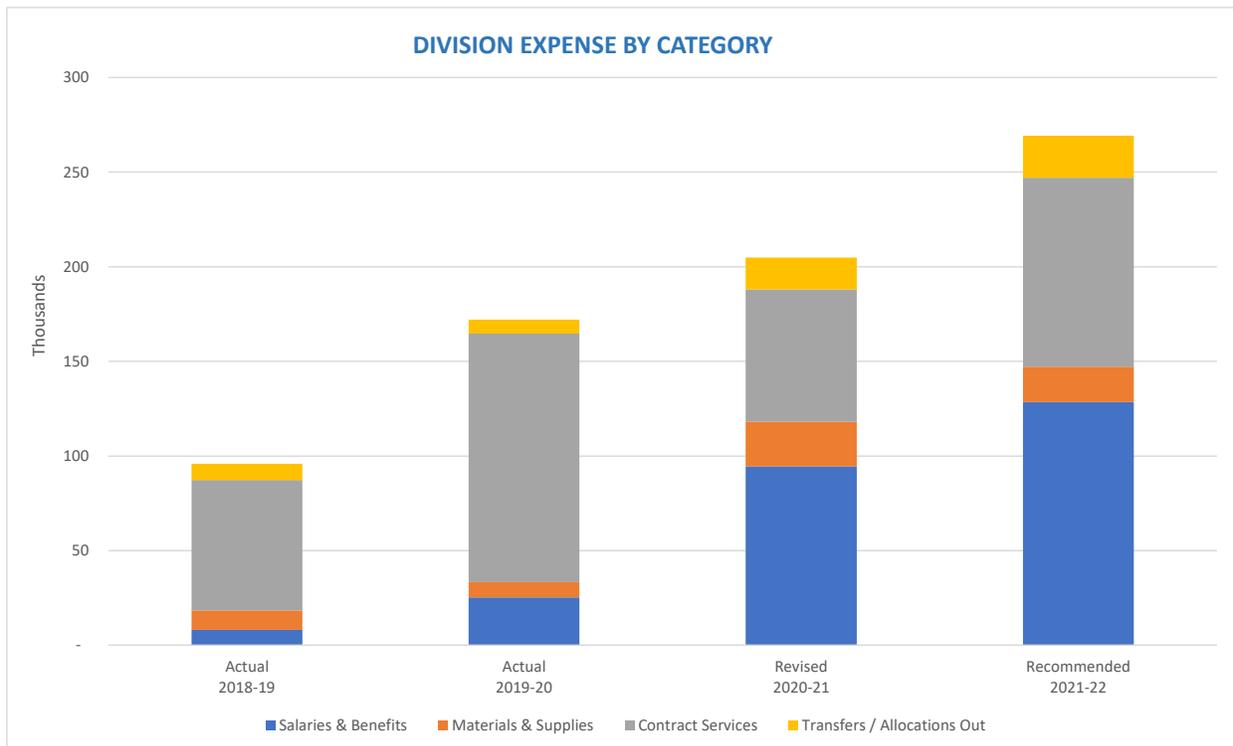
Description	Actual 2018-19	Actual 2019-20	Revised 2020-21	Recommended 2021-22
Salaries & Benefits	8,067	25,095	94,606	128,525
Materials & Supplies	10,156	8,212	23,450	18,600
Contract Services	69,067	131,417	70,000	100,000
Transfers / Allocations Out	8,682	7,432	16,758	22,174
<b>Division Total</b>	<b>95,972</b>	<b>172,155</b>	<b>204,814</b>	<b>269,299</b>

## DIVISION REVENUE SOURCE BY CATEGORY

Description	Actual 2018-19	Actual 2019-20	Revised 2020-21	Recommended 2021-22
General Fund	95,972	172,155	204,814	269,299
<b>Division Total</b>	<b>95,972</b>	<b>172,155</b>	<b>204,814</b>	<b>269,299</b>

## FTE COUNT BY TITLE

Description	Actual 2018-19	Actual 2019-20	Revised 2020-21	Recommended 2021-22
Deputy City Manager	-	-	0.20	0.20
Administrative Services Director	0.15	-	-	-
Management Analyst	0.25	0.25	0.30	0.50
<b>FTE Total</b>	<b>0.40</b>	<b>0.25</b>	<b>0.50</b>	<b>0.70</b>



# EMERGENCY SERVICES

101-320

## DIVISION EXPENSE BY LINE ITEM

Account		Actual 2018-19	Actual 2019-20	Revised 2020-21	Recommended 2021-22
5000-5999	Salaries & Benefits	8,067	25,095	94,606	128,525
6101	General Supplies	6,225	8,212	20,000	15,000
6201	Training/Meetings	771	-	2,900	3,000
6202	Memberships, Dues & Subscriptions	3,160	-	550	600
6301	Contract Services (Non-Govt)	433	433	5,000	-
6302	Contract Services (Govt)	68,634	130,985	65,000	-
6320	Professional Services	-	-	-	35,000
6505	Land Acquisition	-	-	-	-
6610	JPA/District Contributions	-	-	-	65,000
6699	Miscellaneous Expense	-	-	-	-
7201	General Transfers Out	8,682	7,432	16,758	-
7203	Vehicle ISF	-	-	-	3,363
7204	Equipment Fund ISF	-	-	-	8,478
7205	Risk Management ISF	-	-	-	10,333
<b>Division Total</b>		<b>95,972</b>	<b>172,155</b>	<b>204,814</b>	<b>269,299</b>

## DIVISION REVENUE SOURCES BY LINE ITEM

Account	Description	Actual 2018-19	Actual 2019-20	Revised 2020-21	Recommended 2021-22
	General Fund Contribution	95,972	172,155	204,814	269,299
<b>Division Total</b>		<b>95,972</b>	<b>172,155</b>	<b>204,814</b>	<b>269,299</b>

## PRIMARY PROGRAM EXPENDITURE EXPLANATION

Account	Description	Explanation
5000-5999	Compensation	All salaries and benefits are budgeted in these line items. Increase is primarily due to merit increases and allocation of more staff time.
6100-6199	Supplies & Materials	Supplies and materials to support Coastside Preparedness Day, the emergency operation center and other supplies.
6200-6299	Training & Memberships	Training, licensing and professional memberships for staff. Category remains relatively unchanged.
6300-6399	Contract Services	Costs mostly include new funding for consultant support for finalizing the City's updated emergency operations plan.
6600-6699	Other Expenses	Contribution to San Mateo County's Office of Emergency Services is budgeted here.
7000-7999	Internal Service Charges	A portion of city-wide shared costs such as information technology, risk management and vehicle maintenance.



# CITY OF HALF MOON BAY

City Attorney



Painting By: Greta Waterman

Title: Shark Fin Rock, Martins Beach



# 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 2021-22, 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 2020-2021 Accomplishments**

- Provided legal review of the City's disposable foodware ordinance, parks, and beach ordinance.
- Provided legal support for sewer rate adjustments.
- 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 and related financing; (2) County's acquisition of the Coastside Inn; and (3) license/leases of City-owned property.
- Legal support related to COVID pandemic and CZU fire complex (emergency orders, budget, human resources, open government).
- Drafted Measure U (TOT ballot measure) and provided elections law support for the November election.
- Provided legal and planning support for the Local Coastal/Land Use Plan (LC/LUP) and large planning applications.

### **Fiscal Year 2021-2022 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, accessory dwelling units, implementation of the LC/LUP and other priority matters (Inclusive Governance).
- Continue economic resolution of claims and litigation (Fiscal Sustainability).

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# CITY ATTORNEY

101-130

## DIVISION EXPENSE BY CATEGORY

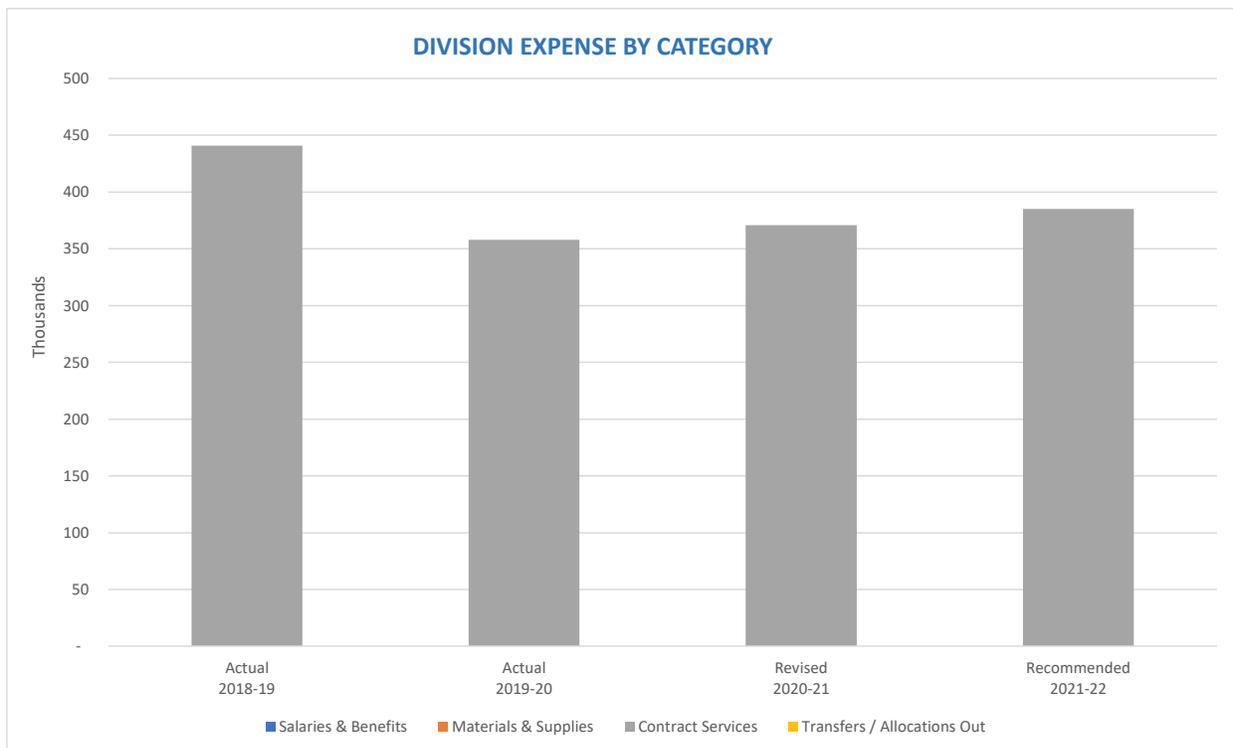
Description	Actual 2018-19	Actual 2019-20	Revised 2020-21	Recommended 2021-22
Salaries & Benefits	-	-	-	-
Materials & Supplies	-	-	-	-
Contract Services	440,994	357,900	370,800	385,000
Transfers / Allocations Out	-	-	-	-
<b>Division Total</b>	<b>440,994</b>	<b>357,900</b>	<b>370,800</b>	<b>385,000</b>

## DIVISION REVENUE SOURCE BY CATEGORY

Description	Actual 2018-19	Actual 2019-20	Revised 2020-21	Recommended 2021-22
General Fund	440,994	357,900	370,800	385,000
<b>Division Total</b>	<b>440,994</b>	<b>357,900</b>	<b>370,800</b>	<b>385,000</b>

## FTE COUNT BY TITLE

Description	Actual 2018-19	Actual 2019-20	Revised 2020-21	Recommended 2021-22
<b>FTE Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>



# CITY ATTORNEY

101-130

## DIVISION EXPENSE BY LINE ITEM

Account	Actual 2018-19	Actual 2019-20	Revised 2020-21	Recommended 2021-22
5000-5999 Salaries & Benefits	-	-	-	-
6301 Contract Services (Non-Govt)	440,994	357,900	370,800	-
6325 Legal Counsel	-	-	-	385,000
7201 General Transfers Out	-	-	-	-
7203 Vehicle ISF	-	-	-	-
7204 Equipment Fund ISF	-	-	-	-
7205 Risk Management ISF	-	-	-	-
<b>Division Total</b>	<b>440,994</b>	<b>357,900</b>	<b>370,800</b>	<b>385,000</b>

## DIVISION REVENUE SOURCES BY LINE ITEM

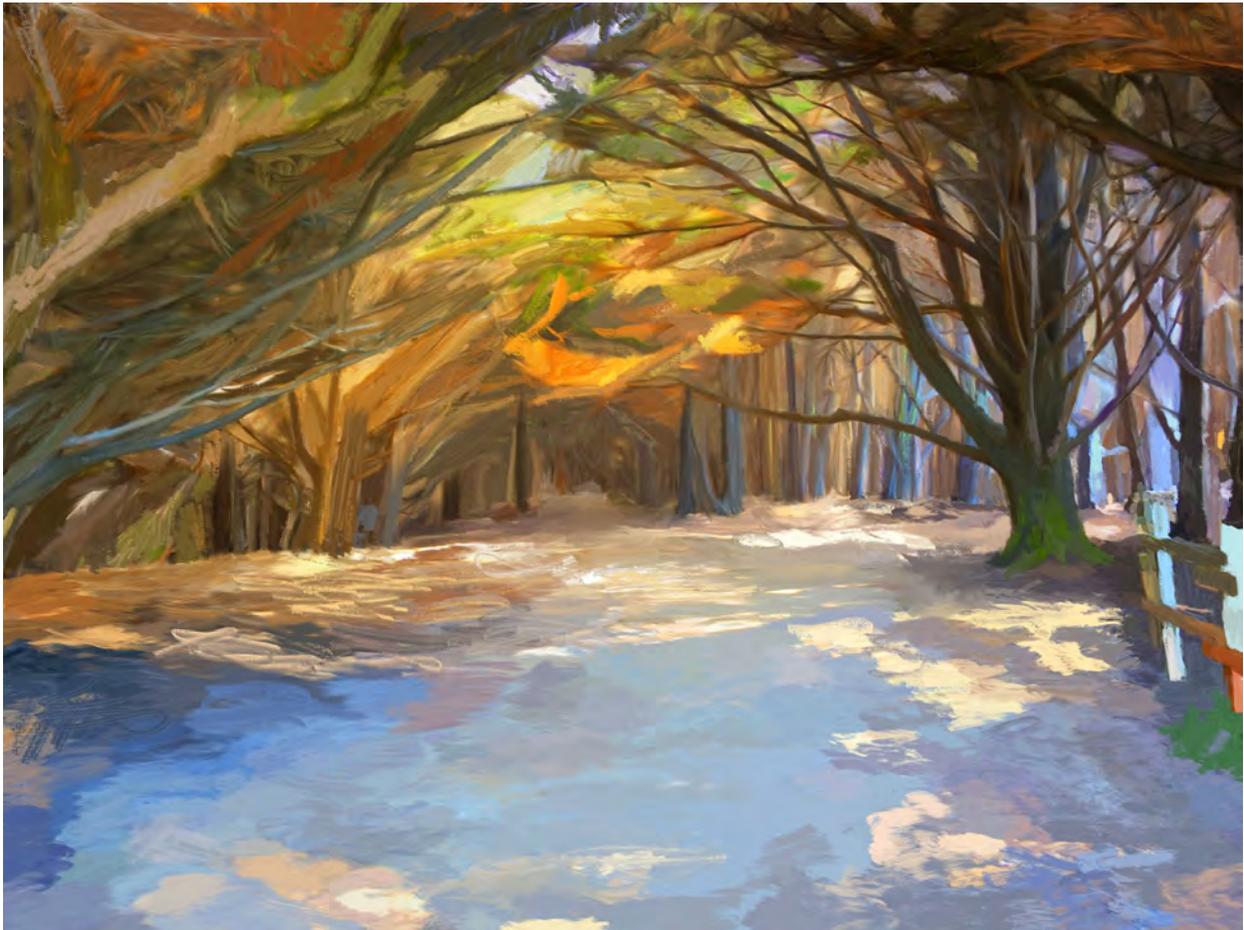
Account	Description	Actual 2018-19	Actual 2019-20	Revised 2020-21	Recommended 2021-22
	General Fund Contribution	440,994	357,900	370,800	385,000
	<b>Division Total</b>	<b>440,994</b>	<b>357,900</b>	<b>370,800</b>	<b>385,000</b>

## PRIMARY PROGRAM EXPENDITURE EXPLANATION

Account	Description	Explanation
5000-5999	Compensation	All salaries and benefits are budgeted in these line items. Attorney services are contracted out thus no salary charges are budgeted.
6300-6399	Contract Services	Costs only contain legal counsel services for all non-specific city-wide functions.
7000-7999	Internal Service Charges	A portion of city-wide shared costs such as information technology, risk management and vehicle maintenance. Since this department contains no staff personnel, there are no internal service charges.



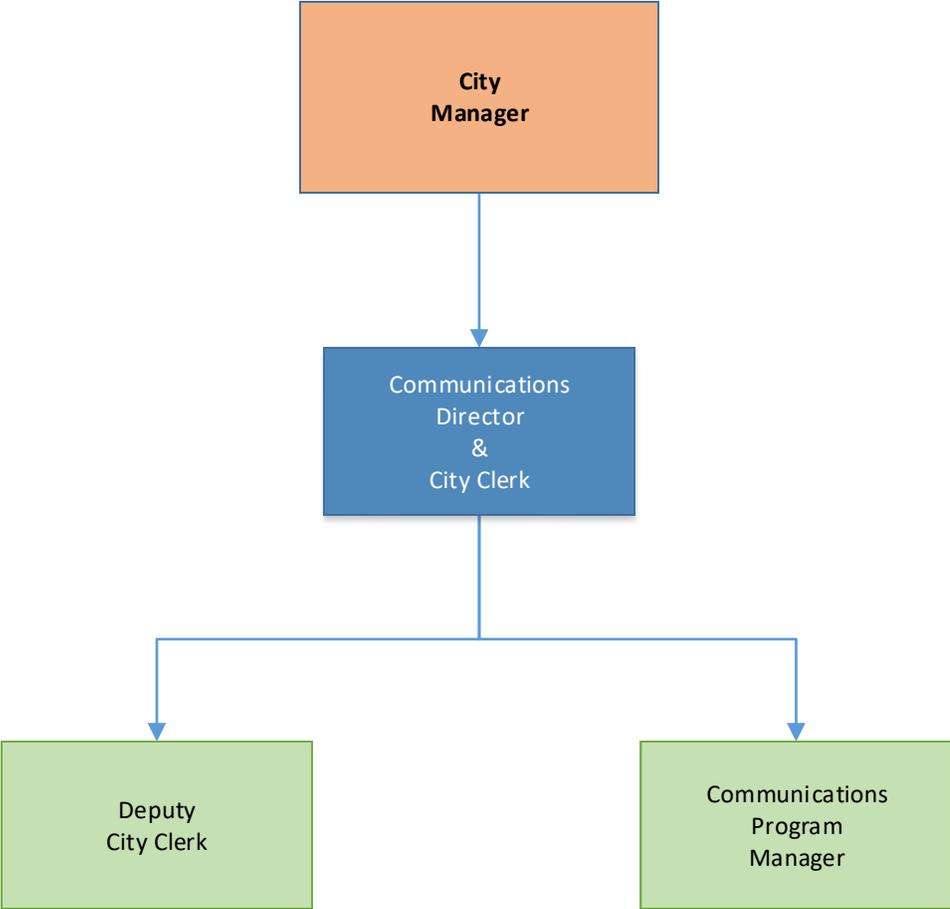
**CITY OF HALF MOON BAY**  
Communications/City Clerk



Painting By: Jeannie Mecorney-Fitzgerald

Title: Marine Reserve Moss Beach

# 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 20-21 by a Communications Director / City Clerk, a Communications Specialist, and a Deputy City Clerk.

### **Service Level Changes**

For FY 21-22, an Intern position has been added.

### **Budget Highlights / Summary of Changes**

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

### **Fiscal Year 2020-2021 Accomplishments**

- Conducted the November 8, 2020 General Municipal Election which resulted in the passage of a measure and election of two district seats.
- Led the public information and outreach campaign related to the COVID-19 Pandemic, including numerous news releases, weekly e-news, weekly mayor's letters, website updates, social media updates, signage, coordination with agencies, announcements of closures and service modifications, and other items.
- Continued the City's Legislative Platform, which had a primary focus on legislation and budgetary items related to COVID-19, managed the Legislative Subcommittee, and managed the lobbyist contract for the City's legislative affairs.
- Grew and maintained the City's presence on Facebook, Twitter, Instagram, and Nextdoor.
- Communicated timely and relevant information during the CZU Lightning Complex Fire.

- Continued to host successful virtual council meetings and subcommittee meetings during the COVID-19 Pandemic.
- Increased the level of Spanish language translation with communications outreach and public meetings.
- Processed 77 agreements, 3 ordinances, 77 resolutions, 28 City Council agenda packets, 7 City Council subcommittee agendas, 14 proclamations, and 131 public records requests.

### **Fiscal Year 2021-2022 Goals / Strategic Plan Elements**

- In accordance with AB 849, conduct process of redistricting following the 2020 Census results, Process including managing the Redistricting Advisory Committee, and concluding with adoption of a final map by the City Council (Inclusive Governance).
- Conduct a communications and public outreach campaign for the 2021 Summer Beach Season (Healthy Communities and Public Safety, Inclusive Governance).
- Obtain consultant services of a Grant Writer to assist the City with grant applications (Inclusive Governance).
- Work with the City Manager's Office on development of a Crisis Communications Plan as part of the overall Emergency Operations Plan (Healthy Communities and Public Safety).
- Continue to expand the City's communications platforms and outreach (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 seek grant opportunities and monitor legislation in accordance with the City of Half Moon Bay Legislative Program (Healthy Communities and Public Safety, Inclusive Governance).

## DIVISION EXPENSE BY CATEGORY

Description	Actual 2018-19	Actual 2019-20	Revised 2020-21	Recommended 2021-22
Salaries & Benefits	310,182	263,907	237,457	242,039
Materials & Supplies	21,871	17,701	14,500	14,500
Contract Services	279,196	229,797	284,000	285,000
Transfers / Allocations Out	33,755	24,804	48,627	48,590
<b>Division Total</b>	<b>645,004</b>	<b>536,210</b>	<b>584,584</b>	<b>590,129</b>

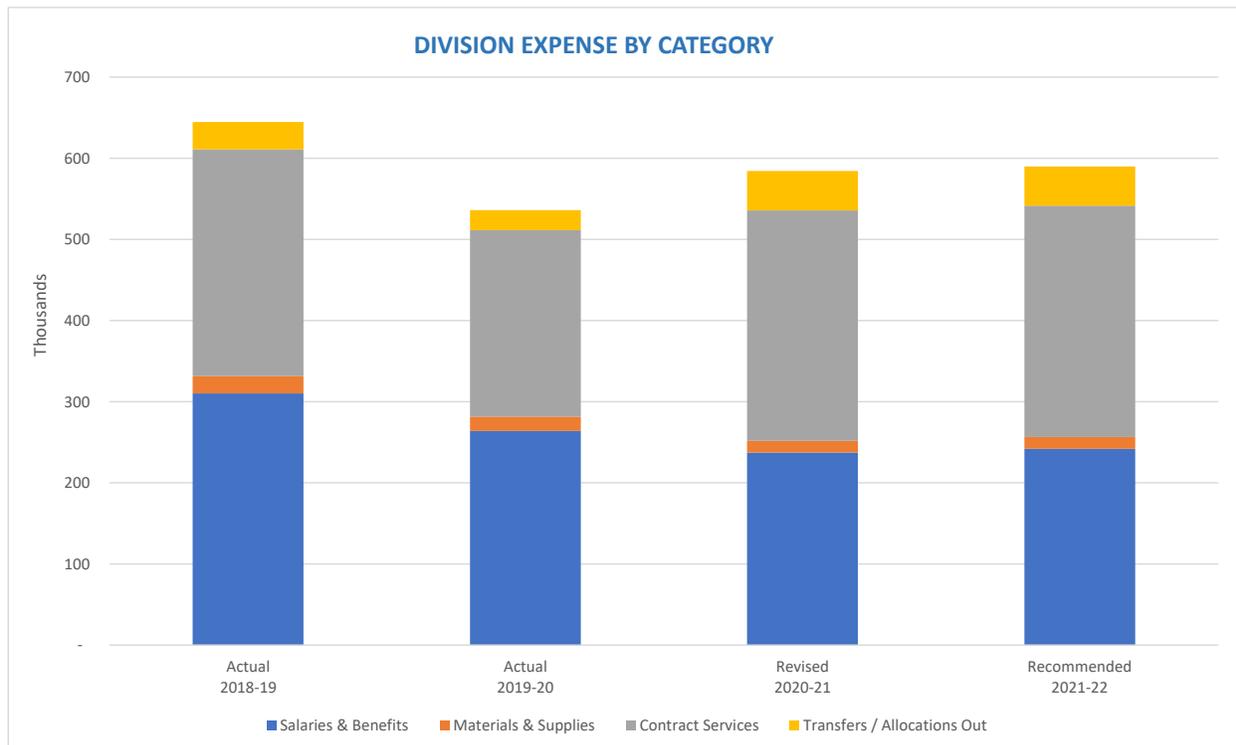
## DIVISION REVENUE SOURCE BY CATEGORY

Description	Actual 2018-19	Actual 2019-20	Revised 2020-21	Recommended 2021-22
Other Revenue	-	475	-	-
General Fund	645,004	535,735	584,584	590,129
<b>Division Total</b>	<b>645,004</b>	<b>536,210</b>	<b>584,584</b>	<b>590,129</b>

## FTE COUNT BY TITLE

Description	Actual 2018-19	Actual 2019-20	Revised 2020-21	Recommended 2021-22
City Clerk / Communications Director	0.90	0.55	0.55	0.40
Deputy City Clerk	1.00	0.90	1.00	1.00
<b>FTE Total</b>	<b>1.90</b>	<b>1.45</b>	<b>1.55</b>	<b>1.40</b>

\*Part-Time non benefited employees included: Intern (1,040 hours)



## DIVISION EXPENSE BY LINE ITEM

Account		Actual 2018-19	Actual 2019-20	Revised 2020-21	Recommended 2021-22
5000-5999	Salaries & Benefits	310,182	263,907	237,457	242,039
6101	General Supplies	6,012	4,483	3,500	3,500
6104	Employee Engagement	-	498	-	-
6201	Training/Meetings	11,505	11,104	7,000	7,000
6202	Memberships, Dues & Subscriptions	4,354	1,617	4,000	4,000
6301	Contract Services (Non-Govt)	201,056	195,185	150,000	80,000
6303	Advertising Costs	29,492	18,501	19,000	20,000
6304	Legislative Affairs	-	129	5,000	5,000
6308	Election Costs	48,648	15,983	110,000	110,000
6320	Professional Services	-	-	-	45,000
6324	Software Subscription	-	-	-	25,000
7201	General Transfers Out	33,755	24,804	48,627	-
7203	Vehicle ISF	-	-	-	7,369
7204	Equipment Fund ISF	-	-	-	18,579
7205	Risk Management ISF	-	-	-	22,642
<b>Division Total</b>		<b>645,004</b>	<b>536,210</b>	<b>584,584</b>	<b>590,129</b>

## DIVISION REVENUE SOURCES BY LINE ITEM

Account	Description	Actual 2018-19	Actual 2019-20	Revised 2020-21	Recommended 2021-22
4901	Administrative Fees	-	475	-	-
	General Fund Contribution	645,004	535,735	584,584	590,129
<b>Division Total</b>		<b>645,004</b>	<b>536,210</b>	<b>584,584</b>	<b>590,129</b>

## PRIMARY PROGRAM EXPENDITURE EXPLANATION

Account	Description	Explanation
5000-5999	Compensation	All salaries and benefits are budgeted in these line items. Increase is primarily due to merit increases and the addition of a part-time intern.
6100-6199	Supplies & Materials	General office supplies as needed to support the division goals. No change is included.
6200-6299	Training & Memberships	Training, professional memberships, and conferences. No change is included.
6300-6399	Contract Services	Costs include Granicus, NetFile, NextRequest, the contract with Townsend and records management. Category remains relatively unchanged.
7000-7999	Internal Service Charges	A portion of city-wide shared costs such as information technology, risk management and vehicle maintenance.

# COMMUNICATIONS

101-150

## DIVISION EXPENSE BY CATEGORY

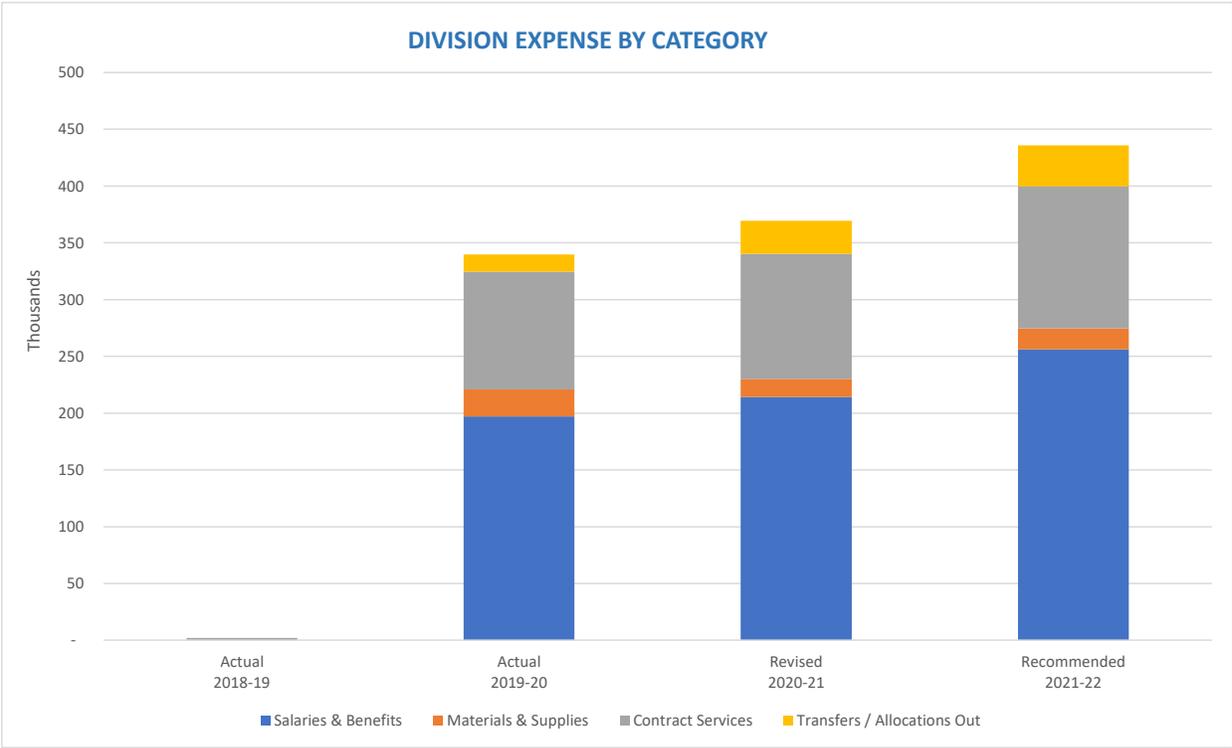
Description	Actual 2018-19	Actual 2019-20	Revised 2020-21	Recommended 2021-22
Salaries & Benefits	-	197,039	214,273	256,152
Materials & Supplies	-	23,819	16,000	18,500
Contract Services	1,900	103,798	110,000	125,000
Transfers / Allocations Out	-	15,123	29,161	36,309
<b>Division Total</b>	<b>1,900</b>	<b>339,778</b>	<b>369,434</b>	<b>435,961</b>

## DIVISION REVENUE SOURCE BY CATEGORY

Description	Actual 2018-19	Actual 2019-20	Revised 2020-21	Recommended 2021-22
General Fund	1,900	339,778	369,434	435,961
<b>Division Total</b>	<b>1,900</b>	<b>339,778</b>	<b>369,434</b>	<b>435,961</b>

## FTE COUNT BY TITLE

Description	Actual 2018-19	Actual 2019-20	Revised 2020-21	Recommended 2021-22
City Clerk / Communications Director	-	0.40	0.40	0.55
Communications Specialist	-	1.00	1.00	1.00
<b>FTE Total</b>	<b>-</b>	<b>1.40</b>	<b>1.40</b>	<b>1.55</b>



# COMMUNICATIONS

101-150

## DIVISION EXPENSE BY LINE ITEM

Account		Actual 2018-19	Actual 2019-20	Revised 2020-21	Recommended 2021-22
5000-5999	Salaries & Benefits	-	197,039	214,273	256,152
6101	General Supplies	-	1,117	5,000	5,000
6104	Employee Engagement	-	12,704	5,000	5,000
6201	Training/Meetings	-	8,466	4,500	7,000
6202	Memberships, Dues & Subscriptions	-	1,533	1,500	1,500
6301	Contract Services (Non-Govt)	1,900	97,851	90,000	-
6303	Advertising Costs	-	5,947	20,000	20,000
6320	Professional Services	-	-	-	105,000
7201	General Transfers Out	-	15,123	29,161	-
7203	Vehicle ISF	-	-	-	5,507
7204	Equipment Fund ISF	-	-	-	13,883
7205	Risk Management ISF	-	-	-	16,919
<b>Division Total</b>		<b>1,900</b>	<b>339,778</b>	<b>369,434</b>	<b>435,961</b>

## DIVISION REVENUE SOURCES BY LINE ITEM

Account	Description	Actual 2018-19	Actual 2019-20	Revised 2020-21	Recommended 2021-22
	General Fund Contribution	1,900	339,778	369,434	435,961
<b>Division Total</b>		<b>1,900</b>	<b>339,778</b>	<b>369,434</b>	<b>435,961</b>

## PRIMARY PROGRAM EXPENDITURE EXPLANATION

Account	Description	Explanation
5000-5999	Compensation	All salaries and benefits are budgeted in these line items. Increase is primarily due to merit increases.
6100-6199	Supplies & Materials	General office supplies as needed to support the division goals. No change is included.
6200-6299	Training & Memberships	Training, professional memberships, and conferences. Slight increase is due expected ease of COVID restrictions.
6300-6399	Contract Services	Costs include the OpenGov platform, and other specialized communications services. Increase is primarily from communications related efforts from the emergency operations consultant.
7000-7999	Internal Service Charges	A portion of city-wide shared costs such as information technology, risk management and vehicle maintenance.





# CITY OF HALF MOON BAY

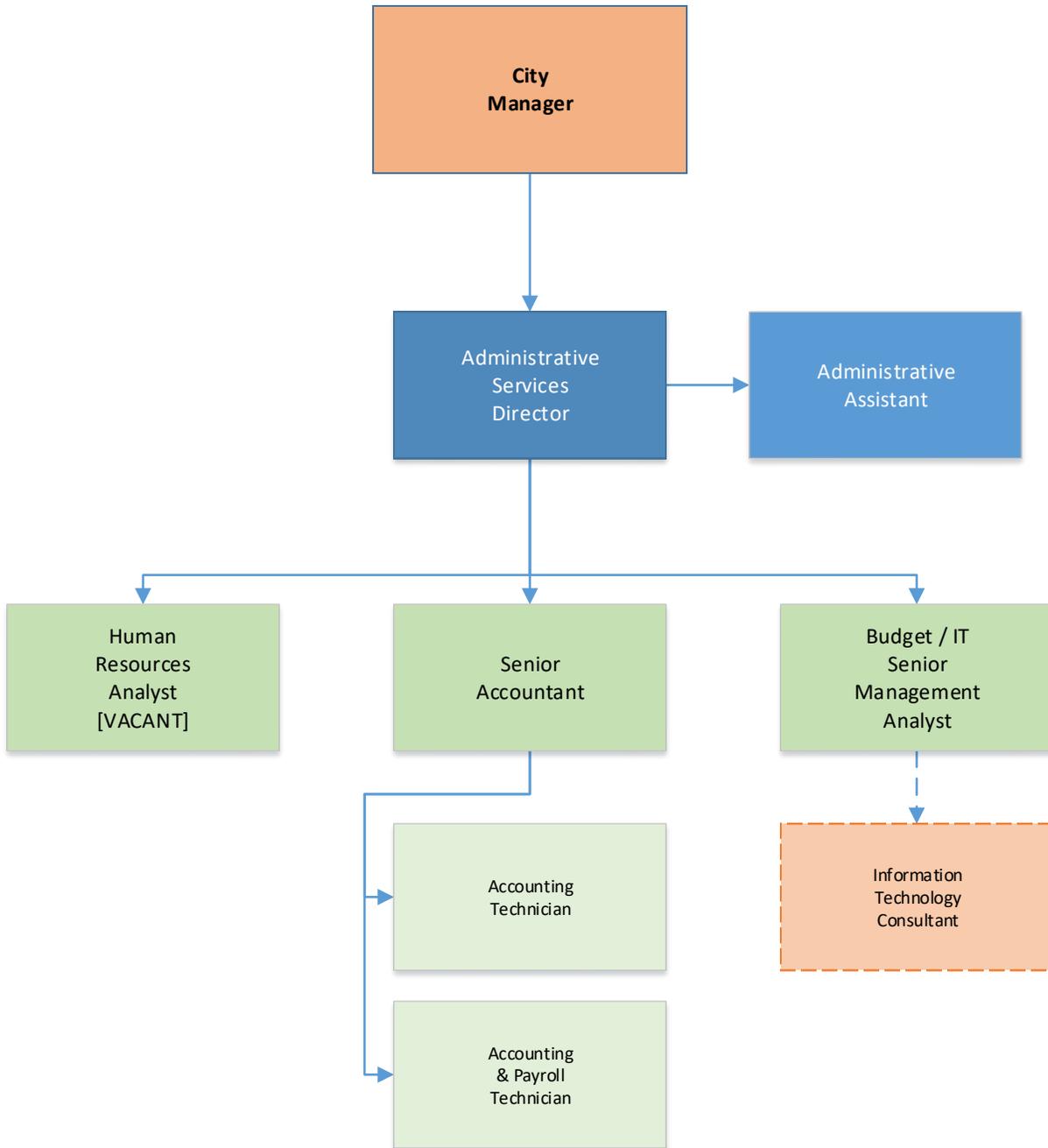
## Administrative Services



Painting By: Joseph McFadden

Title: Half Moon Bay Harbor

# Administrative Services Department



# Administrative Services

## Mission

The mission of the Administrative Services Department is to manage much of the City's organizational infrastructure--its financial processes and systems, its technology, and its people, ensuring that the City's employees have the tools and environment they need to provide our community the best possible service.

## Description

The Administrative Services Department is comprised of Finance, Human Resources, IT, Risk Management. The Department properly records all financial transactions, implements best practices in employee and labor relations, provides reliable and current technology resources and 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.
- 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 Administrative Services Department is comprised of an Administrative Services Director, Finance Manager/Senior Accountant, Senior Management Analyst, Management Analyst, three Accounting Technicians, and an Administrative Assistant.

### **Budget Highlights / Summary of Changes**

The Administrative Services budget consists of five 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 (See Internal Service Fund 302)**

### **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 provides and maintains appropriate hardware and software for 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 implements a people first focus to provide advanced solutions that must improve experience, eliminate obstacles, enhance transparency, and be future focused. The division also assists with providing research and information for Public Records Requests.

## **Risk Management (See Internal Service Fund 303)**

### **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.

### **Fiscal Year 2020-2021 Accomplishments**

- Maintained financial stability despite uncertain economic conditions due to the ongoing pandemic.
- Developed a Covid Response Plan under OSHA guidelines, to assist with City protocols which ensured staff safety.
- Continued providing proactive ergonomics assessments for current employees.
- Received Distinguished Budget Presentation Award from the Government Finance Officers Association (GFOA) for the FY 20-21 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.
- Updated the City's purchasing and credit card policy. (Fiscal Sustainability, Inclusive Governance).
- Decommissioned aging network infrastructure improving reliability and security.
- Completed the migration to Microsoft 365 providing **greater efficiency, integration, security, ease of use, and reliability.**
- Assessed the current performance evaluation system and recommended changes to existing form and process.
- 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.

### **Fiscal Year 2020-2021 Goals / Strategic Plan Elements**

- Continue to utilize the partnership with San Mateo County Training Center to provide a broader spectrum of local training options/opportunities for City staff. Working with City administration and labor groups, continue revising the City's Personnel Policies and Procedures (Inclusive Governance).

- Update training matrix to ensure compliance with California and Federal law (Healthy Communities and Public Safety).
- 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).
- Continue to upgrade and streamlining of outdated technology systems providing improved reliability and security of key City systems.
- Retire outdated and no longer utilized systems such as the Harris ERP systems.
- Complete migration of City network databases to Microsoft 365 cloud systems, improving reliability, access, security, and community interactivity.
- Implement High-Speed internet connectivity at the City Corporation Yard facility and support technology related components of the Corporation Yard construction project.
- Research and complete a Request for Proposal for the City's business license and transient occupancy tax (TOT) intake and payment provider.
- Research and possibly implement improvements to City internet infrastructure to improve reliability and harden City technology resources and community support during emergencies.
- 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).

# ADMINISTRATIVE SERVICES

101-230

## DIVISION EXPENSE BY CATEGORY

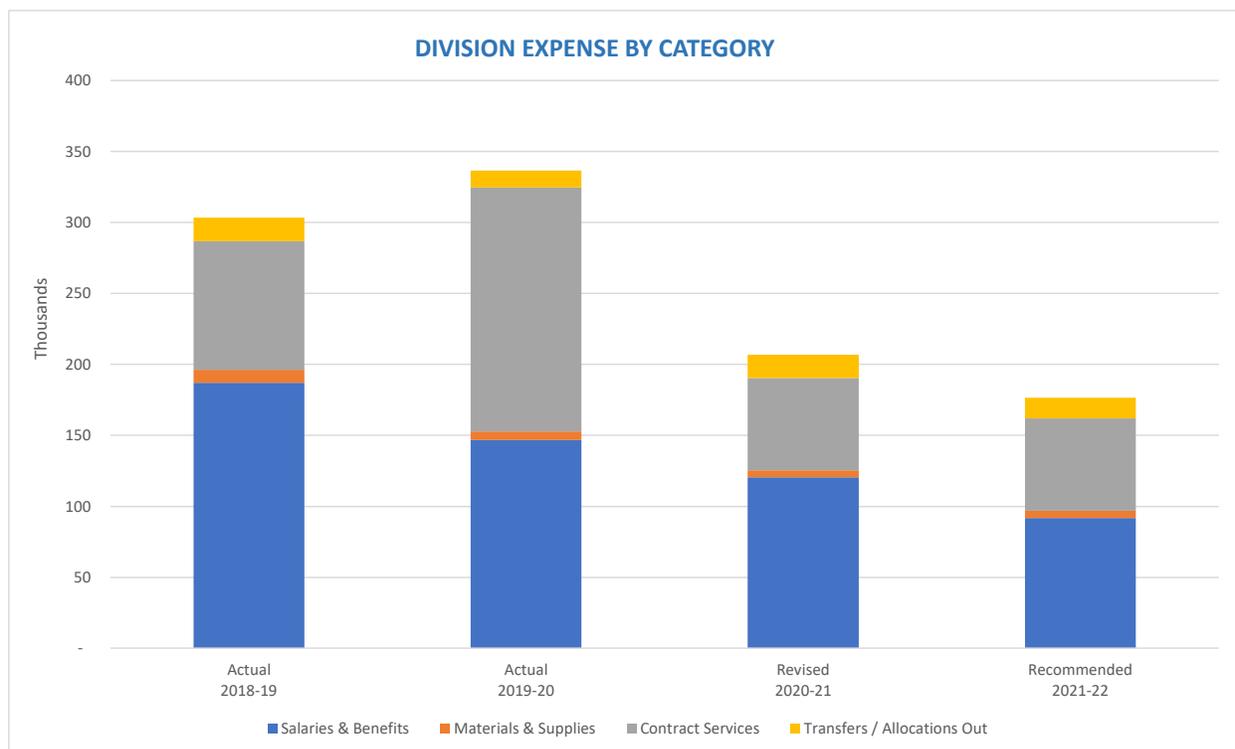
Description	Actual 2018-19	Actual 2019-20	Revised 2020-21	Recommended 2021-22
Salaries & Benefits	187,182	146,788	120,422	91,897
Materials & Supplies	9,082	6,042	5,000	5,000
Contract Services	90,612	171,848	65,046	65,046
Transfers / Allocations Out	16,426	11,830	16,310	14,531
<b>Division Total</b>	<b>303,302</b>	<b>336,507</b>	<b>206,778</b>	<b>176,474</b>

## DIVISION REVENUE SOURCE BY CATEGORY

Description	Actual 2018-19	Actual 2019-20	Revised 2020-21	Recommended 2021-22
General Fund	303,302	336,507	206,778	176,474
<b>Division Total</b>	<b>303,302</b>	<b>336,507</b>	<b>206,778</b>	<b>176,474</b>

## FTE COUNT BY TITLE

Description	Actual 2018-19	Actual 2019-20	Revised 2020-21	Recommended 2021-22
Administrative Services Director	0.15	-	-	-
Senior Management Analyst	-	-	-	0.25
Management Analyst	0.75	0.75	0.50	-
Administrative Assistant	0.50	0.50	0.50	0.50
<b>FTE Total</b>	<b>1.40</b>	<b>1.25</b>	<b>1.00</b>	<b>0.75</b>



# ADMINISTRATIVE SERVICES

101-230

## DIVISION EXPENSE BY LINE ITEM

Account		FY 2019 Actual	FY 2020 Actual	FY 2021 Revised	FY 2022 Recommended
5000-5999	Salaries & Benefits	187,182	146,788	120,422	91,897
6101	General Supplies	6,992	2,804	-	-
6201	Training/Meetings	367	1,056	-	-
6202	Memberships, Dues & Subscriptions	1,723	2,183	5,000	5,000
6301	Contract Services (Non-Govt)	42,500	133,247	20,000	20,000
6401	Other Rental	36,750	33,688	36,750	36,750
6405	Combined Utilities	11,362	4,914	8,296	8,296
7201	General Transfers Out	16,426	11,830	16,310	-
7203	Vehicle ISF	-	-	-	2,204
7204	Equipment Fund ISF	-	-	-	5,556
7205	Risk Management ISF	-	-	-	6,771
<b>Division Total</b>		<b>303,302</b>	<b>336,507</b>	<b>206,778</b>	<b>176,474</b>

## DIVISION REVENUE SOURCES BY LINE ITEM

Account	Description	FY 2019 Actual	FY 2020 Actual	FY 2021 Revised	FY 2022 Recommended
	General Fund Contribution	303,302	336,507	206,778	176,474
<b>Division Total</b>		<b>303,302</b>	<b>336,507</b>	<b>206,778</b>	<b>176,474</b>

## PRIMARY PROGRAM EXPENDITURE EXPLANATION

Account	Description	Explanation
5000-5999	Compensation	All salaries and benefits are budgeted in these line items. Decrease is primarily due to allocating staff to other functions in the department.
6200-6299	Training & Memberships	Training, licensing and professional memberships for staff. No change is included.
6300-6399	Contract Services	Adhoc services such as specialized I.T support and consulting is charged here. There is no change to this category.
6400-6499	Utilities	Rent and utilities specifically from the Annex location are charged here. No change is included.
7000-7999	Internal Service Charges	A portion of city-wide shared costs such as information technology, risk management and vehicle maintenance.

## DIVISION EXPENSE BY CATEGORY

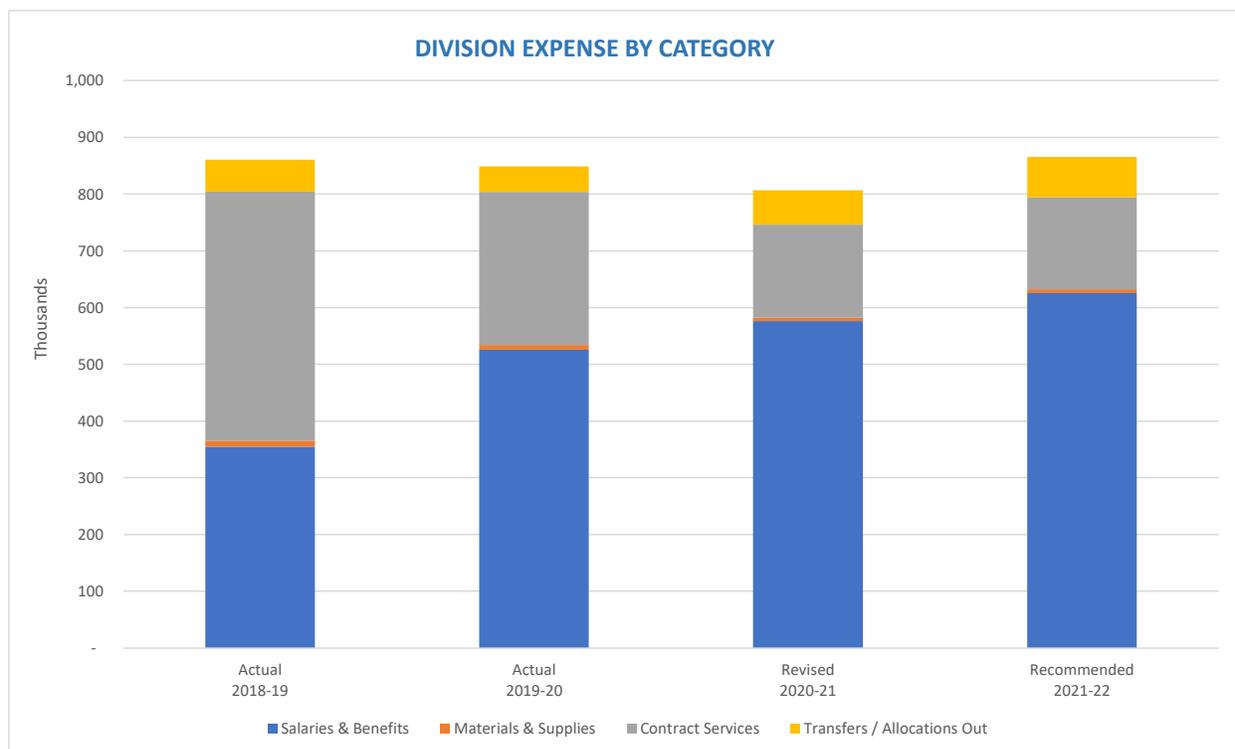
Description	Actual 2018-19	Actual 2019-20	Revised 2020-21	Recommended 2021-22
Salaries & Benefits	354,869	525,809	576,631	626,013
Materials & Supplies	10,486	8,591	6,000	6,500
Contract Services	439,416	269,751	163,802	161,802
Transfers / Allocations Out	55,868	44,674	60,422	71,271
<b>Division Total</b>	<b>860,640</b>	<b>848,825</b>	<b>806,855</b>	<b>865,586</b>

## DIVISION REVENUE SOURCE BY CATEGORY

Description	Actual 2018-19	Actual 2019-20	Revised 2020-21	Recommended 2021-22
Other Revenue	3,012	1,894	-	-
General Fund	857,628	846,931	806,855	865,586
<b>Division Total</b>	<b>860,640</b>	<b>848,825</b>	<b>806,855</b>	<b>865,586</b>

## FTE COUNT BY TITLE

Description	Actual 2018-19	Actual 2019-20	Revised 2020-21	Recommended 2021-22
Administrative Services Director	-	0.60	0.60	0.60
Finance Director	0.65	-	-	-
Finance Manager	1.00	1.00	-	-
Senior Accountant	-	-	1.00	0.80
Senior Management Analyst	0.70	0.70	0.50	0.25
Administrative Assistant	0.50	0.50	0.50	0.50
Accounting Technician	1.75	1.75	1.75	2.50
<b>FTE Total</b>	<b>4.60</b>	<b>4.55</b>	<b>4.35</b>	<b>4.65</b>



## DIVISION EXPENSE BY LINE ITEM

Account	Actual 2018-19	Actual 2019-20	Revised 2020-21	Recommended 2021-22
5000-5999 Salaries & Benefits	354,869	525,809	576,631	626,013
6101 General Supplies	2,238	1,975	1,000	1,500
6201 Training/Meetings	6,934	4,441	3,000	3,000
6202 Memberships, Dues & Subscriptions	1,314	2,174	2,000	2,000
6301 Contract Services (Non-Govt)	419,087	237,113	150,000	18,500
6302 Contract Services (Govt)	600	3,099	-	6,500
6303 Advertising Costs	-	176	-	-
6309 Credit Card Fees	19,729	24,179	13,802	13,802
6320 Professional Services	-	-	-	60,000
6322 Auditing Services	-	-	-	53,000
6601 Property Tax Admin	-	4,830	-	10,000
6699 Miscellaneous Expense	-	355	-	-
7201 General Transfers Out	55,868	44,674	60,422	-
7203 Vehicle ISF	-	-	-	10,809
7204 Equipment Fund ISF	-	-	-	27,251
7205 Risk Management ISF	-	-	-	33,211
<b>Division Total</b>	<b>860,640</b>	<b>848,825</b>	<b>806,855</b>	<b>865,586</b>

## DIVISION REVENUE SOURCES BY LINE ITEM

Account	Description	Actual 2018-19	Actual 2019-20	Revised 2020-21	Recommended 2021-22
4902	Miscellaneous Revenue	3,012	1,894	-	-
	General Fund Contribution	857,628	846,931	806,855	865,586
	<b>Division Total</b>	<b>860,640</b>	<b>848,825</b>	<b>806,855</b>	<b>865,586</b>

## PRIMARY PROGRAM EXPENDITURE EXPLANATION

Account	Description	Explanation
5000-5999	Compensation	All salaries and benefits are budgeted in these line items. Increase is primarily due to the addition of an accounting technician and merit increases.
6100-6199	Supplies & Materials	Various office supplies and materials to support finance operations.
6200-6299	Training & Memberships	Training, licensing and professional memberships for staff. No change included.
6300-6399	Contract Services	Costs include auditing services, TOT and Business License management, credit card processing fees. A slight decrease from the year prior.
7000-7999	Internal Service Charges	A portion of city-wide shared costs such as information technology, risk management and vehicle maintenance.

# HUMAN RESOURCES

101-220

## DIVISION EXPENSE BY CATEGORY

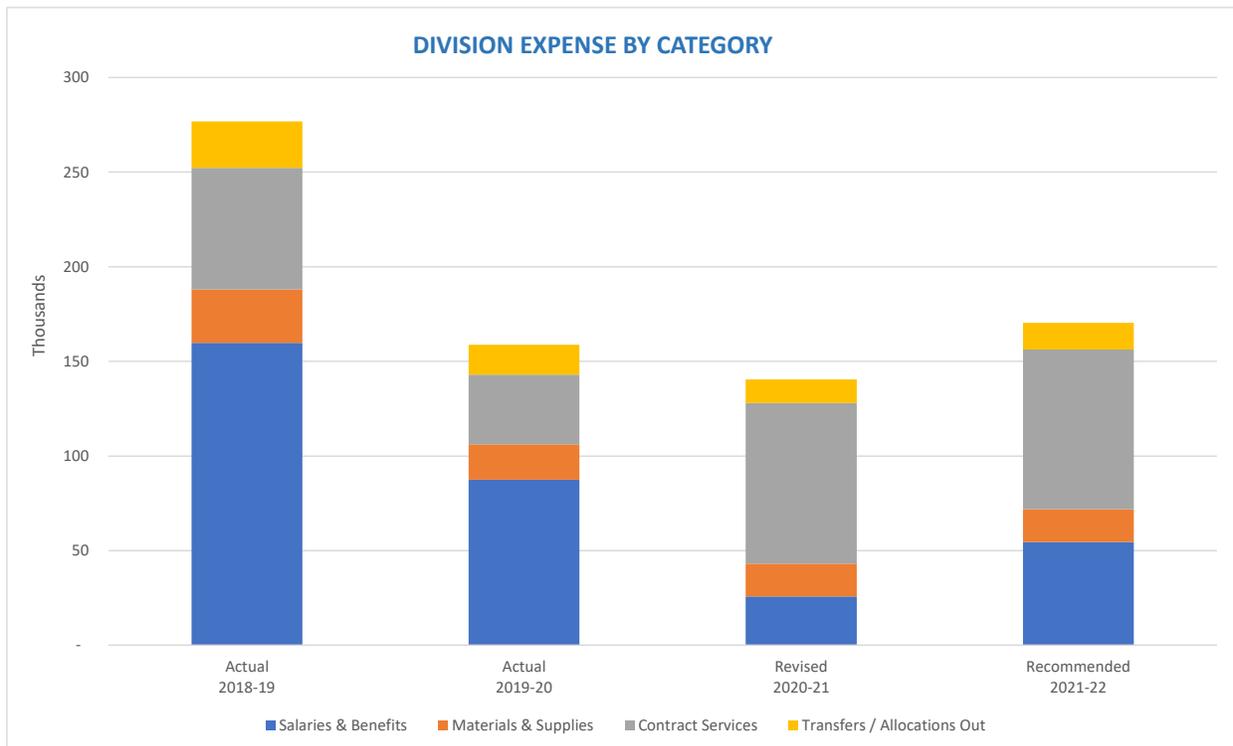
Description	Actual 2018-19	Actual 2019-20	Revised 2020-21	Recommended 2021-22
Salaries & Benefits	159,888	87,617	25,672	54,567
Materials & Supplies	28,239	18,513	17,416	17,416
Contract Services	64,111	36,896	84,917	84,339
Transfers / Allocations Out	24,563	15,747	12,450	14,026
<b>Division Total</b>	<b>276,801</b>	<b>158,772</b>	<b>140,455</b>	<b>170,348</b>

## DIVISION REVENUE SOURCE BY CATEGORY

Description	Actual 2018-19	Actual 2019-20	Revised 2020-21	Recommended 2021-22
General Fund	276,801	158,772	140,455	170,348
<b>Division Total</b>	<b>276,801</b>	<b>158,772</b>	<b>140,455</b>	<b>170,348</b>

## FTE COUNT BY TITLE

Description	Actual 2018-19	Actual 2019-20	Revised 2020-21	Recommended 2021-22
Administrative Services Director	0.30	-	-	-
Management Analyst	0.90	0.80	-	-
Accounting Technician	-	-	0.25	0.50
<b>FTE Total</b>	<b>1.20</b>	<b>0.80</b>	<b>0.25</b>	<b>0.50</b>



# HUMAN RESOURCES

101-220

## DIVISION EXPENSE BY LINE ITEM

Account		Actual 2018-19	Actual 2019-20	Revised 2020-21	Recommended 2021-22
5000-5999	Salaries & Benefits	159,888	87,617	25,672	54,567
6101	General Supplies	1,072	4,240	2,060	2,060
6104	Employee Engagement	4,654	1,355	5,356	5,356
6201	Training/Meetings	8,967	4,936	5,000	5,000
6202	Memberships, Dues & Subscriptions	13,546	7,981	5,000	5,000
6301	Contract Services (Non-Govt)	58,241	26,824	50,000	55,000
6310	Hiring Costs	5,870	10,072	33,578	28,000
6405	Combined Utilities	-	-	1,339	1,339
7201	General Transfers Out	24,563	15,747	12,450	-
7203	Vehicle ISF	-	-	-	2,127
7204	Equipment Fund ISF	-	-	-	5,363
7205	Risk Management ISF	-	-	-	6,536
<b>Division Total</b>		<b>276,801</b>	<b>158,772</b>	<b>140,455</b>	<b>170,348</b>

## DIVISION REVENUE SOURCES BY LINE ITEM

Account	Description	Actual 2018-19	Actual 2019-20	Revised 2020-21	Recommended 2021-22
	General Fund Contribution	276,801	158,772	140,455	170,348
<b>Division Total</b>		<b>276,801</b>	<b>158,772</b>	<b>140,455</b>	<b>170,348</b>

## PRIMARY PROGRAM EXPENDITURE EXPLANATION

Account	Description	Explanation
5000-5999	Compensation	All salaries and benefits are budgeted in these line items. Increase is primarily due to allocation of more existing staff time and merit increases.
6100-6199	Supplies & Materials	Supplies and materials to support human resource functions. No change is included.
6200-6299	Training & Memberships	Training, licensing and professional memberships for staff. A decrease is included.
6300-6399	Contract Services	Costs include recruitment expenses, hiring costs, and labor related legal counsel as needed. No change is included.
7000-7999	Internal Service Charges	A portion of city-wide shared costs such as information technology, risk management and vehicle maintenance.

# EQUIPMENT & INFORMATION TECHNOLOGY FUND

## FUND 302

	ACTUAL 2018-19	ACTUAL 2019-20	REVISED BUDGET 2020-21	RECOMMENDED 2021-22
<b>REVENUES</b>				
Loan Proceeds	-	-	-	-
Grants	-	-	-	-
Interest	10,427	7,971	5,000	5,050
Miscellaneous	1,254	7,720	-	-
<b>TOTAL REVENUE</b>	<b>11,681</b>	<b>15,692</b>	<b>5,000</b>	<b>5,050</b>
<b>EXPENDITURES</b>				
Salaries & Benefits	-	-	11,738	84,729
Materials & Supplies	15,550	39,970	37,712	38,000
Contract Services	258,629	336,647	343,000	370,000
Depreciation	-	16,161	23,000	23,000
<b>TOTAL EXPENDITURES</b>	<b>274,179</b>	<b>392,778</b>	<b>415,450</b>	<b>515,729</b>
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in / (out)				
From Other Funds	150,200	423,325	414,403	515,728
<b>NET TRANSFERS</b>	<b>150,200</b>	<b>423,325</b>	<b>414,403</b>	<b>515,728</b>
<b>NET CHANGE TO FUND BALANCE</b>	<b>(112,298)</b>	<b>46,239</b>	<b>3,953</b>	<b>5,049</b>
<b>BEGINNING NET ASSETS</b>	<b>680,026</b>	<b>567,728</b>	<b>613,966</b>	<b>596,000</b>
<b>ENDING NET ASSETS</b>	<b>567,728</b>	<b>613,966</b>	<b>617,919</b>	<b>601,049</b>

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

# EQUIPMENT & INFORMATION TECHNOLOGY FUND

302-240

## DIVISION EXPENSE BY CATEGORY

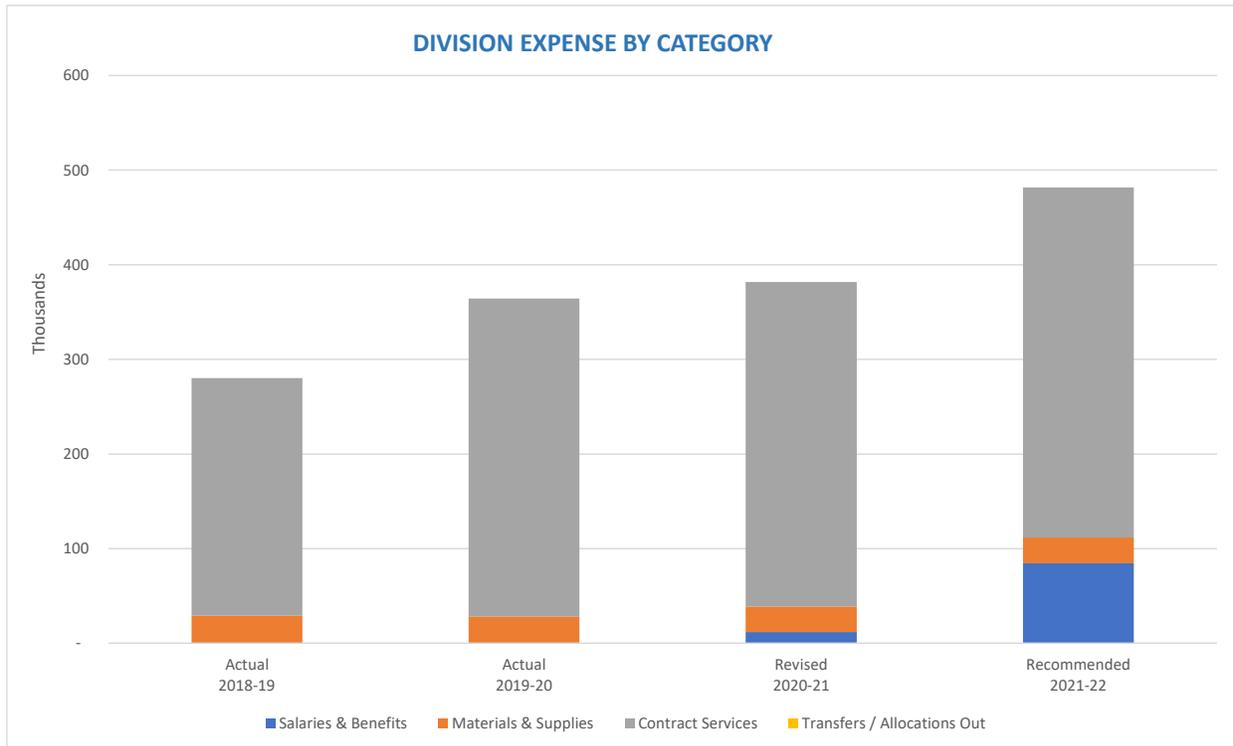
Description	Actual 2018-19	Actual 2019-20	Revised 2020-21	Recommended 2021-22
Salaries & Benefits	-	-	11,738	84,729
Materials & Supplies	29,299	28,003	27,000	27,000
Contract Services	251,127	336,242	343,000	370,000
Transfers / Allocations Out	-	-	-	-
<b>Division Total</b>	<b>280,426</b>	<b>364,246</b>	<b>381,738</b>	<b>481,729</b>

## DIVISION REVENUE SOURCE BY CATEGORY

Description	Actual 2018-19	Actual 2019-20	Revised 2020-21	Recommended 2021-22
Contribution from Other Funds	280,426	364,246	381,738	481,729
<b>Division Total</b>	<b>280,426</b>	<b>364,246</b>	<b>381,738</b>	<b>481,729</b>

## FTE COUNT BY TITLE

Description	Actual 2018-19	Actual 2019-20	Revised 2020-21	Recommended 2021-22
Administrative Services Director	0.20	0.05	0.05	0.05
Senior Management Analyst	-	-	-	0.50
Management Analyst	-	0.10	-	-
<b>FTE Total</b>	<b>0.20</b>	<b>0.15</b>	<b>0.05</b>	<b>0.55</b>



# EQUIPMENT & INFORMATION TECHNOLOGY FUND

302-240

## DIVISION EXPENSE BY LINE ITEM

Account	Actual 2018-19	Actual 2019-20	Revised 2020-21	Recommended 2021-22
5000-5999 Salaries & Benefits	-	-	11,738	84,729
6101 General Supplies	105	3,225	17,000	5,000
6105 Equipment Supplies	29,194	24,779	10,000	22,000
6301 Contract Services (Non-Govt)	251,127	336,242	343,000	-
6323 Desktop / I.T Support	-	-	-	180,000
6324 Software Subscription	-	-	-	190,000
<b>Division Total</b>	<b>280,426</b>	<b>364,246</b>	<b>381,738</b>	<b>481,729</b>

## DIVISION REVENUE SOURCES BY LINE ITEM

Account	Description	Actual 2018-19	Actual 2019-20	Revised 2020-21	Recommended 2021-22
	Contribution from Other Funds	280,426	364,246	381,738	481,729
	<b>Division Total</b>	<b>280,426</b>	<b>364,246</b>	<b>381,738</b>	<b>481,729</b>

## PRIMARY PROGRAM EXPENDITURE EXPLANATION

Account	Description	Explanation
5000-5999	Compensation	All salaries and benefits are budgeted in these line items. Increase is primarily due to allocation of more existing staff time and merit increases.
6100-6199	Supplies & Materials	Costs mainly include lease agreements for printers across all city locations, various equipment replacement and I.T related supplies. There is no change in this category.
6300-6399	Contract Services	Contracts include desktop and help desk support for all city workstations, ongoing subscriptions to the Economic Resource Planning (ERP) system, and various software licenses such as Microsoft and Adobe.

## RISK MANAGEMENT FUND 303

	ACTUAL 2018-19	ACTUAL 2019-20	REVISED BUDGET 2020-21	RECOMMENDED 2021-22
<b>REVENUES</b>				
Storm Drainage Fee	-	-	-	-
Interest	55,270	54,893	30,000	34,920
Miscellaneous	7,170	43,439	-	-
TOTAL REVENUE	62,439	98,332	30,000	34,920
<b>EXPENDITURES</b>				
Salaries & Benefits	129,021	94,068	108,115	130,560
Materials & Supplies	3,423	2,218	16,274	16,274
Contract Services	308,614	257,153	481,697	481,697
Capital Projects	-	-	-	-
Litigation Contingency	-	-	-	300,000
TOTAL EXPENDITURES	441,059	353,439	606,086	628,531
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in / (out)				
From Other Funds	634,870	625,334	500,000	628,530
NET TRANSFERS	634,870	625,334	500,000	628,530
<b>NET CHANGE TO FUND BALANCE</b>	256,251	370,227	(76,086)	34,919
<b>BEGINNING NET ASSETS</b>	<b>1,787,534</b>	<b>2,043,785</b>	<b>2,414,012</b>	<b>2,278,000</b>
<b>ENDING NET ASSETS</b>	<b>2,043,785</b>	<b>2,414,012</b>	<b>2,337,926</b>	<b>2,312,919</b>

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

# GENERAL LIABILITY

303-250

## DIVISION EXPENSE BY CATEGORY

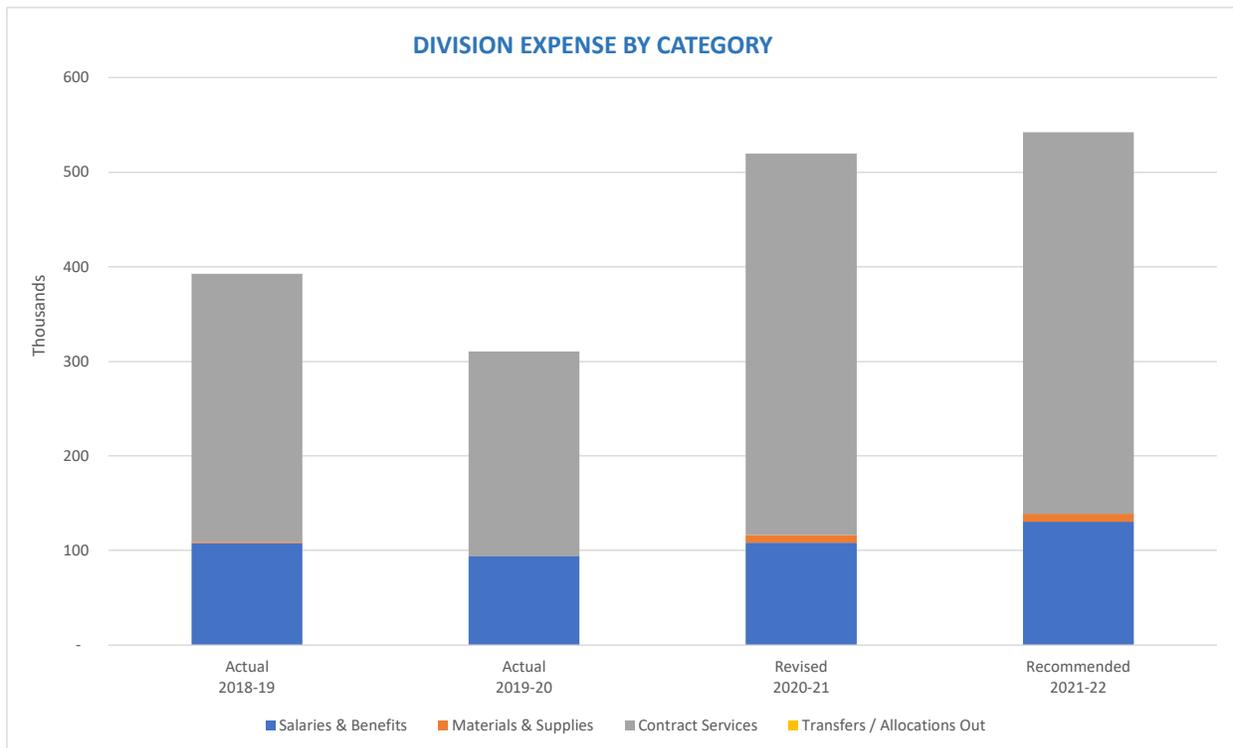
Description	Actual 2018-19	Actual 2019-20	Revised 2020-21	Recommended 2021-22
Salaries & Benefits	107,832	93,780	108,115	130,560
Materials & Supplies	1,383	18	8,137	8,137
Contract Services	283,566	216,704	403,604	403,604
Transfers / Allocations Out	-	-	-	-
<b>Division Total</b>	<b>392,781</b>	<b>310,501</b>	<b>519,856</b>	<b>542,301</b>

## DIVISION REVENUE SOURCE BY CATEGORY

Description	Actual 2018-19	Actual 2019-20	Revised 2020-21	Recommended 2021-22
Contribution from Other Funds	392,781	310,501	519,856	542,301
<b>Division Total</b>	<b>392,781</b>	<b>310,501</b>	<b>519,856</b>	<b>542,301</b>

## FTE COUNT BY TITLE

Description	Actual 2018-19	Actual 2019-20	Revised 2020-21	Recommended 2021-22
City Manager	0.05	0.05	0.05	0.05
Deputy City Manager	0.05	0.05	0.05	0.05
Administrative Services Director	-	0.30	0.30	0.30
Finance Director	0.30	-	-	-
City Clerk / Communications Director	-	-	0.05	0.05
City Clerk	0.05	0.05	-	-
Senior Accountant	-	-	-	0.10
Senior Management Analyst	0.30	0.30	-	-
Accounting Technician	0.10	0.10	-	-
<b>FTE Total</b>	<b>0.85</b>	<b>0.85</b>	<b>0.45</b>	<b>0.55</b>



# GENERAL LIABILITY

303-250

## DIVISION EXPENSE BY LINE ITEM

Account		Actual 2018-19	Actual 2019-20	Revised 2020-21	Recommended 2021-22
5000-5999	Salaries & Benefits	107,832	93,780	108,115	130,560
6101	General Supplies	1,383	18	8,137	8,137
6301	Contract Services (Non-Govt)	102,885	34,911	117,523	117,523
6305	Liability Insurance	180,681	181,792	286,081	286,081
	<b>Division Total</b>	<b>392,781</b>	<b>310,501</b>	<b>519,856</b>	<b>542,301</b>

## DIVISION REVENUE SOURCES BY LINE ITEM

Account	Description	Actual 2018-19	Actual 2019-20	Revised 2020-21	Recommended 2021-22
	Contribution from Other Funds	392,781	310,501	519,856	542,301
	<b>Division Total</b>	<b>392,781</b>	<b>310,501</b>	<b>519,856</b>	<b>542,301</b>

## PRIMARY PROGRAM EXPENDITURE EXPLANATION

Account	Description	Explanation
5000-5999	Compensation	All salaries and benefits are budgeted in these line items. Increase is primarily due to merit increases.
6100-6199	Supplies & Materials	Office supplies to support the division. There is no change to this category.
6300-6399	Contract Services	General liability member contributions and various claims are charged here. No change is included.

# WORKERS' COMPENSATION

303-260

## DIVISION EXPENSE BY CATEGORY

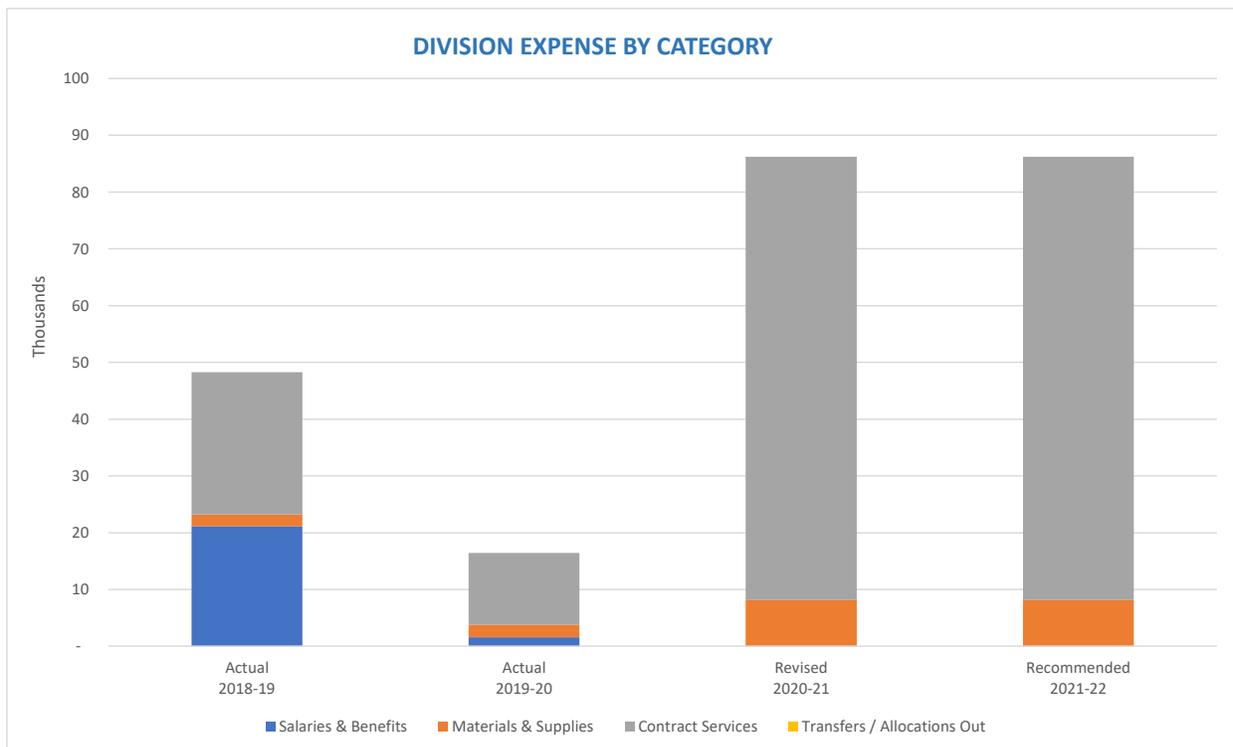
Description	Actual 2018-19	Actual 2019-20	Revised 2020-21	Recommended 2021-22
Salaries & Benefits	21,189	1,531	-	-
Materials & Supplies	2,040	2,200	8,137	8,137
Contract Services	25,048	12,711	78,093	78,093
Transfers / Allocations Out	-	-	-	-
<b>Division Total</b>	<b>48,277</b>	<b>16,442</b>	<b>86,230</b>	<b>86,230</b>

## DIVISION REVENUE SOURCE BY CATEGORY

Description	Actual 2018-19	Actual 2019-20	Revised 2020-21	Recommended 2021-22
Contribution from Other Funds	48,277	16,442	86,230	86,230
<b>Division Total</b>	<b>48,277</b>	<b>16,442</b>	<b>86,230</b>	<b>86,230</b>

## FTE COUNT BY TITLE

Description	Actual 2018-19	Actual 2019-20	Revised 2020-21	Recommended 2021-22
Administrative Services Director	0.20	-	-	-
Management Analyst	0.10	0.10	-	-
<b>FTE Total</b>	<b>0.30</b>	<b>0.10</b>	<b>-</b>	<b>-</b>



# WORKERS' COMPENSATION

303-260

## DIVISION EXPENSE BY LINE ITEM

Account		Actual 2018-19	Actual 2019-20	Revised 2020-21	Recommended 2021-22
5000-5999	Salaries & Benefits	21,189	1,531	-	-
6101	General Supplies	2,040	2,200	8,137	8,137
6301	Contract Services (Non-Govt)	-	2,960	53,045	53,045
6305	Liability Insurance	25,048	9,751	25,048	25,048
	<b>Division Total</b>	<b>48,277</b>	<b>16,442</b>	<b>86,230</b>	<b>86,230</b>

## DIVISION REVENUE SOURCES BY LINE ITEM

Account	Description	Actual 2018-19	Actual 2019-20	Revised 2020-21	Recommended 2021-22
	Contribution from Other Funds	48,277	16,442	86,230	86,230
	<b>Division Total</b>	<b>48,277</b>	<b>16,442</b>	<b>86,230</b>	<b>86,230</b>

## PRIMARY PROGRAM EXPENDITURE EXPLANATION

Account	Description	Explanation
6100-6199	Supplies & Materials	Office supplies to support the division. There is no change to this category.
6300-6399	Contract Services	Workers compensation charges and long-term disability charges are charged here. No change is included.





# CITY OF HALF MOON BAY

## Public Safety



Painting By: Rainer Neumann

Title: Coastal Sunset



# 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, 911 dispatch, animal control, emergency services, and contracts with agencies that provide other related services such as citation processing.

## Service Level Changes

All services will remain the same.

## Budget Highlights / Summary of Changes

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

### **Fiscal Year 2020-21 Accomplishments**

- Utilized School Resource Officers and the 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.
- Due to the Covid pandemic, the Sheriff's Office CARON group, conduct numerous events for many coastal communities virtually.
- Increased traffic enforcement during high peak weekends and holidays with a part time motorcycle unit.
- Entered into new Countywide animal control services contract which decreases annual costs to the City while increasing services by the provider.

### **Fiscal Year 2021-22 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 and Beach plan (Healthy Communities and Public Safety).
- Continue to work with the City and regional partners regarding homeless issues (Healthy Communities and Public Safety).
- Partner with several community groups in order to strengthen communication, transparency, and trust (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 enforcement in order to decrease accidents by utilizing the Sheriff's Office Motorcycle Unit and Half Moon Bay patrol staff (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).
- Participate in additional community engagement meetings to build trust and learn from the residents' interactions with law enforcement. (Healthy Communities and Public Safety).

# PUBLIC SAFETY

101-310

## DIVISION EXPENSE BY CATEGORY

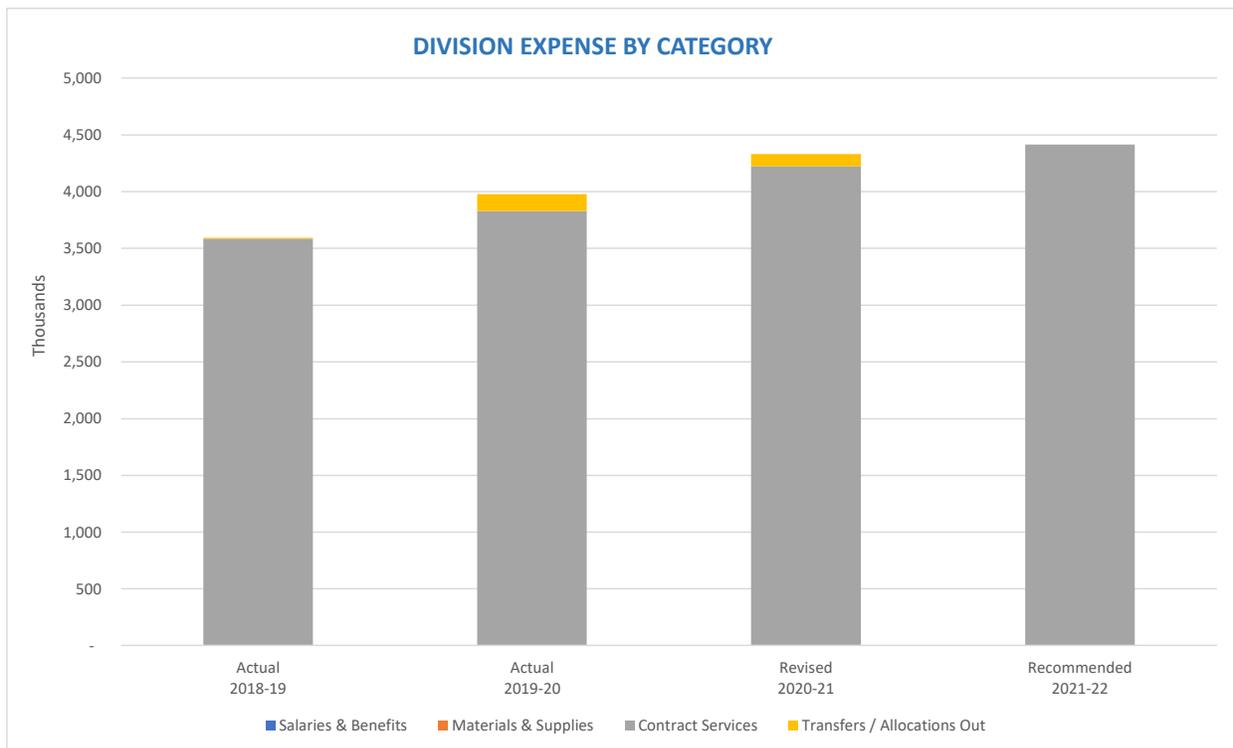
Description	Actual 2018-19	Actual 2019-20	Revised 2020-21	Recommended 2021-22
Salaries & Benefits	-	-	-	-
Materials & Supplies	-	-	515	1,000
Contract Services	3,584,296	3,829,799	4,223,450	4,414,492
Transfers / Allocations Out	10,008	147,937	105,835	-
<b>Division Total</b>	<b>3,594,304</b>	<b>3,977,736</b>	<b>4,329,800</b>	<b>4,415,492</b>

## DIVISION REVENUE SOURCE BY CATEGORY

Description	Actual 2018-19	Actual 2019-20	Revised 2020-21	Recommended 2021-22
Taxes	24,123	21,275	23,529	25,800
Charges for Services	225,952	159,631	140,053	142,278
Other Revenue	535,548	556,649	1,694,797	1,003,202
General Fund	2,808,681	3,240,181	2,471,421	3,244,212
<b>Division Total</b>	<b>3,594,304</b>	<b>3,977,736</b>	<b>4,329,800</b>	<b>4,415,492</b>

## FTE COUNT BY TITLE

Description	Actual 2018-19	Actual 2019-20	Revised 2020-21	Recommended 2021-22
<b>FTE Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>



# PUBLIC SAFETY

101-310

## DIVISION EXPENSE BY LINE ITEM

Account		Actual 2018-19	Actual 2019-20	Revised 2020-21	Recommended 2021-22
5000-5999	Salaries & Benefits	-	-	-	-
6101	General Supplies	-	-	-	1,000
6202	Memberships, Dues & Subscriptions	-	-	515	-
6301	Contract Services (Non-Govt)	48,564	48,371	49,964	35,000
6302	Contract Services (Govt)	3,532,687	3,781,408	4,161,538	-
6317	Animal Control	-	-	-	136,905
6318	Sheriff Patrol	-	-	-	3,942,950
6319	Other Sheriff Services	-	-	-	265,912
6405	Combined Utilities	3,045	20	11,948	3,500
6610	JPA/District Contributions	-	-	-	30,225
7201	General Transfers Out	10,008	147,937	105,835	-
<b>Division Total</b>		<b>3,594,304</b>	<b>3,977,736</b>	<b>4,329,800</b>	<b>4,415,492</b>

## DIVISION REVENUE SOURCES BY LINE ITEM

Account	Description	Actual 2018-19	Actual 2019-20	Revised 2020-21	Recommended 2021-22
4136	Public Safety Sales Tax	24,123	21,275	23,529	25,800
4202	Alarm Fees	25,782	6,900	8,300	7,000
4203	P.D. Permit Special Revenue	10,026	11,733	8,197	-
4301	Fines & Forfeitures	189,415	140,238	115,802	133,644
4302	Abandoned Vehicle Abatement	-	-	6,120	-
4411	Investigation & Report	730	760	1,634	1,634
4902	Miscellaneous Revenue	535,548	556,649	1,694,797	390,585
4903	Reimbursed Expenses	-	-	-	612,617
	General Fund Contribution	2,808,681	3,240,181	2,471,421	3,244,212
<b>Division Total</b>		<b>3,594,304</b>	<b>3,977,736</b>	<b>4,329,800</b>	<b>4,415,492</b>

## PRIMARY PROGRAM EXPENDITURE EXPLANATION

Account	Description	Explanation
5000-5999	Compensation	All salaries and benefits are budgeted in these line items. Patrol services are contracted out thus no salary charges are budgeted.
6100-6199	Supplies & Materials	Supplies only are for the mailing and renewing of alarm permits as issued by the City.
6300-6399	Contract Services	Services budgeted here include patrol services, animal control, 911 dispatch and narcotics task force support. Increases are primarily due to rising costs in these existing contracts and a new community survey.
6400-6499	Utilities	A small portion of the utilities generated at the sheriff station are charged here.
7000-7999	Internal Service Charges	A portion of city-wide shared costs such as information technology, risk management and vehicle maintenance. Since this department contains no staff personnel, there are no internal service charges.



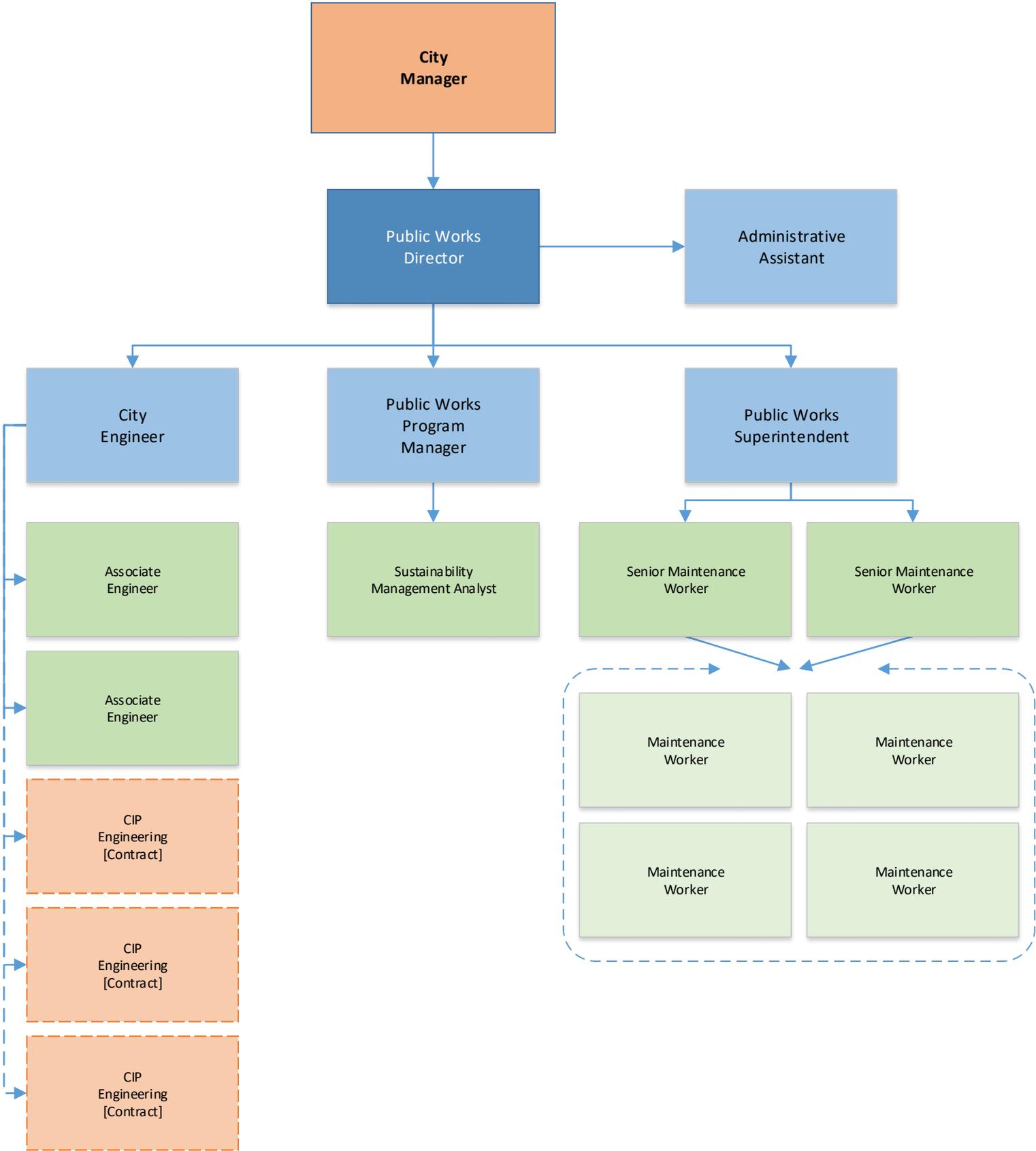
# CITY OF HALF MOON BAY

## Public Works



Painting By: Judy Lurie-Montara

# 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, streetlights, 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, four (4) 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. While two of the Maintenance Worker I/II positions were eliminated in FY 2019-20 in response to the COVID-19 pandemic, they have been added back to the FY 2021-22 budget. In the coming year, the department will look to catch-up with preventative maintenance and restart projects that were deferred in FY 2020-21 due to budget cuts.

### **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 budget proposed for FY 2021-22, the department will look at restarting project previously put on hold, expanding the City's preventative maintenance efforts, and increasing the City's outreach and education efforts around sustainability.

The Department is comprised of the following divisions:

## **Administration and Sustainability**

### **Mission**

The mission of Administration and Sustainability is to lead the City's sustainability efforts and 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. The division also is responsible for preparing and seeking annual approval from the City Council for the Five-Year Capital Improvement Program (CIP) and one-year capital budget. 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 the City Council approved Five-Year Capital Improvement Project (CIP), 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 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. 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.

## **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.

## Fiscal Year 2020-2021 Accomplishments

- Administration/Sustainability
  - Secured a \$1M grant to operate a Beverage Container Redemption Pilot Project behind CVS in Strawflower Village.
  - Secured a \$10k grant from Keep America Beautiful to implement a cigarette butt recycling program.
  - Received two Beacon awards: Gold-level Spotlight Award in Sustainability Practices and Platinum-level Spotlight Award in Community Greenhouse Gas Reduction.
  - Conducted outreach and drafted the City's first Climate Action and Adaptation Plan (CAAP).
  - Revised the park/beach ordinances to ban single-use plastic bottles smaller than 2 liters.
  - Adopted a disposable food ware ordinance.
  - Adopted a Sustainable Purchasing and Practices Policy via City Manager approval.
  - Transitioned the Annual Earth Day event and all subsequent outreach and engagement activities to 100% virtual.
  - Developed a sustainability resource center on the City's website.
  - Launched a "pack it in, pack it out" educational campaign at Poplar Beach.
  - Partnered with Peninsula Clean Energy (PCE), Independent Living Center (ILC), and other organizations to implement a portable battery loaner program.
  - Continued to manage the 10-year solid waste franchise agreement with Republic Services.
  
- Facilities
  - Obtained Leadership in Energy and Environmental Design (LEED) Platinum certification for the new Half Moon Bay Library.
  - Completion of the Ted Adcock Kitchen Remodel
  - Purchase of the Corporation Yard property
  
- Streets and Sidewalks
  - Completed the Highway 1 Safety – South project.
  - Secured a \$129k grant to implement bicycle and pedestrian improvements in the downtown corridor.
  
- Sewer
  - 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.
  - 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.
  - Collaborated with Community Development on the Poplar Gateways Plan.
  
- Transportation
  - 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 2021-2022 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 21-22 (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).
- Adopt the Climate Action and Adaptation Plan (CAAP) and begin implementation of identified projects and programs (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).

# PUBLIC WORKS ADMINISTRATION

101-410

## DIVISION EXPENSE BY CATEGORY

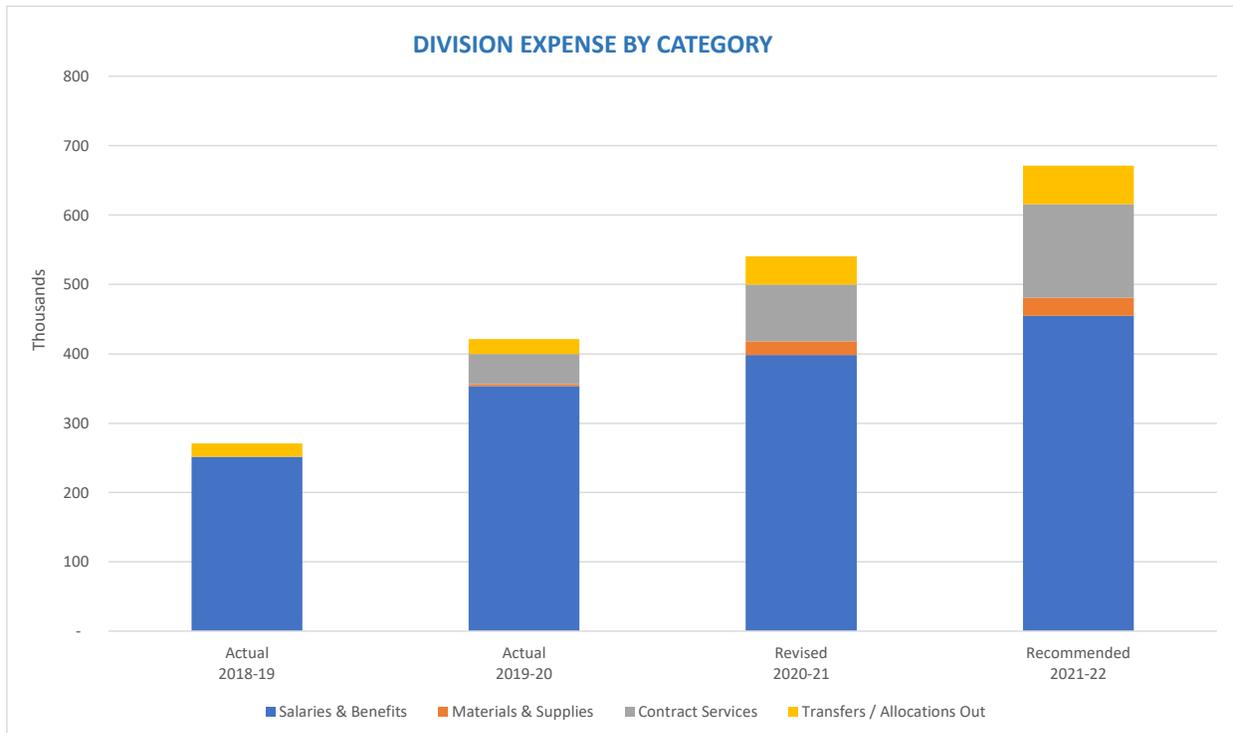
Description	Actual 2018-19	Actual 2019-20	Revised 2020-21	Recommended 2021-22
Salaries & Benefits	251,340	353,479	398,342	454,849
Materials & Supplies	-	2,816	20,000	26,000
Contract Services	-	43,393	81,500	135,000
Transfers / Allocations Out	19,190	21,567	40,583	55,438
<b>Division Total</b>	<b>270,530</b>	<b>421,255</b>	<b>540,425</b>	<b>671,287</b>

## DIVISION REVENUE SOURCE BY CATEGORY

Description	Actual 2018-19	Actual 2019-20	Revised 2020-21	Recommended 2021-22
Other Revenue	-	60,000	89,808	83,590
Taxes	-	-	-	500,000
General Fund	270,530	361,255	450,617	87,696
<b>Division Total</b>	<b>270,530</b>	<b>421,255</b>	<b>540,425</b>	<b>671,287</b>

## FTE COUNT BY TITLE

Description	Actual 2018-19	Actual 2019-20	Revised 2020-21	Recommended 2021-22
Public Works Director	0.30	0.25	0.25	0.35
City Engineer	0.10	0.10	0.10	0.15
Senior Management Analyst	-	0.70	0.75	0.75
Management Analyst	0.75	0.75	1.00	1.00
Administrative Assistant	0.70	0.50	0.55	0.55
Maintenance Worker	-	0.10	-	-
<b>FTE Total</b>	<b>1.85</b>	<b>2.40</b>	<b>2.65</b>	<b>2.80</b>



# PUBLIC WORKS ADMINISTRATION

101-410

## DIVISION EXPENSE BY LINE ITEM

Account		Actual 2018-19	Actual 2019-20	Revised 2020-21	Recommended 2021-22
5000-5999	Salaries & Benefits	251,340	353,479	398,342	454,849
6101	General Supplies	-	-	14,000	20,000
6201	Training/Meetings	-	1,378	5,000	5,000
6202	Memberships, Dues & Subscriptions	-	1,438	1,000	1,000
6301	Contract Services (Non-Govt)	-	43,393	80,000	-
6303	Advertising Costs	-	-	1,500	-
6320	Professional Services	-	-	-	110,000
6610	JPA/District Contributions	-	-	-	25,000
7201	General Transfers Out	19,190	21,567	40,583	-
7203	Vehicle ISF	-	-	-	8,408
7204	Equipment Fund ISF	-	-	-	21,197
7205	Risk Management ISF	-	-	-	25,833
<b>Division Total</b>		<b>270,530</b>	<b>421,255</b>	<b>540,425</b>	<b>671,287</b>

## DIVISION REVENUE SOURCES BY LINE ITEM

Account	Description	Actual 2018-19	Actual 2019-20	Revised 2020-21	Recommended 2021-22
4140	Franchise Tax - Solid Waste	-	-	-	500,000
4141	BFI AB939 Fees	-	-	74,808	78,590
4850	Grants	-	30,000	15,000	5,000
4902	Miscellaneous Revenue	-	30,000	-	-
	General Fund Contribution	270,530	361,255	450,617	87,696
<b>Division Total</b>		<b>270,530</b>	<b>421,255</b>	<b>540,425</b>	<b>671,287</b>

## PRIMARY PROGRAM EXPENDITURE EXPLANATION

Account	Description	Explanation
5000-5999	Compensation	All salaries and benefits are budgeted in these line items. Increase is primarily due to allocation of more staff time and merit increases.
6100-6199	Supplies & Materials	Supplies and materials to support Earth Day. Increase is included.
6200-6299	Training & Memberships	Training, licensing and professional memberships for staff. No change included.
6300-6399	Contract Services	Majority of costs represents coastal clean-up efforts as performed by a contractor. Increase is from rising costs from this contract.
6600-6699	Other Expenses	Costs include contribution to the Flood and Sea Level Rise District. City anticipates this to be last year of such contribution.
7000-7999	Internal Service Charges	A portion of city-wide shared costs such as information technology, risk management and vehicle maintenance.

# ENGINEERING

101-420

## DIVISION EXPENSE BY CATEGORY

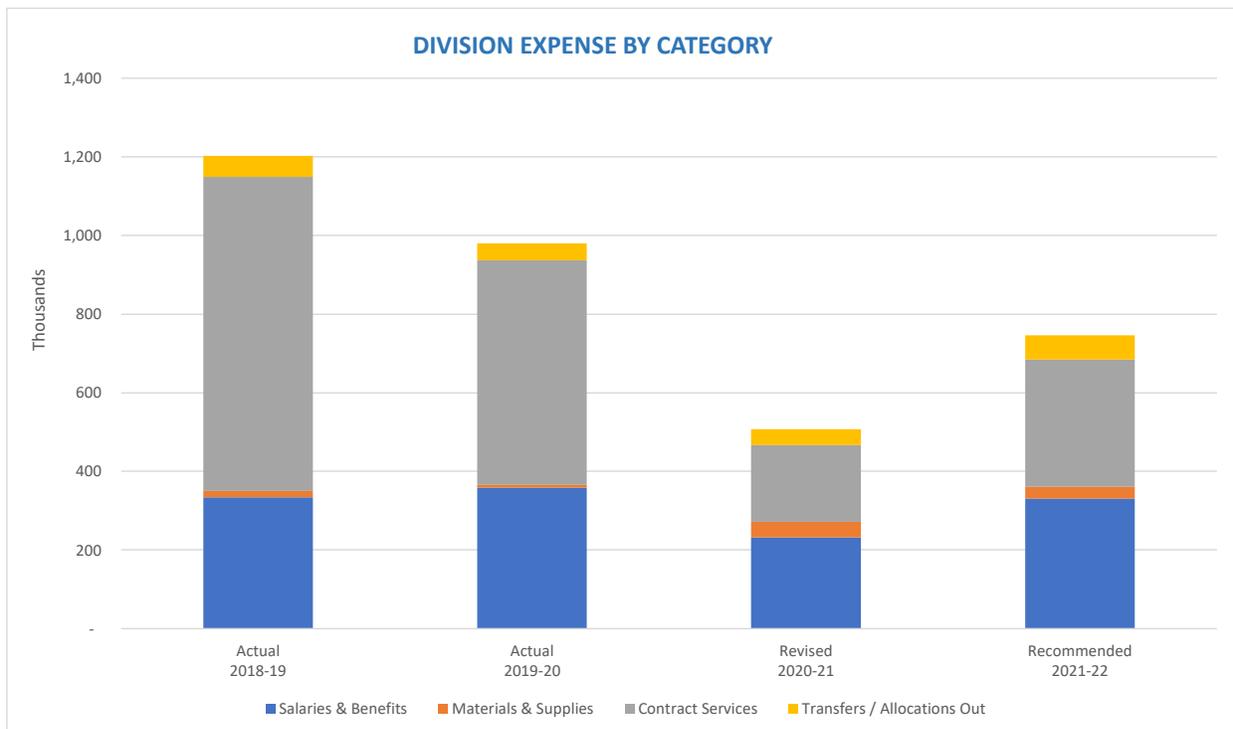
Description	Actual 2018-19	Actual 2019-20	Revised 2020-21	Recommended 2021-22
Salaries & Benefits	333,433	357,573	231,449	330,713
Materials & Supplies	16,654	7,833	40,000	30,000
Contract Services	799,338	572,207	195,000	324,000
Transfers / Allocations Out	53,556	42,897	40,844	61,438
<b>Division Total</b>	<b>1,202,981</b>	<b>980,509</b>	<b>507,293</b>	<b>746,151</b>

## DIVISION REVENUE SOURCE BY CATEGORY

Description	Actual 2018-19	Actual 2019-20	Revised 2020-21	Recommended 2021-22
Charges for Services	124,882	239,455	125,000	125,000
General Fund	1,078,099	741,055	382,293	621,151
<b>Division Total</b>	<b>1,202,981</b>	<b>980,509</b>	<b>507,293</b>	<b>746,151</b>

## FTE COUNT BY TITLE

Description	Actual 2018-19	Actual 2019-20	Revised 2020-21	Recommended 2021-22
Public Works Director	0.20	0.15	0.15	0.15
City Engineer	0.45	0.45	0.30	0.50
Associate Engineer	0.25	0.25	0.10	0.15
Senior Management Analyst	-	0.10	0.10	0.15
Community Preservation Specialist	-	-	0.10	0.10
Management Analyst	0.10	0.10	-	-
Counter Technician	0.10	0.20	0.20	0.20
Assistant Engineer	0.80	0.80	0.40	0.65
Administrative Assistant	0.20	0.10	-	-
<b>FTE Total</b>	<b>2.10</b>	<b>2.15</b>	<b>1.35</b>	<b>1.90</b>



# ENGINEERING

101-420

## DIVISION EXPENSE BY LINE ITEM

Account		Actual 2018-19	Actual 2019-20	Revised 2020-21	Recommended 2021-22
5000-5999	Salaries & Benefits	333,433	357,573	231,449	330,713
6101	General Supplies	9,681	4,222	5,000	5,000
6105	Equipment Supplies	-	-	15,000	5,000
6201	Training/Meetings	4,528	2,712	10,000	10,000
6202	Memberships, Dues & Subscriptions	2,445	899	10,000	10,000
6301	Contract Services (Non-Govt)	797,180	572,051	195,000	-
6303	Advertising Costs	2,158	156	-	4,000
6315	NPDES/Stormwater Compliance	-	-	-	140,000
6316	Engineering Services	-	-	-	180,000
7201	General Transfers Out	53,556	42,897	40,844	-
7203	Vehicle ISF	-	-	-	9,318
7204	Equipment Fund ISF	-	-	-	23,491
7205	Risk Management ISF	-	-	-	28,629
	<b>Division Total</b>	<b>1,202,981</b>	<b>980,509</b>	<b>507,293</b>	<b>746,151</b>

## DIVISION REVENUE SOURCES BY LINE ITEM

Account	Description	Actual 2018-19	Actual 2019-20	Revised 2020-21	Recommended 2021-22
4421	Engineering Fees	112,982	239,410	125,000	125,000
4442	Planning Misc. Fees	-	45	-	-
4443	Zoning Fees	11,900	-	-	-
	General Fund Contribution	1,078,099	741,055	382,293	621,151
	<b>Division Total</b>	<b>1,202,981</b>	<b>980,509</b>	<b>507,293</b>	<b>746,151</b>

## PRIMARY PROGRAM EXPENDITURE EXPLANATION

Account	Description	Explanation
5000-5999	Compensation	All salaries and benefits are budgeted in these line items. Increase is primarily due to allocation of more staff time and merit increases.
6100-6199	Supplies & Materials	Office supplies and materials to support the engineering division. There is a decrease to this category to mitigate rising costs elsewhere.
6200-6299	Training & Memberships	Training, licensing and professional memberships for staff. No change included.
6300-6399	Contract Services	Costs only include specialized engineering plan reviews, NPDES compliance services and project management services. Increase primarily from rising NPDES costs and the increase in capital projects.
7000-7999	Internal Service Charges	A portion of city-wide shared costs such as information technology, risk management and vehicle maintenance.

# MAINTENANCE

101-430

## DIVISION EXPENSE BY CATEGORY

Description	Actual 2018-19	Actual 2019-20	Revised 2020-21	Recommended 2021-22
Salaries & Benefits	581,946	770,334	662,320	798,737
Materials & Supplies	249,799	167,409	125,000	177,000
Contract Services	886,819	921,237	733,000	948,000
Transfers / Allocations Out	86,984	65,791	138,054	172,612
<b>Division Total</b>	<b>1,805,548</b>	<b>1,924,771</b>	<b>1,658,374</b>	<b>2,096,349</b>

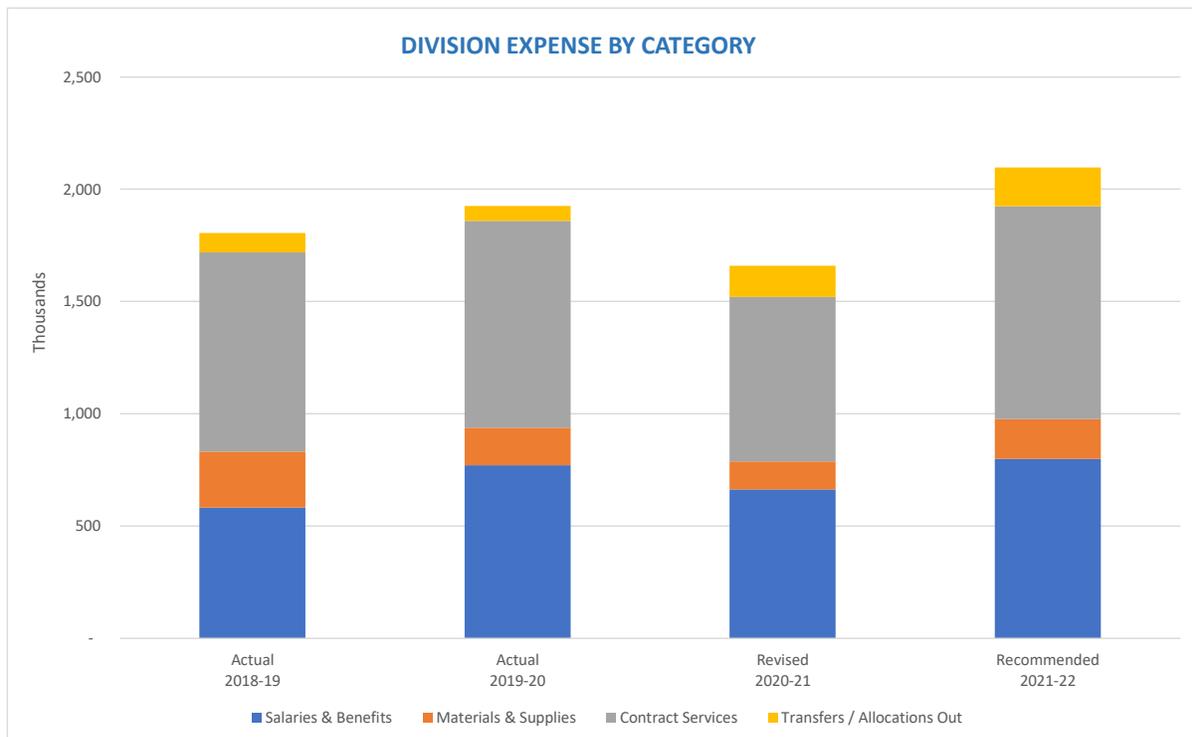
## DIVISION REVENUE SOURCE BY CATEGORY

Description	Actual 2018-19	Actual 2019-20	Revised 2020-21	Recommended 2021-22
Charges for Services	4,239	5,765	5,540	5,540
Other Revenue	169,339	169,985	235,000	268,061
General Fund	1,631,969	1,749,022	1,417,834	1,822,748
<b>Division Total</b>	<b>1,805,548</b>	<b>1,924,771</b>	<b>1,658,374</b>	<b>2,096,349</b>

## FTE COUNT BY TITLE

Description	Actual 2018-19	Actual 2019-20	Revised 2020-21	Recommended 2021-22
Public Works Director	0.20	0.25	0.55	0.20
Public Works Superintendent	0.85	0.55	0.20	0.80
Senior Maintenance Worker	1.60	1.60	1.60	1.60
Maintenance Worker I/II	2.40	2.70	2.60	2.95
Senior Management Analyst	0.10	0.10	0.15	0.10
Management Analyst	-	0.15	-	-
Administrative Assistant	0.15	0.20	0.15	0.15
<b>FTE Total</b>	<b>5.30</b>	<b>5.55</b>	<b>5.25</b>	<b>5.80</b>

\*Part-Time non benefited employees included: Seasonal Maintenance Worker (1,000 hours)



# MAINTENANCE

101-430

## DIVISION EXPENSE BY LINE ITEM

Account		Actual 2018-19	Actual 2019-20	Revised 2020-21	Recommended 2021-22
5000-5999	Salaries & Benefits	581,946	770,334	662,320	798,737
6101	General Supplies	246,422	165,258	123,000	155,000
6107	Maintenance Signage	-	-	-	20,000
6201	Training/Meetings	2,148	986	2,000	2,000
6202	Memberships, Dues & Subscriptions	1,230	1,165	-	-
6301	Contract Services (Non-Govt)	647,053	606,295	482,000	-
6302	Contract Services (Govt)	4,506	4,500	-	-
6311	Building/Grounds Maintenance	1,274	61,886	40,000	40,000
6312	Equipment Maintenance	1,873	937	7,000	7,000
6313	Janitorial Services	-	-	-	240,000
6314	Building/Grounds Maintenance	-	-	-	310,000
6401	Other Rental	55,107	50,533	30,000	30,000
6405	Combined Utilities	175,557	194,334	174,000	-
6406	Utilities - Electricity/Gas	-	-	-	181,800
6407	Utilities - Water	-	-	-	96,000
6408	Utilities - Other	-	-	-	43,200
6503	Vehicle Maint/Repair	1,449	2,751	-	-
7201	General Transfers Out	86,984	65,791	138,054	-
7203	Vehicle ISF	-	-	-	26,179
7204	Equipment Fund ISF	-	-	-	65,999
7205	Risk Management ISF	-	-	-	80,434
<b>Division Total</b>		<b>1,805,548</b>	<b>1,924,771</b>	<b>1,658,374</b>	<b>2,096,349</b>

## DIVISION REVENUE SOURCES BY LINE ITEM

Account	Description	Actual 2018-19	Actual 2019-20	Revised 2020-21	Recommended 2021-22
4431	Poplar Beach Parking Fees	4,239	5,765	5,540	5,540
4720	Charging Station	169,231	165,569	235,000	268,061
4902	Miscellaneous Revenue	109	4,416	-	-
	General Fund Contribution	1,631,969	1,749,022	1,417,834	1,822,748
<b>Division Total</b>		<b>1,805,548</b>	<b>1,924,771</b>	<b>1,658,374</b>	<b>2,096,349</b>

## PRIMARY PROGRAM EXPENDITURE EXPLANATION

Account	Description	Explanation
5000-5999	Compensation	All salaries and benefits are budgeted in these line items. Increase is primarily due to increased FTEs, a part-time seasonal position and merit increases.
6100-6199	Supplies & Materials	Parts and materials to upgrade, maintain and repair city wide facilities as performed by staff. Increase are anticipated from more projects occurring as COVID restrictions ease.
6200-6299	Training & Memberships	Training, licensing and professional memberships for staff. No change included.
6300-6399	Contract Services	Costs include city-wide janitorial services, landscaping, pest control, vegetation, restroom portables, smart trash receptacles. Increases are anticipated from more projects occurring as COVID restrictions ease.
6400-6499	Utilities	Basic utilities are budgeted here for shared city facilities. Utilities such as electricity, gas, phone, internet and water. Increases are anticipated in electricity.
7000-7999	Internal Service Charges	A portion of city-wide shared costs such as information technology, risk management and vehicle maintenance.





# CITY OF HALF MOON BAY

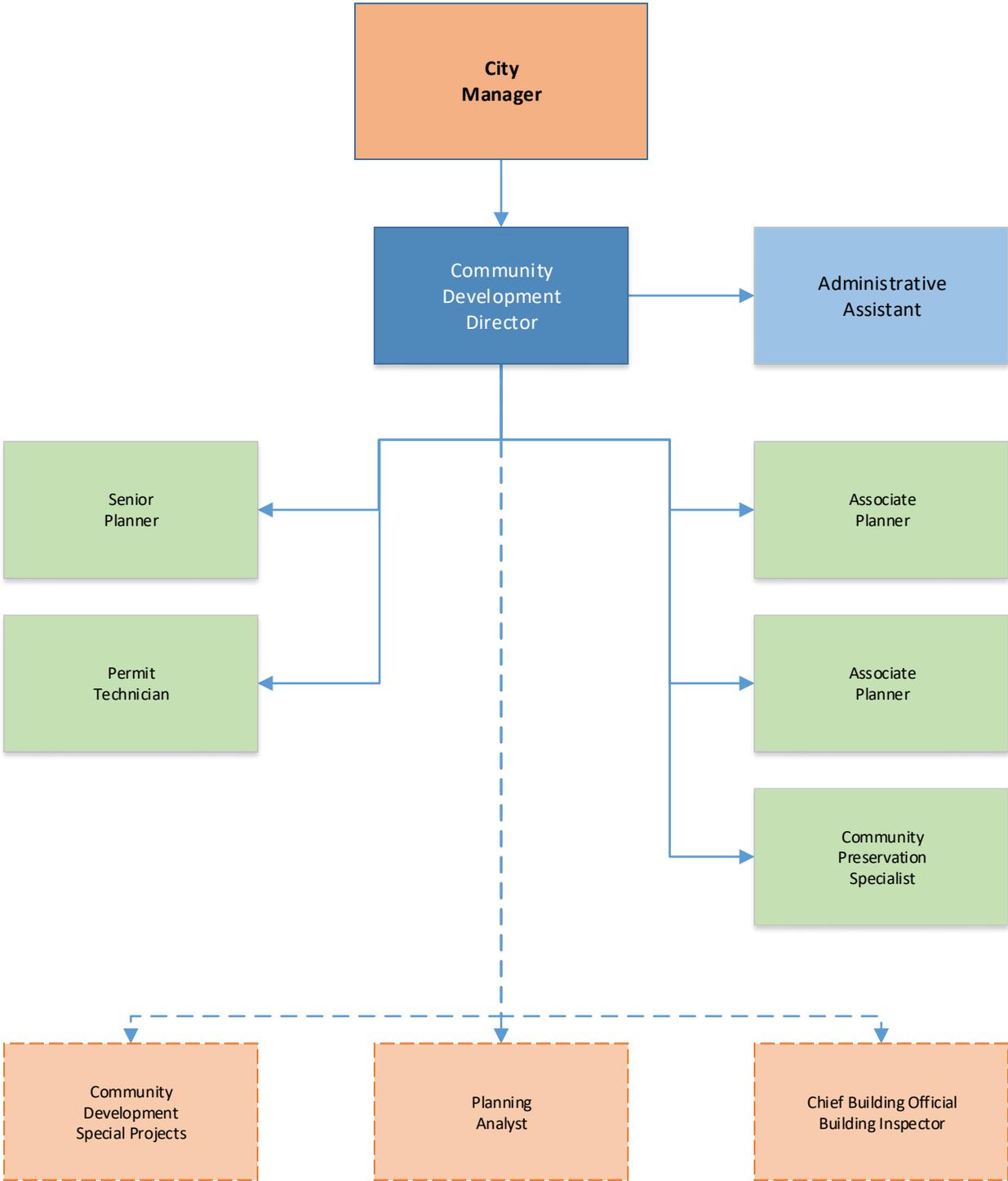
## Community Development



Painting By: Katherine Bains

Title: Poppies On Figueroa Mountain

# 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.
- Responsively support 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**

Budget reductions from the prior fiscal year are carried forward for contract services. Inspections will continue to need to be scheduled in advance, with inspection hours limited to defined shifts and days of the week. For the planning function, contract project management support for large projects remains on hold. Staff planners and the Director will continue to cover this demanding work.

### **Budget Highlights / Summary of Changes**

The budget consists of personnel-related costs and contract services to cover staffing and related services. No staffing changes are proposed for FY 2021-22. 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 these consultants. The Planning contract services budget will be used to cover the cost of an on-call housing specialist. This may affect the budget for other types of planning services currently supported by consultants on contract, but this is expected to be a limited impact.

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 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**

- Land Use Plan Certification: Adopted by City Council October 20, 2020; certified as submitted by California Coastal Commission on April 15, 2021.
- COVID Response:
  - Business Support: Established code compliant procedures to approve temporary use of sidewalks, street parking areas, and parking lots to enable numerous businesses to conduct dining and retail operations in compliance with COVID health orders. Supported the Coastside Recovery Initiative.
  - Department Operations: With the exception of building inspection and code enforcement (functions which must be conducted in the field), converted to fully digital building and planning permit application and review operations. This included procuring and training to use plan review software compatible with that used by other agencies and City consultants; establishing virtual Planning Commission, Architectural Advisory Committee, and Community Development Director meetings and hearings. Maintained full-time City Hall presence within COVID protocol health order limits to offer community members in-person contactless deliveries, sidewalk meetings, and other creative approaches to maintaining service levels in a manner suited to the community's preferences.
  - Health Order support: Ensured that building and construction sites operated in compliance with COVID health orders. Provided public information about such orders relative to the Department's core functions.
- Pursue Housing Development: Continued to meet with property owners and housing developers to explore potential projects that would include affordable housing.
- Town Center Projects: Processed planning entitlements and building permit applications for several mixed-use and small infill residential development projects in Town Center.
- General Plan Elements: Initiated technical studies and community engagement for the Cycle 6 Housing Element update.

- Measure D: Evaluated and ranked over 30 applications for measure D allocations, confirmed by the Planning Commission.
- Short-term Rental Ordinance: Conducted three study sessions and a public hearing with the Planning Commission on a new short-term vacation rental ordinance and an associated update to the home occupation ordinance.
- Public Projects: Provided planning review services for projects brought forward by the City and other public agencies. Supported Planning Commission approval of the Granada sewer line replacement and Carter Park entitlements. Managed additional biological resource evaluation and wetlands delineations for the Poplar Gateways project. Oversaw environmental review of the Main Street Bridge, Highway 1 North, and various trail projects.
- GIS Maps: Updated the City's GIS system with new digitized map layers from the certified Land Use Plan.
- Caselle Permit System: Converted to new permit tracking system coordinated with the City's finance system.
- Contract Management: Managed contracts for planning staffing services and project management support; managed the contract for building inspection, plan check and code compliance services.
- Grants: Applied for and received LEAP grant from the California Department of Housing and Community Development to fund the Cycle 6 Housing Element update; submitted a notice of intent to apply for associated REAP grant funding.

#### **Fiscal Year 2020-2021 Goals / Strategic Plan Elements**

- Pursue Housing Development: Continue to work with property owners and developers; hire an on-call housing specialist to support such projects as applications come forward.
- Town Center Planning: Initiate this work effort which will include zoning amendments, streetscape and community design standards, and environmental review. It will be foundational for implementing the Land Use Plan Update and to the General Plan Housing Element update.
- Zoning Ordinance Updates: Seek City Council approval and submit to the California Coastal Commission for certification the ADU ordinance update, new short-term rental ordinance, and comprehensive update to the Measure D ranking criteria ordinance.
- General Plan Elements: Continue to work with the San Mateo County 21 Elements initiative on the Cycle 6 Housing Element; prepare updates to the remaining General Plan Elements for public input and Planning Commission review.
- City Projects: Continue to provide planning support for community engagement, project development, environmental review and entitlement of Public Works projects including Poplar Gateways, the Main Street Bridge, and Magnolia Park. 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.
- Grants: Apply for the REAP grant upon acceptance of the notice of intent to apply.

# COMMUNITY DEVELOPMENT - ADMINISTRATION

101-730

## DIVISION EXPENSE BY CATEGORY

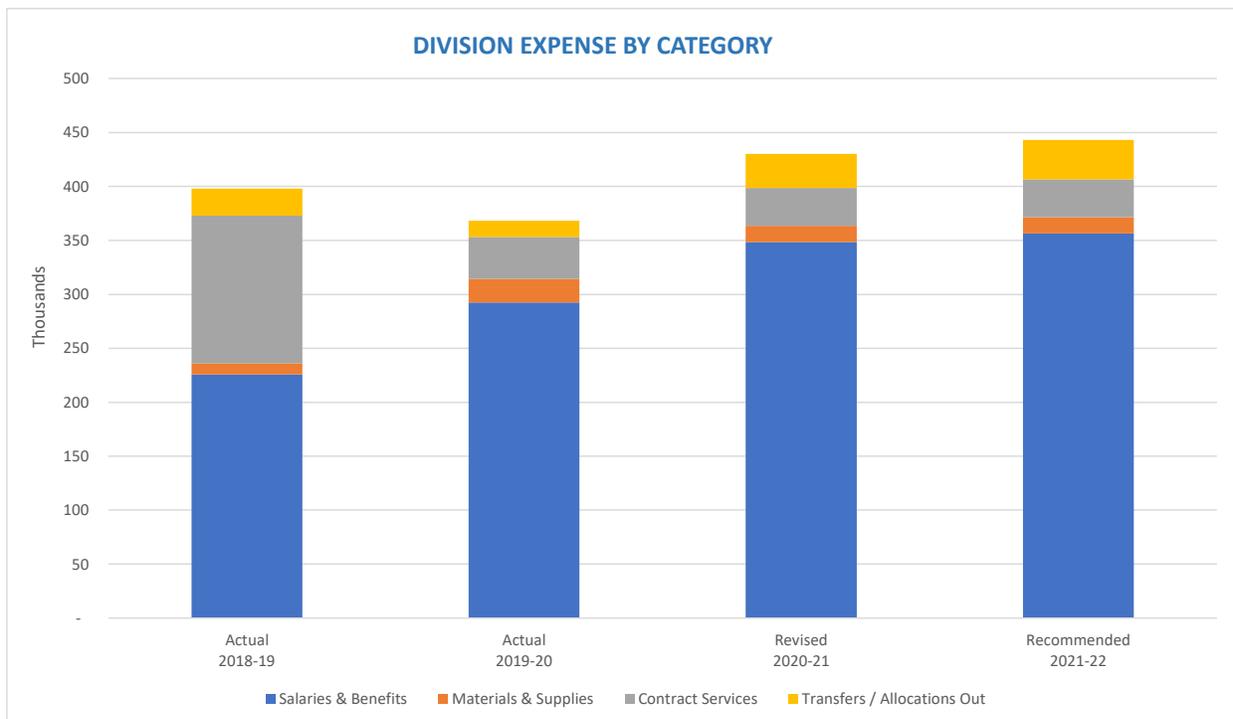
Description	Actual 2018-19	Actual 2019-20	Revised 2020-21	Recommended 2021-22
Salaries & Benefits	225,881	292,716	348,475	356,456
Materials & Supplies	10,345	21,725	15,223	15,223
Contract Services	136,864	38,727	35,000	35,000
Transfers / Allocations Out	24,937	15,120	31,542	36,490
<b>Division Total</b>	<b>398,027</b>	<b>368,288</b>	<b>430,240</b>	<b>443,169</b>

## DIVISION REVENUE SOURCE BY CATEGORY

Description	Actual 2018-19	Actual 2019-20	Revised 2020-21	Recommended 2021-22
Charges for Services	-	400	-	-
General Fund	398,027	367,888	430,240	443,169
<b>Division Total</b>	<b>398,027</b>	<b>368,288</b>	<b>430,240</b>	<b>443,169</b>

## FTE COUNT BY TITLE

Description	Actual 2018-19	Actual 2019-20	Revised 2020-21	Recommended 2021-22
Community Development Director	0.50	0.50	0.50	0.50
Senior Planner	0.20	0.20	0.20	0.20
Associate Planner	0.20	0.20	0.20	0.20
Community Preservation Specialist	-	-	0.20	0.30
Permit Technician	0.20	0.20	0.30	0.10
Administrative Assistant	0.30	0.30	1.00	1.00
<b>FTE Total</b>	<b>1.40</b>	<b>1.40</b>	<b>2.40</b>	<b>2.30</b>



# COMMUNITY DEVELOPMENT - ADMINISTRATION

101-730

## DIVISION EXPENSE BY LINE ITEM

Account	Actual 2018-19	Actual 2019-20	Revised 2020-21	Recommended 2021-22
5000-5999 Salaries & Benefits	225,881	292,716	348,475	356,456
6101 General Supplies	2,537	3,079	4,223	4,223
6201 Training/Meetings	7,029	4,601	8,000	8,000
6202 Memberships, Dues & Subscriptions	779	14,045	3,000	3,000
6301 Contract Services (Non-Govt)	136,864	38,727	35,000	35,000
6302 Contract Services (Govt)	-	-	-	-
7201 General Transfers Out	24,937	15,120	31,542	-
7203 Vehicle ISF	-	-	-	5,534
7204 Equipment Fund ISF	-	-	-	13,952
7205 Risk Management ISF	-	-	-	17,004
<b>Division Total</b>	<b>398,027</b>	<b>368,288</b>	<b>430,240</b>	<b>443,169</b>

## DIVISION REVENUE SOURCES BY LINE ITEM

Account	Description	Actual 2018-19	Actual 2019-20	Revised 2020-21	Recommended 2021-22
4441	Code Enforcement	-	400	-	-
	General Fund Contribution	398,027	367,888	430,240	443,169
	<b>Division Total</b>	<b>398,027</b>	<b>368,288</b>	<b>430,240</b>	<b>443,169</b>

## PRIMARY PROGRAM EXPENDITURE EXPLANATION

Account	Description	Explanation
5000-5999	Compensation	All salaries and benefits are budgeted in these line items. Increase is primarily due to merit increases.
6100-6199	Supplies & Materials	Office supplies to support all of the community development department across all divisions, the Planning Commission, and Architectural Advisory Committee. There is no change.
6200-6299	Training & Memberships	Training, licensing and professional memberships for staff across all divisions in the department, as well as the Planning Commission. No change included.
6300-6399	Contract Services	Costs include digital mapping services as utilized by all departments and specialized technological support. There is no change.
7000-7999	Internal Service Charges	A portion of city-wide shared costs such as information technology, risk management and vehicle maintenance.

# PLANNING SERVICES

101-710

## DIVISION EXPENSE BY CATEGORY

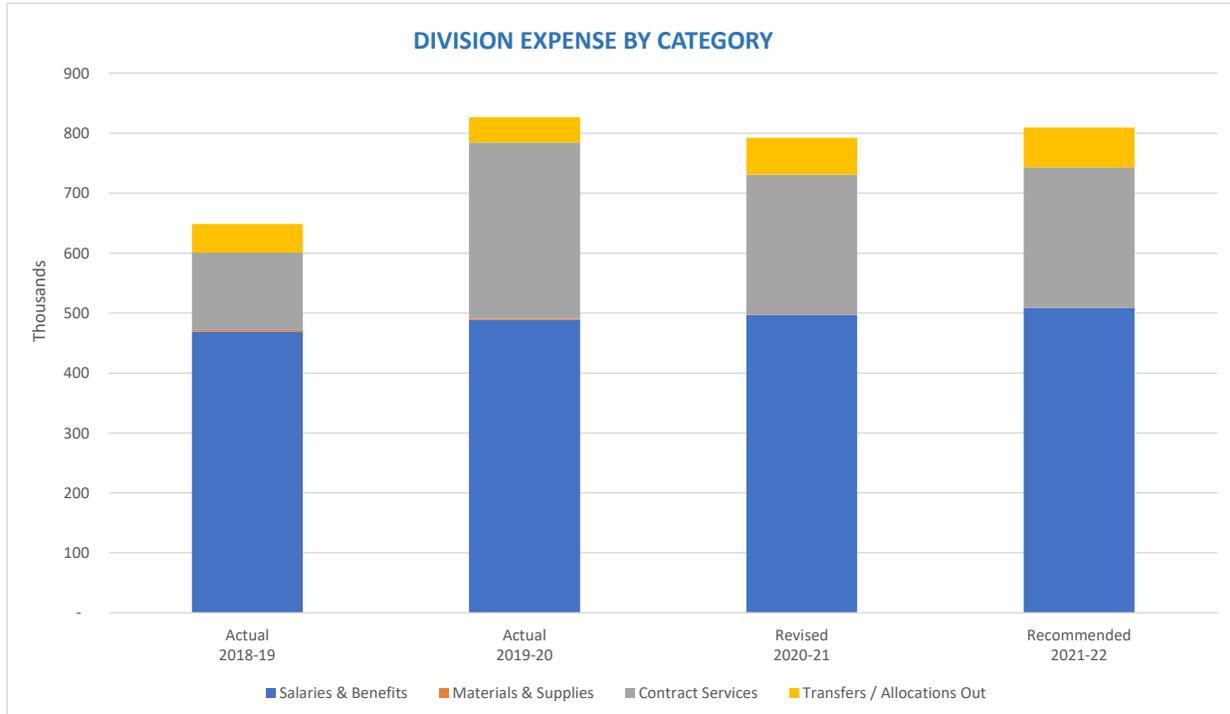
Description	Actual 2018-19	Actual 2019-20	Revised 2020-21	Recommended 2021-22
Salaries & Benefits	469,139	488,597	496,782	508,779
Materials & Supplies	2,759	2,089	-	-
Contract Services	128,792	293,768	234,000	234,000
Transfers / Allocations Out	47,678	42,367	61,641	66,648
<b>Division Total</b>	<b>648,369</b>	<b>826,820</b>	<b>792,423</b>	<b>809,427</b>

## DIVISION REVENUE SOURCE BY CATEGORY

Description	Actual 2018-19	Actual 2019-20	Revised 2020-21	Recommended 2021-22
Charges for Services	295,005	347,428	171,118	171,118
General Fund	353,364	479,392	621,305	638,309
<b>Division Total</b>	<b>648,369</b>	<b>826,820</b>	<b>792,423</b>	<b>809,427</b>

## FTE COUNT BY TITLE

Description	Actual 2018-19	Actual 2019-20	Revised 2020-21	Recommended 2021-22
Community Development Director	0.25	0.25	0.25	0.25
City Clerk	0.05	-	-	-
Senior Planner	0.80	0.80	0.80	0.80
Associate Planner	1.80	1.80	1.80	1.80
Community Preservation Specialist	-	0.50	0.20	0.20
Permit Technician	0.20	0.20	0.20	0.10
Administrative Assistant	0.20	0.20	-	-
Accounting Technician	0.05	0.05	-	-
<b>FTE Total</b>	<b>3.35</b>	<b>3.80</b>	<b>3.25</b>	<b>3.15</b>



# PLANNING SERVICES

101-710

## DIVISION EXPENSE BY LINE ITEM

Account		Actual 2018-19	Actual 2019-20	Revised 2020-21	Recommended 2021-22
5000-5999	Salaries & Benefits	469,139	488,597	496,782	508,779
6101	General Supplies	732	405	-	-
6201	Training/Meetings	2,027	1,684	-	-
6202	Memberships, Dues & Subscriptions	-	-	-	-
6301	Contract Services (Non-Govt)	127,651	291,768	225,000	-
6303	Advertising Costs	1,141	2,000	9,000	9,000
6320	Professional Services	-	-	-	225,000
7201	General Transfers Out	47,678	42,367	61,641	-
7203	Vehicle ISF	-	-	-	10,108
7204	Equipment Fund ISF	-	-	-	25,483
7205	Risk Management ISF	-	-	-	31,057
<b>Division Total</b>		<b>648,369</b>	<b>826,820</b>	<b>792,423</b>	<b>809,427</b>

## DIVISION REVENUE SOURCES BY LINE ITEM

Account	Description	Actual 2018-19	Actual 2019-20	Revised 2020-21	Recommended 2021-22
4442	Planning Misc.	124,749	165,686	171,118	171,118
4443	Zoning & S/D Fees	170,256	181,742	-	-
	General Fund Contribution	353,364	479,392	621,305	638,309
<b>Division Total</b>		<b>648,369</b>	<b>826,820</b>	<b>792,423</b>	<b>809,427</b>

## PRIMARY PROGRAM EXPENDITURE EXPLANATION

Account	Description	Explanation
5000-5999	Compensation	All salaries and benefits are budgeted in these line items. Increase is primarily due to merit increases.
6300-6399	Contract Services	Cost includes planning contracts, environmental review, a housing specialist, and other related services as well as other support as needed for the planning function. There is no change in this category.
7000-7999	Internal Service Charges	A portion of city-wide shared costs such as information technology, risk management and vehicle maintenance.

# BUILDING AND CODE ENFORCEMENT

101-720

## DIVISION EXPENSE BY CATEGORY

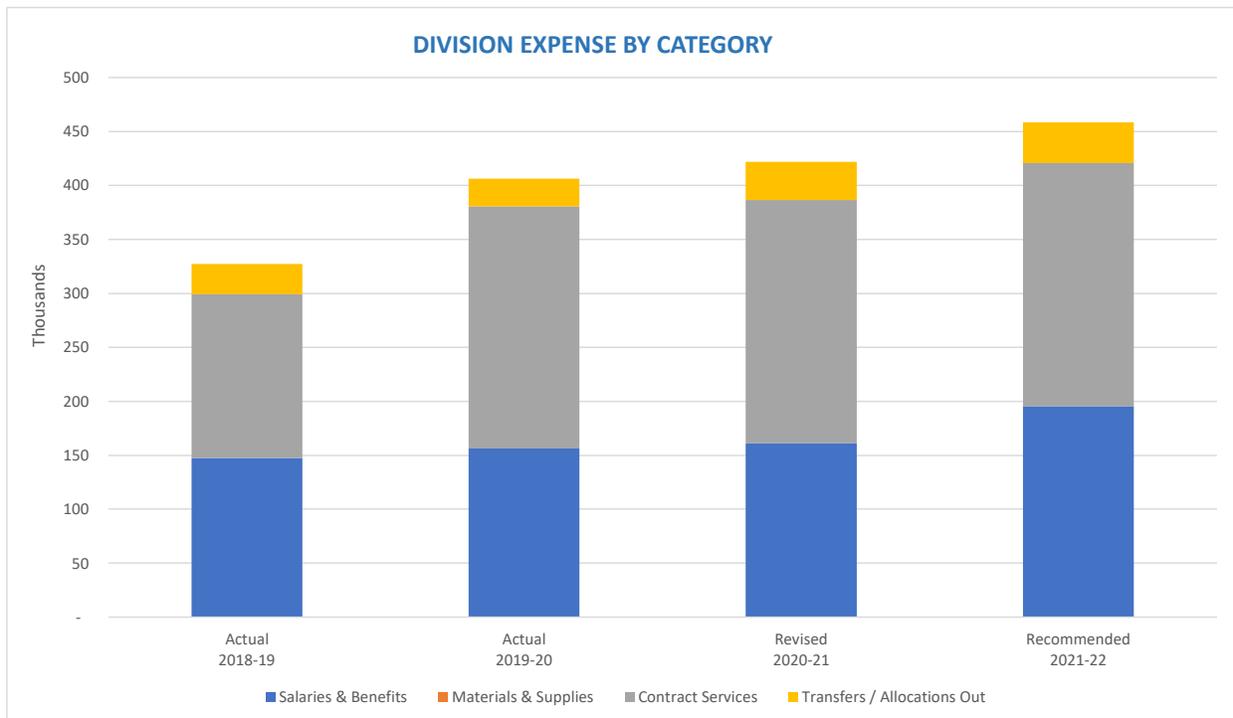
Description	Actual 2018-19	Actual 2019-20	Revised 2020-21	Recommended 2021-22
Salaries & Benefits	147,642	156,334	161,558	195,719
Materials & Supplies	-	-	-	-
Contract Services	151,690	224,381	225,000	225,000
Transfers / Allocations Out	28,125	25,561	35,335	37,750
<b>Division Total</b>	<b>327,457</b>	<b>406,276</b>	<b>421,893</b>	<b>458,469</b>

## DIVISION REVENUE SOURCE BY CATEGORY

Description	Actual 2018-19	Actual 2019-20	Revised 2020-21	Recommended 2021-22
Charges for Services	233,240	308,704	200,000	200,000
General Fund	94,217	97,572	221,893	258,469
<b>Division Total</b>	<b>327,457</b>	<b>406,276</b>	<b>421,893</b>	<b>458,469</b>

## FTE COUNT BY TITLE

Description	Actual 2018-19	Actual 2019-20	Revised 2020-21	Recommended 2021-22
Community Development Director	0.25	0.25	0.25	0.25
Planning Manager	-	-	-	-
Community Preservation Specialist	-	0.50	0.40	0.40
Permit Technician	0.40	0.40	0.40	0.60
Administrative Assistant	0.40	0.40	-	-
<b>FTE Total</b>	<b>1.05</b>	<b>1.55</b>	<b>1.05</b>	<b>1.25</b>



# BUILDING AND CODE ENFORCEMENT

101-720

## DIVISION EXPENSE BY LINE ITEM

Account		Actual 2018-19	Actual 2019-20	Revised 2020-21	Recommended 2021-22
5000-5999	Salaries & Benefits	147,642	156,334	161,558	195,719
6101	General Supplies	-	-	-	-
6201	Training/Meetings	-	-	-	-
6202	Memberships, Dues & Subscriptions	-	-	-	-
6301	Contract Services (Non-Govt)	151,690	224,381	225,000	-
6320	Professional Services	-	-	-	225,000
7201	General Transfers Out	28,125	25,561	35,335	-
7203	Vehicle ISF	-	-	-	5,725
7204	Equipment Fund ISF	-	-	-	14,434
7205	Risk Management ISF	-	-	-	17,591
<b>Division Total</b>		<b>327,457</b>	<b>406,276</b>	<b>421,893</b>	<b>458,469</b>

## DIVISION REVENUE SOURCES BY LINE ITEM

Account	Description	Actual 2018-19	Actual 2019-20	Revised 2020-21	Recommended 2021-22
4422	Building Permits	233,240	308,704	200,000	200,000
	General Fund Contribution	94,217	97,572	221,893	258,469
<b>Division Total</b>		<b>327,457</b>	<b>406,276</b>	<b>421,893</b>	<b>458,469</b>

## PRIMARY PROGRAM EXPENDITURE EXPLANATION

Account	Description	Explanation
5000-5999	Compensation	All salaries and benefits are budgeted in these line items. Increase is primarily due to allocation of more existing staff time and merit increases.
6300-6399	Contract Services	Cost includes building plan check and inspection services; as well as other support as needed for the building function.
7000-7999	Internal Service Charges	A portion of city-wide shared costs such as information technology, risk management and vehicle maintenance.



# CITY OF HALF MOON BAY

## Other Funds



Painting By: LaRhee Webster

Title: Poppies And Lupines

# Other Funds

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Painting By: Scott Anthony  
 Title: Coastal View



# CITY OF HALF MOON BAY

## Special Revenue and

## Capital Funds



Painting By: Len Banks

Title: Pillar Point Harbor



# 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.

## **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.

### **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.

### **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.

### **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.

### **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.

### **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 2021-22 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.

## **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 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.

# STORM DRAIN OPERATIONS

## FUND 111

	ACTUAL 2018-19	ACTUAL 2019-20	REVISED BUDGET 2020-21	RECOMMENDED 2021-22
<b>REVENUES</b>				
Interest	5,408	5,689	624	3,962
Miscellaneous	8,217	4,643	-	-
TOTAL REVENUE	13,625	10,332	624	3,962
<b>EXPENDITURES</b>				
Salaries & Benefits	-	-	-	-
Materials & Supplies	-	-	-	-
Contract Services	-	-	54,000	-
Capital Projects	-	-	-	-
TOTAL EXPENDITURES	-	-	54,000	-
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in / (out)				
From General Fund	50,000	50,000	-	-
To Internal Service Fund	-	(2)	-	-
NET TRANSFERS	50,000	49,998	-	-
<b>NET CHANGE TO FUND BALANCE</b>	<b>63,625</b>	<b>60,330</b>	<b>(53,376)</b>	<b>3,962</b>
<b>BEGINNING FUND BALANCE</b> <sup>1</sup>	<b>228,707</b>	<b>292,332</b>	<b>352,662</b>	<b>297,000</b>
<b>ENDING FUND BALANCE</b>	<b>292,332</b>	<b>352,662</b>	<b>299,286</b>	<b>300,962</b>

<sup>1</sup> Beginning Fund Balance for FY 2021-22 based on updated estimates and may not match budgeted estimates for FY 2020-21 ending balance.

# TRAFFIC MITIGATION

## FUND 112

	ACTUAL 2018-19	ACTUAL 2019-20	REVISED BUDGET 2020-21	RECOMMENDED 2021-22
<b>REVENUES</b>				
Traffic Mitigation	2,411,632	118,386	34,041	35,000
Interest	42,147	74,762	2,497	47,330
Miscellaneous	6,979	56,778	-	-
TOTAL REVENUE	2,460,758	249,927	36,538	82,330
<b>EXPENDITURES</b>				
Salaries & Benefits	-	-	-	-
Materials & Supplies	-	-	-	-
Contract Services	31,475	32,055	-	35,000
Capital Projects	11,328	79,483	-	-
TOTAL EXPENDITURES	42,803	111,538	-	35,000
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in / (out)				
From General Fund	-	-	-	-
To Internal Service Fund	-	-	-	-
NET TRANSFERS	-	-	-	-
<b>NET CHANGE TO FUND BALANCE</b>	2,417,955	138,389	36,538	47,330
<b>BEGINNING FUND BALANCE</b> <sup>1</sup>	1,655,380	4,073,334	4,211,724	4,213,000
<b>ENDING FUND BALANCE</b>	4,073,334	4,211,724	4,248,262	4,260,330

<sup>1</sup> Beginning Fund Balance for FY 2021-22 based on updated estimates and may not match budgeted estimates for FY 2020-21 ending balance.

**LIBRARY  
FUND 113**

	ACTUAL 2018-19	ACTUAL 2019-20	REVISED BUDGET 2020-21	RECOMMENDED 2021-22
<b>REVENUES</b>				
Grants	-	94,070	-	-
Interest	1,282	348	-	191
Miscellaneous	90.12	5,751	-	-
<b>TOTAL REVENUE</b>	<b>1,372</b>	<b>100,170</b>	<b>-</b>	<b>191</b>
<b>EXPENDITURES</b>				
Salaries & Benefits	-	-	-	-
Materials & Supplies	-	-	-	-
Contract Services	176,821	(10,893)	-	-
Capital Projects	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>176,821</b>	<b>(10,893)</b>	<b>-</b>	<b>-</b>
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in / (out)				
From General Fund	70,000	-	-	-
To Capital Projects	-	(4,083)	-	-
To Internal Service Fund	-	-	-	-
<b>NET TRANSFERS</b>	<b>70,000</b>	<b>(4,083)</b>	<b>-</b>	<b>-</b>
<b>NET CHANGE TO FUND BALANCE</b>	<b>(105,449)</b>	<b>106,980</b>	<b>-</b>	<b>191</b>
<b>BEGINNING FUND BALANCE</b> <sup>1</sup>	<b>109,532</b>	<b>4,083</b>	<b>111,063</b>	<b>111,000</b>
<b>ENDING FUND BALANCE</b>	<b>4,083</b>	<b>111,063</b>	<b>111,063</b>	<b>111,191</b>

<sup>1</sup>Beginning Fund Balance for FY 2021-22 based on updated estimates and may not match budgeted estimates for FY 2020-21 ending balance.

# MAIN STREET BRIDGE

## FUND 121

	ACTUAL 2018-19	ACTUAL 2019-20	REVISED BUDGET 2020-21	RECOMMENDED 2021-22
<b>REVENUES</b>				
Interest	10,856	8,273	3,849	4,980
Grants	179,712	285,719	412,000	-
Miscellaneous	1,071	6,367	-	-
<b>TOTAL REVENUE</b>	<b>191,639</b>	<b>300,359</b>	<b>415,849</b>	<b>4,980</b>
<b>EXPENDITURES</b>				
Salaries & Benefits	-	-	-	-
Materials & Supplies	-	-	-	-
Contract Services	-	-	-	-
Capital Projects	360,676	232,379	465,000	324,000
<b>TOTAL EXPENDITURES</b>	<b>360,676</b>	<b>232,379</b>	<b>465,000</b>	<b>324,000</b>
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in / (out)				
From General Fund	-	-	53,000	8,200
To Internal Service Fund	-	-	-	-
<b>NET TRANSFERS</b>	<b>-</b>	<b>-</b>	<b>53,000</b>	<b>8,200</b>
<b>NET CHANGE TO FUND BALANCE</b>	<b>(169,036)</b>	<b>67,980</b>	<b>3,849</b>	<b>(310,820)</b>
<b>BEGINNING FUND BALANCE</b> <sup>1</sup>	<b>573,241</b>	<b>404,204</b>	<b>472,184</b>	<b>371,000</b>
<b>ENDING FUND BALANCE</b>	<b>404,204</b>	<b>472,184</b>	<b>476,033</b>	<b>60,180</b>

<sup>1</sup>Beginning Fund Balance for FY 2021-22 based on updated estimates and may not match budgeted estimates for FY 2020-21 ending balance.

**GAS TAX**  
**FUND 122**

	ACTUAL 2018-19	ACTUAL 2019-20	REVISED BUDGET 2020-21	RECOMMENDED 2021-22
<b>REVENUES</b>				
Gas Tax	256,383	347,099	230,744	270,000
RMRA Tax	-	-	-	225,000
Interest	8,087	6,551	2,809	6,091
Miscellaneous	228,265	181,606	-	-
TOTAL REVENUE	492,735	535,255	233,553	501,091
<b>EXPENDITURES</b>				
Salaries & Benefits	-	-	-	-
Materials & Supplies	-	-	-	-
Contract Services	80,349	63,991	20,000	95,000
Capital Projects	-	-	-	-
TOTAL EXPENDITURES	80,349	63,991	20,000	95,000
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in / (out)				
From General Fund	-	-	-	-
To Capital Projects	(552,692)	(227,337)	(200,501)	-
To Internal Service Fund	(4,817)	(3,834)	-	-
NET TRANSFERS	(557,509)	(231,171)	(200,501)	-
<b>NET CHANGE TO FUND BALANCE</b>	(145,123)	240,093	13,052	406,091
<b>BEGINNING FUND BALANCE</b> <sup>1</sup>	<b>382,321</b>	<b>237,197</b>	<b>477,290</b>	<b>642,000</b>
<b>ENDING FUND BALANCE</b>	<b>237,197</b>	<b>477,290</b>	<b>490,342</b>	<b>1,048,091</b>

<sup>1</sup> Beginning Fund Balance for FY 2021-22 based on updated estimates and may not match budgeted estimates for FY 2020-21 ending balance.

# STREETS AND ROADS

## FUND 123

	ACTUAL 2018-19	ACTUAL 2019-20	REVISED BUDGET 2020-21	RECOMMENDED 2021-22
<b>REVENUES</b>				
Measure M	-	75,000	75,000	75,000
Grants	456,750	-	3,584,000	2,100,000
Interest	54,833	45,395	25,594	26,447
Miscellaneous	30,157	39,045	-	-
TOTAL REVENUE	541,740	159,440	3,684,594	2,201,447
<b>EXPENDITURES</b>				
Salaries & Benefits	188,443	218,948	209,118	98,276
Materials & Supplies	-	-	-	-
Contract Services	11,417	1,685	83,000	2,000
Capital Projects	1,963,884	1,203,806	4,394,601	2,974,612
TOTAL EXPENDITURES	2,163,744	1,424,439	4,686,719	3,074,888
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in / (out)				
From General Fund	970,095	371,922	480,601	1,075,000
From Other Special Funds	-	932,078	200,000	-
To Internal Service Fund	(18,118)	(13,919)	-	(8,998)
NET TRANSFERS	951,977	1,290,081	680,601	1,066,002
<b>NET CHANGE TO FUND BALANCE</b>	(670,026)	25,083	(321,524)	192,561
<b>BEGINNING FUND BALANCE <sup>1</sup></b>	<b>3,125,583</b>	<b>2,455,556</b>	<b>2,480,639</b>	<b>1,458,000</b>
<b>ENDING FUND BALANCE</b>	<b>2,455,556</b>	<b>2,480,639</b>	<b>2,159,115</b>	<b>1,650,561</b>

<sup>1</sup> Beginning Fund Balance for FY 2021-22 based on updated estimates and may not match budgeted estimates for FY 2020-21 ending balance.

**MEASURE A**  
**FUND 124**

	ACTUAL 2018-19	ACTUAL 2019-20	REVISED BUDGET 2020-21	RECOMMENDED 2021-22
<b>REVENUES</b>				
Measure A	427,068	409,712	375,410	390,000
Measure W	-	106,369	90,000	-
Measure A - Grants	-	88,662	-	-
Interest	11,342	6,794	2,185	9,307
Miscellaneous	2,003	6,541	-	-
<b>TOTAL REVENUE</b>	<b>440,413</b>	<b>618,078</b>	<b>467,595</b>	<b>399,307</b>
<b>EXPENDITURES</b>				
Salaries & Benefits	75,967	87,881	96,816	60,688
Materials & Supplies	-	-	-	-
Contract Services	-	-	3,000	-
Capital Projects	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>75,967</b>	<b>87,881</b>	<b>99,816</b>	<b>60,688</b>
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in / (out)				
From General Fund	-	-	-	-
To Captial Projects	(427,368)	-	-	(280,000)
To Internal Service Fund	(5,904)	(4,917)	-	-
<b>NET TRANSFERS</b>	<b>(433,272)</b>	<b>(4,917)</b>	<b>-</b>	<b>(280,000)</b>
<b>NET CHANGE TO FUND BALANCE</b>	<b>(68,826)</b>	<b>525,280</b>	<b>367,779</b>	<b>58,619</b>
<b>BEGINNING FUND BALANCE <sup>1</sup></b>	<b>244,007</b>	<b>175,181</b>	<b>700,462</b>	<b>1,347,000</b>
<b>ENDING FUND BALANCE</b>	<b>175,181</b>	<b>700,462</b>	<b>1,068,241</b>	<b>1,405,619</b>

<sup>1</sup> Beginning Fund Balance for FY 2021-22 based on updated estimates and may not match budgeted estimates for FY 2020-21 ending balance.

# PARK/FACILITIES DEVELOPMENT

## FUND 125

	ACTUAL 2018-19	ACTUAL 2019-20	REVISED BUDGET 2020-21	RECOMMENDED 2021-22
<b>REVENUES</b>				
Capital Impact / Dev Fee	-	68,581	216,000	-
Park Facility Development	289,261	117,860	102,132	117,860
Grants	479,055	5,000	140,000	-
Interest	42,325	52,984	832	28,065
Miscellaneous	11,624	47,995	-	-
<b>TOTAL REVENUE</b>	<b>822,265</b>	<b>292,419</b>	<b>458,964</b>	<b>145,925</b>
<b>EXPENDITURES</b>				
Salaries & Benefits	24,768	26,830	11,275	-
Materials & Supplies	-	-	-	-
Contract Services	-	-	-	-
Capital Projects	340,042	1,361,626	578,000	1,305,879
<b>TOTAL EXPENDITURES</b>	<b>364,810</b>	<b>1,388,455</b>	<b>589,275</b>	<b>1,305,879</b>
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in / (out)				
From General Fund	804,000	1,433,078	222,000	-
To Capital Projects	-	(630,413)	-	-
To Internal Service Fund	(517)	(381)	-	-
<b>NET TRANSFERS</b>	<b>803,483</b>	<b>802,284</b>	<b>222,000</b>	<b>-</b>
<b>NET CHANGE TO FUND BALANCE</b>	<b>1,260,937</b>	<b>(293,752)</b>	<b>91,689</b>	<b>(1,159,954)</b>
<b>BEGINNING FUND BALANCE</b> <sup>1</sup>	<b>1,514,106</b>	<b>2,775,043</b>	<b>2,481,291</b>	<b>2,484,000</b>
<b>ENDING FUND BALANCE</b>	<b>2,775,043</b>	<b>2,481,291</b>	<b>2,572,980</b>	<b>1,324,046</b>

<sup>1</sup> Beginning Fund Balance for FY 2021-22 based on updated estimates and may not match budgeted estimates for FY 2020-21 ending balance.

**AFFORDABLE HOUSING**  
**FUND 126**

	ACTUAL 2018-19	ACTUAL 2019-20	REVISED BUDGET 2020-21	RECOMMENDED 2021-22
<b>REVENUES</b>				
Interest	46,077	40,877	11,548	25,385
Miscellaneous	5,308	30,699	-	-
TOTAL REVENUE	51,386	71,576	11,548	25,385
<b>EXPENDITURES</b>				
Salaries & Benefits	342	449	-	-
Materials & Supplies	-	-	-	-
Contract Services	-	-	-	-
Financial Grants / Aid	-	300,000	200,000	-
Capital Projects	-	-	-	-
TOTAL EXPENDITURES	342	300,449	200,000	-
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in / (out)				
From General Fund	-	400,000	-	-
To Internal Service Fund	-	-	-	-
NET TRANSFERS	-	400,000	-	-
<b>NET CHANGE TO FUND BALANCE</b>	51,043	171,127	(188,452)	25,385
<b>BEGINNING FUND BALANCE</b> <sup>1</sup>	<b>2,152,339</b>	<b>2,203,383</b>	<b>2,374,510</b>	<b>2,164,000</b>
<b>ENDING FUND BALANCE</b>	<b>2,203,383</b>	<b>2,374,510</b>	<b>2,186,058</b>	<b>2,189,385</b>

<sup>1</sup> Beginning Fund Balance for FY 2021-22 based on updated estimates and may not match budgeted estimates for FY 2020-21 ending balance.

**PUBLIC FACILITIES**  
**FUND 127**

	ACTUAL 2018-19	ACTUAL 2019-20	REVISED BUDGET 2020-21	RECOMMENDED 2021-22
<b>REVENUES</b>				
Loan Proceeds	-	-	1,000,000	1,000,000
Grants	87,106	-	-	-
Impact & Development Fees	37,494	-	-	-
Interest	20,152	26,787	3,641	14,169
Miscellaneous	3,602	19,869	-	-
TOTAL REVENUE	148,353	46,657	1,003,641	1,014,169
<b>EXPENDITURES</b>				
Salaries & Benefits	-	-	-	-
Materials & Supplies	-	-	-	-
Contract Services	-	-	27,000	-
Capital Projects	181,676	308,515	1,225,000	1,798,000
TOTAL EXPENDITURES	181,676	308,515	1,252,000	1,798,000
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in / (out)				
From General Fund	810,000	540,000	225,000	520,000
To Capital Projects	-	(484,241)	-	-
To Internal Service Fund	-	-	-	-
NET TRANSFERS	810,000	55,759	225,000	520,000
<b>NET CHANGE TO FUND BALANCE</b>	<b>776,677</b>	<b>(206,099)</b>	<b>(23,359)</b>	<b>(263,831)</b>
<b>BEGINNING FUND BALANCE <sup>1</sup></b>	<b>702,466</b>	<b>1,479,143</b>	<b>1,273,044</b>	<b>1,521,000</b>
<b>ENDING FUND BALANCE</b>	<b>1,479,143</b>	<b>1,273,044</b>	<b>1,249,685</b>	<b>1,257,169</b>

<sup>1</sup> Beginning Fund Balance for FY 2021-22 based on updated estimates and may not match budgeted estimates for FY 2020-21 ending balance.

**POLICE GRANTS**  
**FUND 128**

	ACTUAL 2018-19	ACTUAL 2019-20	REVISED BUDGET 2020-21	RECOMMENDED 2021-22
<b>REVENUES</b>				
COPS Distribution	148,891	155,948	140,453	143,262
Interest	8,713	9,320	1,769	6,094
Miscellaneous	1,086	7,445	-	-
<b>TOTAL REVENUE</b>	<b>158,689</b>	<b>172,712</b>	<b>142,222</b>	<b>149,356</b>
<b>EXPENDITURES</b>				
Salaries & Benefits	-	-	-	-
Materials & Supplies	5,357	60,487	-	-
Contract Services	50,669	49,605	292,222	200,000
Capital Projects	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>56,025</b>	<b>110,092</b>	<b>292,222</b>	<b>200,000</b>
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in / (out)				
From General Fund	-	-	-	-
To Internal Service Fund	-	-	-	-
<b>NET TRANSFERS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>NET CHANGE TO FUND BALANCE</b>	<b>102,664</b>	<b>62,620</b>	<b>(150,000)</b>	<b>(50,644)</b>
<b>BEGINNING FUND BALANCE</b> <sup>1</sup>	<b>326,282</b>	<b>428,946</b>	<b>491,566</b>	<b>296,000</b>
<b>ENDING FUND BALANCE</b>	<b>428,946</b>	<b>491,566</b>	<b>341,566</b>	<b>245,356</b>

<sup>1</sup> Beginning Fund Balance for FY 2021-22 based on updated estimates and may not match budgeted estimates for FY 2020-21 ending balance.

**MEASURE W**  
**FUND 132**

	ACTUAL 2018-19	ACTUAL 2019-20	REVISED BUDGET 2020-21	RECOMMENDED 2021-22
<b>REVENUES</b>				
Measure W	-	-	-	125,000
Interest	-	-	-	-
Miscellaneous	-	-	-	-
<b>TOTAL REVENUE</b>	-	-	-	<b>125,000</b>
<b>EXPENDITURES</b>				
Salaries & Benefits	-	-	-	-
Materials & Supplies	-	-	-	-
Contract Services	-	-	-	-
Capital Projects	-	-	-	-
<b>TOTAL EXPENDITURES</b>	-	-	-	-
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in / (out)				
From Other Funds	-	-	-	280,000
To Captial Projects	-	-	-	-
To Internal Service Fund	-	-	-	-
<b>NET TRANSFERS</b>	-	-	-	<b>280,000</b>
<b>NET CHANGE TO FUND BALANCE</b>	-	-	-	<b>405,000</b>
<b>BEGINNING FUND BALANCE</b> <sup>1</sup>	-	-	-	-
<b>ENDING FUND BALANCE</b>	-	-	-	<b>405,000</b>

<sup>1</sup> Beginning Fund Balance for FY 2021-22 based on updated estimates and may not match budgeted estimates for FY 2020-21 ending balance.

**CAPITAL GENERAL**  
**FUND 151**

	ACTUAL 2018-19	ACTUAL 2019-20	REVISED BUDGET 2020-21	RECOMMENDED 2021-22
<b>REVENUES</b>				
Loan Proceeds	-	-	2,180,000	-
Grants	549,161	-	80,000	-
Interest	47,039	36,235	-	14,396
Miscellaneous	5,525	19,063	-	-
TOTAL REVENUE	601,725	55,298	2,260,000	14,396
<b>EXPENDITURES</b>				
Salaries & Benefits	-	-	-	-
Materials & Supplies	-	677	-	-
Contract Services	-	-	-	-
Capital Projects	419,700	196,231	2,703,000	738,686
TOTAL EXPENDITURES	419,700	196,908	2,703,000	738,686
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in / (out)				
From General Fund	12,209	605,000	443,000	-
To General Fund	-	(594,595)	-	-
To Capital Projects	-	(714,578)	-	-
To Internal Service Fund	-	-	-	-
NET TRANSFERS	12,209	(704,173)	443,000	-
<b>NET CHANGE TO FUND BALANCE</b>	194,234	(845,783)	-	(724,290)
<b>BEGINNING FUND BALANCE</b> <sup>1</sup>	<b>2,169,786</b>	<b>2,364,021</b>	<b>1,518,237</b>	<b>1,677,000</b>
<b>ENDING FUND BALANCE</b>	<b>2,364,021</b>	<b>1,518,237</b>	<b>1,518,237</b>	<b>952,710</b>

<sup>1</sup> Beginning Fund Balance for FY 2021-22 based on updated estimates and may not match budgeted estimates for FY 2020-21 ending balance.

# DRAINAGE CAPITAL FUND 152

	ACTUAL 2018-19	ACTUAL 2019-20	REVISED BUDGET 2020-21	RECOMMENDED 2021-22
<b>REVENUES</b>				
Storm Drainage Fee	5,134	11,175	9,685	9,879
Interest	29,362	22,855	3,745	10,816
Miscellaneous	3,736	12,268	-	-
TOTAL REVENUE	38,232	46,299	13,430	20,695
<b>EXPENDITURES</b>				
Salaries & Benefits	34,946	37,980	67,614	37,697
Materials & Supplies	-	-	-	-
Contract Services	41,788	-	12,000	-
Capital Projects	9,230	586,735	155,000	555,000
TOTAL EXPENDITURES	85,965	624,715	234,614	592,697
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in / (out)				
From General Fund	292,495	150,000	155,000	-
To Capital Projects	-	(150,000)	(301)	-
To Internal Service Fund	(2,292)	(2,412)	-	(3,382)
NET TRANSFERS	290,203	(2,412)	154,699	(3,382)
<b>NET CHANGE TO FUND BALANCE</b>	242,470	(580,828)	(66,485)	(575,384)
<b>BEGINNING FUND BALANCE</b> <sup>1</sup>	1,292,063	1,534,533	953,705	1,033,000
<b>ENDING FUND BALANCE</b>	1,534,533	953,705	887,220	457,616

<sup>1</sup> Beginning Fund Balance for FY 2021-22 based on updated estimates and may not match budgeted estimates for FY 2020-21 ending balance.

**LIBRARY CAPITAL**  
**FUND 153**

	ACTUAL 2018-19	ACTUAL 2019-20	REVISED BUDGET 2020-21	RECOMMENDED 2021-22
<b>REVENUES</b>				
Grants	726,000	-	-	-
Interest	51,301	29,334	-	14,771
Miscellaneous	5,721	14,057	-	-
TOTAL REVENUE	783,022	43,391	-	14,771
<b>EXPENDITURES</b>				
Salaries & Benefits	-	-	-	-
Materials & Supplies	-	-	-	-
Contract Services	-	-	-	-
Capital Projects	1,699,714	-	-	-
TOTAL EXPENDITURES	1,699,714	-	-	-
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in / (out)				
From General Fund	-	-	-	-
To Internal Service Fund	-	-	-	-
NET TRANSFERS	-	-	-	-
<b>NET CHANGE TO FUND BALANCE</b>	(916,693)	43,391	-	14,771
<b>BEGINNING FUND BALANCE</b> <sup>1</sup>	<b>2,161,189</b>	<b>1,244,496</b>	<b>1,287,887</b>	<b>1,331,000</b>
<b>ENDING FUND BALANCE</b>	<b>1,244,496</b>	<b>1,287,887</b>	<b>1,287,887</b>	<b>1,345,771</b>

<sup>1</sup> Beginning Fund Balance for FY 2021-22 based on updated estimates and may not match budgeted estimates for FY 2020-21 ending balance.



# CITY OF HALF MOON BAY

## Debt Service Funds



Painting By: Linda Curtis

Title: Bouquet



# 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**

In FY 2020-21, the Council directed City staff to negotiate and execute a loan with the State of California Infrastructure Bank (iBank) 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 loan carries a 2.50% interest rate and a financing term of 30 years. The loan repayments are budgeted as an \$161,577 expenditure in the General Fund per year.

# JUDGEMENT OBLIGATION BOND - SERIES B

## FUND 142

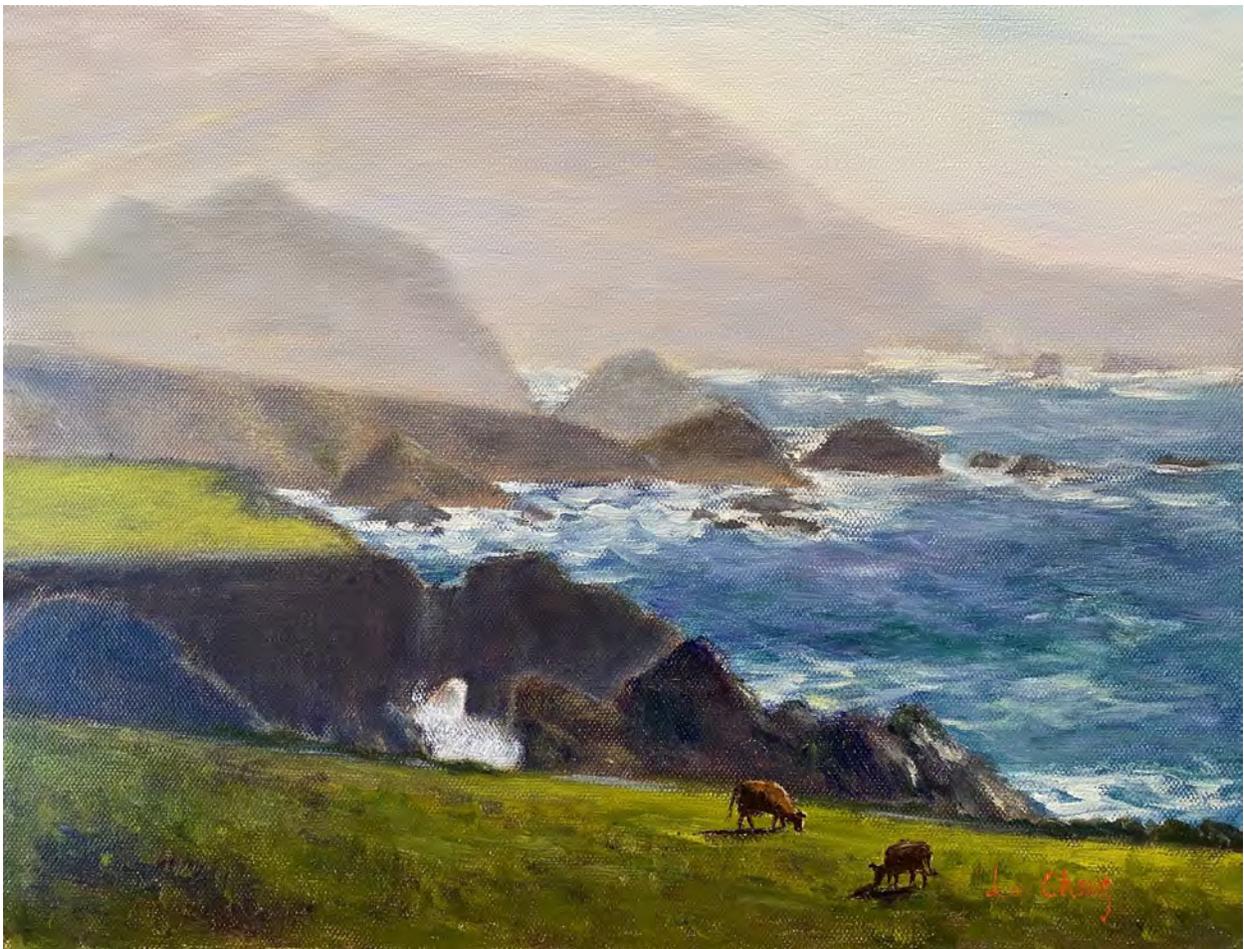
	ACTUAL 2018-19	ACTUAL 2019-20	REVISED BUDGET 2020-21	RECOMMENDED 2021-22
<b>REVENUES</b>				
Interest	552,007	1,370,150	-	-
Unrealized Gain (Loss)	1,330	(1,226,211)	-	-
TOTAL REVENUE	553,337	143,939	-	-
<b>EXPENDITURES</b>				
Debt Service - Interest	937,704	468,852	-	-
Debt Service - Principal Payment	-	10,915,000	-	-
Contract Services	-	-	-	-
Capital Projects	-	-	-	-
TOTAL EXPENDITURES	937,704	11,383,852	-	-
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in / (out)				
From General Fund	690,198	-	-	-
To General Fund	-	(399,999)	(30,000)	-
To Internal Service Fund	-	-	-	-
NET TRANSFERS	690,198	(399,999)	(30,000)	-
<b>NET CHANGE TO FUND BALANCE</b>	305,831	(11,639,911)	(30,000)	-
<b>BEGINNING FUND BALANCE</b> <sup>1</sup>	<b>11,370,054</b>	<b>11,675,885</b>	<b>35,974</b>	<b>6,000</b>
<b>ENDING FUND BALANCE</b>	<b>11,675,885</b>	<b>35,974</b>	<b>5,974</b>	<b>6,000</b>

<sup>1</sup> Beginning Fund Balance for FY 2021-22 based on updated estimates and may not match budgeted estimates for FY 2020-21 ending balance.



# CITY OF HALF MOON BAY

## Internal Service Funds



Painting By: Lu Chang

Title: Big Sur Coast



# 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 new vehicle purchases.
- Constantly review the mode of operation for the efficient utilization of the City's fleet.

## **INFORMATION TECHNOLOGY FUND (Fund 302)**

See Administrative Services Department Budget.

## **RISK MANAGEMENT FUND (Fund 303)**

See Administrative Services Department Budget.

## **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.

## VEHICLE REPLACEMENT FUND 301

	ACTUAL 2018-19	ACTUAL 2019-20	REVISED BUDGET 2020-21	RECOMMENDED 2021-22
<b>REVENUES</b>				
Capital Impac / Dev Fee	5,410	17,091	-	5,000
Interest	8,925	4,713	5,000	2,217
Miscellaneous	818	2,280	-	-
TOTAL REVENUE	15,154	24,084	5,000	7,217
<b>EXPENDITURES</b>				
Salaries & Benefits	-	-	-	-
Materials & Supplies	134,937	106,949	-	170,000
Contract Services	-	-	-	-
Capital Projects	17,142	18,988	8,000	8,000
Deprection	62,634	26,567	25,000	26,567
TOTAL EXPENDITURES	214,713	152,504	33,000	204,567
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in / (out)				
From Other Funds	-	-	-	204,568
NET TRANSFERS	-	-	-	204,568
<b>NET CHANGE TO FUND BALANCE</b>	(199,559)	(128,420)	(28,000)	7,218
<b>BEGINNING NET ASSETS</b>	<b>666,749</b>	<b>467,190</b>	<b>338,770</b>	<b>296,000</b>
<b>ENDING NET ASSETS</b>	<b>467,190</b>	<b>338,770</b>	<b>310,770</b>	<b>303,218</b>

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

# RETIREMENT STABILIZATION

## FUND 304

	ACTUAL 2018-19	ACTUAL 2019-20	REVISED BUDGET 2020-21	RECOMMENDED 2021-22
<b>REVENUES</b>				
Grants	-	-	-	-
Interest	13,113	21,101	-	6,371
Miscellaneous	2,929	19,887	-	-
<b>TOTAL REVENUE</b>	<b>16,042</b>	<b>40,988</b>	<b>-</b>	<b>6,371</b>
<b>EXPENDITURES</b>				
Salaries & Benefits	796,315	851,761	959,543	1,041,748
Materials & Supplies	-	-	-	-
Contract Services	-	-	-	-
Capital Projects	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>796,315</b>	<b>851,761</b>	<b>959,543</b>	<b>1,041,748</b>
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in / (out)				
From General Fund	945,000	1,000,000	1,000,000	1,041,748
To Internal Service Fund	-	-	-	-
<b>NET TRANSFERS</b>	<b>945,000</b>	<b>1,000,000</b>	<b>1,000,000</b>	<b>1,041,748</b>
<b>NET CHANGE TO FUND BALANCE</b>	<b>164,727</b>	<b>189,227</b>	<b>40,457</b>	<b>6,371</b>
<b>BEGINNING NET ASSETS</b>	<b>1,047,217</b>	<b>1,211,944</b>	<b>1,401,170</b>	<b>1,441,627</b>
<b>ENDING NET ASSETS</b>	<b>1,211,944</b>	<b>1,401,170</b>	<b>1,441,627</b>	<b>1,447,999</b>

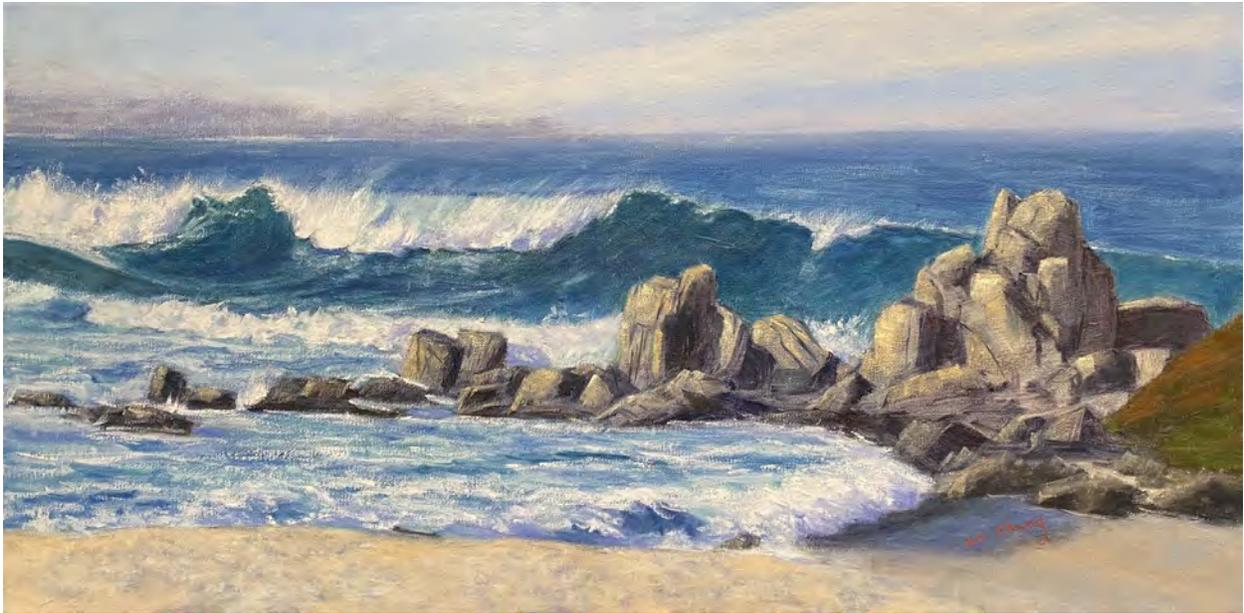
Note: The presentation above reflects a Net Assets basis of presentation. In the Retirement Stabilization Fund, Net Assets primarily represents cash.





# CITY OF HALF MOON BAY

## Enterprise Funds



Painting By: Lu Chang

Title: Ocean Sonata



# 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 charges. 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 several years. Between FY 2015-16 (\$2,299,898) and FY 2020-21 (\$4,241,911), 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 several 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 to account for the rapidly increasing cost of materials and labor for capital construction and maintenance. The City is completing the Ocean Colony Pump Station and Force Main Project (app. \$2.1 million). This project replaces 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 27-percent for FY 21-22.

The recent rate increase for City sewer customers was effective July 1, 2020, based upon a rate study approved by the City Council in June 2020. The increases cover rates for FY 2020-21 and FY 2024-25. This adjustment followed a rate increase approved in 2014 which increased rates in FY 2013-14 and FY 2014-15. Granada and Montara are subject to the same fixed costs issues and have each increased rates during this period. Montara updated their sewer rates for the next three years through 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.

# SEWER OPERATIONS

## FUND 201

	ACTUAL 2018-19	ACTUAL 2019-20	REVISED BUDGET 2020-21	RECOMMENDED 2021-22
<b>REVENUES</b>				
Sewer Service Charges	4,439,152	4,389,304	4,419,619	4,869,677
Interest	461	1,389	20,704	-
Miscellaneous	8,344	6,030	-	-
<b>TOTAL REVENUE</b>	<b>4,447,958</b>	<b>4,396,723</b>	<b>4,440,323</b>	<b>4,869,677</b>
<b>EXPENDITURES</b>				
Salaries & Benefits	273,887	353,356	426,691	462,438
Materials & Supplies	-	1,102	8,000	8,000
Contract Services	4,016,236	4,917,893	4,874,811	5,176,140
Capital Projects	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>4,290,122</b>	<b>5,272,351</b>	<b>5,309,502</b>	<b>5,646,578</b>
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in / (out)				
From Sewer Capital Fund	300,000	2,006,000	1,445,394	1,839,948
To General Fund (Admin Fee)	(460,771)	(472,290)	(498,922)	(511,395)
To Internal Service Fund	(197,273)	(208,327)	(122,344)	(506,652)
<b>NET TRANSFERS</b>	<b>(358,044)</b>	<b>1,325,383</b>	<b>824,128</b>	<b>821,901</b>
<b>NET CHANGE TO FUND BALANCE</b>	<b>(200,208)</b>	<b>449,755</b>	<b>(45,051)</b>	<b>45,000</b>
<b>BEGINNING NET ASSETS</b> <sup>1</sup>	<b>(199,520)</b>	<b>(399,728)</b>	<b>50,027</b>	<b>(45,000)</b>
<b>ENDING NET ASSETS</b>	<b>(399,728)</b>	<b>50,027</b>	<b>4,976</b>	<b>0</b>

<sup>1</sup> Beginning Net Assets for FY 2021-22 based on updated estimates and may not match budgeted estimates for FY 2020-21 ending balance.

## SEWER CAPITAL FUND 202

	ACTUAL 2018-19	ACTUAL 2019-20	REVISED BUDGET 2020-21	RECOMMENDED 2021-22
<b>REVENUES</b>				
Sewer Rate Charges	51,259	35,759	-	-
Sewer Service Charges	71,630	114,957	73,330	114,957
Interest	298,320	228,036	76,157	133,050
Miscellaneous	34,159	147,036	-	-
TOTAL REVENUE	<u>455,369</u>	<u>525,788</u>	<u>149,487</u>	<u>248,007</u>
<b>EXPENDITURES</b>				
Salaries & Benefits	-	(132)	-	-
Materials & Supplies	-	-	-	-
Contract Services	-	-	-	-
Capital Projects	205,257	572,161	3,550,000	2,628,755
Loss / (Gain) on SAM Investment	(438,866)	(2,307,512)	175,000	175,000
Depreciation	103,748	106,003	100,000	106,003
TOTAL EXPENDITURES	<u>(129,861)</u>	<u>(1,629,481)</u>	<u>3,825,000</u>	<u>2,909,758</u>
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in / (out)				
From General Fund	-	-	-	-
To Sewer Operations	(300,000)	(2,006,000)	(1,445,394)	(1,839,948)
To General Fund	(16,386)	(16,796)	-	-
To Internal Service Fund	-	-	-	-
NET TRANSFERS	<u>(316,386)</u>	<u>(2,022,796)</u>	<u>(1,445,394)</u>	<u>(1,839,948)</u>
<b>NET CHANGE TO FUND BALANCE</b>	<u>268,844</u>	<u>132,473</u>	<u>(5,120,907)</u>	<u>(4,501,699)</u>
<b>BEGINNING NET ASSETS<sup>1</sup></b>	<u>24,766,303</u>	<u>25,035,146</u>	<u>25,167,620</u>	<u>21,920,467</u>
<b>ENDING NET ASSETS</b>	<u>25,035,146</u>	<u>25,167,620</u>	<u>20,046,713</u>	<u>17,418,768</u>
<b>ENDING AVAILABLE FUNDS<sup>2</sup></b>	<u>14,083,333</u>	<u>11,887,922</u>	<u>7,042,015</u>	<u>4,695,073</u>

<sup>1</sup> Beginning Net Assets for FY 2021-22 based on updated estimates and may not match budgeted estimates for FY 2020-21 ending balance.

<sup>2</sup> Available Funds represents the portion of net assets that is unrestricted. This number does not include the non-cash value of fixed assets, construction in progress and equity in the Sewer Authority Mid-Coastside agency





# CITY OF HALF MOON BAY

## Capital Improvement Program



Painting By: Lu Chang  
Title: Rocky Point Tranquility

# Capital Improvement

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Painting By: Scott Anthony  
Title: Rainy Day

# 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 resulted in significant reductions in anticipated revenues for FY 2020-21, resulting in a significant decrease in the City's Capital Budget. For FY 2021-22, the City anticipates increased revenues and has developed a Capital Budget that includes a General Fund transfer that is in line with pre-COVID contributions. Projects continue to be 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.) and the emphasis in FY 21-22 will be on grant and enterprise funded projects, the continuation of major projects and emphasis on health and life safety projects. CIP improvements are typically divided into 8 categories as described below. The FY 2021-22 CIP does not include any projects in the Operational Improvements category, although this category may be reactivated in future years.

**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 (GP) and Local Coastal Program (LCP) Update. The updated Local Coastal Land Use Plan (LCLUP) was adopted by the City Council in October 2020 and certified by the California Coastal Commission in April 2021, but work continues updating the GP and Local Coastal Implementation Plan (LCIP). In addition to updating the GP and the LCIP, 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 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FUTURE YEARS	TOTAL ALL FY	UNFUNDED
Storm Water Improvements	\$ 200,000	\$ 555,000	\$ 1,325,000	\$ 975,000	\$ 290,000	\$ 150,000	\$ 7,854,250	\$ 11,349,250	\$ 9,504,250
Economic Development Improvements	\$ 1,001,257	\$ 485,686	\$ 460,000	\$ -	\$ -	\$ -	\$ -	\$ 1,946,943	\$ -
Parks Improvements	\$ 703,000	\$ 562,879	\$ 420,000	\$ 750,000	\$ 100,000	\$ 100,000	\$ 18,665,000	\$ 21,300,879	\$ 18,665,000
Facility Improvements	\$ 262,000	\$ 2,033,000	\$ 835,000	\$ 350,000	\$ 350,000	\$ 300,000	\$ 975,000	\$ 5,105,000	\$ 975,000
Sewer Improvements	\$ 899,000	\$ 2,621,000	\$ 890,000	\$ 575,000	\$ 575,000	\$ 575,000	\$ -	\$ 6,135,000	\$ -
Street Improvements	\$ 4,072,481	\$ 3,551,563	\$ 15,775,000	\$ 12,670,000	\$ 1,125,000	\$ 220,000	\$ 8,300,000	\$ 45,714,044	\$ 18,522,000
Trail Improvements	\$ 7,000	\$ 758,000	\$ 1,442,000	\$ 975,000	\$ 315,000	\$ 315,000	\$ 9,600,000	\$ 13,412,000	\$ 10,915,000
<b>TOTAL</b>	<b>\$ 7,417,738</b>	<b>\$ 10,594,128</b>	<b>\$ 21,147,000</b>	<b>\$ 16,295,000</b>	<b>\$ 2,755,000</b>	<b>\$ 1,660,000</b>	<b>\$ 45,394,250</b>	<b>\$ 105,263,116</b>	<b>\$ 58,581,250</b>

### REVENUE

FUNDING SOURCES	PRIOR YEAR(S)	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FUTURE YEARS	TOTAL ALL FY
Developer Funds	\$ 3,100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,100,000
General Capital - Fund 151	\$ -	\$ 490,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 490,000
General Fund	\$ 3,719,972	\$ 1,830,000	\$ 2,290,000	\$ 1,880,000	\$ 940,000	\$ 750,000	\$ -	\$ 11,409,972
Grant - Coastal Commission	\$ 160,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 160,000
Grant - Federal	\$ 1,098,000	\$ 61,800	\$ 7,049,407	\$ 5,847,407	\$ -	\$ -	\$ -	\$ 14,056,613
Grant - Measure A	\$ 3,918,000	\$ -	\$ 3,397,000	\$ -	\$ -	\$ -	\$ -	\$ 7,315,000
Grant - Ocean Protection Council	\$ 53,214	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 53,214
Grant - State	\$ 80,000	\$ -	\$ 80,000	\$ -	\$ -	\$ -	\$ -	\$ 160,000
Grant - TDA	\$ -	\$ -	\$ 350,000	\$ -	\$ -	\$ -	\$ -	\$ 350,000
Loan Proceeds	\$ -	\$ 1,140,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,140,000
Measure J	\$ 186,324	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 186,324
Main Street Bridge - Fund 121	\$ 89,000	\$ 8,200	\$ 102,594	\$ 102,594	\$ -	\$ -	\$ -	\$ 302,387
Park Facility/Development - Fund 125	\$ 95,598	\$ 658,758	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 754,356
Property Owner Contribution	\$ -	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000
Public Facilities - Fund 127	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
San Mateo County Contribution	\$ -	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000
San Mateo County Loan	\$ -	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000
Sewer Service - Fund 201/202	\$ 2,765,000	\$ 755,000	\$ 890,000	\$ 575,000	\$ 575,000	\$ 575,000	\$ -	\$ 6,135,000
Storm Drain Improvement - Fund 152	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300,000
Street and Road - Fund 123	\$ 4,000	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 34,000
TFCA Grant (BAAQMD)	\$ -	\$ 135,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 135,000
<b>UNFUNDED</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,338,000</b>	<b>\$ 7,274,000</b>	<b>\$ 1,240,000</b>	<b>\$ 335,000</b>	<b>\$ 45,394,250</b>	<b>\$ 58,581,250</b>
<b>TOTAL</b>	<b>\$ 15,269,108</b>	<b>\$ 5,408,758</b>	<b>\$ 19,097,000</b>	<b>\$ 15,679,000</b>	<b>\$ 2,755,000</b>	<b>\$ 1,660,000</b>	<b>\$ 45,394,250</b>	<b>\$ 105,263,116</b>

## FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM BUDGETED EXPENDITURES FY 2021-22 PROPOSED CAPITAL BUDGET

PROJECT TITLE	FUND	PROJECT NO.	PRIOR YEAR(S)	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FUTURE YEARS	TOTAL ALL FY	UNFUNDED
<b>STORM WATER IMPROVEMENTS</b>											
GREEN INFRASTRUCTURE AND STORM WATER PROGRAM	152	0563	N/A	\$ 75,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	N/A	\$ 675,000	\$ -
KEHOE/PILARCITOS OUTFALL REPAIR	152	1005	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300,000	\$ -
ROOSEVELT DITCH IMPROVEMENTS	152	1006	\$ -	\$ 80,000	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 230,000	\$ -
SEYMOUR DITCH EROSION AND COASTAL STABILIZATION	152	0608	\$ 200,000	\$ 100,000	\$ 825,000	\$ 825,000	\$ 140,000	\$ -	\$ -	\$ 2,090,000	\$ 1,650,000
KEHOE WATER COURSE AND HABITAT ENHANCEMENT PROJECT	152	0534	\$ -	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ 7,854,250	\$ 8,054,250	\$ 7,854,250
<b>TOTAL STORM WATER IMPROVEMENTS</b>			<b>\$ 200,000</b>	<b>\$ 555,000</b>	<b>\$ 1,325,000</b>	<b>\$ 975,000</b>	<b>\$ 290,000</b>	<b>\$ 150,000</b>	<b>\$ 7,854,250</b>	<b>\$ 11,349,250</b>	<b>\$ 9,504,250</b>
<b>ECONOMIC DEVELOPMENT IMPROVEMENTS</b>											
GENERAL PLAN AND LOCAL COASTAL PROGRAM UPDATE	151	0564	\$ 996,257	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,036,257	\$ -
TOWN CENTER PLANNING	151	1001	\$ -	\$ 200,000	\$ 160,000	\$ -	\$ -	\$ -	\$ -	\$ 360,000	\$ -
CLIMATE ACTION AND ADAPTATION PLAN	151	1002	\$ 5,000	\$ 45,686	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,686	\$ -
MAIN STREET TREE LIGHTS	151	9016	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ -
WAYFINDING AND ENTRY SIGNS (PHASE 2)	151	0559	\$ -	\$ 100,000	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 350,000	\$ -
MAC DUTRA GREENING PROJECT	151	TBD	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ -
<b>TOTAL ECONOMIC DEVELOPMENT IMPROVEMENTS</b>			<b>\$ 1,001,257</b>	<b>\$ 485,686</b>	<b>\$ 460,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,946,943</b>	<b>\$ -</b>
<b>OPERATIONAL IMPROVEMENTS</b>											
FINANCIAL SOFTWARE - ENTERPRISE RESOURCE PLANNING	151	0555	\$ 273,000	\$ 27,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300,000	\$ -
<b>TOTAL OPERATIONAL IMPROVEMENTS</b>			<b>\$ 273,000</b>	<b>\$ 27,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 300,000</b>	<b>\$ -</b>
<b>PARKS IMPROVEMENTS</b>											
PARKS MASTER PLAN IMPLEMENTATION PROGRAM	125	0609	N/A	\$ 310,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	N/A	\$ 710,000	\$ -
POPLAR BEACH GATEWAYS PLAN	125	0617	\$ 400,000	\$ 178,758	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 578,758	\$ -
NEW MAGNOLIA/SEYMOUR PARK	125	TBD	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ 350,000	\$ 380,000	\$ 350,000
CARTER PARK IMPROVEMENTS	125	0611	\$ 303,000	\$ 44,121	\$ -	\$ -	\$ -	\$ -	\$ 6,000,000	\$ 6,347,121	\$ 6,000,000
TRAIN DEPOT AND JOHNSTON HOUSE SHORT-TERM IMPROVEMENTS	125	9005	\$ -	\$ -	\$ 35,000	\$ 50,000	\$ -	\$ -	\$ -	\$ 85,000	\$ -
SMITH FIELD SITE ASSESSMENT AND MASTER PLAN	125	TBD	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ -
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	\$ -
STORAGE BUILDING AT SMITH FIELD	125	TBD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 65,000	\$ 65,000	\$ 65,000
PERMANENT RESTROOMS AT POPLAR BEACH	125	TBD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000	\$ 250,000	\$ 250,000
NEW COMMUNITY PARK	125	TBD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,000,000	\$ 12,000,000	\$ 12,000,000
<b>TOTAL PARKS</b>			<b>\$ 703,000</b>	<b>\$ 562,879</b>	<b>\$ 420,000</b>	<b>\$ 750,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 18,665,000</b>	<b>\$ 21,300,879</b>	<b>\$ 18,665,000</b>

# FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM BUDGETED EXPENDITURES

## FY 2021-22 PROPOSED CAPITAL BUDGET

PROJECT TITLE	FUND	PROJECT NO.	PRIOR YEAR(S)	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FUTURE YEARS	TOTAL ALL FY	UNFUNDED
<b>FACILITY IMPROVEMENTS</b>											
ADA TRANSITION PLAN IMPLEMENTATION PROGRAM	151	0601	N/A	\$ 30,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ -	N/A	\$ 180,000	\$ -
SIDEWALK REPLACEMENT AND REPAIR PROGRAM	151	0562	N/A	\$ 50,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	N/A	\$ 450,000	\$ -
URBAN FOREST MANAGEMENT PROGRAM	151	0598	N/A	\$ 150,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	N/A	\$ 550,000	\$ -
EMERGENCY RESPONSE PROGRAM	127	0604	N/A	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	N/A	\$ 500,000	\$ -
CORPORATE YARD IMPROVEMENTS	127	9023	\$ 75,000	\$ 1,270,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,345,000	\$ -
SHERIFF SUBSTATION RENOVATION PROJECT	127	0605	\$ 7,000	\$ 253,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 260,000	\$ -
PILARCITOS CREEK RESTORATION AND REMEDIATION PROJECT	127	9022	\$ 180,000	\$ 180,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 360,000	\$ -
CIVIC CENTER SITE PLAN	127	0624	\$ -	\$ -	\$ 85,000	\$ -	\$ -	\$ -	\$ -	\$ 85,000	\$ -
CUNHA PARKING LOT EXPANSION FOR LIBRARY	153	0545	\$ -	\$ -	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ 400,000	\$ 975,000
RESTORATION AND WATERSHED PROTECTION OF CITY PARCEL	127	0622	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 975,000	\$ 975,000	\$ -
<b>TOTAL FACILITY IMPROVEMENTS</b>			<b>\$ 262,000</b>	<b>\$ 2,033,000</b>	<b>\$ 835,000</b>	<b>\$ 350,000</b>	<b>\$ 350,000</b>	<b>\$ 300,000</b>	<b>\$ 975,000</b>	<b>\$ 5,105,000</b>	<b>\$ 975,000</b>
<b>SEWER IMPROVEMENTS</b>											
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	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	N/A	\$ 375,000	\$ -
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 OCEAN COLONY PUMP STATION REPLACEMENT	202	0507	N/A	\$ 90,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	N/A	\$ 290,000	\$ -
SANITARY SEWER MASTER PLAN	202	9025	\$ 881,000	\$ 1,744,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,625,000	\$ -
GIS IMPLEMENTATION	202	9024	\$ 18,000	\$ 137,000	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ 170,000	\$ -
LORYN LANE SEWER MAIN REPAIR	202	0586	\$ -	\$ 125,000	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000	\$ -
<b>TOTAL SEWER IMPROVEMENTS</b>			<b>\$ 899,000</b>	<b>\$ 2,621,000</b>	<b>\$ 890,000</b>	<b>\$ 575,000</b>	<b>\$ 575,000</b>	<b>\$ 575,000</b>	<b>\$ -</b>	<b>\$ 6,135,000</b>	<b>\$ -</b>
<b>STREET IMPROVEMENTS</b>											
NEIGHBORHOOD TRAFFIC SAFETY PROGRAM	123	9000	N/A	\$ 25,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	N/A	\$ 185,000	\$ -
PROGRAM	123	0514	N/A	\$ 990,000	\$ 1,025,000	\$ 120,000	\$ 1,025,000	\$ 120,000	N/A	\$ 3,280,000	\$ 2,290,000
CROSSWALKS AND ADA RETROFIT PROGRAM	123	0572	N/A	\$ -	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	N/A	\$ 240,000	\$ -
HIGHWAY 1 SAFETY - SOUTH	123	0523	\$ 2,000,481	\$ 1,997,918	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,998,399	\$ -
HIGHWAY 1 SAFETY - NORTH	123	0538	\$ 1,030,000	\$ 73,713	\$ 6,500,000	\$ 6,500,000	\$ -	\$ -	\$ -	\$ 14,103,713	\$ 7,134,000
MAIN STREET BRIDGE PROJECT	121	0759	\$ 975,000	\$ 335,000	\$ 5,950,000	\$ 5,950,000	\$ -	\$ -	\$ -	\$ 13,210,000	\$ -
POPLAR STREET TRAFFIC CALMING AND SAFETY PROJECT	123	0593	\$ 67,000	\$ 129,932	\$ 2,000,000	\$ -	\$ -	\$ -	\$ -	\$ 2,196,932	\$ 798,000
HIGHWAY 1/KELLY AVENUE INTERSECTION IMPROVEMENT PROJECT	112	0571	\$ -	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ 4,800,000	\$ 5,000,000	\$ 4,800,000
KELLY AVENUE REHABILITATION PROJECT	123	TBD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,500,000	\$ 3,500,000	\$ 3,500,000
<b>TOTAL STREET IMPROVEMENTS</b>			<b>\$ 4,072,481</b>	<b>\$ 3,551,563</b>	<b>\$ 15,775,000</b>	<b>\$ 12,670,000</b>	<b>\$ 1,125,000</b>	<b>\$ 220,000</b>	<b>\$ 8,300,000</b>	<b>\$ 45,714,044</b>	<b>\$ 15,022,000</b>

**FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM BUDGETED EXPENDITURES  
FY 2021-22 PROPOSED CAPITAL BUDGET**

PROJECT TITLE	FUND	PROJECT NO.	PRIOR YEAR(S)	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FUTURE YEARS	TOTAL ALL FY	UNFUNDED
<b>TRAIL IMPROVEMENTS</b>											
BICYCLE AND PEDESTRIAN MASTER PLAN IMPLEMENTATION PROGRAM	125	0615	N/A	\$ 370,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	N/A	\$ 770,000	\$ -
EASTSIDE PARALLEL TRAIL NORTH - SEGMENT 4	125	0619	\$ -	\$ 187,000	\$ 597,000	\$ -	\$ -	\$ -	\$ -	\$ 784,000	\$ 50,000
POPLAR STREET PARALLEL PATH	125	1003	\$ 7,000	\$ 156,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 163,000	\$ -
SECONDARY POPLAR BEACH ACCESS	125	1004	\$ -	\$ 45,000	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 295,000	\$ -
PEDESTRIAN/BICYCLE CONNECTION TO HATCH ELEMENTARY	125	9010	\$ -	\$ -	\$ 10,000	\$ 230,000	\$ -	\$ -	\$ -	\$ 240,000	\$ 230,000
WAVECREST WALKWAY EXTENSION		0564	\$ -	\$ -	\$ 95,000	\$ 330,000	\$ -	\$ -	\$ -	\$ 425,000	\$ -
JOHNSTON HOUSE TRAIL	125	TBD	\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ 100,000	\$ -
COASTAL BLUFF PRESERVATION	125	0618	\$ -	\$ -	\$ 390,000	\$ 215,000	\$ 215,000	\$ 215,000	\$ -	\$ 1,035,000	\$ 1,035,000
EASTSIDE PARALLEL TRAIL NORTH - SEGMENT 2	125	0595	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,100,000	\$ 4,100,000	\$ 4,100,000
NAOMI PATRIDGE TRAIL EXTENSION (SOUTH)	125	TBD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,500,000	\$ 2,500,000	\$ 2,500,000
POPLAR BEACH COASTAL TRAIL - RELOCATION AND EROSION MITIGATION	125	TBD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,000,000	\$ 3,000,000	\$ 3,000,000
<b>TOTAL TRAIL IMPROVEMENTS</b>			<b>\$ 7,000</b>	<b>\$ 758,000</b>	<b>\$ 1,442,000</b>	<b>\$ 975,000</b>	<b>\$ 315,000</b>	<b>\$ 315,000</b>	<b>\$ 9,600,000</b>	<b>\$ 13,412,000</b>	<b>\$ 10,915,000</b>
<b>TOTAL FY ALLOCATIONS</b>			<b>\$ 7,417,738</b>	<b>\$ 10,594,128</b>	<b>\$ 21,147,000</b>	<b>\$ 16,295,000</b>	<b>\$ 2,755,000</b>	<b>\$ 1,660,000</b>	<b>\$ 45,394,250</b>	<b>\$ 105,263,116</b>	<b>\$ 55,081,250</b>



# CITY OF HALF MOON BAY

## Other Information



Painting By: Marcia Sivek

Title: Poppies And Lupine

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Painting By: Susan Costes-Hoffman  
Title: A Peaceful Moment



# CITY OF HALF MOON BAY

## Investment Policy



Painting By: Marian Yap

Title: The Transitory Nature Of All Things



## 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-2021-44**

**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 15th day of June, 2021 by the City Council of Half Moon Bay by the following vote:

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

NOES, Councilmembers:

ABSENT, Councilmembers:

ABSTAIN, Councilmembers:

ATTEST:

*Jessica Blair*

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

APPROVED:

*Robert Brownstone*

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



Painting By: Marie Massey

Title: Sunset Surfing



# City of Half Moon Bay

## General Fund & Economic Uncertainty Reserve Policy

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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.

# City of Half Moon Bay

## General Fund & Economic Uncertainty Reserve Policy

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- 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.

# City of Half Moon Bay

## General Fund & Economic Uncertainty Reserve Policy

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**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

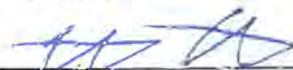
NOES, Councilmembers:

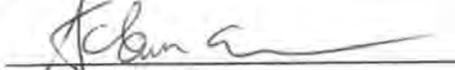
ABSENT, Councilmembers:

ABSTAIN, Councilmembers:

ATTEST:

APPROVED:

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

  
\_\_\_\_\_  
Adam Eisen, Mayor



# CITY OF HALF MOON BAY

## Master Fee Schedule



Painting By: Mark Monsarrat

Title: Pescadero Rocks



# 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 2021-22 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.

Development Impact Fees were adjusted for cost of living in 2021 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 Development 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 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. In FY2019-20, 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) FY2021-22 rate is 2.8%. The FY2021-22 CPI-W rate is 1.8%. In FY21-22 there will be no Public Safety increases due to the ongoing COVID-19 pandemic.

**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 20-21	FY 21-22	UNIT / TYPE
		AMOUNT	AMOUNT	
<b>I. ADMINISTRATION</b>				
<b>1 Administrative Fees</b>				
1 First Returned Item	101-101-4901	\$25.00	\$25.00	Each
2 Each Additional Item	101-101-4901	\$38.00	\$39.00	Each
3 Credit Card Convenience Fee	101-101-4901	\$0.00	2.4%	2.4% on charges \$30.00 and more
<b>2 Duplication</b>				
1 Photocopies	101-101-4901	\$0.25	\$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
<b>3 Agenda Indexes for Meetings</b>		\$0.00	\$0.00	
<b>4 City Clerk</b>				
Election Filing Fee	101-110-4901	\$25.00	\$25.00	Each
Candidate Printing Fee	101-110-4901	Determined per election	Determined per election	Deposit
<b>5 Staff Research</b>				
1 City Manager's Office	101-120-4443	\$61.00	\$62.00	Per 0.25 hour
2 Finance Department	101-210-4443	\$51.00	\$52.00	Per 0.25 hour
3 City Clerk's Office	101-140-4443	\$48.00	\$49.00	Per 0.25 hour
4 Planning Department	101-710-4443	\$59.00	\$60.00	Per 0.25 hour
5 Building Department	101-720-4443	\$43.00	\$44.00	Per 0.25 hour
6 Public Works Department - Engineering	101-420-4443	\$52.00	\$53.00	Per 0.25 hour
7 Public Works Department - Maintenance	101-430-4443	\$45.00	\$46.00	Per 0.25 hour
8 Police - Sworn	101-310-4203	\$60.00	\$61.00	Per 0.25 hour
9 Police - Non Sworn	101-310-4203	\$21.00	\$21.00	Per 0.25 hour
<b>6 Private Alarm Permits (Chapter 9.10)</b>				
1 Alarm Permit	101-310-4202	\$53.00	\$54.00	Each
2 False Alarm Response with Permit				
1st & 2nd Alarms	101-310-4202	\$0.00	\$0.00	No fee
3rd Alarm	101-310-4202	\$53.00	\$54.00	Each
4th Alarm	101-310-4202	\$109.00	\$111.00	Each
5th Alarm	101-310-4202	\$165.00	\$168.00	Each
6th Alarm and responses thereafter	101-310-4202	\$220.00	\$224.00	Each
3 False Alarm without Permit				
1st & 2nd Alarms	101-310-4202	\$53.00	\$54.00	Each
3rd Alarm	101-310-4202	\$109.00	\$111.00	Each
4th Alarm	101-310-4202	\$137.00	\$139.00	Each
5th Alarm	101-310-4202	\$192.00	\$195.00	Each
6th Alarm and responses thereafter	101-310-4202	\$275.00	\$280.00	Each
<b>7 Film Permit (Chapter 9.74)</b>	101-101-4201	\$566.00	\$576.00	Per day
<b>8 Special Event Permits<sup>[1]</sup></b>				
1 Block Parties	101-101-4201	\$220.00	\$224.00	Per event
2 Fund Raisers	101-101-4201	\$220.00	\$224.00	Per event
3 Miscellaneous Events	101-101-4201	\$440.00	\$448.00	Per event
4 Carnival/Circus/Parade/Race/Rodeo, etc.	101-101-4201	\$440.00	\$448.00	Each
5 Amusement Concession	101-101-4201	\$440.00	\$448.00	Each
<b>9 Poplar Beach Parking<sup>[1]</sup></b>				
Vehicles less than 20 feet	101-430-4720	\$10.00	\$10.00	Per 12 hours
Horse trailers and vehicles longer than 20 feet	101-430-4720	\$15.00	\$15.00	Per 12 hours
Annual Permit - Half Moon Bay Residents only	101-430-4720	\$165.00	\$165.00	12 month permit
Nine-month Permit - Half Moon Bay Residents only	101-430-4720	\$90.00	\$90.00	9-month (September through May)
<b>10 BID Administration for City Hotels</b>	101-210-4443	\$165.00	\$165.00	Per month (10 Hotels @ \$200ea/yr / 12 mos)
<b>11 Street Closure</b>	Expense Code	Actual cost	Actual cost	
<b>12 Professional Dog Walker permit</b>		\$200.00	\$200.00	Annual
<b>13 Personal Dog Walker permit (3-6 dogs)</b>		TBD	TBD	Annual

**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 20-21	FY 21-22	UNIT / TYPE
		AMOUNT	AMOUNT	
<b>II. BUILDING <sup>(2)(3)</sup></b>				
<b>0 Building Hourly Rates</b>		\$178.00	\$181.00	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
<b>1 Building Permit Fee for Alterations, Additions, and New Construction (based on valuation of improvement)</b>				
Valuation (\$)				
0 - 500 (Includes basic water heater, furnace replacements and re-roofing with two or fewer inspections)	101-720-4422	\$178.00	\$181.00	Per hour
501 - 2,000				
First 500	101-720-4422	\$232.00	\$236.00	Valuation
Each Additional 100 or fraction thereof	101-720-4422	\$11.00	\$11.00	
2,001 - 25,000				
First 2,000	101-720-4422	\$430.00	\$438.00	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	\$484.00	\$493.00	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	\$646.00	\$658.00	Valuation
Each Additional 1,000 or fraction thereof	101-720-4422	\$3.00	\$3.00	
100,001 - 500,000				
First 100,000	101-720-4422	\$808.00	\$823.00	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	\$2,161.00	\$2,200.00	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	\$5,188.00	\$5,281.00	Valuation
Each Additional 1,000 or fraction thereof	101-720-4422	\$5.40	\$6.00	
<b>2 Building Plan Check Fee</b>				
		65% of Building Permit Fee	65% of Building Permit Fee	
Miscellaneous Plan Review		\$178.00	\$181.00	Per hour
Plan Revision	101-720-4422	\$178.00	\$181.00	Per hour
Fee for 4th review onwards-charged on hourly basis	101-720-4422	\$178.00	\$181.00	Per hour
Electronic submittal fee	101-720-4422	\$2/drawing sheet and \$5.29 flat fee for supporting documents	\$2/drawing sheet and \$5.59 flat fee for supporting documents	Each
<b>3 Miscellaneous Permit</b>				
1 Demolition	101-720-4422	\$356.00	\$362.00	Up To 2 hours
2 Solar	101-720-4422	\$178.00	\$181.00	Per hour
<b>Residential</b>				
0-15kW	101-720-4422	\$178.00	\$181.00	Per hour
Above 15kW				
First 15kW	101-720-4422	\$178.00	\$181.00	Per hour
Each Additional kW or fraction thereof	101-720-4422	\$89.00	\$91.00	Per 0.5 hour
<b>Commercial</b>				
0-50 kW	101-720-4422	\$268.00	\$273.00	Per 1.5 hour
51-250 kW				
First 50kW	101-720-4422	\$268.00	\$273.00	
Each Additional kW or fraction thereof	101-720-4422	\$89.00	\$91.00	Per 0.5 hour
Above 205kW				
First 50kW	101-720-4422	\$268.00	\$273.00	Per 1.5 hour
Each Additional kW or fraction thereof	101-720-4422	\$89.00	\$91.00	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	\$89.00	\$91.00	Per 0.5 hour
5 Address Assignment		\$178.00	\$181.00	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 20-21	FY 21-22	UNIT / TYPE
		AMOUNT	AMOUNT	
<b>4 Other Inspections and Fees</b>				
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	101-710-4444	0.25%	0.25%	Valuation
<b>5 Refund (Update Refund Policy)</b>		\$89.00	\$91.00	Per 0.5 hour
<b>6 Special Structural Inspection Fee</b>	101-720-4422	\$216.00	\$273.00	Deposit to be determined by Public Works Director at time of application. Per Public Works hourly rate
<b>7 Electrical Permit</b>				
<b>Permit Issuance</b>				
For issuing each permit	101-720-4422	\$42.00	\$43.00	Each
For issuing each supplemental permit for which the original permit has not expired, been canceled or finalized	101-720-4422	\$42.00	\$43.00	Each
<b>New Residential Buildings</b>				
For new multifamily residential buildings (apartments and condominiums) having three or more living units, including the area of garages, carports, and other non-commercial automobile storage areas constructed at the same time, per square foot	101-720-4422	\$13.00	\$15.00	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	\$15.00	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	
<b>Private Swimming Pools</b>				
For new private, residential, in-ground swimming pools for single family/multi-family occupancies, including a complete system of necessary branch circuit wiring, bonding, grounding, underwater lighting, water pumping, and other similar electrical equipment directly related to the operation of a swimming pool, each pool	101-720-4422	\$19.00	\$21.00	Each
<b>Carnivals and Circuses</b>				
<b>Carnivals, circuses, or other traveling shows or exhibitions utilizing transportable-type rides, booths, displays and attractions:</b>				
For electrical generators and electrically driven rides, each	101-720-4422	\$35.00	\$38.00	Each
For mechanically driven rides and walk-through attractions or displays having electric lighting, each	101-720-4422	\$6.00	\$7.00	Each
For a system of area and booth lighting, each	101-720-4422	\$6.00	\$7.00	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	
<b>Temporary Power Services</b>				
For a temporary service power pole or pedestal including all pole or pedestal-mounted receptacle outlets and appurtenances, each	101-720-4422	\$19.00	\$21.00	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	\$21.00	Each
<b>Receptacle, Switch and Lighting Outlets</b>				
<b>For receptacle, switch, lighting, or other outlets at which current is used or controlled (except services, feeders, and meters):</b>				
First 20 fixtures, each	101-720-4422	\$1.45	\$1.48	Each
Additional fixtures, each	101-720-4422	\$0.29	\$0.30	Each
<b>For lighting fixtures, sockets, or other lamp-holding devices:</b>				
First 20 fixtures, each	101-720-4422	\$1.45	\$1.48	Each
Additional fixtures, each	101-720-4422	\$1.45	\$1.48	Each
For pole or platform-mounted lighting fixtures	101-720-4422	\$25.00	\$28.00	Each
For theatrical-type lighting fixtures or assemblies	101-720-4422	\$25.00	\$28.00	Each
<b>Residential Appliances</b>				
For fixed residential appliances or receptacle outlets for same, including wall-mounted electrical ovens; counter-mounted cooking tops; electric ranges; self-contained room, console, or through wall air conditioners; space heaters; food waste grinders; dishwashers; washing machines; water heaters; clothes dryers; or other motor-operated appliance not exceeding one horsepower (HP) in rating	101-720-4422	\$3.00	\$3.00	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 20-21	FY 21-22	UNIT / TYPE
		AMOUNT	AMOUNT	
<b>Non-Residential Appliances</b>				
For residential appliances and self-contained factory-wired non-residential appliances not exceeding one horsepower (HP), kilowatt (KW), or kilovolt ampere (KVA) in rating, including medical or dental devices; food, beverage, and ice cream cabinets; illuminated show cases; drinking fountains; vending machines; laundry machines; or other similar types of equipment	101-720-4422	\$3.00	\$3.00	Each
<b>Busways</b>				
For trolley and plug-in-type busways, each 100 feet or fraction thereof <b>Note:</b> An additional fee is required for lighting fixtures, motors and other appliances that are connected to trolley and plug-in-type busways. A fee is not required for portable tools.	101-720-4422	\$25.00	\$28.00	Each 100 ft or fraction thereof
<b>Power Apparatus</b>				
<b>For motors, generators, transformers, rectifiers, synchronous converters, capacitors, industrial heating, air conditioners and heat pumps, cooking or baking equipment and other apparatus, as follows (Rating in Horsepower (HP), kilowatts (KW), kilovolt-amperes (KVA), or kilo-volt-amperes reactive (KVAR):</b>				
Up to and including 1	101-720-4422	\$13.00	\$15.00	Each
Over 1 and not over 10	101-720-4422	\$13.00	\$15.00	Each
Over 10 and not over 50	101-720-4422	\$25.00	\$28.00	Each
Over 50 and not over 100	101-720-4422	\$25.00	\$28.00	Each
Over 100	101-720-4422	\$56.00	\$57.00	Each
<b>Signs, Outline Lighting and Marquees</b>				
For signs, outline lighting systems or marquees supplied from one branch circuit	101-720-4422	\$13.00	\$15.00	Each
For additional branch circuits within the same sign, outline lighting system or marquee	101-720-4422	\$13.00	\$15.00	Each
<b>Services</b>				
For services of 600 volts or less and no over 200 amperes in rating	101-720-4422	\$13.00	\$15.00	Each
For services of 600 volts or less and not over 200 amperes to 1,000 amperes in rating	101-720-4422	\$13.00	\$15.00	Each
For services over 600 volts or over 1,000 amperes in rating	101-720-4422	\$19.00	\$21.00	Each
<b>Miscellaneous Apparatus, Conduits and Conductors</b>				
For electrical apparatus, conduits and conductors for which a permit is required but for which no fee is herein set forth	101-720-4422	\$25.00	\$27.97	Each
<b>Other Inspection and Fees</b>				
		Per building hourly rate	Per building hourly rate	Per hour
<b>8 Mechanical Permit</b>				
<b>Permit Issuance</b>				
For issuing each permit	101-720-4422	\$42.00	\$43.00	Each
For issuing each supplemental permit for which the original permit has not expired, been canceled or finalized	101-720-4422	\$42.00	\$43.00	Each
<b>Furnaces</b>				
For the installation or relocation of each forced-air or gravity-type furnace or burner, including ducts, and vents attached to such appliances, up to and including 100,000 Btu/h	101-720-4422	\$13.00	\$15.00	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	\$15.00	Each
For the installation or relocation of each floor furnace, including vent	101-720-4422	\$13.00	\$15.00	Each
For the installation or relocation of each suspended heater, recessed wall heater or floor-mounted heater	101-720-4422	\$13.00	\$15.00	Each
<b>Appliance Vents</b>				
For the installation, relocation or replacement of each appliance vent installed and not included in an appliance permit	101-720-4422	\$13.00	\$15.00	Each
<b>Repairs or Additions</b>				
For the repair of, alteration of, or addition to each heating appliance, refrigeration unit, cooling unit, absorption unit, or each heating, cooling, absorption, or evaporative cooling system, including installation of controls regulated by the Code	101-720-4422	\$19.00	\$21.00	Each
<b>Boilers, Compressors and Absorption Systems</b>				
For the installation or relocation of each boiler or compressor up to and including three horsepower, or each absorption system up to and including 100,000 Btu/h	101-720-4422	\$43.00	\$45.00	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	\$43.00	\$45.00	Each
For the installation or relocation of each boiler or compressor over 15 horsepower, up to and including 30 horsepower, or each absorption system over 500,000 Btu/h to and including 1,000,000 Btu/h	101-720-4422	\$43.00	\$45.00	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	\$89.00	\$91.00	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 20-21	FY 21-22	UNIT / TYPE
		AMOUNT	AMOUNT	
<b>Air Handlers</b>				
For each air-handling unit to and including 10,000 cubic feet per minute, including ducts attached thereto	101-720-4422	\$13.00	\$15.00	Each
For each air-handling unit over 10,000 cfm	101-720-4422	\$25.00	\$28.00	Each
<b>Evaporative Coolers</b>				
For each evaporative cooler other than portable type	101-720-4422	\$13.00	\$15.00	Each
<b>Ventilation and Exhaust</b>				
For each ventilation fan connected to a single duct	101-720-4422	\$13.00	\$15.00	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	\$15.00	Each
For the installation of each hood which is served by mechanical exhaust, including the ducts for such hood	101-720-4422	\$13.00	\$15.00	Each
<b>Incinerators</b>				
For the installation or relocation of each domestic-type incinerator	101-720-4422	\$25.00	\$28.00	Each
For the installation or relocation of each commercial or industrial-type incinerator	101-720-4422	\$25.00	\$28.00	Each
<b>Miscellaneous</b>				
For each appliance or piece of equipment regulated by the Mechanical Code but not classed in other appliance categories, or for which no other fee is listed in the table	101-720-4422	\$13.00	\$15.00	Each
<b>9 Plumbing Permit</b>				
<b>Permit Issuance</b>				
For issuing each permit	101-720-4422	\$42.00	\$45.00	Each
For issuing each supplemental permit for which the original permit has not expired, been canceled or finalized	101-720-4422	\$42.00	\$45.00	Each
<b>Fixtures and Vents</b>				
For each plumbing fixture or trap or set of fixtures on one trap (including water, drainage piping and backflow protection therefore)	101-720-4422	\$13.00	\$15.00	Each
For each repair or alteration of drainage or vent piping, each fixture	101-720-4422	\$13.00	\$15.00	Each
<b>Sewers, Disposal Systems and Interceptors</b>				
For each building sewer and each trailer park sewer	101-720-4422	\$25.00	\$28.00	Each
Rainwater systems-per drain (inside building)	101-720-4422	\$13.00	\$15.00	Each
For each cesspool (where permitted)	101-720-4422	\$13.00	\$15.00	Each
For each private sewage disposal system	101-720-4422	\$19.00	\$21.00	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	\$21.00	Each
<b>Gas Piping Systems</b>				
For each gas-piping system of one to five outlets	101-720-4422	\$13.00	\$25.00	Each
For each additional gas piping system outlet, per outlet	101-720-4422	\$2.00	\$2.00	Each
<b>Water Piping and Water Heaters</b>				
For installation, alteration, or repair of water piping or water-treating equipment, or both, each	101-720-4422	\$13.00	\$15.00	Each
For each water heater and/or vent	101-720-4422	\$3.00	\$3.00	Each
<b>Lawn Sprinklers, Vacuum Breakers &amp; Backflow Protection Devices</b>				
For each lawn sprinkler system or any one meter, including backflow protection devices thereof	101-720-4422	\$13.00	\$15.00	Each
<b>For atmospheric-type vacuum breakers or backflow protection devices not included above:</b>				
1 to 5	101-720-4422	\$3.00	\$3.00	Each
Over 5, each	101-720-4422	\$2.00	\$2.00	Each
<b>For each backflow protective device other than atmospheric type vacuum breakers:</b>				
2 inch diameter and smaller	101-720-4422	\$6.00	\$7.00	Each
over 2 inch diameter	101-720-4422	\$13.00	\$14.00	Each
<b>Swimming Pools</b>				
Public Pool	101-720-4422	\$42.00	\$45.00	Each
Public Spa	101-720-4422	\$25.00	\$28.00	Each
Private Pool	101-720-4422	\$42.00	\$45.00	Each
Private Spa (pre-manufactured)	101-720-4422	\$6.00	\$7.00	Per valuation
Private Spa (custom built)	101-720-4422	\$25.00	\$28.00	Each
<b>Miscellaneous</b>				
For each appliance or piece of equipment regulated by the Plumbing Code but not classed in other appliance categories, or for which no other fee is listed in this code	101-720-4422	\$13.00	\$15.00	Each
<b>Other Inspection and Fees</b>				
		Per building hourly rate	Per building hourly rate	Per hour

<sup>[1]</sup> 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.

<sup>[2]</sup> Permit fees for work done without a valid permit are 2x the applicable permit fee

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

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SERVICES	CODING	PREVIOUS FY 20-21	FY 21-22	UNIT / TYPE
		AMOUNT	AMOUNT	
<b>III. PUBLIC WORKS<sup>(4) (5)</sup></b>				
<b>0 Public Works Hourly Rate</b>	101-420-4443	\$216.00	\$220.00	Hourly rate
<b>1 Public Improvement Plan Check Fee (including grading)</b>				
Valuation (\$)				
\$10,000	101-420-4421	\$847.00	\$890.00	Flat fee
Each additional \$1,000 or fraction thereof	101-420-4421	\$42.00	\$43.00	Flat fee
\$100,000	101-420-4421	\$4,808.00	\$4,895.00	Flat fee
Each additional \$1,000 or fraction thereof	101-420-4421	\$35.00	\$36.00	Flat fee
\$500,000	101-420-4421	\$19,457.00	\$19,807.00	Flat fee
Each additional \$1,000 or fraction thereof	101-420-4421	\$37.00	\$38.00	Flat fee
<b>2 Construction Inspection</b>				
Valuation (\$)				
\$10,000	101-420-4421	\$847.00	\$890.00	Flat fee
Each additional \$1,000 or fraction thereof	101-420-4421	\$70.00	\$72.00	Flat fee
\$100,000	101-420-4421	\$7,432.00	\$7,566.00	Flat fee
Each additional \$1,000 or fraction thereof	101-420-4421	\$56.00	\$57.00	Flat fee
\$500,000	101-420-4421	\$30,826.00	\$31,381.00	Flat fee
Each additional \$1,000 or fraction thereof	101-420-4421	\$60.00	\$61.00	Flat fee
<b>3 Final Map Review</b>				
Parcel Map (Up to 4)	101-000-2302	\$6,733.00	\$6,854.00	Deposit
Tract Map (Up to 5)	101-000-2302	\$8,416.00	\$8,568.00	Deposit
<b>4 Subdivision Improvement Agreement Review</b>	101-000-2302	\$3,350.00	\$3,410.00	Deposit
<b>5 Encroachment Permits Plan Review &amp; Inspection</b>				
Spot Repair (i.e. water leaks, pothole patches)	101-420-4421	\$435.00	\$443.00	Flat Fee
Excavation/Restoration less than 100 LF	101-420-4421	\$874.00	\$890.00	Flat Fee
Excavation/Restoration 100 LF or greater	101-420-4421	\$874.00	\$890.00	Flat Fee
each additional 100 LF	101-420-4421	\$435.00	\$443.00	Flat Fee
Curb, gutter, sidewalk, or driveway less than 100 LF	101-420-4421	\$874.00	\$890.00	Flat Fee
Curb, gutter, sidewalk, or driveway 100 LF or greater	101-420-4421	\$874.00	\$890.00	Flat Fee
each additional 100 LF	101-420-4421	\$435.00	\$443.00	Flat Fee
Sewer connections, repair or extension 100 LF or less	101-420-4421	\$874.00	\$890.00	Flat Fee
Sewer Drain connection, repair or extension 100 LF or Greater	101-420-4421	\$874.00	\$890.00	Flat Fee
each additional 100 LF	101-420-4421	\$435.00	\$443.00	Flat Fee
Storm Drain connection, repair or extension <100 LF	101-420-4421	\$874.00	\$890.00	Flat Fee
each additional 100 LF	101-420-4421	\$435.00	\$443.00	Flat Fee
Storm Drain connection, repair or extension >100 LF	101-420-4421	\$874.00	\$890.00	Flat Fee
each additional 100 LF	101-420-4421	\$435.00	\$443.00	Flat Fee
Unpermitted encroachments	101-420-4421	1.5 x fee	1.5 x fee	Fine / Penalty
Monitoring Wells	101-420-4421	\$435.00	\$443.00	Flat Fee
Permit Time Extension	101-420-4421	\$107.00	\$109.00	Flat Fee
<b>6 Public Right-of-Way/Easement Encroachment (Temporary)</b>	101-420-4421	\$216.00	\$220.00	Flat fee
<b>7 Deferred Improvement Agreement Review</b>	101-420-4421	\$435.00	\$443.00	Flat fee
<b>8 Grading Permits Plan Review and Inspection<sup>(3)</sup></b>				
Grading changes 50-1,000 CY	101-140-5231	\$874.00	\$890.00	Flat fee
Grading changes >1,000 CY	101-140-5231	\$874.00	\$890.00	Flat fee
Additional 100 CY over 1000	101-140-5231	\$216.00	\$220.00	Flat fee
<b>9 Sewer</b>				
FOG Self Certification Form		\$50.00	\$51.00	Flat fee
Transfer of Uninstalled Capacity Fee	202-520-4506	\$435.00	\$443.00	Flat fee
<b>10 Supporting to Planning</b>				
<b>1 Pre-Entitlement Processing</b>				
Pre-Application Review	101-000-2302	\$216.00	\$220.00	Deposit
Pre-Application: Commercial Cannabis Business Review	101-000-2302	\$216.00	\$220.00	Deposit

**City of Half Moon Bay**

**Master Fee Schedule**

**Other Fees, Charges & Services**

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SERVICES	CODING	PREVIOUS FY 20-21	FY 21-22	UNIT / TYPE
		AMOUNT	AMOUNT	
<b>2 Coastal Development Permit Processing</b>				
Coastal Development Permit Exemption	101-420-4421	\$216.00	\$220.00	Flat Fee
Single Family Residential	101-000-2302	\$841.00	\$890.00	Deposit
Accessory Dwelling Unit - New Development	101-420-4421	\$432.00	\$443.00	Flat Fee
Multiple Family Residential	101-000-2302	\$1,642.00	\$1,837.00	Deposit
Commercial / Mixed Use	101-000-2302	\$1,642.00	\$1,837.00	Deposit
Industrial / Institutional	101-000-2302	\$1,642.00	\$1,837.00	Deposit
Other Development				
Community Development Director	101-000-2302	\$821.00	\$919.00	Deposit
Planning Commission	101-000-2302	\$1,642.00	\$1,837.00	Deposit
Amendments				
Minor Amendments	101-420-4421	\$216.00	\$220.00	Flat fee
Major Amendments	101-000-2302	\$1,642.00	\$1,837.00	Deposit
<b>3 Environmental Clearance Processing</b>				
CEQA/NEPA Environmental Clearance				
Negative Declaration	101-000-2302	\$841.00	\$856.00	Deposit
EIR	101-000-2302	\$1,683.00	\$1,713.00	Deposit
<b>4 Entitlement Processing</b>				
Commercial Cannabis Business License	101-000-2302	\$1,642.00	\$1,672.00	Deposit
Use Permit	101-000-2302	\$821.00	\$836.00	Deposit
Variance / Exception Planning Commission	101-000-2302	\$821.00	\$919.00	Deposit
Exception/Community Development Director	101-000-2302	\$821.00	\$919.00	Deposit
Zoning, LCP, and GP Amendments				
LCP/GP	101-000-2302	\$821.00	\$919.00	Deposit
IP/Rezoning	101-000-2302	\$821.00	\$919.00	Deposit
Planned Unit Development Specific Plan	101-000-2302	\$821.00	\$919.00	Deposit
Planned Unit Development Specific Plan Amendment	101-000-2302	\$821.00	\$919.00	Deposit
Planned Unit Development Precise Plan	101-000-2302	\$821.00	\$919.00	Deposit
Planned Unit Development Precise Plan Amendment	101-000-2302	\$821.00	\$919.00	Deposit
Annexation/Prezoning	101-000-2302	\$821.00	\$919.00	Deposit
Land Division and Merger				
Certificate of Compliance	101-000-2302	\$821.00	\$919.00	Deposit
Lot Merger	101-000-2302	\$410.00	\$459.00	Deposit
Lot Line Adjustment	101-000-2302	\$821.00	\$919.00	Deposit
Parcel Map (four or fewer lots)	101-000-2302	\$1,642.00	\$1,837.00	Deposit
Tentative Subdivision Map	101-000-2302	\$3,285.00	\$3,675.00	Deposit
Subdivision Agreement				No Fee
Time Extension	101-000-2302	\$821.00	\$919.00	Deposit
Community Development Director Review	101-000-2302	\$204.00	\$228.00	Deposit
<b>11 Building Plan Review / Support</b>				
1 Minor Residential improvement	101-420-4421	\$216.00	\$220.00	Flat fee
2 TI or Addition of s.f	101-420-4421	\$435.00	\$443.00	Flat fee
3 New SFD	101-420-4421	\$435.00	\$443.00	Flat fee
4 New Multifamily or Commercial	101-420-4421	\$1,090.00	\$1,110.00	Flat fee

<sup>[3]</sup> Permit fees for work done without a valid permit are 2x the applicable permit fee

<sup>[4]</sup> Construction activities during October through April shall require Storm Water Pollution Prevention plans, measures and fees.

<sup>[5]</sup> For deposit accounts, total cost equal to 100% of staff and/or consultant time and materials

**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 20-21	FY 21-22	UNIT / TYPE
		AMOUNT	AMOUNT	
<b>IV. DEVELOPER IMPACT FEES<sup>(6)</sup></b>				
<b>1 Single Family and Accessory Dwelling Units greater than 750 SQFT</b>				
<b>(Developer Impact Fees calculated for each Accessory Dwelling Unit per City Ordinance and State Law)</b>				
1 Sewer Capacity - Assessment District Participant	202-520-4506	\$5,128.00	\$5,272.00	Per dwelling unit
Sewer Capacity - Assessment District Non-Participant	202-520-4506	\$18,232.00	\$18,743.00	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	\$781.00	\$803.00	Per dwelling unit
5 Capital Outlay Facilities	301-101-4503	\$1,107.00	\$1,138.00	Per dwelling unit
6 Traffic Mitigation	112-510-4502	\$7,215.00	\$7,417.00	Per dwelling unit
7 Park Facilities	125-530-4504	\$8,147.00	\$8,375.00	Per dwelling unit
<b>2 Development Fees; Multi-Family / Commercial</b>				
1 Sewer Capacity				
Multi-Family	202-520-4506	\$4,307.00	\$4,428.00	Per dwelling unit
Mobile Home	202-520-4506	\$3,230.00	\$3,320.00	Per dwelling unit
Office	202-520-4506	\$1,384.00	\$1,423.00	Per 1,000 square feet
Commercial/Retail	202-520-4506	\$1,998.00	\$2,054.00	Per 1,000 square feet
Lodging	202-520-4506	\$1,998.00	\$2,054.00	Per room
Industrial	202-520-4506	\$1,998.00	\$2,054.00	Per 1,000 square feet
Sewer Connection - Assessment District Non-Participant	202-520-4506	\$18,232.00	\$18,743.00	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 \$ .50
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 thereof above \$100,000	101-000-2182	\$1.00	\$1.00	Valuation
4 Storm Drainage				
Multi-Family	152-450-4501	\$308.00	\$317.00	Per dwelling unit
Mobile Home	152-450-4501	\$0.00	\$0.00	Per dwelling unit
Office	152-450-4501	\$659.00	\$677.00	Per 1,000 square feet
Commercial/Retail	152-450-4501	\$476.00	\$489.00	Per 1,000 square feet
Lodging	152-450-4501	\$0.00	\$0.00	Per room
Industrial	152-450-4501	\$329.00	\$338.00	Per 1,000 square feet
5 Capital Outlay				
Multi-Family	301-101-4503	\$923.00	\$949.00	Per dwelling unit
Mobile Home	301-101-4503	\$700.00	\$720.00	Per dwelling unit
Office	301-101-4503	\$353.00	\$363.00	Per 1,000 square feet
Commercial/Retail	301-101-4503	\$194.00	\$199.00	Per 1,000 square feet
Lodging	301-101-4503	\$24.00	\$25.00	Per room
Industrial	301-101-4503	\$176.00	\$181.00	Per 1,000 square feet
6 Traffic Mitigation				
Multi-Family	112-510-4502	\$3,935.00	\$4,045.00	Per dwelling unit
Mobile Home	112-510-4502	\$3,724.00	\$3,828.00	Per dwelling unit
Office	112-510-4502	\$4,523.00	\$4,650.00	Per 1,000 square feet
Commercial/Retail	112-510-4502	\$7,579.00	\$7,791.00	Per 1,000 square feet
Lodging	112-510-4502	\$2,401.00	\$2,486.00	Per room
Industrial	112-510-4502	\$3,677.00	\$3,780.00	Per 1,000 Square Feet

According to Chapter 719, Statutes of 2008

According to Chapter 719, Statutes of 2008

**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 20-21	FY 21-22	UNIT / TYPE
		AMOUNT	AMOUNT	
7 Park Facility Fee				
Multi-Family	125-530-4504	\$6,788.00	\$6,978.00	Per dwelling unit
Mobile Home	125-530-4504	\$5,159.00	\$5,303.00	Per dwelling unit
<b>3 Development Fees - Residential Subdivision Fees Only</b>				
Park Dedication	N/A	Per Chapter 17.48 of Municipal Code	Per Chapter 17.48 of Municipal Code	
<i><sup>(6)</sup> Fees increase annually by the applicable regional annual average of the Engineering News Record - Construction Cost Index</i> <i>* Strong Motion Instrumentation Program Fees Set According to State of CA Dept of Conservation Rates</i> <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>				
<b>V. PLANNING<sup>(5)</sup></b>				
<b>0 Planning Hourly Rate</b>		\$237.00	\$241.00	Per hour
<b>1 Pre-Entitlement Processing</b>				
1 Pre-Application Review	101-000-2302	\$1,553.00	\$1,738.00	Deposit
2 Pre-Application Commercial Cannabis Business	101-000-2302	\$1,553.00	\$1,581.00	Deposit
3 Measure 'D'				
Accessory Dwelling Unit (consistent with City Ordinance and State Law)		\$599.00	\$610.00	Flat fee
Single Allocation	101-710-4443 ACT456	\$599.00	\$610.00	Flat fee
Phasing Agreement	101-000-2302	\$2,261.00	\$2,301.00	Deposit
<b>2 Coastal Development Permit Processing</b>				
1 Coastal Development Permit Exemption	101-000-2302	\$451.00	\$505.00	Deposit
2 Single Family Residential				
<= 3,000 square feet	101-000-2302	\$2,251.00	\$2,519.00	Deposit
> 3,000 square feet	101-000-2302	\$2,894.00	\$3,238.00	Deposit
3 Accessory Dwelling Unit - New Development	101-710-4443	\$594.00	\$605.00	Flat fee
4 Multiple Family Residential				
>= Four dwelling units	101-000-2302	\$3,323.00	\$3,718.00	Deposit
< Four dwelling units	101-000-2302	\$5,575.00	\$6,232.00	Deposit
5 Commercial / Mixed Use				
<= 10,000 square feet	101-000-2302	\$3,323.00	\$3,718.00	Deposit
> 10,000 square feet	101-000-2302	\$5,575.00	\$6,232.00	Deposit
6 Industrial / Institutional				
<= 20,000 square feet	101-000-2302	\$3,323.00	\$3,718.00	Deposit
> 20,000 square feet	101-000-2302	\$5,575.00	\$6,232.00	Deposit
7 Other Development				
Community Development Director	101-000-2302	\$2,465.00	\$2,758.00	Deposit
Planning Commission	101-000-2302	\$3,162.00	\$3,538.00	Deposit
8 Amendments				
Minor Amendment	101-710-4443	\$460.00	\$468.00	Flat fee
Major Amendments	101-000-2302	\$2,465.00	\$2,758.00	Deposit
<b>3 Environmental Clearance Processing</b>				
1 CEQA/NEPA Environmental Clearance				
Negative Declaration	101-000-2302	\$4,502.00	\$5,037.00	Deposit
EIR	101-000-2302	\$10,131.00	\$11,335.00	Deposit
2 Notice of Exemption	101-710-4443	\$237.00	\$241.00	Flat fee
<b>4 Design Review Processing</b>				
1 Architectural, Landscape, and Site Plan Review	101-000-2302	\$669.00	\$749.00	Deposit
<b>5 Entitlement Processing</b>				
1 Home Occupation	101-710-4443	\$118.00	\$120.00	Flat fee
2 Commercial Cannabis Business License	101-000-2302	\$5,371.00	\$5,604.00	Deposit
3 Use Permit	101-000-2302	\$1,018.00	\$1,139.00	Deposit
4 Variance / Exception Planning Commission	101-000-2302	\$1,018.00	\$1,139.00	Deposit
5 Exception and Community Development Director	101-000-2302	\$449.00	\$502.00	Deposit
6 Zoning, LCP, and GP Amendments				
LCP/GP	101-000-2302	\$15,814.00	\$17,693.00	Deposit
IP/Rezoning	101-000-2302	\$15,814.00	\$17,693.00	Deposit
Planned Unit Development Specific Plan	101-000-2302	\$15,814.00	\$17,693.00	Deposit
Planned Unit Development Specific Plan Amendment	101-000-2302	\$7,880.00	\$8,816.00	Deposit
Planned Unit Development Precise Plan	101-000-2302	\$7,880.00	\$8,816.00	Deposit
Planned Unit Development Precise Plan Amendment	101-000-2302	\$4,074.00	\$4,558.00	Deposit
Annexation/Prezoning	101-000-2302	\$15,814.00	\$17,693.00	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 20-21	FY 21-22	UNIT / TYPE
		AMOUNT	AMOUNT	
<b>6 Appeals</b>		<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	\$241.00	Flat fee
Filing Fee - Within CCC Appeals Jurisdiction				No fee
Processing Fee - Paid by developer	101-000-2302	\$3,376.00	\$3,777.00	Deposit
<b>7 Land Division and Merger</b>				
Certificate of Compliance	101-000-2302	\$2,036.00	\$2,278.00	Deposit
Lot Merger	101-000-2302	\$899.00	\$1,006.00	Deposit
Lot Line Adjustment	101-000-2302	\$2,036.00	\$2,278.00	Deposit
Parcel Map (four or fewer lots)	101-000-2302	\$4,074.00	\$4,558.00	Deposit
Tentative Subdivision Map	101-000-2302	\$11,258.00	\$12,596.00	Deposit
Subdivision Agreement	101-000-2302	\$4,502.00	\$5,037.00	Deposit
Time Extension	101-000-2302	\$2,036.00	\$2,278.00	Deposit
<b>8 Sign Permit</b>				
Community Development Director Review	101-710-4443	\$177.00	\$184.00	Flat fee
Planning Commission Review	101-000-2302	\$1,018.00	\$1,139.00	Deposit
Exceptions Planning Commission Review	101-000-2302	\$1,018.00	\$1,139.00	Deposit
<b>9 Other Services</b>				
Zoning Compliance Letter	101-710-4443	\$232.00	\$241.00	Flat fee
Public Convenience & Necessity Letter	101-710-4443	\$232.00	\$241.00	Flat fee
Water Transfer Letter	101-710-4443	\$232.00	\$241.00	Flat fee
<b>10 Tree Removal Review</b>				
Up to 5 trees	101-710-4443	\$301.00	\$306.00	Flat Fee
More than 5 trees	101-000-2302	\$508.00	\$529.00	Deposit
<b>11 Mobile Food Vendor Permit</b>	101-710-4443	\$232.00	\$241.00	Flat fee
<b>12 Sound Amplification Permit</b>	101-710-4442	\$232.00	\$241.00	Flat fee
<b>13 Fees Required by other Agencies <sup>[7]</sup></b>				
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
<sup>[5]</sup> For deposit accounts, total cost equal to 100% of staff and/or consultant time and materials				
<sup>[7]</sup> Fees charged by these agencies are in addition to fees charged by the City				
<b>VI. ADMINISTRATIVE CITATION PENALTIES</b>				
<b>1 Violations of Municipal Code other than building or safety provisions</b>				
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
<b>2 Violations of building or safety provisions of the Municipal Code</b>				
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
<b>VII. PARKS AND RECREATION</b>				
<b>1 Violations of Municipal Code other than building or safety provisions</b>				
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
<b>2 Violations of building or safety provisions of the Municipal Code</b>				
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

**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 20-21	FY 21-22	UNIT / TYPE
		AMOUNT	AMOUNT	
<b>3 Facility Rental fees</b>				
<b>1 General Public Fees</b>				
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	\$30.00	Per Hour
Weekend/WeekDay Rate (after 5pm)		\$60.00	\$60.00	Per Hour
Security Deposit		\$500.00	\$500.00	Deposit
Ted Adcock Kitchen (with Room Rental)				
Week Day Rate (9am - 5pm)		\$15.00	\$15.00	Per Hour
Weekend/WeekDay Rate (after 5pm)		\$30.00	\$30.00	Per Hour
Security Deposit		\$100.00	\$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	\$100.00	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)				
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
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	\$200.00	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 20-21	FY 21-22	UNIT / TYPE
		AMOUNT	AMOUNT	
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	\$15.00	Per Hour
Weekend/WeekDay Rate (after 5pm)		\$30.00	\$30.00	Per Hour
Security Deposit		\$100.00	\$100.00	Deposit
Ted Adcock Kitchen (with Room Rental)				
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
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				
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	\$25.00	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 20-21		FY 21-22		UNIT / TYPE
		AMOUNT		AMOUNT		
<b>VIII. PUBLIC SAFETY</b>						
<b>1 Duplication</b>						
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
<b>2 Licensing</b>						
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
<b>3 Miscellaneous Fees</b>						
1 Public Safety Service Fees						
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
<b>4 Parking Fees</b>						
1 Temporary Offstreet Parking	101-310-4203	\$21.00		\$21.00		Per vehicle per year
<b>5 Citation Fee Schedule<sup>^</sup></b>						
<b>1. Municipal Code</b>			<b>FEE</b>	<b>DELINQUENT FEE</b>	<b>FEE</b>	<b>DELINQUENT FEE</b>
3.92.030 Solicitors License Required	101-310-4301 ACT90				\$50.00	\$44.00
9.11.010 Skateboard Park Use: Pads/Helmet	101-310-4301 ACT90				\$25.00	\$44.00
9.12.040 Consume Alcohol In Public Right Of Way	101-310-4301 ACT90					
9.12.050 Alcoholic Beverages-Public Parks	101-310-4301 ACT90					
9.12.070 Prohibit Fires City Beaches	101-310-4301 ACT90					
9.12.080 Prohibit Fires City Parks	101-310-4301 ACT90					
9.12.090 Prohibit Glass Containers City Parks And Beaches	101-310-4301 ACT90					
9.13.030 Park Hours-Closed Sunset to Sunrise	101-310-4301 ACT90					
9.13.050 Unlawful Activities (Designated)	101-310-4301 ACT90					
9.14.010(b) Fireworks manf/sale/possession	101-310-4301 ACT90				\$107.00	\$47.00
9.24.020 Sleep in Vehicle 2200/0600	101-310-4301 ACT90				\$50.00	\$44.00
9.48.020 Discharge Firearm (City)	101-310-4301 ACT90				\$100.00	\$47.00
9.48.060 Sale To Minor/gas weapon	101-310-4301 ACT90				\$25.00	\$44.00
10.08.020 Direct Traffic Unauthorized Person	101-310-4301 ACT90				\$50.00	\$44.00
10.08.030 Obey Traffic Direction	101-310-4301 ACT90				\$50.00	\$44.00
10.08.060 Removing Chalk Marks	101-310-4301 ACT90				\$50.00	\$44.00
10.12.030 Obedience To Signs	101-310-4301 ACT90	\$74.00	\$44.00	\$74.00	\$44.00	\$44.00
10.16.040 U-turns To Enter Parking Spaces	101-310-4301 ACT90				\$25.00	\$44.00
10.28.020 Clinging To Motor Vehicle	101-310-4301 ACT90				\$50.00	\$44.00
10.28.040 Riding/Driving Sidewalk (Vehicle/Horse)	101-310-4301 ACT90				\$25.00	\$44.00
10.28.050 Drive On New Pavement/Markings	101-310-4301 ACT90				\$25.00	\$44.00
10.28.060 Limited Access	101-310-4301 ACT90	\$45.00	\$46.00	\$46.00	\$46.00	\$47.00

**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 20-21		FY 21-22		UNIT / TYPE	
		AMOUNT		AMOUNT			
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
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 Wavecrest	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

**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 20-21		FY 21-22		UNIT / TYPE
		AMOUNT		AMOUNT		
		FEE	DELINQUENT FEE	FEE	DELINQUENT FEE	
<b>2. California Vehicle Code **</b>						
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
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
<b>6 D.U.I. Cost Recovery</b>						
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



Painting By: Mark Monsarrat

Title: Waiting For Spring

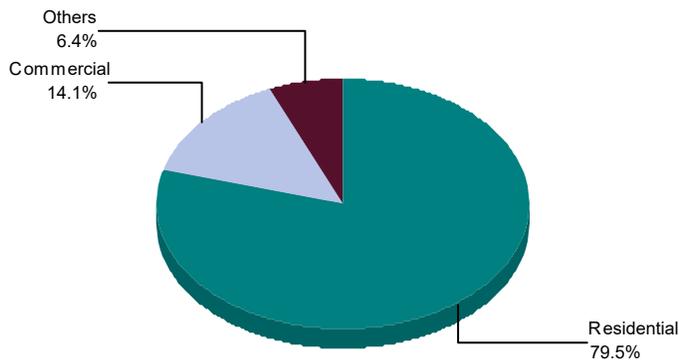


# THE CITY OF HALF MOON BAY 2019/20 USE CATEGORY SUMMARY

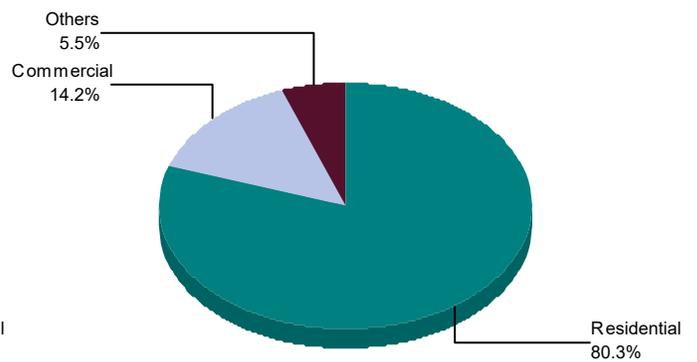
## BASIC PROPERTY VALUE TABLE

Category	Parcels	Assessed Value	Net Taxable Value
Residential	3,799	\$2,704,198,833 (79.5%)	\$2,652,141,529 (80.3%)
Commercial	218	\$478,780,135 (14.1%)	\$467,790,599 (14.2%)
Industrial	15	\$9,374,259 (0.3%)	\$9,374,259 (0.3%)
Agricultural	41	\$28,875,898 (0.8%)	\$16,208,520 (0.5%)
Govt. Owned	98	\$35,788 (0.0%)	\$0 (0.0%)
Institutional	20	\$17,630,324 (0.5%)	\$298,922 (0.0%)
Miscellaneous	14	\$15,398,633 (0.5%)	\$15,398,633 (0.5%)
Recreational	24	\$43,685,999 (1.3%)	\$43,356,325 (1.3%)
Vacant	1,930	\$62,838,400 (1.8%)	\$56,658,361 (1.7%)
Unsecured	[258]	\$41,436,048 (1.2%)	\$40,695,317 (1.2%)
<b>TOTALS</b>	<b>6,159</b>	<b>\$3,402,254,317</b>	<b>\$3,301,922,465</b>

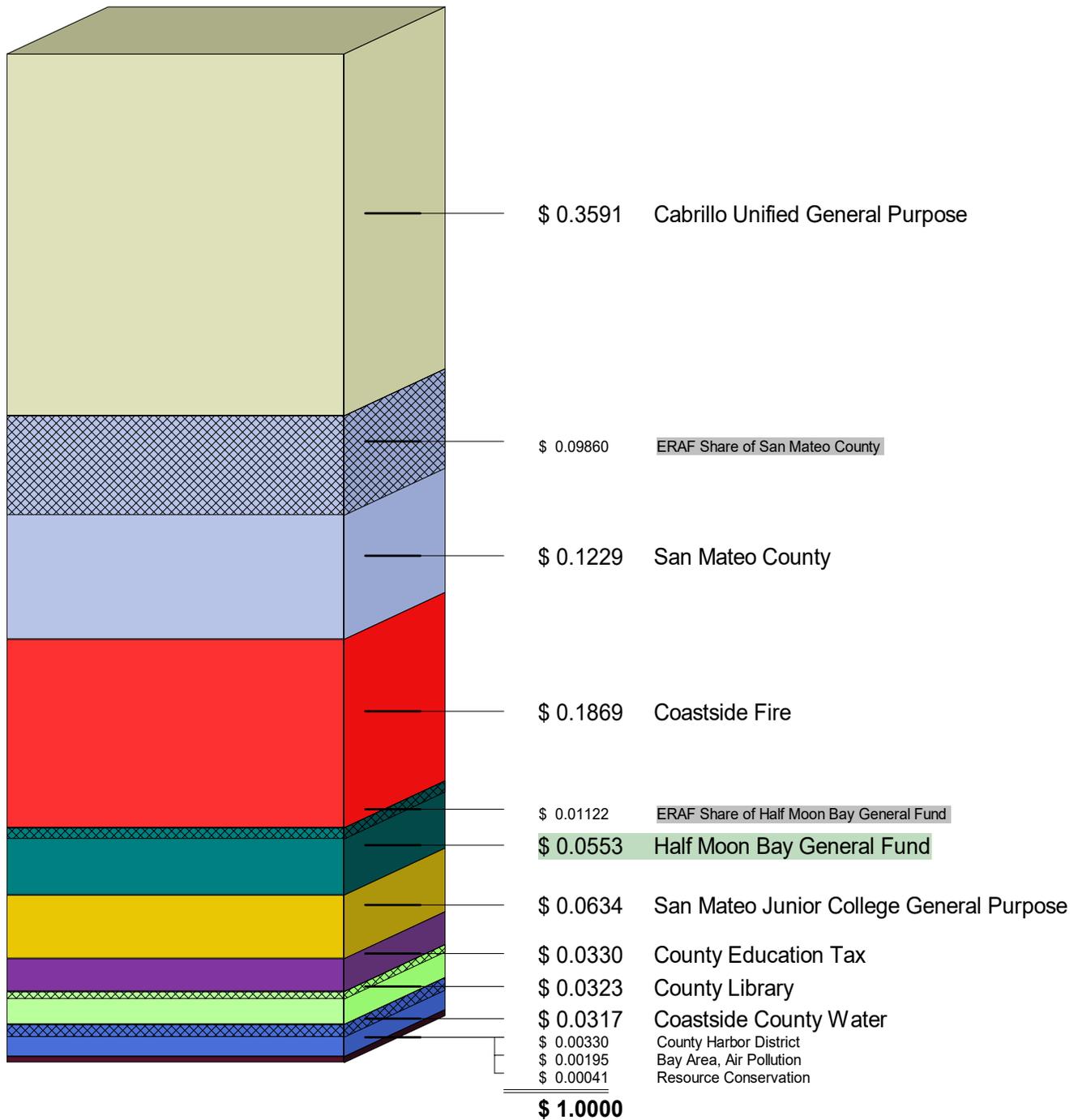
**ASSESSED VALUE**



**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 2019/20 Annual Tax Increment Tables

Prepared On 7/29/2020 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

## 2019/20 ROLL SUMMARY

### Taxable Property Values

	Secured	Nonunitary Utilities	Unsecured
Parcels	6,159	0	258
TRAs	8	0	7
<b>Values</b>			
Land	1,622,863,081	0	153,519
Improvements	1,719,267,213	0	5,098,527
Personal Property	16,361,484	0	26,388,675
Fixtures	2,326,491	0	9,795,327
Aircraft	0	0	0
<b>Total Value</b>	<b>\$3,360,818,269</b>	<b>\$0</b>	<b>\$41,436,048</b>
<b>Exemptions</b>			
Real Estate	98,782,443	0	332,954
Personal Property	789,353	0	351,263
Fixtures	19,325	0	56,514
Aircraft	0	0	0
Homeowners*	16,079,000	0	7,000
<b>Total Exemptions*</b>	<b>\$99,591,121</b>	<b>\$0</b>	<b>\$740,731</b>
<b>Total Net Value</b>	<b>\$3,261,227,148</b>	<b>\$0</b>	<b>\$40,695,317</b>

Combined Values	Total
<b>Total Values</b>	<b>\$3,402,254,317</b>
<b>Total Exemptions</b>	<b>\$100,331,852</b>
<b>Net Total Values</b>	<b>\$3,301,922,465</b>
<b>Net Aircraft Values</b>	<b>\$0</b>

\* Note: Homeowner Exemptions are not included in Total Exemptions

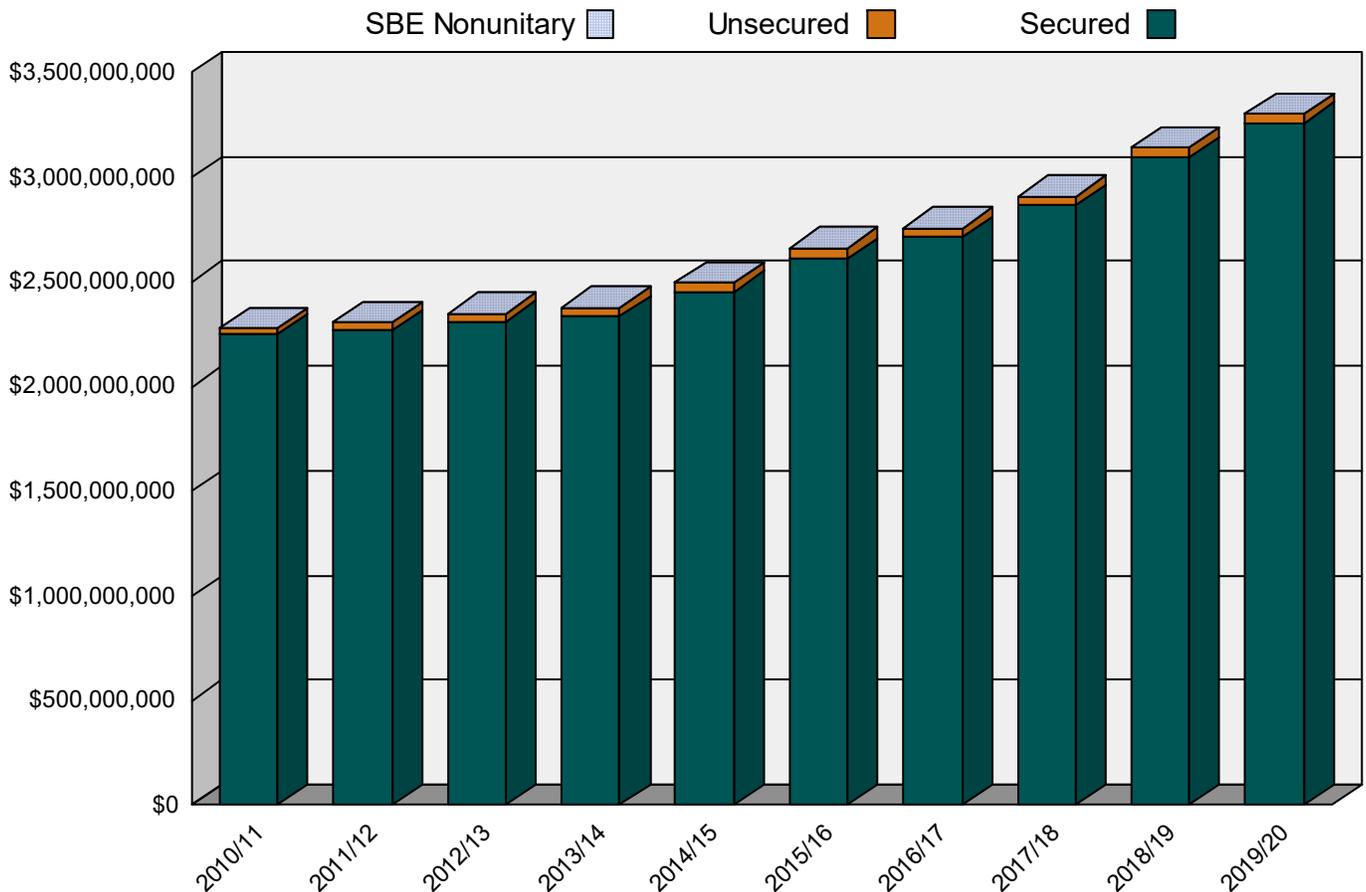
Totals do not Include Aircraft Values or Exemptions

# THE CITY OF HALF MOON BAY

## NET TAXABLE ASSESSED VALUE HISTORY

2010/11 - 2019/20 Taxable Property Values

Lien Year	Secured	Unsecured	SBE Nonunitary	Net Total AV	% Change
2010/11	\$2,251,380,792	\$28,037,312	\$0	2,279,418,104	
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%
2019/20	\$3,261,227,148	\$40,695,317	\$0	3,301,922,465	5.18%
				<b>Average % Change</b>	<b>4.80%</b>



\* Net AV changes less than two percent are in purple font. Negative Net AV percent changes are in red.

Data Source: San Mateo County Assessor 0/ - 2019/20 Combined Tax Rolls

Prepared On 8/24/2020 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

## ASSESSED VALUE OF TAXABLE PROPERTY

### 2010/11 - 2019/20 Taxable Property Values

Category	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20
Residential	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	2,652,141,529
Commercial	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	467,790,599
Industrial	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	9,374,259
Agricultural									17,322,251	16,208,520
Dry Farm	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	284,781	260,279	265,484	293,694	272,021	277,456	281,685	309,882	315,819	298,922
Irrigated	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	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	15,398,633
Recreational	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	43,356,325
Vacant	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	56,658,361
Unsecured	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	40,695,317
Unknown	1,340,316	4,917,140		5,867,351						
<b>TOTALS</b>	<b>2,279,418,104</b>	<b>2,307,212,678</b>	<b>2,347,639,088</b>	<b>2,377,749,087</b>	<b>2,497,507,810</b>	<b>2,662,387,942</b>	<b>2,755,743,731</b>	<b>2,909,319,362</b>	<b>3,139,279,467</b>	<b>3,301,922,465</b>
<b>Total Direct Rate</b>	<b>0.05426</b>	<b>0.05426</b>	<b>0.05453</b>	<b>0.05452</b>	<b>0.05818</b>	<b>0.05818</b>	<b>0.05819</b>	<b>0.05819</b>	<b>0.05821</b>	<b>0.05821</b>

**Notes:**

Exempt values are not included in Total.

In 1978 the voters of the State of California passed Proposition 13 which limited taxes to a total maximum rate of 1%, based upon the 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

## 2019/20 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	\$207,305,996	6.36%	1	\$16,000	0.04%	<b>\$207,321,996</b>	<b>6.28%</b>	Commercial Half Moon Bay General Fund
2) OCEAN COLONY PARTNERS LP	18	\$42,208,691	1.29%				<b>\$42,208,691</b>	<b>1.28%</b>	Recreational Half Moon Bay General Fund
3) HMB MUSICH LLC	3	\$29,580,000	0.91%				<b>\$29,580,000</b>	<b>0.90%</b>	Commercial Half Moon Bay General Fund
4) KEET NERHAN	30	\$23,792,930	0.73%	2	\$52,717	0.13%	<b>\$23,845,647</b>	<b>0.72%</b>	Commercial Half Moon Bay General Fund
5) IWF HALF MOON BAY LLC	1	\$10,752,905	0.33%				<b>\$10,752,905</b>	<b>0.33%</b>	Commercial Half Moon Bay General Fund
6) PROFESSIONAL PENINSULA PROPERTIES LLC	7	\$9,822,033	0.30%				<b>\$9,822,033</b>	<b>0.30%</b>	Commercial Half Moon Bay General Fund
7) LONGS DRUG STORE INC	1	\$8,930,663	0.27%				<b>\$8,930,663</b>	<b>0.27%</b>	Commercial Half Moon Bay General Fund
8) CASTRO PARTNERS LLC	3	\$7,891,883	0.24%				<b>\$7,891,883</b>	<b>0.24%</b>	Commercial Half Moon Bay General Fund
9) DINO E ANDREOTTI	13	\$7,553,060	0.23%				<b>\$7,553,060</b>	<b>0.23%</b>	Miscellaneous Half Moon Bay General Fund
10) STAY CAL HMB LLC LESSEE	1	\$7,225,178	0.22%				<b>\$7,225,178</b>	<b>0.22%</b>	Commercial Half Moon Bay General Fund
<b>Top Ten Total</b>	79	\$355,063,339	10.89%	3	\$68,717	0.17%	<b>\$355,132,056</b>	<b>10.76%</b>	
<b>City Total</b>		\$3,261,227,148			\$40,695,317		<b>\$3,301,922,465</b>		

Top Owners last edited on 8/21/20 by MaheaV using sales through 06/30/20 (Version R.1)

Data Source: San Mateo County Assessor 2019/20 Combined Tax Rolls and the SBE Non Unitary Tax Roll

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Prepared On 8/24/2020 By MV

# THE CITY OF HALF MOON BAY

## 2010/11 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	\$134,523,867	5.98%				<b>\$134,523,867</b>	<b>5.90%</b>	Commercial Half Moon Bay General Fund
2) OCEAN COLONY PARTNERS LP	39	\$22,864,984	1.02%				<b>\$22,864,984</b>	<b>1.00%</b>	Recreational Half Moon Bay General Fund
3) KEET NERHAN	34	\$21,962,570	0.98%	2	\$55,519	0.20%	<b>\$22,018,089</b>	<b>0.97%</b>	Commercial Half Moon Bay General Fund
4) SOUTH WAVECREST LLC	2	\$19,496,486	0.87%				<b>\$19,496,486</b>	<b>0.86%</b>	Recreational Half Moon Bay General Fund
5) REGENCY CENTERS LP	3	\$13,867,391	0.62%				<b>\$13,867,391</b>	<b>0.61%</b>	Commercial Half Moon Bay General Fund
6) FRANCESCO CARRUBBA	5	\$13,836,868	0.61%				<b>\$13,836,868</b>	<b>0.61%</b>	Commercial Half Moon Bay General Fund
7) NURSERYMENS EXCHANGE INC	8	\$12,099,984	0.54%				<b>\$12,099,984</b>	<b>0.53%</b>	Dry Farm Half Moon Bay General Fund
8) LONGS DRUG STORE INC	1	\$9,912,254	0.44%				<b>\$9,912,254</b>	<b>0.43%</b>	Commercial Half Moon Bay General Fund
9) IWF HALF MOON BAY LP	1	\$9,163,726	0.41%				<b>\$9,163,726</b>	<b>0.40%</b>	Commercial Half Moon Bay General Fund
10) MILANO RUGGERO AND SHAHLA MAJIDI	1	\$5,183,358	0.23%				<b>\$5,183,358</b>	<b>0.23%</b>	Commercial Half Moon Bay General Fund
<b>Top Ten Total</b>	96	\$262,911,488	11.68%	2	\$55,519	0.20%	<b>\$262,967,007</b>	<b>11.54%</b>	
<b>City Total</b>		\$2,251,380,792			\$28,037,312		<b>\$2,279,418,104</b>		

Top Owners last edited on 9/12/11 by maheav using sales through 06/30/11 (Version th.0)

Data Source: San Mateo County Assessor 2010/11 Combined Tax Rolls and the SBE Non Unitary Tax Roll

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Prepared On 8/24/2020 By MV

# THE CITY OF HALF MOON BAY

## DIRECT & OVERLAPPING PROPERTY TAX RATES

(RATE PER \$100 OF TAXABLE VALUE)

Last 10 Fiscal Years										
Agency	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20
<b>Basic Levy<sup>1</sup></b>	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000
Cabrillo Unified Bond	0.05080	0.05220	0.07220	0.07190	0.07040	0.07260	0.08320	0.07510	0.07110	0.11510
Mid-Penninsula Regional Open Space	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00160
San Mateo Community College 2005 Series B	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00350
San Mateo Junior College	0.01930	0.01990	0.01940	0.01940	0.01900	0.02500	0.02470	0.02350	0.01750	0.02310
<b>Total Direct &amp; Overlapping<sup>2</sup> Tax Rates</b>	<b>1.07010</b>	<b>1.07210</b>	<b>1.09160</b>	<b>1.09130</b>	<b>1.08940</b>	<b>1.09760</b>	<b>1.10790</b>	<b>1.09860</b>	<b>1.08860</b>	<b>1.14330</b>
<b>City's Share of 1% Levy Per Prop 13<sup>3</sup></b>	0.05459	0.05459	0.05465	0.05463	0.05525	0.05525	0.05525	0.05525	0.05526	0.05526
<b>Voter Approved City Debt Rate</b>										
<b>Redevelopment Rate<sup>4</sup></b>										
<b>Total Direct Rate<sup>5</sup></b>	0.05426	0.05426	0.05453	0.05452	0.05818	0.05818	0.05819	0.05819	0.05821	0.05821

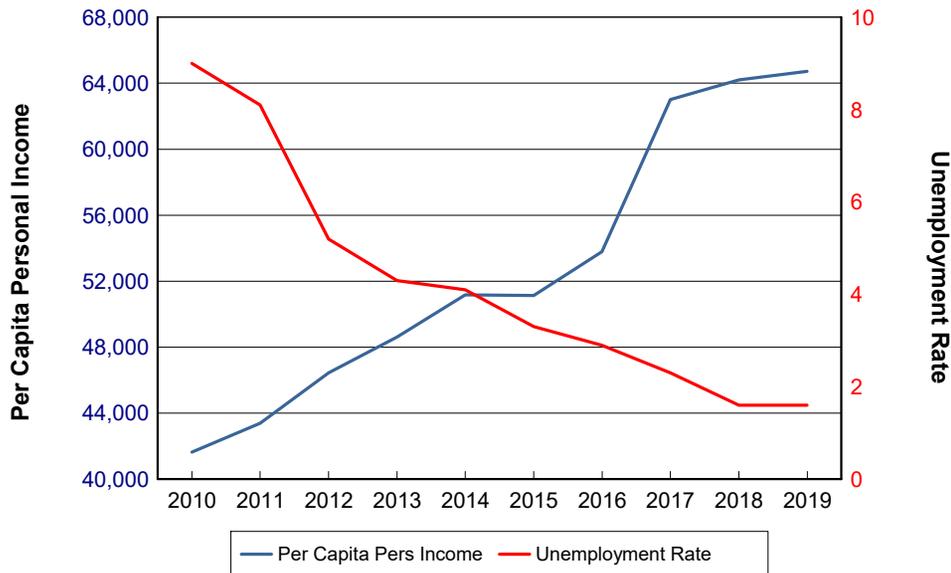
**Notes:**  
<sup>1</sup>In 1978, California voters passed Proposition 13 which set the property tax rate at a 1.00% fixed amount. This 1.00% is shared by all taxing agencies for which the subject property resides within. In addition to the 1.00% fixed amount, property owners are charged taxes as a percentage of assessed property values for the payment of any voter approved bonds.  
<sup>2</sup>Overlapping rates are those of local and county governments that apply to property owners within the City. Not all overlapping rates apply to all property owners.  
<sup>3</sup>City's Share of 1% Levy is based on the City's share of the general fund tax rate area with the largest net taxable value within the City. The ERAF portion of the City's Levy has been subtracted where known.  
<sup>4</sup>Redevelopment Rate is based on the largest RDA tax rate area and only includes rate(s) from indebtedness adopted prior to 1989 per California State statute. RDA direct and overlapping rates are applied only to the incremental property values. The approval of ABX1 26 eliminated Redevelopment from the State of California for the fiscal year 2012/13 and years thereafter.  
<sup>5</sup>Total Direct Rate is the weighted average of all individual direct rates applied 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

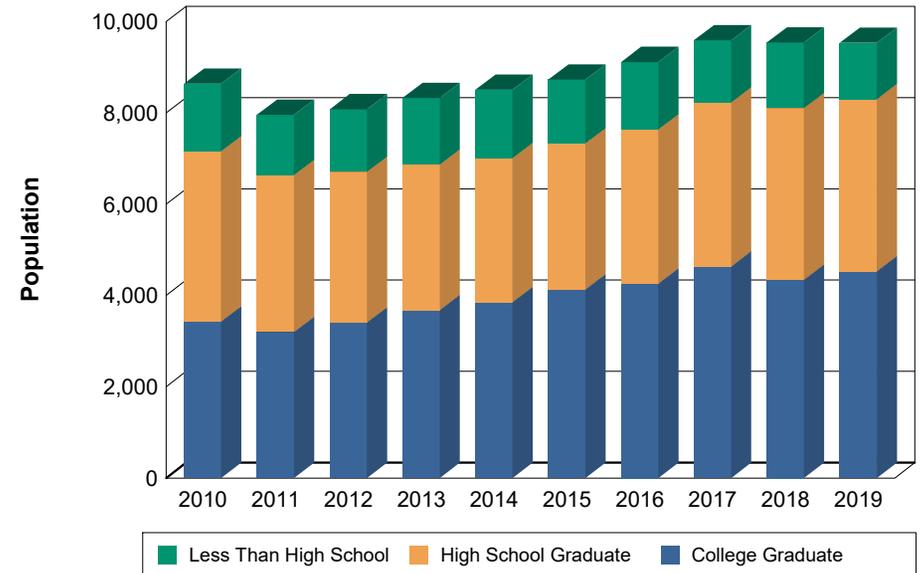
## DEMOGRAPHIC AND ECONOMIC STATISTICS

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
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%
2019	12,431	\$804,495	\$64,716	1.6%	45.3	87.1%	47.5%

### Personal Income and Unemployment



### Education Level Attained for Population 25 and Over



**Notes and Data Sources:**

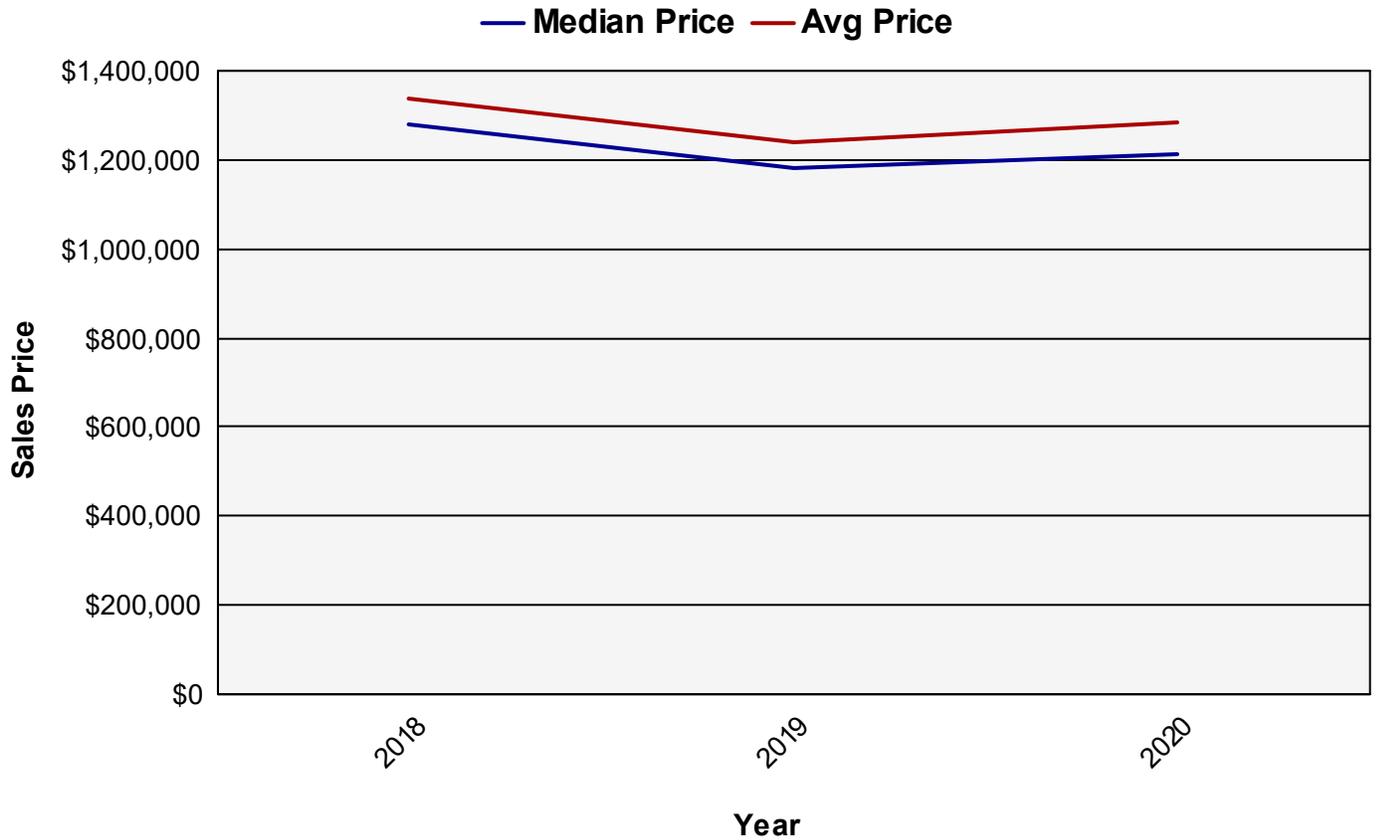
Population: California State Department of Finance. Unemployment Data: California Employment Development Department  
 2000-2009 Income, Age, and Education Data: ESRI - *Demographic Estimates are based on the last available Census.* Projections are developed by incorporating all of the prior census data 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 (01/01/2018 - 6/30/2020)

Year	Full Value Sales	Average Price	Median Price	Median % Change
2018	158	\$1,337,319	\$1,277,500	
2019	131	\$1,238,065	\$1,180,000	-7.63%
2020	54	\$1,282,917	\$1,212,500	2.75%



\*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



Painting By: Melinda Vahradian

Title: Gift From The Sea



# 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

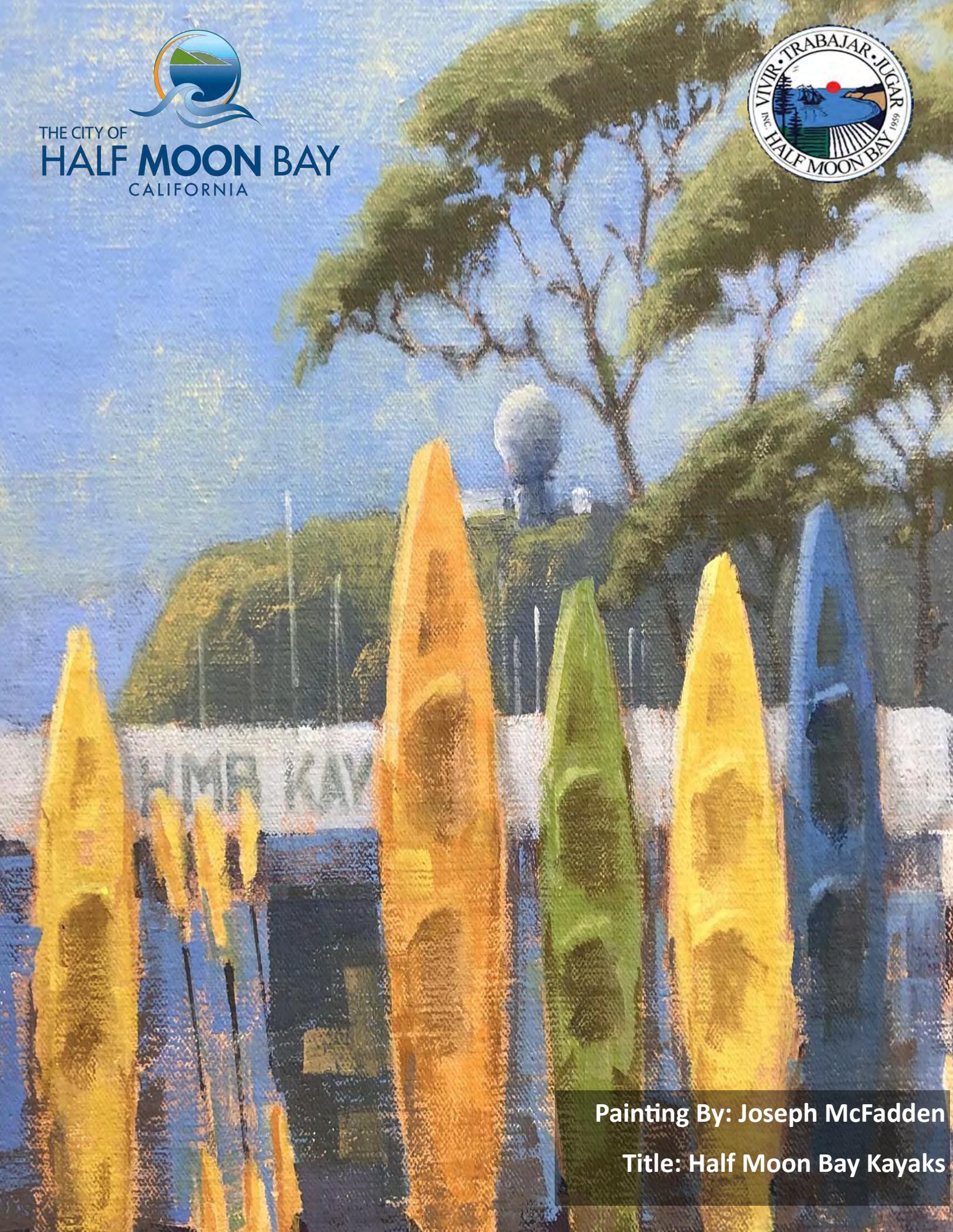
<b>ACRONYM</b>	<b>DEFINITION</b>
AB	Assembly Bill
ABAG	Association of Bay Area Governments
ADA	Americans with Disabilities Act
BID	Business Improvement District
C/CAG	City/County Association of Governments
CAFR	Comprehensive Annual Financial Report
CALPERS	California Public Employees Retirement System
CCWD	Coastside County Water District
CEQA	California Environmental Quality Act
CIP	Capital Improvement Program
COPS	Community-Oriented Policing Services
CPI-U	Consumer Price Index - All Urban Consumers
CSAC	California State Association of Counties
CSO	Community 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 CITY OF  
**HALF MOON BAY**  
CALIFORNIA



Painting By: Joseph McFadden

Title: Half Moon Bay Kayaks