



THE CITY OF  
**HALF MOON BAY**  
CALIFORNIA

FISCAL YEAR 2024-25

**ADOPTED OPERATING BUDGET**



# Acknowledgements

## City Council

Joaquin Jimenez, Mayor  
Harvey Rarback, Vice Mayor  
Robert Brownstone, Councilmember  
Debbie Ruddock, Councilmember  
Deborah Penrose, Councilmember

## City Manager

Matthew Chidester

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Lisa Rossi, Administrative Services Director  
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Art in the Schools project by Coastal Arts League



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Half Moon Bay  
California**

For the Fiscal Year Beginning

**July 01, 2023**

*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. Morill*

Date:

**December 19, 2023**

# *California Society of Municipal Finance Officers*

*Certificate of Award*

***Operating Excellence  
Fiscal Year 2023-2024***

*Presented to the*

***City of Half Moon Bay***

For meeting the criteria established to achieve a CSMFO Award in Budgeting.

*January 29, 2024*



*Rich Lee  
2023 CSMFO President*

*James Russell-Field, Chair  
Recognition Committee*

*Dedicated to Excellence in Municipal Financial Reporting*



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# Executive Summary



"Anywhere with my dog"

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June 18, 2024

Honorable Mayor, City Councilmembers and Community,

On behalf of City staff, it is my privilege to present the Recommended Operating Budget for Fiscal Year (FY) 2024-25. The Recommended Budget is a statement of the City's current financial position, a tool that projects future revenue and expenditures, and a work plan for communicating, implementing, and monitoring City operations, capital expenditures and Council priorities.

Increasing costs of providing services, due to the highest inflation in over 30 years and significant rate increases for public safety services provided by the County (51% over the last two years), coupled with stagnant and falling tax revenues, have pushed the City into a *structural deficit*, where ongoing costs outpace revenues. The FY 2023-24 budget was structurally imbalanced, but prior years' savings were used to balance the budget and allowed operations to continue with only minor modifications. Unfortunately, the outlook has not improved, and the City is facing multi-million-dollar deficits for the foreseeable future. This past fiscal year has been a time of cutting back and evaluating the services and programs the City provides to the community. Staff and the Council have worked to eliminate discretionary spending, focusing expenditures on only the necessities to provide services and invest in important programs and projects. Staff have updated practices and procedures to be more efficient and effective, with some investments in technology and tools that will save costs going forward, while improving service to the community.

The budget we present to you is balanced, through spending reductions, grants and one-time support for special projects, and the use of a portion of the City's Economic Uncertainty Reserve, which was established in 2019 to help the City through challenging times. This approach is unsustainable over the long-term, and without new ongoing revenues and the recovery of existing tax sources, the City will face painful reductions in services and programs that help maintain a high quality of life for residents, and may even jeopardize the health, safety, and wellbeing of our community. The past prudence and foresight of the Council has provided the opportunity to be thoughtful and methodical in finding ways to sustainably balance the City's budget, but ultimately the community will need to decide what services the City provides that are most important, and work with the City to ensure there are resources necessary to provide those services.

## **PRIOR YEAR ACCOMPLISHMENTS**

Despite the challenges we've faced over the past year, which added to an already heavy workload, staff maintained high levels of service across our core work areas. Additionally, staff continued to implement the Council's FY 2023-24 Priorities, making significant progress on the adopted priorities workplan. Some of our key accomplishments are summarized below:

- Negotiated an MOU with San Mateo County, helped to secure an Emergency CDP, and facilitated commencement of construction of 47 affordable manufactured homes for farmworkers at the new Stone Pine Cove neighborhood.
  - Launched the Opportunity Center of the Coastside to support small businesses, entrepreneurs, job seekers, and job growth; launched a new business incubator, Coastside Venture Studio, with a focus on resiliency tech.
  - Completed a Downtown Streetscape Master Plan which will serve as a road map for downtown revitalization efforts and assist in applying for funding.
  - Completed the second Public Review Draft of the Cycle 6 Housing Element; certification from the California Department of Housing and Community Development (HCD) is expected fall of 2024.
  - Convened a new Farmworker Memorial and Remembrance Advisory Committee (FMRAC) and held a one-year remembrance ceremony to celebrate the seven lives lost from the January 2023 mass shooting. Attended by 250+ community members.
  - Secured \$785,000 in private, public, and philanthropic donations for short-term housing for forty individuals displaced from the January 2023 mass shooting.
  - Hosted a historic visit of the Mexican Consulate that served 200 Coastside residents / Mexican Nationals.
  - Completed work on new Rental Registry Program, Rent Stabilization Program, and enhanced Tenant Protections provisions.
  - Planned and executed the fourth annual Summer's End Music Festival Event.
  - Continued to support the Make It Main Street first Thursday events in downtown Half Moon Bay, bringing Coastside artists, creators, and makers together with non-profits and community to connect, exchange, and share while stimulating the downtown economy on a monthly basis from Spring through Fall of each year.
  - Implemented the Short-Term Rental and Home Occupation Ordinance following the June 2023 City Council adoption.
  - Completed numerous building permit inspections to help facilitate the Main and Kelly Mixed-Use Project currently under construction with expected completion fall 2024.
  - Conducted both the N.E.T and FLCA civics and leadership academies for adults and youth.
  - Received Distinguished Budget Presentation Award from the Government Finance Officers Association (GFOA) for the FY 22-23 Operating and Capital Budget documents, representing compliance with best practices in budgeting.
  - Remodeled Mac Dutra Restrooms.
  - Implemented the County's first disposable food ware ordinance.
  - Hosted two community recycling days offering free paper shredding, compost pick-up, and e-waste recycling.
-

- Adopted the City’s Fats, Oils, and Grease (FOG) ordinance and implemented the inaugural program.
- Piloted the use of Automated License Plate Reader (ALPR) technology in the Pilarcitos (Oak Avenue Park) neighborhood in response to community requests following several high-profile crimes.
- Initiated Mounted Patrol and additional Sheriff beach patrols on Poplar Beach to enforce dogs on leash every weekend daytime for the whole summer.

## **FY 2024-25 COUNCIL PRIORITIES**

Consistent with the past several years, in preparation for the upcoming budget the City Council hosted three community listening sessions, which provided the Council and staff the opportunity to listen directly to members of the community and gain additional insight into the community’s priorities for the allocation of resources over the next year and beyond. Feedback was also collected through other means, including an online survey on the City’s website.

The listening sessions culminated in a priority setting workshop on March 14, 2024. At this workshop, the City Council confirmed the following five broad priorities, which were carried forward from the previous year:

- Affordable Housing
- Public Health, Safety and Emergency Preparation
- Community and Climate Resilience and Sustainability
- Economic Recovery and Development
- Transportation, Circulation and Mobility

Staff presented a multi-year work plan that includes realistic programs, projects, and tasks aligned with the five priorities. The Recommended Budget includes numerous funding allocations that will support implementation of this workplan over the coming fiscal year.

## **BUDGET AT A GLANCE**

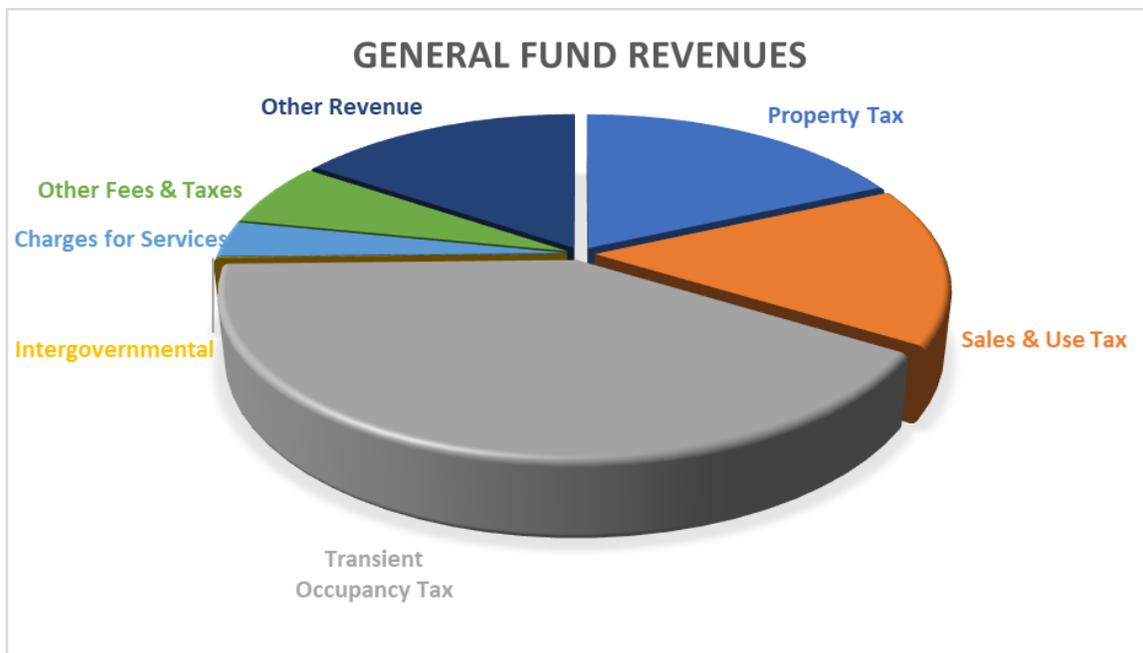
The City’s total estimated revenue for all funds for FY 2024-25 is \$48.4 million. This amount represents an 12% decrease from FY 2023-24. This is primarily due to a decrease in special revenue funding and capital grant reimbursements.

General Fund revenues are approximately 43.5% percent of total revenues, and the primary three sources of General Fund revenues are Transient Occupancy Tax (TOT), Property Tax, and Sales Tax, as seen on the pie chart below. As economic activity is expected to stagnate, these primary three sources are expected to increase by approximately 1% from FY 2023-24. These projections are based on staff

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analysis of local conditions and reflect information received from several sources, including the City’s Sales and Transient Occupancy Tax consultants. The total increase of general fund revenues from the year prior is 3%, mostly due to gains in base property taxes.

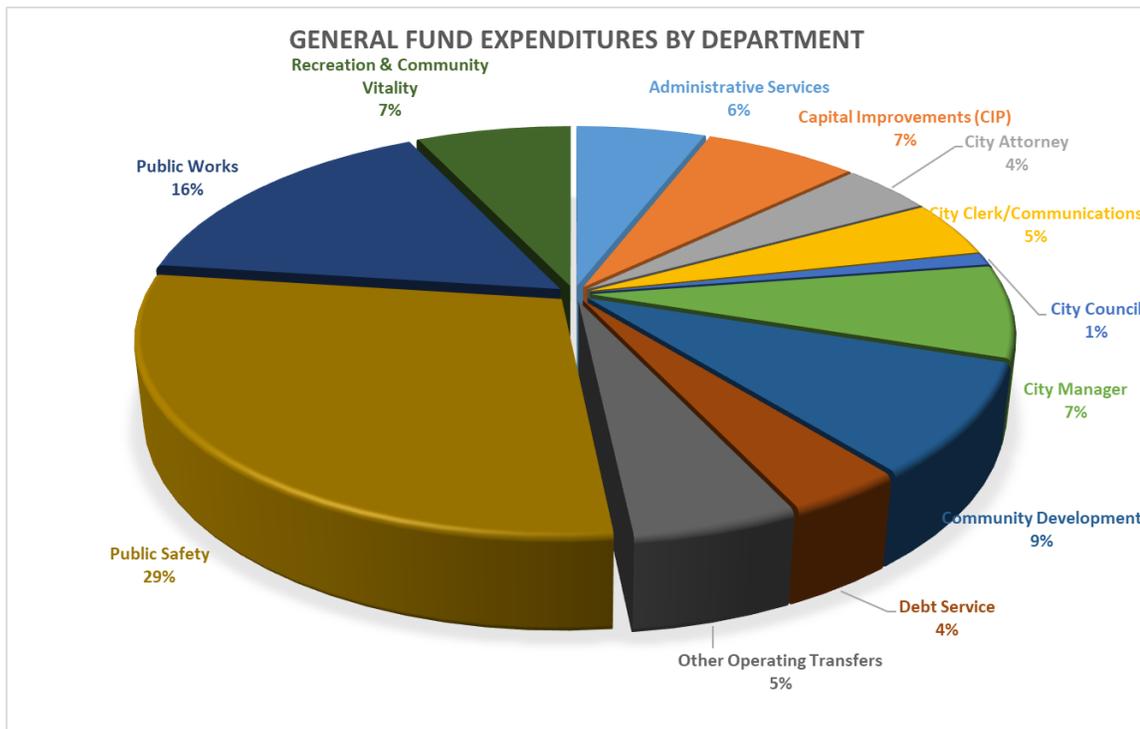
<b>Revenues and Transfers All Funds</b>				
<b>Fund Name</b>	<b>Actual 2021-22</b>	<b>Actual 2022-23</b>	<b>Revised 2023-24</b>	<b>Recommended 2024-25</b>
General Fund	24,534,744	22,870,180	20,454,229	21,110,524
Enterprise Funds	6,689,682	7,523,898	7,609,801	9,145,561
Special Revenue and Capital Projects	7,066,213	10,012,755	24,563,553	15,299,438
Internal Service Funds	2,282,530	2,530,975	2,377,142	2,943,112
Debt Service	(180)	136	100	-
<b>Grand Totals</b>	<b>40,572,988</b>	<b>42,937,945</b>	<b>55,004,826</b>	<b>48,498,635</b>



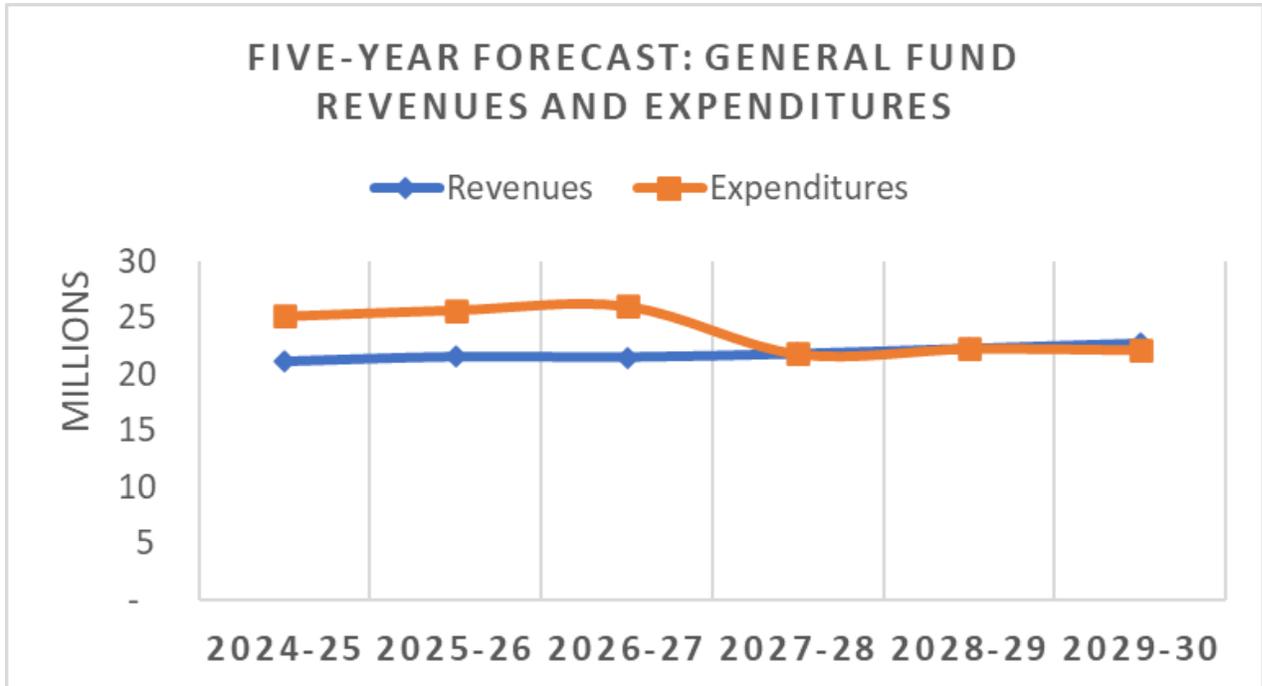
The City’s total proposed budgeted expenditures for FY 2024-25 are \$59.5 million, which represents a 13% decrease from FY 2023-24. This decrease is primarily due to decreased spending with special revenue funds and capital projects. Capital improvements are approximately 29% of total expenditures. The General Fund accounts for 42% of the budget, and of these expenditures, the largest departmental budget is for public safety, as shown in the pie chart on the following page.



<b>Expenditures and Transfers All Funds</b>				
<b>Fund Name</b>	<b>Actual 2021-22</b>	<b>Actual 2022-23</b>	<b>Revised 2023-24</b>	<b>Recommended 2024-25</b>
General Fund	20,089,107	22,227,428	25,446,173	25,150,475
Enterprise Funds	8,722,888	7,817,793	9,782,751	10,862,691
Special Revenue and Capital Projects	7,326,752	6,188,871	30,436,818	20,458,771
Internal Service Funds	2,056,699	2,428,948	2,677,608	3,096,787
Debt Service	-	-	-	-
<b>Grand Totals</b>	<b>38,195,445</b>	<b>38,663,040</b>	<b>68,343,351</b>	<b>59,568,725</b>

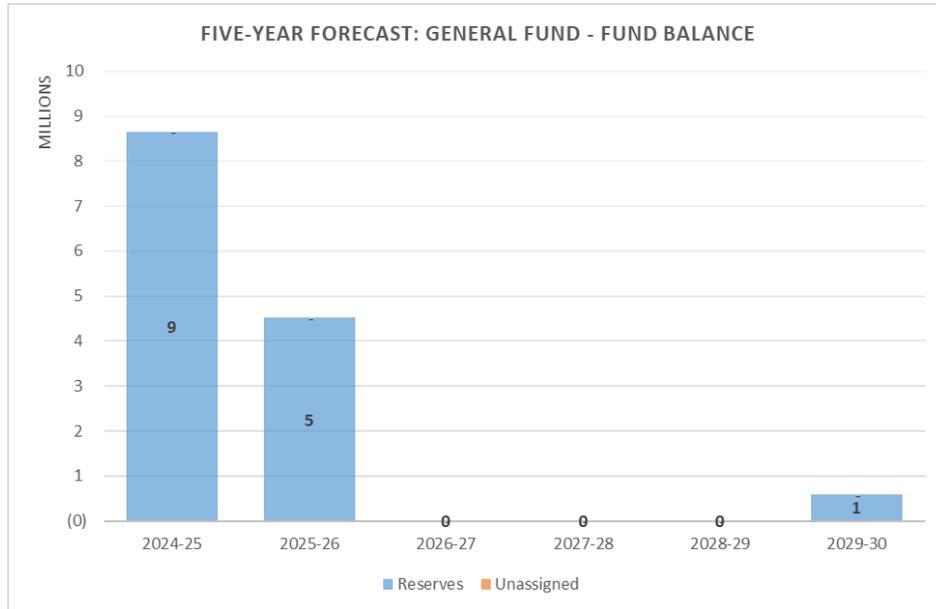


Based on conservative staff assumptions, known future costs, and historical information, we've prepared a five-year forecast for general fund revenues and expenditures. Forecasts are generally used to anticipate any significant fiscal issues in future years. The chart below shows revenues and expenditures during the upcoming five-year period.



Based on the forecast, expenditures will likely exceed revenues in future years, resulting in deficits. If so, these deficits would need to be mitigated by either using unassigned fund balances (savings from the prior years), reserves, making cuts to expenditures, and/or increasing revenues. If unchanged, the City is projected to deplete its reserves by approximately FY 2027-28, leading to an adverse financial position. In this forecast, if the City is unsuccessful in generating additional revenues, multi-million-dollar cuts would have to occur beginning no later than FY 2027-28.

The chart below details the city's reserve balances during the same five-year period, including decreasing balances if mitigation of the deficit isn't addressed through other means.



## BUDGETARY HIGHLIGHTS/SIGNIFICANT CHANGES

- The law enforcement contract with the County Sheriff is estimated to increase by approximately \$376 thousand, which is 6% more than FY 2023-24. This increase is in addition to a \$1.5 million increase the prior year, the result of the County's effort to better recover the costs of its contract services to cities.
- The 911 dispatch contract with the County Department of Public Safety Communications is increasing by \$23,000 an increase of 3%. This is in addition to a \$505 thousand increase in the prior year, due to the same changes at the County.
- Operational cuts have been made averaging nearly 10% per department, for a total of \$540 thousand, and include strategies such as: the elimination of the leased Annex facility, which has housed the Administrative Services Staff since 2016, and consolidation of those staff into City Hall; holding several recently vacated positions open to allow for evaluation of staff responsibilities and redistribution of core services to existing staff; and elimination of discretionary spending.
- The CARES program is fully funded through March 30, 2025, through ongoing support from the BHJIS grant program. If the grant is not further extended, or additional grants aren't received, the City may be forced to terminate the services and end the program.
- The Community Services Financial Assistance Grant Program continues at the previous year's \$300,000 allocation, as well as continues the cohort approach in response to CRI recommendations.

- \$1.7 million from the General Fund has been allocated to capital improvements. This is a \$1 million decrease from the FY 2023-24 Adopted Budget, reflects the actual work the City anticipates completing this fiscal year, and is focused on ongoing projects, critical work related to traffic, transportation and economic development, and grant funded projects that require a local match.
- Staff levels will remain materially unchanged in this fiscal year – with some positions changing to adapt to the needs of the community, but no significant impact on position counts or costs.
- The Reserve Policy establishes an Operating Reserve at 30% of annual General Fund expenditures, and an Economic Uncertainty Reserve at 20% of annual General Fund Expenditures. With the approval of this budget, the Operating Reserve will remain fully funded, but the Economic Uncertainty Reserve will be reduced to \$1.6 million, or 7%. The two reserves are estimated to total \$8.6 million, which is a \$2.4 million decrease from FY 2023-24.

## 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 for current and future efforts to enhance the quality of life and experience of the community. The development of the CIP has also utilized an iterative process. The City Council has seen this plan several times and has offered input and feedback at each stage, consistently providing guidance with an emphasis on investing in the community through capital improvements.

## CONCLUSION

The FY 2024-25 Recommended Budget is a balanced budget that reflects the core services of the City, priorities of the City Council, and needs of the community. This balanced budget is possible due to prudent fiscal policies over the last several years, but fund balances and reserves will not be enough to sustain the City in the future unless revenues increase, or services and expenditures are drastically decreased. A key priority for staff and the Council in the coming fiscal year will be to identify strategies to balance the budget for the future, including additional sources of ongoing revenue, increased pursuit of grants and philanthropic support for community projects and programs, and continuing to find new efficiencies and cost savings wherever possible. These are all important practices for any organization, but especially now for the City of Half Moon Bay.

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.

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I am pleased to report that the City's FY 2023-24 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 2024-25 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, which includes Lisa Rossi, Kenneth Stiles, Bryan Lopez, Ernest Azevedo, Raymond Cruz, Margaret Jeanne Geiger, Whitney Rescino, and Julissa Acosta.

Respectfully submitted,



Matthew Chidester  
City Manager

18 de junio de 2024

Honorable Alcalde, Concejales y Comunidad,

En nombre del personal de la Ciudad, tengo el privilegio de presentar el Presupuesto Operativo Recomendado para el Año Fiscal (FY) 2024-25. El Presupuesto Recomendado es una declaración de la posición financiera actual de la Ciudad, una herramienta que proyecta ingresos y gastos futuros, y un plan de trabajo para comunicar, implementar y monitorear las operaciones de la Ciudad, los gastos de capital y las prioridades del Concejo.

El aumento de los costos de prestación de servicios, debido a la inflación más alta en más de 30 años y los aumentos significativos de tarifas para los servicios de seguridad pública proporcionados por el Condado (51% en los últimos dos años), junto con el estancamiento y la caída de los ingresos fiscales, han empujado a la Ciudad a un *déficit estructural*, donde los costos continuos superan los ingresos. El presupuesto del año fiscal 2023-24 estaba estructuralmente desequilibrado, pero los ahorros de años anteriores se utilizaron para equilibrar el presupuesto y permitieron que las operaciones continuaran con solo modificaciones menores. Desafortunadamente, el panorama no ha mejorado, y la Ciudad enfrenta déficits multimillonarios en el futuro previsible. Este último año fiscal ha sido un tiempo de recortes y evaluación de los servicios y programas que la Ciudad provee a la comunidad. El personal y el Concejo han trabajado para eliminar el gasto discrecional, enfocando los gastos solo en las necesidades para brindar servicios e invertir en programas y proyectos importantes. El personal ha actualizado las prácticas y los procedimientos para ser más eficientes y eficaces, con algunas inversiones en tecnología y herramientas que ahorrarán costos en el futuro, al tiempo que mejorarán el servicio a la comunidad.

El presupuesto que les presentamos está equilibrado, a través de reducciones de gastos, subvenciones y apoyo único para proyectos especiales, y el uso de una parte de la Reserva de Incertidumbre Económica de la Ciudad, que se estableció en 2019 para ayudar a la Ciudad en tiempos difíciles. Este enfoque es insostenible a largo plazo, y sin nuevos ingresos continuos y la recuperación de las fuentes tributarias existentes, la Ciudad enfrentará dolorosas reducciones en los servicios y programas que ayudan a mantener una alta calidad de vida para los residentes, e incluso pueden poner en peligro la salud, la seguridad y el bienestar de nuestra comunidad. La prudencia y previsión del Concejo en el pasado ha brindado la oportunidad de ser reflexivos y metódicos en la búsqueda de formas de equilibrar de manera sostenible el presupuesto de la Ciudad, pero en última instancia, la comunidad tendrá que decidir qué servicios proporciona la Ciudad que son más importantes, y trabajar con la Ciudad para garantizar que haya los recursos necesarios para proporcionar esos servicios.

## LOGROS DEL AÑO ANTERIOR

A pesar de los desafíos que hemos enfrentado durante el año pasado, que se sumaron a una carga de trabajo ya pesada, el personal mantuvo altos niveles de servicio en nuestras áreas de trabajo principales. Además, el personal continuó implementando las prioridades del Consejo para el año fiscal 2023-24, logrando un progreso significativo en el plan de trabajo de prioridades adoptado. A continuación se resumen algunos de nuestros principales logros:

- Se negoció un memorando de entendimiento con el condado de San Mateo, ayudó a asegurar un permiso de emergencia y facilitó el comienzo de la construcción de 47 casas prefabricadas asequibles para los trabajadores agrícolas en el nuevo vecindario de Stone Pine Cove.
- Se lanzó el Centro de Oportunidades de la Costa para apoyar a las pequeñas empresas, emprendedores, solicitantes de empleo y crecimiento laboral; lanzó una nueva incubadora de negocios, Coastside Venture Studio, con un enfoque en la tecnología de resiliencia.
- Se completó un Plan Maestro de Paisaje Urbano del Centro que servirá como hoja de ruta para los esfuerzos de revitalización del centro de la ciudad y ayudará a solicitar fondos.
- Se completó el segundo Borrador de Revisión Pública del Elemento de Vivienda del Ciclo 6; La certificación del Departamento de Vivienda y Desarrollo Comunitario de California (HCD, por sus siglas en inglés) se espera para el otoño de 2024.
- Se convocó a un nuevo Comité Asesor del Memorial y Recuerdo de los Trabajadores Agrícolas (FMRAC, por sus siglas en inglés) y celebró una ceremonia de conmemoración de un año para celebrar las siete vidas perdidas por el tiroteo masivo de enero de 2023. Con la asistencia de 250+ miembros de la comunidad.
- Se aseguraron \$785,000 en donaciones privadas, públicas y filantrópicas para viviendas a corto plazo para cuarenta personas desplazadas por el tiroteo masivo de enero de 2023.
- Organizó una visita histórica del Consulado Mexicano que atendió a 200 residentes costeros / ciudadanos mexicanos.
- Se completó el trabajo en el nuevo Programa de Registro de Alquileres, el Programa de Estabilización de Alquileres y las disposiciones mejoradas de Protección de Inquilinos.
- Se planeó y ejecutó el cuarto evento anual del Festival de Música de Fin de Verano.
- Se continuó apoyando los eventos del primer jueves de Make It Main Street en el centro de Half Moon Bay, reuniendo a artistas y creadores de la costa con organizaciones sin fines de lucro y la comunidad para conectarse, intercambiar y compartir mientras estimula la economía del centro mensualmente desde la primavera hasta el otoño de cada año.
- Se implementó la Ordenanza de Alquiler a Corto Plazo y Ocupación de Viviendas luego de la adopción del Concejo Municipal en junio de 2023.

- Se completaron numerosas inspecciones de permisos de construcción para ayudar a facilitar el Proyecto de Uso Mixto Main y Kelly, actualmente en construcción, cuya finalización se espera para el otoño de 2024.
- Se llevaron a cabo las academias de educación cívica y liderazgo de N.E.T. y FLCA para adultos y jóvenes.
- Se recibió el Premio a la Presentación Presupuestaria Distinguida de la Asociación de Funcionarios de Finanzas Gubernamentales (GFOA) por los documentos del Presupuesto Operativo y de Capital del Año Fiscal 22-23, que representan el cumplimiento de las mejores prácticas en la elaboración de presupuestos.
- Se finalizó la remodelación de los baños Mac Dutra.
- Se implementó la primera ordenanza de utensilios de comida desechables del condado.
- Se organizaron dos días de reciclaje comunitario que ofrecieron trituración de papel gratuita, recolección de compost y reciclaje de desechos electrónicos.
- Se adoptó la ordenanza de Grasas, Aceites y Grasas (FOG, por sus siglas en inglés) de la Ciudad e implementó el programa inaugural.
- Se puso a prueba el uso de la tecnología de Lector Automático de Matrículas (ALPR) en el vecindario de Pilarcitos (Oak Avenue Park) en respuesta a las solicitudes de la comunidad después de varios delitos de alto perfil.
- Se inició la Patrulla Montada y patrullas adicionales de la playa del Sheriff en Poplar Beach para hacer cumplir a los perros con correa todos los fines de semana durante todo el día.

## **PRIORIDADES DEL CONSEJO PARA EL AÑO FISCAL 2024-25**

De acuerdo con los últimos años, en preparación para el próximo presupuesto, el Concejo Municipal organizó tres sesiones de escucha comunitaria, que brindaron al Concejo y al personal la oportunidad de escuchar directamente a los miembros de la comunidad y obtener información adicional sobre las prioridades de la comunidad para la asignación de recursos durante el próximo año y más allá. También se recopilaron comentarios a través de otros medios, incluida una encuesta en línea en el sitio web de la Ciudad.

Las sesiones de escucha culminaron con un taller de establecimiento de prioridades el 14 de marzo de 2024. En este taller, el Ayuntamiento confirmó las siguientes cinco grandes prioridades, que se mantuvieron desde el año anterior:

- Vivienda asequible
- Salud Pública, Seguridad y Preparación para Emergencias
- Resiliencia y sostenibilidad comunitaria y climática
- Recuperación y Desarrollo Económico

- Transporte, Circulación y Movilidad

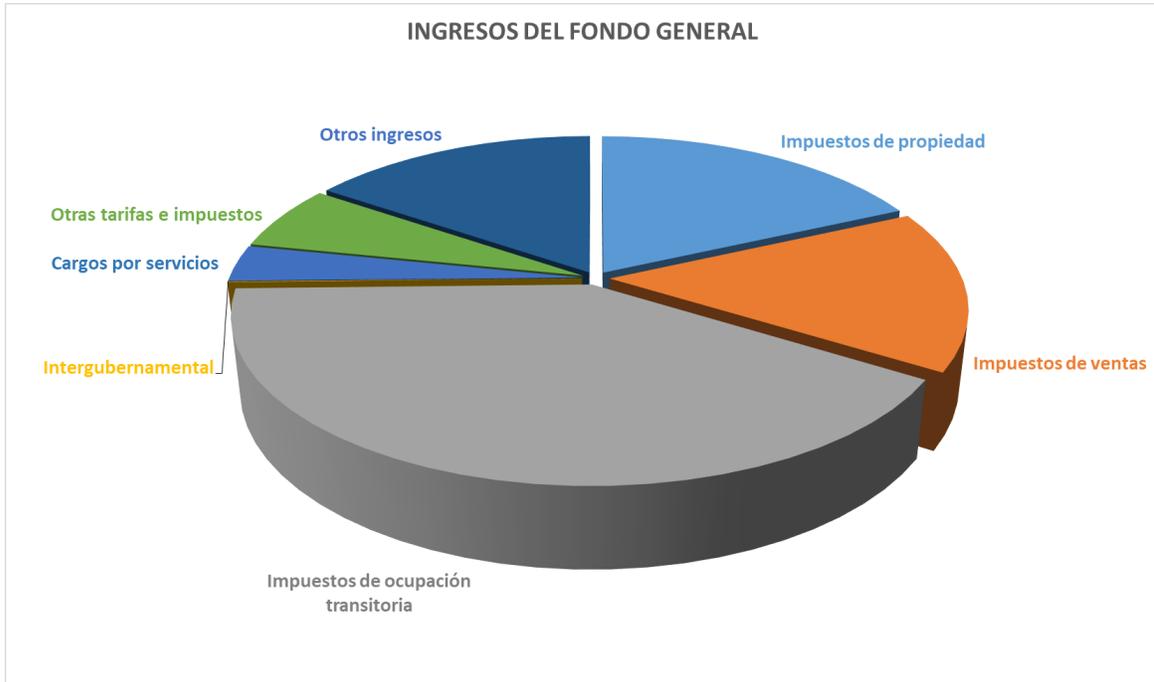
El personal presentó un plan de trabajo plurianual que incluye programas, proyectos y tareas realistas alineados con las cinco prioridades. El Presupuesto Recomendado incluye numerosas asignaciones de fondos que apoyarán la implementación de este plan de trabajo durante el próximo año fiscal.

## PRESUPUESTO DE UN VISTAZO

Los ingresos totales estimados de la Ciudad para todos los fondos para el año fiscal 2024-25 son de \$48.4 millones. Esta cantidad representa una disminución del 12% con respecto al año fiscal 2023-24. Esto se debe principalmente a una disminución de la financiación de ingresos especiales y de los reembolsos de subvenciones de capital.

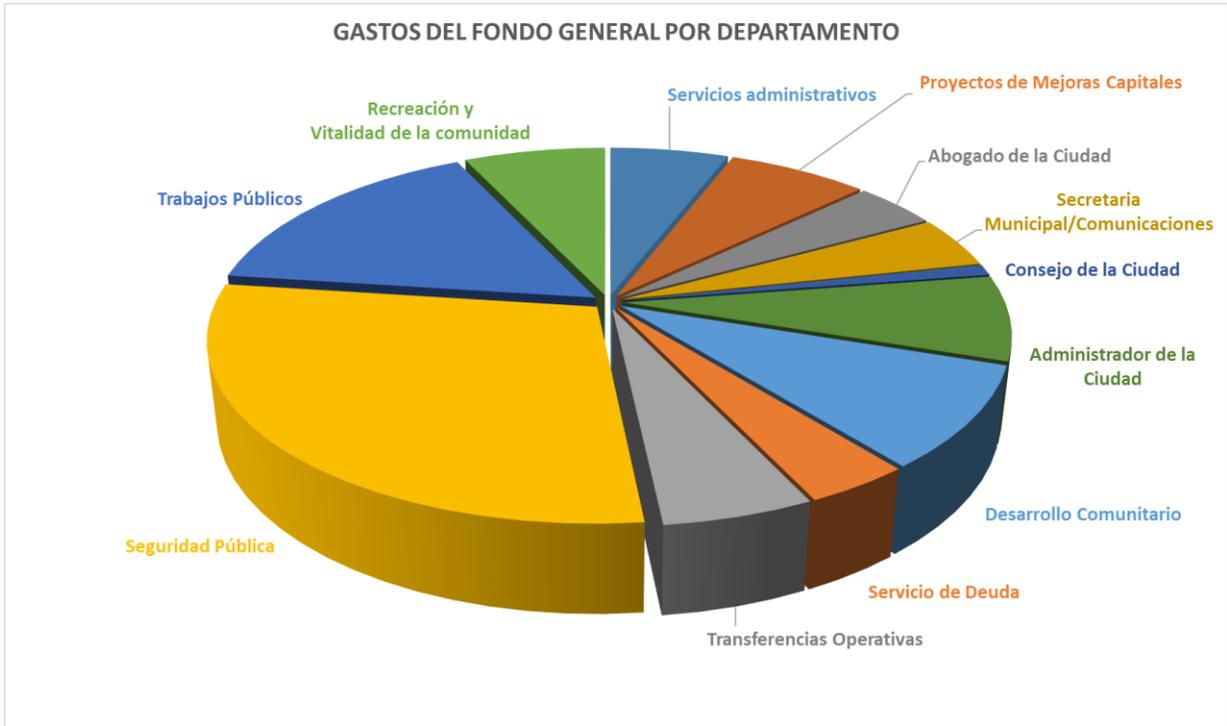
Los ingresos del Fondo General son aproximadamente el 43.5% por ciento de los ingresos totales, y las tres fuentes principales de ingresos del Fondo General son el Impuesto de Ocupación Transitoria (TOT), el Impuesto a la Propiedad y el Impuesto sobre las Ventas, como se ve en el gráfico circular a continuación. Dado que se espera que la actividad económica se estanque, se espera que estas tres fuentes primarias aumenten aproximadamente un 1% a partir del año fiscal 2023-24. 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. El aumento total de los ingresos del fondo general con respecto al año anterior es del 3%, principalmente debido a las ganancias en los impuestos básicos sobre la propiedad.

<b>Ingresos y tranferencia de todos los fondos</b>				
<b>Nombre Del Fondo</b>	<b>Actual 2021-22</b>	<b>Actual 2022-23</b>	<b>Revisado 2023-24</b>	<b>Recomendado 2024-25</b>
Fondo General	24,534,744	22,870,180	20,454,229	21,110,524
Fondos Empresariales	6,689,682	7,523,898	7,609,801	9,145,561
Fondos de ingresos especiales y de proyectos de capital	7,066,213	10,012,755	24,563,553	15,299,438
Fondos de servicio interno	2,282,530	2,530,975	2,377,142	2,943,112
Servicio de deudas	(180)	136	100	-
<b>Gran Total</b>	<b>40,572,988</b>	<b>42,937,945</b>	<b>55,004,826</b>	<b>48,498,635</b>

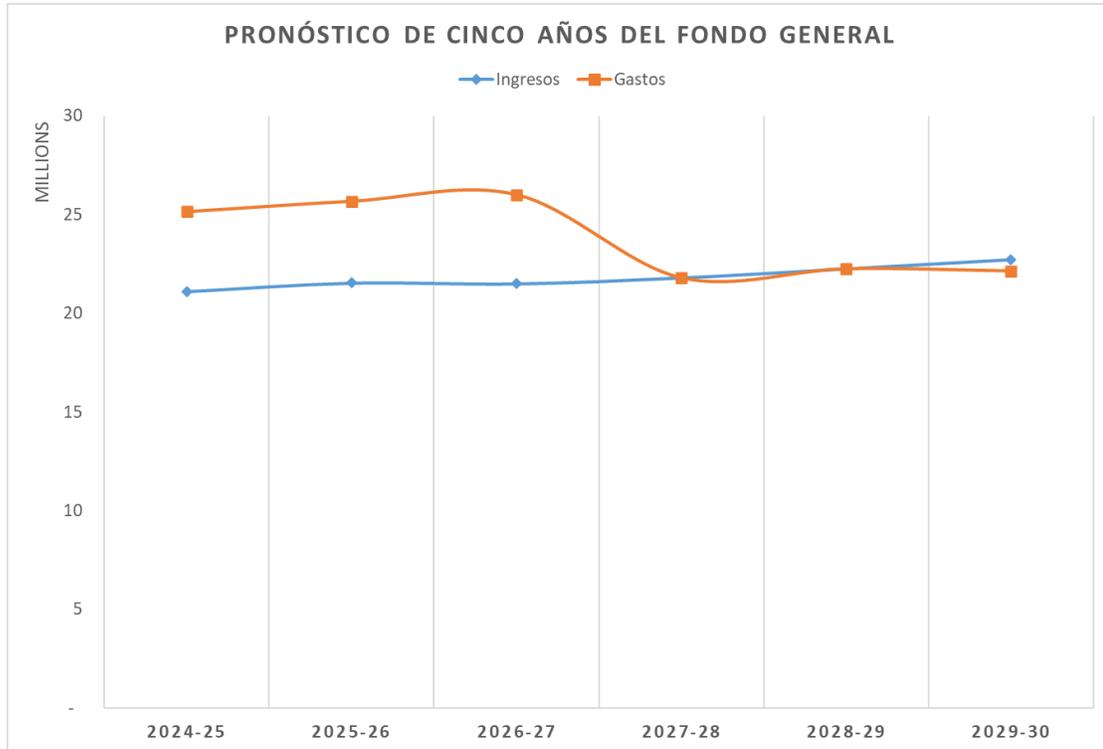


Los gastos presupuestados totales propuestos por la Ciudad para el año fiscal 2024-25 son de \$59.5 millones, lo que representa una disminución del 13% con respecto al año fiscal 2023-24. Esta disminución se debe principalmente a la disminución del gasto con fondos de ingresos especiales y proyectos de capital. Las mejoras de capital representan aproximadamente el 29% de los gastos totales. El Fondo General representa el 42% del presupuesto, y de estos gastos, el mayor presupuesto departamental es para la seguridad pública, como se muestra en el gráfico circular de la página siguiente.

<b>Gastos y transferencias de todos los fondos</b>				
<b>Nombre Del Fondo</b>	<b>Actual 2021-22</b>	<b>Actual 2022-23</b>	<b>Revisado 2023-24</b>	<b>Recomendado 2024-25</b>
Fondo general	20,089,107	22,227,428	25,446,173	25,150,475
Fondos empresariales	8,722,888	7,817,793	9,782,751	10,862,691
Fondos de ingresos especiales y de proyectos de capital	7,326,752	6,188,871	30,436,818	20,458,771
Fondos de servicio interno	2,056,699	2,428,948	2,677,608	3,096,787
Servicio de deudas	-	-	-	-
<b>Gran Total</b>	<b>38,195,445</b>	<b>38,663,040</b>	<b>68,343,351</b>	<b>59,568,725</b>

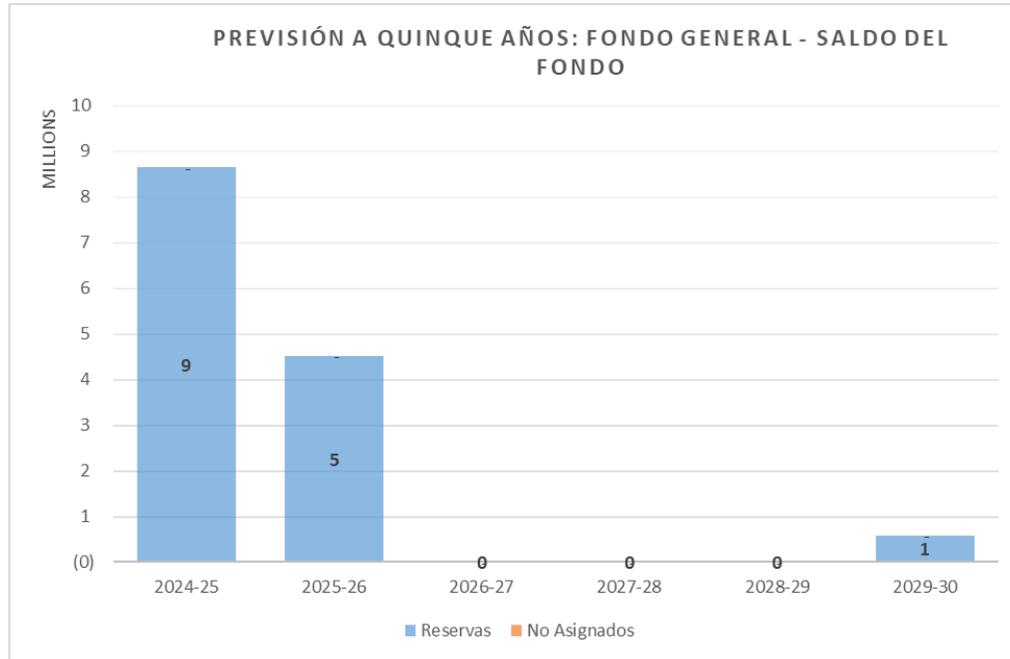


Sobre la base de supuestos conservadores del personal, costos futuros conocidos e información histórica, hemos preparado un pronóstico a cinco años para los ingresos y gastos del fondo general. Por lo general, las previsiones se utilizan para anticipar cualquier problema fiscal importante en los próximos años. El siguiente gráfico muestra los ingresos y gastos durante el próximo quinquenio.



Según las previsiones, es probable que los gastos superen los ingresos en los próximos años, lo que dará lugar a déficits. De ser así, estos déficits tendrían que mitigarse utilizando los saldos de los fondos no asignados (economías de los años anteriores), las reservas, los recortes en los gastos y/o el aumento de los ingresos. Si no se modifica, se proyecta que la Ciudad agote sus reservas aproximadamente para el año fiscal 2027-28, lo que conducirá a una posición financiera adversa. En este pronóstico, si la Ciudad no tiene éxito en generar ingresos adicionales, los recortes multimillonarios tendrían que ocurrir a partir del año fiscal 2027-28 a más tardar.

La siguiente tabla detalla los saldos de reserva de la ciudad durante el mismo período de cinco años, incluidos los saldos decrecientes si la mitigación del déficit no se aborda por otros medios.



### ASPECTOS PRESUPUESTARIOS DESTACADOS/CAMBIOS SIGNIFICATIVOS

- Se estima que el contrato de aplicación de la ley con el Sheriff del Condado aumentará en aproximadamente \$376 mil, que es un 6% más que el año fiscal 2023-24. Este aumento se suma a un aumento de \$1.5 millones el año anterior, como resultado del esfuerzo del Condado para recuperar mejor los costos de sus servicios contractuales a las ciudades.
- El contrato de despacho del 911 con el Departamento de Comunicaciones de Seguridad Pública del Condado aumentará en \$23,000, un aumento del 3%. Esto se suma a un aumento de \$505 mil en el año anterior, debido a los mismos cambios en el Condado.
- Se han realizado recortes operativos en promedio de casi 10% por departamento, para un total de \$540 mil, e incluyen estrategias como: la eliminación del arrendamiento del Anexo, que ha albergado al personal de Servicios Administrativos desde 2016, y la consolidación de ese personal en el Ayuntamiento; mantener desocupados varios puestos vacantes recientemente para permitir la evaluación de las responsabilidades del personal y la redistribución de los servicios básicos al personal existente; y la eliminación del gasto discrecional.
- El programa CARES está totalmente financiado hasta el 30 de marzo de 2025, a través del apoyo continuo del programa de subvenciones BHJIS. Si la subvención no se extiende más, o no se reciben subvenciones adicionales, la Ciudad puede verse obligada a cancelar los servicios y finalizar el programa.

- El Programa de Subvenciones de Asistencia Financiera para Servicios Comunitarios continúa con la asignación de \$300,000 del año anterior, así como continúa con el enfoque de cohorte en respuesta a las recomendaciones del CRI.
- Se han asignado \$1.7 millones del Fondo General para mejoras de capital. Esta es una disminución de \$1 millón del presupuesto adoptado para el año fiscal 2023-24, refleja el trabajo real que la Ciudad anticipa completar este año fiscal y se enfoca en proyectos en curso, trabajo crítico relacionado con el tráfico, el transporte y el desarrollo económico, y proyectos financiados por subvenciones que requieren una contrapartida local.
- Los niveles de personal se mantendrán sustancialmente sin cambios en este año fiscal, con algunos puestos cambiando para adaptarse a las necesidades de la comunidad, pero sin un impacto significativo en el número de puestos o los costos.
- La Política de Reservas establece una Reserva Operativa del 30% de los gastos anuales del Fondo General y una Reserva de Incertidumbre Económica del 20% de los gastos anuales del Fondo General. Con la aprobación de este presupuesto, la Reserva Operativa seguirá estando totalmente financiada, pero la Reserva de Incertidumbre Económica se reducirá a 1,6 millones de dólares, o el 7%. Se estima que las dos reservas suman un total de \$8.6 millones, lo que representa una disminución de \$2.4 millones con respecto al año fiscal 2023-24.

## PROGRAMA DE MEJORAS DE CAPITAL

El Programa Quinquenal de Mejoras de Capital (CIP, por sus siglas en inglés) 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 para los esfuerzos actuales y futuros para mejorar la calidad de vida y la experiencia de la comunidad. 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 constante con énfasis en invertir en la comunidad a través de mejoras de capital.

## CONCLUSIÓN

El presupuesto recomendado para el año fiscal 2024-25 es un presupuesto equilibrado que refleja los servicios básicos de la Ciudad, las prioridades del Concejo Municipal y las necesidades de la comunidad. Este presupuesto equilibrado es posible gracias a las políticas fiscales prudentes de los últimos años, pero los saldos de fondos y las reservas no serán suficientes para sostener a la Ciudad en el futuro a menos que aumenten los ingresos o se reduzcan drásticamente los servicios y gastos. Una prioridad clave para el personal y el Concejo en el próximo año fiscal será identificar estrategias para equilibrar el presupuesto para el futuro, incluyendo fuentes adicionales de ingresos continuos, una mayor búsqueda de subvenciones y apoyo filantrópico para proyectos y programas

comunitarios, y continuar encontrando nuevas eficiencias y ahorros de costos siempre que sea posible. Todas estas son prácticas importantes para cualquier organización, pero especialmente ahora para la ciudad de Half Moon Bay.

Para obtener información más detallada que la que se indica aquí, se recomienda al lector que comience con el Resumen 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 2023-24 recibió el Premio a la Excelencia de la Asociación de Funcionarios 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 2024-25 continuará cumpliendo con los criterios para esta adjudicación.

El desarrollo del presupuesto debe completarse en un plazo muy comprimido y supone una cantidad sustancial de trabajo para toda la organización. Quiero reconocer el liderazgo del Concejo, a los directores de departamento y a su personal, pero especialmente agradecer al dedicado equipo de presupuesto que completó este documento, que incluye a Lisa Rossi, Kenneth Stiles, Bryan López, Ernest Azevedo, Raymond Cruz, Margaret Jeanne Geiger, Whitney Rescino y Julissa Acosta.

Respetuosamente presentado,



Mateo Chidester  
Administrador de la ciudad

**RESOLUTION NO. C-2024-44**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY  
ADOPTING THE FISCAL YEAR 2024-2025 ANNUAL OPERATING AND CAPITAL BUDGET**

**WHEREAS**, the City Council of the City of Half Moon Bay held a Budget Study Session on May 21, 2024, and has received and completed its review of the proposed FY 2024-25 Operating and Capital Improvement Program and gave general direction on the recommendations contained therein; and

**WHEREAS**, the City Council of the City of Half Moon Bay has held a public hearing on June 18, 2024, for consideration of adoption of the proposed FY 2024-25 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 2024-25; and

**WHEREAS**, in accordance with Section 65103 of the State Government Code, the City's Planning Commission held a hearing on June 11, 2024, 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 2024-25 Fiscal Year Appropriations Limit, Operating and Capital Improvement Program Budgets for FY 2024-25.

**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 \$59,568,725, including CIP allocation of \$18,793,097, for fiscal year 2024-25 consisting of appropriations, inter-fund transfers, and General Fund expenditures of \$25,150,475, as set forth within the Fiscal Year 2024-25 Budget.
2. The City Council does hereby approve and adopt the City's budgeted revenue of \$48,498,635 for Fiscal Year 2024-25 and General Fund revenues of \$21,110,524, as set forth within the Fiscal Year 2024-25 Budget.
3. The amount of the Fiscal Year 2024-25 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 2024-25 Fiscal Year.

\*\*\*\*\*

I, the undersigned, hereby certify that the foregoing Resolution was duly passed and adopted on the 18<sup>th</sup> day of June, 2024 by the City Council of Half Moon Bay by the following vote:

AYES, Councilmembers: BROWNSTONE, PENROSE, RUDDOCK, RARBACK, JIMENEZ

NOES, Councilmembers:

ABSENT, Councilmembers:

ABSTAIN, Councilmembers:

ATTEST:

APPROVED:

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

*Joaquin Jimenez*  
 \_\_\_\_\_  
 Joaquin Jimenez, Mayor

# City of Half Moon Bay City Council



Mayor  
Joaquin Jimenez



Vice Mayor  
Harvey Rarback



Council Member  
Robert Brownstone



Council Member  
Debbie Ruddock



Council Member  
Deborah Penrose



# 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, bicyclists, 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 about 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 community’s needs.</li> <li>• Support and sustain a business environment that contributes to economic prosperity and revenue generation and improves the community’s economic well-being.</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 an 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.

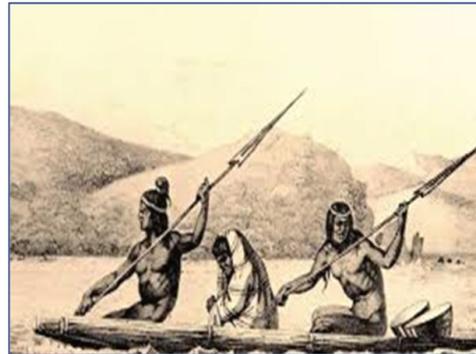
Half Moon Bay is considered a rural coastal community and is home to approximately 11,363 people. Featuring the best of Northern California all in one place, visitors to Half Moon Bay enjoy miles of white sandy beaches, redwood forests, a historic downtown filled with local artisan shops, beautiful state parks, fields of wildflowers, and breathtaking trails along ocean bluffs and green rolling hills 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 with 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.



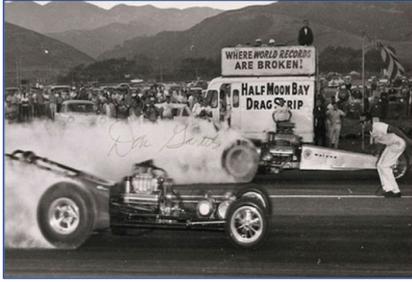
Settlers such as James and Petra Johnston, the original owners of the majestic 'White House of Half Moon Bay, saw potential and aspirations for cattle grazing and raising a family. James' Scottish heritage and Petra's Hispanic background, in addition to the Portuguese, Italian, Mexican, and Spanish influences 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, recreation, 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, accessible via miles of hiking and biking trails. These lands offer breathtaking coastal vistas and endless views of hillsides cloaked in vegetation. 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 12 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 4,353 households. For persons 25 years and older, 88.3% have a high school diploma, and 57.4% have a bachelor’s degree or higher. A snapshot of demographic highlights include:

Median Age	48.3
Total Household	4,353
Average Household Size	2.67
Average Household Income	\$209,719
Education - High School Degree or higher	92.09%
Education - Bachelor's Degree or higher	54.58%
Median Housing Value	\$1,425,500
Percent of Foreign-born Persons	20.97%

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

## San Mateo County Context

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

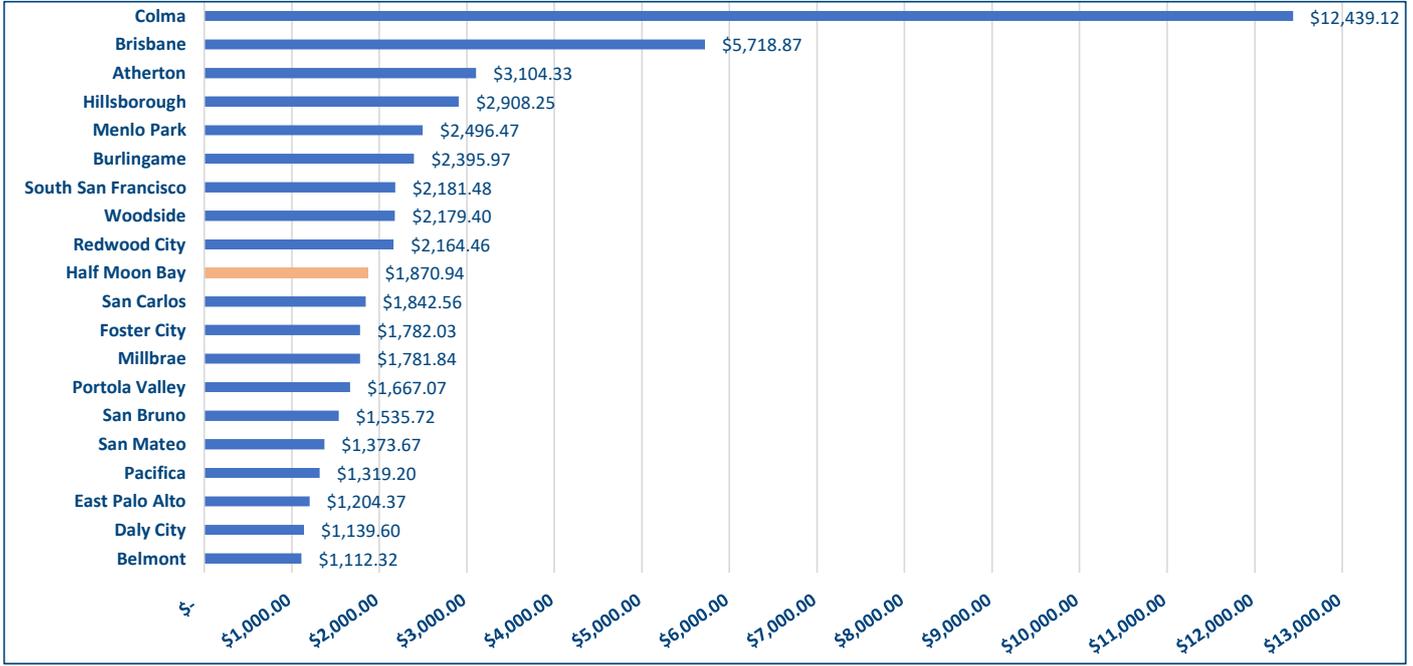
Half Moon Bay has retained employment sectors traditional to the Coastside, while also accommodating new businesses and industries that are otherwise primarily thought to be located “over-the-hill.” Despite its smaller size and distinct economic base, the City’s revenues and expenditures indicate that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

# San Mateo County Cities Comparison

The City of Half Moon Bay ranks the 10th in revenues per capita compared to other cities within San Mateo county. The City ranks 13th in cost per capita and 10th in outstanding debt per capita.

## General Revenues Per Capita

Half Moon Bay Ranks 10th 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	6,915	21,466,475	19,250,260	7,180,980	\$ 3,104	\$ 2,784	\$ 1,038
Belmont	27,225	30,282,994	30,282,994	4,027,260	\$ 1,112	\$ 1,112	\$ 148
Brisbane	4,668	26,695,707	28,599,443	13,957,000	\$ 5,719	\$ 6,127	\$ 2,990
Burlingame	30,106	72,132,955	74,518,635	71,587,152	\$ 2,396	\$ 2,475	\$ 2,378
Colma	1,557	19,367,714	19,564,699	120,000	\$ 12,439	\$ 12,566	\$ 77
Daly City	101,243	115,376,535	121,584,655	7,242,312	\$ 1,140	\$ 1,201	\$ 72
East Palo Alto	28,847	34,742,578	33,455,831	-	\$ 1,204	\$ 1,160	\$ -
Foster City	32,517	57,946,287	58,267,069	83,003,372	\$ 1,782	\$ 1,792	\$ 2,553
<b>Half Moon Bay</b>	<b>11,363</b>	<b>21,259,541</b>	<b>24,946,173</b>	<b>6,492,008</b>	<b>\$ 1,871</b>	<b>\$ 2,195</b>	<b>\$ 571</b>
Hillsborough	11,016	32,037,253	32,638,402	64,610,925	\$ 2,908	\$ 2,963	\$ 5,865
Menlo Park	32,475	81,072,742	76,603,105	30,131,644	\$ 2,496	\$ 2,359	\$ 928
Millbrae	22,277	39,694,000	39,718,000	22,432,477	\$ 1,782	\$ 1,783	\$ 1,007
Pacifica	37,099	48,941,100	47,957,256	25,437,051	\$ 1,319	\$ 1,293	\$ 686
Portola Valley	4,289	7,150,071	7,655,897	-	\$ 1,667	\$ 1,785	\$ -
Redwood City	81,643	176,713,011	171,751,759	82,400,000	\$ 2,164	\$ 2,104	\$ 1,009
San Bruno	42,275	64,922,570	66,443,527	6,353,473	\$ 1,536	\$ 1,572	\$ 150
San Carlos	30,034	55,339,300	58,976,850	1,953,089	\$ 1,843	\$ 1,964	\$ 65
San Mateo	102,200	140,389,551	137,871,879	-	\$ 1,374	\$ 1,349	\$ -
South San Francisco	64,251	140,162,481	140,153,329	222,300,000	\$ 2,181	\$ 2,181	\$ 3,460
Woodside	5,131	11,182,505	11,805,444	-	\$ 2,179	\$ 2,301	\$ -

## 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 approved a transition from at-large to by-district elections, with the mayor to be elected at-large, and In 2020, the City again updated its election process to comply with new state standards. The 2020 update changed the 4 districts to 5 with an annual rotating mayor instead of a mayor being elected at large. In 2022 three of the district council members were up for reelection, with the other two being up for reelection in 2024. 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) 726-8910	501 Main Street
City Clerk's Office (650) 726-8250	501 Main Street
Administrative Services (650) 435-8261	501 Main Street
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)

# Budget Overview



Student Name: Haidi Schenker  
Title: Grade 4  
Teacher: Mrs. Ruppel  
School: Redwood Valley

"Untitled"

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# Basis of Budget Preparation



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 2023-24 fiscal year, the City experienced a steady decline in its largest revenue stream, the Transient Occupancy Tax. This revenue source decreased by approximately 3% compared to the previous year and decreased by 6% the year prior. This decline is primarily due to the temporary increase in tourism observed in FY 2021-22, which was driven by pent-up demand from the effect of the pandemic. In the post-vaccination world, tourism has shifted towards outbound international travel, reducing inbound travel and tourism to the coast.

Along with marked high inflation and market volatility, economically sensitive revenues streams such as Sales & Use Tax have stagnated. Many of the factors causing the current economic volatility are out of the City's control and are anticipated to continue to impact revenues and expenditures. Inflation continues to increase the cost of projects considerably; unfunded pension liabilities may increase to match inflation along with unknown variables in investment returns; and reductions to local home sales or potential contraction of home prices could all impact city budgets. Due to rising costs in existing services and the loss of major revenues, the City has a structural deficit in FY 2024-25 that is anticipated to continue until either revenues and/or expenditures change significantly.

The City will continue to monitor the economic environment though anticipates overall slow economic improvement despite the challenges that may impact the City in the near 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 is approximately 3.5%. The City of Half Moon Bay's unemployment rate is 1.5%. The City unemployment rate is currently lower than the unemployment rates for San Mateo County, California, and the nation during the same period.

## State Budget Outlook and Impact on the City

The State of California's budget and economy can influence the financial condition of the City. Due to lower-than-expected tax receipts, the State is facing a \$27.6 billion deficit for FY 2024-25. This situation could potentially impact the City through potential reductions to state reimbursements and capital grants. While existing capital grant awards appear secure, the City anticipates that a portion of vehicle in-lieu fees may not be fully funded. Although this amount is not material to the City's overall financial situation, staff will continue to advocate for these funds.

## BUDGET DEVELOPMENT PROCESS

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

### Council Strategic Planning

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

The listening sessions culminated in a priority setting workshop on March 14, 2024. 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. Transportation, Circulation and Mobility

The table below demonstrates how the Council’s FY 2023-24 priorities fit in the larger Strategic Plan Elements and Initiatives that were adopted on February 9, 2016, and reaffirmed for FY 2024-25.

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

### Budget Preparation

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

Budget Timeline	
February 1 - March 13	Community Listening Sessions & Feedback Survey
March 14	Council Strategic Planning and Priority Setting Workshop
May 16	Finance Committee Meeting
May 21	City Council Review of Proposed Budget (Study Session)
June 18	City Council Budget Hearing
June 18	Budget Adoption

Each department was asked to provide their anticipated Base Budget operating expenditure changes with adjustments by known personnel salary and benefit costs. Each department is also 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 2024-25 occurred on June 18, 2024.

### 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 comments are 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 for ensuring 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 without approval from the City Council.

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

The City's financial 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 2024-25 ADOPTED BUDGET OVERVIEW**

The Recommended FY 2024-25 Budget is balanced following careful review and conservative assumptions.

In FY 2024-25, General Fund revenue of \$21.1 million is projected to be less than the General Fund expenses of \$25 million by \$4 million.

This means that the City will not be able to adequately fund the cost of day-to-day operations and capital projects in Half Moon Bay without the use of any available unassigned fund balances. 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 75% of General Fund revenue. While TOT and sales tax revenue were reduced due to the COVID-19 they are continuing to rebound.

### **Budget Assumptions**

The Base Budget is not an exact duplicate of the Adopted or Amended FY 2023-24 Budget because of actions the Council may have taken to modify the budget during the year, and most notably due to the FY 2024-25 budget assumptions used to develop the Base Budget. The following are the major assumptions used to develop the initial FY 2024-25 Base Budget:

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

- **Total General Fund revenue** of \$21.1 million shows an increase of 3.2% from the FY 2023-24 Revised
- **The top three revenue sources**, Transient Occupancy Tax (TOT), Property Tax, and Sales and Use Tax are estimated to increase by 1% compared to the current budget; the increase of other revenues is estimated at 11%.

### **Base Budget Expenditures Assumptions**

- Total General Fund expenditures of \$25 million, which includes \$23.3 million in operating expenditures and \$1.7 million in capital transfers to fund the Capital Improvement Program.
- Salary and Benefits projections include funding for 45 full-time equivalent (FTE) positions city-wide with no increases or decreases to personnel.
- 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 2024-25 PERS retirement rates are budgeted as provided by CalPERS: Tier 1 (2.0% @ 55) at 13.310% for classic members and Tier 2 (2% @ 62) at 8.180% 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 have increased by 3% over FY 2023-24 budgeted amounts.

### **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.

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 2024-25 CIP officially began in December 2023. This resulted in the preliminary draft FY 2024-25 Capital Budget presented to the City Council during the Budget Study Session on May 21, 2024.

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 2023-24 through FY 2024-25 are detailed in the table below. Total operating expenses are also listed to demonstrate the percentage level of reserves and compliance with the City’s Fund Balance Policy.

GENERAL FUND (RESTRICTED & UNRESTRICTED BALANCES)			
Designations	Actual	Revised Budget	Proposed Budget
	2022-23	2023-24	2024-25
<b>Beginning Fund Balance</b>	\$ 15,585,152	\$ 16,227,904	\$ 12,691,700
<b>Total Revenue</b>	<b>22,870,180</b>	<b>20,454,229</b>	<b>21,110,524</b>
Net Operating Expenditures	16,257,073	20,929,436	21,130,756
Operating Transfers	1,954,936	1,753,738	2,259,619
<b>Total Operating Expenditures</b>	<b>18,212,009</b>	<b>22,683,173</b>	<b>23,390,375</b>
Capital Transfers	4,015,419	2,763,000	1,760,100
<b>Total Expenditures</b>	<b>22,227,428</b>	<b>25,446,173</b>	<b>25,150,475</b>
<b>Ending Fund Balance</b>	<b>16,227,904</b>	<b>11,235,960</b>	<b>8,651,749</b>
General Fund Reserve (30% of Op.	5,904,607	6,654,952	7,017,113
Economic Uncertainty Reserve (Target			
20% Op. Exp.)	3,936,405	4,436,635	1,634,636
<b>Total Reserves</b>	<b>9,841,012</b>	<b>11,091,587</b>	<b>8,651,749</b>
<b>Unassigned Fund Balance</b>	<b>6,386,892</b>	<b>144,373</b>	-
<b>Reserve as % of Total Op. Expenses</b>	54%	49%	37%

*Beginning Fund Balance reflects ending estimates that may not match ending 2023-24 revised budget*

Due to the structural deficit, a portion of the Economic Uncertainty Reserve is budgeted to be used in FY 2024-25 to prevent reductions that would have significant service level impacts. While the General Fund Reserve will be fully funded at 30%, the Economic Uncertainty Fund will be at 7% or \$1.6 million. Total reserves will decrease by \$2.4 million from the year prior.

### Conclusion

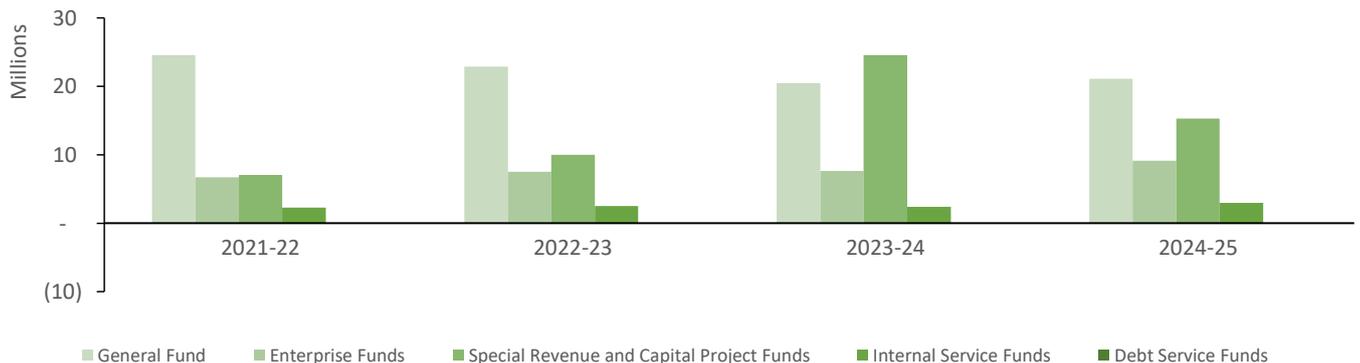
The FY 2024-25 General Fund total budget expenditures total \$25.1 million and include a \$1.7 million contribution to CIP. The FY 2024-25 General Fund budget has a structural deficit of \$4 million primarily caused by rising costs in existing services and the loss of major revenues. The deficit will be mitigated with use of prior year savings and partial use of the Economic Uncertainty Reserve. The FY 2024-25 budgets in the Special Revenue and Capital Funds, Enterprise Funds, Debt Service Funds, and Internal Service Funds total \$27.3 million. The proposed 5-Year Capital Improvement Program (CIP) includes budgeted expenses of \$18.7 million for FY 2024-25.

The deficit is structural in nature, not sustainable and remains an ongoing significant fiscal challenge for the City. Fiscal sustainability remains a high priority for Half Moon Bay and to that end, staff continues to explore revenue enhancements and cost containment strategies for the City going forward.

**City of Half Moon Bay**  
**FY 2024-25 Recommended Budget**  
**Summary of Revenue & Transfers by Fund**

FUND	Actual 2021-22	Actual 2022-23	Revised 2023-24	Recommended 2024-25
<b>GENERAL FUND</b>	<b>24,534,744</b>	<b>22,870,180</b>	<b>20,454,229</b>	<b>21,110,524</b>
<b>ENTERPRISE FUNDS</b>				
Sewer Operating	6,685,879	7,071,505	7,335,602	8,984,239
Sewer Capital	3,803	452,392	274,199	161,322
<b>ENTERPRISE FUNDS</b>	<b>6,689,682</b>	<b>7,523,898</b>	<b>7,609,801</b>	<b>9,145,561</b>
<b>SPECIAL REVENUE FUNDS</b>				
Storm Drain Operating	(7,862)	7,637	5,100	10,463
Traffic Mitigation	(8,030)	226,307	205,702	125,006
Library Operation	(371)	350	200	479
Main Street Bridge	126,930	39,367	7,100	-
Gas Tax	519,605	598,951	670,415	642,975
Streets and Roads	2,586,701	247,030	5,639,650	4,257,234
Measure A	363,190	454,696	446,695	446,650
Park/Facilities Development	1,518,910	1,570,732	5,968,362	3,380,533
Affordable Housing	(48,691)	47,034	3,318,740	69,027
Public Facilities	929,765	3,012,796	189,402	136,686
Police Grants	146,028	183,236	214,688	211,055
Measure W	468,198	196,378	197,755	203,275
Lot Acquisition/Development	(50,840)	36,645	44,891	42,840
CZI Grant	-	506,701	4,000	8,971
Opportunity Center	-	651,347	1,870,177	1,891,501
Grants - ARPA	-	-	1,500,000	18,160
Capital General	523,238	1,813,130	3,352,458	3,710,497
Drainage Capital	4,869	410,836	921,818	130,958
Library Capital	(5,426)	9,581	6,400	13,129
<b>SPECIAL REVENUE AND CAPITAL PROJECT FUNDS</b>	<b>7,066,213</b>	<b>10,012,755</b>	<b>24,563,553</b>	<b>15,299,438</b>
Vehicle Replacement	212,131	70,680	69,067	82,522
Equipment Replacement	501,704	558,673	601,234	552,044
Risk Management	552,793	730,927	768,611	937,561
Pension Stabilization	1,015,903	1,170,695	938,230	1,370,985
<b>INTERNAL SERVICE FUNDS</b>	<b>2,282,530</b>	<b>2,530,975</b>	<b>2,377,142</b>	<b>2,943,112</b>
Judgement Bonds - B	(180)	136	100	-
<b>DEBT SERVICE FUNDS</b>	<b>(180)</b>	<b>136</b>	<b>100</b>	<b>-</b>
<b>Total Other Funds</b>	<b>16,038,245</b>	<b>20,067,764</b>	<b>34,550,597</b>	<b>27,388,111</b>

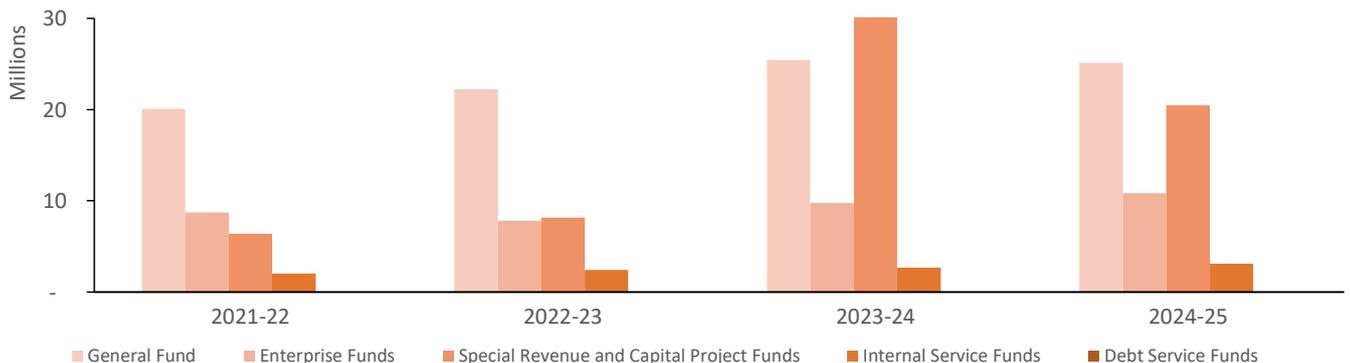
**TOTAL ALL FUNDS \$ 40,572,988 \$ 42,937,945 \$ 55,004,826 \$ 48,498,635**



**City of Half Moon Bay**  
**FY 2024-25 Recommended Budget**  
**Summary of Expenditures & Transfers by Fund**

FUND	Actual 2021-22	Actual 2022-23	Revised 2023-24	Recommended 2024-25
<b>GENERAL FUND</b>	<b>20,089,107</b>	<b>22,227,428</b>	<b>25,446,173</b>	<b>25,150,475</b>
<b>ENTERPRISE FUNDS</b>				
Sewer Operating	6,695,652	6,811,900	7,529,974	7,952,639
Sewer Capital	2,027,236	1,005,892	2,252,777	2,910,052
<b>ENTERPRISE FUNDS</b>	<b>8,722,888</b>	<b>7,817,793</b>	<b>9,782,751</b>	<b>10,862,691</b>
<b>SPECIAL REVENUE FUNDS</b>				
Storm Drain Operating	-	-	100,000	100,000
Traffic Mitigation	46,944	31,232	37,033	31,839
Library Operation	840	-	-	-
Main Street Bridge	81,853	480,024	-	-
Gas Tax	42,618	35,859	566,432	672,958
Streets and Roads	1,914,860	787,645	6,313,163	6,277,526
Measure A	450,875	63,272	261,117	272,463
Park/Facilities Development	1,034,390	2,286,727	8,401,079	3,733,850
Affordable Housing	-	-	1,450,000	-
Public Facilities	723,854	2,554,303	1,742,398	626,362
Police Grants	11,708	6,414	-	60,000
Measure W	-	-	-	-
Lot Acquisition/Development	687,175	536,514	400,000	-
CZI Grant	-	221,300	289,401	107,171
Opportunity Center	-	-	2,470,000	1,922,801
Grants - ARPA	-	-	500,000	100,000
Capital General	388,681	895,812	5,991,648	5,226,429
Drainage Capital	83,980	269,079	1,914,546	1,327,372
Library Capital	910,745	-	-	-
<b>SPECIAL REVENUE AND CAPITAL PROJECT FUNDS</b>	<b>6,378,523</b>	<b>8,168,181</b>	<b>30,436,818</b>	<b>20,458,771</b>
Vehicle Replacement	70,087	103,229	69,067	77,000
Equipment Replacement	489,491	505,642	586,335	533,178
Risk Management	455,373	667,982	1,108,731	1,140,177
Pension Stabilization	1,041,748	1,152,095	913,474	1,346,432
<b>INTERNAL SERVICE FUNDS</b>	<b>2,056,699</b>	<b>2,428,948</b>	<b>2,677,608</b>	<b>3,096,787</b>
Judgement Bonds - B	-	-	-	-
<b>DEBT SERVICE FUNDS</b>	-	-	-	-
<b>Total Other Funds</b>	<b>17,158,110</b>	<b>18,414,921</b>	<b>42,897,178</b>	<b>34,418,249</b>

**TOTAL ALL FUNDS \$ 37,247,216 \$ 40,642,350 \$ 68,343,351 \$ 59,568,725**



**City of Half Moon Bay**  
**FY 2024-25 Recommended Budget**  
**Transfers/Allocations Summary**

	<b>Budget Transfers In 6/30/2025</b>
<b>GENERAL FUND (101)</b>	
From Sewer Operating (201) - Admin Fee	587,760
<b>GENERAL FUND (101)</b>	<b>587,760</b>
<b>SEWER OPERATING (201)</b>	
From Sewer Capital (202)	1,965,552
<b>SEWER OPERATING (201)</b>	<b>1,965,552</b>
<b>STREETS AND ROADS (123)</b>	
From General Fund (101) - Capital Projects Funding	-
From Gas Tax (122) - Capital Projects Funding	630,000
From Measure A (124) - Capital Projects Funding	200,000
<b>STREETS AND ROADS (123)</b>	<b>830,000</b>
<b>PARKS/FACILITIES DEVELOPMENT (125)</b>	
From General Fund (101) - Capital Projects Funding	-
<b>PARKS/FACILITIES DEVELOPMENT (125)</b>	<b>0</b>
<b>PUBLIC FACILITIES (127)</b>	
From General Fund (101) - Capital Projects Funding	100,000
<b>PUBLIC FACILITIES (127)</b>	<b>100,000</b>
<b>GENERAL CAPITAL FUND (151)</b>	
From General Fund (101) - Capital Projects Funding	1,660,100
From Streets and Roads (123) - Capital Projects Funding	105,000
From Parks/Facilities Development (125)- Capital Projects Funding	-
From Public Facilities (127) - Capital Projects Funding	120,000
From Drainage Capital (152) - Capital Projects Funding	-
<b>GENERAL CAPITAL FUND (151)</b>	<b>1,885,100</b>
<b>DRAINAGE CAPITAL (152)</b>	
From General Fund (101) - Capital Projects Funding	-
From Storm Drain Operating (111) - Capital Projects Funding	100,000
From General Capital (151) - Capital Projects Funding	-
<b>DRAINAGE CAPITAL (152)</b>	<b>100,000</b>
<b>VEHICLE REPLACEMENT (301)</b>	
From General Fund (101)	48,482
From Sewer Operating (201)	27,858
From Streets & Roads (123)	421
From Storm Drain (152)	239
<b>VEHICLE REPLACEMENT (301)</b>	<b>77,000</b>
<b>EQUIPMENT FUND (302)</b>	
From General Fund (101)	335,705
From Sewer Operating (201)	192,899
From Streets & Roads (123)	2,918
From Storm Drain (152)	1,656
<b>EQUIPMENT FUND (302)</b>	<b>533,178</b>
<b>RISK MANAGEMENT FUND (303)</b>	
From General Fund (101)	529,001
From Sewer Operating (201)	303,968
From Streets & Roads (123)	4,599
From Storm Drain (152)	2,609
<b>RISK MANAGEMENT FUND (303)</b>	<b>840,177</b>
<b>PENSION STABILIZATION FUND (304)</b>	
From General Fund (101) - To fund unfunded liability payment	1,346,432
<b>PENSION STABILIZATION FUND (304)</b>	<b>1,346,432</b>
<b>GRAND TOTAL</b>	<b>8,265,199</b>

**City of Half Moon Bay  
FY 2024-25 Recommended Budget  
Fund Balances Summary**

	Projected Fund Balance 6/30/2024	Revenues & Trsfrs In Budget	Expenditures & Trsfrs Out Budget	Revenue Over(Under) Expenditures	Projected Fund Balance 6/30/2025
<b>GENERAL FUND</b>					
101 General	12,691,700	\$ 21,110,524	\$ 25,150,475	\$ (4,039,951)	\$ 8,651,749
<b>ENTERPRISE FUNDS</b>					
201 Sewer Operating	(1,031,600)	8,984,239	7,952,639	1,031,600	0
202 Sewer Capital <sup>1</sup>	3,290,554	161,322	2,910,052	(2,748,729)	781,825
<b>Total Enterprise Funds</b>	<b>2,258,954</b>	<b>\$ 9,145,561</b>	<b>\$ 10,862,691</b>	<b>\$ (1,717,129)</b>	<b>781,825</b>
<b>SPECIAL REVENUE FUNDS</b>					
111 Storm Drain Operating	256,700	10,463	100,000	(89,537)	167,163
112 Traffic Mitigation	4,466,900	125,006	31,839	93,167	4,560,067
113 Library Operation	110,400	479	-	479	110,879
121 Main Street Bridge	44,000	-	-	-	44,000
122 Gas Tax	1,833,600	642,975	672,958	(29,983)	1,803,617
123 Streets and Roads	2,386,800	4,257,234	6,277,526	(2,020,293)	366,507
124 Measure A	1,656,200	446,650	272,463	174,186	1,830,386
125 Park/Facilities Development	546,600	3,380,533	3,733,850	(353,317)	193,283
126 Affordable Housing	4,035,400	69,027	-	69,027	4,104,427
127 Public Facilities	769,400	136,686	626,362	(489,676)	279,724
128 Police Grants	1,068,200	211,055	60,000	151,055	1,219,255
132 Measure W	863,000	203,275	-	203,275	1,066,275
133 Lot Acquisition/Development	992,900	42,840	-	42,840	1,035,740
134 CZI Grant	98,200	8,971	107,171	(98,200)	-
135 Opportunity Center	31,300	1,891,501	1,922,801	(31,300)	-
136 Grants - ARPA	383,500	18,160	100,000	(81,840)	301,660
151 Capital General	2,815,000	3,710,497	5,226,429	(1,515,932)	1,299,068
152 Drainage Capital	1,232,800	130,958	1,327,372	(1,196,414)	36,386
153 Library Capital	432,700	13,129	-	13,129	445,829
<b>Total Special Revenue and Capital Funds</b>	<b>24,023,600</b>	<b>\$ 15,299,438</b>	<b>\$ 20,458,771</b>	<b>\$ (5,159,334)</b>	<b>18,864,266</b>
<b>INTERNAL SERVICE FUNDS <sup>2</sup></b>					
301 Vehicle Replacement	359,700	82,522	77,000	5,522	365,222
302 Equipment Replacement	958,300	552,044	533,178	18,867	977,167
303 Risk Management	2,267,200	937,561	1,140,177	(202,617)	2,064,583
304 Retirement Stabilization Fund	1,480,200	1,370,985	1,346,432	24,553	1,504,753
<b>Total Internal Service Funds</b>	<b>5,065,400</b>	<b>\$ 2,943,112</b>	<b>\$ 3,096,787</b>	<b>\$ (153,675)</b>	<b>4,911,725</b>
<b>DEBT SERVICE FUNDS</b>					
142 Judgment Obligation Bond -Series B	6,400	-	-	-	6,400
<b>Total Debt Service Funds</b>	<b>6,400</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>6,400</b>
<b>Total Other Funds</b>	<b>\$ 31,354,354</b>	<b>\$ 27,388,111</b>	<b>\$ 34,418,249</b>	<b>\$ (7,030,138)</b>	<b>\$ 24,564,216</b>
<b>Total All Funds</b>	<b>\$ 44,046,054</b>	<b>\$ 48,498,635</b>	<b>\$ 59,568,725</b>	<b>\$ (11,070,089)</b>	<b>\$ 33,215,965</b>

<sup>1</sup> Final fund balance 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

# GANN Appropriations Limit

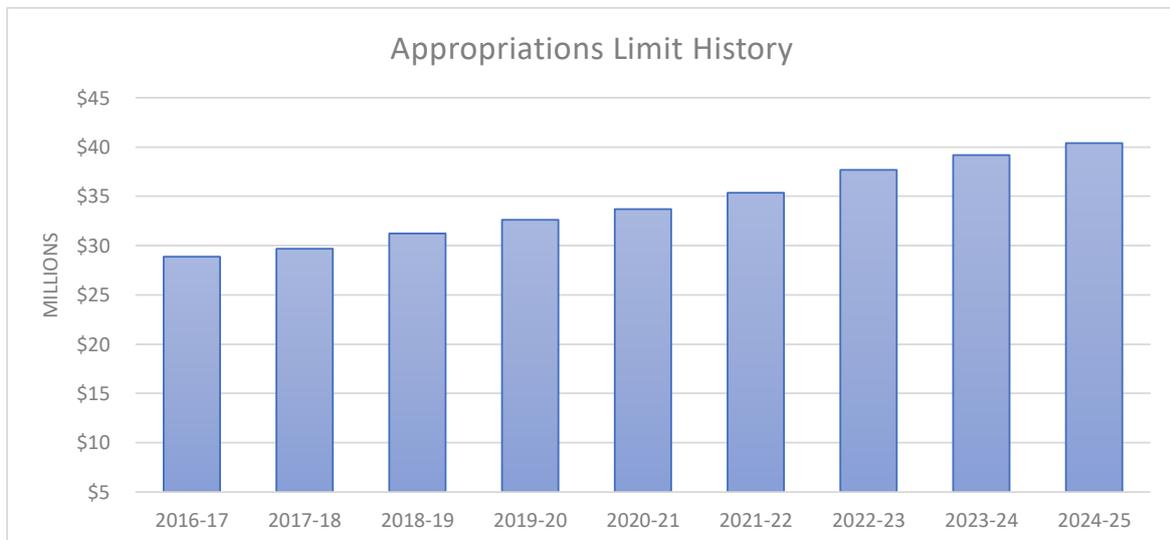
Article XIII B of the California State Constitution set an appropriations limit for governmental agencies. It became effective in Fiscal Year FY 1979-80 by passage of Proposition 4 (“The Gann Initiative”) and was modified by Proposition 111 in November 1989. With FY 1978-79 appropriations as the starting 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.
- (1) 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 2024-25.

### APPROPRIATIONS LIMIT CALCULATION FY 2024-25

FY 2023-24 Appropriation Limit	\$39,179,434
Per Capita Personal Income Growth	3.62% 1.0362 factor
Population Change	-.50% 0.9950 factor
Calculation of factor for FY 2024-23	1.0362 X .9950 = 1.0310190
<b>FY 2024-25 Appropriation Limit</b>	<b>\$40,394,741</b>



**RESOLUTION NO. C-2024-45**

**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 2024-25**

**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 2024-25, as calculated in Exhibit A, and hereby determines the amount to be forty million, three hundred ninety-four thousand, seven hundred forty one dollars (\$40,394,741) 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 2024-25 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 2024.

\*\*\*\*\*

I, the undersigned, hereby certify that the foregoing Resolution was duly passed and adopted on the XX<sup>th</sup> day of June, 2024 by the City Council of Half Moon Bay by the following vote:

- AYES, Councilmembers:        BROWNSTONE, PENROSE, RUDDOCK, RARBACK, JIMNEZ
- NOES, Councilmembers:
- ABSENT, Councilmembers:
- ABSTAIN, Councilmembers:

ATTEST:

*Jessica Blair*

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

APPROVED:

*Joaquin Jimenez*

\_\_\_\_\_  
Joaquin Jimenez, Mayor

**CITY OF HALF MOON BAY**  
**FY 2024-25 BUDGET**  
**(GANN) APPROPRIATIONS LIMIT CALCULATIONS**

**Appropriations Limit Worksheet**

	<u>Amount</u>	
A LAST YEAR'S LIMIT	39,179,434	
B ADJUSTMENT FACTOR		
1. POPULATION	0.9950	STATE FINANCE
2. INFLATION	1.0362	STATE FINANCE
3. TOTAL ADJUSTMENT	1.0310190	(B1 x B2)
C ANNUAL ADJUSTMENT	1,215,307	(A x B3)
D OTHER ADJUSTMENTS	-	
E TOTAL ADJUSTMENTS	1,215,307	(C+D)
THIS YEAR'S LIMIT	<b>40,394,741</b>	(A+E)

# Personnel Summary



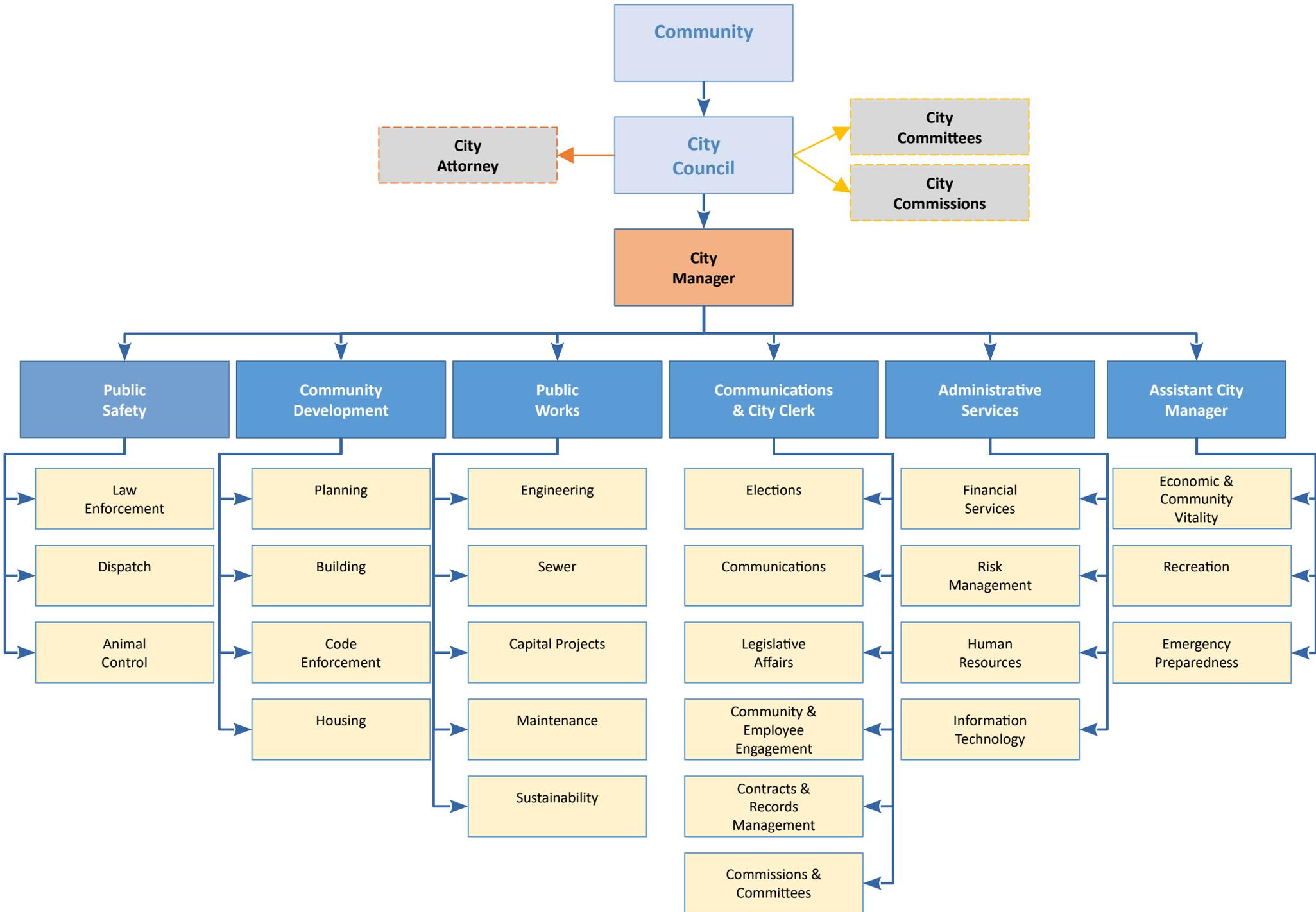
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# City of Half Moon Bay Organizational Chart



# Executive Team



**City Manager**  
Matthew Chidester



**City Attorney**  
Catherine Engberg



**Assistant City Manager**  
John Doughty



**Communications/City Clerk  
Director** Jessica Blair



**Public Works Director**  
Maz Bozorginia



**Administrative Services  
Director** Lisa Rossi

**Photo Coming Soon**

**Community Development  
Director [Vacant]**

**Photo Coming Soon**

**Captain  
San Mateo County Sheriff**

**City of Half Moon Bay  
FY 2024-25 Budget  
Personnel Summary**

<b>Full-Time Equivalent</b>	<b>Actual 2021-22</b>	<b>Actual 2022-23</b>	<b>Revised 2023-24</b>	<b>Proposed 2024-25</b>
City Manager	1.00	1.00	1.00	1.00
Assistant City Manager	1.00	1.00	1.00	1.00
Administrative Services Director	1.00	1.00	1.00	1.00
Public Works Director	1.00	1.00	1.00	1.00
Community Development Director	1.00	1.00	1.00	1.00
City Clerk/Communications Director	1.00	1.00	1.00	1.00
Assistant to the City Manager	-	-	-	1.00
Accounting Technician	3.00	2.00	2.00	2.00
Administrative Analyst	-	1.00	1.00	1.00
Administrative Assistant	3.00	3.00	3.00	3.00
Assistant City Clerk	1.00	1.00	1.00	1.00
Assistant Engineer	1.00	1.00	1.00	1.00
Assistant Planner	-	-	-	-
Associate Engineer	1.00	1.00	1.00	1.00
Associate Planner	2.00	2.00	1.00	1.00
City Engineer	1.00	1.00	-	-
Communications Specialist	1.00	1.00	1.00	1.00
Community Preservation Specialist	1.00	1.00	1.00	1.00
Economic & Community Vitality Manager	-	1.00	1.00	1.00
Deputy City Clerk	-	-	-	-
Executive Assistant	1.00	1.00	1.00	1.00
Finance Manager	1.00	1.00	1.00	1.00
Housing Coordinator	1.00	1.00	1.00	1.00
Maintenance Assistant	1.00	1.00	1.00	1.00
Maintenance Worker I/II	4.00	4.00	4.00	4.00
Management Analyst	4.00	4.00	4.00	4.00
Payroll Technician	-	1.00	1.00	1.00
Permit Technician	1.00	1.00	1.00	1.00
Public Works Superintendent	1.00	1.00	1.00	1.00
Public Works Supervisor	-	-	2.00	2.00
Recreation Supervisor	1.00	1.00	1.00	1.00
Recreation Leader I/II/III	2.00	2.00	2.00	2.00
Senior Accountant	-	-	-	-
Senior Maintenance Worker	2.00	2.00	1.00	1.00
Senior Management Analyst	3.00	3.00	3.00	2.00
Senior Planner	1.00	1.00	2.00	2.00
<b>Total Regular Fulltime Employees</b>	<b>43.00</b>	<b>45.00</b>	<b>45.00</b>	<b>45.00</b>

FTE Count does not include limited term employees or council members

**City of Half Moon Bay  
FY 2024-25 Budget  
Staffing Level Summary**

Fund - Function	Actual 2021-22	Actual 2022-23	Revised 2023-24	Proposed 2024-25
<b>GENERAL FUND</b>				
<b>General Administration</b>	<b>13.95</b>	<b>14.15</b>	<b>14.85</b>	<b>14.85</b>
<b>Community Development</b>				
Administration	2.55	2.55	2.40	2.10
Planning Services	3.65	3.65	3.55	4.30
Building and Code Enforcement	1.50	1.50	1.30	0.85
Total Community Development	<b>7.70</b>	<b>7.70</b>	<b>7.25</b>	<b>7.25</b>
<b>Public Works</b>				
Administration	2.80	2.80	2.80	2.40
Engineering	1.90	1.90	2.45	2.75
Facilities Maintenance	6.80	6.80	7.25	7.25
Total Public Works	<b>11.50</b>	<b>11.50</b>	<b>12.50</b>	<b>12.40</b>
<b>Recreation Services</b>				
Parks/Recreation	3.30	3.20	3.20	3.20
Community Services	1.30	3.20	3.20	3.00
Total Recreation Services	<b>4.60</b>	<b>6.40</b>	<b>6.40</b>	<b>6.20</b>
<b>Total FTE by General Fund</b>	<b>37.75</b>	<b>39.75</b>	<b>41.00</b>	<b>40.70</b>
<b>OTHER FUNDS</b>				
201 - Sewer Operating	2.50	2.50	1.50	1.55
135 - Opporunity Center Coastside	-	-	-	0.20
123 - Streets & Roads	0.80	0.80	0.65	0.65
124 - Measure A	0.50	0.50	0.40	0.45
152 - Storm Drains	0.25	0.25	0.30	0.30
125 - Parks Facilities	-	-	-	-
127 - Public Facilities	-	-	-	-
302 - Equipment Fund	0.55	0.55	0.55	0.55
303 - Risk Management	0.65	0.65	0.60	0.60
<b>Total By Other Funds</b>	<b>5.25</b>	<b>5.25</b>	<b>4.00</b>	<b>4.30</b>
City Council	5.00	5.00	5.00	5.00
<b>Total Staffing Levels</b>	<b>48.00</b>	<b>50.00</b>	<b>50.00</b>	<b>50.00</b>

**City of Half Moon Bay  
FY 2024-25 Budget  
Staffing Level by Service Area**

Division	FY 2022-23	Net Change	Revised FY 2023-24	Net Change	Proposed FY 2024-25
City Council	5.00	-	5.00	-	5.00
City Manager's Office	3.60	0.35	3.95	-	3.95
City Clerk	1.55	-	1.55	-	1.55
Communications	1.40	-	1.40	-	1.40
Finance	4.75	0.05	4.80	-	4.80
Human Resources	1.30	0.15	1.45	-	1.45
Administrative Services	0.75	-	0.75	-	0.75
Information Technology	0.55	-	0.55	-	0.55
General Liability	0.65	(0.05)	0.60	-	0.60
Emergency Services	0.80	0.15	0.95	-	0.95
Public Works - Administration	2.80	-	2.80	(0.40)	2.40
Engineering	1.90	0.55	2.45	0.30	2.75
Maintenance	6.80	0.45	7.25	-	7.25
Parks and Recreation	3.20	-	3.20	-	3.20
Economic and Community Vitality	3.20	-	3.20	(0.20)	3.00
Planning Services	3.65	(0.10)	3.55	0.75	4.30
Building and Code Enforcement	1.50	(0.20)	1.30	(0.45)	0.85
Community Development - Administration	2.55	(0.15)	2.40	(0.30)	2.10
Sewer Operations	2.50	(1.00)	1.50	0.05	1.55
Other	1.55	(0.20)	1.35	0.25	1.60
<b>Total FTE</b>	<b>50.00</b>	<b>0.00</b>	<b>50.00</b>	<b>0.00</b>	<b>50.00</b>

**Changes in Staffing**

The FY 2024-25 budget includes adjustments to how staff time is allocated amongst different functions but does not include any additional staffing or personnel.



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## GENERAL FUND

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The logo features a stylized globe with a blue and green color scheme, partially obscured by a white wave-like graphic. The text "General Fund Overview" is positioned to the right of the graphic in a blue, sans-serif font.

# 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 2024-25 is \$21.1 million in revenue and \$23.3 million in operating expenditures, excluding capital and non-operating transfers. The City continues to invest back into the community by funding its Capital Improvement Program, including contributions from the General Fund. The FY 2024-25 General Fund contribution to the Capital Program is \$1.7 million. Total General Fund Expenditures \$25.1 million. This is a structural deficit of \$4 million.

The deficit is to be met with the use of unassigned funds and a portion of the Economic Uncertainty Reserve. The reserves are projected to be \$8.6 million on June 30, 2025, representing a decrease of \$2.4 million from June 30, 2024.

## GENERAL FUND REVENUES

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

Three sources make up almost 75% of the revenue in the General Fund: Transient Occupancy (Hotel) Tax, Property Tax and Sales Tax. These revenues are projected to increase by 1% from the FY 2023-24 budget. All other revenues are estimated to increase by 11% mostly due to increases in reimbursements in pension for public safety from the County of San Mateo.

General fund revenue is expected to increase by 3% from the prior year, primarily due increases in base property taxes and other revenues.

Key general fund revenue categories are further described below:

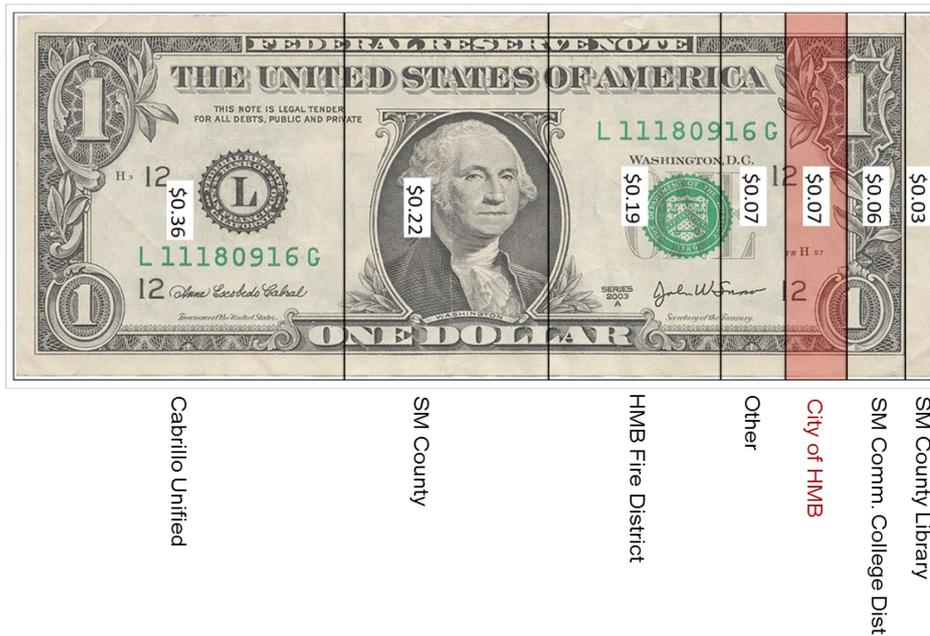
**Transient Occupancy Taxes (TOT)**

Transient occupancy taxes are assessed on the City’s thirteen hotels, motels, bed & breakfast establishments, and three campgrounds at a rate of 15%, 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.

**Property tax**

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

**Where Do Property Taxes Go? \***



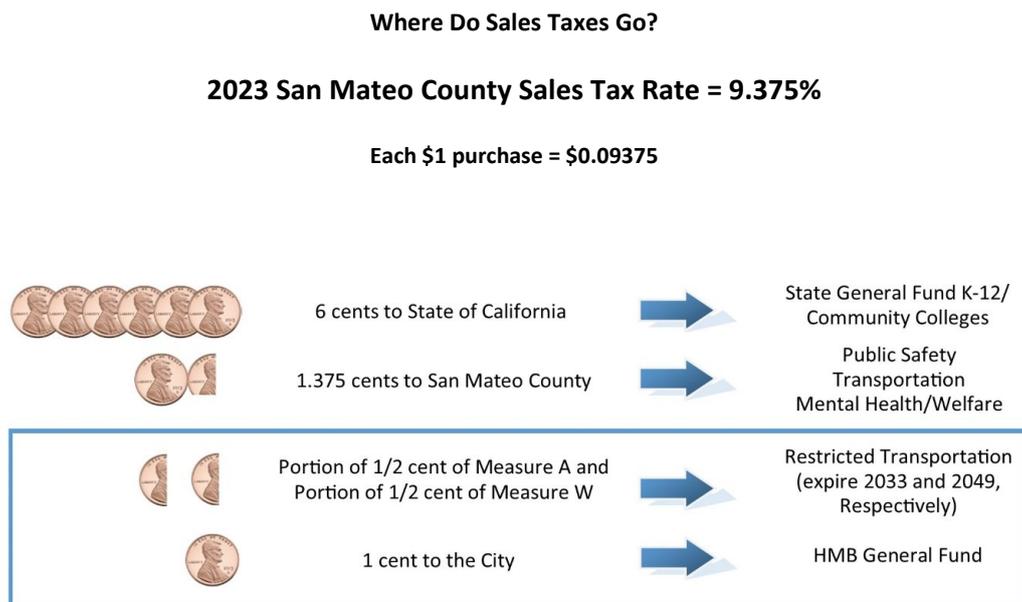
\*Based on the City’s largest Tax Rate Area (TRA)

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

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

**Sales and Use Tax**

The Sales Tax is currently the City’s third largest revenue source. Sales tax is collected by the State Board of Equalization against tangible items. The local portion is distributed to cities and counties based on the location of the sale. The City of Half Moon Bay receives 1¢ on every \$1 purchase as listed in the chart below.



Most of Half Moon Bay Sales Tax is generated from three major economic sectors, listed below. Approximately 75% of the City’s total sales tax is generated from twenty-five businesses.

- Food (grocery, restaurants) – 51%
- General Retail – 12%
- Transportation (car sales, gas station) – 21%
- Other – 16%

The City’s sales tax revenues are expected to continue to increase gradually.

### **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 3.5% of General Fund revenue.

The City's current user fees and deposit amounts were established through a fee study in 2017, prepared in accordance with State law, that was approved and accepted by City Council. Annually, Finance staff will provide an update to City Council. The purpose of this update is to affirm and update certain Administrative, Building, Public Works, Planning, and Public Safety fees. Most of the fees were set at or about 100-percent cost recovery.

### **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 2024-25 General Fund total expenditure budget is \$25 million, which includes \$23.3 million in operating expenditures and \$1.7 million in capital transfers to fund the City's FY 2024-25 Capital Improvement Program. This is a decrease of \$295 thousand or 1.2% of the revised FY 2023-24 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 2024-25 budget of \$18 million, which includes a \$1.7 million contribution from the General Fund. Additional information on the CIP can be found in the FY 2025-30 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
- Economic Uncertainty Reserve of 20% of annual expenditure

The General Fund balance components are detailed in the table below. The City will have a balanced budget for FY 2024-25.

GENERAL FUND (RESTRICTED & UNRESTRICTED BALANCES)			
Designations	Actual 2022-23	Revised Budget 2023-24	Proposed Budget 2024-25
<b>Beginning Fund Balance</b>	\$ 15,585,152	\$ 16,227,904	\$ 12,691,700
<b>Total Revenue</b>	<b>22,870,180</b>	<b>20,454,229</b>	<b>21,110,524</b>
Net Operating Expenditures	16,257,073	20,929,436	21,130,756
Operating Transfers	1,954,936	1,753,738	2,259,619
<b>Total Operating Expenditures</b>	<b>18,212,009</b>	<b>22,683,173</b>	<b>23,390,375</b>
Capital Transfers	4,015,419	2,763,000	1,760,100
<b>Total Expenditures</b>	<b>22,227,428</b>	<b>25,446,173</b>	<b>25,150,475</b>
<b>Ending Fund Balance</b>	<b>16,227,904</b>	<b>11,235,960</b>	<b>8,651,749</b>
General Fund Reserve (30% of Op. Exp.)	5,904,607	6,654,952	7,017,113
Economic Uncertainty Reserve (Target 20% Op. Exp.)	3,936,405	4,436,635	1,634,636
<b>Total Reserves</b>	<b>9,841,012</b>	<b>11,091,587</b>	<b>8,651,749</b>
<b>Unassigned Fund Balance</b>	<b>6,386,892</b>	<b>144,373</b>	<b>-</b>
<b>Reserve as % of Total Op. Expenses</b>	<b>54%</b>	<b>49%</b>	<b>37%</b>

*Beginning Fund Balance reflects ending estimates that may not match ending 2023-24 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 2024-25 general fund reserves, staff included operating transfers in the expenditures figures and set aside \$7 million for this purpose.

The assigned Economic Uncertainty Reserve is new as of FY 2019-20 and was created in preparation for the next recession. The reserve requires 20% of budgeted annual operating expenditures. The FY 2024-25 budget provides \$1.6 million for this reserve.

Altogether, General Fund projected fund balance of \$8.6 million represents 37% (vs 49% in the FY 2023-24 budget) of operating General Fund expenditures.

**City of Half Moon Bay  
FY 2024-25 Recommended Budget  
General Fund Summary**

	Actual 2022-23	Revised Budget 2023-24	Recommended 2024-25
<b>Revenue</b>	\$ 22,870,180	20,454,229	\$ 21,110,524
<b>Operating Expenditures</b>	(16,257,073)	(20,929,436)	(21,130,756)
<b>General Fund Transfers Out- Operating</b>	(1,954,936)	(1,753,738)	(2,259,619)
<b>Excess of Operating Revenue Over/(Under) Expenditures</b>	<b>4,658,171</b>	<b>(2,228,944)</b>	<b>(2,279,851)</b>
<b>General Fund Transfers Out - Capital (CIP)</b>	(4,015,419)	(2,763,000)	(1,760,100)
<b>Net Change to General Fund</b>	<b>642,752</b>	<b>(4,991,944)</b>	<b>(4,039,951)</b>
<b>Beginning Total Fund Balance</b>	15,585,152	16,227,904	12,691,700
<b>Ending Fund Balance</b>	16,227,904	11,235,960	8,651,749
<b>Reserves</b>			
<b>General Fund Reserve</b>	5,904,607	6,654,952	7,017,113
<b>Economic Uncertainty Reserve</b>	3,936,405	4,436,635	1,634,636
<b>Unassigned Fund Balance</b>	<b>\$ 6,386,892</b>	<b>\$ 144,373</b>	<b>\$ -</b>

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

There is an annual deficit in the FY 2024-25 budget of \$4 million caused by rising costs in existing services and loss of major revenues. The deficit is mitigated from use of the unassigned fund balance and the Economic Uncertainty reserve.

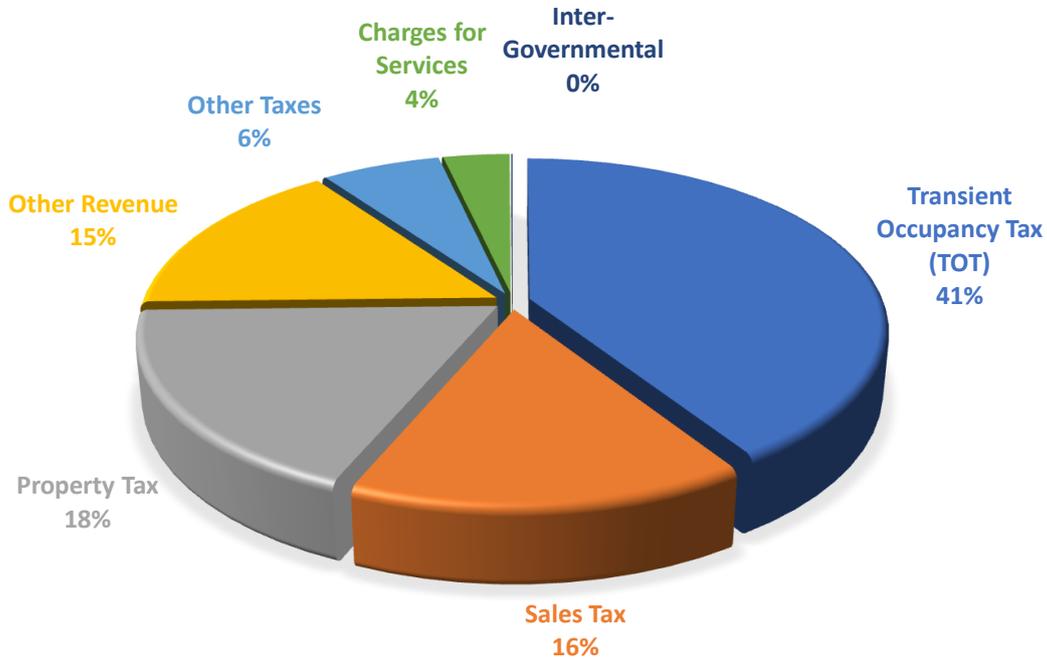
**Assigned Reserves for FY 2024-25**

The City maintains two reserves: the General Fund Reserve, targeting 30% of budgeted annual operating expenditures, and the Economic Uncertainty Reserve, targeting 20%. Due to the deficit, the Economic Uncertainty Reserve is underfunded at 7%. Together, both reserves total \$8.6 million for FY 2024-25.

**City of Half Moon Bay**  
**FY 2024-25 Budget**  
**General Fund Revenue Detail**

Description	Actual 2021-22	Actual 2022-23	Revised 2023-24	Recommended 2024-25
<b>Taxes</b>				
Transient Occupancy Tax	9,442,518	8,852,640	8,626,313	8,626,313
Property Tax	4,598,752	4,135,613	3,748,738	3,845,734
Sales & Use Tax	3,208,517	3,160,478	3,239,200	3,283,100
Franchise Fees and Tax	1,028,719	945,755	982,028	997,341
Business License Tax	312,608	330,544	305,000	330,554
<b>Total Taxes</b>	<b>18,591,115</b>	<b>17,425,030</b>	<b>16,901,279</b>	<b>17,083,041</b>
<b>Intergovernmental</b>				
Relief Grants	1,546,805	1,546,805	-	-
Dept of Motor Vehicles Fees	14,220	12,049	12,000	12,000
State Reimbursements (POST/SB90)	-	-	-	-
<b>Total Intergovernmental</b>	<b>1,561,025</b>	<b>1,558,854</b>	<b>12,000</b>	<b>12,000</b>
<b>Charges for Services</b>				
Building Permits	351,193	429,751	200,000	250,000
Engineering & Planning Fees	440,672	485,423	212,721	288,514
Police Services	77,551	50,099	34,936	44,000
Recreation Services	197,175	187,176	169,000	160,000
Other	-	-	-	-
<b>Total Charges for Services</b>	<b>1,066,591</b>	<b>1,152,449</b>	<b>616,658</b>	<b>742,514</b>
<b>Other Revenue</b>				
Grants	27,210	6,000	5,000	5,000
Other Fees	(223,168)	416,442	516,625	506,273
Golf Fees	655,478	631,458	599,000	650,402
Interest	100,796	330,053	508,662	480,000
Parking	323,435	165,516	300,000	250,000
County Credit Reimbursement	1,010,121	660,198	457,721	793,534
Allocation In from Other Funds	1,422,140	524,180	537,285	587,760
<b>Total Other Revenues</b>	<b>3,316,013</b>	<b>2,733,848</b>	<b>2,924,292</b>	<b>3,272,969</b>
Ongoing General Fund Revenue <sup>1</sup>	22,597,354	21,024,375	20,030,935	20,700,286
<b>Total General Fund Revenue</b>	<b>\$ 24,534,744</b>	<b>\$ 22,870,180</b>	<b>\$ 20,454,229</b>	<b>\$ 21,110,524</b>

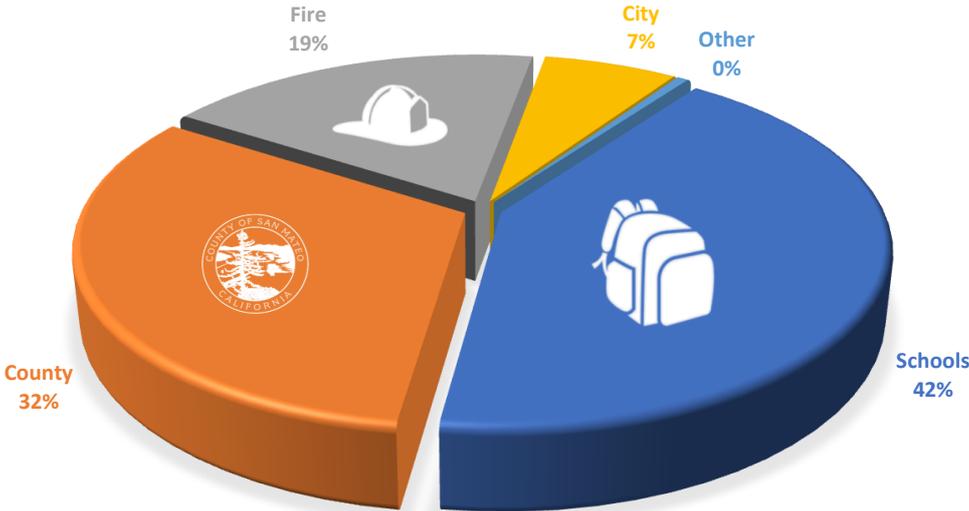
**City of Half Moon Bay  
FY 2024-25 Budget  
General Fund Revenue**



Transient Occupancy Tax (TOT)	\$8,626,313
Sales Tax	3,283,100
Property Tax	3,845,734
Other Revenue	3,272,969
Other Taxes	1,327,895
Charges for Services	742,514
Inter-Governmental	12,000
<b>Total FY 2024-25 Budget</b>	<b><u>\$ 21,110,524</u></b>

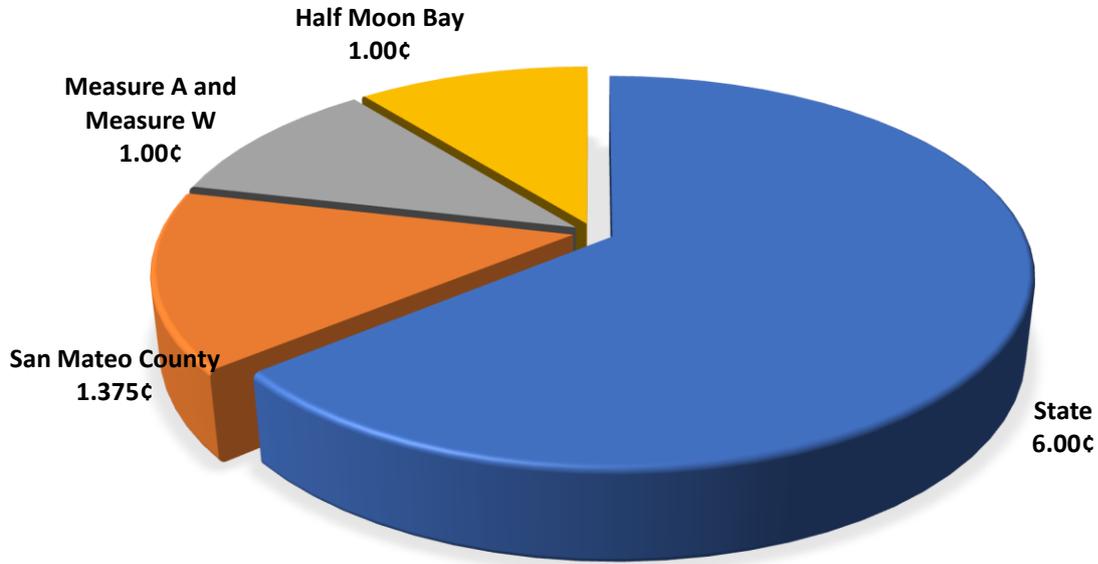
The City of Half Moon Bay's three primary revenue sources are Transient Occupancy Tax (TOT), Property Tax, and Sales Tax, which comprise 75% of total General Fund Revenue.

**City of Half Moon Bay  
FY 2024-25 Budget  
Property Tax Revenue**



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

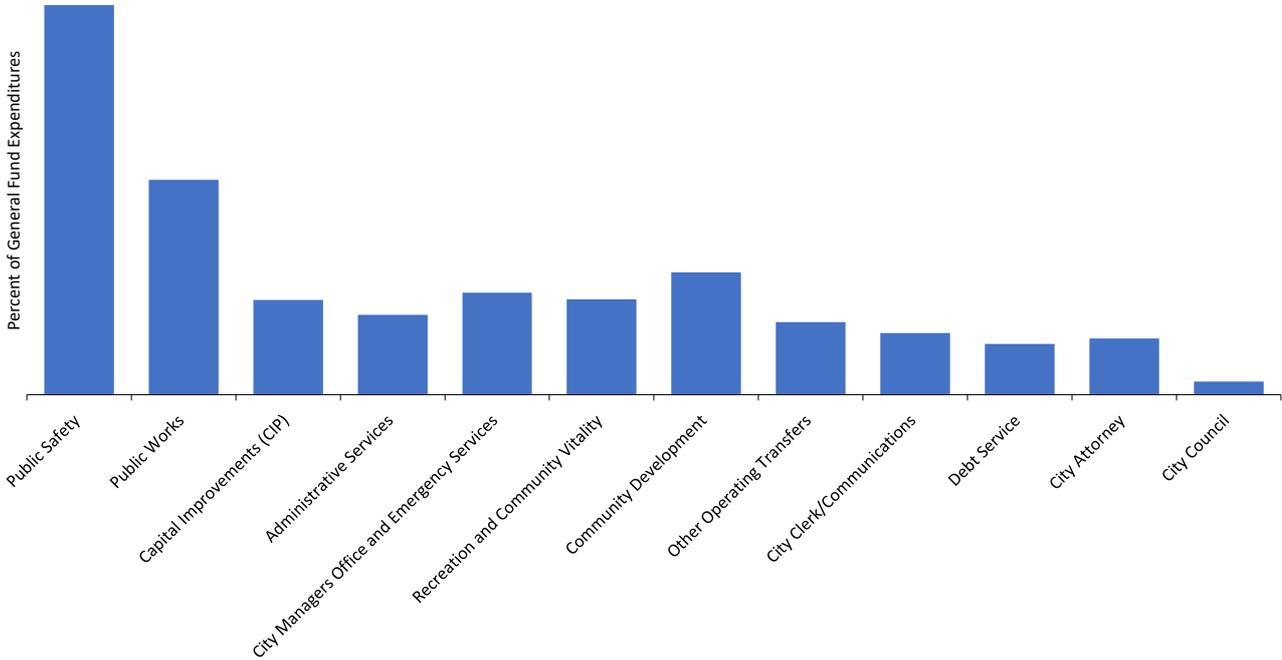
**City of Half Moon Bay  
 FY 2024-25 Budget  
 Sales Tax Revenue (9.375%)**



Half Moon Bay Sales Tax is generated primarily from three sectors. Approximately 75.2% of total Sales Tax is generated from twenty-five businesses.

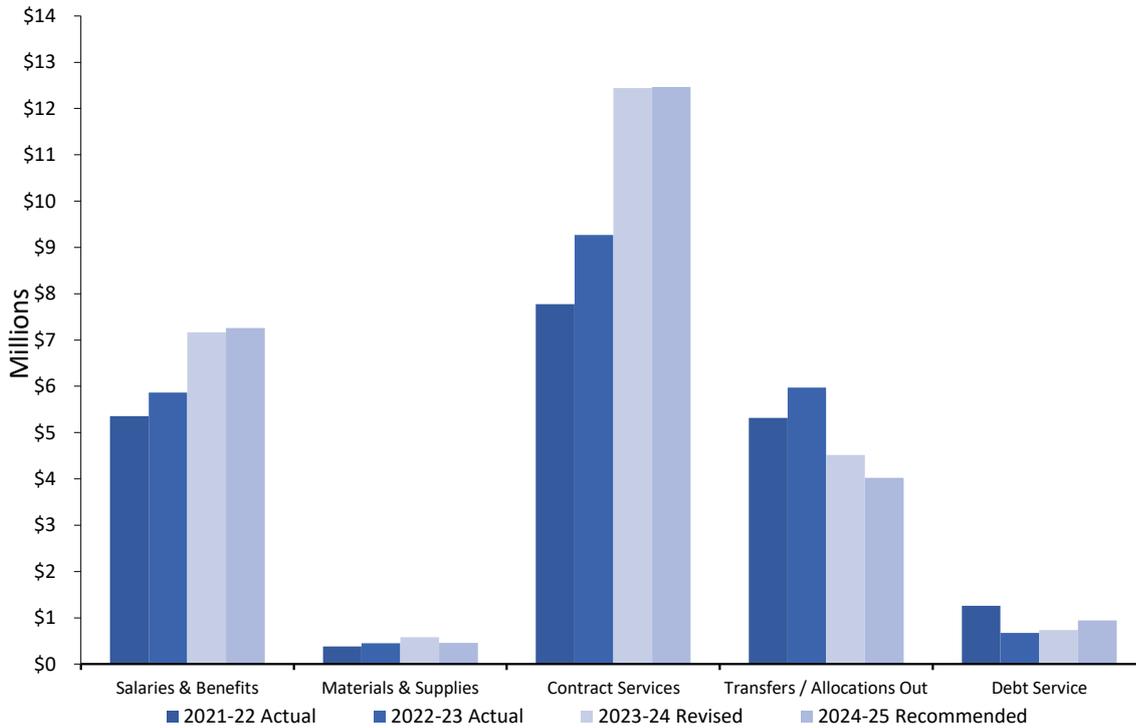
Food (grocery, restaurants)	51%
General Retail	12%
Transportation (car sales, gas stations)	21%
Other	16%
	<u>100%</u>

**City of Half Moon Bay  
FY 2024-25 Budget  
General Fund Expenditures**



Public Safety	\$	7,237,728
Public Works	\$	3,993,666
Capital Improvements (CIP)	\$	1,760,100
Administrative Services	\$	1,483,204
City Managers Office and Emergency Services	\$	1,896,559
Recreation and Community Vitality	\$	1,773,548
Community Development	\$	2,275,135
Other Operating Transfers	\$	1,346,432
City Clerk/Communications	\$	1,148,920
Debt Service	\$	945,778
City Attorney	\$	1,043,223
City Council	\$	246,182
<b>Total FY 2024-25 Budget</b>	<b>\$</b>	<b><u>25,150,475</u></b>

**City of Half Moon Bay  
FY 2024-25 Budget  
General Fund Expenditures Trend - By Type**



Expenditures	2021-22 Actual	2022-23 Actual	2023-24 Revised	2024-25 Recommended	\$ Change	% Change
Salaries & Benefits	\$ 5,353,568	\$ 5,867,524	\$ 7,169,712	\$ 7,259,760	\$ 90,047	1.3%
Materials & Supplies	\$ 383,629	\$ 446,168	\$ 579,839	\$ 458,700	\$ (121,139)	-20.9%
Contract Services	\$ 7,772,790	\$ 9,268,080	\$ 12,443,275	\$ 12,466,519	\$ 23,245	0.2%
Transfers / Allocations Out	\$ 5,319,119	\$ 5,970,355	\$ 4,516,738	\$ 4,019,719	\$ (497,019)	-11.0%
Debt Service	\$ 1,260,001	\$ 675,302	\$ 736,610	\$ 945,778	\$ 209,168	28.4%
<b>Total General Fund Exp.</b>	<b>\$ 20,089,107</b>	<b>\$ 22,227,428</b>	<b>\$ 25,446,173</b>	<b>\$ 25,150,475</b>	<b>\$ (295,698)</b>	<b>-1.2%</b>

**Salaries and Benefits**

Increases from labor-related obligations such as cost-of-living and merit increases were partially offset by freezing (1) vacant position. The City anticipates an increase of \$90 K to salaries and benefits. The budget does not contain any new positions.

**Contract Services**

Increases to this category is primarily include public safety, city attorney, and community development, while offsetted partially by decreases in other departments, this category has a net increase of \$23 K.

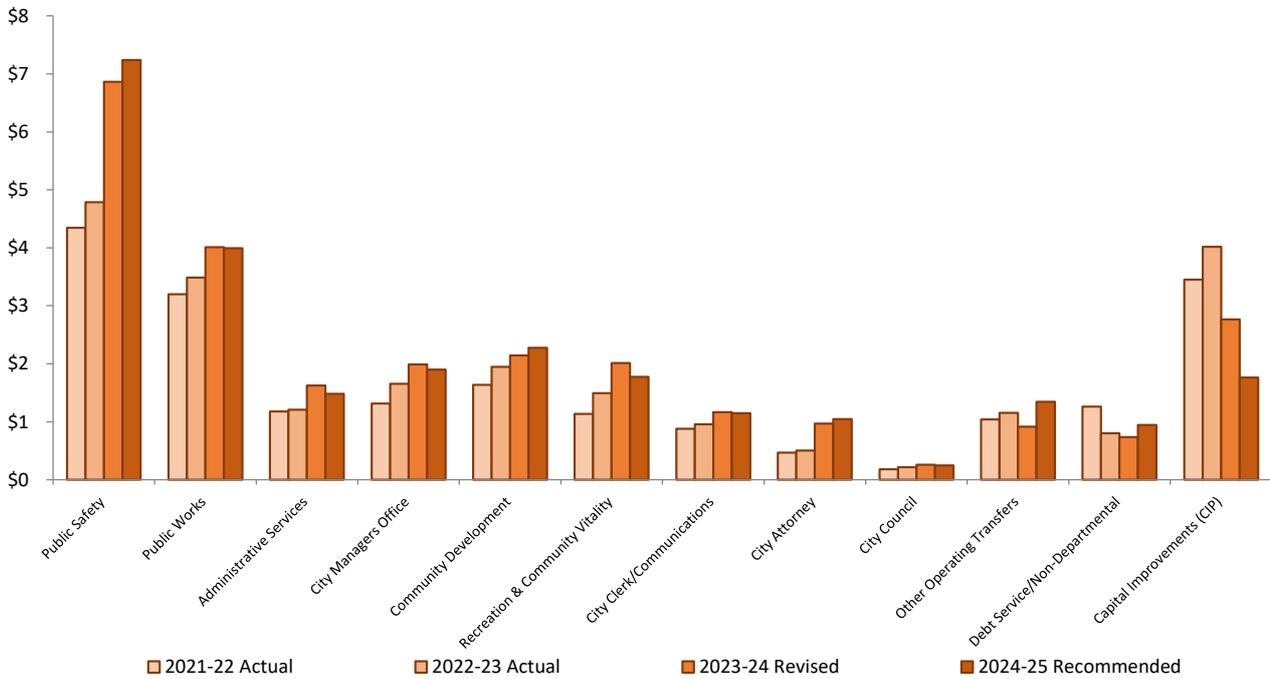
**Transfers**

Transfers include Capital Improvement Program (CIP) funding, debt service, and reserve funding. This category is expected to decrease by \$497 K, primarily due to decreases in capital project funding.

**Debt Service**

The City has two outstanding loans that totals a debt service payment of \$945 K for fiscal year 2024-25. The \$209 K increase is from the refinancing of one loan to remove restrictions and move forward in Affordable Housing efforts.

**City of Half Moon Bay  
FY 2024-25 Budget  
General Fund Expenditures Trend - By Department**



Expenditures	2021-22 Actual	2022-23 Actual	2023-24 Revised	2024-25 Recommended	\$ Change	% Change
Public Safety	4,346,255	4,787,728	6,860,462	7,237,728	\$ 377,266	5.5%
Public Works	3,202,328	3,488,360	4,013,369	3,993,666	\$ (19,702)	-0.5%
Administrative Services	1,178,335	1,208,136	1,623,718	1,483,204	\$ (140,514)	-8.7%
City Managers Office	1,313,109	1,656,506	1,985,642	1,896,559	\$ (89,083)	-4.5%
Community Development	1,636,969	1,946,642	2,143,656	2,275,135	\$ 131,479	6.1%
Recreation & Community Vitality	1,133,616	1,493,425	2,015,201	1,773,548	\$ (241,653)	-12.0%
City Clerk/Communications	880,754	958,238	1,165,862	1,148,920	\$ (16,943)	-1.5%
City Attorney	467,682	503,380	969,250	1,043,223	\$ 73,973	7.6%
City Council	180,175	213,896	255,930	246,182	\$ (9,748)	-3.8%
<b>Departmental Expense Subtotal</b>	<b>14,339,222</b>	<b>16,256,311</b>	<b>21,033,090</b>	<b>21,098,166</b>	<b>\$ 65,076</b>	<b>0.3%</b>
Other Operating Transfers	1,041,748	1,152,095	913,474	1,346,432	\$ 432,958	47.4%
Debt Service/Non-Departmental	1,260,560	803,603	736,610	945,778	\$ 209,168	28.4%
<b>Operating Expenses Subtotal</b>	<b>16,641,530</b>	<b>18,212,009</b>	<b>22,683,173</b>	<b>23,390,375</b>	<b>\$ 707,202</b>	<b>3.1%</b>
Capital Improvements (CIP)	3,447,577	4,015,419	2,763,000	1,760,100	\$ (1,002,900)	-36.3%
<b>Total General Fund Exp.</b>	<b>20,089,107</b>	<b>22,227,428</b>	<b>25,446,173</b>	<b>25,150,475</b>	<b>\$ (295,698)</b>	<b>-1.2%</b>

**Public Safety**

This department does not include any programmatic changes but is experiencing rising costs in existing contracts such as patrol services and 911 dispatch.

**Administrative Services**

The decrease in this department is primarily due to the freezing of one vacant position and the consolidation of staff by removing one office location and relocating them to a single building

**Recreation & Community Vitality**

Decreases in these departments are primarily due to a decrease in contract services within the Economic and Community Vitality Division

**Capital Improvements Funding**

Decreases in this category primarily result from reducing capital programs to expected costs and concentrating efforts on fewer key capital projects.

**City of Half Moon Bay  
FY 2024-25 to FY 2029-30  
General Fund Projections**

	2023-24 Revised	2024-25 Recommended	2025-26 Forecast	2026-27 Forecast	2027-28 Forecast	2028-29 Forecast	2029-30 Forecast
<b>REVENUES</b>							
Transient Occupancy Tax	8,626,313	8,626,313 0.0%	8,841,971 2.5%	9,063,020 2.5%	9,289,596 2.5%	9,521,835 2.5%	9,759,881 2.5%
Property Taxes	3,748,738	3,845,734 2.6%	3,922,648 2.0%	4,001,101 2.0%	4,081,123 2.0%	4,162,746 2.0%	4,246,001 2.0%
Sales & Use Tax	3,239,200	3,283,100 1.4%	3,305,600 0.7%	3,350,700 1.4%	3,390,800 1.2%	3,426,800 1.1%	3,458,600 0.9%
Total Other Taxes	1,287,028	1,327,895 3.2%	1,361,092 2.5%	1,395,119 2.5%	1,429,997 2.5%	1,465,747 2.5%	1,502,391 2.5%
Other Revenue	2,592,371	3,029,485 16.9%	3,508,517 15.8%	3,073,660 -12.4%	2,982,133 -3.0%	3,041,776 2.0%	3,102,611 2.0%
Transfers In	537,285	587,760 9.4%	602,454 2.5%	617,515 2.5%	632,953 2.5%	648,777 2.5%	664,996 2.5%
One Time Revenue	423,294	410,238 -3.1%	- -100.0%	-	-	-	-
<b>TOTAL REVENUE</b>	<b>20,454,229</b>	<b>21,110,524 3.2%</b>	<b>21,542,282 2.0%</b>	<b>21,501,116 -0.2%</b>	<b>21,806,603 1.4%</b>	<b>22,267,681 2.1%</b>	<b>22,734,481 2.1%</b>

<b>EXPENDITURES</b>							
Salaries & Benefits	7,169,712	7,259,760 1.3%	7,566,376 4.2%	7,815,776 3.3%	8,030,292 2.7%	8,239,793 2.6%	8,455,542 2.6%
Materials & Supplies	579,839	458,700 -20.9%	463,287 1.0%	467,920 1.0%	472,599 1.0%	477,325 1.0%	482,098 1.0%
Contract Services	12,443,275	12,466,519 0.2%	12,340,515 -1.0%	12,360,730 0.2%	8,073,685 -34.7%	8,217,895 1.8%	8,464,432 3.0%
Debt Service	736,610	945,778 28.4%	945,778 0.0%	945,778 0.0%	945,778 0.0%	945,778 0.0%	373,093 -60.6%
<b>Operating Transfers</b>							
Internal Service Funds	840,264	913,187 8.7%	921,191 0.9%	933,043 1.3%	757,247 -18.8%	772,737 2.0%	768,172 -0.6%
Pension	913,474	1,346,432 47.4%	1,441,000 7.0%	1,489,000 3.3%	1,529,000 2.7%	1,612,000 5.4%	1,612,000 0.0%
Capital Transfers	2,763,000	1,760,100 -36.3%	2,000,000 13.6%	2,000,000 0.0%	2,000,000 0.0%	2,000,000 0.0%	2,000,000 0.0%
<b>TOTAL EXPENDITURES</b>	<b>25,446,173</b>	<b>25,150,475 -1.2%</b>	<b>25,678,147 2%</b>	<b>26,012,247 1.3%</b>	<b>21,808,601 -16.2%</b>	<b>22,265,529 2.1%</b>	<b>22,155,337 -0.5%</b>

<b>Structural Surplus (Deficit)</b>	<b>(4,991,944)</b>	<b>(4,039,951)</b>	<b>(4,135,864)</b>	<b>(4,511,131)</b>	<b>(1,998)</b>	<b>2,153</b>	<b>579,144</b>
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Beginning Fund Balance	16,227,904	12,691,700 -21.8%	8,651,749 -31.8%	4,515,884 -47.8%	4,753 -99.9%	2,755 -42.0%	4,908 78.1%
Ending Fund Balance	11,235,960	8,651,749 -23.0%	4,515,884 -47.8%	4,753 -99.9%	2,755 -42.0%	4,908 78.1%	584,052 11799.5%
Reserves	11,091,587	8,651,749	4,515,884	4,753	2,755	4,908	584,052

**Assumptions**

**Transient Occupancy Tax** is expected to be flat in FY 2024-25 based on prior year budget shortfalls in this category and a decrease in tourism to the coast.

**Property Tax** is projected to increase in FY2024-25, primarily due to gains in base assessment values. This category is expected to increase by 2.6%.

**Sales Tax** is projected to decrease slightly by less than 1% in FY 2024-26 but then increase by an average of 1.4% each year based on information provided by the City's external sales tax consultant.

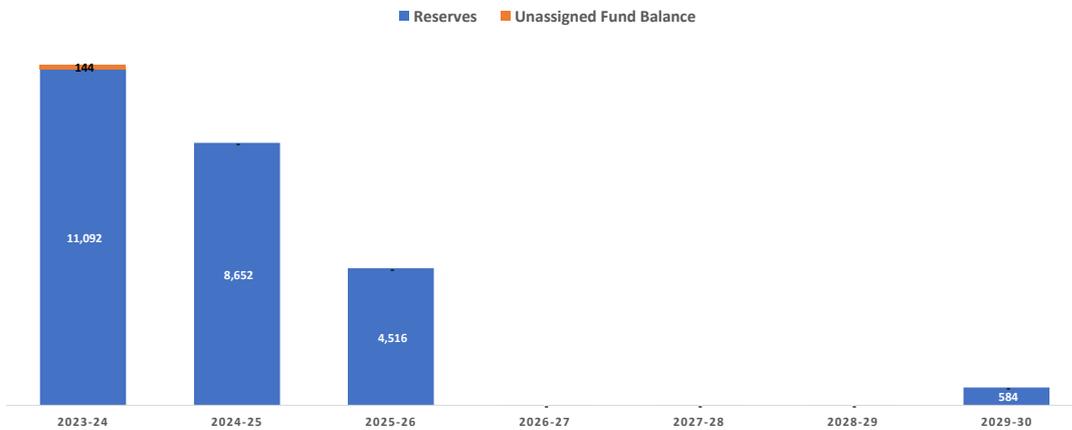
**Operating Transfers - Internal Service Funds** assumes 4% of the total of all other operating expenditures

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

**Capital** is based on the 5-year Capital Improvement Program (CIP) and the estimated general fund contribution.

*Due to a structural deficit of \$4 million, the City is projected to deplete its reserves completely by approximately FY 2027-28, leading to an adverse financial position. To address this, the City must either increase revenues and/or reduce expenditures. In this forecast, if the City is unsuccessful in revenue generation, \$4 million in cuts would have to occur beginning in FY 2027-28*

**ENDING GENERAL FUND BALANCES PROJECTION**



# GENERAL FUND FUND 101

	ACTUAL 2021-22	ACTUAL 2022-23	REVISED BUDGET 2023-24	RECOMMENDED 2024-25
<b>REVENUES</b>				
Taxes	18,591,115	17,425,030	16,901,279	17,083,041
Intergovernmental	1,561,025	1,558,854	12,000	12,000
Charges for Services	1,066,591	1,152,449	616,658	742,514
Other Revenue	1,893,873	2,209,668	2,387,008	2,685,209
<b>TOTAL REVENUE</b>	<b>23,112,604</b>	<b>22,346,000</b>	<b>19,916,945</b>	<b>20,522,764</b>
<b>EXPENDITURES</b>				
Salaries & Benefits	5,353,568	5,867,524	7,169,712	7,259,760
Materials & Supplies	383,629	446,168	579,839	458,700
Contract Services	7,772,790	9,268,080	12,443,275	12,466,519
Debt Service	1,260,001	675,302	736,610	945,778
Miscellaneous	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>14,769,988</b>	<b>16,257,073</b>	<b>20,929,436</b>	<b>21,130,756</b>
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in / (out)				
From Sewer Fund	1,422,140	524,180	537,285	587,760
From Other Funds	-	-	-	
To Capital Projects	(3,447,577)	(4,015,419)	(2,763,000)	(1,760,100)
To Other Funds	(1,871,542)	(1,954,936)	(1,753,738)	(2,259,619)
<b>NET TRANSFERS</b>	<b>(3,896,979)</b>	<b>(5,446,175)</b>	<b>(3,979,453)</b>	<b>(3,431,959)</b>
<b>NET CHANGE TO FUND BALANCE</b>	<b>4,445,637</b>	<b>642,752</b>	<b>(4,991,944)</b>	<b>(4,039,951)</b>
<b>BEGINNING FUND BALANCE</b> <sup>1</sup>	<b>11,139,515</b>	<b>15,585,152</b>	<b>16,227,904</b>	<b>12,691,700</b>
<b>ENDING FUND BALANCE</b>	<b>15,585,152</b>	<b>16,227,904</b>	<b>11,235,960</b>	<b>8,651,749</b>

<sup>1</sup> Beginning Fund Balance for FY 2024-25 based on updated estimates and may not match budgeted estimates for FY 2023-24 ending balance.

# Department Budgets



"Big Glub"



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City Council



"Big Glub"



### **Core Services**

The core services of the City Council of Half Moon Bay are 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, make 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 2023-2024 Accomplishments**

- Returned to in person/hybrid City Council Meetings
- Partnered with San Mateo County to bring forward Farmworker Housing at 880 Stone Pine.

- Provided grants and support to community organizations providing services to the community through the CSFA Grant process.
- Worked with non-profit partners to bring forward the inaugural Pride Parade.
- Adopted the Short-Term Rental Ordinance with the goal of protecting housing stock as well as maintaining neighborhood preservation.
- Adopted the Residential Rental Registration Ordinance to better help gather landlord and tenant data.
- Celebrated two years with the Crisis Assistance Response and Evaluation Services (CARES) Program in collaboration with El Centro De Libertad and San Mateo County to serve the Coastside from Montara to Moonridge.
- Opened the Opportunity Center of the Coastside at 637 Main Street in partnership with the Chamber of Commerce and San Mateo County.
- Completed the Downtown Streetscape Master Plan with Toole Design.
- Completed the draft Housing Element development, conducted outreach, and presented at City meetings.

#### **Fiscal Year 2024-2025 Goals / Strategic Plan Elements**

- Complete construction of Carter Park (Healthy Communities and Public Safety, Infrastructure and Environment).
- Continue efforts on affordable housing strategy, including pursuing opportunities for housing development, conducting Town Center planning, and updating elements of the General Plan (Healthy Communities and Public Safety, Infrastructure and Environment).
- Continue to redevelop and update the City's Emergency Operations Plan and Crisis Communications 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).
- Continue work on affordable housing initiatives (Healthy Communities and Public Safety).
- Continue to identify potential housing sites and work to enable affordable housing development of publicly and privately-owned properties (Healthy Communities and Public Safety).

- Support community mental health initiatives through the Community Services Financial Assistance (CSFA) grant program, Mental Health Workgroup, Substance Abuse Workgroup, and the Cabrillo Unified School District (CUSD) mental health fair (Healthy Communities and Public Safety).
- Complete emergency preparedness and evacuation plans for tsunamis, wildfires, dam inundation, and shelters-in place (Healthy Communities and Public Safety).

## DIVISION EXPENSE BY CATEGORY

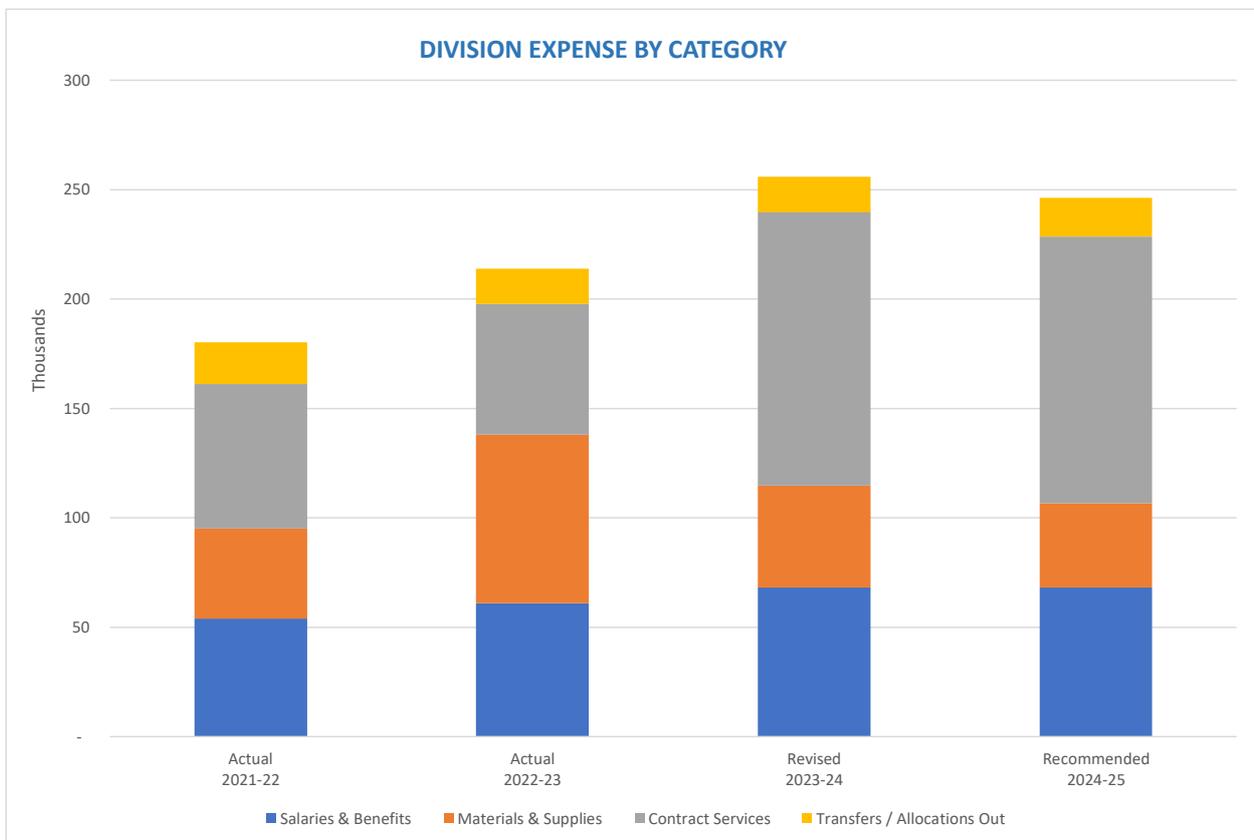
Description	Actual 2021-22	Actual 2022-23	Revised 2023-24	Recommended 2024-25
Salaries & Benefits	53,933	61,038	68,142	68,142
Materials & Supplies	41,171	76,933	46,500	38,500
Contract Services	66,100	59,785	125,000	122,000
Transfers / Allocations Out	18,971	16,140	16,287	17,540
<b>Division Total</b>	<b>180,175</b>	<b>213,896</b>	<b>255,930</b>	<b>246,182</b>

## DIVISION REVENUE SOURCE BY CATEGORY

Description	Actual 2021-22	Actual 2022-23	Revised 2023-24	Recommended 2024-25
Other Revenue	1,547	-	-	-
General Fund	178,628	213,896	255,930	246,182
<b>Division Total</b>	<b>180,175</b>	<b>213,896</b>	<b>255,930</b>	<b>246,182</b>

## FTE COUNT BY TITLE

Description	Actual 2021-22	Actual 2022-23	Revised 2023-24	Recommended 2024-25
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 2021-22	Actual 2022-23	Revised 2023-24	Recommended 2024-25
5000-5999	Salaries & Benefits	53,933	61,038	68,142	68,142
6101	General Supplies	6,364	18,791	6,000	2,500
6103	Awards/Promotions	-	-	500	-
6201	Training/Meetings	31,112	44,231	25,000	30,000
6202	Memberships, Dues & Subscriptions	3,695	13,911	15,000	6,000
6301	Contract Services (Non-Govt)	4,000	-	5,000	30,000
6303	Advertising Costs	-	3,685	-	-
6306	Cable TV Expense	62,100	56,100	85,000	57,000
6321	Interpretation Services	-	-	35,000	35,000
7201	General Transfers Out	-	-	-	-
7203	Vehicle ISF	2,877	570	682	931
7204	Equipment Fund ISF	7,254	7,062	7,279	6,448
7205	Risk Management ISF	8,840	8,508	8,326	10,161
<b>Division Total</b>		<b>180,175</b>	<b>213,896</b>	<b>255,930</b>	<b>246,182</b>

**DIVISION REVENUE SOURCES BY LINE ITEM**

Account	Description	Actual 2021-22	Actual 2022-23	Revised 2023-24	Recommended 2024-25
4902	Miscellaneous Revenue	1,547	-	-	-
	General Fund Contribution	178,628	213,896	255,930	246,182
<b>Division Total</b>		<b>180,175</b>	<b>213,896</b>	<b>255,930</b>	<b>246,182</b>

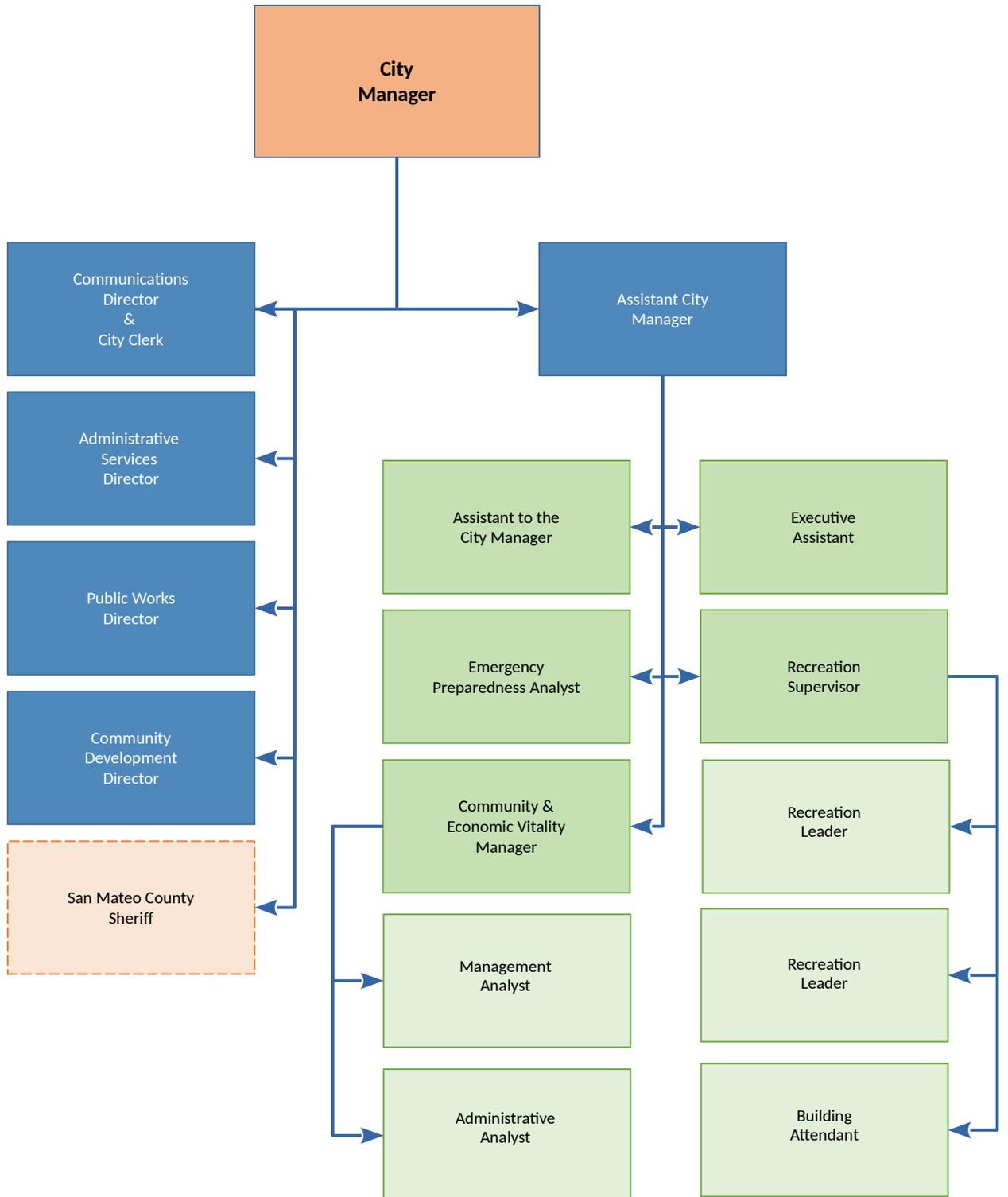
**PRIMARY PROGRAM EXPENDITURE EXPLANATION**

Account	Description	Explanation
5000-5999	Compensation	All salaries and benefits are budgeted in these line items.
6100-6199	Supplies & Materials	Adhoc supplies and materials for City Council is budgeted here.
6200-6299	Training & Memberships	Meetings and conferences for council members on city affairs.
6300-6399	Contract Services	Costs include broadcasting and interpretation services of public council meetings.
7000-7999	Internal Service Charges	A portion of citywide shared costs such as information technology, risk management and vehicle maintenance.



"The Beach"

# City Manager's Department





### **Core Services**

The City Manager's Office provides overall leadership and management of the City, executes Council policy, and ensures 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 City's Municipal Code, 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.
- Coordinate and collaborate with non-profit and philanthropic partners to advance City Council goals.
- Expand and support economic development and workforce initiatives within the City and regionally.
- 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.
- Protect public health and safety through emergency preparedness program and through administration of the contract through San Mateo County for law enforcement services.

## **Staffing**

The City Manager's Department is comprised of the City Manager, Assistant City Manager, Assistant to the City Manager (part-time), and an Executive Assistant. The City Manager's Office provides direct oversight of the Emergency Services, Economic and Community Vitality, and Recreation Services Divisions, which respectively include a Manager, two Management Analysts, an Administrative Analyst, a Recreation Supervisor, two Recreation Leaders, and part-time Building Attendants.

## **Service Level Changes**

In Fiscal Year 2023-24, the newly created Economic and Community Vitality Division facilitated a redistribution of responsibilities within the City Manager's Office, for an increased focus on economic recovery and development, grants management, coordination with non-profits and other service providers, and the expansion and institutionalization of the CARES program. In the past year, we reclassified a full-time Senior Management Analyst position to a 32-hour per week Assistant to the City Manager position, to facilitate higher level responsibilities while saving costs overall. The Management Analyst for Emergency Services resigned earlier this year and, in order to save costs, the position is being held vacant with responsibilities redistributed to staff throughout the organization. There are no anticipated service level changes for FY 2024-25.

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

In order to facilitate citywide changes and maintain the highest level of talent within the Office, the Senior Management Analyst position was converted to a part-time Assistant to the City Manager position, resulting in salary savings while allowing higher level projects and initiatives to be managed from this role. The CARES program, which has been funded since FY 2021-22 through a combination of grants and General Fund support, is fully funded through the BHJIS grant program through March 2025. The budget currently does not have funding for services beyond that point, and the program will need to be reevaluated at mid-year to determine if additional grant funding is available or additional revenue allows for General Fund support to continue.

## **The Department is comprised of the following divisions:**

### **Emergency Services**

#### **Core Services**

The Emergency Services division assists 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 Department of emergency Management to prepare staff, Coastside agencies, and residents to effectively respond to and recover from 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 Services**

### **Core Services**

The Recreation Services division enriches 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 Coastsides. 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 Half Moon Bay Library community rooms.

## **Economic and Community Vitality**

### **Core Services**

The Economic and Community Vitality division focuses on innovation and job creation, expanding higher education and vocational programs, revitalizing commercial and community spaces, helping the City's business and nonprofit community thrive, and using the region's abundance of natural assets to drive economic growth. The division also supports efforts that address other critical work adjacent and quality of life issues, such as housing, transportation, digital infrastructure and access, and childcare. These strategies are carried out through culturally competent, City-led and City-supported initiatives and activities that engage the community, build connections, and create opportunities for all, including our most vulnerable residents.

### **Description**

The Economic and Community Vitality division plays a key role in advancing strategies that promote economic and community wellbeing. The division serves as a link between the City, local businesses, and community organizations as well as other government agencies, labor, philanthropy, academia, research institutions, and regional entities with the goal of creating a more equitable, vibrant, and resilient future for our community.

### **FY 2023-24 Department Accomplishments**

- Guided the City Council in further updating its Strategic Plan and priorities.
- Coordinated and facilitated three City Council Listening Sessions for residents to express their priorities and interests, leading up to a Council Priorities Setting meeting and the development of the FY 2024-25 Budget.

- With financial support from the County, launched the Opportunity Center of the Coastsides to support small businesses, entrepreneurs, job seekers, and job growth; launched a new business incubator, Coastsides Venture Studio, with a focus on resiliency tech.
- Completed a Downtown Streetscape Master Plan which will serve as a road map for downtown revitalization efforts and supports applying for funding.
- Implemented digital navigation programming and a farming cooperative through contracted services secured from \$400,000 of philanthropic funding.
- Convened a new Farmworker Memorial and Remembrance Advisory Committee (FMRAC) and held a one-year remembrance ceremony to celebrate the seven lives lost from the January 2023 mass shooting, which was attended by 250+ community members.
- Worked with Wood Consulting to secure \$785,000 in private, public, and philanthropic donations for short-term housing for forty individuals displaced from the January 2023 mass shooting.
- Hosted a historic visit of the Mexican Consulate that served 200+ Coastsides residents that are Mexican Nationals.
- Negotiated an MOU with the County and helped to secure an Emergency CDP for the Stone Pine Cove project; facilitated commencement of construction of improvements to house 47 newly built affordable homes at the site.
- Completed development and initiated implementation of a new Rental Registry Program, Rent Stabilization Program, and enhanced Tenant Protections provisions.
- Hosted the San Mateo County Human Trafficking division through an introduction to safety net providers on the Coast and assisted with a training.
- Continued implementation of the Crisis Assistance Response and Evaluation Services (CARES) program to provide improved outcomes and a more dignified and appropriate response to mental health crises in Half Moon Bay; secured grant funding to operate the program through March 2025.
- Continued the Community Services Financial Assistance Grant Program to support local non-profits who serve the Half Moon Bay Community; provided technical assistance to the cohort of grant recipients in the areas of collective impact and health care expansion.
- Facilitated bi-monthly food distributions in partnership with the Second Harvest Food Bank, providing food for hundreds of families.
- Completed the third year of usage of the Boys and Girls Club of the Coastsides Event Center for Recreation programming and events, paving the way for future collaboration and shared usage between the Club, School District, and City.
- Created several new recreation classes and camps and began offering new programming (pickleball academy, swimming, and toddlers) utilizing Recreation staff as leaders and instructors for our first internally-run set of classes.
- Co-hosted with the Northern California Amateur Skateboard League the second annual Half Moon Bay NCASL Skateboard Competition.
- Planned and executed the fourth annual Summer's End Music Festival Event.
- Continued to support the Make It Main Street first Thursday events in downtown Half Moon Bay, bringing Coastsides artists, creators, and makers together with non-profits and

community to connect, exchange, and share while stimulating the downtown economy on a monthly basis from Spring through Fall of each year.

- Managed and updated the City's Special Events process, ensuring safe and orderly special events throughout downtown and the City.
- Collaborated with Half Moon Bay Chamber of Commerce to initiate increase in BID assessments to assist in marketing the coastside.

### **FY 2024-25 Department Goals / Strategic Plan Elements**

- Advance projects that link to the City's Strategic Plan and Council Priorities (All Strategic Elements).
- Continue to review and revise staff structure to reduce costs, 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 and identify innovative programs to improve community relations and response to vulnerable communities (Healthy Communities and Public Safety).
- Collaborate with the City's 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).
- Work with the Parks and Recreation Commission to implement City priorities and the Parks Master Plan (Inclusive Governance, Healthy Communities and Public Safety).
- Seek inclusion of youth membership on the Parks and Recreation Commission (Inclusive Governance, Healthy Communities and Public Safety).
- Develop and implement additional 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, including more staff led programs (Healthy Communities and Public Safety, Inclusive Governance).
- Leverage new relationships including the Mavericks Big Wave Invitational in support of community events (Fiscal Sustainability, Inclusive Governance).
- Sponsor community-based special events that provide opportunities for local non-profits to fundraise and outreach to the community (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).
- Support the opening of a new College of San Mateo site in Downtown Half Moon Bay.
- Assist in organizing the annual Youth Summit in collaboration with CUSD, the Sheriff's Office, and other community partners (Healthy Communities and Public Safety, Inclusive Governance).

- Implement shorter-term projects associated with streetscape improvements and pursue funding for implementation projects.
- Implement new rental registration, rent stabilization, and enhanced tenant protection efforts.
- Seek adoption of a code enforcement related relocation assistance ordinance.
- Expand access to health care through continued work of the CSFA cohort and combined efforts of complementary committees.
- Continue developing and evaluating services through the Opportunity Center of the Coastsides.
- Continue to promote and grow Coastsides Venture Studio by supporting the inaugural cohort, forming an Advisory Board, and pursuing additional sources of revenue.
- Develop coastal lands stewardship strategy with the multiple agencies involved in land use decisions.
- Complete and adopt revised Emergency Operations Plan and EPIP.
- Complete community outreach and present draft Safety Element to community.



# Performance Measures

## Emergency Services

Core Service and Measure	2021-22 Actuals	2022-23 Actuals	2023-24 Estimated	2024-25 Projected
<b>Assist residents and businesses to be prepared for and better respond to emergencies and disasters</b>				
Annual review and update of emergency specific evacuation plans	Yes	Yes	Yes	Yes
<b>Assist City staff to be prepared for and better respond to emergencies and disasters</b>				
Annual review and update of Emergency Operations Plan	Yes	Yes	Yes	Yes
Percent of staff up-to-date with ICS trainings	75%	75%	95%	95%
<b>Workload Measures</b>				
Number of community members receiving outreach/education materials	n/a	n/a	300	500

## Recreation Services

Core Service and Measure	2021-22 Actuals	2022-23 Actuals	2023-24 Estimated	2024-25 Projected
<b>Provide affordable and accessible educational and recreational programs that contribute to a healthy community and lifestyles</b>				
Mail quarterly recreation guides to Coastside households	Yes	Yes	Yes	Yes
Percent of participants in recreation classes utilizing the Rollie Wright Scholarship	1%	1%	1%	1%
<b>Provide affordable and accessible facilities to community members and organizations</b>				
Percent of facility rentals provided to HMB residents and organizations	80%	80%	74%	79%
Percent of commercial facility rentals by non-profit organizations	n/a	50%	43%	47%
<b>Workload measures</b>				
Number of Recreation class participants	1444	1151	1054	1200
Number of facility rentals	305	593	685	715

## Economic & Community Vitality

Core Service and Measure	2021-22 Actuals	2022-23 Actuals	2023-24 Estimated	2024-25 Projected
<b>Support programs and initiatives that create connections, enrich lives, support equity, provide forums for multiple and diverse perspectives, and provide educational opportunities</b>				
Participate in the Coastside Collaborative monthly meetings	Yes	Yes	Yes	Yes
Percent of CSFA grant recipients meeting all goals and outcomes	100%	100%	100%	100%
<b>Support economic recovery and development efforts</b>				
Percent of Coastside Recovery Initiative recommendations with significant implementation activity	n/a	33%	53%	60%
Average occupancy rate of available hotel rooms (calendar year)	51%	60%	55%	TBD
<b>Workload Measures</b>				
Number of CSFA grant recipients	20	9	9	9
Annual distribution of CSFA grant funds (in \$)	250,000	\$300,000	\$300,000	\$300,000

# CITY MANAGER'S OFFICE

101-120

## DIVISION EXPENSE BY CATEGORY

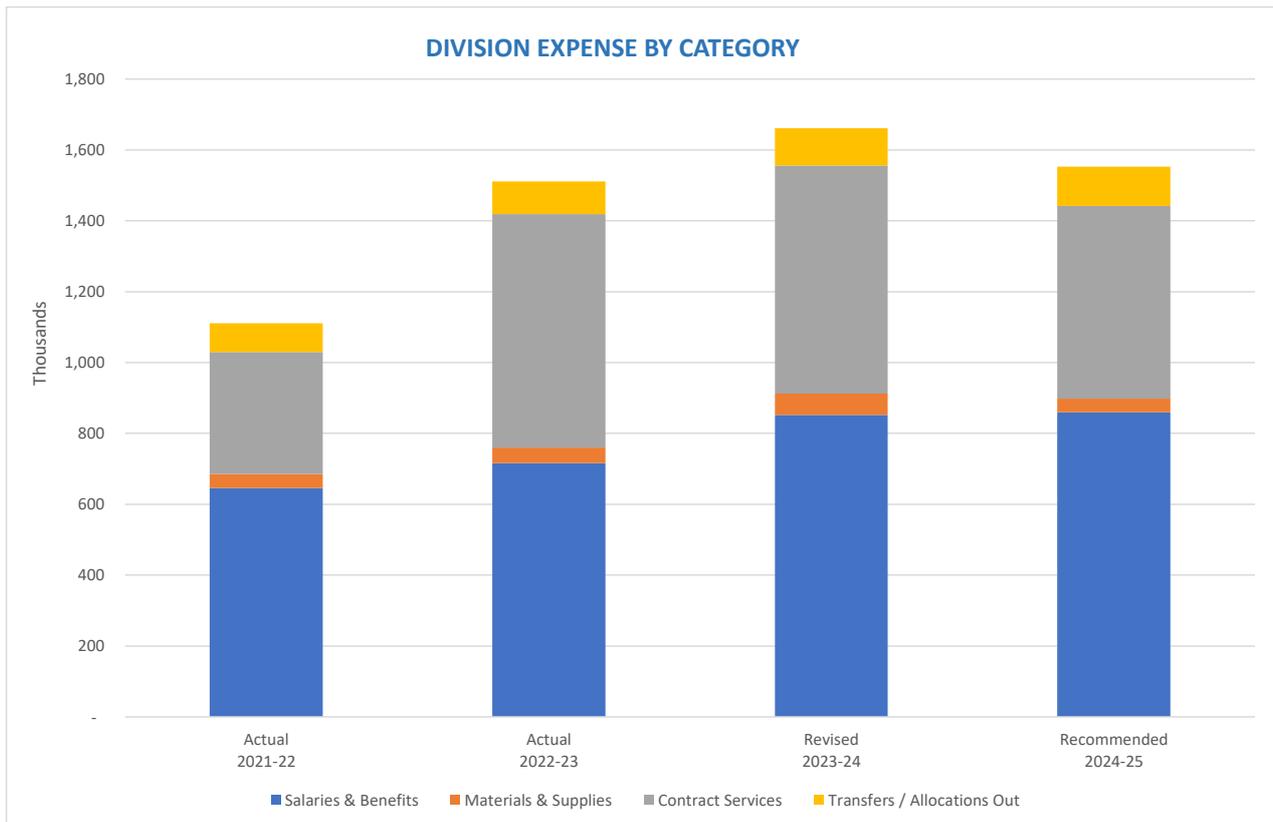
Description	Actual 2021-22	Actual 2022-23	Revised 2023-24	Recommended 2024-25
Salaries & Benefits	646,042	716,331	852,505	859,588
Materials & Supplies	39,016	43,787	60,000	38,500
Contract Services	344,828	658,534	643,172	544,238
Transfers / Allocations Out	80,795	92,473	105,732	110,644
<b>Division Total</b>	<b>1,110,680</b>	<b>1,511,126</b>	<b>1,661,410</b>	<b>1,552,970</b>

## DIVISION REVENUE SOURCE BY CATEGORY

Description	Actual 2021-22	Actual 2022-23	Revised 2023-24	Recommended 2024-25
Other Revenue	61,000	280,000	423,492	410,238
General Fund	1,049,680	1,231,126	1,237,918	1,142,732
<b>Division Total</b>	<b>1,110,680</b>	<b>1,511,126</b>	<b>1,661,410</b>	<b>1,552,970</b>

## FTE COUNT BY TITLE

Description	Actual 2021-22	Actual 2022-23	Revised 2023-24	Recommended 2024-25
City Manager	0.85	0.85	0.85	0.85
Assistant City Manager	0.35	0.35	0.35	0.35
Senior Management Analyst	0.80	1.00	1.00	-
Assistant to the City Manager	-	-	-	1.00
Management Analyst	0.50	0.40	0.25	0.25
Community Preservation Specialist	-	-	0.50	0.50
Executive Assistant	1.00	1.00	1.00	1.00
<b>FTE Total</b>	<b>3.50</b>	<b>3.60</b>	<b>3.95</b>	<b>3.95</b>



# CITY MANAGER'S OFFICE

101-120

## DIVISION EXPENSE BY LINE ITEM

Account	Actual 2021-22	Actual 2022-23	Revised 2023-24	Recommended 2024-25
5000-5999 Salaries & Benefits	646,042	716,331	852,505	859,588
6101 General Supplies	17,643	10,681	25,000	15,000
6201 Training/Meetings	7,232	15,171	20,000	5,500
6202 Memberships, Dues & Subscriptions	14,140	17,935	15,000	18,000
6301 Contract Services (Non-Govt)	108,755	216,695	403,172	-
6310 Hiring Costs	-	8,500	-	-
6320 Professional Services	187,573	394,716	140,000	499,238
6610 JPA/District Contributions	40,000	-	-	-
6699 Miscellaneous Expense	8,500	38,622	100,000	45,000
7203 Vehicle ISF	12,254	3,269	4,428	5,874
7204 Equipment Fund ISF	30,892	40,460	47,254	40,675
7205 Risk Management ISF	37,649	48,744	54,050	64,095
<b>Division Total</b>	<b>1,110,680</b>	<b>1,511,126</b>	<b>1,661,410</b>	<b>1,552,970</b>

## DIVISION REVENUE SOURCES BY LINE ITEM

Account	Description	Actual 2021-22	Actual 2022-23	Revised 2023-24	Recommended 2024-25
4902	Miscellaneous Revenue	61,000	280,000	423,492	410,238
	General Fund Contribution	1,049,680	1,231,126	1,237,918	1,142,732
	<b>Division Total</b>	<b>1,110,680</b>	<b>1,511,126</b>	<b>1,661,410</b>	<b>1,552,970</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 cost-of-living adjustments and other labor-related obligations.
6100-6199	Supplies & Materials	Various office supplies and materials to support operations.
6200-6299	Training & Memberships	Training, professional memberships, and conferences.
6300-6399	Contract Services	Costs include supporting the CARES program and Coastside Clean Team.
6600-6699	Other Expenses	Amounts here encompass support for various City events.
7000-7999	Internal Service Charges	A portion of citywide shared costs such as information technology, risk management and vehicle maintenance.

# RECREATION SERVICES

101-610

## DIVISION EXPENSE BY CATEGORY

Description	Actual 2021-22	Actual 2022-23	Revised 2023-24	Recommended 2024-25
Salaries & Benefits	378,701	360,502	495,349	497,125
Materials & Supplies	29,167	24,582	34,000	30,000
Contract Services	101,270	139,128	124,380	116,700
Transfers / Allocations Out	45,012	42,111	44,431	49,389
<b>Division Total</b>	<b>554,150</b>	<b>566,322</b>	<b>698,160</b>	<b>693,214</b>

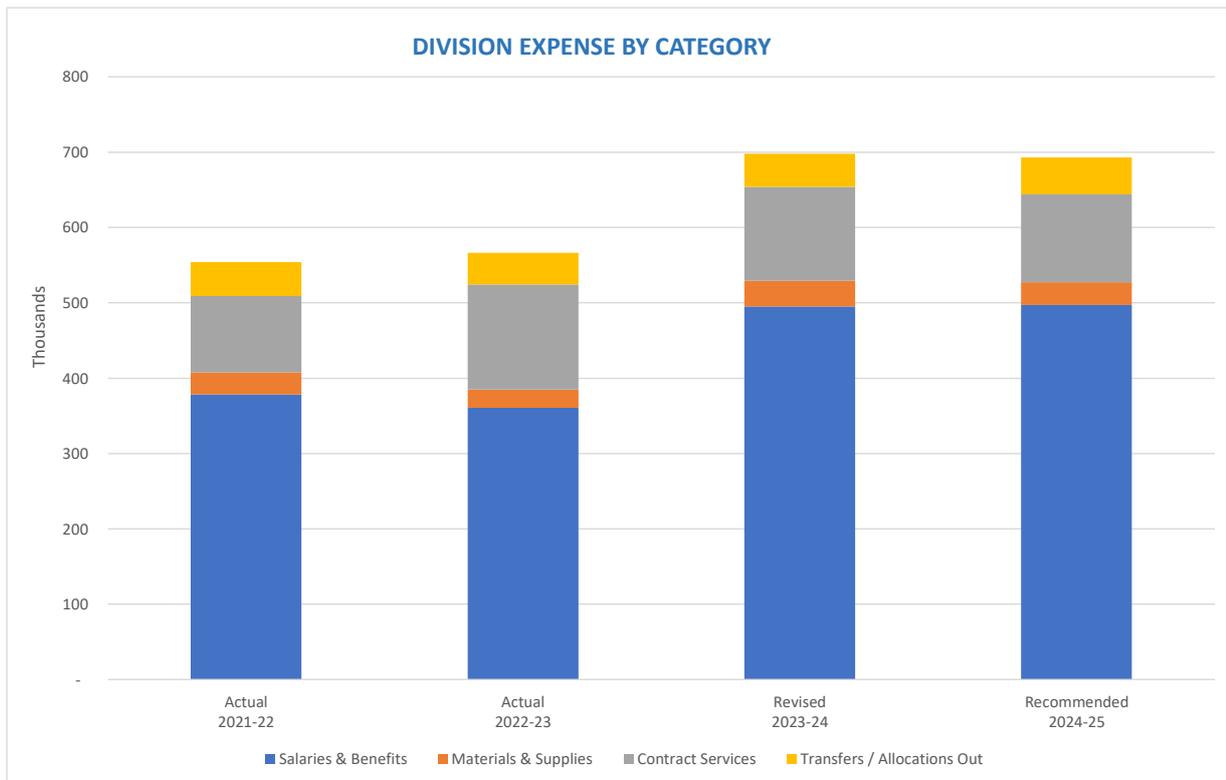
## DIVISION REVENUE SOURCE BY CATEGORY

Description	Actual 2021-22	Actual 2022-23	Revised 2023-24	Recommended 2024-25
Charges for Services	197,175	187,176	169,000	160,000
Other Revenue	9,130	28,217	10,000	10,000
General Fund	347,845	350,930	519,160	523,214
<b>Division Total</b>	<b>554,150</b>	<b>566,322</b>	<b>698,160</b>	<b>693,214</b>

## FTE COUNT BY TITLE

Description	Actual 2021-22	Actual 2022-23	Revised 2023-24	Recommended 2024-25
Assistant City Manager	0.20	0.20	0.20	0.20
Senior Management Analyst	0.10	-	-	-
Recreation Supervisor	1.00	1.00	1.00	1.00
Recreation Leader I/II/III	2.00	2.00	2.00	2.00
<b>FTE Total</b>	<b>3.30</b>	<b>3.20</b>	<b>3.20</b>	<b>3.20</b>

Part-Time non-benefited employees included: Building Attendant (3,120 hours)



# RECREATION SERVICES

101-610

## DIVISION EXPENSE BY LINE ITEM

Account		Actual 2021-22	Actual 2022-23	Revised 2023-24	Recommended 2024-25
5000-5999	Salaries & Benefits	378,701	360,502	495,349	497,125
6101	General Supplies	21,149	18,912	20,000	20,000
6201	Training/Meetings	2,756	-	6,000	2,000
6202	Memberships, Dues & Subscriptions	5,262	5,669	8,000	8,000
6301	Contract Services (Non-Govt)	40,399	72,183	51,700	51,700
6302	Contract Services (Govt)	-	-	-	-
6303	Advertising Costs	3,476	9,887	10,000	5,000
6307	Contract Classes	57,395	57,059	62,680	60,000
7201	General Transfers Out	-	-	-	-
7203	Vehicle ISF	6,827	1,488	1,861	2,622
7204	Equipment Fund ISF	17,210	18,425	19,857	18,156
7205	Risk Management ISF	20,975	22,197	22,713	28,611
<b>Division Total</b>		<b>554,150</b>	<b>566,322</b>	<b>698,160</b>	<b>693,214</b>

## DIVISION REVENUE SOURCES BY LINE ITEM

Account	Description	Actual 2021-22	Actual 2022-23	Revised 2023-24	Recommended 2024-25
4202	Special Events Permits	-	-	-	-
4204	Special Events Permits	5,846	5,028	2,000	10,000
4551	Parks & Recreation Classes	103,684	118,420	90,000	90,000
4710	Facilities Rental	87,645	63,728	77,000	60,000
4902	Miscellaneous Revenue	9,130	28,217	10,000	10,000
	General Fund Contribution	347,845	350,930	519,160	523,214
<b>Division Total</b>		<b>554,150</b>	<b>566,322</b>	<b>698,160</b>	<b>693,214</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 cost-of-living adjustments and other labor-related obligations.
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.
6300-6399	Contract Services	Costs include recreation guides, music events, umpire contracts, class instructors and other costs related to recreational programs.
7000-7999	Internal Service Charges	A portion of citywide shared costs such as information technology, risk management and vehicle maintenance.

# ECONOMIC AND COMMUNITY VITALITY

101-640

## DIVISION EXPENSE BY CATEGORY

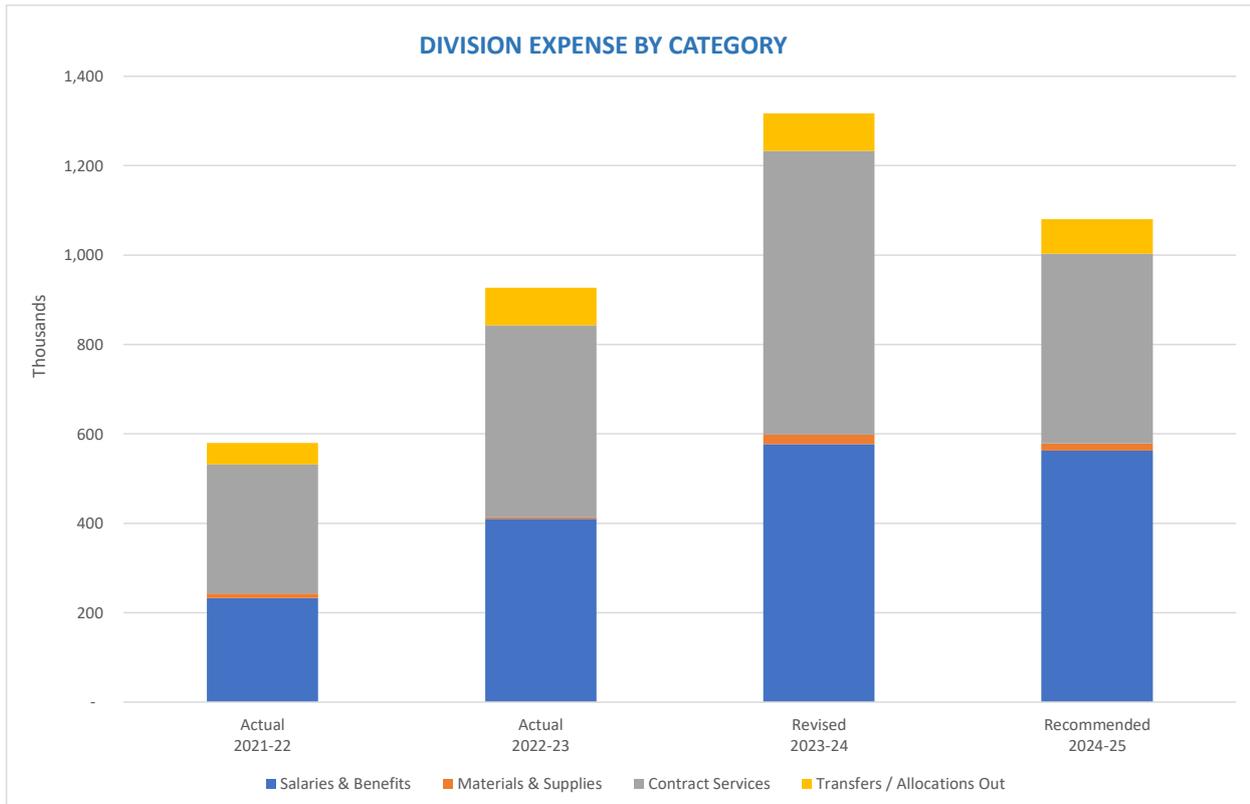
Description	Actual 2021-22	Actual 2022-23	Revised 2023-24	Recommended 2024-25
Salaries & Benefits	232,583	409,803	577,485	562,864
Materials & Supplies	10,100	3,980	21,000	16,000
Contract Services	289,045	429,484	634,740	424,500
Transfers / Allocations Out	47,739	83,836	83,817	76,971
<b>Division Total</b>	<b>579,466</b>	<b>927,102</b>	<b>1,317,041</b>	<b>1,080,334</b>

## DIVISION REVENUE SOURCE BY CATEGORY

Description	Actual 2021-22	Actual 2022-23	Revised 2023-24	Recommended 2024-25
Other Revenue	-	-	-	-
General Fund	579,466	927,102	1,317,041	1,080,334
<b>Division Total</b>	<b>579,466</b>	<b>927,102</b>	<b>1,317,041</b>	<b>1,080,334</b>

## FTE COUNT BY TITLE

Description	Actual 2021-22	Actual 2022-23	Revised 2023-24	Recommended 2024-25
Assistant City Manager	0.20	0.20	0.20	0.20
Economic & Community Vitality Manager	-	1.00	1.00	0.80
Senior Management Analyst	0.10	-	-	-
Management Analyst	1.00	1.00	1.00	1.00
Administrative Analyst	-	1.00	1.00	1.00
<b>FTE Total</b>	<b>1.30</b>	<b>3.20</b>	<b>3.20</b>	<b>3.00</b>



# ECONOMIC AND COMMUNITY VITALITY

101-640

## DIVISION EXPENSE BY LINE ITEM

Account		Actual 2021-22	Actual 2022-23	Revised 2023-24	Recommended 2024-25
5000-5999	Salaries & Benefits	232,583	409,803	577,485	562,864
6101	General Supplies	799	3,251	10,000	10,000
6201	Training/Meetings	9,301	729	10,000	2,000
6202	Memberships, Dues & Subscriptions	-	-	1,000	4,000
6301	Contract Services (Non-Govt)	41,549	38,346	85,000	33,000
6320	Professional Services	-	76,138	204,740	100,000
6606	Financial Aid/Grants	247,496	275,000	305,000	271,500
6610	JPA/District Contributions	-	40,000	40,000	20,000
7201	General Transfers Out	-	-	-	-
7203	Vehicle ISF	7,240	2,963	3,510	4,086
7204	Equipment Fund ISF	18,253	36,681	37,459	28,296
7205	Risk Management ISF	22,246	44,191	42,847	44,588
<b>Division Total</b>		<b>579,466</b>	<b>927,102</b>	<b>1,317,041</b>	<b>1,080,334</b>

## DIVISION REVENUE SOURCES BY LINE ITEM

Account	Description	Actual 2021-22	Actual 2022-23	Revised 2023-24	Recommended 2024-25
4850	Grants	-	-	-	-
	General Fund Contribution	579,466	927,102	1,317,041	1,080,334
<b>Division Total</b>		<b>579,466</b>	<b>927,102</b>	<b>1,317,041</b>	<b>1,080,334</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 allocation of less staff time from the Economic & Community Vitality Manager classification.
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.
6300-6399	Contract Services	For various services relating to economic and community services. Including a community lending analysis, and an economic development consultant.
6600-6699	Other Expenses	Category encompasses of grant aid via the Community Services Financial Assistance (CSFA) program and contributions to the hotel Business Improvement District (BID).
7000-7999	Internal Service Charges	A portion of citywide shared costs such as information technology, risk management and vehicle maintenance.

# EMERGENCY SERVICES

101-320

## DIVISION EXPENSE BY CATEGORY

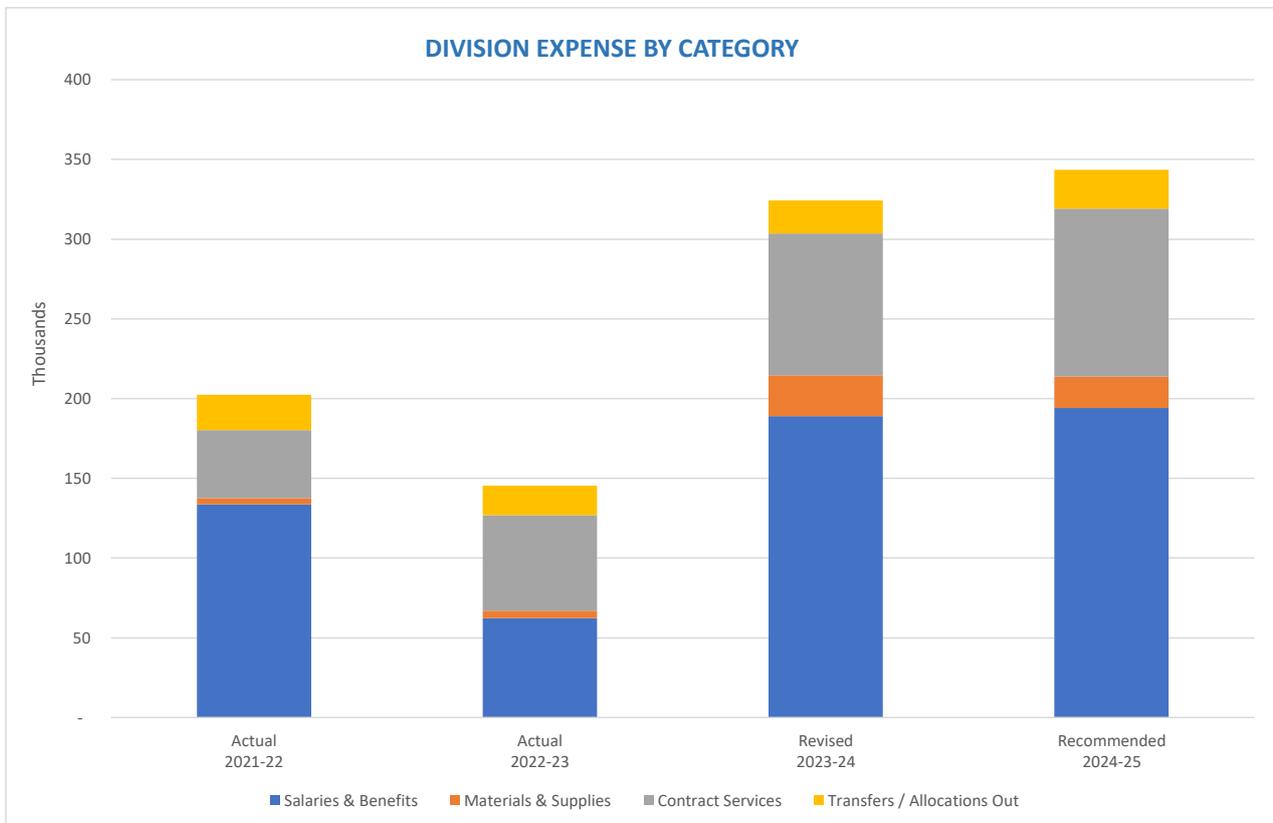
Description	Actual 2021-22	Actual 2022-23	Revised 2023-24	Recommended 2024-25
Salaries & Benefits	133,804	62,286	188,948	194,159
Materials & Supplies	3,921	4,698	25,700	19,700
Contract Services	42,530	59,875	88,950	105,250
Transfers / Allocations Out	22,174	18,521	20,634	24,480
<b>Division Total</b>	<b>202,429</b>	<b>145,381</b>	<b>324,232</b>	<b>343,589</b>

## DIVISION REVENUE SOURCE BY CATEGORY

Description	Actual 2021-22	Actual 2022-23	Revised 2023-24	Recommended 2024-25
Other Revenue	-	-	-	-
General Fund	202,429	145,381	324,232	343,589
<b>Division Total</b>	<b>202,429</b>	<b>145,381</b>	<b>324,232</b>	<b>343,589</b>

## FTE COUNT BY TITLE

Description	Actual 2021-22	Actual 2022-23	Revised 2023-24	Recommended 2024-25
Assistant City Manager	0.20	0.20	0.20	0.20
Management Analyst	0.50	0.60	0.75	0.75
<b>FTE Total</b>	<b>0.70</b>	<b>0.80</b>	<b>0.95</b>	<b>0.95</b>



# EMERGENCY SERVICES

101-320

## DIVISON EXPENSE BY LINE ITEM

Account	Actual 2021-22	Actual 2022-23	Revised 2023-24	Recommended 2024-25
5000-5999 Salaries & Benefits	133,804	62,286	188,948	194,159
6101 General Supplies	3,821	3,973	20,000	18,000
6201 Training/Meetings	-	725	5,000	1,000
6202 Memberships, Dues & Subscriptions	100	-	700	700
6301 Contract Services (Non-Govt)	680	25,100	700	11,000
6302 Contract Services (Govt)	-	-	5,000	-
6320 Professional Services	18,000	12,000	15,000	2,000
6408 Utilities - Other	-	-	-	24,000
6610 JPA/District Contributions	23,850	22,775	68,250	68,250
7201 General Transfers Out	-	-	-	-
7203 Vehicle ISF	3,363	655	864	1,300
7204 Equipment Fund ISF	8,478	8,104	9,222	8,999
7205 Risk Management ISF	10,333	9,763	10,548	14,181
<b>Division Total</b>	<b>202,429</b>	<b>145,381</b>	<b>324,232</b>	<b>343,589</b>

## DIVISON REVENUE SOURCES BY LINE ITEM

Account	Description	Actual 2021-22	Actual 2022-23	Revised 2023-24	Recommended 2024-25
4850	Grants	-	-	-	-
	General Fund Contribution	202,429	145,381	324,232	343,589
	<b>Division Total</b>	<b>202,429</b>	<b>145,381</b>	<b>324,232</b>	<b>343,589</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 cost-of-living adjustments and other labor-related obligations.
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.
6300-6399	Contract Services	Costs mostly include a continuation of evacuation planning and training support.
6600-6699	Other Expenses	Contribution to San Mateo County Office of Emergency Services is budgeted here.
7000-7999	Internal Service Charges	A portion of citywide shared costs such as information technology, risk management and vehicle maintenance.



"Totally"



### **Core Services**

The core services of the City Attorney 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 2024-25, the City Attorney's Office will continue to be available both onsite and remotely to 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 2023-2024 Accomplishments**

- Provided negotiation/real estate support related the Carter L. Park Improvement Project.
- Provided legal and planning support related to affordable housing projects and large planning applications.
- Drafted and provided legal review of ordinances related to animal control, rent stabilization, and tenant protections.
- Managed litigation risk by securing dismissals in Government Tort Claims Act cases seeking damages against the City.

### **Fiscal Year 2024-2025 Goals / Strategic Plan Elements**

- Provide legal support for November 2024 election and ballot measures (Inclusive Governance).
- Continue to implement Council policy directives and ensure projects and directives are legally secure (Inclusive Governance).
- Support the City's affordable housing objectives by completing the Housing Element, assisting staff with implementation of rental security measures, and providing legal support for the City's affordable housing projects. (Inclusive Governance).
- Continue economic resolution of claims and litigation (Fiscal Sustainability).

DIVISION EXPENSE BY CATEGORY

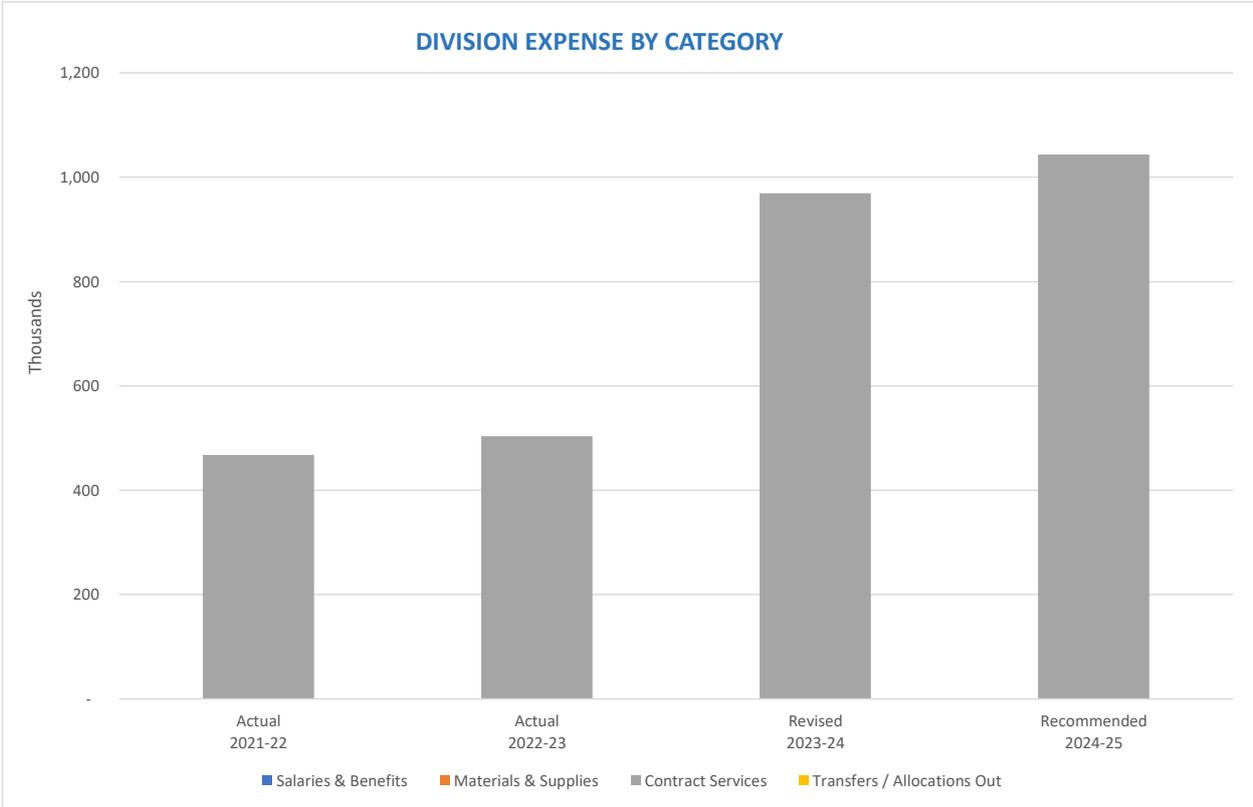
Description	Actual 2021-22	Actual 2022-23	Revised 2023-24	Recommended 2024-25
Salaries & Benefits	-	-	-	-
Materials & Supplies	-	-	-	-
Contract Services	467,682	503,380	969,250	1,043,223
Transfers / Allocations Out	-	-	-	-
<b>Division Total</b>	<b>467,682</b>	<b>503,380</b>	<b>969,250</b>	<b>1,043,223</b>

DIVISION REVENUE SOURCE BY CATEGORY

Description	Actual 2021-22	Actual 2022-23	Revised 2023-24	Recommended 2024-25
Other Revenue	524	394	-	-
General Fund	467,158	502,986	969,250	1,043,223
<b>Division Total</b>	<b>467,682</b>	<b>503,380</b>	<b>969,250</b>	<b>1,043,223</b>

FTE COUNT BY TITLE

Description	Actual 2021-22	Actual 2022-23	Revised 2023-24	Recommended 2024-25
<b>FTE Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>



**DIVISION EXPENSE BY LINE ITEM**

Account		Actual 2021-22	Actual 2022-23	Revised 2023-24	Recommended 2024-25
5000-5999	Salaries & Benefits	-	-	-	-
6301	Contract Services (Non-Govt)	49	-	-	-
6325	Legal Counsel	467,633	503,380	969,250	1,043,223
7203	Vehicle ISF	-	-	-	-
7204	Equipment Fund ISF	-	-	-	-
7205	Risk Management ISF	-	-	-	-
<b>Division Total</b>		<b>467,682</b>	<b>503,380</b>	<b>969,250</b>	<b>1,043,223</b>

**DIVISION REVENUE SOURCES BY LINE ITEM**

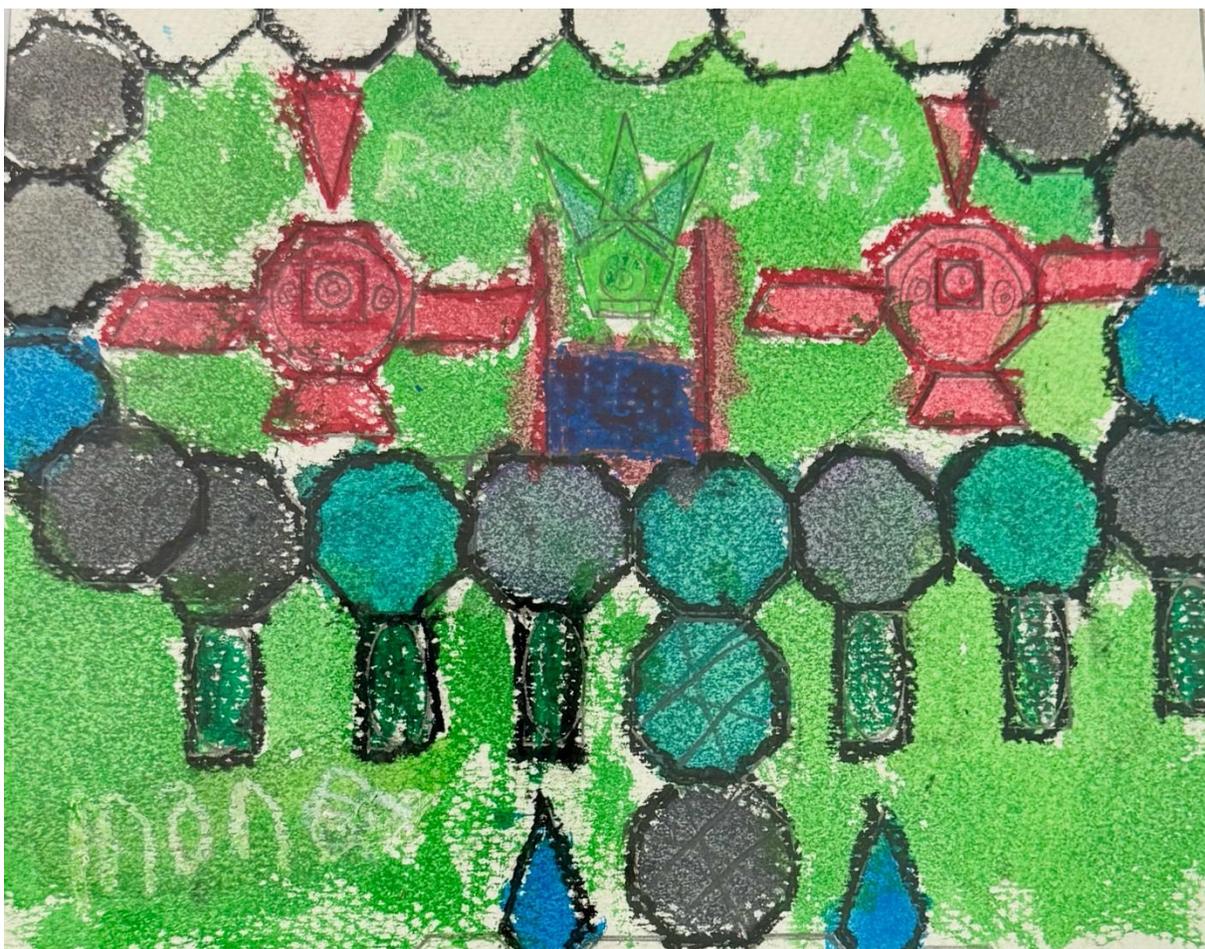
Account	Description	Actual 2021-22	Actual 2022-23	Revised 2023-24	Recommended 2024-25
4902	Miscellaneous Revenue	524	394	-	-
	General Fund Contribution	467,158	502,986	969,250	1,043,223
<b>Division Total</b>		<b>467,682</b>	<b>503,380</b>	<b>969,250</b>	<b>1,043,223</b>

**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 nonspecific citywide functions and litigation.
7000-7999	Internal Service Charges	A portion of citywide shared costs such as information technology, risk management and vehicle maintenance. Since this department contains no staff personnel, there are no internal service charges.

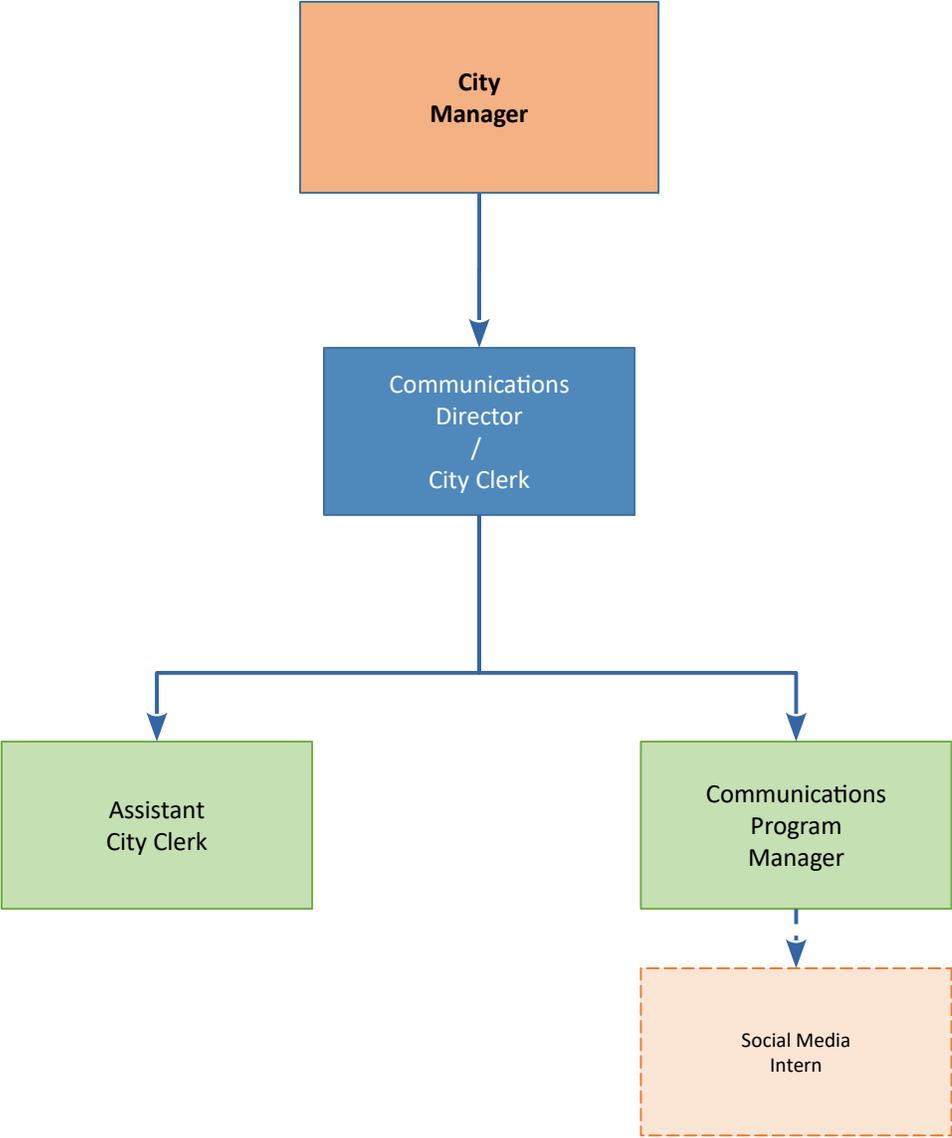


Communications  
&  
City Clerk



"The Treehouse"

# City Clerk & Communications Department





# Communications & City Clerk

## Core Services

The core services of the Communications & City Clerk Department 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 intergovernmental 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, advocating with local legislators, 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 is staffed by a Communications Director, Communications Program Manager, Assistant City Clerk, and a Social Media Intern.

## Service Level Changes

For FY 24-25, no staffing changes are requested.

## Budget Highlights / Summary of Changes

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

## Fiscal Year 2023-2024 Accomplishments

- Continued to lead public information outreach including numerous news releases, weekly e-news, the quarterly print newsletter 'Currents,' website updates, social media updates, signage, coordination with agencies, and other items.
- Continued the City's Legislative Platform, which had a primary focus on legislation and budgetary items, managed the Legislative Subcommittee, and managed the lobbyist contract for the City's legislative affairs.
- Worked with various departments to draft communication outreach campaigns surrounding events/programs/activities such as the Downtown Streetscape Master Plan, the Opportunity Center of the Coastside, affordable housing initiatives, the Climate Action and Adaptation Plan, and transportation management programs.
- Returned to in-person hybrid Council, commission, and committee meetings.
- Conducted both the N.E.T. and FLCA civics and leadership academies for adults and youth.
- Completed website redesign.

- Held 15 employee engagement committee events to bolster organizational health and employee morale.
- Coordinated and managed the E-bike grant program.

#### **Fiscal Year 2024-2025 Goals / Strategic Plan Elements**

- Conduct 2024 general municipal election for Districts 2 and 3 (Inclusive Governance).
- Conduct the Future Leaders Civics Academy and the Network, Engage, Transform engagement programs (Inclusive Governance).
- Complete and publish the Emergency Public Information Plan (Healthy Communities and Public Safety).
- Continue to expand local relationships, community, and partnerships as part of the City's intergovernmental affairs (Inclusive Governance).
- Continue to monitor legislation in accordance with the City of Half Moon Bay Legislative Platform (Healthy Communities and Public Safety, Inclusive Governance).
- Expand the City's Records Management Program to include additional updates to the retention schedule, digitization of records, and records destruction days.
- Conduct Spanish version of N.E.T. citizens academy (Inclusive Governance).

# Performance Measures



## Communications

Core Service and Measure	2022-23 Actuals	2023-24 Actuals	2024-25 Projected
<b>Communicate to and engage with the general public on important city issues</b>			
Social Media and e-Newsletter Engagement	Yes	Yes	Yes
Number of Social Media Campaigns	589	575	650
<b>Provide communications support to other departments</b>			
Percentage of Complete Outreach Campaigns	100%	100%	100%

## City Clerk / Legislative Affairs

Core Service and Measure	2022-23 Actuals	2023-24 Actuals	2024-25 Projected
<b>Legislative Affairs</b>			
Number of position letters sent	20	23	25
Percentage of state legislative bills tracked per adopted platform	50%	52%	57%
<b>Voter Turnout in Elections</b>			
Voter Turnout Percentage	89%	N/A	85%

**DIVISION EXPENSE BY CATEGORY**

Description	Actual 2021-22	Actual 2022-23	Revised 2023-24	Recommended 2024-25
Salaries & Benefits	174,994	294,539	296,202	310,023
Materials & Supplies	14,384	22,006	14,500	18,500
Contract Services	209,660	190,873	305,000	305,000
Transfers / Allocations Out	48,590	42,347	41,846	48,599
<b>Division Total</b>	<b>447,627</b>	<b>549,765</b>	<b>657,548</b>	<b>682,122</b>

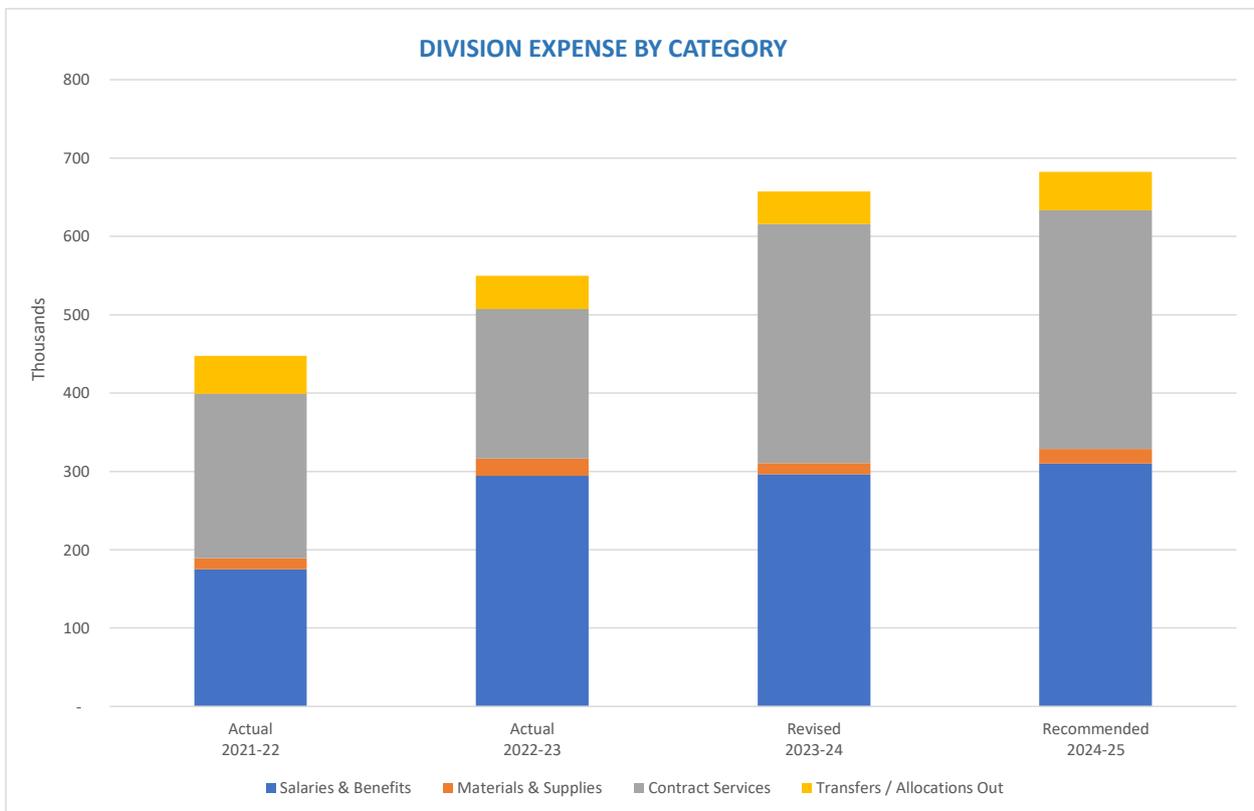
**DIVISION REVENUE SOURCE BY CATEGORY**

Description	Actual 2021-22	Actual 2022-23	Revised 2023-24	Recommended 2024-25
Other Revenue	-	-	-	-
General Fund	447,627	549,765	657,548	682,122
<b>Division Total</b>	<b>447,627</b>	<b>549,765</b>	<b>657,548</b>	<b>682,122</b>

**FTE COUNT BY TITLE**

Description	Actual 2021-22	Actual 2022-23	Revised 2023-24	Recommended 2024-25
City Clerk/Communications Director	0.40	0.55	0.55	0.55
Assistant City Clerk	1.00	1.00	1.00	1.00
Deputy City Clerk	-	-	-	-
<b>FTE Total</b>	<b>1.40</b>	<b>1.55</b>	<b>1.55</b>	<b>1.55</b>

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



**DIVISION EXPENSE BY LINE ITEM**

Account		Actual 2021-22	Actual 2022-23	Revised 2023-24	Recommended 2024-25
5000-5999	Salaries & Benefits	174,994	294,539	296,202	310,023
6101	General Supplies	2,990	1,428	3,500	4,500
6104	Employee Engagement	195	4,953	-	-
6201	Training/Meetings	6,652	8,790	7,000	9,000
6202	Memberships, Dues & Subscriptions	4,547	6,836	4,000	5,000
6301	Contract Services (Non-Govt)	28,971	26,107	78,000	127,000
6303	Advertising Costs	14,806	5,662	20,000	30,000
6304	Legislative Affairs	3,444	37,401	10,000	5,000
6308	Election Costs	50,599	55,153	110,000	110,000
6320	Professional Services	55,000	30,000	45,000	-
6324	Software Subscription	56,840	36,550	42,000	33,000
7201	General Transfers Out	-	-	-	-
7203	Vehicle ISF	7,369	1,497	1,752	2,580
7204	Equipment Fund ISF	18,579	18,528	18,702	17,866
7205	Risk Management ISF	22,642	22,322	21,392	28,153
<b>Division Total</b>		<b>447,627</b>	<b>549,765</b>	<b>657,548</b>	<b>682,122</b>

**DIVISION REVENUE SOURCES BY LINE ITEM**

Account	Description	Actual 2021-22	Actual 2022-23	Revised 2023-24	Recommended 2024-25
4901	Administrative Fees	-	-	-	-
	General Fund Contribution	447,627	549,765	657,548	682,122
<b>Division Total</b>		<b>447,627</b>	<b>549,765</b>	<b>657,548</b>	<b>682,122</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 cost-of-living adjustments and other labor-related obligations.
6100-6199	Supplies & Materials	General office supplies as needed to support the division goals.
6200-6299	Training & Memberships	Training, professional memberships, and conferences.
6300-6399	Contract Services	Costs include Granicus, NetFile, NextRequest, the contract with Townsend and records management.
7000-7999	Internal Service Charges	A portion of citywide shared costs such as information technology, risk management and vehicle maintenance.

# COMMUNICATIONS

101-150

## DIVISION EXPENSE BY CATEGORY

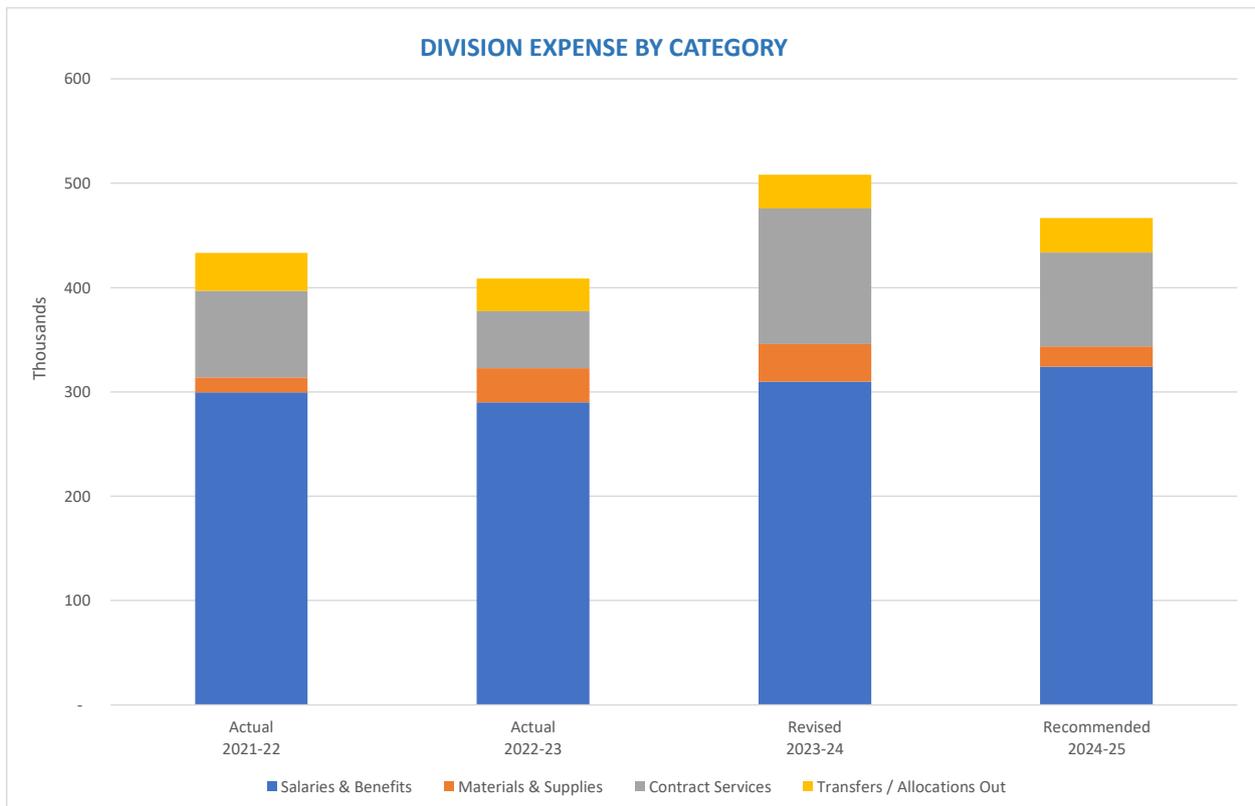
Description	Actual 2021-22	Actual 2022-23	Revised 2023-24	Recommended 2024-25
Salaries & Benefits	299,696	289,967	309,965	324,040
Materials & Supplies	14,123	32,615	36,000	19,500
Contract Services	82,998	54,782	130,000	90,000
Transfers / Allocations Out	36,309	31,110	32,349	33,258
<b>Division Total</b>	<b>433,126</b>	<b>408,474</b>	<b>508,314</b>	<b>466,798</b>

## DIVISION REVENUE SOURCE BY CATEGORY

Description	Actual 2021-22	Actual 2022-23	Revised 2023-24	Recommended 2024-25
General Fund	433,126	408,474	508,314	466,798
<b>Division Total</b>	<b>433,126</b>	<b>408,474</b>	<b>508,314</b>	<b>466,798</b>

## FTE COUNT BY TITLE

Description	Actual 2021-22	Actual 2022-23	Revised 2023-24	Recommended 2024-25
City Clerk/Communications Director	0.55	0.40	0.40	0.40
Communications Specialist	1.00	1.00	1.00	1.00
<b>FTE Total</b>	<b>1.55</b>	<b>1.40</b>	<b>1.40</b>	<b>1.40</b>



# COMMUNICATIONS

101-150

## DIVISION EXPENSE BY LINE ITEM

Account		Actual 2021-22	Actual 2022-23	Revised 2023-24	Recommended 2024-25
5000-5999	Salaries & Benefits	299,696	289,967	309,965	324,040
6101	General Supplies	3,839	8,836	5,000	4,000
6104	Employee Engagement	994	2,187	20,000	10,000
6201	Training/Meetings	3,863	16,581	7,000	3,500
6202	Memberships, Dues & Subscriptions	5,428	5,010	4,000	2,000
6301	Contract Services (Non-Govt)	69,799	42,977	110,000	75,000
6303	Advertising Costs	13,198	11,805	20,000	15,000
6320	Professional Services	-	-	-	-
7201	General Transfers Out	-	-	-	-
7203	Vehicle ISF	5,507	1,100	1,355	1,766
7204	Equipment Fund ISF	13,883	13,612	14,458	12,226
7205	Risk Management ISF	16,919	16,398	16,537	19,266
<b>Division Total</b>		<b>433,126</b>	<b>408,474</b>	<b>508,314</b>	<b>466,798</b>

## DIVISION REVENUE SOURCES BY LINE ITEM

Account	Description	Actual 2021-22	Actual 2022-23	Revised 2023-24	Recommended 2024-25
	General Fund Contribution	433,126	408,474	508,314	466,798
<b>Division Total</b>		<b>433,126</b>	<b>408,474</b>	<b>508,314</b>	<b>466,798</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 cost-of-living adjustments and other labor-related obligations.
6100-6199	Supplies & Materials	General office supplies as needed to support division goals.
6200-6299	Training & Memberships	Training, professional memberships, and conferences.
6300-6399	Contract Services	Costs include the OpenGov platform, and other specialized communications services.
7000-7999	Internal Service Charges	A portion of citywide shared costs such as information technology, risk management and vehicle maintenance.

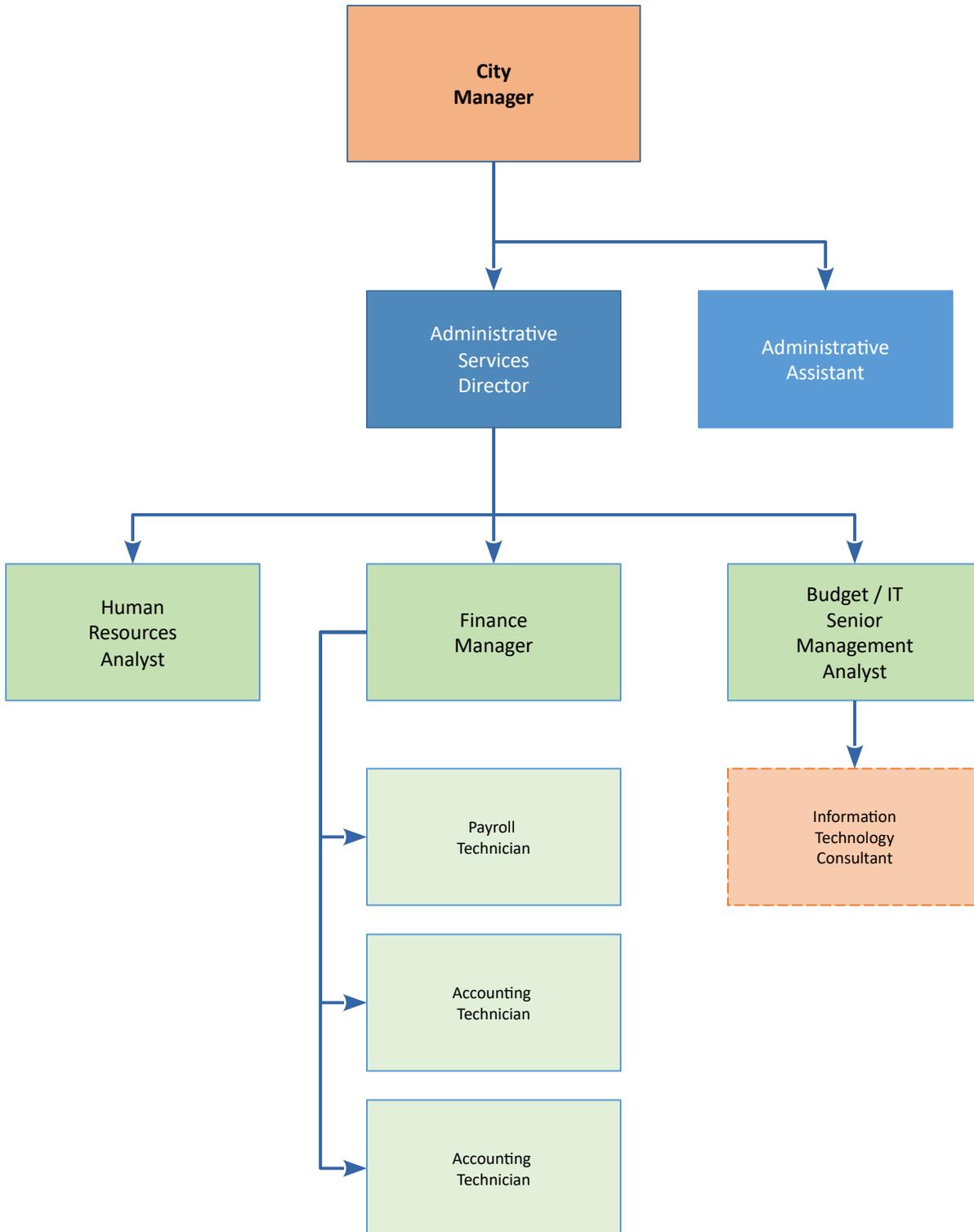


# Administrative Services



"Miguel Likes Doritos"

# Administrative Services Department





# Administrative Services

## Core Services

The core services of the Administrative Services Department 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, Information Technology, and Risk Management. The Department properly records all financial transactions, implements best practices in employee and labor relations, provides reliable and innovative 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 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 Management Analyst, Management Analyst, two Accounting Technicians, Payroll Technician, and an Administrative Assistant.

## **Service Level Changes**

For FY 24-25, no staffing changes are requested.

## **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**

#### **Core Services**

The core services of the Finance division 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 division is responsible for all financial operations. Finance tracks revenue, expenditures, 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 division'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**

#### **Core Services**

The core services of Human Resources division 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 (See Internal Service Fund 302)**

### **Core Services**

The core services of the Information Technology division provide high quality technology-based services and best in class support that facilitate the City’s goal to effectively serve the needs of the community. The 4 core elements are Security, Performance, Innovation, User Experience.

### **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 the 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)**

### **Core Services**

The core services of Risk Management 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 division 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 division protects City assets, provides liability insurance, and claims management services, and promotes the safety and well-being of City employees. The division manages 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 costs 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 2023-2024 Accomplishments**

- Delivered a balanced budget for FY 2023-24; provided quarterly financial updates and presentations to the City Council and community.
- Updated and finalized multiple human resources policies and processes on topics including catastrophic leave, disaster service worker and personal leave, including FMLA and CFRA.
- Received Distinguished Budget Presentation Award from the Government Finance Officers Association (GFOA) for the FY 22-23 Operating and Capital Budget documents, representing compliance with best practices in budgeting.
- Completed annual audit, prepared the City's Annual Comprehensive Financial Report (ACFR), and received a clean audit opinion from the independent auditors.
- Completed mandated State Controller's and other financial reports in a timely manner.
- Continued ongoing relationships and communications with City's labor groups.
- 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.
- Continued 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.
- Continued 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.

- Developed and launched Workplace Violence Prevention Program in accordance with SB 553
- Continued to deploy new network and media technologies to better support staff and community that use City facilities.
- Eliminated legacy technologies in favor of new and more efficient systems.
- Implemented new wireless projection technology in public spaces improving public benefit and access when using city property
- Deployed new GIS technologies with improved transparency features.
- Implemented new web-based permit scheduler.
- Finalized the migration and update of legacy systems to cloud based services, improving security and resilience.
- Supported City public website modernization plan improving public access and City processes.
- Deployed FirstNet/T-Mobile CradlePoint, Phone, & Tablet infrastructure to ensure the City is able to support the public during an emergency.
- Hardened technology infrastructure against external threats both environmental and technological
- Supported the ongoing deployment of the Solar Permitting program and Rental Registry.

#### **Fiscal Year 2024-2025 Goals / Strategic Plan Elements**

- Continue to utilize the partnership with San Mateo County Training Consortium to provide a broader spectrum of local training options/opportunities for City staff.
- Work 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 streamline outdated technology systems providing improved reliability and security of key City systems.
- Further implement improvements to City infrastructure to improve reliability and harden City technology resources and community support during emergencies.
- Deploy and support the selection and implementation of a new Permit solution with improved transparency and payment processing.
- Support the build out of special GIS based services further improving public access to services such as problem reporting.

- 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).



# Performance Measures

## Finance

Core Service and Measure	2021-22 Actuals	2022-23 Actuals	2023-24 Estimated	2024-25 Projected
<b>Maintain accurate and timely financial records and reports</b>				
Deliver the Annual Comprehensive Financial Report by end of December	Yes	Yes	Yes	Yes
Percentage of checks and receipts processed without errors	98%	98%	98%	99%
<b>Workload Measures</b>				
Number of invoices processed	4,362	4,795	4,918	5,000
Number of receipts processed	2,945	2,988	2,950	3,000

## Human Resources

Core Service and Measure	2021-22 Actuals	2022-23 Actuals	2023-24 Estimated	2024-25 Projected
<b>Recruitments</b>				
Applicants	112	207	302	100*
New Hires	2	11	9	2

\*Due to budget constraints, some vacancies will not be filled

## Information Technology

Core Service and Measure	2021-22 Actuals	2022-23 Actuals	2023-24 Estimated	2024-25 Projected
<b>Maintain Performance &amp; Security of all technology infrastructure</b>				
Support tickets completed	211	260	198	300
Outdated systems updated or decommissioned to retain security	68%	63%	100%	100%
Percent of Systems updated in line with technology improvement plan	140%	190%	100%	100%
<b>Innovation and User Experience improvements</b>				
Systems/Services updated for usability & accessibility improvements (e.g., Legacy to Cloud, Software updates, Interface updates, etc.)	11	17	40	70

# ADMINISTRATIVE SERVICES

101-230

## DIVISION EXPENSE BY CATEGORY

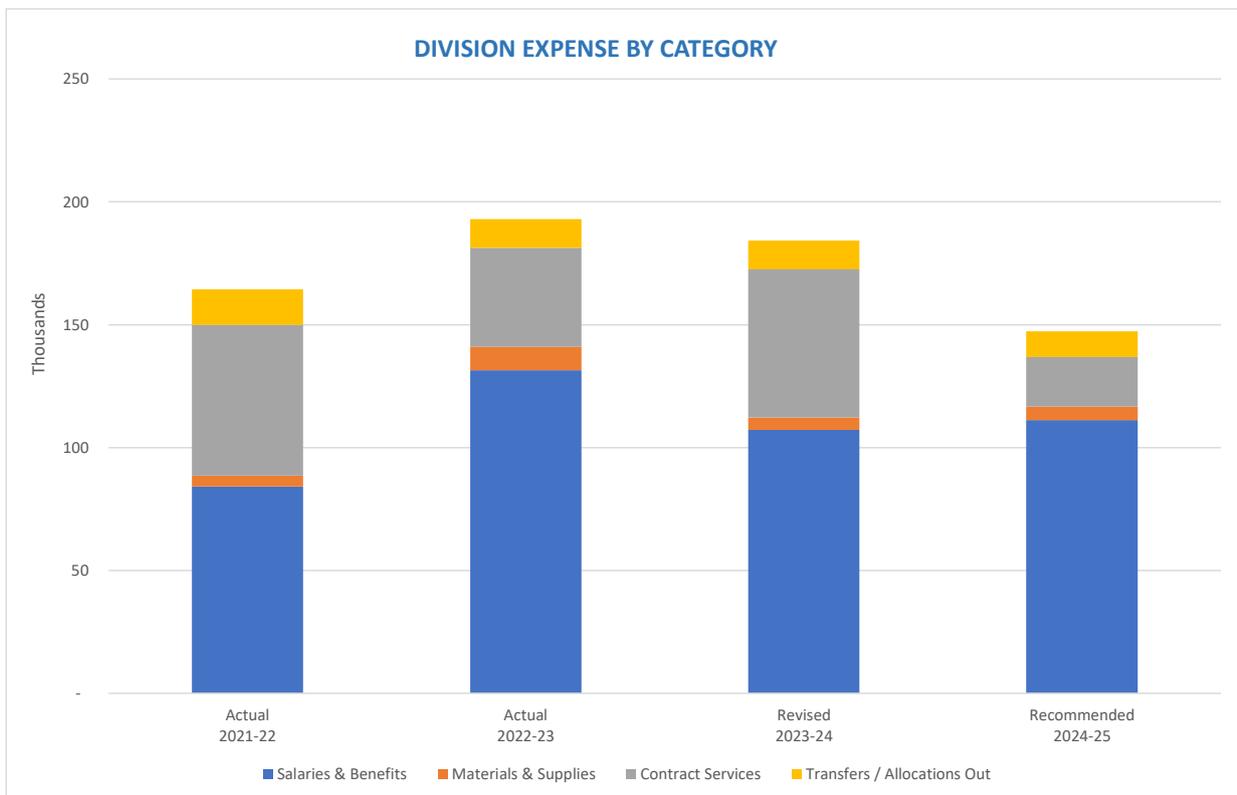
Description	Actual 2021-22	Actual 2022-23	Revised 2023-24	Recommended 2024-25
Salaries & Benefits	84,097	131,512	107,220	111,201
Materials & Supplies	4,486	9,505	5,000	5,500
Contract Services	61,296	40,320	60,320	20,080
Transfers / Allocations Out	14,531	11,693	11,727	10,493
<b>Division Total</b>	<b>164,409</b>	<b>193,030</b>	<b>184,267</b>	<b>147,274</b>

## DIVISION REVENUE SOURCE BY CATEGORY

Description	Actual 2021-22	Actual 2022-23	Revised 2023-24	Recommended 2024-25
Other Revenue	-	(66)	-	-
General Fund	164,409	193,096	184,267	147,274
<b>Division Total</b>	<b>164,409</b>	<b>193,030</b>	<b>184,267</b>	<b>147,274</b>

## FTE COUNT BY TITLE

Description	Actual 2021-22	Actual 2022-23	Revised 2023-24	Recommended 2024-25
Administrative Services Director	-	-	-	-
Senior Management Analyst	0.25	0.25	0.25	0.25
Management Analyst	-	-	-	-
Administrative Assistant	0.50	0.50	0.50	0.50
<b>FTE Total</b>	<b>0.75</b>	<b>0.75</b>	<b>0.75</b>	<b>0.75</b>



# ADMINISTRATIVE SERVICES

101-230

## DIVISION EXPENSE BY LINE ITEM

Account		Actual 2021-22	Actual 2022-23	Revised 2023-24	Recommended 2024-25
5000-5999	Salaries & Benefits	84,097	131,512	107,220	111,201
6101	General Supplies	482	4,429	-	2,500
6104	Employee Engagement	-	200	-	-
6201	Training/Meetings	-	7	-	500
6202	Memberships, Dues & Subscriptions	4,003	4,869	5,000	2,500
6301	Contract Services (Non-Govt)	-	-	20,000	10,000
6401	Other Rental	39,725	40,320	40,320	10,080
6405	Combined Utilities	-	-	-	-
6408	Utilities-Other	21,571	-	-	-
7201	General Transfers Out	-	-	-	-
7203	Vehicle ISF	2,204	413	491	557
7204	Equipment Fund ISF	5,556	5,116	5,241	3,857
7205	Risk Management ISF	6,771	6,164	5,995	6,078
<b>Division Total</b>		<b>164,409</b>	<b>193,030</b>	<b>184,267</b>	<b>147,274</b>

## DIVISION REVENUE SOURCES BY LINE ITEM

Account	Description	Actual 2021-22	Actual 2022-23	Revised 2023-24	Recommended 2024-25
4901	Miscellaneous Revenue	-	(66)	-	-
	General Fund Contribution	164,409	193,096	184,267	147,274
<b>Division Total</b>		<b>164,409</b>	<b>193,030</b>	<b>184,267</b>	<b>147,274</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 cost-of-living adjustments and other labor-related obligations.
6200-6299	Training & Memberships	Training, licensing and professional memberships for staff.
6300-6399	Contract Services	Ad hoc services such as specialized IT support and consulting is charged here.
6400-6499	Utilities	Rent and utilities specifically from the Annex location are charged here.
7000-7999	Internal Service Charges	A portion of citywide shared costs such as information technology, risk management and vehicle maintenance.

## DIVISION EXPENSE BY CATEGORY

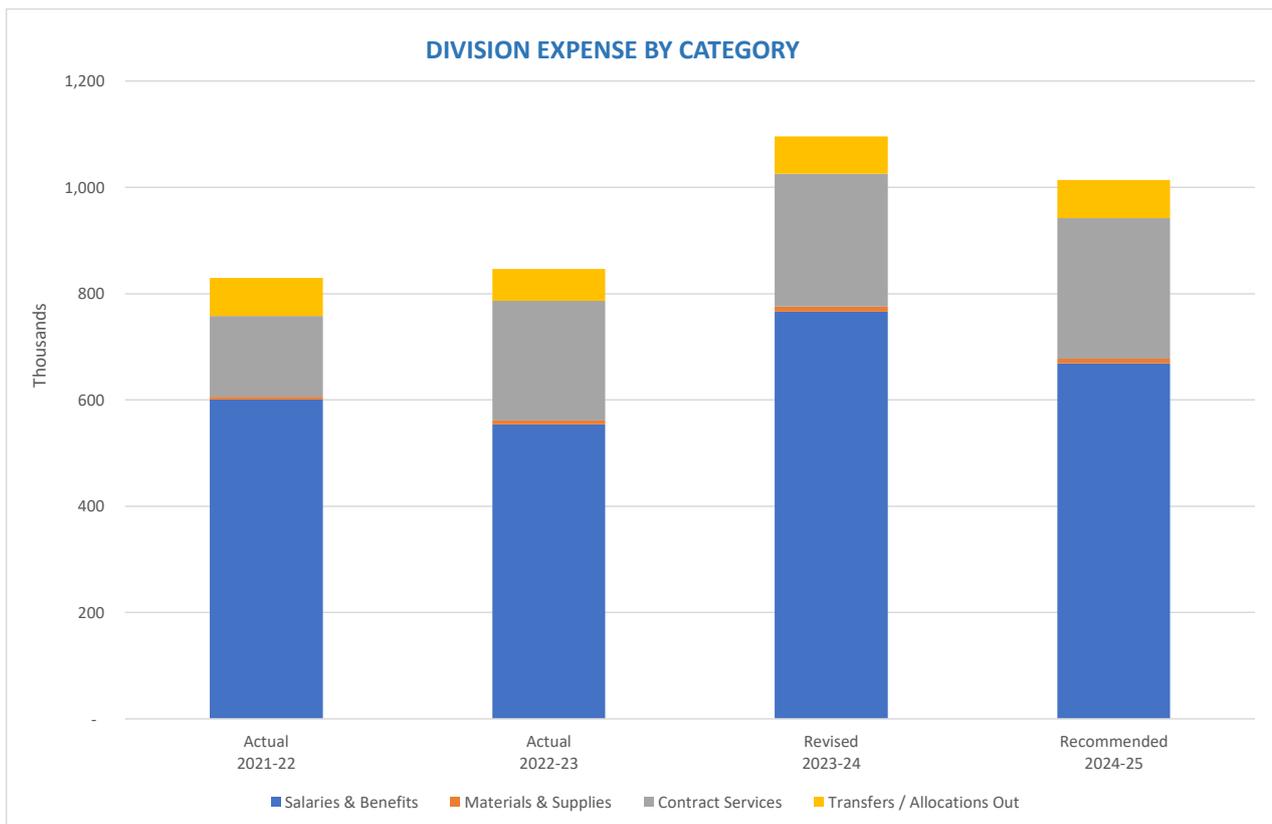
Description	Actual 2021-22	Actual 2022-23	Revised 2023-24	Recommended 2024-25
Salaries & Benefits	601,125	554,053	766,339	668,980
Materials & Supplies	5,065	7,736	9,500	9,000
Contract Services	151,976	224,534	250,100	264,000
Transfers / Allocations Out	71,271	60,453	69,728	72,262
<b>Division Total</b>	<b>829,437</b>	<b>846,775</b>	<b>1,095,668</b>	<b>1,014,241</b>

## DIVISION REVENUE SOURCE BY CATEGORY

Description	Actual 2021-22	Actual 2022-23	Revised 2023-24	Recommended 2024-25
Other Revenue	-	367	-	-
General Fund	829,437	846,408	1,095,668	1,014,241
<b>Division Total</b>	<b>829,437</b>	<b>846,775</b>	<b>1,095,668</b>	<b>1,014,241</b>

## FTE COUNT BY TITLE

Description	Actual 2021-22	Actual 2022-23	Revised 2023-24	Recommended 2024-25
Administrative Services Director	0.60	0.60	0.60	0.60
Finance Manager	0.80	0.80	0.85	0.85
Senior Accountant	-	-	-	-
Senior Management Analyst	0.25	0.25	0.25	0.25
Administrative Assistant	0.50	0.50	0.50	0.50
Accounting Technician	2.50	2.00	2.00	2.00
Payroll Technician	-	0.60	0.60	0.60
<b>FTE Total</b>	<b>4.65</b>	<b>4.75</b>	<b>4.80</b>	<b>4.80</b>



## DIVISON EXPENSE BY LINE ITEM

Account		Actual 2021-22	Actual 2022-23	Revised 2023-24	Recommended 2024-25
5000-5999	Salaries & Benefits	601,125	554,053	766,339	668,980
6101	General Supplies	1,759	3,873	2,500	2,000
6201	Training/Meetings	1,734	-	5,000	5,000
6202	Memberships, Dues & Subscriptions	1,571	3,863	2,000	2,000
6301	Contract Services (Non-Govt)	17,818	79,259	18,500	169,500
6302	Contract Services (Govt)	615	5,002	1,000	-
6309	Credit Card Fees	23,315	9,616	20,000	15,500
6320	Professional Services	74,593	37,632	147,600	-
6322	Auditing Services	29,358	81,040	53,000	67,000
6601	Property Tax Admin	6,277	11,985	10,000	12,000
7201	General Transfers Out	-	-	-	-
7203	Vehicle ISF	10,809	2,137	2,920	3,836
7204	Equipment Fund ISF	27,251	26,450	31,163	26,565
7205	Risk Management ISF	33,211	31,866	35,645	41,860
<b>Division Total</b>		<b>829,437</b>	<b>846,775</b>	<b>1,095,668</b>	<b>1,014,241</b>

## DIVISON REVENUE SOURCES BY LINE ITEM

Account	Description	Actual 2021-22	Actual 2022-23	Revised 2023-24	Recommended 2024-25
4902	Miscellaneous Revenue	-	367	-	-
	General Fund Contribution	829,437	846,408	1,095,668	1,014,241
<b>Division Total</b>		<b>829,437</b>	<b>846,775</b>	<b>1,095,668</b>	<b>1,014,241</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 the freezing of 1 vacant Accounting Technician position.
6100-6199	Supplies & Materials	Various office supplies and materials to support finance operations.
6200-6299	Training & Memberships	Training, licensing and professional memberships for staff.
6300-6399	Contract Services	Costs include auditing services, TOT and Business License management, and credit card processing fees.
7000-7999	Internal Service Charges	A portion of citywide shared costs such as information technology, risk management and vehicle maintenance.

# HUMAN RESOURCES

101-220

## DIVISION EXPENSE BY CATEGORY

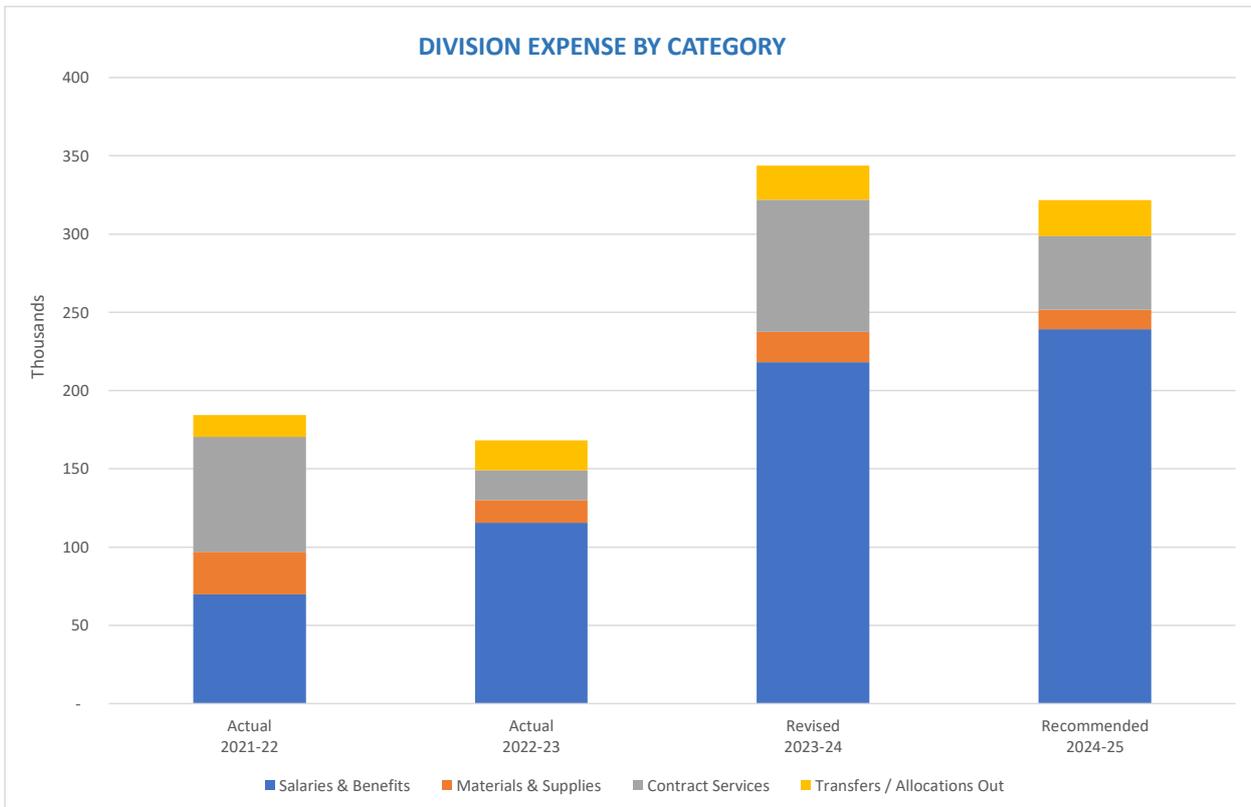
Description	Actual 2021-22	Actual 2022-23	Revised 2023-24	Recommended 2024-25
Salaries & Benefits	69,796	115,542	218,150	239,270
Materials & Supplies	27,058	14,378	19,416	12,500
Contract Services	73,442	19,213	84,339	47,000
Transfers / Allocations Out	14,026	19,197	21,878	22,919
<b>Division Total</b>	<b>184,322</b>	<b>168,331</b>	<b>343,784</b>	<b>321,689</b>

## DIVISION REVENUE SOURCE BY CATEGORY

Description	Actual 2021-22	Actual 2022-23	Revised 2023-24	Recommended 2024-25
General Fund	184,322	168,331	343,784	321,689
<b>Division Total</b>	<b>184,322</b>	<b>168,331</b>	<b>343,784</b>	<b>321,689</b>

## FTE COUNT BY TITLE

Description	Actual 2021-22	Actual 2022-23	Revised 2023-24	Recommended 2024-25
Administrative Services Director	-	-	0.05	0.05
Management Analyst	0.90	0.90	1.00	1.00
Accounting Technician	0.50	-	-	-
Payroll Technician	-	0.40	0.40	0.40
<b>FTE Total</b>	<b>1.40</b>	<b>1.30</b>	<b>1.45</b>	<b>1.45</b>



# HUMAN RESOURCES

101-220

## DIVISION EXPENSE BY LINE ITEM

Account		Actual 2021-22	Actual 2022-23	Revised 2023-24	Recommended 2024-25
5000-5999	Salaries & Benefits	69,796	115,542	218,150	239,270
6101	General Supplies	4,261	803	2,060	1,000
6104	Employee Engagement	8,525	1,005	5,356	-
6201	Training/Meetings	2,395	5,283	5,000	5,000
6202	Memberships, Dues & Subscriptions	11,877	7,288	7,000	6,500
6301	Contract Services (Non-Govt)	29,843	3,734	40,000	25,000
6310	Hiring Costs	11,670	8,431	28,000	12,000
6325	Legal Counsel	31,929	7,049	15,000	10,000
6405	Combined Utilities	-	-	1,339	-
7201	General Transfers Out	-	-	-	-
7203	Vehicle ISF	2,127	679	916	1,217
7204	Equipment Fund ISF	5,363	8,400	9,778	8,426
7205	Risk Management ISF	6,536	10,119	11,184	13,277
<b>Division Total</b>		<b>184,322</b>	<b>168,331</b>	<b>343,784</b>	<b>321,689</b>

## DIVISION REVENUE SOURCES BY LINE ITEM

Account	Description	Actual 2021-22	Actual 2022-23	Revised 2023-24	Recommended 2024-25
	General Fund Contribution	184,322	168,331	343,784	321,689
<b>Division Total</b>		<b>184,322</b>	<b>168,331</b>	<b>343,784</b>	<b>321,689</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 cost-of-living adjustments and other labor-related obligations.
6100-6199	Supplies & Materials	Supplies and materials to support human resources functions.
6200-6299	Training & Memberships	Training, licensing and professional memberships for staff.
6300-6399	Contract Services	Costs include recruitment expenses, hiring costs, and labor related legal counsel as needed.
7000-7999	Internal Service Charges	A portion of citywide shared costs such as information technology, risk management and vehicle maintenance.

# EQUIPMENT FUND

## FUND 302

	ACTUAL 2021-22	ACTUAL 2022-23	REVISED BUDGET 2023-24	RECOMMENDED 2024-25
<b>REVENUES</b>				
Interest	4,544	12,210	22,099	18,867
Miscellaneous	(18,569)	982	-	-
<b>TOTAL REVENUE</b>	<b>(14,024)</b>	<b>13,192</b>	<b>22,099</b>	<b>18,867</b>
<b>EXPENDITURES</b>				
Salaries & Benefits	93,516	98,722	104,584	112,178
Materials & Supplies	70,065	47,158	91,000	28,000
Contract Services	276,575	314,285	340,751	343,000
Depreciation	49,335	45,477	50,000	50,000
<b>TOTAL EXPENDITURES</b>	<b>489,491</b>	<b>505,642</b>	<b>586,335</b>	<b>533,178</b>
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in / (out)				
From All Funds	515,728	545,481	579,135	533,178
<b>NET TRANSFERS</b>	<b>515,728</b>	<b>545,481</b>	<b>579,135</b>	<b>533,178</b>
<b>NET CHANGE TO NET ASSETS</b>	<b>12,213</b>	<b>53,031</b>	<b>14,899</b>	<b>18,867</b>
<b>BEGINNING NET ASSETS</b>	<b>878,871</b>	<b>891,084</b>	<b>944,115</b>	<b>958,300</b>
<b>ENDING NET ASSETS</b>	<b>891,084</b>	<b>944,115</b>	<b>959,014</b>	<b>977,167</b>

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

# INFORMATION TECHNOLOGY

302-240

## DIVISION EXPENSE BY CATEGORY

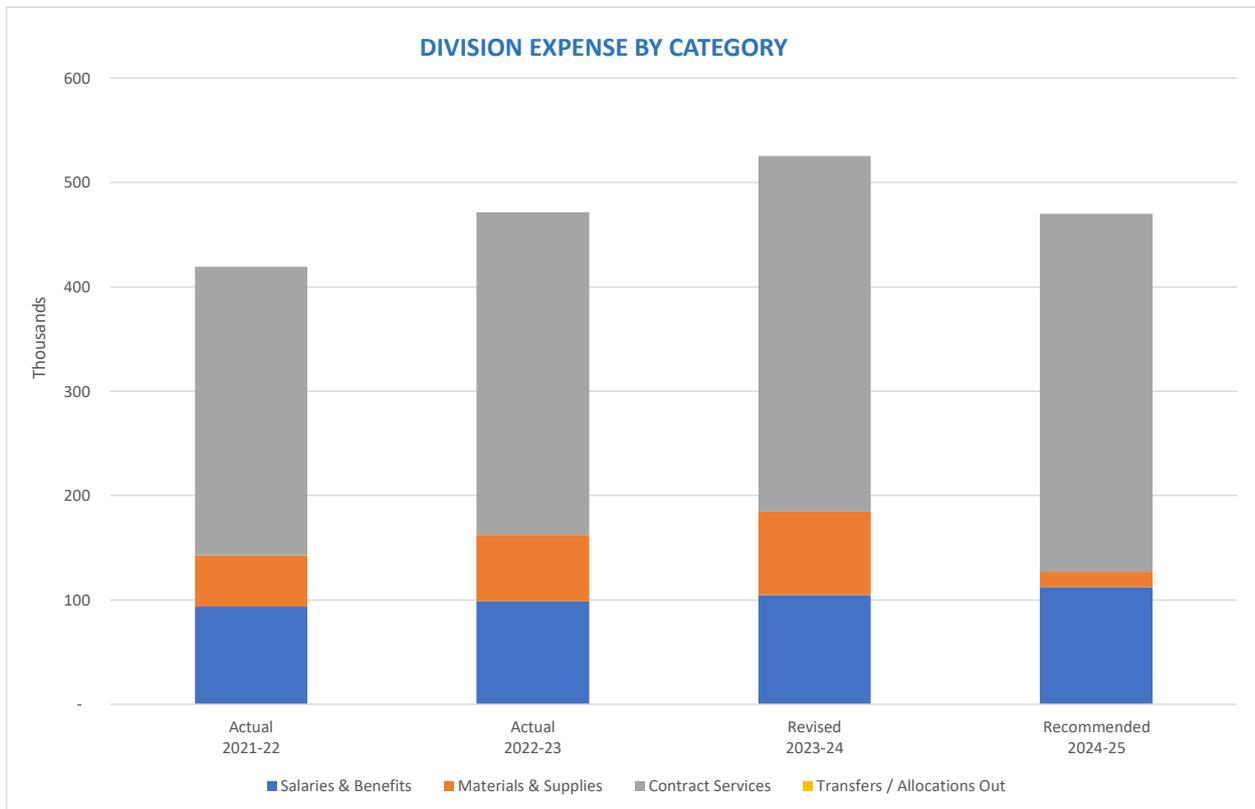
Description	Actual 2021-22	Actual 2022-23	Revised 2023-24	Recommended 2024-25
Salaries & Benefits	93,516	98,722	104,584	112,178
Materials & Supplies	49,133	63,511	80,000	15,000
Contract Services	276,575	309,435	340,751	343,000
Transfers / Allocations Out	-	-	-	-
<b>Division Total</b>	<b>419,224</b>	<b>471,668</b>	<b>525,335</b>	<b>470,178</b>

## DIVISION REVENUE SOURCE BY CATEGORY

Description	Actual 2021-22	Actual 2022-23	Revised 2023-24	Recommended 2024-25
Contribution from Other Funds	419,224	471,668	525,335	470,178
<b>Division Total</b>	<b>419,224</b>	<b>471,668</b>	<b>525,335</b>	<b>470,178</b>

## FTE COUNT BY TITLE

Description	Actual 2021-22	Actual 2022-23	Revised 2023-24	Recommended 2024-25
Administrative Services Director	0.05	0.05	0.05	0.05
Senior Management Analyst	0.50	0.50	0.50	0.50
Management Analyst	-	-	-	-
<b>FTE Total</b>	<b>0.55</b>	<b>0.55</b>	<b>0.55</b>	<b>0.55</b>



# INFORMATION TECHNOLOGY

302-240

## DIVISION EXPENSE BY LINE ITEM

Account	Actual 2021-22	Actual 2022-23	Revised 2023-24	Recommended 2024-25
5000-5999 Salaries & Benefits	93,516	98,722	104,584	112,178
6101 General Supplies	9,571	2,433	-	-
6105 Equipment Supplies	39,562	61,079	80,000	15,000
6301 Contract Services (Non-Govt)	19,183	20,388	45,227	35,000
6323 Desktop / IT Support	199,186	166,608	200,000	200,000
6324 Software Subscription	48,705	99,144	62,500	93,000
6408 Utilities-Other	9,501	23,296	33,024	15,000
<b>Division Total</b>	<b>419,224</b>	<b>471,668</b>	<b>525,335</b>	<b>470,178</b>

## DIVISION REVENUE SOURCES BY LINE ITEM

Account	Description	Actual 2021-22	Actual 2022-23	Revised 2023-24	Recommended 2024-25
	Contribution from Other Funds	419,224	471,668	525,335	470,178
	<b>Division Total</b>	<b>419,224</b>	<b>471,668</b>	<b>525,335</b>	<b>470,178</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 cost-of-living adjustments and other labor-related obligations.
6100-6199	Supplies & Materials	Costs mainly include various equipment replacement and IT related supplies.
6300-6399	Contract Services	Contracts include desktop and help desk support for all city workstations, ongoing subscriptions related to the Economic Resource Planning (ERP) system, and various software licenses such as Microsoft and Adobe. No change in this category.

# RISK MANAGEMENT

## FUND 303

	ACTUAL 2021-22	ACTUAL 2022-23	REVISED BUDGET 2023-24	RECOMMENDED 2024-25
<b>REVENUES</b>				
Interest	26,151	68,458	106,179	97,383
Miscellaneous	(101,888)	5,306	-	-
<b>TOTAL REVENUE</b>	<b>(75,737)</b>	<b>73,764</b>	<b>106,179</b>	<b>97,383</b>
<b>EXPENDITURES</b>				
Salaries & Benefits	136,325	136,906	167,507	176,328
Materials & Supplies	-	684	16,274	3,000
Contract Services	319,048	530,392	524,950	660,849
Capital Projects	-	-	-	-
Litigation Contingency	-	-	400,000	300,000
<b>TOTAL EXPENDITURES</b>	<b>455,373</b>	<b>667,982</b>	<b>1,108,731</b>	<b>1,140,177</b>
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in / (out)				
From All Funds	628,530	657,163	662,431	840,177
<b>NET TRANSFERS</b>	<b>628,530</b>	<b>657,163</b>	<b>662,431</b>	<b>840,177</b>
<b>NET CHANGE TO NET ASSETS</b>	<b>97,420</b>	<b>62,945</b>	<b>(340,121)</b>	<b>(202,617)</b>
<b>BEGINNING NET ASSETS</b>	<b>2,449,352</b>	<b>2,546,772</b>	<b>2,609,717</b>	<b>2,267,200</b>
<b>ENDING NET ASSETS</b>	<b>2,546,772</b>	<b>2,609,717</b>	<b>2,269,596</b>	<b>2,064,583</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

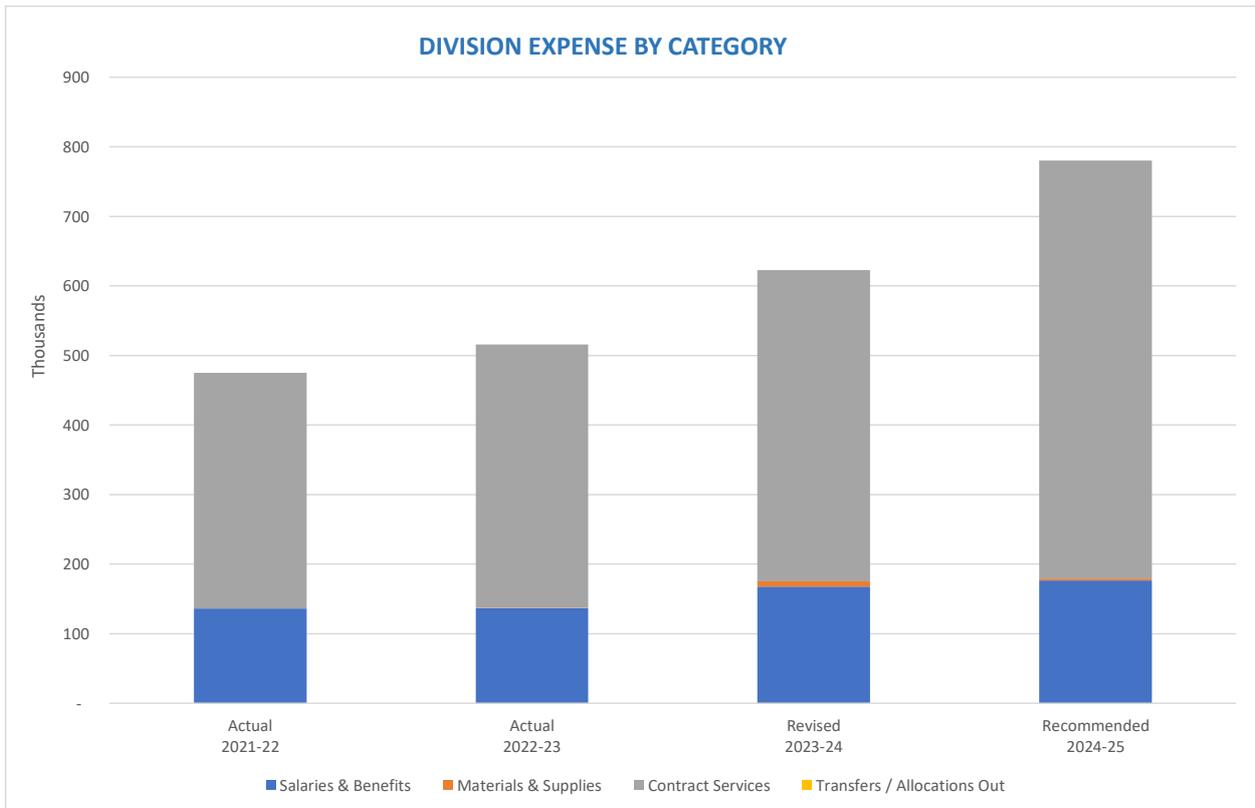
Description	Actual 2021-22	Actual 2022-23	Revised 2023-24	Recommended 2024-25
Salaries & Benefits	136,404	136,992	167,507	176,328
Materials & Supplies	-	650	8,137	3,000
Contract Services	338,636	378,066	446,857	600,849
Transfers / Allocations Out	-	-	-	-
<b>Division Total</b>	<b>475,040</b>	<b>515,709</b>	<b>622,501</b>	<b>780,177</b>

## DIVISION REVENUE SOURCE BY CATEGORY

Description	Actual 2021-22	Actual 2022-23	Revised 2023-24	Recommended 2024-25
Contribution from Other Funds	475,040	515,709	622,501	780,177
<b>Division Total</b>	<b>475,040</b>	<b>515,709</b>	<b>622,501</b>	<b>780,177</b>

## FTE COUNT BY TITLE

Description	Actual 2021-22	Actual 2022-23	Revised 2023-24	Recommended 2024-25
City Manager	0.05	0.05	0.05	0.05
Assistant City Manager	0.05	0.05	0.05	0.05
Administrative Services Director	0.30	0.30	0.30	0.30
City Clerk/Communications Director	0.05	0.05	0.05	0.05
Finance Manager	0.10	0.10	0.15	0.15
Management Analyst	0.10	0.10	-	-
<b>FTE Total</b>	<b>0.65</b>	<b>0.65</b>	<b>0.60</b>	<b>0.60</b>



# GENERAL LIABILITY

303-250

## DIVISON EXPENSE BY LINE ITEM

Account		Actual 2021-22	Actual 2022-23	Revised 2023-24	Recommended 2024-25
5000-5999	Salaries & Benefits	136,404	136,992	167,507	176,328
6101	General Supplies	-	350	8,137	2,000
6202	Memberships, Dues, & Subs	-	300	-	1,000
6301	Contract Services (Non-Govt)	-	380	37,023	4,000
6305	Liability Insurance	327,630	356,291	399,334	586,849
6310	Hiring Costs	-	500	500	-
6325	Legal Counsel	11,006	20,895	10,000	10,000
	<b>Division Total</b>	<b>475,040</b>	<b>515,709</b>	<b>622,501</b>	<b>780,177</b>

## DIVISON REVENUE SOURCES BY LINE ITEM

Account	Description	Actual 2021-22	Actual 2022-23	Revised 2023-24	Recommended 2024-25
	Contribution from Other Funds	475,040	515,709	622,501	780,177
	<b>Division Total</b>	<b>475,040</b>	<b>515,709</b>	<b>622,501</b>	<b>780,177</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 cost-of-living adjustments and other labor-related obligations.
6100-6199	Supplies & Materials	Office supplies to support the division.
6300-6399	Contract Services	General liability member contributions and various claims are charged here.

# WORKERS' COMPENSATION

303-260

## DIVISION EXPENSE BY CATEGORY

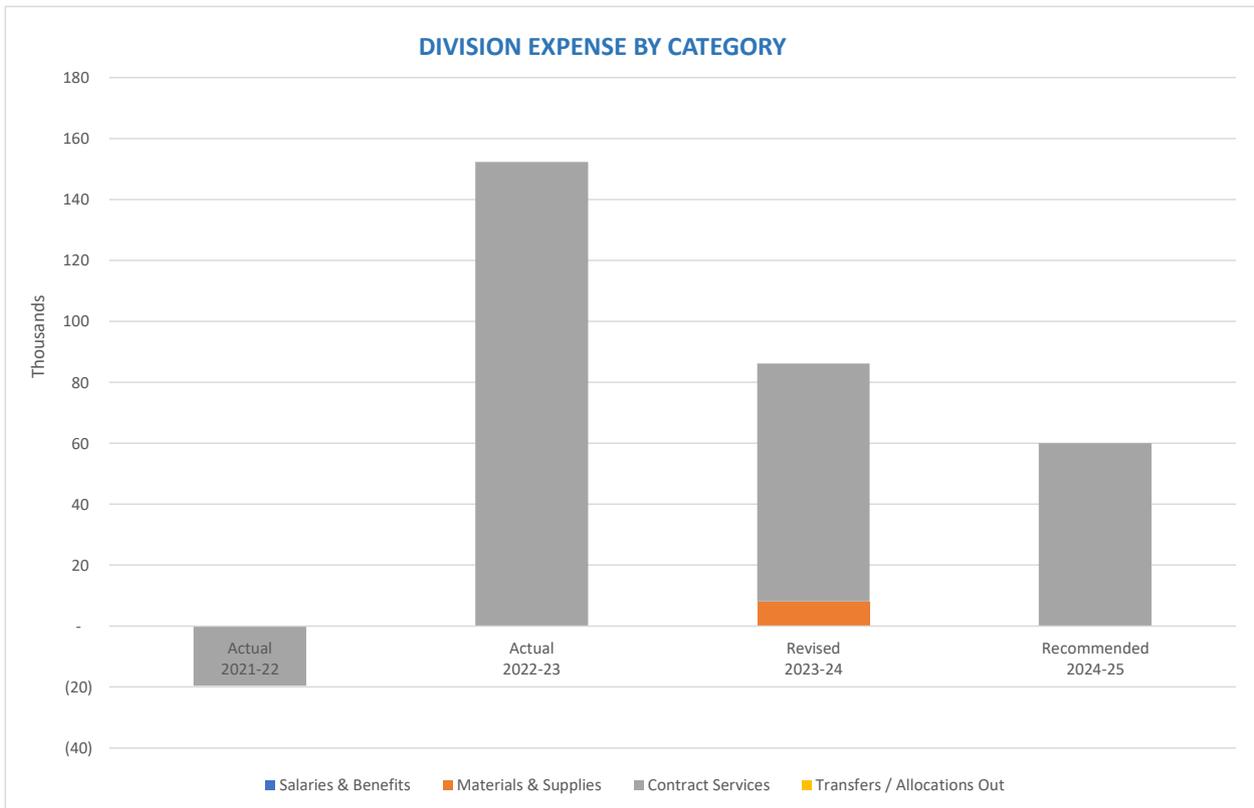
Description	Actual 2021-22	Actual 2022-23	Revised 2023-24	Recommended 2024-25
Salaries & Benefits	-	-	-	-
Materials & Supplies	-	-	8,137	-
Contract Services	(19,588)	152,326	78,093	60,000
Transfers / Allocations Out	-	-	-	-
<b>Division Total</b>	<b>(19,588)</b>	<b>152,326</b>	<b>86,230</b>	<b>60,000</b>

## DIVISION REVENUE SOURCE BY CATEGORY

Description	Actual 2021-22	Actual 2022-23	Revised 2023-24	Recommended 2024-25
Contribution from Other Funds	(19,588)	152,326	86,230	60,000
<b>Division Total</b>	<b>(19,588)</b>	<b>152,326</b>	<b>86,230</b>	<b>60,000</b>

## FTE COUNT BY TITLE

Description	Actual 2021-22	Actual 2022-23	Revised 2023-24	Recommended 2024-25
Management Analyst	0.00	0.00	0.00	0.00
<b>FTE Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>



# WORKERS' COMPENSATION

303-260

## DIVISION EXPENSE BY LINE ITEM

Account		Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
5000-5999	Salaries & Benefits	-	-	-	-
6101	General Supplies	-	-	8,137	-
6301	Contract Services (Non-Govt)	-	-	53,045	50,000
6305	Liability Insurance	7,999	7,143	25,048	10,000
6607	Claims Liability	(27,587)	145,183	-	-
<b>Division Total</b>		<b>(19,588)</b>	<b>152,326</b>	<b>86,230</b>	<b>60,000</b>

## DIVISION REVENUE SOURCES BY LINE ITEM

Account	Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
	Contribution from Other Funds	(19,588)	152,326	86,230	60,000
<b>Division Total</b>		<b>(19,588)</b>	<b>152,326</b>	<b>86,230</b>	<b>60,000</b>

## PRIMARY PROGRAM EXPENDITURE EXPLANATION

Account	Description	Explanation
6100-6199	Supplies & Materials	Office supplies to support the division.
6300-6399	Contract Services	Workers' compensation charges and long-term disability charges are charged here.



Public Safety



"Rainbow Mountains"



### **Core Services**

The core services of the Public Safety Department support the 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**

In FY 2023-24, the Sheriff significantly increased costs to the City due to an assessment of actual staffing and hours provided through the contract. The Law Enforcement budget includes an annual cost of living adjustment based on increased costs of services and negotiated staff COLA's, which should represent the only changes in the foreseeable future.

### **Fiscal Year 2023-24 Accomplishments**

- Continued to work collaboratively with the Psychiatric Emergency Response Team (PERT) and the Crisis Assistance Response and Evaluation (CARES) Team to reduce tragic outcomes, divert hospitalization and incarceration, reduce recidivism, and connect those with mental illness and addiction to community resources.
- Expanded the local presence on NextDoor to further engage with members of the Coastside Community.
- Piloted the use of Automated License Plate Reader (ALPR) technology in the Pilarcitos (Oak Avenue Park) neighborhood in response to community requests following several high-profile crimes.
- Initiated Mounted Patrol and beach patrols on Poplar Beach to enforce dogs on leash every weekend daytime for the whole summer.

### **Fiscal Year 2024-25 Goals / Strategic Plan Elements**

- Continue to make community policing a priority and generate additional community events (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).
- Partner with community groups in order to strengthen communication, transparency, and trust (Healthy Communities and Public Safety).
- Continue to support the CARES and PERT teams, as well as the new San Mateo Mobile Crisis Response, to ensure safe outcomes in response to mental health crises.
- Implement the ALPR pilot program at high traffic intersections and areas in Half Moon Bay (Healthy Communities and Public Safety).
- Coordinate with City staff and regional partners on creating and implementing Emergency Preparedness Plans, including the annual summer beach and traffic plan (Healthy Communities and Public Safety).
- Continue to work with the City and regional partners regarding homeless issues (Healthy Communities and Public Safety).
- Continue to participate in the Gang Task Force and other Specialized Units to combat perceived uptick in Gang related incidents around town (Healthy Communities and Public Safety).
- Continue to utilize the Bicycle Unit, Off-Road Motorcycle Unit, and Mounted Patrol to patrol coastal trails, Poplar Beach, and other coastal areas. (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).

**DIVISION EXPENSE BY CATEGORY**

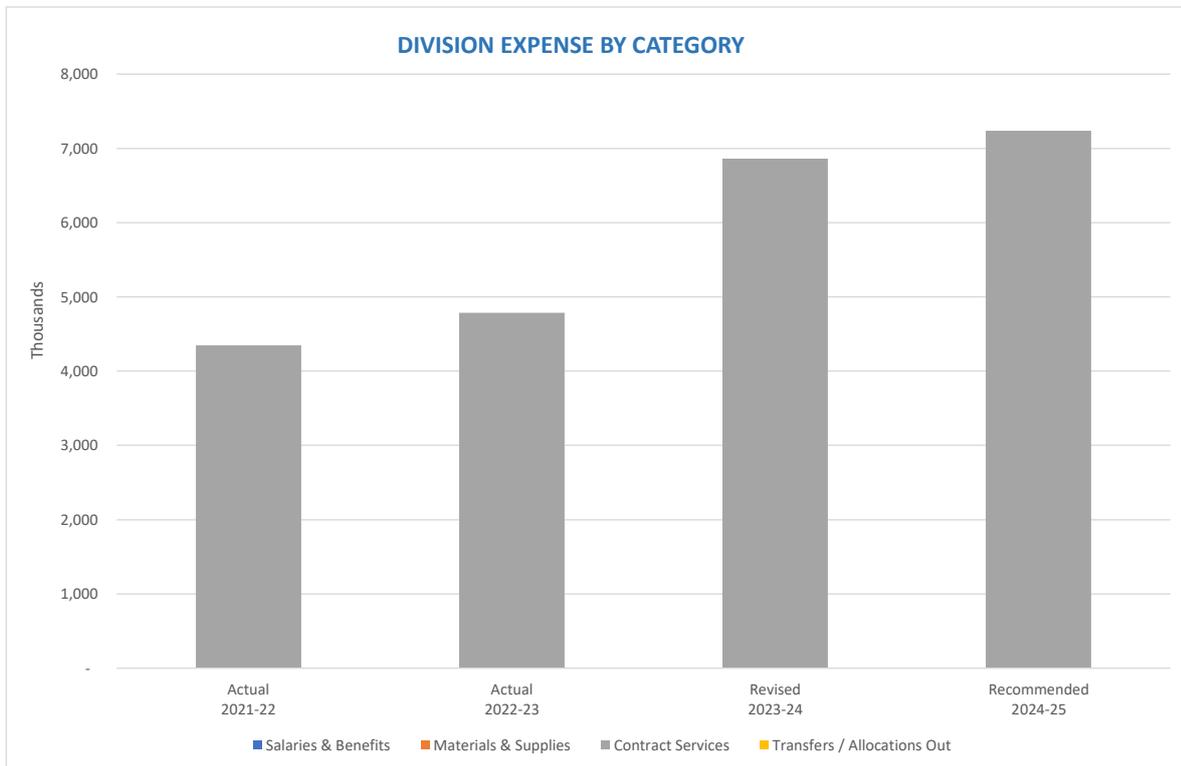
Description	Actual 2021-22	Actual 2022-23	Revised 2023-24	Recommended 2024-25
Salaries & Benefits	-	-	-	-
Materials & Supplies	28	77	1,000	1,000
Contract Services	4,346,226	4,787,651	6,859,462	7,236,728
Transfers / Allocations Out	-	-	-	-
<b>Division Total</b>	<b>4,346,255</b>	<b>4,787,728</b>	<b>6,860,462</b>	<b>7,237,728</b>

**DIVISION REVENUE SOURCE BY CATEGORY**

Description	Actual 2021-22	Actual 2022-23	Revised 2023-24	Recommended 2024-25
Taxes	28,232	29,562	30,200	32,100
Charges for Services	77,551	50,099	34,936	44,000
Other Revenue	1,010,121	660,198	457,721	793,534
General Fund	3,230,350	4,047,870	6,337,605	6,368,094
<b>Division Total</b>	<b>4,346,255</b>	<b>4,787,728</b>	<b>6,860,462</b>	<b>7,237,728</b>

**FTE COUNT BY TITLE**

Description	Actual 2021-22	Actual 2022-23	Revised 2023-24	Recommended 2024-25
<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 2021-22	Actual 2022-23	Revised 2023-24	Recommended 2024-25
5000-5999	Salaries & Benefits	-	-	-	-
6101	General Supplies	28	77	1,000	1,000
6202	Memberships, Dues & Subscriptions	-	-	-	-
6301	Contract Services (Non-Govt)	7,572	3,758	35,000	13,000
6302	Contract Services (Govt)	3,519	658	-	-
6317	Animal Control	113,513	116,595	124,131	119,607
6318	Sheriff Patrol	3,942,950	4,348,681	5,892,638	6,269,114
6319	Other Public Safety Services	267,771	268,182	773,793	797,007
6405	Combined Utilities	-	-	-	-
6408	Utilites - Other	4,384	3,827	3,675	4,000
6610	JPA/District Contributions	6,518	45,951	30,225	34,000
7201	General Transfers Out	-	-	-	-
	<b>Division Total</b>	<b>4,346,255</b>	<b>4,787,728</b>	<b>6,860,462</b>	<b>7,237,728</b>

## DIVISION REVENUE SOURCES BY LINE ITEM

Account	Description	Actual 2021-22	Actual 2022-23	Revised 2023-24	Recommended 2024-25
4131	Sales & Use Tax	-	-	-	-
4136	Public Safety Sales Tax	28,232	29,562	30,200	32,100
4202	Alarm Fees	6,077	16,565	6,000	6,000
4203	P.D. Permit Special Revenue	840	992	800	1,000
4301	Fines & Forfeitures	70,383	32,232	27,936	37,000
4302	Abandoned Vehicle Abatement	-	-	-	-
4411	Investigation & Report	251	310	200	-
4902	Miscellaneous Revenue	390,697	-	-	-
4903	Reimbursed Expenses	619,423	660,198	457,721	793,534
	General Fund Contribution	3,230,350	4,047,870	6,337,605	6,368,094
	<b>Division Total</b>	<b>4,346,255</b>	<b>4,787,728</b>	<b>6,860,462</b>	<b>7,237,728</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.
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 citywide shared costs such as information technology, risk management and vehicle maintenance. Since this department contains no staff personnel, there are no internal service charges.

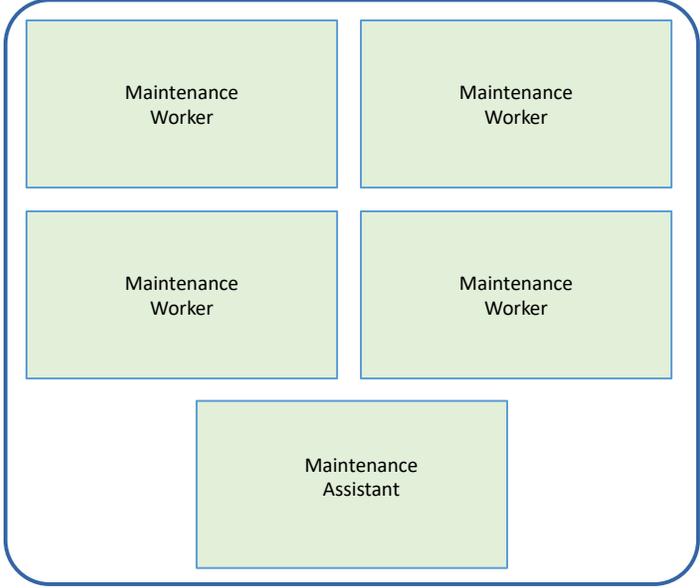
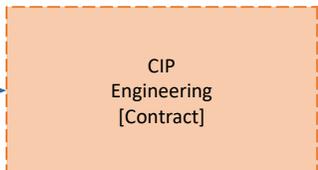
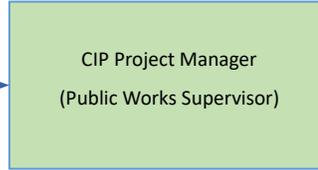
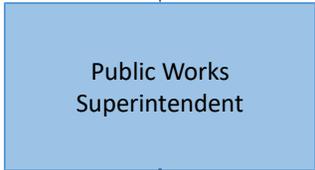


# Public Works



"Untitled"

# Public Works Department





### **Core Services**

The core services of the Public Works Department are 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.

### **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, storm water systems, 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 supporting the Community Development Department, 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.
- 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/City Engineer, Public Works Superintendent, two (2) Public Works Supervisors, Senior Management Analyst, Management Analyst, Associate Engineer, Assistant Engineer, Administrative Assistant, five (5) Worker I/II positions, and a Maintenance Assistant. Additional part-time staffing is also provided through

consultants for Sanitary Sewer Engineering, Public Works Inspection, Stormwater Compliance and Traffic Engineering as needed.

### **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 and Sewer System Operations from the City Manager's Office. In the following years, the City added five (5) Maintenance Worker I/II positions to address the deficit of maintenance staff after 2008 recession. The City also brought engineering services in-house and created the Management Analyst position dedicated to sustainability.

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

The department budget includes funding for personnel-related costs, consultant services, and materials and support for departmental programs. With the budget proposed for FY 2024-25, the department will seek to maintain current levels of service, preventative maintenance efforts, and continue outreach and education efforts around sustainability.

### **The Department is comprised of the following divisions:**

#### **Administration**

##### **Core Services**

The core services of the Administration division is to provide support to each of the other four divisions: 1)Engineering, 2)Maintenance, 3)Sustainability, and 4)Sewer. Duties include administrative tasks, managing the Public Works hotline, executing contracts, and processing invoices to ensure each division can fulfill their respective duties to protect public health, safety, welfare, and improve the quality of life of residents and visitors alike.

##### **Description**

The Administration Division serves as the primary point of contact for the City Manager, City Council, Sewer Authority Midcoast, and other departments and agencies. The division works with City Clerk/Communications Staff for issues pertaining to Public Works and coordinates special purpose committees including the Bicycle/Pedestrian Advisory Committee (BPAC). The division is responsible for preparing the City's Five-Year Capital Improvement Program (CIP), the Capital Budget, and the Public Works operating budget. It also oversees public procurements and accounts receivable for the department.

#### **Engineering**

##### **Core Services**

The core services of the Engineering division is to protect public health and safety, 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 Program (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/departments, consultant engineers, and other utility providers in the design and construction of new public and privately funded projects and infrastructure. 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, and construction of those projects. The division is also responsible for managing the Traffic Safety Committee, related traffic safety regulations.

## **Maintenance**

### **Core Services**

The core services of the Maintenance division are to maintain 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 Maintenance Division provides seven day a week, 24 hour a day cost-effective and timely maintenance of City utilities including the sewer collection system, storm drain system, streets, sidewalks, street trees, trails/paths, parks, as well as City-owned and operated buildings to enhance and protect the health, safety, and welfare of residents and visitors alike. The maintenance division also is responsible for all street closures related to the many community events such as the Fourth of July Parade, Night of Lights, Pumpkin Festival, among a growing list of others.

## **Sustainability**

### **Core Services**

The core services of the Sustainability Division help the City to become a leader in environmental sustainability by establishing policies, implementing projects, and creating programs that decrease the City's environmental impact and carbon footprint.

### **Description**

The division is responsible for identification, assessment, and implementation of sustainability programs, including development of the Sustainability Implementation Plan, writing, adopting and implementing the Climate Action and Adaptation Plan, and oversight of the solid waste franchise agreement. The division collaborates and coordinates projects and programs with other City departments and community partners to provide diverse public outreach and education opportunities. Additionally, the division manages and coordinates events such as Earth Day, community recycling and beach clean-up efforts.

## Sewer

### Core Services

The core services of the Sewer division is to maintain the City's sewer collection system, ensuring its continued functionality and safe operations, and ensure compliance with local, state, and federal laws.

### Description

The Sewer division provides cost-effective and timely maintenance of the City's sewer collection system to enhance and protect the health, safety, and welfare of residents and visitors alike. The Public Works Director/City Engineer serves as principal liaison to SAM staff, the SAM Board of Directors, and City SAM Board representatives. The division also oversees the City's FOG program, as well as collections maintenance quality control. The Public Works Director/City Engineer coordinates with a contract City Sewer Engineer on master planning, capital planning on an "as-needed" basis.

### Fiscal Year 2023-2024 Accomplishments

- Continued contracts processing, accounts payable, records management, purchase requisitions (PO's), and grant reimbursements.
- Obtained grants to complete a Local Roads Safety Plan and Highway 1 South Corridor Study.
- Took public requests and complaints, coordinating & staffing various committees and commissions including the Bicycle Pedestrian Advisory.
- Made on-going website updates, internal file management and capital improvement program & budget preparation.
- Completed CIP projects including the 2023 Pavement Maintenance Project, 2023 Sidewalk Maintenance Project, Mac Dutra Restroom Remodel, among other minor projects.
- Continued design and environmental on capital projects, including but not limited to Smith Field, Pavement Maintenance projects, annual sidewalk repairs project, among others.
- Made ongoing construction oversight of major capital projects such as the Carter Park Improvements and Poplar Complete Streets projects.
- Collaborated with the community development department on private development applications.
- Continued discussions with SamTrans and San Mateo County Transit District to improve Coastside transit options.
- Continued work with Sheriff, Highway Patrol and Caltrans on ways to improve traffic flow on the Coastside with emphasis on summer, weekends, and special events.
- Response to storm season including response to localized flooding, down trees, facilities damage, roads, sewers and storm drains, trails, and bluff erosion.
- Updated the community Greenhouse Gas (GHG) inventory report.
- Hosted two community recycling days offering free paper shredding, compost pick-up, and e-waste recycling.

- Continued to manage the 10-year solid waste franchise agreement with Republic Services.
- Partnered with San Mateo County and the City of Pacifica on a Coastside pet waste education and outreach program.
- Partnered with San Mateo County on an edible food recovery program and compost procurement and education program.
- Completed Sewer Master Plan Update and sanitary sewer hydraulic model.
- Managed the collection system maintenance contract with SAM.
- Adopted the City's FOG ordinance.
- Managed SAM contract(s) and overall operations.

### **Fiscal Year 2024-2025 Goals / Strategic Plan Elements**

- Update and prioritize the City's Five-Year Capital Improvement Program for presentation and consideration by City Council.
- Complete capital projects designated for FY 2024-25 including but not limited to Carter Park, Frenchman's Creek Park Phase 2, Poplar Street (East of Highway 1), and Coastal Trail Overlay projects.
- Maintain storm water conveyance ditches annually in conformance with NPDES permit and the State Streambed Alteration Permit.
- Continue work on State mandated TMDL Study for Venice Beach area.
- Maintain and monitor sewer collection system in conformance with the City's adopted Sewer System management Plan (SSMP) and State law.
- Continue to implement preventive maintenance program for public facilities and infrastructure.
- Monitor and manage the City's 10-year Solid Waste Franchise Agreement.
- Complete the Climate Adaptation Plan.
- Complete Smith Field 35% design and obtain Coastal Development Permit.
- Break ground on Eastside Parallel Trail – Segment 4 construction (Northern City limit to Roosevelt).
- Kick-off the Highway 1 South Corridor Study and the Local Road Safety Plan.
- Finalize Design and start construction on the Municipal Electrification Project.



# Performance Measures

## Administration

Core Service and Measure	2021-22 Actuals	2022-23 Actuals	2023-24 Estimate	2024-25 Projected
<b>Develop Budget and Capital Improvement Program</b>				
Prepare the Public Works Operating Budget by April	Yes	Yes	Yes	Yes
Prepare the Capital Improvement Program by May	Yes	Yes	Yes	Yes
Pursue and maintain grants for capital projects	Yes	Yes	Yes	Yes
<b>Provide contract and invoicing support</b>				
Execute contracts within 14 days of signed resolution	90%	90%	90%	90%
Process invoices within 21 days of receipt	95%	95%	95%	95%
<b>Workload Measures</b>				
Number of major capital projects delivered	6	13	5	4
Number of grants applied for (and received)	-9	10	6 (3)	3(1)
Number of invoices processed	1,285	1,400	1,400	1,300

## Engineering

Core Service and Measure	2021-22 Actuals	2022-23 Actuals	2023-24 Estimate	2024-25 Projected
<b>Provide private development support</b>				
Percentage of encroachment permits issued within 30 days	90%	90%	90%	90%
Provide comments and review for CDP applications within 21 days	90%	90%	90%	90%
<b>Workload Measures</b>				
Number of encroachment permits issued	110	100	100	95
Number of CDP applications reviewed	82	80	80	85

## Maintenance

Core Service and Measure	2021-22 Actuals	2022-23 Actuals	2023-24 Estimate	2024-25 Projected
<b>Provide maintenance support to City-owned infrastructure</b>				
Respond to emergency requests within 24 hours	100%	100%	100%	100%
Respond to maintenance requests within 48 hours	93%	95%	95%	95%
Provide scheduled janitorial service	Yes	Yes	Yes	Yes
Provide regularly scheduled maintenance	Yes	Yes	Yes	Yes
<b>Workload Measures</b>				
Regulatory signs replaced and/or maintained	195	175	200	150
Trees maintained (trimmed or removed)	68	125	110	60

## Sustainability

Core Service and Measure	2021-22 Actuals	2022-23 Actuals	2023-24 Estimate	2024-25 Project
<b>Manage the City's Sustainability Initiatives</b>				
Present the updated Sustainability Implementation Plan to City Council by February	Yes	Yes	Yes	Yes
Review the building electrification ordinance annually	Yes	Yes	Yes	N/A
Manage the City's Solid Waste Franchise Agreement and all state reporting and mandates	Yes	Yes	Yes	Yes
Manage the City's stormwater NPDES permit	Yes	Yes	Yes	Yes
<b>Workload Measures</b>				
Number of outreach events	11	19	18	15
Number of permits issued under electrification ordinance	0	15	N/A	N/A
Percent of trash captures and drainage inlets cleaned annually	100%	100%	100%	100%

# PUBLIC WORKS ADMINISTRATION

101-410

## DIVISION EXPENSE BY CATEGORY

Description	Actual 2021-22	Actual 2022-23	Revised 2023-24	Recommended 2024-25
Salaries & Benefits	468,758	371,362	483,525	439,675
Materials & Supplies	37,290	20,174	57,000	31,000
Contract Services	116,322	165,324	40,000	61,000
Transfers / Allocations Out	55,438	47,668	39,456	40,786
<b>Division Total</b>	<b>677,809</b>	<b>604,529</b>	<b>619,981</b>	<b>572,461</b>

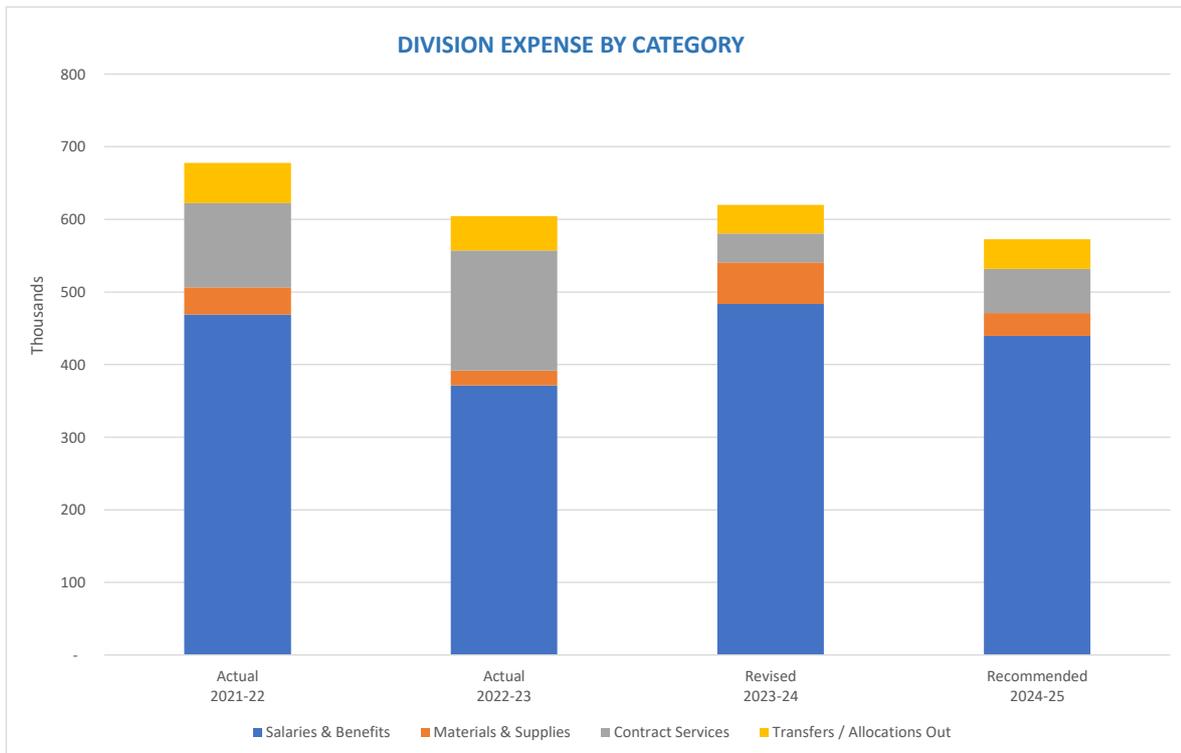
## DIVISION REVENUE SOURCE BY CATEGORY

Description	Actual 2021-22	Actual 2022-23	Revised 2023-24	Recommended 2024-25
Other Revenue	114,488	87,916	88,133	91,035
Taxes	677,498	574,813	613,923	632,341
General Fund	-	-	-	-
<b>Division Total</b>	<b>791,987</b>	<b>662,729</b>	<b>702,056</b>	<b>723,376</b>

## FTE COUNT BY TITLE

Description	Actual 2021-22	Actual 2022-23	Revised 2023-24	Recommended 2024-25
Public Works Director	0.35	0.35	0.35	0.35
City Engineer	0.15	0.15	-	-
Senior Management Analyst	0.75	0.75	0.75	0.75
Public Works Supervisor	-	-	0.40	-
Management Analyst	1.00	1.00	0.75	0.75
Administrative Assistant	0.55	0.55	0.55	0.55
<b>FTE Total</b>	<b>2.80</b>	<b>2.80</b>	<b>2.80</b>	<b>2.40</b>

Part-Time non-benefited employees included: Intern (480 hours)



# PUBLIC WORKS ADMINISTRATION

101-410

## DIVISON EXPENSE BY LINE ITEM

Account	Actual 2021-22	Actual 2022-23	Revised 2023-24	Recommended 2024-25
5000-5999 Salaries & Benefits	468,758	371,362	483,525	439,675
6101 General Supplies	21,134	11,901	30,000	20,000
6201 Training/Meetings	4,126	7,768	20,000	8,000
6202 Memberships, Dues & Subscriptions	12,030	505	7,000	3,000
6301 Contract Services (Non-Govt)	778	29,009	40,000	61,000
6303 Advertising Costs	-	-	-	-
6320 Professional Services	115,544	136,316	-	-
7201 General Transfers Out	-	-	-	-
7203 Vehicle ISF	8,408	1,685	1,652	2,165
7204 Equipment Fund ISF	21,197	20,857	17,634	14,994
7205 Risk Management ISF	25,833	25,127	20,170	23,627
<b>Division Total</b>	<b>677,809</b>	<b>604,529</b>	<b>619,981</b>	<b>572,461</b>

## DIVISON REVENUE SOURCES BY LINE ITEM

Account	Description	Actual 2021-22	Actual 2022-23	Revised 2023-24	Recommended 2024-25
4140	Franchise Fee - Solid Waste	677,498	574,813	613,923	632,341
4141	BFI AB939 Fees	85,768	81,916	83,133	86,035
4850	Grants	27,210	6,000	5,000	5,000
4902	Miscellaneous Revenue	1,510	-	-	-
	General Fund Contribution	-	-	-	-
	<b>Division Total</b>	<b>791,987</b>	<b>662,729</b>	<b>702,056</b>	<b>723,376</b>

## PRIMARY PROGRAM EXPENDITURE EXPLANATION

Account	Description	Explanation
5000-5999	Compensation	All salaries and benefits are budgeted in these line items. Decrease primarily due to allocating staff time to other functions.
6100-6199	Supplies & Materials	Supplies and materials to support Earth Day.
6200-6299	Training & Memberships	Training, licensing and professional memberships for staff.
6300-6399	Contract Services	In prior years, costs represented coastal cleanup efforts as performed by a contractor. This contract has since been moved to the City Manager's Office division
7000-7999	Internal Service Charges	A portion of citywide shared costs such as information technology, risk management and vehicle maintenance.

## DIVISION EXPENSE BY CATEGORY

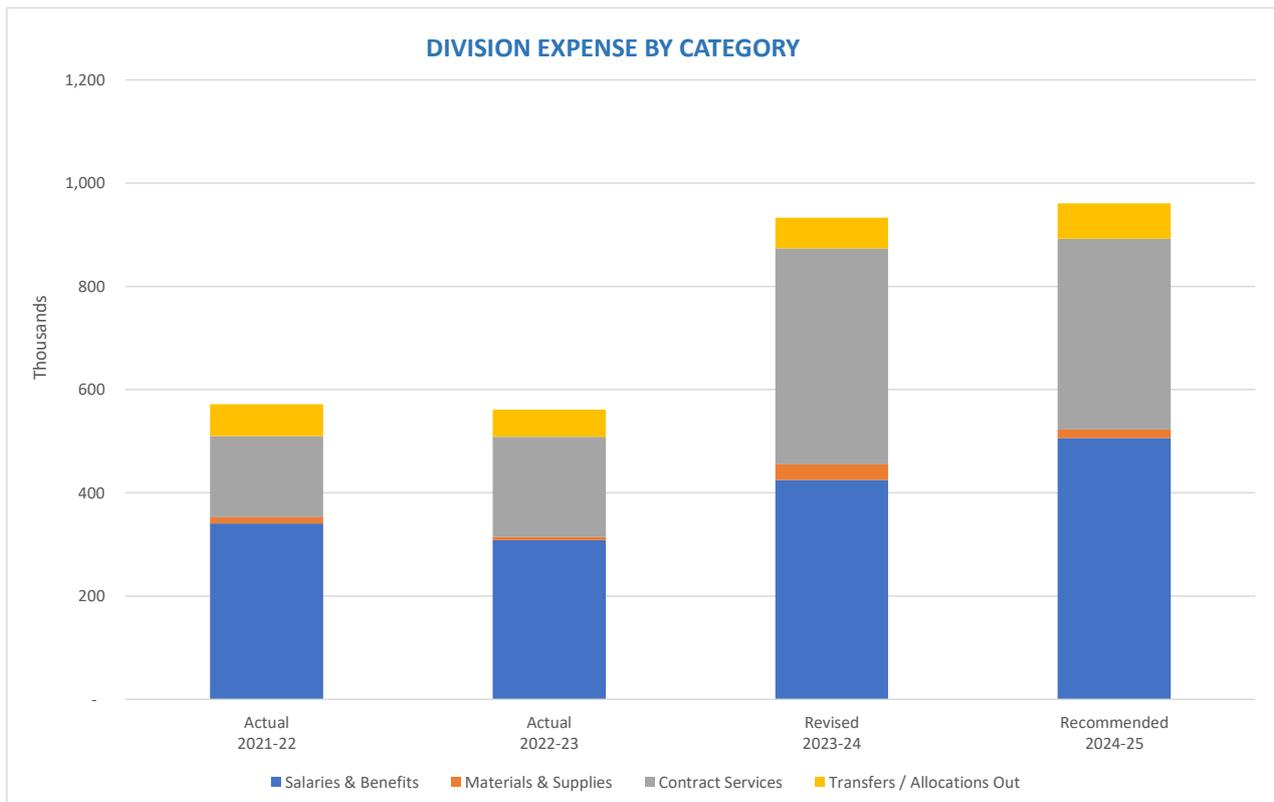
Description	Actual 2021-22	Actual 2022-23	Revised 2023-24	Recommended 2024-25
Salaries & Benefits	340,590	308,526	424,836	506,556
Materials & Supplies	11,802	6,211	30,000	16,000
Contract Services	157,712	193,811	418,500	370,000
Transfers / Allocations Out	61,438	52,598	59,357	68,470
<b>Division Total</b>	<b>571,543</b>	<b>561,146</b>	<b>932,693</b>	<b>961,026</b>

## DIVISION REVENUE SOURCE BY CATEGORY

Description	Actual 2021-22	Actual 2022-23	Revised 2023-24	Recommended 2024-25
Charges for Services	188,612	224,023	36,533	33,714
General Fund	382,931	337,123	896,159	927,313
<b>Division Total</b>	<b>571,543</b>	<b>561,146</b>	<b>932,693</b>	<b>961,026</b>

## FTE COUNT BY TITLE

Description	Actual 2021-22	Actual 2022-23	Revised 2023-24	Recommended 2024-25
Public Works Director	0.15	0.15	0.20	0.15
City Engineer	0.50	0.50	-	-
Associate Engineer	0.15	0.15	0.55	0.55
Senior Management Analyst	0.15	0.15	0.15	0.15
Public Works Supervisor	-	-	0.50	0.85
Management Analyst	-	-	0.15	0.15
Community Preservation Specialist	0.10	0.10	0.05	0.05
Permit Technician	0.20	0.20	0.20	0.20
Assistant Engineer	0.65	0.65	0.65	0.65
<b>FTE Total</b>	<b>1.90</b>	<b>1.90</b>	<b>2.45</b>	<b>2.75</b>



## DIVISION EXPENSE BY LINE ITEM

Account		Actual 2021-22	Actual 2022-23	Revised 2023-24	Recommended 2024-25
5000-5999	Salaries & Benefits	340,590	308,526	424,836	506,556
6101	General Supplies	2,229	328	5,000	3,500
6105	Equipment Supplies	241	-	5,000	3,500
6201	Training/Meetings	2,099	763	10,000	3,000
6202	Memberships, Dues & Subscriptions	7,234	5,120	10,000	6,000
6301	Contract Services (Non-Govt)	9,337	2,520	-	-
6302	Contract Services (Govt)	400	-	-	-
6303	Advertising Costs	-	-	4,000	-
6315	NPDES/Stormwater Compliance	53,717	102,656	174,500	175,000
6316	Engineering Services	94,259	88,635	240,000	195,000
7201	General Transfers Out	-	-	-	-
7203	Vehicle ISF	9,318	1,859	2,486	3,635
7204	Equipment Fund ISF	23,491	23,013	26,528	25,171
7205	Risk Management ISF	28,629	27,725	30,343	39,664
<b>Division Total</b>		<b>571,543</b>	<b>561,146</b>	<b>932,693</b>	<b>961,026</b>

## DIVISION REVENUE SOURCES BY LINE ITEM

Account	Description	Actual 2021-22	Actual 2022-23	Revised 2023-24	Recommended 2024-25
4421	Engineering Fees	71,182	215,511	36,533	33,714
4442	Planning Misc. Fees	4,680	-	-	-
4443	Zoning Fees	112,750	8,513	-	-
	General Fund Contribution	382,931	337,123	896,159	927,313
<b>Division Total</b>		<b>571,543</b>	<b>561,146</b>	<b>932,693</b>	<b>961,026</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	Office supplies and materials to support the Engineering division.
6200-6299	Training & Memberships	Training, licensing and professional memberships for staff.
6300-6399	Contract Services	Costs only include specialized engineering plan reviews, NPDES compliance services and project management services.
7000-7999	Internal Service Charges	A portion of citywide shared costs such as information technology, risk management and vehicle maintenance.

# MAINTENANCE

101-430

## DIVISON EXPENSE BY CATEGORY

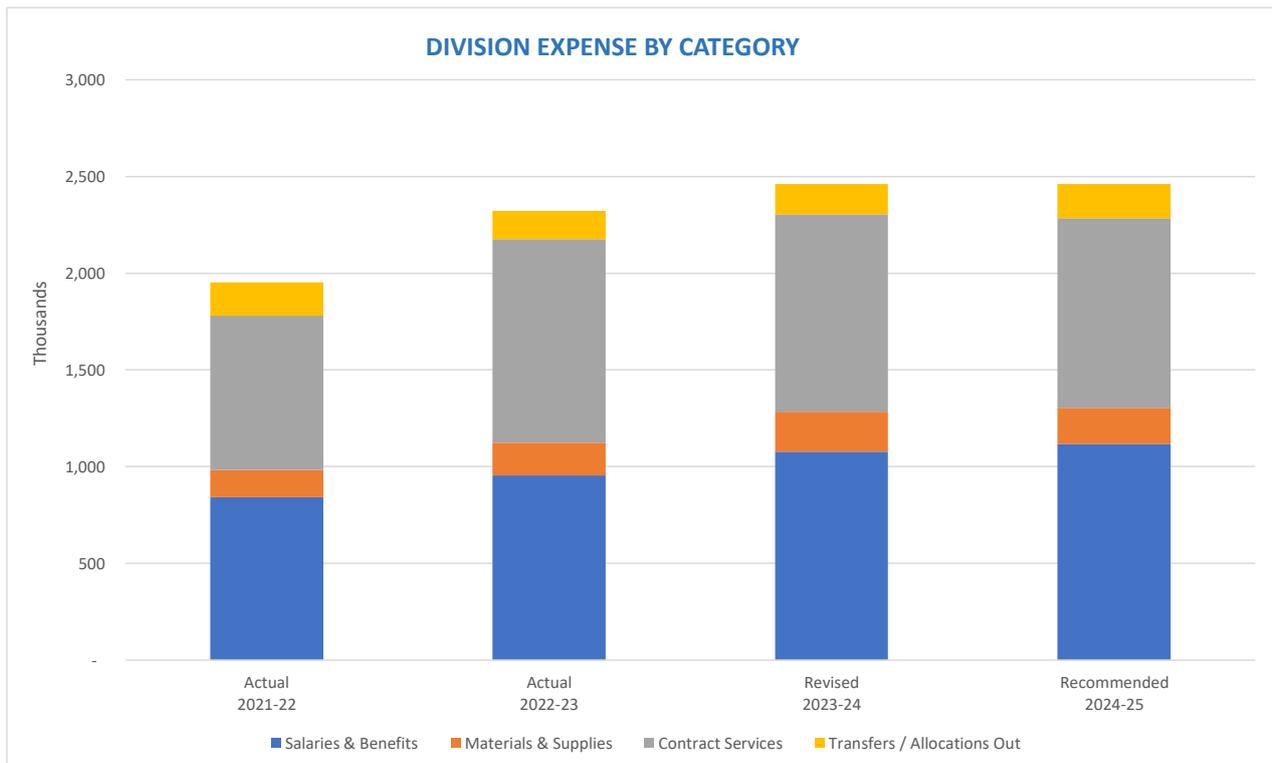
Description	Actual 2021-22	Actual 2022-23	Revised 2023-24	Recommended 2024-25
Salaries & Benefits	841,290	953,970	1,078,035	1,118,099
Materials & Supplies	142,100	168,879	205,000	185,000
Contract Services	796,974	1,053,863	1,021,061	981,800
Transfers / Allocations Out	172,612	145,973	156,599	175,280
<b>Division Total</b>	<b>1,952,976</b>	<b>2,322,685</b>	<b>2,460,695</b>	<b>2,460,179</b>

## DIVISON REVENUE SOURCE BY CATEGORY

Description	Actual 2021-22	Actual 2022-23	Revised 2023-24	Recommended 2024-25
Charges for Services	6,130	8,971	5,000	10,800
Other Revenue	324,701	165,939	300,000	250,000
General Fund	1,622,144	2,147,776	2,155,695	2,199,379
<b>Division Total</b>	<b>1,952,976</b>	<b>2,322,685</b>	<b>2,460,695</b>	<b>2,460,179</b>

## FTE COUNT BY TITLE

Description	Actual 2021-22	Actual 2022-23	Revised 2023-24	Recommended 2024-25
Public Works Director	0.20	0.20	0.20	0.20
Public Works Superintendent	0.80	0.80	0.80	0.80
Public Works Supervisor	-	-	0.75	0.75
Senior Maintenance Worker	1.60	1.60	0.85	0.85
Senior Management Analyst	0.10	0.10	0.10	0.10
Maintenance Worker I/II	2.95	2.95	3.30	3.30
Maintenance Assistant	1.00	1.00	1.00	1.00
Management Analyst	-	-	0.10	0.10
Administrative Assistant	0.15	0.15	0.15	0.15
<b>FTE Total</b>	<b>6.80</b>	<b>6.80</b>	<b>7.25</b>	<b>7.25</b>



# MAINTENANCE

101-430

## DIVISION EXPENSE BY LINE ITEM

Account		Actual 2021-22	Actual 2022-23	Revised 2023-24	Recommended 2024-25
5000-5999	Salaries & Benefits	841,290	953,970	1,078,035	1,118,099
6101	General Supplies	123,349	138,398	175,000	165,000
6107	Maintenance Signage	16,096	21,259	20,000	15,000
6201	Training/Meetings	2,655	9,222	10,000	5,000
6202	Memberships, Dues & Subscriptions	-	-	-	-
6301	Contract Services (Non-Govt)	101,122	123,379	100,000	100,000
6302	Contract Services (Govt)	4,431	4,656	-	-
6311	Building/Grounds Maintenance	23,115	46,931	40,000	30,000
6312	Equipment Maintenance	-	-	-	-
6313	Janitorial Services	270,488	295,049	326,700	331,000
6314	Building/Grounds Maintenance	138,876	147,958	175,000	165,000
6401	Other Rental	24,633	26,396	27,121	20,000
6405	Combined Utilities	7,144	-	-	-
6406	Utilities - Electricity/Gas	86,977	277,673	179,800	200,000
6407	Utilities - Water	95,248	92,139	119,500	100,000
6408	Utilities - Other	44,939	39,684	52,941	35,800
6503	Vehicle Maint/Repair	-	-	-	-
7201	General Transfers Out	-	-	-	-
7203	Vehicle ISF	26,179	5,160	6,558	9,306
7204	Equipment Fund ISF	65,999	63,868	69,987	64,436
7205	Risk Management ISF	80,434	76,945	80,053	101,538
<b>Division Total</b>		<b>1,952,976</b>	<b>2,322,685</b>	<b>2,460,695</b>	<b>2,460,179</b>

## DIVISION REVENUE SOURCES BY LINE ITEM

Account	Description	Actual 2021-22	Actual 2022-23	Revised 2023-24	Recommended 2024-25
4431	Charging Station	6,130	8,971	5,000	10,800
4720	Poplar Beach Parking Fees	323,435	165,516	300,000	250,000
4902	Miscellaneous Revenue	1,266	423	-	-
	General Fund Contribution	1,622,144	2,147,776	2,155,695	2,199,379
<b>Division Total</b>		<b>1,952,976</b>	<b>2,322,685</b>	<b>2,460,695</b>	<b>2,460,179</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 cost-of-living adjustments and other labor-related obligations.
6100-6199	Supplies & Materials	Parts and materials to upgrade, maintain and repair citywide facilities as performed by staff.
6200-6299	Training & Memberships	Training, licensing and professional memberships for staff.
6300-6399	Contract Services	Costs include citywide janitorial services, landscaping, pest control, vegetation, restroom portables, and smart trash receptacles.
6400-6499	Utilities	Basic utilities for shared city facilities. Utilities such as electricity, gas, phone, internet and water.
7000-7999	Internal Service Charges	A portion of citywide shared costs such as information technology, risk management and vehicle maintenance.

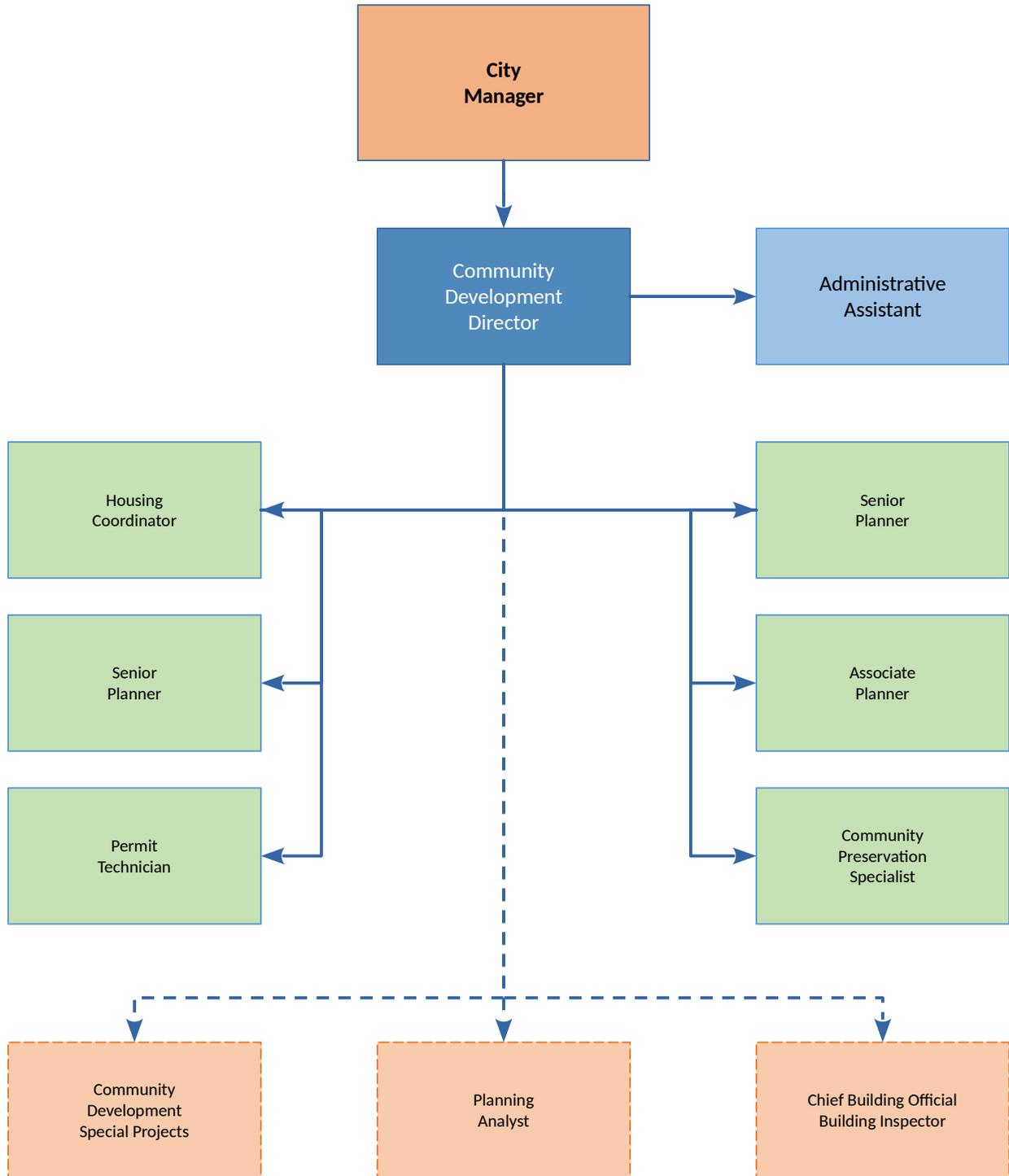


# Community Development



"Untitled"

# Community Development Department





# Community Development

## Core Services

The core services of the Community Development Department 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, housing policy and programs, zoning and building code updates, development and subdivision review, permit processing, building inspection services, and code compliance. 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, 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

- Ensure compliance with the Local Coastal Program (LCP) and the California Coastal Act through protection of coastal resources and maximization of coastal access.
- Update General Plan Elements and oversee policy compliance.
- Implement the Housing Element by facilitating development of affordable housing and managing housing programs.
- Protect and enhance public health, safety, and welfare of community members.
- Create safe, livable, connected, and walkable residential and mixed-use 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, two Senior Planners, Assistant Planner, Administrative Assistant, Housing Coordinator, Permit Technician, Community Preservation Specialist, Part-Time Contract Building Official/Inspector, and Part-Time Contract Planning Analyst.

## **Service Level Changes**

The Housing Coordinator has increased the Department's capacity to administer housing programs and oversee affordable housing development opportunities, such as active project management of the proposed 555 Kelly Ave Affordable Housing project and the 880 Stone Pine affordable housing project. Through the Cycle 6 Housing Element, staff continues to evaluate delivery of State mandated housing requirements and future service needs. Annual Measure D residential unit allocation requests continue to increase over allowable allocations for single family residences, accessory dwelling units, and multi-family affordable housing units.

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

There are no staffing changes proposed for FY 2024-25. The Department's contract/professional services budget will remain substantially unchanged from the previous fiscal year overall. Building contract services remain substantially covered by building permit revenues. The Planning contract service budget should be adequate for this fiscal year because most of the larger projects are budgeted through the CIP and some of those projects are also supported by grant funding. Building permit activity and associated revenues have been higher than last fiscal year and Planning permit activity and associated revenues are similar to last fiscal year. There are multiple development projects in the pipeline expected to reach permitting stages of development. Also of note, applicants for land use entitlements (e.g. coastal development permits) pay for any contract services the City engages in to conduct project review, including environmental assessments.

## **The department consists of two divisions:**

### **Building and Community Preservation Division**

#### **Core Services**

The Building and Community Preservation Division protects public health and safety through plan check review and 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 Division staffs the City Hall front counter 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. Staff spend significant time in the field and their firsthand knowledge of community conditions is essential to the Department and other City functions.

## **Planning and Housing Division**

### **Core Services**

The Planning and Housing Division protects public health and safety; supports sustainable development, especially of affordable housing; safeguards coastal resources; and improves 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 and Housing functions serve residents and businesses by overseeing and implementing the City's development-related regulations, LCP, and General Plan, in accordance with State law. The Division serves 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 has primary responsibility in working 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. Staff strive to provide professional, courteous, responsive, and accountable public service to the community, and to implement Council-directed policy framework for the City's regulatory and environmental obligations. The Division works closely with the City Manager's Office, City Attorney's Office, and Engineering Division of the Public Works Department.

### **Fiscal Year 2023-2024 Accomplishments**

- Short-Term Rental and Home Occupation Ordinance was implemented following the June 2023 City Council adoption.
- 555 Kelly Avenue - Affordable Housing Project: During this fiscal year, the Department staff worked closely with the City Manager's Office to assess site development planning and permit processing for the 40-unit senior farmworker project with farmworker resource center.
- 880 Stone Pine - Affordable Housing Project: Completed site development planning and Building permit processing for the 47-modular homes project, with site construction commencing June 2024.
- Main and Kelly Mixed-Use Project: Completed numerous building permit inspections with project currently under construction with expected completion fall 2024.
- Housing Element: The Department completed the second Public Review Draft of the Cycle 6 Housing Element, with certification from the California Department of Housing and Community Development (HCD) expected fall of 2024.
- Measure D: Evaluated and ranked 42 applications for measure D allocations, confirmed through Planning Commission ratification.
- Automated Permit Inspections: Building Division implemented a new inspections request system in January 2024 to streamline the building permit process.

- Fire Safety and Environmental Protection: Coordinated with the Fire District to work with property owners regarding their responsibilities to comply with fuel load management and environmental regulations.
- Contract Management: Managed contracts for planning staffing services and project management support; managed the contract for building inspection, plan check, and code compliance services.

### **Fiscal Year 2024-2025 Goals / Strategic Plan Elements**

- Housing Development: Continue efforts to build affordable housing on the City-owned properties of 555 Kelly Avenue and 880 Stone Pine. Continue to work with private property owners and developers, including the Hilltop Mobile Home Park expansion, and the 52-unit Mid Penn affordable housing proposal on 940 Main Street.
- Commercial Development: Continue to work with private developer project proposals of revenue-positive commercial development including a revised 102-room Hyatt hotel project on 1191 Main Street and the preliminary proposed Aaron’s Beach boutique hotel located north of the Beach House on Cabrillo Highway.
- General Plan Elements: Completed the second draft Housing Element in response to HCD’s direction and an associated environmental review document compliant with CEQA scheduled for June 2024 Planning Commission Review before submittal to HCD and City Council for adoption and HCD certification in fall 2024.
- Zoning Ordinance Updates: Initiate work on the Implementation Plan (Zoning and Subdivision Ordinances) for implementing the Land Use Plan and Housing Element.
- Single Family/Multi-Family Residential Design Guidelines: Initiate work to update the 2015 Single Family guidelines and add Multi-Family objective guidelines that serve as the guide in planning and executing a successful design of new and remodeled residential dwellings and assist in developing consistency in the approval process from neighborhood to neighborhood across the City.
- Accessory Dwelling Unit Planning: Prepare Pre-Approved Plans Program in compliance with AB 1332 by January 1, 2025.
- Permit System: In collaboration with the Administrative Services and Public Works Departments, complete the evaluation, purchase, and implementation of a permit management system mid 2024.
- City Projects: Continue to provide planning support for community engagement, project development, environmental review and entitlement of Public Works projects. 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.

# Performance Measures



## Building

Property and Building Safety	2021-22 Actuals	2022-23 Actuals	2023-24 Estimate	2024-25 Projected
<b>Investigate and resolve code violations</b>				
Code Violation Inquiries, not meriting case enforcement**	n/a	43	58	70
<i>*For FY 24-25 anticipate increase due to new Wildlife Feeding, FOG, Republic, STR, and Rental Registration Enforcement.</i>	n/a	27	58	80*
Closed Code Violation Cases	n/a	65	96	85
<b>Building Workload Measures</b>				
Number of Building Permits issued <i>*370 Permits have been issued through May 2024.</i>	456	441	415*	458
Building Inspections Completed**	1620	1538	2170*	1175
Building Plan Checks Completed**	157	200	150*	205

## Planning

Housing and Other Planning Entitlements	2021-22 Actuals	2022-23 Actuals	2023-24 Estimate	2024-25 Projected
<b>Support development of a wide range of housing types</b>				
Utilize full capacity of Measure D	Yes	Yes	Yes	Yes
<b>Planning Workload Measures</b>				
Number of Public Meetings for planning entitlement review and other matters <i>Includes all Planning Commission, Architectural Advisory Committee, and Community Development Director meetings; City Council and community meetings with planning and/or housing matters; and Coastal Commission hearings for City applications.</i>	41	40	46	45
Number of Planning Permit applications received <i>*For FY 2023-24, 83 permit applications have been received through May 2024.</i>	100	90	83	85
Planning Entitlement Applications In-Process Deemed Incomplete**	n/a	18	45	42
Planning Entitlement Applications Completed**	n/a	72	38	43

\*\* New metric added FY 24-25

# COMMUNITY DEVELOPMENT - ADMINISTRATION

101-730

## DIVISION EXPENSE BY CATEGORY

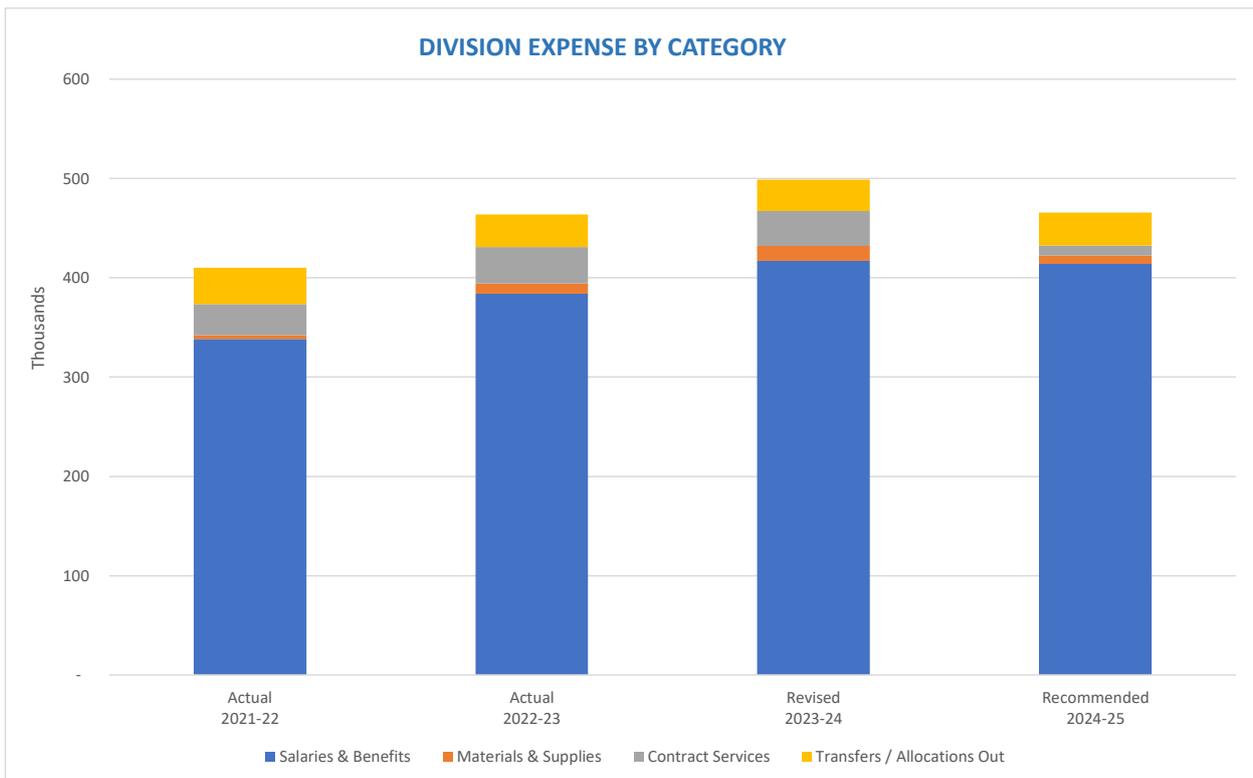
Description	Actual 2021-22	Actual 2022-23	Revised 2023-24	Recommended 2024-25
Salaries & Benefits	338,520	383,810	416,966	414,035
Materials & Supplies	3,762	10,607	15,223	8,500
Contract Services	31,316	36,598	35,000	10,000
Transfers / Allocations Out	36,490	32,733	31,753	33,181
<b>Division Total</b>	<b>410,089</b>	<b>463,748</b>	<b>498,942</b>	<b>465,716</b>

## DIVISION REVENUE SOURCE BY CATEGORY

Description	Actual 2021-22	Actual 2022-23	Revised 2023-24	Recommended 2024-25
Charges for Services	200	-	-	-
General Fund	409,889	463,748	498,942	465,716
<b>Division Total</b>	<b>410,089</b>	<b>463,748</b>	<b>498,942</b>	<b>465,716</b>

## FTE COUNT BY TITLE

Description	Actual 2021-22	Actual 2022-23	Revised 2023-24	Recommended 2024-25
Community Development Director	0.50	0.50	0.50	0.85
Senior Planner	0.20	0.20	0.30	-
Housing Coordinator	0.25	0.25	0.25	-
Associate Planner	0.20	0.20	0.10	-
Assistant Planner	-	-	-	-
Community Preservation Specialist	0.30	0.30	0.15	0.15
Permit Technician	0.10	0.10	0.10	0.10
Administrative Assistant	1.00	1.00	1.00	1.00
<b>FTE Total</b>	<b>2.55</b>	<b>2.55</b>	<b>2.40</b>	<b>2.10</b>



# COMMUNITY DEVELOPMENT - ADMINISTRATION

101-730

## DIVISION EXPENSE BY LINE ITEM

Account		Actual 2021-22	Actual 2022-23	Revised 2023-24	Recommended 2024-25
5000-5999	Salaries & Benefits	338,520	383,810	416,966	414,035
6101	General Supplies	2,440	2,003	4,223	2,500
6201	Training/Meetings	260	5,571	8,000	5,500
6202	Memberships, Dues & Subscriptions	1,062	3,034	3,000	500
6301	Contract Services (Non-Govt)	31,316	28,436	35,000	10,000
6302	Contract Services (Govt)	-	-	-	-
6320	Professional Services	-	8,163	-	-
7201	General Transfers Out	-	-	-	-
7203	Vehicle ISF	5,534	1,157	1,330	1,762
7204	Equipment Fund ISF	13,952	14,322	14,191	12,198
7205	Risk Management ISF	17,004	17,254	16,232	19,221
<b>Division Total</b>		<b>410,089</b>	<b>463,748</b>	<b>498,942</b>	<b>465,716</b>

## DIVISION REVENUE SOURCES BY LINE ITEM

Account	Description	Actual 2021-22	Actual 2022-23	Revised 2023-24	Recommended 2024-25
4441	Code Enforcement	200	-	-	-
	General Fund Contribution	409,889	463,748	498,942	465,716
<b>Division Total</b>		<b>410,089</b>	<b>463,748</b>	<b>498,942</b>	<b>465,716</b>

## PRIMARY PROGRAM EXPENDITURE EXPLANATION

Account	Description	Explanation
5000-5999	Compensation	All salaries and benefits are budgeted in these line items. Decrease primarily due to allocating staff time to other functions.
6100-6199	Supplies & Materials	Office supplies to support all of the Community Development Department across all divisions, the Planning Commission, and Architectural Advisory Committee.
6200-6299	Training & Memberships	Training, licensing and professional memberships for staff across all divisions in the department, as well as the Planning Commission.
6300-6399	Contract Services	Costs include digital mapping services as utilized by all departments and specialized technological support.
7000-7999	Internal Service Charges	A portion of citywide shared costs such as information technology, risk management and vehicle maintenance.

# PLANNING SERVICES

101-710

## DIVISON EXPENSE BY CATEGORY

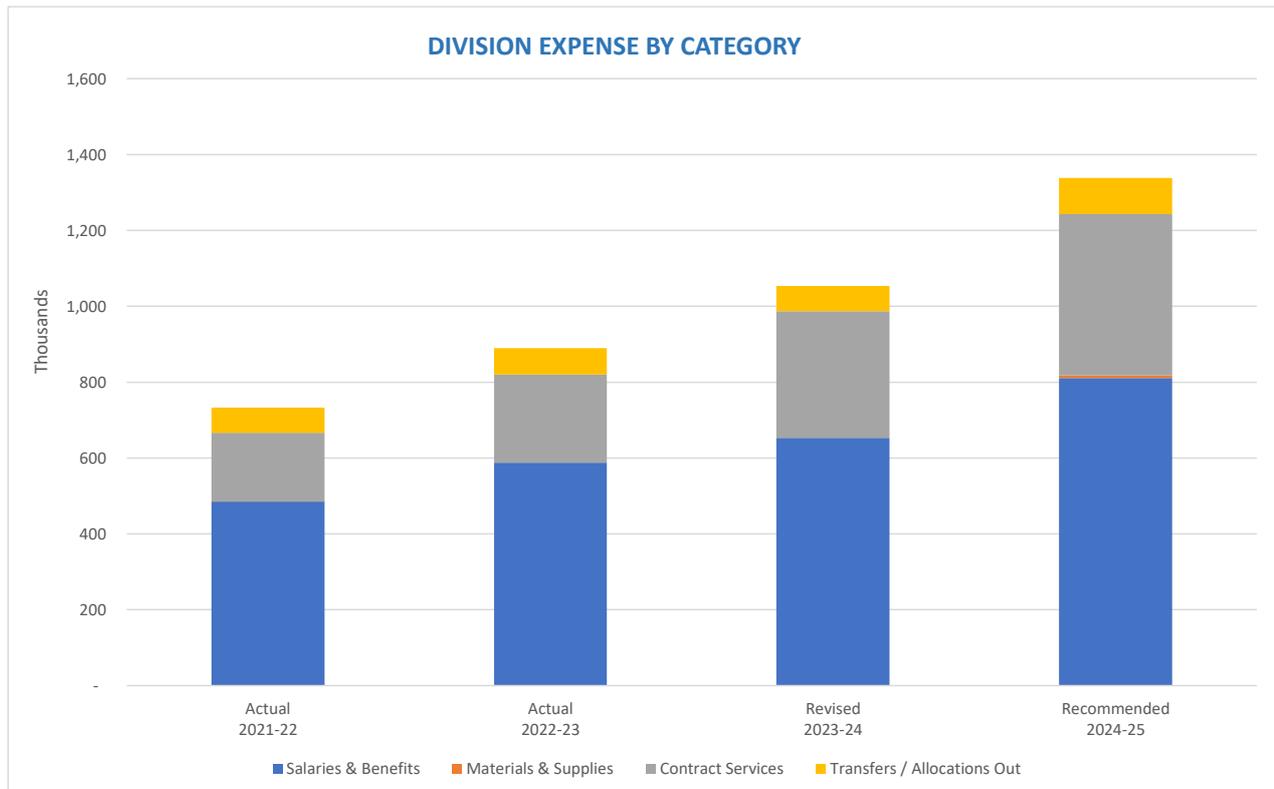
Description	Actual 2021-22	Actual 2022-23	Revised 2023-24	Recommended 2024-25
Salaries & Benefits	485,508	587,972	652,996	810,713
Materials & Supplies	156	-	-	7,500
Contract Services	181,081	232,076	334,000	425,000
Transfers / Allocations Out	66,648	70,065	67,082	95,370
<b>Division Total</b>	<b>733,393</b>	<b>890,113</b>	<b>1,054,078</b>	<b>1,338,583</b>

## DIVISON REVENUE SOURCE BY CATEGORY

Description	Actual 2021-22	Actual 2022-23	Revised 2023-24	Recommended 2024-25
Charges for Services	245,730	252,429	171,188	244,000
General Fund	487,662	637,684	882,890	1,094,583
<b>Division Total</b>	<b>733,393</b>	<b>890,113</b>	<b>1,054,078</b>	<b>1,338,583</b>

## FTE COUNT BY TITLE

Description	Actual 2021-22	Actual 2022-23	Revised 2023-24	Recommended 2024-25
Community Development Director	0.25	0.25	0.25	0.10
Senior Planner	0.80	0.80	1.70	2.00
Housing Coordinator	0.50	0.50	0.50	1.00
Associate Planner	1.80	1.80	0.90	1.00
Assistant Planner	-	-	-	-
Community Preservation Specialist	0.20	0.20	0.10	0.10
Permit Technician	0.10	0.10	0.10	0.10
Administrative Assistant	-	-	-	-
<b>FTE Total</b>	<b>3.65</b>	<b>3.65</b>	<b>3.55</b>	<b>4.30</b>



# PLANNING SERVICES

101-710

## DIVISON EXPENSE BY LINE ITEM

Account	Actual 2021-22	Actual 2022-23	Revised 2023-24	Recommended 2024-25
5000-5999 Salaries & Benefits	485,508	587,972	652,996	810,713
6101 General Supplies	-	-	-	-
6201 Training/Meetings	-	-	-	4,500
6202 Memberships, Dues & Subscriptions	156	-	-	3,000
6301 Contract Services (Non-Govt)	108,770	92,907	70,000	195,000
6303 Advertising Costs	2,277	743	9,000	-
6320 Professional Services	70,034	138,426	255,000	230,000
7201 General Transfers Out	-	-	-	-
7203 Vehicle ISF	10,108	2,477	2,809	5,063
7204 Equipment Fund ISF	25,483	30,656	29,980	35,060
7205 Risk Management ISF	31,057	36,933	34,292	55,247
<b>Division Total</b>	<b>733,393</b>	<b>890,113</b>	<b>1,054,078</b>	<b>1,338,583</b>

## DIVISON REVENUE SOURCES BY LINE ITEM

Account	Description	Actual 2021-22	Actual 2022-23	Revised 2023-24	Recommended 2024-25
4442	Planning Misc.	169,302	172,295	100,000	170,000
4443	Zoning & S/D Fees	76,428	74,725	71,188	74,000
4444	General Plan Fee	-	5,409	-	-
	General Fund Contribution	487,662	637,684	882,890	1,094,583
<b>Division Total</b>		<b>733,393</b>	<b>890,113</b>	<b>1,054,078</b>	<b>1,338,583</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.
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.
7000-7999	Internal Service Charges	A portion of citywide shared costs such as information technology, risk management and vehicle maintenance.

# BUILDING AND CODE ENFORCEMENT

101-720

## DIVISION EXPENSE BY CATEGORY

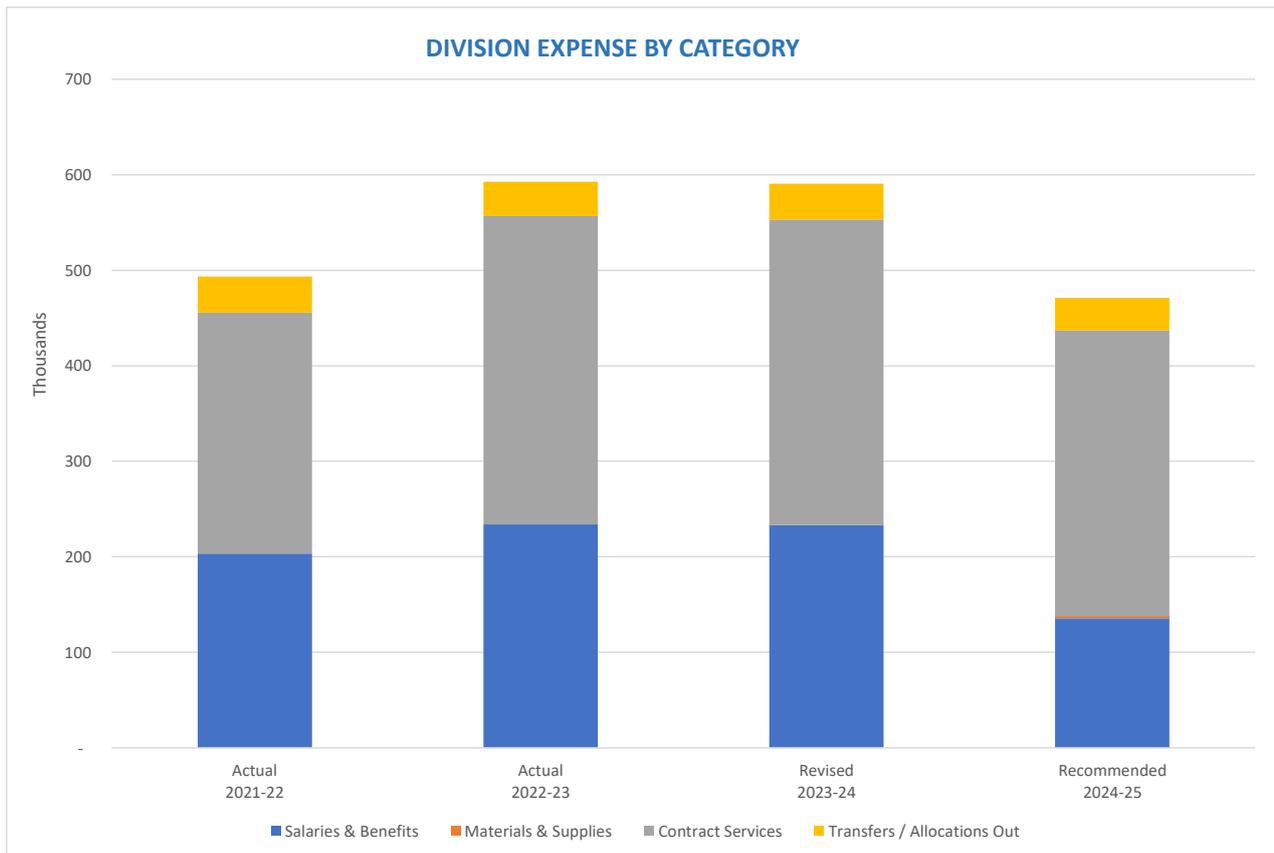
Description	Actual 2021-22	Actual 2022-23	Revised 2023-24	Recommended 2024-25
Salaries & Benefits	203,407	233,934	233,047	135,290
Materials & Supplies	-	-	-	2,000
Contract Services	252,331	322,922	320,000	300,000
Transfers / Allocations Out	37,750	35,924	37,588	33,546
<b>Division Total</b>	<b>493,487</b>	<b>592,780</b>	<b>590,636</b>	<b>470,836</b>

## DIVISION REVENUE SOURCE BY CATEGORY

Description	Actual 2021-22	Actual 2022-23	Revised 2023-24	Recommended 2024-25
Charges for Services	351,193	429,751	200,000	250,000
Other Revenue	-	93	-	-
General Fund	142,295	162,936	390,636	220,836
<b>Division Total</b>	<b>493,487</b>	<b>592,780</b>	<b>590,636</b>	<b>470,836</b>

## FTE COUNT BY TITLE

Description	Actual 2021-22	Actual 2022-23	Revised 2023-24	Recommended 2024-25
Community Development Director	0.25	0.25	0.25	0.05
Housing Coordinator	0.25	0.25	0.25	-
Community Preservation Specialist	0.40	0.40	0.20	0.20
Permit Technician	0.60	0.60	0.60	0.60
Administrative Assistant	-	-	-	-
<b>FTE Total</b>	<b>1.50</b>	<b>1.50</b>	<b>1.30</b>	<b>0.85</b>



# BUILDING AND CODE ENFORCEMENT

101-720

## DIVISION EXPENSE BY LINE ITEM

Account		Actual 2021-22	Actual 2022-23	Revised 2023-24	Recommended 2024-25
5000-5999	Salaries & Benefits	203,407	233,934	233,047	135,290
6101	General Supplies	-	-	-	-
6201	Training/Meetings	-	-	-	2,000
6202	Memberships, Dues & Subscriptions	-	-	-	-
6301	Contract Services (Non-Govt)	-	-	-	300,000
6320	Professional Services	252,331	322,922	320,000	-
7201	General Transfers Out	-	-	-	-
7203	Vehicle ISF	5,725	1,270	1,574	1,781
7204	Equipment Fund ISF	14,434	15,718	16,799	12,332
7205	Risk Management ISF	17,591	18,936	19,215	19,433
<b>Division Total</b>		<b>493,487</b>	<b>592,780</b>	<b>590,636</b>	<b>470,836</b>

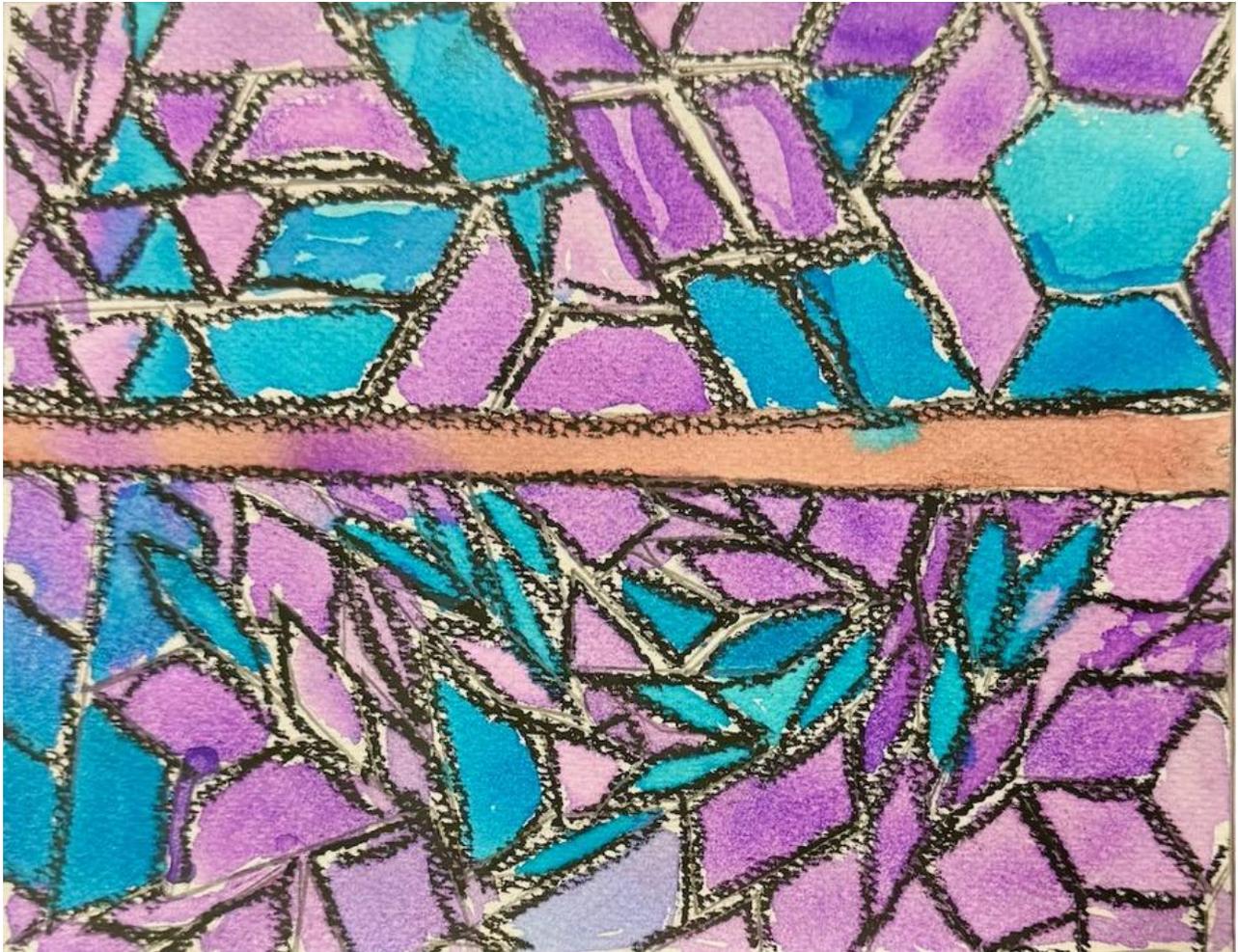
## DIVISION REVENUE SOURCES BY LINE ITEM

Account	Description	Actual 2021-22	Actual 2022-23	Revised 2023-24	Recommended 2024-25
4422	Building Permits	351,193	429,751	200,000	250,000
4902	Miscellaneous Revenue	-	93	-	-
	General Fund Contribution	142,295	162,936	390,636	220,836
<b>Division Total</b>		<b>493,487</b>	<b>592,780</b>	<b>590,636</b>	<b>470,836</b>

## PRIMARY PROGRAM EXPENDITURE EXPLANATION

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

# Other Funds



"Untitled"



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# Special Revenue & Capital Funds



"Untitled"



# Special Revenue & 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 FUND (Fund 124)**

The Measure A 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.

#### **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.

### **MEASURE W FUND (Fund 132)**

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 W Funds.

### **LOT ACQUISITION & DEVELOPMENT (Fund 133)**

The Lot Acquisition & Development Fund is a restricted fund resulting from a settlement agreement for a total of \$2.6 million.

#### **Goals and Objectives**

- Account for in-lieu fees and applicable costs with the purpose of acquiring and retiring development rights on existing parcels.

### **CZI GRANT (Fund 134)**

The CZI Grant Fund is a restricted fund. These funds originate from grant funding received by the Silicon Valley Community Foundations. This grant is to support learning and evaluation activities for groups currently engaged in the operation and implementation of economic advancement centers. These centers are intended to function as service hubs through which resources and support are provided to job seekers, small businesses, and entrepreneurs.

#### **Goals and Objectives**

- Support an 18-month process evaluation of the creation and early implementation of economic advancement centers in three distinct communities.

### **OPPORTUNITY COASTSIDE CENTER (Fund 135)**

The Opportunity Coastside Center Fund is a restricted fund. This fund includes ARPA funds of \$2.5 million from the San Mateo County. These funds may only be used to address the negative economic impacts from the COVID-19 public health emergency.

#### **Goals and Objectives**

- Provide a range of technical assistance and support to individuals, households and small businesses that were affected by the pandemic.
- Provide job and workforce training and assistance in starting small business for impacted populations.

### **GRANTS – ARPA (Fund 136)**

The Grants (ARPA) Fund is a restricted fund. This fund includes ARPA funds of \$1.5 million from the San Mateo County. These funds may only be used to address affordable housing efforts at 555 Kelly.

#### **Goals and Objectives**

- Account for federal grant funding towards affordable housing development at 555 Kelly

### **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 2021-22	ACTUAL 2022-23	REVISED BUDGET 2023-24	RECOMMENDED 2024-25
<b>REVENUES</b>				
Interest	2,819	7,095	5,100	10,463
Miscellaneous	(10,681)	542	-	-
<b>TOTAL REVENUE</b>	<b>(7,862)</b>	<b>7,637</b>	<b>5,100</b>	<b>10,463</b>
<b>EXPENDITURES</b>				
Salaries & Benefits	-	-	-	-
Materials & Supplies	-	-	-	-
Contract Services	-	-	-	-
Capital Projects	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in / (out)				
From General Fund	-	-	-	-
To Capital Funds	-	-	(100,000)	(100,000)
To Internal Service Funds	-	-	-	-
<b>NET TRANSFERS</b>	<b>-</b>	<b>-</b>	<b>(100,000)</b>	<b>(100,000)</b>
<b>NET CHANGE TO FUND BALANCE</b>	<b>(7,862)</b>	<b>7,637</b>	<b>(94,900)</b>	<b>(89,537)</b>
<b>BEGINNING FUND BALANCE <sup>1</sup></b>	<b>351,702</b>	<b>343,839</b>	<b>351,477</b>	<b>256,700</b>
<b>ENDING FUND BALANCE</b>	<b>343,839</b>	<b>351,477</b>	<b>256,577</b>	<b>167,163</b>

<sup>1</sup> Beginning Fund Balance for FY 2024-25 based on updated estimates and may not match budgeted estimates for 2023-24 ending balance.

# TRAFFIC MITIGATION

## FUND 112

	ACTUAL 2021-22	ACTUAL 2022-23	REVISED BUDGET 2023-24	RECOMMENDED 2024-25
<b>REVENUES</b>				
Traffic Mitigation	86,784	133,043	68,000	-
Interest	33,937	86,647	137,702	125,006
Miscellaneous	(128,751)	6,618	-	-
<b>TOTAL REVENUE</b>	<b>(8,030)</b>	<b>226,307</b>	<b>205,702</b>	<b>125,006</b>
<b>EXPENDITURES</b>				
Salaries & Benefits	-	-	-	-
Materials & Supplies	-	-	-	-
Contract Services	46,944	31,232	37,033	31,839
Capital Projects	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>46,944</b>	<b>31,232</b>	<b>37,033</b>	<b>31,839</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>(54,974)</b>	<b>195,075</b>	<b>168,669</b>	<b>93,167</b>
<b>BEGINNING FUND BALANCE</b> <sup>1</sup>	<b>4,225,385</b>	<b>4,170,411</b>	<b>4,365,486</b>	<b>4,466,900</b>
<b>ENDING FUND BALANCE</b>	<b>4,170,411</b>	<b>4,365,486</b>	<b>4,534,155</b>	<b>4,560,067</b>

<sup>1</sup> Beginning Fund Balance for FY 2024-25 based on updated estimates and may not match budgeted estimates for 2023-24 ending balance.

**LIBRARY**  
**FUND 113**

	<b>ACTUAL 2021-22</b>	<b>ACTUAL 2022-23</b>	<b>REVISED BUDGET 2023-24</b>	<b>RECOMMENDED 2024-25</b>
<b>REVENUES</b>				
Grants	-	-	-	-
Interest	134	325	200	479
Other Fees & Grants	-	-	-	-
Miscellaneous	(505)	25	-	-
<b>TOTAL REVENUE</b>	<b>(371)</b>	<b>350</b>	<b>200</b>	<b>479</b>
<b>EXPENDITURES</b>				
Salaries & Benefits	-	-	-	-
Materials & Supplies	-	-	-	-
Contract Services	840	-	-	-
Capital Projects	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>840</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in / (out)				
From General Fund	-	-	-	-
To Capital Projects	-	-	-	-
To Internal Service Fund	-	-	-	-
<b>NET TRANSFERS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>NET CHANGE TO FUND BALANCE</b>	<b>(1,211)</b>	<b>350</b>	<b>200</b>	<b>479</b>
<b>BEGINNING FUND BALANCE</b> <sup>1</sup>	<b>111,016</b>	<b>109,805</b>	<b>110,155</b>	<b>110,400</b>
<b>ENDING FUND BALANCE</b>	<b>109,805</b>	<b>110,155</b>	<b>110,355</b>	<b>110,879</b>

<sup>1</sup> Beginning Fund Balance for FY 2024-25 based on updated estimates and may not match budgeted estimates for 2023-24 ending balance.

# MAIN STREET BRIDGE

## FUND 121

	ACTUAL 2021-22	ACTUAL 2022-23	REVISED BUDGET 2023-24	RECOMMENDED 2024-25
<b>REVENUES</b>				
Interest	3,944	6,129	7,100	-
Grants	129,508	32,755	-	-
Miscellaneous	(14,722)	483	-	-
<b>TOTAL REVENUE</b>	<b>118,730</b>	<b>39,367</b>	<b>7,100</b>	<b>-</b>
<b>EXPENDITURES</b>				
Salaries & Benefits	-	-	-	-
Materials & Supplies	-	-	-	-
Contract Services	-	-	-	-
Capital Projects	81,853	12,097	-	-
<b>TOTAL EXPENDITURES</b>	<b>81,853</b>	<b>12,097</b>	<b>-</b>	<b>-</b>
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in / (out)				
From General Fund	8,200	-	-	-
To Capital Projects	-	(467,927)	-	-
To Internal Service Fund	-	-	-	-
<b>NET TRANSFERS</b>	<b>8,200</b>	<b>(467,927)</b>	<b>-</b>	<b>-</b>
<b>NET CHANGE TO FUND BALANCE</b>	<b>45,077</b>	<b>(440,657)</b>	<b>7,100</b>	<b>-</b>
<b>BEGINNING FUND BALANCE</b> <sup>1</sup>	<b>437,850</b>	<b>482,927</b>	<b>42,270</b>	<b>44,000</b>
<b>ENDING FUND BALANCE</b>	<b>482,927</b>	<b>42,270</b>	<b>49,370</b>	<b>44,000</b>

<sup>1</sup> Beginning Fund Balance for FY 2024-25 based on updated estimates and may not match budgeted estimates for 2023-24 ending balance.

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

	ACTUAL 2021-22	ACTUAL 2022-23	REVISED BUDGET 2023-24	RECOMMENDED 2024-25
<b>REVENUES</b>				
Gas Tax	296,348	303,544	331,218	314,301
RMRA Tax	245,035	262,342	284,054	279,741
Interest	7,470	30,895	55,144	48,933
Unrealized Gains/Losses	(29,247)	2,169	-	-
Miscellaneous	-	-	-	-
<b>TOTAL REVENUE</b>	<b>519,605</b>	<b>598,951</b>	<b>670,415</b>	<b>642,975</b>
<b>EXPENDITURES</b>				
Salaries & Benefits	-	-	-	-
Materials & Supplies	-	569	-	-
Contract Services	42,618	35,290	66,432	42,958
Capital Projects	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>42,618</b>	<b>35,859</b>	<b>66,432</b>	<b>42,958</b>
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in / (out)				
From General Fund	-	-	-	-
To Capital Projects	-	-	(500,000)	(630,000)
To Internal Service Fund	-	-	-	-
<b>NET TRANSFERS</b>	<b>-</b>	<b>-</b>	<b>(500,000)</b>	<b>(630,000)</b>
<b>NET CHANGE TO FUND BALANCE</b>	<b>476,987</b>	<b>563,092</b>	<b>103,983</b>	<b>(29,983)</b>
<b>BEGINNING FUND BALANCE</b> <sup>1</sup>	<b>706,131</b>	<b>1,183,119</b>	<b>1,746,211</b>	<b>1,833,600</b>
<b>ENDING FUND BALANCE</b>	<b>1,183,119</b>	<b>1,746,211</b>	<b>1,850,194</b>	<b>1,803,617</b>

<sup>1</sup> Beginning Fund Balance for FY 2024-25 based on updated estimates and may not match budgeted estimates for 2023-24 ending balance.

# STREETS AND ROADS

## FUND 123

	ACTUAL 2021-22	ACTUAL 2022-23	REVISED BUDGET 2023-24	RECOMMENDED 2024-25
<b>REVENUES</b>				
Measure M	-	(1,356)	-	-
Grants	1,068,253	145,732	4,817,000	3,350,000
Interest	18,107	58,137	82,650	77,234
Unrealized Gains/Losses	(74,978)	4,518	-	-
Miscellaneous	60,893	-	-	-
<b>TOTAL REVENUE</b>	<b>1,072,274</b>	<b>207,030</b>	<b>4,899,650</b>	<b>3,427,234</b>
<b>EXPENDITURES</b>				
Salaries & Benefits	101,487	100,318	98,453	102,485
Materials & Supplies	-	-	-	-
Contract Services	1,511	576	800	1,000
Capital Projects	1,537,864	679,050	6,207,164	6,061,103
<b>TOTAL EXPENDITURES</b>	<b>1,640,862</b>	<b>779,944</b>	<b>6,306,417</b>	<b>6,164,588</b>
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in / (out)				
From General Fund	1,514,426	40,000	740,000	830,000
To Capital Funds	(265,000)	-	-	(105,000)
To Internal Service Fund	(8,998)	(7,701)	(6,746)	(7,939)
<b>NET TRANSFERS</b>	<b>1,240,428</b>	<b>32,299</b>	<b>733,254</b>	<b>717,061</b>
<b>NET CHANGE TO FUND BALANCE</b>	<b>671,840</b>	<b>(540,615)</b>	<b>(673,513)</b>	<b>(2,020,293)</b>
<b>BEGINNING FUND BALANCE</b> <sup>1</sup>	<b>2,369,994</b>	<b>3,041,834</b>	<b>2,501,219</b>	<b>2,386,800</b>
<b>ENDING FUND BALANCE</b>	<b>3,041,834</b>	<b>2,501,219</b>	<b>1,827,706</b>	<b>366,507</b>

<sup>1</sup> Beginning Fund Balance for FY 2024-25 based on updated estimates and may not match budgeted estimates for 2023-24 ending balance.

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

	ACTUAL 2021-22	ACTUAL 2022-23	REVISED BUDGET 2023-24	RECOMMENDED 2024-25
<b>REVENUES</b>				
Measure A	393,079	424,878	398,552	403,171
Measure W	-	-	-	-
Measure A - Grants	-	-	-	-
Interest	11,052	27,800	48,143	43,478
Miscellaneous	(40,940)	2,019	-	-
<b>TOTAL REVENUE</b>	<b>363,190</b>	<b>454,696</b>	<b>446,695</b>	<b>446,650</b>
<b>EXPENDITURES</b>				
Salaries & Benefits	63,858	63,272	61,117	72,463
Materials & Supplies	-	-	-	-
Contract Services	-	-	-	-
Capital Projects	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>63,858</b>	<b>63,272</b>	<b>61,117</b>	<b>72,463</b>
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in / (out)				
From General Fund	-	-	-	-
To Captial Projects	(387,017)	-	(200,000)	(200,000)
To Internal Service Fund	-	-	-	-
<b>NET TRANSFERS</b>	<b>(387,017)</b>	<b>-</b>	<b>(200,000)</b>	<b>(200,000)</b>
<b>NET CHANGE TO FUND BALANCE</b>	<b>(87,685)</b>	<b>391,424</b>	<b>185,578</b>	<b>174,186</b>
<b>BEGINNING FUND BALANCE <sup>1</sup></b>	<b>1,169,209</b>	<b>1,081,524</b>	<b>1,472,949</b>	<b>1,656,200</b>
<b>ENDING FUND BALANCE</b>	<b>1,081,524</b>	<b>1,472,949</b>	<b>1,658,526</b>	<b>1,830,386</b>

<sup>1</sup> Beginning Fund Balance for FY 2024-25 based on updated estimates and may not match budgeted estimates for 2023-24 ending balance.

# PARK/FACILITIES DEVELOPMENT

## FUND 125

	ACTUAL 2021-22	ACTUAL 2022-23	REVISED BUDGET 2023-24	RECOMMENDED 2024-25
<b>REVENUES</b>				
Capital Impact / Dev Fee	-	-	-	-
Park Facility Development	101,330	163,213	66,890	-
Grants	98,234	1,103,644	4,589,895	3,323,733
Interest	22,075	50,009	61,578	56,800
Miscellaneous	(87,730)	3,865	-	-
<b>TOTAL REVENUE</b>	<b>133,910</b>	<b>1,320,732</b>	<b>4,718,362</b>	<b>3,380,533</b>
<b>EXPENDITURES</b>				
Salaries & Benefits	-	-	-	-
Materials & Supplies	-	-	-	-
Contract Services	-	-	-	-
Capital Projects	834,390	2,046,727	8,226,079	3,733,850
<b>TOTAL EXPENDITURES</b>	<b>834,390</b>	<b>2,046,727</b>	<b>8,226,079</b>	<b>3,733,850</b>
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in / (out)				
From General Fund	1,385,000	250,000	1,250,000	-
To Capital Projects	(200,000)	(240,000)	(175,000)	-
To Internal Service Fund	-	-	-	-
<b>NET TRANSFERS</b>	<b>1,185,000</b>	<b>10,000</b>	<b>1,075,000</b>	<b>-</b>
<b>NET CHANGE TO FUND BALANCE</b>	<b>484,520</b>	<b>(715,995)</b>	<b>(2,432,717)</b>	<b>(353,317)</b>
<b>BEGINNING FUND BALANCE <sup>1</sup></b>	<b>2,711,013</b>	<b>3,195,533</b>	<b>2,479,538</b>	<b>546,600</b>
<b>ENDING FUND BALANCE</b>	<b>3,195,533</b>	<b>2,479,538</b>	<b>46,821</b>	<b>193,283</b>

<sup>1</sup> Beginning Fund Balance for FY 2024-25 based on updated estimates and may not match budgeted estimates for 2023-24 ending balance.

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

	ACTUAL 2021-22	ACTUAL 2022-23	REVISED BUDGET 2023-24	RECOMMENDED 2024-25
<b>REVENUES</b>				
Interest	17,358	43,698	68,740	69,027
Miscellaneous	(66,049)	3,337	-	-
Grants	-	-	3,250,000	-
TOTAL REVENUE	(48,691)	47,034	3,318,740	69,027
<b>EXPENDITURES</b>				
Salaries & Benefits	-	-	-	-
Materials & Supplies	-	-	-	-
Contract Services	-	-	300,000	-
Financial Grants / Aid	-	-	1,000,000	-
Capital Projects	-	-	-	-
TOTAL EXPENDITURES	-	-	1,300,000	-
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in / (out)				
From General Fund	-	-	-	-
To General Fund			(150,000)	
To Internal Service Fund				
NET TRANSFERS	-	-	(150,000)	-
<b>NET CHANGE TO FUND BALANCE</b>	(48,691)	47,034	1,868,740	69,027
<b>BEGINNING FUND BALANCE</b> <sup>1</sup>	<b>2,166,277</b>	<b>2,117,586</b>	<b>2,164,621</b>	<b>4,035,400</b>
<b>ENDING FUND BALANCE</b>	<b>2,117,586</b>	<b>2,164,621</b>	<b>4,033,361</b>	<b>4,104,427</b>

<sup>1</sup> Beginning Fund Balance for FY 2024-25 based on updated estimates and may not match budgeted estimates for 2023-24 ending balance.

# PUBLIC FACILITIES

## FUND 127

	ACTUAL 2021-22	ACTUAL 2022-23	REVISED BUDGET 2023-24	RECOMMENDED 2024-25
<b>REVENUES</b>				
Loan Proceeds	421,373	693,387	-	-
Grants	20,000	-	-	-
Impact & Development Fees	-	-	-	-
Interest	10,688	29,504	39,402	36,686
Miscellaneous	(42,296)	2,359	-	-
<b>TOTAL REVENUE</b>	<b>409,765</b>	<b>725,250</b>	<b>39,402</b>	<b>36,686</b>
<b>EXPENDITURES</b>				
Salaries & Benefits	-	-	-	-
Materials & Supplies	-	-	-	-
Contract Services	-	-	-	-
Capital Projects	723,854	2,554,303	1,342,398	506,362
<b>TOTAL EXPENDITURES</b>	<b>723,854</b>	<b>2,554,303</b>	<b>1,342,398</b>	<b>506,362</b>
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in / (out)				
From General Fund	520,000	2,287,546	150,000	100,000
To Capital Projects	-	-	(400,000)	(120,000)
To Internal Service Fund				
<b>NET TRANSFERS</b>	<b>520,000</b>	<b>2,287,546</b>	<b>(250,000)</b>	<b>(20,000)</b>
<b>NET CHANGE TO FUND BALANCE</b>	<b>205,911</b>	<b>458,493</b>	<b>(1,552,996)</b>	<b>(489,676)</b>
<b>BEGINNING FUND BALANCE</b> <sup>1</sup>	<b>1,405,166</b>	<b>1,611,077</b>	<b>2,069,571</b>	<b>769,400</b>
<b>ENDING FUND BALANCE</b>	<b>1,611,077</b>	<b>2,069,571</b>	<b>516,574</b>	<b>279,724</b>

<sup>1</sup> Beginning Fund Balance for FY 2024-25 based on updated estimates and may not match budgeted estimates for 2023-24 ending balance.

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

	ACTUAL 2021-22	ACTUAL 2022-23	REVISED BUDGET 2023-24	RECOMMENDED 2024-25
<b>REVENUES</b>				
COPS Distribution	161,285	165,271	186,408	185,000
Interest	5,327	16,712	28,280	26,055
Miscellaneous	(20,584)	1,253	-	-
<b>TOTAL REVENUE</b>	<b>146,028</b>	<b>183,236</b>	<b>214,688</b>	<b>211,055</b>
<b>EXPENDITURES</b>				
Salaries & Benefits	-	-	-	-
Materials & Supplies	-	5,414	-	30,000
Contract Services	11,708	1,000	-	30,000
Capital Projects	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>11,708</b>	<b>6,414</b>	<b>-</b>	<b>60,000</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>134,320</b>	<b>176,822</b>	<b>214,688</b>	<b>151,055</b>
<b>BEGINNING FUND BALANCE <sup>1</sup></b>	<b>560,712</b>	<b>695,033</b>	<b>871,855</b>	<b>1,068,200</b>
<b>ENDING FUND BALANCE</b>	<b>695,033</b>	<b>871,855</b>	<b>1,086,543</b>	<b>1,219,255</b>

<sup>1</sup> Beginning Fund Balance for FY 2024-25 based on updated estimates and may not match budgeted estimates for 2023-24 ending balance.

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

	ACTUAL 2021-22	ACTUAL 2022-23	REVISED BUDGET 2023-24	RECOMMENDED 2024-25
<b>REVENUES</b>				
Measure W	178,474	184,425	177,124	185,000
Interest	1,986	11,127	20,632	18,275
Miscellaneous	(10,729)	827	-	-
TOTAL REVENUE	169,730	196,378	197,755	203,275
<b>EXPENDITURES</b>				
Salaries & Benefits	-	-	-	-
Materials & Supplies	-	-	-	-
Contract Services	-	-	-	-
Capital Projects	-	-	-	-
TOTAL EXPENDITURES	-	-	-	-
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in / (out)				
From Other Funds	298,468	-	-	-
To Captial Projects	-	-	-	-
To Internal Service Fund	-	-	-	-
NET TRANSFERS	298,468	-	-	-
<b>NET CHANGE TO FUND BALANCE</b>	<b>468,198</b>	<b>196,378</b>	<b>197,755</b>	<b>203,275</b>
<b>BEGINNING FUND BALANCE</b> <sup>1</sup>	<b>-</b>	<b>468,198</b>	<b>664,576</b>	<b>863,000</b>
<b>ENDING FUND BALANCE</b>	<b>468,198</b>	<b>664,576</b>	<b>862,332</b>	<b>1,066,275</b>

<sup>1</sup> Beginning Fund Balance for FY 2024-25 based on updated estimates and may not match budgeted estimates for 2023-24 ending balance.

# LOT ACQUISITION / DEVELOPMENT

## FUND 133

	ACTUAL 2021-22	ACTUAL 2022-23	REVISED BUDGET 2023-24	RECOMMENDED 2024-25
<b>REVENUES</b>				
CAPITAL IMP/IMPACT/DEV	-	-	-	-
Interest	14,902	34,023	44,891	42,840
Miscellaneous	(65,742)	2,622	-	-
<b>TOTAL REVENUE</b>	<b>(50,840)</b>	<b>36,645</b>	<b>44,891</b>	<b>42,840</b>
<b>EXPENDITURES</b>				
Salaries & Benefits	-	-	-	-
Materials & Supplies	-	-	-	-
Contract Services	420,791	505,388	400,000	-
Capital Projects	-	-	-	-
Land Acquisition	266,384	31,125	-	-
<b>TOTAL EXPENDITURES</b>	<b>687,175</b>	<b>536,514</b>	<b>400,000</b>	<b>-</b>
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in / (out)				
From Other Funds	-	-	-	-
To Capital Projects	-	-	-	-
To Internal Service Fund	-	-	-	-
<b>NET TRANSFERS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>NET CHANGE TO FUND BALANCE</b>	<b>(738,015)</b>	<b>(499,869)</b>	<b>(355,109)</b>	<b>42,840</b>
<b>BEGINNING FUND BALANCE</b> <sup>1</sup>	<b>2,586,094</b>	<b>1,848,079</b>	<b>1,348,210</b>	<b>992,900</b>
<b>ENDING FUND BALANCE</b>	<b>1,848,079</b>	<b>1,348,210</b>	<b>993,100</b>	<b>1,035,740</b>

<sup>1</sup> Beginning Fund Balance for FY 2024-25 based on updated estimates and may not match budgeted estimates for 2023-24 ending balance.

**CZI GRANT**  
**FUND 134**

	ACTUAL 2021-22	ACTUAL 2022-23	REVISED BUDGET 2023-24	RECOMMENDED 2024-25
<b>REVENUES</b>				
Loan Proceeds	-	-	-	-
Grants	-	500,000	-	-
Impact & Development Fees	-	-	-	-
Interest	-	6,282	4,000	8,971
Miscellaneous	-	420	-	-
<b>TOTAL REVENUE</b>	<b>-</b>	<b>506,701</b>	<b>4,000</b>	<b>8,971</b>
<b>EXPENDITURES</b>				
Salaries & Benefits	-	-	-	-
Materials & Supplies	-	-	-	-
Contract Services	-	-	-	-
Financial Grants / Aid	-	221,300	289,401	107,171
<b>TOTAL EXPENDITURES</b>	<b>-</b>	<b>221,300</b>	<b>289,401</b>	<b>107,171</b>
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in / (out)				
From General Fund	-	-	-	-
To Capital Projects	-	-	-	-
To Internal Service Fund				
<b>NET TRANSFERS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>NET CHANGE TO FUND BALANCE</b>	<b>-</b>	<b>285,401</b>	<b>(285,401)</b>	<b>(98,200)</b>
<b>BEGINNING FUND BALANCE</b> <sup>1</sup>	<b>-</b>	<b>-</b>	<b>285,401</b>	<b>98,200</b>
<b>ENDING FUND BALANCE</b>	<b>-</b>	<b>285,401</b>	<b>-</b>	<b>-</b>

<sup>1</sup> Beginning Fund Balance for FY 2024-25 based on updated estimates and may not match budgeted estimates for 2023-24 ending balance.

# OPPORTUNITY CENTER COASTSIDE

## FUND 135

	ACTUAL 2021-22	ACTUAL 2022-23	REVISED BUDGET 2023-24	RECOMMENDED 2024-25
<b>REVENUES</b>				
Grants	-	650,000	1,850,000	1,850,000
Rents/Leases	-	-	-	31,200
Interest	-	1,148	20,177	10,301
Miscellaneous	-	198	-	-
<b>TOTAL REVENUE</b>	<b>-</b>	<b>651,347</b>	<b>1,870,177</b>	<b>1,891,501</b>
<b>EXPENDITURES</b>				
Salaries & Benefits	-	-	-	45,022
Materials & Supplies	-	-	-	-
Contract Services	-	-	2,470,000	1,877,778
Financial Grants / Aid	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>2,470,000</b>	<b>1,922,801</b>
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in / (out)				
From General Fund	-	-	-	-
To Capital Projects	-	-	-	-
To Internal Service Fund				
<b>NET TRANSFERS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>NET CHANGE TO FUND BALANCE</b>	<b>-</b>	<b>651,347</b>	<b>(599,823)</b>	<b>(31,300)</b>
<b>BEGINNING FUND BALANCE</b> <sup>1</sup>	<b>-</b>	<b>-</b>	<b>651,347</b>	<b>31,300</b>
<b>ENDING FUND BALANCE</b>	<b>-</b>	<b>651,347</b>	<b>51,523</b>	<b>-</b>

<sup>1</sup> Beginning Fund Balance for FY 2024-25 based on updated estimates and may not match budgeted estimates for 2023-24 ending balance.

# GRANTS - ARPA

## FUND 136

	ACTUAL 2021-22	ACTUAL 2022-23	REVISED BUDGET 2023-24	RECOMMENDED 2024-25
<b>REVENUES</b>				
Grants	-	-	1,500,000	-
Interest	-	-	-	18,160
Miscellaneous	-	-	-	-
<b>TOTAL REVENUE</b>	<b>-</b>	<b>-</b>	<b>1,500,000</b>	<b>18,160</b>
<b>EXPENDITURES</b>				
Salaries & Benefits	-	-	-	-
Materials & Supplies	-	-	-	-
Contract Services	-	-	-	100,000
Financial Grants / Aid	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>100,000</b>
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in / (out)				
From General Fund	-	-	-	-
To Capital Projects	-	-	(500,000)	-
To Internal Service Fund	-	-	-	-
<b>NET TRANSFERS</b>	<b>-</b>	<b>-</b>	<b>(500,000)</b>	<b>-</b>
<b>NET CHANGE TO FUND BALANCE</b>	<b>-</b>	<b>-</b>	<b>1,000,000</b>	<b>(81,840)</b>
<b>BEGINNING FUND BALANCE</b> <sup>1</sup>	<b>-</b>	<b>-</b>	<b>-</b>	<b>383,500</b>
<b>ENDING FUND BALANCE</b>	<b>-</b>	<b>-</b>	<b>1,000,000</b>	<b>301,660</b>

<sup>1</sup> Beginning Fund Balance for FY 2024-25 based on updated estimates and may not match budgeted estimates for 2023-24 ending balance.

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

	ACTUAL 2021-22	ACTUAL 2022-23	REVISED BUDGET 2023-24	RECOMMENDED 2024-25
<b>REVENUES</b>				
Loan Proceeds	-	-	-	986,137
Grants	8,000	-	595,000	775,000
Interest	8,194	39,303	77,458	64,260
Miscellaneous	(46,457)	3,027	-	-
TOTAL REVENUE	(30,262)	42,330	672,458	1,825,397
<b>EXPENDITURES</b>				
Salaries & Benefits	-	-	-	-
Materials & Supplies	-	-	-	-
Contract Services	-	-	-	-
Capital Projects	388,681	895,812	4,981,648	5,226,429
TOTAL EXPENDITURES	388,681	895,812	4,981,648	5,226,429
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in / (out)				
From General Fund	553,500	1,770,800	2,680,000	1,885,100
To General Fund				
To Capital Projects	-	-	(1,010,000)	-
To Internal Service Fund	-	-	-	-
NET TRANSFERS	553,500	1,770,800	1,670,000	1,885,100
<b>NET CHANGE TO FUND BALANCE</b>	134,557	917,318	(2,639,190)	(1,515,932)
<b>BEGINNING FUND BALANCE</b> <sup>1</sup>	1,737,044	1,871,600	2,788,919	2,815,000
<b>ENDING FUND BALANCE</b>	1,871,600	2,788,919	149,729	1,299,068

<sup>1</sup> Beginning Fund Balance for FY 2024-25 based on updated estimates and may not match budgeted estimates for 2023-24 ending balance.

# DRAINAGE CAPITAL

## FUND 152

	ACTUAL 2021-22	ACTUAL 2022-23	REVISED BUDGET 2023-24	RECOMMENDED 2024-25
<b>REVENUES</b>				
Storm Drainage Fee	8,077	12,831	7,900	-
Interest	8,404	21,355	35,918	30,958
Miscellaneous	(31,612)	1,650	-	-
TOTAL REVENUE	(15,131)	35,836	43,818	30,958
<b>EXPENDITURES</b>				
Salaries & Benefits	40,300	42,426	56,046	58,711
Materials & Supplies	-	-	-	-
Contract Services	-	-	-	-
Capital Projects	40,298	223,741	1,804,691	1,264,157
TOTAL EXPENDITURES	80,598	266,168	1,860,737	1,322,868
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in / (out)				
From General Fund	20,000	375,000	878,000	100,000
To Capital Projects	-	-	(50,000)	-
To Internal Service Fund	(3,382)	(2,911)	(3,809)	(4,504)
NET TRANSFERS	16,618	372,089	824,191	95,496
<b>NET CHANGE TO FUND BALANCE</b>	<b>(79,112)</b>	<b>141,757</b>	<b>(992,728)</b>	<b>(1,196,414)</b>
<b>BEGINNING FUND BALANCE <sup>1</sup></b>	<b>1,064,233</b>	<b>985,122</b>	<b>1,126,879</b>	<b>1,232,800</b>
<b>ENDING FUND BALANCE</b>	<b>985,122</b>	<b>1,126,879</b>	<b>134,150</b>	<b>36,386</b>

<sup>1</sup> Beginning Fund Balance for FY 2024-25 based on updated estimates and may not match budgeted estimates for 2023-24 ending balance.

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

	ACTUAL 2021-22	ACTUAL 2022-23	REVISED BUDGET 2023-24	RECOMMENDED 2024-25
<b>REVENUES</b>				
Grants	15,000	-	-	-
Interest	10,169	8,902	6,400	13,129
Miscellaneous	(30,595)	679	-	-
TOTAL REVENUE	(5,426)	9,581	6,400	13,129
<b>EXPENDITURES</b>				
Salaries & Benefits	-	-	-	-
Materials & Supplies	-	-	-	-
Contract Services	-	-	-	-
Capital Projects	-	-	-	-
TOTAL EXPENDITURES	-	-	-	-
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in / (out)				
From General Fund	-	-	-	-
To Internal Service Fund	(910,745)	-	-	-
NET TRANSFERS	(910,745)	-	-	-
<b>NET CHANGE TO FUND BALANCE</b>	(916,171)	9,581	6,400	13,129
<b>BEGINNING FUND BALANCE <sup>1</sup></b>	<b>1,332,745</b>	<b>416,574</b>	<b>426,155</b>	<b>432,700</b>
<b>ENDING FUND BALANCE</b>	<b>416,574</b>	<b>426,155</b>	<b>432,555</b>	<b>445,829</b>

<sup>1</sup> Beginning Fund Balance for FY 2024-25 based on updated estimates and may not match budgeted estimates for 2023-24 ending balance.



# Debt Service Funds



"Untitled"



# 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. In FY 2023-24, this loan was later refinanced with the County of San Mateo to remove various loan restrictions to utilize the site for affordable housing efforts. The loan carries a 3.13% interest rate and a financing term of 10 years.

# JUDGEMENT OBLIGATION BOND - SERIES B

## FUND 142

	ACTUAL 2021-22	ACTUAL 2022-23	REVISED BUDGET 2023-24	RECOMMENDED 2024-25
<b>REVENUES</b>				
Interest	50	127	100	-
Unrealized Gain (Loss)	(230)	10	-	-
<b>TOTAL REVENUE</b>	<b>(180)</b>	<b>136</b>	<b>100</b>	<b>-</b>
<b>EXPENDITURES</b>				
Debt Service - Interest	-	-	-	-
Debt Service - Principal Payment	-	-	-	-
Contract Services	-	-	-	-
Capital Projects	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in / (out)				
From General Fund	-	-	-	-
To 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>(180)</b>	<b>136</b>	<b>100</b>	<b>-</b>
<b>BEGINNING FUND BALANCE</b> <sup>1</sup>	<b>6,311</b>	<b>6,131</b>	<b>6,267</b>	<b>6,400</b>
<b>ENDING FUND BALANCE</b>	<b>6,131</b>	<b>6,267</b>	<b>6,367</b>	<b>6,400</b>

<sup>1</sup> Beginning Fund Balance for FY 2024-25 based on updated estimates and may not match budgeted estimates for 2023-24 ending balance.



# Internal Service Funds



"Untitled"

# 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 2021-22	ACTUAL 2022-23	REVISED BUDGET 2023-24	RECOMMENDED 2024-25
<b>REVENUES</b>				
Capital Impac / Dev Fee	12,075	22,415	12,000	-
Interest	1,332	3,896	2,800	5,522
Miscellaneous	(5,844)	303	-	-
TOTAL REVENUE	7,563	26,613	14,800	5,522
<b>EXPENDITURES</b>				
Salaries & Benefits	-	-	-	-
Materials & Supplies	25,273	41,249	25,000	25,000
Contract Services	-	-	-	-
Capital Projects	17,526	30,336	17,500	20,000
Depreciation	27,288	31,644	26,567	32,000
TOTAL EXPENDITURES	70,087	103,229	69,067	77,000
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in / (out)				
From Other Funds	204,568	44,067	54,267	77,000
NET TRANSFERS	204,568	44,067	54,267	77,000
NET CHANGE TO NET ASSETS	142,044	(32,549)	-	5,522
BEGINNING NET ASSETS	262,082	404,127	371,578	359,700
ENDING NET ASSETS	404,127	371,578	371,578	365,222

*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 2021-22	ACTUAL 2022-23	REVISED BUDGET 2023-24	RECOMMENDED 2024-25
<b>REVENUES</b>				
Interest	6,971	17,059	24,756	24,553
Miscellaneous	(32,816)	1,541	-	-
Reimbursed Expenses	-	-	-	-
TOTAL REVENUE	(25,845)	18,600	24,756	24,553
<b>EXPENDITURES</b>				
Salaries & Benefits	1,041,748	1,152,095	913,474	1,346,432
Materials & Supplies	-	-	-	-
Contract Services	-	-	-	-
Capital Projects	-	-	-	-
TOTAL EXPENDITURES	1,041,748	1,152,095	913,474	1,346,432
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in / (out)				
From General Fund	1,041,748	1,152,095	913,474	1,346,432
To Internal Service Fund				
NET TRANSFERS	1,041,748	1,152,095	913,474	1,346,432
<b>NET CHANGE TO NET ASSETS</b>	<b>(25,845)</b>	<b>18,600</b>	<b>24,756</b>	<b>24,553</b>
<b>BEGINNING NET ASSETS</b>	<b>1,466,056</b>	<b>1,440,210</b>	<b>1,458,810</b>	<b>1,480,200</b>
<b>ENDING NET ASSETS</b>	<b>1,440,210</b>	<b>1,458,810</b>	<b>1,483,566</b>	<b>1,504,753</b>

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



# Enterprise Funds



"Untitled"



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:

- Wastewater treatment services provided by the Sewer Authority Mid-Coastside (SAM), a Joint Powers Authority.
- Capital maintenance and replacement of the SAM wastewater treatment plant and Intertie Pipeline System (IPS).
- Regular cleaning of the City-owned wastewater collection system.
- Emergency response, marking of underground utilities, and inspections including CCTV of system and Fats, Oil, Grease (FOG) management and inspection.
- 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 Sanitary Sewer Overflow (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 Budget and 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 Inflow & Infiltration (I & I) of groundwater 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. SAM's Budget has increased from \$8.7 Million (FY 2023-24) to \$9.2 Million (FY 2024-25) and Half Moon Bay's current share is \$5.6 Million (60.8%). SAM related increases are attributable to several factors including the design and reconstruction of IPS improvements (such as the Montara Force Main Replacement Project), addressing deferred maintenance,

payment for sewer spill related costs, and account for the rapidly increasing cost of materials and labor of 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. In the last five (5) years, the City completed major improvements to its Pump Stations (Ocean Colony Pump Station and Pelican Point Pump Station). These projects replaced 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 over 70 years old and approaching end of normal life expectancy. The cost of SAM contract services for sewer cleaning and emergency response actually decreased by approximately 24 percent for FY 24-25.

The most 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 through FY 2024-25. This adjustment followed a rate increase approved back 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 each have 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. The city is reviewing the projected expenditures and rates will be reviewed in FY2024-25 to consider additional rate studies and/or increases.

### **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 2021-22	ACTUAL 2022-23	REVISED BUDGET 2023-24	RECOMMENDED 2024-25
<b>REVENUES</b>				
Sewer Service Charges	4,845,511	5,671,640	6,211,228	7,018,688
Interest	1,032	-	2,100	-
Miscellaneous	(612)	-	-	-
<b>TOTAL REVENUE</b>	<b>4,845,931</b>	<b>5,671,640</b>	<b>6,213,328</b>	<b>7,018,688</b>
<b>EXPENDITURES</b>				
Salaries & Benefits	550,718	353,935	299,288	330,690
Materials & Supplies	331	1,570	8,000	7,000
Contract Services	5,126,556	5,498,957	6,240,386	6,502,464
Capital Projects	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>5,677,605</b>	<b>5,854,463</b>	<b>6,547,674</b>	<b>6,840,154</b>
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in / (out)				
From Sewer Capital Fund	1,839,948	1,399,865	1,122,274	1,965,552
To General Fund (Admin Fee)	(511,395)	(524,180)	(537,285)	(587,760)
To Internal Service Fund	(506,652)	(433,258)	(445,015)	(524,725)
<b>NET TRANSFERS</b>	<b>821,901</b>	<b>442,427</b>	<b>139,974</b>	<b>853,066</b>
<b>NET CHANGE TO FUND BALANCE</b>	<b>(9,773)</b>	<b>259,605</b>	<b>(194,372)</b>	<b>1,031,600</b>
<b>BEGINNING NET ASSETS <sup>1</sup></b>	<b>(249,832)</b>	<b>(259,605)</b>	<b>0</b>	<b>(1,031,600)</b>
<b>ENDING NET ASSETS</b>	<b>(259,605)</b>	<b>0</b>	<b>(194,372)</b>	<b>-</b>

<sup>1</sup> Beginning Net Assets for FY 2024-25 based on updated estimates and may not match budgeted estimates for 2023-24 ending balance.

**SEWER CAPITAL  
FUND 202**

	ACTUAL 2021-22	ACTUAL 2022-23	REVISED BUDGET 2023-24	RECOMMENDED 2024-25
<b>REVENUES</b>				
Sewer Rate Charges	-	-	-	-
Sewer Service Charges	159,888	322,527	125,000	5,000
Interest	59,176	120,648	149,199	156,322
Miscellaneous	(215,260)	9,217	-	-
TOTAL REVENUE	3,803	452,392	274,199	161,322
<b>EXPENDITURES</b>				
Salaries & Benefits	(809)	(941)	-	-
Materials & Supplies	-	-	-	-
Contract Services	-	-	-	-
Capital Projects	207,163	8,275	849,500	704,500
Loss / (Gain) on SAM Investment	(177,156)	(537,738)	175,000	100,000
Depreciation	158,090	136,431	106,003	140,000
TOTAL EXPENDITURES	187,288	(393,973)	1,130,503	944,500
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in / (out)				
From General Fund	-	-	-	-
To Sewer Operations	(1,839,948)	(1,399,865)	(1,122,274)	(1,965,552)
To General Fund	-	-	-	-
To Internal Service Fund	-	-	-	-
NET TRANSFERS	(1,839,948)	(1,399,865)	(1,122,274)	(1,965,552)
<b>NET CHANGE TO NET ASSETS</b>	<b>(2,023,433)</b>	<b>(553,500)</b>	<b>(1,978,578)</b>	<b>(2,748,729)</b>
<b>BEGINNING NET ASSETS<sup>1</sup></b>	<b>14,910,723</b>	<b>12,887,291</b>	<b>12,333,791</b>	<b>22,732,326</b>
<b>ENDING NET ASSETS</b>	<b>12,887,291</b>	<b>12,333,791</b>	<b>10,355,212</b>	<b>19,983,597</b>
<b>ENDING AVAILABLE FUNDS<sup>2</sup></b>	<b>5,761,702</b>	<b>4,637,048</b>	<b>2,745,101</b>	<b>781,825</b>

<sup>1</sup> Beginning Net Assets for FY 2024-25 based on updated estimates and may not match budgeted estimates for 2023-24 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

# Capital Improvement Program



"Untitled"



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# 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, a challenging coastal environment, prior deferred maintenance and desired construction of new facilities and major modifications of 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 relied upon the transfer of City General Funds with staff actively seeking grant funding opportunities. Projects continue to be evaluated and prioritized based on criteria including public safety, project impact, progress on project, use of non-General Fund monies (e.g. grant funding, sewer capital, etc.) and implementation of City Council strategic priorities. Projects were also identified as "high," "mid," or "low" effort projects so staff could better identify and assign available resources. The emphasis in FY 24-25 will be completing grant-funded projects such as Carter Park, Highway 1 Eastside Parallel Trail Segment 4, among others.

**CIP improvements are divided into the 8 categories described below.**

**Storm Water Improvements** are focused on maintaining and improving the City's storm water system to protect homes, businesses, public facilities, and infrastructure. The Watershed Management Plan is an important component to prioritizing areas of concern, identifying regulatory requirements, improving water quality, and improving storm water impacts to natural and urbanized areas.

**Economic Development Improvements** focus on delivering projects and programs that will enhance the living standard and attractiveness of Half Moon Bay for residents and visitors alike. In FY 2024-25 focus will be to help implement smaller, physical projects withing the community to advance the CRI recommendations.

**Operational Improvements** include major capital investments to enhance the internal operational efficiencies of the City. These improvements support City staff to 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 Corporation Yard, 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 mains, 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 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FUTURE YEARS	TOTAL ALL FY
Storm Water Improvements	\$ 892,700	\$ 726,300	\$ 651,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 8,450,000	\$ 11,320,000
Economic Development Improvements	\$ 286,619	\$ 335,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ -	\$ 1,021,619
Operational Improvements	\$ -	\$ -	\$ 160,000	\$ 148,000	\$ 148,000	\$ 148,000	\$ -	\$ 604,000
Parks Improvements	\$ 5,141,956	\$ 7,956,266	\$ 3,000,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 16,498,222
Facility Improvements	\$ 123,000	\$ 1,417,000	\$ 1,040,000	\$ 450,000	\$ 450,000	\$ 450,000	\$ -	\$ 3,930,000
Sewer Improvements	\$ 37,500	\$ 704,500	\$ 230,000	\$ 230,000	\$ 230,000	\$ 230,000	\$ -	\$ 1,662,000
Street Improvements	\$ 1,897,000	\$ 6,248,931	\$ 5,080,000	\$ 4,170,000	\$ 870,000	\$ 870,000	\$ 16,077,500	\$ 35,213,431
Trail Improvements	\$ 356,900	\$ 1,405,100	\$ 4,773,000	\$ 1,315,000	\$ 315,000	\$ 315,000	\$ 8,750,000	\$ 17,230,000
<b>TOTAL</b>	<b>\$ 8,735,675</b>	<b>\$ 18,793,097</b>	<b>\$ 15,034,000</b>	<b>\$ 6,713,000</b>	<b>\$ 2,413,000</b>	<b>\$ 2,413,000</b>	<b>\$ 33,377,500</b>	<b>\$ 87,479,272</b>

UNFUNDED
\$ 8,400,000
\$ 100,000
\$ -
\$ 4,350,000
\$ -
\$ -
\$ 16,077,500
\$ 10,700,000
\$ 39,627,500

### REVENUE

FUNDING SOURCES	PRIOR YEAR(S)	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FUTURE YEARS	TOTAL ALL FY
Developer Fees	\$ 1,296,861	\$ -	\$ 901,561	\$ 901,561	\$ -	\$ -	\$ -	\$ 3,099,983
Donations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Federal Earmark	\$ 500,000	\$ -	\$ 1,500,000	\$ 1,000,000	\$ -	\$ -	\$ -	\$ 3,000,000
Gas Tax - Fund 122	\$ -	\$ 630,000	\$ 630,000	\$ 630,000	\$ 630,000	\$ 630,000	\$ -	\$ 3,150,000
General Capital - Fund 151	\$ 1,075,556	\$ 45,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,120,556
General Fund	\$ 2,967,892	\$ 1,760,100	\$ 1,440,000	\$ 1,278,000	\$ 1,278,000	\$ 1,278,000	\$ 100,000	\$ 10,101,992
Grant - Federal	\$ -	\$ 120,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 120,000
Grant - Measure A	\$ 4,285,239	\$ 350,000	\$ 3,448,439	\$ 1,932,522	\$ -	\$ -	\$ -	\$ 10,016,200
Grant - MTC	\$ 1,202,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,202,000
Grant - Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Grant - Prop 68	\$ 4,930,000	\$ 5,672	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,935,672
Grant - TDA	\$ -	\$ 350,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 350,000
Measure A - Fund 124	\$ -	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ -	\$ 1,000,000
Measure J	\$ 186,300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 186,300
Measure M	\$ 265,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 265,000
Measure W	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Mid-Peninsula Open Space District	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000
Park Facility/Development - Fund 125	\$ 2,776,821	\$ 30,000	\$ 250,000	\$ 50,000	\$ -	\$ -	\$ 50,000	\$ 3,156,821
Park In Lieu Fee	\$ 115,900	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 115,900
PCE Member Agency Grant	\$ -	\$ 155,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 155,000
PCE Loan	\$ -	\$ 321,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 321,000
Property Owner Contribution	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ 200,000
Public Facilities - Fund 127	\$ 517,000	\$ 120,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 637,000
San Mateo County Contribution	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sewer Service - Fund 201/202	\$ 512,000	\$ 230,000	\$ 230,000	\$ 230,000	\$ 230,000	\$ 230,000	\$ -	\$ 1,662,000
Storm Drain Improvement - Fund 152	\$ 502,000	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 532,000
Storm Drain Operating - Fund 111	\$ 537,300	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 637,300
Street and Road - Fund 123	\$ 735,931	\$ 105,000	\$ -	\$ 282,117	\$ -	\$ -	\$ -	\$ 1,123,048
TELP Loan	\$ -	\$ 664,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 664,000
Traffic Mitigation - Fund 112	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>UNFUNDED</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,575,000</b>	<b>\$ 2,025,000</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ 32,977,500</b>	<b>\$ 39,627,500</b>
<b>TOTAL</b>	<b>\$ 22,405,800</b>	<b>\$ 5,215,772</b>	<b>\$ 13,275,000</b>	<b>\$ 8,529,200</b>	<b>\$ 2,363,000</b>	<b>\$ 2,363,000</b>	<b>\$ 33,327,500</b>	<b>\$ 87,479,272</b>

## FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM SUMMARY FY 2024-29 CAPITAL BUDGET

TITLE	FUND	PROJECT NO.	PRIOR YEAR(S)	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FUTURE YEARS	TOTAL ALL FY	UNFUNDED
<b>STORM WATER IMPROVEMENTS</b>											
GREEN INFRASTRUCTURE AND STORM WATER PROGRAM	152	0563	N/A	\$ 30,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	N/A	N/A	\$ -
URBAN WATERSHED MANAGEMENT	152	1011	\$ 12,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	N/A	\$ -
PILARCITOS OUTFALL REPAIR AT KEHOE WATERCOURSE	152	1005	\$ 184,700	\$ 365,300	\$ -	\$ -	\$ -	\$ -	\$ -	N/A	\$ -
ROOSEVELT/PULLMAN WATERSHED	152	1006	\$ 77,000	\$ 50,000	\$ 451,000	\$ -	\$ -	\$ -	\$ -	N/A	\$ -
KEHOE WATERSHED ENHANCEMENT AND ENVIRONMENTAL STEWARDSHIP PROJECT	152	1017	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 8,400,000	N/A	\$ 8,400,000
SEYMOUR DITCH EROSION AND COASTAL STABILIZATION	152	0608	\$ 619,000	\$ 81,000	\$ -	\$ -	\$ -	\$ -	\$ -	N/A	\$ -
<b>TOTAL STORM WATER IMPROVEMENTS</b>			<b>\$ 892,700</b>	<b>\$ 726,300</b>	<b>\$ 651,000</b>	<b>\$ 200,000</b>	<b>\$ 200,000</b>	<b>\$ 200,000</b>	<b>\$ 8,450,000</b>	<b>\$ 11,320,000</b>	<b>\$ 8,400,000</b>
<b>ECONOMIC DEVELOPMENT IMPROVEMENTS</b>											
CRI IMPLEMENTATION PROGRAM	151	1015	N/A	\$ 50,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	N/A	N/A	\$ 100,000
CLIMATE ADAPTATION PLAN	151	1002	\$ 126,619	\$ 205,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 331,619	\$ -
DOWNTOWN STREETScape MASTER PLAN IMPLEMENTATION	151	TBD	\$ -	\$ 80,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 80,000	\$ -
SAFETY ELEMENT	151	1026	\$ 160,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 160,000	\$ -
<b>TOTAL ECONOMIC DEVELOPMENT IMPROVEMENTS</b>			<b>\$ 286,619</b>	<b>\$ 335,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ 1,021,619</b>	<b>\$ 100,000</b>
<b>OPERATIONAL IMPROVEMENTS</b>											
IT REPLACEMENT PROGRAM	151	1022	N/A	\$ -	\$ 30,000	\$ 18,000	\$ 18,000	\$ 18,000	N/A	N/A	\$ -
FLEET REPLACEMENT PROGRAM	151	1016	N/A	\$ -	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	N/A	N/A	\$ -
EQUIPMENT REPLACEMENT PROGRAM	151	1019	N/A	\$ -	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	N/A	N/A	\$ -
<b>TOTAL OPERATIONAL IMPROVEMENTS</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ 160,000</b>	<b>\$ 148,000</b>	<b>\$ 148,000</b>	<b>\$ 148,000</b>	<b>\$ -</b>	<b>\$ 604,000</b>	<b>\$ -</b>
<b>PARKS IMPROVEMENTS</b>											
PARKS MASTER PLAN IMPLEMENTATION PROGRAM	125	0609	N/A	\$ -	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	N/A	N/A	\$ -
CARTER PARK IMPROVEMENTS	125	0611	\$ 4,151,856	\$ 3,818,494	\$ 350,000	\$ -	\$ -	\$ -	\$ -	\$ 8,320,350	\$ 350,000
TRAIN DEPOT AND JOHNSTON HOUSE SHORT-TERM IMPROVEMENTS	125	1023	\$ 30,000	\$ 40,000	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 220,000	\$ -
FRENCHMAN'S CREEK PARK IMPROVEMENTS - PHASE II	125	1013	\$ 41,000	\$ 344,672	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 385,672	\$ -
MAGNOLIA PARK	125	1007	\$ 19,000	\$ 261,100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 280,100	\$ -
WAVECREST WATER MAIN PROJECT	125	9004	\$ 49,000	\$ 1,361,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,410,000	\$ -
SMITH FIELD - PHASE I	125	1008	\$ 310,000	\$ 2,131,000	\$ 2,050,000	\$ -	\$ -	\$ -	\$ -	\$ 4,491,000	\$ 4,000,000
POPLAR BEACH GATEWAYS PLAN	125	0617	\$ 541,100	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 691,100	\$ -
POPLAR BEACH WELCOME SIGN	125	TBD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ 100,000	\$ -
JOHNSTON HOUSE/TRAIN DEPOT MASTER PLAN	125	TBD	\$ -	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ -
<b>TOTAL PARK IMPROVEMENTS</b>			<b>\$ 5,141,956</b>	<b>\$ 7,956,266</b>	<b>\$ 3,000,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 16,498,222</b>	<b>\$ 4,350,000</b>

## FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM SUMMARY FY 2024-29 CAPITAL BUDGET

TITLE	FUND	PROJECT NO.	PRIOR YEAR(S)	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FUTURE YEARS	TOTAL ALL FY	<b>UNFUNDED</b>
<b>FACILITY IMPROVEMENTS</b>											
ADA TRANSITION PLAN IMPLEMENTATION PROGRAM	151	0601	N/A	\$ 25,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	N/A	N/A	\$ -
SIDEWALK REPLACEMENT AND REPAIR PROGRAM	151	0562	N/A	\$ 50,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	N/A	N/A	\$ -
URBAN FOREST MANAGEMENT PROGRAM	151	0598	N/A	\$ 100,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	N/A	N/A	\$ -
EMERGENCY RESPONSE PROGRAM	127	0604	N/A	\$ 100,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	N/A	N/A	\$ -
PILARCITOS CREEK RESTORATION AND REMEDIATION PROJECT	127	9022	\$ 123,000	\$ 392,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 515,000	\$ -
HVAC AND ROOF REPAIRS	127	1028	\$ -	\$ 750,000	\$ 590,000	\$ -	\$ -	\$ -	\$ -	\$ 1,340,000	\$ -
<b>TOTAL FACILITY IMPROVEMENTS</b>			<b>\$ 123,000</b>	<b>\$ 1,417,000</b>	<b>\$ 1,040,000</b>	<b>\$ 450,000</b>	<b>\$ 450,000</b>	<b>\$ 450,000</b>	<b>\$ -</b>	<b>\$ 3,930,000</b>	<b>\$ -</b>
<b>SEWER IMPROVEMENTS</b>											
SEWER MAINTENANCE PROGRAM	202	0506	N/A	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	N/A	N/A	\$ -
INFLOW AND INFILTRATION PROGRAM	202	9028	N/A	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	N/A	N/A	\$ -
MANHOLE REHABILITATION PROGRAM	202	9026	N/A	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	N/A	N/A	\$ -
PUMP STATION AND FORCE MAIN MAINTENANCE PROGRAM	202	0507	N/A	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	N/A	N/A	\$ -
SANITARY SEWER MASTER PLAN	202	9024	\$ 37,500	\$ 199,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 237,000	\$ -
SAFEWAY SEWER MAIN REPAIR PROJECT	202	1030	\$ -	\$ 275,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 275,000	\$ -
<b>TOTAL SEWER IMPROVEMENTS</b>			<b>\$ 37,500</b>	<b>\$ 704,500</b>	<b>\$ 230,000</b>	<b>\$ 230,000</b>	<b>\$ 230,000</b>	<b>\$ 230,000</b>	<b>\$ -</b>	<b>\$ 1,662,000</b>	<b>\$ -</b>
<b>STREET IMPROVEMENTS</b>											
NEIGHBORHOOD TRAFFIC SAFETY PROGRAM	123	9000	N/A	\$ -	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	N/A	N/A	\$ -
PAVEMENT MANAGEMENT AND TRAFFIC SAFETY PROGRAM	123	0514	N/A	\$ 830,000	\$ 830,000	\$ 830,000	\$ 830,000	\$ 830,000	N/A	N/A	\$ -
HIGHWAY 1 SAFETY - NORTH	123	0538	\$ 1,638,000	\$ 3,350,000	\$ 4,210,000	\$ 3,300,000	\$ -	\$ -	\$ -	\$ 12,498,000	\$ -
POPLAR STREET TRAFFIC CALMING AND SAFETY PROJECT - PHASE I	123	0593	\$ 259,000	\$ 1,918,931	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,177,931	\$ -
SAFE STREETS FOR ALL (SS4A) STUDY	123	TBD	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150,000	\$ -
POPLAR STREET TRAFFIC CALMING AND SAFETY PROJECT - PHASE II	123	0593	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,620,000	\$ 4,620,000	\$ 4,620,000
HIGHWAY 1/KELLY AVENUE INTERSECTION IMPROVEMENT PROJECT	112	TBD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000,000	\$ 5,000,000	\$ 5,000,000
KELLY AVENUE COMPLETE STREETS PROJECT	123	TBD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,457,500	\$ 6,457,500	\$ 6,457,500
<b>TOTAL STREET IMPROVEMENTS</b>			<b>\$ 1,897,000</b>	<b>\$ 6,248,931</b>	<b>\$ 5,080,000</b>	<b>\$ 4,170,000</b>	<b>\$ 870,000</b>	<b>\$ 870,000</b>	<b>\$ 16,077,500</b>	<b>\$ 35,213,431</b>	<b>\$ 16,077,500</b>

## FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM SUMMARY FY 2024-29 CAPITAL BUDGET

TITLE	FUND	PROJECT NO.	PRIOR YEAR(S)	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FUTURE YEARS	TOTAL ALL FY	UNFUNDED
<b>TRAIL IMPROVEMENTS</b>											
BICYCLE AND PEDESTRIAN CONNECTIVITY AND SAFETY PROGRAM	125	0615	N/A	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	N/A	N/A	\$ -
TRAIL MAINTENANCE PROGRAM	125	TBD	N/A	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	N/A	N/A	\$ -
COASTAL BLUFF PRESERVATION PROGRAM	125	0618	N/A	\$ -	\$ 215,000	\$ 215,000	\$ 215,000	\$ 215,000	N/A	N/A	\$ -
EASTSIDE PARALLEL TRAIL NORTH - SEGMENT 4	125	0619	\$ 326,000	\$ 650,000	\$ 758,000	\$ -	\$ -	\$ -	\$ -	\$ 1,734,000	\$ -
COASTAL TRAIL OVERLAY (POPLAR TO CENTRAL)	125	1014	\$ 30,900	\$ 95,100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 126,000	\$ -
PEDESTRIAN/BICYCLE CONNECTION TO HATCH ELEMENTARY	125	9010	\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ 240,000	\$ 200,000
SECONDARY POPLAR BEACH ACCESS	125	1031	\$ -	\$ 45,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000	\$ 295,000	\$ -
EASTSIDE PARALLEL TRAIL NORTH - SEGMENT 2	125	0595	\$ -	\$ 500,000	\$ 3,700,000	\$ -	\$ -	\$ -	\$ -	\$ 4,200,000	\$ 2,200,000
HIGHWAY 1 SOUTH CORRIDOR STUDY	125	TBD	\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75,000	\$ -
PEDESTRIAN/BICYCLE CONNECTION TO TRAIN DEPOT	125	TBD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 700,000	\$ 700,000	\$ 700,000
JOHNSTON HOUSE TRAIL	125	TBD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ 100,000	\$ 100,000
EASTSIDE PARALLEL TRAIL SOUTH - SEGMENT 1	125	TBD	\$ -	\$ -	\$ -	\$ 1,000,000	\$ -	\$ -	\$ 7,500,000	\$ 8,500,000	\$ 7,500,000
<b>TOTAL TRAIL IMPROVEMENTS</b>			<b>\$ 356,900</b>	<b>\$ 1,405,100</b>	<b>\$ 4,773,000</b>	<b>\$ 1,315,000</b>	<b>\$ 315,000</b>	<b>\$ 315,000</b>	<b>\$ 8,750,000</b>	<b>\$ 17,230,000</b>	<b>\$ 10,700,000</b>
<b>TOTAL FY ALLOCATIONS</b>			<b>\$ 8,735,675</b>	<b>\$ 18,793,097</b>	<b>\$ 15,034,000</b>	<b>\$ 6,713,000</b>	<b>\$ 2,413,000</b>	<b>\$ 2,413,000</b>	<b>\$ 33,377,500</b>	<b>\$ 87,479,272</b>	<b>\$ 39,627,500</b>

# Other Information



"Untitled"



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# Investment Policy



"The Garden"



# 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:

**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.

**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.

**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

- **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.
- **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.

- **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:

<b>Investment Type</b>	<b>Maturity</b>	<b>Percentage</b>
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-2024-46**

**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; and

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

**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 18<sup>h</sup> day of June, 2024 by the City Council of Half Moon Bay by the following vote:

AYES, Councilmembers: BROWNSTONE, PENROSE, RUDDOCK, RARBACK, JIMENEZ

NOES, Councilmembers:

ABSENT, Councilmembers:

ABSTAIN, Councilmembers:

ATTEST:

*Jessica Blair*

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

APPROVED:

*Joaquin Jimenez*

\_\_\_\_\_  
Joaquin Jimenez, Mayor

The logo features a stylized globe with a blue and green color scheme, surrounded by a circular orange and blue border. Below the globe are three wavy blue lines representing water or a path. The text "Investment Policy" is positioned above the globe, and "Glossary of Terms" is positioned below it, both in a blue, sans-serif font.

# 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.



# Reserve Policy



"My Family"



# General Fund & Economic Uncertainty Reserve Policy

Adoption Date: June 2, 2020

Last Revision Date: June 2, 2020

## **I. Introduction:**

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

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

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

## **II. Amounts Held in Reserve**

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

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

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

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

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

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

**III. Funding Target Balance**

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

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

**IV. Conditions for Use of Reserves**

**A. Use of Reserves**

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

**B. Authority to Use Reserves**

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

**C. Funding in Excess of Threshold**

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

**D. Authority for Interfund Borrowing**

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

**E. Replenishment of Reserves**

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

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

**V. Annual Review of Policy**

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

**Attachments:**

-None-

**Policy Revision History:**

Date	Actions
June 2, 2020	Originally Issued

RESOLUTION No. C-2020-32

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

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

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

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

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

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

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

The City Council of the City of Half Moon Bay hereby approves the City of Half Moon Bay's General Fund & Economic Uncertainty Reserve Policy as contained in Exhibit A attached hereto.

\*\*\*\*\*

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

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

NOES, Councilmembers:

ABSENT, Councilmembers:

ABSTAIN, Councilmembers:

ATTEST:

APPROVED:

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

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



# Master Fee Schedule



"Untitled"



# 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 2022-23 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 2023 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. 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. On June 6, 2023, City Council approved an update to fees and deposits following staffs' evaluation of the structure established in 2017. These updates will take effect in Fiscal Year 2023-24. As noted above, the City continues to evaluate fees in conjunction with the annual budget process to ensure fees are appropriate and do not exceed 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). The FY2022-23 CPI-W rate is 4.9%. Development Impact Fees are increased annually by the applicable regional annual average of the Engineering News Record - Construction Cost Index (CCI). However, due to the impact the high increases could have on local development, the City has elected to not increase Development Impact Fees. In addition, for FY22-23 there will be no Public Safety increases.

**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	FY 22-23	FY 23-24	FY 24-25	UNIT / TYPE
		AMOUNT	AMOUNT	AMOUNT	
<b>I. ADMINISTRATION</b>					
<b>1 Administrative Fees</b>					
1 First Returned Item	101-101-4901	\$25.00	\$25.00	\$25.00	Each
2 Each Additional Item	101-101-4901	\$39.00	\$39.00	\$39.00	Each
3 Credit Card Convenience Fee	101-101-4901	2%	2%	2%	2.4% on charges \$30.00 and more
<b>2 Duplication</b>					
1 Photocopies	101-101-4901	\$0.25	\$0.25	\$0.25	Per page
2 Municipal Code Book	101-101-4901	Available online	Available online	Available online	Per book
3 Bound Reports	101-101-4901	Actual Cost	Actual Cost	Actual Cost	Per report
4 Budget	101-101-4901	Available online	Available online	Available online	Each
5 Comprehensive Financial Report (ACFR)	101-101-4901	Available online	Available online	Available online	Each
<b>3 City Clerk</b>					
Election Filing Fee	101-110-4901	\$25.00	\$25.00	\$25.00	Each
Candidate Printing Fee	101-110-4901	Determined per election	Determined per election	Determined per election	Deposit
<b>4 Staff Research</b>					
1 City Manager's Office	101-120-4443	\$66.00	\$67.00	\$67.00	Per 0.25 hour
2 Finance Department	101-210-4443	\$55.00	\$56.00	\$56.00	Per 0.25 hour
3 City Clerk's Office	101-140-4443	\$52.00	\$53.00	\$53.00	Per 0.25 hour
4 Planning Department	101-710-4443	\$63.00	\$64.00	\$64.00	Per 0.25 hour
5 Building Department	101-720-4443	\$46.00	\$47.00	\$47.00	Per 0.25 hour
6 Public Works Department - Engineering	101-420-4443	\$56.00	\$57.00	\$57.00	Per 0.25 hour
7 Public Works Department - Maintenance	101-430-4443	\$48.00	\$49.00	\$49.00	Per 0.25 hour
8 Police - Sworn	101-310-4203	\$61.00	\$61.00	\$61.00	Per 0.25 hour
9 Police - Non Sworn	101-310-4203	\$21.00	\$21.00	\$21.00	Per 0.25 hour
<b>5 Private Alarm Permits (Chapter 9.10)</b>					
1 Alarm Permit	101-310-4202	\$57.00	\$58.00	\$58.00	Each
2 False Alarm Response with Permit					
1st & 2nd Alarms	101-310-4202	\$0.00	\$0.00	\$0.00	No fee
3rd Alarm	101-310-4202	\$57.00	\$58.00	\$58.00	Each
4th Alarm	101-310-4202	\$118.00	\$121.00	\$121.00	Each
5th Alarm	101-310-4202	\$178.00	\$183.00	\$183.00	Each
6th Alarm and responses thereafter	101-310-4202	\$238.00	\$245.00	\$245.00	Each
3 False Alarm without Permit					
1st & 2nd Alarms	101-310-4202	\$57.00	\$58.00	\$58.00	Each
3rd Alarm	101-310-4202	\$118.00	\$121.00	\$121.00	Each
4th Alarm	101-310-4202	\$148.00	\$152.00	\$152.00	Each
5th Alarm	101-310-4202	\$207.00	\$213.00	\$213.00	Each
6th Alarm and responses thereafter	101-310-4202	\$298.00	\$306.00	\$306.00	Each
<b>6 Film Permit (Chapter 9.74)</b>	101-101-4201	\$576.00	\$576.00	\$576.00	Per day
<b>7 Special Event Permits <sup>[1]</sup></b>					
1 Block Parties	101-101-4201	\$224.00	\$224.00	\$224.00	Per event
2 Fund Raisers	101-101-4201	\$224.00	\$224.00	\$224.00	Per event
3 Miscellaneous Events	101-101-4201	\$448.00	\$448.00	\$448.00	Per event
4 Carnival/Circus/Parade/Race/Rodeo, etc.	101-101-4201	\$448.00	\$448.00	\$448.00	Each
5 Amusement Concession	101-101-4201	\$448.00	\$448.00	\$448.00	Each
<b>8 Poplar Beach Parking <sup>[1]</sup></b>					
Vehicles less than 20 feet	101-430-4720	\$10.00	\$10.00	\$10.00	Per 12 hours
Horse trailers and vehicles longer than 20 feet	101-430-4720	\$15.00	\$15.00	\$15.00	Per 12 hours
Annual Permit	101-430-4720	\$165.00	\$165.00	\$165.00	12 month permit
Nine-month Permit	101-430-4720	\$90.00	\$90.00	\$90.00	9-month (September through May)
Replacement Parking permit		\$30.00	\$30.00	\$30.00	
<b>9 BID Administration for City Hotels</b>	101-210-4443	\$165.00	\$165.00	\$165.00	Per month
<b>10 Street Closure</b>	Expense Code	Actual cost	Actual cost	Actual cost	
<b>11 Professional Dog Walker permit</b>		\$200.00	\$200.00	\$200.00	Annual (January 1 - December 31)
<b>12 Personal Dog Walker permit (3-6 dogs)</b>		\$75.00	\$75.00	\$75.00	Annual (January 1 - December 31)

**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	FY 22-23	FY 23-24	FY 24-25	UNIT / TYPE
		AMOUNT	AMOUNT	AMOUNT	
<b>13 Annual License Agreement</b>					
Parklet Activities Space		\$800.00	\$800.00	\$800.00	
Sidewalk Activities Space		\$225.00	\$225.00	\$225.00	
Other		Per City Council approval	Per City Council approval	Per City Council approval	Per City Council approval
[1] Fees may be waived by the City Manager for NPDES related volunteer events					
<b>II. BUILDING</b> <sup>[2] [3] [4]</sup>					
<b>0 Building Hourly Rates</b>		\$186.00	\$191.00	\$191.00	Per hour
Inspections outside of normal business hours, per hour	101-720-4422	1.5 x hourly rate	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	2 x hourly rate	Per hour
Reinspection fees, per hour	101-720-4422	Hourly rate	Hourly rate	Hourly rate	Per hour
Inspection for which no fee is specifically indicated, per hour	101-720-4422	Hourly rate	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 in fewer inspections)	101-720-4422	\$186.00	\$191.00	\$191.00	Per hour
501 - 2,000					
First 500	101-720-4422	\$251.00	\$258.00	\$258.00	Valuation
Each Additional 100 or fraction thereof	101-720-4422	\$12.00	\$12.00	\$12.00	
2,001 - 25,000					
First 2,000	101-720-4422	\$466.00	\$479.00	\$479.00	Valuation
Each Additional 1,000 or fraction thereof	101-720-4422	\$1.00	\$1.00	\$1.00	
25,001 - 50,000					
First 25,000	101-720-4422	\$525.00	draft	draft	Valuation
Each Additional 1,000 or fraction thereof	101-720-4422	\$5.00	\$5.00	\$5.00	
50,001 - 100,000					
First 50,000	101-720-4422	\$701.00	\$722.00	\$722.00	Valuation
Each Additional 1,000 or fraction thereof	101-720-4422	\$3.00	\$3.00	\$3.00	
100,000 - 500,000					
First 100,000	101-720-4422	\$876.00	\$902.00	\$902.00	Valuation
Each Additional 1,000 or fraction thereof	101-720-4422	\$3.00	\$3.00	\$3.00	
500,001 - 1,000,000					
First 500,000	101-720-4422	\$2,343.00	\$2,413.00	\$2,413.00	Valuation
Each Additional 1,000 or fraction thereof	101-720-4422	\$5.00	\$5.00	\$5.00	
1,000,001 and above					
First 1,000,000	101-720-4422	\$5,624.00	\$5,792.00	\$5,792.00	Valuation
Each Additional 1,000 or fraction thereof	101-720-4422	\$6.00	\$6.00	\$6.00	
<b>2 Building Plan Check Fee</b>					
Miscellaneous Plan Review		65% of Building Permit Fee	65% of Building Permit Fee	65% of Building Permit Fee	Per hour
Plan Revision	101-720-4422	\$186.00	\$191.00	\$191.00	Per hour
Fee for 4th review onwards-charged on hourly basis	101-720-4422	\$186.00	\$191.00	\$191.00	Per hour
Electronic submittal fee	101-720-4422	\$2/drawing sheet and \$5.59 flat fee for supporting documents	\$2/drawing sheet and \$5.59 flat fee for supporting documents	\$2/drawing sheet and \$5.59 flat fee for supporting documents	Each
Fire Plan Check Administrative Fee		\$93.00	\$95.00	\$95.00	1/2 hour
Solar	101-720-4422	\$186.00	\$191.00	\$191.00	Per hour
<b>3 Miscellaneous Permit</b>					
1 Demolition	101-720-4422	\$373.00	\$384.00	\$384.00	Up To 2 hours
2 Permit Fees for Work Without Valid Permit (Bidg, Elec, Mech, Plmb, Encroach, Gradng)	101-720-4422	2 X Permit Fee	2 X Permit Fee	2 X Permit Fee	Fine / Penalty
3 Business License Inspection	101-720-4422	\$93.00	\$95.00	\$95.00	Per 0.5 hour
4 Address Assignment		\$186.00	\$191.00	\$191.00	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	FY 22-23	FY 23-24	FY 24-25	UNIT / TYPE
		AMOUNT	AMOUNT	AMOUNT	
<b>4 Other Inspections and Fees</b>					
Pre-Site Inspection	101-720-4422	\$186.00	\$191.00	\$191.00	Per hour
Re-Inspections	101-720-4422	\$186.00	\$191.00	\$191.00	Per hour
Reinspection fees	101-720-4422	\$186.00	\$191.00	\$191.00	Per hour
Inspection for which no fee is specifically indicated, per hour	101-720-4422	\$186.00	\$191.00	\$191.00	Per hour
Inspections outside of normal business hours, per hour	101-720-4422	\$186.00	\$191.00	\$191.00	Per hour
General Plan Fee	101-710-4444	0.25%	0.25%	0.25%	Valuation
<b>5 Refund (Update Refund Policy)</b>		\$93.00	\$95.00	\$95.00	Per 0.5 hour
<b>6 Special Structural Inspection Fee</b>	101-720-4422	\$227.00	\$233.00	\$233.00	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	\$46.00	\$47.00	\$47.00	Each
For issuing each supplemental permit for which the original permit has not expired, been canceled or finalized	101-720-4422	\$46.00	\$47.00	\$47.00	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	\$16.00	\$16.00	\$16.00	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	\$16.00	\$16.00	\$16.00	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	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	\$22.00	\$22.00	\$22.00	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	\$40.00	\$41.00	\$41.00	Each
For mechanically driven rides and walk-through attractions or displays having electric lighting, each	101-720-4422	\$7.00	\$7.00	\$7.00	Each
For a system of area and booth lighting, each	101-720-4422	\$7.00	\$7.00	\$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	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	\$22.00	\$22.00	\$22.00	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	\$22.00	\$22.00	\$22.00	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	FY 22-23	FY 23-24	FY 24-25	UNIT / TYPE
		AMOUNT	AMOUNT	AMOUNT	
<b>Receptacle, Switch and Lighting Outlets</b>					
For receptacle, switch, lighting, or other outlets at which current is used or controlled (except services, feeders, and meters):					
First 20 fixtures, each	101-720-4422	\$2.00	\$2.00	\$2.00	Each
Additional fixtures, each	101-720-4422	\$0.32	\$0.33	\$0.33	Each
<b>For lighting fixtures, sockets, or other lamp-holding devices:</b>					
First 20 fixtures, each	101-720-4422	\$2.00	\$2.00	\$2.00	Each
Additional fixtures, each	101-720-4422	\$2.00	\$2.00	\$2.00	Each
For pole or platform-mounted lighting fixtures	101-720-4422	\$30.00	\$30.00	\$30.00	Each
For theatrical-type lighting fixtures or assemblies	101-720-4422	\$30.00	\$30.00	\$30.00	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	\$3.00	Each
<b>Non-Residential Appliances</b>					
For residential appliances and self-contained factory-wired non-residential appliances not exceeding one horsepower (HP), kilowatt (KW), or kilovolt ampere (KVA) in rating, including medical or dental devices; food, beverage, and ice cream cabinets; illuminated show cases; drinking fountains; vending machines; laundry machines; or other similar types of equipment	101-720-4422	\$3.00	\$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	\$30.00	\$30.00	\$30.00	Each 100 ft or fraction thereof
<b>Power Apparatus</b>					
For motors, generators, transformers, rectifiers, synchronous converters, capacitors, industrial heating, air conditioners and heat pumps, cooking or baking equipment and other apparatus, as follows (Rating in Horsepower (HP), kilowatts (KW), kilovolt-amperes (KVA), or kilo-volt-amperes-reactive (KVAR):					
Up to and including 1	101-720-4422	\$16.00	\$16.00	\$16.00	Each
Over 1 and not over 10	101-720-4422	\$16.00	\$16.00	\$16.00	Each
Over 10 and not over 50	101-720-4422	\$30.00	\$30.00	\$30.00	Each
Over 50 and not over 100	101-720-4422	\$30.00	\$30.00	\$30.00	Each
Over 100	101-720-4422	\$61.00	\$62.00	\$62.00	Each
<b>Signs, Outline Lighting and Marquees</b>					
For signs, outline lighting systems or marquees supplied from one branch circuit	101-720-4422	\$16.00	\$16.00	\$16.00	Each
For additional branch circuits within the same sign, outline lighting system or marquee	101-720-4422	\$16.00	\$16.00	\$16.00	Each
<b>Services</b>					
For services of 600 volts or less and no over 200 amperes in rating	101-720-4422	\$16.00	\$16.00	\$16.00	Each
For services of 600 volts or less and not over 200 amperes to 1,000 amperes in rating	101-720-4422	\$16.00	\$16.00	\$16.00	Each
For services over 600 volts or over 1,000 amperes in rating	101-720-4422	\$22.00	\$22.00	\$22.00	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	\$30.00	\$30.00	\$30.00	Each
<b>Other Inspection and Fees</b>		\$186.00	\$191.00	\$191.00	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	FY 22-23	FY 23-24	FY 24-25	UNIT / TYPE
		AMOUNT	AMOUNT	AMOUNT	
<b>8 Mechanical Permit</b>					
<b>Permit Issuance</b>					
For issuing each permit	101-720-4422	\$46.00	\$47.00	\$47.00	Each
For issuing each supplemental permit for which the original permit has not expired, been canceled or finalized	101-720-4422	\$46.00	\$47.00	\$47.00	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	\$16.00	\$16.00	\$16.00	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	\$16.00	\$16.00	\$16.00	Each
For the installation or relocation of each floor furnace, including vent	101-720-4422	\$16.00	\$16.00	\$16.00	Each
For the installation or relocation of each suspended heater, recessed wall heater or floor-mounted heater	101-720-4422	\$16.00	\$16.00	\$16.00	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	\$16.00	\$16.00	\$16.00	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	\$22.00	\$22.00	\$22.00	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	\$48.00	\$49.00	\$49.00	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	\$48.00	\$49.00	\$49.00	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	\$48.00	\$49.00	\$49.00	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	\$97.00	\$99.00	\$99.00	Each
<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	\$16.00	\$16.00	\$16.00	Each
For each air-handling unit over 10,000 cfm	101-720-4422	\$30.00	\$30.00	\$30.00	Each
<b>Evaporative Coolers</b>					
For each evaporative cooler other than portable type	101-720-4422	\$16.00	\$16.00	\$16.00	Each
<b>Ventilation and Exhaust</b>					
For each ventilation fan connected to a single duct	101-720-4422	\$16.00	\$16.00	\$16.00	Each
For each ventilation system which is not a portion of any heating or air-conditioning system authorized by a permit	101-720-4422	\$16.00	\$16.00	\$16.00	Each
For the installation of each hood which is served by mechanical exhaust, including the ducts for such hood	101-720-4422	\$16.00	\$16.00	\$16.00	Each
<b>Incinerators</b>					
For the installation or relocation of each domestic-type incinerator	101-720-4422	\$30.00	\$30.00	\$30.00	Each
For the installation or relocation of each commercial or industrial-type incinerator	101-720-4422	\$30.00	\$30.00	\$30.00	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	\$16.00	\$16.00	\$16.00	Each

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

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SERVICES	CODING	FY 22-23	FY 23-24	FY 24-25	UNIT / TYPE
		AMOUNT	AMOUNT	AMOUNT	
<b>9 Plumbing Permit</b>					
<b>Permit Issuance</b>					
For issuing each permit	101-720-4422	\$48.00	\$49.00	\$49.00	Each
For issuing each supplemental permit for which the original permit has not expired, been canceled or finalized	101-720-4422	\$48.00	\$49.00	\$49.00	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	\$16.00	\$16.00	\$16.00	Each
For each repair or alteration of drainage or vent piping, each fixture	101-720-4422	\$16.00	\$16.00	\$16.00	Each
<b>Sewers, Disposal Systems and Interceptors</b>					
For each building sewer and each trailer park sewer	101-720-4422	\$30.00	\$30.00	\$30.00	Each
Rainwater systems-per drain (inside building)	101-720-4422	\$16.00	\$16.00	\$16.00	Each
For each cesspool (where permitted)	101-720-4422	\$16.00	\$16.00	\$16.00	Each
For each private sewage disposal system	101-720-4422	\$22.00	\$22.00	\$22.00	Each
For each industrial waste pretreatment interceptor including its trap and vent, except kitchen-type grease interceptors functioning as fixture traps	101-720-4422	\$22.00	\$22.00	\$22.00	Each
<b>Gas Piping Systems</b>					
For each gas-piping system of one to five outlets	101-720-4422	\$27.00	\$27.00	\$27.00	Each
For each additional gas piping system outlet, per outlet	101-720-4422	\$2.00	\$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	\$16.00	\$16.00	\$16.00	Each
For each water heater and/or vent	101-720-4422	\$3.00	\$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	\$16.00	\$16.00	\$16.00	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	\$3.00	Each
Over 5, each	101-720-4422	\$2.00	\$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	\$7.00	\$7.00	\$7.00	Each
over 2 inch diameter	101-720-4422	\$15.00	\$15.00	\$15.00	Each
<b>Swimming Pools</b>					
Public Pool	101-720-4422	\$48.00	\$49.00	\$49.00	Each
Public Spa	101-720-4422	\$30.00	\$30.00	\$30.00	Each
Private Pool	101-720-4422	\$48.00	\$49.00	\$49.00	Each
Private Spa (pre-manufactured)	101-720-4422	\$7.00	\$7.00	\$7.00	Per valuation
Private Spa (custom built)	101-720-4422	\$30.00	\$30.00	\$30.00	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	\$16.00	\$16.00	\$16.00	Each
<b>Other Inspection and Fees</b>		\$186.00	\$191.00	\$191.00	Per hour

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

<sup>[4]</sup> Solar permit fees shall be established based on valuation with a 70% discount of the total of the building permit fee, plan check fee and electrical permit fee.

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

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SERVICES	CODING	FY 22-23	FY 23-24	FY 24-25	UNIT / TYPE
		AMOUNT	AMOUNT	AMOUNT	
<b>III. PUBLIC WORKS <sup>[5] [6]</sup></b>					
<b>0 Public Works Hourly Rate</b>	101-420-4443	\$227.00	\$233.00	\$233.00	Hourly rate
<b>1 Public Improvement Plan Check Fee (including grading)</b>					
Valuation (\$)					
\$10,000	101-420-4421	\$948.00	\$976.00	\$976.00	Flat fee
Each additional \$1,000 or fraction thereof	101-420-4421	\$46.00	\$47.00	\$47.00	Flat fee
\$100,000	101-420-4421	\$5,213.00	\$5,369.00	\$5,369.00	Flat fee
Each additional \$1,000 or fraction thereof	101-420-4421	\$38.00	\$39.00	\$39.00	Flat fee
\$500,000	101-420-4421	\$21,094.00	\$21,726.00	\$21,726.00	Flat fee
Each additional \$1,000 or fraction thereof	101-420-4421	\$40.00	\$41.00	\$41.00	Flat fee
<b>2 Construction Inspection</b>					
Valuation (\$)					
\$10,000	101-420-4421	\$948.00	\$976.00	\$976.00	Flat fee
Each additional \$1,000 or fraction thereof	101-420-4421	\$77.00	\$79.00	\$79.00	Flat fee
\$100,000	101-420-4421	\$8,058.00	\$8,299.00	\$8,299.00	Flat fee
Each additional \$1,000 or fraction thereof	101-420-4421	\$61.00	\$62.00	\$62.00	Flat fee
\$500,000	101-420-4421	\$33,421.00	\$34,423.00	\$34,423.00	Flat fee
Each additional \$1,000 or fraction thereof	101-420-4421	\$65.00	\$66.00	\$66.00	Flat fee
<b>3 Final Map Review</b>					
Parcel Map (Up to 4)	101-000-2302	\$6,854.00	\$6,854.00	\$6,854.00	Deposit
Tract Map (Up to 5)	101-000-2302	\$8,568.00	\$8,568.00	\$8,568.00	Deposit
<b>4 Subdivision Improvement Agreement Review</b>	101-000-2302	\$3,410.00	\$3,410.00	\$3,410.00	Deposit
<b>5 Encroachment Permits Plan Review &amp; Inspection</b>					
Spot Repair (I.e. water leaks, pothole patches)	101-420-4421	\$472.00	\$486.00	\$486.00	Flat Fee
Excavation/Restoration less than 100 LF	101-420-4421	\$948.00	\$976.00	\$976.00	Flat Fee
Excavation/Restoration 100 LF or greater	101-420-4421	\$948.00	\$976.00	\$976.00	Flat Fee
each additional 100 LF	101-420-4421	\$472.00	\$486.00	\$486.00	Flat Fee
Curb, gutter, sidewalk, or driveway less than 100 LF	101-420-4421	\$948.00	\$976.00	\$976.00	Flat Fee
Curb, gutter, sidewalk, or driveway 100 LF or greater	101-420-4421	\$948.00	\$976.00	\$976.00	Flat Fee
each additional 100 LF	101-420-4421	\$472.00	\$486.00	\$486.00	Flat Fee
Sewer connections, repair or extension 100 LF or less	101-420-4421	\$948.00	\$976.00	\$976.00	Flat Fee
Storm Drain connection, repair or extension 100 LF or Greater	101-420-4421	\$948.00	\$976.00	\$976.00	Flat Fee
each additional 100 LF	101-420-4421	\$472.00	\$486.00	\$486.00	Flat Fee
Storm Drain connection, repair or extension <100 LF	101-420-4421	\$948.00	\$976.00	\$976.00	Flat Fee
each additional 100 LF	101-420-4421	\$472.00	\$486.00	\$486.00	Flat Fee
Storm Drain connection, repair or extension >100 LF	101-420-4421	\$948.00	\$976.00	\$976.00	Flat Fee
each additional 100 LF	101-420-4421	\$472.00	\$486.00	\$486.00	Flat Fee
Unpermitted encroachments	101-420-4421	2 x Permit fee	2 x Permit fee	2 x Permit fee	Fine / Penalty
Monitoring Wells	101-420-4421	\$472.00	\$486.00	\$486.00	Flat Fee
Permit Time Extension	101-420-4421	\$116.00	\$119.00	\$119.00	Flat Fee
<b>6 Public Right-of-Way/Easement Encroachment (Temporary)</b>	101-420-4421	\$234.00	\$241.00	\$241.00	Flat fee
<b>7 Deferred Improvement Agreement Review</b>	101-420-4421	\$472.00	\$486.00	\$486.00	Flat fee
<b>8 Grading Permits Plan Review and Inspection <sup>[3]</sup></b>					
Grading changes 50-1,000 CY	101-140-5231	\$948.00	\$976.00	\$976.00	Flat fee
Grading changes >1,000 CY	101-140-5231	\$948.00	\$976.00	\$976.00	Flat fee
Additional 100 CY over 1000	101-140-5231	\$234.00	\$241.00	\$241.00	Flat fee
<b>9 Sewer</b>					
FOG Certification	202-520-4506	\$54.00	\$55.00	\$55.00	Flat fee
Transfer of Uninstalled Capacity Fee	202-520-4506	\$472.00	\$486.00	\$486.00	Flat fee
<b>10 Supporting to Planning</b>					
<b>1 Pre-Entitlement Processing</b>					
Pre-Application Review	101-000-2302	\$220.00	\$220.00	\$220.00	Deposit

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SERVICES	CODING	FY 22-23	FY 23-24	FY 24-25	UNIT / TYPE
		AMOUNT	AMOUNT	AMOUNT	
Pre-Application: Commercial Cannabis Business Review	101-000-2302	\$220.00	\$220.00	\$220.00	Deposit
<b>2 Coastal Development Permit Processing</b>					
Coastal Development Permit Exemption	101-420-4421	\$234.00	\$241.00	\$241.00	Flat Fee
Single Family Residential	101-000-2302	\$890.00	\$890.00	\$890.00	Deposit
Accessory Dwelling Unit - New Development	101-420-4421	\$472.00	\$486.00	\$486.00	Flat Fee
Multiple Family Residential	101-000-2302	\$1,837.00	\$1,837.00	\$1,837.00	Deposit
Commercial / Mixed Use	101-000-2302	\$1,837.00	\$1,837.00	\$1,837.00	Deposit
Industrial / Institutional	101-000-2302	\$1,837.00	\$1,837.00	\$1,837.00	Deposit
Other Development					
Community Development Director	101-000-2302	\$919.00	\$919.00	\$919.00	Deposit
Planning Commission	101-000-2302	\$1,837.00	\$1,837.00	\$1,837.00	Deposit
Amendments					
Minor Amendments	101-420-4421	\$234.00	\$241.00	\$241.00	Flat fee
Major Amendments	101-000-2302	\$1,837.00	\$1,837.00	\$1,837.00	Deposit
<b>3 Environmental Clearance Processing</b>					
CEQA/NEPA Environmental Clearance					
Negative Declaration	101-000-2302	\$856.00	\$856.00	\$856.00	Deposit
EIR	101-000-2302	\$1,713.00	\$1,713.00	\$1,713.00	Deposit
<b>4 Entitlement Processing</b>					
Commercial Cannabis Business License	101-000-2302	\$1,672.00	\$1,672.00	\$1,672.00	Deposit
Use Permit	101-000-2302	\$836.00	\$836.00	\$836.00	Deposit
Variance / Exception Planning Commission	101-000-2302	\$919.00	\$919.00	\$919.00	Deposit
Exception/Community Development Director	101-000-2302	\$919.00	\$919.00	\$919.00	Deposit
Zoning, LCP, and GP Amendments					
LCP/GP	101-000-2302	\$919.00	\$919.00	\$919.00	Deposit
IP/Rezoning	101-000-2302	\$919.00	\$919.00	\$919.00	Deposit
Planned Unit Development Specific Plan	101-000-2302	\$919.00	\$919.00	\$919.00	Deposit
Planned Unit Development Specific Plan Amendment	101-000-2302	\$919.00	\$919.00	\$919.00	Deposit
Planned Unit Development Precise Plan	101-000-2302	\$919.00	\$919.00	\$919.00	Deposit
Planned Unit Development Precise Plan Amendment	101-000-2302	\$919.00	\$919.00	\$919.00	Deposit
Annexation/Prezoning	101-000-2302	\$919.00	\$919.00	\$919.00	Deposit
Land Division and Merger					
Certificate of Compliance	101-000-2302	\$919.00	\$919.00	\$919.00	Deposit
Lot Merger	101-000-2302	\$459.00	\$459.00	\$459.00	Deposit
Lot Line Adjustment	101-000-2302	\$919.00	\$919.00	\$919.00	Deposit
Parcel Map (four or fewer lots)	101-000-2302	\$1,837.00	\$1,837.00	\$1,837.00	Deposit
Tentative Subdivision Map	101-000-2302	\$3,675.00	\$3,675.00	\$3,675.00	Deposit
Subdivision Agreement					No Fee
Time Extension	101-000-2302	\$919.00	\$919.00	\$919.00	Deposit
Community Development Director Review	101-000-2302	\$228.00	\$228.00	\$228.00	Deposit
<b>11 Building Plan Review / Support</b>					
1 Minor Residential improvement	101-420-4421	\$234.00	\$241.00	\$241.00	Flat fee
2 TI or Addition of s.f	101-420-4421	\$472.00	\$486.00	\$486.00	Flat fee
3 New SFD	101-420-4421	\$472.00	\$486.00	\$486.00	Flat fee
4 New Multifamily or Commercial	101-420-4421	\$1,182.00	\$1,217.00	\$1,217.00	Flat fee
<sup>[3]</sup> Permit fees for work done without a valid permit are 2x the applicable permit fee					
<sup>[5]</sup> Construction activities during October through April shall require Storm Water Pollution Prevention plans, measures and fees.					
<sup>[6]</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	FY 22-23	FY 23-24	FY 24-25	UNIT / TYPE
		AMOUNT	AMOUNT	AMOUNT	
<b>IV. DEVELOPER IMPACT FEES<sup>[7]</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	\$5,615.00	\$5,615.00	\$5,615.00	Per dwelling unit
Sewer Capacity - Assessment District Non-Participant	202-520-4506	\$19,961.00	\$19,961.00	\$19,961.00	Each SFRE***
2 SMIP Residential*	101-000-2181	\$0.00	\$0.00	\$0.00	\$100,000 Valuation
SMIP Commercial*	101-000-2181	\$0.00	\$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	\$1.00	Valuation
\$25,001 - 50,000	101-000-2182	\$2.00	\$2.00	\$2.00	Valuation
\$50,001 - 75,000	101-000-2182	\$3.00	\$3.00	\$3.00	Valuation
\$75,001 - 100,000	101-000-2182	\$4.00	\$4.00	\$4.00	Valuation
Every \$25,000 or fraction above \$100,000	101-000-2182	\$1.00	\$1.00	\$1.00	Valuation
4 Storm Drainage	152-450-4501	\$855.00	\$855.00	\$855.00	Per dwelling unit
5 Capital Outlay Facilities	301-101-4503	\$1,212.00	\$1,212.00	\$1,212.00	Per dwelling unit
6 Traffic Mitigation	112-510-4502	\$7,899.00	\$7,899.00	\$7,899.00	Per dwelling unit
7 Park Facilities	125-530-4504	\$8,919.00	\$8,919.00	\$8,919.00	Per dwelling unit
<b>2 Development Fees; Multi-Family / Commercial</b>					
1 Sewer Capacity					
Multi-Family	202-520-4506	\$4,716.00	\$4,716.00	\$4,716.00	Per dwelling unit
Mobile Home	202-520-4506	\$3,536.00	\$3,536.00	\$3,536.00	Per dwelling unit
Office	202-520-4506	\$1,515.00	\$1,515.00	\$1,515.00	Per 1,000 square feet
Commercial/Retail	202-520-4506	\$2,188.00	\$2,188.00	\$2,188.00	Per 1,000 square feet
Lodging	202-520-4506	\$2,188.00	\$2,188.00	\$2,188.00	Per room
Industrial	202-520-4506	\$2,188.00	\$2,188.00	\$2,188.00	Per 1,000 square feet
Sewer Connection - Assessment District Non-Participant	202-520-4506	\$19,961.00	\$19,961.00	\$19,961.00	Each SFRE***
2 SMIP Residential*	101-000-2181	Per formula	\$0.00	\$0.00	Valuation over \$3,850, the fee is \$13 per \$100,000 permit valuation
SMIP Commercial*	101-000-2181	Per formula	\$0.00	\$0.00	Valuation over \$1,786, the fee is \$28 per \$100,000 permit valuation
SMIP Flat Fee*	101-000-2181	Per formula	\$0.00	\$0.00	Residential permits under \$3,850 and Commercial permits under \$1,786, fee is \$50
3 BSRF (Bldg. Stndrds Admin Spec Revolving Fnd)**		<i>According to Chapter 719, Statutes of 2008 (Senate Bill No. 1473)</i>	<i>According to Chapter 719, Statutes of 2008 (Senate Bill No. 1473)</i>	<i>According to Chapter 719, Statutes of 2008 (Senate Bill No. 1473)</i>	
\$1 - 25,000	101-000-2182	\$1.00	\$1.00	\$1.00	Valuation
\$25,001 - 50,000	101-000-2182	\$2.00	\$2.00	\$2.00	Valuation
\$50,001 - 75,000	101-000-2182	\$3.00	\$3.00	\$3.00	Valuation
\$75,001 - 100,000	101-000-2182	\$4.00	\$4.00	\$4.00	Valuation
Every \$25,000 or fraction thereof above \$100,000	101-000-2182	\$1.00	\$1.00	\$1.00	Valuation
4 Storm Drainage					
Multi-Family	152-450-4501	\$338.00	\$338.00	\$338.00	Per dwelling unit
Mobile Home	152-450-4501	\$0.00	\$0.00	\$0.00	Per dwelling unit
Office	152-450-4501	\$721.00	\$721.00	\$721.00	Per 1,000 square feet
Commercial/Retail	152-450-4501	\$521.00	\$521.00	\$521.00	Per 1,000 square feet
Lodging	152-450-4501	\$0.00	\$0.00	\$0.00	Per room
Industrial	152-450-4501	\$360.00	\$360.00	\$360.00	Per 1,000 square feet
5 Capital Outlay					
Multi-Family	301-101-4503	\$1,011.00	\$1,011.00	\$1,011.00	Per dwelling unit
Mobile Home	301-101-4503	\$767.00	\$767.00	\$767.00	Per dwelling unit
Office	301-101-4503	\$387.00	\$387.00	\$387.00	Per 1,000 square feet
Commercial/Retail	301-101-4503	\$212.00	\$212.00	\$212.00	Per 1,000 square feet
Lodging	301-101-4503	\$27.00	\$27.00	\$27.00	Per room
Industrial	301-101-4503	\$193.00	\$193.00	\$193.00	Per 1,000 square feet

**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	FY 22-23	FY 23-24	FY 24-25	UNIT / TYPE
		AMOUNT	AMOUNT	AMOUNT	
6 Traffic Mitigation					
Multi-Family	112-510-4502	\$4,308.00	\$4,308.00	\$4,308.00	Per dwelling unit
Mobile Home	112-510-4502	\$4,077.00	\$4,077.00	\$4,077.00	Per dwelling unit
Office	112-510-4502	\$4,952.00	\$4,952.00	\$4,952.00	Per 1,000 square feet
Commercial/Retail	112-510-4502	\$8,297.00	\$8,297.00	\$8,297.00	Per 1,000 square feet
Lodging	112-510-4502	\$2,648.00	\$2,648.00	\$2,648.00	Per room
Industrial	112-510-4502	\$4,026.00	\$4,026.00	\$4,026.00	Per 1,000 Square Feet
7 Park Facility Fee					
Multi-Family	125-530-4504	\$7,432.00	\$7,432.00	\$7,432.00	Per dwelling unit
Mobile Home	125-530-4504	\$5,648.00	\$5,648.00	\$5,648.00	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	Per Chapter 17.48 of Municipal Code	
<small><sup>[7]</sup> - Fees were increased by the CPR-W rate of 6.5% in FY 22-23 due to the anomalous cost increases in Engineering News Record - Construction Cost Index in 2021-22. * Strong Motion Instrumentation Program Fees Set According to State of CA Dept of Conservation Rates ** Fees Set According to Chapter 719, Statutes of 2008 (Senate Bill No. 1473) *** Single Family Residential Equivalent. See Chapter 13.38.080 Section C. for Commercial, Professional and Institutional Calculation of Connection Charge.</small>					
<b>V. PLANNING <sup>[8][9]</sup></b>					
<b>0 Planning Hourly Rate</b>		\$248.00	\$255.00	\$255.00	Per hour
<b>1 Pre-Entitlement Processing</b>					
1 Pre-Application Review	101-000-2302	\$1,738.00	\$1,738.00	\$1,738.00	Deposit
2 Pre-Application Commercial Cannabis Business	101-000-2302	\$1,581.00	\$1,581.00	\$1,581.00	Deposit
3 Measure 'D'					
Accessory Dwelling Unit (consistent with City Ordinance and State Law)	101-710-4443 ACT456	\$650.00	\$669.00	\$669.00	Flat fee
Single Allocation	101-710-4443 ACT456	\$650.00	\$669.00	\$669.00	Flat fee
Phasing Agreement	101-000-2302	\$2,301.00	\$2,301.00	\$2,301.00	Deposit
<b>2 Coastal Development Permit Processing</b>					
1 Coastal Development Permit Exemption	101-000-2302	\$505.00	\$505.00	\$505.00	Deposit
2 Single Family Residential					
<= 3,000 square feet	101-000-2302	\$2,519.00	\$2,519.00	\$2,519.00	Deposit
> 3,000 square feet	101-000-2302	\$3,238.00	\$3,238.00	\$3,238.00	Deposit
3 Accessory Dwelling Unit - New Development	101-710-4443	\$644.00	\$663.00	\$663.00	Flat fee
4 Multiple Family Residential					
>= Four dwelling units	101-000-2302	\$3,718.00	\$3,718.00	\$3,718.00	Deposit
< Four dwelling units	101-000-2302	\$6,232.00	\$6,232.00	\$6,232.00	Deposit
5 Commercial / Mixed Use					
<= 10,000 square feet	101-000-2302	\$3,718.00	\$3,718.00	\$3,718.00	Deposit
> 10,000 square feet	101-000-2302	\$6,232.00	\$6,232.00	\$6,232.00	Deposit
6 Industrial / Institutional					
<= 20,000 square feet	101-000-2302	\$3,718.00	\$3,718.00	\$3,718.00	Deposit
> 20,000 square feet	101-000-2302	\$6,232.00	\$6,232.00	\$6,232.00	Deposit
7 Other Development					
Community Development Director	101-000-2302	\$2,758.00	\$2,758.00	\$2,758.00	Deposit
Planning Commission	101-000-2302	\$3,538.00	\$3,538.00	\$3,538.00	Deposit
8 Amendments					
Minor Amendment	101-710-4443	\$498.00	\$512.00	\$512.00	Flat fee
Major Amendments	101-000-2302	\$2,758.00	\$2,758.00	\$2,758.00	Deposit
<b>3 Environmental Clearance Processing</b>					
1 CEQA/NEPA Environmental Clearance					
Negative Declaration	101-000-2302	\$5,037.00	\$5,037.00	\$5,037.00	Deposit
EIR	101-000-2302	\$11,335.00	\$11,335.00	\$11,335.00	Deposit
2 Notice of Exemption	101-710-4443	\$257.00	\$264.00	\$264.00	Flat fee
<b>4 Design Review Processing</b>					
1 Architectural, Landscape, and Site Plan Review	101-000-2302	\$749.00	\$749.00	\$749.00	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	FY 22-23	FY 23-24	FY 24-25	UNIT / TYPE
		AMOUNT	AMOUNT	AMOUNT	
<b>5 Entitlement Processing</b>					
1 Home Occupation	101-710-4443	\$128.00	\$131.00	\$131.00	Flat fee
2 Commercial Cannabis Business License	101-000-2302	\$5,604.00	\$5,604.00	\$5,604.00	Deposit
3 Use Permit	101-000-2302	\$1,139.00	\$1,139.00	\$1,139.00	Deposit
4 Variance / Exception Planning Commission	101-000-2302	\$1,139.00	\$1,139.00	\$1,139.00	Deposit
5 Exception and Community Development Director	101-000-2302	\$502.00	\$502.00	\$502.00	Deposit
6 Zoning, LCP, and GP Amendments					
LCP/GP	101-000-2302	\$17,693.00	\$17,693.00	\$17,693.00	Deposit
IP/Rezoning	101-000-2302	\$17,693.00	\$17,693.00	\$17,693.00	Deposit
Planned Unit Development Specific Plan	101-000-2302	\$17,693.00	\$17,693.00	\$17,693.00	Deposit
Planned Unit Development Specific Plan Amendment	101-000-2302	\$8,816.00	\$8,816.00	\$8,816.00	Deposit
Planned Unit Development Precise Plan	101-000-2302	\$8,816.00	\$8,816.00	\$8,816.00	Deposit
Planned Unit Development Precise Plan Amendment	101-000-2302	\$4,558.00	\$4,558.00	\$4,558.00	Deposit
Annexation/Prezoning	101-000-2302	\$17,693.00	\$17,693.00	\$17,693.00	Deposit
<b>6 Appeals</b>					
Filing Fee - Outside CCC Appeals Jurisdiction	101-710-4443	\$257.00	\$264.00	\$264.00	Flat fee
Filing Fee - Within CCC Appeals Jurisdiction		\$0.00	\$0.00	\$0.00	No fee
Processing Fee - Paid by developer	101-000-2302	\$3,777.00	\$3,777.00	\$3,777.00	Deposit
<b>7 Land Division and Merger</b>					
Certificate of Compliance	101-000-2302	\$2,278.00	\$2,278.00	\$2,278.00	Deposit
Lot Merger	101-000-2302	\$1,006.00	\$1,006.00	\$1,006.00	Deposit
Lot Line Adjustment	101-000-2302	\$2,278.00	\$2,278.00	\$2,278.00	Deposit
Parcel Map (four or fewer lots)	101-000-2302	\$4,558.00	\$4,558.00	\$4,558.00	Deposit
Tentative Subdivision Map	101-000-2302	\$12,596.00	\$12,596.00	\$12,596.00	Deposit
Subdivision Agreement	101-000-2302	\$5,037.00	\$5,037.00	\$5,037.00	Deposit
Time Extension	101-000-2302	\$2,278.00	\$2,278.00	\$2,278.00	Deposit
<b>8 Sign Permit</b>					
Community Development Director Review	101-710-4443	\$196.00	\$201.00	\$201.00	Flat fee
Planning Commission Review	101-000-2302	\$1,139.00	\$1,139.00	\$1,139.00	Deposit
Exceptions Planning Commission Review	101-000-2302	\$1,139.00	\$1,139.00	\$1,139.00	Deposit
<b>9 Other Services</b>					
Zoning Compliance Letter	101-710-4443	\$257.00	\$264.00	\$264.00	Flat fee
Public Convenience & Necessity Letter	101-710-4443	\$257.00	\$264.00	\$264.00	Flat fee
Water Transfer Letter	101-710-4443	\$257.00	\$264.00	\$264.00	Flat fee
Parklets		\$500.00	\$515.00	\$515.00	Flat fee
Sidewalks		\$500.00	\$515.00	\$515.00	Flat fee
Combination Projects		\$600.00	\$618.00	\$618.00	Flat fee
<b>10 Tree Removal Review</b>					
Up to 5 trees	101-710-4443	\$326.00	\$335.00	\$335.00	Flat Fee
More than 5 trees	101-000-2302	\$529.00	\$529.00	\$529.00	Deposit
<b>11 Mobile Food Vendor Permit</b>	101-710-4443	\$257.00	\$264.00	\$264.00	Flat fee
<b>12 Sound Amplification Permit</b>	101-710-4442	\$257.00	\$264.00	\$264.00	Flat fee
<b>13 Fees Required by other Agencies <sup>[9]</sup></b>					
1 California Department of Fish and Wildlife		Fee required to review various environmental documents	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	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	Fee required to record and/or post various documents	Per agency schedule

**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	FY 22-23	FY 23-24	FY 24-25	UNIT / TYPE
		AMOUNT	AMOUNT	AMOUNT	
<b>14 Short-Term Vacation Rental (STR) Registration</b>					
Initial Registration			\$792.00	\$792.00	Flat Fee (If more than 2 inspections are required, building hourly rate)
Annual Registration Renewal			\$264.00	\$264.00	Flat Fee (Renewal available only for STRs in good standing.)
<sup>(8)</sup> For deposit accounts, total cost equal to 100% of staff and/or consultant time and materials					
<sup>(9)</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	\$100.00	Each
2 Second Violation within one calendar year	101-101-4441	\$200.00	\$500.00	\$500.00	Each
3 Third or subsequent violations within one calendar year	101-101-4441	\$500.00	\$1,000.00	\$1,000.00	Each
<b>2 Violations of building or safety provisions of the Municipal Code</b>					
1 First Violation	101-101-4441	\$100.00	\$100.00	\$100.00	Each
2 Second Violation within one calendar year	101-101-4441	\$500.00	\$500.00	\$500.00	Each
3 Third or subsequent violations within one calendar year	101-101-4441	\$1,000.00	\$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	\$100.00	Each
2 Second Violation within one calendar year	101-101-4441	\$200.00	\$200.00	\$200.00	Each
3 Third or subsequent violations within one calendar year	101-101-4441	\$500.00	\$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	\$100.00	Each
2 Second Violation within one calendar year	101-101-4441	\$500.00	\$500.00	\$500.00	Each
3 Third or subsequent violations within one calendar year	101-101-4441	\$1,000.00	\$1,000.00	\$1,000.00	Each
<b>3 Facility Rental fees</b>					
1 General Public Fees					
Grand Oak Room					
Week Day Rate (9am - 5pm)		\$60.00	\$60.00	\$60.00	Per Hour
Weekend/WeekDay Rate (after 5pm)		\$125.00	\$125.00	\$125.00	Per Hour
Security Deposit		\$500.00	\$500.00	\$500.00	Deposit
Oak Room					
Week Day Rate (9am - 5pm)		\$40.00	\$40.00	\$40.00	Per Hour
Weekend/WeekDay Rate (after 5pm)		\$100.00	\$100.00	\$100.00	Per Hour
Security Deposit		\$300.00	\$300.00	\$300.00	Deposit
Manzanita Room					
Week Day Rate (9am - 5pm)		\$25.00	\$25.00	\$25.00	Per Hour
Weekend/WeekDay Rate (after 5pm)		\$60.00	\$60.00	\$60.00	Per Hour
Security Deposit		\$200.00	\$200.00	\$200.00	Deposit
Tree Rooms					
Week Day Rate (9am - 5pm)		\$20.00	\$20.00	\$20.00	Per Hour
Weekend/WeekDay Rate (after 5pm)		\$35.00	\$35.00	\$35.00	Per Hour
Security Deposit		\$100.00	\$100.00	\$100.00	Deposit
Day Rooms					
Week Day Rate (9am - 5pm)		\$20.00	\$20.00	\$20.00	Per Hour
Weekend/WeekDay Rate (after 5pm)		\$35.00	\$35.00	\$35.00	Per Hour
Security Deposit		\$100.00	\$100.00	\$100.00	Deposit
Sun Room					
Week Day Rate (9am - 5pm)		\$20.00	\$20.00	\$20.00	Per Hour
Weekend/WeekDay Rate (after 5pm)		\$35.00	\$35.00	\$35.00	Per Hour
Security Deposit		\$100.00	\$100.00	\$100.00	Deposit
Ted Adcock Kitchen (Kitchen Only)					
Week Day Rate (9am - 5pm)		\$30.00	\$30.00	\$30.00	Per Hour
Weekend/WeekDay Rate (after 5pm)		\$60.00	\$60.00	\$60.00	Per Hour
Security Deposit		\$500.00	\$500.00	\$500.00	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	FY 22-23	FY 23-24	FY 24-25	UNIT / TYPE
		AMOUNT	AMOUNT	AMOUNT	
Ted Adcock Kitchen (with Room Rental)					
Week Day Rate (9am - 5pm)		\$15.00	\$15.00	\$15.00	Per Hour
Weekend/WeekDay Rate (after 5pm)		\$30.00	\$30.00	\$30.00	Per Hour
Security Deposit		\$100.00	\$100.00	\$100.00	Deposit
Train Depot					
Week Day Rate (9am - 5pm)		\$30.00	\$30.00	\$30.00	Per hour
Weekend/WeekDay Rate (after 5pm)		\$35.00	\$35.00	\$35.00	Per hour
Security Deposit		\$500.00	\$500.00	\$500.00	Deposit
Smith Field #3					
No Lights		\$20.00	\$20.00	\$20.00	Per hour
W/ Lights		\$55.00	\$55.00	\$55.00	Per hour
Library Community Room (Full Room)					
Week Day Rate (9am - 5pm)		\$25.00	\$25.00	\$25.00	Per Hour
Weekend/WeekDay Rate (after 5pm)		\$60.00	\$60.00	\$60.00	Per Hour
Security Deposit		\$500.00	\$500.00	\$500.00	Deposit
Library Community Room (Room A)					
Week Day Rate (9am - 5pm)		\$15.00	\$15.00	\$15.00	Per Hour
Weekend/WeekDay Rate (after 5pm)		\$25.00	\$25.00	\$25.00	Per Hour
Security Deposit		\$200.00	\$200.00	\$200.00	Deposit
Library Community Room (Room B)					
Week Day Rate (9am - 5pm)		\$20.00	\$20.00	\$20.00	Per Hour
Weekend/WeekDay Rate (after 5pm)		\$35.00	\$35.00	\$35.00	Per hour
Security Deposit		\$300.00	\$300.00	\$300.00	Deposit
2 Non-Profit/Government Fees					
Grand Oak Room					
Week Day Rate (9am - 5pm)		\$25.00	\$25.00	\$25.00	Per Hour
Weekend/WeekDay Rate (after 5pm)		\$50.00	\$50.00	\$50.00	Per Hour
Security Deposit		\$300.00	\$300.00	\$300.00	Deposit
Oak Room					
Week Day Rate (9am - 5pm)		\$15.00	\$15.00	\$15.00	Per Hour
Weekend/WeekDay Rate (after 5pm)		\$30.00	\$30.00	\$30.00	Per Hour
Security Deposit		\$200.00	\$200.00	\$200.00	Deposit
Manzanita Room					
Week Day Rate (9am - 5pm)		\$10.00	\$10.00	\$10.00	Per Hour
Weekend/WeekDay Rate (after 5pm)		\$20.00	\$20.00	\$20.00	Per Hour
Security Deposit		\$100.00	\$100.00	\$100.00	Deposit
Tree Rooms					
Week Day Rate (9am - 5pm)		\$10.00	\$10.00	\$10.00	Per Hour
Weekend/WeekDay Rate (after 5pm)		\$20.00	\$20.00	\$20.00	Per Hour
Security Deposit		\$100.00	\$100.00	\$100.00	Deposit
Day Rooms					
Week Day Rate (9am - 5pm)		\$10.00	\$10.00	\$10.00	Per Hour
Weekend/WeekDay Rate (after 5pm)		\$20.00	\$20.00	\$20.00	Per Hour
Security Deposit		\$100.00	\$100.00	\$100.00	Deposit
Sun Room					
Week Day Rate (9am - 5pm)		\$10.00	\$10.00	\$10.00	Per Hour
Weekend/WeekDay Rate (after 5pm)		\$20.00	\$20.00	\$20.00	Per Hour
Security Deposit		\$100.00	\$100.00	\$100.00	Deposit
Ted Adcock Kitchen (Kitchen Only)					
Week Day Rate (9am - 5pm)		\$15.00	\$15.00	\$15.00	Per Hour
Weekend/WeekDay Rate (after 5pm)		\$30.00	\$30.00	\$30.00	Per Hour
Security Deposit		\$100.00	\$100.00	\$100.00	Deposit
Ted Adcock Kitchen (with Room Rental)					
Week Day Rate (9am - 5pm)		\$10.00	\$10.00	\$10.00	Per Hour
Weekend/WeekDay Rate (after 5pm)		\$20.00	\$20.00	\$20.00	Per Hour
Security Deposit		\$100.00	\$100.00	\$100.00	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	FY 22-23	FY 23-24	FY 24-25	UNIT / TYPE
		AMOUNT	AMOUNT	AMOUNT	
Train Depot					
Week Day Rate (9am - 5pm)		\$10.00	\$10.00	\$10.00	Per hour
Weekend/WeekDay Rate (after 5pm)		\$20.00	\$20.00	\$20.00	Per hour
Security Deposit		\$100.00	\$100.00	\$100.00	Deposit
Smith Field #3					
No Lights		\$20.00	\$20.00	\$20.00	Per hour
W/ Lights		\$55.00	\$55.00	\$55.00	Per hour
Library Community Room (Full Room)					
Week Day Rate (9am - 5pm)		\$10.00	\$10.00	\$10.00	Per Hour
Weekend/WeekDay Rate (after 5pm)		\$20.00	\$20.00	\$20.00	Per Hour
Security Deposit		\$100.00	\$100.00	\$100.00	Deposit
Library Community Room (Room A)					
Week Day Rate (9am - 5pm)		\$10.00	\$10.00	\$10.00	Per Hour
Weekend/WeekDay Rate (after 5pm)		\$20.00	\$20.00	\$20.00	Per Hour
Security Deposit		\$100.00	\$100.00	\$100.00	Deposit
Library Community Room (Room B)					
Week Day Rate (9am - 5pm)		\$10.00	\$10.00	\$10.00	Per Hour
Weekend/WeekDay Rate (after 5pm)		\$20.00	\$20.00	\$20.00	Per hour
Security Deposit		\$100.00	\$100.00	\$100.00	Deposit
3 Staff Fees					
Building Attendant		\$25.00	\$25.00	\$25.00	Per Hour
<b>VIII. PUBLIC SAFETY</b>					
<b>1 Duplication</b>					
1 Public Safety Reports	101-310-4411	\$10.00	\$10.00	\$10.00	Each
2 Photo Reproduction	101-310-4411	\$20.00	\$20.00	\$20.00	Each
3 Audio Tape/CD Reproduction	101-310-4411	\$20.00	\$20.00	\$20.00	Per tape / CD disc
4 Audio Tape Reproduction	101-310-4411	\$20.00	\$20.00	\$20.00	Per tape / CD disc
<b>2 Licensing</b>					
1 Bingo Establishment Processing (Chapter 3.94)					
Bingo Establishment	101-310-4203	\$134.00	\$134.00	\$134.00	Each
Renewal	101-310-4203	\$134.00	\$134.00	\$134.00	Each per year
2 Fortune Telling (Chapter 3.95)					
New Business	101-310-4203	\$668.00	\$668.00	\$668.00	Each
Renewal	101-310-4203	\$134.00	\$134.00	\$134.00	Each per year
New Tech.	101-310-4203	\$668.00	\$668.00	\$668.00	Each
Renewal Tech	101-310-4203	\$134.00	\$134.00	\$134.00	Each per year
3 Massage Establishments (Chapter 3.88)					
New Business	101-310-4203	\$668.00	\$668.00	\$668.00	Each
Renewal	101-310-4203	\$134.00	\$134.00	\$134.00	Each per year
Transfer	101-310-4203	\$668.00	\$668.00	\$668.00	Each
Reinstatement - "grandfather" existing practitioners prior to Jan 1, 2015	101-310-4203	\$286.00	\$286.00	\$286.00	Each
New Tech.	101-310-4203	\$0.00	\$0.00	\$0.00	No fee
Renewal (Tech)	101-310-4203	\$0.00	\$0.00	\$0.00	No fee
Reinstatement (Tech)	101-310-4203	\$0.00	\$0.00	\$0.00	No fee
4 Secondhand Dealers					
New Dealers	101-310-4203	\$134.00	\$134.00	\$134.00	Each
Renewal	101-310-4203	\$134.00	\$134.00	\$134.00	Each per year
5 Solicitor / Peddler					
New Applicant	101-310-4203	\$668.00	\$668.00	\$668.00	Each
Annual Renewal	101-310-4203	\$134.00	\$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	\$95.00	Per vehicle
Repossession Release	101-310-4203	\$15.00	\$15.00	\$15.00	Per vehicle
3 Clearance/Special Letters	101-310-4203	\$42.00	\$42.00	\$42.00	Each
4 Illegal Sign Confiscation	101-310-4203	\$173.00	\$173.00	\$173.00	Per incidence
5 Illegal Fireworks Confiscation	101-310-4203	\$173.00	\$173.00	\$173.00	Per citation

**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	FY 22-23		FY 23-24		FY 24-25		UNIT / TYPE
		AMOUNT		AMOUNT		AMOUNT		
<b>4 Parking Fees</b>								
1 Temporary Offstreet Parking	101-310-4203	\$21.00		\$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>	<b>FEE</b>	<b>DELINQUENT FEE</b>	
3.92.030 Solicitors License Required	101-310-4301 ACT90	\$50.00	\$44.00	\$50.00	\$44.00	\$50.00	\$44.00	Each
9.11.010 Skateboard Park Use: Pads/Helmet	101-310-4301 ACT90	\$25.00	\$44.00	\$25.00	\$44.00	\$25.00	\$44.00	Each
9.12.040 Consume Alcohol In Public Right Of Way	101-310-4301 ACT90							Each
9.12.050 Alcoholic Beverages-Public Parks	101-310-4301 ACT90							Each
9.12.070 Prohibit Fires City Beaches	101-310-4301 ACT90							Each
9.12.080 Prohibit Fires City Parks	101-310-4301 ACT90							Each
9.12.090 Prohibit Glass Containers City Parks And Beaches	101-310-4301 ACT90							Each
9.13.030 Park Hours-Closed Sunset to Sunrise	101-310-4301 ACT90							Each
9.13.050 Unlawful Activities (Designated)	101-310-4301 ACT90							Each
9.14.010(b) Fireworks manf/sale/possession	101-310-4301 ACT90	\$107.00	\$47.00	\$107.00	\$47.00	\$107.00	\$47.00	Each
9.24.020 Sleep in Vehicle 2200/0600	101-310-4301 ACT90	\$50.00	\$44.00	\$50.00	\$44.00	\$50.00	\$44.00	Each
9.48.020 Discharge Firearm (City)	101-310-4301 ACT90	\$100.00	\$47.00	\$100.00	\$47.00	\$100.00	\$47.00	Each
9.48.060 Sale To Minor/gas weapon	101-310-4301 ACT90	\$25.00	\$44.00	\$25.00	\$44.00	\$25.00	\$44.00	Each
10.08.020 Direct Traffic Unauthorized Person	101-310-4301 ACT90	\$50.00	\$44.00	\$50.00	\$44.00	\$50.00	\$44.00	Each
10.08.030 Traffic Direction	101-310-4301 ACT90	\$50.00	\$44.00	\$50.00	\$44.00	\$50.00	\$44.00	Each
10.08.060 Removing Chalk Marks	101-310-4301 ACT90	\$74.00	\$44.00	\$74.00	\$44.00	\$74.00	\$44.00	Each
10.12.030 Obedience To Signs	101-310-4301 ACT90	\$74.00	\$44.00	\$74.00	\$44.00	\$74.00	\$44.00	Each
10.16.040 U-turns To Enter Parking Spaces	101-310-4301 ACT90	\$25.00	\$44.00	\$25.00	\$44.00	\$25.00	\$44.00	Each
10.28.020 Clinging To Motor Vehicle	101-310-4301 ACT90	\$50.00	\$44.00	\$50.00	\$44.00	\$50.00	\$44.00	Each
10.28.040 Riding/Driving Sidewalk (Vehicle/Horse)	101-310-4301 ACT90	\$25.00	\$44.00	\$25.00	\$44.00	\$25.00	\$44.00	Each
10.28.050 Drive On New Pavement/Markings	101-310-4301 ACT90	\$25.00	\$44.00	\$25.00	\$44.00	\$25.00	\$44.00	Each
10.28.060 Limited Access	101-310-4301 ACT90	\$46.00	\$47.00	\$46.00	\$47.00	\$46.00	\$47.00	Each
10.28.080 Obey Barriers And Signs	101-310-4301 ACT90	\$25.00	\$44.00	\$25.00	\$44.00	\$25.00	\$44.00	Each
10.36.110 Wheels Not Curbed	101-310-4301 ACT90	\$46.00	\$47.00	\$46.00	\$47.00	\$46.00	\$47.00	Each
10.36.010 No Parking, Stopping, Standing	101-310-4301 ACT90	\$45.00	\$47.00	\$45.00	\$47.00	\$45.00	\$47.00	Each
10.36.010(B) Poplar Beach/Time Limit Parking	101-310-4301 ACT90	\$40.00	\$44.00	\$40.00	\$44.00	\$40.00	\$44.00	Each
10.36.030 Parking Restricted	101-310-4301 ACT90	\$45.00	\$47.00	\$45.00	\$47.00	\$45.00	\$47.00	Each
10.36.040 No Parking Zone (Permits)	101-310-4301 ACT90	\$49.00	\$47.00	\$49.00	\$47.00	\$49.00	\$47.00	Each
10.36.050 Parked Over 72 Hours	101-310-4301 ACT90	\$49.00	\$47.00	\$49.00	\$47.00	\$49.00	\$47.00	Each
10.36.060 Advertising For Sale On Street	101-310-4301 ACT90	\$46.00	\$46.00	\$46.00	\$46.00	\$46.00	\$46.00	Each
10.36.070 Repair Vehicle On Street	101-310-4301 ACT90	\$46.00	\$47.00	\$46.00	\$47.00	\$46.00	\$47.00	Each
10.36.080 Washing Vehicle On Street	101-310-4301 ACT90	\$46.00	\$47.00	\$46.00	\$47.00	\$46.00	\$47.00	Each
10.36.090 (B) School Zone	101-310-4301 ACT90	\$49.00	\$47.00	\$49.00	\$47.00	\$49.00	\$47.00	Each
10.36.100 (A) No Parking Posted	101-310-4301 ACT90	\$49.00	\$47.00	\$49.00	\$47.00	\$49.00	\$47.00	Each
10.36.100 (B) No Parking-Narrow Street	101-310-4301 ACT90	\$49.00	\$47.00	\$49.00	\$47.00	\$49.00	\$47.00	Each
10.36.120 Peddler Vehicle-No Permit	101-310-4301 ACT90	\$46.00	\$47.00	\$46.00	\$47.00	\$46.00	\$47.00	Each
10.36.130 Emergency Signs	101-310-4301 ACT90	\$80.00	\$46.00	\$80.00	\$46.00	\$80.00	\$46.00	Each
10.36.150 Electric Vehicle Parking Only	101-310-4301 ACT90	\$46.00	\$47.00	\$46.00	\$47.00	\$46.00	\$47.00	Each
10.36.160 Electric Over Two Hours	101-310-4301 ACT90	\$40.00	\$47.00	\$40.00	\$47.00	\$40.00	\$47.00	Each
10.37.020 Oversize Vehicle 0200-0500	101-310-4301 ACT90	\$80.00	\$47.00	\$80.00	\$47.00	\$80.00	\$47.00	Each
10.37.030 Non-Motorized Vehicle Unhook	101-310-4301 ACT90	\$80.00	\$47.00	\$80.00	\$47.00	\$80.00	\$47.00	Each
10.40.010 15 Min Zone (Green Curb)	101-310-4301 ACT90	\$49.00	\$47.00	\$49.00	\$47.00	\$49.00	\$47.00	Each
10.40.020 2 Hour Zone	101-310-4301 ACT90	\$49.00	\$47.00	\$49.00	\$47.00	\$49.00	\$47.00	Each
10.40.030 Parking On-One-Way Streets	101-310-4301 ACT90	\$49.00	\$47.00	\$49.00	\$47.00	\$49.00	\$47.00	Each
10.40.040 (A) Diagonal Parking Zone	101-310-4301 ACT90	\$49.00	\$47.00	\$49.00	\$47.00	\$49.00	\$47.00	Each
10.40.040 (B) Front Tire 6 Inches From Curb	101-310-4301 ACT90	\$49.00	\$47.00	\$49.00	\$47.00	\$49.00	\$47.00	Each
10.40.050 Use More Than One Space	101-310-4301 ACT90	\$49.00	\$47.00	\$49.00	\$47.00	\$49.00	\$47.00	Each
10.40.060 No Stopping Zone	101-310-4301 ACT90	\$49.00	\$47.00	\$49.00	\$47.00	\$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	\$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	\$46.00	\$44.00	Each
10.40.090 Store Vehicle On Street	101-310-4301 ACT90	\$46.00	\$44.00	\$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	\$46.00	\$44.00	Each
10.40.110 Extended Parking Permits	101-310-4301 ACT90	\$46.00	\$44.00	\$46.00	\$44.00	\$46.00	\$44.00	Each

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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	FY 22-23		FY 23-24		FY 24-25		UNIT / TYPE	
		AMOUNT		AMOUNT		AMOUNT			
10.44.020	Curb Marked (Red/White/Green)	101-310-4301 ACT90	\$74.00	\$44.00	\$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	\$71.00	\$44.00	Each
10.44.040	Loading Zone	101-310-4301 ACT90	\$46.00	\$44.00	\$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	\$46.00	\$44.00	Each
10.44.060	No Parking In Alley	101-310-4301 ACT90	\$46.00	\$44.00	\$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	\$46.00	\$44.00	Each
10.48.030	Vehicle Off Road	101-310-4301 ACT90	\$71.00	\$44.00	\$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	\$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	\$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	\$286.00	\$44.00	Each
12.12.030	Dumping	101-310-4301 ACT90	\$124.00	\$44.00	\$124.00	\$44.00	\$124.00	\$44.00	Each
<b>2. California Vehicle Code ^^</b>			<b>FEE</b>	<b>DELINQUENT FEE</b>	<b>FEE</b>	<b>DELINQUENT FEE</b>	<b>FEE</b>	<b>DELINQUENT FEE</b>	
21113 (A)	Parked On Public Ground	101-310-4301 ACT90	\$43.00	\$42.00	\$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	\$38.00	\$42.00	Each
22500 (A)	Parking In Intersection	101-310-4301 ACT90	\$38.00	\$42.00	\$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	\$38.00	\$42.00	Each
22500 (C)	Parking In Safety Zone	101-310-4301 ACT90	\$38.00	\$42.00	\$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	\$38.00	\$42.00	Each
22500 (E)	Parking In Driveway	101-310-4301 ACT90	\$38.00	\$42.00	\$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	\$38.00	\$42.00	Each
22500 (G)	Obstruct Traffic @ Excavation	101-310-4301 ACT90	\$38.00	\$42.00	\$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	\$38.00	\$42.00	Each
22500 (I)	Parking In Bus Zone	101-310-4301 ACT90	\$38.00	\$42.00	\$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	\$38.00	\$42.00	Each
22500 (K)	Parking On Bridge	101-310-4301 ACT90	\$38.00	\$42.00	\$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	\$333.00	\$42.00	Each
22502 (A)	Over 18" From Curb	101-310-4301 ACT90	\$33.00	\$42.00	\$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	\$30.00	\$42.00	Each
22504 (A)	Unincorporated Area Parking	101-310-4301 ACT90	\$43.00	\$42.00	\$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	\$48.00	\$42.00	Each
22507.8 (A)	Handicapped Space Without Placard	101-310-4301 ACT90	\$333.00	\$42.00	\$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	\$333.00	\$333.00	Each
22507.8 (C)	Hashmarks Handicap Zone	101-310-4301 ACT90	\$333.00	\$333.00	\$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	\$38.00	\$38.00	Each
22515	Unattended Vehicle - Engine Running	101-310-4301 ACT90	\$33.00	\$33.00	\$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	\$33.00	\$33.00	Each
22522	Block Sidewalk Ramp	101-310-4301 ACT90	\$333.00	\$333.00	\$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	\$105.00	\$105.00	Each
22523 A/B	Abandoned Vehicle	101-310-4301 ACT90	\$105.00	\$105.00	\$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	\$105.00	\$105.00	Each
22526 (A)	Blocking Intersection	101-310-4301 ACT90	\$53.00	\$53.00	\$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	\$25.00	\$25.00	Each
22952 (A)	Park Lot-Tow/Removal	101-310-4301 ACT90	\$40.00	\$40.00	\$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	\$40.00	\$40.00	Each
23333	Stop/Park On Bridge	101-310-4301 ACT90	\$43.00	\$43.00	\$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	\$40.00	\$40.00	Each
28071	Bumper Required-Fine Or P/C	101-310-4301 ACT90	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	Each
4000 (A)	Unregistered Vehicle	101-310-4301 ACT90	\$53.00	\$53.00	\$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	\$30.00	\$30.00	Each
4464	Altered License Plate	101-310-4301 ACT90	\$30.00	\$42.00	\$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	\$35.00	\$35.00	Each
5201	Plate Positioning - Fine Or P/C	101-310-4301 ACT90	\$30.00	\$30.00	\$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	\$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	\$30.00	\$30.00	Each

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Master Fee Schedule  
Other Fees, Charges & Services**

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SERVICES	CODING	FY 22-23	FY 23-24	FY 24-25	UNIT / TYPE
		AMOUNT	AMOUNT	AMOUNT	
<b>6 D.U.I. Cost Recovery</b> Arrest with Traffic Collision & Transportation	101-310-4303	\$749.00	\$749.00	\$749.00	Each

\* Citation fee amounts increase for two or more offenses. Applicable fees are stated on the violation notice.

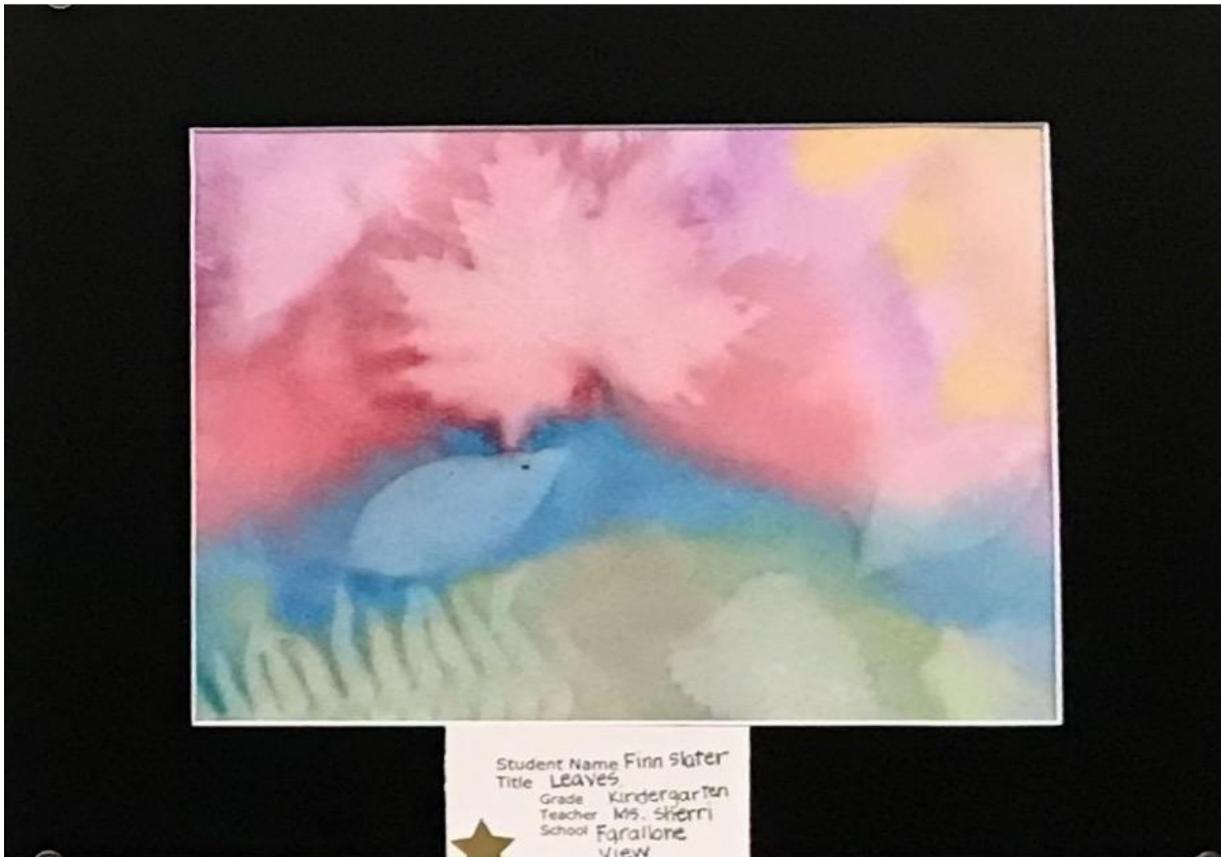
\*\* California Vehicle Code Fees are established by the State of California and are not escalated by the CPI All Urban Consumers/San Francisco-Oakland-San Jose

**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.



# Statistics



Student Name Finn Slater  
Title LEAVES  
Grade Kindergarten  
Teacher MS. Sherri  
School Farrallone  
View

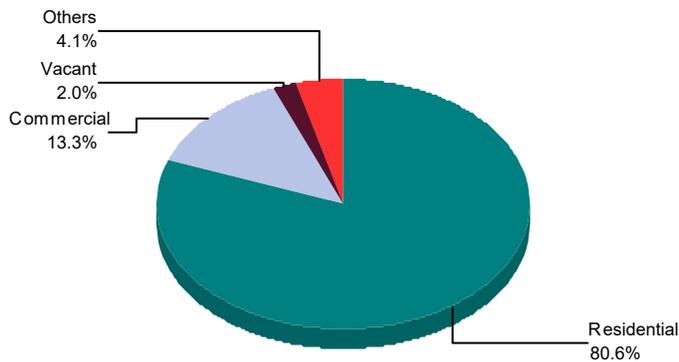
"Leaves"

# THE CITY OF HALF MOON BAY 2022/23 USE CATEGORY SUMMARY

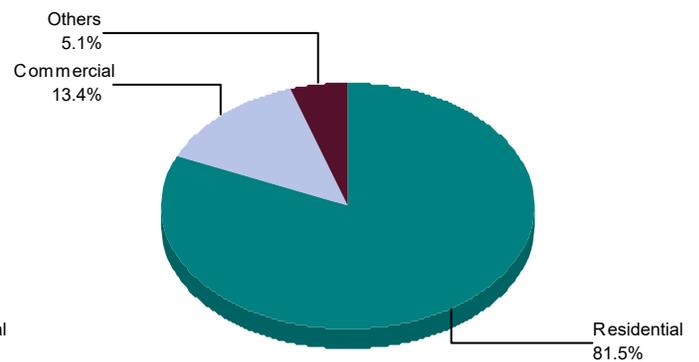
## BASIC PROPERTY VALUE TABLE

Category	Parcels	Assessed Value	Net Taxable Value
Residential	3,822	\$3,130,021,010 (80.6%)	\$3,075,165,815 (81.5%)
Commercial	219	\$517,622,622 (13.3%)	\$505,408,881 (13.4%)
Industrial	16	\$10,958,701 (0.3%)	\$10,958,701 (0.3%)
Agricultural	40	\$31,850,361 (0.8%)	\$16,197,166 (0.4%)
Govt. Owned	97	\$76,410 (0.0%)	\$0 (0.0%)
Institutional	20	\$18,643,808 (0.5%)	\$314,217 (0.0%)
Miscellaneous	12	\$14,050,543 (0.4%)	\$14,050,543 (0.4%)
Recreational	24	\$34,188,912 (0.9%)	\$33,842,367 (0.9%)
Vacant	1,773	\$77,722,173 (2.0%)	\$66,260,807 (1.8%)
Unsecured	[228]	\$50,200,370 (1.3%)	\$49,344,505 (1.3%)
<b>TOTALS</b>	<b>6,023</b>	<b>\$3,885,334,910</b>	<b>\$3,771,543,002</b>

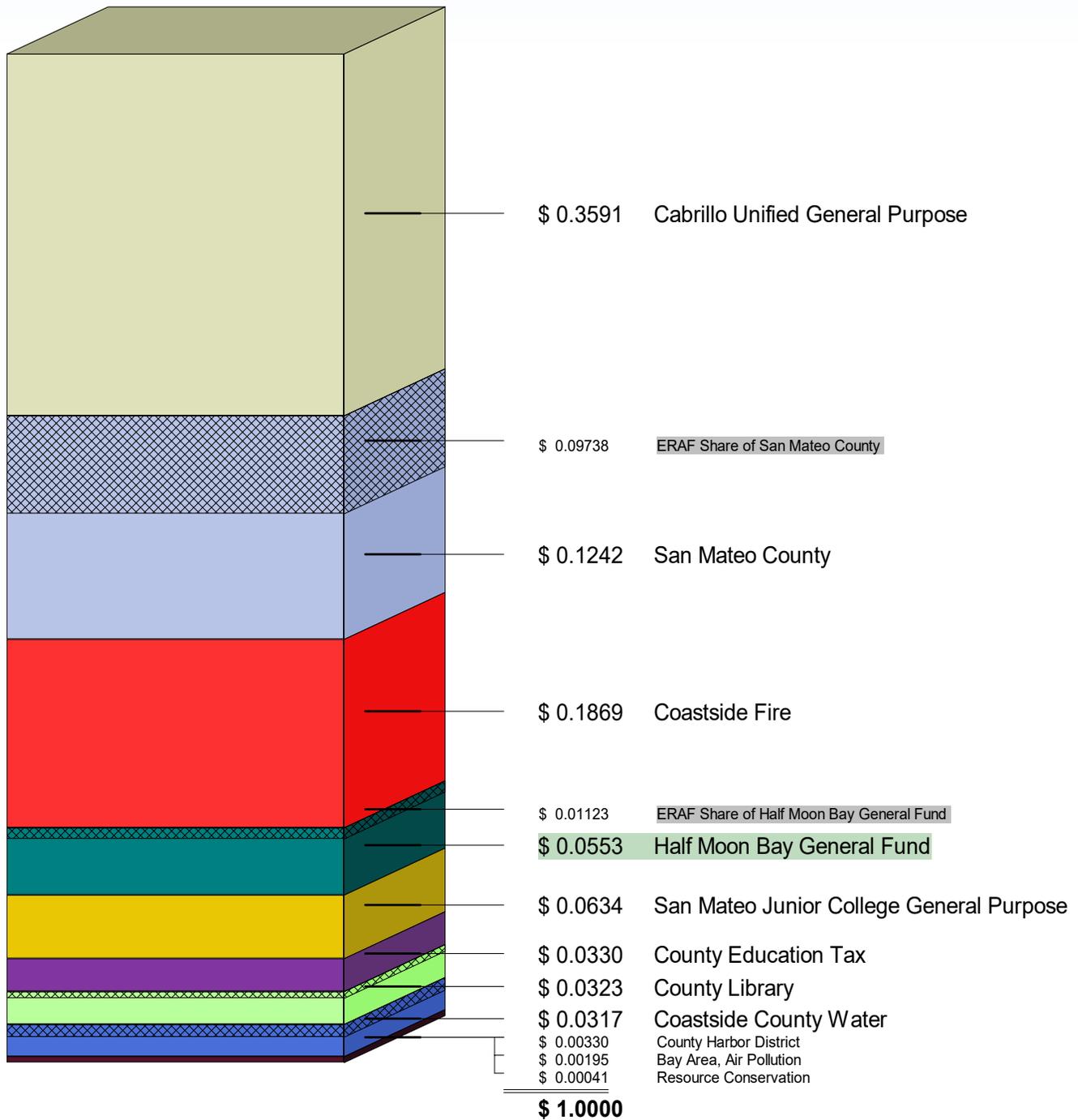
**ASSESSED VALUE**



**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 2022/23 Annual Tax Increment Tables

Prepared On 8/21/2023 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

## 2022/23 ROLL SUMMARY

### Taxable Property Values

	Secured	Nonunitary Utilities	Unsecured
Parcels	6,023	0	228
TRAs	8	0	7
<b>Values</b>			
Land	1,818,343,707	0	94,781
Improvements	2,000,078,319	0	4,419,483
Personal Property	14,590,100	0	35,550,004
Fixtures	2,122,414	0	10,094,537
Aircraft	0	0	41,565
<b>Total Value</b>	<b>\$3,835,134,540</b>	<b>\$0</b>	<b>\$50,158,805</b>
<b>Exemptions</b>			
Real Estate	111,850,031	0	305,379
Personal Property	1,053,284	0	399,312
Fixtures	32,728	0	151,174
Aircraft	0	0	0
Homeowners*	15,444,800	0	7,000
<b>Total Exemptions*</b>	<b>\$112,936,043</b>	<b>\$0</b>	<b>\$855,865</b>
<b>Total Net Value</b>	<b>\$3,722,198,497</b>	<b>\$0</b>	<b>\$49,302,940</b>

Combined Values	Total
<b>Total Values</b>	<b>\$3,885,293,345</b>
<b>Total Exemptions</b>	<b>\$113,791,908</b>
<b>Net Total Values</b>	<b>\$3,771,501,437</b>
<b>Net Aircraft Values</b>	<b>\$41,565</b>

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

Totals do not Include Aircraft Values or Exemptions

Data Source: San Mateo County Assessor 2022/23 Combined Tax Rolls  
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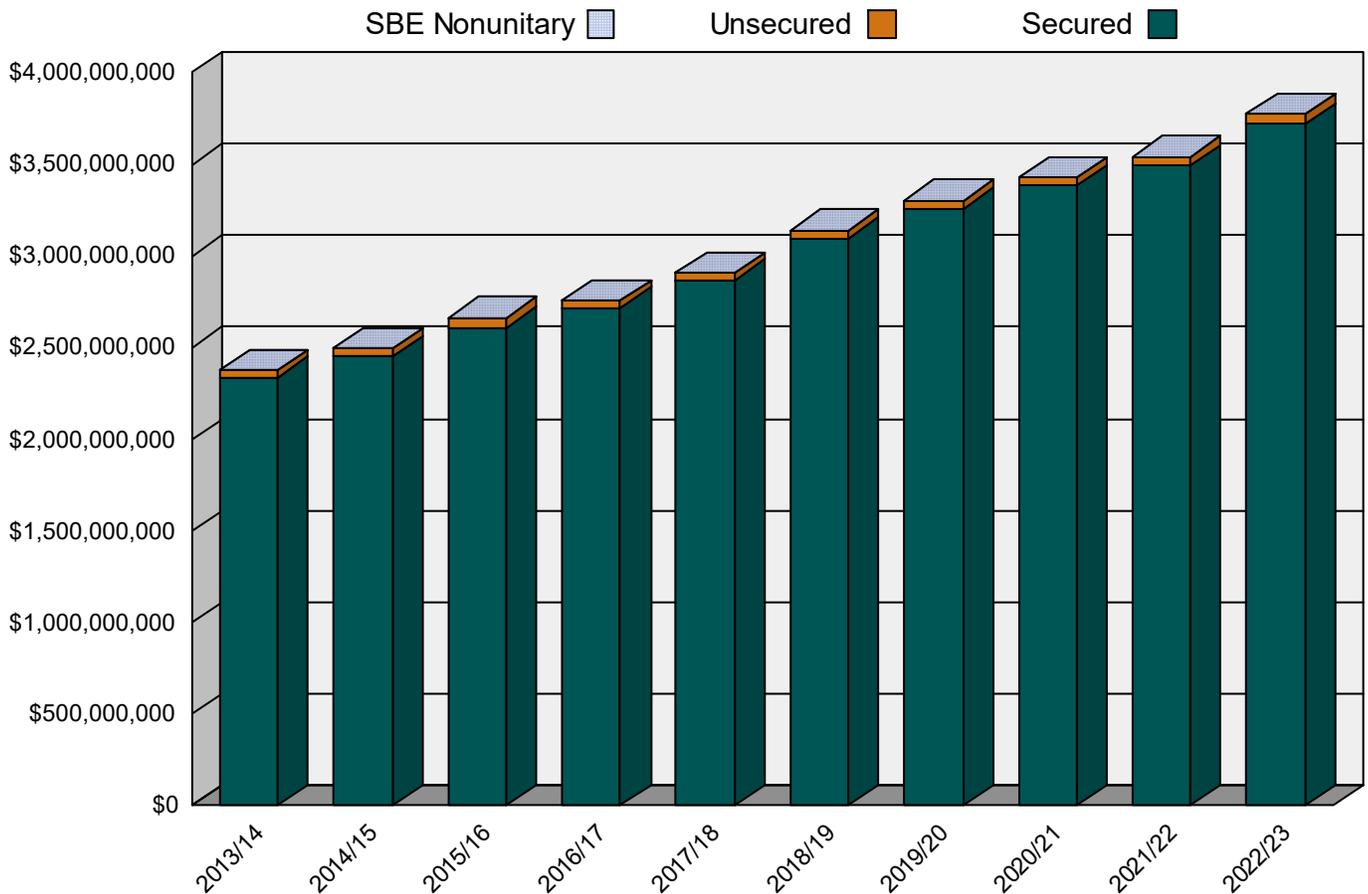
Prepared On 8/21/2023 By MV

# THE CITY OF HALF MOON BAY

## NET TAXABLE ASSESSED VALUE HISTORY

2013/14 - 2022/23 Taxable Property Values

Lien Year	Secured	Unsecured	SBE Nonunitary	Net Total AV	% Change
<b>2013/14</b>	\$2,336,930,963	\$40,818,124	\$0	<b>2,377,749,087</b>	
<b>2014/15</b>	\$2,454,848,902	\$42,658,908	\$0	<b>2,497,507,810</b>	5.04%
<b>2015/16</b>	\$2,609,284,214	\$53,103,728	\$0	<b>2,662,387,942</b>	6.60%
<b>2016/17</b>	\$2,716,280,909	\$39,462,822	\$0	<b>2,755,743,731</b>	3.51%
<b>2017/18</b>	\$2,868,900,977	\$40,418,385	\$0	<b>2,909,319,362</b>	5.57%
<b>2018/19</b>	\$3,095,123,190	\$44,156,277	\$0	<b>3,139,279,467</b>	7.90%
<b>2019/20</b>	\$3,261,227,148	\$40,695,317	\$0	<b>3,301,922,465</b>	5.18%
<b>2020/21</b>	\$3,386,815,056	\$39,825,394	\$0	<b>3,426,640,450</b>	3.78%
<b>2021/22</b>	\$3,495,494,766	\$45,896,134	\$0	<b>3,541,390,900</b>	3.35%
<b>2022/23</b>	\$3,722,198,497	\$49,344,505	\$0	<b>3,771,543,002</b>	6.50%
<b>Average % Change</b>					<b>5.99%</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/ - 2022/23 Combined Tax Rolls

Prepared On 8/21/2023 By MV

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# THE CITY OF HALF MOON BAY

## ASSESSED VALUE OF TAXABLE PROPERTY

2013/14 - 2022/23 Taxable Property Values

Category	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
Residential	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	2,769,600,677	2,887,213,237	3,075,165,815
Commercial	344,198,890	346,707,418	356,041,843	363,813,823	372,002,147	457,418,903	467,790,599	476,253,451	476,165,638	505,408,881
Industrial	6,133,649	6,172,772	6,292,015	6,801,114	7,185,938	8,419,613	9,374,259	9,561,139	9,740,069	10,958,701
Agricultural						17,322,251	16,208,520	15,605,023	15,866,702	16,197,166
Dry Farm	3,720,127	3,496,499	3,786,377	4,241,537	4,358,514					
Govt. Owned						0	0	0	0	0
Institutional	293,694	272,021	277,456	281,685	309,882	315,819	298,922	1,689,318	1,938,117	314,217
Irrigated	3,423,600	4,862,761	5,333,856	4,324,786	4,411,271					
Miscellaneous	12,075,286	22,681,808	23,460,537	14,211,644	17,677,501	16,786,985	15,398,633	16,274,069	13,822,133	14,050,543
Recreational	38,699,751	38,874,879	39,568,823	40,290,547	41,062,725	42,118,338	43,356,325	35,379,201	31,885,243	33,842,367
Vacant	50,679,666	45,226,113	45,773,151	43,437,146	56,557,151	55,779,365	56,658,361	62,452,178	58,863,627	66,260,807
Unsecured	40,818,124	42,658,908	53,103,728	39,462,822	40,418,385	44,156,277	40,695,317	39,825,394	45,896,134	49,344,505
Unknown	5,867,351							0		
<b>TOTALS</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>3,426,640,450</b>	<b>3,541,390,900</b>	<b>3,771,543,002</b>
<b>Total Direct Rate</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>	<b>0.05821</b>	<b>0.05819</b>	<b>0.05818</b>

**Notes:**

Exempt values are not included in Total.

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

## 2022/23 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 (Pending Appeals On Parcels)	2	\$217,187,641	5.83%	1	\$6,000	0.01%	<b>\$217,193,641</b>	<b>5.76%</b>	Commercial Half Moon Bay General Fund
2) OCEAN COLONY PARTNERS LP	18	\$32,636,456	0.88%				<b>\$32,636,456</b>	<b>0.87%</b>	Recreational Half Moon Bay General Fund
3) HMB MUSICH LLC	3	\$31,093,857	0.84%				<b>\$31,093,857</b>	<b>0.82%</b>	Commercial Half Moon Bay General Fund
4) HALF MOON BAY LODGE LLC	1	\$23,058,000	0.62%				<b>\$23,058,000</b>	<b>0.61%</b>	Commercial Half Moon Bay General Fund
5) KEET NERHAN	29	\$21,202,128	0.57%	1	\$35,542	0.07%	<b>\$21,237,670</b>	<b>0.56%</b>	Commercial Half Moon Bay General Fund
6) ROCKET FARMS INC				1	\$17,191,086	34.84%	<b>\$17,191,086</b>	<b>0.46%</b>	Unsecured Half Moon Bay General Fund
7) PROFESSIONAL PENINSULA PROPERTIES LLC	8	\$12,761,803	0.34%				<b>\$12,761,803</b>	<b>0.34%</b>	Commercial Half Moon Bay General Fund
8) LONGS DRUG STORE INC	1	\$9,287,666	0.25%				<b>\$9,287,666</b>	<b>0.25%</b>	Commercial Half Moon Bay General Fund
9) CARNOUSTIE LLC	11	\$8,548,099	0.23%				<b>\$8,548,099</b>	<b>0.23%</b>	Residential Half Moon Bay General Fund
10) CASTRO PARTNERS LLC	3	\$7,752,905	0.21%				<b>\$7,752,905</b>	<b>0.21%</b>	Commercial Half Moon Bay General Fund
<b>Top Ten Total</b>	76	\$363,528,555	9.77%	3	\$17,232,628	34.92%	<b>\$380,761,183</b>	<b>10.10%</b>	
<b>City Total</b>		\$3,722,198,497			\$49,344,505		<b>\$3,771,543,002</b>		

Top Owners last edited on 8/21/23 by maheav using sales through 06/30/23 (Version r.1)

Data Source: San Mateo County Assessor 2022/23 Combined Tax Rolls and the SBE Non Unitary Tax Roll

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Prepared On 8/21/2023 By MV

# THE CITY OF HALF MOON BAY

## 2013/14 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 (Pending Appeals On Parcels)	2	\$139,093,997	5.95%	1	\$6,000	0.01%	<b>\$139,099,997</b>	<b>5.85%</b>	Commercial Half Moon Bay General Fund
2) OCEAN COLONY PARTNERS L P	41	\$43,744,533	1.87%				<b>\$43,744,533</b>	<b>1.84%</b>	Recreational Half Moon Bay General Fund
3) KEET NERHAN	32	\$22,523,880	0.96%	2	\$78,462	0.19%	<b>\$22,602,342</b>	<b>0.95%</b>	Commercial Half Moon Bay General Fund
4) REGENCY CENTERS LP	3	\$14,536,266	0.62%				<b>\$14,536,266</b>	<b>0.61%</b>	Commercial Half Moon Bay General Fund
5) IWF HALF MOON BAY LLC	1	\$9,546,973	0.41%				<b>\$9,546,973</b>	<b>0.40%</b>	Commercial Half Moon Bay General Fund
6) COMCAST OF CALIFORNIA COMPANY WA				1	\$8,492,178	20.80%	<b>\$8,492,178</b>	<b>0.36%</b>	Unsecured Half Moon Bay General Fund
7) LONGS DRUG STORE INC	1	\$8,244,554	0.35%				<b>\$8,244,554</b>	<b>0.35%</b>	Commercial Half Moon Bay General Fund
8) FRANCESCO CARRUBBA	3	\$8,206,282	0.35%				<b>\$8,206,282</b>	<b>0.35%</b>	Commercial Half Moon Bay General Fund
9) NETREIT INC	1	\$6,477,000	0.28%				<b>\$6,477,000</b>	<b>0.27%</b>	Commercial Half Moon Bay General Fund
10) CHUNYI CHEN TRUST	1	\$5,800,000	0.25%				<b>\$5,800,000</b>	<b>0.24%</b>	Commercial Half Moon Bay General Fund
<b>Top Ten Total</b>	85	\$258,173,485	11.05%	4	\$8,576,640	21.01%	<b>\$266,750,125</b>	<b>11.22%</b>	
<b>City Total</b>		\$2,336,930,963			\$40,818,124		<b>\$2,377,749,087</b>		

Top Owners last edited on 7/9/14 by maheav using sales through 06/15/14 (Version r.1)

Data Source: San Mateo County Assessor 2013/14 Combined Tax Rolls and the SBE Non Unitary Tax Roll

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Prepared On 8/21/2023 By MV

# THE CITY OF HALF MOON BAY

## DIRECT & OVERLAPPING PROPERTY TAX RATES

(RATE PER \$100 OF TAXABLE VALUE)

Last 10 Fiscal Years										
Agency	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
<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	0.07190	0.07040	0.07260	0.08320	0.07510	0.07110	0.11510	0.08950	0.07670	0.07910
Mid-Penninsula Regional Open Space	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00160	0.00150	0.00150	0.00130
San Mateo Community College 2005 Series B	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00350	0.00370	0.00000	0.00000
San Mateo Junior College	0.01940	0.01900	0.02500	0.02470	0.02350	0.01750	0.02310	0.01760	0.00000	0.00000
San Mateo Junior Comm College	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.02270	0.01930
<b>Total Direct &amp; Overlapping<sup>2</sup> Tax Rates</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>1.11230</b>	<b>1.10090</b>	<b>1.09970</b>
<b>City's Share of 1% Levy Per Prop 13<sup>3</sup></b>	0.05463	0.05525	0.05525	0.05525	0.05525	0.05526	0.05526	0.05526	0.05525	0.05525
<b>Voter Approved City Debt Rate</b>										
<b>Redevelopment Rate<sup>4</sup></b>										
<b>Total Direct Rate<sup>5</sup></b>	0.05452	0.05818	0.05818	0.05819	0.05819	0.05821	0.05821	0.05821	0.05819	0.05818

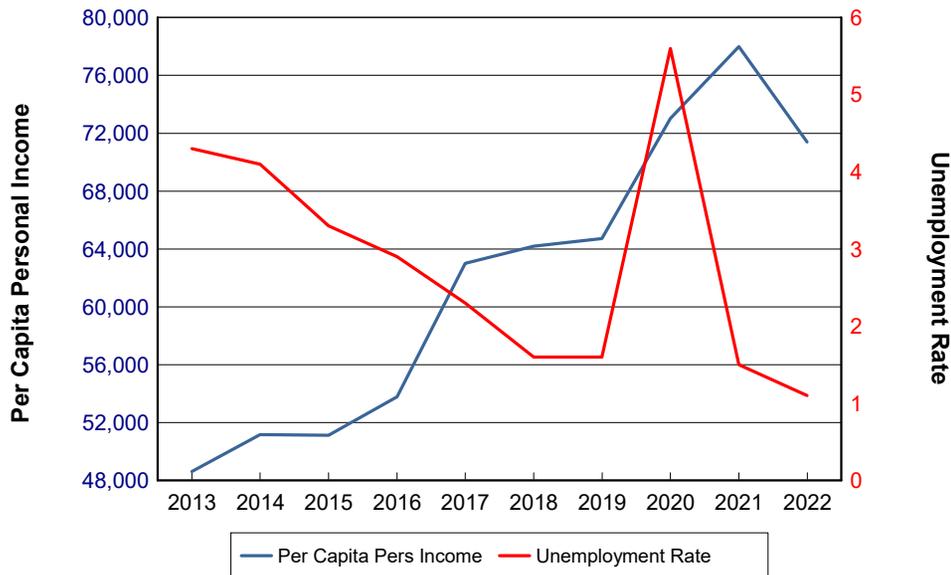
**Notes:**  
<sup>1</sup>In 1978, California voters passed Proposition 13 which set the property tax rate at a 1.00% fixed amount. This 1.00% is shared by all taxing agencies for which the subject property resides within. In addition to the 1.00% fixed amount, property owners are charged taxes as a percentage of assessed property values for the payment of any voter approved bonds.  
<sup>2</sup>Overlapping rates are those of local and county governments that apply to property owners within the City. Not all overlapping rates apply to all 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

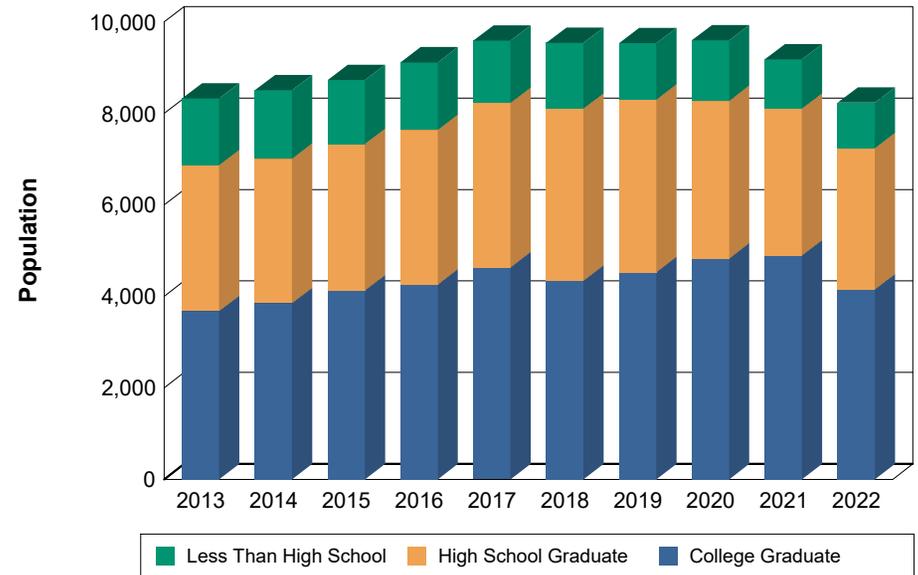
## DEMOGRAPHIC AND ECONOMIC STATISTICS

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
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%
2020	12,309	\$898,800	\$73,019	5.6%	46.8	86.2%	50.3%
2021	11,308	\$881,941	\$77,992	1.5%	47.8	88.3%	53.3%
2022	11,226	\$801,565	\$71,402	1.1%	44.9	87.9%	50.4%

### 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 01/01/2021 - 6/30/2023)

Year	Full Value Sales	Average Price	Median Price	Median % Change
2021	146	\$1,576,154	\$1,526,000	
2022	118	\$1,717,725	\$1,521,500	-0.29%
2023	47	\$1,546,217	\$1,505,000	-1.08%



\* Multiparcel transfers, quitclaim deeds, trust transfers, timeshares, and partial sales are excluded from this analysis.

Data Source: San Mateo County Recorder

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# Budget & Acronym Glossaries



"Untitled"



# 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.



# Budget Acronyms

## ACRONYM

AB

ABAG

ADA

BID

C/CAG

CAFR

CALPERS

CCWD

CEQA

CIP

COPS

CPI-U

CSAC

CSO

DOC

EOC

ERAF

FDIC

FICA

FPPC

FSLIC

FTO

GAAP

GASB

GF

GFOA

GIS

HOPTA

I&I

IT

JOB

JPA

LAIF

LCP

LTD

## DEFINITION

Assembly Bill

Association of Bay Area Governments

Americans with Disabilities Act

Business Improvement District

City/County Association of Governments

Comprehensive Annual Financial Report

California Public Employees Retirement System

Coastside County Water District

California Environmental Quality Act

Capital Improvement Program

Community-Oriented Policing Services

Consumer Price Index - All Urban Consumers

California State Association of Counties

Community Service Officer

Department Operations Center

Emergency Operations Center

Educational Revenue Augmentation Fund

Federal Deposit Insurance Corporation

Federal Insurance Contribution Act

Fair Political Practices Commission

Federal Savings and Loan Insurance Corporation

Field Training Officer

Generally Accepted Accounting Principles

Government Accounting Standards Board

General Fund

Government Finance Officers Association

Geographic Information System

Homeowner Property Tax Relief

Infiltration and Inflow

Information Technology

Judgment Obligation Bonds

Joint Powers Authority

Local Agency Investment Fund

Local Coastal Plan

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



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