CITY COUNCIL AGENDA
REGULAR MEETING
CITY OF HALF MOON BAY

TUESDAY, JUNE 7, 2022

REMOTE PARTICIPATION (SEE NEXT PAGE)

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

7:00 PM

This agenda contains a brief description of each item to be considered. Those wishing to address the City Council on any matter not listed on the Agenda, but within the jurisdiction of the City Council to resolve, may come forward to the podium during the Public Forum portion of the Agenda and will have a maximum of three minutes to discuss their item. Those wishing to speak on a Public Hearing matter will be called forward at the appropriate time during the Public Hearing consideration.

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

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

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

http://hmbcity.com/

SPECIAL REMOTE PARTICIPATION PROTOCOLS

This meeting will be held entirely by teleconference. All Councilmembers and staff will only participate via the Zoom platform using the process described below. The meeting is being conducted pursuant to recent amendments to the teleconference rules required by the Ralph M. Brown Act allowing teleconferencing during a proclaimed state of emergency when local officials have recommended social distancing (AB 361). The purpose of AB 361 is to provide the safest environment for the public, elected officials, and staff while allowing for continued operation of the government and public participation during the COVID-19 pandemic.

*This meeting will be conducted via Zoom Webinar and live Spanish interpretation will be available within the Zoom platform. Members of the public are welcome to login into the webinar as Attendees. During any public comment portions, attendees may use the "raise your hand" feature and will be called upon and unmuted when it is their turn to speak. The meeting will also be streamed on Channel 27, on pacificcoast.tv, and on Facebook at www.facebook.com/cityofhalfmoonbay. Please click to join the webinar: https://us06web.zoom.us/j/99588947925 or join by phone at 669-900-9128, using Webinar ID 995-8894-7925. If joining by phone, use *9 to raise your hand, *6 to mute and unmute.*

CALL TO ORDER / ROLL CALL

APPROVAL OF AGENDA

PUBLIC FORUM

PROCLAMATIONS AND PRESENTATIONS

PRIDE MONTH PROCLAMATION
TITLE IX 50TH ANNIVERSARY PROCLAMATION

MAYOR'S ANNOUNCEMENTS OF COMMUNITY ACTIVITIES AND COMMUNITY SERVICE

REPORT OUT FROM RECENT CLOSED SESSION MEETINGS

CITY MANAGER UPDATES TO COUNCIL

1. CONSENT CALENDAR

1.A WAIVE READING OF RESOLUTIONS AND ORDINANCES

1.B RESOLUTIONS CALLING FOR THE HOLDING OF THE NOVEMBER 8, 2022 GENERAL MUNICIPAL ELECTION

Staff Recommendation: Adopt a resolution calling for the holding of a General Municipal Election to be held on Tuesday, November 8, 2022, for the election of certain officers; and adopt a resolution requesting the Board of Supervisors of the County of San Mateo to consolidate a General Municipal Election to be held on Tuesday, November 8, 2022, and authorizing the City Manager to enter into a service agreement for the provision of election services.

STAFF REPORT

RESOLUTION 1

RESOLUTION 2

1.C RE-RATIFICATION OF RESOLUTION TO CONTINUE HOLDING PUBLIC MEETINGS REMOTELY (AB 361)

Staff Recommendation: By motion, in accordance with Assembly Bill 361, re-ratify the findings in Resolution No. 2021-80 to continue conducting the City's Council, Commission, and Committee meetings remotely due to health and safety concerns to the public due to COVID-19.

STAFF REPORT

1.D FIRST AMENDMENT TO THE PACIFIC RIDGE SETTLEMENT AGREEMENT

Staff Recommendation: Adopt a resolution authorizing the City Manager to execute the First Amendment to the Pacific Ridge Settlement Agreement, amending Paragraph 14 of the Settlement Agreement to extend the date for construction of the last single-family home from May 15, 2025, to no later than May 15, 2030, subject to approval by the California Coastal Commission.

STAFF REPORT

RESOLUTION

ATTACHMENT 2

ATTACHMENT 3

1.E CONSTRUCTION CONTRACT AWARD FOR THE KELLY AVENUE CROSSWALKS PROJECT (CIP PROJECT NO. TBD)

Staff Recommendation: Adopt a resolution authorizing the City Manager to:

1. Direct the Administrative Services Director to transfer $265,000 from the Pavement Management and Traffic Safety Program (CIP No. 0514) to the Kelly Avenue Crosswalks Project (CIP No. TBD).
2. Award and execute a construction contract to the lowest responsive and responsible bidder, Innovate Concrete, Inc., of Santa Clara, California, in the total bid amount of $189,853.41 and approve an additional contingency amount of $28,478.01 (15 percent) for a total construction budget amount of $218,331.42.

STAFF REPORT

RESOLUTION

ATTACHMENT 2

1.F LIBRARY CAPITAL FUND REIMBURSEMENTS

Staff Recommendation: Adopt a resolution authorizing the transfer of $910,745 from the Library Capital Fund (F153) to the General Fund (F101) as reimbursement of payments to the County of San Mateo for the Library Construction Loan.

STAFF REPORT

RESOLUTION

1.G SB 1 LOCAL STREETS AND ROAD IMPROVEMENT PROJECT LIST &NDASH; FY 2022-23

Staff Recommendation: Adopt a resolution approving the Pavement Management and Traffic Safety Program and the Poplar Complete Streets Project as the dedicated projects for Road Maintenance and Rehabilitation Account (RMRA) Funding.

STAFF REPORT

RESOLUTION

ATTACHMENT 2

1.H RESOLUTIONS OF LOCAL SUPPORT FOR MULTIPLE GRANT PROGRAMS

Staff Recommendation: Adopt resolutions authorizing staff to file applications and providing local support for the following grants:

1. ACR/TDM Grant for the Midcoastside Traffic Demand Management Plan
2. ACR/TDM Grant for “Pedal for a Purpose” E-Bicycle Pilot Program
3. ATP Grant: Eastside Parallel Trail North – Segment 2 (Spindrift Way to Ruisseau Francais)
4. ATP Grant: Eastside Parallel Trail – South (Higgins Canyon to Miramontes Point)
5. OBAG 3 Grant: Kelly Avenue Complete Streets Project

STAFF REPORT

RESOLUTION 1

RESOLUTION 2

RESOLUTION 3

RESOLUTION 4

RESOLUTION 5

1.I COASTSIDE LAND TRUST WAVECREST TRAIL LICENSE AGREEMENT

Staff Recommendation: By motion, authorize the City Manager to provide the draft Wavecrest Trail License Agreement for the Coastside Land Trust (CLT) Wavecrest California Coastal Trail Phase 2 project and sign a letter of commitment for CLT's application for grant funding from the Proposition 68 Regional Park Program.

STAFF REPORT

ATTACHMENT 1

ATTACHMENT 2

1.J DONOR RECOGNITION AND NAMING POLICY FOR THE JOHN L. CARTER MEMORIAL PARK RENOVATION PROJECT

Staff Recommendation: Adopt a resolution approving the Donor Recognition and Naming Policy for the John L. Carter Memorial Park Renovation Project.

STAFF REPORT

RESOLUTION

2. ORDINANCES AND PUBLIC HEARINGS

3. RESOLUTIONS AND STAFF REPORTS

3.A AWARD OF CONSTRUCTION CONTRACT AND PROFESSIONAL SERVICES AGREEMENTS FOR PHASE 1 OF THE CORPORATION YARD IMPROVEMENTS PROJECT (CIP NO. 9023)

Staff Recommendation: Adopt the following resolutions authorizing the City Manager to:

1. Award and execute a construction contract to the lowest responsive and responsible bidder, Half Moon Bay Paving and Grading of Half Moon Bay, CA, in the bid amount of $2,745,018 and approve a construction contingency not exceeding an amount of $219,601 (8 percent); and
2. Authorize the City Manager to execute a Professional Services Agreement with SWCA Environmental Consultants, Inc. for construction related Biological and Environmental Services in the amount of $54,725; and
3. Execute Amendment No. 2 to the professional services agreement with ELS Architecture and Urban Design for Architectural Construction Support in the amount of $20,000; and
4. Execute Amendment No. 3 to the professional services agreement with BKF Engineers for Engineering Construction Support in the amount of $10,000.

STAFF REPORT

RESOLUTION 1

RESOLUTION 2

RESOLUTION 3

RESOLUTION 4

3.B HALF MOON BAY HOTEL BUSINESS IMPROVEMENT DISTRICT ANNUAL REPORT FOR 2021, RESOLUTION OF INTENTION TO CONTINUE TO LEVY ASSESSMENTS FOR FISCAL YEAR 2022-23, AND FUNDING REQUEST FOR FISCAL YEAR 2022-23

Staff Recommendation: By motion: 1) approve the Half Moon Bay Hotel Business Improvement District Annual Report for 2021; 2) adopt a resolution declaring the City's intention to continue the Half Moon Bay Hotel Business Improvement District, to continue the basis and to levy the assessment for the District, and to set a date (June 21, 2022) for the public hearing on the District and the assessment for FY 2022-23; and 3) consider a $40,000 funding request to be included in the FY 2022-23 Recommended Budget.

STAFF REPORT

RESOLUTION

ATTACHMENT 2

3.C FISCAL YEAR 2022-2023 RECOMMENDED BUDGET

Staff Recommendation: Receive a presentation on the FY 2022-23. Recommended Budget, and after accepting public comments and providing additional direction to staff, direct staff to return with the final proposed budget for adoption on June 21, 2022.

STAFF REPORT

ATTACHMENT 1

COMMISSION / COMMITTEE UPDATES

CITY COUNCIL REPORTS / FUTURE ITEMS

ADJOURNMENT

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **June 7, 2022**

TO: Honorable Mayor and City Council

VIA: Bob Nisbet, City Manager

FROM: Jessica Blair, Communications Director / City Clerk

TITLE: **RESOLUTIONS CALLING FOR THE HOLDING OF THE NOVEMBER 8, 2022 GENERAL MUNICIPAL ELECTION**

RECOMMENDATION:
Adopt a resolution calling for the holding of a General Municipal Election to be held on Tuesday, November 8, 2022, for the election of certain officers; and adopt a resolution requesting the Board of Supervisors of the County of San Mateo to consolidate a General Municipal Election to be held on Tuesday, November 8, 2022, and authorizing the City Manager to enter into a service agreement for the provision of election services.

FISCAL IMPACT:
The San Mateo County Elections Office estimate for the November General Municipal Election is approximately $45,000. An additional $5,000 is required for advertising, translation services, and printing of election manuals and other candidate materials. If any measures are added, they would be added at roughly $10,000 per measure.

DISCUSSION:
There are three City Council seats (District 1, District 4, and District 5) available in the November 8, 2022 election.

The nomination period for candidates opens Monday, July 18, 2022 at 8:30 a.m. and ends Friday, August 12, 2022 at 5:00 p.m. City Hall operating hours will determine the local filing deadlines in Half Moon Bay (Friday closures). If an incumbent does not file nomination papers within that timeframe, the deadline is extended to Wednesday, August 17, 2022 at 5:00 p.m.

ATTACHMENTS:
1. Resolution calling for the holding of a General Municipal Election to be held on Tuesday, November 8, 2022, for the election of certain officers
2. Resolution requesting the Board of Supervisors of the County of San Mateo to consolidate a General Municipal Election to be held on Tuesday, November 8, 2022

RESOLUTION NO. C-2022-__

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY CALLING FOR THE HOLDING OF A GENERAL MUNICIPAL ELECTION TO BE HELD ON TUESDAY, NOVEMBER 8, 2022, FOR THE ELECTION OF CERTAIN OFFICERS AS REQUIRED BY THE PROVISIONS OF THE LAWS OF THE STATE OF CALIFORNIA RELATING TO GENERAL LAW CITIES

WHEREAS, under the provisions of the laws relating to general law cities in the State of California, a General Municipal Election shall be held on November 8, 2022, for the election of three Municipal Officers; and

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF HALF MOON BAY, DOES HEREBY RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

1. That pursuant to the requirements of the laws of the State of California relating to general law cities, there is called and ordered to be held in the City of Half Moon Bay, California, on Tuesday, November 8, 2022, a General Municipal Election for the purpose of electing two members of the City Council (District 1, District 4 and District 5) for a full term of four years.

2. That the ballots to be used at the election shall be in form and content as required by law.

3. That the City Clerk is authorized, instructed, and directed to coordinate with the County of San Mateo Registrar-Recorder / County Clerk to procure and furnish any and all official ballots, notices, printed matter, and all supplies, equipment, and paraphernalia that may be necessary in order to properly and lawfully conduct the election.

4. That the polls for the election shall be open at 7:00 a.m. of the day of the election and shall remain open continuously from that time until 8:00 p.m. of the same day when the polls shall be closed, pursuant to Election Code § 10242, except as provided in § 14401 of the Elections Code of the State of California.

5. That in all particulars not recited in this resolution, the election shall be held and conducted as provided by law for holding municipal elections.

6. That notice of the time and place of holding the election is given and the City Clerk is authorized, instructed, and directed to give further or additional notice of the election, in time, form, and manner as required by law.

7. That in the event of a tie vote (if any two or more persons receive an equal and the highest number of votes for an office) as certified by the County of San Mateo Registrar-Recorder / County Clerk, the City Council, in accordance with Election Code § 15651(b),

shall conduct a special runoff election to resolve the tie vote and such special runoff election is to be held on a Tuesday not less than 40 days nor more than 125 days after the administrative or judicial certification of the election which resulted in a tie vote.

8. That pursuant to §13307 of the Elections Code of the State of California, each candidate for elective office may file a Candidate's Statement of Qualifications, not to exceed 200 words, on an appropriate form provided by the City Clerk at the time of returning nomination papers for filing. Said statement shall be included in the Voter Information Pamphlet and Sample Ballot to be mailed to all registered voters unless said statement is withdrawn by the candidate no later than 5:00 p.m. of the next working day after the close of the nomination period. Each candidate filing a Candidate's Statement of Qualifications shall be responsible for payment of a pro-rata share of costs of printing, handling, and mailing as a condition of having his or her statement included in the voter's pamphlet. A deposit of $300 shall be required and the City Clerk shall bill each candidate for any cost in excess of the deposit or shall refund within 30 days of the election any unused portion of the deposit.

9. That the City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

****

I, the undersigned, hereby certify that the forgoing Resolution was duly passed and adopted on the 7th day of June, 2022 by the City Council of Half Moon Bay by the following vote:

AYES, Councilmembers:

NOES, Councilmembers:

ABSENT, Councilmembers:

ABSTAIN, Councilmembers:

ATTEST:

_____
Jessica Blair, City Clerk

APPROVED:

_____
Debbie Ruddock, Mayor

RESOLUTION NO. C-2022-_

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY OF SAN MATEO TO CONSOLIDATE A GENERAL MUNICIPAL ELECTION TO BE HELD ON NOVEMBER 8, 2022, WITH THE STATEWIDE GENERAL ELECTION TO BE HELD ON THE DATE PURSUANT TO § 10403 OF THE ELECTIONS CODE; AND AUTHORIZING THE CITY MANAGER TO ENTER INTO A SERVICE AGREEMENT FOR THE PROVISION OF ELECTION SERVICES

WHEREAS, the City Council of the City of Half Moon Bay called a General Municipal Election to be held on November 8, 2022, for the purpose of the election of two Members of the City Council; and

WHEREAS, it is desirable that the General Municipal Election be consolidated with the Statewide General Election to be held on the same date and that within the city, the precincts, polling places, and election officers of the two elections be the same, and that the County Election Department of the County of San Mateo canvass the returns of the General Municipal Election, and that the election be held in all respects as if there were only one election.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF HALF MOON BAY, DOES HEREBY RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

1. That pursuant to the requirements of § 10403 of the Elections Code, the Board of Supervisors of the County of San Mateo is hereby requested to consent and agree to the consolidation of a General Municipal Election with the Statewide General Election on Tuesday, November 8, 2022, for the purpose of the election of three Members of the City Council and potential ballot measures.

2. That the County Election Department is authorized to canvass the returns of the General Municipal Election. The election shall be held in all respects as if there were only one election, and only one form of ballot shall be used.

3. That the Board of Supervisors is requested to issue instructions to the County Election Department to take any and all steps necessary for the holding of the consolidated election.

4. That the City of Half Moon Bay recognizes that additional costs will be incurred by the County by reason of this consolidation and agrees to reimburse the County for any costs, which are estimated to be $45,000, plus roughly $10,000 for each measure added.

5. That the City Clerk is hereby directed to file a certified copy of this resolution with the Board of Supervisors and the County Election Department of the County of San Mateo.

6. That the City Manager is authorized to enter into a Service Agreement for the Provision of Election Services between the City of Half Moon Bay and the San Mateo County Chief Elections Officer.

7. That the City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

****

I, the undersigned, hereby certify that the forgoing Resolution was duly passed and adopted on the 7th day of June, 2022 by the City Council of Half Moon Bay by the following vote:

AYES, Councilmembers:

NOES, Councilmembers:

ABSENT, Councilmembers:

ABSTAIN, Councilmembers:

ATTEST:

_____
Jessica Blair, City Clerk

APPROVED:

_____
Debbie Ruddock, Mayor

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **June 7, 2022**

TO: Honorable Mayor and City Council

VIA: Bob Nisbet, City Manager

FROM: Jessica Blair, Communications Director / City Clerk

TITLE: **RE-RATIFICATION OF RESOLUTION TO CONTINUE HOLDING PUBLIC MEETINGS REMOTELY (AB 361)**

RECOMMENDATION:
By motion, in accordance with Assembly Bill 361, re-ratify the findings in Resolution No. 2021-80 to continue conducting the City's Council, Commission, and Committee meetings remotely due to health and safety concerns to the public due to COVID-19.

FISCAL IMPACT:
There is no fiscal impact associated with this item.

STRATEGIC ELEMENT:
This action supports the Inclusive Governance element of the Strategic Plan.

BACKGROUND:
On March 4, 2020, Governor Newsom declared a State of Emergency to make additional resources available, formalize emergency actions already underway across multiple state agencies and departments, and help the state prepare for a broader spread of COVID-19.

Thereafter, on March 17, 2020, the City Council adopted Resolution 2020-16 declaring a local emergency due to COVID-19. The same day, Governor Newsom issued Executive Order N-29-20, which suspended certain provisions of the Ralph M. Brown Act to allow local legislative bodies to conduct meetings telephonically or by other means. Additionally, the State implemented a shelter-in-place order, requiring all non-essential personnel to work from home.

Staff quickly worked to set up remote meetings via Zoom for all City Council and Planning Commission meetings. The Zoom meetings have allowed the Council, Commissions, and Committees to continue to conduct City business from the safety of members' homes. The City has been utilizing Zoom for the past 18 months to conduct nearly all public meetings. The usage of Zoom for public meetings has allowed the City to ensure the public's continued access to government meetings while also ensuring the public's safety.

On June 11, 2021, Governor Newsom issued Executive Order N-08-21, which extended the ability of agencies to hold remote meetings through September 30, 2021, after which agencies anticipated transitioning back to public meetings held in full compliance with the Brown Act. In preparation for the return to in-person meetings, staff has been working on acquiring audio and visual upgrades for City facilities to conduct hybrid meetings. Although hybrid meetings would help to keep the public safe by allowing them to continue accessing the meetings from their own home, Councilmembers, Commissioners, Committee members, and staff would need to meet in person.

Since the Governor issued Executive Order N-08-21, the Delta variant has emerged, causing a spike in cases throughout the state. As a result, the San Mateo County Health Department issued a Health Order requiring masks indoors in public places, regardless of vaccination status, starting August 3, 2021.

On September 16, 2021, Governor Newson signed Assembly Bill 361 (AB 361), which allows cities to continue to meet remotely during proclaimed states of emergency under modified Brown Act requirements that are similar but not identical to the rules and procedures established by the previous Executive Orders.

AB 361 authorizes local agencies to use teleconferencing without complying with the teleconferencing requirements imposed by the Ralph M. Brown Act during a declared state of emergency, when state or local health officials have imposed or recommended measures to promote social distancing during the proclaimed state of emergency, or when there is an imminent risk to the health or safety of attendees.

On October 5, 2021, the City Council adopted Resolution No. 2021-80 under the requirements of AB 361 to continue conducting meetings remotely. AB 361 requires the City Council to make the findings every 30 days, necessitating the need for this item.

On December 15, 2021, a statewide mask mandate went into effect due to a rise in cases across the state.

On January 10, 2022, in response to the surge of COVID-19 cases, Omicron variant, City Hall closed to the public moving services to remote services.

On March 1, 2022, the statewide requirement that unvaccinated individuals mask in indoor public settings moved to a strong recommendation that all persons, regardless of vaccine status, continue indoor masking. The San Mateo Chief Health Officer has likewise recommended the CDC's masking guidance.

DISCUSSION:
AB 361 will allow local legislative bodies to continue to meet remotely after the September 30, 2021 expiration of the Governor's executive orders. A local agency will be allowed to continue to meet remotely when:

- The local agency holds a meeting during a declared state of emergency
- State or local health officials have imposed or recommended measures to promote social distancing
- Legislative bodies declare the need to meet remotely due to present imminent risks to the health or safety of attendees

The City meets the requirements to continue holding meetings remotely to ensure the health and safety of the public due to the following:

- The City is still under a local state of emergency
- County health orders require that all individuals in public spaces maintain social distancing and wear masks
- The City can't maintain social distancing requirements for the public, staff, Councilmembers, Commissioners, and Committee Members in their meeting spaces

The City cannot ensure social distancing requirements are met inside City facilities where the City Council, Planning Commission, Parks and Recreation Commission, Redistricting Advisory Committee, Bicycle and Pedestrian Advisory Committee, and Main Street Bridge Advisory Committee meet.

Councilmembers, Commissioners, Committee Members, and staff sit well within six feet of each other. Moreover, the County's indoor mask order is still in effect, making it difficult to hear what Councilmembers, Commissioners, Committee Members, staff, and public speakers are saying. Furthermore, while speaking through masks may be understandable in person, picking up speech on microphones for those attending remotely and those watching any livestreams would be difficult.

Per AB 361, the City Council would need to declare every 30 days that the City's legislative bodies must continue to meet remotely to ensure the health and safety of the public. Staff recommends that the City Council declare these findings are true so these bodies can continue to meet remotely. Staff will return with this resolution for re-ratification at the Council's 1st Tuesday meeting each month, at which time the Council can reassess as various health orders and COVID-19 parameters change.

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **June 7, 2022**

TO: Honorable Mayor and City Council

VIA: Bob Nisbet, City Manager

FROM: John Doughty, Public Works Director
Maziar Bozorginia, City Engineer

TITLE: **FIRST AMENDMENT TO THE PACIFIC RIDGE SETTLEMENT AGREEMENT**

RECOMMENDATION:
Authorize the City Manager to execute the First Amendment to the Pacific Ridge Settlement Agreement, amending Paragraph 14 of the Settlement Agreement to extend the date for construction of the last single-family home from May 15, 2025 to no later than May 15, 2030, subject to approval by the California Coastal Commission.

FISCAL IMPACT:
Amendment of the Settlement Agreement (Agreement) will result in a deferral of permit fees and some development impact fees. Ultimately, these fees will all be paid at the time of construction which under the amendment would be deferred up to 5 additional years.

STRATEGIC ELEMENT:
The requested action supports the Infrastructure and Environment & Healthy Communities and Public Safety Elements of the Strategic Plan.

BACKGROUND:
Pacific Ridge is a single-family residential subdivision project located at the easterly extension of Terrace Avenue. The project includes a total of 63 single family homes. The map includes three distinct phases of which Phase 1 (19 lots/homes and infrastructure) is complete. Phase 2 and 3 Final maps were approved by the City Council on December 5, 2017, and subsequently recorded. Phase 2 includes a total of 26 lots and Phase 3 includes 18 lots for a combined total of 44 lots. Public improvements including street improvements and wet/dry utilities have been completed and accepted by the City. Rough grading of the residential lots has been completed as well. To date, no homes have been built in Phase 2 or 3.

The owner, Ailanto Properties, desires to sell Phases 2 and 3 to a production home builder (as opposed to selling each individual parcel as a custom home parcel). Ailanto Properties has actively marketed Phases 2 and 3 since map recordation. City staff have met with several potential buyers and can attest to the efforts of Ailanto Properties relative to marketing of

Phases 2 and 3. Ailanto Properties has included some details regarding their sales efforts in the letter included as Attachment 2 to this report.

The Pacific Ridge project has been subject to a lengthy and sometimes controversial entitlement process. The project included several design changes, entitlement revisions, appeals, litigation and ultimately in 2004 a Settlement Agreement (Agreement) between the City, Coastal Commission and Ailanto Properties (included as Attachment 3). The Agreement settled the outstanding litigation and counter claims involving entitlements allowing subdivision of the property to proceed conditionally. Ultimately, the Settlement Agreement established a basis for the revised 2008 Coastal Development Permit (CDP) for the residential subdivision which among other things reduced the number of homes from 126 to 63, the inclusion of a new cumulative traffic impact fee (intended to be used for lot retirements) and an exemption of the 63 single family homes from the City's growth management program (Measure A which subsequently was modified as Measure D).

On April 7, 2022, the City received a letter from Ailanto Properties (see Attachment 2) requesting the City approve an amendment to the Settlement Agreement. Specifically, the property owner is seeking modification of Paragraph 14 of the Agreement which: 1) exempts the project from the City's growth management program; and 2) requires the completion of the last single-family home with eight (8) years of the issuance of the first building permit (May 15, 2025 based upon issuance date of first building permit).

On April 25, 2022, the City met with Ailanto Properties representatives to discuss their request. Staff agreed to present the request to the City Council for consideration.

DISCUSSION:

The first building permit for the Pacific Ridge Subdivision was issued to 3 Homes on May 16, 2017. Under current provisions, the exemption to Measure A/D remains in place as long as the last home is completed within eight (8) years of the first issued permit (May 2025). Ailanto Properties is requesting to extend the exemption for an additional five (5) years. This would mean the last home would be completed no later than May of 2030. The letter (Attachment 2) outlines Ailanto Properties' request and rationale for the extension.

Paragraph 14 of the approved Settlement Agreements is as follows:

14. **Inapplicability Of Measure A And Measure D.** The construction of any of the homes authorized in this Settlement Agreement and pursuant to the MCDP are not subject to either Half Moon Bay Measure A or Half Moon Bay Measure D, or to any other City law, rule or regulation, existing or enacted in the future, that would have the effect of limiting or preventing Ailanto from subdividing the property and building the homes so authorized. However, development of the Project shall be phased as follows: Ailanto may build only forty of the homes authorized in this Settlement Agreement and pursuant to the MCDP within the first three years following final subdivision map recordation by the City for any phase of the project for the first residential parcels. The remaining twenty-three homes, plus any homes less than forty not built within such initial time period, may thereafter be built as desired by Ailanto. By September 30 of each year, Ailanto will make a good faith effort to provide an estimate to the City of the number of building permits it expects to pull during the following year. All homes shall be built and completed within eight years of the start of construction on any individual lot in the Project.

Modification of the Settlement Agreement requires approval by both the City Council and the California Coastal Commission. Staff has reviewed the requests and determined that the proposed modification does not conflict with other provision of the Agreement nor does it serve to extend the tentative map as all phases of the subdivision map have been recorded. From a purely policy perspective, staff can identify no reason to deny the extension.

Staff is concerned about the implications of the extension on existing public and private improvements. Run-off from rough-graded private development areas have and will continue to negatively impact public infrastructure, notably the public street(s). Additionally, Phases 2 and 3 include required Homeowner's Association (HOA) amenities like paths and trails that need to be maintained and available to residents of Phase 1 and ultimately to residents of Phases 2 and 3. Staff has included language in the Modification requiring the property owner provide ongoing maintenance of Phases 2 and 3 including maintenance of public improvements (streets and drainage structures), HOA improvements as well as stormwater best management practices (BMPs) throughout. Under the terms, Ailanto shall be responsible for maintaining the site and public improvements until construction is completed on the final home, which includes:

1) Pavement crack seal in 2023 and every other year thereafter;
2) Pavement slurry in 2024 and prior to final inspection of the last home;
3) Quarterly inspection of all stormwater best management practices and any remediation necessary to maintain the site;
4) Annual maintenance of pedestrian pathway including mowing and erosion repair and protection; and
5) Concrete sidewalk, curb and gutter repair of all failing and areas prior to final inspection of the last home.

Further, Ailanto Properties shall not commence work within the public street without first obtaining a temporary encroachment permit from the City which shall include a detailed scope

of work and contractor information. Any work within a public street shall be completed by a licensed Class A contractor. These and the other maintenance obligations are tied to the property and will remain the obligation of any successor in interest.

Staff has discussed the recommended maintenance provisions with the owner and they are amenable to inclusion in the revised Agreement. It remains in the financial interest of the property owner to continue to market the property and find a buyer or buyers for Phases 2 and 3. In the meantime, the property owner (or any subsequent buyer), under the Modification, will be obligated to maintain public infrastructure and private properties within Phases 2 and 3. These provisions not only protect the assets and adjacent properties, but also incentivize the continued marketing and ultimate completion of homes in Phase 2 and 3.

As the California Coastal Commission is a signatory to the Settlement Agreement, staff is recommending language in the resolution that requires written Coastal Commission concurrence of the Amendment as a condition of signature and execution by the City Manager.

ATTACHMENTS:

1. Resolution
2. Letter from Ailanto Properties Requesting Modification
3. 2004 Settlement Agreement

1515501.1

RESOLUTION NO. C-2022-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY APPROVING THE FIRST AMENDMENT TO THE PACIFIC RIDGE SETTLEMENT AGREEMENT

WHEREAS, Ailanto Properties is the owner of real property in the City of Half Moon Bay which is referred to as the Pacific Ridge Subdivision (Project); and

WHEREAS, the Ailanto Properties has recorded three phased Final Maps creating 63 single family lots at the easterly terminus of Terrace Avenue; and

WHEREAS, the Project is subject to a 2004 settlement agreement (Agreement) between the Owner, the City of Half Moon Bay and the California Coastal Commission; and

WHEREAS, Paragraph 14 of the Agreement requires completion of the last home no later than eight years of the issuance of the first building permit; and

WHEREAS, the first building permit for the project was issued on May 16, 2017; and

WHEREAS, under the Agreement the last home must be completed no later than May 15, 2025; and

WHEREAS, the Owner has, to date, been unsuccessful at finding a buyer for Phase 2 and 3 of the Project and has formally requested modification of the Agreement to extend the date for completion by 5 years; and

WHEREAS, the requested amendment to the Agreement does not conflict with other terms of the 2004 Settlement Agreement.

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Half Moon hereby authorizes the City Manager to execute the First Amendment to the Pacific Ridge Settlement Agreement, as contained in Exhibit A to this Resolution, subject to approval of the California Coastal Commission.

****

I, the undersigned, hereby certify that the foregoing resolution was duly passed and adopted on the 7th day of June, 2022 by the City Council of Half Moon Bay by the following vote:

AYES, Councilmembers:

NOES, Councilmembers:

ABSENT, Councilmembers:

ABSTAIN, Councilmembers:

ATTEST:

_____
Jessica Blair, City Clerk

APPROVED:

_____
Debbie Ruddock, Mayor

FIRST AMENDMENT TO SETTLEMENT AGREEMENT BETWEEN AILANTO PROPERTIES, INC., THE CITY OF HALF MOON BAY AND THE CALIFORNIA COASTAL COMMISSION

This First Amendment to Settlement Agreement Between Ailanto Properties, Inc., the City of Half Moon Bay and the California Coastal Commission (this "Amendment") dated, for reference purposes, as of _____, 2022, is made by and between AILANTO PROPERTIES, INC., a California corporation ("Ailanto"), the City of Half Moon Bay (the "City") and the California Coastal Commission (the "Commission").

RECITALS

A. Ailanto, the City and the Commission are parties to a Settlement Agreement Between Ailanto Properties, Inc., the City of Half Moon Bay and the California Coastal Commission dated as of _____, 2004 (the "Settlement Agreement"), pursuant to which Ailanto, the City and the Commission agreed to settle certain litigation matters referred to in the Settlement Agreement. Such litigation matters and the Settlement Agreement affect and pertain in significant part to Ailanto's development of a housing project in the City of Half Moon Bay, known as the "Pacific Ridge Project".

B. Ailanto has obtained certain entitlements to develop sixty-three (63) residential homes within the Pacific Ridge Project referred to above. Nineteen (19) of the homes were built out in the first phase of the Pacific Ridge Project and Ailanto continues to own forty-four (44) single family lots within the Pacific Ridge Project. Such forty-four (44) lots are in finished lot condition; however, homes have not yet been constructed on such forty-four (44) lots.

C. Paragraph 14 of the Settlement Agreement provides, in part, that the development of the Pacific Ridge Project would be phased but that all homes would be built and completed within eight years of the start of construction on any individual lot in the Pacific Ridge Project. Ailanto commenced construction on the first lot in the Pacific Ridge Project on or around May, 2017 and, therefore, per the terms of Paragraph 14 of the Settlement Agreement, Ailanto would need to complete construction of homes on the remaining forty-four (44) lots by May, 2025.

D. Ailanto is concerned that it will not be able to complete construction of homes on the remaining forty-four (44) lots by May, 2025. Ailanto's President, Albert Fong, has had health issues over the past several years and has decided that he and Ailanto will not be in position to build homes on the remaining forty-four (44) lots. Ailanto hereby discloses to the City and the Commission that (i) Ailanto has been actively marketing the remaining forty-four (44) lots to prospective homebuilders for the past several years after having completed infrastructure improvements on such lots, (ii) to make the remaining forty-four (44) lots attractive, Ailanto has twice lowered the purchase price of the lots, and (iii) despite the lowering of the purchase price of such lots, Ailanto continues to have difficulty finding a buyer for such lots at this time. Ailanto maintains that it is having difficulty selling such remaining lots to a homebuilder because (x) very few homebuilders want coastal property, (y) union labor is required for the build out of homes on the remaining lots, thereby causing the cost of construction to be high and (z) there is an extremely short deadline of approximately three (3) years to complete construction of houses on the remaining lots. Add to that the fact that there are

now supply chain issues, shortages of materials, and increases in labor and materials costs, makes it extremely difficult to find a buyer that will purchase the remaining forty-four (44) lots and complete the construction of homes on those lots.

E. Ailanto requests a five (5) year extension of the eight (8) year time period to complete, or cause to be completed, construction of homes on the remaining forty-four (44) lots in the Pacific Ridge Project so that Ailanto will have additional time to find a homebuilder(s) to purchase such lots and complete construction of homes on such lots. The City and Commission are willing to grant Ailanto such five (5) year extension, subject to the terms below.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, and for other valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

AGREEMENT

1. Defined Terms. Each capitalized term used herein, that is not otherwise defined or modified herein, shall have the meaning ascribed to it in the Settlement Agreement.

2. Extension of Time Period to Complete Construction of Homes. The last sentence of Paragraph 14 of the Settlement Agreement is hereby deleted in its entirety and the following is substituted in place thereof: "All homes shall be built and completed on or before May 15, 2030. Ailanto or its successors or assigns (excluding therefrom any owner of a completed home on any of the forty-four lots referred to in Recital B above) shall be responsible for performing, or causing to be performed, the following with respect to the remaining real property in the Pacific Ridge Project currently owned by Ailanto (the "Property"): (1) seal pavement cracks in 2023 and every other year thereafter until completion of construction of the final home on the Property, (2) pavement slurry prior to final inspection of the last home constructed on the Property, (3) inspection twice a year in April and October until completion of construction of the final home on the Property of all stormwater best management practices and any remediation necessary to maintain the site, (4) annual maintenance of pedestrian pathway, including mowing and erosion repair and protection, until completion of construction of the last home on the Property and (5) concrete sidewalk, curb and gutter repair of all failing and areas prior to final inspection of the last home constructed on the Property."

3. Full Force and Effect. Except as specifically amended hereby, the Settlement Agreement remains in full force and effect and is hereby ratified by the parties hereto. In the event that any of the terms or conditions of the Settlement Agreement conflict with this Amendment, the terms and conditions of this Amendment shall control.

4. Authorization. Each party hereto represents to the other parties that the individual(s) executing this Amendment on behalf of such party are authorized to do so on behalf of such party and this Amendment is binding upon and enforceable against such party in accordance with its terms.

5. Successors and Assigns. This Amendment shall bind and inure to the benefit of each party hereto and its successors and assigns. It is the intent of the parties that the rights and

obligations of this Settlement Agreement will run with the land, and Ailanto will provide reasonable notice of the Settlement Agreement to any transferee or potential transferee of any interest in the Property.

6. Attorneys' Fees. If legal action is commenced by a party to this Amendment to enforce or to declare the effect of any provision of this Amendment, the prevailing party shall be entitled to recover from the non-prevailing party reasonable attorneys' fees and other litigation costs. In addition to the foregoing award of reasonable attorneys' fees and other litigation costs to the prevailing party, the prevailing party in any lawsuit on this Amendment shall be entitled to its attorneys' fees and other litigation costs incurred in any post-judgment proceedings to collect or enforce the judgment.

7. Indemnification. If litigation is filed by any person, other than a party to this Amendment, challenging this Amendment or any action of the Commission or the City pursuant to this Amendment, the City (and any members of its City Council if named in such litigation) may tender its defense of such litigation to Ailanto, and Ailanto shall thereafter defend the litigation without the City's participation. In such instance, Ailanto shall indemnify the City for any fees or costs that might be awarded against the City in such litigation.

8. Counterparts; Signatures. This Amendment may be executed and delivered by PDF, email, DocuSign or facsimile signatures and in several or separate counterparts, and each counterpart, when so executed and delivered, shall constitute an original agreement, and all such separate counterparts shall constitute but one and the same agreement.

9. Governing Law. This Amendment shall be governed by the laws of the State of California.

[balance of page is intentionally blank; signature page follows on next page]

IN WITNESS WHEREOF, the parties have caused this Amendment to be executed as of the date first set forth above.

AILANTO:

AILANTO PROPERTIES, INC.,
a California corporation

By: _____
Name: _____
Title: _____

CITY:

CITY OF HALF MOON BAY

By: _____
Name: _____
Title: _____

COMMISSION:

CALIFORNIA COASTAL COMMISSION

By: _____
Name: _____
Title: _____

1515204.2

AILANTO PROPERTIES, INC.

1939 HARRISON STREET / SUITE 711 / OAKLAND, CA 94612
TEL (510) 465-8888 FAX (510) 465-5704

April 7th, 2022

CITY OF HALF MOON BAY
APR 12 2022
RECEIVED

City of Half Moon Bay
Attn: Mr. Bob Nisbet
City Hall
501 Main Street
Half Moon Bay, CA 94019

Re: Pacific Ridge Phase II and III (Lots#20-Lot#63)
Request for Time Extension

Dear Mr. Nisbet,

We are writing this letter to request an extension of time to complete building the remaining 44 homes at Pacific Ridge.

Section 14 of the Settlement Agreement allows Pacific Ridge to have 8 years to complete building all 63 homes there. Edenbridge started the construction in around April, 2017 and therefore, we figure Pacific Ridge is due to be completed by April 2025.

As you may know, our company has been downsizing its operations significantly over years and decided not to build out the project soon after Albert has been diagnosed with Parkinson's. We actively market the project once we finished the infrastructure improvements of Phase II and Phase III. To make it attractive, we lowered the asking price twice in the past two years. However, we are still having a difficult time to find an interested buyer due to the facts that (1) very few builders want coast side project, (2) our project requires using union labors, and (3) there is a very tight time limit to complete the project.

For the past 3 years we were in contracts with several builders, but once they evaluated the costs of using union and the limitation of time to build the project. They all finally backed out of the deal. Now together with supply chain issue, shortage of materials, and building costs inflation, all those make it even harder to find a buyer.

Pacific Ridge is such a beautiful project. Albert has contributed majority of his resources and has gone through countless of hurdles to get it approved, to finish the infrastructure improvements, and to build out all 63 finished lots.

All in all, we come to realize that it is impossible for us to find a buyer without City's approval of extension of time. Instead of expiring in April 2025, we would like to ask for an additional five years to extend the expiration to April, 2030. This condition of time limit was raised by the City during negotiation of Settlement Agreement and it does not exist in the CDP permit issued by California Coastal Commission (a copy of CDP is attached), and thus we decide to make this request directly to the City.

We are hoping that the City understands our situation and grants us the extension.

Should you have any questions, please contact us at ckwan@ailantoproperties.net or 510-465-8888 ext. 130

Thank you.

Sincerely,
AILANTO PROPERTIES, INC.

Cydia Kwan
Financial Controller

cc w/ enclosure: John Doughty, Public Works Director
cc w/ enclosure: Jill Ekas, Community Development Director

California Coastal Commission

COASTAL DEVELOPMENT PERMIT

CDP A-1-HMB-99-022 (Pacific Ridge)

As amended by CDP amendment A-1-HMB-99-022-A1

Issue Date: October 3, 2011

Coastal development permit (CDP) number A-1-HMB-99-022 was approved by the California Coastal Commission on February 16, 2001, and subsequently amended on October 15, 2008 (CDP amendment number A-1-HMB-99-022-A1). CDP A-1-HMB-99-022, as amended, provides for the subdivision of two parcels totaling 114 acres into 63 residential lots and construction of 63 single-family homes, a neighborhood park, streets and infrastructure, located adjacent to the eastern ends of Grandview Boulevard and Terrace Avenue, north of Highway 92 and east of Highway 1, in the City of Half Moon Bay, San Mateo County (all as more specifically described in the Commission's CDP file). CDP A-1-HMB-99-022, as amended, is subject to certain terms and conditions, including the standard and special conditions beginning on page 2 of this CDP.

As of October 3, 2011, all of the amended CDP's prior to issuance requirements have been met, and the amended CDP can now be issued. Thus, by my signature below, the amended CDP is issued on behalf of the California Coastal Commission:

DANIEL CARL 10/3/2011

Dan Carl, Central Coastal District Manager for Charles Lester, Executive Director

Acknowledgement

The undersigned Permittee acknowledges receipt of this amended coastal development permit and agrees to abide by all terms and conditions thereof. The undersigned Permittee acknowledges that Government Code Section 818.4 (that states in pertinent part that "a public entity is not liable for injury caused by the issuance of any permit") applies to the issuance of this amended coastal development permit.

Albert Tong 10/5/2011

Permittee Date

ALANTO PROPERTIES, INC
Its President.

Please note that this amended coastal development permit is not valid unless and until a copy of it with the signed acknowledgement has been returned to the California Coastal Commission's North Central Coast District Office (14 Cal. Admin. Code Section 13158(a)). This amended CDP replaces and supersedes any previously issued CDP.

California Coastal Commission

COASTAL DEVELOPMENT PERMIT

CDP A-1-HMB-99-022 (Pacific Ridge)

As amended by CDP amendment A-1-HMB-99-022-A1

Issue Date: October 3, 2011

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DANIEL CARL 10/3/2011

Dan Carl, Central Coastal District Manager for Charles Lester, Executive Director

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Permittee Date

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Standard Conditions

1. **Notice of Receipt and Acknowledgment.** The permit is not valid and development shall not commence until a copy of the permit, signed by the Permittee or authorized agent, acknowledging receipt of the permit and acceptance of the terms and conditions, is returned to the Commission office.

2. Standard Condition 2 shall be superseded by Special Condition 13.

3. **Interpretation.** Any questions of intent or interpretation of any condition will be resolved by the Executive Director or the Commission.

4. **Assignment.** The permit may be assigned to any qualified person, provided assignee files with the Commission an affidavit accepting all terms and conditions of the permit.

5. **Terms and Conditions Run with the Land.** These terms and conditions shall be perpetual, and it is the intention of the Commission and the Permittee to bind all future owners and possessors of the subject property to the terms and conditions.

Special Conditions

1. **Revised Subdivision Plan**

   A. **PRIOR TO ISSUANCE OF THE COASTAL DEVELOPMENT PERMIT, AS AMENDED,** the applicant shall submit, for the review and approval of the Executive Director, a revised project site plan as shown on the Pacific Ridge at Half Moon Bay Grading Plan, attached as Exhibit 5. No development, including grading, shall be allowed on any slopes that currently drain to the pond or other wetlands north of Stream 3.

   B. The applicant shall undertake development in accordance with the revised site plan approved by the Executive Director. No proposed changes to the approved final plans shall occur without a Commission amendment to this coastal development permit unless the Executive Director determines that no amendment is required.

2. **Open Space and Conservation Easement – Habitat Protection**

   A. No development, as defined in Coastal Act Section 30106, nor any agriculture or grazing activities shall occur in open space and environmentally sensitive habitat areas A and B as shown on Exhibit 3 except for: (1) construction of the fence that is sited and designed in accordance with Special Condition 5.A.7 below; (2) other development necessary for habitat enhancement, if approved by the Commission as an amendment to this coastal development permit; (3) construction and maintenance of the pedestrian trail as described in Special Condition 3; (4) construction of v-ditches or other drainage improvements, as may be required by geotechnical engineering review and erosion repair consistent with Special Condition 8, which are allowed by the erosion control plan approved by the

Executive Director pursuant to Special Condition 8; (5) such minor grading as may be required to fulfill any other requirement of the Settlement Agreement between the applicant, the Commission and the City of Half Moon Bay, as allowed pursuant to Special Condition 4.A; and (6) construction of the crossings that span, but are not footed in, the riparian areas, as described in Special Condition 6.B; (7) grazing as allowed by the habitat management plan approved by the Executive Director pursuant to Special Condition 5.

B. **PRIOR TO ISSUANCE OF THE COASTAL DEVELOPMENT PERMIT, AS AMENDED,** the applicant shall execute and record a document in a form and content acceptable to the Executive Director, irrevocably offering to dedicate to a public agency or private association approved by the Executive Director an open space and conservation easement for the purpose of resource protection and habitat conservation. Such easement shall include legal descriptions of both the applicant's entire property and the easement area. The recorded document shall also reflect that development in the easement area is restricted as set forth in this permit condition.

C. The offer shall be recorded free of prior liens and encumbrances that the Executive Director determines may affect the interest being conveyed. The offer shall run with the land in favor of the People of the State of California, binding all successors and assigns, and shall be irrevocable for a period of 21 years, such period running from the date of recording.

3. **Public Access and Park Dedication**

A. **PRIOR TO ISSUANCE OF THE COASTAL DEVELOPMENT PERMIT, AS AMENDED,** and consistent with the terms of the proposed project description, the applicant shall execute and record a document, in a form and content acceptable to the Executive Director, irrevocably offering to dedicate in fee to the City of Half Moon Bay or to another public agency approved by the Executive Director the 1.9-acre park site, as generally depicted on the property map attached as Exhibit 3. The recorded document shall include legal descriptions of both the applicant's entire property and the fee dedication area. The recorded document shall also reflect that development in the fee dedication area is restricted to public park and recreation purposes.

B. **PRIOR TO ISSUANCE OF THE COASTAL DEVELOPMENT PERMIT, AS AMENDED,** and consistent with the terms of the proposed project description, the applicant shall execute and record a document, in a form and content acceptable to the Executive Director, irrevocably offering to dedicate a public access easement to the City of Half Moon Bay or another public agency or private association approved by the Executive Director over the entirety of the trails, paths and associated public parking area as generally depicted on the site plan attached as Exhibit 4. The parking area shall accommodate 5 cars. The recorded document shall include legal descriptions of both the applicant's entire property and the easement area. The recorded document shall also

reflect that development in the easement area is restricted to public access purposes as set forth in this condition.

C. The offers identified in Subsections A and B shall be recorded free of prior liens and encumbrances that the Executive Director determines may affect the interests being conveyed. The offers shall run with the land in favor of the People of the State of California, binding all successors and assigns, and shall be irrevocable for a period of 21 years, such period running from the date of recording.

4. **Open Space Deed Restriction – Scenic View Protection**

A. No building pad for any home in the Project may be situated above the 155 foot contour line, as shown on the May 12, 2008 project plans, attached as Exhibit 5. No grading shall occur above the 160 foot contour line, as shown on the May 12, 2008 project plans, attached as Exhibit 5, except for the installation of v-ditches or other drainage as may be required by geotechnical engineering review and erosion repair in order to comply with Special Condition 8 of the permit and such minor grading as may be required to fulfill any other requirement of the Settlement Agreement between the applicant, the Commission and the City of Half Moon Bay.

B. **PRIOR TO ISSUANCE OF THE NOI FOR THIS PERMIT, AS AMENDED,** the applicant shall submit for the review and approval of the Executive Director, and upon such approval, for attachment as an Exhibit to the NOI, a formal legal description and graphic depiction of the portion of the subject property affected by this condition, as generally described above and shown on Exhibit C to the Settlement Agreement between the applicant, the Commission, and the City of Half Moon Bay.

5. **Habitat Management Plan**

A. **PRIOR TO ISSUANCE OF THE COASTAL DEVELOPMENT PERMIT, AS AMENDED,** the applicant shall submit, for the review and approval of the Executive Director, a Habitat Management Plan that shall provide the following specific measures designed to conserve enhance and manage the environmentally sensitive habitat area on the northern portion of the project site for the benefit of the San Francisco garter snake, the California red-legged frog, and other sensitive species that use the area, including raptors. The applicant shall be responsible for assuring the long-term implementation of the approved Habitat Management Plan.

1. **Pond Hydrology**

Maintain the diversion berm in central Drainage 3 to continue to direct intermittent water flow from Upper Drainage 3 toward the pond.

2. **Grass Management**

Manage grassland areas adjacent to, and upslope from, the pond and delineated wetlands to favor (re)establishment of native grass species and reduce or control invasive non-native species.

3. **Habitat Enhancement**

   Manage lands to enhance and protect populations of target species of special-status biota, riparian areas, wetlands, and other site resources.

4. **Fuel Management**

   Reduce or eliminate dangerous accumulations of wildfire fuels.

5. **Open Space Management**

   Develop techniques and strategies for the active management of the open space areas using such tools and practices as grazing, prescribed burning, mechanical control of fuels, habitat (vegetation) restoration and establishment of native plants, erosion prevention and sediment control, and removal of exotic species.

6. **Raptors**

   Prior to commencement of grading or any other construction-related activity, a qualified biologist shall conduct a survey of nesting raptors at the project site. If white-tailed kite, Cooper's hawk or other tree-nesting raptors are found, the tree(s) shall be protected from disturbance during the nesting season. A temporary fence shall be placed 200 feet from the drip line of such trees and all grading or construction activities, including storage of materials or equipment, shall be excluded from the fenced area. If ground-nesting northern barriers are found, a temporary nest shall be placed around the nest at a radius of 300 feet and all construction shall be excluded from the fenced area. During the nesting season, the biologist shall monitor the grading or construction site on a biweekly (14 day) period. The protection measures shall remain in effect until the biologist has verified that adults have abandoned the nest or the young have left the nest or nest tree.

   Prior to commencement of grading or any other construction-related activity during the yellowthroat-nesting season, a qualified biologist shall conduct a survey of the project site for nesting salt marsh common yellowthroats. A 100-foot fenced temporary buffer shall be established around any active nest to exclude any construction activity, or any storage of materials or equipment from such buffer. The fence shall remain in place until August 1 of the year or until the biologist verifies that the nest is no longer active.

   In the event that adult raptors or yellowthroats abandon a nest during grading or construction, the biologist shall within 48 hours prepare and submit a report to the executive director stating the observation and the biologist's professional opinion of the reasons therefor.

At the end of a grading or construction phase, or the end of each year's nesting season during project construction, whichever comes first, the biologist shall prepare and submit to the executive director a monitoring report on the effectiveness of this condition to protect any identified raptor or yellowthroat nests at the project site.

7. **Perimeter Fence**
The Habitat Management Plan shall provide for the construction of a four- to five-foot high fence with a solid base to separate the developed areas~~, including trails,~~ from the adjacent open space and environmentally sensitive habitat areas.

B. For a period of five years following issuance of the coastal development permit on the anniversary date of the Commission's action to approve the permit, the applicant (or his consulting expert) shall perform and report to the Commission on a monitoring study, consistent with applicable wildlife agency protocols, of the utilization of the dedicated habitat conservation area by the sensitive species referenced in Special Condition 5.A Commencing with the eighth year following issuance of the coastal development permit and every third year thereafter, the "Pacific Ridge at Half Moon Bay" subdivision homeowners association, or its consulting expert, shall perform and report to the Commission on a monitoring study, consistent with applicable wildlife agency protocols of the utilization of the dedicated habitat conservation area by the sensitive species referenced in Special Condition 5.A.

C. The applicant, or his successors or assigns, during the term of the development and home sales program of the subdivision, and the homeowners association following completion of subdivision home sales shall be responsible for the implementation, including, but limited to, any corrective actions of adverse conditions identified by the monitoring program pursuant to Special Condition 5.B.

D. **PRIOR TO THE ISSUANCE OF THE COASTAL DEVELOPMENT PERMIT, AS AMENDED,** the applicant shall submit, for the review of, and approval by the Executive Director, a report by a professional arborist of the eucalyptus trees in Drainages 1, 2, 3, 4, and 5, that describes their current state and makes recommendations for their long-term arboreal management including for roosting and nesting.

6. <u>Riparian Corridor Protection</u>

A. **PRIOR TO ISSUANCE OF THE COASTAL DEVELOPMENT PERMIT, AS AMENDED,** the applicant shall submit, for the review and approval of the Executive Director, revised project plans that demonstrate that no development, including lot lines, shall be located within 30 feet of the edge of any riparian vegetation associated with Streams 1, 2, and 3, or within 30 feet of the centerline of the streams where no riparian vegetation is present. For purposes of this permit condition, riparian vegetation shall be defined as any vegetation that requires or tolerates soil moisture levels in excess of that available in adjacent terrestrial areas and is typically associated with the banks, edges, or terrestrial limits of freshwater bodies, water courses, or surface emergent aquifers.

B. The two stream crossings authorized herein shall span the streams with no supports located within the riparian corridors. All construction activities, materials and equipment are prohibited from entering the riparian corridors and their respective buffer zones except as necessary for the construction of one road crossing each on Streams 1 and 2. Prior to commencement of grading, the applicant shall install temporary construction fencing along the outer edge of all riparian buffer zones as shown on the approved revised site plan.

7. **Cumulative Public Access Impact Mitigation**

The applicant shall pay to the City the total sum of $2,835,000 as a cumulative traffic mitigation contribution fee ("the in-lieu CTMC fee"). The in-lieu CTMC fee represent the payment of $45,000 per lot, for each of the sixty-three parcels on which homes will be built. The in-lieu CTMC fee shall be used by the City for the purpose of acquiring and retiring development rights on existing legal parcels in the City.

The in-lieu CTMC fee shall be paid in the following manner: (1) a one-time amount of $150,000 shall be paid to the City, after issuance of the permit by the Commission, at the time of the first recordation by the City of a final subdivision map for any phase of the Project in which at least one residential lot is included; (2) $1,342,500 shall be paid within two years thereafter, or at the time of issuance of the first building permit by the City for a home on a new subdivided parcel or at the time of sale of the first such subdivided residential parcel, whichever occurs first; and (3) $1,342,500 shall be paid within one year thereafter. The payment of the first $1,342,500 shall fully vest Ailanto's rights to complete all of the homes approved hereby.

The applicant's responsibility to the Commission and the City to mitigate the cumulative traffic impacts of its project is discharged by payment of the in-lieu CTMC fee specified in this Special Condition and the costs specified in Special Condition Number 11, and no further traffic mitigation obligations or exactions will be imposed as part of satisfying the conditions of the City's vesting tentative subdivision map, any other City approval, or the permit. The Commission and the City assume the risk that the in-lieu CTMC fee may not be sufficient to achieve the retirement of development rights on a desired number of parcels. Correspondingly, the applicant recognizes that it is not entitled to any refund of any portion of this payment in the event that the payment exceeds the amount sufficient to retire development rights on a desired number of parcels, or any refund of the $150,000 one-time payment under any circumstances.

In order to ensure payment of the in-lieu CTMC fee, prior to issuance of the MCDP, the applicant or any successor shall submit to the Executive Director for review and approval a standby letter of credit for the amount of the CTMC fee. The letter shall be from a lender who is sufficiently reputable to assure payment of the funds at the appropriate time. The Executive Director shall approve the letter of credit if the letter is consistent with this condition. After approval by the Executive Director and prior to issuance of the MCDP, the Applicant shall deposit the letter with the Commission. The letter of credit may be revoked

by Ailanto only if (a) the in-lieu CTMC fee is paid in full; (b) the permit expires without commencement of development (which includes recordation of a final subdivision map); or (c) the applicant surrenders the permit and relinquishes all rights under it, and reversts any subdivision to conditions existing prior to approval of the permit (including merger of all subdivided parcels). As long as the applicant complies with these requirements, it may revoke the letter of credit under (c) for any reason. The letter of credit shall be interpreted to allow revocation only under the foregoing circumstances, and if the applicant or successor succeeds in revoking the letter of credit under other circumstances without Commission approval, this shall be deemed to be a violation of the permit. The letter of credit shall provide that the Commission may draw funds at any time a CTMC payment obligation under the Settlement Agreement is overdue by more than seven calendar days.

The applicant, the City and the Commission anticipate that the first final subdivision map for the project will be recorded within three years of approval of the permit and that the three payments specified in the second paragraph of this condition will be made within three years, five years, and six years respectively of that approval ("the Original Timeline"), although these deadlines may be postponed pursuant to the tolling provisions of Special condition No. 13. Any payments made after they would be due under the Original Timeline shall be increased proportionately to any increase in the median home price in San Mateo County between the due date under the Original Timeline and the time of payment. Median prices shall be based on figures obtained from the San Mateo County Association of Realtors.

8. Erosion Control

A. **PRIOR TO ISSUANCE OF THE COASTAL DEVELOPMENT PERMIT, AS AMENDED,** the applicants shall provide, for the review and approval of the Executive Director, an Erosion Control Plan to reduce erosion and, to the maximum extent practicable, retain sediment on-site during and after construction. The plan shall be designed to minimize the potential sources of sediment, control the amount of runoff and its ability to carry sediment by diverting incoming flows and impeding internally generated flows, and retain sediment that is picked up on the project site through the use of sediment-capturing devices. The plan shall also limit application, generation, and migration of toxic substances, ensure the proper storage and disposal of toxic materials, apply nutrients at rates necessary to establish and maintain vegetation without causing significant nutrient runoff to surface waters. The Erosion Control Plan shall incorporate the Best Management Practices (BMPs) specified below.

1. Erosion & Sediment Source Control

a. Sequence construction to install **sediment-capturing devices** first, followed by runoff control measures and runoff conveyances. Land clearing activities should only commence after the minimization and capture elements are in place.

b. Time the clearing and grading activities to avoid the rainy season (October 15 through April 30).

c. Minimize the area of bare soil exposed at one time (phased grading).

d. Clear only areas essential for construction.

e. Within five days of clearing or inactivity in construction, stabilize bare soils through either non-vegetative BMPs, such as mulching or vegetative erosion control methods such as seeding. Vegetative erosion control shall be established within two weeks of seeding/planting.

f. Construction entrances should be stabilized immediately after grading and frequently maintained to prevent erosion and control dust.

g. Control wind-born dust through the installation of wind barriers such as hay bales and/or sprinkling.

h. Soil and/or other construction-related material stockpiled on site shall be placed a minimum of 200 feet from all wetlands and drain courses. Stockpiled soils shall be covered with tarps at all times of the year.

i. Excess fill shall not be disposed of in the Coastal Zone unless authorized through either an amendment to this coastal development permit or a new coastal development permit.

2. **Runoff Control and Conveyance**

a. Intercept runoff above disturbed slopes and convey it to a permanent channel or stormdrains by using earth dikes, perimeter dikes or swales, or diversions. Use check dams where appropriate.

b. Provide protection for runoff conveyance outlets by reducing flow velocity and dissipating flow energy.

3. **Sediment-Capturing Devices**

a. Install stormdrain inlet protection that traps sediment before it enters the storm sewer system. This barrier could consist of filter fabric, straw bales, gravel, or sand bags.

b. Install sediment traps/basins at outlets of diversions, channels, slope drains, or other runoff conveyances that discharge sediment-laden water. Sediment traps/basins shall be cleaned out when 50% full (by volume).

c. Use silt fence and/or vegetated filter strips to trap sediment contained in sheet flow. The maximum drainage area to the fence should be 0.5 acre or less per 100 feet of fence. Silt fences should be inspected regularly and sediment removed when it reaches 1/3 the fence height. Vegetated filter strips should have relatively flat slopes and be vegetated with erosion-resistant species.

4. **Chemical Control**

a. Store, handle, apply, and dispose of pesticides, petroleum products, and other construction materials properly.

b. Establish fuel and vehicle maintenance staging areas located away from all drainage courses, and design these areas to control runoff.

c. Develop and implement spill prevention and control measures.

d. Provide sanitary facilities for construction workers.

e. Maintain and wash equipment and machinery in confined areas specifically designed to control runoff. Thinners or solvents should not be discharged into sanitary or storm sewer systems. Washout from concrete trucks should be disposed of at a location not subject to runoff and more than 50 feet away from a stormdrain, open ditch or surface water.

f. Provide adequate disposal facilities for solid waste, including excess asphalt, produced during construction.

g. Develop and implement nutrient management measures. Properly time applications, and work fertilizers and liming materials into the soil to depths of 4 to 6 inches. Reduce the amount of nutrients applied by conducting soil tests to determine site nutrient needs.

B. The applicant shall undertake development in accordance with the final erosion control plans approved by the Executive Director. No proposed changes to the approved final plans shall occur without a Commission amendment to this coastal development permit unless the Executive Director determines that no amendment is required. The applicant shall be fully responsible for advising construction personnel of the requirements of the Erosion Control Plan.

C. **Erosion Control Maintenance.** All of the above described erosion control measures shall be maintained pursuant to the following requirements.

1. All BMP traps/separators and/or filters shall be cleaned at minimum prior to the onset of the storm season and no later than October 15th each year.

2. Sediment traps/basins shall be cleaned out at any time when 50% full (by volume).

3. Sediment shall be removed from silt fences at any time when it reaches 1/3 the fence height.

4. All pollutants contained in BMP devices shall be contained and disposed of in an appropriate manner.

5. Non-routine maintenance activities that are expensive but infrequent, such as detention basin dredging, shall be performed on as needed based on the results of the monitoring inspections described above.

D. **Erosion Control Monitoring.** Throughout the construction period, the applicants shall conduct regular inspections of the condition and operational status of all structural BMPs

required by the approved Erosion Control Plan. The applicant shall report the results of the inspections in writing to the Executive Director prior to the start of the rainy season (no later than October 15th), after the first storm of the rainy season, and monthly thereafter until April 30th for the duration of the project construction period. Major observations to be made during inspections and reported to the Executive Director shall include: locations of discharges of sediment or other pollutants from the site; BMPs that are in need of maintenance; BMPs that are not performing, failing to operate, or inadequate; and locations where additional BMPs are needed. Authorized representatives of the Coastal Commission and/or the City of Half Moon Bay shall be allowed to enter the property as needed to conduct on-site inspections throughout the construction period.

9. **Storm-water Pollution Prevention**

A. **PRIOR TO ISSUANCE OF THE COASTAL DEVELOPMENT PERMIT, AS AMENDED**, the applicant shall submit, for the review and approval of the Executive Director, a final **Storm-water Pollution Prevention Plan (SWPPP).** The SWPPP shall demonstrate that the approved development shall maintain post-development peak runoff rate and average volume at levels equal to pre-development levels, and reduce the post-development loadings of Total Suspended Solids (TSS) so that the average annual TSS loadings are no greater than pre-development loadings. The SWPPP shall incorporate the Best Management Practices (BMPs) described below.

1. **Minimize Creation of Impervious Surfaces**

a. Design residential streets for the minimum required pavement widths needed to comply with all zoning and applicable ordinances to support travel lanes, on-street parking, emergency, maintenance and service vehicle access, sidewalks, and vegetated open channels.

b. Minimize the number of residential street cul-de- sacs and incorporate landscaped areas to reduce their impervious cover. The radius of cul-de-sacs should be the minimum required to accommodate emergency and vehicle turnarounds. Alternative turnarounds shall be employed where allowable.

c. Avoid curb and gutter along driveways and streets where appropriate.

d. Incorporate landscaping with vegetation or other permeable ground cover in setback areas between sidewalks and streets.

e. Use alternative porous material/pavers (e.g., hybrid lots, parking groves, permeable overflow parking, crushed gravel, mulch, cobbles) to the extent practicable for sidewalks, driveways, parking lots, or interior roadway surfaces.

f. Reduce driveway lengths, and grade and construct driveways to direct runoff into adjacent landscaped areas.

g. Direct rooftop runoff to permeable areas rather than driveways or impervious surfaces in order to facilitate infiltration and reduce the amount of storm-water leaving the site.

2. **Roads and Parking Lots**

a. Install vegetative filter strips or catch basin inserts with other media filter devices, clarifiers, grassy swales and berms, or a combination thereof to remove or mitigating oil, grease, hydrocarbons, heavy metals and particulates from storm-water draining from all roads and parking lots.

b. Roads and parking lots should be vacuum swept monthly at a minimum, to remove debris and contaminant residue.

3. **Landscaping**

a. Native or drought tolerant adapted vegetation should be selected, in order to minimize the need for fertilizer, pesticides/herbicides, and excessive irrigation.

b. Where irrigation is necessary, the system must be designed with efficient technology. At a minimum, all irrigation systems shall have flow sensors and master valves installed on the mainline pipe to ensure system shutdown in the case of pipe breakage. Irrigation master systems shall have an automatic irrigation controller to ensure efficient water distribution. Automatic irrigation controllers shall be easily adjustable so that site watering will be appropriate for daily site weather conditions. Automatic irrigation controllers shall have rain shutoff devices in order to prevent unnecessary operation on rainy days.

c. All BMP traps/separators and/or filters shall be cleaned prior to the onset of the storm season and no later than October 15th each year. All pollutants contained in BMP devices shall be contained and disposed of in an appropriate manner.

d. Non-routine maintenance activities that are expensive but infrequent, such as detention basin dredging, shall be performed on as needed based on the results of the monitoring inspections described below.

B. **Storm-water Pollution Prevention Monitoring.** The applicant shall conduct an annual inspection of the condition and operational status of all structural BMPs provided in satisfaction of the approved SWPPP including the detention basin. The results of each annual inspection shall be reported to the Executive Director in writing by no later than June 30th of each year following the commencement of construction. Major observations to be made during inspections and reported to the Executive Director shall include: locations of discharges of sediment or other pollutants from the site; BMPs that are in need of maintenance; BMPs that are not performing, failing to operate, or inadequate; and locations where additional BMPs are needed. Authorized representatives of the Coastal Commission and/or the City of Half Moon Bay shall be allowed to enter the property as needed to conduct on-site inspections of the detention basin and other structural BMPs.

C. **PRIOR TO ISSUANCE OF THE COASTAL DEVELOPMENT PERMIT, AS AMENDED**, the applicant shall submit for the review and approval of the Executive Director a **Water Quality Monitoring Plan** (WQMP). The WQMP shall be designed to evaluate the effectiveness of the SWPPP to protect the quality of surface and groundwater and shall provide the following:

1. The WQMP shall specify sampling locations appropriate to evaluate surface and groundwater quality throughout the project site, including, but not limited to all major storm drains.
2. The WQMP shall specify sampling protocols and permitted standards for all identified potential pollutants including, but not necessarily limited to: heavy metals, pesticides, herbicides, suspended solids, nutrients, oil, and grease.
3. Beginning with the start of the first rainy season (October 15 - April 30) following commencement of development and continuing until three years following completion of all grading, landscaping and other earth disturbing work, surface water samples shall be collected from the specified sampling locations during the first significant storm event of the rainy season and each following month through April 30. Sampling shall continue thereafter in perpetuity on an annual basis during the first significant storm event of the rainy season.
4. Results of monitoring efforts shall be submitted to the Commission upon availability.

D. If any water quality standards specified in the WQMP are exceeded, the applicant shall assess the potential sources of the pollutant and the potential remedies. If it is determined based on this assessment that applicable water quality standards have not been met as a result of inadequate or failed BMPs, corrective actions or remedies shall be required. If potential remedies or corrective action constitute development, as defined in Section 30106 of the Coastal Act, an amendment to this permit shall be required.

E. **PRIOR TO ISSUANCE OF THE COASTAL DEVELOPMENT PERMIT, AS AMENDED**, the applicant shall execute and record a deed restriction over the project site, in a form and content acceptable to the Executive Director, reflecting the above restrictions on development. The deed restriction shall include legal descriptions of the applicant's entire parcel(s). The deed restriction shall run with the land, binding all successors and assigns, and shall be recorded free of prior liens that the Executive Director determines may affect the enforceability of the restriction. This deed restriction shall not be removed or changed without a Commission amendment to this coastal development permit.

10. <u>Grading Plan</u>

A. **PRIOR TO ISSUANCE OF THE COASTAL DEVELOPMENT PERMIT, AS AMENDED**, the applicant shall submit, for the review and approval of the Executive Director, a **Final Grading Plan** specifying:

1. The respective quantities of cut and fill and the final design grades and locations for all project related grading, including building foundations, streets, drainage, and utilities.
2. The phasing of all grading during construction.

B. Grading shall be conducted in strict conformity to the approved Grading Plan, Erosion Control Plan, SWPPP, and habitat protection measures specified in Special Conditions 6, 9 and 10.

11. Project Site Access

Terrace Avenue may be used as the vehicular access route for the Project, and for required development and construction. The applicant shall be responsible for repairing any damage to Terrace Avenue caused by development and construction. In addition to the in-lieu CTMC fee required by Special Condition Number 7, the applicant shall also pay an in-lieu fee in an amount equal to the costs of signalization, and the widening of Highway 1 necessary therefor, at the intersection of Terrace Avenue and Highway 1, up to the standards therefor of the California Department of Transportation. The money shall be expended to mitigate traffic impacts from the approved Pacific Ridge subdivision by either funding improvements to the intersection of California State Highway One and Terrace Avenue, located in the City, or funding alternative traffic improvements in the vicinity that have been approved for this funding by the Executive Director of the Commission.

12. Raptor Protection

PRIOR TO ISSUANCE OF THE COASTAL DEVELOPMENT PERMIT, AS AMENDED, the applicant shall submit, for the review and approval of the Executive Director, a biological survey conducted by a qualified biologist/ornithologist that demonstrates that no development involving physical construction, including grading, shall occur within 100 feet of any nesting habitat for any state or federally listed species of raptor.

13. Expiration

If development (which includes recordation of a final subdivision map for any portion of the project) has not commenced, this permit will expire three years following approval by the Commission. Development shall be pursued in a diligent manner and completed in a reasonable period of time. Application for extension of the permit must be made prior to the expiration date. The expiration date of this permit shall be tolled, without regard to the length of time, for the same time as the time during which litigation is pending challenging the validity of that Settlement Agreement between the applicant, the Commission and the City of Half Moon Bay, or challenging the Commission's or the City's approval of that Settlement Agreement or the permit, or challenging the coastal development permits described in Paragraph 7 of that Settlement Agreement. The expiration date of this permit shall also be tolled during any period of time that an administrative appeal is pending before

the Commission involving either of these coastal development permits, and for the time necessary to obtain CalTrans approval for construction of the improvements authorized by the Terrace CDP, all as specified in Paragraph 7 of that Settlement Agreement. In addition to these tolling provisions, the Commission shall grant further extensions of the permit unless there are changed circumstances affecting the consistency of the permit with the LCP. See 14 Cal. Code Regs. Section 13169. Moratoria and incremental worsening of regional traffic conditions shall not constitute "changed circumstances" precluding permit extensions. Litigation shall be considered "pending" for purposes of this condition from the earliest date on which a lawsuit or lawsuits is or are commenced until the date on which: (a) a final judgment or decree has been entered in any and all such lawsuit(s) and all applicable judicial appeal periods with respect thereto have expired, with no pending or contested actions, (b) a request for voluntary dismissal of any and all such lawsuit(s) has been filed and dismissal has been entered by the Court, or (c) a settlement has been entered into by the parties to any and all such lawsuit(s) on mutually agreeable terms and conditions.

14. **Deed Restriction**

Prior to issuance of the permit, as amended, the applicant shall submit to the Executive Director for review and approval documentation demonstrating that the applicant has executed and recorded against the parcel(s) governed by this permit a deed restriction, in a form and content acceptable to the Executive Director: (1) indicating that, pursuant to this permit, the California Coastal Commission has authorized development on the subject property, subject to terms and conditions that restrict the use and enjoyment of that property; and (2) imposing the Special Conditions of this permit as covenants, conditions and restrictions on the use and enjoyment of the Property. The deed restriction shall include a legal description of the entire parcel or parcels governed by this permit. The deed restriction shall also indicate that, in the event of an extinguishment or termination of the deed restriction for any reason, the terms and conditions of this permit shall continue to restrict the use and enjoyment of the subject property so long as either this permit or the development it authorizes, or any part, modification, or amendment thereof, remains in existence on or with respect to the subject property.

15. **Settlement Agreement**

PRIOR TO ISSUANCE OF THE COASTAL DEVELOPMENT PERMIT, AS AMENDED, the applicant shall submit evidence that the Settlement Agreement is final and binding on all parties, or shall submit a letter stating that the applicant relinquishes all rights to terminate the Settlement Agreement.

16. **Water Supply**

PRIOR TO ISSUANCE OF THE COASTAL DEVELOPMENT PERMIT, AS AMENDED, the applicant shall submit, for the review and approval of the Executive Director, a water supply plan that has been approved by the Coastside County Water District.

The plan shall show that water will be supplied to the development via a pipeline under Terrace Avenue that is the minimum size necessary to serve the Pacific Ridge development only. If water service is proposed to be provided to the development via a pipeline from the Carter Hill tanks or the Carter Hill pipeline, or from any other location besides Terrace Avenue, a Commission amendment to this coastal development permit will be required. Consistent with paragraph 7(e) of the settlement agreement, if a water line from the Carter Hill tanks or pipeline is proposed to supply the project, the City of Half Moon Bay will require a coastal development permit.

17. **Construction Responsibilities**

The permittee shall comply with the following construction-related requirements:

A. Construction equipment and worker vehicles shall be staged and parked on the project site.

B. The applicant shall notify the City 24 hours in advance if more than 25 worker vehicles are to exit the site during the PM peak-hour, and reimburse the City for the cost of any resulting traffic controls at the intersection of Terrace Avenue and Highway 1.

C. The applicant shall maintain Terrace Avenue free of dirt and debris throughout project construction.

D. Except in cases of emergency, heavy construction vehicles shall only access the site between 10:00 a.m. and 3:00 p.m.

E. The applicant shall install speed bumps on Terrace Avenue, if required by the City.

F. The applicant shall pay for any repairs required due to the construction traffic.

ORIGINAL

SETTLEMENT AGREEMENT BETWEEN AILANTO PROPERTIES, INC., THE CITY OF HALF MOON BAY, AND THE CALIFORNIA COASTAL COMMISSION

This document is a Settlement Agreement between Ailanto Properties, Inc., the City of Half Moon Bay, and the California Coastal Commission ("the Parties").

THE ACTIONS

On April 13, 2001, Ailanto Properties, Inc. ("Ailanto") filed litigation against the California Coastal Commission ("the Commission") seeking among other remedies a peremptory writ of mandate, declaratory relief, and damages for a taking and deprivation of constitutionally protected rights ("the Litigation"). The Litigation is currently pending before the San Mateo County Superior Court. *Ailanto Properties, Inc. v. California Coastal Commission et al.*, No. 416540. Among the Commission's actions which Ailanto challenges in the Litigation are the imposition of conditions as evidenced in the Commission's August 31, 2001 Corrected Notice of Intent to Issue Permit ("the Approval") for a coastal development permit ("the CDP") for Ailanto's housing development project in the City of Half Moon Bay, known as the "Pacific Ridge Subdivision Development in Half Moon Bay" ("the Project"). The Litigation also includes a cause of action for damages against the City of Half Moon Bay ("the City").

On April 17, 2001, Ailanto filed further litigation against the City. *Ailanto Properties, Inc. v. The City of Half Moon Bay et al.*, San Mateo County Superior Court No. 416573 ("the First City Litigation"). The issues in the First City Litigation involve the validity of a vesting tentative subdivision map approved by the City in 1990 for the Project ("the VTM"), in light of a series of development moratoria, the time spent by the Commission in its processing of the CDP, and the Litigation. The First City Litigation is currently pending in the Court of Appeal. *Ailanto Properties, Inc. v. The City of Half Moon Bay et al.*, Case No. A098920.

On May 6, 2002, Ailanto also filed additional litigation against the City. *Ailanto Properties, Inc. v. The City of Half Moon Bay et al.*, San Mateo County Superior Court No. 422561 ("the Second City Litigation"). The issues in the Second City Litigation involve the continuing validity of the VTM approved by the City in 1990 for the Project, in light of the City's approval of a CDP for 197 homes in the Project, an appeal of that approval to the Commission, and the Commission's approval of a CDP for a smaller project than that envisioned in the VTM approved by the City.

RECITALS

A. Ailanto, the City and the Commission each desire to settle the Litigation, the First City Litigation, and the Second City Litigation, without admission of fact or law.

B. This Settlement Agreement is therefore intended to resolve the current disputes raised in the Litigation, the First City Litigation and the Second City Litigation.

C. To resolve these disputes and to resolve the merits of each of these cases, and to avoid the time, expense and uncertainty of the outcome of further litigation, Ailanto, the City, and the Commission wish to enter into this Settlement Agreement.

NOW THEREFORE, Ailanto, the City, and the Commission stipulate that each of these cases shall be settled on the following terms and conditions, and each accordingly agrees to the following:

AGREEMENT

1. Each of the parties shall execute this Settlement Agreement.

2. After City issuance of the coastal development permits specified in Paragraph 7 of this Settlement Agreement, the Settlement Agreement shall be presented to the San Mateo County Superior Court in the case of *Ailanto Properties, Inc. v. California Coastal Commission et al.*, No. 416540, with a request that it be entered as a stipulated judgment of the Court. At its discretion, Ailanto may determine to make this request by motion, with notice to parties chosen by Ailanto. The form of the stipulated judgment to be presented to the Court is attached hereto as Exhibit A.

3. The stipulated judgment shall include a directive that a writ of mandate be issued to the Commission, remanding the proceedings involving the Approval of the CDP to the Commission for further proceedings, with instructions that it consider a modification of its Approval of the CDP as specified herein. The jurisdiction of the Commission during such proceedings shall be limited only to consideration of the modification of the Approval of the CDP as specified herein, and shall not extend to reconsideration or consideration anew of its Approval of the CDP. The form of the writ of mandate that the parties shall request be issued by the Court is attached hereto as Exhibit B.

4. Within ninety days following issuance of the writ of mandate, or within one hundred eighty days of the submission by Ailanto of the information specified in Paragraph 6, or within one hundred eighty days of the submission by Ailanto of any supplemental information to the Commission, if requested by Commission staff pursuant to Paragraph 6, whichever occurs later, the Commission shall hold a regularly noticed public hearing at which it will act pursuant to the writ of mandate and consider the modification of the Approval of the CDP as specified herein.

5. Pursuant to the writ of mandate, and at the regularly noticed public hearing specified in Paragraph 4, the Commission shall determine by vote whether the Approval of the CDP shall be modified as specified in this Paragraph:

A. **Approval Of Parcels And Homes:** The Approval shall be modified to approve a modified coastal development permit ("the MCDP") for (i) a subdivision of sixty-five parcels, one of which shall be an open space parcel (which may include noncontiguous portions), one of which shall be a park parcel, and sixty-three of which shall be for the construction of homes, and (ii) the construction of sixty-three homes. ("Homes" as used herein includes the necessary appurtenances and associated infrastructure improvements necessary for the residential use of the parcels created for that purpose.) The MCDP shall also specify that the sixty-three homes shall include no more than a total of 285,000 of habitable square feet in floor area, and that Ailanto may select the square footage of the various sized homes and the lots upon which the homes will be built. However, no home shall have more than 5,000 of habitable square feet in floor area.

B. **Parcel And Home Locations:** All development authorized by the MCDP shall be within the areas depicted in yellow on Exhibit C hereto, except that roads may also be developed outside of that envelope as depicted on Exhibit C. The location of the parcels pursuant to the Approval, as modified, is generally indicated on Exhibit C.

C. **Special Condition Number 1 Of The Commission's Approval:** Special Condition No. 1 of the Approval (habitat buffer consisting of former Lots 124-131 in the Commission's Approval) shall remain unchanged and in full force and effect.

D. **Special Condition Number 7 Of The Commission's Approval:** Special Condition No. 7 of the Approval (the lot retirement condition) shall be deleted in its entirety and a new Special Condition 7 shall be substituted in lieu thereof to read as follows:

> The applicant shall pay to the City the total sum of $2,835,000 as a cumulative traffic mitigation contribution fee ("the in-lieu CTMC fee"). The in-lieu CTMC fee represents the payment of $45,000 per lot, for each of the sixty-three parcels on which homes will be built. The in-lieu CTMC fee shall

be used by the City for the purpose of acquiring and retiring development rights on existing legal parcels in the City.

The in-lieu CTMC fee shall be paid in the following manner: (1) a one-time amount of $150,000 shall be paid to the City, after issuance of the permit by the Commission, at the time of the first recordation by the City of a final subdivision map for any phase of the Project in which at least one residential lot is included; (2) $1,342,500 shall be paid within two years thereafter, or at the time of issuance of the first building permit by the City for a home on a new subdivided parcel or at the time of sale of the first such subdivided residential parcel, whichever occurs first; and (3) $1,342,500 shall be paid within one year thereafter. The payment of the first $1,342,500 shall fully vest Ailanto's rights to complete all of the homes approved hereby.

The applicant's responsibility to the Commission and the City to mitigate the cumulative traffic impacts of its project is discharged by payment of the in-lieu CTMC fee specified in this Special Condition and the costs specified in Special Condition Number 11, and no further traffic mitigation obligations or exactions will be imposed as part of satisfying the conditions of the City's vesting tentative subdivision map, any other City approval, or the permit. The Commission and the City assume the risk that the in-lieu CTMC fee may not be sufficient to achieve the retirement of development rights on a desired number of parcels. Correspondingly, the applicant recognizes that it is not entitled to any refund of any portion of this payment in the event that the payment exceeds the amount sufficient to retire development rights on a desired number of parcels, or any refund of the $150,000 one-time payment under any circumstances.

In order to ensure payment of the in-lieu CTMC fee, prior to issuance of the MCDP, the applicant or any successor shall submit to the Executive Director for review and approval a standby letter of credit for the amount of the CTMC fee. The letter shall be from a lender who is sufficiently reputable to assure payment of the funds at the appropriate time. The Executive Director shall approve the letter of credit if the letter is consistent with this condition. After approval by the Executive Director and prior to issuance of the MCDP, the Applicant shall deposit the letter with the Commission. The letter of credit may be revoked by Ailanto only if (a) the in-lieu CTMC fee is paid in full; (b) the permit expires without commencement of development (which includes recordation of a final subdivision map); or (c) the applicant surrenders the permit and relinquishes all rights under it, and reverts any subdivision to conditions existing prior to approval of the permit (including merger of all subdivided parcels). As long as the applicant complies with these requirements, it may revoke the letter of credit under (c) for any reason. The

letter of credit shall be interpreted to allow revocation only under the foregoing circumstances, and if the applicant or successor succeeds in revoking the letter of credit under other circumstances without Commission approval, this shall be deemed to be a violation of the permit. The letter of credit shall provide that the Commission may draw funds at any time a CTMC payment obligation under the Settlement Agreement is overdue by more than seven calendar days

The applicant, the City and the Commission anticipate that the first final subdivision map for the project will be recorded within three years of approval of the permit and that the three payments specified in the second paragraph of this condition will be made within three years, five years, and six years respectively of that approval ("the Original Timeline"), although these deadlines may be postponed pursuant to the tolling provisions of Special Condition No. 13. Any payments made after they would be due under the Original Timeline shall be increased proportionately to any increase in the median home price in San Mateo County between the due date under the Original Timeline and the time of payment. Median prices shall be based on figures obtained from the San Mateo County Association of Realtors.

E. **Special Condition Number 11 Of The Commission's Approval**: Special Condition 11 of the Approval of the CDP (access condition) for the Project shall be deleted in its entirety and a new Special Condition 11 shall be substituted in lieu thereof to read as follows:

Terrace Avenue may be used as the vehicular access route for the Project, and for required development and construction. The applicant shall be responsible for repairing any damage to Terrace Avenue caused by development and construction. In addition to the in-lieu CTMC fee required by Special Condition Number 7, the applicant shall also fund the costs of any signalization, and the widening of Highway 1 necessary therefor, at the intersection of Terrace Avenue and Highway 1, up to the standards therefor of the California Department of Transportation.

F. **Standard Condition Number 2 Of The Commission's Approval**: Standard Condition 2 of the Approval of the CDP (permit extension) shall be superseded by the following Special Condition No. 13 which shall be substituted in lieu thereof to read as follows:

13. Expiration. Standard Condition 2 of the Approval of the CDP shall be superseded in its entirety by this condition. If development (which includes recordation of a final subdivision map for any portion of the project) has not commenced, this permit will expire three years following approval by the

Commission. Development shall be pursued in a diligent manner and completed in a reasonable period of time. Application for extension of the permit must be made prior to the expiration date. The expiration date of this permit shall be tolled, without regard to the length of time, for the same time as the time during which litigation is pending challenging the validity of that Settlement Agreement between the applicant, the Commission and the City of Half Moon Bay, or challenging the Commission's or the City's approval of that Settlement Agreement or the permit, or challenging the coastal development permits described in Paragraph 7 of that Settlement Agreement. The expiration date of this permit shall also be tolled during any period of time that an administrative appeal is pending before the Commission involving either of these coastal development permits, and for the time necessary to obtain CalTrans approval for construction of the improvements authorized by the Terrace CDP, all as specified in Paragraph 7 of that Settlement Agreement. In addition to these tolling provisions, the Commission shall grant further extensions of the permit unless there are changed circumstances affecting the consistency of the permit with the LCP. *See* 14 Cal. Code Regs. §13169. Moratoria and incremental worsening of regional traffic conditions shall not constitute "changed circumstances" precluding permit extensions. Litigation shall be considered "pending" for purposes of this condition from the earliest date on which a lawsuit or lawsuits is or are commenced until the date on which: (a) a final judgment or decree has been entered in any and all such lawsuit(s) and all applicable judicial appeal periods with respect thereto have expired, with no pending or contested actions, (b) a request for voluntary dismissal of any and all such lawsuit(s) has been filed and dismissal has been entered by the Court, or (c) a settlement has been entered into by the parties to any and all such lawsuit(s) on mutually agreeable terms and conditions.

G. **Special Condition 4 of the Commission's Approval:** Special Condition 4 of the Approval of the CDP (scenic view condition) for the Project shall be amended to read as follows:

1. No building pad for any home in the Project may be situated above the 155 foot contour line as described and depicted in an Exhibit attached to the Notice of Intent to Issue Permit (NOI) that the Executive Director issues for this permit. No grading shall occur above the 160 foot contour line as described and depicted in an Exhibit attached to the NOI for this permit, except for the installation of v-ditches or other drainage as may be required by geotechnical engineering review and erosion repair in order to comply with Special Condition 8 of the permit and such minor grading as may be required to fulfill any other requirement of the Settlement

Agreement between the applicant, the Commission and the City of Half Moon Bay.

2. Prior to issuance of the NOI for this permit, the applicant shall submit for the review and approval of the Executive Director, and upon such approval, for attachment as an Exhibit to the NOI, a formal legal description and graphic depiction of the portion of the subject property affected by this condition, as generally described above and shown on Exhibit C to the Settlement Agreement between the applicant, the Commission, and the City of Half Moon Bay.

H. **Park Dedication And Open Space**: Ailanto shall dedicate in fee to the City for public park purposes the lot shown on Exhibit C as "Dedicated Parksite." The Commission may impose a "prior to issuance" condition requiring the Applicant to preserve the open space area depicted on Exhibit C (i.e., all areas other than residential parcels, roads, and the dedicated park site) using an appropriate irrevocable legal instrument. The legal instrument shall include a precise legal description of the area to be protected from development.

I. **Deed Restriction**: Prior to issuance of the permit, the applicant shall submit to the Executive Director for review and approval documentation demonstrating that the applicant has executed and recorded against the parcel(s) governed by this permit a deed restriction, in a form and content acceptable to the Executive Director: (1) indicating that, pursuant to this permit, the California Coastal Commission has authorized development on the subject property, subject to terms and conditions that restrict the use and enjoyment of that property; and (2) imposing the Special Conditions of this permit as covenants, conditions and restrictions on the use and enjoyment of the Property. The deed restriction shall include a legal description of the entire parcel or parcels governed by this permit. The deed restriction shall also indicate that, in the event of an extinguishment or termination of the deed restriction for any reason, the terms and conditions of this permit shall continue to restrict the use and enjoyment of the subject property so long as either this permit or the development it authorizes, or any part, modification, or amendment thereof, remains in existence on or with respect to the subject property.

J. **Infrastructure For Project**: Except as provided in Paragraph 7, no additional coastal development permit is required under the California Coastal Act of 1976, as amended, for any utility connections or services from existing facilities necessary to serve the Project, such as water supply, sewage lines, electrical, gas, and cable. Any such additional utility service and connections shall be legally and physically constrained, to the extent feasible, so that they serve only the Project.

K. **"Prior To Issuance" Condition**: If, at the time of the Commission vote, Ailanto continues to have the right under the Settlement Agreement between Ailanto, the City of Half Moon Bay and the Commission to terminate the Settlement Agreement even if the Commission modifies its Approval as described in that Settlement Agreement, the Commission may impose a "prior to issuance" condition providing that the MCDP will not be issued until the Settlement Agreement becomes final and binding on all parties (e.g., the conditions specified in Paragraph 10 of that Settlement Agreement are satisfied), or Ailanto otherwise relinquishes all rights to terminate the Settlement Agreement.

L. **Other Conditions Unchanged**: All other conditions imposed in the Commission's Approval of the CDP for the Project, other than Special Condition 5(E) which is deleted, shall not be altered; provided, however, that the Commission may alter a Special Condition if necessary to reflect the language used in such conditions as are regularly imposed by the Commission on similar projects, and to address any new on-site impacts caused by modification of the Project that were not previously analyzed by the Commission in the Approval.

6. **Information And Time Schedule For Coastal Commission Consideration Of Modified Coastal Development Permit**: In order to facilitate Commission consideration of a MCDP, Ailanto shall provide the following material to Commission staff:

a. A subdivision map showing the proposed configuration of the lots and building envelopes;

b. Site plans, and representative floor plans and elevations for proposed residences;

c. Plans for storm drains, sewer, water, and other utility lines;

d. Plans and cross sections for proposed infrastructure improvements, including streets, bridges/stream crossing, and street lights;

e. Plans and details for public trails, park and other public facilities;

f. A preliminary grading plan;

g. Preliminary drainage and erosion control plans;

h. Landscaping and irrigation plans; and

i. A riparian corridor survey.

Ailanto may submit this information either individually, in groups or as a package in preliminary form, and Commission staff shall informally advise Ailanto whether the information so submitted appears to meet the requirements of this Paragraph and is sufficient to provide an appropriate basis for Commission action on the MCDP. Upon submission by Ailanto of all of the information specified in this Paragraph, Commission staff shall also have thirty days to request supplemental information, if necessary, regarding the items specified above. If such supplemental information is requested, Ailanto shall provide it within thirty days of the request. So long as Ailanto provides the information and any requested supplemental information as specified in this Paragraph, Commission staff shall recommend approval to the Commission of the MCDP, with the conditions described in this Settlement Agreement. Prior to Commission action on the MCDP, Ailanto need only submit a preliminary grading plan and preliminary drainage and erosion control plans, and final plans for such shall be approved, if the Commission approves the MCDP, by the Executive Director so long as in substantial conformity with the preliminary plans.

Nothing in this Paragraph shall preclude Commission staff from requesting additional information from Ailanto at any time, and Ailanto shall make reasonable efforts to comply with such requests, but any such requests for additional information shall not affect the time specified in Paragraph 4 by which the Commission shall consider the MCDP nor shall it alter the Commission staff obligation to recommend approval to the Commission of the MCDP as specified in this Paragraph. The parties recognize that the Commission may require a level of specificity greater than that shown in Exhibit E.

7. **Coastal Development Permits For Signalization Of Terrace Avenue And Widening of Highway One, And For Water Line To Serve Project:**

(a) After execution of this Settlement Agreement, if they have not already done so, the parties will take appropriate steps to stay the Litigation, the First City Litigation, and the Second City Litigation, during which time the City shall hold proceedings to decide whether to issue a coastal development permit ("the Terrace coastal development permit") for the signalization of Terrace Avenue and the widening of Highway 1 necessary therefor. The staff of the City shall recommend that the City approve this Terrace coastal development permit. If the City denies the Terrace coastal development permit or has not approved it within 180 days of the execution of the Settlement Agreement, or if any administrative appeal involving the Terrace coastal development permit is then pending, the parties shall within ten days thereafter meet and confer regarding how to proceed. Under any of the circumstances described in the foregoing sentence, Ailanto shall have the right to nullify the Settlement Agreement and resume litigation of all claims remaining immediately prior to the execution of the Settlement Agreement. The parties shall cooperate to attempt to expedite this Terrace coastal development permit process as much as possible. The current life of the City's

VTM for the Project shall be tolled for (i) the time during which any administrative appeal is pending regarding the City's decision on the Terrace coastal development permit, (ii) the 180-day and the additional 10-day periods specified in this Paragraph 7(a), and (iii) any time necessary to obtain CalTrans approval for the signalization of Terrace Avenue and the widening of Highway 1.

(b) The parties also recognize that the signalization and widening of Highway 1 at Terrace Avenue cannot occur without an application to, and the approval of, the California Department of Transportation ("CalTrans"). In order to facilitate this application and approval, the City shall be named as the applicant for such approval, but Ailanto shall be responsible for processing the application and providing, at its cost, such information and materials as may be required by CalTrans. Ailanto and the City shall actively cooperate in all respects with regard to this application and its processing, in order to obtain CalTrans' approval as expeditiously as possible.

(c) As specified in Paragraph 5(E) of this Settlement Agreement, Ailanto shall provide the funding to the City for City construction of the improvements. This funding shall be provided at the time of CalTrans' approval, so long as the coastal development permit specified in Paragraph 7(e) has been issued and is final and water connections remain available from the Coastside County Water District. Upon receipt of this funding, the City shall expeditiously construct and complete the improvements within a maximum of one year after CalTrans' approval. No occupancy permit will be granted by the City for any home in the Project until these improvements have been constructed, but the restriction imposed by this sentence shall automatically become inoperative if the City fails to construct these improvements within one year after receipt of funding from Ailanto. The current life of the City's VTM for the Project shall be tolled for such time as may be necessary to obtain CalTrans' approval and for the time necessary for the City's construction of the improvements.

(d) Notwithstanding Paragraph 7(c), at any time the City and Commission may jointly decide to require that Ailanto make funding irrevocable by a letter of credit, similar to that specified in Paragraph 5(D) of this Settlement Agreement (but subject to the same exceptions as specified therein), in an amount sufficient to fund the signalization and widening project. This amount shall be jointly determined by the parties to this Settlement Agreement based on the criteria of the California Department of Transportation and after consultation with that agency. Upon such determination, the procedure described in Paragraph 2 of this Settlement Agreement shall immediately follow, and further implementation of the Settlement Agreement will not be delayed or contingent upon approval of the Terrace coastal development permit. If the City and Commission require Ailanto to make funding irrevocable by a letter of credit pursuant to this Paragraph 7(d), the restriction on issuance of occupancy permits specified in Paragraph 7(c) shall not apply.

(e) If a water line from the existing Carter Hill tanks or pipeline is to be built to supply the project, the City will require a coastal development permit. Any analysis of such a water line required by the California Environmental Quality Act shall be limited to the water line and not a new review of the Project as a whole. If the City denies this coastal development permit, has not approved the permit within 180 days of execution of this Settlement Agreement, or if any administrative appeal involving this coastal development permit is then pending, the parties shall within ten days thereafter meet and confer regarding how to proceed. Under any of the circumstances described in the foregoing sentence, Ailanto shall have the right to nullify the Settlement Agreement and resume litigation of all claims remaining immediately prior to the execution of the Settlement Agreement. The parties shall cooperate to expedite this coastal development permit process as much as possible. The current life of the City's VTM for the Project shall be tolled for (i) the time during which any administrative appeal is pending regarding the City's decision on this coastal development permit, and (ii) the 180-day and the additional 10-day periods specified in this Paragraph 7(e).

8. **Return To Writ of Mandate**: The Commission shall file with the Court and serve on Ailanto and the City a return to the writ of mandate issued by the Court pursuant to the stipulated judgment specified herein. The return shall specify the actions taken to comply with the terms of the writ and shall inform the Court in detail of the action taken by the Commission with respect thereto. Ailanto may file objections, if any, to the return within fifteen days after service. Upon a determination by the Court that the actions taken by the Commission complied in all respects with the writ, the Court shall discharge the writ. At its discretion, Ailanto may determine to provide notice to parties chosen by Ailanto, prior to any action by the Court.

9. **Formal Lot Retirement Program/Consultation Between City And Commission**: By this Settlement Agreement, the City commits to implementing the lot retirement program described in Paragraph 5(D). The City shall also seek to amend its local coastal program to include a lot retirement program. Until such an amendment occurs, the City shall obtain the written agreement of the Commission's Executive Director prior to expending any of the in-lieu CTMC fee specified herein, other than expenditures from the one-time $150,000 initial payment.

10. **Effect of City Vote and Compliance with Writ of Mandate**: If the vote of the City to approve this Settlement Agreement is not a unanimous 5-0 vote, Ailanto may, at its discretion, void this Settlement Agreement. If at any point it seems likely, in the exercise of Ailanto's discretion, that CalTrans will not approve the improvements authorized by the Terrace coastal development permit, Ailanto may also void this Settlement Agreement. However, if (a) pursuant to the writ of mandate, the Commission approves the MCDP as specified herein; (b) the coastal development permits specified in Paragraph 7 are issued and become final; and (c) CalTrans approves the improvements authorized by the Terrace coastal development, this Settlement

Agreement shall thereupon become final and binding on the Parties. If any of the contingencies specified in the preceding sentence fail to occur, or if Ailanto voids this Settlement Agreement pursuant to this Paragraph, this Settlement Agreement shall be of no further force or effect, the MCDP shall be of no further force and effect and Ailanto shall have no rights thereunder, and the Parties hereto shall retain all such rights as they may currently possess against each other, including, but not limited to, the City's claim that the current VTM has already expired.

11. **Relationship of Modified CDP and Vesting Tentative Map:**

The City agrees that the Project, if approved by the Commission with the MCDP as specified herein, is consistent with, and permitted by, the VTM approved by the City for the Project in 1990. It reaches this conclusion in the exercise of its discretion, primarily because of the reduced environmental impacts (including traffic, biological and air quality impacts) of the Project, the significantly reduced number of lots, the applicability of most of the original VTM conditions to the modified Project, and the substantial additional benefits achieved for the City and the public in this agreement. The parties agree that the Vesting Tentative Map shall expire ten years after the date on which the Commission approves the MCDP. Pursuant to Government Code section 66452.6, subdivision (c), the VTM shall be further extended for up to a maximum of five additional years for the same time as the time during which litigation is pending challenging the validity of that Settlement Agreement between Ailanto, the Commission and the City of Half Moon Bay, challenging the Commission's or the City's approval of this agreement or the MCDP, challenging an action of any other agency to implement the Project, any moratoria affecting construction of the Project, or challenging either of the coastal development permits or the CalTrans approval of the Terrace CDP, all as specified in Paragraph 7 of this Settlement Agreement. Except for this potential extension, the life of the VTM shall not be further extended or stayed automatically. Ailanto shall not be entitled to any additional extension or stay pursuant to any other statutory provision, including subdivision (a)(1) of Government Code section 66452.6, or any other statutory provision hereinafter enacted by the Legislature, unless such extension or stay is approved by the City. Nothing in this Agreement shall obligate the City to approve any such extension or stay, or to in any way limit the City's discretion to grant, condition or deny such an extension or stay, except for the automatic five-year extension for the events described above. However, Ailanto shall have the right, at its discretion, to file and record, after City approval, phased final maps for portions of the Project.

12. **City Conditions**: Except for those conditions listed in Exhibit D which no longer apply, this Settlement Agreement is not intended to alter the City's conditions, zoning, or other regulations legally applicable to the Project. All submittals to the Coastal Commission, its staff, or its Executive Director required under this Settlement Agreement shall be copied simultaneously to the City.

13. **No Further Discretionary Approvals And Vesting Of Rights:** With the exception of the coastal development permits specified in Paragraph 7 of this Settlement Agreement, the Parties agree that no further discretionary approvals of any kind, legislative or administrative, are required from the City or the Commission to subdivide the parcels or build out the homes permitted by this Settlement Agreement and the MCDP, or for any necessary infrastructure, appurtenances or slope restoration required to implement the MCDP, with the exception of administrative design review by the City for appearance and siting of the homes, and that no further review is required by the City or the Commission for any aspect of the Project under the California Environmental Quality Act. The standards for design review are included in Exhibit E hereto, and are limited only to issues involving appearance and siting of the homes. All homes shall generally be of the same type and style as those previously approved by the City in design review. Ailanto agrees that each home permitted by this Settlement Agreement shall meet current Building Code standards. All development shall be served exclusively by the Coastside County Water District Non-Priority Phase I Crystal Springs Project service connections.

14. **Inapplicability Of Measure A And Measure D.** The construction of any of the homes authorized in this Settlement Agreement and pursuant to the MCDP are not subject to either Half Moon Bay Measure A or Half Moon Bay Measure D, or to any other City law, rule or regulation, existing or enacted in the future, that would have the effect of limiting or preventing Ailanto from subdividing the property and building the homes so authorized. However, development of the Project shall be phased as follows: Ailanto may build only forty of the homes authorized in this Settlement Agreement and pursuant to the MCDP within the first three years following final subdivision map recordation by the City for any phase of the project for the first residential parcels. The remaining twenty-three homes, plus any homes less than forty not built within such initial time period, may thereafter be built as desired by Ailanto. By September 30 of each year, Ailanto will make a good faith effort to provide an estimate to the City of the number of building permits it expects to pull during the following year. All homes shall be built and completed within eight years of the start of construction on any individual lot in the Project.

15. **Retention of Jurisdiction, Enforcement, Costs and Attorney's Fees, and Other Provisions:**

15.1. **Court's Retention Of Jurisdiction:** Once this Settlement Agreement is signed by the parties, the parties, if they have not done so already, shall request the appropriate courts to stay the Litigation, the First City Litigation and the Second City Litigation pending City review of the coastal development permits specified in Paragraph 7 herein and pending Commission consideration of the MCDP specified herein. The parties stipulate that the Superior Court of San Mateo County shall retain jurisdiction over the parties to enforce the Settlement Agreement, the stipulated judgment

to be entered pursuant thereto, and the writ of mandate to be issued pursuant thereto and thereafter, until the terms of each are performed in full. Any party may seek termination of such jurisdiction on the ground that the parties have discharged their obligations under the Settlement Agreement.

15.2 **Dismissal of Claims Against City In The Litigation**: If the Commission approves the MCDP as specified herein, within fifteen days after the Commission files its return to the writ of mandate as described herein Ailanto shall dismiss its claim for damages against the City from the Litigation, with prejudice.

15.3. **Vacation Of Judgment, And Dismissal, In The First City Litigation**: If the Commission approves the MCDP as specified herein, within fifteen days after the Commission files its return to the writ of mandate as described herein, Ailanto and the City shall request the Court of Appeal before which the appeal in the First City Litigation is pending to vacate the judgment entered by the San Mateo County Superior Court and to direct the Superior Court to dismiss that action with prejudice.

15.4. **Dismissal Of Second City Litigation**: If the Commission approves the MCDP as specified herein, within fifteen days after the Commission files its return to the writ of mandate as described herein Ailanto shall dismiss the Second City Litigation, with prejudice.

15.5. **Costs And Attorney's Fees**: The Parties shall each bear their own attorneys' fees and costs incurred in the course of the Litigation, the First City Litigation and the Second City Litigation, and in the negotiation and implementation of this Settlement Agreement.

16. **Release Of Claims**: Except as provided herein, and so long as the Commission approves the MCDP as specified herein, Ailanto releases all existing claims, demands, liens, and/or causes of action against the Commission, its members, its staff and its counsel arising from the Commission's Approval and its proceedings pursuant to the writ of mandate specified herein.

Except as provided herein, and so long as the Commission modifies its Approval as specified herein, Ailanto releases all existing claims, demands, liens, and/or causes of action against the City, its members, its staff and its counsel arising from the City's proceedings relating to the Project and the approval of the modifications of the Approval specified in Paragraph 5.

So long as the Commission approves the MCDP as specified herein, the Commission releases all existing claims, demands, liens, and/or causes of action against Ailanto, its officers, its staff and its counsel relating to the Project and the approval of the modifications of the Approval specified in Paragraph 5.

So long as the Commission approves the MCDP as specified herein, the City releases all existing claims, demands, liens, and/or causes of action against Ailanto, its officers, its staff and its counsel relating to the Project and the approval of the MCDP specified in Paragraph 5. However, this waiver shall not apply to or in any way limit the City's exercise of its municipal and police powers, except as otherwise specified herein.

If the Commission, pursuant to the writ of mandate specified herein, votes not to modify its Approval, Ailanto waives any right to file a legal challenge against the Commission based on that vote, although Ailanto retains all rights to pursue the Litigation, the First City Litigation and the Second City Litigation against either the Commission or the City, as provided by this Settlement Agreement.

17. **No Admission Of Liability**: Each party understands and agrees that this is a compromise settlement of disputed claims, and that no provision hereof, or the Settlement Agreement itself, shall be deemed or construed as an admission of liability by any party with regard to any fact or question of law, and any such liability is expressly denied.

18. **General**:

18.1. **Entire Agreement and Construction**: This Settlement Agreement contains the entire agreement between the Parties, and each term hereof is contractual and not mere recitals. The Parties retain all rights specified by California law, to the extent not otherwise addressed in this Settlement Agreement. This Settlement Agreement has been drafted jointly by all the Parties, and thus any ambiguity in its terms shall not be construed automatically in favor of or against any particular Party.

18.2. **Knowledge Of Parties And Advice Of Counsel**: Each party has been advised by independent counsel concerning the Litigation, the First City Litigation, the Second City Litigation, and this Settlement Agreement, and each party freely and voluntarily signs this Settlement Agreement.

18.3. **Counterparts And Facsimile**: This Settlement Agreement may be executed in counterparts and facsimile, each of which shall be deemed an original, and all of which, when taken together, shall constitute one and the same document.

18.4. **Authorization**: The undersigned are authorized to execute this Settlement Agreement on behalf of their respective party and have read, understood and agree to all of the terms and conditions herein.

18.5. **Binding Effect On Successors**: This Settlement Agreement shall bind and inure to the benefit of each party, and to each party's agents, representatives, officers, directors, successors in interest, assigns and affiliated entities. It is the intent of

the parties that the rights and obligations of this Settlement Agreement will run with the land, and Ailanto will provide reasonable notice of the Settlement Agreement to any transferee or potential transferee of any interest in the property.

18.6. **Covenant Of Cooperation**: Each party shall cooperate to implement the terms of this Settlement Agreement and the stipulated judgment, once entered. Neither the Commission nor the City, including the individual members of its current City Council, will take any action directly or indirectly to delay or defeat Ailanto's rights thereunder. No actions, legislative or otherwise, including any form of moratorium, will be taken by any party that would limit or prevent full exercise of any other party's rights under this Settlement Agreement. Each party recognizes that it is bound by all legally implied covenants relating to the implementation of contracts and settlement agreements, as well as all legally implied covenants of cooperation relating thereto. Specifically, but without limitation, each party shall timely and fully execute and deliver to the other such further instruments and documents as may be necessary to carry out fully this Settlement Agreement, and will act expeditiously on any matter, submission, filing or application related to the Project, including review by the Commission of any actions required of Ailanto as a prerequisite to issuance of the MCDP. In addition, the City shall cooperate with Ailanto in supporting the Settlement Agreement in all future proceedings before the Commission relating to the Project.

18.7. **Obligations In The Event Of Further Litigation**: Neither the City nor any of the members of its City Council shall initiate, either individually or in cooperation with any other party, litigation to challenge this Settlement Agreement or any action of any party to implement it. If litigation is filed by any person challenging any action of the Commission or the City pursuant to this Settlement Agreement, the City (and any members of its City Council if named in such litigation) may tender its defense of such litigation to Ailanto, and Ailanto shall thereafter defend the litigation without the City's participation. In such instance, Ailanto shall indemnify the City for any fees or costs that might be awarded against the City.

The Commission shall, in good faith, defend against any such litigation and shall cooperate with Ailanto in such defense. Specifically, by way of example, the Commission shall prepare any required administrative record on a priority and expedited basis, shall cooperate with Ailanto in seeking expedited briefing and hearing of any such action, and shall not settle any such action without Ailanto's consent, provided, however, that Ailanto reimburses the Commission for any litigation costs and attorney's fees that the court may require the Commission to pay. In addition, if Ailanto so requests, the Commission will arrange for a third-party vendor to prepare the administrative record on an expedited basis at Ailanto's expense, but the costs of any such record shall not be recoverable by Ailanto from the Commission.

18.8. **Effect Of Litigation Involving Commission Jurisdiction**: It is the intention of the Parties that all Commission actions contemplated by this Settlement Agreement shall be of full legal force and effect and thus legally effective, and the Commission is confident that the Supreme Court will uphold its statutory permitting authority in the pending *Marine Forests* case. If, however, the outcome of that litigation affects the effectiveness of this Settlement Agreement, it shall remain fully enforceable against the City, and such litigation shall therefore not affect Ailanto's rights under this Settlement Agreement.

18.9. **Governing Law**: This Settlement Agreement is entered into, and shall be implemented and enforced, pursuant to the laws of the State of California.

DATED: _____, 2004.

Albert Fong
President
For Ailanto Properties, Inc.

Peter Douglas
Executive Director
For California Coastal Commission

Michael Ferreira
Mayor
For City of Half Moon Bay

WD 030304/1-1457701/1086691/v3

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **June 7, 2022**

TO: Honorable Mayor and City Council

VIA: Bob Nisbet, City Manager

FROM: John Doughty, Public Works Director
Maziar Bozorginia, City Engineer
Jonathan Woo, Assistant Engineer

TITLE: **CONSTRUCTION CONTRACT AWARD FOR THE KELLY AVENUE CROSSWALKS PROJECT (CIP PROJECT NO. TBD)**

RECOMMENDATION:

Adopt a resolution authorizing the City Manager to:

1) Direct the Administrative Services Director to transfer $265,000 from the Pavement Management and Traffic Safety Program (CIP No. 0514) to the Kelly Avenue Crosswalks Project (CIP No. TBD).
2) Award and execute a construction contract to the lowest responsive and responsible bidder, Innovate Concrete, Inc., of Santa Clara, California, in the total bid amount of $189,853.41 and approve an additional contingency amount of $28,478.01 (15 percent) for a total construction budget amount of $218,331.42.

FISCAL IMPACT:

City Staff is requesting a budget transfer of $265,000 from the Pavement Management and Traffic Safety Program (CIP No. 0514) to the Kelly Avenue Crosswalks Project (CIP No. TBD). There is sufficient funding in the Pavement Management and Traffic Safety Program to cover the costs of this request. This request includes previously expended funds (~$30,000) for design as well future construction related expenses.

To help support the funding for this project, Cabrillo Unified School District applied for a Safe Route to School's Grant and was awarded $14,000. This amount is included in the budget transfer request.

Anticipated Project Expenditures:
The following are the estimated project expenditures:

Construction	$189,853.41
Construction Material Testing and Special Inspection	$15,000.00
Construction Contingencies (15%)	$28,478.01
Construction Total	**$233,331.42**

STRATEGIC ELEMENT:
This action supports the Healthy Communities and Public Safety and the Infrastructure and Environment of the Strategic Plan.

BACKGROUND:
The City of Half Moon Bay received various complaints regarding crossing safety at the Pilarcitos Avenue and Alsace Lorraine Avenue intersections along Kelly Avenue. Speeding, vehicles rolling through stop signs, pedestrian safety, are amongst the main issues that were brought to City's attention. The intersections of interest are two important locations mentioned for recommendation within the Bicycle and Pedestrian Master Plan. These intersections are also considered in the safe route to school study conducted in November 2013 by Fehr & Peers. Considering the various safety complaints received regarding these two intersections, the need for improvements at these locations are necessary.

The Kelly Avenue Crosswalks Project (formerly titled intersection project) is located on Pilarcitos Avenue and the Alsace Lorraine Avenue intersections along Kelly Avenue. Minor additions are also proposed between the two intersections.

At the Alsace Lorraine intersection, scope of work includes the implementation of two new high visibility crosswalks to aid pedestrians crossing Kelly Avenue and Alsace Lorraine Avenue. One of the two new crosswalks, specifically the eastern leg of the intersection, will include a raised crosswalk feature to slow vehicles down to ensure safety for all modes of transportation. A new curb ramp is proposed to be installed on the northeastern corner of the intersection for ADA accessibility, and the existing southeastern curb ramp will be upgraded to comply with current ADA standards.

At Pilarcitos intersection, scope of work includes the implementation of two new high visibility crosswalks on both the northern and eastern legs of the intersection. In addition, City Staff intends to refresh the existing crosswalks on the other two legs. The project also proposes to upgrade the northeastern curb ramp to comply with current ADA Standards. To further aid safe pedestrian crossing at this intersection, four rapid-flashing solar-powered beacons are proposed to be installed to visually alert vehicular and bicycle traffic at the intersection.

Additional scope of work at these two intersections are minor pavement restoration and updating signage in the vicinity. In addition, between the two intersections of interest, the

project also proposes to install two speed feedback signs, facing both westbound and eastbound traffic, to make drivers aware of their vehicular speed within the vicinity.

City Staff presented the project scope to both the Bicycle Pedestrian Advisory Committee on January 13, 2022, and the Cabrillo Unified School District on January 20, 2022, from which, positive feedback was provided. Notices were also provided to specific residents that would be impacted by these proposed changes on March 10, 2022.

On April 19, 2022, the City initiated circulation of a request for public bids for the now called Kelly Avenue Crosswalks Project.

BID SUMMARY:

The City received four (4) bids before the scheduled bid opening time and date of 2:00 PM on May 10, 2022. The engineer's estimate and submitted bids are summarized as follows:

Bidder	Total
Engineer's Estimate	$182,697.00
Innovate Concrete, Inc.	$189,853.41
Andreini Brothers, Inc.	$197,039.00
Golden Bay Construction, Inc.	$199,945.00
Tennyson Electric, Inc.	$345,496.00

DISCUSSION:
Innovate Concrete, Inc. was deemed the lowest responsible and responsive bidder. Innovate Concrete, Inc.'s bid is approximately 3.92% above the Engineer's Cost Estimate. Construction contingency and material testing and inspection services will also be required for construction. Due to the current expended design funds, construction contract, contingencies, and material testing and special inspection services, $265,000 is being requested to be transferred from the Pavement Management and Traffic Safety Program (CIP No. 0514) to the Kelly Avenue Crosswalks Project (CIP No. TBD) project budget.

After the bid opening, the City received a bid protest from the second lowest bidder. However, after review by the City Engineer and City Attorney, it was determined that the protest had no basis and therefore are recommending awarding to the lowest responsible and responsive bidder in accordance with State law.

Staff recommends City Council authorize entering into a construction contract with Innovate Concrete, Inc. for the project and make the appropriate budget transfers to the project.

ATTACHMENT:

1. Resolution
2. New Project CIP Page

RESOLUTION NO. C-2022-____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY TO AUTHORIZE THE CITY MANAGER TO AWARD AND EXECUTE A CONSTRUCTION CONTRACT WITH INNOVATE CONCRETE, INC., OF SANTA CLARA, CALIFORNIA, IN THE AMOUNT OF $189,853.41, APPROVE A CONSTRUCTION CONTINGENCY IN AN AMOUNT NOT EXCEEDING 15 PERCENT, OR $28,478.01 FOR A TOTAL CONSTRUCTION BUDGET AMOUNT OF $218,331.42, AND AUTHORIZING THE ADMINISTRATIVE SERVICES DIRECTOR TO TRANSFER $265,000 FROM THE PAVEMENT MANAGEMENT AND TRAFFIC SAFETY PROGRAM (CIP NO. 0514) TO THE KELLY AVENUE CROSSWALKS PROJECT (CIP NO. TBD)

WHEREAS, this project was initially named and bid as the "Kelly Avenue Intersections Project"; and

WHEREAS, due to the confusion of the future Kelly Avenue and HWY 1 Intersection Project, this project will now be named as the "Kelly Avenue Crosswalks Project"; and

WHEREAS, the Kelly Avenue Crosswalks Project includes new pedestrian, bicyclist, and vehicular safety improvements and ADA compliant upgrades at and between the Pilarcitos Avenue and Alsace Lorraine Avenue intersections along Kelly Avenue;

WHEREAS, City Staff presented the project and received positive feedback from both the Bicycle Pedestrian Advisory Committee on January 13, 2022, and the Cabrillo Unified School District on January 20, 2022;

WHEREAS, the City advertised and opened four (4) responsive bids received at the scheduled time, date and place as set forth in the Public Contract Code for the "Kelly Avenue Crosswalks Project"; and

WHEREAS, the lowest responsive and responsible bid was submitted by Innovate Concrete, Inc., of Santa Clara, California, in the total amount of $189,853.41; and

WHEREAS, with the transfer of $265,000 from the Pavement management and traffic Safety Program (CIP No. 0514) to the Kelly Avenue Crosswalks Project (CIP No. TBD), sufficient funds will be available to award this contract and complete the project;

WHEREAS, there is sufficient funding in the Pavement Management and Traffic Safety Program (CIP No. 0514) to cover the costs of this request.

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

1) Accepts the submitted four (4) responsive bids; and
2) Authorizes the City Manager to award and execute a contract to the lowest responsive and responsible bidder, Innovate Concrete, Inc., of Santa Clara,

California, in the total amount of $189,853.41, and approve a construction contingency in an amount not exceeding 15 percent, or $28,478.01, of the contract award amount for potential change orders; and

3) Authorizes the Administrative Services Director to transfer $265,000 from the Pavement Management and Traffic Safety Program (CIP No. 0514) to the Kelly Avenue Crosswalks Project (CIP No. TBD).

****

I, the undersigned, hereby certify that the foregoing Resolution was duly passed and adopted on the 7th day of June 2022 by the City Council of Half Moon Bay by the following vote:

AYES, Councilmembers:

NOES, Councilmembers:

ABSENT, Councilmembers:

ABSTAIN, Councilmembers:

ATTEST:

_____
Jessica Blair, City Clerk

APPROVED:

_____
Debbie Ruddock, Mayor

PROJECT TITLE: KELLY AVENUE CROSSWALKS

Category:	Streets			**Project Number:**	TBD		
Project Location:	Kelly Avenue at intersections of Pilarcitos Ave. and Alsace Lorraine Ave.			**Lead Department:**	Public Works		
Type:	Community Enhancement/Public Safety			**Status:**	NEW		
Initial Funding:	FY 21-22	**Estimated Completion:**	FY 22-23	**Fund Number:**	123	**Fund Name:**	Streets and Roads

DESCRIPTION:

This project focuses on the two intersections of Pilarcitos Avenue and Alsace Lorraine Avenue along Kelly Avenue. The scope of the project includes installation of new high visibility crosswalks at both intersections, refresh of the existing crosswalks, installation of a a new curb ramp for ADA accessibility, upgrade of the existing curb ramps to comply with ADA standards, and minor pavement restoration.



JUSTIFICATION:

Highway 1 and Kelly Avenue have been identified by the City Council, the Cabrillo Unified School District, Caltrans and the public as an intersection of concern. The City is obligated to extend the left turn stacking by two cars as a mitigation measure for the New Library.

The City has received many complaints and concers from residents regarding speeding, pedestrian safety, and other concerns, specifically at the two intersections of interest, one being fronting the Cabrillo Unified School District Office, and being a major corridor for arriving to the school.

STRATEGIC PLAN GOAL (please check all that apply)	
X	Infrastructure
X	Healthy Community/Public Safety
	Fiscal Sustainability
	Inclusive Governance

ADDITIONAL DETAILS:

Accomplishments in FY 21-22 include completion of the 100% design documents, and advertizing for bids. The project is anticipated to start construction in June 2022 and last throughout the summer break. Work completed in FY 21-22 was funded through the Pavement Management and Traffic Safety Program (#0514).

EXPENDITURES	PRIOR YEARS BUDGET EXPENDITURES	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FUTURE YEARS	TOTAL ALL FY
Engineering & Design		$ 30,000						$ 30,000
Prof.Serv/Env.		$ 15,000						$ 15,000
Construction		$ 220,000						$ 220,000
PM-CM								$ -
TOTAL	**$ -**	**$ 265,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 265,000**

SOURCE(S) OF FUNDS	PRIOR YEARS BUDGET ALLOCATIONS	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FUTURE YEARS	TOTAL ALL FY
General Fund								$ -
Street and Road - Fund 123		$ 251,000						$ 251,000
Safe Routes to Schools Grant		$ 14,000						$ 14,000
UNFUNDED								$ -
TOTAL	**$ -**	**$ 265,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 265,000**

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **June 7, 2022**

TO: Honorable Mayor and City Council

VIA: Bob Nisbet, City Manager

FROM: Matthew Chidester, Deputy City Manager
Kenneth Stiles, Finance Manager

TITLE: **LIBRARY CAPITAL FUND REIMBURSEMENTS**

RECOMMENDATION:
Adopt a resolution authorizing the transfer of $910,745 from the Library Capital Fund (F153) to the General Fund (F101) as reimbursement of payments to the County of San Mateo for the Library Construction Loan.

FISCAL IMPACT:
The Library Capital Fund currently has a balance of $1,332,745. Approval of this recommendation will leave $422,000 remaining in the fund until any and all outstanding items related to the Library Construction Project have been finalized and paid.

STRATEGIC ELEMENT:
This action supports the *Fiscal Sustainability* element of the Strategic Plan.

BACKGROUND:
The new Half Moon Bay Library was opened in August 2018. Under the previous County Library JPA agreement, the costs of constructing the facility were shared by the City and the County of San Mateo. Of the approximately $12 million City portion, $6 million was paid in cash from City reserves (including nearly $1 million from community donations), with the remaining $6 million paid out of the proceeds of an interest free loan from the County. The JPA contributed more than $1 million for the furniture, fixtures, and equipment, as well as the library collections.

On September 3, 2019, the Council adopted a resolution formally accepting the completion of the library construction and finalizing payment to the contractor for the project. The remaining balance of funds in the City's Library Capital Fund (F153), which included a combination of City funds, County funds, loan proceeds, and capital donations, were to be used to fund the semi-annual loan payments to the County and a potential parking project related to the construction of the library.

Since the completion of the library, and in accordance with the loan agreement, the County deducts a portion of the City's semi-annual tax allotment for the loan payments. The City has paid a total of $1,718,056, which is recognized in the General Fund. The City will continue to pay $572,685.50 per year from the City's tax allotment for an additional seven years until the loan has been repaid.

DISCUSSION:
Staff recommends transferring $910,745 from the Library Capital Fund to reimburse the general fund for the debt service payments on the project, which can be used to fund other City activities and projects. This action would leave $422,000 in the Fund, $211,000 of which are the County's, to cover any costs related to a potential parking project. If the project does not move forward, the County's funds will be returned to the County and the remaining $211,000 will be available for return to the general fund or used for additional improvements or maintenance at the library.

The City also has commitments of an additional $45,000 in capital donations, which will be received directly from the donor over the next four years and credited to the general fund to help offset the debt service payments to the County.

ATTACHMENT:
Resolution authorizing the Administrative Services Director to transfer $910,745 from the Library Capital Fund (F153) to the General Fund (F101) as reimbursement of payments to the County of San Mateo for the Library Construction Loan

RESOLUTION NO. C-2022-__

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY AUTHORIZING THE ADMINISTRATIVE SERVICES DIRECTOR TO TRANSFER $910,745 FROM THE LIBRARY CAPITAL FUND (F153) TO THE GENERAL FUND (F101) AS REIMBURSEMENT OF PAYMENTS TO THE COUNTY OF SAN MATEO FOR THE LIBRARY CONSTRUCTION LOAN

WHEREAS, in August 2018, the City opened the new Half Moon Bay Library, which was constructed as a joint project between the city, the County of San Mateo, and the San Mateo County Library JPA; and

WHEREAS, under the previous County Library JPA agreement, the costs of constructing the facility were shared by the City and the County; and

WHEREAS, the total cost of the library was approximately $24 million, and of the approximately $12 million City portion, $6 million was paid in cash from City reserves, with the remaining $6 million paid out of the proceeds of an interest free loan from the County; and

WHEREAS, since the completion of the library, and in accordance with the loan agreement, the City has repaid a total of $1,718,056 to the County, which is recognized in the General Fund; and

WHEREAS, the Library Capital Fund, which was established to manage the funding for the construction of the library, has a current balance of $1,332,745, including a combination of City funds, County funds, loan proceeds, and capital donations; and

WHEREAS, a portion of these funds can be transferred to the General Fund as reimbursement for the loan payments paid to the County, where the funds can be used for other important City projects and programs; and

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Half Moon Bay hereby authorizes the Administrative Services Director to transfer $910,745 from the Library Capital Fund (F153) to the General Fund (F101) as reimbursement of payments to the County of San Mateo for the Library Construction Loan.

****

I, the undersigned, hereby certify that the foregoing Resolution was duly passed and adopted on the 7th day of June, 2022 by the City Council of Half Moon Bay by the following vote:

AYES, Councilmembers:

NOES, Councilmembers:

ABSENT, Councilmembers:

ATTEST:

_____
Jessica Blair, City Clerk

APPROVED:

_____
Debbie Ruddock, Mayor

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **June 7, 2022**

TO: Honorable Mayor and City Council

VIA: Robert Nisbet, City Manager

FROM: John Doughty, Public Works Director
Maziar Bozorginia, City Engineer
Jonathan Woo, Assistant Engineer

TITLE: **SB 1 LOCAL STREETS AND ROAD IMPROVEMENT PROJECT LIST – FY 2022-23**

RECOMMENDATION:
Adopt a resolution approving the Pavement Management and Traffic Safety Program and the Poplar Complete Streets Project as the dedicated projects for Road Maintenance and Rehabilitation Account (RMRA) Funding.

FISCAL IMPACT:
There is no fiscal impact associated with the approval of the program. Approving the project list will retain Half Moon Bay's eligibility for RMRA funds from the State. It is estimated that the City will receive approximately $280,579 in additional funds in FY 2022-23. These program funds are brought before the City Council for allocation and approval through the annual budget.

STRATEGIC ELEMENT:
This action supports the Infrastructure and Environment, Healthy Communities and Public Safety, and Fiscal Sustainability Elements of the Strategic Plan.

BACKGROUND:
On April 28, 2017, the Governor signed Senate Bill (SB) 1 which is known as the Road Repair and Accountability Act of 2017, to address basic road maintenance, rehabilitation, and critical safety needs on both the state highway and local streets and road system (http://catc.ca.gov/programs/sb1/lsrp/). SB 1 is funded from an increase (per gallon) of fuel excise taxes, increases in diesel fuel sales taxes, and increases to vehicle registration fees. SB 1 includes provision for inflationary adjustments to tax rates in subsequent years.

On November 1, 2017, the State Controller started to deposit the additional revenues into a newly created Road Maintenance and Rehabilitation Account (RMRA). A percentage of this new RMRA funding is being apportioned by formula to eligible cities and counties pursuant to

Streets and Highways Code (SHC) Section 2032(h) for basic road maintenance, rehabilitation, and critical safety projects through the Local Streets and Roads (LSR) Program.

On March 21, 2018, The California Transportation Commission (CTC) adopted the updated reporting guidelines for the Road Maintenance and Rehabilitation Account Local Streets and Roads Funding Program, which requires jurisdictions to identify the use of RMRA funds in an adopted resolution. It also requires a project expenditure report at the end of the year detailing the description, location, amount of funds expended, and estimated useful life of improvements constructed with program funding.

The City, since enactment, has received annual allocations from the Local Streets and Roads (LSR) Program. These funds have been designated via Council adopted resolutions primarily to the City's general road maintenance and pavement management efforts.

DISCUSSION:

In FY 2022-23, the City's LSR allocation is estimated to increase from $254,950 to approximately $280,579 with the new RMRA funds. While we appreciate the funding provided, the amount received annually does not come close to meeting the capital repair and construction needs of the City. These funds are often combined with other City funds, including the General Fund and, where possible, supplemented/leveraged with grant funds and/or benefit assessment districts.

The objective of the Local Streets and Roads Program is to address deferred maintenance on local streets and roads system through the prioritization and delivery of basic road maintenance and rehabilitation projects as well as critical safety projects. The adopted Capital Improvement Program (CIP) includes the annual Pavement Management and Traffic Safety Program that addresses the types of projects/improvements envisioned under SB 1. Additionally, the City has more specific capital projects, notably the Poplar Traffic Calming and Safety Project, that are also eligible to be funded under SB 1.

The focus of the Pavement Management and Traffic Safety Program (CIP No. 0514) for FY 2022-23 will be on the rehabilitation of existing streets throughout the City. Rehabilitation is intended to extend the useful life of existing streets and reduce road hazards such as cracks and potholes which in turn will maintain/improve the City's Pavement Condition Index rating. Street rehabilitation benefits many users including bicyclist and mass transit. The City intends to commence with design of reconstruction of Belleville Boulevard within this Program as well. The intent of this work is to establish a basis for discussion with community members on the funding of the reconstruction including the possible formation of a Benefit Assessment District. There are eighteen (18) properties on Belleville Boulevard that have entered into deferred street improvement agreements which will either need to be "called" or converted to a benefit assessment district funding option.

In addition to the pavement management program, Staff is currently working several specific capital projects that will improve pavement conditions and safety for all modes of

transportation and are thus eligible to receive SB 1 funding. The following is a sampling of specific eligible projects staff is currently working on. Staff is finalizing the Main Street Safety Improvements Project (CIP No. 1009) which includes slurry seal of portions of Main Street, Johnston Street, Mill Street and Correas Street in the downtown. For more information on this project, please visit the project webpage: https://www.half-moon-bay.ca.us/759/Main-Street-Traffic-Safety-Project. By the Winter of 2022, staff will complete to the design of the Poplar Street Traffic Calming and Safety Project (CIP No. 0593) which will improve accessibility for both pedestrians and bicyclists, and repair street sections of Poplar Street from Railroad Avenue to Main Street, excluding HWY 1. Construction funding is being supplemented with a $1.2 million OBAG 2 grant.

Due to the broad and applicable scope of the Pavement Management and Traffic Safety Program and the limited amount of funding that the City expects to receive from the LSR Program, staff is recommending that the City identify the Pavement Management and Traffic Safety Program of the CIP as the project recipient of RMRA Funding. It is important to note that adoption of the proposed project list does not limit the flexibility of the City to fund projects in accordance with local needs and priorities as long as the projects are consistent with RMRA priorities.

ATTACHMENT:

1. Resolution
2. Estimated SB 1 Funding Sheet FY 2022-23

RESOLUTION NO. C-2022-___

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY ADOPTING A LIST OF PROJECTS FOR FISCAL YEAR 2022-23 TO BE FUNDED BY SB 1: THE ROAD REPAIR AND ACCOUNTABILITY ACT OF 2017

WHEREAS, Senate Bill 1 (SB 1), the Road Repair and Accountability Act of 2017 (Chapter 5, Statutes of 2017) was passed by the Legislature and Signed into law by the Governor in April 2017 to address the significant multi-modal transportation funding shortfalls statewide; and

WHEREAS, SB 1 includes accountability and transparency provisions that will ensure the residents of our City are aware of the projects proposed for funding in our community and which projects have been completed each fiscal year; and

WHEREAS, the City of Half Moon Bay must adopt by resolution a list of projects proposed to receive fiscal year funding from the Road Maintenance and Rehabilitation Account (RMRA), created by SB 1, which must include a description and the location of each proposed project, a proposed schedule for the project's completion, and the estimated useful life of the improvement; and

WHEREAS, the City of Half Moon Bay, will receive an estimated $280,579 in RMRA funding in Fiscal Year 2022-23 from SB 1; and

WHEREAS, this is the fifth year in which the City of Half Moon Bay is receiving SB 1 funding and will enable the City to continue essential road maintenance and rehabilitation projects, safety improvements, repairing and replacing aging bridges, and increasing access and mobility options for the traveling public that would not have otherwise been possible without SB 1; and

WHEREAS, the City of Half Moon Bay has undergone a robust public process to ensure public input into our community's transportation priorities/the project list; and

WHEREAS, the City of Half Moon Bay used a Pavement Management System to develop the SB 1 project list to ensure revenues are being used on the most high-priority and cost-effective projects that also meet the communities priorities for transportation investment; and

WHEREAS, the funding from SB 1 will help the City of Half Moon Bay maintain and rehabilitate several streets/roads and add active transportation infrastructure throughout the City this year and hundreds of similar projects into the future; and

WHEREAS, the 2018 California Statewide Local Streets and Roads Needs Assessment found that the City streets and roads are in an "at-risk" condition and this revenue will help us increase the overall quality of our road system and over the next decade will bring our streets and roads into a "good" condition; and

WHEREAS, the SB 1 project list and overall investment in our local streets and roads infrastructure with a focus on basic maintenance and safety, investing in complete streets infrastructure, and using cutting-edge technology, materials and practices, will have significant positive co-benefits statewide.

NOW, THEREFORE IT IS HEREBY RESOLVED, ORDERED AND FOUND by the City Council of the City of Half Moon Bay, State of California, as follows:

1. The foregoing recitals are true and correct.

2. The following list of newly proposed projects will be funded in-part or solely with Fiscal Year 2022-23 Road Maintenance and Rehabilitation Account revenues:

   Project Title: Main Street Safety Improvement Project
   Project Description: Project includes slurry sealing the limits of the project, while also upgrading crosswalks for additional visibility, and some signage. The project also includes the implementation of Class II and Class III Bicycle Lanes within project limits.
   Project Location: Main Street from North HWY 1 to Mill Street, excluding the HWY 1 and HWY 92 intersections, Mill Street from Main Street to Johnston Street, Johnston Street from Mill Street to Correas Street, Correas Street from Johnston Street to Main Street
   Estimated Project Schedule: Start 08/22 – Completion 11/22
   Estimated Project Useful Life: 10 – 15 Years

3. The following previously proposed and adopted projects may also utilize Fiscal Year 2022-23 Road Maintenance and Rehabilitation Account revenues in their delivery. With the relisting of these projects in the adopted fiscal year resolution, the City is reaffirming to the public and the State our intent to fund these projects with Road Maintenance and Rehabilitation Account revenues:

   Project Title: Pavement Management & Traffic Safety Program
   Project Description: The project involves pavement maintenance, such as slurry sealing, crack sealing, and more, to prolong the usable life of existing streets by utilizing the most recent Pavement Management Survey completed in April 2022. This project will also include the design of Belleville Boulevard, which is in great need of reconstruction. Funds from this project will also look into installing Bike Lanes as described in the City's Bike/Ped Master Plan.
   Project Location: Various Locations in Half Moon Bay Jurisdiction.
   Estimated Project Schedule: Start (07/22) – Completion (06/23)
   Estimated Project Useful Life: 10 – 30 Years

   Project Title: Poplar Street Traffic Calming and Safety Project
   Project Description: The project includes pavement rehabilitation, sidewalk and decomposed granite pathway installation for better accessibility for pedestrians and

installing Class 3 bike lanes for bicyclists. Treatment of stormwater runoff and additional complete street elements will be part of this project.
Project Location: Poplar Street from Railroad Avenue to Main Street, excluding HWY 1.
Estimated Project Schedule: Start (03/23) – Completion (12/23)
Estimated Project Useful Life: 15 – 30 Years

****

I, the undersigned, hereby certify that the foregoing Resolution was duly passed and adopted on the 7th day of June 2022 by the City Council of Half Moon Bay by the following vote:

AYES, Councilmembers:

NOES, Councilmembers:

ABSENT, Councilmembers:

ABSTAIN, Councilmembers:

ATTEST:

_____
Jessica Blair, City Clerk

APPROVED:

_____
Debbie Ruddock, Mayor

Local Streets and Roads - Projected Revenues

Estimated January 2022

	2021-22 Hwy Users Tax Account	2021-22 Road Mntnc Rehab Acct	2021-22 TOTAL	2022-23 Hwy Users Tax Account	2022-23 Road Mntnc Rehab Acct	2022-23 TOTAL
SAN LUIS OBISPO COUNTY						
ARROYO GRANDE	476,254	363,608	839,862	529,739	400,160	929,900
ATASCADERO	799,600	613,566	1,413,167	889,854	675,246	1,565,100
EL PASO DE ROBLES	838,211	643,599	1,481,811	932,882	708,299	1,641,180
GROVER BEACH	358,118	272,494	630,611	398,200	299,887	698,087
MORRO BAY	280,311	211,972	492,282	311,491	233,281	544,771
PISMO BEACH	222,700	167,937	390,637	247,402	184,819	432,222
SAN LUIS OBISPO	1,237,231	953,976	2,191,208	1,377,557	1,049,877	2,427,434
County of San Luis Obispo	9,477,591	8,172,657	17,650,248	10,580,267	8,994,229	19,574,496
Total Cities & County: San Luis Obispo	13,690,016	11,399,809	25,089,825	13,690,016	11,399,809	25,089,825
SAN MATEO COUNTY						
ATHERTON	186,701	143,206	329,907	207,376	157,602	364,979
BELMONT	699,544	548,260	1,247,804	778,699	603,375	1,382,074
BRISBANE	124,945	94,843	219,787	138,638	104,377	243,014
BURLINGAME	784,785	616,114	1,400,899	873,737	678,050	1,551,787
COLMA	48,967	34,362	83,329	53,928	37,816	91,744
DALY CITY	2,840,525	2,249,357	5,089,882	3,165,276	2,475,477	5,640,754
EAST PALO ALTO	800,501	628,624	1,429,125	891,259	691,818	1,583,077
FOSTER CITY	865,342	680,240	1,545,582	963,552	748,622	1,712,175
HALF MOON BAY	328,078	254,950	583,028	364,886	280,579	645,466
HILLSBOROUGH	304,192	235,936	540,128	338,255	259,654	597,909
MENLO PARK	916,940	721,313	1,638,253	1,021,079	793,824	1,814,904
MILLBRAE	595,480	466,218	1,061,697	662,790	513,085	1,175,875
PACIFICA	996,690	784,797	1,781,487	1,109,996	863,690	1,973,685
PORTOLA VALLEY	124,450	94,449	218,899	138,086	103,944	242,030
REDWOOD CITY	2,228,719	1,764,332	3,993,051	2,483,445	1,941,695	4,425,140
SAN BRUNO	1,180,026	930,737	2,110,763	1,314,401	1,024,301	2,338,702
SAN CARLOS	786,555	617,522	1,404,077	875,709	679,600	1,555,310
SAN MATEO	2,696,011	2,134,319	4,830,330	3,004,154	2,348,876	5,353,030
SOUTH SAN FRANCISCO	1,759,140	1,390,534	3,149,673	1,959,898	1,530,320	3,490,218
WOODSIDE	153,239	116,570	269,809	170,069	128,288	298,358
County of San Mateo	15,052,200	10,808,951	25,861,151	16,764,876	11,895,542	28,660,418
Total Cities & County: San Mateo	33,473,030	25,315,633	58,788,663	33,473,030	25,315,633	58,788,663

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **June 7, 2022**

TO: Honorable Mayor and City Council

VIA: Robert Nisbet, City Manager

FROM: John Doughty, Public Works Director
Maziar Bozorginia, City Engineer

TITLE: **RESOLUTIONS OF LOCAL SUPPORT FOR MULTIPLE GRANT PROGRAMS**

RECOMMENDATION:
Adopt resolutions authorizing staff to file applications and providing local support for the following grants:

1. ACR/TDM Grant for the Midcoastside Traffic Demand Management Plan
2. ACR/TDM Grant for "Pedal for a Purpose" E-Bicycle Pilot Program
3. ATP Grant: Eastside Parallel Trail North – Segment 2 (Spindrift Way to Ruisseau Francais)
4. ATP Grant: Eastside Parallel Trail – South (Higgins Canyon to Miramontes Point)
5. OBAG 3 Grant: Kelly Avenue Complete Streets Project

FISCAL IMPACT:
There is no financial impact associated with this action. The cost to prepare each of the grant applications is being borne by the operating budget of the City Manager's Office and Public Works Department.

STRATEGIC ELEMENT:
This recommendation supports all elements of the Strategic Plan: Infrastructure and Environment, Healthy Communities and Public Safety, Fiscal Sustainability, and Inclusive Governance.

BACKGROUND:
As presented in the May 3, 2022, City Council Meeting, City Staff recommended 23 projects and 18 capital programs to be funded in the Fiscal Year 2022-23 City Capital Budget. Throughout the recommended 5-Year Capital Improvement Program, 49 projects and 18 programs are proposed to be funded. The total 5-year anticipated expenditures for the 67 projects and programs listed in the proposed 5-Year CIP equates to $114,007,644 with a total of $72,791,000 unfunded. It is not unusual to identify future projects as the Capital Improvement Program is a planning and budgetary document and to have a significant amount of programming

"unfunded." The FY 2021-22 and the proposed FY 2022-23 capital budgets supplement City General and other funds with grant funding from many sources. Given the ongoing need for funding of capital projects and capital maintenance, staff continues to monitor the availability of grant funds and to align application submittals with City Council identified priorities. Grant funds vary significantly by source and program objective. Many grants are focused on funding construction of approved shovel-ready projects while others provide funding or a portion of funding for initial planning, design, environmental review and entitlements. Finally, other grant programs provide funding for programmatic efforts. City staff look for opportunities within all programs to match community needs and Council priorities.

Over the course of normal business, Public Works Staff evaluate and disseminate emails from the Metropolitan Transportation Commission (MTC), City/County Association of Governments of San Mateo County (C/CAG), San Mateo County Transportation Authority (SMCTA), California Department of Transportation (Caltrans) and other agencies regarding the call for projects/grant opportunities. Recently Public Works was made aware of several grant opportunities within the Active Congestion Relief/Transportation Demand Management (ACR/TDM), the One Bay Area Grant Program – Cycle 3 (OBAG 3), and the Active Transportation Plan Grant (ATP) programs. These grant programs offer opportunities to implement the capital program consistent with City Council strategic priorities. Further, based upon research, experience, and conversations with funders, staff believes the City can make viable arguments for funding and be competitive with other Cities and Counties.

The City has had some previous success when applying for grants, including funding obtained from a previous Cycle of OBAG Grants, Measure A Grants, and others. For example, the Poplar Traffic Calming and Safety Project received $1.2 million in funding from OBAG 2 Grant several years ago which will help fund a portion of construction anticipated in 2023. Public Works will continue to evaluate grant funding opportunities and apply for other grants that align with City Council strategic priorities and as time permits.

DISCUSSION:

Public Works is currently in the process of preparing and submitting five grant applications under three different transportation-related programs. At this point, two applications have already been submitted based upon posted deadlines. Each of the grant applications require, prior to award, the City Council adopt Resolutions of Support for the application. Staff is requesting City Council adoption of resolutions supporting the grant applications. The following is a brief synopsis of each of the grant applications that have been or are in the process of being prepared by Public Works, of which, staff is seeking Council support.

SAN MATEO COUNTY ACR/TDM PROGRAM

The San Mateo County ACR/TDM program is a local funding program created by the San Mateo County Transportation Authority (SMCTA) to create a consolidated Measure A and Measure W program (transportation related sales tax initiatives) to encourage the use of sustainable transportation options and enhance mobility across San Mateo County. The program's major

focus is to encourage cities to apply for funding Citywide Transportation Demand Management (TDM) plans that could identify projects and programs for future funding cycles.

The ACR/TDM Program includes funding for three sub-categories, Intelligent Transportation System Planning & Design; TDM Projects/Programs; and TDM Planning. Each sub-category requires a standard match of 10% and the program has specific funding goals for small/coastal communities. Staff from Public Works and the City Manager's Office worked to submit two applications on May 27, 2022 in response to a call for projects from the San Mateo County ACR/TDM Program. One in response the Planning Grant category for a Midcoastside TDM Plan and another in response to the TDM Programs Category for "Pedal for a Purpose," an E-bicycle subsidy program for low-income workers that live within 12 miles of the City of Half Moon Bay.

ACR/TDM PLANNING: MIDCOASTSIDE TRAFFIC DEMAND MANAGEMENT PLAN

Staff submitted a funding request for $100,000 from SMCTA with a 10% match ($10,000) to hire a consultant to develop a Midcoastside TDM Plan in conjunction with San Mateo County. The proposed project is envisioned as a joint Plan for the City of Half Moon Bay and Unincorporated Urban Midcoast of San Mateo County (Miramar, El Granada, Moss Beach and Montara). The proposed Midcoastside TDM Plan will identify and evaluate complementary strategies that will support reduced congestion and traffic for residents and visitors. The project will engage the public and relevant agencies/organizations; examine best practices for similar land use and geographic contexts; and use analysis to understand demand and the current policy context. The resulting recommendations will identify policy solutions, including guidance about how to apply the C/CAG TDM Policy to the midcoast context; parking management strategies; programs and marketing strategies; supportive transit/micromobility/first-last mile services; and institutional and evaluation strategies. The resulting plan will be approved by both the City of Half Moon Bay and the County of San Mateo.

If awarded, the County will act as the implementing agency for the Midcoastside TDM Plan, but work in close coordination with City staff. As the lead for both jurisdictions, the County will enter into an agreement with the Transportation Authority and be responsible for required reporting and invoicing and oversee the consultant contract, support outreach and stakeholder engagement, review and comment on final work products, and support plan approval by the City.

Strategic Priority: The City Council has identified congestion relief and transportation demand management as a priority for FY 2022-23. This grant would further this priority by directly evaluating and planning for implementation of C/CAG TDM policies.

ACR/TDM PROGRAM: PEDAL FOR A PURPOSE E-BICYCLE PILOT PROGRAM

Staff submitted a funding request for $200,000 from SMCTA with a 10% match ($20,000) to establish "Pedal for a Purpose," an E-bicycle pilot program for low-income teachers, agricultural and hospitality workers who live and work on the coast. The goal of this program is to pilot a subsidy program aimed at reducing automotive vehicle miles traveled, decreasing drive-alone trips, and increasing worker mobility.

If awarded, City staff will develop eligibility criteria and work with local community-based organizations to identify 25 individuals who live and work within a 12-mile radius of City Hall (501 Main Street) to receive an E-bicycle voucher. That voucher can be redeemed locally for up to $5,000 for an E-bicycle, lock, and helmet. Recipients of the vouchers will also receive on-bike safety courses and maintenance assistance and advice. Additionally, the funding will be used to organize a community bike festival that will be open to all community members with local vendors and activities for all ages.

Strategic Priority: The City Council has identified congestion relief and transportation demand management as a priority for FY 2022-23. Additionally, the City Council retained environmental sustainability as a priority. This grant would further each of these priorities by providing electric assisted bicycles for use by local residents thus reducing roadway congestion and greenhouse gas emissions.

ACTIVE TRANSPORTATION PROGRAM (ATP)

The Active Transportation Program grant is sponsored by the State's Metropolitan Transportation Commission to encourage active modes of transportation such as walking and biking. The Program plans to distribute over $400 million state-wide to qualifying applicants. Funds for the current ATP "Cycle 6" are available for use in fiscal years 2023-27. The City plans to submit two Cycle 6 applications on June 15, 2022. One in the Small Infrastructure category for the construction of the Eastside Parallel Trail–North: Segment 2 (Spindrift Avenue to Ruisseau Francais) and another in the Plan category for an Active Transportation Plan for the Eastside Parallel Trail–South: Segment 1 (Higgins Canyon to Miramontes Point).

ATP INFRASTRUCTURE GRANT: THE EAST-SIDE PARALLEL TRAIL – NORTH: SEGMENT 2 (SPINDRIFT TO RUISSEAU FRANCAIS)

Staff is preparing an application to request $3,000,000 in funding for Project Approval and Environmental Documents (PA&ED), Plans, Specifications and Cost Estimate (PS&E), Right-of-Way Utility Relocations (ROW), and Construction (CON). City leveraging/matching funds will total about $350,000, which would be programmed into the City's Capital Improvement Fund in FY 2025-26.

This project includes 2,100 feet of 10-foot-wide Class 1 Multi-Use trail and a 175-foot-span pedestrian bridge in Caltrans ROW on the east side of Highway 1 between Spindrift Way and Ruisseau Francais Avenue. The project also includes intersection improvements at Highway 1 and Ruisseau Francais Avenue. The Project will "close the gap" in an existing and programmed 2.8-mile-long Class I Multi-Use Trail spanning along the east side of Highway 1 from El Granada Elementary School in unincorporated San Mateo County to North Main Street in the City of Half Moon Bay.

Strategic Priority: The City Council has identified congestion relief and transportation demand management as a priority for FY 2022-23. This grant would further this priority by providing a

critical missing link in the 2.8 mile Eastside Parallel Trail-North providing pedestrian and bicycle access from Granada Elementary to North Main Street in Half Moon Bay.

ATP PLANNING GRANT: EASTSIDE PARALLEL TRAIL – SOUTH (HIGGINS CANYON TO MIRAMONTES POINT) STUDY

Staff is preparing an application to request funding for the preparation of an Active Transportation Plan to evaluate and plan for the development of a 1.3 mile Class 1 Multi-Use Trail along the eastside of Highway 1 extending from the City's Main Street at Higgins Canyon Road to the City's southerly limit. As recommended by the City's Bicycle and Pedestrian Master Plan, this portion of the proposed eastside parallel trail would provide safer pedestrian and bicycle access for residents of Moonridge, Cañada Cove and Ocean Colony as well as to those seeking access to the beaches and California Coastal Trail to the south. The plan includes an additional 0.8 mile Class III Bike Path extending easterly from Highway 1 to the Moonridge Community on Miramontes Point Road in unincorporated San Mateo County.

Strategic Priority: The City Council has identified congestion relief and transportation demand management as a priority for FY 2022-23. This grant would further this priority by funding the necessary planning for a bicycle and pedestrian path that would connect residents, including seniors and families living in low-income agricultural housing, to downtown Half Moon Bay.

One Bay Area Governments (OBAG) 3

OBAG is funded through the Metropolitan Transportation Commission (MTC) that distributes federal transportation funding from the Federal Highway Administration to projects and programs around the Bay Area. One of the OBAG Program Categories and eligible project types supports improvements towards all mobility options and community choice. Potential projects include bicycle/pedestrian infrastructure, safe routes to school infrastructure, and "Complete Street" elements and improvements. Applications for this funding opportunity are due July 1, 2022.

KELLY AVENUE COMPLETE STREETS PROJECT

City Staff has had numerous internal discussions regarding potential projects and ultimately focused on the Kelly Avenue Complete Streets Project. Kelly Avenue is considered a minor arterial according to the California Road System Database and is designated as a primary coastal access route (similarly to Poplar Street) in the City's Certified Local Coastal Plan (LCP). Considering Kelly is one of two streets identified as a link from the Town Center to the Coast, along with the high number of residents and visitors using the corridor every day, Kelly Avenue should be a focus of improved safety and accessibility. The Kelly Avenue Corridor is also a main access route for local schools and hundreds of housing units. Providing new sidewalk and bicycle infrastructure, while enhancing existing infrastructure will provide safer access for students, teachers, parents, and thousands of residents. The project will provide greater connectivity to Poplar Beach, Half Moon Bay State Beach, and the California Coastal Trail consistent with State and local Coastal Act policies.

Staff is preparing an application requesting $5.0 million in OBAG 3 funds for the Kelly Avenue Complete Streets Project. $500,000 would be allocated to planning, design, outreach, environmental documents, entitlements, etc. The remaining $4.5 million would be utilized for construction of the project. Total costs of a project is currently "ballpark estimated" at approximately $7.5 million.

The potential Kelly Avenue Complete Streets project would allow for safer and more accessible access for pedestrians, bicyclists, vehicular traffic, and all other modes of transportation. The project limits would be along Kelly Avenue from Main Street to the Francis State Beach entrance (California Coastal Trail), totaling approximately 4,500 feet of pedestrian, bicyclist, and street improvements. Potential improvements may include the installation of ADA compliant sidewalks, a bike lane (Class II or III dependent on the section of Kelly Avenue), storm drain and stormwater improvements, intersection improvements, and traffic safety measures. Throughout the planning and design stages of the project, City Staff intends to conduct multiple outreach measures to hear residents' concerns and/or potential ideas for the project corridor.

Strategic Priority: The City Council has identified congestion relief and transportation demand management as a priority for FY 2022-23. This grant would further this priority by providing enhanced and safer opportunities for pedestrians and bicyclist to reach schools, shopping, and recreational facilities.

GRANT MANAGEMENT

City Staff has invested a significant amount of time, to date, attempting to secure grant funds from the various programs outlined above, as well as other opportunities throughout the year. As part of project development, staff evaluates possible phasing and other funding options. Grant management requires constant oversight and often has specific steps that must be taken before the funds can be physically programmed. Federal grant funding programs are often the most time consuming, followed by State, Regional, Local and Private programs. Adoption of these resolutions is one of the many steps that must be completed for staff to secure project funding and move these projects forward. Upon notice of award, staff will initiate additional assessment of grant management and finance assistance necessary to deliver the project compliant with grantor requirements.

ATTACHMENT:

1. Resolution of Local Support for ACR/TDM Grant for the Midcoastside Traffic Demand Management Plan
2. Resolution of Local Support for ACR/TDM Grant for "Pedal for a Purpose" E-Bicycle Pilot Program
3. Resolution of Local Support for ATP Grant for Eastside Parallel Trail North – Segment 2
4. Resolution of Local Support for ATP Grant for Eastside Parallel South Study
5. Resolution of Local Support for OBAG 3 Grant for Kelly Avenue Complete Streets Project

RESOLUTION NO. C-2022-____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY SUPPORTING THE MIDCOASTSIDE TRANSPORTATION DEMAND MANAGEMENT PLAN AND SUBMITTING AN APPLICATION TO THE SAN MATEO COUNTY TRANSPORTATION AUTHORITY FOR MEASURE A ALTERNATIVE CONGESTION RELIEF AND MEASURE W TRANSPORTATION DEMAND MANAGEMENT PROGRAM FUNDING

WHEREAS, the City of Half Moon Bay Local Coastal Program (LCP) Policy 5-54 supports the promotion of alternative modes of transportation to enhance access to Half Moon Bay's destinations while reducing vehicle trips, greenhouse gas emissions and parking impacts, and supports efforts to manage travel demand during periods of congestion by providing subsidy of transit; and

WHEREAS, the City of Half Moon Bay Local Coastal Program (LCP) Policy 5-57 supports the exploration of Traffic Demand Management (TDM) programs that reduce the reliance of Half Moon Bay residence on the use of private automobile; and

WHEREAS, at a priority setting workshop held on March 22, 2022 the City Council identified Transportation, Circulation, and Mobility as one of their five priorities FY22-23; and

WHEREAS, the City (Sponsor) has identified the need to develop and implement TDM strategies for Half Moon Bay in collaboration with partners such as the County of San Mateo Department of Planning and Building to address challenges and maximize success; and

WHEREAS, the Sponsor seeks to develop the Midcoastside TDM Plan (Project) in collaboration with the County of San Mateo Department of Planning and Building to recommend TDM strategies tailored to the Midcoast; and

WHEREAS, the County of San Mateo will be the lead implementing agency for the development of the Project; and

WHEREAS, the total Project scope will be $220,000 in partnership with the County of San Mateo; and

WHEREAS, it will cost $110,000 to implement the Sponsor's portion of the Project scope; and

WHEREAS, the Sponsor seeks $100,000 for the Project; and

WHEREAS, the San Mateo County Transportation Authority (TA) issued a Call for Projects for the Measure A Alternative Congestion Relief and Measure W Transportation Demand Management (ACR/TDM) Program on April 7, 2022; and

WHEREAS, the TA requires a resolution from the City Council committing to the following:

1. Supporting the Project and application for $100,000 in TA ACR/TDM Program funds for the Project; and

2. Committing the City to the completion of the Project including the commitment of matching funds in the amount of $10,000 needed for implementation; and

3. Certifying that any funds awarded by the San Mateo County Transportation Authority will be used to supplement existing funds for program activities, and will not replace existing funds or resources; and

4. Authorizing the City Manager, or designee, to sign a funding agreement with the TA and/or the County of San Mateo, if funds are awarded, for TA ACR/TDM Program funding for the Project and to take any other actions necessary to give effect to this resolution; and

5. Committing to commence work on the Project, if awarded, within one year of the TA Board of Directors allocating 2022 ACR/TDM Program funding.

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Half Moon Bay authorizes staff to submit an application for the TA ACR/TDM Program funds for $100,000 for the Midcoastside Transportation Demand Management Plan subject to the following:

1. Authorizes the City Manager, or designee, to execute a funding agreement with the TA and/or San Mateo County to encumber any ACR/TDM Program funds awarded.

2. Commits to the completion of the Project, including the commitment of $10,000 of matching funds needed for implementation, if awarded the TA funds.

3. Certifies that any funds awarded by the TA will be used to supplement existing funds for the project and will not replace existing funds or resources.

4. Commits to commencing work on the Project, if awarded, within one year of the TA Board of Directors allocating the 2022 ACR/TDM Program funds.

5. Authorizes the City Manager to take any other actions necessary to give effect to this resolution.

****

I, the undersigned, hereby certify that the foregoing Resolution was duly passed and adopted on the 7th day of June 2022 by the City Council of Half Moon Bay by the following vote:

AYES, Councilmembers:
NOES, Councilmembers:
ABSENT, Councilmembers:
ABSTAIN, Councilmembers:

ATTEST:

_____
Jessica Blair, City Clerk

APPROVED:

_____
Debbie Ruddock, Mayor

RESOLUTION NO. C-2022-____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY SUPPORTING THE PEDAL FOR A PURPOSE E-BICYLE PILOT PROGRAM AND SUBMITTING AN APPLICATION TO THE SAN MATEO COUNTY TRANSPORTATION AUTHORITY FOR MEASURE A ALTERNATIVE CONGESTION RELIEF AND MEASURE W TRANSPORTATION DEMAND MANAGEMENT PROGRAM FUNDING

WHEREAS, the City of Half Moon Bay Local Coastal Program (LCP) Policy 5-57 supports the exploration of TDM programs that reduce the reliance of Half Moon Bay residence on the use of private automobile; and

WHEREAS, on September 17, 2019 the City Council adopted the Bicycle and Pedestrian Master Plan (BPMP) which identifies needs and prioritizes improvements to the City's bicycle and pedestrian facilities and programs; and

WHEREAS, the BPMP identifies program recommendations to improve the overall bicycle and pedestrian environment in Half Moon Bay including encouragement and equity programs to encourage active transportation; and

WHEREAS, at a priority setting workshop held on March 22, 2022 the City Council identified Transportation, Circulation, and Mobility as one of their five priorities FY22-23; and

WHEREAS, the City of Half Moon Bay Staff has identified a need for low-income teachers, agricultural and hospitality workers to have access to multimodal types of transportation for commute and non-commute trips; and

WHEREAS, the San Mateo County Transportation Authority (TA) issued a Call for Projects for the Measure A Alternative Congestion Relief & Measure W Transportation Demand Management (ACR/TDM) Program on April 7, 2022; and

WHEREAS, the City has developed the Pedal for A Purpose Pilot Program to distribute twenty five e-bicycle vouchers to applicants who reside and work within a twelve mile radius of the City of Half Moon Bay; and

WHEREAS, the TA requires a resolution from the Sponsor's governing body acknowledging that the City Council is:

1. Supporting the Project and application for $200,000 in TA ACR/TDM Program funds for Project; and
2. Committing the City to the completion of the Project, including the commitment of matching funds in the amount of $20,000 needed for implementation; and
3. Certifying that any funds awarded by the San Mateo County Transportation Authority will be used to supplement existing funds for program activities, and will not replace existing funds or resources; and

4. Authorizing the City Manager, or his/her designee, to sign a funding agreement with the TA, if funds are awarded, for TA ACR/TDM Program funding for the Project and to take any other actions necessary to give effect to this resolution; and
5. Committing to commence work on the Project, if awarded, within two years of the TA Board of Directors allocating 2022 ACR/TDM Program funding.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Half Moon Bay, that staff is authorized to submit an application for TA ACR/TDM Program funds for $200,000 for the proposed Pedal for A Purpose Pilot Program subject to the following:

1. Authorizes the City Manager, or his/her designee, to execute a funding agreement with the TA to encumber any ACR/TDM Program funds awarded.
2. Commits to the completion of the Project, including the commitment of $20,000 of matching funds needed for implementation, if awarded the requested TA funds.
3. Certifies that any funds awarded by the TA will be used to supplement existing funds for the Project, and will not replace existing funds or resources.
4. Commits to commencing work on the Project, if awarded, within two years of the TA Board of Directors allocating the 2022 ACR/TDM Program funds.
5. Authorizes the City Manager to take any other actions necessary to give effect to this resolution.

****

I, the undersigned, hereby certify that the foregoing Resolution was duly passed and adopted on the 7th day of June, 2022 by the City Council of Half Moon Bay by the following vote:

AYES, Councilmembers:

NOES, Councilmembers:

ABSENT, Councilmembers:

ABSTAIN, Councilmembers:

ATTEST:

_____
Jessica Blair, City Clerk

APPROVED:

_____
Debbie Ruddock, Mayor

RESOLUTION NO. C-2022-____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY SUPPORTING AN APPLICATION TO THE CALIFORNIA TRANSPORTATION COMMISSION FOR "ACTIVE TRANSPORTATION PROGRAM CYCLE 6" PROGRAM FUNDING, AND, AUTHORIZING THE CITY MANAGER TO COMMIT RESOURCES AND FUNDS SHOULD THE APPLICATION BE APPROVED

WHEREAS, on September 17, 2019 the City Council adopted the Bicycle and Pedestrian Master Plan (BPMP) which identifies needs and prioritizes improvements to the City's bicycle and pedestrian facilities and programs; and

WHEREAS, the BPMP recommends a Multi-Use Class 1 bicycle and pedestrian trail on each side of Highway 1 to improve safety and north-south connections for bicyclists and pedestrians; and

WHEREAS, the Highway 1 "Parallel Trail" recommendations in the City's BPMP are consistent with the goals of the CTC's Active Transportation Program; and

WHEREAS, the California Transportation Commission (CTC) issued a Call for Projects for the Active Transportation Program (ATP), Cycle 6, on March 16, 2022; and

WHEREAS, City Staff have prepared an ATP Infrastructure Grant application for funding the Eastside Parallel Trail North Segment 2: Spindrift to Ruisseau Francais; and

WHEREAS, Submittal of the application requires a signatory authorized by the governing body to commit the City's resources and funds; and

WHEREAS, should the ATP applications be approved, the ATP grant may require matching funds in the amount of 11.47% of the project's total cost; and

WHEREAS, there are sufficient funds in the City's Capital Improvement fund to support the projects and the project matching funds.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Half Moon Bay, that the Council supports the filing of this application for Active Transportation Program funding and authorizes the City Manager to commit City resources and funds should the application be approved.

****

I, the undersigned, hereby certify that the foregoing Resolution was duly passed and adopted on the 7th day of June, 2022 by the City Council of Half Moon Bay by the following vote:

AYES, Councilmembers:

NOES, Councilmembers:

ABSENT, Councilmembers:

ABSTAIN, Councilmembers:

ATTEST:

_____
Jessica Blair, City Clerk

APPROVED:

_____
Debbie Ruddock, Mayor

RESOLUTION NO. C-2022-____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY SUPPORTING AN APPLICATION TO THE CALIFORNIA TRANSPORTATION COMMISSION FOR "ACTIVE TRANSPORTATION PROGRAM CYCLE 6" PROGRAM FUNDING, AND, AUTHORIZING THE CITY MANAGER TO COMMIT RESOURCES AND FUNDS SHOULD THE APPLICATION BE APPROVED

WHEREAS, on September 17, 2019 the City Council adopted the Bicycle and Pedestrian Master Plan (BPMP) which identifies needs and prioritizes improvements to the City's bicycle and pedestrian facilities and programs; and

WHEREAS, the BPMP recommends a Multi-Use Class 1 bicycle and pedestrian trail on each side of Highway 1 to improve safety and north-south connections for bicyclists and pedestrians; and

WHEREAS, the Highway 1 "Parallel Trail" recommendations in the City's BPMP are consistent with the goals of the CTC's Active Transportation Program; and

WHEREAS, the California Transportation Commission (CTC) issued a Call for Projects for the Active Transportation Program (ATP), Cycle 6, on March 16, 2022; and

WHEREAS, City Staff have prepared an ATP Planning Grant application for funding the Eastside Parallel Trail South Segment 1: Higgins Canyon to Miramontes Point; and

WHEREAS, Submittal of the application requires a signatory authorized by the governing body to commit the City's resources and funds; and

WHEREAS, should the ATP applications be approved, the ATP grant may require matching funds in the amount of 11.47% of the project's total cost; and

WHEREAS, there are sufficient funds in the City's Capital Improvement fund to support the projects and the project matching funds.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Half Moon Bay, that the Council supports the filing of this application for Active Transportation Program funding and authorizes the City Manager to commit City resources and funds should the application be approved.

****

I, the undersigned, hereby certify that the foregoing Resolution was duly passed and adopted on the 7th day of June, 2022 by the City Council of Half Moon Bay by the following vote:

AYES, Councilmembers:

NOES, Councilmembers:

ABSENT, Councilmembers:

ABSTAIN, Councilmembers:

ATTEST:

_____
Jessica Blair, City Clerk

APPROVED:

_____
Debbie Ruddock, Mayor

RESOLUTION NO. C-2022-___

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY AUTHORIZING STAFF TO FILE AN APPLICATION FOR FUNDING ASSIGNED TO METROPOLITAN TRANSPORATION COMMISSION, COMMITTING ANY NECESSARY MATCHING FUNDS, AND STATING ASSURANCE TO COMPLETE THE KELLY AVENUE COMPLETE STREETS PROJECT

WHEREAS, the City of Half Moon Bay (herein referred to as City) is submitting an application to the Metropolitan Transportation Commission (MTC) for $5,000,000 in funding assigned to MTC for programming discretion, which includes federal funding administered by the Federal Highway Administration (FHWA) and federal or state funding administered by the California Transportation Commission (CTC) such as Surface Transportation Block Grant Program (STP) funding, Congestion Mitigation and Air Quality Improvement Program (CMAQ) funding, Transportation Alternatives (TA) set-aside/Active Transportation Program (ATP) funding, and Regional Transportation Improvement Program (RTIP) funding (herein collectively referred to as REGIONAL DISCRETIONARY FUNDING) for the Kelly Avenue Complete Streets Project (herein referred to as PROJECT) for the One Bay Area Grant Program – Cycle 3 (OBAG 3) (herein referred to as PROGRAM); and

WHEREAS, the United States Congress from time to time enacts and amends legislation to provide funding for various transportation needs and programs, (collectively, the FEDERAL TRANSPORTATION ACT) including, but not limited to the Surface Transportation Block Grant Program (STP) (23 U.S.C. § 133), the Congestion Mitigation and Air Quality Improvement Program (CMAQ) (23 U.S.C. § 149) and the Transportation Alternatives (TA) set-aside (23 U.S.C. § 133); and

WHEREAS, state statutes, including California Streets and Highways Code §182.6, §182.7, and §2381(a)(1), and California Government Code §14527, provide various funding programs for the programming discretion of the Metropolitan Planning Organization (MPO) and the Regional Transportation Planning Agency (RTPA); and

WHEREAS, pursuant to the FEDERAL TRANSPORTATION ACT, and any regulations promulgated thereunder, eligible project sponsors wishing to receive federal or state funds for a regionally-significant project shall submit an application first with the appropriate MPO, or RTPA, as applicable, for review and inclusion in the federal Transportation Improvement Program (TIP); and

WHEREAS, MTC is the MPO and RTPA for the nine counties of the San Francisco Bay region; and

WHEREAS, MTC has adopted a Regional Project Funding Delivery Policy (MTC Resolution No. 3606, revised) that sets out procedures governing the application and use of REGIONAL DISCRETIONARY FUNDING; and

WHEREAS, the City of Half Moon Bay is an eligible sponsor for REGIONAL DISCRETIONARY FUNDING; and

WHEREAS, as part of the application for REGIONAL DISCRETIONARY FUNDING, MTC requires a resolution adopted by the responsible implementing agency stating the following:

- the commitment of any required matching funds; and
- that the sponsor understands that the REGIONAL DISCRETIONARY FUNDING is fixed at the programmed amount, and therefore any cost increase cannot be expected to be funded with additional REGIONAL DISCRETIONARY FUNDING; and
- that the PROJECT will comply with the procedures, delivery milestones and funding deadlines specified in the Regional Project Funding Delivery Policy (MTC Resolution No. 3606, revised); and
- the assurance of the sponsor to complete the PROJECT as described in the application, subject to environmental clearance, and if approved, as included in MTC's federal Transportation Improvement Program (TIP); and
- that the PROJECT will have adequate staffing resources to deliver and complete the PROJECT within the schedule submitted with the project application; and
- that the PROJECT will comply with all project-specific requirements as set forth in the PROGRAM; and
- that APPLICANT has assigned, and will maintain a single point of contact for all FHWA- and CTC-funded transportation projects to coordinate within the agency and with the respective Congestion Management Agency (CMA), MTC, Caltrans, FHWA, and CTC on all communications, inquires or issues that may arise during the federal programming and delivery process for all FHWA- and CTC-funded transportation and transit projects implemented by APPLICANT; and
- in the case of a transit project, the PROJECT will comply with MTC Resolution No. 3866, revised, which sets forth the requirements of MTC's Transit Coordination Implementation Plan to more efficiently deliver transit projects in the region; and
- in the case of a highway project, the PROJECT will comply with MTC Resolution No. 4104, which sets forth MTC's Traffic Operations System (TOS) Policy to install and activate TOS elements on new major freeway projects; and
- in the case of an RTIP project, state law requires PROJECT be included in a local congestion management plan, or be consistent with the capital improvement program adopted pursuant to MTC's funding agreement with the countywide transportation agency; and

WHEREAS, that City of Half Moon Bay is authorized to submit an application for REGIONAL DISCRETIONARY FUNDING for the PROJECT; and

WHEREAS, there is no legal impediment to City making applications for the funds; and

WHEREAS, there is no pending or threatened litigation that might in any way adversely affect the proposed PROJECT, or the ability of City to deliver such PROJECT; and

WHEREAS, the City of Half Moon Bay City Council authorizes the City Manager or designee to execute and file an application with MTC for REGIONAL DISCRETIONARY FUNDING for the PROJECT as referenced in this resolution; and

WHEREAS, MTC requires that a copy of this resolution be transmitted to the MTC in conjunction with the filing of the application.

NOW, THEREFORE, BE IT RESOLVED that the City Council authorizes the City Manager to execute and file an application for funding for the PROJECT for REGIONAL DISCRETIONARY FUNDING under the FEDERAL TRANSPORTATION ACT or continued funding; and be it further

RESOLVED that the City will provide any required matching funds; and be it further

RESOLVED that the City understands that the REGIONAL DISCRETIONARY FUNDING for the project is fixed at the MTC approved programmed amount, and that any cost increases must be funded by the APPLICANT from other funds, and that APPLICANT does not expect any cost increases to be funded with additional REGIONAL DISCRETIONARY FUNDING; and be it further

RESOLVED that the City understands the funding deadlines associated with these funds and will comply with the provisions and requirements of the Regional Project Funding Delivery Policy (MTC Resolution No. 3606, revised) and City has, and will retain the expertise, knowledge and resources necessary to deliver federally-funded transportation and transit projects, and has assigned, and will maintain a single point of contact for all FHWA- and CTC-funded transportation projects to coordinate within the agency and with the respective Congestion Management Agency (CMA), MTC, Caltrans, FHWA, and CTC on all communications, inquires or issues that may arise during the federal programming and delivery process for all FHWA- and CTC-funded transportation and transit projects implemented by City; and be it further

RESOLVED that PROJECT will be implemented as described in the complete application and in this resolution, subject to environmental clearance, and, if approved, for the amount approved by MTC and programmed in the federal TIP; and be it further

RESOLVED that City has reviewed the PROJECT and has adequate staffing resources to deliver and complete the PROJECT within the schedule submitted with the project application; and be it further

RESOLVED that PROJECT will comply with the requirements as set forth in MTC programming guidelines and project selection procedures for the PROGRAM; and be it further

RESOLVED that, in the case of a transit project, City agrees to comply with the requirements of MTC's Transit Coordination Implementation Plan as set forth in MTC Resolution No. 3866, revised; and be it further

RESOLVED that, in the case of a highway project, City agrees to comply with the requirements of MTC's Traffic Operations System (TOS) Policy as set forth in MTC Resolution No. 4104; and be it further

RESOLVED that, in the case of an RTIP project, PROJECT is included in a local congestion management plan, or is consistent with the capital improvement program adopted pursuant to

MTC's funding agreement with the countywide transportation agency; and be it further

RESOLVED that City is an eligible sponsor of REGIONAL DISCRETIONARY FUNDING funded projects; and be it further

RESOLVED that City is authorized to submit an application for REGIONAL DISCRETIONARY FUNDING for the PROJECT; and be it further

RESOLVED that there is no legal impediment to City making applications for the funds; and be it further

RESOLVED that there is no pending or threatened litigation that might in any way adversely affect the proposed PROJECT, or the ability of APPLICANT to deliver such PROJECT; and be it further

RESOLVED that the City Council authorizes the City Manager or designee to execute and file an application with MTC for REGIONAL DISCRETIONARY FUNDING for the PROJECT as referenced in this resolution; and be it further

RESOLVED that a copy of this resolution will be transmitted to the MTC in conjunction with the filing of the application; and be it further

RESOLVED that the MTC is requested to support the application for the PROJECT described in the resolution, and if approved, to include the PROJECT in MTC's federal TIP upon submittal by the project sponsor for TIP programming.

****

I, the undersigned, hereby certify that the foregoing resolution was duly passed and adopted on the 7th day of June 2022 by the City Council of Half Moon Bay by the following vote:

AYES, Councilmembers:
NOES, Councilmembers:
ABSENT, Councilmembers:
ABSTAIN, Councilmembers:

ATTEST:

_____
Jessica Blair, City Clerk

APPROVED:

_____
Debbie Ruddock, Mayor

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **June 7, 2022**

TO: Honorable Mayor and City Council

VIA: Bob Nisbet, City Manager

FROM: Matthew Chidester, Deputy City Manager
John Doughty, Director of Public Works

TITLE: **COASTSIDE LAND TRUST WAVECREST TRAIL LICENSE AGREEMENT**

RECOMMENDATION:
By motion, authorize the City Manager to provide the draft Wavecrest Trail License Agreement for the Coastside Land Trust (CLT) Wavecrest California Coastal Trail Phase 2 project and sign a letter of commitment for CLT's application for grant funding from the Proposition 68 Regional Park Program.

FISCAL IMPACT:
There is no fiscal impact associated with this action. The City and CLT will negotiate the final terms and conditions of the license agreement, which will be presented in its final form to the Council for approval at a future meeting.

STRATEGIC ELEMENT:
This action supports the *Healthy Communities and Public Safety, Inclusive Governance,* and *Infrastructure and Environment* Elements of the Strategic Plan.

BACKGROUND:
The California Coastal Trail – stretching from Mexico to Oregon – was mandated by Proposition 20 in 1972 to provide a hiking, bicycle, and equestrian trails system along or near the California coast. Much of the San Mateo County mid-coast includes improved portions of the trail, with portions owned and operated by various public agencies. Thousands of residents and visitors enjoy the trail each year, including pedestrians, cyclists and equestrians.

Coastside Land Trust (CLT) has developed plans for a connection of the trail between improved sections south of the Seymour Watercourse and Redondo Beach Road, through several of its undeveloped properties in the Wavecrest subdivision. A Coastal Development Permit (CDP) / Use Permit application has been submitted by CLT to the City. Biological studies are currently being updated prior to scheduling the proposal for Planning Commission review. The CDP application includes plans for the Coastal Trail segment, connector and spur trails, two sets of

beach access stairs down to Redondo Beach, and parking/staging areas with bathrooms on Redondo Beach Road (see attached map). In order to complete this work, CLT will need to utilize several sections of unimproved City right of way (paper streets) for construction of the trails. Paper streets were established in this area during the creation of the subdivision and dedicated to the City for future improvement if/or when the subdivision is developed. A non-exclusive license agreement between the City and CLT will be required to authorize the use of the paper streets, and is currently under development and negotiation. The final agreement would not be executed until after approval of the CDP.

Earlier this year, CLT applied for a California State Parks Regional Park Program (Proposition 68) grant for construction of the improvements, which included a letter of support from the City. State Parks has reviewed the application and asked for additional information, including a draft of the license agreement, for continued consideration. State Parks has provided a list of required terms to be included in the agreement, should the grant be awarded to CLT. The State's required terms include:

- A 30-year term that cannot be terminated without cause
- A non-binding option to renew beyond the 30-year term
- Authorization for construction of the grant-funded project to proceed
- Details as to when the general public may use the improvements
- Authorization for the grantee (CLT) to operate recreation programs on the improvements
- Maintenance responsibilities

The City is supportive of the proposed project and desires to support the grant application, including entering into an agreement under the state's required terms.

DISCUSSION:

The City and CLT have negotiated the attached draft non-exclusive license agreement, which, if executed, would allow CLT to construct and operate the Coastal Trail connection as well as other trails over portions of the City's paper streets in the Wavecrest subdivision, including the following:

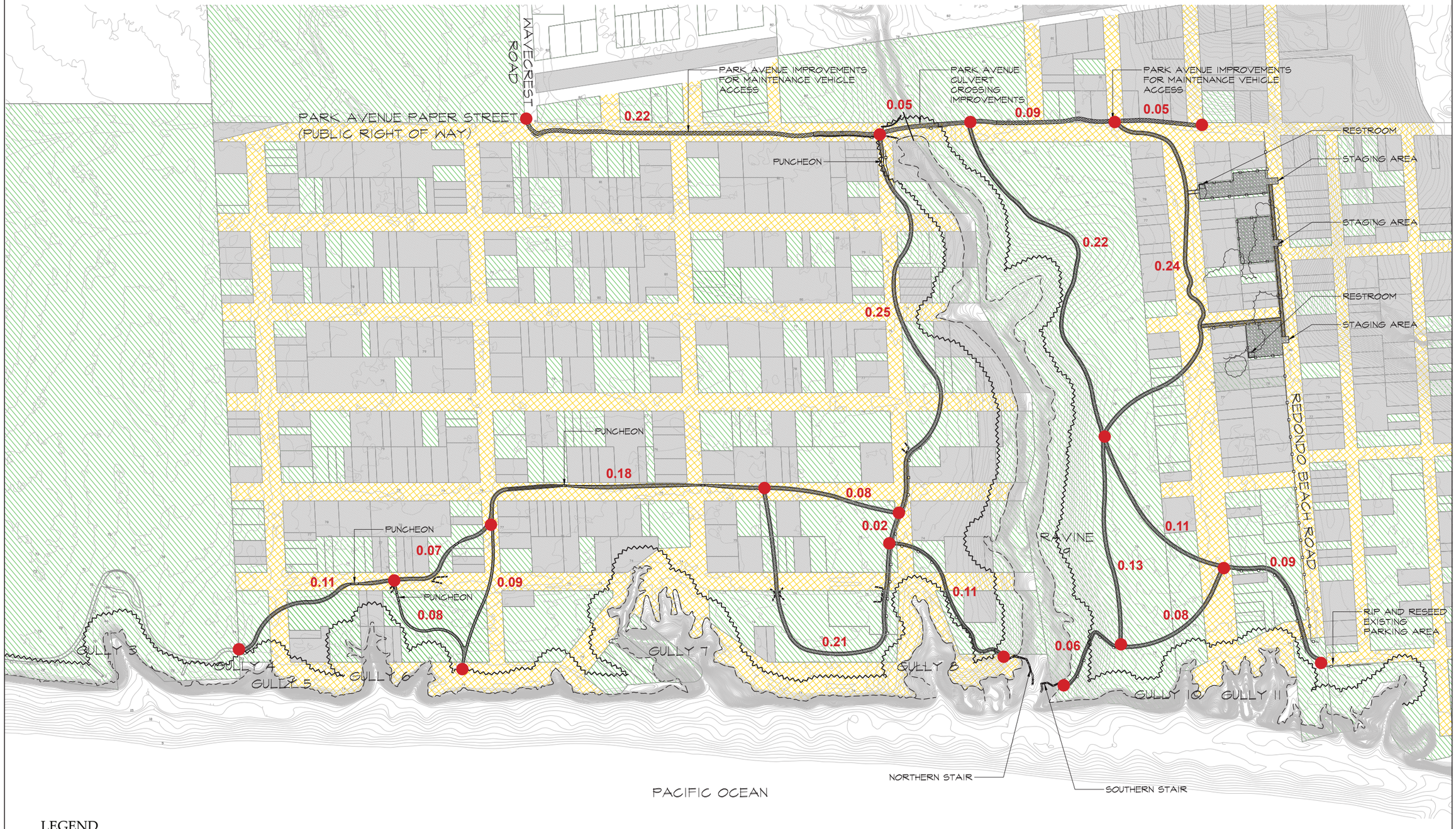
- All of the State's required terms and conditions outlined above
- Requirements that CLT maintain, manage, and operate all portions of the trails and other improvements constructed on City property and paper streets as defined in Exhibit A
- That in the case of the City being required to construct or allow the construction of improved streets in the right-of-way, that any sections of the trail within the right of way must be removed, and that improved streets and sidewalks may replace those sections but remain open for public use

If approved by the Council, staff will provide the attached draft agreement to CLT for submission to the State, and the City Manager will sign any required documents that CLT must submit committing both parties to finalize and enter into the agreement as a condition of grant

award. Staff will continue to work with CLT on the CDP application and on the final version of the license agreement, which will be substantially the same as the attached draft and will be brought back to council for approval.

ATTACHMENT:

1. Wavecrest Coastal Trail Phase 2 map
2. Wavecrest Trail License Agreement - draft



LEGEND

- PRIVATE PROPERTY (NO ACCESS)
- COASTSIDE LAND TRUST / PENINSULA OPEN SPACE TRUST PARCELS
- HALF MOON BAY PROPERTY
- GRAVEL TRAIL
- PUNCHEON
- SPLIT RAIL FENCING
- TEMPORARY PROTECTIVE FENCING OR LOG BARRIER
- 71 EXISTING CONTOUR (1' INTERVAL) CONTOURS AT BLUFF NOT SHOWN
- EXISTING BLUFF EDGE
- 60' BLUFF BUFFER
- Trail segment node

Notes:
1. Trail segment lengths shown in miles.
2. This sheet prints at half-scale (1'=300'-0") on 11x17.

NORTH

0 75 150

1" = 150'-0"

95% Submittal

PLACEWORKS
1625 SHATTUCK AVENUE, STE 300
BERKELEY, CA 94709
(510) 848.3815 PHONE
(510) 848.4315 FAX

LICENSED LANDSCAPE ARCHITECT
SARAH SUTTON
No. 4219
Signature
Renewal Date
Date
STATE OF CALIFORNIA

PROJECT TITLE:

Wavecrest Coastal Trail Phase 2

Coastside Land Trust

All designs and ideas contained within these drawings are the property of PlaceWorks. PlaceWorks hereby reserves its common law copyright and other property rights in these plans. These plans shall not be reproduced, changed, assigned, or copied in any form. Any changes made by parties other than PlaceWorks, without first obtaining the written permission and consent of PlaceWorks, shall relieve PlaceWorks of responsibility for the project or effected portion thereof.

EXHIBIT A
PAGE 1/1

SCALE: 1"=150'

DATE: 07/11/19

REVISIONS:

Wavecrest Trail License Agreement

This Wavecrest Trail License Agreement ("**License**") is made and entered into on this _____ day of _____, 2022 by and between the CITY OF HALF MOON BAY, hereinafter called "**City**" and COASTSIDE LAND TRUST, hereinafter called "**Licensee**."

RECITALS

WHEREAS, Licensee desires to build a coastal trail for public access (the "**Trail**") over parcels it owns and public rights of way owned by the City, which City public rights of way are described in the legal description attached hereto as **Exhibit A** and depicted on the plat attached hereto as **Exhibit B**, both incorporated herein by this reference (identified and referred to herein as the "**City Property**").

WHEREAS, Licensee owns properties adjacent to the City Property (the "**Licensee Property**"), as generally shown on the Trail alignment map attached hereto as **Exhibit C**. The Trail shall be aligned within the corridor shown on **Exhibit C** to this letter (the "**Trail Corridor**").

WHEREAS, Licensee desires to obtain a license for non-exclusive access over and use of the City Property to create a trail that crosses both City Property and Licensee Property, as generally depicted on **Exhibit C**, and as further described in this License.

NOW THEREFORE, City and Licensee agree:

1) License Area. City hereby licenses certain areas described in **Exhibit A** and depicted on **Exhibit B** ("**License Area**") to Licensee.

2) Term. The Term of this License shall commence on the date of final execution by City and shall continue thereafter for 30 years ("**Term**").

3) Renewal Option. At least twelve (12) weeks prior to the end of the Term, Licensee may request that the City extend the Term for another ten (10) years. At the discretion of the City and by request of the Licensee, the License may thus be extended indefinitely.

4) Termination. This License is revocable only for cause. The City may revoke the License thirty (30) days after delivery of written notice of a desire to terminate this License, which written notice shall describe the reasons for termination of the License.

5) Use. The License Area shall be used to allow public access over the coastal bluff along the Trail and within the Trail Corridor in a manner that provides visitors an opportunity to walk or ride along the Trail and enjoy a view of the coastline and ocean and connect the Trail with the California Coastal Trail. The specific purpose of the Trail, and the uses that may be made of the License Area, are to permit it to be used by Licensee and the general public for (i) pedestrian and bicycle use; (ii) nature observation, enjoyment, and study; (iii) other compatible low intensity conservation, recreational, scientific and/or educational purposes; (iv) equestrian use to the extent that a path separated from the pedestrian and bicycle trail can be maintained; and (v) vehicular areas for security, emergencies, maintenance and repair, or as required under the Americans with Disabilities Act. The Trail may be used only during

those hours that the City Property is open to the public. The public may use the Trail only upon completion of the construction of the Trail.

6) Non-Exclusive Use; City Use Restrictions; Relocation of Trail Over License Area. The City Property within the License Area is within a public right of way owned by City, and accordingly, the License is non-exclusive and subordinate to the rights of the public and property owners of parcels served by such right of way created by such public right of way. The Trail shall be initially located within the License Area in a manner that does not interfere with public access to the privately owned parcels of real property that are benefitted by such public right of way (e.g., along the outer boundary of the License Area to permit vehicular access over the License Area). If and to the extent any part of the City Property within the License Area is improved by the City with public improvements (e.g., streets, sidewalks, landscaping, curbs, gutters, and utility services), the Trail may be aligned so that it utilizes such public improvements to the extent necessary to provide public trail access over such portion of the License Area (e.g., over sidewalks or public streets) to provide continuity of access so that all portions of the Trail may continue to be utilized.

7) Construction, Operation, Maintenance, Repair and Replacement of Trail. Licensee acknowledges that it has inspected the License Area, and Licensee accept the License Area "as is" in the condition existing at commencement hereof.

   a) Licensee will be responsible for the construction, operation, maintenance, repair and replacement when necessary of the Trail over the License Area and all related improvements.

   b) All construction or other work performed by Licensee or caused to be performed by Licensee in, on or about the Trail shall comply in all respects to all applicable statutes, ordinances, building codes, rules and regulations, including but not limited to fire, safety, and construction standards of City or other entities with jurisdiction over the License Area.

   c) Licensee shall construct, operate, maintain, repair, and replace the Trail and related improvements in compliance with the Coastal Development Permit for the Trail and related improvements.

   d) The Trail shall be no more than X (X) feet in width.

   e) Licensee shall notify City at least ten (10) days in advance of any construction on the License Area, and City shall be entitled to post on the License Area notices of non-responsibility in favor of City prior to commencement of any such construction.

8) Liens. Licensee shall keep the License Area free from any liens arising out of any work performed, materials furnished or obligations incurred by Licensee.

9) Waiver of Claims and Indemnification. Licensee shall, indemnify, defend, and hold City and its officers, directors, employees, agents, successors, assigns, council members, and partners (each, an "**Indemnified Party**") harmless from and against any and all loss, liabilities, obligations, claims, damages, penalties, causes of action, costs and expenses (including,

without limitation, reasonable attorneys' fees and all costs, disbursements and expense of legal counsel) (hereinafter, "**Claims**"), imposed upon or incurred by or asserted against City or any other Indemnified Party by any third party arising out of or in any way connected with the occurrence or existence of any of the following: (a) any accident, injury or death of person(s) (including recreational trail visitors/users, invitees, contractors, employees, agents, and workers) or losses of or damage to property occurring on or about the License Area; (b) any use, possession, occupation, operation, maintenance, management, or condition of the License Area, the Trail, or the Licensee Property; or (c) any mechanic's or other liens arising from Licensee's work. Notwithstanding the foregoing, this indemnification does not apply to the extent any Claims arise from the negligence or willful misconduct of City. The duty of Licensee to indemnify and hold harmless includes the duty to defend as set forth in Civil Code Section 2778 with counsel reasonably acceptable to City.

10) Public Visitor Recreational Immunity. Any permission given by Licensee or City for entry by public recreational visitors on or over the License Area is given only for recreational purposes as defined in California Civil Code Section 846, and Licensee and City give no assurances to public recreational visitors that such premises are safe for such purposes, nor confer upon the person to whom permission has been granted the legal status of an invitee or licensee to whom a duty of care is owed, nor assume responsibility for or incur any liability for any injury to person or property caused by any act of such person to whom permission has been granted except as otherwise provided in said Section 846. It is the intent of this paragraph to preserve for Licensee and City any and all recreational use immunities and any other immunities provided for under Section 846 of the California Civil Code and in Section 5075.4 of the California Public Resources Code and under any other applicable laws or statutes, now or hereafter in effect, eliminating or limiting to the fullest extent permitted by law Licensee's and City's liability for, or providing immunity from, claims against Licensee or City by third parties. It is also the intent of this paragraph to preserve for City any and all recreational use immunities and any other immunities provided under California Government Code Sections 831.4 and 831.7 and under any other applicable laws or statutes, now or hereafter in effect, eliminating or limiting City's liability for, or providing immunity from, claims against City by third parties. This paragraph is not intended to, nor shall it be construed to, limit, affect or restrict any rights of either party or its officers, directors, agents or employees to assert any claims against the other party to which it may otherwise be entitled to under this License.

11) Insurance. Licensee shall maintain, or cause to be maintained, throughout the term hereof, including any extensions, a policy of commercial general liability insurance against claims for bodily injury, personal injury, death and/or property damage occurring upon, in or about the License Area with limits which shall not be less than Two Million Dollars ($2,000,000.00) per occurrence. City shall be named as an additional insured on such policy. Prior to the commencement of any work contemplated under this License (and from time to time upon City's request), Licensee shall promptly furnish to City an endorsement evidencing such insurance coverage.

12) Default.

(a) Consultation. In the event any party believes any other party to this License has failed to comply with its terms, or wishes to propose an amendment to this License to address any term or condition herein, or to discuss any operational issues concerning the License, the parties agree to meet and confer within thirty (30) days of receipt of a written request for consultation.

(b) Mediation. City and Licensee agree that mediation offers an alternative to the expense and time required to resolve disputes by litigation. Mediation is therefore the parties' preferred dispute resolution procedure when circumstances do not require City or Licensee to seek immediate injunctive relief from the courts. If the consultation process set out in Section 12(a), above, fails to resolve any dispute arising out of or relating to this License or the performance or breach thereof, any party may refer the dispute to non-binding mediation by written request sent to the other parties. The non-requesting parties shall have ten (10) days after receipt of a mediation request to consent or refuse to mediate the dispute. If the non-requesting parties do not respond within ten (10) days, it shall be assumed the request for mediation has been refused.

(c) Litigation. No party may resort to litigation prior to the consultation required in Section 12(a), above, and the conclusion of any agreed upon mediation. Notwithstanding the foregoing, if a party, in its sole discretion, determines that circumstances require immediate action to prevent or mitigate damage to the License Area or any alterations installed within the License Area, such party may file litigation prior to consultation, or any agreed upon mediation.

13) Entry by City. City shall, at any and all times have the right to enter onto the License Area to inspect the same, to post notices of non-responsibility, and to alter, improve or repair the License Area. Licensee hereby waives any claim for damages for any loss of occupancy or quiet enjoyment of the License Area occasioned thereby.

14) Waiver. The waiver by City of any breach of any term, covenant, or condition herein contained shall not be deemed to be a waiver of such term, covenant, or condition or any subsequent breach of the same or any other term, covenant, or condition hereof.

15) Notices. All notices, statements, demands, requests, approvals, or consents (collectively "**notices**") given hereunder by either party to the other shall be made in writing and shall be served personally or by first class mail, certified or return receipt requested, postage prepaid, and addressed to the parties as follows:

City: Bob Nisbet, City Manager
City of Half Moon Bay
501 Main Street
Half Moon Bay, CA 94019
(email)

Licensee: (Name, Title)
Coastside Land Trust

788 Main Street
Half Moon Bay, CA 94019
(email)

or to such other address as either party may have furnished to the other as a place for the service of notice. Any notice so served by mail shall be deemed to have been delivered three (3) days after the date posted.

16) General.

a) This License contains all of the terms, covenants, and conditions agreed to by City and Licensee, and this License may not be modified orally or in any manner other than by an agreement in writing signed by all of the parties to this License or their respective successors in interest.
b) When the context of this License requires, the masculine gender includes the feminine, a corporation, or a partnership, and the singular number includes the plural.
c) The captions of this License are for convenience only and are not a part of this License and do not in any way limit or amplify the terms and provisions of this License.
d) This License shall be governed and construed in accordance with the laws of the State of California with venue in the County of San Mateo.
e) If any provision of this License, or the application to any person or circumstance, is found to be invalid, the remainder of the provisions of this License, or the application of such provision to persons or circumstances other than those as to which it is found to be invalid, as the case may be, shall not be affected so long as the purposes of this License can still be carried out.
f) This instrument is made and entered into for the sole benefit and protection of City and Licensee and their respective successors and assigns. No person or entity other than the Parties and their respective successors and assigns shall have any right of action under this License or any right to enforce the terms and provisions.
g) The captions in this instrument have been inserted solely for convenience of reference and are not a part of this instrument and shall have no effect upon construction or interpretation.
h) The parties may execute this instrument in two or more counterparts; each counterpart shall be deemed an original instrument. In the event of any disparity between the counterparts produced, the recorded counterpart shall be controlling.
i) All Exhibits referred to in this License are attached and incorporated by this reference. All recitals in this License are accurate and shall constitute an integral part of this License, and this License shall be construed in light of those recitals.
j) Each person executing this License on behalf of a Party represents that such person has the requisite authority to bind the Party on whose behalf he or she is signing this License and that all requisite approvals of such Party have been obtained.
k) Time is of the essence as to all of the provisions of this License as to which time of performance is a factor.

IN WITNESS WHEREOF, the parties hereto have caused this License to be executed by their duly authorized officers to be effective as of the date of final execution by City in accordance with the terms hereof.

CITY OF HALF MOON BAY	LICENSEE: COASTSIDE LAND TRUST
Robert Nisbet, City Manager	[Name], [Title]
Date	Date

Exhibit A – Legal Description of City Property
Exhibit B – Plat of City Property
Exhibit C – Trail Alignment Map

1513691.6

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **June 7, 2022**

TO: Honorable Mayor and City Council

VIA: Bob Nisbet, City Manager

FROM: Matthew Chidester, Deputy City Manager

TITLE: **DONOR RECOGNITION AND NAMING POLICY FOR THE JOHN L. CARTER MEMORIAL PARK RENOVATION PROJECT**

RECOMMENDATION:
Adopt a resolution approving the Donor Recognition and Naming Policy for the John L. Carter Memorial Park Renovation Project.

FISCAL IMPACT:
There is no fiscal impact associated with this action. Adoption of this Policy will permit the City to accept donations to help offset City costs related to park renovation and construction.

STRATEGIC ELEMENT:
This action supports the Infrastructure and Environment, Fiscal Sustainability, and Inclusive Governance Elements of the Strategic Plan.

BACKGROUND:
The Parks Master Plan adopted by the City Council on February 5, 2019, identified John L. Carter Memorial Park (Carter Park) as an opportunity to increase community recreation at an underutilized City Park. The Park Master Plan specifically identified Carter Park's potential to become a "well utilized cultural events park with performances and summer day camps." While preparing the City's FY 2018-19 budget, the Parks and Recreation Commission and residents expressed desire to consider Carter Park improvements as a priority. City Council accepted this recommendation and designated the Carter Park Capital Improvement Plan (CIP) project to be a priority.

The John L. Carter Park Improvements Project includes a new amphitheater including terraced seating, a new stage with storage space and changing room, a children's play area, picnic area, restroom and concession stand building, park access improvements, a walking trail, landscaping, lighting, and utility improvements. Estimated costs for the project are over $6.3 million. With support from Assemblymember Berman, the City was successful in obtaining funding through the California State Budget in the amount of $4.75 million to assist the City in

constructing the improvements, with the remaining coming from local sources, including the City's General Fund.

Typically, cities develop a recognition and naming policy in advance of commencing construction of a new public facility like Carter Park. A recognition and naming policy helps to raise funds in support of new or renovated community spaces. With construction of the new facility beginning immediately, it is important to adopt a policy to encourage donations to support the improvements and minimize city funding, which could be used towards other worthy programs and projects. Additionally, certain improvements to the facility, including the playground and audio-visual systems, are not included in the current project and will require additional funding to be constructed.

The City, with leadership and support from the Friends of the Library non-profit, raised more than $1 million in capital donations towards the construction of the new Library in 2018, utilizing a similar policy. Collaboration with the Friends of HMB Parks and Rec, the chamber, and local performing arts groups, along with a naming and recognition policy, will be key to achieving similar results.

DISCUSSION:

The Donor Recognition and Naming Policy gives the City Council discretion over the acceptance of donations, naming of park features, and other forms of recognition. The policy allows the Council to decline any donation or request for naming it believes is not in the best interest of the City. It also allows the City to remove recognition at any time if the named donor "engages in activities that are in conflict with the City's mission and values, or is involved in disreputable or criminal activities that would bring dishonor and embarrassment to the City of Half Moon Bay."

Recognition of any donation of $500 or more will appear at the facility, and all donations will be recognized through various other media. Naming may be allowed for facilities (i.e. amphitheater, stage), equipment and fixtures (i.e. the audio visual and lighting, tables), or special use areas (i.e. playground, bbq area, rooftop garden) through large donations, and will be recognized with a permanent plaque honoring the donor or honoree. Naming recognition may also be granted by the Council for persons, foundations or corporations that have had a positive impact through exceptional achievement in service to the library or City. Generally, naming recognition shall be for a period of no more than 20 years, but the plaque will remain for the life of the improvement. All donations will be recognized in writing and naming recognition will be memorialized through a Memorandum of Agreement between the City and the donor.

The recommended donation amounts for both naming and recognition are listed in the draft policy which is included in the resolution as Exhibit A.

ATTACHMENT:
Resolution approving the Donor Recognition and Naming Policy for the John L. Carter Memorial Park Renovation Project

RESOLUTION NO. C-2022-__

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY APPROVING THE DONOR RECOGNITION AND NAMING POLICY FOR THE JOHN L. CARTER MEMORIAL PARK RENOVATION PROJECT

WHEREAS, the City of Half Moon Bay is currently renovating John L. Carter Memorial Park in Half Moon Bay, including a new amphitheater, stage, restrooms and other features, which are planned for completion in in FY 2022-23; and

WHEREAS, the Parks and Recreation Commission has established a subcommittee to coordinate with local partners to raise funds to help cover the costs of constructing the renovations; and

WHEREAS, a Donor Recognition and Naming Policy helps to encourage support for the project and ensure donors that they will receive appropriate recognition for their donations; and

WHEREAS, the City has developed the Donor Recognition and Naming Policy which defines when and how the City may recognize financial contributions or exceptional services and achievements at the park and identifies the facilities, equipment and special use areas within the park that may be named in accordance with the draft policy.

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Half Moon Bay approves the Donor Recognition and Naming Policy for the John L. Carter Memorial Park Renovation Project included as Exhibit A to this resolution.

****

I, the undersigned, hereby certify that the forgoing Resolution was duly passed and adopted on the 7th day of June, 2022 by the City Council of Half Moon Bay by the following vote:

AYES, Councilmembers:

NOES, Councilmembers:

ABSENT, Councilmembers:

ABSTAIN, Councilmembers:

ATTEST: APPROVED:

______________________________ ______________________________

Jessica Blair, City Clerk Debbie Ruddock, Mayor

DONOR RECOGNITION AND NAMING POLICY

JOHN L. CARTER MEMORIAL PARK

At the sole discretion of the Half Moon Bay City Council, donors to the Carter Park renovation project may be recognized for their financial contributions or exceptional services and achievements that benefit the community.

Naming and Name Recognition

The naming or name recognition of City facilities, equipment, and special use areas set forth in this policy ensures recognition is consistent with the mission of the City of Half Moon Bay and its reputation as a public entity. The City Council shall evaluate proposals for naming and name recognition for those individuals, families, corporations, foundations or other organizations that have had a positive impact through philanthropic contributions or through exceptional achievement in service to the park and/or Half Moon Bay Coastside community.

The City Council has the sole right to name or rename facilities, rooms, and special use areas. The City Council will review, consider and approve or decline all such proposals, and may refuse any financial or in-kind donation if it is deemed not to be in the best interest of the park or City. Naming rights carry no power of direction or implied power of direction to the City on matters of appointment of persons, policies, or any other processes or activities.

Naming rights or name recognition will normally not extend beyond the useful life of the facility or area. Absent an explicit agreement to the contrary, naming rights will remain in place for a period of no longer than twenty (20) years. Any subsequent naming rights or recognition shall be in addition to the original recognition, which shall remain in place through the life of the facility, except as set forth elsewhere in this policy.

If, in the judgment of the City Council, a person or entity for whom space has been named engages in activities that are in conflict with the City's mission and values, or is involved in disreputable or criminal activities that would bring dishonor and embarrassment to the City of Half Moon Bay, the naming or name recognition of a facility, piece of equipment, or special use area, the City Council shall have the discretion to cease the use of the name and remove any formal recognition.

Definitions

- Financial Contributions: For the purposes of this policy, this includes all cash, securities, and "gifts-in-kind" contributions for the benefit of the Park. Contributions of securities will be liquidated upon receipt and the donor will be acknowledged for the cash value at the time the securities are sold. Philanthropic gifts may be made directly to the City or through a recognized partner (Friends of HMB Parks and Recreation, HMB Coastside

Chamber of Commerce, HMB Shakespeare Company, or other previously approved parks or performing arts based non-profit organization).

- Equipment and Special Use Areas: Equipment is a defined piece of special equipment, such as a swing set, climbing structure, or any other fixture that has a specific use within the park. A Special Use Area is a defined area in the park property that has a distinct and identifiable purpose.
- Naming: Refers to titling a facility, piece of equipment, or special use area. The naming shall be considered either by philanthropy or as honorific. The name of the individual, foundation or corporate entity shall preface the title of the space or equipment and shall be used in signage as well as references to the entity in publicity materials and other park related documents. Name recognition acknowledges a substantial philanthropic contribution for a facility, piece of equipment, or special use area with a conspicuously placed plaque.
- Plaques: All plaques shall be of standard size, materials, and appearance. Standard inscription shall be: "(Space or Equipment Name) made possible by a generous contribution from (Donor Name)", or similar language approved by the City Council. The cost of producing and installing plaques shall be funded by the donation. Plaques shall not be affixed to moveable equipment or furniture.

Recognition of Donor Contributions

All financial contributions shall be acknowledged in writing as soon as possible upon receipt of the contribution. Such correspondence shall include proper tax information. In the case of a memorial or gift contribution, an acknowledgement shall be sent to the honoree or the family of a memorialized person, if applicable.

Unless the donor specifies anonymity, donors may be acknowledged by any of the following means: donor wall, annual reports, newsletters, online promotions, and/or special media advertising. Anonymous gifts may be accepted without formal recognition.

Guidelines for Naming and Name Recognition of Philanthropic Contribution

Named Equipment and Special Use Areas: In general, only equipment or designated special use areas shall be named for an individual, family, foundation, or corporation. The amount required for the naming of such a space shall be as shown on Attachment A, which shall be subject to change by the City Council as necessary.

Plaques for named spaces shall be prominent and readily identifiable. Lettering shall be scaled appropriately to the aesthetics of the facility, equipment or area so named.

Plaque and Sign Recognition

Donors to public, non-public spaces, or areas inappropriate for naming may be recognized by a conspicuously displayed plaque or sign at or near the area.

The cost shall generally be less than a named or titled room and the amount shall be determined at the time of the donation by the City Council. Recognition may be in the name of an individual, family, foundation or corporation making the contribution.

Plaques shall be of standard size and appearance throughout the library building and on the library grounds.

Guidelines for Honorific Naming

All naming opportunities may be afforded to individuals who have given extraordinary service to the Half Moon Bay Library, the parks and recreation or performing arts profession, or the Half Moon Bay Coastside Community. The individual must have left the service of the City or partner agency, either in the capacity of employee, volunteer, supporter, or trustee, for a period of no less than one year unless otherwise excepted by a City Council resolution. The City Council shall have final authority for such naming.

Guidelines for Corporate Naming and Name Recognition

Eligibility: Corporations that are compatible with the City and library's mission and purpose and, in the opinion of the City Council, reflect a positive influence on the City and park may be eligible for naming or name recognition for all naming opportunities.

Such corporations must have a high ethical standard of business practice, as determined at the sole discretion of the City Council.

Corporate Name Recognition: All signage and plaques for corporate name recognition will follow the same standards as signs and plaques for individuals, families, foundations or other organizations. Generally, corporate logos will be excluded from such signs and plaques to avoid appearance of commercial influence.

Naming Agreements between the City of Half Moon Bay and Donor

All agreements for naming through philanthropic gifts shall be documented in a Memorandum of Agreement (MOA) between the City and donor. MOAs shall detail the terms of the agreement in accordance with the terms of the naming policy and any conditions mutually agreed upon by the City and donor.

In the case of pledged donations or deferred gifts, the naming agreement may take effect with the first payment. In the case of failure of the donor to uphold the agreement, the City Council may withdraw the naming commitment. The City shall notify the donor regarding the consideration to withdraw the name and provide a reasonable time, as determined by the City, to correct the deficiency. In the event of removal of the naming, funds already collected shall not be returned to the donor.

Attachment A

Carter Park Facility, Equipment and Special Use Areas	Minimum Donation
Stage	$500,000
Amphitheatre	$300,000
A/V equipment	$250,000
BBQ/Picnic Area	$150,000
Playground	$150,000
Walking trail	$100,000
Lawn area	$100,000
Overlook Garden	$75,000
Entry path	$75,000
Concession area	$75,000
Artwork (per piece)	$50,000
Portable dance floor	$10,000
Benches/Seating/Tables (per piece)	$10,000
Trees (per tree)	$5,000
Seat Tiles	$2,500
Stepstones (where could they go?)	$1,000

Donor Recognition Levels		Minimum Donation
Superstar	Facility Recognition (donor wall or other physical recognition)	$50,000+
Celebrity		$25,000-49,999
Performer		$10,000-24,999
Producer		$2,500-9,999
Roadie		$500-2,499
Groupie	Written Recognition	$0-499

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **June 7, 2022**

TO: Honorable Mayor and City Council

VIA: Bob Nisbet, City Manager

FROM: John Doughty, Public Works Director
Todd Seeley, Public Works Superintendent

TITLE: **AWARD OF CONSTRUCTION CONTRACT AND PROFESSIONAL SERVICES AGREEMENTS FOR PHASE 1 OF THE CORPORATION YARD IMPROVEMENTS PROJECT (CIP NO. 9023)**

RECOMMENDATION:

Adopt the following resolutions authorizing the City Manager to:

1) Award and execute a construction contract to the lowest responsive and responsible bidder, Half Moon Bay Paving and Grading of Half Moon Bay, CA, in the bid amount of $2,745,018 and approve a construction contingency not exceeding an amount of $219,601 (8 percent); and
2) Authorize the City Manager to execute a Professional Services Agreement with SWCA Environmental Consultants, Inc. for construction related Biological and Environmental Services in the amount of $54,725; and
3) Execute Amendment No. 2 to the professional services agreement with ELS Architecture and Urban Design for Architectural Construction Support in the amount of $20,000; and
4) Execute Amendment No. 3 to the professional services agreement with BKF Engineers for Engineering Construction Support in the amount of $10,000.

FISCAL IMPACT:

The FY 2021-22 Capital Budget included a total of $1,265,000 for the design, entitlement and bidding of the City Corporation Yard Improvement Project (CIP Project No. 9023). The Capital Budget includes $1,000,000 of construction related loan funding from the California iBank. Approximately $420,000 was expended in soft costs (design, environmental investigation/review, entitlements and bidding), rehabilitation of existing storage barn and material purchases for scheduled staff site work which leaves a remaining fund balance of just over $800,000 for construction of Phase 1 improvements. Under terms of the City's loan agreement with the California iBank, Phase 1 improvements are to be constructed and all loan proceeds are to be expended no later than August 1, 2022.

At the time of closing on the construction portion of the iBank loan, it was fully acknowledged that the $1 million would not cover the entire cost of construction of the Corporation Yard. Only upon purchase of the land and obtaining loan proceeds was staff able to proceed with design of the Yard and complete all necessary entitlement work. During this intervening time, we have experienced rising construction costs. In an effort to minimize impact on the General Fund and maintain other capital improvements/maintenance, staff is proposing the funding gap to be met with transfers from various projects, closure and reallocation of the Main Street Bridge Fund as well as allocation of additional funding from unassigned monies. Staff has incorporated all the transfers and additional funding within the FY 2022-23 Budget for review by Council. The Table below details all the recommended actions:

Corp Yard Phase 1 Budget

Lowest Responsive Bid (HMB Grading and Paving)	**$**	**2,745,018**
8% Contingency	$	219,601
Contract Cost With Contingency	**$**	**2,964,619**
Minus Existing Funds	$	800,000
Total Contract Cost Minus Existing Funds	**$**	**2,164,619**
Additional Services Required	$	94,725.00
Total Funds Required	**$**	**2,259,344**

Transfers/Adjustments	
Parks Master Plan (FY 23 Proposed)	100,000
Main Street Bridge	489,000
Train Depot/Johnston House (FY23 Proposed)	175,000
Trail Maintenance Program (FY23 Proposed)	50,000
Urban Forest Management Program (FY23 Proposed)	100,000
Vehicle Replacement (FY23 Proposed)	50,000
Corp Yard (FY23 Proposed)	100,000
Unassigned Public/Facilities Fund Balance ($600K balance)	284,599
Unassigned General Fund Balance	910,745
Total Available	**$ 2,259,344**

1

All allocated funds will be used to construct Phase 1 Corporation Yard improvements, inclusive of necessary construction support and biological monitoring.

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

BACKGROUND:
On March 3, 2020, the City Council authorized the City Manager to execute a Purchase and Sale Agreement (the "PSA") to acquire the property with the intention of continued use for a

[1] *The 910,745 Unassigned General Fund Balance is related to the Library Fund Transfer item also on this agenda.*

corporation yard, habitat restoration and passive open space uses. The negotiated purchase price (based on appraisal) was $2,180,000. Council directed staff to determine suitable funding options for the purchase and improvement of the property.

On July 21, 2020, the Council authorized staff to apply for funding through the State of California Infrastructure and Economic Development Bank (iBank) and accept the obligation payable to iBank for financing the purchase of the property and planned enhancements, subject to iBank approval. The Council also adopted a resolution declaring its official intent to reimburse expenditures related to the acquisition from the proceeds of the financing. The acquisition from POST would need to first be completed and recorded, prior to reimbursement from iBank using financing proceeds. Future safety and security improvements will also be eligible for reimbursement from iBank, up to a total of $3.2 million. The iBank loan closed in December 2020. The City's acquisition of the site from POST closed and was recorded in January 2021. Under conditions of the loan agreement, all proceeds must be expended no later than August 1, 2022.

On August 24, 2021, staff took preliminary plans to the Planning Commission as part of a study session. At this meeting, comments were received from the public as well as Planning Commissioners that were helpful in developing plans for the site that aligned with the current use of the site while keeping a large portion of the property usable for future City use.

On March 29, 2022, the Half Moon Bay Planning Commission adopted a Mitigated Negative Declaration and approved a Coastal Development Permit, Architectural and Site Design Review, and Tree Removal Permits for the City of Half Moon Bay Corporation Yard Upgrade Project. The item had been duly noticed for a public hearing for March 22, 2022; and the Planning Commission continued the item to a date certain of March 29, 2022 upon the request of the Public Works Director. When the Commission acted on the item on March 29th, it approved the Coastal Development Permit with a condition that modified the project description. The modification included expanding an uplands portion of a wildlife corridor area.

On April 7, 2022, an appeal of the Planning Commission's approval of the Coastal Development Permit was filed. The appeal cites two issues: 1) The expanded wildlife corridor, and 2) the configuration of the access driveway. The appeal was timely and complete. Because time is of the essence in processing this entitlement, primarily due to loan conditions, staff confirmed with the appellant that an expeditious hearing of the appeal was agreeable. The item was duly noticed for public hearing with site postings and mailed notices on April 8, 2022; and a newspaper notice running in the San Mateo Daily Journal on April 9, 2022. The appeal documentation is provided in Attachment 2.

On April 14, 2022, the City initiated circulation of a request for public bids for the Half Moon Bay Corporation Yard Improvement Project. This was done with respect to tight construction timelines due to the iBank loan conditions even though the Coastal Development Permit appeal had not been formally heard by the Council in a public hearing.

On April 19, 2022, the City Council held a public hearing on the two issues on which the Coastal Development Permit appeal was filed, and upheld the appeal with respect to the location of the wildlife corridor fencing in accordance with the City's biologist's recommendations as originally presented to the Planning Commission and denied the appeal with respect to the configuration of the access drive.

DISCUSSION:

Project Overview. The project consists of constructing improvements and upgrades to the existing City Corporation Yard at 880 Stone Pine Road. The Corporation Yard has operated, until purchase of the property, at this site (a former plant nursery) for 10 years under a license agreement or lease with POST. The Corporation Yard previously lacked an approved Coastal Development Permit and proceeding with construction of Phase 1 will establish the CDP, use and ensure full compliance with all current regulations including stormwater collection and treatment.

The Corporation Yard occupies a relatively small portion (approximately 4 acres) of 880 Stone Pine Road which includes approximately 21 total acres. The project site abuts Pilarcitos Creek to the south and includes an abandoned agriculture pond. The Creek and pond contribute habitat area for protected status species, including the CRLF and SFGS. As such, the project design incorporates special features to protect these species and maintain habitat for their benefit.

Phase 1 of this project includes the following: A new two-way paved access road that would replace the existing unpaved loop road, demolition and relocation of the existing trash and landscape materials enclosure, and, solar field, parking areas, gates, and fencing. Construction of a new fabric tension warehouse building (a "sprung structure") would occur in a subsequent phase. The project design is basic and utilitarian in an effort to reduce initial construction costs and ongoing operational/maintenance costs. The Corporation Yard is proposed to be built in two phases. The construction contract under consideration will complete Phase 1 improvements. Phase 2 includes construction of a new vinyl shop/storage building. Given funding prioritization, it is unclear at this time when the City will proceed with final building design and bidding for Phase 2 which is estimated to be approximately $3.5 million. Phase 1 improvements include critical security, safety, environmental and operational improvements for the Maintenance Division staff as well as to partner emergency agencies that utilize the site for disaster response.

The project was designed to maintain the POST required 100-foot-wide conservation/trail easement, environmentally sensitive areas (ESHA) and required ESHA buffers which cover approximately 12 acres of the property. Additionally, the project includes additional protection for wildlife through the establishment of a wildlife corridor for protected reptiles and amphibians. The corridor will be protected with the installation of wildlife fencing including wildlife tunnels under the new access road. Environmental review, permitting and required mitigation costs represent approximately $700,000 of the total cost of the project, all of which will substantively benefit any subsequent future use of the remainder portion of 880 Stone Pine Road.

Bid Process. The City received four (4) bids before the scheduled bid opening time and date of 1:00 PM on Tuesday, May 10, 2022. The engineer's estimate and submitted bids are summarized as follows:

Bidder	Total
Engineer's Estimate	$2,600,000
Half Moon Bay Grading and Paving, Inc.	**$2,745,018**
Andreini Brothers, Inc.,,	$3,353,934
Redgwick Construction Co.	$4,149,700
Azul Works, Inc.	$2,142,000

The Azul Works, Inc. bid was initially deemed by the City to be the lowest responsible bid. Upon closer inspection of their bid, questions arose about their costing and staff reached out to the bidder. After discussing their bid with them it was determined that Azul Work, Inc. unintentionally omitted a large portion of the project from their bid. When Azul Works, Inc. realized this, they formally withdrew their bid, making Half Moon Bay Grading and Paving, Inc. the lowest responsive bidder. The bid was reviewed by staff and City consultants and deemed formally to be the lowest responsible bid in accordance with City and State public bid requirements. References have been checked as well. The bid was approximately 5.5% above the Engineer's Cost Estimate and well within City expectations given the volatility of the construction marketplace.

Additional Details. Additional services, such as Biological and Environmental Services, Geotechnical Services, and construction contingences will also be needed throughout construction and are subject to separate City Professional Services Agreements. These costs are included in the project construction budget.

As noted in the fiscal impact analysis, additional funding is needed to award the construction contract to Half Moon Bay Grading and Paving. Delays in the CDP issuance resulted in unexpected delays to bidding of the project. Staff had hoped to have a formal bid price to include in the draft Capital Budget presented in May to the City Council. However, with entitlement delays and construction cost volatility, staff was unclear if Phase 1 would exceed the City's capacity to build in FY 2022-23. Thanks to a successful bid process and collaboration with Finance and the City Manager's Office, staff is pleased to be able to recommend proceeding with improvements to the City Corporation Yard.

Anticipated Project Expenditures:
The following are the estimated project construction expenditures:

Construction	$2,745,018
Architectural Support Services	$30,000
Biological and Environmental Services	$54,725
Engineering Support Services	$10,000

Construction Contingencies (8%)	$219,601
Total	**$3,059,344**

Conclusion. Half Moon Bay Grading and Paving, Inc. was deemed the lowest responsive and responsible bidder. City Staff has reviewed their bid and determined that their bid is acceptable and free from significant material discrepancies. City Staff recommends City Council authorize the City Manager to:

1) Award and execute a construction contract to the lowest responsive and responsible bidder, Half Moon Bay Grading and Paving, Inc. of Half Moon Bay, CA, in the bid amount of $2,745,018 and approve a construction contingency in an amount of $219,601 (8 percent of the contract amount) for potential change orders; and
2) Execute a professional services agreement with SWCA, Inc. for Biological and Environmental Services in the amount of $54,725; and
3) Execute Amendment No. 2 to the professional services agreement with ELS Architecture and Urban Design for Architectural Construction Support in the amount of $30,000; and
4) Execute Amendment No. 3 to the professional services agreement with BKF Engineers for Engineering Construction Support services in the amount of $10,000.

ATTACHMENTS:

1. Resolution to award and execute a construction contract to the lowest responsive and responsible bidder, Half Moon Bay Paving and Grading of Half Moon Bay, CA, in the bid amount of $2,745,018 and approve a construction contingency not exceeding an amount of $219,601 (8 percent)
2. Resolution authorizing a professional services agreement with SWCA Environmental Consultants for Biological and Environmental Services
3. Resolution authorizing Amendment No. 2 to the professional services agreement with ELS Architecture and Urban Design for Architectural construction support
4. Resolution authorizing Amendment No. 3 to the professional services agreement with BKF Engineers for Engineering construction support services

RESOLUTION NO. C-2022-__

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY TO AUTHORIZE THE CITY MANAGER TO AWARD AND EXECUTE A CONSTRUCTION CONTRACT HALF MOON BAY GRADING AND PAVING, INC. OF HALF MOON BAY, CALIFORNIA, IN THE BID AMOUNT OF $2,745,018, AND APPROVE A CONSTRUCTION CONTINGENCY IN AN AMOUNT NOT EXCEEDING 8 PERCENT, OR $219,601, OF THE CONTRACT AWARD AMOUNT FOR POTENTIAL CHANGE ORDERS FOR THE CORPORATION YARD IMPROVEMENTS PROJECT (CIP PROJECT NO. 9023)

WHEREAS, On March 3, 2020, the City Council authorized the City Manager to execute a Purchase and Sale Agreement to acquire 880 Stone Pine Road with the intention of continued use for a Corporation Yard; and

WHEREAS, on March 29, 2022, the Planning Commission approved the environmental review, adopted a mitigated negative declaration (MND), and approved the Coastal Development Permit, Tree Removal Permit, and Architectural Review for the project; and

WHEREAS, on April 14, 2022, the City Council held a public hearing on the two issues on which the Coastal Development Permit appeal was filed and upheld the appeal with respect to the location of the wildlife corridor fencing in accordance with the City's biologist's recommendations as originally presented to the Planning Commission and denied the appeal with respect to the configuration of the access drive.; and

WHEREAS, The Corporation Yard project includes biological and environmental mitigation of identified endangered species, access road improvements, security upgrades and significant sire improvements; and

WHEREAS, the City advertised and opened four (4) bids received by the scheduled time, date, and place set forth in the Public Contract Code for the Corporation Yard Improvements Project of which three (3) were determined to be responsive bids; and

WHEREAS, the lowest responsive and responsible bid was submitted by Half Moon Bay Grading and Paving, Inc., of Half Moon Bay, California, in the total amount of $2,745,018; and

WHEREAS, with the adoption of the FY22-23 Budget, sufficient funds will be available to award this contract and complete the project.

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

1) Accepts the submitted three (3) responsive bids; and
2) Authorizes the City Manager to award and execute a contract to the lowest responsive and responsible bidder, Half Moon Bay Grading and Paving, Inc., of Half Moon Bay, California, in the total amount of $2,745,018, and approve a construction contingency

in an amount not exceeding 8 percent, or $219,601, of the contract award amount for potential change orders; and

****

I, the undersigned, hereby certify that the foregoing Resolution was duly passed and adopted on the 7th day of June 2022 by the City Council of Half Moon Bay by the following vote:

AYES, Councilmembers:

NOES, Councilmembers:

ABSENT, Councilmembers:

ABSTAIN, Councilmembers:

ATTEST:

_____
Jessica Blair, City Clerk

APPROVED:

_____
Debbie Ruddock, Mayor

RESOLUTION NO. C-2022__

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY AUTHORIZING THE CITY MANAGER TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT FOR BIOLOGICAL AND ENVIRONMENTAL SERVICES WITH SWCA, INC. IN THE AMOUNT OF $54,725 FOR THE CORPORATION YARD IMPROVEMENTS PROJECT (CIP PROJECT NO. 9023)

WHEREAS, On March 3, 2020, the City Council authorized the City Manager to execute a Purchase and Sale Agreement to acquire 880 Stone Pine Road with the intention of continued use for a Corporation Yard; and

WHEREAS, on March 29, 2022, the Planning Commission approved the environmental review, adopted a mitigated negative declaration (MND), and approved the Coastal Development Permit, Tree Removal Permit, and Architectural Review for the project; and

WHEREAS, on April 14, 2022, the City Council held a public hearing on the two issues on which the Coastal Development Permit appeal was filed and upheld the appeal with respect to the location of the wildlife corridor fencing in accordance with the City's biologist's recommendations as originally presented to the Planning Commission and denied the appeal with respect to the configuration of the access drive.; and

WHEREAS, The Corporation Yard project includes biological and environmental mitigation of identified endangered species, access road improvements, security upgrades and significant sire improvements; and

WHEREAS, biological and environmental services are necessary for the project and SWCA, Inc. have provided quality biological and environmental services for numerous capital projects in the last several years.

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Half Moon Bay hereby authorizes the City Manager to enter into a Professional Services Contract with SWCA, Inc. in the amount of $54,725 for biological and environmental services for the Corporation Yard Improvements Project (CIP No. 9023).

****

I, the undersigned, hereby certify that the foregoing Resolution was duly passed and adopted on the 7th day of June 2022 by the City Council of Half Moon Bay by the following vote:

AYES, Councilmembers:

NOES, Councilmembers:

ABSENT, Councilmembers:

ABSTAIN, Councilmembers:

ATTEST:

_____
Jessica Blair, City Clerk

APPROVED:

_____
Debbie Ruddock, Mayor

RESOLUTION NO. C-2022-___

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY AUTHORIZING THE CITY MANAGER TO EXECUTE MODIFICATION NO. 2 TO THE PROFESSIONAL SERVICES AGREEMENT WITH ELS+, INC IN THE AMOUNT OF $30,000 FOR DESIGN AND ARCHITECTURAL SUPPORT DURING THE CONSTRUCTION PHASE OF THE CORPORATION YARD IMRPOVEMENTS PROJECT (CIP PROJECT NO. 9023)

WHEREAS, On March 3, 2020, the City Council authorized the City Manager to execute a Purchase and Sale Agreement to acquire 880 Stone Pine Road with the intention of continued use for a Corporation Yard; and

WHEREAS, the City entered into a Professional Services Agreement with ELS+ on March 16, 2021 to begin conceptual planning for construction of new facilities at the Corporation Yard; and

WHEREAS, the City amended the original contract on August 17, 2021 to begin design planning and construction document preparation for the Corporation Yard Project; and

WHEREAS, the City needs to amend the contract with BKF Engineers for a second time for design and architectural support during the construction phase of the Corporation Yard Improvements Project.

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Half Moon Bay hereby authorizes the City Manager to execute Amendment No. 2 to the Professional Services Agreement with ELS+, Inc. for design and architectural support during the construction phase of the Corporation Yard Improvements Project in the amount of $30,000.

****

I, the undersigned, hereby certify that the foregoing Resolution was duly passed and adopted on the 7TH day of June 2022 by the City Council of Half Moon Bay by the following vote:

AYES, Councilmembers:

NOES, Councilmembers:

ABSENT, Councilmembers:

ABSTAIN, Councilmembers:

ATTEST:

_____
Jessica Blair, City Clerk

APPROVED:

_____
Debbie Ruddock, Mayor

RESOLUTION NO. C-2022-___

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY AUTHORIZING THE CITY MANAGER TO EXECUTE AMENDMENT NO. 3 TO THE PROFESSIONAL SERVICES AGREEMENT WITH BKF ENGINEERS IN THE AMOUNT OF $10,000 FOR ENGINEERING SUPPORT DURING THE CONSTRUCTION PHASE OF THE CORPORATION YARD IMRPOVEMENTS PROJECT (CIP PROJECT NO. 9023)

WHEREAS, On March 3, 2020, the City Council authorized the City Manager to execute a Purchase and Sale Agreement to acquire 880 Stone Pine Road with the intention of continued use for a Corporation Yard; and

WHEREAS, the City entered into a Professional Services Agreement with BKF Engineers on April 15, 2021 to begin conceptual planning for construction of new facilities at the Corporation Yard; and

WHEREAS, the City amended the original contract on July 9, 2021 to begin design planning for the Corporation Yard Project; and

WHEREAS, the City amended the contract with BKF Engineers for a second time on October 13,2021 for design development and construction document preparation for Phase 1 of the Corp Yard Project; and

WHEREAS, the City needs to amend the contract with BKF Engineers for a third time to cover engineering support during the construction phase of the Corporation Yard Improvements Project.

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Half Moon Bay hereby authorizes the City Manager to execute Amendment No. 3 to the Professional Services Agreement with BKF Engineers for engineering support during the construction phase of the Corporation Yard Improvements Project in the amount of $10,000.

****

I, the undersigned, hereby certify that the foregoing Resolution was duly passed and adopted on the 7th day of June 2022 by the City Council of Half Moon Bay by the following vote:

AYES, Councilmembers:

NOES, Councilmembers:

ABSENT, Councilmembers:

ABSTAIN, Councilmembers:

ATTEST:

_____
Jessica Blair, City Clerk

APPROVED:

_____
Debbie Ruddock, Mayor

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **June 7, 2022**

TO: Honorable Mayor and City Council

VIA: Bob Nisbet, City Manager

FROM: Matthew Chidester, Deputy City Manager
Karen Decker, Senior Management Analyst

TITLE: **HALF MOON BAY HOTEL BUSINESS IMPROVEMENT DISTRICT ANNUAL REPORT FOR 2021, RESOLUTION OF INTENTION TO CONTINUE TO LEVY ASSESSMENTS FOR FISCAL YEAR 2022-23, AND FUNDING REQUEST FOR FISCAL YEAR 2022-23**

RECOMMENDATION:
By motion: 1) approve the Half Moon Bay Hotel Business Improvement District Annual Report for 2021; 2) adopt a resolution declaring the City's intention to continue the Half Moon Bay Hotel Business Improvement District, to continue the basis and to levy the assessment for the District, and to set a date (June 21, 2022) for the public hearing on the District and the assessment for FY 2022-23; and 3) consider a $40,000 funding request to be included in the FY 2022-23 Recommended Budget.

FISCAL IMPACT:
There is no fiscal impact associated with approving the Annual Report or adopting the resolution of intent. If directed, staff will include any funding contribution in the FY 2022-23 Recommended Budget.

STRATEGIC ELEMENT:
This action supports the *Fiscal Sustainability* element of the Strategic Plan.

BACKGROUND:
Transient Occupancy Tax (TOT) is historically the City's single highest revenue source, typically accounting for approximately 40 percent of the annual operating budget. TOT taxes are collected from hotels, bed and breakfasts, inns, RV Parks, campgrounds, and short-term vacation rentals. Hotels are the largest contributor, providing approximately 95 percent of TOT collections. TOT revenue typically grows year-over-year, and prior to the pandemic, was averaging close to $7 million annually. Although the pandemic initially took a toll on revenues, tourism returned to the coast sooner than projected. In fiscal year 2020-21 the City collected $4.8 million in revenues and is projected to receive $7.2 million in fiscal year 2021-22. The City remains optimistic in the full recovery of TOT.

In 2004, the City of Half Moon Bay established a Hotel Business Improvement District (BID) pursuant to Part 6 Division 18 of the California Streets and Highway Code, commencing with Section 36500 (Code). The purpose of the BID is to promote lodging at hotels within the City, administer marketing programs that increase overnight lodging, and fund BID-related activities. In 2017, after receiving approval from the San Mateo County Board of Supervisors, the BID's boundaries were expanded to include 10 additional commercial lodging establishments operating in the unincorporated areas of the Coastside, believing that adding these establishments would further its purpose of promoting tourism and lodging along the coast.

The Half Moon Bay Chamber of Commerce and Visitors Bureau (Chamber) is designated as the Managing Agency for BID-related activities and, pursuant Section 36533 of the Code, prepares an annual report which summarizes the BID's priorities, outcomes, and expenditures from the previous calendar year. The report is to be reviewed and approved by the Council and, following approval, the Council must adopt a resolution of intent to levy the annual assessment for the following fiscal year. The resolution of intent also sets a public hearing in order to receive any written or oral protests against the continuation of the BID.

Since 2013, the City has provided annual funding to help support the BID's activities, including marketing and helping to support a Professional Corporate Sales Manager to increase mid-week overnight stays in local hotels. In FY 2021-22, the City provided the BID with $40,000 for these purposes. Due to the different fiscal years for the City (July – June) and the BID (January – December), the City contributions have been split into two equal payments, one in July and one in January.

DISCUSSION:

Hotels continue to be hit hard by the COVID-19 pandemic but have seen some rebound in occupancy rates and are hopeful for the summer travel season. It is expected that initial travel increases will begin in more rural areas, small towns, and within driving distance of travelers' homes. This puts the Coastside in an advantageous position to entice individuals and families from the region and state to visit and spend one or more nights. With the passage of increases in the TOT rate by voters in November 2020, and the second increase taking effect on July 1, 2022, it remains to be seen how much of the projected additional revenue is realized by the City and when.

<u>BID Annual Report for 2021</u>

On May 10, 2022, the Chamber submitted the BID's annual report for calendar year 2021. The BID generated $177,937 in revenue which includes $1 per room night collected by the member hotels, website advertising revenue, as well the City's contribution. The total expenditures for 2021 were $174,197. There was a $40,000 increase in expenditures from the previous year which reflects the rise in travel resulting from fewer and less frequent COVID restrictions. Reserves increased from $21,587 at the end of 2020 to $24,587 as of December 31, 2021.

Staffing shortages have impacted several industries including hospitality and tourism. The BID was unable to reinstate the Corporate Group Sales Position in 2021. Given fluctuating levels of

comfort for corporate travel, the BID was unable to host as many travel writers or hosts its annual FAM trip for Event Planners. Funds will carry over to support activities when corporate and work travel increase and stabilize.

BID Funding Request for FY 2021-22

For FY 2021-22, the BID is again requesting $40,000 to help with marketing and outreach efforts as the local tourism industry strives to recover from COVID-19 impacts. They believe that Half Moon Bay and the Coastside as a whole are well positioned to take advantage of demand for travel as COVID-19 case rates continue to decrease and business and travel restrictions are relaxed. Any City contribution would be leveraged against the carried forward fund balance from 2021 and current year BID revenues to develop a campaign to encourage overnight travel to the Coastside and hopefully assist our local economy in its recovery.

Resolution of Intention and Public Hearing

If the City Council adopts the Resolution of Intention, a public hearing will be noticed for June 21, 2022. The public hearing will provide the businesses and the community an opportunity to voice their opinions regarding the FY 2022-23 assessment and protest the assessment.

At the public hearing, the testimony of all interested persons for or against the continuation of the BID, the boundaries of the BID, or furnishing of specified types of improvements or activities will be heard. Any interested person may make a protest orally or in writing. However, only written protest protests will be considered in determining if there is a majority protest. The form and manner of protests shall comply with Streets and Highways Code Section 36524 and 36525.

The City Council may continue the proposed BID at the public hearing unless oral or written protests are received from businesses that pay 50% or more of the proposed assessments. In that event, the Council cannot consider continuation of the BID for at least one year.

ATTACHMENTS:

1. Half Moon Bay Hotel BID 2021 Annual Report
2. Resolution declaring the City's intention to continue the Half Moon Bay Hotel Business Improvement District, to continue the basis and levy the assessment for the District, and to set a date for the public hearing on the District and the assessment for FY 2022-23

RESOLUTION NO. C-2022-__

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY DECLARING ITS INTENTION TO CONTINUE THE HALF MOON BAY HOTEL BUSINESS IMPROVEMENT DISTRICT, TO CONTINUE THE BASIS AND TO LEVY THE ASSESSMENT FOR THE DISTRICT, AND TO SET A DATE FOR THE PUBLIC HEARING ON THE DISTRICT AND THE ASSESSMENT FOR FISCAL YEAR 2022-23

WHEREAS, Section 36500 et seq. of the California Streets and Highway Code (the Parking and Business Improvement Area Law of 1989) authorizes cities to establish and renew business improvement areas for the purpose of promoting tourism; and

WHEREAS, on June 15, 2004, the City Council approved an ordinance adding Section 3.100 (Hotel Business Improvement District) to the Municipal Code, which established the Half Moon Bay Hotel Business Improvement District and appointed the Half Moon Bay Coastside Chamber of Commerce and Visitors' Bureau as the Managing Agency to provide oversight and recommendations regarding the use of the assessment funds; and

WHEREAS, the California Streets and Highway Code requires that the Chamber, as the Managing Agency, prepare and submit an annual report for the prior year and stating the proposed changes, improvements and activities for the upcoming year, and requires the City Council to adopt a resolution of its intent to continue the BID and levy the assessment; and

WHEREAS, on May 9, 2022, the Chamber submitted the Annual Report for 2021; and

WHEREAS, the City Council desires to adopt a Resolution approving the Annual Report for 2021 and declaring its intent to continue the BID and levy assessments for FY 2022-23.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Half Moon Bay, that:

Section 1. The City Council proposes to continue the Half Moon Bay Hotel Business Improvement District in accordance with Half Moon Bay Municipal Code Chapter 3.100 and the Streets and Highways Code Sections 36500 et seq. and levy assessments for the FY 2022-23.

Section 2. The Annual Report is on file with the City Clerk and contains a full and detailed description of activities provided in 2021. No changes to the District boundaries are proposed and there are no changes to the assessment proposed.

Section 3. The assessment levied by the BID shall be used for activities and programs promoting lodging within the district and administer marketing programs that increase overnight lodging.

Section 4. The assessment is $1 per rented room night.

Section 5. A public hearing, held pursuant to the Half Moon Bay Municipal Code Chapter 3.100 and Streets and Highways Code Section 36535, to allow for comments and to receive written and oral protests on the BID and proposed assessment, is hereby set for 7:00 pm on Tuesday, June 21, 2022, before the City Council of the City of Half Moon Bay via Zoom Webinar and live Spanish translation will be available within the Zoom platform.

Section 6. At the public hearing, the testimony of all interested persons for or against the continuation of the BID, the boundaries of the BID, or furnishing of specified types of improvements or activities will be heard. Any interested person may make a protest orally or in writing. However, only written protest protests will be considered in determining if there is a majority protest. The form and manner of protests shall comply with Streets and Highways Code Section 36524 and 36525.

Section 7. Any protest pertaining to the regularity or sufficiency of the proceedings shall be in writing and clearly state the irregularity or defect to which objection is made.

Written protests shall contain a written description of the business in which the person signing the protest is interested sufficient to identify the business. If the person signing the protest is not shown on the official records of the City of Half Moon Bay as the owner of the business, then the protest shall contain or be accompanied by written evidence that the person is the owner of the business.

Section 8. If at the conclusion of the public hearing, there are of record, written protests by the owners of lodging businesses within the BID that will pay fifty percent (50%) or more of the total assessments of the entire BID, no further proceedings to continue the BID shall occur. New proceedings to continue the BID shall not be undertaken again for the period of at least one (1) year from the date of the finding. If the majority of written protests are only as to an improvement or activity proposed, then that type of improvement or activity shall not be included in the BID.

Section 9. The City Clerk is instructed to provide notice as required by the Half Moon Bay Municipal Code Chapter 3.100 and Streets and Highways Code 36534. The City Clerk shall give notice of the public hearing by causing this Resolution of Intention to be published once in a newspaper of general circulation in the City no less than seven (7) days before the public hearing, and by mailing copies of this Resolution of Intention to each business

subject to the assessment within seven (7) days of the City Council's adoption of the Resolution of Intention.

****

I, the undersigned, hereby certify that the foregoing Resolution was duly passed and adopted on the 7th day of June, 2022 by the City Council of Half Moon Bay by the following vote:

AYES, Councilmembers:

NOES, Councilmembers:

ABSENT, Councilmembers:

ABSTAIN, Councilmembers:

ATTEST:

_____
Jessica Blair, City Clerk

APPROVED:

_____
Debbie Ruddock, Mayor

Visit HALF MOON BAY
COASTSIDE CALIFORNIA

BUSINESS IMPROVEMENT DISTRICT

2021 Annual Report



MISSION

The assessment levied by the Business Improvement District shall be used to promote lodging within the district and administer marketing programs that increase overnight lodging.

BOARD OF DIRECTORS

Chair	**Dana Dahl**, Beach House Half Moon Bay
Vice Chair	**David Vipond**, Nantucket Whale Inn
Treasurer	**Keith Wesselman**, Half Moon Bay Lodge

2021 CONTRIBUTIONS

Each BID Hotel Participant pays $1 per rented room night.

1.	Aristocrat	$8,979	2020 = $9,200
2.	Beach House Half Moon Bay	$15,505	2020 = $11,470
3.	Cameron's Inn	$148	2020 = $74
4.	Coastside Inn	Closed	2020 = $5,048
5.	Cypress Inn on Miramar Beach	$5,431	2020 = $4,273
6.	Half Moon Bay Inn	$1,808	2020 = $1,135
7.	Half Moon Bay Lodge	$16,979	2020 = $12,038
8.	Harbor View Inn	$2,551	2020 = $4,017
9.	Inn at Mavericks, The	$1,640	2020 = $1,340
10.	Mill Rose Inn & Garden	$805	2020 = $541
11.	Miramar Inn & Suites, The	$4,373	2020 = $3,323
12.	Nantucket Whale Inn	$1,109	2020 = $151
13.	Ocean View Inn	$774	2020 = $261
14.	Oceano Hotel & Spa	$21,160	2020 = $12,836
15.	Pacific Victorian Inn	Closed	2020 = $35
16.	Quality Inn	$9,903	2020 = $5,857
17.	Ritz Carlton	$45,604	2020 = $33,504
18.	San Benito House (Shut Down in April 2021)	$71	2020 = $222
19.	Seal Cove Inn	Did Not Report	2020 = $1,910
20.	Zaballa House	$378	2020 = $571

BID Contributions	$137,218	2020 = $107,806
City of Half Moon Bay Contributions	$40,000	2020 = $50,000
Website Advertising	$719	2020 = $4,534
Total Income	$177,937	2020 = $162,340
Fund Balance from 2020	$25,883	Unused from Pandemic

BID PRIORITIES & OUTCOMES

- Create opportunities and buzz around HMB as a "Drive to" destination.
- Proactively pitch and respond to the media. Coordinate and host travel writers.
- Increase traffic to the 'Visit' website with new content and paid Google advertising.
- As Corporate Groups begin to rebound, be prepared with a rapid response.

Mid-Week Corporate Sales

Corporate meetings and group sales were halted in March 2020 with the onset of the COVID-19 pandemic. It is expected that corporate travel will pick up in 2022 and the BID will be ready to pick up sales as they return.

Public Relations

Articles Written About Half Moon Bay	48	+9 from 2020
Travel Writers Hosted	7	+3 from 2020

Website Statistics

All Users	447,510	+21,690 from 2020
Average Sessions Per User	1.22	+/- 0 from 2020
Total Page Views	889,377	+60,385 from 2020

OCCUPANCY

Total Available Rooms Per Night	739		
Total Available Room Nights for 2021	269,735		
Total Occupied Room Nights for 2021	**137,218**	**51%**	+14% from 2020
City Reported TOT	$7,188,491		
Estimated Economic Impact	$4 Billion		

2021 EXPENDITURES

Marketing

• Website & Email	$12,215	Maintain VisitHalfMoonBay.org & Email News
• Digital Advertising	$22,565	Ads thru Digital Media Channels & Blog Articles
• Print Advertising	$5,360	Ads in Visitor Serving Publications
• Media Acquisition	$437	Tradeshows & Hosting Expenses for Travel Media
• PR Firm	$54,000	National Article & Travel Writers Procurement
• Marketing Firm	$45,000	Digital & Print Advertising Management

Corporate Group Sales

• Virtual Trade Show	$0
• Contracted Sales	$0

Operations

• Management	$34,305	Bookkeeping & Admin Services
• Operating	$315	Software & Fees for Operating

Total Expenses	**$174,197**	2020 = $135,914	2019 = $195,824

Fund Balances Carried over to 2022 Budget	$5,000	Due to the pandemic we were unable to reinstate the Corporate Group Sales Position in 2021.
	$24,623	Due to the pandemic surges and anti-travel sentiment for safety reasons, we were unable to run all of the digital ads and print ads intended. We were unable to host as many travel writers, nor host our annual FAM trip for Event Planners. Funds will carry over as these activities will be completed when safe and prudent to do so.

2020 RESERVE

Starting Balance	$21,587	2020 = $21,044
Deposit of Net Revenue	$0	2020 = $543
Expenditures	$0	2020 = $0
Ending Balance	$21,587	2020 =$21,587

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **June 7, 2022**

TO: Honorable Mayor and City Council

FROM: Bob Nisbet, City Manager

VIA: Lisa Lopez Rossi, Administrative Services Director
Kenneth Stiles, Finance Manager
Bryan Lopez, Senior Management Analyst

TITLE: **FISCAL YEAR 2022-2023 RECOMMENDED BUDGET**

RECOMMENDATION:
Receive a presentation on the FY 2022-23. Recommended Budget, and after accepting public comments and providing additional direction to staff, direct staff to return with the final proposed budget for adoption on June 21, 2022.

FISCAL IMPACT:
There is no fiscal impact associated with this staff report. Following the hearing, any changes directed by the Council will be incorporated into the FY 2022-23 Recommended Budget which will be presented to the Council for adoption on June 21, 2021.

STRATEGIC ELEMENT:
This recommendation supports all four strategic plan elements: Infrastructure and Environment, Healthy Communities and Public Safety, Fiscal Sustainability, and Inclusive Governance.

BACKGROUND:
The City's budget is the result of a thorough, collaborative, and transparent process involving the City Council, City staff, and the community. The annual budget cycle begins each year with the creation of a budget schedule and is completed with a public hearing followed by approval of the recommended budget by the City Council in June.

Due to restrictions imposed during the pandemic, the budget process included virtual public meetings intended to gather feedback, help inform priorities, and provide opportunities for the community to participate in the development of the City's annual budget. Public meetings associated with this year's budget process are shown in the table below:

PUBLIC MEETING	BUDGET STEP	TIME FRAME
1-2	**Community Listening Sessions**	March 9 and 13
3	**Council Strategic Planning and Priority Setting Workshop**	March 22
4	**Finance Subcommittee:** Review of proposed budget for Fiscal Year 2022-2023	May 19
5-6	**Public Hearing / Adoption:** City Council Review and Approval of Recommended FY 20-21 Budget	June 7; June 21

On May 19, 2022, the City Council Finance Subcommittee met to review the proposed FY 2022-23 operating and capital budget and recommended to send the budget to the full Council on June 1, 2021.

DISCUSSION:
Due to the pandemic and its impact on City revenue since mid-March 2020, City staff has been working to handle the effect to City finances and options to keep the City operational. As with many cities throughout the nation, the City began FY 2020-21 with significant financial challenges. However, due to tourism returning to the coast sooner than expected and additional relief from ARPA funds, the City has returned to pre-pandemic levels in revenues during Fiscal Year 2021-22. Although there are ongoing concerns with recent inflation and possible recession, the City continues to be cautiously optimistic in revenue growth going into Fiscal Year 2022-23.

Council Priorities:

During FY 2021-22, the City completed several significant projects that are aligned with the Council's four Strategic Elements: 1) Infrastructure and Environment, 2) Healthy Communities and Public Safety, 3) Fiscal Sustainability, and 4) Inclusive Government.

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

The listening sessions culminated in a priority setting workshop on March 22, 2022. 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 and Climate Resilience and Sustainability
4. Economic Recovery and Development
5. Transportation, Circulation and Mobility

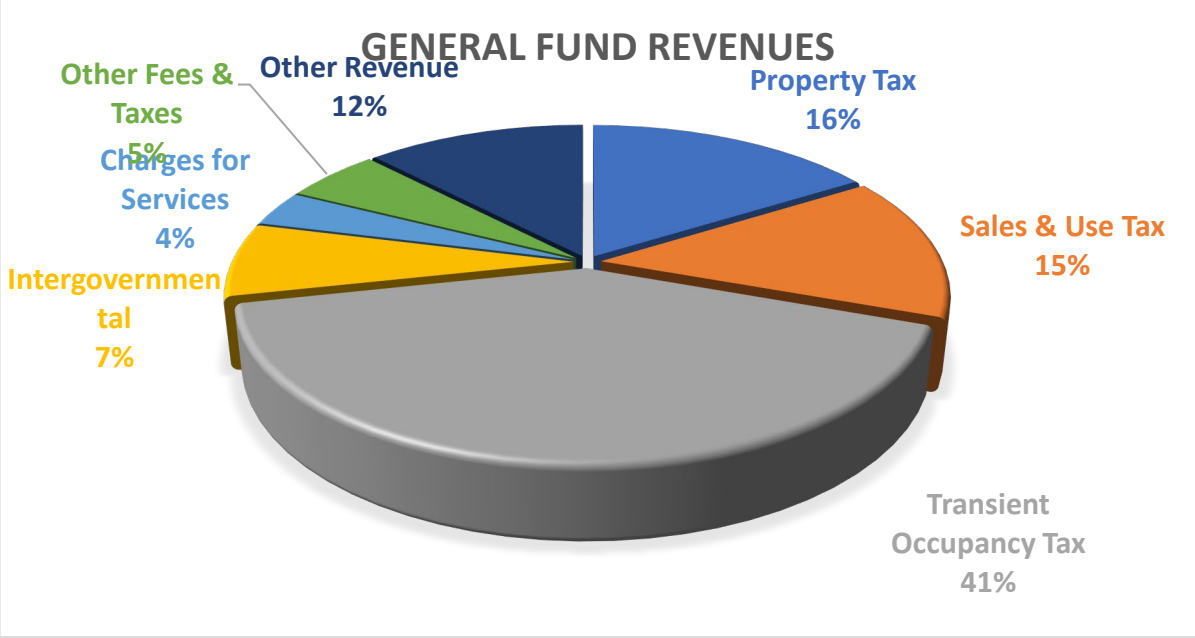
Staff has included additions to the fiscal year 2022-23 budget to address these priorities.

Budget at a Glance:

The City's total estimated revenue (all funds) for FY 2022-23 is $43.5 million. This amount represents a 5.7 percent increase from FY 2021-22. This is primarily due to increased general fund revenues and more specifically, Transient Occupancy Tax (TOT) and American Rescue Plan Act (ARPA) funding. General Fund revenues are approximately 48.8% percent of total revenues and the primary three sources of General Fund revenues are Property Tax, Sales Tax, and Transient Occupancy Tax (TOT), as seen on the pie chart below.

As economic activity continues its return to the coast, these primary three sources are expected to increase by 13% from FY 2021-22. The total increase of general fund revenues from the year prior is 8.9%. These projections are based on staff analysis of local conditions and reflect information received from several sources, including the City's Sales and Transient Occupancy Tax consultants.

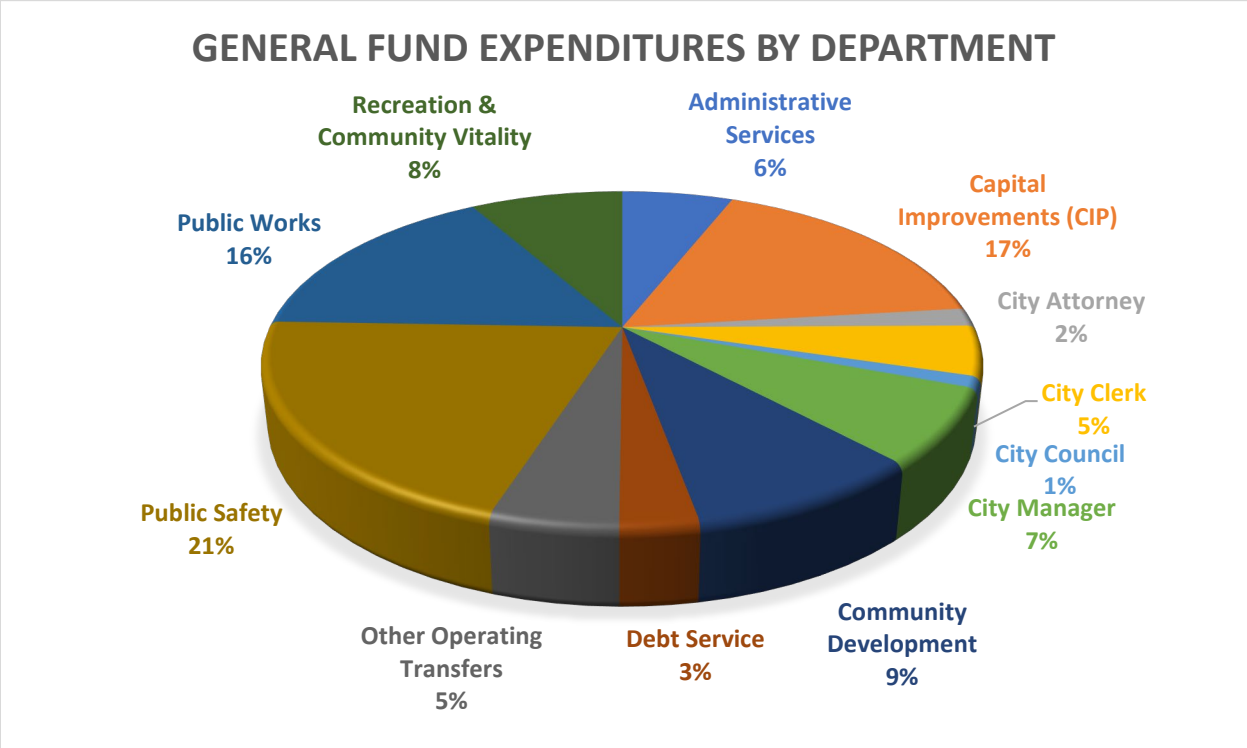
Revenues and Transfers All Funds				
Fund Name	**Actual 2019-20**	**Actual 2020-21**	**Revised 2021-22**	**Recommended 2022-23**
General Fund	16,827,803	16,601,802	19,556,584	21,297,021
Enterprise Funds	6,928,511	5,872,894	6,889,582	8,247,322
Special Revenue and Capital Projects	7,183,991	13,802,035	12,323,024	11,584,719
Internal Service Funds	2,227,754	2,130,922	2,432,813	2,440,406
Debt Service	143,939	337	-	-
Grand Totals	33,311,998	38,407,989	41,202,003	43,569,468



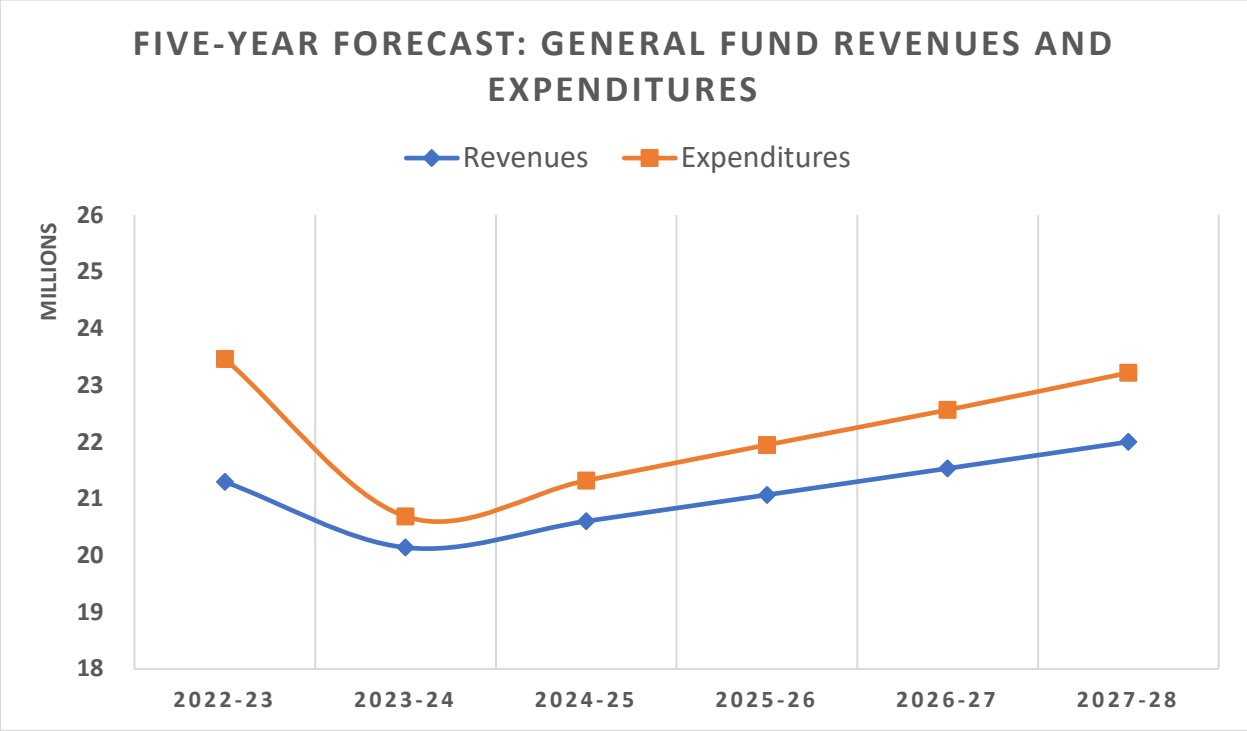
The City's total proposed budget expenditures for FY 2022-23 are $54.3 million, 43 percent of which, are from the General Fund. Total expenditures are 4.3 percent more than FY 2021-22. This

increase is primarily due to increase spending in the general fund with the use of ARPA funds. Capital improvements are approximately 30 percent of total expenditures, or $16.2 million. Of the General Fund expenditures, the largest departmental budget is for public safety as shown in the pie chart on the following page.

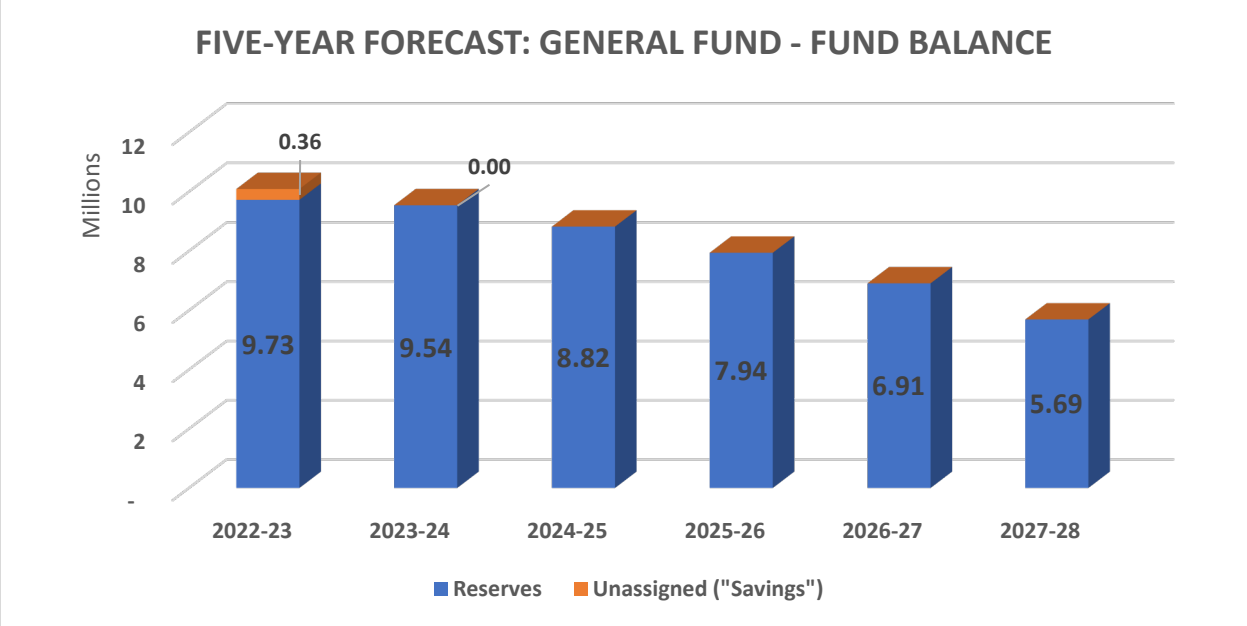
Expenditures and Transfers All Funds				
Fund Name	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
General Fund	17,149,915	16,096,447	21,445,811	23,465,844
Enterprise Funds	6,346,283	7,051,945	11,439,045	11,061,171
Special Revenue and Capital Projects	7,669,179	10,053,726	16,508,883	17,111,638
Internal Service Funds	1,784,972	1,807,936	2,704,141	2,698,806
Debt Service	11,783,851	30,000	-	-
Grand Totals	44,734,200	35,040,054	52,097,880	54,337,459



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



Based on the forecast, expenditures will potentially exceed revenues in future years. If so, these deficits by default would have to be mitigated by either unassigned fund balances, using reserves, and/or making cuts to expenditures. The chart below details those balances during the same five-year period.



Based on reserve levels and future opportunities to adjust future budgets, there appears to be no significant issue of fiscal stability at this time. However, potential deficits may occur in future

years. With the annual budget process and mid-year adjustments, the City will have to plan to address this through either increasing revenue or decreasing expenditures.

CONCLUSION

Staff has developed this recommended budget for Fiscal Year 2022-23 based on information mentioned previously and requests any comments or changes from the City Council. Following this hearing, the final proposed budget will be brought back on June 21, 2022 for formal adoption and implementation on July 1, 2022.

ATTACHMENT:

Draft FY 2022-23 Budget

THE CITY OF
HALF MOON BAY
CALIFORNIA

Draft



FISCAL YEAR 2022-23
RECOMMENDED OPERATING BUDGET

VIVIR • TRABAJAR • JUGAR
INC. 1959 HALF MOON BAY

City of Half Moon Bay

501 Main Street
Half Moon Bay, CA 94019
Tel: (650) 726-8910 Fax: (650) 726-8261
http://www.hmbcity.com

City Council

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

City Manager

Robert Nisbet

Budget Book Preparation

Lisa Lopez, Administrative Services Director
Kenneth Stiles, Finance Manager
Bryan Lopez, Senior Management Analyst
Maggie Rodriguez, Administrative Assistant
Jessica Blair, Communications Director/City Clerk
Matthew Chidester, Deputy City Manager
Corie Stocker, Management Analyst
John Doughty, Public Works Director
Jennifer Chong, Public Works Program Manager
Karen Decker, Senior Management Analyst
Jill Ekas, Community Development Director
Catherine Engberg, City Attorney
Victor Gaitan, Management Analyst
Raymond Cruz, Accounting Technician
Carol Kim, Accounting Technician

Budget Message Translation

Julissa Acosta, Management Analyst

Cover and Budget Photographs

2021-22 Awardees of the Community Services Financial Assistance (CSFA) grant program

Draft

GOVERNMENT FINANCE OFFICERS ASSOCIATION

Distinguished Budget Presentation Award

PRESENTED TO

City of Half Moon Bay
California

For the Fiscal Year Beginning

July 01, 2021



Executive Director

Draft

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

Draft

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

Date: **December 27, 2021**

Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to City of Half Moon Bay, California, for its Annual

Budget for the fiscal year beginning July 01, 2021. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as a financial plan, as an operations guide, and as a communications device.

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

Draft

California Society of Municipal Finance Officers

Certificate of Award

Operating Budget Excellence Award
Fiscal Year 2021-2022

Presented to the

City of Half Moon Bay

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

February 28, 2022

Draft

Marcus Pimentel
CSMFO President

Michael Manno, Chair
Recognition Committee

Dedicated Excellence in Municipal Financial Reporting

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Draft


Draft


Image
Submissions
Placeholder
Draft

CITY OF HALF MOON BAY

Executive Summary

Draft

Image Coming Soon

Executive Summary

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Draft

Budget Message Placeholder





Budget Message in Spanish

Placeholder



Budget Resolution Placeholder

City of Half Moon Bay

City Council



Mayor
Debbie Ruddock



Vice Mayor
Deborah Penrose

Draft



Council Member
Robert Brownstone



Council Member
Joaquin Jimenez



Council Member
Harvey Rarback


Draft

Strategic Plan Elements/Initiatives

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

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

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

Strategic Element: **Infrastructure and Environment**	**Strategic Element:** **Healthy Communities and Public Safety**
Initiatives: • Preserve, upgrade, and maintain existing City infrastructure to manage and make progress on the backlog created as a result of deferred maintenance. • Maintain functional and effective usage of City facilities; Sustain efforts to maintain the City as clean, inviting, accessible and aesthetically pleasing, throughout all segments of the community. • Continue to build and enhance a more sustainable and resilient community by incorporating green and sustainable infrastructure projects and environmental conservation. • Utilize technology to maximize efficiency and productivity for improved City operations.	***Initiatives:*** • Foster opportunities for affordable housing for very low, low, moderate, and above moderate-income households, including entry level housing, shared housing, etc. • Enhance safety for pedestrians, bicyclist, and motorists through a "complete streets" approach • Promote the health and well-being of children, youth, families, and adults of all ages and abilities. • Promote a sustainable, comprehensive, and forward looking environmentally/green conscious community. • Prepare City staff and community members for inevitable natural disasters and other emergencies. • Provide comprehensive and innovative law enforcement services to reduce crime and the fear of crime; Inform and educate the community around crime prevention and awareness.

Draft

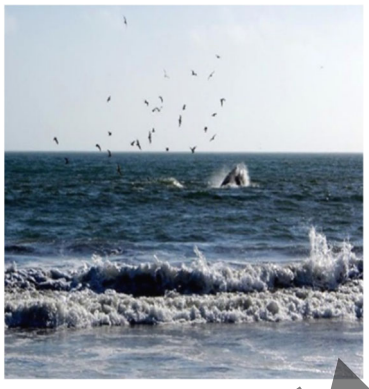
Strategic Element: **Fiscal Sustainability**	**Strategic Element:** **Inclusive Governance**
Initiatives: • Practice sound and responsible financial management, while providing fiscally sustainable government services that address the needs of the community. • Support and sustain a business environment that contributes to economic prosperity and revenue generation and improves the economic well-being of the community. • Promote a balanced economic development approach that retains, attracts, and supports businesses Citywide for a strong, stable, complementary, and diverse business environment, including tourism, coastal resources, conservation, and farmland cultivation.	***Initiatives:*** • Manage the operations of the City as an engaged, collaborative, and responsive team of professionals who provide services in an effective, accountable, and inclusive manner. • Emphasize a high level of community engagement through public outreach and building mutually beneficial, innovative, collaborative community partnerships throughout the City. • Provide organizational development that invests in staff leadership skills development and other human resources, to attract, develop, support, and retain a highly qualified, valued, and diverse municipal workforce. • Maintain accuracy, consistency, and frequency in the City's public communications, and increase Half Moon Bay's efforts to build credibility and mutual trust with the community. • Provide and manage a repository of City records that is easily accessible to the general public. • Promote diversity by improving knowledge of and accessibility to City services among the Latino community with emphasis on bilingual access and inclusiveness and civic participation. • Continue and enhance transparency and accountability with community members, providing easy access to information, helpful and informed staff, and meaningful opportunities to participate in the City's decision-making processes and other municipal and community activities.

Draft

About Half Moon Bay

"Live, Work, Play"







Location and Setting

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

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



Draft

History

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



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

Governor Juan B. Alvarado gave a 4,424-acre Mexican land grant to a soldier, Juan Jose Candelario Miramontes, in 1841. This land was known as Rancho Miramontes which eventually transitioned into today's Downtown Main Street. The Main Street Bridge over Pilarcitos Creek was the entrance to the Miramontes Ranch. A Spanish immigrant named Estanislao Zaballa married into the family. He and other business prospectors brought a commercial flavor by opening some of Half Moon Bay's first businesses such as saloons, rooming houses, and blacksmith shops. Named San Benito in the 1840's, and later Spanishtown, Half Moon Bay received its current name in 1874 and is the oldest settlement in San Mateo County.



Settlers such as James and Petra Johnston, the original owners of the majestic 'White House of Half Moon Bay,' saw potential and aspirations for cattle grazing and raising a family. James' Scottish heritage and Petra's Hispanic background, in addition to the Portuguese, Italian, Mexican and Spanish influences on the coast, demonstrate the distinct mix of ideas, traditions, occupations, and cultures that defined the area's character and identity.

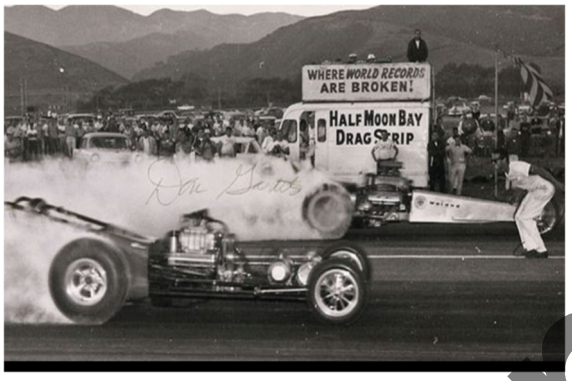
In 1907, the Ocean Shore Railway was constructed along the shoreline from San Francisco to Tunitas Glen, just south of present-day Half Moon Bay. Due to financial problems and the increasing popularity of the horseless carriage, the railroad ceased operation in 1920.

Draft

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



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



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

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



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

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

Draft

Culture, Recreation, and Local Attractions

The City and Coastside are an agricultural, fishing and tourism destination. The local and surrounding agricultural community hosts a Saturday farmers' market, and many rural roadside stands sell the bounty of the local farms and nurseries.

Roughly 3,000 tons of pumpkins are grown on the Coastside in a typical year and are featured in the Half Moon Bay Art and Pumpkin Festival held in October on Downtown's historic Main Street. The annual festival draws over 300,000 visitors for the two-day event and features some of the world's largest pumpkins.

Half Moon Bay provides a wide variety of public and private attractions. The historic downtown is home to shopping, art galleries, fine dining, and entertainment. Visitors can stroll downtown to discover unique wares in local markets, shops, and boutiques. Farm-fresh produce and one-of-a-kind art pieces are available side-by-side. First-class dining can be found at restaurants, bakeries, taquerias, delis and coffee shops. Menus include fresh fish straight off the boat and ethnic offerings from around the world.



A short distance from downtown, the California Coastal Trail meanders for five miles along beaches and bluff tops, providing a scenic setting for whale and bird watching, biking, walking and horseback riding. Golf can be enjoyed at two golf courses acclaimed for their quality and spectacular ocean backdrops.

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

The City also boasts truly unique lodgings with breathtaking ocean views, world-class hotels, and quaint cottages. Within the city limits, there are 13 hotels, inns, and Bed and Breakfasts in addition to three RV parks and campgrounds.

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Population and Demographics

There is a rich culture of diverse backgrounds and multi-generational families who have lived in Half Moon Bay for well over 100 years. Several of its older residential neighborhoods feature century-old architecture enhanced by colorful yards and gardens. It is not uncommon to find farmers, high-tech entrepreneurs, and artists living together. There are approximately 4,900 households, and 3,500 families (71.4% of households). For persons 25 years and older, 88.3% have a high school diploma, and 53.3% have a bachelor's degree or higher.[1] A snapshot of demographic highlights include:

• Median Age	46.8
• Total Households	4,835
• Average Household Size	2.67
• Median Household Income	$131,233
• Education – High School Degree or higher	88.3%
• Education – Bachelor's Degree or higher	53.3%
• Median Housing Value	$917,500
• Percent of Foreign-Born Persons	24.3%

San Mateo County Context

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

Half Moon Bay has retained employment sectors traditional to the 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.

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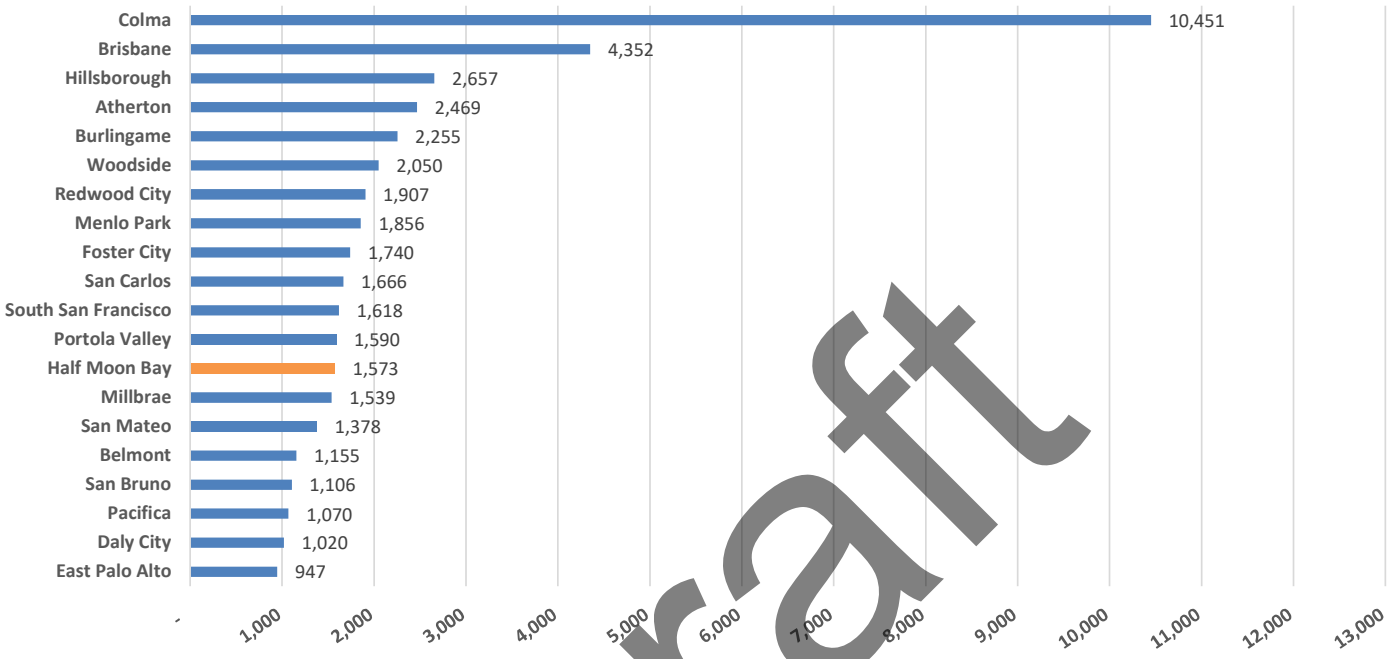
[1] https://www.census.gov/quickfacts/fact/table/halfmoonbaycitycalifornia/PST045218
https://worldpopulationreview.com/us-cities/half-moon-bay-ca-population

San Mateo County Cities Comparison

The City of Half Moon Bay ranks the 13th in revenues per capita comparing to other cities within the San Mateo county. The City ranks 12th in cost per capita and 12th in outstanding debt per capita.

General Revenues Per Capita

Half Moon Bay Ranks 13th out of 20 in Revenues per Capita



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		Report Totals			Per Capita		
City	**Population**	**General Revenues**	**General Expenditures**	**Outstanding Debt**	**General Revenue**	**General Expenditures**	**O/S Debt**
Atherton	7,031	17,359,797	16,520,252	-	$ 2,469	$ 2,350	$ -
Belmont	26,813	30,962,655	23,885,751	5,159,305	$ 1,155	$ 891	$ 192
Brisbane	4,645	20,212,958	20,703,489	8,065,000	$ 4,352	$ 4,457	$ 1,736
Burlingame	29,746	67,076,422	63,816,038	89,228,998	$ 2,255	$ 2,145	$ 3,000
Colma	1,729	18,069,190	18,477,759	1,795,000	$ 10,451	$ 10,687	$ 1,038
Daly City	108,599	110,777,898	120,460,358	16,198,000	$ 1,020	$ 1,109	$ 149
East Palo Alto	30,545	28,920,000	29,398,195	-	$ 947	$ 962	$ -
Foster City	32,842	57,147,656	54,277,013	84,860,600	$ 1,740	$ 1,653	$ 2,584
Half Moon Bay	**12,431**	**19,556,584**	**21,445,811**	**7,189,169**	**$ 1,573**	**$ 1,725**	**$ 578**
Hillsborough	11,447	30,412,447	30,174,172	-	$ 2,657	$ 2,636	$ -
Menlo Park	33,780	62,703,307	62,703,307	16,294,495	$ 1,856	$ 1,856	$ 482
Millbrae	22,500	34,626,000	36,566,000	22,003,323	$ 1,539	$ 1,625	$ 978
Pacifica	38,183	40,860,858	42,423,604	24,829,257	$ 1,070	$ 1,111	$ 650
Portola Valley	4,456	7,085,080	7,085,080	-	$ 1,590	$ 1,590	$ -
Redwood City	84,179	160,496,556	155,109,409	118,493	$ 1,907	$ 1,843	$ 1
San Bruno	45,000	49,767,229	50,851,490	6,819,133	$ 1,106	$ 1,130	$ 152
San Carlos	29,814	49,660,000	51,320,000	2,787,135	$ 1,666	$ 1,721	$ 93
San Mateo	103,000	141,967,845	138,776,042	96,912,000	$ 1,378	$ 1,347	$ 941
South San Francisco	67,408	109,076,478	113,050,543	160,861,070	$ 1,618	$ 1,677	$ 2,386
Woodside	5,131	10,518,328	9,507,820	-	$ 2,050	$ 1,853	$ -

Government Structure and City Services

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



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

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

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

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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	507-B Purissima 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

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CITY OF HALF MOON BAY

Budget Overview

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Image Coming Soon

Budget Overview

Basis of Budget Preparation & Overview	xx
Summary of Revenue by Fund	xx
Summary of Expenditures by Fund	xx
Transfers and Allocations Summary	xx
Fund Balances	xx
Gann Appropriations Limit	xx

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Basis of Budget Preparation and Budget Overview

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

ECONOMIC UPDATE

During the 2021-22 fiscal year, the City saw economic activity and tourism return to the coast sooner than anticipated with major revenues returning to pre-pandemic levels. The City is optimistic that there will be continued economic growth and recovery though continues its practice of conservative planning for the FY 2022-23 budget. Despite continued economic growth, there is excessive inflation as well as other economic volatility because of supply chain issues, increased demand, low unemployment rates and high amounts of relief funds being poured into the markets. The uncertainty created through the pandemic, and now through the current economic volatility is expected to continue for the next several years despite the overall trend of economic improvement. Many of the factors causing the current economic volatility are out of the City's control and are anticipated to continue to impact revenues as well as expenditures. Inflation will increase the cost of projects considerably; unfunded pension liabilities may increase in relation to inflation and low investment returns; and reductions to local home sales or potential contraction of home prices could all impact city budgets. The City will continue to monitor the economic environment though anticipates overall continued economic improvement despite the challenges that may impact the City in the near term.

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As of the March Jobs report which is the most current official data as of the preparation of this budget document the unemployment rate in San Mateo County has decreased to approximately 2.4%. The City of Half Moon Bay's unemployment rate is 1.0%. The City unemployment rate is currently lower than the unemployment rates for San Mato 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 play significant roles in the City's financial condition. The State's budget initially projected a substantial negative impact due to the pandemic, instead however, the state has recorded year over year budget surpluses and recently the state reported just shy of $100 Billion in surplus revenue.

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

BUDGET DEVELOPMENT PROCESS

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

Council Strategic Planning

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

The listening sessions culminated in a priority setting workshop on March 22, 2021. At this workshop, the City Council established the following four 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

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The table below demonstrates how the Council's FY 2022-23 priorities fit in the larger Strategic Plan Elements and Initiatives that were adopted on February 9, 2016, and reaffirmed for FY 2022-23.

Strategic Elements				
PRIORITY	**Infrastructure/ Environment**	**Healthy Communities/ Public Safety**	**Fiscal Sustainability**	**Inclusive Governance**
Affordable Housing		✓	✓	✓
Public Health, Safety and Emergency Preparation	✓	✓		✓
Community 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	
March 9 & 13	Community Listening Sessions
March 22	Council Strategic Planning and Priority Setting Workshop
May 19	Finance Committee Meeting
June 7	City Council Review of Proposed FY 2022-23 Budget
June 21	City Council Formal 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 2022-23 is scheduled for June 21, 2022.

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Basic Accounting

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

Budgetary Control

The City utilizes the following procedures to establish budgetary control:

1. The City Manager submits to the City Council a proposed balanced operating and capital budget for the following fiscal year.
2. After a review by the City Council, a public hearing is conducted, and further comment is received from the City Council and the public.
3. Upon completion of the hearings and modifications, if any, to the proposed budget, it is adopted by the City Council through passage of an appropriate resolution.
4. The department heads are responsible to ensure the expenditures of their departments stay within the budget.
5. The budget is amended during the year by the Council as needed.

6. The City Manager is authorized to reallocate budget amounts of operational expenditure categories within funds as deemed necessary in order to meet the City's operational needs.
7. City Council approval is required for all inter-fund transfers and use of reserves, and for transfers to/from the capital expenditure category. The legal level of budgetary control is at the fund level. This is the level that City management cannot overspend the budget without approval from the City Council.

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

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

The City's budget goal is to achieve a balanced budget with operating revenue, including reimbursements from other funds for services provided, equal to or greater than operating expenditures (including debt service).

Staff used the following guidelines in preparation for this budget: ending fund balance (or working capital in the enterprise fund) should meet the minimum level of no less than 30% of operating expenditures, where applicable. Under this policy, it is allowable for total expenditures to exceed revenue in a given year to fund capital improvement plan projects or other "one-time" non-recurring expenditures.

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

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FY 2022-23 ADOPTED BUDGET OVERVIEW

The Recommended FY 2022-23 Budget is balanced following the careful review and conservative assumptions.-

In FY 2022-23, General Fund revenue of $21.3 million is projected to be less than the General Fund expenses of $23.4 million by $2.1 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 73% of General Fund revenue. While Transient Occupancy and sales tax revenue were reduced due to the ongoing pandemic, they are showing signs of significant rebound far sooner than anticipated.

Budget Assumptions
The Base Budget is not an exact duplicate of the Adopted or Amended FY 2021-22 Budget because of actions the Council may have taken to modify the budget during the year, and most notably due to the FY 2022-23 budget assumptions used to develop the Base Budget. The following are the major assumptions used to develop the initial FY 2022-23 Base Budget:

Base Budget General Fund Revenue Assumptions

- **Total General Fund revenue** of $21.3 million shows an increase of 8.9% from the FY 2021-22 Revised Budget.
- **The top three revenue sources,** Transient Occupancy Tax (TOT), Property Tax, and Sales and Use Tax are estimated to increase by 13% compared to the current budget; the increase of other revenues is estimated at less than 1%.

Base Budget Expenditures Assumptions

- Total General Fund expenditures of $23.4 million, which includes $19.4 million in operating expenditures and $4 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, and the increase of 2 positions.
- Vacant positions are budgeted at middle step. Projections also include salary step increases for staff members who may be eligible on their performance review dates.
- Overtime funding is included in the projections based on historical averages of overtime hours worked.
- FY 2022-23 PERS retirement rates are budgeted as provided by CalPERS: Tier 1 (2.0% @ 55) at 11.610% for classic members and Tier 2 (2% @ 62) at 7.760% 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 8% over FY 2021-22 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.

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

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While staff continuously assesses the needs of the City and prioritizes projects accordingly, the process to create the FY 2022-23 CIP officially began in December 2021. This resulted in the preliminary draft FY 2022-23 Capital Budget presented to the City Council on June 7, 2022.

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

Budgetary Reserves

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

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

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

The General Fund balances for FY 2020-21 through FY 2022-23 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.

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GENERAL FUND (RESTRICTED & UNRESTRICTED BALANCES)

Designations	Actual 2020-21	Revised Budget 2021-22[1]	Recommended Budget 2022-23[2]
Beginning Fund Balance	***$ 10,634,152***	***$ 11,140,700***	***$ 12,258,600***
Total Revenue	**16,602,996**	**19,556,584**	**21,297,021**
Net Operating Expenditures	12,728,657	16,126,692	17,495,489
Operating Transfers	1,789,189	1,871,542	1,954,936
Total Operating Expenditures	**14,517,846**	**17,998,234**	**19,450,425**
Capital Transfers	1,578,601	3,447,577	4,015,419
Total Expenditures	**16,096,447**	**21,445,811**	**23,465,844**
Ending Fund Balance	***11,140,700***	***9,251,473***	***10,089,777***
General Fund Reserve (30% of Op. Exp.)	4,355,354	5,399,470	5,835,127
Economic Uncertainty Reserve (Target 20% Op. Exp.)	$ 2,903,569	$ 3,599,647	$ 3,890,085
Total Reserves	***$ 7,258,923***	***$ 8,999,117***	***$ 9,725,212***
Unassigned Fund Balance	***$ 3,881,777***	***$ 252,356***	***$ 364,565***
Reserve as % of Total Op. Expenses	46%	50%	50%

[1.] Fund balances for the Revised Budget 2021-22 reflect audited FY 2020-21 ending balance and budgeted revenues and expenditures.

[2.] Beginning Fund Balance reflects ending estimates that may not match ending 2021-22 revised budget

Conclusion

The FY 2022-23 General Fund total budget expenditures total $23.4 million and include a $4 million contribution to CIP. The FY 2022-23 budgets in the Special Revenue and Capital Funds, Enterprise Funds, Debt Service Funds, and Internal Service Funds total $30.9 million. The proposed 5-Year Capital Improvement Program (CIP) includes budgeted expenses of $16.2 million for FY 2022-23.

The City has benefited from the stable local economy and the economic growth throughout San Mateo County, Silicon Valley and the Bay Area. The pandemic and economic downturn which had significant impacts on City revenue continue to turn around and showing significant economic rebounding. While it is believed that the economic downturn is coming to an end, the City is taking a conservative approach to the budget and has reflected this in the financial outlook for the 2022-23 Fiscal Year.

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

- Federal and State budget uncertainty add a potential threat to local governments. Various capital projects are expected to be funded by grant awards and could be eliminated if those grant programs are paused or discontinued.
- Capital improvements that will need to be funded by the City where revenue sources may not be adequate to continue funding them.
- Increased contractual costs. The City uses outside contractors extensively, including for police services.
- Increased pension costs.
- The continued economic downturn puts pressure on the City ability to maintain fiscal stability to continue to weather the recession.

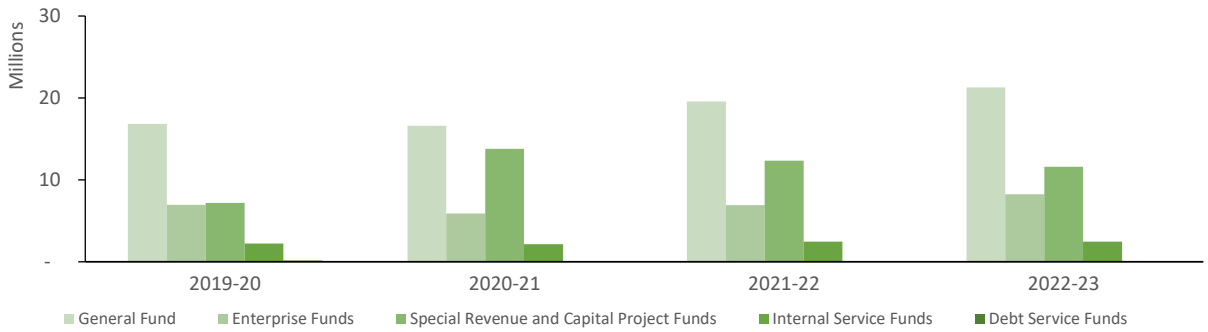
Fiscal sustainability remains a high priority for Half Moon Bay. To that end, staff continues to project revenues and expenditures in a conservative manner. The City has two General Fund Reserves, one created in FY 2019-20 as the Economic Uncertainty Reserve with a target amount of 20% of the operating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

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City of Half Moon Bay
FY 2022-23 Recommended Budget
Summary of Revenue & Transfers by Fund

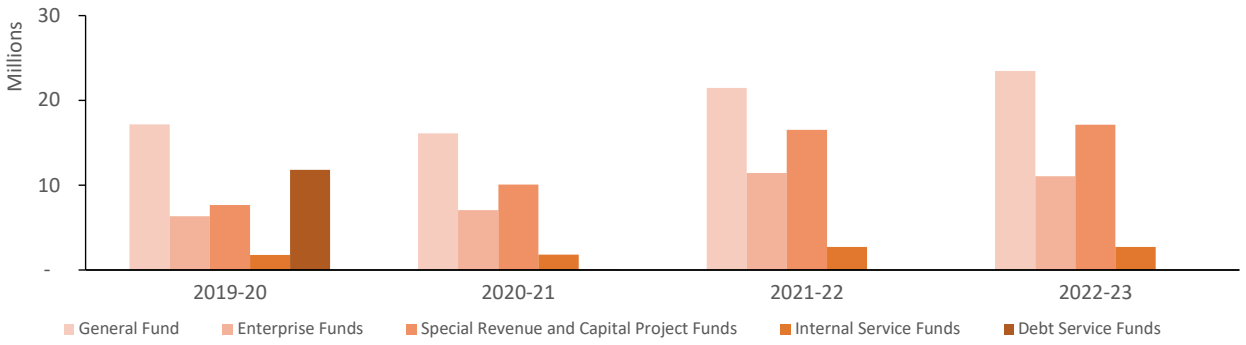
FUND	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
GENERAL FUND	**16,827,803**	**16,601,802**	**19,556,584**	**21,297,021**
ENTERPRISE FUNDS				
Sewer Operating	6,402,723	5,871,902	6,709,625	8,033,506
Sewer Capital	525,788	992	179,957	213,816
ENTERPRISE FUNDS	**6,928,511**	**5,872,894**	**6,889,582**	**8,247,322**
SPECIAL REVENUE FUNDS				
Storm Drain Operating	60,332	(960)	3,962	2,500
Traffic Mitigation	249,927	29,381	86,726	90,500
Library Operation	100,170	(46)	191	100
Main Street Bridge	300,359	208,118	163,180	-
Gas Tax	535,255	511,136	513,091	548,000
Streets and Roads	1,463,440	3,489,130	2,350,324	131,200
Measure A	618,078	3,363,282	399,307	428,500
Park/Facilities Development	1,725,497	480,135	6,248,065	5,078,400
Affordable Housing	471,576	(8,233)	25,385	15,300
Public Facilities	586,657	224,367	1,554,169	3,018,619
Police Grants	172,712	155,182	162,094	162,800
Measure W	-	-	423,468	154,800
Lot Acquisition/Development	-	2,687,693	19,700	18,800
Capital General	660,298	2,462,347	302,896	1,539,200
Drainage Capital	196,299	155,646	40,695	392,500
Library Capital	43,391	44,858	29,771	3,500
SPECIAL REVENUE AND CAPITAL PROJECT FUNDS	**7,183,991**	**13,802,035**	**12,323,024**	**11,584,719**
Vehicle Replacement	24,084	7,777	211,785	56,167
Equipment Replacement	439,017	609,254	520,778	548,981
Risk Management	723,666	489,463	652,130	679,163
Pension Stabilization	1,040,988	1,024,428	1,048,119	1,156,095
INTERNAL SERVICE FUNDS	**2,227,754**	**2,130,922**	**2,432,813**	**2,440,406**
Judgement Bonds - B	143,939	337	-	-
DEBT SERVICE FUNDS	**143,939**	**337**	**-**	**-**
Total Other Funds	**16,484,195**	**21,806,187**	**21,645,419**	**22,272,447**
TOTAL ALL FUNDS	**$ 33,311,998**	**$ 38,407,989**	**$ 41,202,003**	**$ 43,569,468**



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City of Half Moon Bay
FY 2022-23 Recommended Budget
Summary of Expenditures & Transfers by Fund

FUND	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
GENERAL FUND	**17,149,915**	**16,096,447**	**21,445,811**	**23,465,844**
ENTERPRISE FUNDS				
Sewer Operating	5,952,968	6,171,761	6,689,339	7,199,706
Sewer Capital	393,315	880,184	4,749,706	3,861,465
ENTERPRISE FUNDS	**6,346,283**	**7,051,945**	**11,439,045**	**11,061,171**
SPECIAL REVENUE FUNDS				
Storm Drain Operating	2	-	-	-
Traffic Mitigation	111,538	15,720	46,944	35,888
Library Operation	(6,810)	-	-	-
Main Street Bridge	232,379	242,452	324,000	489,300
Gas Tax	295,162	282,295	95,000	66,432
Streets and Roads	1,438,357	3,599,775	3,448,839	1,216,855
Measure A	92,798	2,894,535	361,655	68,585
Park/Facilities Development	2,019,249	250,413	8,175,496	7,393,900
Affordable Housing	300,449	200,000	-	-
Public Facilities	792,756	92,244	1,912,035	3,406,619
Police Grants	110,092	86,035	200,000	200,000
Measure W	-	-	-	-
Lot Acquisition/Development	-	101,599	270,000	430,000
Capital General	1,506,082	2,243,541	1,055,686	2,586,900
Drainage Capital	777,127	45,117	619,228	1,217,159
Library Capital	-	(0)	-	-
SPECIAL REVENUE AND CAPITAL PROJECT FUNDS	**7,669,179**	**10,053,726**	**16,508,883**	**17,111,638**
	-	-	-	-
Vehicle Replacement	152,504	84,465	204,567	44,067
Equipment Replacement	392,778	344,349	507,484	545,481
Risk Management	387,928	419,579	950,341	957,163
Pension Stabilization	851,761	959,543	1,041,748	1,152,095
INTERNAL SERVICE FUNDS	**1,784,972**	**1,807,936**	**2,704,141**	**2,698,806**
	-	**-**	**-**	**-**
Judgement Bonds - B	11,783,851	30,000	-	-
DEBT SERVICE FUNDS	**11,783,851**	**30,000**	**-**	**-**
	-	-	-	-
Total Other Funds	**27,584,284**	**18,943,607**	**30,652,069**	**30,871,615**
TOTAL ALL FUNDS	**$ 44,734,200**	**$ 35,040,054**	**$ 52,097,880**	**$ 54,337,459**



Draft

City of Half Moon Bay
FY 2022-23 Recommended Budget
Transfers/Allocations Summary

	Budget Transfers In 2022-23
GENERAL FUND (101)	
From Sewer Operating (201) - Admin Fee	524,180
GENERAL FUND (101)	**524,180**
SEWER OPERATING (201)	
From Sewer Capital (202) - Support Operations	3,005,962
SEWER OPERATING (201)	**3,005,962**
STREETS AND ROADS (123)	
From General Fund (101) - Capital Projects Funding	40,000
STREETS AND ROADS (123)	**40,000**
PARKS/FACILITIES DEVELOPMENT (125)	
From General Fund (101) - Capital Projects Funding	250,000
PARKS/FACILITIES DEVELOPMENT (125)	**250,000**
PUBLIC FACILITIES (127)	
From General Fund (101) - Capital Projects Funding	1,819,619
From Main Street Bridge (127) - Capital Projects Funding	489,300
PUBLIC FACILITIES (127)	**2,308,919**
GENERAL CAPITAL FUND (151)	
From General Fund (101) - Capital Projects Funding	1,530,800
GENERAL CAPITAL FUND (151)	1,530,800
DRAINAGE CAPITAL (152)	
From General Fund (101) - Capital Projects Funding	375,000
DRAINAGE CAPITAL (152)	**375,000**
VEHICLE REPLACEMENT (301)	
From General Fund (101)	28,378
From Sewer Operating (201)	15,314
From Streets & Roads (123)	272
From Storm Drain (152)	103
VEHICLE REPLACEMENT (301)	**44,067**
EQUIPMENT FUND (302)	
From General Fund (101)	351,272
From Sewer Operating (201)	189,566
From Streets & Roads (123)	3,369
From Storm Drain (152)	1,274
EQUIPMENT FUND (302)	**545,481**
RISK MANAGEMENT FUND (303)	
From General Fund (101)	423,191
From Sewer Operating (201)	228,378
From Streets & Roads (123)	4,059
From Storm Drain (152)	1,535
RISK MANAGEMENT FUND (303)	**657,163**
PENSION STABILIZATION FUND (304)	
From General Fund (101) - To fund unfunded liability payment	1,152,095
PENSION STABILIZATION FUND (304)	**1,152,095**
GRAND TOTAL	**10,433,667**

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City of Half Moon Bay
FY 2022-23 Recommended Budget
Fund Balances Summary

	Projected Fund Balance 6/30/2022	Revenues & Trsfrs In Budget	Expenditures & Trsfrs Out Budget	Revenue Over(Under) Expenditures	Projected Fund Balance 6/30/2023
GENERAL FUND					
101 General	**$ 12,258,600**	**$ 21,297,021**	**$ 23,465,844**	**$ (2,168,823)**	**$ 10,089,777**
ENTERPRISE FUNDS					
201 Sewer Operating	(833,800)	8,033,506	7,199,706	833,800	0
202 Sewer Capital [1]	5,971,000	213,816	3,861,465	(3,647,649)	2,604,354
Total Enterprise Funds	**5,137,200**	**$ 8,247,322**	**$ 11,061,171**	**$ (2,813,849)**	**2,604,354**
SPECIAL REVENUE FUNDS					
111 Storm Drain Operating	354,200	2,500	-	2,500	**356,700**
112 Traffic Mitigation	4,287,600	90,500	35,888	54,612	**4,342,212**
113 Library Operation	111,100	100	-	100	**111,200**
121 Main Street Bridge	489,300	-	489,300	(489,300)	-
122 Gas Tax	1,150,700	548,000	66,432	481,568	**1,632,268**
123 Streets and Roads	3,103,900	131,200	1,216,855	(1,085,655)	**2,018,245**
124 Measure A	1,202,000	428,500	68,585	359,915	**1,561,915**
125 Park/Facilities Development	3,483,400	5,078,400	7,393,900	(2,315,500)	**1,167,900**
126 Affordable Housing	2,181,600	15,300	-	15,300	**2,196,900**
127 Public Facilities	1,684,300	3,018,619	3,406,619	(388,000)	**1,296,300**
128 Police Grants	721,100	162,800	200,000	(37,200)	**683,900**
132 Measure W	425,400	154,800	-	154,800	**580,200**
133 Lot Acquisition/Development	2,175,000	18,800	430,000	(411,200)	**1,763,800**
151 Capital General	1,748,600	1,539,200	2,586,900	(1,047,700)	**700,900**
152 Drainage Capital	1,047,700	392,500	1,217,159	(824,659)	**223,041**
153 Library Capital	446,400	3,500	-	3,500	**449,900**
Total Special Revenue and Capital Funds	**24,612,300**	**$ 11,584,719**	**$ 17,111,638**	**$ (5,526,919)**	**19,085,381**
INTERNAL SERVICE FUNDS [2]					
301 Vehicle Replacement	273,200	56,167	44,067	12,100	285,300
302 Equipment Replacement	838,000	548,981	545,481	3,500	841,500
303 Risk Management	2,597,000	679,163	957,163	(278,000)	2,319,000
304 Retirement Stabilization Fund	1,470,000	1,156,095	1,152,095	4,000	1,474,000
Total Internal Service Funds	**5,178,200**	**$ 2,440,406**	**$ 2,698,806**	**$ (258,400)**	**4,919,800**
DEBT SERVICE FUNDS					
142 Judgment Obligation Bond -Series B	6,400	-	-	-	6,400
Total Debt Service Funds	**6,400**	**$ -**	**$ -**	**$ -**	**6,400**
Total Other Funds	**$ 34,934,100**	**$ 22,272,447**	**$ 30,871,615**	**$ (8,599,168)**	**$ 26,615,935**
Total All Funds	**$ 47,192,700**	**$ 43,569,468**	**$ 54,337,459**	**$ (10,767,991)**	**$ 36,705,712**

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[1] 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

City of Half Moon Bay
"Gann" Appropriations Limit

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

(1) Income growth -
   a. California per capita personal income, or
   b. Nonresidential assessed valuation due to new construction in the city.

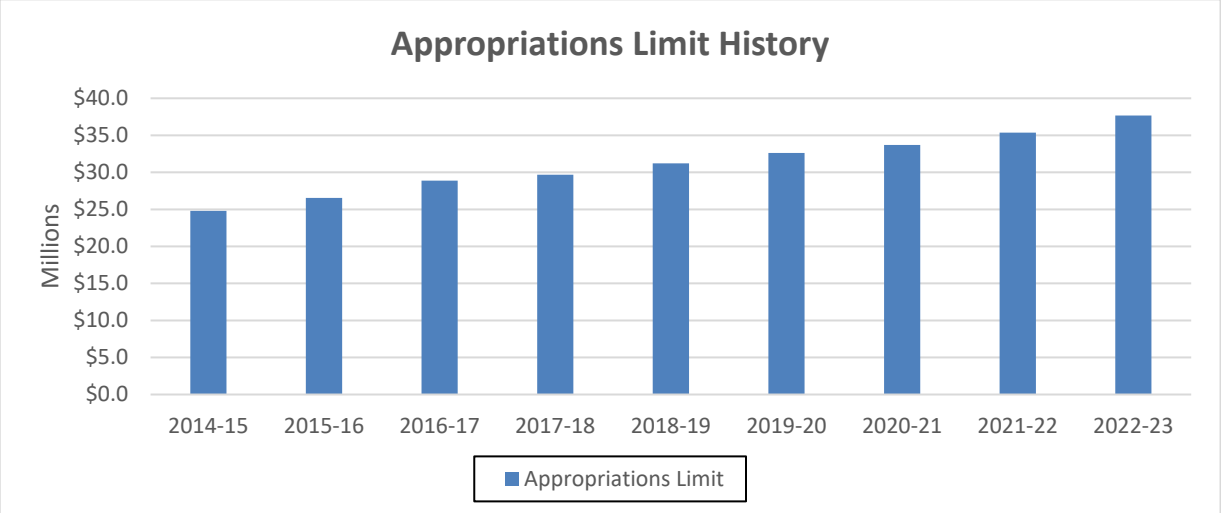
(2) Population growth -
   a. City of Half Moon Bay, or
   b. County of San Mateo.

Article XIIIB 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 2022-23.

Draft

APPROPRIATIONS LIMIT CALCULATION FY 2022-23

FY 2021-22 Appropriation Limit	$ 35,356,264
Per Capita Personal Income Growth	7.55% 1.0755 factor
Population Change	-.92% 0.9908 factor
Calculation of factor for FY 2022-23	1.0755 X .9908 = 1.0656054
FY 2022-23 Appropriation Limit	**$ 37,675,826**



GANN Appropriation Placeholder

Draft

CITY OF HALF MOON BAY

FY 2022-23 BUDGET

(GANN) APPROPRIATIONS LIMIT CALCULATIONS

Appropriations Limit Worksheet

		Amount	Amount
A	LAST YEAR'S LIMIT	35,356,264	
B	ADJUSTMENT FACTOR		
	1. POPULATION	0.9908	STATE FINANCE
	2. INFLATION	1.0755	STATE FINANCE
	3. TOTAL ADJUSTMENT	1.0656054	(B1 x B2)
C	ANNUAL ADJUSTMENT	2,319,562	(A x B3)
D	OTHER ADJUSTMENTS	-	
E	TOTAL ADJUSTMENTS	2,319,562	(C+D)
	THIS YEAR'S LIMIT	**37,675,826**	(A+E)

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CITY OF HALF MOON BAY

Personnel Summary

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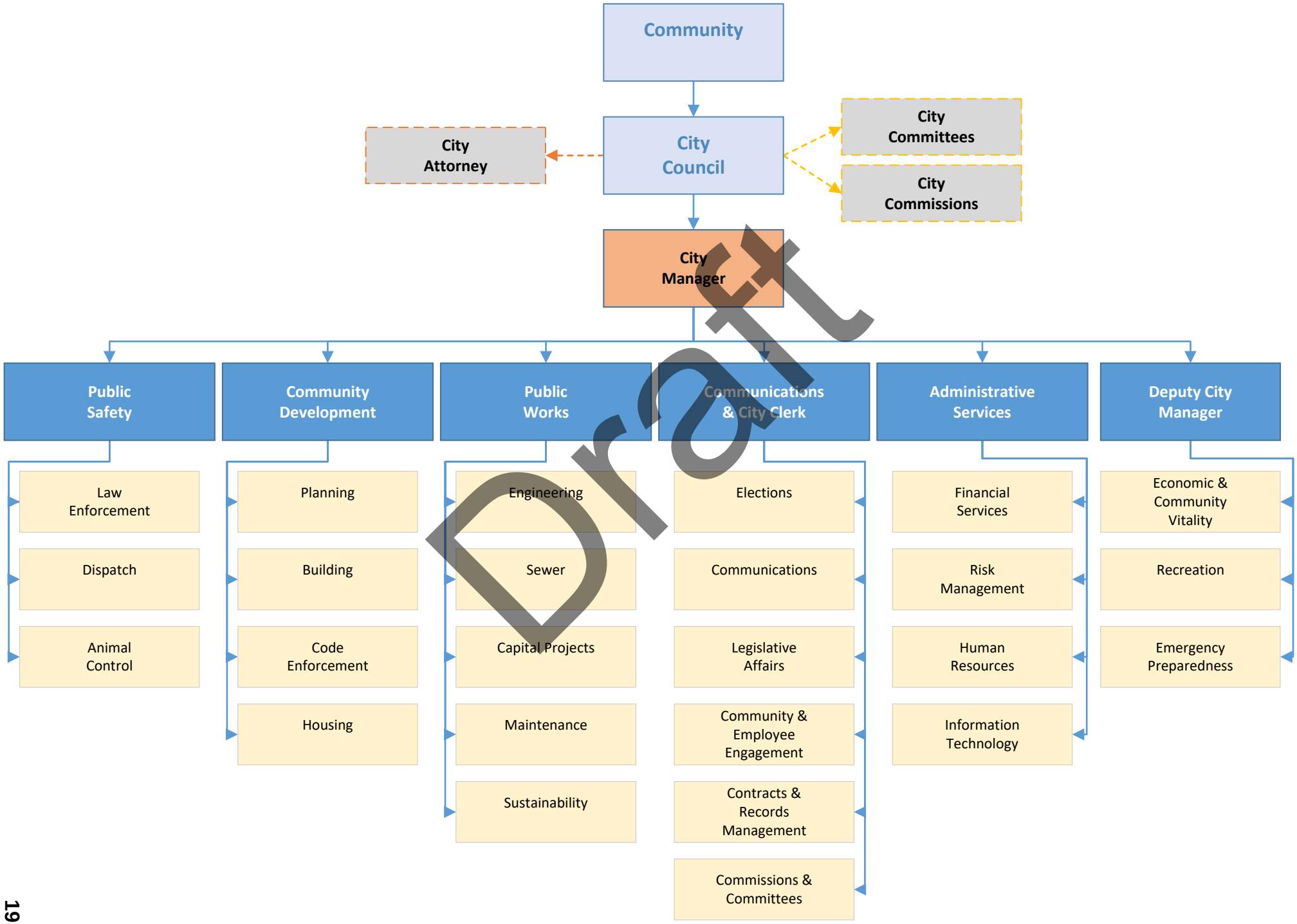
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Personnel Summary

City-Wide Organization Chart	xx
Executive Management Team	xx
Personnel Summary	xx
Staffing Level Summary	xx
Staffing Level by Service Area	xx

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City of Half Moon Bay Organizational Chart



Draft

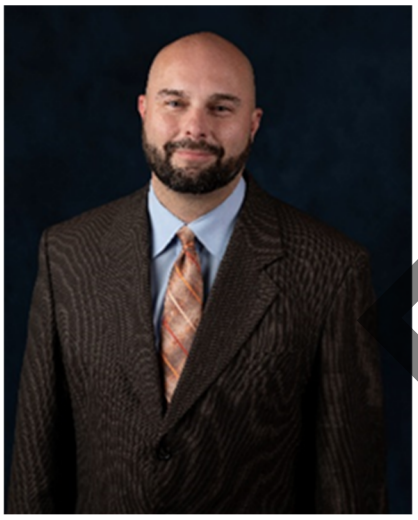
City of Half Moon Bay
Executive Team



City Manager
Bob Nisbet



City Attorney
Catherine Engberg



Deputy City Manager
Matthew Chidester



Communications/City Clerk
Director Jessica Blair



Public Works Director
John Doughty



Community Development
Director Jill Ekas



Captain Andrew Armando
San Mateo County Sheriff



Administrative Services
Director Lisa Lopez

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City of Half Moon Bay
FY 2022-23 Budget
Personnel Summary

Full-Time Equivalent	Actual 2019-20	Actual 2020-21	Revised 2021-22	Proposed 2022-23
City Manager	1.00	1.00	1.00	1.00
Deputy City Manager	1.00	1.00	1.00	1.00
Administrative Services Director	1.00	1.00	1.00	1.00
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
Accounting Technician	3.00	2.00	3.00	3.00
Administrative Analyst	-	-	-	1.00
Administrative Assistant	3.00	3.00	3.00	3.00
Assistant City Clerk	-	-	1.00	1.00
Assistant Engineer	1.00	1.00	1.00	1.00
Assistant Planner	-	-	1.00	1.00
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	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
Community Services Manager[1]	-	-	-	1.00
Deputy City Clerk	1.00	1.00	-	-
Executive Assistant	1.00	-	1.00	1.00
Finance Manager	-	-	1.00	1.00
Housing Coordinator	-	-	1.00	1.00
Maintenance Assistant	-	-	1.00	1.00
Maintenance Worker (I/II)	5.00	4.00	4.00	4.00
Management Analyst	4.00	3.00	4.00	4.00
Permit Technician	1.00	1.00	1.00	1.00
Public Works Superintendent	1.00	1.00	1.00	1.00
Recreation Supervisor	1.00	1.00	1.00	1.00
Recreation Leader	2.00	1.00	2.00	2.00
Senior Accountant	1.00	1.00	-	-
Senior Maintenance Worker	2.00	2.00	2.00	2.00
Senior Management Analyst	3.00	3.00	3.00	3.00
Senior Planner	1.00	1.00	1.00	1.00
Total Regular Fulltime Employees	**42.00**	**37.00**	**43.00**	**45.00**

FTE Count does not include limited term employees or council members

1 - Full job description and title pending at budget adoption date

Draft

City of Half Moon Bay
FY 2022-23 Budget
Staffing Level Summary

Fund - Function	Actual 2019-20	Actual 2020-21	Revised Budget 2021-22	Proposed 2022-23
GENERAL FUND				
General Administration	**13.70**	**11.45**	**14.05**	**14.15**
Community Development				
Administration	1.40	2.40	2.55	2.55
Planning Services	3.80	3.25	3.65	3.65
Building and Code Enforcement	1.55	1.05	1.50	1.50
Total Community Development	**6.75**	**6.70**	**7.70**	**7.70**
Public Works				
Administration	2.40	2.65	2.80	2.80
Engineering	2.15	1.35	1.90	1.90
Facilities Maintenance	5.55	5.25	6.80	6.80
Total Public Works	**10.10**	**9.25**	**11.50**	**11.50**
Recreation Services				
Parks/Recreation	3.55	2.30	3.20	3.20
Community Services	1.35	1.60	1.30	3.20
Total Recreation Services	**4.90**	**3.90**	**4.50**	**6.40**
Total FTE by General Fund	**35.45**	**31.30**	**37.75**	**39.75**
OTHER FUNDS				
201 - Sewer Operating	2.00	2.55	2.50	2.50
123 - Streets & Roads	1.45	1.45	0.80	0.80
124 - Measure A	0.70	0.75	0.50	0.50
152 - Storm Drains	0.35	0.40	0.25	0.25
125 - Parks Facilities	0.15	0.05	-	-
127 - Public Facilities	0.80	-	-	-
302 - Equipment Fund	0.15	0.05	0.55	0.55
303 - Risk Management	0.95	0.45	0.65	0.65
Total By Other Funds	**6.55**	**5.70**	**5.25**	**5.25**
City Council	5.00	5.00	5.00	5.00
Total Staffing Levels	**47.00**	**42.00**	**48.00**	**50.00**

1 - Full job description and title pending at budget adoption date

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City of Half Moon Bay
FY 2022-23 Budget
Staffing Level by Service Area

Division	FY 2020-21	Net Change	Revised FY 2021-22	Net Change	Proposed FY 2022-23
City Council	5.00	-	5.00	-	5.00
City Manager's Office	2.40	1.20	3.60	-	3.60
City Clerk	1.55	-	1.55	-	1.55
Communications	1.40	-	1.40	-	1.40
Finance	4.35	0.30	4.65	0.10	4.75
Human Resources	0.25	1.15	1.40	(0.10)	1.30
Administrative Services	1.00	(0.25)	0.75	-	0.75
Information Technology	0.05	0.50	0.55	-	0.55
General Liability	0.45	0.20	0.65	-	0.65
Emergency Services	0.50	0.20	0.70	0.10	0.80
Public Works - Administration	2.65	0.15	2.80	-	2.80
Engineering	1.35	0.55	1.90	-	1.90
Maintenance	5.25	1.55	6.80	-	6.80
Parks and Recreation	2.30	0.90	3.20	-	3.20
Community Services	1.60	(0.30)	1.30	1.90	3.20
Planning Services	3.25	0.40	3.65	-	3.65
Building and Code Enforcement	1.05	0.45	1.50	-	1.50
Community Development - Administration	2.40	0.15	2.55	-	2.55
Sewer Operations	2.55	(0.05)	2.50	-	2.50
Other	2.65	(1.10)	1.55	-	1.55
Total FTE	**42.00**	**6.00**	**48.00**	**2.00**	**50.00**

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Changes in Staffing

The FY2022-23 recommended budget includes 2 additional FTEs. The positions are shown below:
Community Services Manager
Administrative Analyst


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CITY OF HALF MOON BAY

General Fund

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General Fund

General Fund Overview	xx
General Fund Summary	xx
General Fund Revenue Detail	xx
General Fund Revenue Charts	xx
Property Tax Revenue Charts	xx
Sales Tax Revenue Charts	xx
General Fund Expenditures	xx
General Fund Expenditures by Type	xx
General Fund Expenditures by Dept.	xx
General Fund Projections	xx
General Fund Statement	xx

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General Fund Overview

The General Fund is the primary operating fund of the City and is used to account for day-to-day activities. It receives unrestricted revenue and provides City general administrative services, public safety, and land development – related activities.

All general tax revenue and other revenues that are not allocated by law or contractual agreement to 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.

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BUDGET OVERVIEW

The General Fund budget for FY 2022-23 is $21.3 million in revenue and $19.4 million in operating expenditures, excluding capital and non-operating transfers. This will generate an initial operational surplus of $1.9 million in the FY 2022-23 General Fund budget. The City continues to invest back to the community by funding it's Capital Improvement Program, including contributions from the General Fund. The FY 2022-23 General Fund contribution to the Capital Program is $4 million. The reserves are projected to be $9.7 million on June 30, 2023, representing an increase of $726 thousand from June 30, 2022.

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 72% of the revenue in the General Fund: Transient Occupancy (Hotel) Tax, Property Tax and Sales Tax. These revenues are projected to increase by 13% over the FY 2021-22 budget. All other revenues with some exceptions are estimated to stay stagnant.

General Fund revenue overall is projected to come in higher than the current year's budget by 8.9%, as the economy continues to improve following the recession caused by the pandemic.

Key general fund revenue categories are further described below:

Transient Occupancy Taxes (TOT)

Transient occupancy taxes are assessed on The City's thirteen hotels, motels, bed & breakfast establishments, and three campgrounds at a rate of 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. Following the start of the pandemic however, TOT revenue has increased significantly since FY 2021-22. Occupancy has fallen to near zero but is anticipated to increase as stay at home orders are lifted.

Property tax

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

Where Do Property Taxes Go? *



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

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

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

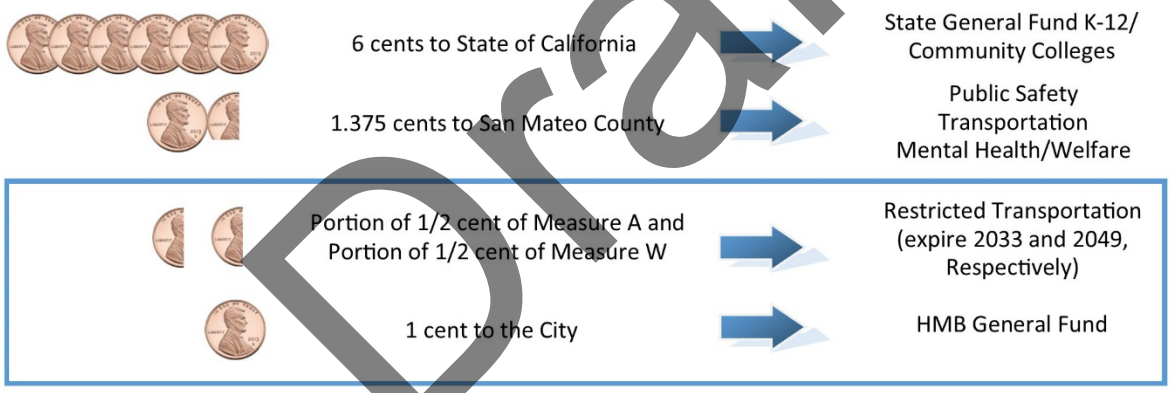
Sales and Use Tax

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

Where Do Sales Taxes Go?

2022 San Mateo County Sales Tax Rate = 9.375%

Each $1 purchase = $0.09375%



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Most of Half Moon Bay Sales Tax is generated from three major economic sectors, listed below. Approximately 73% of the City's total sales tax is generated from twenty-five businesses.

- Food (grocery, restaurants) – 45%
- General Retail – 16%
- Transportation (car sales, gas station) – 22%
- Other – 17%

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

Other Taxes

Other taxes include franchise fees assessed on franchise agreements with utility companies, and

business license registration taxes that are being assessed on all businesses operating within the City limits.

Charges for Services

Cost of Services fees are revised on an annual basis based on a comprehensive review of actual cost. This revenue source is approximately 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 2022-23 General Fund total expenditure budget is $23.4 million, which includes $19.4 million in operating expenditures and $4 million in capital transfers to fund the City's FY 2022-23 Capital Improvement Program. This is an increase of $2 million or 9.4% of the revised FY 2021-22 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 2022-23 budget of $16.2 million, which includes a $4 million contribution from the General Fund. Additional information on the CIP can be found in the FY 2022-27 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:

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- Operating Contingency Reserve of 30% of annual expenditures ($5.8 million)
- Economic Uncertainty Reserve of 20% of annual expenditure ($3.9 million)

The General Fund balance components are detailed in the table below. The City will have a balanced budget for FY 2022-23 with $364 thousand as unassigned fund balance.

GENERAL FUND (RESTRICTED & UNRESTRICTED BALANCES)

Designations	Actual 2020-21	Revised Budget 2021-22[1]	Recommended Budget 2022-23[2]
Beginning Fund Balance	***$ 10,634,152***	***$ 11,140,700***	***$ 12,258,600***
Total Revenue	**16,602,996**	**19,556,584**	**21,297,021**
Net Operating Expenditures	12,728,657	16,126,692	17,495,489
Operating Transfers	1,789,189	1,871,542	1,954,936
Total Operating Expenditures	**14,517,846**	**17,998,234**	**19,450,425**
Capital Transfers	1,578,601	3,447,577	4,015,419
Total Expenditures	**16,096,447**	**21,445,811**	**23,465,844**
Ending Fund Balance	***11,140,700***	***9,251,473***	***10,089,777***
General Fund Reserve (30% of Op. Exp.)	4,355,354	5,399,470	5,835,127
Economic Uncertainty Reserve (Target 20% Op. Exp.)	$ 2,903,569	$ 3,599,647	$ 3,890,085
Total Reserves	***$ 7,258,923***	***$ 8,999,117***	***$ 9,725,212***
Unassigned Fund Balance	***$ 3,881,777***	***$ 252,356***	***$ 364,565***
Reserve as % of Total Op. Expenses	46%	50%	50%

[1.] Fund balances for the Revised Budget 2021-22 reflect audited FY 2020-21 ending balance and budgeted revenues and expenditures.

[2.] Beginning Fund Balance reflects ending estimates that may not match ending 2021-22 revised budget

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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 2022-23 general fund reserves, staff included operating transfers in the expenditures figures and set aside $5.8 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 2022-23 budget provides $3.9 million for this reserve.

Altogether, General Fund projected fund balance of $9.7 million represents 50% (vs 50% in the FY 2021-22 budget) of operating General Fund expenditures.


Draft

City of Half Moon Bay
FY 2022-23 Recommended Budget
General Fund Summary

	Actual 2020-21	Revised Budget 2021-22	Recommended 2022-23
Revenue	**$ 16,602,996**	**19,556,584**	**$ 21,297,021**
Operating Expenditures	(12,728,657)	(16,126,692)	(17,495,489)
General Fund Transfers Out- Operating	(1,789,189)	(1,871,542)	(1,954,936)
Excess of Operating Revenue Over/(Under) Expenditures	**2,085,149**	**1,558,350**	**1,846,596**
General Fund Transfers Out - Capital (CIP)	(1,578,601)	(3,447,577)	(4,015,419)
Net Change to General Fund	**506,548**	**(1,889,227)**	**(2,168,823)**
Beginning Total Fund Balance	**10,634,152**	**11,140,700**	**12,258,600**
Ending Fund Balance	**11,140,700**	**9,251,473**	**10,089,777**
Reserves			
General Fund Reserve	**4,355,354**	**5,399,470**	**5,835,127**
Economic Uncertainty Reserve	**2,903,569**	**3,599,647**	**3,890,085**
Unassigned Fund Balance	**$ 3,881,777**	**$ 252,356**	**$ 364,565**

Draft

Excess Revenue Over/(Under) Expenditures

There is an operational surplus of $1.8 million but a total deficit in the FY 2022-23 budget of $2.1 million. The deficit is mitigated from use of the unassigned fund balance to support reinvestment into capital projects.

Assigned Reserves for FY 2022-23

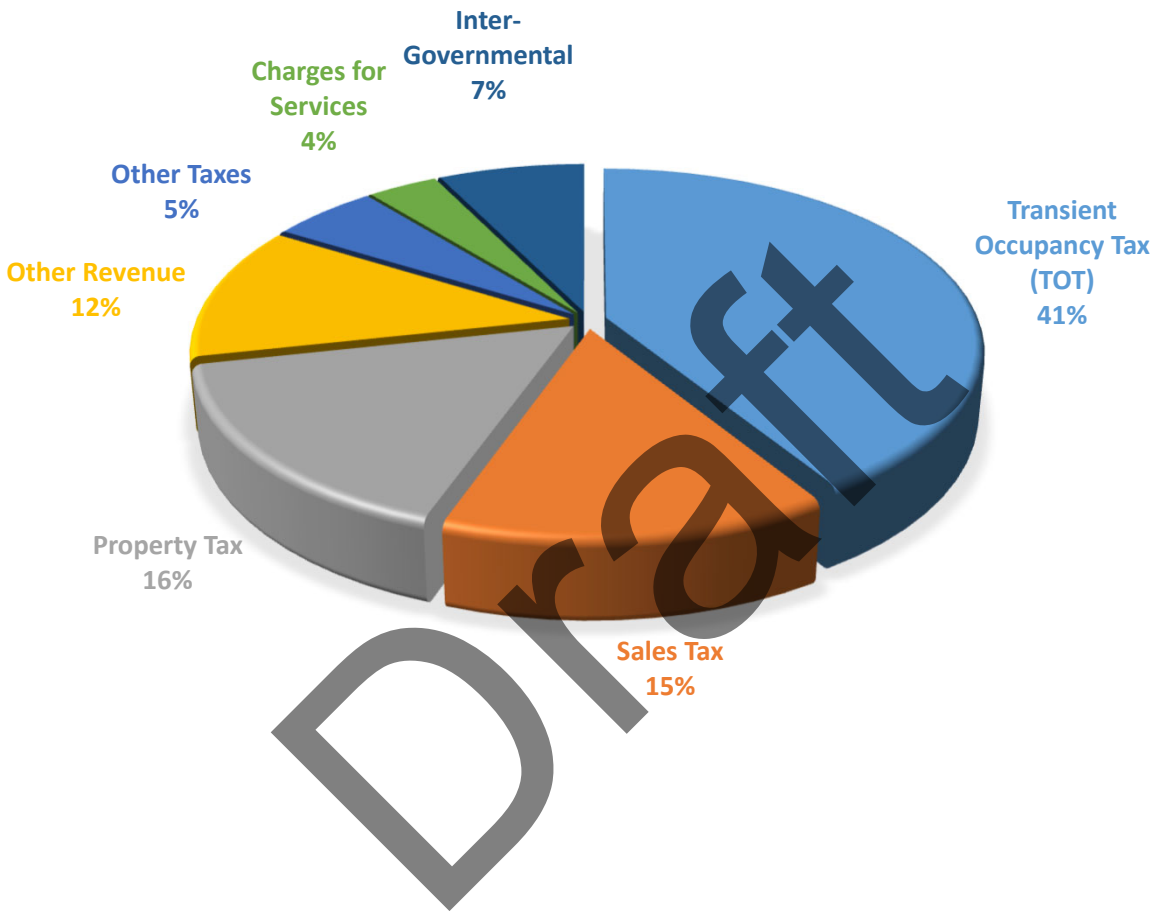
Beginning in FY 2019-20, the City created an Economic Uncertainty Reserve targeted at 20% of budgeted annual operating expenditures. In addition with the operating reserve, general fund reserves are funded at 50% of total operating expenditures for FY2022-23 at $9.7 million.

City of Half Moon Bay
FY 2022-23 Budget
General Fund Revenue Detail

Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
Taxes				
Transient Occupancy Tax	5,291,821	4,817,532	7,200,000	8,752,000
Property Tax	3,674,590	3,586,408	3,349,286	3,436,620
Sales & Use Tax	3,104,373	2,763,035	2,983,400	3,058,600
Franchise Fees and Tax	825,066	707,353	838,900	836,800
Business License Tax	291,790	301,754	314,000	301,000
Total Taxes	**13,187,642**	**12,176,082**	**14,685,586**	**16,385,020**
Intergovernmental				
Relief Grants	-	-	1,546,805	1,546,805
Dept of Motor Vehicles Fees	9,997	9,117	-	14,220
State Reimbursements (POST/SB90)	-	-	-	-
Total Intergovernmental	**9,997**	**9,117**	**1,546,805**	**1,561,025**
Charges for Services				
Building Permits	308,704	374,180	200,000	200,000
Engineering & Planning Fees	593,047	324,151	248,658	300,488
Police Services	159,631	112,651	108,634	82,885
Recreation Services	119,372	88,028	155,013	169,000
Other	-	-	-	-
Total Charges for Services	**1,180,755**	**899,011**	**712,305**	**752,373**
Other Revenue				
Grants	45,000	169,487	25,000	5,000
Other Fees	252,556	17,403	88,590	391,996
Golf Fees	328,864	546,415	546,000	550,000
Interest	197,765	106,322	87,700	88,071
Parking	165,569	351,150	350,000	379,158
County Credit Reimbursement	556,649	1,797,892	1,003,202	660,198
Allocation In from Other Funds	903,006	528,923	511,395	524,180
Total Other Revenues	**2,449,409**	**3,517,592**	**2,611,887**	**2,598,603**
Ongoing General Fund Revenue[1]	16,827,803	16,601,802	17,619,194	19,750,216
Total General Fund Revenue	**$ 16,827,803**	**$ 16,601,802**	**$ 19,556,584**	**$ 21,297,021**

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City of Half Moon Bay
FY 2022-23 Budget
General Fund Revenue

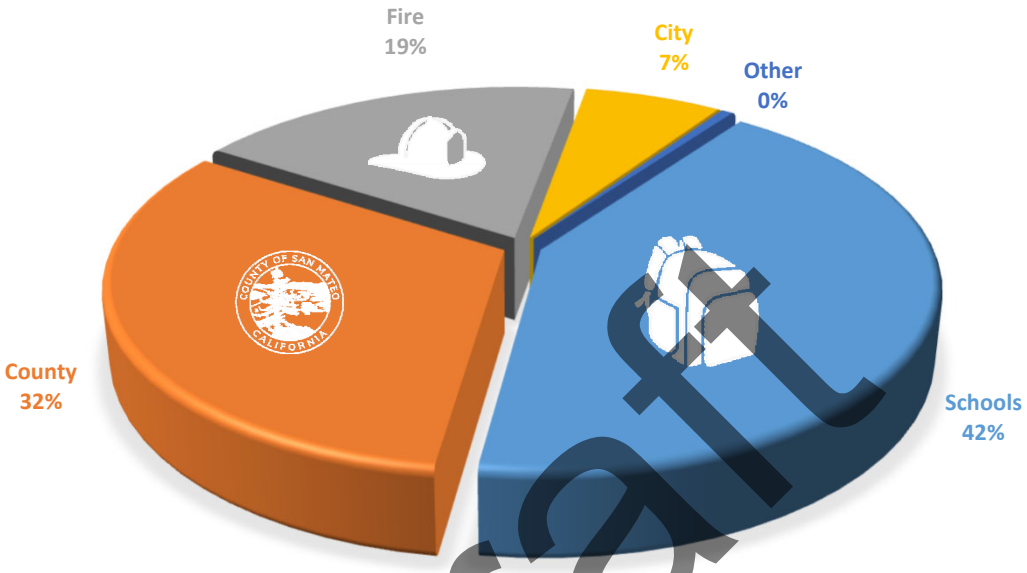


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Transient Occupancy Tax (TOT)	$8,752,000
Sales Tax	3,058,600
Property Tax	3,436,620
Other Revenue	2,598,603
Other Taxes	1,137,800
Charges for Services	752,373
Inter-Governmental	1,561,025
Total FY 2022-23 Budget	**$ 21,297,021**

The City of Half Moon Bay's three primary revenue sources are Transient Occupancy Tax (TOT), Property Tax, and Sales Tax, which comprise 72% of total General Fund Revenue.

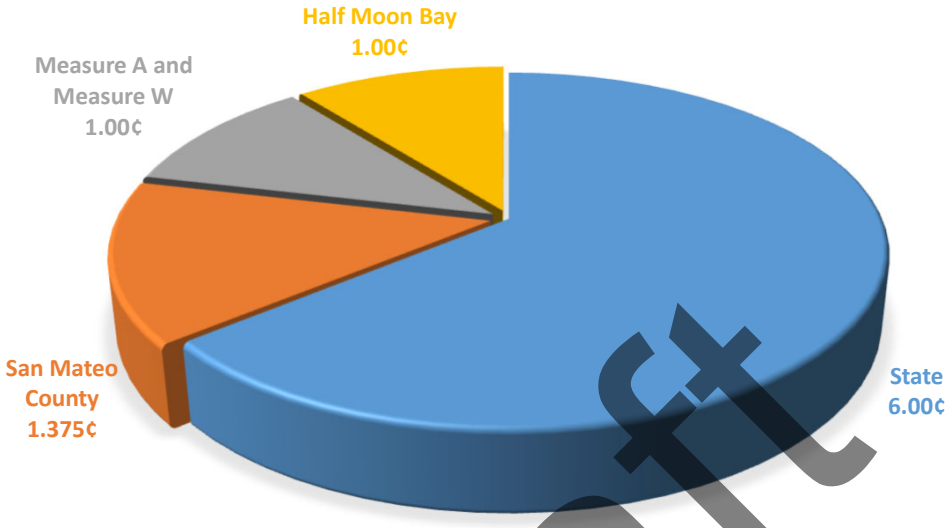
City of Half Moon Bay
FY 2022-23 Budget
Property Tax Revenue



Draft

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 2022-23 Budget
Sales Tax Revenue (9.375%)

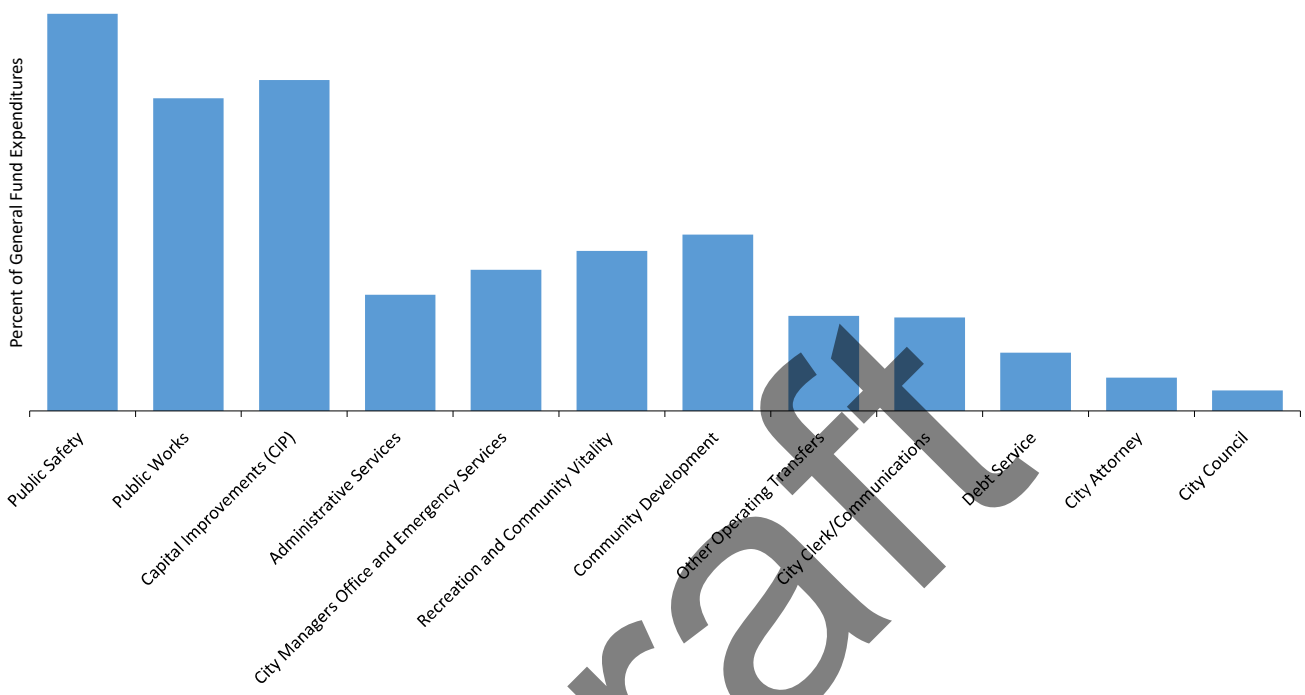


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Half Moon Bay Sales Tax is generated primarily from three sectors. Approximately 73.3% of total Sales Tax is generated from twenty-five businesses.

Food (grocery, restaurants)	**45%**
General Retail	**16%**
Transportation (car sales, gas stations)	**22%**
Other	**17%**
	100%

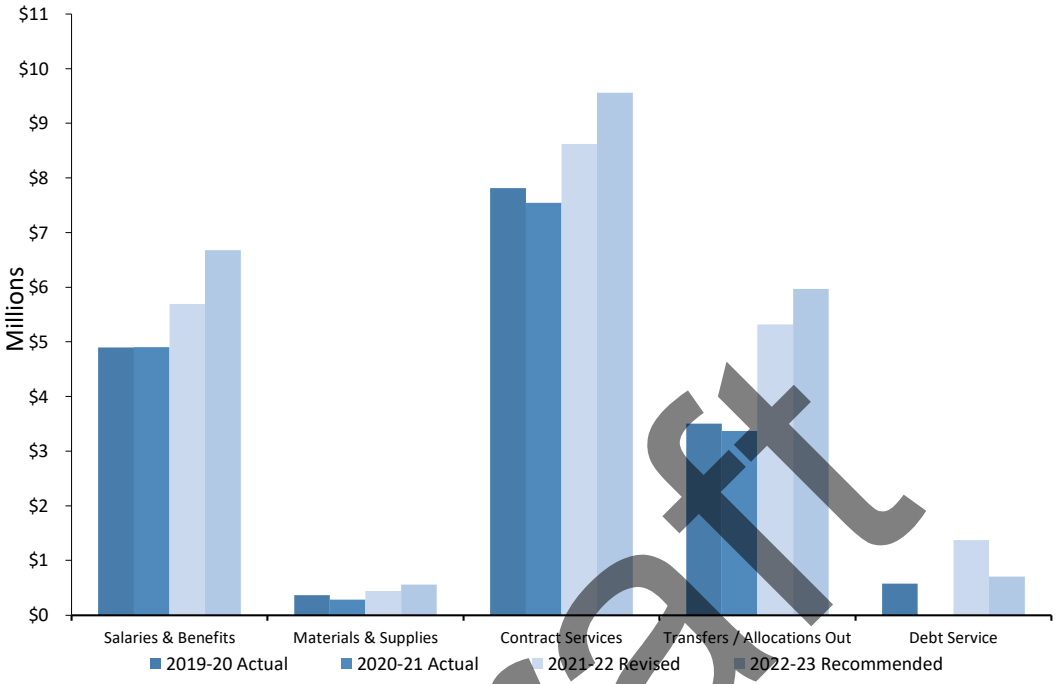
City of Half Moon Bay
FY 2022-23 Budget
General Fund Expenditures



Draft

Public Safety	$	4,819,699
Public Works	$	3,793,983
Capital Improvements (CIP)	$	4,015,419
Administrative Services	$	1,407,389
City Managers Office and Emergency Services	$	1,710,178
Recreation and Community Vitality	$	1,940,553
Community Development	$	2,137,393
Other Operating Transfers	$	1,152,095
City Clerk/Communications	$	1,131,796
Debt Service	$	704,410
City Attorney	$	404,250
City Council	$	248,677
Total FY 2022-23 Budget	**$**	**23,465,844**

City of Half Moon Bay
FY 2022-23 Budget
General Fund Expenditures Trend - By Type



Expenditures	2019-20 Actual	2020-21 Actual	2021-22 Revised	2022-23 Recommended	$ Change	% Change
Salaries & Benefits	$ 4,895,579	$ 4,903,424	$ 5,694,307	$ 6,675,818	$ 981,511	17.2%
Materials & Supplies	$ 364,239	$ 283,391	$ 437,639	$ 557,339	$ 119,700	27.4%
Contract Services	$ 7,811,790	$ 7,541,842	$ 8,623,060	$ 9,557,922	$ 934,862	10.8%
Transfers / Allocations Out	$ 3,505,621	$ 3,367,790	$ 5,319,119	$ 5,970,355	$ 651,236	12.2%
Debt Service	$ 572,686	$ -	$ 1,371,686	$ 704,410	$ (667,276)	-48.6%
Total General Fund Exp.	**$ 17,149,915**	**$ 16,096,447**	**$ 21,445,811**	**$ 23,465,844**	**$ 2,020,033**	**9.4%**

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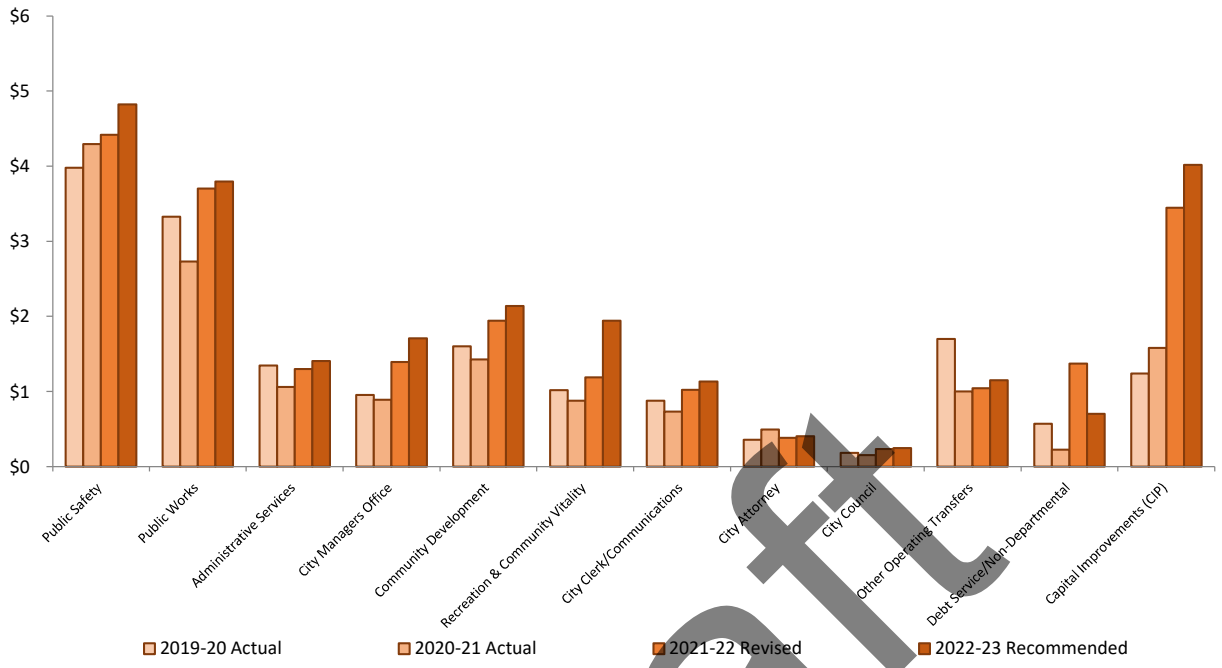
Salaries and Benefits
Through a combination of reinstated positions previously frozen, the addition of two FTEs, and merit increases, the City anticipates an increase of $981 K.

Contract Services
Increases to this category include rising costs in these existing expenses: sheriff services, coastal clean-up, engineering/planning services. New costs in this category include a CARES program funding, a feasibility study and community lending analysis.

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

Debt Service
In FY 2021-22, the City made a double payment to the library loan resulting in a total debt service payment of $1.3 million. In FY 2022-23 the City returns to the original debt schedule resulting in $667 K relieved from the budget.

City of Half Moon Bay
FY 2022-23 Budget
General Fund Expenditures Trend - By Department



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Expenditures	2019-20 Actual	2020-21 Actual	2021-22 Revised	2022-23 Recommended	$ Change	% Change
Public Safety	3,977,736	4,294,162	4,415,492	4,819,699	$ 404,207	9.2%
Public Works	3,326,536	2,728,471	3,700,707	3,793,983	$ 93,276	2.5%
Administrative Services	1,344,104	1,059,502	1,300,347	1,407,389	$ 107,042	8.2%
City Managers Office	953,123	888,697	1,394,157	1,710,178	$ 316,021	22.7%
Community Development	1,601,384	1,426,739	1,941,025	2,137,393	$ 196,369	10.1%
Recreation & Community Vitality	1,018,568	875,708	1,189,171	1,940,553	$ 751,382	63.2%
City Clerk/Communications	875,988	731,953	1,024,192	1,131,796	$ 107,604	10.5%
City Attorney	357,900	496,329	385,000	404,250	$ 19,250	5.0%
City Council	182,160	152,325	234,710	248,677	$ 13,968	6.0%
Departmental Expense Subtotal	**13,637,498**	**12,653,885**	**15,584,800**	**17,593,920**	**$ 2,009,120**	**12.9%**
Other Operating Transfers	1,698,981	1,000,000	1,041,748	1,152,095	$ 110,347	10.6%
Debt Service/Non-Departmental	572,686	226,305	1,371,686	704,410	$ (667,276)	-48.6%
Operating Expenses Subtotal	**15,909,165**	**13,880,190**	**17,998,234**	**19,450,425**	**$ 1,452,191**	**8.1%**
Capital Improvements (CIP)	1,240,751	1,578,601	3,447,577	4,015,419	$ 567,842	16.5%
Total General Fund Exp.	**17,149,916**	**15,458,791**	**21,445,811**	**23,465,844**	**$ 2,020,033**	**9.4%**

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

City Manager's Office
The increase in this department is for the support of the new CARES program, grants and potentially annexation.

Recreation & Community Services
With the restructure and creation of the Economic and Community Vitality division, this increase is primarily from the addition of two FTEs, increases to the CSFA grants, and a feasibility study.

Debt Service
In FY 2021-22, the City made a double payment to the library loan resulting in a total debt service payment of $1.3 million. In FY 2022-23 the City returns to the original debt schedule resulting in $667 K relieved from the budget.

City of Half Moon Bay
FY 2022-23 to FY 2027-28
General Fund Projections

	2021-22 Revised	2022-23 Recommended		2023-24 Forecast		2024-25 Forecast		2025-26 Forecast		2026-27 Forecast		2027-28 Forecast	
REVENUES													
Transient Occupancy Tax	7,200,000	8,752,000	21.6%	9,189,600	5.0%	9,373,392	2.0%	9,560,860	2.0%	9,752,077	2.0%	9,947,119	2.0%
Property Taxes	3,349,286	3,436,620	2.6%	3,530,550	2.7%	3,631,930	2.9%	3,736,351	2.9%	3,843,904	2.9%	3,954,683	2.9%
Sales & Use Tax	2,983,400	3,058,600	2.5%	3,179,900	4.0%	3,292,000	3.5%	3,397,100	3.2%	3,495,100	2.9%	3,586,000	2.6%
Total Other Taxes	1,152,900	1,137,800	-1.3%	1,137,800	0.0%	1,159,688	1.9%	1,182,043	1.9%	1,204,874	1.9%	1,228,194	1.9%
Other Revenue	2,933,608	3,365,196	14.7%	3,101,945	-7.8%	3,146,310	1.4%	3,191,596	1.4%	3,237,825	1.4%	3,285,018	1.5%
One Time Revenue	1,937,390	1,546,805	-20.2%	-	-100.0%	-		-		-		-	
TOTAL REVENUE	**19,556,584**	**21,297,021**	**8.9%**	**20,139,795**	**-5.4%**	**20,603,320**	**2.3%**	**21,067,950**	**2.3%**	**21,533,780**	**2.2%**	**22,001,013**	**2.2%**
EXPENDITURES													
Salaries & Benefits	5,694,307	6,675,818	17.2%	6,809,583	2.0%	7,009,511	2.9%	7,198,175	2.7%	7,377,258	2.5%	7,561,715	2.5%
Materials & Supplies	437,639	557,339	27.4%	561,812	0.8%	577,012	2.7%	592,653	2.7%	608,745	2.7%	625,304	2.7%
Contract Services	8,623,060	9,557,922	10.8%	9,476,661	-0.9%	9,828,505	3.7%	10,197,941	3.8%	10,586,196	3.8%	10,994,636	3.9%
Debt Service	1,371,686	704,410	-48.6%	736,610	4.6%	736,352	0.0%	736,088	0.0%	735,816	0.0%	735,538	0.0%
Operating Transfers													
Internal Service Funds	829,794	802,841	-3.2%	874,656	8.9%	901,526	3.1%	929,577	3.1%	958,535	3.1%	988,788	3.2%
Pension	1,041,748	1,152,095	10.6%	1,229,000	6.7%	1,268,000	3.2%	1,294,000	2.1%	1,298,400	0.3%	1,313,400	1.2%
Capital Transfers	3,447,577	4,015,419	16.5%	1,000,000	-75.1%	1,000,000	0.0%	1,000,000	0.0%	1,000,000	0.0%	1,000,000	0.0%
TOTAL EXPENDITURES	**21,445,811**	**23,465,844**	**9.4%**	**20,688,322**	**-12%**	**21,320,907**	**3.1%**	**21,948,433**	**2.9%**	**22,564,951**	**2.8%**	**23,219,382**	**2.9%**
Structural Surplus (Deficit)	**(1,889,227)**	**(2,168,823)**		**(548,527)**		**(717,587)**		**(880,483)**		**(1,031,171)**		**(1,218,369)**	
Beginning Fund Balance	11,140,700	12,258,600		10,089,777		9,541,250		8,823,663		7,943,180		6,912,009	
Ending Fund Balance	9,251,473	10,089,777		9,541,250		8,823,663		7,943,180		6,912,009		5,693,641	
Reserves	8,999,117	9,725,212		9,541,250		8,823,663		7,943,180		6,912,009		5,693,641	

Assumptions

Transient Occupancy Tax is expected to continue its strong trend upwards through FY 2023-24. Thereafter it is estimated to stabilize at an average growth rate of 2% annually.

Property Tax is projected to increase by 2.6% in FY2022-23.

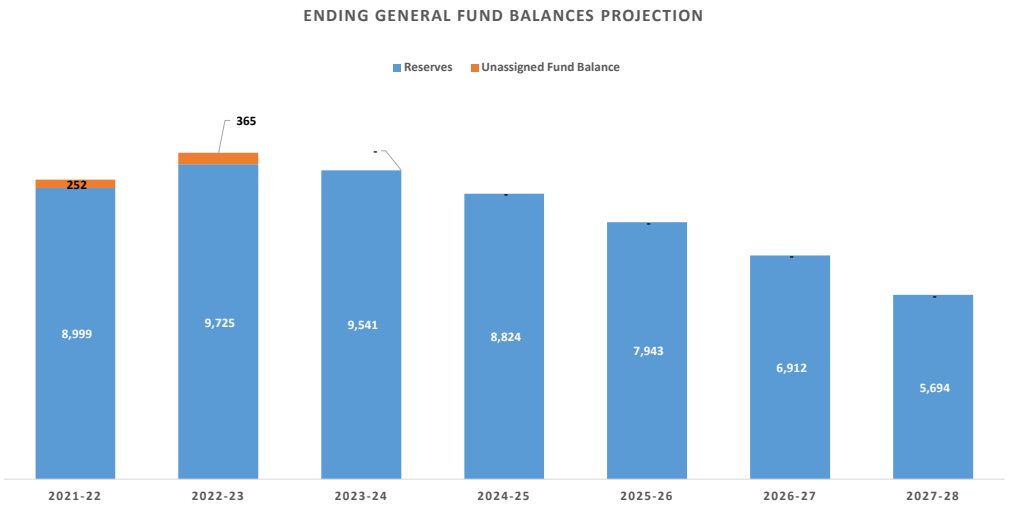
Sales Tax is projected to increase by 2.6% in FY2022-23 the increase by an average of 3.0% each year based on information provided by the City's external sales tax consultant.

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

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

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

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GENERAL FUND
FUND 101

	ACTUAL 2019-20	ACTUAL 2020-21	REVISED BUDGET 2021-22	RECOMMENDED 2022-23
REVENUES				
Taxes	13,187,642	12,176,082	14,685,586	16,385,020
Intergovernmental	9,997	9,117	1,546,805	1,561,025
Charges for Services	1,180,755	899,011	712,305	752,373
Other Revenue	1,546,403	2,988,669	2,100,492	2,074,423
TOTAL REVENUE	15,924,797	16,072,879	19,045,189	20,772,841
EXPENDITURES				
Salaries & Benefits	4,895,579	4,903,424	5,694,307	6,675,818
Materials & Supplies	364,239	283,391	437,639	557,339
Contract Services	7,811,790	7,541,842	8,623,060	9,557,922
Debt Service	572,686	-	1,371,686	704,410
Miscellaneous	-	-	-	-
TOTAL EXPENDITURES	13,644,294	12,728,657	16,126,692	17,495,489
OTHER FINANCING SOURCES (USES)				
Transfers in / (out)				
From Sewer Fund	903,006	528,923	511,395	524,180
To Capital Projects	(1,240,751)	(1,578,601)	(3,447,577)	(4,015,419)
To Other Funds	(2,264,870)	(1,789,189)	(1,871,542)	(1,954,936)
NET TRANSFERS	(2,602,615)	(2,838,867)	(4,807,724)	(5,446,175)
NET CHANGE TO FUND BALANCE	(322,113)	505,355	(1,889,227)	(2,168,823)
BEGINNING FUND BALANCE[1]	**10,958,764**	**10,636,651**	**11,142,006**	**12,258,600**
ENDING FUND BALANCE	**10,636,651**	**11,142,006**	**9,252,779**	**10,089,777**

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[1] Beginning Fund Balance for FY 2022-23 based on updated estimates and may not match budgeted estimates for FY 2021-22 ending balance.

CITY OF HALF MOON BAY

Department Budgets

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Image Coming Soon

Department Budgets

City Council xx
- City Council Narrative xxx
- City Council Budget xxx

City Manager xxx
- City Manager's Narrative xxx
- Performance Measures xxx
- Administration Budget xxx
- Recreation Services Budget xxx
- Community Services Budget xxx
- Emergency Services Budget xxx

City Attorney xxx
- City Attorney Narrative xxx
- City Attorney Budget xxx

City Clerk & Communications xxx
- Clerk & Comm Narrative xxx
- Performance Measures xxx
- City Clerk Budget xxx
- Communications Budget xxx

Administrative Services xxx
- Admin Services Narrative xxx
- Performance Measures xxx
- Administration Budget xxx
- Finance Budget xxx
- Human Resources Budget xxx
- Information Technology Budget xxx
- Risk Management Budget xxx

Public Safety xxx
- Public Safety Narrative xxx
- Public Safety Budget xxx

Public Works xxx
- Public Works Narrative xxx
- Performance Measures xxx
- Administration Budget xxx
- Engineering Budget xxx
- Maintenance Budget xxx

Community Development xxx
- Comm Development Narrative xxx
- Performance Measures xxx
- Administration Budget xxx
- Planning Services Budget xxx
- Building & Code Enforc. Budget xxx

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CITY OF HALF MOON BAY

City Council

Draft

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City Council

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 2021-2022 Accomplishments

- Completed 2021 Redistricting process and adopted new District Map 503b.
- Provided grants and support to community organizations providing services to the community related to the COVID-19 Pandemic.
- Received $4,750,000 in funding from the State for the Carter Park Improvements Project.

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- Adopted a building electrification ordinance.
- Conducted a Public Safety Survey and published report.
- Launched the Crisis Assistance Response and Evaluation Services (CARES) Pilot Program in collaboration with El Centro De Libertad and the County of San Mateo.
- Established a Beach Volleyball Court Pilot Program at the north end of Poplar Beach.
- Hosted a ribbon cutting ceremony for the Highway 1 South Traffic Safety Project.
- Established the Coastside Recovery Initiative, a collaborative effort with the Coastside Chamber of Commerce and San Mateo County dedicated to economic recovery on the Coastside.
- Adopted a short-term rental ordinance an updated accessory dwelling unit ordinance.
- Issued an RFP for affordable housing on the 555 Kelly site.
- Establish HMB-Coastside Age Friendly Community (AFC) coalition and develop communications for older adult residents.

Fiscal Year 2022-2023 Goals / Strategic Plan Elements

- Complete construction on Carter Park.
- 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 efforts related to law enforcement and policing, including work with the public safety subcommittee and holding community meetings (Healthy Communities and Public Safety).
- Continue to redevelop and update the City's Emergency Operations Plan and establish a 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 working on affordable housing initiatives. Complete the draft Housing Element Development, conduct outreach, and present to city meetings.
- Continue to identify potential housing sites and work to enable affordable housing development of publicly- and privately-owned properties.
- Provide short-term housing support. Identify viable short-term opportunities, seek Emergency Housing Funding by working with local CBOs to distribute emergency

Draft

housing funds (from the Affordable Housing Fund) to residents in need to prevent displacement.

- Support community mental health initiatives through CSFA program, Mental Health Workgroup, Substance Abuse Workgroup, CUSD mental health fair (ongoing)
- Complete emergency preparedness and evacuation plans for tsunamis, wildfires, dam inundation, and shelters-in place.
- Implement the Capital Improvement Program to include the Storm Water Master Plan Update; Kehoe/Pilarcitos Outfall Repair; Roosevelt Ditch Spot Repair; and Kehoe Watershed Enhancement and Environmental Stewardship Project.
- Make downtown Improvements to Mac Dutra (placita cultural); Public Art and Murals; and Wayfinding Signage CIP project.

Draft

CITY COUNCIL

101-110

DIVISON EXPENSE BY CATEGORY

Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
Salaries & Benefits	53,933	53,933	58,239	61,038
Materials & Supplies	29,589	26,199	37,500	46,500
Contract Services	87,845	69,537	120,000	125,000
Transfers / Allocations Out	10,793	2,656	18,971	16,140
Division Total	**182,160**	**152,325**	**234,710**	**248,677**

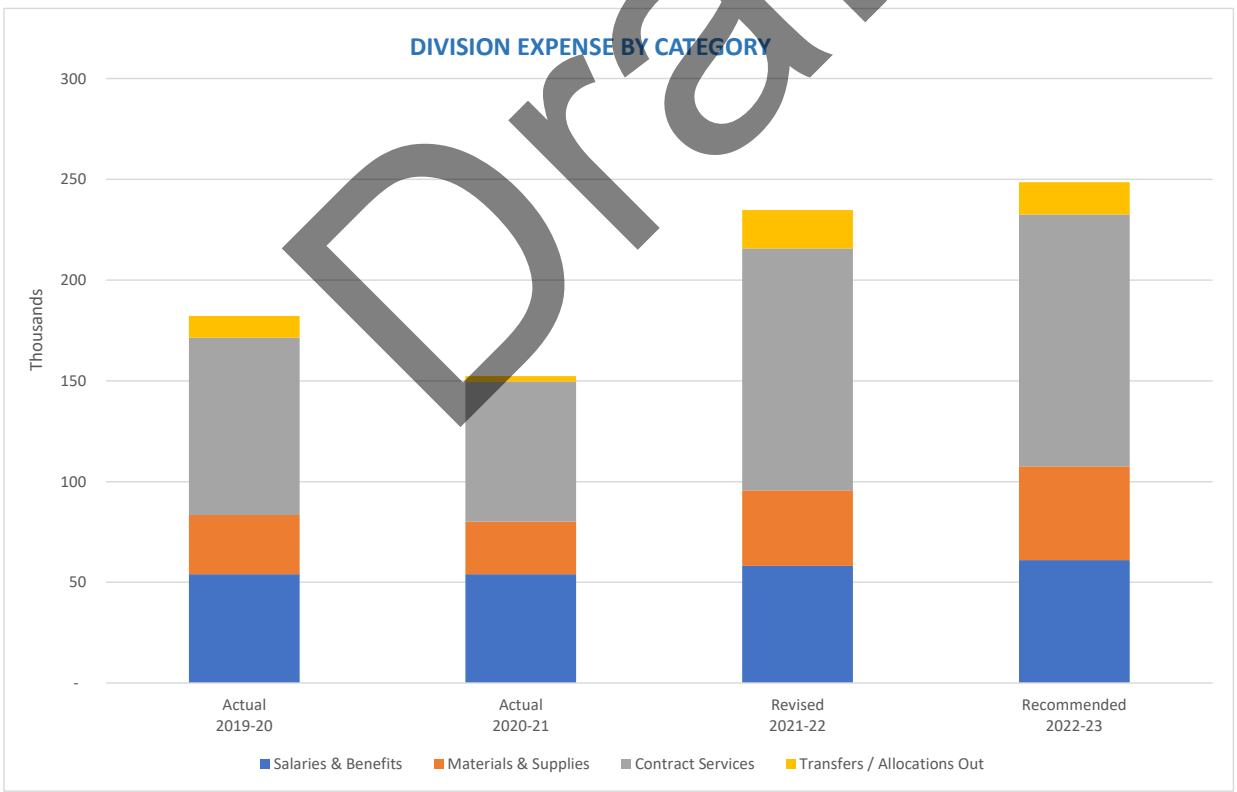
DIVISON REVENUE SOURCE BY CATEGORY

Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
General Fund	182,160	152,325	234,710	248,677
Division Total	**182,160**	**152,325**	**234,710**	**248,677**

FTE COUNT BY TITLE

Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
Council Member	5.00	5.00	5.00	5.00
FTE Total	**5.00**	**5.00**	**5.00**	**5.00**

Draft



CITY COUNCIL

101-110

DIVISON EXPENSE BY LINE ITEM

Account		Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
5000-5999	Salaries & Benefits	53,933	53,933	58,239	61,038
6101	General Supplies	779	1,241	2,000	6,000
6103	Awards/Promotions	-	-	500	500
6201	Training/Meetings	15,137	12,560	20,000	25,000
6202	Memberships, Dues & Subscriptions	13,673	12,398	15,000	15,000
6301	Contract Services (Non-Govt)	34,945	8,037	5,000	5,000
6306	Cable TV Expense	52,900	61,500	85,000	85,000
6321	Interpretation Services	-	-	30,000	35,000
7201	General Transfers Out	10,793	2,656	-	-
7203	Vehicle ISF	-	-	2,877	570
7204	Equipment Fund ISF	-	-	7,254	7,062
7205	Risk Management ISF	-	-	8,840	8,508
	Division Total	**182,160**	**152,325**	**234,710**	**248,677**

DIVISON REVENUE SOURCES BY LINE ITEM

Account	Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
	General Fund Contribution	182,160	152,325	234,710	248,677
	Division Total	**182,160**	**152,325**	**234,710**	**248,677**

PRIMARY PROGRAM EXPENDITURE EXPLANATION

Account	Description	Explanation
5000-5999	Compensation	All salaries and benefits are budgeted in these line items. Slight increase is included.
6100-6199	Supplies & Materials	Adhoc supplies and materials for City Council is budgeted here. Slight increase to this category to cover existing costs.
6200-6299	Training & Memberships	Meetings and conferences for council members on city affairs.
6300-6399	Contract Services	Costs include the 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.

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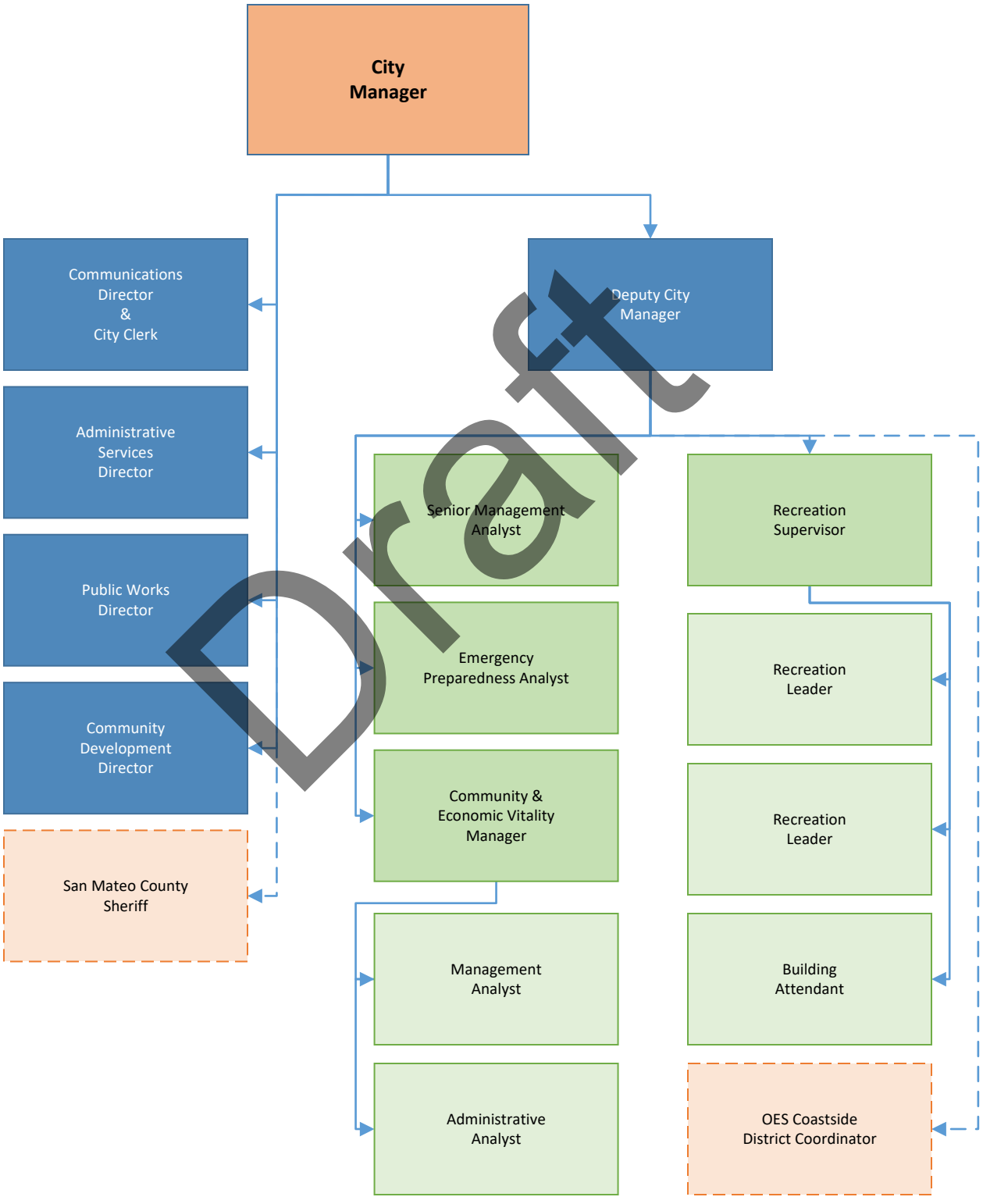
CITY OF HALF MOON BAY

City Manager

Draft

Image Coming Soon

City Manager's Department



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City Manager

Core Services

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

Description

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

Service Priorities

- Oversee the delivery of public services in accordance with all federal and state laws, and the policies, ordinances, and resolutions adopted by the City Council.
- Direct and organize City departments, programs, and services.
- Carry out elements of the Strategic Plan and City Council priorities.
- Recommend the adoption of policies and ordinances, as necessary.
- Ensure the long-term fiscal viability of the City.
- Increase the productivity, efficiency, and effectiveness of the organization.
- Enforce contracts, agreements, and permits authorized by the City Council.
- Advise the City Council on matters regarding current and future fiscal, staffing, and program needs of the City.
- Oversee customer service, and community engagement.
- Provide and expand quality recreational services and opportunities to individuals and families.
- Provide and expand health and wellness opportunities to youth, adults, and seniors.
- Provide and expand enrichment activities for all ages.
- Provide community gathering and meeting spaces through facility rentals.
- Provide opportunities for community engagement in recreation services programs.

Staffing

The City Manager's Department is comprised of the City Manager, Deputy City Manager, a Senior Management Analyst, 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.

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Service Level Changes

The creation of two new positions within the newly restructured Economic and Community Vitality Division, a Manager and an Administrative Analyst, will facilitate 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.

Budget Highlights / Summary of Changes

The City Manager's Office will be reorganized to facilitate thoughtful and proactive approaches to each of the areas of responsibility within the department, as well as some new areas of responsibility and new long-term projects. The Community Services Division will be renamed the Economic and Community Vitality Division and take on greater responsibility for economic recovery and development, coordination with non-profits and other service providers, and collaborating and supporting cross-departmental initiatives like housing and age friendly communities. These changes will allow the Senior Management Analyst to develop and manage a robust citywide grants management program, improve the strategic planning, tracking and reporting process, take on oversight of department budget development and tracking, and lead additional special projects. The Deputy City Manager will have additional bandwidth to provide more focused oversight of Recreation, Emergency Services and Public Safety, and large initiatives such as community access to digital infrastructure, as well as continued oversight and expansion of the newly launched CARES program.

The Department is comprised of the following divisions:

Emergency Services

Core Services

The core services of the Emergency Services division assist residents and businesses, along with other Coastside communities and City staff to be prepared for and better respond to emergencies and disasters.

Description

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

Recreation

Core Services

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

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Description

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

Economic and Community Vitality

Core Services

The core services of the Economic and Community Vitality division promote engagement with the community through citywide programs and initiatives that create connections, enrich lives, support equity, provide forums for multiple and diverse perspectives, and provide educational opportunities, through public participation and culturally competent outreach to our most vulnerable residents. The division will also work closely with the community on economic recovery and development efforts, including collaboration on business support, workforce development, adult education, and tourism.

Description

The Economic and Community Vitality division serves as a link between the City, local businesses, and community partners including other government agencies, educational institutions, business groups, and non-profits, and helps connect businesses, residents and visitors to a variety of support services and resources, with a goal of creating a more sustainable and resilient future for our community.

Draft

FY 2021-22 Department Accomplishments

- Guided the City Council in further updating its Strategic Plan and priorities.
- Coordinated and facilitated two City Council Listening Sessions for residents to express their priorities and interests, leading up to a Council Priorities Setting meeting and the development of the FY 2022-23 Budget.
- Completed the planning phase of the Coastside Recovery Initiative (CRI), which included an economic Recovery Task Force, to coordinate recovery efforts and long-term planning toward a more equitable, vibrant, and resilient Coastside economy. The planning phase resulted in a high-quality report which included 15 recommendations across four focus areas.
- Continued to lead public safety outreach and research efforts through the City Council Public Safety subcommittee as well as the Coastside Mental Health Workgroup, resulting in the development of a community responder program and a public safety community survey, while informing the negotiation of the contract with the Sheriff's office for ongoing law enforcement services.

- Launched 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.
- Leveraged partnerships with County and local non-profit organizations to support underserved populations through emergency rental assistance funding, Coastside Collaborative information sessions, and mental health/substance abuse discussions.
- Continued to support County sponsored COVID-19 testing clinics at the Ted Adcock Community Center and community-based vaccination clinics, targeting underserved and vulnerable populations on the coast.
- Continued the Community Services Financial Assistance Grant Program to support local non-profits who serve the Half Moon Bay Community; made modifications to align with CRI recommendations and address COVID-19 recovery for those most in need.
- Facilitated and staffed regular food distribution opportunities through the Second Harvest Food Bank, providing food to hundreds of vulnerable residents.
- Reestablished in-person recreation programming, including sports, dance, art and cooking classes, the summer music in the plaza series, and other community events.
- Launched several new recreation activities, including an adult kickball tournament, weekly open gym basketball and outdoor pickleball at Cunha through an agreement with the Boys and Girls Club and School District, and continued to grow the adult softball leagues at Smith Field.
- Collaborated with the community to launch 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.

FY 2022-23 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 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).

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- Continue to lead efforts around economic recovery and development through the Coastside Recovery Initiative and partnerships with the Chamber of Commerce and other business groups (Inclusive Governance).
- Continue to lead the Coasthouse Community Advisory Committee and work with the County and local service providers on supporting the homeless and the shelter (Inclusive Governance, Healthy Communities and Public Safety).
- Work with the Parks and Recreation Commission to implement City priorities and the Parks Master Plan (Inclusive Governance, Healthy Communities and Public Safety).
- Develop and implement additional in-person recreation and community activities and continue to expand the number and types of classes offered to reach a broader and more diverse group of residents (Healthy Communities and Public Safety, Inclusive Governance).
- Continue to engage in regional partnerships to support projects in Half Moon Bay and those potentially impacting the Coastside (Inclusive Governance, Infrastructure and Environment).

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Performance & Workload Measures

Emergency Services

Core Service and Measure	2019-20 Actuals	2020-21 Actuals	2021-22 Estimated	2022-23 Projected
Assist residents and businesses to be prepared for and better respond to emergencies and disasters				
Annual review and update of emergency specific evacuation plans	**No**	**No**	**Yes**	**Yes**
Assist City staff to be prepared for and better respond to emergencies and disasters				
Annual review and update of Emergency Operations Plan	**Yes**	**No**	**Yes**	**Yes**
Percent of staff up-to-date with ICS trainings	**75%**	**75%**	**75%**	**90%**
Workload Measures				
Number of community members receiving outreach/education materials	**n/a**	**n/a**	**n/a**	**100**

Recreation Services

Core Service and Measure	2019-20 Actuals	2020-21 Actuals	2021-22 Estimated	2022-23 Projected
Provide affordable and accessible educational and recreational programs that contribute to a healthy community and lifestyles				
Mail quarterly recreation guides to Coastside households	**Yes**	**No**	**Yes**	**Yes**
Percent of participants in recreation classes utilizing the Rollie Wright Scholarship	**TBD**	**TBD**	**TBD**	**TBD**
Provide affordable and accessible facilities to community members and organizations				
Percent of facility rentals provided to HMB residents and organizations	**TBD**	**TBD**	**TBD**	**TBD**
Percent of commercial facility rentals by non-profit organizations	**TBD**	**TBD**	**TBD**	**TBD**
Workload Measures				
Number of Recreation class participants	**TBD**	**TBD**	**TBD**	**TBD**
Number of facility rentals	**TBD**	**TBD**	**TBD**	**TBD**

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Economic & Community Vitality

Core Service and Measure	2019-20 Actuals	2020-21 Actuals	2021-22 Estimated	2022-23 Projected
Support programs and initiatives that create connections, enrich lives, support equity, provide forums for multiple and diverse perspectives, and provide educational opportunities				
Participate in the Coastside Collaborative monthly meetings	**Yes**	**Yes**	**Yes**	**Yes**
Percent of CSFA grant recipients meeting all goals and outcomes	**100%**	**100%**	**90%**	**90%**
Support economic recovery and development efforts				
Percent of Coastside Recovery Initiative recommendations with significant implementation activity	n/a	n/a	TBD	TBD
Average occupancy rate of available hotel rooms (calendar year)	**65.7%**	**37%**	**51%**	**55%**
Workload Measures				
Number of CSFA grant recipients	**12**	**18**	**20**	**8**
Annual distribution of CSFA grant funds (in $)	**150,000**	**225,000**	**250,000**	**300,000**

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CITY MANAGER'S OFFICE

101-120

DIVISON EXPENSE BY CATEGORY

Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
Salaries & Benefits	575,099	536,525	655,704	754,161
Materials & Supplies	20,883	22,178	53,500	50,000
Contract Services	151,813	203,238	330,000	528,172
Transfers / Allocations Out	33,173	4,059	80,795	92,473
Division Total	**780,968**	**765,999**	**1,119,999**	**1,424,806**

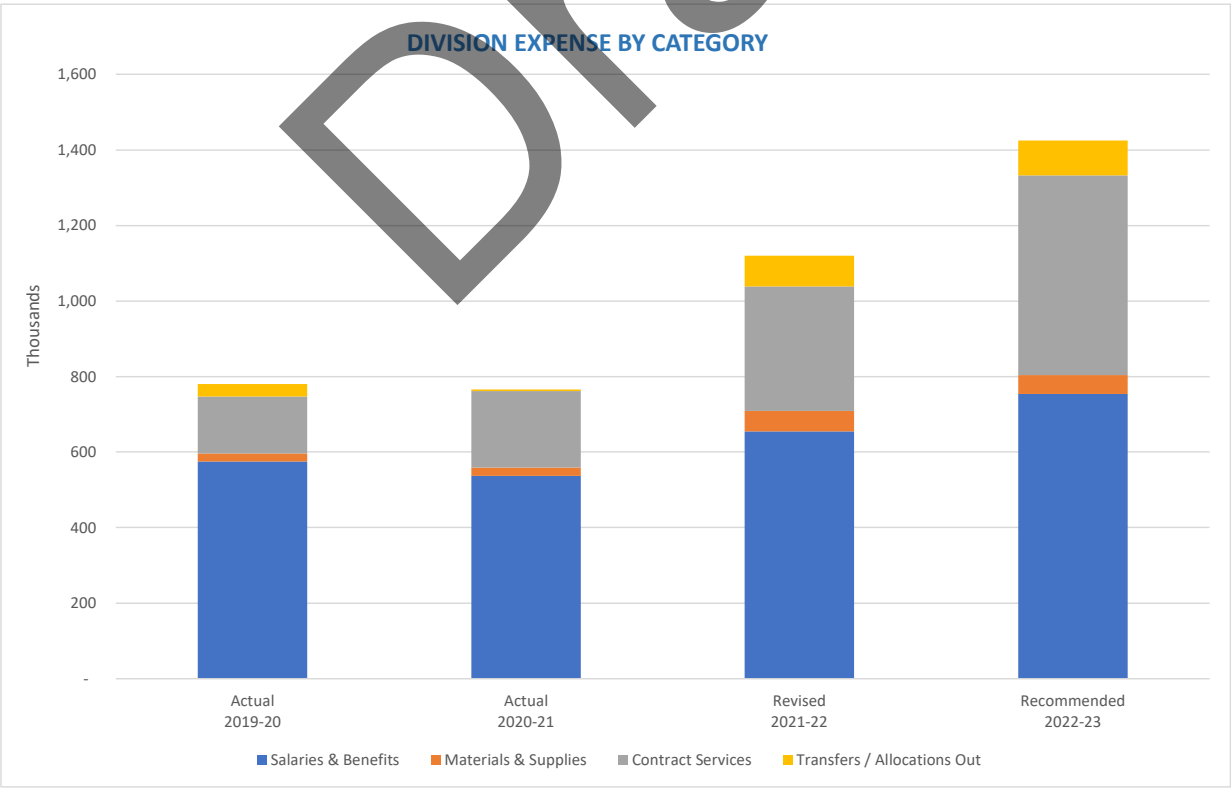
DIVISION REVENUE SOURCE BY CATEGORY

Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
Other Revenue	-	42,278	-	299,158
General Fund	780,968	723,721	1,119,999	1,125,649
Division Total	**780,968**	**765,999**	**1,119,999**	**1,424,806**

FTE COUNT BY TITLE

Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
City Manager	0.85	0.85	0.85	0.85
Deputy City Manager	0.45	0.35	0.35	0.35
Senior Management Analyst	0.70	0.80	0.90	1.00
Management Analyst	-	0.40	0.50	0.40
Executive Assistant	1.00	-	1.00	1.00
FTE Total	**3.00**	**2.40**	**3.60**	**3.60**

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CITY MANAGER'S OFFICE

101-120

DIVISON EXPENSE BY LINE ITEM

Account		Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
5000-5999	Salaries & Benefits	575,099	536,525	655,704	754,161
6101	General Supplies	2,143	5,653	23,500	15,000
6201	Training/Meetings	15,865	2,472	15,000	20,000
6202	Memberships, Dues & Subscriptions	2,875	14,053	15,000	15,000
6301	Contract Services (Non-Govt)	30,734	198,238	27,000	403,172
6320	Professional Services	-	-	263,000	25,000
6505	Land Acquisition	120,000	-	-	-
6610	JPA/District Contributions	-	-	40,000	-
6699	Miscellaneous Expense	1,079	5,000	-	100,000
7201	General Transfers Out	33,173	4,059	-	-
7203	Vehicle ISF	-	-	12,254	3,269
7204	Equipment Fund ISF	-	-	30,892	40,460
7205	Risk Management ISF	-	-	37,649	48,744
	Division Total	**780,968**	**765,999**	**1,119,999**	**1,424,806**

DIVISON REVENUE SOURCES BY LINE ITEM

Account	Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
4902	Miscellaneous Revenue	-	42,278	-	299,158
	General Fund Contribution	780,968	723,721	1,119,999	1,125,649
	Division Total	**780,968**	**765,999**	**1,119,999**	**1,424,806**

PRIMARY PROGRAM EXPENDITURE EXPLANATION

Account	Description	Explanation
5000-5999	Compensation	All salaries and benefits are budgeted in these line items. Increase is primarily due to merit increases.
6100-6199	Supplies & Materials	Various office supplies and materials to support operations. Decrease in this category to assist funding new Economic and Community Vitality Division.
6200-6299	Training & Memberships	Training, professional memberships, and conferences. Slight increase is due to conferences returning.
6300-6399	Contract Services	Costs include supporting the CARES project and program evaluation, grants support, and annexation support.
6600-6699	Other Expenses	Amounts here encompass support for various City events such as Make it Main Street, the Pumpkin Festival, and the Wine and Jazz Festival.
7000-7999	Internal Service Charges	A portion of citywide shared costs such as information technology, risk management and vehicle maintenance.

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RECREATION SERVICES

101-610

DIVISON EXPENSE BY CATEGORY

Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
Salaries & Benefits	359,142	281,943	410,117	456,341
Materials & Supplies	24,213	14,230	26,500	34,000
Contract Services	99,817	36,151	118,381	116,380
Transfers / Allocations Out	27,252	4,491	45,012	42,111
Division Total	**510,424**	**336,815**	**600,010**	**648,832**

DIVISION REVENUE SOURCE BY CATEGORY

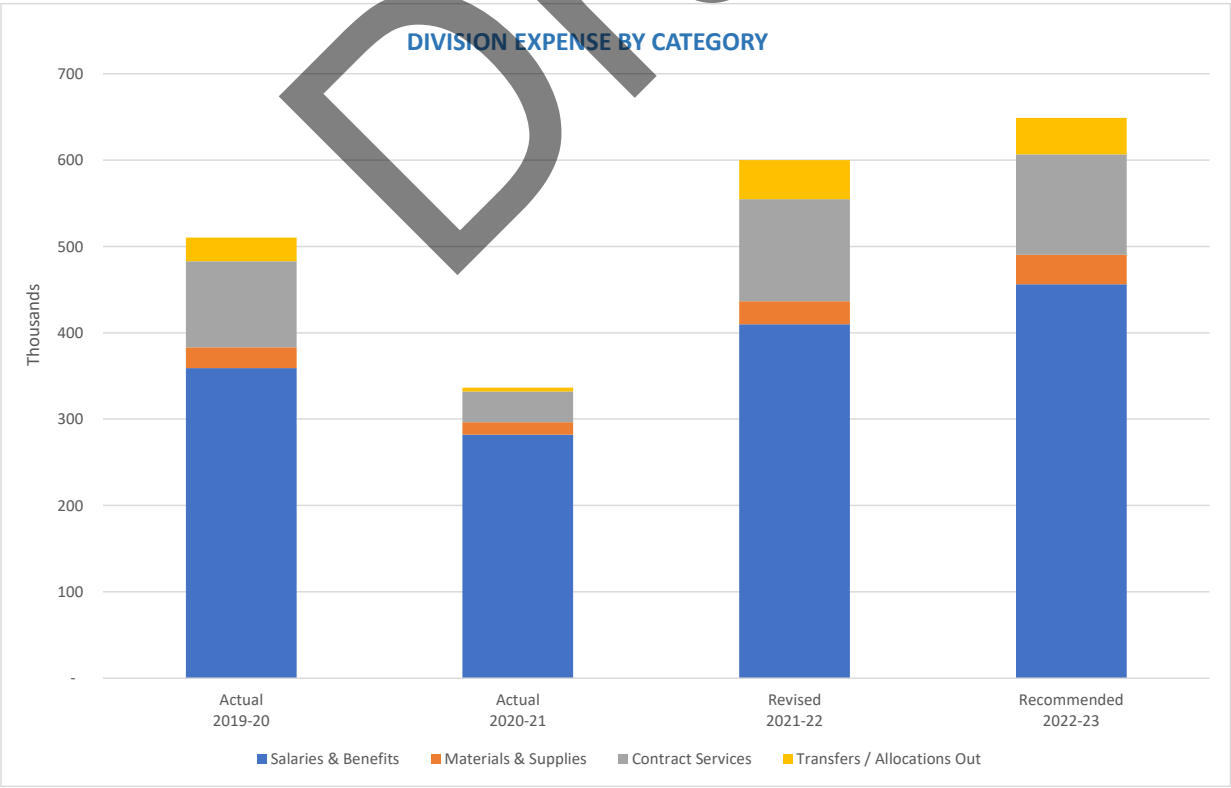
Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
Charges for Services	119,372	88,028	155,013	169,000
Other Revenue	4,416	15,592	10,000	10,000
General Fund	386,635	233,195	434,997	469,832
Division Total	**510,424**	**336,815**	**600,010**	**648,832**

FTE COUNT BY TITLE

Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
Deputy City Manager	0.30	0.20	0.20	0.20
Senior Management Analyst	0.15	0.10	-	-
Deputy City Clerk	0.10	-	-	-
Recreation Supervisor	1.00	1.00	1.00	1.00
Recreation Leader I/II/III	2.00	1.00	2.00	2.00
FTE Total	**3.55**	**2.30**	**3.20**	**3.20**

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

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RECREATION SERVICES

101-610

DIVISON EXPENSE BY LINE ITEM

Account		Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
5000-5999	Salaries & Benefits	359,142	281,943	410,117	456,341
6101	General Supplies	18,570	8,814	16,500	20,000
6201	Training/Meetings	3,088	143	4,000	6,000
6202	Memberships, Dues & Subscriptions	2,555	5,273	6,000	8,000
6301	Contract Services (Non-Govt)	55,900	3,704	51,700	51,700
6302	Contract Services (Govt)	-	1,387	-	-
6303	Advertising Costs	1,833	1,136	4,000	2,000
6307	Contract Classes	42,084	29,924	62,681	62,680
7201	General Transfers Out	27,252	4,491	-	-
7203	Vehicle ISF	-	-	6,827	1,488
7204	Equipment Fund ISF	-	-	17,210	18,425
7205	Risk Management ISF	-	-	20,975	22,197
	Division Total	**510,424**	**336,815**	**600,010**	**648,832**

DIVISON REVENUE SOURCES BY LINE ITEM

Account	Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
4202	Special Events Permits	-	5,069	-	-
4204	Special Events Permits	-	1,159	5,000	2,000
4551	Parks & Recreation Classes	54,338	66,666	89,531	90,000
4710	Facilities Rental	65,034	15,135	60,483	77,000
4902	Miscellaneous Revenue	4,416	15,592	10,000	10,000
	General Fund Contribution	386,635	233,195	434,997	469,832
	Division Total	**510,424**	**336,815**	**600,010**	**648,832**

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 an increase of hours available to part-time staff.
6100-6199	Supplies & Materials	Supplies and materials to support various recreation programs and services. Slight increase to cover rising costs.
6200-6299	Training & Memberships	Training, licensing and professional memberships for staff. Increases are included as programming is anticipated to increase.
6300-6399	Contract Services	Costs include recreation guides, music events, umpire contracts, class instructors and other costs related to recreational programs.
7000-7999	Internal Service Charges	A portion of citywide shared costs such as information technology, risk management and vehicle maintenance.

Draft

ECONOMIC AND COMMUNITY VITALITY

101-640

DIVISON EXPENSE BY CATEGORY

Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
Salaries & Benefits	230,907	254,040	233,022	552,146
Materials & Supplies	3,215	455	8,400	21,000
Contract Services	243,750	277,946	300,000	634,740
Transfers / Allocations Out	30,273	6,452	47,739	83,836
Division Total	**508,144**	**538,893**	**589,161**	**1,291,721**

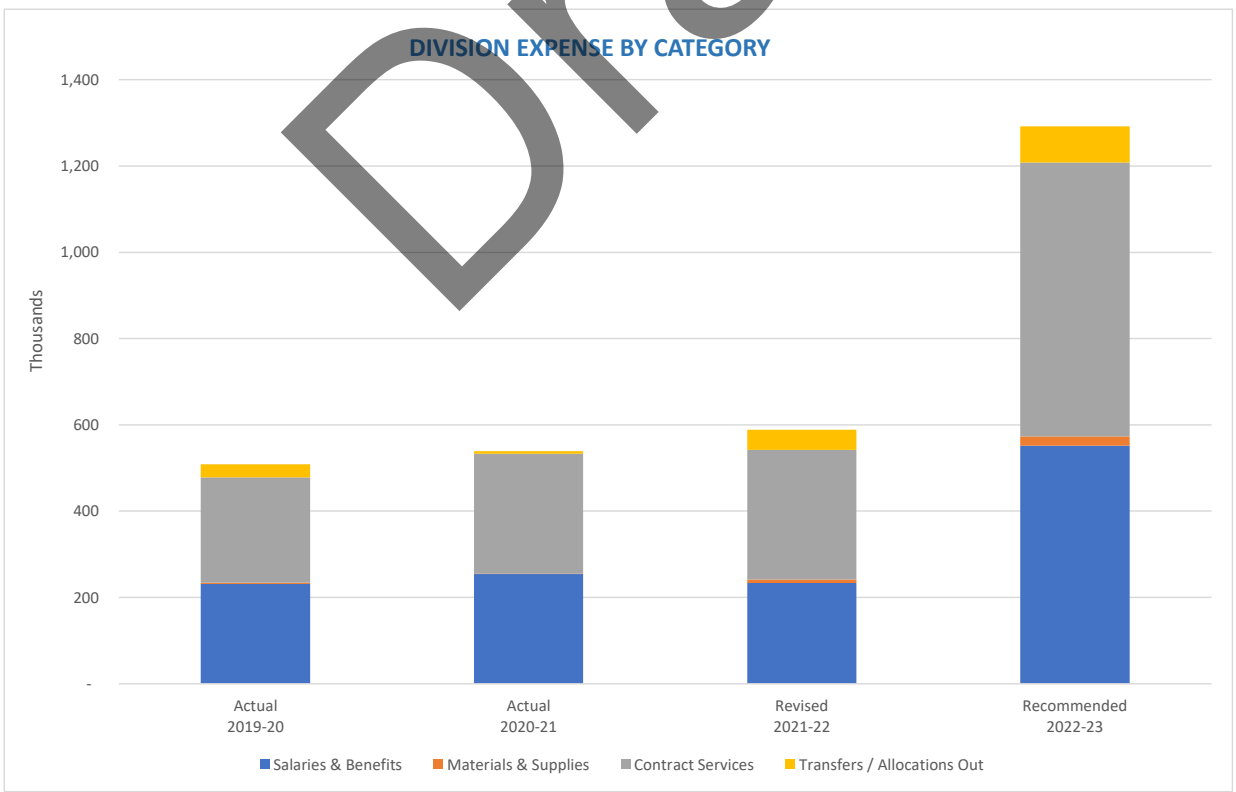
DIVISION REVENUE SOURCE BY CATEGORY

Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
Other Revenue	15,000	-	-	-
General Fund	493,144	538,893	589,161	1,291,721
Division Total	**508,144**	**538,893**	**589,161**	**1,291,721**

FTE COUNT BY TITLE

Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
Deputy City Manager	0.20	0.20	0.20	0.20
Community Services Manager	-	-	-	1.00
Senior Management Analyst	0.15	0.10	0.10	-
Management Analyst	1.00	1.30	1.00	1.00
Administrative Analyst	-	-	-	1.00
FTE Total	**1.35**	**1.60**	**1.30**	**3.20**

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ECONOMIC AND COMMUNITY VITALITY

101-640

DIVISON EXPENSE BY LINE ITEM

Account		Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
5000-5999	Salaries & Benefits	230,907	254,040	233,022	552,146
6101	General Supplies	2,360	455	5,000	10,000
6201	Training/Meetings	855	-	3,000	10,000
6202	Memberships, Dues & Subscriptions	-	-	400	1,000
6301	Contract Services (Non-Govt)	243,750	277,946	50,000	85,000
6320	Professional Services	-	-	-	204,740
6606	Financial Aid/Grants	-	-	250,000	305,000
6610	JPA/District Contributions	-	-	-	40,000
7201	General Transfers Out	30,273	6,452	-	-
7203	Vehicle ISF	-	-	7,240	2,963
7204	Equipment Fund ISF	-	-	18,253	36,681
7205	Risk Management ISF	-	-	22,246	44,191
	Division Total	**508,144**	**538,893**	**589,161**	**1,291,721**

DIVISON REVENUE SOURCES BY LINE ITEM

Account	Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
4850	Grants	15,000	-	-	-
	General Fund Contribution	493,144	538,893	589,161	1,291,721
	Division Total	**508,144**	**538,893**	**589,161**	**1,291,721**

PRIMARY PROGRAM EXPENDITURE EXPLANATION

Account	Description	Explanation
5000-5999	Compensation	All salaries and benefits are budgeted in these line items. Increase is from the addition of two FTEs and merit increases.
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. Increase is included to support the expanded scope of the division and addition of staff.
6300-6399	Contract Services	For various services relating to economoic and community services. New programmatic additions include a feasability study, community lending analysis, and an economic development consultant.
6600-6699	Other Expenses	Category encompasses 305K 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.

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EMERGENCY SERVICES

101-320

DIVISON EXPENSE BY CATEGORY

Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
Salaries & Benefits	25,095	95,082	133,383	152,201
Materials & Supplies	8,212	297	18,600	25,700
Contract Services	131,417	24,977	100,000	88,950
Transfers / Allocations Out	7,432	2,341	22,174	18,521
Division Total	**172,155**	**122,697**	**274,157**	**285,372**

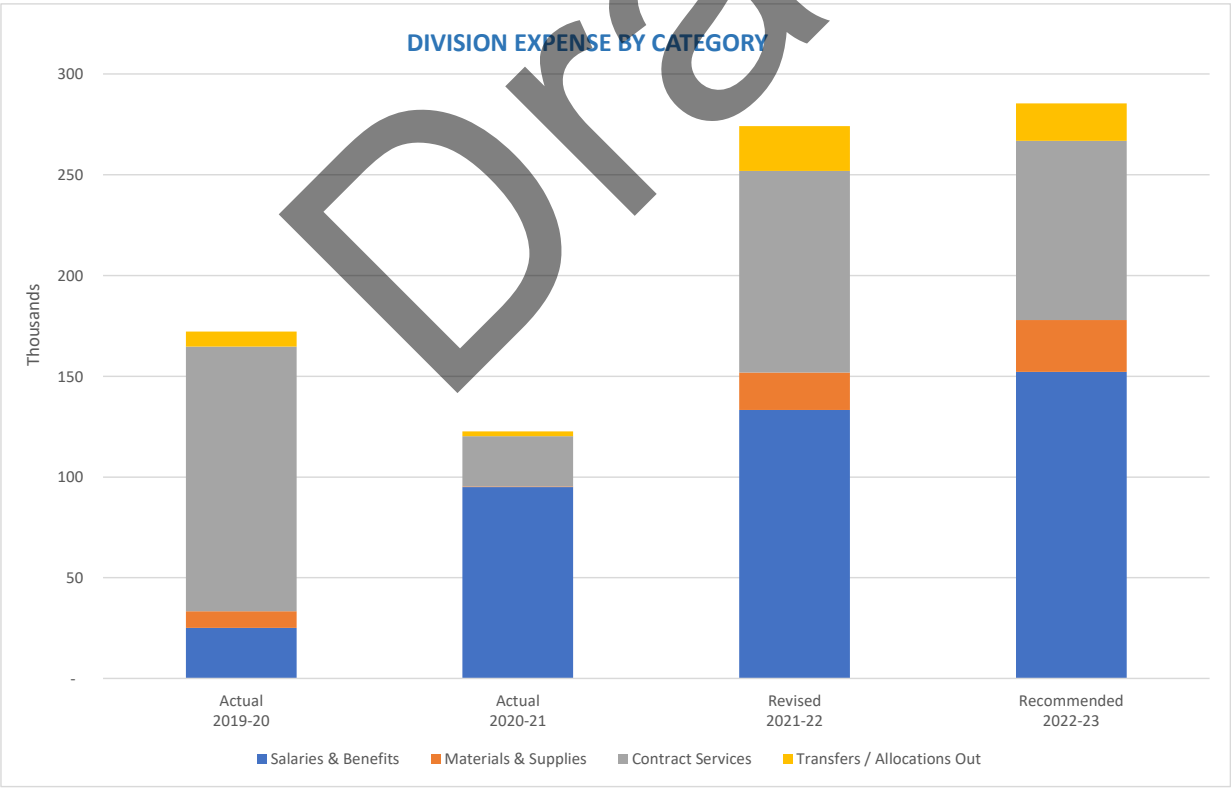
DIVISION REVENUE SOURCE BY CATEGORY

Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
Other Revenue	-	153,487	-	-
General Fund	172,155	(30,790)	274,157	285,372
Division Total	**172,155**	**122,697**	**274,157**	**285,372**

FTE COUNT BY TITLE

Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
Deputy City Manager	-	0.20	0.20	0.20
Management Analyst	0.25	0.30	0.50	0.60
FTE Total	**0.25**	**0.50**	**0.70**	**0.80**

Draft



EMERGENCY SERVICES

101-320

DIVISON EXPENSE BY LINE ITEM

Account		Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
5000-5999	Salaries & Benefits	25,095	95,082	133,383	152,201
6101	General Supplies	8,212	297	15,000	20,000
6201	Training/Meetings	-	-	3,000	5,000
6202	Memberships, Dues & Subscriptions	-	-	600	700
6301	Contract Services (Non-Govt)	433	433	-	700
6302	Contract Services (Govt)	130,985	24,544	-	20,000
6320	Professional Services	-	-	35,000	-
6505	Land Acquisition	-	-	-	-
6610	JPA/District Contributions	-	-	65,000	68,250
6699	Miscellaneous Expense	-	-	-	-
7201	General Transfers Out	7,432	2,341	-	-
7203	Vehicle ISF	-	-	3,363	655
7204	Equipment Fund ISF	-	-	8,478	8,104
7205	Risk Management ISF	-	-	10,333	9,763
	Division Total	**172,155**	**122,697**	**274,157**	**285,372**

DIVISON REVENUE SOURCES BY LINE ITEM

Account	Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
4850	Grants	-	153,487	-	-
	General Fund Contribution	172,155	(30,790)	274,157	285,372
	Division Total	**172,155**	**122,697**	**274,157**	**285,372**

PRIMARY PROGRAM EXPENDITURE EXPLANATION

Account	Description	Explanation
5000-5999	Compensation	All salaries and benefits are budgeted in these line items. Increase is primarily due to merit increases and allocation of more staff time.
6100-6199	Supplies & Materials	Supplies and materials to support Coastside Preparedness Day, the emergency operation center and other supplies.
6200-6299	Training & Memberships	Training, licensing and professional memberships for staff. Category remains relatively unchanged.
6300-6399	Contract Services	Costs mostly include 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.

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CITY OF HALF MOON BAY

City Attorney

Draft

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City Attorney

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 2022-23, 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.

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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 2021-2022 Accomplishments

- Provided legal review and drafting support for city ordinances regarding building electrification, short-term rentals, accessory dwelling units, SB 1383 (organics and edible food recovery), and the sign ordinance update.
- Provided legal support for the City's redistricting process and redistricting ordinance.
- Provided negotiation/real estate support related to the City's lot retirement program West of Railroad Avenue, the City's parklet program, and license/leases of City-owned property.
- Ongoing legal support related to the COVID pandemic, vaccination policy, and Brown Act requirements.
- Provided legal and planning support for implementation of the Local Coastal/Land Use Plan (LC/LUP) and large planning applications.

Fiscal Year 2022-2023 Goals / Strategic Plan Elements

- Continue to implement Council policy directives and ensure projects and directives are legally secure (Inclusive Governance).
- Provide election law support for the November election (Inclusive Governance).
- Draft/provide legal review of plans/ordinances regarding Council priorities related to sustainability efforts (CAAP), affordable housing, implementation of the LC/LUP and other priority matters (Inclusive Governance).
- Continue economic resolution of claims and litigation (Fiscal Sustainability).

Draft

CITY ATTORNEY

101-130

DIVISON EXPENSE BY CATEGORY

Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
Salaries & Benefits	-	-	-	-
Materials & Supplies	-	-	-	-
Contract Services	357,900	496,329	385,000	404,250
Transfers / Allocations Out	-	-	-	-
Division Total	**357,900**	**496,329**	**385,000**	**404,250**

DIVISION REVENUE SOURCE BY CATEGORY

Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
General Fund	357,900	496,329	385,000	404,250
Division Total	**357,900**	**496,329**	**385,000**	**404,250**

FTE COUNT BY TITLE

Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
FTE Total	**0.00**	**0.00**	**0.00**	**0.00**



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CITY ATTORNEY

101-130

DIVISON EXPENSE BY LINE ITEM

Account		Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
5000-5999	Salaries & Benefits	-	-	-	-
6301	Contract Services (Non-Govt)	357,900	444,708	-	-
6325	Legal Counsel	-	51,620	385,000	404,250
7203	Vehicle ISF	-	-	-	-
7204	Equipment Fund ISF	-	-	-	-
7205	Risk Management ISF	-	-	-	-
	Division Total	**357,900**	**496,329**	**385,000**	**404,250**

DIVISON REVENUE SOURCES BY LINE ITEM

Account	Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
	General Fund Contribution	357,900	496,329	385,000	404,250
	Division Total	**357,900**	**496,329**	**385,000**	**404,250**

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.
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.

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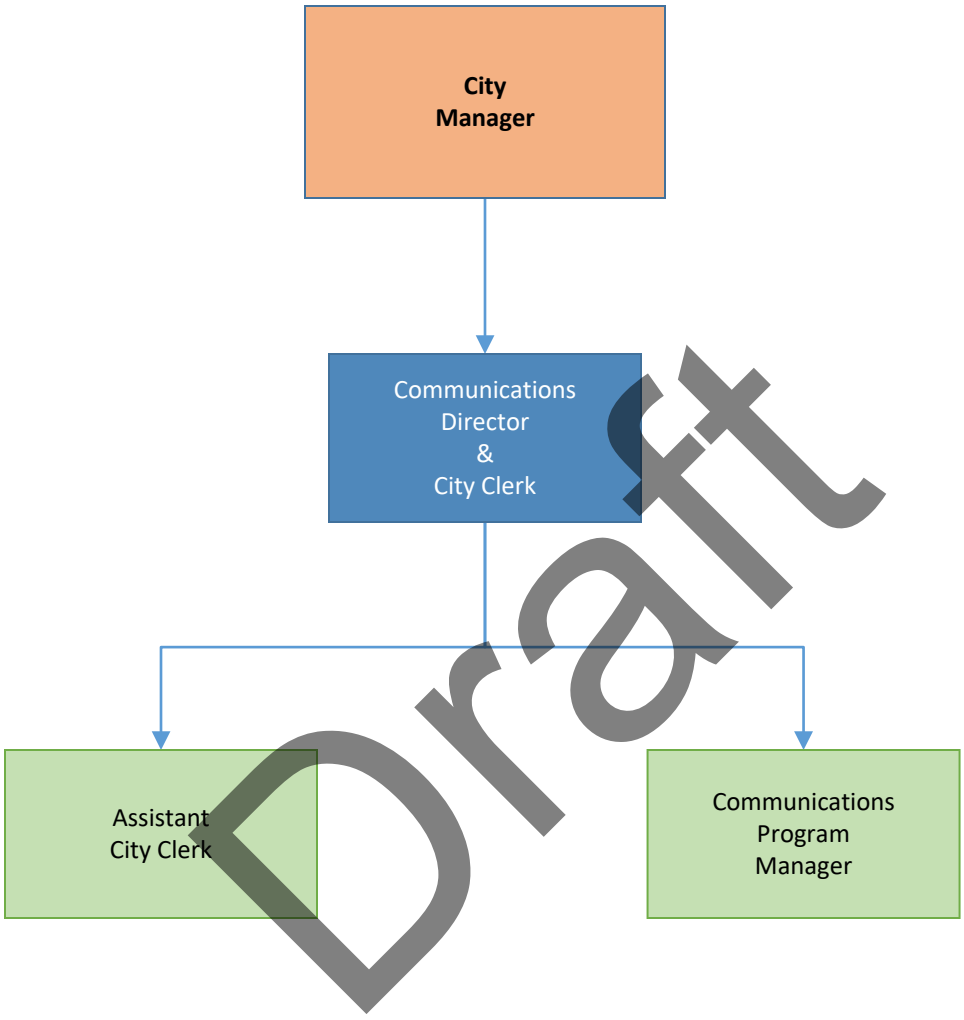
CITY OF HALF MOON BAY

Communications/City Clerk

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City Clerk & Communications Department



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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.

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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 was staffed in FY 21-22 by a Communications Director, Communications Program Manager, and a Deputy City Clerk.

Service Level Changes

For FY 22-23, a Social Media Intern position and Assistant City Clerk position has been added, with the elimination of the Deputy City Clerk position.

Budget Highlights / Summary of Changes

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

Fiscal Year 2021-2022 Accomplishments

- Completed the 2021 Redistricting Process and adopted District Map 503B, including creation and management of a seven-member advisory committee, numerous public workshops, multiple public outreach campaigns and materials, and management of the demographer consultant contract.
- Continued to lead public information outreach related to the COVID-19 pandemic, including numerous news releases, weekly e-news, weekly mayor's letters, website updates, social media updates, signage, coordination with agencies, announcements of closures and service modifications, and other items.
- Created a new 2021 Virtual State of the City video.

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- Continued the City's Legislative Platform, which had a primary focus on legislation and budgetary items related to COVID-19, managed the Legislative Subcommittee, and managed the lobbyist contract for the City's legislative affairs.
- Worked with the City's lobbyist and Assemblymember Berman's office to secure $4.75M in a direct state budget earmark for Carter Park.
- Worked with various departments to draft communication outreach campaigns surrounding events/programs/activities such as the Smith Field Park Master Plan, Magnolia Park Master Plan, CARES Pilot Program, Parklet Pilot Program, Building Electrification, and the Coastside Recovery Initiative.
- Continued to host successful virtual council meetings and subcommittee meetings during the COVID-19 Pandemic.
- Continued to build our social media presence and increase engagement through the hiring of a social media intern.
- Received awards from the City and County Communications Association (3CMA) for COVID-19 Digital (mayor's letters, views from home, wave of strength) and Print PR (mask signs) campaigns.
- Negotiated the lobbyist contract to include federal advocacy at zero additional cost to the City.
- Processed 145 public records requests, for a total of 315 hours.

Fiscal Year 2022-2023 Goals / Strategic Plan Elements

- Conduct the 2022 general municipal election, including public outreach campaigns around the new district map, how to run for city council, and how to vote (Inclusive Governance).
- Complete and publish the Emergency Information Operations Plan (Healthy Communities and Public Safety).
- Work with departments to update the content and usability of the City's website and department pages and complete a website redesign (Inclusive Governance).
- Conduct the first N.E.T. Citizens Academy and Future Leaders Civics Academy since pre-pandemic (Inclusive Governance).
- Continue to expand local relationships, community, and partnerships as part of the City's intergovernmental affairs (Inclusive Governance).
- Continue to seek grant opportunities and monitor legislation in accordance with the City of Half Moon Bay Legislative Program (Healthy Communities and Public Safety, Inclusive Governance).

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Performance & Workload Measures

Communications

Core Service and Measure	2019-20 Actuals	2020-21 Actuals	2021-22 Estimated	2022-23 Projected
Communicate to and engage with the general public on important city issues				
Social Media and eNewsletter Engagement	**Yes**	**Yes**	**Yes**	**Yes**
Number of Social Media Campaigns	**25**	**589**	**575**	**600**
Provide communications support to other departments				
Percentage of Complete Outreach Campaigns	**100%**	**100%**	**100%**	**100%**

City Clerk / Legislative Affairs

Core Service and Measure	2019-20 Actuals	2020-21 Actuals	2021-22 Estimated	2022-23 Projected
Legislative Affairs				
Number of position letters sent	**13**	**20**	**16**	**20**
Percentage of state legislative bills tracked per adopted platform	**50%**	**52%**	**55%**	**57%**
Voter Turnout in Elections				
Voter Turnout Percentage	**N/A**	**89%**	**N/A**	**93%**

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CITY CLERK

101-140

DIVISON EXPENSE BY CATEGORY

Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
Salaries & Benefits	263,907	247,077	197,261	290,622
Materials & Supplies	17,701	6,886	14,500	14,500
Contract Services	229,797	171,247	285,000	305,000
Transfers / Allocations Out	24,804	7,479	48,590	42,347
Division Total	**536,210**	**432,689**	**545,351**	**652,468**

DIVISON REVENUE SOURCE BY CATEGORY

Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
Other Revenue	475	-	-	-
General Fund	535,735	432,689	545,351	652,468
Division Total	**536,210**	**432,689**	**545,351**	**652,468**

FTE COUNT BY TITLE

Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
City Clerk / Communications Director	0.55	0.55	0.55	0.55
Assistant City Clerk	-	-	1.00	1.00
Deputy City Clerk	0.90	1.00	-	-
FTE Total	**1.45**	**1.55**	**1.55**	**1.55**

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

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CITY CLERK

101-140

DIVISON EXPENSE BY LINE ITEM

Account		Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
5000-5999	Salaries & Benefits	263,907	247,077	197,261	290,622
6101	General Supplies	4,483	837	3,500	3,500
6104	Employee Engagement	498	-	-	-
6201	Training/Meetings	11,104	4,320	7,000	7,000
6202	Memberships, Dues & Subscriptions	1,617	1,730	4,000	4,000
6301	Contract Services (Non-Govt)	195,185	125,840	70,000	120,000
6303	Advertising Costs	18,501	7,079	20,000	20,000
6304	Legislative Affairs	129	-	5,000	10,000
6308	Election Costs	15,983	38,328	110,000	110,000
6320	Professional Services	-	-	45,000	45,000
6324	Software Subscription	-	-	35,000	-
7201	General Transfers Out	24,804	7,479	-	-
7203	Vehicle ISF	-	-	7,369	1,497
7204	Equipment Fund ISF	-	-	18,579	18,528
7205	Risk Management ISF	-	-	22,642	22,322
	Division Total	**536,210**	**432,689**	**545,351**	**652,468**

DIVISON REVENUE SOURCES BY LINE ITEM

Account	Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
4901	Administrative Fees	475	-	-	-
	General Fund Contribution	535,735	432,689	545,351	652,468
	Division Total	**536,210**	**432,689**	**545,351**	**652,468**

PRIMARY PROGRAM EXPENDITURE EXPLANATION

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

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COMMUNICATIONS

101-150

DIVISON EXPENSE BY CATEGORY

Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
Salaries & Benefits	197,039	219,251	299,032	282,218
Materials & Supplies	23,819	7,973	18,500	36,000
Contract Services	103,798	68,884	125,000	130,000
Transfers / Allocations Out	15,123	3,157	36,309	31,110
Division Total	**339,778**	**299,265**	**478,841**	**479,328**

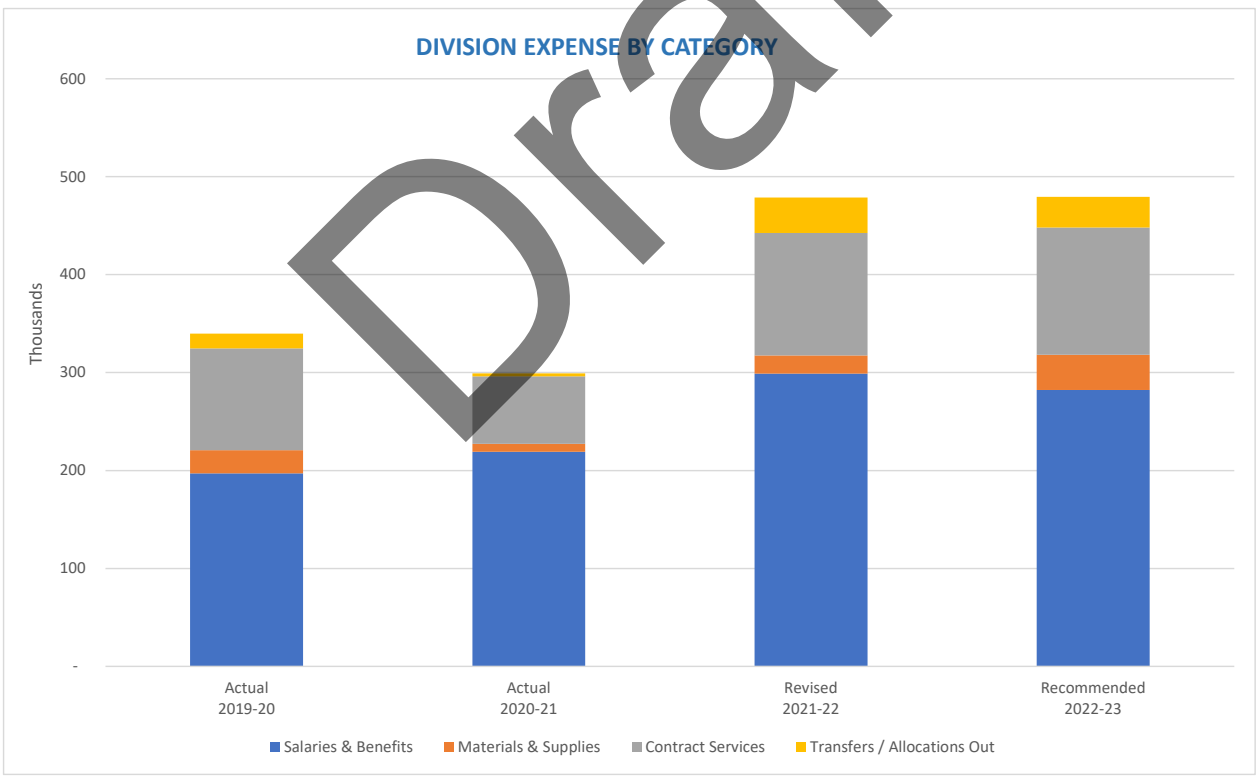
DIVISON REVENUE SOURCE BY CATEGORY

Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
General Fund	339,778	299,265	478,841	479,328
Division Total	**339,778**	**299,265**	**478,841**	**479,328**

FTE COUNT BY TITLE

Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
City Clerk / Communications Director	0.40	0.40	0.40	0.40
Communications Specialist	1.00	1.00	1.00	1.00
FTE Total	**1.40**	**1.40**	**1.40**	**1.40**

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COMMUNICATIONS

101-150

DIVISON EXPENSE BY LINE ITEM

Account		Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
5000-5999	Salaries & Benefits	197,039	219,251	299,032	282,218
6101	General Supplies	1,117	-	5,000	5,000
6104	Employee Engagement	12,704	4,400	5,000	20,000
6201	Training/Meetings	8,466	860	7,000	7,000
6202	Memberships, Dues & Subscriptions	1,533	2,713	1,500	4,000
6301	Contract Services (Non-Govt)	97,851	66,306	105,000	-
6303	Advertising Costs	5,947	2,578	20,000	20,000
6320	Professional Services	-	-	-	110,000
7201	General Transfers Out	15,123	3,157	-	-
7203	Vehicle ISF	-	-	5,507	1,100
7204	Equipment Fund ISF	-	-	13,883	13,612
7205	Risk Management ISF	-	-	16,919	16,398
	Division Total	**339,778**	**299,265**	**478,841**	**479,328**

DIVISON REVENUE SOURCES BY LINE ITEM

Account	Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
	General Fund Contribution	339,778	299,265	478,841	479,328
	Division Total	**339,778**	**299,265**	**478,841**	**479,328**

PRIMARY PROGRAM EXPENDITURE EXPLANATION

Account	Description	Explanation
5000-5999	Compensation	All salaries and benefits are budgeted in these line items. Increase is primarily due to merit increases.
6100-6199	Supplies & Materials	General office supplies as needed to support the division goals. Increase to cover return to prepandemic employee engagement costs.
6200-6299	Training & Memberships	Training, professional memberships, and conferences. Slight increase is due to expected ease of COVID restrictions.
6300-6399	Contract Services	Costs include the OpenGov platform, and other specialized communications services. Increase is primarily from rising costs in exisiting contracts.
7000-7999	Internal Service Charges	A portion of citywide shared costs such as information technology, risk management and vehicle maintenance.

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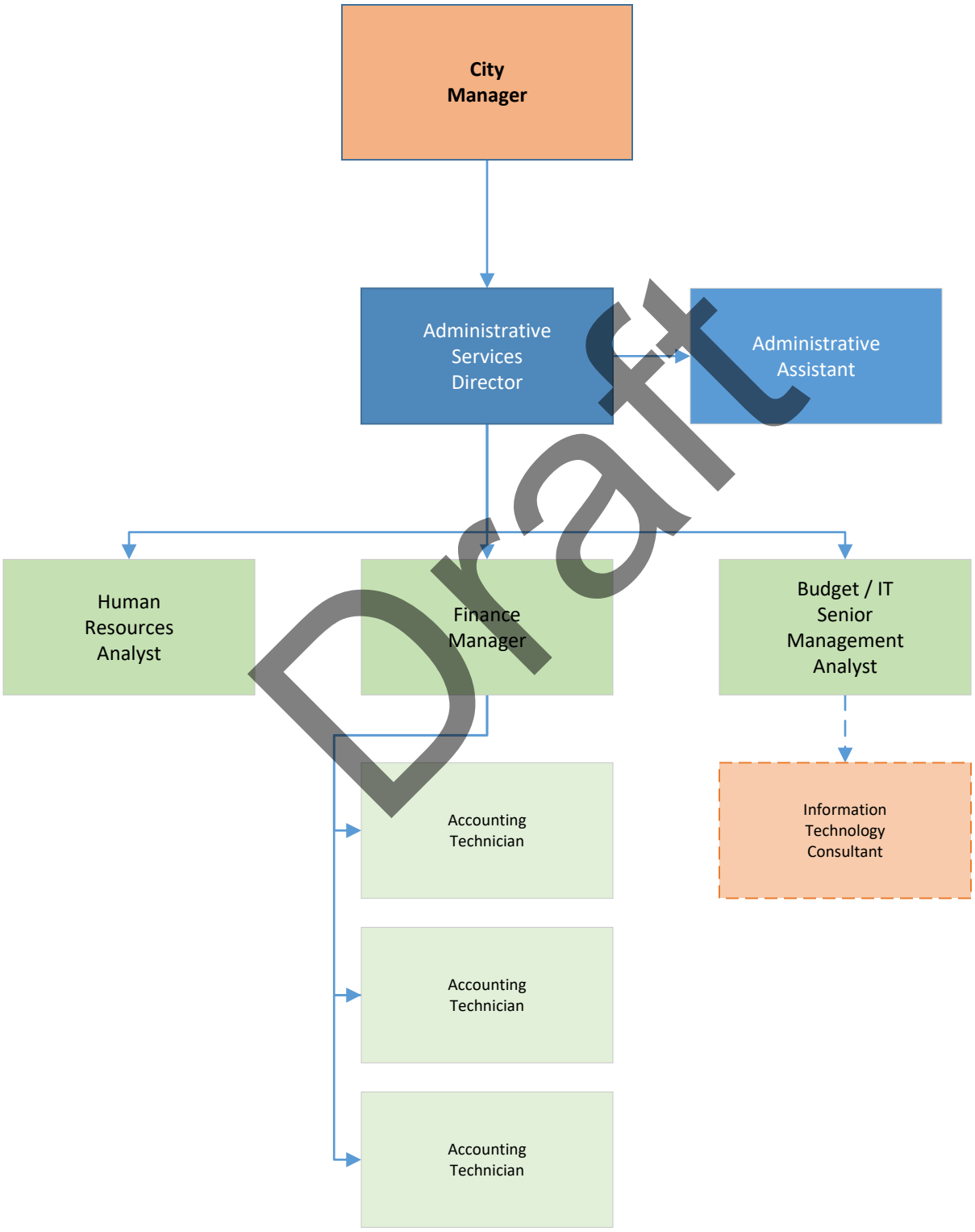
CITY OF HALF MOON BAY

Administrative Services

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Administrative Services Department



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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 the Personnel Policies and Procedures, and MOUs.
- Enhance staff productivity with a secure network, desktop and portable hardware and supporting software.
- Minimize IT equipment down time and maximize response time and maintain IT systems for disaster recovery and business continuity.
- Ensure the City has adequate insurance coverage for its operations.
- Undertake and complete timely claims management.
- Promote policies and programs to reduce risk exposure.
- Develop safety policies and procedures and implement risk management best practices.

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Staffing

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

Budget Highlights / Summary of Changes

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

The Department is comprised of the following divisions:

Finance

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

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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 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 cost resulting from claims against the City.

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

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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 2021-2022 Accomplishments

- Maintained financial stability despite uncertain economic conditions due to the ongoing pandemic.
- Developed a Covid Response Plan and Vaccine Mandate under OSHA guidelines, to assist with City protocols which ensured staff safety.
- Updated ergonomics assessments process to assist with employees who are telecommuting and working from a home office. Received Distinguished Budget Presentation Award from the Government Finance Officers Association (GFOA) for the FY 20-21 Operating and Capital Budget documents, representing compliance with best practices in budgeting.
- Completed annual audit, prepared the City's 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.
- Decommissioned aging network infrastructure improving reliability and security.
- Completed the migration to Microsoft 365 providing greater efficiency, integration, security, ease of use, and reliability.
- Negotiated a five-year memorandum of understanding 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.
- Continues enrollment of new employees and maintained records for current employees in the DMV Pull Notice Program to comply with vehicle operations policy and best practices.
- Continues to review risk management and safety policies and procedures to ensure the City's compliance with risk management best practices framework and eligibility for grants.
- Completed the construction and installation of High-Speed internet connectivity at the City Corporation Yard facility to better support technology related components of the Corporation Yard construction project.

Fiscal Year 2022-2023 Goals / Strategic Plan Elements

- Continue to utilize the partnership with San Mateo County Training Center to provide a broader spectrum of local training options/opportunities for City staff. Working with City administration and labor groups, continue revising the City's Personnel Policies and Procedures (Inclusive Governance).
- Update training matrix to ensure compliance with California and Federal law (Healthy Communities and Public Safety).

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- Protect the City's financial sustainability through the systematic monitoring and reporting of the City's financial condition; identify and evaluate potential sources of new revenues and cost savings programs. (Fiscal Sustainability, Inclusive Governance)
- Support the City Council's Strategic Plan Elements and Initiatives as they relate to the City's Financial Operations (Infrastructure and Environment, Healthy Communities and Public Safety, Fiscal Sustainability, Inclusive Governance).
- Continue to upgrade and streamlining of outdated technology systems providing improved reliability and security of key City systems.
- Finalize the migration and updating of legacy database and support systems to cloud based services, improving security and resilience.
- Implement Phase 1 of technology replacement program to decommission and replace aging technology infrastructure
- Develop and initiate the City public portal modernization plan to improve public access and streamline City processes.
- Research and complete a Request for Proposal for the City's business license and transient occupancy tax (TOT) intake and payment provider.
- Research and possibly implement improvements to City internet infrastructure to improve reliability and harden City technology resources and community support during emergencies.
- Support the City Council's Strategic Elements and Initiatives as they relate to the City's Risk Management Program (Infrastructure and Environment, Healthy Communities and Public Safety, Fiscal Sustainability, Inclusive Governance).
- Comply with OSHA standards, regulations, and requirements and update the City's Injury and Illness Prevention Program for each worksite. Provide training on the IIPP to each department. (Healthy Communities and Public Safety).
- Continue to provide citywide training for employees and supervisors on Risk Management Program, including general liability and workers compensation procedures (Fiscal Sustainability, Inclusive Governance, Healthy Communities and Public Safety).
- Continue the management of the City's Workers' Compensation Program including implementing cost containment and control methods and expanding the injury prevention activities to improve our cost containment efforts. Conduct study to update essential functions of City's classifications. (Fiscal Sustainability, Inclusive Governance,).
- Continue to efficiently manage claims and seek recovery of costs when actions of a third-party cause damages to City property (Healthy Communities and Public Safety, Fiscal Sustainability).
- Continue to identify and reduce risks to the City (Healthy Communities and Public Safety, Fiscal Sustainability).

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Performance & Workload Measures

Finance

Core Service and Measure	2019-20 Actuals	2020-21 Actuals	2021-22 Estimated	2022-23 Projected
Maintain accurate and timely financial records and reports				
Deliver the Annual Comprehensive Financial Report by end of December	**Yes**	**Yes**	**Yes**	**Yes**
Percentage of checks and receipts processed without errors	**97%**	**98%**	**98%**	**99%**
Provide financial support to other departments				
Percentage of purchase orders issued within 7 days	**n/a**	**n/a**	**80%**	**99%**
Workload Measures				
Number of invoices processed	**2,628**	**2,638**	**3,064**	**3,100**
Number of receipts processed	**2,762**	**2,082**	**3,380**	**3,400**

Human Resources

Core Service and Measure	2019 Actuals	2020 Actuals	2021 Estimated	2022 Projected
Recruitments				
Applicants	**312**	**90**	**112**	**150**
New Hires	**13**	**1**	**2**	**6**

Information Technology

Core Service and Measure	2019-20 Actuals	2020-21 Actuals	2021-22 Estimated	2022-23 Projected
Maintain Performance & Security of all technology infrastructure				
Support tickets completed	**Not avail**	**193**	**163**	**150**
Outdated systems updated or decommissioned to retain security	**0%**	**17%**	**63%**	**100%**
Percent of Systems updated in line with technology improvement plan	**N/A**	**100%**	**240%**	**100%**
Innovation and User Experience improvements				
Systems/Services updated for usability & accessibility improvements (e.g., Legacy to Cloud, Software updates, Interface updates, etc.)	**0**	**3**	**11**	**17**

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ADMINISTRATIVE SERVICES

101-230

DIVISON EXPENSE BY CATEGORY

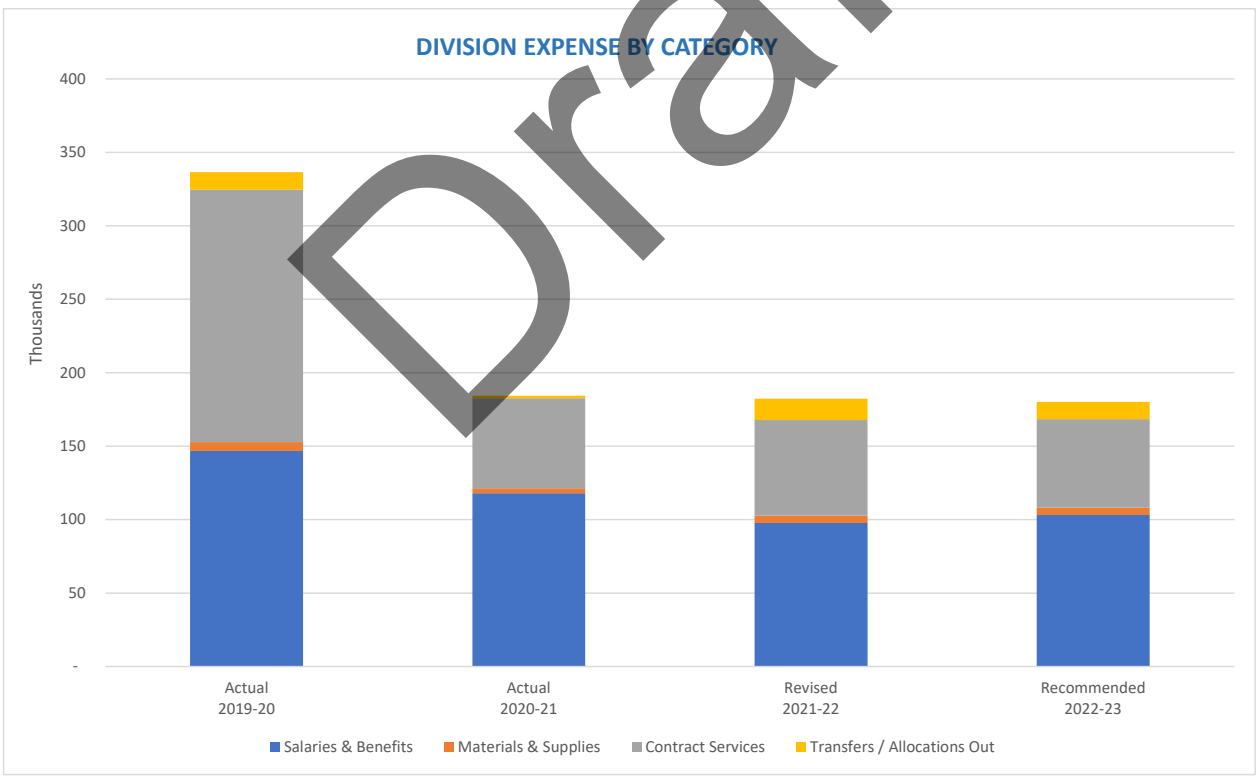
Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
Salaries & Benefits	146,788	118,004	97,714	103,149
Materials & Supplies	6,042	3,404	5,000	5,000
Contract Services	171,848	61,217	65,046	60,320
Transfers / Allocations Out	11,830	1,755	14,531	11,693
Division Total	**336,507**	**184,380**	**182,291**	**180,162**

DIVISON REVENUE SOURCE BY CATEGORY

Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
General Fund	336,507	184,380	182,291	180,162
Division Total	**336,507**	**184,380**	**182,291**	**180,162**

FTE COUNT BY TITLE

Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
Administrative Services Director		-	-	-
Senior Management Analyst	-	0.50	0.25	0.25
Management Analyst	0.75			-
Administrative Assistant	0.50	0.50	0.50	0.50
FTE Total	**1.25**	**1.00**	**0.75**	**0.75**



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ADMINISTRATIVE SERVICES

101-230

DIVISON EXPENSE BY LINE ITEM

Account		Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
5000-5999	Salaries & Benefits	146,788	118,004	97,714	103,149
6101	General Supplies	2,804	197	-	-
6201	Training/Meetings	1,056	-	-	-
6202	Memberships, Dues & Subscriptions	2,183	3,207	5,000	5,000
6301	Contract Services (Non-Govt)	133,247	6,423	20,000	20,000
6401	Other Rental	33,688	39,813	36,750	40,320
6405	Combined Utilities	4,914	14,981	-	-
6408	Utilities-Other	-	-	8,296	-
7201	General Transfers Out	11,830	1,755	-	-
7203	Vehicle ISF	-	-	2,204	413
7204	Equipment Fund ISF	-	-	5,556	5,116
7205	Risk Management ISF	-	-	6,771	6,164
	Division Total	**336,507**	**184,380**	**182,291**	**180,162**

DIVISON REVENUE SOURCES BY LINE ITEM

Account	Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
	General Fund Contribution	336,507	184,380	182,291	180,162
	Division Total	**336,507**	**184,380**	**182,291**	**180,162**

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.
6200-6299	Training & Memberships	Training, licensing and professional memberships for staff. No change is included.
6300-6399	Contract Services	Ad hoc services such as specialized IT support and consulting is charged here. There is no change to this category.
6400-6499	Utilities	Rent and utilities specifically from the Annex location are charged here. A slight decrease is included as a portion of utilities were consolidated under the IT budget.
7000-7999	Internal Service Charges	A portion of citywide shared costs such as information technology, risk management and vehicle maintenance.

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FINANCE

101-210

DIVISON EXPENSE BY CATEGORY

Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
Salaries & Benefits	525,809	570,960	656,958	698,987
Materials & Supplies	8,591	4,803	6,500	9,500
Contract Services	269,751	207,384	161,802	162,500
Transfers / Allocations Out	44,674	3,628	71,271	60,453
Division Total	**848,825**	**786,774**	**896,531**	**931,440**

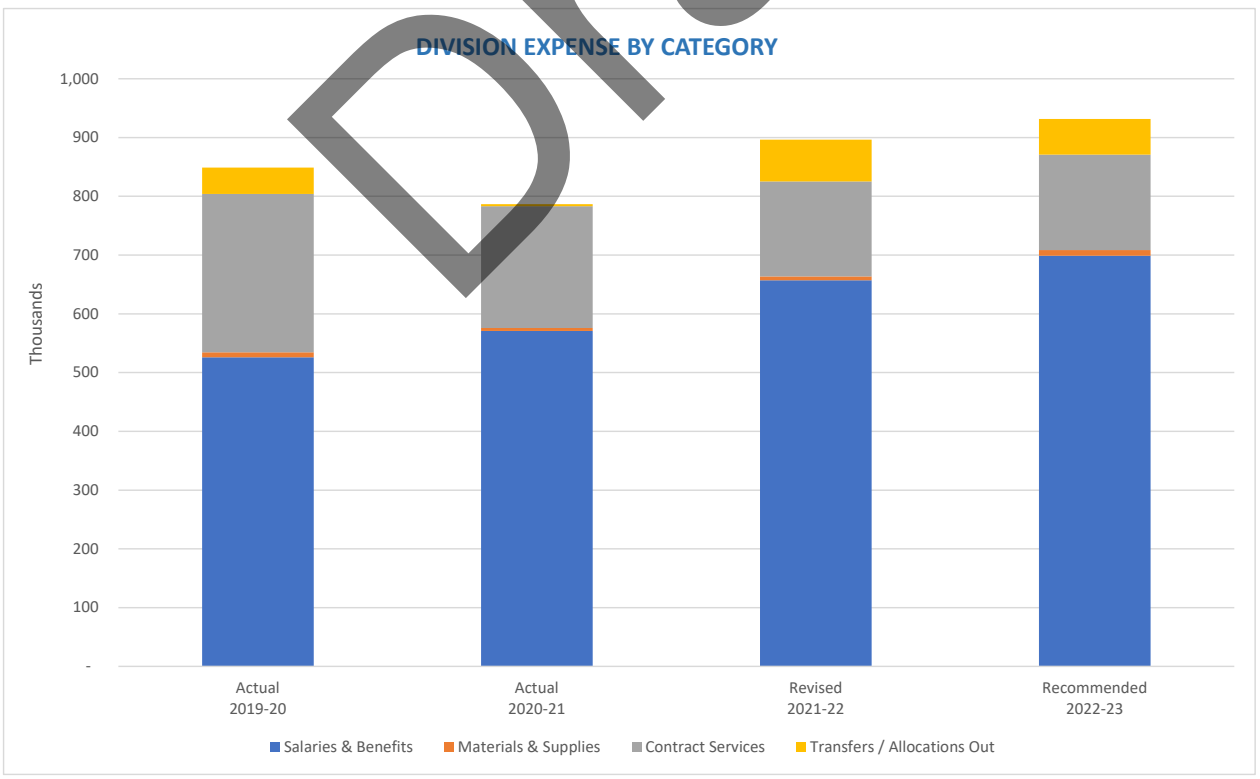
DIVISON REVENUE SOURCE BY CATEGORY

Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
Other Revenue	1,894	50	-	-
General Fund	846,931	786,724	896,531	931,440
Division Total	**848,825**	**786,774**	**896,531**	**931,440**

FTE COUNT BY TITLE

Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
Administrative Services Director	0.60	0.60	0.60	0.60
Finance Manager	-	-	0.80	0.80
Senior Accountant	1.00	1.00	-	-
Senior Management Analyst	0.70	0.50	0.25	0.25
Administrative Assistant	0.50	0.50	0.50	0.50
Accounting Technician	2.75	1.75	2.50	2.60
FTE Total	**5.55**	**4.35**	**4.65**	**4.75**

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FINANCE

101-210

DIVISON EXPENSE BY LINE ITEM

Account		Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
5000-5999	Salaries & Benefits	525,809	570,960	656,958	698,987
6101	General Supplies	1,975	2,375	1,500	2,500
6201	Training/Meetings	4,441	155	3,000	5,000
6202	Memberships, Dues & Subscriptions	2,174	2,273	2,000	2,000
6301	Contract Services (Non-Govt)	237,113	153,406	18,500	18,500
6302	Contract Services (Govt)	3,099	6,409	6,500	1,000
6303	Advertising Costs	176	-	-	-
6309	Credit Card Fees	24,179	19,429	13,802	20,000
6320	Professional Services	-	-	60,000	60,000
6322	Auditing Services	-	19,192	53,000	53,000
6601	Property Tax Admin	4,830	8,947	10,000	10,000
6699	Miscellaneous Expense	355	-	-	-
7201	General Transfers Out	44,674	3,628	-	-
7203	Vehicle ISF	-	-	10,809	2,137
7204	Equipment Fund ISF	-	-	27,251	26,450
7205	Risk Management ISF	-	-	33,211	31,866
	Division Total	**848,825**	**786,774**	**896,531**	**931,440**

DIVISON REVENUE SOURCES BY LINE ITEM

Account	Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
4902	Miscellaneous Revenue	1,894	50	-	-
	General Fund Contribution	846,931	786,724	896,531	931,440
	Division Total	**848,825**	**786,774**	**896,531**	**931,440**

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 more staff time allocated.
6100-6199	Supplies & Materials	Various office supplies and materials to support finance operations.
6200-6299	Training & Memberships	Training, licensing and professional memberships for staff. No change included.
6300-6399	Contract Services	Costs include auditing services, TOT and Business License management, credit card processing fees. A slight decrease from the year prior.
7000-7999	Internal Service Charges	A portion of citywide shared costs such as information technology, risk management and vehicle maintenance.

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HUMAN RESOURCES

101-220

DIVISON EXPENSE BY CATEGORY

Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
Salaries & Benefits	87,617	26,942	105,743	172,835
Materials & Supplies	18,513	16,915	17,416	19,416
Contract Services	36,896	41,927	84,339	84,339
Transfers / Allocations Out	15,747	2,564	14,026	19,197
Division Total	**158,772**	**88,349**	**221,524**	**295,787**

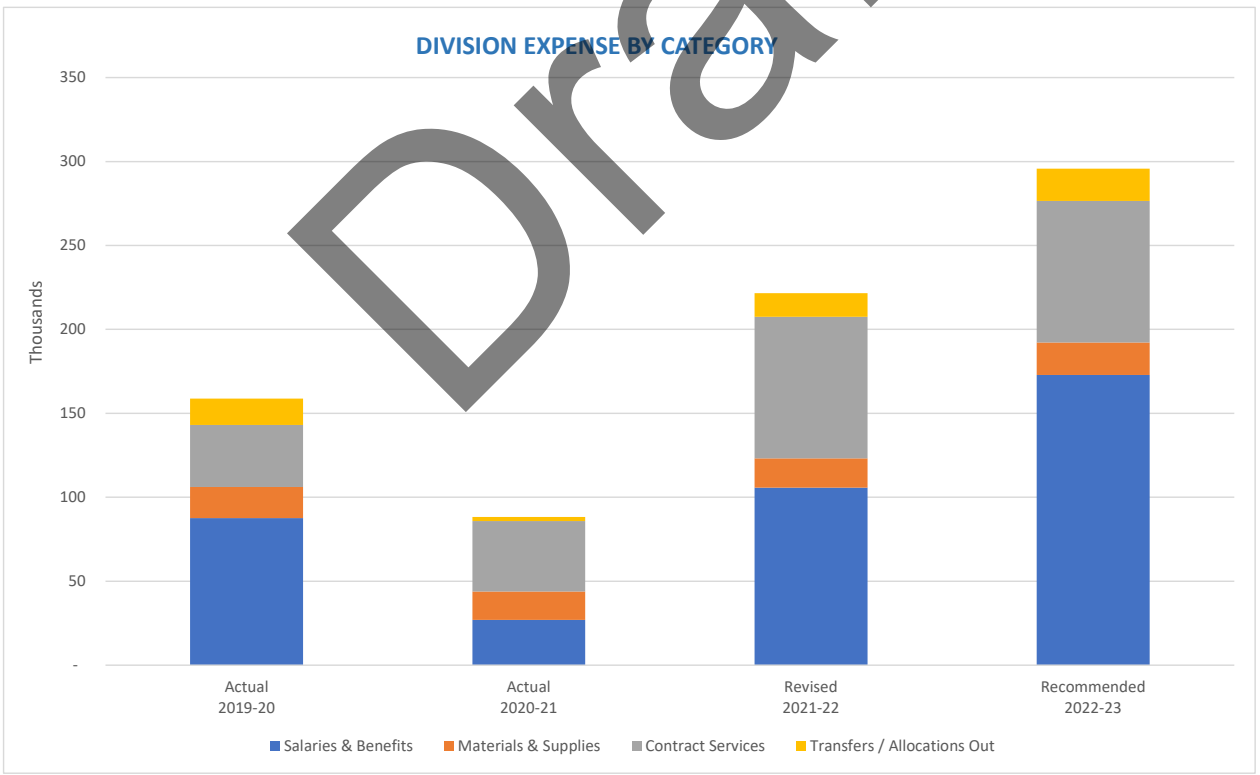
DIVISON REVENUE SOURCE BY CATEGORY

Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
General Fund	158,772	88,349	221,524	295,787
Division Total	**158,772**	**88,349**	**221,524**	**295,787**

FTE COUNT BY TITLE

Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
Administrative Services Director	-	-	-	-
Management Analyst	0.80	-	0.90	0.90
Accounting Technician	-	0.25	0.50	0.40
FTE Total	**0.80**	**0.25**	**1.40**	**1.30**

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HUMAN RESOURCES

101-220

DIVISON EXPENSE BY LINE ITEM

Account		Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
5000-5999	Salaries & Benefits	87,617	26,942	105,743	172,835
6101	General Supplies	4,240	6,490	2,060	2,060
6104	Employee Engagement	1,355	481	5,356	5,356
6201	Training/Meetings	4,936	1,450	5,000	5,000
6202	Memberships, Dues & Subscriptions	7,981	8,494	5,000	7,000
6301	Contract Services (Non-Govt)	26,824	36,026	25,000	55,000
6310	Hiring Costs	10,072	546	28,000	28,000
6325	Legal Counsel	-	5,355	30,000	-
6405	Combined Utilities	-	-	1,339	1,339
7201	General Transfers Out	15,747	2,564	-	-
7203	Vehicle ISF	-	-	2,127	679
7204	Equipment Fund ISF	-	-	5,363	8,400
7205	Risk Management ISF	-	-	6,536	10,119
	Division Total	**158,772**	**88,349**	**221,524**	**295,787**

DIVISON REVENUE SOURCES BY LINE ITEM

Account	Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
	General Fund Contribution	158,772	88,349	221,524	295,787
	Division Total	**158,772**	**88,349**	**221,524**	**295,787**

PRIMARY PROGRAM EXPENDITURE EXPLANATION

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

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EQUIPMENT & INFORMATION TECHNOLOGY FUND

FUND 302

	ACTUAL 2019-20	ACTUAL 2020-21	REVISED BUDGET 2021-22	RECOMMENDED 2022-23
REVENUES				
Interest	7,971	4,672	5,050	3,500
Miscellaneous	7,720	(7,432)	-	-
TOTAL REVENUE	15,692	(2,760)	5,050	3,500
EXPENDITURES				
Salaries & Benefits	-	11,747	76,484	97,569
Materials & Supplies	39,970	37,658	38,000	91,000
Contract Services	336,647	278,784	370,000	340,751
Depreciation	16,161	16,161	23,000	16,161
TOTAL EXPENDITURES	392,778	344,349	507,484	545,481
OTHER FINANCING SOURCES (USES)				
Transfers in / (out)				
From All Funds	423,325	612,014	515,728	545,481
NET TRANSFERS	423,325	612,014	515,728	545,481
NET CHANGE TO NET ASSETS	46,239	264,905	13,294	3,500
BEGINNING NET ASSETS	**567,728**	**613,967**	**878,871**	**838,000**
ENDING NET ASSETS	**613,967**	**878,871**	**892,165**	**841,500**

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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

DIVISON EXPENSE BY CATEGORY

Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
Salaries & Benefits	-	11,747	76,484	97,569
Materials & Supplies	28,003	28,462	27,000	80,000
Contract Services	336,242	278,784	370,000	340,751
Transfers / Allocations Out	-	-	-	-
Division Total	**364,246**	**318,992**	**473,484**	**518,320**

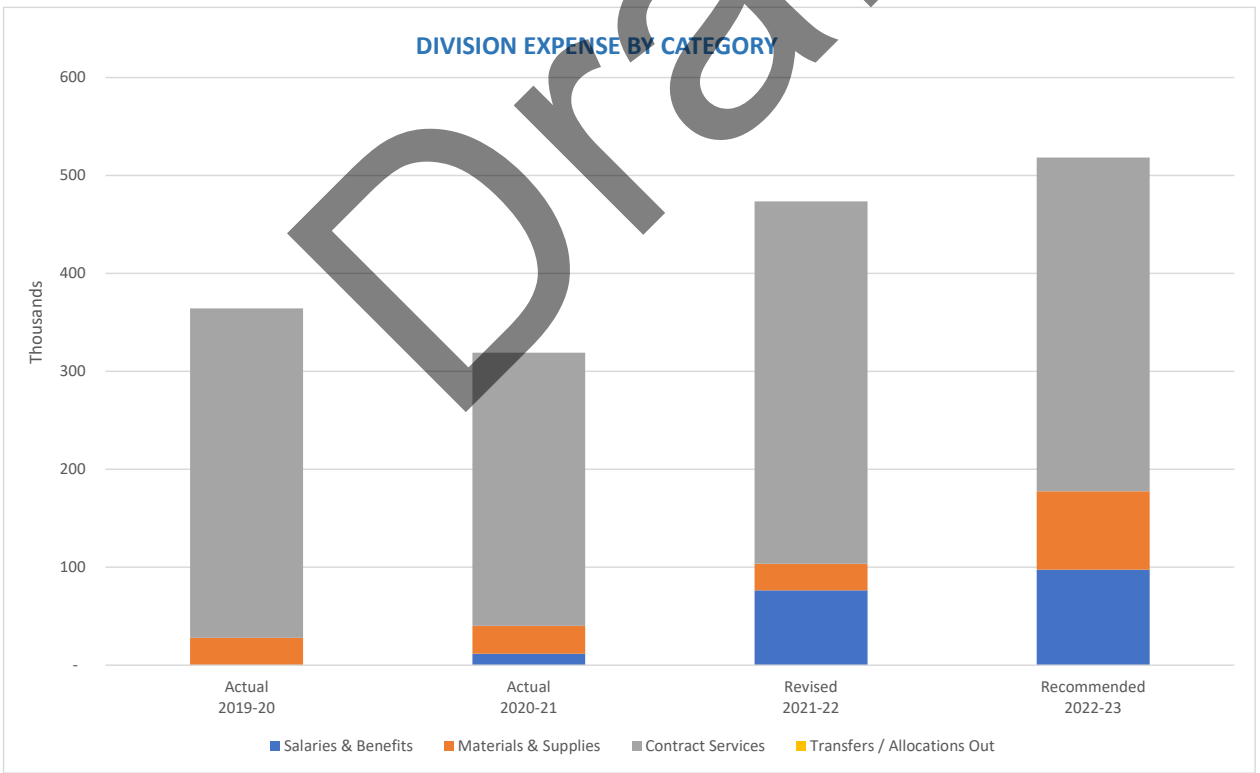
DIVISON REVENUE SOURCE BY CATEGORY

Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
Contribution from Other Funds	364,246	318,992	473,484	518,320
Division Total	**364,246**	**318,992**	**473,484**	**518,320**

FTE COUNT BY TITLE

Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
Administrative Services Director	0.05	0.05	0.05	0.05
Senior Management Analyst	-	-	0.50	0.50
Management Analyst	0.10	-	-	-
FTE Total	**0.15**	**0.05**	**0.55**	**0.55**

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INFORMATION TECHNOLOGY

302-240

DIVISON EXPENSE BY LINE ITEM

Account		Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
5000-5999	Salaries & Benefits	-	11,747	76,484	97,569
6101	General Supplies	3,225	326	5,000	-
6105	Equipment Supplies	24,779	28,136	22,000	80,000
6301	Contract Services (Non-Govt)	336,242	278,784	11,000	45,227
6323	Desktop / IT Support	-	-	180,000	200,000
6324	Software Subscription	-	-	179,000	62,500
6408	Utilities-Other	-	-	-	33,024
	Division Total	**364,246**	**318,992**	**473,484**	**518,320**

DIVISON REVENUE SOURCES BY LINE ITEM

Account	Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
	Contribution from Other Funds	364,246	318,992	473,484	518,320
	Division Total	**364,246**	**318,992**	**473,484**	**518,320**

PRIMARY PROGRAM EXPENDITURE EXPLANATION

Account	Description	Explanation
5000-5999	Compensation	All salaries and benefits are budgeted in these line items. Increase is primarily due to merit increases.
6100-6199	Supplies & Materials	Costs mainly include various equipment replacement and IT related supplies. Increase is included to replace aging equipment.
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.

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RISK MANAGEMENT
FUND 303

	ACTUAL 2019-20	ACTUAL 2020-21	REVISED BUDGET 2021-22	RECOMMENDED 2022-23
REVENUES				
Interest	54,893	31,133	23,600	22,000
Miscellaneous	43,439	(41,670)	-	-
TOTAL REVENUE	98,332	(10,537)	23,600	22,000
EXPENDITURES				
Salaries & Benefits	94,068	111,509	152,370	159,192
Materials & Supplies	2,218	4	16,274	16,274
Contract Services	291,643	308,067	481,697	481,697
Capital Projects	-	-	-	-
Litigation Contingency	-	-	300,000	300,000
TOTAL EXPENDITURES	387,928	419,579	950,341	957,163
OTHER FINANCING SOURCES (USES)				
Transfers in / (out)				
From All Funds	625,334	500,000	628,530	657,163
NET TRANSFERS	625,334	500,000	628,530	657,163
NET CHANGE TO NET ASSETS	335,737	69,883	(298,211)	(278,000)
BEGINNING NET ASSETS	**2,043,721**	**2,379,458**	**2,449,342**	**2,597,000**
ENDING NET ASSETS	**2,379,458**	**2,449,342**	**2,151,131**	**2,319,000**

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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

DIVISON EXPENSE BY CATEGORY

Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
Salaries & Benefits	93,780	110,342	152,370	159,192
Materials & Supplies	18	-	8,137	8,137
Contract Services	216,704	288,698	403,604	403,604
Transfers / Allocations Out	-	-	-	-
Division Total	**310,501**	**399,039**	**564,111**	**570,933**

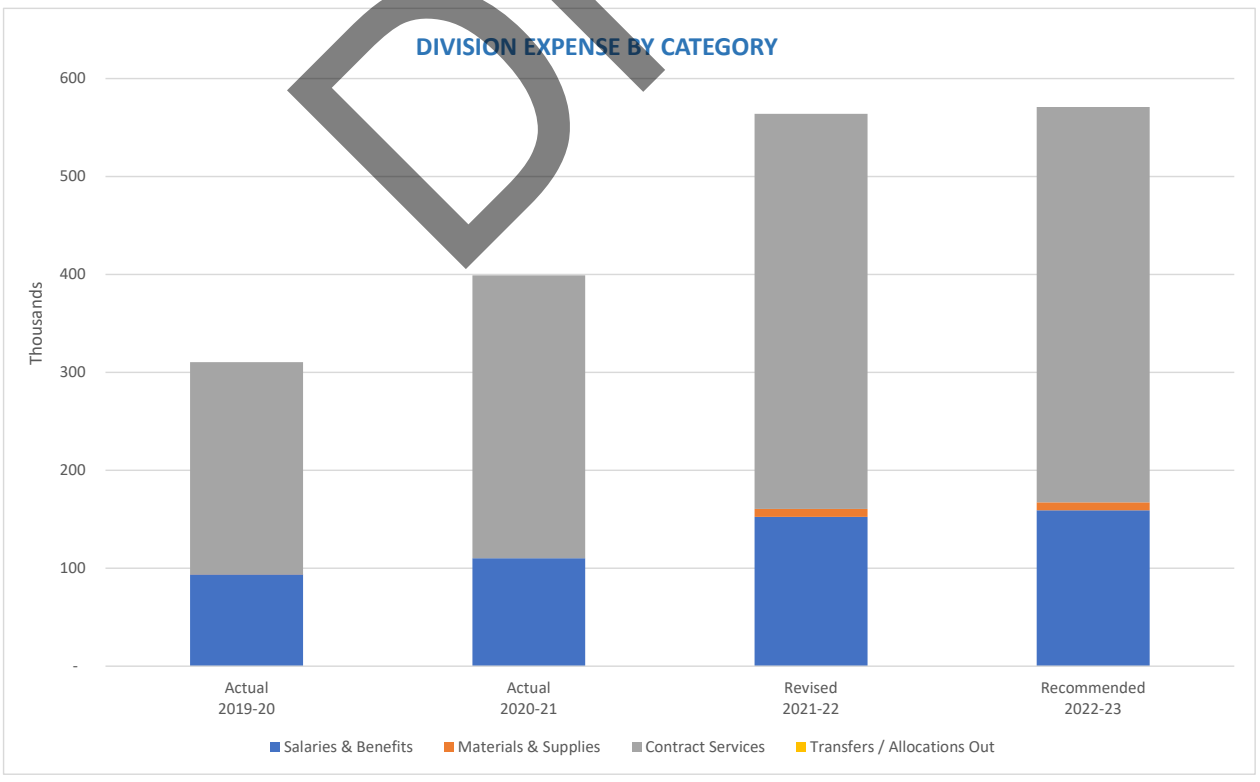
DIVISON REVENUE SOURCE BY CATEGORY

Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
Contribution from Other Funds	310,501	399,039	564,111	570,933
Division Total	**310,501**	**399,039**	**564,111**	**570,933**

FTE COUNT BY TITLE

Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
City Manager	0.05	0.05	0.05	0.05
Deputy City Manager	0.05	0.05	0.05	0.05
Administrative Services Director	0.30	0.30	0.30	0.30
Finance Manager	-	-	0.10	0.10
City Clerk / Communications Director	0.05	0.05	0.05	0.05
Management Analyst	-	-	0.10	0.10
Senior Management Analyst	0.30	-	-	
Accounting Technician	0.10	-	-	-
FTE Total	**0.85**	**0.45**	**0.65**	**0.65**

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GENERAL LIABILITY

303-250

DIVISON EXPENSE BY LINE ITEM

Account		Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
5000-5999	Salaries & Benefits	93,780	110,342	152,370	159,192
6101	General Supplies	18	-	8,137	8,137
6301	Contract Services (Non-Govt)	34,911	35,940	77,523	77,523
6305	Liability Insurance	181,792	248,451	326,081	326,081
6325	Legal Counsel	-	4,307	-	-
	Division Total	**310,501**	**399,039**	**564,111**	**570,933**

DIVISON REVENUE SOURCES BY LINE ITEM

Account	Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
	Contribution from Other Funds	310,501	399,039	564,111	570,933
	Division Total	**310,501**	**399,039**	**564,111**	**570,933**

PRIMARY PROGRAM EXPENDITURE EXPLANATION

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

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WORKERS' COMPENSATION

303-260

DIVISON EXPENSE BY CATEGORY

Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
Salaries & Benefits	1,531	-	-	-
Materials & Supplies	2,200	4	8,137	8,137
Contract Services	47,201	19,341	78,093	78,093
Transfers / Allocations Out	-	-	-	-
Division Total	**50,932**	**19,345**	**86,230**	**86,230**

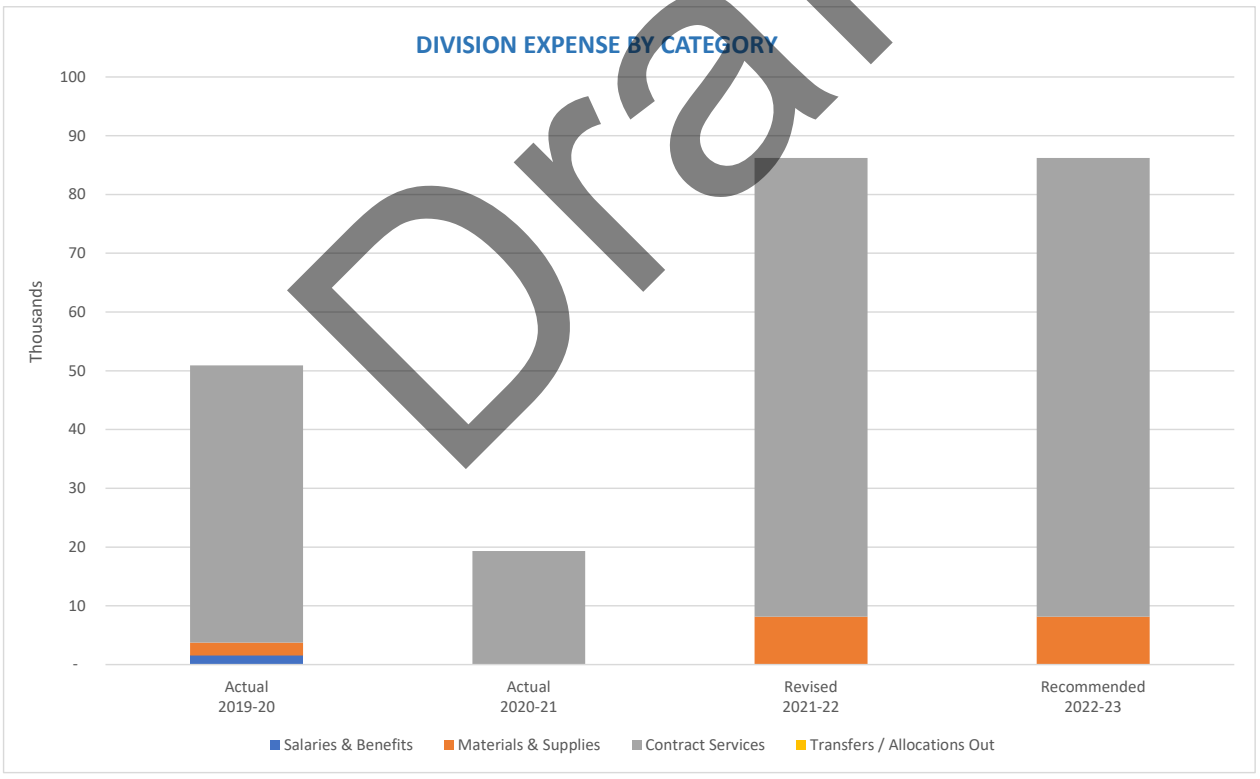
DIVISON REVENUE SOURCE BY CATEGORY

Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
Contribution from Other Funds	50,932	19,345	86,230	86,230
Division Total	**50,932**	**19,345**	**86,230**	**86,230**

FTE COUNT BY TITLE

Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
Management Analyst	0.10	-	-	-
FTE Total	**0.10**	**-**	**-**	**-**

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WORKERS' COMPENSATION

303-260

DIVISON EXPENSE BY LINE ITEM

Account		Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
5000-5999	Salaries & Benefits	1,531	-	-	-
6101	General Supplies	2,200	4	8,137	8,137
6301	Contract Services (Non-Govt)	2,960	-	53,045	53,045
6305	Liability Insurance	9,751	10,357	25,048	25,048
6607	Claims Liability	34,490	8,984	-	-
	Division Total	**50,932**	**19,345**	**86,230**	**86,230**

DIVISON REVENUE SOURCES BY LINE ITEM

Account	Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
	Contribution from Other Funds	50,932	19,345	86,230	86,230
	Division Total	**50,932**	**19,345**	**86,230**	**86,230**

PRIMARY PROGRAM EXPENDITURE EXPLANATION

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

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CITY OF HALF MOON BAY

Public Safety

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Public Safety

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

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

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Fiscal Year 2021-22 Accomplishments

- In partnership with the Sheriff's Office CARON group, hosted several Coastside events.
- Coordinated with the Sheriff's Psychiatric Emergency Response Team (PERT) to reduce tragic outcomes, divert hospitalization and incarceration, reduce recidivism, and connect those with mental illness and addiction to community resources.
- Collaborated in the launch of the Crisis Assistance Response and Evaluation Services (CARES) program, providing resources, training, and coordination to ensure safe response to mental health crises.
- Continued the Empowering Young Women Group to engage and facilitate positive outcomes in young women.
- Continued work with the Homeless Outreach Team to address homeless issues.
- Participated in Gang Task Force with deployments to Half Moon Bay.
- Participated in San Mateo County Saturation Traffic Enforcement Program (STEP) with deployments to Half Moon Bay.
- Increased traffic enforcement during high peak weekends and holidays.
- Hosted an open house and ribbon cutting community event for the newly remodeled Half Moon Bay substation.

Fiscal Year 2022-23 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 several community groups in order to strengthen communication, transparency, and trust (Healthy Communities and Public Safety).
- Continue to support the CARES and PERT teams to ensure safe outcomes in response to mental health crises.
- Coordinate with City staff and regional partners on creating and implementing Emergency Preparedness Plans, including the annual summer beach plan and traffic (Healthy Communities and Public Safety).
- Continue to work with the City and regional partners regarding homeless issues (Healthy Communities and Public Safety).
- Participate in the Gang Task Force (Healthy Communities and Public Safety).
- Utilize the Sheriff's Office Bicycle Unit and Off-Road Motorcycle Unit to patrol coastal trails, Poplar Beach, and other coastal areas. (Healthy Communities and Public Safety).
- Continue traffic enforcement in order to decrease accidents by utilizing the Sheriff's Office Motorcycle Unit and Half Moon Bay patrol staff (Healthy Communities and Public Safety).
- Educate and disseminate prevention information regarding phone scams, burglary trends, and other crimes of opportunity (Healthy Communities and Public Safety).

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PUBLIC SAFETY

101-310

DIVISON EXPENSE BY CATEGORY

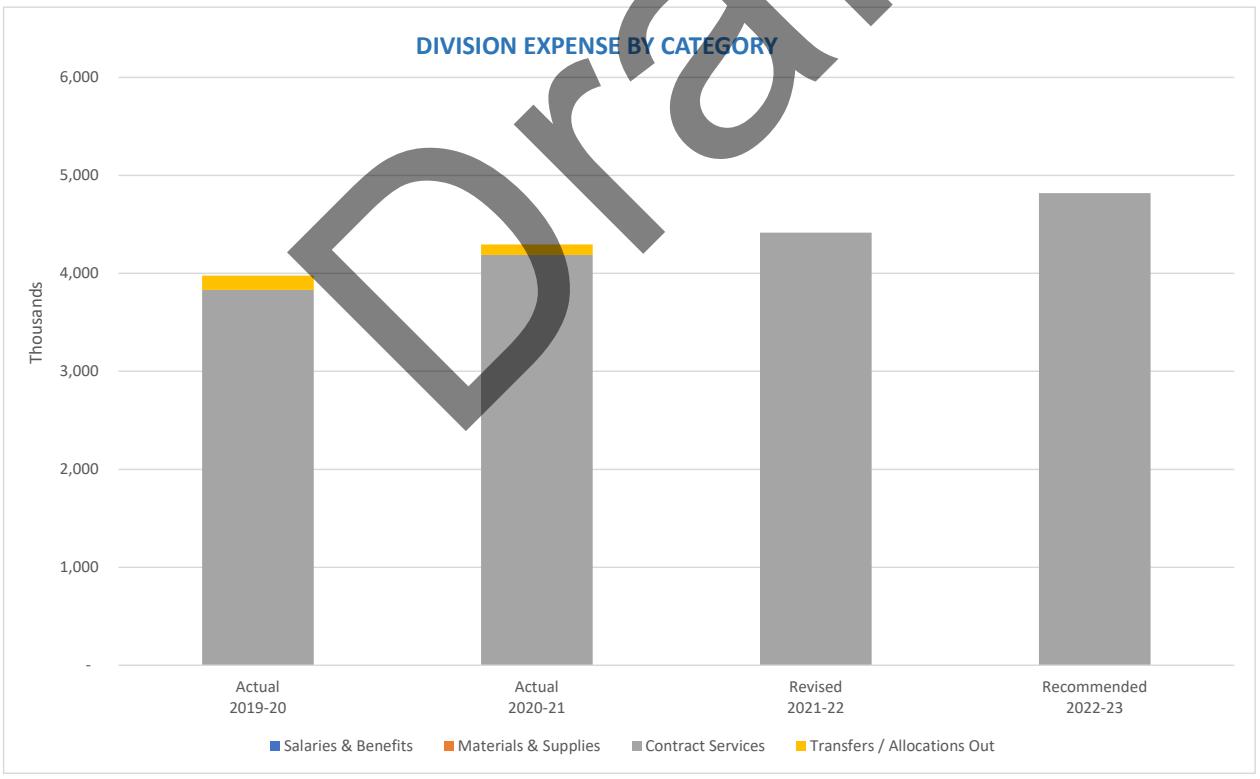
Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
Salaries & Benefits	-	-	-	-
Materials & Supplies	-	639	1,000	1,000
Contract Services	3,829,799	4,187,688	4,414,492	4,818,699
Transfers / Allocations Out	147,937	105,835	-	-
Division Total	**3,977,736**	**4,294,162**	**4,415,492**	**4,819,699**

DIVISION REVENUE SOURCE BY CATEGORY

Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
Taxes	21,275	31,816	25,800	29,600
Charges for Services	159,631	112,651	108,634	82,885
Other Revenue	556,649	1,797,892	1,003,202	660,198
General Fund	3,240,181	2,351,803	3,277,856	4,047,016
Division Total	**3,977,736**	**4,294,162**	**4,415,492**	**4,819,699**

FTE COUNT BY TITLE

Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
FTE Total	**0.00**	**0.00**	**0.00**	**0.00**



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PUBLIC SAFETY

101-310

DIVISON EXPENSE BY LINE ITEM

Account		Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
5000-5999	Salaries & Benefits	-	-	-	-
6101	General Supplies	-	639	1,000	1,000
6202	Memberships, Dues & Subscriptions	-	-	-	-
6301	Contract Services (Non-Govt)	48,371	18,054	25,000	35,000
6302	Contract Services (Govt)	3,781,408	4,165,337	20,000	-
6317	Animal Control	-	-	126,905	121,911
6318	Sheriff Patrol	-	-	3,942,950	4,352,084
6319	Other Sheriff Services	-	-	265,912	275,804
6405	Combined Utilities	20	4,297	-	-
6408	Utilites - Other	-	-	3,500	3,675
6610	JPA/District Contributions	-	-	30,225	30,225
7201	General Transfers Out	147,937	105,835	-	-
	Division Total	**3,977,736**	**4,294,162**	**4,415,492**	**4,819,699**

DIVISON REVENUE SOURCES BY LINE ITEM

Account	Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
4131	Sales & Use Tax	-	6,268	-	-
4136	Public Safety Sales Tax	21,275	25,548	25,800	29,600
4202	Alarm Fees	6,900	-	7,000	5,300
4203	P.D. Permit Special Revenue	11,733	2,863	-	706
4301	Fines & Forfeitures	140,238	108,937	100,000	76,428
4302	Abandoned Vehicle Abatement	-	-	-	-
4411	Investigation & Report	760	851	1,634	451
4902	Miscellaneous Revenue	556,649	1,797,892	390,585	-
4903	Reimbursed Expenses	-	-	612,617	660,198
	General Fund Contribution	3,240,181	2,351,803	3,277,856	4,047,016
	Division Total	**3,977,736**	**4,294,162**	**4,415,492**	**4,819,699**

PRIMARY PROGRAM EXPENDITURE EXPLANATION

Account	Description	Explanation
5000-5999	Compensation	All salaries and benefits are budgeted in these line items. Patrol services are contracted out thus no salary charges are budgeted.
6100-6199	Supplies & Materials	Supplies only are for the mailing and renewing of alarm permits as issued by the City.
6300-6399	Contract Services	Services budgeted here include patrol services, animal control, 911 dispatch and narcotics task force support. Increases are primarily due to rising costs in these existing contracts.
6400-6499	Utilities	A small portion of the utilities generated at the Sheriff station are charged here. A slight increase to cover those costs.
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.

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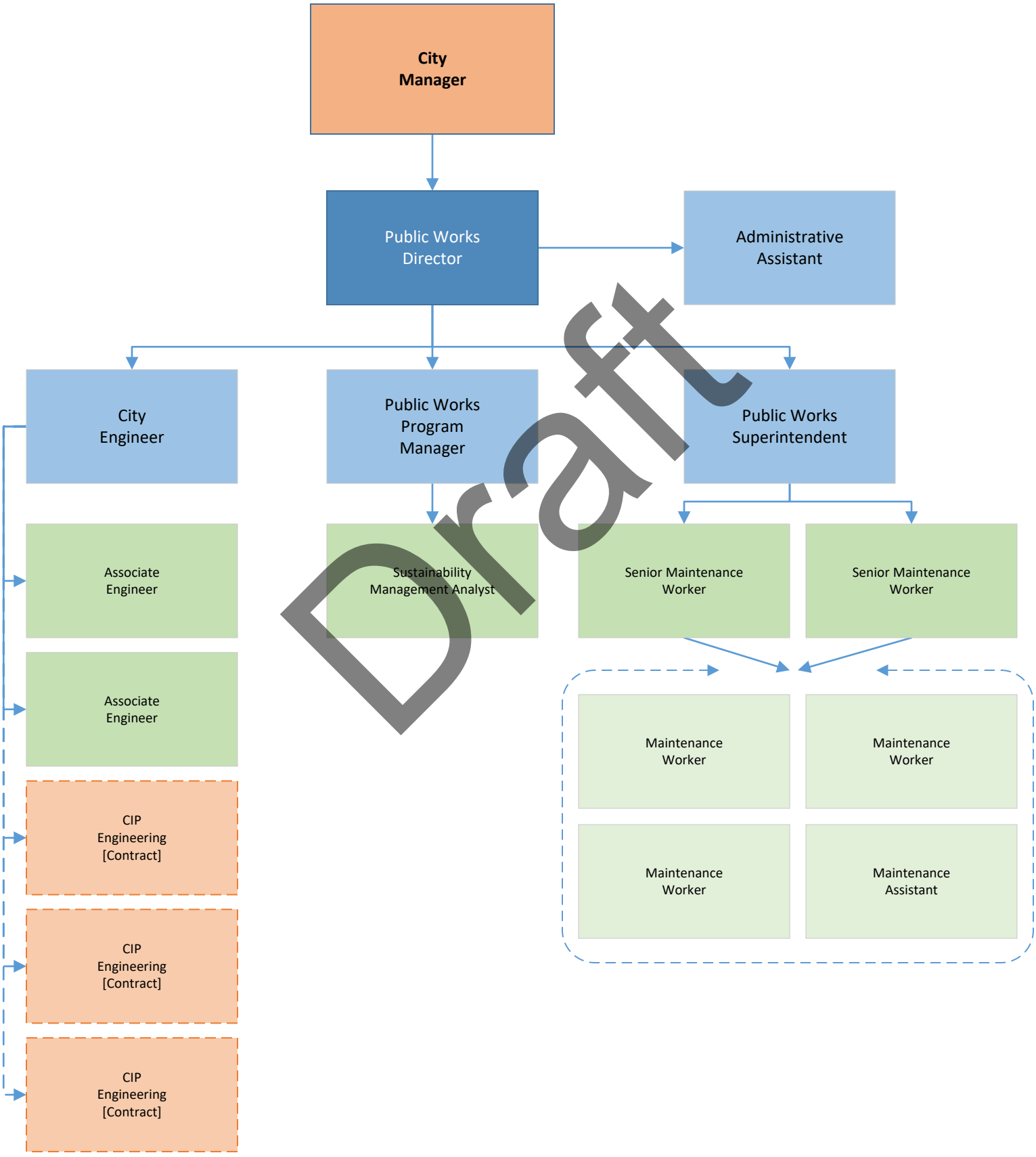
CITY OF HALF MOON BAY

Public Works

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Public Works Department



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Public Works

Core Services

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

Vision

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

Description

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

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Service Priorities

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

Staffing

The Public Works Department consists of a Director, the City Engineer, Public Works Superintendent, Senior Management Analyst, Management Analyst, Associate Engineer, Assistant Engineer, Administrative Assistant, two (2) Senior Maintenance Workers, four (4) Worker I/II positions, a Maintenance Assistant, a part time contract sewer engineer, a 20-hour contract Public Works Inspector and one (1) part time contract traffic engineer for management of capital projects.

Service Level Changes

The department was formed in FY 2017-18 through reorganization of the former Community Development Department and merger of the Public Works-Facilities Maintenance Division and Sewer System Operations from the City Manager's Office. In the following years, the City added five (5) Maintenance Worker I/II positions bringing the total number of maintenance workers back to the pre-2008 recession levels. The City also brought engineering services in-house and created the Management Analyst position dedicated to sustainability. As part of the FY 2021-22 mid-year budget review, one maintenance position that was frozen in response to Covid-19 was added back to the department. This position is being recruited at the Maintenance Assistant level to improve weekend coverage.

Budget Highlights / Summary of Changes

The department budget includes funding for personnel-related costs, increased costs for consultant services, and materials and support for departmental programs. With the budget proposed for FY 2022-23, the department will seek to maintain current levels of service, expand the City's preventative maintenance efforts, and increase the City's outreach and education efforts around sustainability.

The Department is comprised of the following divisions:

Administration

Core Services

The core services of the Administration division provide support to each of the other four divisions: 1) Engineering, 2) Maintenance, 3) Sustainability, and 4) Sewer. Duties include administrative tasks including managing the Public Works hotline, executing contracts, and processing invoices to ensure each division is able to 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 generally serves as the Public Information Officer (PIO) 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

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Program (CIP), the Capital Budget, and the Public Works operating budget. It also oversees public procurements and accounts receivable for the department.

Fiscal Year 2021-2022 Highlights

- Secured a $129k Transportation Fund for Clean Air (TFCA) grant to implement bicycle and pedestrian improvements in the downtown corridor.
- Coordinated the City's first Project Management Training Series.
- Initiated Facilities Master Plan for Smith Field.
- Sought grants to improve multi-modal transportation on the Coastside, with an emphasis on the Eastside Parallel Trail North -Segment 2 project at Frenchman's Creek.

Engineering

Core Services

The core services of the Engineering division protect public health and safety and improve the quality of life of residents and visitors by ensuring safe and functional streets, bridges, intersections, and infrastructure that is designed, inspected, and maintained in accordance with the City Council approved Five-Year Capital Improvement Project (CIP), best practices and applicable local, state, and federal regulations and laws.

Description

The Engineering division is responsible for review of private development, issuance of applicable permits, assisting with environmental reviews, coordination with other divisions/departments, consultant engineers, and other utility providers in the design and construction of new public and privately funded projects and infrastructure. The division serves as lead on the preparation of studies and master plans of the City's streets, buildings and grounds, sewage, and drainage systems. The division identifies capital improvement needs in consultation with other divisions and departments, coordinates with non-City utility providers on design and implementation of the CIP, and oversees design, permitting, bidding, bid award, and construction of projects identified in the CIP. The division is also responsible for managing the Traffic Safety Committee, related traffic safety regulations.

Fiscal Year 2021-2022 Highlights

- Completed major CIP projects including the Highway 1 Safety – South project and the Sheriff Substation Renovation project.
- Awarded construction contract and initiated construction of Carter Park Renovation project.
- Completed design, obtained entitlements and awarded construction contract for Phase 1 of the City Corporate Yard Improvements project.
- Designed, bid and awarded construction contract for Kelly Avenue Crosswalks project (Pilarcitos Avenue and Alsace Lorraine).
- Finalized design of the Highway 1 Safety – North project.

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- Finalized design and environmental work on Eastside Parallel Trail North (Segment 4), including coordination with County on northerly extension.
- Completed CDP process and initiated work toward 95-percent design on Poplar Street Traffic Calming and Safety project.
- Collaborated with Community Development on the Poplar Gateways Plan.
- Continued discussions with SamTrans and San Mateo County Transit District to improve Coastside transit options.
- Continued to work with Sheriff, Highway Patrol and Caltrans on ways to improve traffic flow on the Coastside with emphasis on summer, weekends and special events.

Maintenance

Core Services

The core services of the Maintenance division proactively maintain and enhance City streets, parks, trails, facilities, and infrastructure to ensure compliance with local, state, and federal laws, and continued functional and safe operations and use.

Description

The 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, and parks, as well as City-owned and operated buildings to enhance and protect the health, safety, and welfare of residents and visitors alike.

Fiscal Year 2021-2022 Highlights

- Managed various contract service providers including janitorial, pest control, tree maintenance and portable toilets.
- Continued operation of LEED Certified Library facility including coordination of work by PG&E on temporary generator connection.
- Completed installation of timer door locks at Train Depot restrooms, Mac Dutra and Oak Avenue Park
- Completed installation of new Frenchman's Creek playground equipment and rubberized surface.
- Completed installation of new rubberized surface at Oak Avenue Park.
- Initiated work (supply chain issues) with new Ocean View Park play equipment.
- Initiated work on design of Frenchman's Creek Park Phase 2 project.
- Replaced skylights at City Hall.

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Sustainability

Core Services

The core services of the Sustainability division help the City 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 the Coastal Clean-up contract with Abundant Grace as well as coordinates beach clean-up efforts.

Fiscal Year 2021-2022 Highlights

- Prepared, adopted, and/or revised City's Municipal Code to incorporate new building electrification requirements, PV/EV requirements, and mandated SB 1383 programs.
- Operated a Beverage Container Redemption Pilot Project behind CVS in Strawflower Village utilizing secured grant funds from CalRecycle.
- Created the Climate Loteria game to assist in developing the City's first Climate Action and Adaptation Plan (CAAP).
- Updated the community Greenhouse Gas (GHG) inventory report.
- Initiated work on the Ocean Colony Sea Level Rise and Economic Impact analysis.
- 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 revised Sustainable Purchasing and Practices Policy via City Manager approval.
- Expanded and maintained the sustainability resources on the City's website.
- Coordinated a permanent sharps collection program at the Coastside Fire District.
- Continued to manage the 10-year solid waste franchise agreement with Republic Services.
- Managed the 4th annual Earth Day Essay Contest.
- Participated in Chamber's Earth Day event.
- Continued to partner with Abundant Grace on the Coastal Clean Team and expanded the program.
- Continued a "pack it in, pack it out" educational campaign at Poplar Beach.
- 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.
- Promoted programs and services provided by Commute.org.

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Sewer

Core Services

The core services of the Sewer division maintain the City's sewer collection system, ensure continued functional and safe operations and use, 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 serves as principal liaison to SAM staff, the SAM Board of Directors and City SAM Board representatives as well as with the City's contract FOG and collections maintenance quality control. The City Engineer coordinates with contract City Sewer Engineer on master planning, capital planning and on an "as-needed" basis.

Fiscal Year 2021-2022 Highlights

- Completed construction of the $2.8 million Ocean Colony Pump Station and Force Main project.
- Completed replacement of generator at Pelican Point Pump Station.
- Completed draft Sewer Master Plan Update and updated the hydraulic model.
- Managed the collection system maintenance contract with SAM.
- Managed contract services with Mark Thomas Company on oversight of sewer collection system maintenance and implementation of FOG program.
- Initiated remediation and modernization of four sewer effluent flow monitors.
- Managed SAM contract(s) and overall operations.

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Fiscal Year 2022-2023 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 2022-23 including Carter Park, Frenchmans Creek Park Phase 2, the City Corporation Yard and Coastal Trail Overlay projects.
- Maintain storm water conveyance ditches annually in conformance with NPDES permit and the State Streambed Alteration Permit.
- Seek new State Streambed Alteration Permit due to impending expiration.
- 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.
- Coordinate and collaborate with Coastside emergency preparedness efforts.

- Collaborate on the implementation of the ADA Transition Plan.
- Monitor and manage the City's 10-year Solid Waste Franchise Agreement.
- Evaluate opportunities to enhance / expand parks, multi-use trails, and path opportunities.
- Adopt the Climate Action and Adaptation Plan (CAAP) and begin implementation of identified projects and programs
- Complete sewer pump station replacement at Ocean Colony and other sewer collection system capital repairs and replacements.
- Initiate work on 10-Year Maintenance Plan for City trails and paths
- Secure donor commitment for Smith Field, complete CDP process and construction design for funded portions of project.
- Complete design and initiate bids for Poplar Street Traffic Calming and Safety project and Highway 1 Safety – North project.

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Performance & Workload Measures

Administration

Core Service and Measure	2019-20 Actuals	2020-21 Actuals	2021-22 Estimated	2022-23 Projected
Develop Budget and Capital Improvement Program				
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**
Provide contract and invoicing support				
Execute contracts within 14 days of signed resolution	**80%**	**85%**	**90%**	**90%**
Process invoices within 21 days of receipt	**80%**	**85%**	**95%**	**95%**
Workload Measures				
Number of major capital projects delivered	**6**	**0**	**6**	**13**
Number of grants applied for (and received)	**N/A**	**(7)**	**(9)**	**10**

Engineering

Core Service and Measure	2019-20 Actuals	2020-21 Actuals	2021-22 Estimated	2022-23 Projected
Provide private development support				
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%**
Workload Measures				
Number of encroachment permits issued	**89**	**98**	**110**	**100**
Number of CDP applications reviewed	**81**	**60**	**80**	**80**

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Maintenance

Core Service and Measure	2019-20 Actuals	2020-21 Actuals	2021-22 Estimated	2022-23 Projected
Provide maintenance support to City-owned infrastructure				
Respond to emergency requests within 24 hours	**100%**	**100%**	**100%**	**100%**
Respond to maintenance requests within 48 hours	**92%**	**92%**	**95%**	**95%**
Provide scheduled janitorial service	**Yes**	**Yes**	**Yes**	**Yes**
Provide regularly scheduled maintenance	**Yes**	**Yes**	**Yes**	**Yes**
Workload Measures				
Regulatory signs replaced and/or maintained	**220**	**240**	**190**	**210**
Trees maintained (trimmed or removed)	**70**	**80**	**65**	**75**

Sustainability Division

Core Service and Measure	2019-20 Actuals	2020-21 Actuals	2021-22 Estimated	2022-23 Projected
Manage the City's Sustainability Initiatives				
Present the updated Sustainability Implementation Plan to City Council by February	**Yes**	**Yes**	**Yes**	**Yes**
Review the building electrification ordinance annually	**Yes**	**Yes**	**Yes**	**Yes**
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**
Workload Measures				
Number of outreach events	**25**	**14**	**11**	**19**
Number of permits issued under electrification ordinance	**N/A**	**N/A**	**0**	**15**
Percent of trash captures and drainage inlets cleaned annually	**100%**	**100%**	**100%**	**100%**

Draft

Sewer

Core Service and Measure	2019-20 Actuals	2020-21 Actuals	2021-22 Estimated	2022-23 Projected
Provide maintenance support to City sewer collection system				
Respond to emergency requests and call outs within 24 hours	**100%**	**100%**	**100%**	**100%**
Complete FOG inspections on schedule	**90%**	**95%**	**95%**	**95%**
Provide monthly collection system cleaning	**Yes**	**Yes**	**Yes**	**Yes**
Provide annual CCTV inspections	**Yes**	**Yes**	**Yes**	**Yes**
Workload Measures				
Number of FOG inspections (including reinspections)	**97**	**81**	**80**	**80**
Number of hot spots identified	**113**	**143**	**77**	**85**
Linear feet of sewer system cleaned annually (inclusive of multiple hotspot cleanings)	**109,803**	**147,134**		
Linear feet of CCTV inspections	**14,189**	**12,910**	**23,000**	**23,000**

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PUBLIC WORKS ADMINISTRATION

101-410

DIVISON EXPENSE BY CATEGORY

Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
Salaries & Benefits	353,479	390,959	479,656	527,295
Materials & Supplies	2,816	13,470	26,000	44,500
Contract Services	43,393	135,397	185,000	115,000
Transfers / Allocations Out	21,567	2,543	55,438	47,668
Division Total	**421,255**	**542,368**	**746,094**	**734,463**

DIVISON REVENUE SOURCE BY CATEGORY

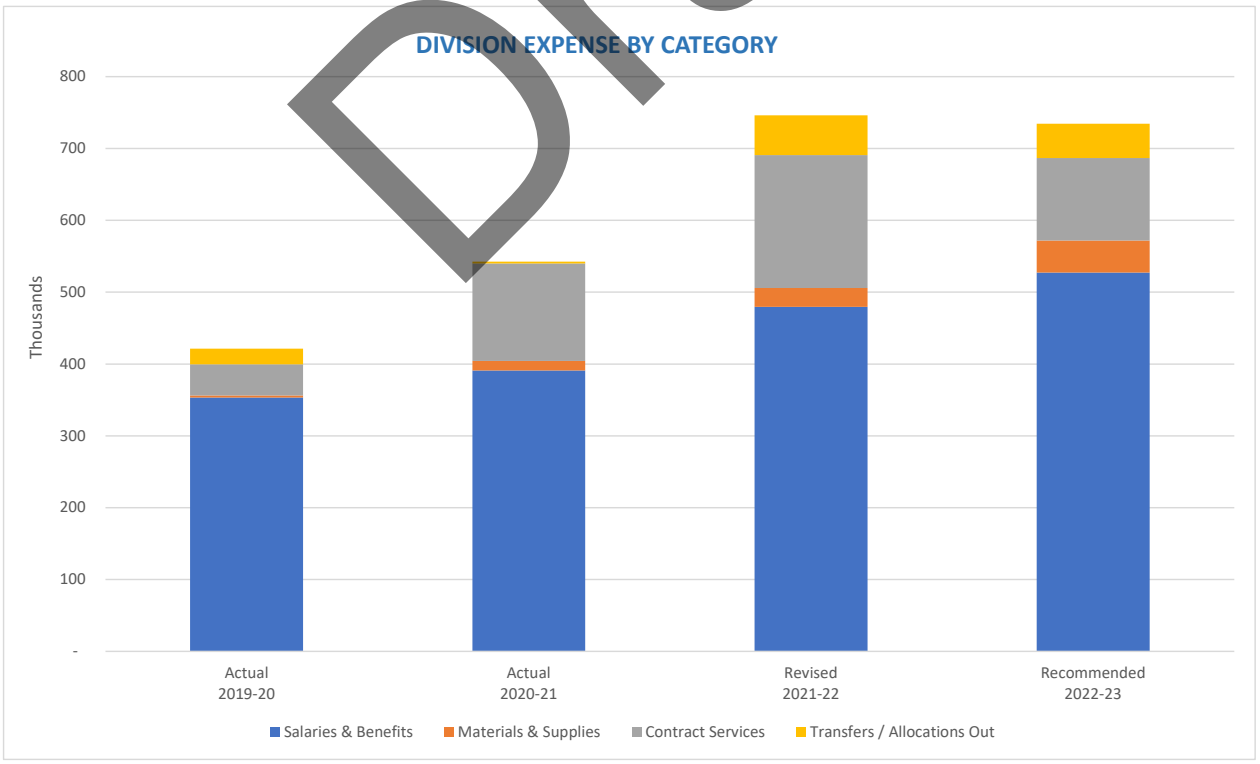
Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
Other Revenue	60,000	68,627	103,590	86,105
Taxes	-	-	513,900	500,000
General Fund	361,255	473,741	128,603	148,358
Division Total	**421,255**	**542,368**	**746,094**	**734,463**

FTE COUNT BY TITLE

Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
Public Works Director	0.25	0.25	0.35	0.35
City Engineer	0.10	0.10	0.15	0.15
Senior Management Analyst	0.75	0.75	0.75	0.75
Management Analyst	0.70	1.00	1.00	1.00
Administrative Assistant	0.50	0.55	0.55	0.55
Maintenance Worker	0.10			
FTE Total	**2.40**	**2.65**	**2.80**	**2.80**

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

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PUBLIC WORKS ADMINISTRATION

101-410

DIVISON EXPENSE BY LINE ITEM

Account		Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
5000-5999	Salaries & Benefits	353,479	390,959	479,656	527,295
6101	General Supplies	-	10,667	20,000	20,000
6201	Training/Meetings	1,378	1,550	5,000	17,500
6202	Memberships, Dues & Subscriptions	1,438	1,253	1,000	7,000
6301	Contract Services (Non-Govt)	43,393	135,235	-	-
6303	Advertising Costs	-	162	-	-
6320	Professional Services	-	-	160,000	115,000
6610	JPA/District Contributions	-	-	25,000	-
7201	General Transfers Out	21,567	2,543	-	-
7203	Vehicle ISF	-	-	8,408	1,685
7204	Equipment Fund ISF	-	-	21,197	20,857
7205	Risk Management ISF	-	-	25,833	25,127
	Division Total	**421,255**	**542,368**	**746,094**	**734,463**

DIVISON REVENUE SOURCES BY LINE ITEM

Account	Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
4140	Franchise Tax - Solid Waste	-	-	513,900	500,000
4141	BFI AB939 Fees	-	51,627	78,590	81,105
4850	Grants	30,000	16,000	25,000	5,000
4902	Miscellaneous Revenue	30,000	1,000	-	-
	General Fund Contribution	361,255	473,741	128,603	148,358
	Division Total	**421,255**	**542,368**	**746,094**	**734,463**

PRIMARY PROGRAM EXPENDITURE EXPLANATION

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

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ENGINEERING

101-420

DIVISON EXPENSE BY CATEGORY

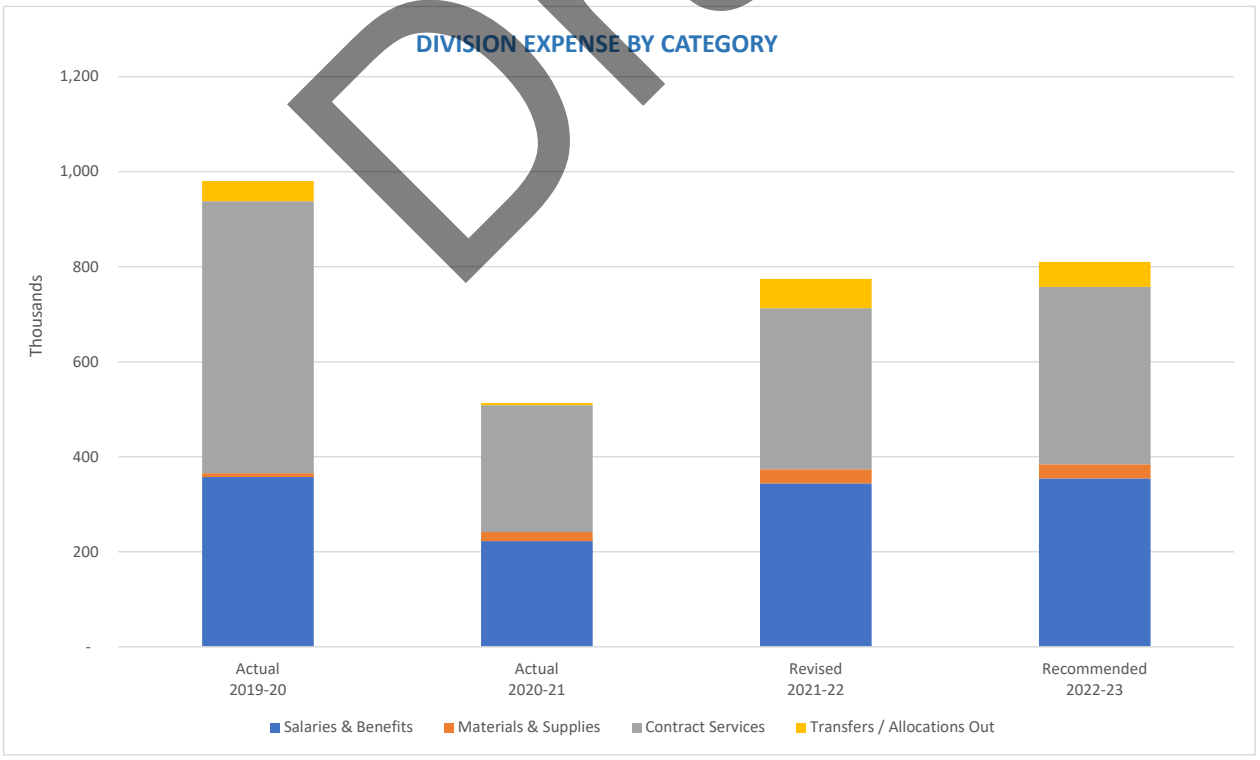
Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
Salaries & Benefits	357,573	222,712	343,878	354,314
Materials & Supplies	7,833	18,986	30,000	30,000
Contract Services	572,207	266,624	339,000	373,500
Transfers / Allocations Out	42,897	5,136	61,438	52,598
Division Total	**980,509**	**513,458**	**774,316**	**810,412**

DIVISON REVENUE SOURCE BY CATEGORY

Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
Charges for Services	239,455	97,748	72,000	125,000
General Fund	741,055	415,709	702,316	685,412
Division Total	**980,509**	**513,458**	**774,316**	**810,412**

FTE COUNT BY TITLE

Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
Public Works Director	0.15	0.15	0.15	0.15
City Engineer	0.45	0.30	0.50	0.50
Associate Engineer	0.25	0.10	0.15	0.15
Senior Management Analyst	0.10	0.10	0.15	0.15
Community Preservation Specialist	-	0.10	0.10	0.10
Management Analyst	0.10		-	-
Permit Technician	0.20	0.20	0.20	0.20
Assistant Engineer	0.80	0.40	0.65	0.65
Administrative Assistant	0.10		-	-
FTE Total	**2.15**	**1.35**	**1.90**	**1.90**



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ENGINEERING

101-420

DIVISON EXPENSE BY LINE ITEM

Account		Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
5000-5999	Salaries & Benefits	357,573	222,712	343,878	354,314
6101	General Supplies	4,222	1,207	5,000	5,000
6105	Equipment Supplies	-	12,461	5,000	5,000
6201	Training/Meetings	2,712	828	10,000	10,000
6202	Memberships, Dues & Subscriptions	899	4,490	10,000	10,000
6301	Contract Services (Non-Govt)	572,051	240,453	36,000	-
6303	Advertising Costs	156	-	4,000	4,000
6315	NPDES/Stormwater Compliance	-	26,171	122,000	174,500
6316	Engineering Services	-	-	177,000	195,000
7201	General Transfers Out	42,897	5,136	-	-
7203	Vehicle ISF	-	-	9,318	1,859
7204	Equipment Fund ISF	-	-	23,491	23,013
7205	Risk Management ISF	-	-	28,629	27,725
	Division Total	**980,509**	**513,458**	**774,316**	**810,412**

DIVISON REVENUE SOURCES BY LINE ITEM

Account	Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
4421	Engineering Fees	239,410	96,020	72,000	125,000
4442	Planning Misc. Fees	45	-	-	-
4443	Zoning Fees	-	1,728	-	-
	General Fund Contribution	741,055	415,709	702,316	685,412
	Division Total	**980,509**	**513,458**	**774,316**	**810,412**

PRIMARY PROGRAM EXPENDITURE EXPLANATION

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

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MAINTENANCE

101-430

DIVISON EXPENSE BY CATEGORY

Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
Salaries & Benefits	770,334	678,793	882,686	976,064
Materials & Supplies	167,409	134,089	159,000	205,000
Contract Services	921,237	838,440	966,000	922,072
Transfers / Allocations Out	65,791	21,323	172,612	145,973
Division Total	**1,924,771**	**1,672,645**	**2,180,298**	**2,249,108**

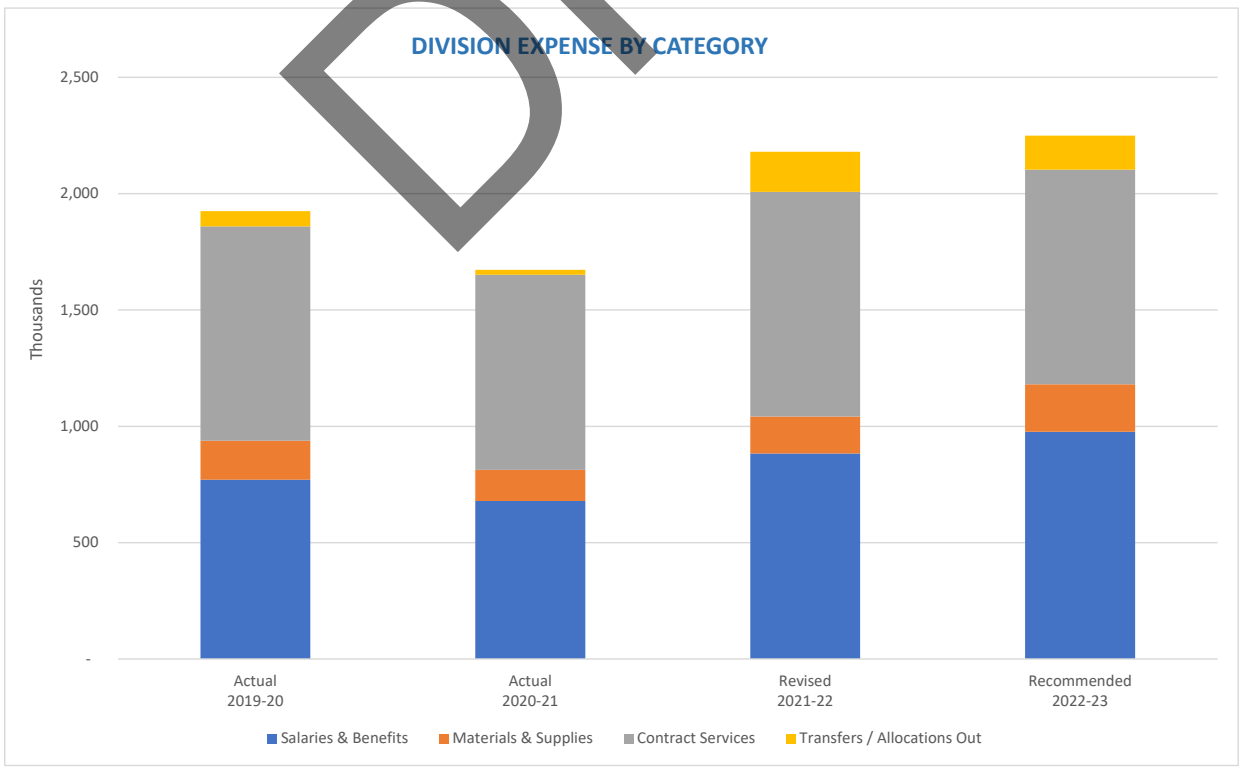
DIVISON REVENUE SOURCE BY CATEGORY

Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
Charges for Services	5,765	4,216	5,540	4,300
Other Revenue	169,985	353,782	350,000	379,158
General Fund	1,749,022	1,314,647	1,824,758	1,865,650
Division Total	**1,924,771**	**1,672,645**	**2,180,298**	**2,249,108**

FTE COUNT BY TITLE

Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
Public Works Director	0.25	0.20	0.20	0.20
Public Works Superintendent	0.55	0.55	0.80	0.80
Senior Maintenance Worker	1.60	1.60	1.60	1.60
Maintenance Assistant		-	1.00	1.00
Maintenance Worker I	2.70	2.60	2.95	2.95
Senior Management Analyst	0.15	0.15	0.10	0.10
Management Analyst	0.10	-	-	-
Administrative Assistant	0.20	0.15	0.15	0.15
FTE Total	**5.55**	**5.25**	**6.80**	**6.80**

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MAINTENANCE

101-430

DIVISON EXPENSE BY LINE ITEM

Account		Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
5000-5999	Salaries & Benefits	770,334	678,793	882,686	976,064
6101	General Supplies	165,258	130,729	137,000	175,000
6107	Maintenance Signage	-	-	20,000	20,000
6201	Training/Meetings	986	3,361	2,000	10,000
6202	Memberships, Dues & Subscriptions	1,165	-	-	-
6301	Contract Services (Non-Govt)	606,295	481,091	45,000	100,000
6302	Contract Services (Govt)	4,500	4,496	5,000	-
6311	Building/Grounds Maintenance	61,886	53,496	15,000	40,000
6312	Equipment Maintenance	937	921	-	-
6313	Janitorial Services	-	-	322,000	326,700
6314	Building/Grounds Maintenance	-	3,758	228,000	155,800
6401	Other Rental	50,533	55,612	30,000	26,331
6405	Combined Utilities	194,334	238,444	-	-
6406	Utilities - Electricity/Gas	-	-	181,800	100,800
6407	Utilities - Water	-	-	96,000	119,500
6408	Utilities - Other	-	-	43,200	52,941
6503	Vehicle Maint/Repair	2,751	623	-	-
7201	General Transfers Out	65,791	21,323	-	-
7203	Vehicle ISF	-	-	26,179	5,160
7204	Equipment Fund ISF	-	-	65,999	63,868
7205	Risk Management ISF	-	-	80,434	76,945
	Division Total	**1,924,771**	**1,672,645**	**2,180,298**	**2,249,108**

DIVISON REVENUE SOURCES BY LINE ITEM

Account	Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
4431	Poplar Beach Parking Fees	5,765	4,216	5,540	4,300
4720	Charging Station	165,569	351,150	350,000	379,158
4902	Miscellaneous Revenue	4,416	2,632	-	-
	General Fund Contribution	1,749,022	1,314,647	1,824,758	1,865,650
	Division Total	**1,924,771**	**1,672,645**	**2,180,298**	**2,249,108**

PRIMARY PROGRAM EXPENDITURE EXPLANATION

Account	Description	Explanation
5000-5999	Compensation	All salaries and benefits are budgeted in these line items. Increase is primarily due to merit increases.
6100-6199	Supplies & Materials	Parts and materials to upgrade, maintain and repair citywide facilities as performed by staff. Increase is anticipated as the prices of supplies increase.
6200-6299	Training & Memberships	Training, licensing and professional memberships for staff. Increase to support special licensing and training of maintenance staff.
6300-6399	Contract Services	Costs include citywide janitorial services, landscaping, pest control, vegetation, restroom portables, and smart trash receptacles. Increases are anticipated from rising costs in existing contracts.
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.

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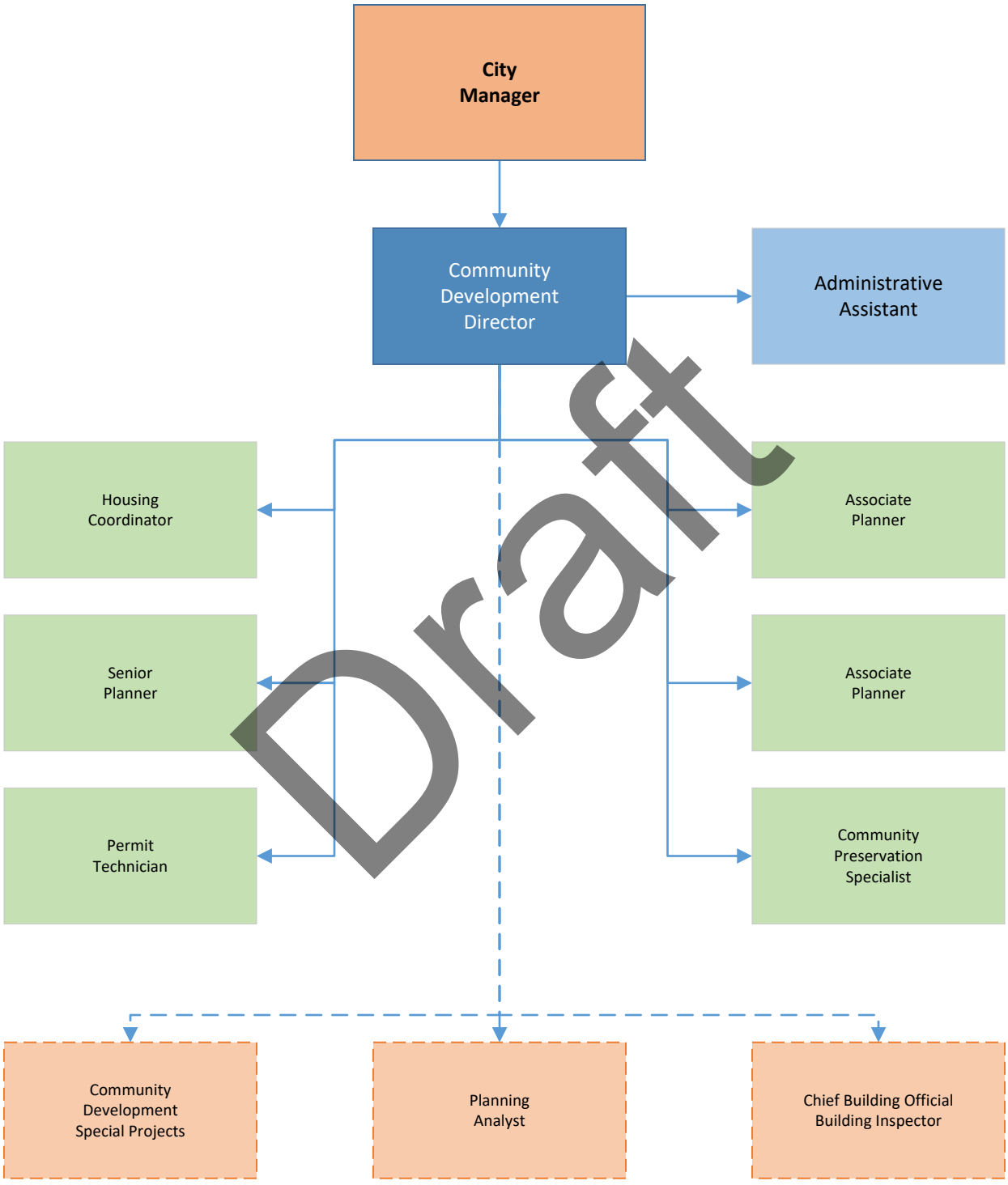
CITY OF HALF MOON BAY

Community Development

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Image Coming Soon

Community Development Department



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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, zoning, and building code updates, development and subdivision review, permit processing, building inspection services, and code compliance. The Department serves as a clearinghouse for housing and economic development services related to development. It also functions as the environmental coordinator for the City, ensuring compliance with the California Coastal Act, California Environmental Quality Act (CEQA), and the National Environmental Policy Act (NEPA).

The Department provides staff support to the City Council, Planning Commission, the Architectural Advisory Committee, and Bicycle and Pedestrian Advisory Committee; and monitors and participates with regional organizations including the City/County Association of Governments (C/CAG) and the Association of Bay Area Governments (ABAG). The Department also conducts environmental review and processes permits required for public projects including parks, streets, and other infrastructure improvements.

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Service Priorities

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

Staffing

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

Service Level Changes

Increases to pre-covid levels in the professional services budgets are proposed. Position vacancies, continued heavy building permit volume, and increasing time spent on housing development warrant the increased budget to support City Council priorities, especially affordable housing.

Budget Highlights / Summary of Changes

The budget changes consist of personnel-related costs and contract services to cover staffing and related services. Staffing changes at the FY 2021-22 mid-year adjustment included creation of an Assistant Planner job description to underfill an open Associate Planner position; and a new Housing Coordinator position to support the expanding housing function. No staffing changes are proposed for FY 2022-23. The building and planning contract/professional services budget was originally reduced by $240,000 in the FY 2020-21 budget due to the COVID pandemic. This reduction was maintained in the FY 2021-22 budget. The reduced budget for contract building and planning services has caused a strain on staff which has been compounded by unfilled staff vacancies. The increasing demands of complex projects such as those required for the Housing Element and other housing activities require that the budget be restored, and vacancies filled to meet these demands. The proposed increases include an additional $45,000 for contract building services (for a total of $270,000) and an additional $150,000 (for a total of $375,000) for contract planning services. These increases will restore the building and planning contract services budgets close to pre-covid levels (to a total of $645,000 for FY 2022-23; compared to the FY 2019-20 budget of $698,000). Of note, much of the building contract services budget (all building inspections and plan check services) are covered by building permit revenues. Some of the planning contract services costs, such as environmental review, are passed applicants.

The department consists of two divisions:

Building

Core Services

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

Description

The Building division staffs the City 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. Division staff spend significant time in the field and their firsthand knowledge of community conditions is essential to the department.

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Planning

Core Services

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

Description

The Planning division serves residents and businesses by overseeing and implementing the City's development-related regulations, 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. Planning staff strive to provide professional, courteous, responsive, and accountable public service to the community, and to implement Council-directed policy regarding the City's regulatory and environmental framework. The division works closely with the City Manager's Office and Public Works Department.

Fiscal Year 2021-2022 Accomplishments

- Pursue Affordable Housing Development: Hired a housing consultant; put forth a request for qualifications for the City-owned 555 Kelly Avenue property; conducted a housing feasibility study of the City-owned 880 Stone Pine Road property; continued to work with San Mateo County Department of Housing, property owners, and developers on project concepts and for funding sources.
- Downtown Sidewalk and Parklet Activities Program: Planning Commission approved coastal development permit for new Town Center program (prepared wholly in-house by Public Works and Community Development staff).
- Main and Kelly: Completed planning entitlements for the Main and Kelly mixed-use development.
- General Plan Elements: Continued work on the Cycle 6 Housing Element update.
- Measure D: Evaluated and ranked over 30 applications for measure D allocations, confirmed by the Planning Commission.
- ADU Ordinance: City Council adoption in August, Coastal Commission certification with modifications in February, City Council re-adoption in April.
- Short-term Rental Ordinance: City Council adoption in August, Coastal Commission certification anticipated by the end of the fiscal year.
- Public Projects: Provided planning review services for projects brought forward by the City (e.g. Magnolia Park) and other public agencies (e.g. Coastside County Water District

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waterline replacement projects). Provided entitlement planning services for the Poplar Traffic Calming and Corporation Yard projects.

- Fire Safety and Environmental Protection: Coordinated with the Fire District to work with property owners regarding their responsibilities with respect to 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.
- Grants: Received the REAP grant to support housing activities.

Fiscal Year 2022-2023 Goals / Strategic Plan Elements

- Pursue Housing Development: Continue efforts to build affordable housing on the City-owned properties of 555 Kelly Avenue and other City properties. Continue to work with private property owners and developers including the new preliminary application for the Podesta project.
- General Plan Elements: Complete the Housing Element; initiate work on the Safety Element.
- Zoning Ordinance Updates: Initiate work on the Implementation Plan (Zoning and Subdivision Ordinances) for implementing the Land Use Plan and Housing Element.
- 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.
- Building Codes: Update the local building and fire code to incorporate the 2022 California Building Code; implement the City's new sustainability ordinances including the Electrification Ordinance and the regulations for photovoltaic and electric vehicle charging stations.

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Performance & Workload Measures

Building

Property and Building Safety	2019-20 Actuals	2020-21 Actuals	2021-22 Estimated	2022-23 Projected
Investigate and resolve code violations				
Investigate all code violation inquiries	**Yes**	**Yes**	**Yes**	**Yes**
Workload Measures				
Number of code violation cases meriting enforcement action **For FY 2021-22, 87 violations have been addressed or are in progress since March 31, 2022.*	**129**	**111**	**116***	**N/A**
Number of Building Permits issued **For FY 2021-22, 348 permits have been issued through March 31, 2022.*	**450**	**539**	**475***	**500**

Planning

Housing and Other Planning Entitlements	2019-20 Actuals	2020-21 Actuals	2021-22 Estimated	2022-23 Projected
Support development of a wide range of housing types				
Utilize full capacity of Measure D	**No**	**Yes**	**Yes**	**Yes**
Workload Measures				
Number of Public Meetings for planning entitlement review and other matters **Includes Planning Commission, Architectural Advisory Committee and Community Development Director sessions.*	**32**	**48**	**41***	**40**
Number of Planning Permit applications received **For FY 2021-22, 20 permit applications have been received through March 31, 2022; volume expected to increase following Measure D ratification.*	**97**	**86**	**85***	**85**

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COMMUNITY DEVELOPMENT - ADMINISTRATION

101-730

DIVISON EXPENSE BY CATEGORY

Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
Salaries & Benefits	292,716	358,080	368,492	421,379
Materials & Supplies	21,725	9,330	15,223	15,223
Contract Services	38,727	40,157	35,000	35,000
Transfers / Allocations Out	15,120	1,258	36,490	32,733
Division Total	**368,288**	**408,825**	**455,205**	**504,335**

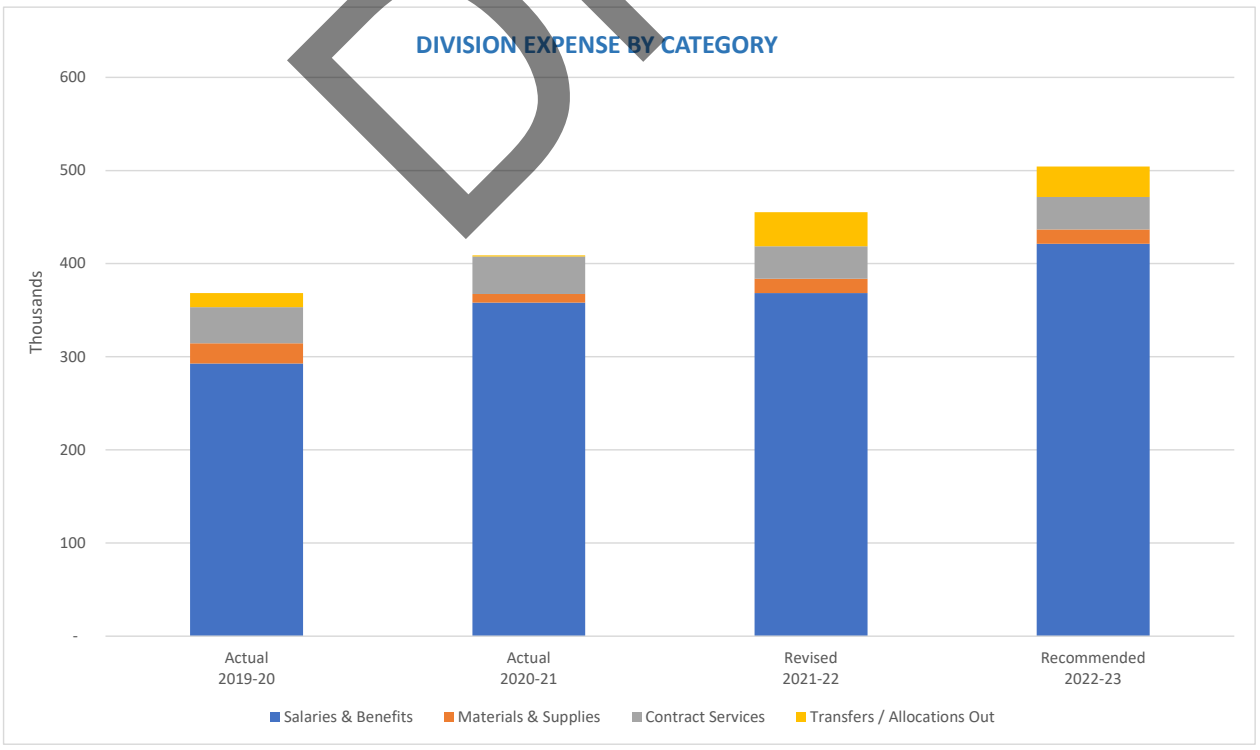
DIVISON REVENUE SOURCE BY CATEGORY

Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
Charges for Services	400	100	-	-
General Fund	367,888	408,725	455,205	504,335
Division Total	**368,288**	**408,825**	**455,205**	**504,335**

FTE COUNT BY TITLE

Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
Community Development Director	0.50	0.50	0.50	0.50
Senior Planner	0.20	0.20	0.20	0.20
Housing Coordinator	-	-	0.25	0.25
Associate Planner	0.20	0.20	0.10	0.10
Assistant Planner	-	-	0.10	0.10
Community Preservation Specialist	-	0.20	0.30	0.30
Permit Technician	0.20	0.30	0.10	0.10
Administrative Assistant	0.30	1.00	1.00	1.00
FTE Total	**1.40**	**2.40**	**2.55**	**2.55**

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COMMUNITY DEVELOPMENT - ADMINISTRATION

101-730

DIVISON EXPENSE BY LINE ITEM

Account		Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
5000-5999	Salaries & Benefits	292,716	358,080	368,492	421,379
6101	General Supplies	3,079	3,985	4,223	4,223
6201	Training/Meetings	4,601	1,923	8,000	8,000
6202	Memberships, Dues & Subscriptions	14,045	3,422	3,000	3,000
6301	Contract Services (Non-Govt)	38,727	40,157	29,000	35,000
6302	Contract Services (Govt)	-	-	-	-
6320	Professional Services	-	-	6,000	-
7201	General Transfers Out	15,120	1,258	-	-
7203	Vehicle ISF	-	-	5,534	1,157
7204	Equipment Fund ISF	-	-	13,952	14,322
7205	Risk Management ISF	-	-	17,004	17,254
	Division Total	**368,288**	**408,825**	**455,205**	**504,335**

DIVISON REVENUE SOURCES BY LINE ITEM

Account	Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
4441	Code Enforcement	400	100	-	-
	General Fund Contribution	367,888	408,725	455,205	504,335
	Division Total	**368,288**	**408,825**	**455,205**	**504,335**

PRIMARY PROGRAM EXPENDITURE EXPLANATION

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

Draft

PLANNING SERVICES

101-710

DIVISON EXPENSE BY CATEGORY

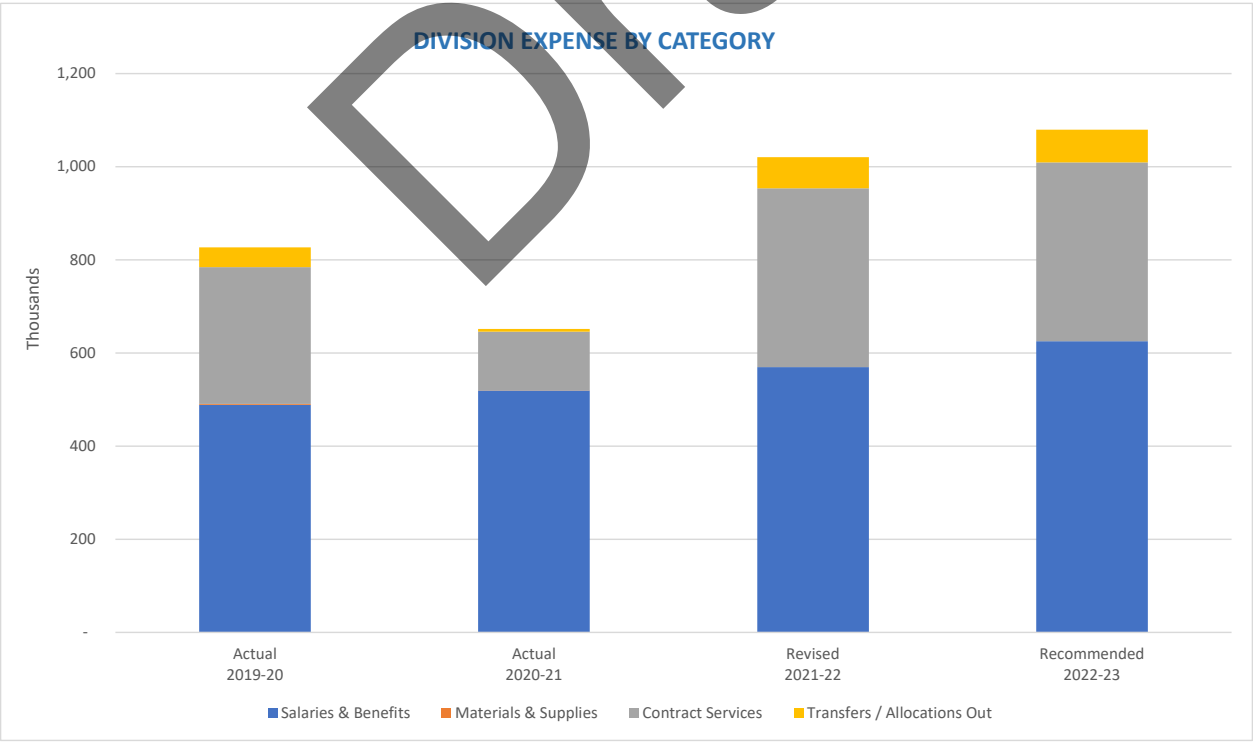
Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
Salaries & Benefits	488,597	519,551	569,609	625,484
Materials & Supplies	2,089	66	-	-
Contract Services	293,768	125,985	384,000	384,000
Transfers / Allocations Out	42,367	5,863	66,648	70,065
Division Total	**826,820**	**651,464**	**1,020,257**	**1,079,549**

DIVISON REVENUE SOURCE BY CATEGORY

Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
Charges for Services	347,428	222,087	171,118	171,188
General Fund	479,392	429,377	849,139	908,361
Division Total	**826,820**	**651,464**	**1,020,257**	**1,079,549**

FTE COUNT BY TITLE

Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
Community Development Director	0.25	0.25	0.25	0.25
Senior Planner	0.80	0.80	0.80	0.80
Housing Coordinator	-	-	0.50	0.50
Associate Planner	1.80	1.80	0.90	0.90
Assistant Planner	-	-	0.90	0.90
Community Preservation Specialist	0.50	0.20	0.20	0.20
Permit Technician	0.20	0.20	0.10	0.10
Administrative Assistant	0.20	-	-	-
Accounting Technician	0.05	-	-	-
FTE Total	**3.80**	**3.25**	**3.65**	**3.65**



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PLANNING SERVICES

101-710

DIVISON EXPENSE BY LINE ITEM

Account		Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
5000-5999	Salaries & Benefits	488,597	519,551	569,609	625,484
6101	General Supplies	405	-	-	-
6201	Training/Meetings	1,684	66	-	-
6202	Memberships, Dues & Subscriptions	-	-	-	-
6301	Contract Services (Non-Govt)	291,768	125,097	76,339	-
6303	Advertising Costs	2,000	888	9,000	9,000
6320	Professional Services	-	-	298,661	375,000
7201	General Transfers Out	42,367	5,863	-	-
7203	Vehicle ISF	-	-	10,108	2,477
7204	Equipment Fund ISF	-	-	25,483	30,656
7205	Risk Management ISF	-	-	31,057	36,933
	Division Total	**826,820**	**651,464**	**1,020,257**	**1,079,549**

DIVISON REVENUE SOURCES BY LINE ITEM

Account	Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
4442	Planning Misc.	165,686	164,803	171,118	171,188
4443	Zoning & S/D Fees	181,742	56,062	-	-
4444	General Plan Fee	-	1,222	-	-
	General Fund Contribution	479,392	429,377	849,139	908,361
	Division Total	**826,820**	**651,464**	**1,020,257**	**1,079,549**

PRIMARY PROGRAM EXPENDITURE EXPLANATION

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

Draft

BUILDING AND CODE ENFORCEMENT

101-720

DIVISON EXPENSE BY CATEGORY

Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
Salaries & Benefits	156,334	167,050	202,812	247,586
Materials & Supplies	-	-	-	-
Contract Services	224,381	193,761	225,000	270,000
Transfers / Allocations Out	25,561	5,638	37,750	35,924
Division Total	**406,276**	**366,449**	**465,562**	**553,510**

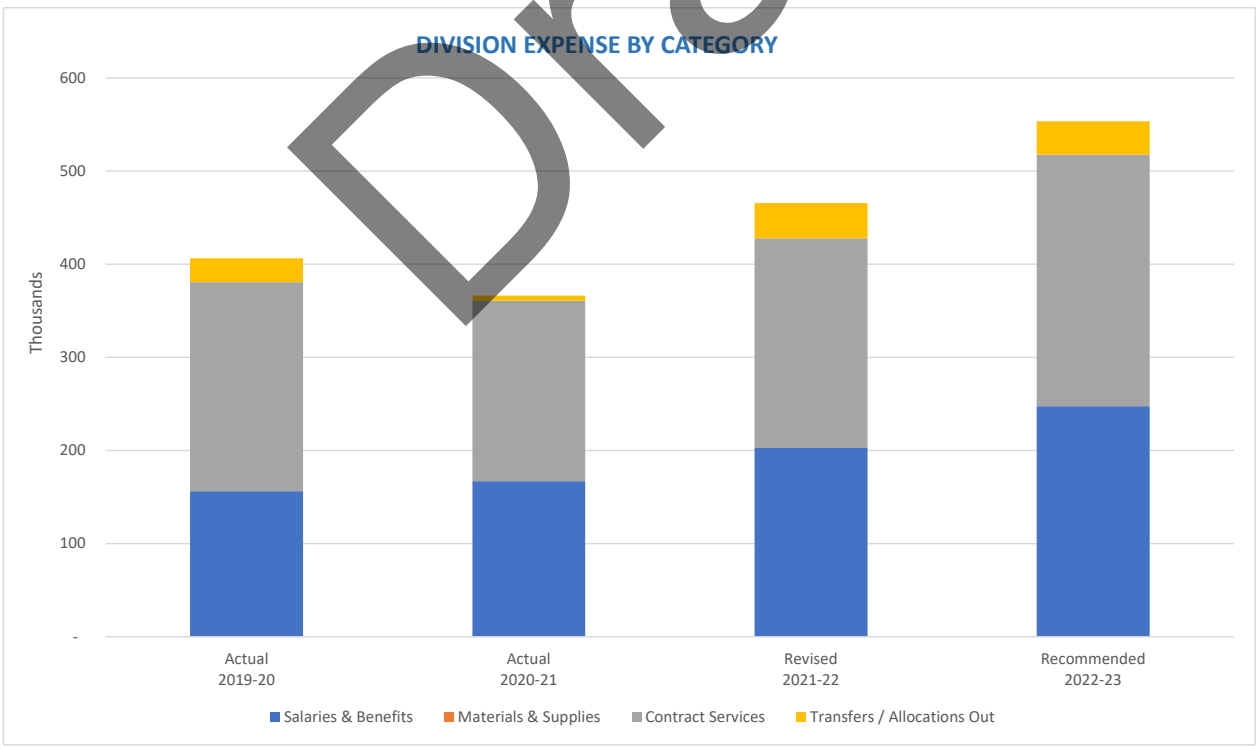
DIVISON REVENUE SOURCE BY CATEGORY

Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
Charges for Services	308,704	374,180	200,000	200,000
General Fund	97,572	(7,730)	265,562	353,510
Division Total	**406,276**	**366,449**	**465,562**	**553,510**

FTE COUNT BY TITLE

Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
Community Development Director	0.25	0.25	0.25	0.25
Housing Coordinator	-	-	0.25	0.25
Community Preservation Specialist	0.50	0.40	0.40	0.40
Permit Technician	0.40	0.40	0.60	0.60
Administrative Assistant	0.40	-	-	-
FTE Total	**1.55**	**1.05**	**1.50**	**1.50**

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BUILDING AND CODE ENFORCEMENT

101-720

DIVISON EXPENSE BY LINE ITEM

Account		Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
5000-5999	Salaries & Benefits	156,334	167,050	202,812	247,586
6101	General Supplies	-	-	-	-
6201	Training/Meetings	-	-	-	-
6202	Memberships, Dues & Subscriptions	-	-	-	-
6301	Contract Services (Non-Govt)	224,381	193,761	-	-
6320	Professional Services	-	-	225,000	270,000
7201	General Transfers Out	25,561	5,638	-	-
7203	Vehicle ISF	-	-	5,725	1,270
7204	Equipment Fund ISF	-	-	14,434	15,718
7205	Risk Management ISF	-	-	17,591	18,936
	Division Total	**406,276**	**366,449**	**465,562**	**553,510**

DIVISON REVENUE SOURCES BY LINE ITEM

Account	Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
4422	Building Permits	308,704	374,180	200,000	200,000
	General Fund Contribution	97,572	(7,730)	265,562	353,510
	Division Total	**406,276**	**366,449**	**465,562**	**553,510**

PRIMARY PROGRAM EXPENDITURE EXPLANATION

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

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CITY OF HALF MOON BAY

Other Funds

Draft

Image Coming Soon

Other Funds

Special Revenue and Capital Funds	xxx
• Storm Drain Operations	xxx
• Traffic Mitigation	xxx
• Library	xxx
• Main Street Bridge	xxx
• Gas Tax	xxx
• Streets & Roads	xxx
• Measure A	xxx
• Parks & Facilities Development	xxx
• Affordable Housing	xxx
• Public Facilities	xxx
• Police Grants	xxx
• Measure W	xxx
• Capital General	xxx
• Drainage Capital	xxx
• Library Capital	xxx
Debt Service Funds	xxx
• JOB Series B	xxx
Internal Service Funds	xxx
• Vehicle Replacement	xxx
• Retirement Stabilization	xxx
Enterprise Funds	xxx
• Sewer Operations	xxx
• Sewer Capital	xxx

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CITY OF HALF MOON BAY

Special Revenue and Capital Funds

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Special Revenue and Capital Project Funds

Special Revenue Funds and Capital Project Funds are used to account for the proceeds of specific revenue sources that are, 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.

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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.

Draft

- Implement programs and projects that enhance public safety, address deferred maintenance and, where possible, leverage other funds.

MEASURE A AND MEASURE W FUND (Fund 124)

The Measure A/W Fund is a restricted fund. Measure A was originally approved by the San Mateo County voters to levy 0.5% sales and use tax within the County to fund local transportation-related maintenance and capital improvements beginning in 1988. In 2004, the voters approved a measure to continue the levy of the tax for an additional 25 years beginning in 2009. The Measure W Fund is a restricted fund. Measure W was approved by the San Mateo County voters in November 2018 to levy 0.5% sales and use tax within the County to fund road improvements, transit services, and implementation of the San Mateo County Congestion Relief Plan. The tax was approved for 30 years starting in 2019. These funds are restricted for use in maintenance and improvement of City streets and roads.

Goals and Objectives

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

PARKS DEVELOPMENT (Fund 125)

The Parks Development Fund is a restricted fund. Development impact fees and federal, State, and County grants fund the Parks Development Fund. This fund is used for the acquisition, design and capital improvements of parks and trails in Half Moon Bay.

Goals and Objectives

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

AFFORDABLE HOUSING FUND (Fund 126)

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

Goals and Objectives

- Adopt a plan for prioritization of affordable housing funds.

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- Consider alternate funding mechanisms and ordinance revisions to increase the availability and preservation of affordable housing in Half Moon Bay.

PUBLIC FACILITIES (Fund 127)

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

Goals and Objectives

- Impose capital outlay impact fees on development as adopted by City Council.
- Implement projects that improve usability and safety of City facilities.
- Maximize leveraging of federal, State, County, and local governmental agency grants.

POLICE SERVICES (Fund 128)

The Police Services Fund is a restricted fund. The City receives funds for police services from federal, State, County and local governmental agencies. These funds are designated for specific police services, activities, and capital equipment. The source of revenue in FY 2021-22 is the COPS grant.

Goals and Objectives

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

GENERAL CAPITAL (Fund 151)

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

Goals and Objectives

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

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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.

Draft

STORM DRAIN OPERATIONS
FUND 111

	ACTUAL 2019-20	ACTUAL 2020-21	REVISED BUDGET 2021-22	RECOMMENDED 2022-23
REVENUES				
Interest	5,689	3,451	3,962	2,500
Miscellaneous	4,643	(4,412)	-	-
TOTAL REVENUE	10,332	(960)	3,962	2,500
EXPENDITURES				
Salaries & Benefits	-	-	-	-
Materials & Supplies	-	-	-	-
Contract Services	-	-	-	-
Capital Projects	-	-	-	-
TOTAL EXPENDITURES	-	-	-	-
OTHER FINANCING SOURCES (USES)				
Transfers in / (out)				
From General Fund	50,000	-	-	-
To Internal Service Funds	(2)	-	-	-
NET TRANSFERS	49,998	-	-	-
NET CHANGE TO FUND BALANCE	60,330	(960)	3,962	2,500
BEGINNING FUND BALANCE[1]	**292,332**	**352,662**	**351,702**	**354,200**
ENDING FUND BALANCE	**352,662**	**351,702**	**355,664**	**356,700**

Draft

[1] Beginning Fund Balance for FY 2022-23 based on updated estimates and may not match budgeted estimates for FY 2021-22 ending balance.

TRAFFIC MITIGATION
FUND 112

	ACTUAL 2019-20	ACTUAL 2020-21	REVISED BUDGET 2021-22	RECOMMENDED 2022-23
REVENUES				
Traffic Mitigation	118,386	40,644	55,426	60,700
Interest	74,762	41,283	31,300	29,800
Miscellaneous	56,778	(52,545)	-	-
TOTAL REVENUE	249,927	29,381	86,726	90,500
EXPENDITURES				
Salaries & Benefits	-	-	-	-
Materials & Supplies	-	-	-	-
Contract Services	32,055	15,720	46,944	35,888
Capital Projects	79,483	-	-	-
TOTAL EXPENDITURES	111,538	15,720	46,944	35,888
OTHER FINANCING SOURCES (USES)				
Transfers in / (out)				
From General Fund	-	-	-	-
To Internal Service Fund	-	-	-	-
NET TRANSFERS	-	-	-	-
NET CHANGE TO FUND BALANCE	138,389	13,661	39,782	54,612
BEGINNING FUND BALANCE[1]	**4,073,334**	**4,211,724**	**4,225,385**	**4,287,600**
ENDING FUND BALANCE	**4,211,724**	**4,225,385**	**4,265,167**	**4,342,212**

[1] Beginning Fund Balance for FY 2022-23 based on updated estimates and may not match budgeted estimates for FY 2021-22 ending balance.

Draft

LIBRARY
FUND 113

	ACTUAL 2019-20	ACTUAL 2020-21	REVISED BUDGET 2021-22	RECOMMENDED 2022-23
REVENUES				
Grants	94,070	-	-	-
Interest	348	166	191	100
Other Fees & Grants	5,584	-	-	-
Miscellaneous	167.49	(213)	-	-
TOTAL REVENUE	100,170	(46)	191	100
EXPENDITURES				
Salaries & Benefits	-	-	-	-
Materials & Supplies	-	-	-	-
Contract Services	(10,893)	-	-	-
Capital Projects	-	-	-	-
TOTAL EXPENDITURES	(10,893)	-	-	-
OTHER FINANCING SOURCES (USES)				
Transfers in / (out)				
From General Fund	-	-	-	-
To Capital Projects	(4,083)	-	-	-
To Internal Service Fund	-	-	-	-
NET TRANSFERS	(4,083)	-	-	-
NET CHANGE TO FUND BALANCE	106,980	(46)	191	100
BEGINNING FUND BALANCE [1]	**4,083**	**111,063**	**111,016**	**111,100**
ENDING FUND BALANCE	**111,063**	**111,016**	**111,207**	**111,200**

Draft

[1] Beginning Fund Balance for FY 2022-23 based on updated estimates and may not match budgeted estimates for FY 2021-22 ending balance.

MAIN STREET BRIDGE
FUND 121

	ACTUAL 2019-20	ACTUAL 2020-21	REVISED BUDGET 2021-22	RECOMMENDED 2022-23
REVENUES				
Interest	8,273	4,358	4,980	-
Grants	285,719	157,008	150,000	-
Miscellaneous	6,367	(6,248)	-	-
TOTAL REVENUE	300,359	155,118	154,980	-
EXPENDITURES				
Salaries & Benefits	-	-	-	-
Materials & Supplies	-	-	-	-
Contract Services	-	-	-	-
Capital Projects	232,379	242,452	324,000	-
TOTAL EXPENDITURES	232,379	242,452	324,000	-
OTHER FINANCING SOURCES (USES)				
Transfers in / (out)				
From General Fund	-	53,000	8,200	-
To Capital Projects				(489,300)
To Internal Service Fund	-	-	-	-
NET TRANSFERS	-	53,000	8,200	(489,300)
NET CHANGE TO FUND BALANCE	67,980	(34,334)	(160,820)	(489,300)
BEGINNING FUND BALANCE [1]	**404,204**	**472,184**	**437,850**	**489,300**
ENDING FUND BALANCE	**472,184**	**437,850**	**277,030**	**-**

Draft

[1] Beginning Fund Balance for FY 2022-23 based on updated estimates and may not match budgeted estimates for FY 2021-22 ending balance.

GAS TAX
FUND 122

	ACTUAL 2019-20	ACTUAL 2020-21	REVISED BUDGET 2021-22	RECOMMENDED 2022-23
REVENUES				
Gas Tax	347,099	394,991	270,000	304,700
RMRA Tax	-	114,946	237,000	237,500
Interest	6,551	5,716	6,091	5,800
Unrealized Gains/Losses	5,603	(4,516)	-	-
Miscellaneous	176,003	-	-	-
TOTAL REVENUE	535,255	511,136	513,091	548,000
EXPENDITURES				
Salaries & Benefits	-	-	-	-
Materials & Supplies	-	-	-	-
Contract Services	63,991	81,794	95,000	66,432
Capital Projects	-	-	-	-
TOTAL EXPENDITURES	63,991	81,794	95,000	66,432
OTHER FINANCING SOURCES (USES)				
Transfers in / (out)				
From General Fund	-	-	-	-
To Capital Projects	(227,337)	(200,501)	-	-
To Internal Service Fund	(3,834)	-	-	-
NET TRANSFERS	(231,171)	(200,501)	-	-
NET CHANGE TO FUND BALANCE	240,093	228,841	418,091	481,568
BEGINNING FUND BALANCE [1]	**237,197**	**477,290**	**706,131**	**1,150,700**
ENDING FUND BALANCE	**477,290**	**706,131**	**1,124,223**	**1,632,268**

Draft

[1] Beginning Fund Balance for FY 2022-23 based on updated estimates and may not match budgeted estimates for FY 2021-22 ending balance.

STREETS AND ROADS
FUND 123

	ACTUAL 2019-20	ACTUAL 2020-21	REVISED BUDGET 2021-22	RECOMMENDED 2022-23
REVENUES				
Measure M	75,000	-	75,000	75,000
Grants	-	10,000	823,000	-
Interest	45,395	18,168	26,447	16,200
Unrealized Gains/Losses	39,045	(38,154)	-	-
Miscellaneous	-	16,387	-	-
TOTAL REVENUE	159,440	6,401	924,447	91,200
EXPENDITURES				
Salaries & Benefits	218,948	198,447	102,352	110,354
Materials & Supplies	-	-	-	-
Contract Services	1,685	1,008	2,000	600
Capital Projects	1,203,806	3,398,237	3,335,489	1,098,200
TOTAL EXPENDITURES	1,424,439	3,597,691	3,439,841	1,209,154
OTHER FINANCING SOURCES (USES)				
Transfers in / (out)				
From General Fund	1,304,000	3,482,729	1,425,877	40,000
To Capital Funds	-	(2,084)	-	-
To Internal Service Fund	(13,919)	-	(8,998)	(7,701)
NET TRANSFERS	1,290,081	3,480,645	1,416,879	32,299
NET CHANGE TO FUND BALANCE	25,083	(110,645)	(1,098,514)	(1,085,655)
BEGINNING FUND BALANCE [1]	**2,455,556**	**2,480,639**	**2,369,994**	**3,103,900**
ENDING FUND BALANCE	**2,480,639**	**2,369,994**	**1,271,480**	**2,018,245**

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[1] Beginning Fund Balance for FY 2022-23 based on updated estimates and may not match budgeted estimates for FY 2021-22 ending balance.

MEASURE A
FUND 124

	ACTUAL 2019-20	ACTUAL 2020-21	REVISED BUDGET 2021-22	RECOMMENDED 2022-23
REVENUES				
Measure A	409,712	364,273	390,000	423,300
Measure W	106,369	192,099	-	-
Measure A - Grants	88,662	2,802,128	-	-
Interest	6,794	10,899	9,307	5,200
Miscellaneous	6,541	(6,117)	-	-
TOTAL REVENUE	618,078	3,363,282	399,307	428,500
EXPENDITURES				
Salaries & Benefits	87,881	92,406	63,187	68,585
Materials & Supplies	-	-	-	-
Contract Services	-	-	-	-
Capital Projects	-	-	-	-
TOTAL EXPENDITURES	87,881	92,406	63,187	68,585
OTHER FINANCING SOURCES (USES)				
Transfers in / (out)				
From General Fund	-	-	-	-
To Captial Projects	-	(2,802,128)	(298,468)	-
To Internal Service Fund	(4,917)	-	-	-
NET TRANSFERS	(4,917)	(2,802,128)	(298,468)	-
NET CHANGE TO FUND BALANCE	525,280	468,747	37,651	359,915
BEGINNING FUND BALANCE [1]	**175,182**	**700,462**	**1,169,209**	**1,202,000**
ENDING FUND BALANCE	**700,462**	**1,169,209**	**1,206,861**	**1,561,915**

Draft

[1] Beginning Fund Balance for FY 2022-23 based on updated estimates and may not match budgeted estimates for FY 2021-22 ending balance.

PARK/FACILITIES DEVELOPMENT
FUND 125

	ACTUAL 2019-20	ACTUAL 2020-21	REVISED BUDGET 2021-22	RECOMMENDED 2022-23
REVENUES				
Capital Impact / Dev Fee	68,581	-	-	-
Park Facility Development	117,860	263,654	60,000	60,000
Grants	5,000	8,415	4,775,000	4,750,000
Interest	52,984	25,973	28,065	18,400
Miscellaneous	47,995	(39,907)	-	-
TOTAL REVENUE	292,419	258,135	4,863,065	4,828,400
EXPENDITURES				
Salaries & Benefits	26,830	11,267	-	-
Materials & Supplies	-	8,415	-	-
Contract Services	-	-	-	-
Capital Projects	1,361,626	230,731	7,975,496	7,393,900
TOTAL EXPENDITURES	1,388,455	250,413	7,975,496	7,393,900
OTHER FINANCING SOURCES (USES)				
Transfers in / (out)				
From General Fund	1,433,078	222,000	1,385,000	250,000
To Capital Projects	(630,413)	-	(200,000)	-
To Internal Service Fund	(381)	-	-	-
NET TRANSFERS	802,284	222,000	1,185,000	**250,000**
NET CHANGE TO FUND BALANCE	(293,752)	229,722	(1,927,431)	(2,315,500)
BEGINNING FUND BALANCE [1]	**2,775,043**	**2,481,291**	**2,711,013**	**3,483,400**
ENDING FUND BALANCE	**2,481,291**	**2,711,013**	**783,582**	**1,167,900**

Draft

[1] Beginning Fund Balance for FY 2022-23 based on updated estimates and may not match budgeted estimates for FY 2021-22 ending balance.

AFFORDABLE HOUSING
FUND 126

	ACTUAL 2019-20	ACTUAL 2020-21	REVISED BUDGET 2021-22	RECOMMENDED 2022-23
REVENUES				
Interest	40,877	21,741	25,385	15,300
Miscellaneous	30,699	(29,974)	-	-
TOTAL REVENUE	71,576	(8,233)	25,385	15,300
EXPENDITURES				
Salaries & Benefits	449	-	-	-
Materials & Supplies	-	-	-	-
Contract Services	-	-	-	-
Financial Grants / Aid	300,000	200,000	-	-
Capital Projects	-	-	-	-
TOTAL EXPENDITURES	300,449	200,000	-	-
OTHER FINANCING SOURCES (USES)				
Transfers in / (out)				
From General Fund	400,000	-	-	-
To Internal Service Fund				
NET TRANSFERS	400,000	-	-	-
NET CHANGE TO FUND BALANCE	171,127	(208,233)	25,385	15,300
BEGINNING FUND BALANCE[1]	**2,203,383**	**2,374,510**	**2,166,277**	**2,181,600**
ENDING FUND BALANCE	**2,374,510**	**2,166,277**	**2,191,662**	**2,196,900**

[1] Beginning Fund Balance for FY 2022-23 based on updated estimates and may not match budgeted estimates for FY 2021-22 ending balance.

Draft

PUBLIC FACILITIES
FUND 127

	ACTUAL 2019-20	ACTUAL 2020-21	REVISED BUDGET 2021-22	RECOMMENDED 2022-23
REVENUES				
Loan Proceeds	-	-	1,000,000	700,000
Grants	-	6,525	20,000	-
Impact & Development Fees	-	-	-	-
Interest	26,787	12,745	14,169	9,700
Miscellaneous	19,869	(19,903)	-	-
TOTAL REVENUE	46,657	(633)	1,034,169	709,700
EXPENDITURES				
Salaries & Benefits	-	-	-	-
Materials & Supplies	-	-	-	-
Contract Services	-	-	-	-
Capital Projects	308,515	92,244	1,912,035	3,406,619
TOTAL EXPENDITURES	308,515	92,244	1,912,035	3,406,619
OTHER FINANCING SOURCES (USES)				
Transfers in / (out)				
From General Fund	540,000	225,000	520,000	2,308,919
To Capital Projects	(484,241)	-	-	-
To Internal Service Fund				
NET TRANSFERS	55,759	225,000	520,000	2,308,919
NET CHANGE TO FUND BALANCE	(206,099)	132,122	(357,866)	(388,000)
BEGINNING FUND BALANCE [1]	**1,479,143**	**1,273,044**	**1,405,166**	**1,684,300**
ENDING FUND BALANCE	**1,273,044**	**1,405,166**	**1,047,300**	**1,296,300**

Draft

[1] Beginning Fund Balance for FY 2022-23 based on updated estimates and may not match budgeted estimates for FY 2021-22 ending balance.

POLICE GRANTS
FUND 128

	ACTUAL 2019-20	ACTUAL 2020-21	REVISED BUDGET 2021-22	RECOMMENDED 2022-23
REVENUES				
COPS Distribution	155,948	156,727	156,000	158,500
Interest	9,320	5,502	6,094	4,300
Miscellaneous	7,445	(7,047)	-	-
TOTAL REVENUE	172,712	155,182	162,094	162,800
EXPENDITURES				
Salaries & Benefits	-	-	-	-
Materials & Supplies	60,487	1,087	-	-
Contract Services	49,605	84,949	200,000	200,000
Capital Projects	-	-	-	-
TOTAL EXPENDITURES	110,092	86,035	200,000	200,000
OTHER FINANCING SOURCES (USES)				
Transfers in / (out)				
From General Fund	-	-	-	-
To Internal Service Fund	-	-	-	-
NET TRANSFERS	-	-	-	-
NET CHANGE TO FUND BALANCE	62,620	69,147	(37,906)	(37,200)
BEGINNING FUND BALANCE[1]	**428,946**	**491,566**	**560,712**	**721,100**
ENDING FUND BALANCE	**491,566**	**560,712**	**522,806**	**683,900**

[1] Beginning Fund Balance for FY 2022-23 based on updated estimates and may not match budgeted estimates for FY 2021-22 ending balance.

Draft

MEASURE W
FUND 132

	ACTUAL 2019-20	ACTUAL 2020-21	REVISED BUDGET 2021-22	RECOMMENDED 2022-23
REVENUES				
Measure W	-	-	125,000	152,900
Interest	-	-	-	1,900
Miscellaneous	-	-	-	-
TOTAL REVENUE	-	-	125,000	154,800
EXPENDITURES				
Salaries & Benefits	-	-	-	-
Materials & Supplies	-	-	-	-
Contract Services	-	-	-	-
Capital Projects	-	-	-	-
TOTAL EXPENDITURES	-	-	-	-
OTHER FINANCING SOURCES (USES)				
Transfers in / (out)				
From Other Funds	-	-	298,468	-
To Captial Projects	-	-	-	-
To Internal Service Fund	-	-	-	-
NET TRANSFERS	-	-	298,468	-
NET CHANGE TO FUND BALANCE	-	-	423,468	154,800
BEGINNING FUND BALANCE [1]	**-**	**-**	**-**	**425,400**
ENDING FUND BALANCE	**-**	**-**	**423,468**	**580,200**

[1] Beginning Fund Balance for FY 2022-23 based on updated estimates and may not match budgeted estimates for FY 2021-22 ending balance.

Draft

LOT ACQUISITION / DEVELOPMENT
FUND 133

	ACTUAL 2019-20	ACTUAL 2020-21	REVISED BUDGET 2021-22	RECOMMENDED 2022-23
REVENUES				
CAPITAL IMP/IMPACT/DEV	-	2,684,210	-	-
Interest	-	-	19,700	18,800
Miscellaneous	-	3,483	-	-
TOTAL REVENUE	-	2,687,693	19,700	18,800
EXPENDITURES				
Salaries & Benefits	-	-	-	-
Materials & Supplies	-	-	-	-
Contract Services	-	101,599	270,000	430,000
Capital Projects	-	-	-	-
TOTAL EXPENDITURES	-	101,599	270,000	430,000
OTHER FINANCING SOURCES (USES)				
Transfers in / (out)				
From Other Funds	-	-	-	-
To Capital Projects	-	-	-	-
To Internal Service Fund	-	-	-	-
NET TRANSFERS	-	-	-	-
NET CHANGE TO FUND BALANCE	-	2,586,094	(250,300)	(411,200)
BEGINNING FUND BALANCE [1]	**-**	**-**	**2,586,094**	**2,175,000**
ENDING FUND BALANCE	**-**	**2,586,094**	**2,335,794**	**1,763,800**

[1] Beginning Fund Balance for FY 2022-23 based on updated estimates and may not match budgeted estimates for FY 2021-22 ending balance.

Draft

CAPITAL GENERAL
FUND 151

	ACTUAL 2019-20	ACTUAL 2020-21	REVISED BUDGET 2021-22	RECOMMENDED 2022-23
REVENUES				
Loan Proceeds	-	2,035,000	-	-
Grants	-	-	-	-
Interest	36,235	7,197	14,396	8,400
Miscellaneous	19,063	(22,850)	-	-
TOTAL REVENUE	55,298	2,019,347	14,396	8,400
EXPENDITURES				
Salaries & Benefits	-	-	-	-
Materials & Supplies	677	-	-	-
Contract Services	-	-	-	-
Capital Projects	196,231	2,243,537	1,055,686	2,586,900
TOTAL EXPENDITURES	196,908	2,243,537	1,055,686	2,586,900
OTHER FINANCING SOURCES (USES)				
Transfers in / (out)				
From General Fund	605,000	443,000	288,500	1,530,800
To General Fund				
To Capital Projects	(1,309,173)	(3)	-	-
To Internal Service Fund	-	-	-	-
NET TRANSFERS	(704,173)	442,997	288,500	1,530,800
NET CHANGE TO FUND BALANCE	(845,783)	218,807	(752,790)	(1,047,700)
BEGINNING FUND BALANCE [1]	**2,364,021**	**1,518,237**	**1,737,044**	**1,748,600**
ENDING FUND BALANCE	**1,518,237**	**1,737,044**	**984,254**	**700,900**

[1] Beginning Fund Balance for FY 2022-23 based on updated estimates and may not match budgeted estimates for FY 2021-22 ending balance.

Draft

DRAINAGE CAPITAL
FUND 152

	ACTUAL 2019-20	ACTUAL 2020-21	REVISED BUDGET 2021-22	RECOMMENDED 2022-23
REVENUES				
Storm Drainage Fee	11,175	4,245	9,879	10,000
Interest	22,855	9,688	10,816	7,500
Miscellaneous	12,268	(13,287)	-	-
TOTAL REVENUE	46,299	646	20,695	17,500
EXPENDITURES				
Salaries & Benefits	37,980	63,059	40,846	41,948
Materials & Supplies	-	-	-	-
Contract Services	-	-	-	-
Capital Projects	586,735	(18,242)	575,000	1,172,300
TOTAL EXPENDITURES	624,715	44,816	615,846	1,214,248
OTHER FINANCING SOURCES (USES)				
Transfers in / (out)				
From General Fund	150,000	155,000	20,000	375,000
To Capital Projects	(150,000)	(301)	-	-
To Internal Service Fund	(2,412)	-	(3,382)	(2,911)
NET TRANSFERS	(2,412)	154,699	16,618	372,089
NET CHANGE TO FUND BALANCE	(580,828)	110,528	(578,533)	(824,659)
BEGINNING FUND BALANCE [1]	**1,534,533**	**953,705**	**1,064,233**	**1,047,700**
ENDING FUND BALANCE	**953,705**	**1,064,233**	**485,700**	**223,041**

[1] Beginning Fund Balance for FY 2022-23 based on updated estimates and may not match budgeted estimates for FY 2021-22 ending balance.

Draft

LIBRARY CAPITAL
FUND 153

	ACTUAL 2019-20	ACTUAL 2020-21	REVISED BUDGET 2021-22	RECOMMENDED 2022-23
REVENUES				
Grants	-	48,148	15,000	-
Interest	29,334	12,982	14,771	3,500
Miscellaneous	14,057	(16,273)	-	-
TOTAL REVENUE	43,391	44,858	29,771	3,500
EXPENDITURES				
Salaries & Benefits	-	-	-	-
Materials & Supplies	-	-	-	-
Contract Services	-	-	-	-
Capital Projects	-	-	-	-
TOTAL EXPENDITURES	-	-	-	-
OTHER FINANCING SOURCES (USES)				
Transfers in / (out)				
From General Fund	-	-	-	-
To Internal Service Fund	-	-	-	-
NET TRANSFERS	-	-	-	-
NET CHANGE TO FUND BALANCE	43,391	44,858	29,771	3,500
BEGINNING FUND BALANCE[1]	**1,244,496**	**1,287,887**	**1,332,745**	**446,400**
ENDING FUND BALANCE	**1,287,887**	**1,332,745**	**1,362,516**	**449,900**

[1] Beginning Fund Balance for FY 2022-23 based on updated estimates and may not match budgeted estimates for FY 2021-22 ending balance.

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CITY OF HALF MOON BAY

Debt Service Funds

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Debt Service Funds

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

JUDGMENT OBLIGATION DEBT SERVICE 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.

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SAN MATEO COUNTY LOAN

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

880 STONE PINE FINANCING

In FY 2020-21, the Council directed City staff to negotiate and execute a loan with the State of California Infrastructure Bank (iBank) in the amount of $3.2 million to fully finance the purchase of the 880 Stone Pine property as well as the construction of a new Corporation Yard facility. The loan carries a 2.50% interest rate and a financing term of 30 years. The loan repayments are budgeted as an $161,577 expenditure in the General Fund per year.

JUDGEMENT OBLIGATION BOND - SERIES B
FUND 142

	ACTUAL 2019-20	ACTUAL 2020-21	REVISED BUDGET 2021-22	RECOMMENDED 2022-23
REVENUES				
Interest	1,370,150	281	-	-
Unrealized Gain (Loss)	(1,226,211)	56	-	-
TOTAL REVENUE	143,939	337	-	-
EXPENDITURES				
Debt Service - Interest	468,852	-	-	-
Debt Service - Principal Payment	10,915,000	-	-	-
Contract Services	-	-	-	-
Capital Projects	-	-	-	-
TOTAL EXPENDITURES	11,383,852	-	-	-
OTHER FINANCING SOURCES (USES)				
Transfers in / (out)				
From General Fund	-	-	-	-
To General Fund	(399,999)	(30,000)	-	-
To Internal Service Fund	-	-	-	-
NET TRANSFERS	(399,999)	(30,000)	-	-
NET CHANGE TO FUND BALANCE	(11,639,911)	(29,663)	-	-
BEGINNING FUND BALANCE [1]	**11,675,885**	**35,974**	**6,311**	**6,400**
ENDING FUND BALANCE	**35,974**	**6,311**	**6,311**	**6,400**

Draft

[1] Beginning Fund Balance for FY 2022-23 based on updated estimates and may not match budgeted estimates for FY 2021-22 ending balance.

CITY OF HALF MOON BAY

Internal Service Funds

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Internal Service Funds

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

VEHICLE REPLACEMENT FUND (Fund 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.

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VEHICLE REPLACEMENT
FUND 301

	ACTUAL 2019-20	ACTUAL 2020-21	REVISED BUDGET 2021-22	RECOMMENDED 2022-23
REVENUES				
Capital Impac / Dev Fee	17,091	8,483	5,000	10,900
Interest	4,713	1,888	2,217	1,200
Miscellaneous	2,280	(2,595)	-	-
TOTAL REVENUE	24,084	7,777	7,217	12,100
EXPENDITURES				
Salaries & Benefits	-	-	-	-
Materials & Supplies	106,949	18,703	170,000	-
Contract Services	-	-	-	-
Capital Projects	18,988	42,404	8,000	17,500
Depreciation	26,567	23,357	26,567	26,567
TOTAL EXPENDITURES	152,504	84,465	204,567	44,067
OTHER FINANCING SOURCES (USES)				
Transfers in / (out)				
From Other Funds	-	-	204,568	44,067
NET TRANSFERS	-	-	204,568	44,067
NET CHANGE TO NET ASSETS	(128,420)	(76,688)	7,218	12,100
BEGINNING NET ASSETS	**467,190**	**338,770**	**262,082**	**273,200**
ENDING NET ASSETS	**338,770**	**262,082**	**269,300**	**285,300**

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

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RETIREMENT STABILIZATION
FUND 304

	ACTUAL 2019-20	ACTUAL 2020-21	REVISED BUDGET 2021-22	RECOMMENDED 2022-23
REVENUES				
Interest	21,101	7,529	6,371	4,000
Miscellaneous	19,887	(19,006)	-	-
Reimbursed Expenses	-	35,905	-	-
TOTAL REVENUE	40,988	24,428	6,371	4,000
EXPENDITURES				
Salaries & Benefits	851,761	959,543	1,041,748	1,152,095
Materials & Supplies	-	-	-	-
Contract Services	-	-	-	-
Capital Projects	-	-	-	-
TOTAL EXPENDITURES	851,761	959,543	1,041,748	1,152,095
OTHER FINANCING SOURCES (USES)				
Transfers in / (out)				
From General Fund	1,000,000	1,000,000	1,041,748	1,152,095
To Internal Service Fund				
NET TRANSFERS	1,000,000	1,000,000	1,041,748	1,152,095
NET CHANGE TO NET ASSETS	189,227	64,885	6,371	4,000
BEGINNING NET ASSETS	**1,211,944**	**1,401,171**	**1,466,056**	**1,470,000**
ENDING NET ASSETS	**1,401,171**	**1,466,056**	**1,472,427**	**1,474,000**

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


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CITY OF HALF MOON BAY

Enterprise Funds

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Enterprise Funds

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

SEWER OPERATING (Fund 201)

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

1. Wastewater treatment services provided by the Sewer Authority Mid-Coastside (SAM), a Joint Powers Authority.
2. Capital maintenance and replacement of the SAM wastewater treatment plant and Intertie Pipeline System (IPS).
3. Regular cleaning of the City-owned wastewater collection system.
4. Emergency response, marking of underground utilities, inspection including CCTV of system and Fats, Oil, Grease (FOG) management and inspection.
5. Maintenance, operation, rehabilitation, repair, and replacement of the City-owned wastewater collection system.

Goals and Objectives

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

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SEWER CAPITAL (Fund 202)

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

Goals and Objectives

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

SEWER FUND AND CHARGES OVERVIEW

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

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

Operations and maintenance costs for sewer services have increased significantly over the last several years. SAM's Budget has increased from $7.3 Million (FY 2021-22) to $8.2 Million (FY 2022-23) and Half Moon Bay's current share is $4.8 Million (59.4%). SAM related increases are attributable to several factors including the need to provide sufficient staffing, 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.

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The City's collection system operating costs have also risen in response to statutory oversight obligations, addressing long deferred maintenance, providing oversight of the operations and maintenance, and to account for the rapidly increasing cost of materials and labor for capital construction and maintenance. The City recently completed the Ocean Colony Pump Station and Force Main Project (app. $2.1 million). This project 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 70-80 years old and approaching normal life expectancy. The cost of SAM contract services for sewer cleaning and emergency response has increased approximately 27-percent for FY 21-22.

The 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 and FY 2024-25. This adjustment followed a rate increase approved in 2014 which increased rates in FY 2013-14 and FY 2014-15. Granada and Montara are subject to the same fixed costs issues and have each increased rates during this period. Montara updated their sewer rates for the next three years through nine percent annual rate increases (effective on July 1, 2020). Many San Mateo County/Peninsula agencies have or will be considering rate adjustments to address increasing fixed costs and environmental compliance.

SEWER NET ASSET AND CASH PRESENTATION

The Sewer Fund Balance is presented on a dual basis in the budget document: Net Asset and Cash Reserves. Net Assets is the excess of assets over liabilities and is the basis of presentation prescribed by GASB Statement No. 34. A significant portion of the City's Net Assets are invested in SAM and so it is important to review cash reserve balances to understand amounts available for operations and capital improvements.

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SEWER OPERATIONS
FUND 201

	ACTUAL 2019-20	ACTUAL 2020-21	REVISED BUDGET 2021-22	RECOMMENDED 2022-23
REVENUES				
Sewer Service Charges	4,389,304	4,431,835	4,869,677	5,027,544
Interest	1,389	-	-	-
Miscellaneous	6,030	(5,346)	-	-
TOTAL REVENUE	4,396,723	4,426,489	4,869,677	5,027,544
EXPENDITURES				
Salaries & Benefits	353,356	550,202	487,152	504,501
Materials & Supplies	1,102	-	8,000	8,000
Contract Services	4,917,893	5,000,293	5,176,140	5,729,767
Capital Projects	-	-	-	-
TOTAL EXPENDITURES	5,272,351	5,550,495	5,671,292	6,242,268
OTHER FINANCING SOURCES (USES)				
Transfers in / (out)				
From Sewer Capital Fund	2,006,000	1,445,413	1,839,948	3,005,962
To General Fund (Admin Fee)	(472,290)	(621,266)	(511,395)	(524,180)
To Internal Service Fund	(208,327)	-	(506,652)	(433,258)
NET TRANSFERS	1,325,383	824,147	821,901	2,048,524
NET CHANGE TO FUND BALANCE	449,755	(299,859)	20,286	833,800
BEGINNING NET ASSETS [1]	**(399,728)**	**50,027**	**(249,832)**	**(833,800)**
ENDING NET ASSETS	**50,027**	**(249,832)**	**(229,546)**	**0**

[1] Beginning Net Assets for FY 2022-23 based on updated estimates and may not match budgeted estimates for FY 2021-22 ending balance.

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SEWER CAPITAL
FUND 202

	ACTUAL 2019-20	ACTUAL 2020-21	REVISED BUDGET 2021-22	RECOMMENDED 2022-23
REVENUES				
Sewer Rate Charges	35,759	-	-	-
Sewer Service Charges	114,957	45,324	114,957	154,616
Interest	228,036	108,871	65,000	59,200
Miscellaneous	147,036	(153,203)	-	-
TOTAL REVENUE	525,788	992	179,957	213,816
EXPENDITURES				
Salaries & Benefits	(132)	1,139	-	-
Materials & Supplies	-	-	-	-
Contract Services	-	960	-	-
Capital Projects	572,161	476	2,628,755	574,500
Loss / (Gain) on SAM Investment	(2,307,512)	(685,080)	175,000	175,000
Depreciation	106,003	117,294	106,003	106,003
TOTAL EXPENDITURES	(1,629,481)	(565,210)	2,909,758	855,503
OTHER FINANCING SOURCES (USES)				
Transfers in / (out)				
From General Fund	-			
To Sewer Operations	(2,006,000)	(1,445,394)	(1,839,948)	(3,005,962)
To General Fund	(16,796)			
To Internal Service Fund				
NET TRANSFERS	(2,022,796)	(1,445,394)	(1,839,948)	(3,005,962)
NET CHANGE TO NET ASSETS	132,473	(879,192)	(4,569,749)	(3,647,649)
BEGINNING NET ASSETS [1]	**25,035,146**	**25,167,619**	**24,288,427**	**22,732,326**
ENDING NET ASSETS	**25,167,619**	**24,288,427**	**19,718,678**	**19,084,677**
ENDING AVAILABLE FUNDS [2]	**11,887,922**	**8,711,217**	**4,422,471**	**2,604,354**

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[1] *Beginning Net Assets for FY 2022-23 based on updated estimates and may not match budgeted estimates for FY 2021-22 ending balance.*

[2] *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*


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CITY OF HALF MOON BAY

Capital Improvement Program

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Image Coming Soon

Capital Improvement

Capital Improvement Program xxx
- Capital Improvement Narrative xxx
- CIP 5-year Summary xxx
- CIP 5-Year Expenditures Budget xxx

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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 historically relied heavily upon the transfer of City General Funds, although staff continue to actively look for 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 22-23 will be delivering large, infrastructure projects including Carter Park Improvements, Corporate Yard Improvements, and Highway 1 Safety – North.

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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 Storm Drain Master Plan is an important component to prioritizing improvements, identifying regulatory requirements and preventing catastrophic failure of the storm water system in the future. FY 2022-23 includes funding to update the Master Plan.

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. Priorities in FY 2022-23 include implementation of the LCP and Housing Element and recommendations from the City's Coastal Recovery Initiative.

Operational Improvements include major capital investments to enhance the internal operational efficiencies of the City. These improvements will help City staff perform more efficiently and allow staff to respond to customer requests in a timelier manner. Each of the improvements also enhance the City's transparency as envisioned in the strategic plan.

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

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

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

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

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

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CIP 5-Year Expenditures Placeholder

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CITY OF HALF MOON BAY

Other Information

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Other Information

Investment Policy	xxx
Reserve Policy	xxx
Master Fee Schedule	xxx
Supplemental Statistical Section	xxx
Budget Glossary	xxx
Acronym Glossary	xxx

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CITY OF HALF MOON BAY

Investment Policy

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CITY OF HALF MOON BAY INVESTMENT POLICY

POLICY OVERVIEW

PURPOSE

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

INVESTMENT OBJECTIVES

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

1. **Safety** - Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. This objective shall be accomplished by mitigating credit risk and market risk.

2. **Liquidity** - The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This objective shall be accomplished by structuring the portfolio so that securities mature concurrently with anticipated needs. The portfolio shall consist largely of securities with active secondary or resale market. Furthermore, a portion of the portfolio may be placed in money market mutual funds or the Local Agency Investment Fund (LAIF) which offer same-day liquidity for short-term funds.

3. **Yield** - The objective of the investment portfolio is designed to attain a market rate of return throughout budgetary and economic cycles, taking into consideration the investment risk constraints and liquidity needs. Investment performance shall be continually monitored and evaluated by the City Treasurer in comparison with other portfolio benchmark yields.

SCOPE

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

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

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- Internal Service Funds
- Trust and Agency Funds
- Any new fund created by the City, unless specifically exempted, with the exception of the following:

1. The City's Deferred Compensation Plan, which is excluded because it is managed by a third-party administrator and invested by individual plan participants.

2. Proceeds of debt issuance shall be invested in accordance with the investment objectives of this policy. However, such proceeds are generally invested in accordance with permitted investment provisions of their specific bond indentures. If, in the opinion of the City Treasurer, the matching of bond reserve or escrow defeasance funds with the maturity schedule of an individual bond issue is prudent, the investment policy authorizes an extension beyond the five-year maturity limitation as outlined in this document.

USE OF STATE INVESTMENT GUIDELINES

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

STANDARDS OF CARE

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

2. **Ethics and Conflict of Interest** - Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program or could impair their ability to make impartial investment decisions. City employees involved in the investment process shall

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

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

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

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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.

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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.

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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

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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

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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% or 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

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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

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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 the 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:

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

LEGISLATIVE CHANGES

Any State of California legislative action that further restricts allowable maturities, investment types, or percentage allocations, supersedes any and all previous applicable language in this Investment Policy.

INTEREST EARNINGS

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

POLICY CONSIDERATIONS

The following policy considerations apply:

1. Exemption - Any investment currently held that does not meet the guidelines of this policy shall be exempted from the requirements of this policy. At maturity or liquidation, such monies shall be reinvested only as provided by this policy.

2. Amendments - The City's investment policy shall be adopted by resolution of the City Council on an annual basis. This investment policy shall be reviewed at least annually to ensure its consistency with the overall objectives of preservation of principal, liquidity and yield, and its relevance to current law and financial and economic trends.

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RESOLUTION No. C-2022-

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED THAT

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

****

I, the undersigned, hereby certify that the forgoing Resolution was duly passed and adopted on the 21st day of June, 2022 by the City Council of Half Moon Bay by the following vote:

AYES, Councilmembers:

NOES, Councilmembers:

ABSENT, Councilmembers:

ABSTAIN, Councilmembers:

ATTEST:

Jessica Blair, City Clerk

APPROVED:

Debbie Ruddock, Mayor

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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).

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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.

Draft

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.

Draft

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.

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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.

Draft

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

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

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

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

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

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CITY OF HALF MOON BAY

Reserve Policy

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City of Half Moon Bay
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.

Draft

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**

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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.

Draft

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.

Draft

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

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

NOES, Councilmembers:

ABSENT, Councilmembers:

ABSTAIN, Councilmembers:

ATTEST:

For Jessica Blair, City Clerk

APPROVED:

Adam Eisen, Mayor

CITY OF HALF MOON BAY

Master Fee Schedule

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Master Fee Schedule

The City's Master Fee schedule includes Developer Impact Fees and User Fees which are permitted under State law and initially adopted by the City Council in 2017. The fee schedule is based upon a Cost Allocation Plan (CAP), that has been reviewed each subsequent fiscal year to confirm accuracy. In conjunction with the FY 2021-22 budget, the City reevaluated the allocation of resources as well as the appropriate allocation of costs to City functions and fees. The CAP ensures that the City is able to accurately account for the actual cost of providing programs and services by establishing fully-burdened hourly rates for staff, including direct, indirect and overhead costs; as well as for facilities. These rates are a foundation for all fees and ensure that recoverable fees for each service are complete, clearly defined and identified. The City evaluates the CAP each year and updates the CAP approximately every 5 years.

Development Impact Fees were adjusted for cost of living in in 2022 in accordance with the City Council policy following evaluation and determination that the fees remained compliant with statutory limits and addressed the cost of new development on certain facilities and infrastructure. In order to charge Development Impact Fees, jurisdictions must prepare nexus studies. A nexus study was prepared in 2017 and with each subsequent fiscal year, staff evaluates the fees to ensure the fees do not exceed the City's actual cost to provide the services and infrastructure based on the CAP, Capital Improvement Program, and other cost factors.

User Fees include Administration and Development Impact Fees. Following the CAP, the City's User Fees were comprehensively updated and adopted in 2017. User Fees include both flat fees and deposits. Flat fees are set to align with the anticipated and typical cost to provide a specified service based on the CAP fully-burdened hourly rates. Flat fees are appropriate for smaller-scale or more typical services. For more variable services, such as those associated with development review, a deposit approach provides the City with a means to charge an applicant for actual time spent to process an application and to more accurately track City consultant related direct costs. On May 17, 2022, City Council approved a substantial update to fees and deposits following staffs' evaluation of the structure established in 2017. These updates will take effect in Fiscal Year 2022-23. As noted above, the City continues to evaluate fees in conjunction with the annual budget process to ensure fees are appropriate and are not exceeding the actual cost of services provided per State law.

The Master Fee Schedule is updated annually. All fees, excluding Development Impact Fees and Public Safety, are increased annually pursuant to the annual average of the Consumer Price Index for Urban and Clerical Workers (CPI-W). Development Impact Fees are increased annually by the applicable regional annual average of the Engineering News Record - Construction Cost Index (CCI) FY2021-22 rate is 26%. Due to the impact this could have on local development, the City has elected to increase by 3%. The FY2021-22 CPI-W rate is 6.5%. In FY22-23 there will be no Public Safety increases.

Draft

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

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

SERVICES	CODING	PREVIOUS FY 21-22 AMOUNT	FY 22-23 AMOUNT	UNIT / TYPE
I. ADMINISTRATION				
1 Administrative Fees				
First Returned Item	101-101-4901	$25.00	$25.00	Each
Each Additional Item	101-101-4901	$39.00	$39.00	Each
Credit Card Convenience Fee	101-101-4901	2%	2%	2.4% on charges $30.00 and more
2 Duplication				
Photocopies	101-101-4901	$0.25	$0.25	Per page
Municipal Code Book	101-101-4901	Available online	Available online	Per book
Bound Reports	101-101-4901	Actual Cost	Actual Cost	Per report
Budget	101-101-4901	Available online	Available online	Each
Comprehensive Financial Report (ACFR	101-101-4901	Available online	Available online	Each
3 City Clerk				
Election Filing Fee	101-110-4901	$25.00	$25.00	Each
Candidate Printing Fee	101-110-4901	Determined per election	Determined per election	Deposit
4 Staff Research				
City Manager's Office	101-120-4443	$62.00	$66.00	Per 0.25 hour
Finance Department	101-210-4443	$52.00	$55.00	Per 0.25 hour
City Clerk's Office	101-140-4443	$49.00	$52.00	Per 0.25 hour
Planning Department	101-710-4443	$60.00	$63.00	Per 0.25 hour
Building Department	101-720-4443	$44.00	$46.00	Per 0.25 hour
Public Works Department - Engineering	101-420-4443	$53.00	$56.00	Per 0.25 hour
Public Works Department - Maintenance	101-430-4443	$46.00	$48.00	Per 0.25 hour
Police - Sworn	101-310-4203	$61.00	$61.00	Per 0.25 hour
Police - Non Sworn	101-310-4203	$21.00	$21.00	Per 0.25 hour
5 Private Alarm Permits (Chapter 9.10)				
Alarm Permit	101-310-4202	$54.00	$57.00	Each
False Alarm Response with Permit				
1st & 2nd Alarms	101-310-4202	$0.00	$0.00	No fee
3rd Alarm	101-310-4202	$54.00	$57.00	Each
4th Alarm	101-310-4202	$111.00	$118.00	Each
5th Alarm	101-310-4202	$168.00	$178.00	Each
6th Alarm and responses thereafter	101-310-4202	$224.00	$238.00	Each
False Alarm without Permit				
1st & 2nd Alarms	101-310-4202	$54.00	$57.00	Each
3rd Alarm	101-310-4202	$111.00	$118.00	Each
4th Alarm	101-310-4202	$139.00	$148.00	Each
5th Alarm	101-310-4202	$195.00	$207.00	Each
6th Alarm and responses thereafter	101-310-4202	$280.00	$298.00	Each
6 Film Permit (Chapter 9.74)	101-101-4201	$576.00	$576.00	Per day
7 Special Event Permits [1]				
Block Parties	101-101-4201	$224.00	$224.00	Per event
Fund Raisers	101-101-4201	$224.00	$224.00	Per event
Miscellaneous Events	101-101-4201	$448.00	$448.00	Per event
Carnival/Circus/Parade/Race/Rodeo, etc.	101-101-4201	$448.00	$448.00	Each
Amusement Concession	101-101-4201	$448.00	$448.00	Each

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

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

SERVICES	CODING	PREVIOUS FY 21-22 AMOUNT	FY 22-23 AMOUNT	UNIT / TYPE
8 Poplar Beach Parking [1]				
Vehicles less than 20 feet	101-430-4720	$10.00	$10.00	Per 12 hours
Horse trailers and vehicles longer than 20 feet	101-430-4720	$15.00	$15.00	Per 12 hours
Annual Permit	101-430-4720	$165.00	$165.00	12 month permit
Nine-month Permit	101-430-4720	$90.00	$90.00	9-month (September through May)
Replacement Parking permit			$30.00	
9 BID Administration for City Hotels	101-210-4443	$165.00	$165.00	Per month
10 Street Closure	Expense Code	Actual cost	Actual cost	
11 Professional Dog Walker permit		$200.00	$200.00	Annual (January 1 - December 31)
12 Personal Dog Walker permit (3-6 dogs)		TBD	$75.00	Annual (January 1 - December 31)
13 Annual License Agreement				
Parklet Activities Space			$800.00	
Sidewalk Activities Space			$225.00	
Other			Per City Council approval	Per City Council approval
[1] Fees may be waived by the City Manager for NPDES related volunteer events				
II. BUILDING [2] [3] [4]				
0 Building Hourly Rates		$181.00	$186.00	Per hour
Inspections outside of normal business hours, per hour	101-720-4422	1.5 x hourly rate	1.5 x hourly rate	Per hour
Inspection on Sundays and Holidays, per hour	101-720-4422	2 x hourly rate	2 x hourly rate	Per hour
Reinspection fees, per hour	101-720-4422	Hourly rate	Hourly rate	Per hour
Inspection for which no fee is specifically indicated, per hour	101-720-4422	Hourly rate	Hourly rate	Per hour
1 Building Permit Fee for Alterations, Additions, and New Construction (based on valuation of improvement)				
Valuation ($)				
0 - 500 (Includes basic water heater, furnance replacements and re-roofing with two or fewer inspections)	101-720-4422	$181.00	$186.00	Per hour
501 - 2,000				
First 500	101-720-4422	$236.00	$251.00	Valuation
Each Additional 100 or fraction thereof	101-720-4422	$11.00	$12.00	
2,001 - 25,000				
First 2,000	101-720-4422	$438.00	$466.00	Valuation
Each Additional 1,000 or fraction thereof	101-720-4422	$1.00	$1.00	
25,001 - 50,000				
First 25,000	101-720-4422	$493.00	$525.00	Valuation
Each Additional 1,000 or fraction thereof	101-720-4422	$5.00	$5.00	
50,001 - 100,000				
First 50,000	101-720-4422	$658.00	$701.00	Valuation
Each Additional 1,000 or fraction thereof	101-720-4422	$3.00	$3.00	
100,000 - 500,000				
First 100,000	101-720-4422	$823.00	$876.00	Valuation
Each Additional 1,000 or fraction thereof	101-720-4422	$3.00	$3.00	
500,001 - 1,000,000				
First 500,000	101-720-4422	$2,200.00	$2,343.00	Valuation
Each Additional 1,000 or fraction thereof	101-720-4422	$5.00	$5.00	
1,000,001 and above				
First 1,000,000	101-720-4422	$5,281.00	$5,624.00	Valuation
Each Additional 1,000 or fraction thereof	101-720-4422	$6.00	$6.00	

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

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

SERVICES	CODING	PREVIOUS FY 21-22 AMOUNT	FY 22-23 AMOUNT	UNIT / TYPE
2 Building Plan Check Fee		65% of Building Permit Fee	65% of Building Permit Fee	
Miscellaneous Plan Review		$181.00	$186.00	Per hour
Plan Revision	101-720-4422	$181.00	$186.00	Per hour
Fee for 4th review onwards-charged on hourly basis	101-720-4422	$181.00	$186.00	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	Each
Fire Plan Check Administrative Fee			$93.00	1/2 hour
Solar	101-720-4422	$181.00	$186.00	Per hour
3 Miscellaneous Permit				
Demolition	101-720-4422	$362.00	$373.00	Up To 2 hours
Permit Fees for Work Without Valid Permit (Bldg, Elec, Mech, Plmb, Encroach, Gradng)	101-720-4422	2 X Permit Fee	2 X Permit Fee	Fine / Penalty
Business License Inspection	101-720-4422	$91.00	$93.00	Per 0.5 hour
Address Assignment		$181.00	$186.00	Per hour
4 Other Inspections and Fees				
Pre-Site Inspection	101-720-4422	Per building hourly rate	$186.00	Per hour
Re-Inspections	101-720-4422	Per building hourly rate	$186.00	Per hour
Reinspection fees	101-720-4422	Per building hourly rate	$186.00	Per hour
Inspection for which no fee is specifically indicated, per hour	101-720-4422	Per building hourly rate	$186.00	Per hour
Inspections outside of normal business hours, per hour	101-720-4422	Per building hourly rate	$186.00	Per hour
General Plan Fee	101-710-4444	0.25%	0.25%	Valuation
5 Refund (Update Refund Policy)		$91.00	$93.00	Per 0.5 hour
6 Special Structural Inspection Fee	101-720-4422	$273.00	$227.00	Deposit to be determined by Public Works Director at time of application. Per Public Works hourly rate
7 Electrical Permit				
Permit Issuance				
For issuing each permit	101-720-4422	$43.00	$46.00	Each
For issuing each supplemental permit for which the original permit has not expired, been canceled or finaled	101-720-4422	$43.00	$46.00	Each
New Residential Buildings				
For new multifamily residential buildings (apartments and condominiums) having three or more living units, including the area of garages, carports, and other non-commercial automobile storage areas constructed at the same time, per square foot	101-720-4422	$15.00	$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	$15.00	$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	
Private Swimming Pools				
For new private, residential, in-ground swimming pools for single family/multi-family occupancies, including a complete system of necessary branch circuit wiring, bonding, grounding, underwater lighting, water pumping, and other similar electrical equipment directly related to the operation of a swimming pool, each pool	101-720-4422	$21.00	$22.00	Each

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

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

SERVICES	CODING	PREVIOUS FY 21-22 AMOUNT	FY 22-23 AMOUNT	UNIT / TYPE
Carnivals and Circuses				
Carnivals, circuses, or other traveling shows or exhibitions utilizing transportable-type rides, booths, displays and attractions:				
For electrical generators and electrically driven rides, each	101-720-4422	$38.00	$40.00	Each
For mechanically driven rides and walk-through attractions or displays having electric lighting, each	101-720-4422	$7.00	$7.00	Each
For a system of area and booth lighting, each	101-720-4422	$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	
Temporary Power Services				
For a temporary service power pole or pedestal including all pole or pedestal-mounted receptacle outlets and appurtenances, each	101-720-4422	$21.00	$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	$21.00	$22.00	Each
Receptable, Switch and Lighting Outlets				
For receptacle, switch, lighting, or other outlets at which current is used or controlled (except services, feeders, and meters):				
First 20 fixtures, each	101-720-4422	$1.48	$2.00	Each
Additional fixtures, each	101-720-4422	$0.30	$0.32	Each
For lighting fixtures, sockets, or other lamp-holding devices:				
First 20 fixtures, each	101-720-4422	$1.48	$2.00	Each
Additional fixtures, each	101-720-4422	$1.48	$2.00	Each
For pole or platform-mounted lighting fixtures	101-720-4422	$28.00	$30.00	Each
For theatrical-type lighting fixtures or assemblies	101-720-4422	$28.00	$30.00	Each
Residential Appliances				
For fixed residential appliances or receptacle outlets for same, including wall-mounted electrical ovens; counter-mounted cooking tops; electric ranges; self-contained room, console, or through wall air conditioners; space heaters; food waste grinders; dishwashers; washing machines; water heaters; clothes dryers; or other motor-operated appliance not exceeding one horsepower (HP) in rating	101-720-4422	$3.00	$3.00	Each
Non-Residential Appliances				
For residential appliances and self-contained factory-wired non-residential appliances not exceeding one horsepower (HP), kilowatt (KW), or kilovolt ampere (KVA) in rating, including medical or dental devices; food, beverage, and ice cream cabinets; illuminated show cases; drinking fountains; vending machines; laundry machines; or other similar types of equipment	101-720-4422	$3.00	$3.00	Each
Busways				
For trolley and plug-in-type busways, each 100 feet or fraction thereof **Note**: An additional fee is required for lighting fixtures, motors and other appliances that are connected to trolley and plug-in-type busways. A fee is not required for portable tools.	101-720-4422	$28.00	$30.00	Each 100 ft or fraction thereof

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SERVICES	CODING	PREVIOUS FY 21-22 AMOUNT	FY 22-23 AMOUNT	UNIT / TYPE
Power Apparatus				
For motors, generators, transformers, rectifiers, synchronous converters, capacitors, industrial heating, air conditioners and heat pumps, cooking or baking equipment and other apparatus, as follows (Rating in Horsepower (HP), kilowatts (KW), kilovolt-amperes (KVA), or kilo-volt-amperes-reactive (KVAR):				
Up to and including 1	101-720-4422	$15.00	$16.00	Each
Over 1 and not over 10	101-720-4422	$15.00	$16.00	Each
Over 10 and not over 50	101-720-4422	$28.00	$30.00	Each
Over 50 and not over 100	101-720-4422	$28.00	$30.00	Each
Over 100	101-720-4422	$57.00	$61.00	Each
Signs, Outline Lighting and Marquees				
For signs, outline lighting systems or marquees supplied from one branch circuit	101-720-4422	$15.00	$16.00	Each
For additional branch circuits within the same sign, outline lighting system or marquee	101-720-4422	$15.00	$16.00	Each
Services				
For services of 600 volts or less and no over 200 amperes in rating	101-720-4422	$15.00	$16.00	Each
For services of 600 volts or less and not over 200 amperes to 1,000 amperes in rating	101-720-4422	$15.00	$16.00	Each
For services over 600 volts or over 1,000 amperes in rating	101-720-4422	$21.00	$22.00	Each
Miscellaneous Apparatus, Conduits and Conductors				
For electrical apparatus, conduits and conductors for which a permit is required but for which no fee is herein set forth	101-720-4422	$27.97	$30.00	Each
Other Inspection and Fees		Per building hourly rate	$186.00	Per hour
8 Mechanical Permit				
Permit Issuance				
For issuing each permit	101-720-4422	$43.00	$46.00	Each
For issuing each supplemental permit for which the original permit has not expired, been canceled or finaled	101-720-4422	$43.00	$46.00	Each
Furnaces				
For the installation or relocation of each forced-air or gravity-type furnace or burner, including ducts, and vents attached to such appliances, up to and including 100,000 Btu/h	101-720-4422	$15.00	$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	$15.00	$16.00	Each
For the installation or relocation of each floor furnace, including vent	101-720-4422	$15.00	$16.00	Each
For the installation or relocation of each suspended heater, recessed wall heater or floor-mounted heater	101-720-4422	$15.00	$16.00	Each
Appliance Vents				
For the installation, relocation or replacement of each appliance vent installed and not included in an appliance permit	101-720-4422	$15.00	$16.00	Each
Repairs or Additions				
For the repair of, alteration of, or addition to each heating appliance, refrigeration unit, cooling unit, absorption unit, or each heating, cooling, absorption, or evaporative cooling system, including installation of controls regulated by the Code	101-720-4422	$21.00	$22.00	Each

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City of Half Moon Bay
Master Fee Schedule
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SERVICES	CODING	PREVIOUS FY 21-22 AMOUNT	FY 22-23 AMOUNT	UNIT / TYPE
Boilers, Compressors and Absorption Systems				
For the installation or relocation of each boiler or compressor up to and including three horsepower, or each absorption system up to and including 100,000 Btu/h	101-720-4422	$45.00	$48.00	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	$45.00	$48.00	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	$45.00	$48.00	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	$91.00	$97.00	Each
Air Handlers				
For each air-handling unit to and including 10,000 cubic feet per minute, including ducts attached thereto	101-720-4422	$15.00	$16.00	Each
For each air-handling unit over 10,000 cfm	101-720-4422	$28.00	$30.00	Each
Evaporative Coolers				
For each evaporative cooler other than portable type	101-720-4422	$15.00	$16.00	Each
Ventilation and Exhaust				
For each ventilation fan connected to a single duct	101-720-4422	$15.00	$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	$15.00	$16.00	Each
For the installation of each hood which is served by mechanical exhaust, including the ducts for such hood	101-720-4422	$15.00	$16.00	Each
Incinerators				
For the installation or relocation of each domestic-type incinerator	101-720-4422	$28.00	$30.00	Each
For the installation or relocation of each commercial or industrial-type incinerator	101-720-4422	$28.00	$30.00	Each
Miscellaneous				
For each appliance or piece of equipment regulated by the Mechanical Code but not classed in other appliance categories, or for which no other fee is listed in the table	101-720-4422	$15.00	$16.00	Each
9 Plumbing Permit				
Permit Issuance				
For issuing each permit	101-720-4422	$45.00	$48.00	Each
For issuing each supplemental permit for which the original permit has not expired, been canceled or finaled	101-720-4422	$45.00	$48.00	Each
Fixtures and Vents				
For each plumbing fixture or trap or set of fixtures on one trap (including water, drainage piping and backflow protection therefore)	101-720-4422	$15.00	$16.00	Each
For each repair or alteration of drainage or vent piping, each fixture	101-720-4422	$15.00	$16.00	Each
Sewers, Disposal Systems and Interceptors	101-720-4422			
For each building sewer and each trailer park sewer	101-720-4422	$28.00	$30.00	Each
Rainwater systems-per drain (inside building)	101-720-4422	$15.00	$16.00	Each
For each cesspool (where permitted)	101-720-4422	$15.00	$16.00	Each
For each private sewage disposal system	101-720-4422	$21.00	$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	$21.00	$22.00	Each

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Gas Piping Systems				
For each gas-piping system of one to five outlets	101-720-4422	$25.00	$27.00	Each
For each additional gas piping system outlet, per outlet	101-720-4422	$2.00	$2.00	Each
Water Piping and Water Heaters				
For installation, alteration, or repair of water piping or water-treating equipment, or both, each	101-720-4422	$15.00	$16.00	Each
For each water heater and/or vent	101-720-4422	$3.00	$3.00	Each
Lawn Sprinklers, Vacuum Breakers & Backflow Protection Devices				
For each lawn sprinkler system or any one meter, including backflow protection devices thereof	101-720-4422	$15.00	$16.00	Each
For atmospheric-type vacuum breakers or backflow protection devices not included above:				
1 to 5	101-720-4422	$3.00	$3.00	Each
Over 5, each	101-720-4422	$2.00	$2.00	Each
For each backflow protective device other than atmospheric type vacuum breakers:				
2 inch diameter and smaller	101-720-4422	$7.00	$7.00	Each
over 2 inch diameter	101-720-4422	$14.00	$15.00	Each
Swimming Pools				
Public Pool	101-720-4422	$45.00	$48.00	Each
Public Spa	101-720-4422	$28.00	$30.00	Each
Private Pool	101-720-4422	$45.00	$48.00	Each
Private Spa (pre-manufactured)	101-720-4422	$7.00	$7.00	Per valuation
Private Spa (custom built)	101-720-4422	$28.00	$30.00	Each
Miscellaneous				
For each appliance or piece of equipment regulated by the Plumbing Code but not classed in other appliance categories, or for which no other fee is listed in this code	101-720-4422	$15.00	$16.00	Each
Other Inspection and Fees		Per building hourly rate	$186.00	Per hour

[2] *The General Plan fee will be applied to all residential/commercial/industrial new construction and/or addition permits. The fee will be 0.25% ($2.50/$1000) of the valuation of the construction/addition.*

[3] *Permit fees for work done without a valid permit are 2x the applicable permit fee*

[4] *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.*

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Other Fees, Charges & Services

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SERVICES	CODING	PREVIOUS FY 21-22 AMOUNT	FY 22-23 AMOUNT	UNIT / TYPE
III. PUBLIC WORKS [5] [6]				
0 Public Works Hourly Rate	101-420-4443	$220.00	$227.00	Hourly rate
1 Public Improvement Plan Check Fee (including grading)				
Valuation ($)				
$10,000	101-420-4421	$890.00	$948.00	Flat fee
Each additional $1,000 or fraction thereof	101-420-4421	$43.00	$46.00	Flat fee
$100,000	101-420-4421	$4,895.00	$5,213.00	Flat fee
Each additional $1,000 or fraction thereof	101-420-4421	$36.00	$38.00	Flat fee
$500,000	101-420-4421	$19,807.00	$21,094.00	Flat fee
Each additional $1,000 or fraction thereof	101-420-4421	$38.00	$40.00	Flat fee
2 Construction Inspection				
Valuation ($)				
$10,000	101-420-4421	$890.00	$948.00	Flat fee
Each additional $1,000 or fraction thereof	101-420-4421	$72.00	$77.00	Flat fee
$100,000	101-420-4421	$7,566.00	$8,058.00	Flat fee
Each additional $1,000 or fraction thereof	101-420-4421	$57.00	$61.00	Flat fee
$500,000	101-420-4421	$31,381.00	$33,421.00	Flat fee
Each additional $1,000 or fraction thereof	101-420-4421	$61.00	$65.00	Flat fee
3 Final Map Review				
Parcel Map (Up to 4)	101-000-2302	$6,854.00	$6,854.00	Deposit
Tract Map (Up to 5)	101-000-2302	$8,568.00	$8,568.00	Deposit
4 Subdivision Improvement Agreement Review	101-000-2302	$3,410.00	$3,410.00	Deposit
5 Encroachment Permits Plan Review & Inspection				
Spot Repair (I.e. water leaks, pothole patches)	101-420-4421	$443.00	$472.00	Flat Fee
Excavation/Restoration less that 100 LF	101-420-4421	$890.00	$948.00	Flat Fee
Excavation/Restoration 100 LF or greater	101-420-4421	$890.00	$948.00	Flat Fee
each additional 100 LF	101-420-4421	$443.00	$472.00	Flat Fee
Curb, gutter, sidewalk, or driveway less that 100 LF	101-420-4421	$890.00	$948.00	Flat Fee
Curb, gutter, sidewalk, or driveway 100 LF or greater	101-420-4421	$890.00	$948.00	Flat Fee
each additional 100 LF	101-420-4421	$443.00	$472.00	Flat Fee
Sewer connections, repair or extension 100 LF or less	101-420-4421	$890.00	$948.00	Flat Fee
Storm Drain connection, repair or extension 100 LF or Greater	101-420-4421	$890.00	$948.00	Flat Fee
each additional 100 LF	101-420-4421	$443.00	$472.00	Flat Fee
Storm Drain connection, repair or extension <100 LF	101-420-4421	$890.00	$948.00	Flat Fee
each additional 100 LF	101-420-4421	$443.00	$472.00	Flat Fee
Storm Drain connection, repair or extension >100 LF	101-420-4421	$890.00	$948.00	Flat Fee
each additional 100 LF	101-420-4421	$443.00	$472.00	Flat Fee
Unpermitted encroachments	101-420-4421	1.5 x fee	2 x Permit fee	Fine / Penalty
Monitoring Wells	101-420-4421	$443.00	$472.00	Flat Fee
Permit Time Extension	101-420-4421	$109.00	$116.00	Flat Fee
6 Public Right-of-Way/Easement Encroachment (Temporary)	101-420-4421	$220.00	$234.00	Flat fee
7 Deferred Improvement Agreement Review	101-420-4421	$443.00	$472.00	Flat fee
8 Grading Permits Plan Review and Inspection [3]				
Grading changes 50-1,000 CY	101-140-5231		$948.00	Flat fee
Grading changes >1,000 CY	101-140-5231	$890.00	$948.00	Flat fee
Additional 100 CY over 1000	101-140-5231	$890.00	$234.00	Flat fee
9 Sewer				
FOG Self Certification Form		$51.00	$54.00	Flat fee
Transfer of Uninstalled Capacity Fee	202-520-4506	$443.00	$472.00	Flat fee

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SERVICES	CODING	PREVIOUS FY 21-22 AMOUNT	FY 22-23 AMOUNT	UNIT / TYPE
10 Supporting to Planning				
Pre-Entitlement Processing				
Pre-Application Review	101-000-2302	$220.00	$220.00	Deposit
Pre-Application: Commercial Cannabis Business Review	101-000-2302	$220.00	$220.00	Deposit
Coastal Development Permit Processing				
Coastal Development Permit Exemption	101-420-4421	$220.00	$234.00	Flat Fee
Single Family Residential	101-000-2302	$890.00	$890.00	Deposit
Accessory Dwelling Unit - New Development	101-420-4421	$443.00	$472.00	Flat Fee
Multiple Family Residential	101-000-2302	$1,837.00	$1,837.00	Deposit
Commercial / Mixed Use	101-000-2302	$1,837.00	$1,837.00	Deposit
Industrial / Institutional	101-000-2302	$1,837.00	$1,837.00	Deposit
Other Development				
Community Development Director	101-000-2302	$919.00	$919.00	Deposit
Planning Commission	101-000-2302	$1,837.00	$1,837.00	Deposit
Amendments				
Minor Amendments	101-420-4421	$220.00	$234.00	Flat fee
Major Amendments	101-000-2302	$1,837.00	$1,837.00	Deposit
Environmental Clearance Processing				
CEQA/NEPA Environmental Clearance				
Negative Declaration	101-000-2302	$856.00	$856.00	Deposit
EIR	101-000-2302	$1,713.00	$1,713.00	Deposit
Entitlement Processing				
Commercial Cannabis Business License	101-000-2302	$1,672.00	$1,672.00	Deposit
Use Permit	101-000-2302	$836.00	$836.00	Deposit
Variance / Exception Planning Commission	101-000-2302	$919.00	$919.00	Deposit
Exception/Community Development Director	101-000-2302	$919.00	$919.00	Deposit
Zoning, LCP, and GP Amendments				
LCP/GP	101-000-2302	$919.00	$919.00	Deposit
IP/Rezoning	101-000-2302	$919.00	$919.00	Deposit
Planned Unit Development Specific Plan	101-000-2302	$919.00	$919.00	Deposit
Planned Unit Development Specific Plan Amendment	101-000-2302	$919.00	$919.00	Deposit
Planned Unit Development Precise Plan	101-000-2302	$919.00	$919.00	Deposit
Planned Unit Development Precise Plan Amendment	101-000-2302	$919.00	$919.00	Deposit
Annexation/Prezoning	101-000-2302	$919.00	$919.00	Deposit
Land Division and Merger				
Certificate of Compliance	101-000-2302	$919.00	$919.00	Deposit
Lot Merger	101-000-2302	$459.00	$459.00	Deposit
Lot Line Adjustment	101-000-2302	$919.00	$919.00	Deposit
Parcel Map (four or fewer lots)	101-000-2302	$1,837.00	$1,837.00	Deposit
Tentative Subdivision Map	101-000-2302	$3,675.00	$3,675.00	Deposit
Subdivision Agreement				No Fee
Time Extension	101-000-2302	$919.00	$919.00	Deposit
Community Development Director Review	101-000-2302	$228.00	$228.00	Deposit

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SERVICES	CODING	PREVIOUS FY 21-22 AMOUNT	FY 22-23 AMOUNT	UNIT / TYPE
11 Building Plan Review / Support				
Minor Residential improvement	101-420-4421	$220.00	$234.00	Flat fee
TI or Addition of s.f	101-420-4421	$443.00	$472.00	Flat fee
New SFD	101-420-4421	$443.00	$472.00	Flat fee
New Multifamily or Commercial	101-420-4421	$1,110.00	$1,182.00	Flat fee

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

[5] Construction activities during October through April shall require Storm Water Pollution Prevention plans, measures and fees.

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

IV. DEVELOPER IMPACT FEES [7]				
1 Single Family and Acessory Dwelling Units greater than 750 SQFT (Developer Impact Fees calculated for each Accessory Dwelling Unit per City Ordinance and State Law)				
Sewer Capacity - Assessment District Participant	202-520-4506	$5,272.00	$5,615.00	Per dwelling unit
Sewer Capacity - Assessment District Non-Participant	202-520-4506	$18,743.00	$19,961.00	Each SFRE***
SMIP Residential*	101-000-2181	$0.00	$0.00	$100,000 Valuation
SMIP Commercial*	101-000-2181	$0.00	$0.00	$100,000 Valuation
BSRF (Bldg. Stndrds Admin Spec Revolving Fnd)**				
$1 - 25,000	101-000-2182	$1.00	$1.00	Valuation
$25,001 - 50,000	101-000-2182	$2.00	$2.00	Valuation
$50,001 - 75,000	101-000-2182	$3.00	$3.00	Valuation
$75,001 - 100,000	101-000-2182	$4.00	$4.00	Valuation
Every $25,000 or fraction above $100,000	101-000-2182	$1.00	$1.00	Valuation
Storm Drainage	152-450-4501	$803.00	$855.00	Per dwelling unit
Capital Outlay Facilities	301-101-4503	$1,138.00	$1,212.00	Per dwelling unit
Traffic Mitigation	112-510-4502	$7,417.00	$7,899.00	Per dwelling unit
Park Facilities	125-530-4504	$8,375.00	$8,919.00	Per dwelling unit
2 Development Fees; Multi-Family / Commercial				
Sewer Capacity				
Multi-Family	202-520-4506	$4,428.00	$4,716.00	Per dwelling unit
Mobile Home	202-520-4506	$3,320.00	$3,536.00	Per dwelling unit
Office	202-520-4506	$1,423.00	$1,515.00	Per 1,000 square feet
Commercial/Retail	202-520-4506	$2,054.00	$2,188.00	Per 1,000 square feet
Lodging	202-520-4506	$2,054.00	$2,188.00	Per room
Industrial	202-520-4506	$2,054.00	$2,188.00	Per 1,000 square feet
Sewer Connection - Assessment District Non-Participant	202-520-4506	$18,743.00	$19,961.00	Each SFRE***
SMIP Residential*	101-000-2181	Per formula	Per formula	Valuation over $3,850, the fee is $13 per $100,000 permit valuation
SMIP Commercial*	101-000-2181	Per formula	Per formula	Valuation over $1,786, the fee is $28 per $100,000 permit valuation
SMIP Flat Fee*	101-000-2181	Per formula	Per formula	Residential permits under $3,850 and Commerical permits under $1,786, fee is $.50
BSRF (Bldg. Stndrds Admin Spec Revolving Fnd)**		*According to Chapter 719, Statutes of 2008 (Senate Bill No. 1473)*	*According to Chapter 719, Statutes of 2008 (Senate Bill No. 1473)*	
$1 - 25,000	101-000-2182	$1.00	$1.00	Valuation
$25,001 - 50,000	101-000-2182	$2.00	$2.00	Valuation
$50,001 - 75,000	101-000-2182	$3.00	$3.00	Valuation
$75,001 - 100,000	101-000-2182	$4.00	$4.00	Valuation
Every $25,000 or fraction thereof above $100,000	101-000-2182	$1.00	$1.00	Valuation

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Storm Drainage				
Multi-Family	152-450-4501	$317.00	$338.00	Per dwelling unit
Mobile Home	152-450-4501	$0.00	$0.00	Per dwelling unit
Office	152-450-4501	$677.00	$721.00	Per 1,000 square feet
Commercial/Retail	152-450-4501	$489.00	$521.00	Per 1,000 square feet
Lodging	152-450-4501	$0.00	$0.00	Per room
Industrial	152-450-4501	$338.00	$360.00	Per 1,000 square feet
Capital Outlay				
Multi-Family	301-101-4503	$949.00	$1,011.00	Per dwelling unit
Mobile Home	301-101-4503	$720.00	$767.00	Per dwelling unit
Office	301-101-4503	$363.00	$387.00	Per 1,000 square feet
Commercial/Retail	301-101-4503	$199.00	$212.00	Per 1,000 square feet
Lodging	301-101-4503	$25.00	$27.00	Per room
Industrial	301-101-4503	$181.00	$193.00	Per 1,000 square feet
Traffic Mitigation				
Multi-Family	112-510-4502	$4,045.00	$4,308.00	Per dwelling unit
Mobile Home	112-510-4502	$3,828.00	$4,077.00	Per dwelling unit
Office	112-510-4502	$4,650.00	$4,952.00	Per 1,000 square feet
Commercial/Retail	112-510-4502	$7,791.00	$8,297.00	Per 1,000 square feet
Lodging	112-510-4502	$2,486.00	$2,648.00	Per room
Industrial	112-510-4502	$3,780.00	$4,026.00	Per 1,000 Square Feet
Park Facility Fee				
Multi-Family	125-530-4504	$6,978.00	$7,432.00	Per dwelling unit
Mobile Home	125-530-4504	$5,303.00	$5,648.00	Per dwelling unit
3 Development Fees - Residential Subdivision Fees Only				
Park Dedication	N/A	Per Chapter 17.48 of Municipal Code	Per Chapter 17.48 of Municipal Code	

[7] - Fees were increased by the CPR-W rate of 6.5% in FY 22-23 due to the anamolous 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.*

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

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SERVICES	CODING	PREVIOUS FY 21-22 AMOUNT	FY 22-23 AMOUNT	UNIT / TYPE
V. PLANNING [8][9]				
0 Planning Hourly Rate		$241.00	$248.00	Per hour
1 Pre-Entitlement Processing				
Pre-Application Review	101-000-2302	$1,738.00	$1,738.00	Deposit
Pre-Application Commercial Cannabis Business	101-000-2302	$1,581.00	$1,581.00	Deposit
Measure 'D'				
Accessory Dwelling Unit (consistent with City Ordinance and State Law)	101-710-4443 ACT456	$610.00	$650.00	Flat fee
Single Allocation	101-710-4443 ACT456	$610.00	$650.00	Flat fee
Phasing Agreement	101-000-2302	$2,301.00	$2,301.00	Deposit
2 Coastal Development Permit Processing				
Coastal Development Permit Exemption	101-000-2302	$505.00	$505.00	Deposit
Single Family Residential				
<= 3,000 square feet	101-000-2302	$2,519.00	$2,519.00	Deposit
> 3,000 square feet	101-000-2302	$3,238.00	$3,238.00	Deposit
Accessory Dwelling Unit - New Development	101-710-4443	$605.00	$644.00	Flat fee
Multiple Family Residential				
>= Four dwelling units	101-000-2302	$3,718.00	$3,718.00	Deposit
< Four dwelling units	101-000-2302	$6,232.00	$6,232.00	Deposit
Commercial / Mixed Use				
<= 10,000 square feet	101-000-2302	$3,718.00	$3,718.00	Deposit
> 10,000 square feet	101-000-2302	$6,232.00	$6,232.00	Deposit
Industrial / Institutional				
<= 20,000 square feet	101-000-2302	$3,718.00	$3,718.00	Deposit
> 20,000 square feet	101-000-2302	$6,232.00	$6,232.00	Deposit
Other Development				
Community Development Director	101-000-2302	$2,758.00	$2,758.00	Deposit
Planning Commission	101-000-2302	$3,538.00	$3,538.00	Deposit
Amendments				
Minor Amendment	101-710-4443	$468.00	$498.00	Flat fee
Major Amendments	101-000-2302	$2,758.00	$2,758.00	Deposit
3 Environmental Clearance Processing				
CEQA/NEPA Environmental Clearance				
Negative Declaration	101-000-2302	$5,037.00	$5,037.00	Deposit
EIR	101-000-2302	$11,335.00	$11,335.00	Deposit
Notice of Exemption	101-710-4443	$241.00	$257.00	Flat fee
4 Design Review Processing				
Architectural, Landscape, and Site Plan Review	101-000-2302	$749.00	$749.00	Deposit
5 Entitlement Processing				
Home Occupation	101-710-4443	$120.00	$128.00	Flat fee
Commercial Cannabis Business License	101-000-2302	$5,604.00	$5,604.00	Deposit
Use Permit	101-000-2302	$1,139.00	$1,139.00	Deposit
Variance / Exception Planning Commission	101-000-2302	$1,139.00	$1,139.00	Deposit
Exception and Community Development Director	101-000-2302	$502.00	$502.00	Deposit

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City of Half Moon Bay
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SERVICES	CODING	PREVIOUS FY 21-22 AMOUNT	FY 22-23 AMOUNT	UNIT / TYPE
Zoning, LCP, and GP Amendments				
LCP/GP	101-000-2302	$17,693.00	$17,693.00	Deposit
IP/Rezoning	101-000-2302	$17,693.00	$17,693.00	Deposit
Planned Unit Development Specific Plan	101-000-2302	$17,693.00	$17,693.00	Deposit
Planned Unit Development Specific Plan Amendment	101-000-2302	$8,816.00	$8,816.00	Deposit
Planned Unit Development Precise Plan	101-000-2302	$8,816.00	$8,816.00	Deposit
Planned Unit Development Precise Plan Amendment	101-000-2302	$4,558.00	$4,558.00	Deposit
Annexation/Prezoning	101-000-2302	$17,693.00	$17,693.00	Deposit
6 Appeals		*Half the original fee if applicable. No appeal fee if the City is the applicant.*		
Filling Fee - Outside CCC Aplleals Jurisdiction	101-710-4443	$241.00	$257.00	Flat fee
Filling Fee - Within CCC Aplleals Jurisdiction			$0.00	No fee
Processing Fee - Paid by developer	101-000-2302	$3,777.00	$3,777.00	Deposit
7 Land Division and Merger				
Certificate of Compliance	101-000-2302	$2,278.00	$2,278.00	Deposit
Lot Merger	101-000-2302	$1,006.00	$1,006.00	Deposit
Lot Line Adjustment	101-000-2302	$2,278.00	$2,278.00	Deposit
Parcel Map (four or fewer lots)	101-000-2302	$4,558.00	$4,558.00	Deposit
Tentative Subdivision Map	101-000-2302	$12,596.00	$12,596.00	Deposit
Subdivision Agreement	101-000-2302	$5,037.00	$5,037.00	Deposit
Time Extension	101-000-2302	$2,278.00	$2,278.00	Deposit
8 Sign Permit				
Community Development Director Review	101-710-4443	$184.00	$196.00	Flat fee
Planning Commission Review	101-000-2302	$1,139.00	$1,139.00	Deposit
Exceptions Planning Commission Review	101-000-2302	$1,139.00	$1,139.00	Deposit
9 Other Services				
Zoning Compliance Letter	101-710-4443	$241.00	$257.00	Flat fee
Public Convenience & Necessity Letter	101-710-4443	$241.00	$257.00	Flat fee
Water Transfer Letter	101-710-4443	$241.00	$257.00	Flat fee
Parklets			$500.00	Flat fee
Sidewalks			$500.00	Flat fee
Combination Projects			$600.00	Flat fee
10 Tree Removal Review				
Up to 5 trees	101-710-4443	$306.00	$326.00	Flat Fee
More than 5 trees	101-000-2302	$529.00	$529.00	Deposit
11 Mobile Food Vendor Permit	101-710-4443	$241.00	$257.00	Flat fee
12 Sound Amplification Permit	101-710-4442	$241.00	$257.00	Flat fee
13 Fees Required by other Agencies [9]				
California Department of Fish and Wildlife		Fee required to review various environmental documents	Fee required to review various environmental documents	Per agency schedule
Local Agency Formation Commission (LAFCo)		Annexation fees vary by acrage	Annexation fees vary by acrage	Per agency schedule
San Mateo County Recorder		Fee required to record and/or post various documents	Fee required to record and/or post various documents	Per agency schedule

[8] *For deposit accounts, total cost equal to 100% of staff and/or consultant time and materials*

[9] *Fees charged by these agencies are in addition to fees charged by the City*

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SERVICES	CODING	PREVIOUS FY 21-22 AMOUNT	FY 22-23 AMOUNT	UNIT / TYPE
VI. ADMINISTRATIVE CITATION PENALTIES				
1 Violations of Municipal Code other than building or safety provisions				
First Violation	101-101-4441	$100.00	$100.00	Each
Second Violation within one calendar year	101-101-4441	$200.00	$200.00	Each
Third or subsequent violations within one calendar year	101-101-4441	$500.00	$500.00	Each
2 Violations of building or safety provisions of the Municipal Code				
First Violation	101-101-4441	$100.00	$100.00	Each
Second Violation within one calendar year	101-101-4441	$500.00	$500.00	Each
Third or subsequent violations within one calendar year	101-101-4441	$1,000.00	$1,000.00	Each
VII. PARKS AND RECREATION				
1 Violations of Municipal Code other than building or safety provisions				
First Violation	101-101-4441	$100.00	$100.00	Each
Second Violation within one calendar year	101-101-4441	$200.00	$200.00	Each
Third or subsequent violations within one calendar year	101-101-4441	$500.00	$500.00	Each
2 Violations of building or safety provisions of the Municipal Code				
First Violation	101-101-4441	$100.00	$100.00	Each
Second Violation within one calendar year	101-101-4441	$500.00	$500.00	Each
Third or subsequent violations within one calendar year	101-101-4441	$1,000.00	$1,000.00	Each
3 Facility Rental fees				
General Public Fees				
Grand Oak Room				
Week Day Rate (9am - 5pm)		$60.00	$60.00	Per Hour
Weekend/WeekDay Rate (after 5pm)		$125.00	$125.00	Per Hour
Security Deposit		$500.00	$500.00	Deposit
Oak Room				
Week Day Rate (9am - 5pm)		$40.00	$40.00	Per Hour
Weekend/WeekDay Rate (after 5pm)		$100.00	$100.00	Per Hour
Security Deposit		$300.00	$300.00	Deposit
Manzanita Room				
Week Day Rate (9am - 5pm)		$25.00	$25.00	Per Hour
Weekend/WeekDay Rate (after 5pm)		$60.00	$60.00	Per Hour
Security Deposit		$200.00	$200.00	Deposit
Tree Rooms				
Week Day Rate (9am - 5pm)		$20.00	$20.00	Per Hour
Weekend/WeekDay Rate (after 5pm)		$35.00	$35.00	Per Hour
Security Deposit		$100.00	$100.00	Deposit
Day Rooms				
Week Day Rate (9am - 5pm)		$20.00	$20.00	Per Hour
Weekend/WeekDay Rate (after 5pm)		$35.00	$35.00	Per Hour
Security Deposit		$100.00	$100.00	Deposit
Sun Room				
Week Day Rate (9am - 5pm)		$20.00	$20.00	Per Hour
Weekend/WeekDay Rate (after 5pm)		$35.00	$35.00	Per Hour
Security Deposit		$100.00	$100.00	Deposit

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City of Half Moon Bay
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SERVICES	CODING	PREVIOUS FY 21-22 AMOUNT	FY 22-23 AMOUNT	UNIT / TYPE
Ted Adcock Kitchen (Kitchen Only)				
Week Day Rate (9am - 5pm)		$30.00	$30.00	Per Hour
Weekend/WeekDay Rate (after 5pm)		$60.00	$60.00	Per Hour
Security Deposit		$500.00	$500.00	Deposit
Ted Adcock Kitchen (with Room Rental)				
Week Day Rate (9am - 5pm)		$15.00	$15.00	Per Hour
Weekend/WeekDay Rate (after 5pm)		$30.00	$30.00	Per Hour
Security Deposit		$100.00	$100.00	Deposit
Train Depot				
Week Day Rate (9am - 5pm)		$30.00	$30.00	Per hour
Weekend/WeekDay Rate (after 5pm)		$35.00	$35.00	Per hour
Security Deposit		$100.00	$500.00	Deposit
Smith Field #3				
No Lights		$20.00	$20.00	Per hour
W/ Lights		$55.00	$55.00	Per hour
Library Community Room (Full Room)				
Week Day Rate (9am - 5pm)		$25.00	$25.00	Per Hour
Weekend/WeekDay Rate (after 5pm)		$60.00	$60.00	Per Hour
Security Deposit		$200.00	$500.00	Deposit
Library Community Room (Room A)				
Week Day Rate (9am - 5pm)		$15.00	$15.00	Per Hour
Weekend/WeekDay Rate (after 5pm)		$25.00	$25.00	Per Hour
Security Deposit		$200.00	$200.00	Deposit
Library Community Room (Room B)				
Week Day Rate (9am - 5pm)		$20.00	$20.00	Per Hour
Weekend/WeekDay Rate (after 5pm)		$35.00	$35.00	Per hour
Security Deposit		$200.00	$300.00	Deposit
Non-Profit/Government Fees				
Grand Oak Room				
Week Day Rate (9am - 5pm)		$25.00	$25.00	Per Hour
Weekend/WeekDay Rate (after 5pm)		$50.00	$50.00	Per Hour
Security Deposit		$300.00	$300.00	Deposit
Oak Room				
Week Day Rate (9am - 5pm)		$15.00	$15.00	Per Hour
Weekend/WeekDay Rate (after 5pm)		$30.00	$30.00	Per Hour
Security Deposit		$200.00	$200.00	Deposit
Manzanita Room				
Week Day Rate (9am - 5pm)		$10.00	$10.00	Per Hour
Weekend/WeekDay Rate (after 5pm)		$20.00	$20.00	Per Hour
Security Deposit		$100.00	$100.00	Deposit
Tree Rooms				
Week Day Rate (9am - 5pm)		$10.00	$10.00	Per Hour
Weekend/WeekDay Rate (after 5pm)		$20.00	$20.00	Per Hour
Security Deposit		$100.00	$100.00	Deposit
Day Rooms				
Week Day Rate (9am - 5pm)		$10.00	$10.00	Per Hour
Weekend/WeekDay Rate (after 5pm)		$20.00	$20.00	Per Hour
Security Deposit		$100.00	$100.00	Deposit

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SERVICES	CODING	PREVIOUS FY 21-22 AMOUNT	FY 22-23 AMOUNT	UNIT / TYPE
Sun Room				
Week Day Rate (9am - 5pm)		$10.00	$10.00	Per Hour
Weekend/WeekDay Rate (after 5pm)		$20.00	$20.00	Per Hour
Security Deposit		$100.00	$100.00	Deposit
Ted Adcock Kitchen (Kitchen Only)				
Week Day Rate (9am - 5pm)		$15.00	$15.00	Per Hour
Weekend/WeekDay Rate (after 5pm)		$30.00	$30.00	Per Hour
Security Deposit		$100.00	$100.00	Deposit
Ted Adcock Kitchen (with Room Rental)				
Week Day Rate (9am - 5pm)		$10.00	$10.00	Per Hour
Weekend/WeekDay Rate (after 5pm)		$20.00	$20.00	Per Hour
Security Deposit		$100.00	$100.00	Deposit
Train Depot				
Week Day Rate (9am - 5pm)		$10.00	$10.00	Per hour
Weekend/WeekDay Rate (after 5pm)		$20.00	$20.00	Per hour
Security Deposit		$100.00	$100.00	Deposit
Smith Field #3				
No Lights		$20.00	$20.00	Per hour
W/ Lights		$55.00	$55.00	Per hour
Library Community Room (Full Room)				
Week Day Rate (9am - 5pm)		$10.00	$10.00	Per Hour
Weekend/WeekDay Rate (after 5pm)		$20.00	$20.00	Per Hour
Security Deposit		$100.00	$100.00	Deposit
Library Community Room (Room A)				
Week Day Rate (9am - 5pm)		$10.00	$10.00	Per Hour
Weekend/WeekDay Rate (after 5pm)		$20.00	$20.00	Per Hour
Security Deposit		$100.00	$100.00	Deposit
Library Community Room (Room B)				
Week Day Rate (9am - 5pm)		$10.00	$10.00	Per Hour
Weekend/WeekDay Rate (after 5pm)		$20.00	$20.00	Per hour
Security Deposit		$100.00	$100.00	Deposit
Staff Fees				
Building Attendant		$25.00	$25.00	Per Hour

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SERVICES	CODING	PREVIOUS FY 21-22 AMOUNT	FY 22-23 AMOUNT	UNIT / TYPE
VIII. PUBLIC SAFETY				
1 Duplication				
Public Safety Reports	101-310-4411	$10.00	$10.00	Each
Photo Reproduction	101-310-4411	$20.00	$20.00	Each
Audio Tape/CD Reproduction	101-310-4411	$20.00	$20.00	Per tape / CD cisc
Audio Tape Reproduction	101-310-4411	$20.00	$20.00	Per tape / CD cisc
2 Licensing				
Bingo Establishment Processing (Chapter 3.94)				
Bingo Establishment	101-310-4203	$134.00	$134.00	Each
Renewal	101-310-4203	$134.00	$134.00	Each per year
Fortune Telling (Chapter 3.95)				
New Business	101-310-4203	$668.00	$668.00	Each
Renewal	101-310-4203	$134.00	$134.00	Each per year
New Tech.	101-310-4203	$668.00	$668.00	Each
Renewal Tech	101-310-4203	$134.00	$134.00	Each per year
Massage Establishments (Chapter 3.88)				
New Business	101-310-4203	$668.00	$668.00	Each
Renewal	101-310-4203	$134.00	$134.00	Each per year
Transfer	101-310-4203	$668.00	$668.00	Each
Reinstatement - "grandfather" existing practitioners prior to Jan 1, 2015	101-310-4203	$286.00	$286.00	Each
New Tech.	101-310-4203	$0.00	$0.00	No fee
Renewal (Tech)	101-310-4203	$0.00	$0.00	No fee
Reinstatement (Tech)	101-310-4203	$0.00	$0.00	No fee
Secondhand Dealers				
New Dealers	101-310-4203	$134.00	$134.00	Each
Renewal	101-310-4203	$134.00	$134.00	Each per year
Solicitor / Peddler				
New Applicant	101-310-4203	$668.00	$668.00	Each
Annual Renewal	101-310-4203	$134.00	$134.00	Each per year
3 Miscellaneous Fees				
Public Safety Service Fees				
Vehicle Release	101-310-4203	$95.00	$95.00	Per vehicle
Repossession Release	101-310-4203	$15.00	$15.00	Per vehicle
Clearance/Special Letters	101-310-4203	$42.00	$42.00	Each
Illegal Sign Confiscation	101-310-4203	$173.00	$173.00	Per incidence
Illegal Fireworks Confiscation	101-310-4203	$173.00	$173.00	Per citation
4 Parking Fees				
Temporary Offstreet Parking	101-310-4203	$21.00	$21.00	Per vehicle per year

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SERVICES		CODING	PREVIOUS FY 21-22 AMOUNT		FY 22-23 AMOUNT		UNIT / TYPE
5 Citation Fee Schedule^							
Municipal Code			**FEE**	**DELINQUENT FEE**	**FEE**	**DELINQUENT FEE**	
3.92.030	Solicitors License Required	101-310-4301 ACT90	$50.00	$44.00	$50.00	$44.00	Each
9.11.010	Skateboard Park Use: Pads/Helment	101-310-4301 ACT90	$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	Each
9.24.020	Sleep in Vehicle 2200/0600	101-310-4301 ACT90	$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	Each
9.48.060	Sale To Minor/gas weapon	101-310-4301 ACT90	$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	Each
10.08.030	Traffic Direction	101-310-4301 ACT90	$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	Each
10.12.030	Obedience To Signs	101-310-4301 ACT90	$74.00	$44.00	$74.00	$44.00	Each
10.16.040	U-turns To Enter Parking Spaces	101-310-4301 ACT90	$25.00	$44.00	$25.00	$44.00	Each
10.28.020	Clinging To Motor Vehicle	101-310-4301 ACT90	$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	Each
10.28.050	Drive On New Pavement/Markings	101-310-4301 ACT90	$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	Each
10.28.080	Obey Barriers And Signs	101-310-4301 ACT90	$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	Each
10.36.010	No Parking, Stopping, Standing	101-310-4301 ACT90	$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	Each
10.36.030	Parking Restricted	101-310-4301 ACT90	$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	Each
10.36.050	Parked Over 72 Hours	101-310-4301 ACT90	$49.00	$47.00	$49.00	$47.00	Each
10.36.060	Advertising For Sale On Street	101-310-4301 ACT90	$46.00	$47.00	$46.00	$46.00	Each
10.36.070	Repair Vehicle On Street	101-310-4301 ACT90	$46.00	$47.00	$46.00	$47.00	Each
10.36.080	Washing Vehicle On Street	101-310-4301 ACT90	$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	Each
10.36.100 (A)	No Parking Posted	101-310-4301 ACT90	$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	Each
10.36.120	Peddler Vehicle-No Permit	101-310-4301 ACT90	$46.00	$47.00	$46.00	$47.00	Each
10.36.130	Emergency Signs	101-310-4301 ACT90	$80.00	$47.00	$80.00	$46.00	Each
10.36.150	Electric Vehicle Parking Only	101-310-4301 ACT90	$46.00	$47.00	$46.00	$47.00	Each
10.36.160	Electric Over Two Hours	101-310-4301 ACT90	$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	Each
10.37.030	Non-Motorized Vehicle Unhook	101-310-4301 ACT90	$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	Each
10.40.020	2 Hour Zone	101-310-4301 ACT90	$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	Each
10.40.040 (A)	Diagonal Parking Zone	101-310-4301 ACT90	$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	Each

Draft

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

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

SERVICES		CODING	PREVIOUS FY 21-22 AMOUNT		FY 22-23 AMOUNT		UNIT / TYPE
10.40.050	Use More Than One Space	101-310-4301 ACT90	$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	Each
10.40.070	12 Hour Parking-When Posted	101-310-4301 ACT90	$46.00	$44.00	$46.00	$44.00	Each
10.40.080	Move Vehicle - Avoid Time Limit	101-310-4301 ACT90	$46.00	$44.00	$46.00	$44.00	Each
10.40.090	Store Vehicle On Street	101-310-4301 ACT90	$46.00	$44.00	$46.00	$44.00	Each
10.40.100	Repeat Violations	101-310-4301 ACT90	$46.00	$44.00	$46.00	$44.00	Each
10.40.110	Extended Parking Permits	101-310-4301 ACT90	$46.00	$44.00	$46.00	$44.00	Each
10.44.020	Curb Marked (Red/White/Green)	101-310-4301 ACT90	$74.00	$44.00	$74.00	$44.00	Each
10.44.030	No Truck/Trailer	101-310-4301 ACT90	$71.00	$44.00	$71.00	$44.00	Each
10.44.040	Loading Zone	101-310-4301 ACT90	$46.00	$44.00	$46.00	$44.00	Each
10.44.050	Passenger Loading Zone	101-310-4301 ACT90	$46.00	$44.00	$46.00	$44.00	Each
10.44.060	No Parking In Alley	101-310-4301 ACT90	$46.00	$44.00	$46.00	$44.00	Each
10.44.070	Bus Zone	101-310-4301 ACT90	$46.00	$44.00	$46.00	$44.00	Each
10.48.030	Vehicle Off Road	101-310-4301 ACT90	$71.00	$44.00	$71.00	$44.00	Each
10.50.010	No Parking After Dusk Mirada/Redondo/Poplar	101-310-4301 ACT90	$74.00	$44.00	$74.00	$44.00	Each
10.50.020	No Parking After Dusk Wavecrest	101-310-4301 ACT90	$74.00	$44.00	$74.00	$44.00	Each
12.08.040	Dumping On Street/Alley/Gutter	101-310-4301 ACT90	$286.00	$44.00	$286.00	$44.00	Each
12.12.030	Dumping	101-310-4301 ACT90	$124.00	$44.00	$124.00	$44.00	Each
California Vehicle Code ^^			**FEE**	**DELINQUENT FEE**	**FEE**	**DELINQUENT FEE**	
21113 (A)	Parked On Public Ground	101-310-4301 ACT90	$43.00	$42.00	$43.00	$42.00	Each
22500.1	Parking Prohibited	101-310-4301 ACT90	$38.00	$42.00	$38.00	$42.00	Each
22500 (A)	Parking In Intersection	101-310-4301 ACT90	$38.00	$42.00	$38.00	$42.00	Each
22500 (B)	Parking On Crosswalk	101-310-4301 ACT90	$38.00	$42.00	$38.00	$42.00	Each
22500 (C)	Parking In Safety Zone	101-310-4301 ACT90	$38.00	$42.00	$38.00	$42.00	Each
22500 (D)	Within 15' Fire Station Driveway	101-310-4301 ACT90	$38.00	$42.00	$38.00	$42.00	Each
22500 (E)	Parking In Driveway	101-310-4301 ACT90	$38.00	$42.00	$38.00	$42.00	Each
22500 (F)	Parking On Sidewalk	101-310-4301 ACT90	$38.00	$42.00	$38.00	$42.00	Each
22500 (G)	Obstruct Traffic @ Excavation	101-310-4301 ACT90	$38.00	$42.00	$38.00	$42.00	Each
22500 (H)	Double Parking	101-310-4301 ACT90	$38.00	$42.00	$38.00	$42.00	Each
22500 (I)	Parking In Bus Zone	101-310-4301 ACT90	$38.00	$42.00	$38.00	$42.00	Each
22500 (J)	Parking In Tunnel	101-310-4301 ACT90	$38.00	$42.00	$38.00	$42.00	Each
22500 (K)	Parking On Bridge	101-310-4301 ACT90	$38.00	$42.00	$38.00	$42.00	Each
22500 (L)	Blocking Wheelchair Access	101-310-4301 ACT90	$333.00	$42.00	$333.00	$42.00	Each
22502 (A)	Over 18" From Curb	101-310-4301 ACT90	$33.00	$42.00	$33.00	$42.00	Each
22502 (E)	Curb Parking/One-Way Street	101-310-4301 ACT90	$30.00	$42.00	$30.00	$42.00	Each
22504 (A)	Unincorporated Area Parking	101-310-4301 ACT90	$43.00	$42.00	$43.00	$42.00	Each
22505 (B)	No Parking - State Hwy	101-310-4301 ACT90	$48.00	$42.00	$48.00	$42.00	Each
22507.8 (A)	Handicapped Space Without Placard	101-310-4301 ACT90	$333.00	$42.00	$333.00	$42.00	Each
22507.8 (B)	Blocking Handicapped Space	101-310-4301 ACT90	$333.00	$333.00	$333.00	$333.00	Each
22507.8 (C)	Hashmarks Handicap Zone	101-310-4301 ACT90	$333.00	$333.00	$333.00	$333.00	Each
22514	Fire Hydrants - Within 15 Feet	101-310-4301 ACT90	$38.00	$38.00	$38.00	$38.00	Each
22515	Unattended Vehicle - Engine Running	101-310-4301 ACT90	$33.00	$33.00	$33.00	$33.00	Each
22519	Posted For Patrons Only	101-310-4301 ACT90	$33.00	$33.00	$33.00	$33.00	Each
22522	Block Sidewalk Ramp	101-310-4301 ACT90	$333.00	$333.00	$333.00	$333.00	Each
22523 (A)	Abandon Vehicle On Highway	101-310-4301 ACT90	$105.00	$105.00	$105.00	$105.00	Each
22523 A/B	Abandoned Vehicle	101-310-4301 ACT90	$105.00	$105.00	$105.00	$105.00	Each
22523 (B)	Abandon Vehicle - Private Property	101-310-4301 ACT90	$105.00	$105.00	$105.00	$105.00	Each
22526 (A)	Blocking Intersection	101-310-4301 ACT90	$53.00	$53.00	$53.00	$53.00	Each

Draft

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

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

SERVICES		CODING	PREVIOUS FY 21-22 AMOUNT		FY 22-23 AMOUNT		UNIT / TYPE
22951	Park Lot - Street & Alley	101-310-4301 ACT90	$25.00	$25.00	$25.00	$25.00	Each
22952 (A)	Park Lot-Tow/Removal	101-310-4301 ACT90	$40.00	$40.00	$40.00	$40.00	Each
22952 (B)	Park Lot-Tow/Removal	101-310-4301 ACT90	$40.00	$40.00	$40.00	$40.00	Each
23333	Stop/Park On Bridge	101-310-4301 ACT90	$43.00	$43.00	$43.00	$43.00	Each
23336	Violate Posted Signs	101-310-4301 ACT90	$40.00	$40.00	$40.00	$40.00	Each
28071	Bumper Required-Fine Or P/C	101-310-4301 ACT90	$25.00	$25.00	$25.00	$25.00	Each
4000 (A)	Unregistered Vehicle	101-310-4301 ACT90	$53.00	$53.00	$53.00	$53.00	Each
4462 (B)	Registration On Wrong Vehicle	101-310-4301 ACT90	$30.00	$30.00	$30.00	$30.00	Each
4464	Altered License Plate	101-310-4301 ACT90	$30.00	$42.00	$30.00	$42.00	Each
5200	Lic Plate Missing - Fine Or P/C	101-310-4301 ACT90	$35.00	$35.00	$35.00	$35.00	Each
5201	Plate Positioning - Fine Or P/C	101-310-4301 ACT90	$30.00	$30.00	$30.00	$30.00	Each
5202	Period Of Display - Fine Or P/C	101-310-4301 ACT90	$30.00	$30.00	$30.00	$30.00	Each
5204 (A)	Tags Attach Wrong - Fine Or P/C	101-310-4301 ACT90	$30.00	$30.00	$30.00	$30.00	Each
6 D.U.I. Cost Recovery							
	Arrest with Traffic Collision & Transportation	101-310-4303	$731.00		$749.00		Each

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

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

IX. REFUND POLICY

Any request for Fee refunds shall be submitted in writing to the appropriate Department's Director within 90 days from the date of submittal. The grounds for requesting a refund shall be detailed in the written request. However, once the City has commenced work on an applicable service for which a fee is charged, no refunds are allowed. The Department's Director shall determine if a fee is refundable based on this criterion. Any refund will be net a processing fee equivalent to 0.5 hours of the Building Hourly Rate and any other incidentals that may be incurred. The party requesting the refund shall be informed in writing of the decision of the Department's Director within ten (10) working days of receiving the written refund request. The requesting party may appeal the determination of the Department's Director to the City Manager, within ten (10) days of mailing notice to the requesting party. The City Manager's decision of the appeal review will be the final action taken by the City.

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CITY OF HALF MOON BAY

Statistics

Draft

Image Coming Soon


Draft

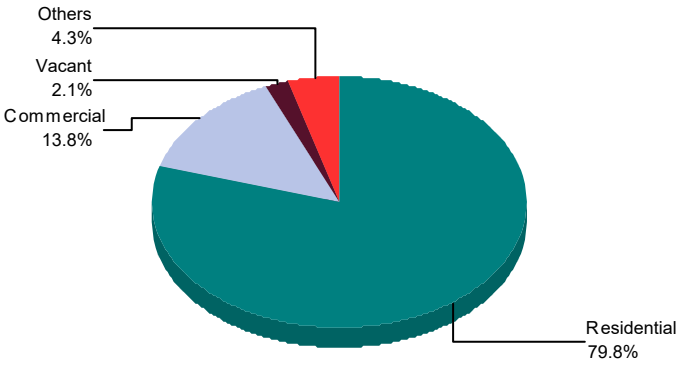
THE CITY OF HALF MOON BAY
2020/21 USE CATEGORY SUMMARY

BASIC PROPERTY VALUE TABLE

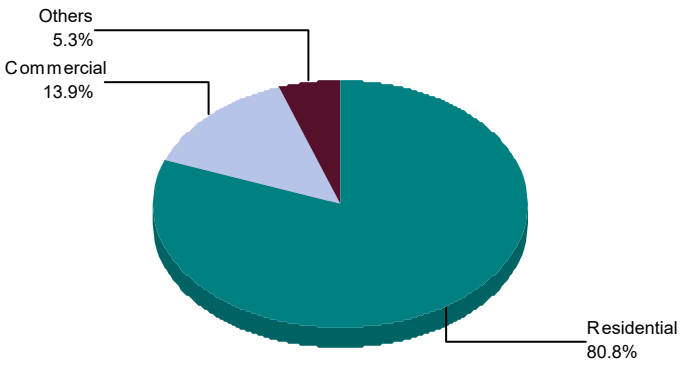
Category	Parcels	Assessed Value		Net Taxable Value	
Residential	3,812	$2,822,540,130	(79.8%)	$2,769,600,677	(80.8%)
Commercial	218	$489,035,556	(13.8%)	$476,253,451	(13.9%)
Industrial	15	$9,561,139	(0.3%)	$9,561,139	(0.3%)
Agricultural	41	$30,797,928	(0.9%)	$15,605,023	(0.5%)
Govt. Owned	98	$80,000	(0.0%)	$0	(0.0%)
Institutional	21	$19,374,245	(0.5%)	$1,689,318	(0.0%)
Miscellaneous	12	$16,274,069	(0.5%)	$16,274,069	(0.5%)
Recreational	24	$35,715,468	(1.0%)	$35,379,201	(1.0%)
Vacant	1,924	$74,234,137	(2.1%)	$62,452,178	(1.8%)
Unsecured	[236]	$40,619,481	(1.1%)	$39,825,394	(1.2%)
Unknown	1	$0	(0.0%)	$0	(0.0%)
TOTALS	**6,166**	**$3,538,232,153**		**$3,426,640,450**	

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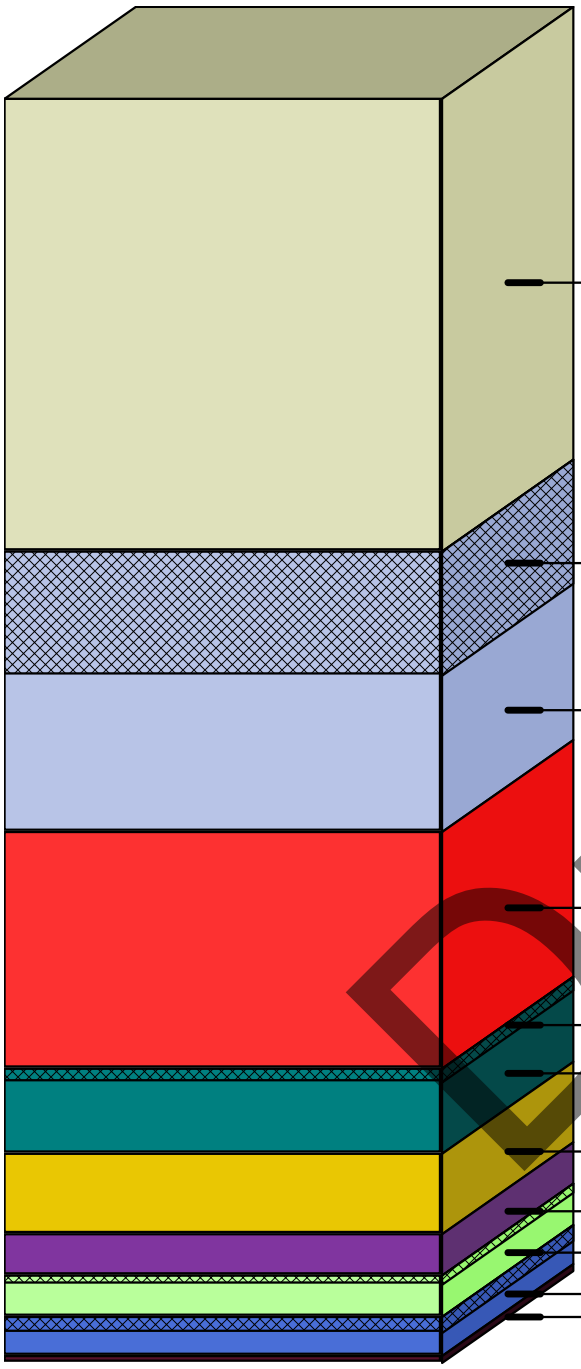
ASSESSED VALUE



NET TAXABLE VALUE



THE CITY OF HALF MOON BAY
PROPERTY TAX DOLLAR BREAKDOWN



$ 0.3591	Cabrillo Unified General Purpose
$ 0.09755	ERAF Share of San Mateo County
$ 0.1240	San Mateo County
$ 0.1869	Coastside Fire
$ 0.01122	ERAF Share of Half Moon Bay General Fund
$ 0.0553	Half Moon Bay General Fund
$ 0.0634	San Mateo Junior College General Purpose
$ 0.0330	County Education Tax
$ 0.0323	County Library
$ 0.0317	Coastside County Water
$ 0.00330	County Harbor District
$ 0.00195	Bay Area, Air Pollution
$ 0.00041	Resource Conservation
$ 1.0000	

Draft

THE CITY OF HALF MOON BAY
2020/21 ROLL SUMMARY

Taxable Property Values

	Secured	Nonunitary Utilities	Unsecured
Parcels	6,166	0	236
TRAs	8	0	7
Values			
Land	1,680,801,185	0	116,618
Improvements	1,797,599,716	0	4,248,415
Personal Property	16,782,769	0	25,071,686
Fixtures	2,429,002	0	11,182,762
Aircraft	0	0	0
Total Value	**$3,497,612,672**	**$0**	**$40,619,481**
Exemptions			
Real Estate	110,010,913	0	386,456
Personal Property	769,086	0	322,876
Fixtures	17,617	0	84,755
Aircraft	0	0	0
Homeowners*	15,939,000	0	7,000
Total Exemptions*	**$110,797,616**	**$0**	**$794,087**
Total Net Value	**$3,386,815,056**	**$0**	**$39,825,394**

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Combined Values	Total
Total Values	**$3,538,232,153**
Total Exemptions	**$111,591,703**
Net Total Values	**$3,426,640,450**
Net Aircraft Values	**$0**

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

Totals do not Include Aircraft Values or Exemptions

Data Source: San Mateo County Assessor 2020/21 Combined Tax Rolls

Prepared On 8/23/2021 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

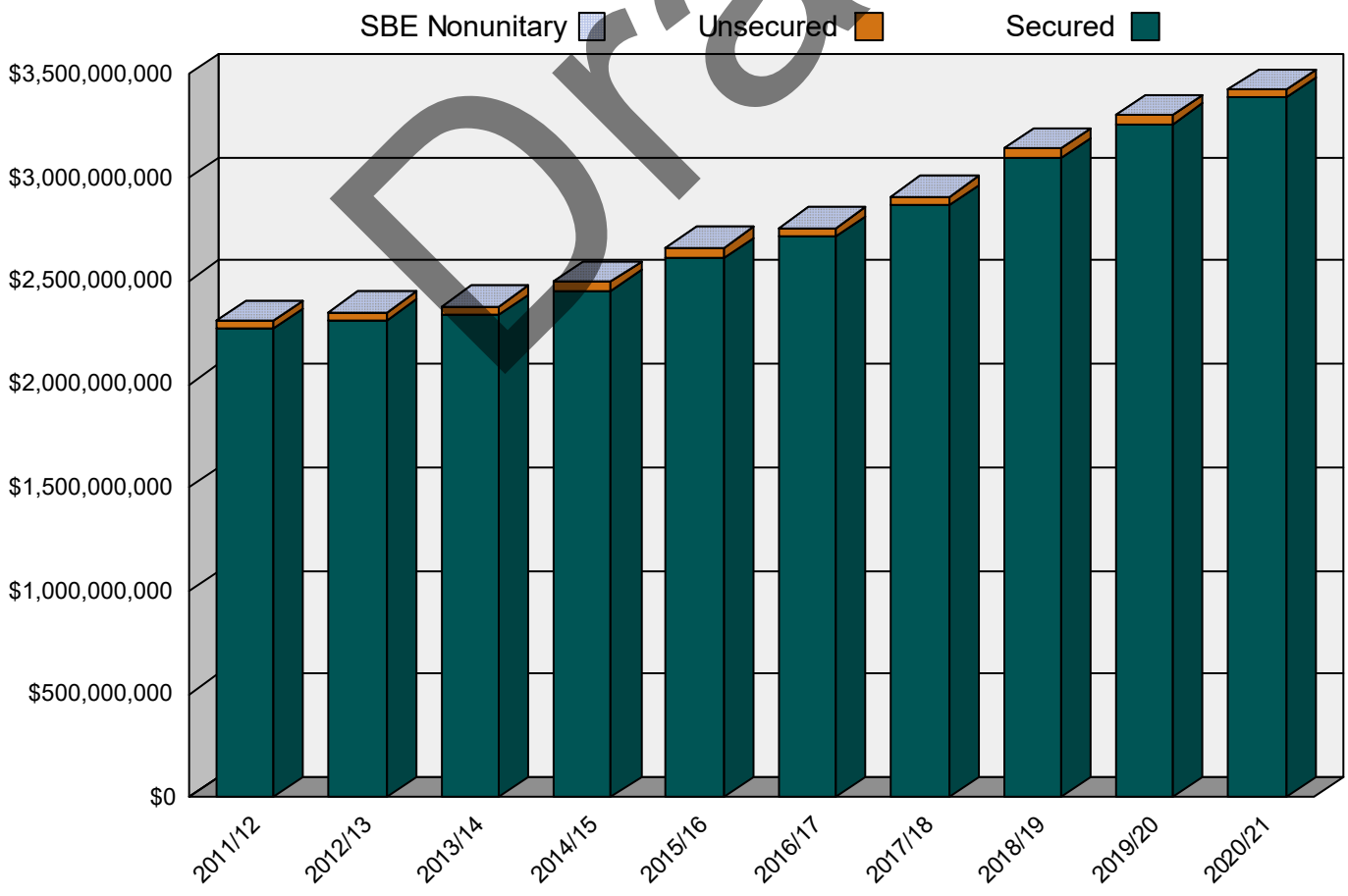
THE CITY OF HALF MOON BAY

NET TAXABLE ASSESSED VALUE HISTORY

2011/12 - 2020/21 Taxable Property Values

Lien Year	Secured	Unsecured	SBE Nonunitary	Net Total AV	% Change
2011/12	$2,266,736,579	$40,476,099	$0	**2,307,212,678**	
2012/13	$2,310,590,314	$37,048,774	$0	**2,347,639,088**	**1.75%**
2013/14	$2,336,930,963	$40,818,124	$0	**2,377,749,087**	**1.28%**
2014/15	$2,454,848,902	$42,658,908	$0	**2,497,507,810**	**5.04%**
2015/16	$2,609,284,214	$53,103,728	$0	**2,662,387,942**	**6.60%**
2016/17	$2,716,280,909	$39,462,822	$0	**2,755,743,731**	**3.51%**
2017/18	$2,868,900,977	$40,418,385	$0	**2,909,319,362**	**5.57%**
2018/19	$3,095,123,190	$44,156,277	$0	**3,139,279,467**	**7.90%**
2019/20	$3,261,227,148	$40,695,317	$0	**3,301,922,465**	**5.18%**
2020/21	$3,386,815,056	$39,825,394	$0	**3,426,640,450**	**3.78%**
				Average % Change	**4.93%**

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* 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/ - 2020/21 Combined Tax Rolls

Prepared On 8/23/2021 By MV

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THE CITY OF HALF MOON BAY

ASSESSED VALUE OF TAXABLE PROPERTY

2011/12 - 2020/21 Taxable Property Values

Category	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21
Residential	1,807,548,717	1,847,817,296	1,871,838,949	1,986,554,631	2,128,750,156	2,238,878,627	2,365,335,848	2,496,961,916	2,652,141,529	2,769,600,677
Commercial	330,355,442	333,127,837	344,198,890	346,707,418	356,041,843	363,813,823	372,002,147	457,418,903	467,790,599	476,253,451
Industrial	5,901,115	6,016,889	6,133,649	6,172,772	6,292,015	6,801,114	7,185,938	8,419,613	9,374,259	9,561,139
Agricultural								17,322,251	16,208,520	15,605,023
Dry Farm	10,559,490	11,427,110	3,720,127	3,496,499	3,786,377	4,241,537	4,358,514			
Govt. Owned								0	0	0
Institutional	260,279	265,484	293,694	272,021	277,456	281,685	309,882	315,819	298,922	1,689,318
Irrigated	6,116,088	4,368,007	3,423,600	4,862,761	5,333,856	4,324,786	4,411,271			
Miscellaneous	12,953,724	20,894,204	12,075,286	22,681,808	23,460,537	14,211,644	17,677,501	16,786,985	15,398,633	16,274,069
Recreational	37,455,517	38,043,156	38,699,751	38,874,879	39,568,823	40,290,547	41,062,725	42,118,338	43,356,325	35,379,201
Vacant	50,669,067	48,630,331	50,679,666	45,226,113	45,773,151	43,437,146	56,557,151	55,779,365	56,658,361	62,452,178
Unsecured	40,476,099	37,048,774	40,818,124	42,658,908	53,103,728	39,462,822	40,418,385	44,156,277	40,695,317	39,825,394
Unknown	4,917,140		5,867,351							0
TOTALS	2,307,212,678	2,347,639,088	2,377,749,087	2,497,507,810	2,662,387,942	2,755,743,731	2,909,319,362	3,139,279,467	3,301,922,465	3,426,640,450
Total Direct Rate	0.05426	0.05453	0.05452	0.05818	0.05818	0.05819	0.05819	0.05821	0.05821	0.05821

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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
2020/21 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	$211,525,320	6.25%	1	$11,000	0.03%	**$211,536,320**	**6.17%**	Commercial Half Moon Bay General Fund
2) OCEAN COLONY PARTNERS LP	18	$34,209,177	1.01%				**$34,209,177**	**1.00%**	Recreational Half Moon Bay General Fund
3) HMB MUSICH LLC	3	$30,171,600	0.89%				**$30,171,600**	**0.88%**	Commercial Half Moon Bay General Fund
4) KEET NERHAN	29	$21,213,068	0.63%	2	$54,117	0.14%	**$21,267,185**	**0.62%**	Commercial Half Moon Bay General Fund
5) PROFESSIONAL PENINSULA PROPERTIES LLC	8	$12,455,340	0.37%				**$12,455,340**	**0.36%**	Commercial Half Moon Bay General Fund
6) DINO E ANDREOTTI JR	13	$11,489,317	0.34%				**$11,489,317**	**0.34%**	Vacant Half Moon Bay General Fund
7) IWF HALF MOON BAY LLC	1	$10,899,509	0.32%				**$10,899,509**	**0.32%**	Commercial Half Moon Bay General Fund
8) LONGS DRUG STORE INC	1	$9,076,188	0.27%				**$9,076,188**	**0.26%**	Commercial Half Moon Bay General Fund
9) CASTRO PARTNERS LLC	3	$8,049,717	0.24%				**$8,049,717**	**0.23%**	Commercial Half Moon Bay General Fund
10) STAY CAL HMB LLC LESSEE	1	$7,348,821	0.22%				**$7,348,821**	**0.21%**	Commercial Half Moon Bay General Fund
Top Ten Total	79	$356,438,057	10.52%	3	$65,117	0.16%	**$356,503,174**	**10.40%**	
City Total		$3,386,815,056			$39,825,394		**$3,426,640,450**		

Draft

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

THE CITY OF HALF MOON BAY
2011/12 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	$134,790,621	5.95%				**$134,790,621**	**5.84%**	Commercial Half Moon Bay General Fund
2) OCEAN COLONY PARTNERS LP	39	$22,661,141	1.00%	1	$176,579	0.44%	**$22,837,720**	**0.99%**	Recreational Half Moon Bay General Fund
3) KEET S. NERHAN	34	$22,377,835	0.99%	2	$76,552	0.19%	**$22,454,387**	**0.97%**	Commercial Half Moon Bay General Fund
4) SOUTH WAVECREST LLC	2	$19,643,292	0.87%	1	$121,468	0.30%	**$19,764,760**	**0.86%**	Recreational Half Moon Bay General Fund
5) REGENCY CENTERS LP	3	$13,971,810	0.62%				**$13,971,810**	**0.61%**	Commercial Half Moon Bay General Fund
6) FRANCESCO CARRUBBA	5	$12,892,044	0.57%				**$12,892,044**	**0.56%**	Commercial Half Moon Bay General Fund
7) 2651 NORTH CABRILLO HIGHWAY LLC	6	$10,939,276	0.48%				**$10,939,276**	**0.47%**	Dry Farm Half Moon Bay General Fund
8) COMCAST OF CALIFORNIA COMPANY WA LP				1	$10,000,036	24.71%	**$10,000,036**	**0.43%**	Unsecured Half Moon Bay General Fund
9) LONGS DRUG STORE INC	1	$9,910,586	0.44%				**$9,910,586**	**0.43%**	Commercial Half Moon Bay General Fund
10) IWF HALF MOON BAY LP	1	$9,174,271	0.40%				**$9,174,271**	**0.40%**	Commercial Half Moon Bay General Fund
Top Ten Total	93	$256,360,876	11.31%	5	$10,374,635	25.63%	**$266,735,511**	**11.56%**	
City Total		$2,266,736,579			$40,476,099		**$2,307,212,678**		

Draft

Top Owners last edited on 7/19/12 by NicholeC using sales through 06/15/12 (Version th.0)

THE CITY OF HALF MOON BAY

DIRECT & OVERLAPPING PROPERTY TAX RATES

(RATE PER $100 OF TAXABLE VALUE)

Last 10 Fiscal Years										
Agency	**2011/12**	**2012/13**	**2013/14**	**2014/15**	**2015/16**	**2016/17**	**2017/18**	**2018/19**	**2019/20**	**2020/21**
Basic Levy[1]	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000
Cabrillo Unified Bond	0.05220	0.07220	0.07190	0.07040	0.07260	0.08320	0.07510	0.07110	0.11510	0.08950
Mid-Penninsula Regional Open Space	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00160	0.00150
San Mateo Community College 2005 Series B	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00350	0.00370
San Mateo Junior College	0.01990	0.01940	0.01940	0.01900	0.02500	0.02470	0.02350	0.01750	0.02310	0.01760
Total Direct & Overlapping[2] Tax Rates	**1.07210**	**1.09160**	**1.09130**	**1.08940**	**1.09760**	**1.10790**	**1.09860**	**1.08860**	**1.14330**	**1.11230**
City's Share of 1% Levy Per Prop 13[3]	0.05459	0.05465	0.05463	0.05525	0.05525	0.05525	0.05525	0.05526	0.05526	0.05526
Voter Approved City Debt Rate										
Redevelopment Rate[4]										
Total Direct Rate[5]	0.05426	0.05453	0.05452	0.05818	0.05818	0.05819	0.05819	0.05821	0.05821	0.05821

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Notes:

[1]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.

[2]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.

[3]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.

[4]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.

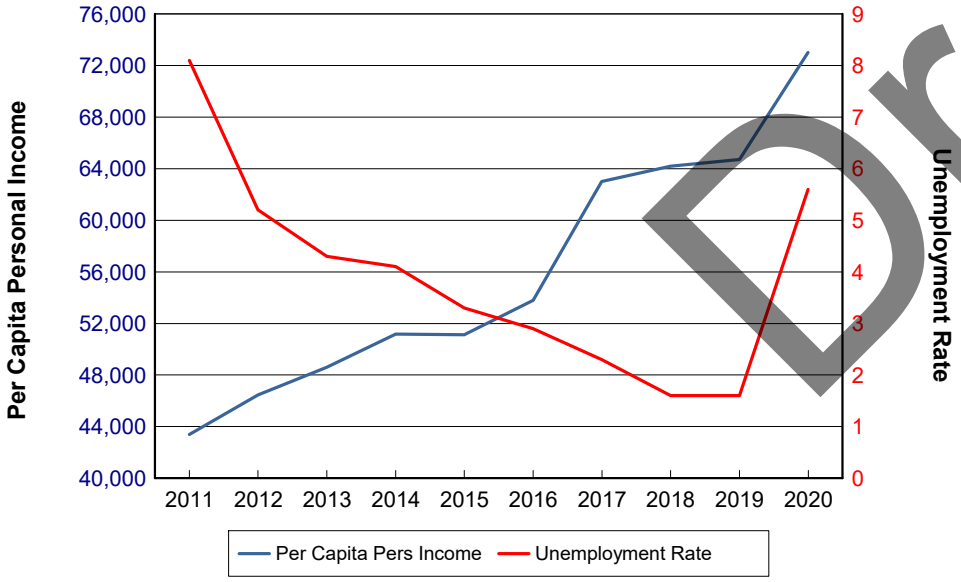
[5]Total Direct Rate is the weighted average of all individual direct rates applied by the City/Agency preparing the statistical section information and excludes revenues derived from aircraft. Beginning in 2013/14 the Total Direct Rate no longer includes revenue generated from the former redevelopment 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

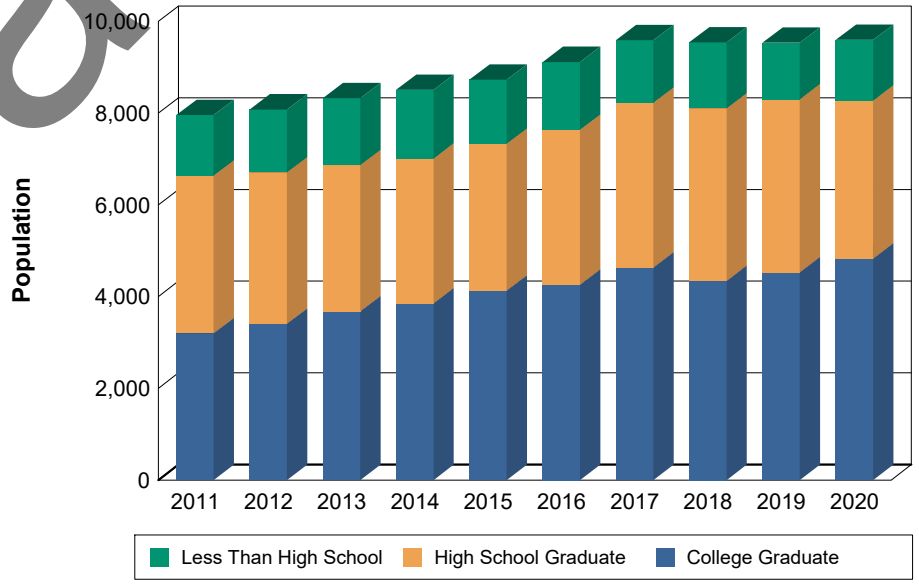
DEMOGRAPHIC AND ECONOMIC STATISTICS

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
2011	11,478	$498,019	$43,389	8.1%	42.1	83.4%	40.2%
2012	11,581	$537,926	$46,449	5.2%	42.9	83.0%	42.2%
2013	11,721	$569,699	$48,605	4.3%	43.2	82.5%	44.2%
2014	11,727	$600,059	$51,169	4.1%	44.8	82.4%	45.3%
2015	12,528	$640,547	$51,129	3.3%	44.7	84.0%	47.3%
2016	12,591	$677,251	$53,788	2.9%	45.8	83.8%	46.7%
2017	12,639	$796,455	$63,015	2.3%	47.1	85.8%	48.3%
2018	12,631	$810,881	$64,197	1.6%	47.3	84.9%	45.5%
2019	12,431	$804,495	$64,716	1.6%	45.3	87.1%	47.5%
2020	12,309	$898,800	$73,019	5.6%	46.8	86.2%	50.3%

Personal Income and Unemployment



Education Level Attained for Population 25 and Over



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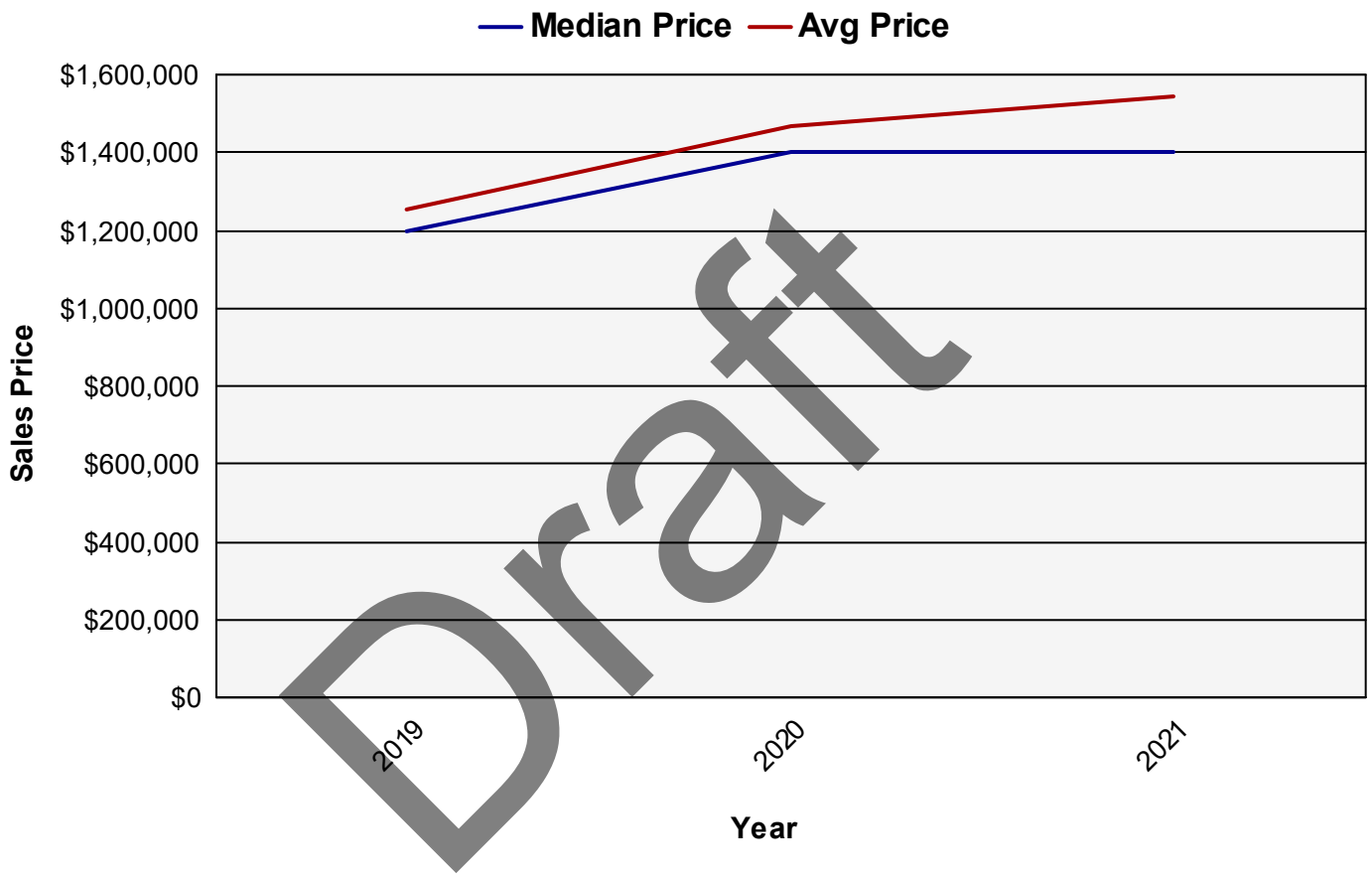
Notes and Data Sources:
Population: California State Department of Finance. Unemployment Data: California Employment Development Department
2000-2009 Income, Age, and Education Data: ESRI - *Demographic Estimates are based on the last available Census.* Projections are developed by incorporating all 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 (01/01/2019 - 6/30/2021)

Year	Full Value Sales	Average Price	Median Price	Median % Change
2019	129	$1,253,841	$1,200,000	
2020	166	$1,466,910	$1,400,000	16.67%
2021	78	$1,542,013	$1,400,000	0.00%



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

CITY OF HALF MOON BAY

Budget and Acronym Glossaries

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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

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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.

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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.

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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.

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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).

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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.

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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 statue.

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.

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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.

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Acronym Glossary

ACRONYM	DEFINITION
AB	Assembly Bill
ABAG	Association of Bay Area Governments
ADA	Americans with Disabilities Act
BID	Business Improvement District
C/CAG	City/County Association of Governments
CAFR	Comprehensive Annual Financial Report
CALPERS	California Public Employees Retirement System
CCWD	Coastside County Water District
CEQA	California Environmental Quality Act
CIP	Capital Improvement Program
COPS	Community-Oriented Policing Services
CPI-U	Consumer Price Index - All Urban Consumers
CSAC	California State Association of Counties
CSO	Community Service Officer
DOC	Department Operations Center
EOC	Emergency Operations Center
ERAF	Educational Revenue Augmentation Fund
FDIC	Federal Deposit Insurance Corporation
FICA	Federal Insurance Contribution Act
FPPC	Fair Political Practices Commission
FSLIC	Federal Savings and Loan Insurance Corporation
FTO	Field Training Officer
GAAP	Generally Accepted Accounting Principles
GASB	Government Accounting Standards Board
GF	General Fund
GFOA	Government Finance Officers Association
GIS	Geographic Information System
HOPTR	Homeowner Property Tax Relief
I&I	Infiltration and Inflow
IT	Information Technology
JOB	Judgment Obligation Bonds
JPA	Joint Powers Authority
LAIF	Local Agency Investment Fund
LCP	Local Coastal Plan
LTD	Long-Term Disability

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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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Back Cover
Placeholder
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