

ANNUAL OPERATING BUDGET 2014-2015



June 23, 2014



Scenic Pacifica
Incorporated Nov. 22, 1957

CITY OF PACIFICA

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June 23, 2014

To the City Council and Community of Pacifica,

On behalf of the City staff, I am pleased to present a balanced operating budget for 2014-15. Like many in the past, this budget development process has not been an easy one and required many changes to continue to provide services and meet community needs.

In reviewing the 2014-15 Budget, readers will find a number of themes that staff relied upon to develop the recommendations that are included in the budget; examples follow:

- ❖ **Pursue cost recovery.** With the completion of the Cost Allocation Plan and Fee Study last year, the City began to have a better understanding of the true cost of delivering services and has moved toward recovering those costs in appropriate ways.
- ❖ **Budget annual expenses at or below annual revenues.** Reliance on reserves to balance a budget for more than the time needed to make structural changes is not good practice. We need to live within our means and the 2014-15 Budget does just that.
- ❖ **Align one-time money to cover one-time expenses** rather than ongoing operations. This is a direction that the City has been moving toward for some time and a “best practice.”
- ❖ **Increase financial transparency.** In recent budget communications, staff has been focused on sharing financial information in such a way as to engender trust in how the City manages the public’s money.

This balanced budget has taken several months to complete and includes preparing revenue and expense projections, understanding the result, and developing strategies for bringing them into balance. Staff has used new tools in the process this year including a new model for financial forecasting that includes transparent revenue and expense assumptions and a new format for the 2014-15 Operating Budget document designed to give a comprehensive summary view of the City’s fiscal health. Key elements of the budget are highlighted below.

Budget Development for 2014-15

In the updated *Long Term Financial Plan 2014-19* presented to Council in March 2014, we projected a shortfall for next year of approximately \$1 million. A contributor to this preliminary budget status for next year was the recommendation to treat “Excess ERAF” funds, a significant source of discretionary revenue, differently than in

the past and to segregate it from City operating funds. Starting in 2011, San Mateo County advised cities and other agencies to begin treating these revenues as "one-time funds" and not to include them in the operating budget as ongoing revenues because the funds are not expected to continue indefinitely. City staff began to phase in this approach by under-budgeting the expected full amount. However until 2014-15, our budgets have still relied heavily on this source of funds (i.e., \$1.3 million was budgeted for 2013-14).

In the 2014-15 Budget, staff recommended that the Excess ERAF funds not be included in the General Fund for operations. Instead, assuming we receive funds in 2014-15, we recommended that they be treated as one-time monies and segregated in a "special revenue" fund, outside of the General Fund, for appropriate use at Council's discretion. This action is responsible for the significant reduction in the total property tax revenues compared to FY 2013-14.

Going back to the discussion of the shortfall, coming up with ways to bridge across it was especially difficult since we have already exhausted a number of cost reduction strategies over the past 5 years, i.e., reduced staff compensation by freezing salaries, increased employee contributions to pension costs and capped the City's contribution to health care. In addition, we have reduced the number of employees by approximately 12% with cuts that hit all departments. Fee increases and tax revenue increases created by an improved economy generated some additional funding but not enough to balance the budget. Solutions to this year's shortfall needed different solutions.

Together, staff and I developed a number of changes to bring the budget into balance and the following summarizes the key recommendations accepted by the City Council and included in the 2014-15 Operating Budget.

Pension Obligation Bond Restructuring

The City issued pension obligation bonds (POBs) in 2010 to reduce the long term financial liability associated with pension costs and save interest costs of approximately \$80,000 per year. The bonds are divided into three groups with various payoff terms as shown below.

Pension Obligation Bonds

	Principal (millions)	w/interest (millions)	Term (years)	Payoff Year
Police	\$4.60	\$6.00	7	2016-17
Fire	\$4.30	\$6.00	9	2018-19
Misc*	\$11.10	\$23.00	20	2019-20

(*The name "Misc" refers to all "miscellaneous" or non-safety employees.)

In the next 5-year period, the Police POBs will be paid off and reduce expenses by close to \$1 million per year. Just beyond this timeframe, the Fire POBs will also be paid off with an expense reduction of approximately \$750,000 per year. Given these are more short-term demands for cash, staff investigated the option of using internal borrowing to "smooth" the payments through the end of the decade so that our total costs would be approximately \$2 million annually. The Waste Water Treatment Department has a fund that is designated for plant replacement needs after 20 years of operation (somewhat akin to a savings account). Until they are needed for a major facility or system upgrade or replacement, the funds accrue. This fund has been designated as the source of a loan that would allow the payment smoothing.

A total amount of approximately \$2.1 million would be borrowed over three years (2014-15, 2015-16 and 2016-17), and then paid back with interest over the following four (2017-18, 2018-19, 2019-20, 2020-21). For 2014-15, the loan amount would be approximately \$641,000. A full description of the loan and repayment schedule is included in a separate section of this budget document.

Redirect Annual Vehicle Replacement Fund Contribution to Meet Other Needs

There are several needs that can be met with one-time funds and staff recommended that the contribution to the vehicle replacement fund be reduced by \$230,000 to free up funds for these special purposes: \$40,000 for roof repair in the building that houses the Planning Dept. and the Parks, Beaches, and Recreation Dept.; \$100,000 to create a legal reserve; and \$90,000 to fund several other project needs (i.e., Palmetto land use designations as part of the General Plan Update, community engagement around the Highway 1 project, and updating the Americans with Disabilities Act Transition Plan).

Adjustments to Fees & Charges and Creation of a Parking Enterprise Fund

Some fees charged for City services are set at a flat dollar amount (i.e., recreation class fees) while others depend on the amount of time spent on the service (i.e., development review). In this latter case, we use an hourly rate that reflects the staff costs to provide the service. Last year's Cost Allocation Plan and Fee Study helped determine the appropriate hourly rate that is included in the 2014-15 Operating Budget.

As staff costs increase, so should the hourly rate and that was factored into the recommended increases to fees and charges.

In August 2013, the City began charging for parking in two areas—the Linda Mar Beach parking lots and the Crespi parking lot—as a way to generate revenue to increase services at the beach. The funding now pays for three rangers to patrol the beach area, monitor restrooms, provide information to visitors, etc., as well as cover other costs associated with parking management.

To recover these costs, beach parking fees have been increased and to increase transparency, operations have been moved into a Parking Enterprise Fund. This new fund will collect all parking-related revenue and expenses in one fund (just as we do for the Waste Water Treatment Plant) and help plan for future parking needs.

Reduced Funding for Non-Governmental Organizations

In the past, the City provided \$171,000 in funding to four Non-Governmental Organizations (NGOs) that provide services to the community—\$75,000 to the San Mateo County Library Joint Powers Authority for additional open hours at our two facilities; \$10,000 to the Chamber of Commerce toward the costs of operating the Visitor Center; \$3,000 to the Pacifica Beach Coalition as a contribution to Earth Day; and \$83,000 to the Pacifica Resource Center.

In recognition of the City's difficult fiscal position, staff and I recommended eliminating this funding. Each of these group's services are highly valuable to the community and this recommendation was in no way a reflection on the quality of the services or activities they provide nor the appreciation that the City has for their efforts—it's just a result of our limited resources.

After lengthy discussion and consideration of all needs, the Council agreed to discontinue the funding in the operating budget and instead allocate funding at past levels for the Pacifica Resource Center and the Pacifica

Beach Coalition from Excess ERAF monies expected in 2015. To implement this direction, staff will return to Council in early 2015 with news about Excess ERAF funding and an appropriation request for these two groups.

More than the General Fund – “Other Funds”

The City's full budget includes more than just the General Fund even though that is the topic that often gets the most attention and for good reason. The General Fund is comprised of discretionary revenues and focused on the City's operations. In addition, the majority of staff is funded from the General Fund.

However, there are a number of other funds that make up the City's full financial picture and that are important to understanding the City's overall financial status. Staff and I spent significant time delving into these funds in order to understand their status and expected activity over the next year. An “All Funds Budget Summary” is included as part of the budget document.

These funds may show deficits as projects are underway prior to the City receiving grant funds or other reimbursement for activities. In addition, any interfund loans would also be represented in the balances shown here. More specifics follow:

- **Fund 01 General Fund.** The General Fund is shown with a variety of designated reserves. Of note are three:
 - **Reserve—General Fund.** This is a new reserve established by Council Policy in June 2013 (copy included as Attachment 3). The reserve has not yet been funded.
 - **Reserve—Legal.** This new fund is recommended as a way to differentiate typical “regular” activities associated with the City Attorney's Office and activities beyond what is expected. The City Attorney's operating budget has been reduced by \$100,000 and those dollars are shown here. Staff is hopeful that access to these funds won't be necessary but if they are needed, Council action will be requested to transfer funds to meet specific needs.
 - **Reserve for Advance-RDA.** Some years ago, the General Fund loaned funds to the Redevelopment Agency for investment in activities designed to increase property value and strengthen the local business base. The loan(s) would be paid back via tax increment realized as property values increased. Such actions were common among cities.

The amount shown here, approximately \$2.5 million, is the portion of the loan that could still be eligible for repayment under the new Successor Agency structure. When the State of California dissolved Redevelopment Agencies, many cities were left holding loans that are no longer collectible and such is the case here. The City continues to carry the loan in hopes that a fraction of the funds will be repaid by the State at the conclusion of transition activities currently underway, however staff considers full repayment unlikely.

- **Fund 38 Disaster Accounting Fund.** This fund is used to track revenues and expenses related to unexpected catastrophic events. The most recent event occurred at 380 Esplanade in 2010. The funds shown here reflect the expenses and reimbursement for those expenses to date. The disaster has not yet been concluded but staff expects resolution in the next year. Unfortunately full recovery of all

costs from sources other than the City is not expected. The City will likely be responsible for some portion of the approximately \$1 million deficit shown.

Under **Special Revenue Funds**, the following have special circumstances that are highlighted:

- **Fund 25 Parking In-Lieu Fund.** This fund holds developer fees paid for meeting parking requirements in-lieu of building the actual parking required for a project. Of note here is that in November 2012, a sizable portion of the funds held (\$308,000) was mistakenly included in information reported to the State of California as part of the Redevelopment Agency and transferred to the State. While unfortunate, such mistakes are not surprising given the high level of confusion for cities trying to meet changing State requirements surrounding the elimination of Redevelopment Agencies. The City will be requesting the return of the funds from the State in the next fiscal year.
- **Fund 26 Park In-Lieu Fund.** The deficits shown here have resulted from projects such as the dog park being constructed and studies related to the Beach Blvd. project, and are unfunded at this time.

For **Capital Project Funds**, the following specifics are offered:

- **Fund 09 Street Construction Fund.** This fund loaned approx. \$2.2 million to Fund 22 in 2003. So far, staff has not discovered any repayment of the loan to date so the entire amount is shown as an “outstanding receivable” or “amount due” to the fund. Should we find evidence of any payment, an adjustment will be made.
- **Fund 22 General Capital Improvement Fund.** In this fund, there are two items of note. First is the deficit shown at the end of each fiscal year—as of June 2014, the amount totals approx. \$1.08 million. The City has been completing projects that are not fully funded. Second, in parallel to Fund 09, the interfund loan of \$2.2 million is shown here as well, as an “outstanding loan repayment obligation”.

The City carries several **Internal Service Funds** and staff offers a few comments here as well:

- **Funds 65, 66 and 67 Various Self-Insurance Funds.** All three of these funds expect to be in the black by the end of next fiscal year however the trend of annual revenues vs. expenses is of concern. It appears that the fund balance is decreasing over time. Staff plans to look more closely at these three funds and evaluate trends over a longer period of time to have a more complete view.
- **Funds 71 and 72 Motor Pool Funds.** I have learned from staff that sometime in the past, a decision was made to underfund Fund 71 (revenues consist of transfer from each department to pay for vehicle maintenance services shown as expenses) but charges for work continue to accrue to this fund.

Taken in total, the City's funds are clearly “in the black” and able to cover obligations. The complicating factor is that most of the funds are not interchangeable because the revenue source has restricted the types of

expense eligible for the funds. This makes tracking the revenues and expense for each fund necessary, and repaying or replenishing the deficits a requirement.

Fixing the Fund Deficits and Getting a Second Opinion

A natural question after reviewing the All Funds Budget Summary (Attachment 2) and adding together the deficits would be “how did we get here?”. While staff is still collecting history to better understand the answer to this question, our primary focus at this time is “how are we going to fix this?” and the answer to this question is where I plan to focus most of my attention.

As stated earlier in this report, temporary deficits (even over years) that are due to lags between receiving grants or reimbursement of expenses are common and easy to understand. In addition, loans between funds can be good practice as evidenced by the one I have recommended as part of the General Fund budget starting next year. A crucial part of these actions though is to document them and include a plan for repayment or replenishment.

Fortunately, remedying the approximately \$4 million total deficit shown across several funds is a problem that isn't required to be fixed overnight. The City will continue to meet its obligations and City services will continue to be provided.

Over the course of several years, we can bring these funds into balance on an installment plan with several possible revenue sources such as the following:

- Applying future annual revenues (for funds other than the General Fund) we receive that are eligible to be transferred into the deficient fund or applied to offset the expenses that the deficits represent (staff is collecting this historical information now);
- Assigning a portion of General Fund balance revenues toward the amounts;
- Using one-time revenues such as the proceeds from the sale of the Beach Blvd. property;
- And lastly, directing available Excess ERAF funds toward these deficits.

An outcome of this approach is that some planned activities over the next few years will be delayed or possibly eliminated.

I will return to Council in the first quarter of Fiscal Year 2014-15 with a preliminary plan to fix the deficits based on information collected between now and then including a “second opinion” by a financial services professional to confirm or modify these results.

Looking Ahead to Addressing Bigger Problems

The difficulty we faced in delivering a balanced budget this year is not new—in fact, such circumstances have unfortunately become the norm for Pacifica. Looking ahead, the City will continue to face an uphill battle in terms of expenses outpacing revenues. Drawing new business to Pacifica and encouraging development where possible are our only avenues at this time for growing revenues. Further expense reductions will mean fewer staff and fewer services.

While meeting daily operating needs tends to be our primary focus, the continual deterioration of Pacifica's infrastructure (e.g., streets, storm water system, and civic buildings) is an even larger problem.

Gratitude for Teamwork

Since my arrival last October, City staff has shown a great deal of flexibility in responding to the many changes I've introduced especially around City financial activities. Indeed, developing the budget and preparing this budget document have required many hours of preparation and quality control that I recognize and truly appreciate. They have worked in concert and their teamwork has contributed to this budget's successful completion.

In particular, I want to recognize the efforts of the Executive Team—Police Chief **Jim Tasa**; Deputy Fire Chief **Rich Johnson**; Planning Director **George White**; Public Works Director **Van O'Campo**; Parks, Beaches and Recreation Director **Mike Perez**; City Clerk **Kathy O'Connell**; Waste Water Treatment Plant Director **Dave Gromm**; City Attorney **Michelle Marchetta Kenyon**; and especially Interim Administrative Services Director **Steven Carmichael**—as well as the staff of the Finance Department—Assistant Director **Sandra McClellan**, and Accounting Technicians **Vivian Penaredondo** and **Carol Luebben**—and my assistant **Marilyn DeSouza**, each of whom played a crucial role in putting this budget together.

Finally, I want to thank the **City Council** for their stewardship through difficult financial news and tough decision-making, and their unwavering support of staff in moving the City of Pacifica forward.

Sincerely,

LORIE TINFOW
City Manager

CITY OF PACIFICA
ADOPTED 2014-15 General Fund Budget Summary
By Consolidated Revenue Source and Department

	<u>2013-14</u> <u>ADOPTED</u> <u>BUDGET</u>	<u>2013-14</u> <u>REVISED</u> <u>BUDGET</u>	<u>2014-15</u> <u>ADOPTED</u> <u>BUDGET</u>
REVENUES			
PROPERTY TAXES	\$10,445,000	\$10,786,380	\$9,335,000
SALES TAX*	\$1,483,000	\$1,483,000	\$1,976,500
OTHER TAXES*	\$5,708,000	\$5,708,000	\$5,260,000
DEPARTMENT/PROGRAM REVENUES	\$9,355,000	\$9,765,000	\$9,405,314
OTHER REVENUES	\$144,000	\$144,000	\$160,500
TRANSFERS IN	\$0	\$0	\$751,686
TOTAL GENERAL FUND SOURCE OF FUNDS	<u>\$27,135,000</u>	<u>\$27,886,380</u>	<u>\$26,889,000</u>
EXPENDITURES**			
GENERAL GOVT***	\$2,780,271	\$3,137,271	\$3,264,463
POLICE DEPARTMENT	\$8,753,890	\$8,883,890	\$8,791,873
FIRE DEPARTMENT	\$5,451,486	\$5,451,486	\$5,662,626
PLANNING & BUILDING	\$1,297,479	\$1,297,479	\$1,163,807
PUBLIC WORKS	\$2,444,454	\$2,444,454	\$2,058,155
PARKS, BEACHES & RECREATION	\$3,829,375	\$3,870,575	\$3,966,605
NON-DEPARTMENTAL	\$998,317	\$998,317	\$707,471
TRANSFERS OUT	\$1,257,000	\$1,257,000	\$1,274,000
TOTAL GENERAL FUND USE OF FUNDS	<u>\$26,812,272</u>	<u>\$27,340,472</u>	<u>\$26,889,000</u>
NET SURPLUS (DEFICIT)	<u>\$322,728</u>	<u>\$545,908</u>	<u>\$0</u>

*reflects movement of one revenue source from "other taxes" into "sales tax" to align with industry standards

**no rounding used

***includes City Council, City Manager/City Clerk, City Attorney, Finance, Human Resources, and Information Technology



City of Pacifica 2014 – 2015 Budget

GENERAL GOVERNMENT

General Government is a new budgetary structure that combines the services and activities of the City Manager’s Office, the City Council, the City Attorney’s Office, and the City Clerk as well as the administrative support services provided by Finance, Information Technology, Human Resources and Risk Management.

Description of Department

The 5-Member City Council is elected at-large to serve 4-year terms. Elections are held in even years. The City Manager serves as the Chief Executive Officer of the City and directs its overall operations. The City Clerk supports the City Council and its meeting, and manages all election-related activity. Finance manages the City’s revenues and expenditures, payroll and annual business license renewals. The Information Technology Division manages the technology training, and installs and maintains all of the City’s hardware and software offerings. Human Resources supports departments through the employee recruitment and hiring processes, disciplinary action needs, manages city-wide training and supports the labor negotiations process. The City Attorney’s Office advises the City Council and staff in all legal matters pertaining to City operations.

	2013-2014	2014-2015
General Fund Expenditures		
City Council (110)	\$ 100,821	\$ 120,100
City Manager/City Clerk (210)	654,853	780,330
Finance (320)	778,169	767,550
Information Technology (345)	518,733	549,100
Human Resources (220)	521,152	569,800
City Attorney (240)	<u>563,543</u>	<u>477,583</u>
General Fund Expenditure Total	<u>\$3,137,271</u>	<u>\$3,264,463</u>

General Fund Cost Recovery		
General Fund Expenditure Total	\$3,137,271	\$3,264,463
General Fund Revenues Total	182,800	154,900
Cost Recovery	5.8%	5.0%

Total Staffing for Department		
Funded FTE	13	14

We strive to manage and support the overall guidance of City operations with the highest integrity, greatest efficiency and most robust responsiveness possible.



City of Pacifica 2014 – 2015 Budget

PARKS, BEACHES AND RECREATION

Our mission is to foster human development; promote health and wellness; strengthen safety and security by providing programs for children, youth and adults to play and learn through positive recreational experiences.

Department Divisions

The Department is made up of support/administrative services and three main program divisions that provide recreation and human services to the community. These divisions are Recreation, Child Care and Senior Services. The department also has very robust Senior and Youth volunteer programs.

	2013-2014	2014-2015
General Fund Expenditures		
Department Support Services (800)	\$ 275,913	\$ 276,820
Community Center (805)	188,038	199,185
Cultural Arts (806)	11,256	11,200
Elementary Age Rec Services (810)	181,398	139,730
Teens & J-Teens Rec Services (820)	69,798	73,830
Adult Sports Services (830)	4,055	450
Senior Services (840)	197,350	195,400
Instructional Class Services (850)	122,368	123,150
Recreation Swimming Services (860)	330,036	332,650
Swim Team (869)	136,154	140,280
Special Community Rec Services (870)	66,080	62,260
Seniors in Action - Title IIIB (901)	38,750	42,900
Seniors in Action - C-1 Meals (903)	153,050	162,500
Seniors in Action - Meals on Wheels (904)	181,498	198,000
Child Care Preschool/School Age (910)	902,687	884,250
Child Care - Latchkey Program (911)	389,631	387,900
Child Care - State Preschool (912)	456,898	430,700
Child Care - Sub-contract Grants (914)	168,625	258,800
Recreation Preschool (937)	<u>33,770</u>	<u>46,600</u>
General Fund Expenditure Total	\$3,909,355	\$3,966,605
General Fund Cost Recovery		
General Fund Department Revenue Total	3,122,800	3,037,307
Child Care Reserve Funds Used	22,461	133,593
Cost Recovery	80%	80%
Total Staffing for Department		
Total FTEs	21	21
Total Part-Time Staff Members	108	108



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PLANNING DEPARTMENT

To provide Planning and Building services for current development proposals in the timeliest manner possible, and to provide Code Enforcement services to ensure compliance with applicable City laws. To provide long range planning services to the community, with an emphasis on commercial and economic development, while preserving the City’s natural assets; and to ensure opportunities for citizen participation in the land use planning process.

Department Divisions

The Department has three functional divisions, Planning, Building and Code Enforcement. The Planning Division supports and implements the Pacifica General Plan and associated development regulations including the processing of all planning and zoning entitlement applications, providing services related to long range planning and special projects consistent with adopted Council Goals. The Building Division issues permits for all new construction and provides plan check and inspection services. The Code Enforcement division investigates formal complaints received from the general public.

	2013-2014	2014-2015
General Fund Expenditures		
Planning and Building Services (711,712,725)	\$ 1,123,571	\$ 1,024,307
Code Enforcement (726)	<u>173,908</u>	<u>139,500</u>
General Fund Expenditure Total	\$ 1,297,479	\$ 1,163,807
 General Fund Cost Recovery		
General Fund Expenditure Total	\$ 1,297,479	\$ 1,163,807
General Fund Department Revenue Total	548,028	633,450
Cost Recovery	42%	54%
 Total Staffing for Department		
Funded FTEs	8	7



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POLICE DEPARTMENT

The Pacifica Police Department is committed to serving all citizens with the highest standards of ethics, professionalism, respect and fairness. We are committed to the safeguarding of constitutional guarantees; the preservation of peace, order and safety by fair and practical enforcement of laws and ordinances; and the prevention of crime through a proactive and collaborative effort with the community. Our goals are to solve problems in the community by encouraging a mutually beneficial relationship, to provide the highest level of professional service to all and to maintain our *tradition of community service*. We recognize our authority is derived from the people we serve.

Department Divisions

The Department has two divisions, Field Services and Investigations/Administration. Patrol Services, Traffic and Community Policing are in the Field Services Division. Records, Fiscal Management, Training, Technical Support, Investigations, Juvenile, Evidence, Property and Communications are in the Investigations/Administration Division. Police Reserves, Explorers and Citizen Volunteers also provide key assistance with several of these programs.

	2013-2014	2014-2015
General Fund Expenditures		
Juvenile Services (510)	\$ 251,696	\$ 257,949
Investigation Services (520)	937,444	940,939
Narcotics Task Force (525)	75,160	67,500
Communications (530)	796,681	777,660
Records Services (540)	572,586	545,450
Disaster Preparedness (550)	172,631	161,200
Patrol Services (560)	5,871,858	5,831,100
Traffic Safety Services (570)	151,872	166,875
Crime Prevention (580)	<u>53,962</u>	<u>43,200</u>
General Fund Expenditure Total	\$ 8,883,890	\$ 8,791,873
 General Fund Cost Recovery		
General Fund Expenditure Total	\$ 8,883,890	\$ 8,791,873
General Fund Department Revenue Total	532,980	438,025
Cost Recovery	6.0%	5.2%
 Total Staffing for Department (FTE)		
Funded FTEs	38	38

It is the mission of the men and women of the Pacifica Police Department to protect and serve the members of the community with the highest level of commitment, ethics and professionalism.



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PUBLIC WORKS DEPARTMENT

The Department of Public Works maintains and repairs City infrastructure in an efficient and cost-effective manner while providing a high level of customer service and a safe work environment for city employees; maintains parks, play fields and medians throughout the City; keeps streets and trails clean and well-maintained; coordinates the tree program; cleans beaches for all to enjoy; handles the City Beautification program; and provides various city departments with safe and reliable means of transportation, facilities and equipment use.

Department Divisions

The department is comprised of two divisions: Field Services and Engineering. Field Services oversees the maintenance of city streets, parks, tress, vehicles and public facilities. Engineering governs public infrastructure projects, transportation planning and traffic engineering, emergency management technical services during natural disasters and maintenance and repair of the city’s infrastructure.

	2013-2014	2014-2015
General Fund Expenditures		
Engineering Services (723)	\$ 493,455	\$ 476,362
Streets & Traffic Maintenance Services (751)	281,229	326,400
Street Trees Services (754)	38,822	41,550
Building Maintenance & Improvement Services (770)	452,715	411,000
Pier and Beaches Maintenance (775)	366,491	79,793
City Parks and Playfields (780)	724,571	705,150
Street Light Services (782)	<u>17,075</u>	<u>17,900</u>
General Fund Expenditure Total	\$2,374,358	\$2,058,155
 General Fund Cost Recovery		
General Fund Expenditure Total	\$ 2,374,358	\$ 2,058,155
General Fund Department Revenue Total	88,200	90,000
Beach Parking Revenue	427,400	557,500
Cost Recovery	22%	20%
 Other Fund		
New Beach Parking	\$ 0	\$ 557,000
 Total Staffing for Department		
Funded FTE's	25	26



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NORTH COUNTY FIRE AUTHORITY

The North County Fire Authority’s mission is to protect life, property, and the environment from fires, accidents, medical emergencies and disasters through training, public education, fire prevention and emergency response. NCFa provides emergency response to fires, basic and advanced life support pre-hospital care, vehicle accidents, technical rescues, hazardous materials, explosions, floods, earthquakes and non-emergency public service calls, through a consistent state of readiness and in meeting identified performance measurements. NCFa goals are customer service, high performance organization, delivery of services & programs meeting the needs of people, community focused activities and ventures.

NCFa Bureaus and Divisions

The North County Fire Authority consists of the Operations Bureau, Support and Administrative Services Bureau and Fire Prevention Services Bureau. Under the Operations Bureau are the Field Battalions, Training Division, and Special Operations Division. Under the Support and Administrative Services Bureau is the Technical Services Division and Emergency Medical Services Division. Under the Fire Prevention Services Bureau are the Fire and Life Safety Section, Pre-Fire Planning and Review Section, Public Education and Community Outreach Section and Fire Investigation Section.

	2013-2014	2014-2015
General Fund Expenditures		
Fire Emergency Services (630)	\$5,133,133	\$5,257,726
Fire Non-Emergency Services (640)	119,045	118,200
Paramedic Services Coordinator (680)	<u>268,475</u>	<u>286,700</u>
General Fund Expenditure Total	\$5,520,653	\$5,662,626
General Fund Cost Recovery		
General Fund Expenditure Total	\$5,520,653	\$5,662,626
General Fund Department Revenue Total	617,610	424,605
Cost Recovery	12.8%	8.5%
Total Staffing for Department		
Funded FTEs	26	26



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WASTE WATER TREATMENT PLANT AND COLLECTIONS

The Waste Water Department is committed to maintenance and operation of the Calera Creek Water Recycling Plant, sewage lift stations and storm water drainage pump stations in accordance with State and Federal law in a cost effective manner, and to prolong the life of the collection system infrastructure and transport waste to point of treatment without disruption or overflows, while meeting the needs of our citizens.

Department Divisions

The Department has two divisions: Plant Operation and Collection System. The Plant staff performs operations and maintenance of the Plant. Collection System staff performs operations and maintenance of the Collection System.

	FY 2013-14	FY 2014-15
WWTP Fund 18 Expenditures		
Plant Operations & Maintenance (940741)	\$ 7,274,826	\$ 7,432,320
Collection System Operations & Maintenance (940742)	2,528,141	2,755,150
State Revolving Loan Fund (948595)	2,065,919	2,065,919
2004 Sewer Revenue Bond (948599)	475,388	475,388
2012 Sewer Revenue Bond (948597)	454,922	450,766
Sewer Charge Compilation (948146)	11,700	11,700
To WWTP Construction Fund 34 (940000)	<u>3,077,637</u>	<u>352,600</u>
Expenditures Total	\$ 15,888,533	\$ 13,543,843
 Waste Water Cost Recovery		
Expenditures Total	\$ 15,888,533	\$ 13,543,843
Revenues Total	13,235,000	13,658,700
Cost Recovery	83.3%	100.8%
 Total Staffing for Department		
Funded FTE	25	25

City of Pacifica
All Funds Budget Summary - Adopted 6/23/14
Fiscal Year 2014-15

Fund #	Fund Name	Estimated Ending Undesignated Fund Balance 6/30/2014	Adopted Revenues/ Transfers In 2014-15	Adopted Expenditures/ Transfers Out 2014-15	Estimated Ending Undesignated Fund Balance 6/30/2015
01	General Fund	\$1,359,949	\$26,889,000	\$26,889,000	\$1,359,949
	Reserve--General Fund (new policy for 2013-14)	\$0	\$0	\$0	\$0
	Reserve--Designated for Childcare	\$877,051	\$0	\$135,000	\$742,051
	Reserve--Narc Forfeiture	\$50,751	\$0	\$0	\$50,751
	Reserve--Senior Svcs-Giving Tree	\$11,438	\$0	\$0	\$11,438
	Reserve--Legal (new for 2014-15)	\$0	\$100,000	\$0	\$100,000
	Reserve for Advance-RDA*	\$2,516,375	\$0	\$0	\$2,516,375
38	Disaster Accounting Fund	(\$985,094)	\$438,750	\$457,000	(\$1,003,344)
Special Revenue Funds					
07	Supplemental Law Enforcement Svcs Fund	\$294,384	\$100,000	\$267,207	\$127,177
08	Fire Assessment Fund	\$7,404	\$0	\$7,404	\$0
10	Gas Tax Maintenance Fund	\$284,925	\$984,390	\$1,068,817	\$200,498
16	NPDES Stormwater Fund	\$211,740	\$242,600	\$414,875	\$39,465
24	Housing In-Lieu Fund	\$330,640	\$0	\$0	\$330,640
25	Parking In-Lieu Fund**	\$22,000	\$0	\$0	\$22,000
26	Park in-Lieu Fund	(\$116,899)	\$50,200	\$43,900	(\$110,599)
Capital Project Funds					
09	Street Construction Fund	\$244,391	\$1,435,300	\$1,421,912	\$257,779
	Outstanding receivable from loan to Fund 22***	\$2,218,700	\$0	\$0	\$2,218,700
12	Highway 1 Improvement Fund	\$71,024	\$11,880,000	\$11,868,450	\$82,574
14	Manor Drive Improvement Fund	\$949,861	\$1,000	\$530,050	\$420,811
15	Aircraft Noise Project	\$42	\$0	\$42	\$0
19	Planned Local Drainage Fund	\$638,061	\$1,000	\$3,000	\$636,061
22	General Capital Improvement Fund	(\$1,083,049)	\$452,500	\$461,000	(\$1,091,549)
	Outstanding Loan Repayment Obligation to Fund 09***	(\$2,218,700)	\$0	\$0	(\$2,218,700)
	Reserve--Frontierland Remediation	\$350,000	\$0	\$350,000	\$0

City of Pacifica
All Funds Budget Summary - Adopted 6/23/14
Fiscal Year 2014-15

Fund #	Fund Name	Estimated Ending Undesignated Fund Balance 6/30/2014	Adopted Revenues/ Transfers In 2014-15	Adopted Expenditures/ Transfers Out 2014-15	Estimated Ending Undesignated Fund Balance 6/30/2015
Debt Service Funds					
40	Debt Service Fund	\$612,437	\$4,081,500	\$3,985,274	\$708,663
	Reserve--Bond Requirement	\$355,113	\$0	\$0	\$355,113
	Total Debt Service Funds	\$967,550	\$4,081,500	\$3,985,274	\$1,063,776
Trust Fund					
27	Roy Davies Trust Fund****	\$3,455,536	\$1,800	\$3,584	\$3,453,752
Enterprise Funds					
18	Sewer Charge Fund	\$10,700,304	\$13,658,700	\$13,543,843	\$10,815,161
34	Sewer Facility Construction Fund*****	\$7,433,547	\$2,922,600	\$6,415,786	\$3,940,361
	Total WWTP Funds	\$18,133,851	\$16,581,300	\$19,959,629	\$14,755,522
35	Beach Parking Fund	\$0	\$557,500	\$557,000	\$500
Internal Service Funds					
65	Self-Funded Dental Plan	\$173,717	\$152,400	\$159,500	\$166,617
66	Self-Insurance Fund (W/Comp)	\$616,947	\$750,500	\$953,000	\$414,447
67	Self-Insurance Fund (Liability)	(\$28,260)	\$380,000	\$250,000	\$101,740
	Total Insurance Funds	\$762,404	\$1,282,900	\$1,362,500	\$682,804
71	Motor Pool Operations Fund	(\$223,036)	\$946,503	\$920,800	(\$197,333)
72	Motor Pool Replacement Fund	\$2,920,253	\$122,500	\$839,000	\$2,203,753
	Total Motor Pool Funds	\$2,697,217	\$1,069,003	\$1,759,800	\$2,006,420
	TOTAL - ALL FUNDS	\$32,051,552	\$66,148,743	\$71,545,444	\$26,654,851

NOTES

*Reflects loan from General Fund to Redevelopment Agency in past; not expected to be repaid in full but partial payment may be possible; resolution expected by June 2015

**During transition of Redevelopment Agency to Oversight Board with City as Successor Agency, staff mistakenly submitted \$308,000 of In-Lieu Parking Fees in November 2012 to State; return of funds to be requested

***Interfund loan from Fund 09 to Fund 22 approved by Council in November 2003

****Reflects expenditures from interest earnings only

*****Expenditures for 2014-15 include \$641,686 loan to General Fund for Pension Obligation Bond payments as described in 2014-15 General Fund Budget.



All Funds -- Fund Descriptions

ALL FUNDS

- 01. General Fund** holds general tax revenues such as property tax and sales tax as well as department revenues from fees and charges, and the majority of operational expenses for service delivery.
- 38. Disaster Accounting Fund** shows both revenues (from grants and other reimbursements) and expenditures associated with catastrophic events occurring in the City. The current balances relate to an incident at 380 Esplanade that occurred in 2010. The City's activities expect to be concluded in 2014-15.

SPECIAL REVENUE FUNDS

- 07. Supplemental Law Enforcement Services Fund** provides funding for front-line law enforcement operations. Funds are allocated by the State Controller to counties and distributed from the County Controller to the City of Pacifica on a monthly basis.
- 08. Fire Assessment Fund** levies and collects assessments to generate revenue to pay for fire protection services, facilities and equipment. This fund sunset ted in 2008.
- 10. Gas Tax Maintenance Fund** accounts for receipts and expenditures of money apportioned under Streets and Highway Code Sections 2105, 2106, 2107.5 of the State of California, which must be used for street and highway purposes. This fund is officially called the Highway Users Tax Fund and is distributed on a per capita basis based on the sale of fuel and the State tax that is assessed on fuel purchases. This money must be appropriated towards research, planning, construction, improvements, maintenance, and operation of public streets and highways (and their related public facilities for non-motorized traffic), including mitigation of their environmental effects, compliance with the American Disabilities Act (ADA), payment for property taken or damaged for such purpose, and the administrative costs necessarily incurred in the foregoing process.
- 16. NPDES Stormwater Fund:** The National Pollutant Discharge Elimination System (NPDES) Stormwater Fee is a parcel based tax that pays for stormwater pollution prevention infrastructure and activities necessary to comply with the requirements of the NPDES permit. These infrastructures include trash capture devices, trash separators, etc., while the activities include stormwater clean-up, regular street sweeping, erosion control, implementation of Best Management Practice (BMP) and public information programs.
- 24. Housing In-Lieu Fund** accounts for receipts from fees imposed on developers to provide for improvements.

25. **Parking In-Lieu Fund** accounts for receipts and expenditures from fees imposed on developers to provide for parking facilities improvements.
26. **Parks/Playfield Capital Improvements:** The Park and Recreational Fees are imposed on private residential development projects to purchase and construct additional parks, recreational facilities, and open space to offset the impact on the need for these facilities created by new residential development. These improvements and land acquisitions include parks, mini parks, beach areas, land acquisitions, open space, sport fields, tot lots, play equipment, rehabilitation of existing facilities and other related facilities and improvements.

CAPITAL PROJECT FUNDS

9. **Street Construction Fund** is supported by Measure A tax dollars voted on by residents of San Mateo County since 1988. These funds are used to maintain local streets and roads by paving streets, repair potholes and sidewalks, promote and operate alternative modes of transportation such as shuttles, bicycling and pedestrian programs. It also can be used to develop and implement traffic operations and safety projects such as signal coordination, bike and pedestrian safety projects that eliminate hazardous conditions and acquiring right-of-way.
12. **Highway 1 Improvement Fund** imposes a fee on private developments to defray the costs of constructing traffic congestion relief improvements along Highway 1 from Westport Drive to the southern city limits. These improvements are necessary to handle the increase in traffic volume resulting from future building activity in the city. They include; the widening and realignment of the highway, construction of necessary frontage roads, bicycle/pedestrian paths and appurtenances.
14. **Manor Drive Improvement Fund.** The Manor Drive/Palmetto Avenue/Oceana Boulevard Intersections Improvement Fees are imposed on private development projects, north of Paloma Avenue, to pay for improvements at the Manor Drive overcrossing to adequately handle the traffic volumes based on future development within the area. These improvements include the possible signalization and widening of the Manor Drive overcrossing, provide sidewalks, guardrails, traffic striping and signing.
15. **Aircraft Noise Project Fund** held funds associated with a past program and will be closed out in the next fiscal year.
19. **Planned Local Drainage Fund:** The Planned Drainage Facilities Fee is imposed on private development projects to defray the costs of constructing and/or upgrading stormwater drainage facilities, required to adequately handle the increased flows resulting from future building activity within the city. These include capacity increasing storm drainage improvements within existing creeks, channels, reservoirs, storm drain lines, culverts, catch basins, drainage swales, pump stations, headwalls, etc.
22. **Capital Improvement Fund:** The Capital Improvement Fee is imposed on private development projects to defray the costs of constructing capital improvements required to accommodate the increased need for community services resulting from future building activity in the city. Samples of capital improvements projects include construction of the Palmetto Streetscape, Civic Center, New Library, Fire Stations, etc.

DEBT SERVICE FUND

40. **Debt Service Fund** holds revenues and expenses associated with bond payments.

TRUST FUND

27. **Roy Davies Trust Fund** was established in 2006 when \$3.9 million was distributed to the City of Pacifica – a lump sum above the \$3.45M (\$450,000) was used to pay for Community Center roof and Fairmont Park/Site improvements. The money was distributed to the City of Pacifica “to be kept in a segregated account for the benefit of the Pacifica Parks, Beaches and Recreation Department. The funds are to be used to help acquire, build, remodel, improve, support, and maintain, the equipment, buildings, grounds, yard, gardens and landscaped areas of various parks, beaches, and recreation areas located in Pacifica, to conduct related educational and recreation programs for the benefit of the general public...” Interest earned has been used for departmental operations; the principal can only be used for the purposes specified and can only be appropriated by a 4/5 Council majority.

ENTERPRISE FUNDS

18. **Sewer Charge Fund** accounts for all revenue (except connection charges) generated by operations, and all expenditures (including Debt Service) associated with operating and maintaining the Calera Creek Water Recycling Plant and the sanitary sewer collection system.
34. **Sewer Facility Construction Fund** receives all revenues associated with connection fees and accounts for Capital Improvement Projects expenditures associated with plant and collections system projects.
35. **Beach Parking Fund** accounts for all revenues and expenses associated with the Beach Parking program started in August 2013.

INTERNAL SERVICE FUNDS

- 65., 66, 67 **Self-funded Dental Plan & Insurance** represents funds set aside to cover employee dental expenses and insurance deductibles for liability and worker’s compensation.
71. **Motor Pool Operations Fund** supports the day to day operation and maintenance of city vehicles and equipment. This fund pays for fuel costs, scheduled maintenance, repairs, body work, and other mechanical and electrical work on city vehicles and equipment.
72. **Motor Pool Replacement Fund** pays for the purchase of replacement of vehicles and equipment. Money is collected from city departments assigned with vehicles and equipment to support this fund.

**PENSION OBLIGATION BONDS
LOAN AND REPAYMENT PLAN
2014-2015**



June 23, 2014

CITY OF PACIFICA - 2014-15 BUDGET

PENSION OBLIGATION BONDS LOAN AND REPAYMENT PLAN

LOAN FROM FUND 34 TO GENERAL FUND

PAYMENTS - ALL FUNDS		2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	
Payments from General Fund w/o loan									
Police		\$879,548	\$908,133	\$987,593	\$0	\$0	\$0	\$0	
Fire		\$667,108	\$688,789	\$711,175	\$734,288	\$758,153	\$0	\$0	
Misc		\$956,507	\$987,593	\$1,019,690	\$1,052,830	\$1,087,047	\$1,122,376	\$1,158,853	
Total Annual Payments		\$2,503,163	\$2,584,515	\$2,718,458	\$1,787,118	\$1,845,200	\$1,122,376	\$1,158,853	
Payments from General Fund with loan									
Police		\$396,468	\$396,468	\$396,468	\$396,468	\$396,468	\$396,468	\$396,468	
Fire		\$508,502	\$508,502	\$508,502	\$508,502	\$508,502	\$508,502	\$508,502	
Misc		\$956,507	\$987,593	\$1,019,690	\$1,052,830	\$1,087,047	\$1,122,376	\$1,158,853	
Total Annual Payments		\$1,861,477	\$1,892,563	\$1,924,660	\$1,957,800	\$1,992,017	\$2,027,346	\$2,063,823	
Annual Loan/Repayment - Fund 34		\$641,686	\$691,952	\$793,798	(\$170,682)	(\$146,817)	(\$904,970)	(\$904,970)	
Total loan/Repayment Principal				\$2,127,437				-\$2,127,437	
Total Loan	\$2,127,437	Loan Amount	\$641,686	\$1,333,639	\$2,127,437	\$1,956,756	\$1,809,939	\$904,970	\$0
Total Interest	\$43,872	.05% interest	\$3,208	\$6,668	\$10,637	\$9,784	\$9,050	\$4,525	0

CAPITAL BUDGET 2014-2015

CAPITAL IMPROVEMENT PROGRAM



June 23, 2014

CAPITAL IMPROVEMENT PROGRAM

FY 14/15 PROJECTS

09 Street Construction Fund

City Street Overlay & Repair (FY 2014 Linda Mar Blvd.)	\$487,000
School Crosswalk Warning Light	\$154,000

12 Highway 1 Improvement Fund

San Pedro Creek Bridge Replacement and Creek Widening Project	\$11,880,000
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22 Capital Improvement Fund

Planning/PB&R Roof Repair	\$40,000
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34 Enterprise Wastewater Construction Fund

Collection System Projects	\$400,000
Relocation of Mainline at Sharp Park Pump Station	\$300,000
Linda Mar Generator Rehabilitation	\$600,000
SEP Lateral Program (CDO)	\$151,000
Collection System Capacity Improvement	\$631,000
Equalization Basin Project	\$500,000
Collection System Repair, Rehabilitation and Replacement Project	\$1,669,000
Lateral Grant Assistance	\$50,000
Digesters	\$440,000
CCWRP Centrifuges	\$300,000
CCWRP Transformer Shed	\$ 25,000
CCWRP Parking Lot Restoration	\$ 20,000
CCWRP Roof Improvements	\$100,000
CCWRP Polymer Mixing Devices	\$ 20,000
CCWRP Laboratory Room Improvements	\$130,000
CCWRP Security & Gate Systems	\$ 48,000

38 Disaster Accounting Fund

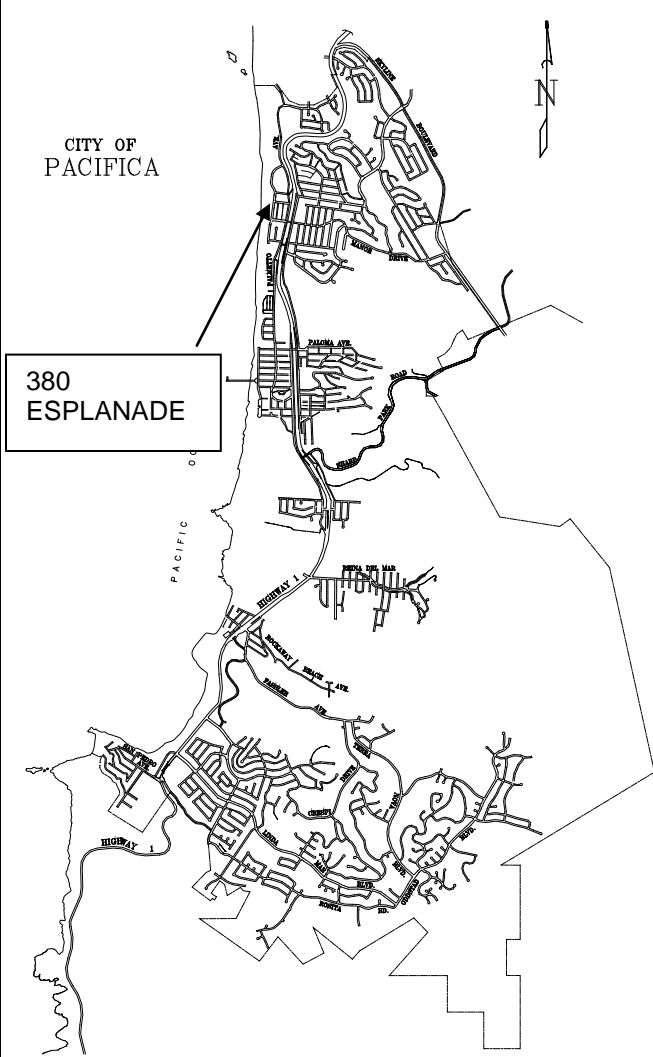
2010 CalEMA 380 Esplanade SD Outfall and Lateral Drain	\$ 53,500
2010 CalEMA 500 Esplanade SD Outfall & TCD	\$195,000

CITY OF PACIFICA

CAPITAL IMPROVEMENT PROGRAM

Project Name: 2010 CalEMA 380 Esplanade SD Outfall and Lateral Drain **Project No.:** 0212

Fund: Disaster Accounting Fund **Dept. /Mgr.:** DPW/Ocampo

PROJECT DESCRIPTION	GENERAL LOCATION
<p>The 380 Esplanade Storm Drain Outfall and Lateral Drain will re-route all drainage that flows through the 380 Esplanade Pipe including the parking lot drain to a new outfall at the 500 Block of Esplanade. This project will construct a new lateral with sump pumps for the parking lot drain to discharge to the new storm drainage system.</p>	
<p style="text-align: center;">PURPOSE/BENEFIT</p> <p>Re-route all drainage that flows through the 380 Esplanade Outfall Pipe, including the parking lot drains, to a new storm drain system running south on Esplanade to a new outfall discharge at 500 Esplanade. This will reduce the amount of outfalls that discharge onto the beach and abandon existing easement on private property.</p>	

CITY OF PACIFICA

CAPITAL IMPROVEMENT PROGRAM

Project Name: 2010 CalEMA 380 Esplanade SD Outfall and Lateral Drain **Project No.:** 0212

Starting Dates	Duration	Plan Status
2010	On-going	Active

Estimate Cost		Sources of Funding		
		Source	Amount	FY
Planning & Design	\$15,925	Local	\$	
Land Acquisition	\$	FEMA	\$	
Construction	\$49,075	State	\$	
Miscellaneous	\$	Grant	\$	
Total Project Budget	\$65,000	Project Progress		
Completed/Spent	\$14,000	Preliminary Design	90%	
Current Year	\$51,000	Final Plans/Specification	60%	
Remaining	\$0	Construction	0%	
		Maintenance/Operation Budget Impact		
		\$0/year		

Budget:	
Current year budget: <u>\$52,000</u>	Budget Fund: <u>Disaster</u>
Purpose:	Amount:
Consultant Services	<u>\$1,000</u>
Construction Contract	<u>\$50,000</u>
	<u>\$</u>

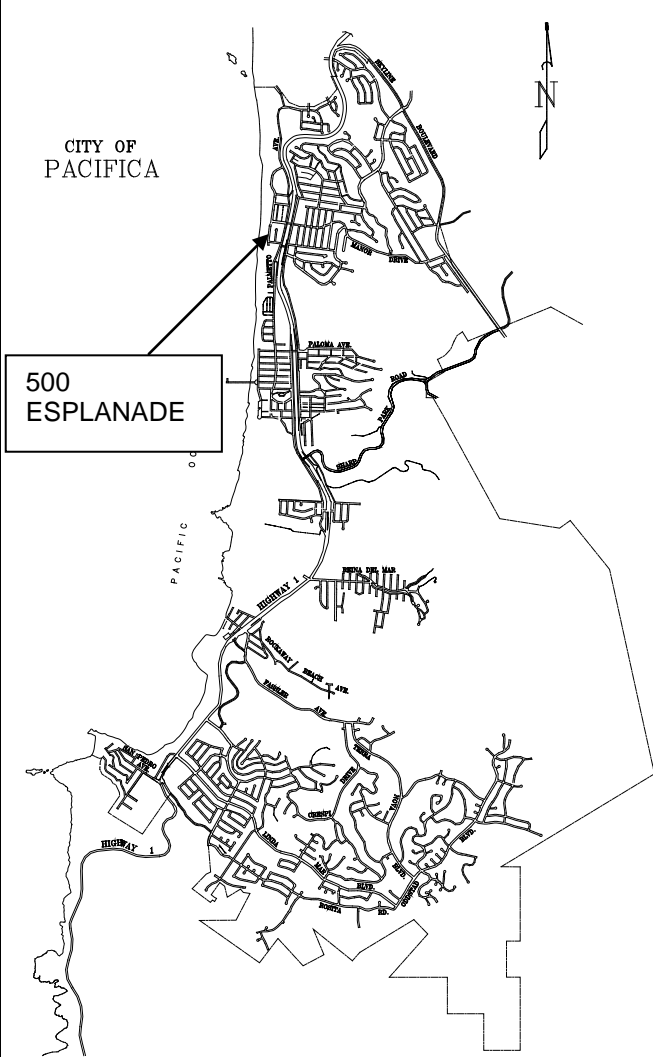
Notes:

CITY OF PACIFICA

CAPITAL IMPROVEMENT PROGRAM

Project Name: 2010 CalEMA 500 Esplanade SD Outfall **Project No.:** 0213

Fund: Disaster Accounting Fund **Dept. /Mgr.:** DPW/Ocampo

PROJECT DESCRIPTION	GENERAL LOCATION
<p>The 2010 CalEMA 500 Esplanade Storm Drain Outfall project will re-route the storm drainage system located at 380 Esplanade to a new storm drain outfall at 500 Esplanade. The proposed system will install approximate 900 linear feet of new pipe and will also pick-up the storm drainage at 400 Block Esplanade and the parking lot drain at 380 Esplanade.</p>	
<p style="text-align: center;">PURPOSE/BENEFIT</p> <p>Re-route all drainage that flows through the 380 Esplanade Outfall Pipe, including the parking lot drains, to a new storm drain system running south on Esplanade to a new outfall discharge at 500 Esplanade. This will reduce the amount of outfalls that discharge onto the beach and abandon existing easement on private property.</p>	

CITY OF PACIFICA

CAPITAL IMPROVEMENT PROGRAM

Project Name: 2010 CalEMA 500 Esplanade SD Outfall

Project No.: 0213

Starting Dates	Duration	Plan Status
2010	On-going	Active

Estimate Cost		Sources of Funding		
		Source	Amount	FY
Planning & Design	\$100,000	Local	\$	
Land Acquisition	\$			
Construction	\$1,700,000	FEMA	\$	
Miscellaneous	\$	State	\$	
Total Project Budget	\$1,800,000	Grant	\$	
Completed/Spent	\$1,600,000	Project Progress		
Current Year	\$200,000	Preliminary Design	90%	
Remaining	\$0	Final Plans/Specification	90%	
		Construction	80%	
		Maintenance/Operation Budget Impact		
		\$ _____/year		

Budget:	
Current year budget: <u>\$200,000</u>	Budget Fund: <u>Disaster</u>
<u>Purpose:</u>	<u>Amount:</u>
Construction Contract	\$200,000
_____	\$
_____	\$

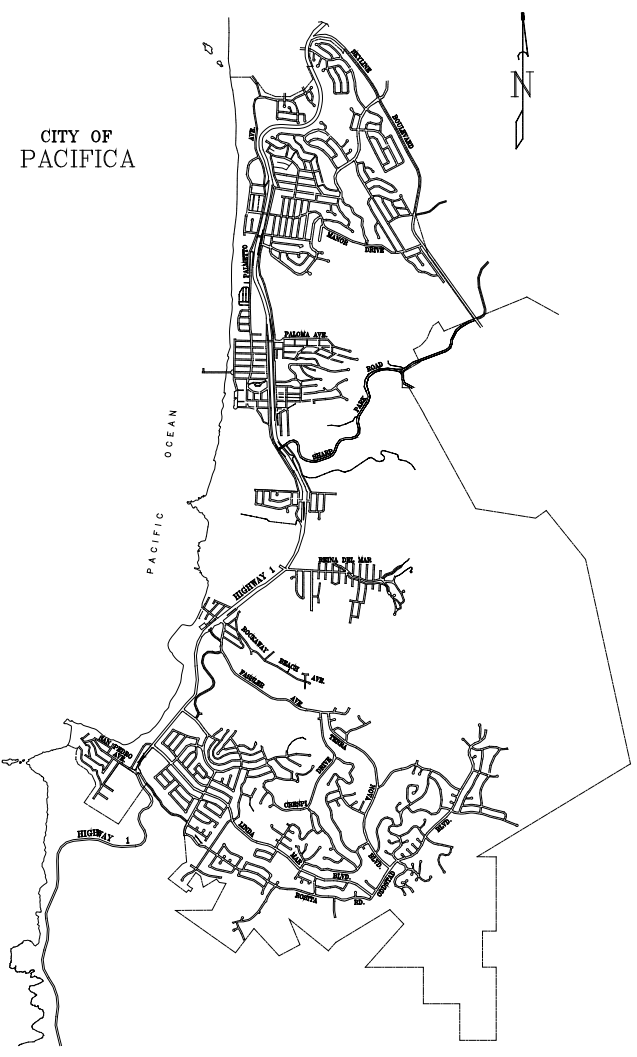
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CITY OF PACIFICA

CAPITAL IMPROVEMENT PROGRAM

Project Name: City Street Overlay & Repair **Project No.:** 0001

Fund: Street Construction Fund **Dept. /Mgr.:** Engr./Ocampo

PROJECT DESCRIPTION	GENERAL LOCATION
<p>Asphalt Overlay of City streets according to recommendations of the Pavement Management Program.</p> <p>FY 2014 Linda Mar Boulevard Pavement Rehabilitation Project</p>	
<p>PURPOSE/BENEFIT</p>	
<p>The resurfacing of these streets prolongs the life of the pavement and prevents much costly street reconstruction. Decrease air pollution</p>	

CITY OF PACIFICA

CAPITAL IMPROVEMENT PROGRAM

Project Name: City Street Overlay & Repair

Project No.: 0001

Starting Dates	Duration	Plan Status
2004	On-going through 2015	Active

Estimate Cost		Sources of Funding		
		Source	Amount	FY
Planning & Design	\$	Gas Tax	\$56,000	14/15
Land Acquisition	\$	Federal	\$431,000	14/15
Construction	\$ 487,000	State	\$	
Miscellaneous	\$	Measure A	\$	
Total Project Budget	\$ 487,000	Project Progress		
Completed/Spent	\$ 0	Preliminary Design	90 %	
Current Year	\$ 0	Final Plans/Specification	30 %	
Remaining	\$ 487,000	Construction	0 %	
		Maintenance/Operation Budget Impact		
		\$ _____/year		

Budget:	
Current year budget: <u>\$487,000</u>	Budget Fund: <u>Street Construction</u>
<u>Purpose:</u>	<u>Amount:</u>
Construction Contract	\$487,000
_____	\$
_____	\$

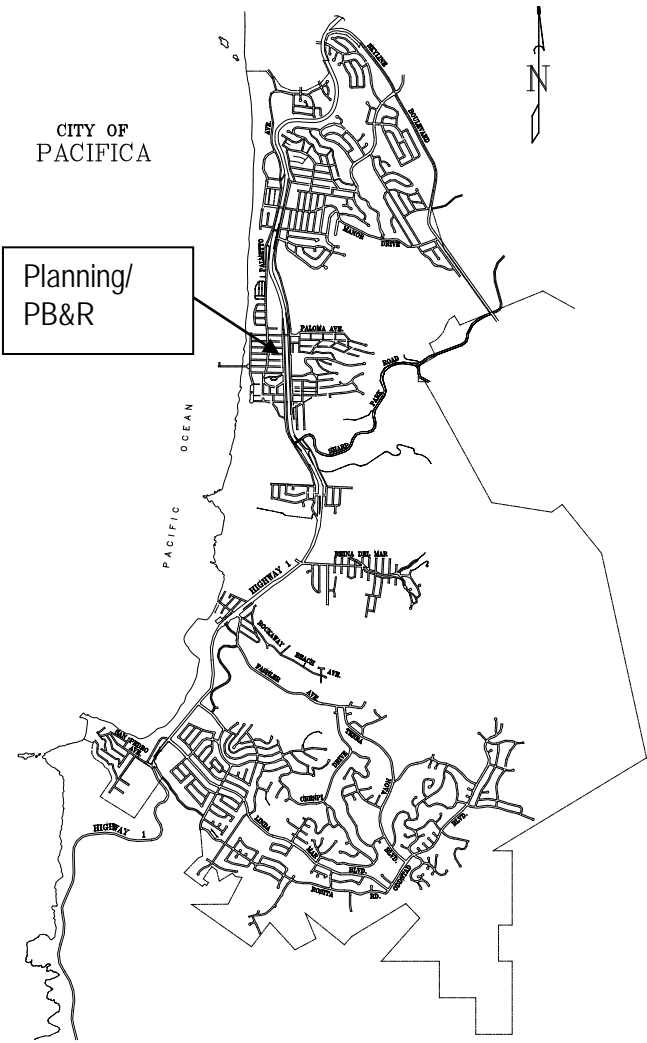
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CITY OF PACIFICA

CAPITAL IMPROVEMENT PROGRAM

Project Name: Planning/PB&R Roof **Project No.:** Proposed

Fund: General Capital Improvement Fund **Dept. /Mgr.:** DPW/Ocampo

PROJECT DESCRIPTION	GENERAL LOCATION
<p>Major roof repair of City of Pacifica Planning/PB&R building.</p>	<p>Planning/PB&R building</p> 
PURPOSE/BENEFIT	
<p>Maintain existing City buildings in good usable quality minimize the operational costs and improve the efficiency of employees.</p>	

CITY OF PACIFICA

CAPITAL IMPROVEMENT PROGRAM

Project Name: Planning/PB&R Roof **Project No.:** Proposed

Starting Dates	Duration	Plan Status
2014	On-going	Active

Estimate Cost		Sources of Funding		
		Source	Amount	FY
Planning & Design	\$	Local	\$	
Land Acquisition	\$	Federal	\$	
Construction	\$125,000	State	\$	
Miscellaneous	\$	Grant	\$	
Total Project Budget	\$125,000	Project Progress		
Completed/Spent	\$0	Preliminary Design	<u>90%</u>	
Current Year	\$0	Final Plans/Specification	<u>30%</u>	
Remaining	\$125,000	Construction	<u>0%</u>	
		Maintenance/Operation Budget Impact		
		\$1000/year		

Budget:	
Current year budget: <u>\$0</u>	Budget Fund: <u>General Capital</u>
<u>Purpose:</u>	<u>Amount:</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____

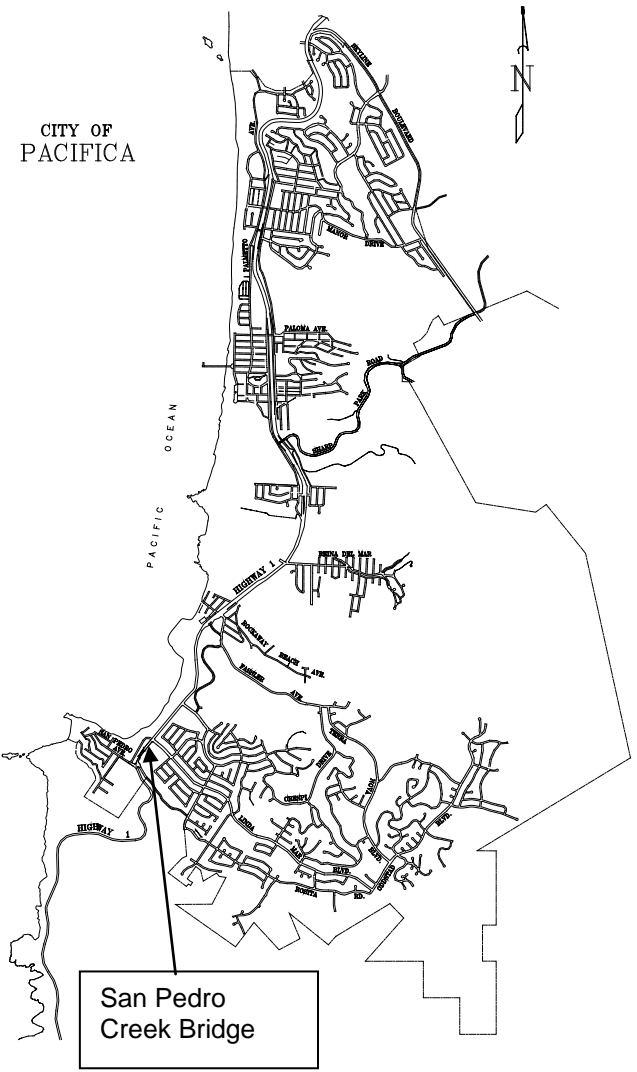
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CITY OF PACIFICA

CAPITAL IMPROVEMENT PROGRAM

Project Name: San Pedro Creek Bridge **Project No.:** 0025

Fund: Highway 1 Improvement Fund **Dept. /Mgr.:** Engr./Ocampo

PROJECT DESCRIPTION	GENERAL LOCATION
<p>This project will replace the existing Highway 1 bridge at San Pedro Creek. The new bridge will be higher to prevent highway flooding and increase flood protection and wider to provide a bike/pedestrian lane.</p>	
<p style="text-align: center;">PURPOSE/BENEFIT</p> <p>Provide flood protection and bicycle and pedestrian trail. Prevent highway flooding, increase flood protection and increase pedestrian and bicycle mobility.</p>	

CITY OF PACIFICA

CAPITAL IMPROVEMENT PROGRAM

Project Name: San Pedro Creek Bridge

Project No.: 0025

Starting Dates	Duration	Plan Status
2002	On-going	Active

Estimate Cost		Sources of Funding		
		Source	Amount	FY
Planning & Design	\$1,100,000	TEA 21	\$1,100,000	2013/14
Land Acquisition	\$0			
Construction	\$8,500,000	SAFETEA	\$2,500,000	2013/14
Miscellaneous	\$0	STIP	\$3,000,000	2013/14
Total Project Budget	\$9,600,000	Measure A	\$3,000,000	2013/14
Completed/Spent	\$2,000,000	Project Progress		
Current Year	\$415,894	Preliminary Design	100%	
Remaining	\$6,184,106	Final Plans/Specification	100%	
		Construction	5%	
		Maintenance/Operation Budget Impact		
		\$ _____/year		

Budget:	
Current year budget: <u>\$414,894</u>	Budget Fund: <u>Highway 1</u>
<u>Purpose:</u>	<u>Amount:</u>
Contractual Services	\$414,894
Departmental Expenses	\$1,000
_____	_____
_____	_____

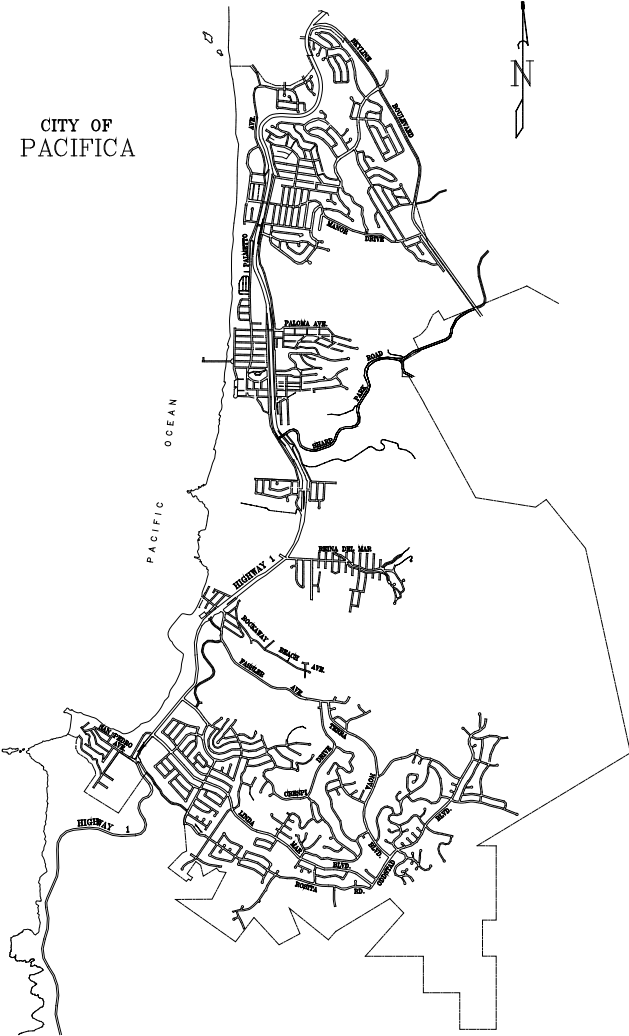
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CITY OF PACIFICA

CAPITAL IMPROVEMENT PROGRAM

Project Name: School Crosswalk Warning Lights **Project No.:** Proposed

Fund: Street Construction Fund **Dept. /Mgr.:** Engr./Ocampo

PROJECT DESCRIPTION	GENERAL LOCATION
<p>Install School Crosswalk Warning Lights.</p> <p>The crosswalks warning lights will be installed directly adjacent to the following school:</p> <p>Ocean Shore School on Oceana Boulevard and Manor Drive</p> <p>Vallemar School on Reina Del Mar Avenue and Riechling Avenue</p> <p>Ortega School on Lerida Way and Poplar Avenue</p> <p>Ingrid B. Lacy Middle School on Palmetto Avenue and Shoreview Avenue</p> <p>Terra Nova High School on Terra Nova Boulevard and Everglades Drive</p>	<p>Citywide</p> 
PURPOSE/BENEFIT	
<p>Increase safety.</p>	

CITY OF PACIFICA

CAPITAL IMPROVEMENT PROGRAM

Project Name: School Crosswalk Warning Lights **Project No.:** Proposed

Starting Dates	Duration	Plan Status
2014	On-going	Active

Estimate Cost		Sources of Funding		
		Source	Amount	FY
Planning & Design	\$	Local	\$	
Land Acquisition	\$	Federal	\$	
Construction	\$ 154,000	PSD	\$14,000	2014/15
Miscellaneous	\$	Grant	\$140,000	2014/15
Total Project Budget	\$ 154,000	Project Progress		
Completed/Spent	\$ 0	Preliminary Design	90 %	
Current Year	\$ 0	Final Plans/Specification	60 %	
Remaining	\$ 154,000	Construction	0 %	
		Maintenance/Operation Budget Impact		
		\$6000/year		

Budget:	
Current year budget: \$0	Budget Fund: _____
<u>Purpose:</u>	<u>Amount:</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____

Notes: PSD – Pacifica School District

CITY OF PACIFICA

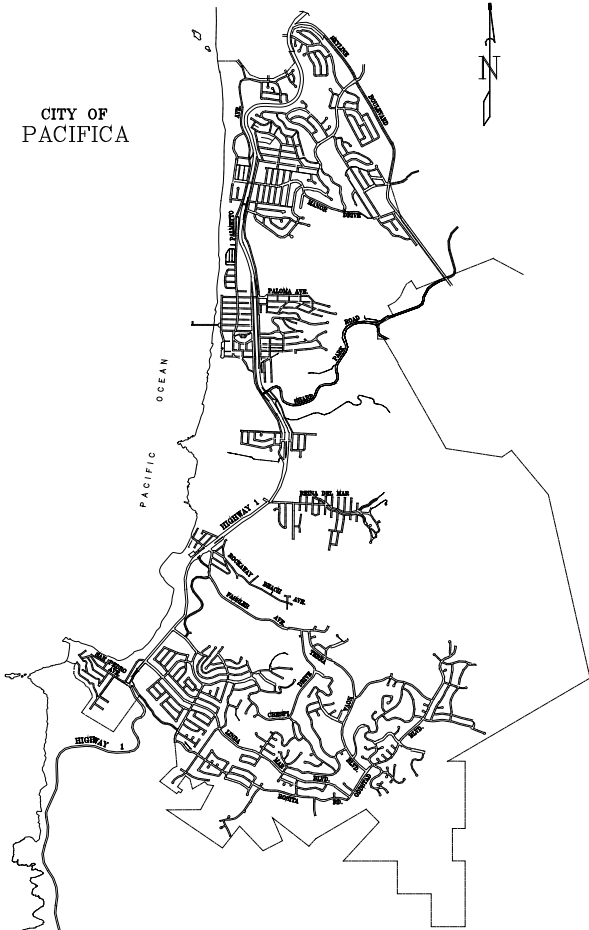
CAPITAL IMPROVEMENT PROGRAM

Project Name: Collection System Projects

Project No.: C005

Fund: Enterprise Wastewater Construction Fund

Dept. /Mgr.: Wastewater/Martinez

PROJECT DESCRIPTION	GENERAL LOCATION
<p>Various improvements and rehabilitations on sewer collection system throughout the City. Improvements are based on the recommendations of the Collection System Masterplan; as determined by the Collection System Manager and Wastewater Engineer; and emergency repair of the collection system.</p>	<p>Citywide</p> 
<p>PURPOSE/BENEFIT</p>	
<p>Improvements on sewer collection throughout the City to reduce maintenance costs and reduce ground water infiltration, improve capacity and structural integrity.</p>	

CITY OF PACIFICA

CAPITAL IMPROVEMENT PROGRAM

Project Name: Collection System Projects

Project No.: C005

Starting Dates	Duration	Plan Status
2010	On-going	Active

Estimate Cost		Sources of Funding		
(For Projects between FY2010-FY2015)		Source	Amount	FY
Planning & Design	\$ 0 (In-house)	Local	\$1,872,000	2010-15
Land Acquisition	\$ 0	Federal	\$	
Construction	\$1,672,000	State	\$	
Miscellaneous	\$ 200,000	Grant	\$	
Total Project Budget	\$1,872,000	Project Progress		
Completed/Spent	\$ 972,000	Preliminary Design	<u>70%</u>	
Current Year	\$ 400,000	Final Plans/Specification	<u>70%</u>	
Remaining	\$ 500,000	Construction	<u>70%</u>	
		Maintenance/Operation Budget Impact		
		\$0/year		

Budget:	
Current year budget: <u>\$400,000</u>	Budget Fund: <u>Enterprise Fund 34</u>
<u>Purpose:</u>	<u>Amount:</u>
<u>Complete construction of Palmetto FM</u>	<u>\$100,000</u>
<u>Complete construction of Relocation of</u>	<u>\$300,000</u>
<u>Of Sharp Park</u>	<u>\$</u>

Notes:
 \$117,000 of the Miscellaneous Expense is for Forcemain Assesment Project#C033

CITY OF PACIFICA

CAPITAL IMPROVEMENT PROGRAM

Project Name: Relocation of Mainline at Sharp Park PS **Project No.:** C005

Fund: Enterprise Wastewater Construction Fund **Dept. /Mgr.:** Wastewater/Martinez

PROJECT DESCRIPTION	GENERAL LOCATION
<p>One of the projects under the Collection System Projects, which include the relocation and replacement of approximately 1,700 LF of the 8-Inch mainline at Sharp Park Pump Station along Beach Blvd from Montecito to Brighton Pump Station. This project will be coordinated with the Redevelopment of the Beach Blvd Property.</p>	
<p style="text-align: center;">PURPOSE/BENEFIT</p> <p>Mainline will be out of the way of the Beach Blvd Redevelopment property.</p>	

CITY OF PACIFICA

CAPITAL IMPROVEMENT PROGRAM

Project Name: Relocation of Mainline at Sharp Park PS

Project No.: C005

Starting Dates	Duration	Plan Status
2014	On-going	Active

Estimate Cost		Sources of Funding		
(Cost is included on Collection System Projects)		Source	Amount	FY
Planning & Design	\$ 0 (In-house)	Local	\$370,000	2013-15
Land Acquisition	\$ 0	Federal	\$	
Construction	\$ 370,000	State	\$	
Miscellaneous	\$ 0	Grant	\$	
Total Project Budget	\$ 370,000	Project Progress		
Completed/Spent	\$ 70,000	Preliminary Design	25%	
Current Year	\$ 300,000	Final Plans/Specification	25%	
Remaining	\$ 300,000	Construction	20%	
		Maintenance/Operation Budget Impact		
		\$0/year		

Budget:	
Current year budget: <u>\$300,000</u>	Budget Fund: <u>Enterprise Fund 34</u>
<u>Purpose:</u>	<u>Amount:</u>
<u>Complete design and construction</u>	<u>\$300,000</u>
_____	\$ _____
_____	\$ _____

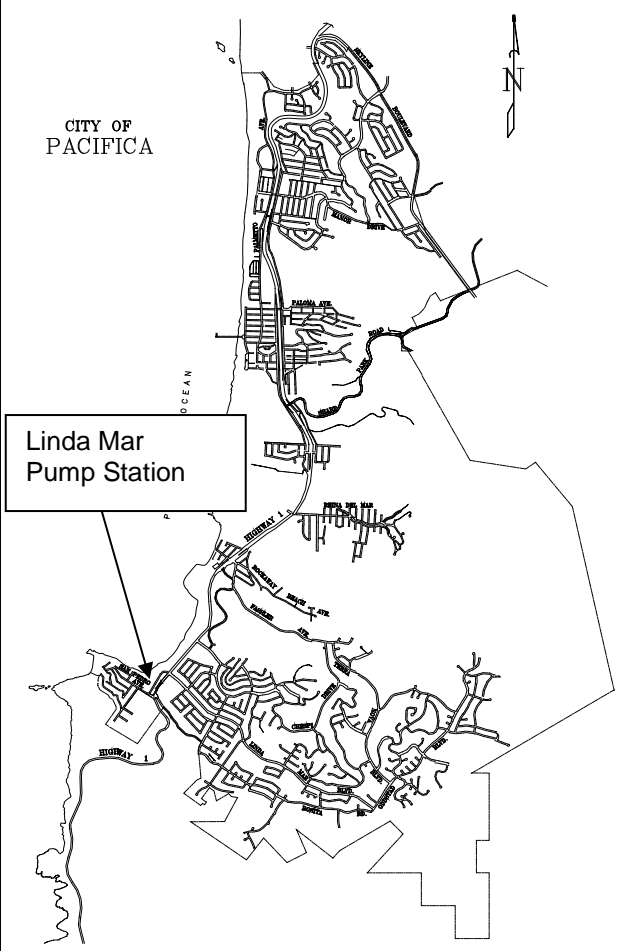
Notes:

CITY OF PACIFICA

CAPITAL IMPROVEMENT PROGRAM

Project Name: Linda Mar Generator Rehabilitation **Project No.:** C017

Fund: Enterprise Wastewater Construction Fund **Dept. /Mgr.:** Wastewater/Martinez

PROJECT DESCRIPTION	GENERAL LOCATION
<p>Purchase and install new 1000kW Standby Generator and upgrade electrical system at the Linda Mar pump station. In Addition, upgrade the existing electrical system and mechanical system at Linda Mar Pump Station.</p>	
<p style="text-align: center;">PURPOSE/BENEFIT</p> <p>To increase emergency power for upgrading sewer pumping capacity.</p>	

CITY OF PACIFICA

CAPITAL IMPROVEMENT PROGRAM

Project Name: Linda Mar Generator

Project No.: C017

Starting Dates	Duration	Plan Status
2009	On-going	Active

Estimate Cost		Sources of Funding		
		Source	Amount	FY
Planning & Design	\$ 150,000	Local	\$1,150,000	2009-2016
Land Acquisition	\$ 0	Federal	\$	
Construction	\$ 600,000	State	\$	
Miscellaneous	\$ 400,000	Grant	\$	
Total Project Budget	\$ 1,150,000	Project Progress		
Completed/Spent	\$ 419,000	Preliminary Design	100%	
Current Year	\$ 600,000	Final Plans/Specification	100%	
Remaining	\$ 131,000	Construction	0%	
		Maintenance/Operation Budget Impact		
		\$0/year		

Budget:	
Current year budget: <u>\$600,000</u>	Budget Fund: <u>Enterprise Fund 34</u>
<u>Purpose:</u>	<u>Amount:</u>
Construction	\$600,000
_____	\$
_____	\$

Notes:

CITY OF PACIFICA

CAPITAL IMPROVEMENT PROGRAM

Project Name: SEP Lateral Program (CDO)

Project No.: C023

Fund: Enterprise Wastewater Construction Fund

Dept. /Mgr.: Wastewater/Martinez

PROJECT DESCRIPTION	GENERAL LOCATION
<p>Supplemental Environmental Project mandated by California Water Quality Regional Board (CWQRB) Order No. R2-2011-0022 and Our Children's Earth Foundation Case No. 09-05201 to Implement a private service lateral replacement program to reduce the addition of I&I from defective private service laterals.</p> <p>The City is obligated to reimburse a total amount of \$820k to 482 private owners in the Linda Mar, Pedro Point and Fairway neighborhood to repair their defective laterals by December 31, 2015.</p>	<p style="text-align: center;">City Wide</p>
PURPOSE/BENEFIT	
<p>To Comply with the Regional Water Quality Control Board Cease and Desist Order. To reduce I&I.</p>	

CITY OF PACIFICA

CAPITAL IMPROVEMENT PROGRAM

Project Name: SEP Lateral Program (CDO)

Project No.: C023

Starting Dates	Duration	Plan Status
2011	December 31, 2015	Active

Estimate Cost		Sources of Funding		
		Source	Amount	FY
Planning & Design	\$ 0	Local	\$820,000	2011-2015
Land Acquisition	\$ 0			
Construction	\$ 0	Federal	\$	
Miscellaneous	\$ 820,000	State	\$	
Total Project Budget	\$ 820,000	Grant	\$	
Completed/Spent	\$ 669,000	Project Progress		
Current Year	\$ 151,000	Preliminary Design		<u>N/A</u>
Remaining	\$ 0	Final Plans/Specification		<u>N/A</u>
		Construction		<u>N/A</u>
		Maintenance/Operation Budget Impact		
		\$0/year		

Budget:	
Current year budget: <u>\$151,000</u>	Budget Fund: <u>Enterprise Fund 34</u>
<u>Purpose:</u>	<u>Amount:</u>
<u>Complete Lateral Program</u>	<u>\$151,000</u>
_____	<u>\$</u>
_____	<u>\$</u>
_____	_____

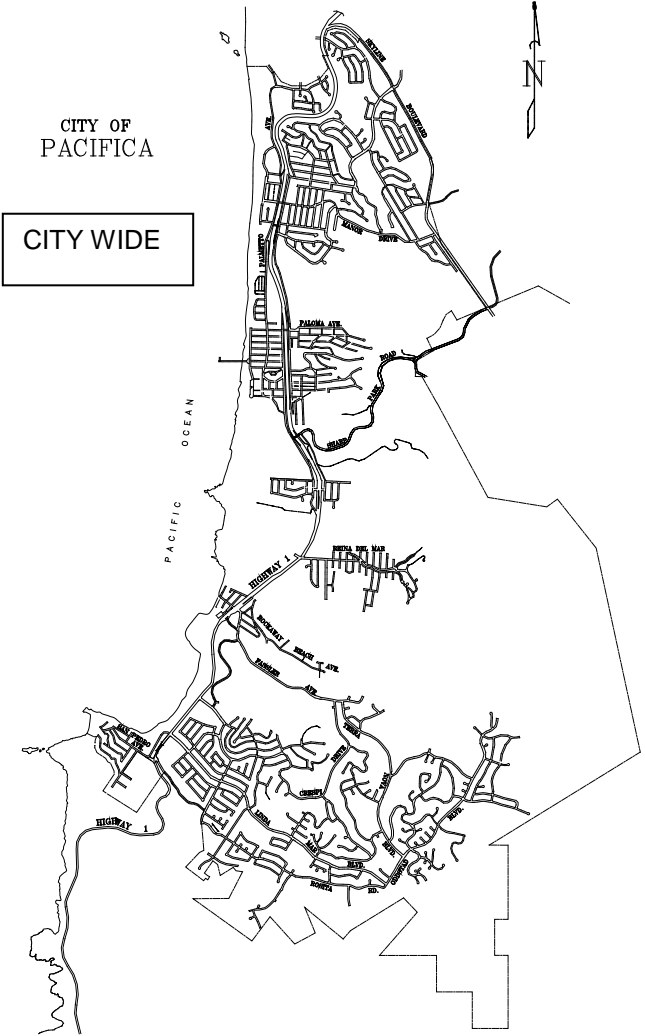
Notes:

CITY OF PACIFICA

CAPITAL IMPROVEMENT PROGRAM

Project Name: Collection System Capacity Improvement Projects **Project No.:** C029

Fund: Enterprise Wastewater Construction Fund **Dept. /Mgr.:** Wastewater/Martinez

PROJECT DESCRIPTION	GENERAL LOCATION
<p>The Collection System Master Plan completed in October 2011 assessed the existing collection sewer system and identified mainlines in twelve areas around the City that have capacity deficiencies. This CIP will upgrade existing pipes to the appropriate size recommended by the Master Plan and it will also upgrade the Linda Mar Pump Station by installing another pump. Please refer to the Master Plan for more details.</p> <p>(Project has been renumbered to C029 from C032)</p>	
PURPOSE/BENEFIT	
<p>Increases the capacity and integrity of the mainlines and the Linda Mar Pump Station.</p>	

CITY OF PACIFICA

CAPITAL IMPROVEMENT PROGRAM

Project Name: Collection System Capacity Improvement
Projects

Project No.: C029

Starting Dates	Duration	Plan Status
2011	20 Years	Active

Estimate Cost		Sources of Funding		
		Source	Amount	FY
Planning & Design	\$ 350,000	Local	\$3,429,000	2011-2032
Land Acquisition	\$ 0			
Construction	\$ 2,879,000	Federal	\$	
Miscellaneous	\$ 0	State	\$	
Total Project Budget	\$ 3,429,000	Grant	\$	
		Project Progress		
Completed/Spent	\$ 332,000	Preliminary Design		N/A
Current Year	\$ 631,000	Final Plans/Specification		N/A
Remaining	\$ 2,466,000	Construction		N/A
		Maintenance/Operation Budget Impact		
		\$0/year		

Budget:	
Current year budget: <u> \$631,000 </u>	Budget Fund: <u> Enterprise Fund 34 </u>
<u>Purpose:</u>	<u>Amount:</u>
Linda Mar Mainline (Masterplan ID.5)	\$380,000
San Pedro Mainline (Masterplan ID 6)	\$251,000
	\$

Notes:

CITY OF PACIFICA

CAPITAL IMPROVEMENT PROGRAM

Project Name: Equalization Basin Project **Project No.:** C030

Fund: Enterprise Wastewater Construction Fund **Dept. /Mgr.:** Wastewater/Martinez

PROJECT DESCRIPTION	GENERAL LOCATION
<p>The Collection System Master Plan completed in October 2011 concluded that a flow equalization basin constructed in the vicinity of the Linda Mar Station would eliminate the need for a major capacity increase for Linda Mar Pump Station and parallel force main, and to limit the flow pumped to the CCWRP during peak wet weather flow conditions. The equalization basin will be an underground storage basin with gravity inflow and pumped discharge. The underground basin would allow existing above-ground uses to remain, minimizing aesthetic impacts and disruption to community activities.</p> <p>(Project has been renumbered to C030 from C031)</p>	
PURPOSE/BENEFIT	
<p>To increase collection system capacity.</p>	

CITY OF PACIFICA

CAPITAL IMPROVEMENT PROGRAM

Project Name: Equalization Basin Project

Project No.: C030

Starting Dates	Duration	Plan Status
2012	5 to 6 Years	Active

Estimate Cost		Sources of Funding		
		Source	Amount	FY
Planning & Design	\$ 1,000,000	Local	\$20,050,000	2012-2018
Land Acquisition	\$ 3,000,000			
Construction	\$16,050,000	Federal	\$	
Miscellaneous	\$ 0	State	\$	
Total Project Budget	\$20,050,000	Grant	\$	
		Project Progress		
Completed/Spent	\$ 164,181	Preliminary Design	<u>0%</u>	
Current Year	\$ 500,000	Final Plans/Specification	<u>0%</u>	
Remaining	\$ 2,466,000	Construction	<u>N/A</u>	
		Maintenance/Operation Budget Impact		
		To be determined		

Budget:	
Current year budget: <u>\$500,000</u>	Budget Fund: <u>Enterprise Fund 34</u>
<u>Purpose:</u>	<u>Amount:</u>
<u>Complete preliminary design</u>	<u>\$500,000</u>
	<u>\$</u>
	<u>\$</u>

Notes:

CITY OF PACIFICA

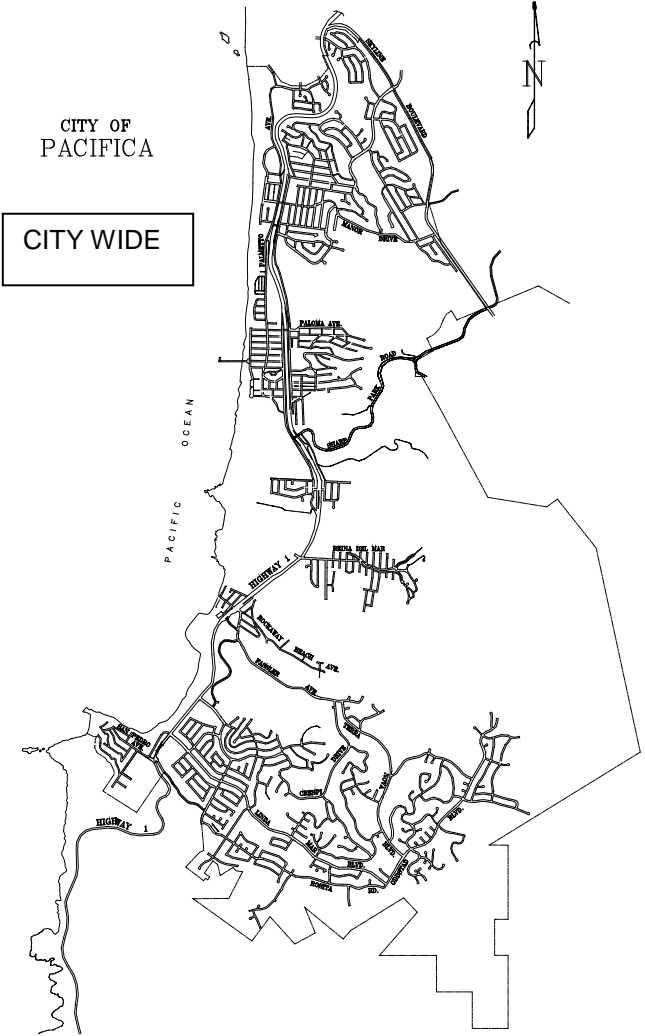
CAPITAL IMPROVEMENT PROGRAM

Project Name: Collection System Rehabilitation and Replacement Projects

Project No.: C031

Fund: Enterprise Wastewater Construction Fund

Dept. /Mgr.: Wastewater/Martinez

PROJECT DESCRIPTION	GENERAL LOCATION
<p>The Collection System Master Plan completed in October 2011 concluded that substantial reductions in I/I can only be achieved by a comprehensive rehabilitation or replacement of the sewer pipes. This CIP will rehabilitate, replace or repair existing pipes as recommended by the Master Plan. Please refer to the Master Plan for more details.</p> <p>(Project has been renumbered to C031 from C033)</p>	
PURPOSE/BENEFIT	
<p>Reduce I/I and improve structural integrity of the pipelines.</p>	

CITY OF PACIFICA

CAPITAL IMPROVEMENT PROGRAM

Project Name: Collection System Rehabilitation and Replacement Projects

Project No.: C031

Starting Dates	Duration	Plan Status
2012	20 Years	Active

Estimate Cost		Sources of Funding		
		Source	Amount	FY
Planning & Design	\$ 5,380,000	Local	\$25,900,000	2012-2032
Land Acquisition	\$ 0			
Construction	\$ 21,520,000	Federal	\$	
Miscellaneous	\$ 0	State	\$	
Total Project Budget	\$ 26,900,000	Grant	\$	
		Project Progress		
Completed/Spent	\$ 1,600,000	Preliminary Design		<u>0%</u>
Current Year	\$ 1,669,000	Final Plans/Specification		<u>0%</u>
Remaining	\$ 23,631,000	Construction		<u>N/A</u>
		Maintenance/Operation Budget Impact		
		\$0/yr		

Budget:	
Current year budget: <u>\$1,669,000</u>	Budget Fund: <u>Enterprise Fund 34</u>
<u>Purpose:</u>	<u>Amount:</u>
Construct RR&R Project FY2013-15 – Phase 2	\$1,669,000
	<u>\$</u>

Notes:

CITY OF PACIFICA

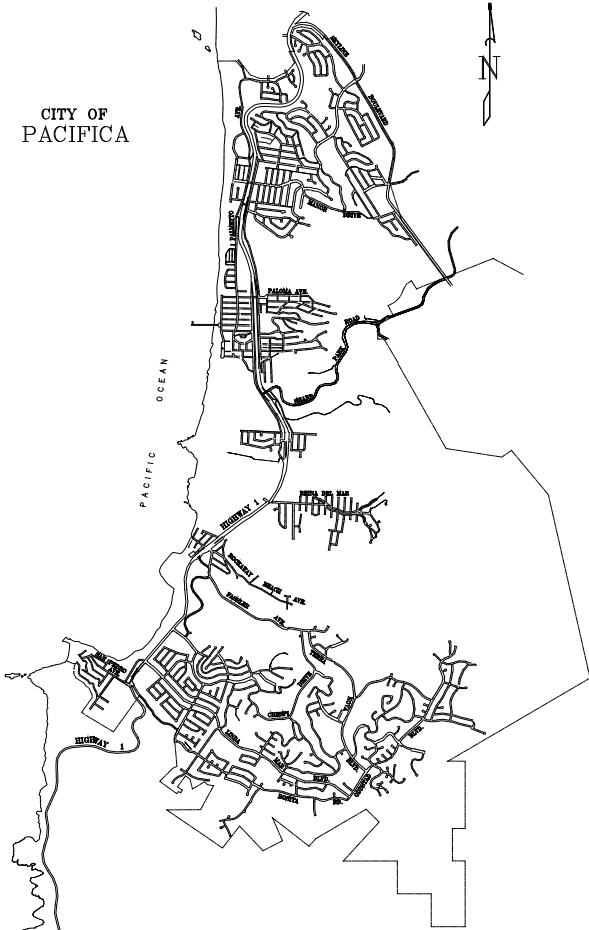
CAPITAL IMPROVEMENT PROGRAM

Project Name: Lateral Grant Assistance

Project No.: C032

Fund: Enterprise Wastewater Construction Fund

Dept. /Mgr.: Wastewater/Martinez

PROJECT DESCRIPTION	GENERAL LOCATION
<p>The City will embark on implementing a voluntary private service lateral replacement program to reduce the addition of I&I from defective private service laterals.</p>	<p>City Wide</p> 
PURPOSE/BENEFIT	
<p>To reduce I&I.</p>	

CITY OF PACIFICA

CAPITAL IMPROVEMENT PROGRAM

Project Name: Lateral Grant Assistance

Project No.: C032

Starting Dates	Duration	Plan Status
2013	On-going	Active

Estimate Cost		Sources of Funding		
Annual Cost		Source	Amount	FY
Planning & Design	\$ 0	Local	\$50,000	2014-2015
Land Acquisition	\$ 0	Federal	\$	
Construction	\$ 0	State	\$	
Miscellaneous	\$ 50,000	Grant	\$	
Total Project Budget	\$ 50,000	Project Progress		
Completed/Spent	\$ 50,000	Preliminary Design	<u>0%</u>	
Current Year	\$ 50,000	Final Plans/Specification	<u>0%</u>	
Remaining	\$ 0	Construction	<u>N/A</u>	
		Maintenance/Operation Budget Impact		
		\$0/yr		

Budget:	
Current year budget: <u>\$50,000</u>	Budget Fund: <u>Enterprise Fund 34</u>
<u>Purpose:</u>	<u>Amount:</u>
<u>Lateral Reimbursement</u>	<u>\$50,000</u>
	<u>\$</u>

Notes:

CITY OF PACIFICA

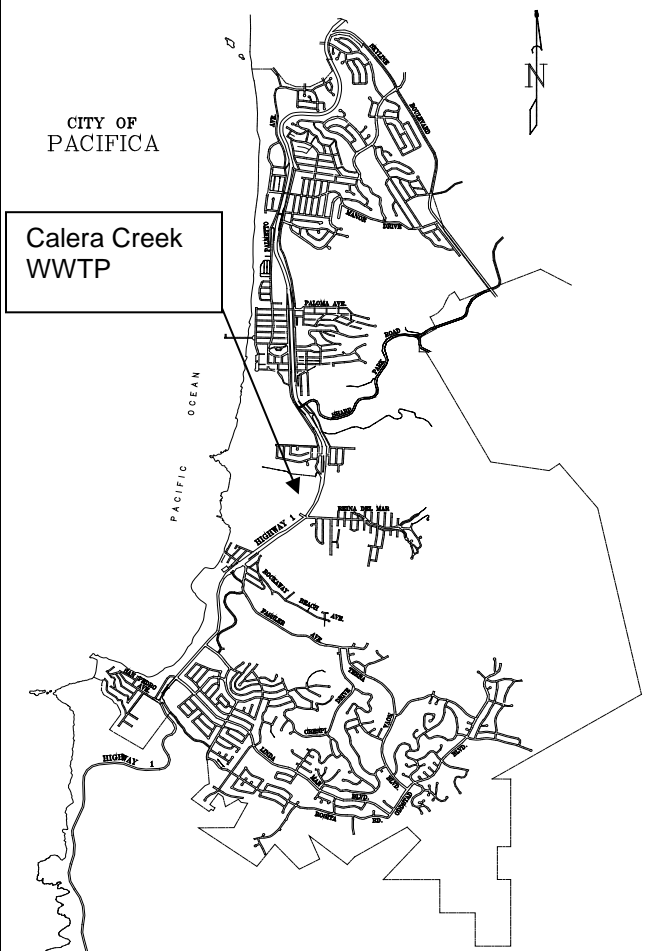
CAPITAL IMPROVEMENT PROGRAM

Project Name: Digesters

Project No.: P002

Fund: Enterprise Wastewater Construction Fund

Dept. /Mgr.: Wastewater/Aguilar

PROJECT DESCRIPTION	GENERAL LOCATION
<p>To modify ATAD digester system to 2nd Generation ATAD system.</p> <p>Phase 1: Added blower and Drives; Installed mixing pumps (ATAD 1&2), foam control, transfer piping & valves, heat exchangers, Control cabinet with AB Control Logix PLC. Modified piping. Phase 1 was completed in April 2009 with a total amount of</p> <p>Phase 2: Install 2 jet motive pumps, 4 expansion boots, 2 foam control splash plate, 1 pressure transducers, 1 actuated dilution air damper. PLC programming. Modify piping and tanks. Phase 2 is ongoing</p>	
PURPOSE/BENEFIT	
<ul style="list-style-type: none"> ● Improved sludge treatment ● Reduce odors ● Reduce ammonia loading ● Reduce hauling fees ● Improve control 	

CITY OF PACIFICA

CAPITAL IMPROVEMENT PROGRAM

Project Name: Digesters

Project No.: P002

Starting Dates	Duration	Plan Status
2006	On-going	Active

Estimate Cost		Sources of Funding		
		Source	Amount	FY
Planning & Design	\$ 170,000	Local	\$2,170,000	2006-15
Land Acquisition	\$ 0			
Construction	\$1,000,000	Federal	\$	
Miscellaneous	\$ 1,000,000	State	\$	
Total Project Budget	\$2,170,000	Grant	\$	
Completed/Spent	\$1,460,000	Project Progress		
Current Year	\$ 440,000	Preliminary Design	<u>10%</u>	
Remaining	\$ 270,000	Final Plans/Specification	<u>50%</u>	
		Construction	<u>50%</u>	
		Maintenance/Operation Budget Impact		
		\$0/year		

Budget:	
Current year budget: <u>\$440,000</u>	Budget Fund: <u>Enterprise Fund 34</u>
<u>Purpose:</u>	<u>Amount:</u>
Complete design of ATAD – Phase 2	<u>\$100,000</u>
Begin construction of ATAD – Phase 2	<u>\$340,000</u>
	<u>\$</u>

Notes:

CITY OF PACIFICA

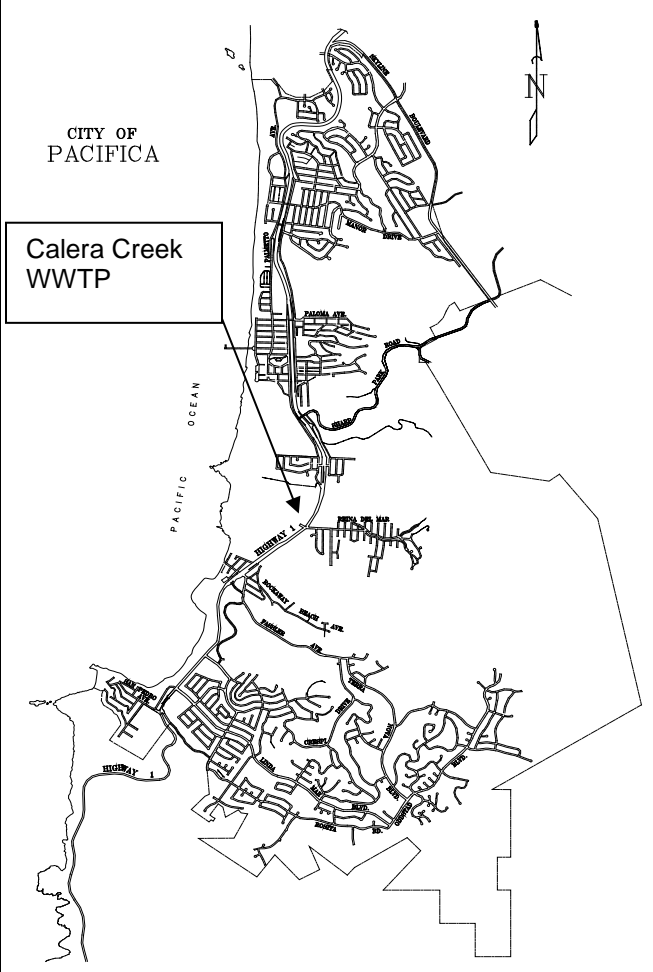
CAPITAL IMPROVEMENT PROGRAM

Project Name: CCWRP Centrifuges

Project No.: P006

Fund: Enterprise Wastewater Construction Fund

Dept. /Mgr.: Wastewater/Aguilar

PROJECT DESCRIPTION	GENERAL LOCATION
<p>Purchase new centrifuge and other equipments associated with the newly installed centrifuge each year to replace the existing 3 old centrifuges.</p>	
<p style="text-align: center;">PURPOSE/BENEFIT</p> <p>To increase Plant solids dewatering capacity.</p>	

CITY OF PACIFICA

CAPITAL IMPROVEMENT PROGRAM

Project Name: CCWRP Centrifuges

Project No.: P006

Starting Dates	Duration	Plan Status
2011	On-going	Active

Estimate Cost		Sources of Funding		
		Source	Amount	FY
Planning & Design	\$ 0	Local	\$960,000	2011-16
Land Acquisition	\$ 0	Federal	\$	
Construction	\$ 0	State	\$	
Miscellaneous	\$..960,000	Grant	\$	
Total Project Budget	\$ 960,000	Project Progress		
Completed/Spent	\$ 360,000	Preliminary Design	_____	
Current Year	\$ 300,000	Final Plans/Specification	_____	
Remaining	\$ 300,000	Construction	<u>70%</u>	
		Maintenance/Operation Budget Impact		
		\$0/year		

Budget:	
Current year budget: <u>\$300,000</u>	Budget Fund: <u>Enterprise Fund 34</u>
<u>Purpose:</u>	<u>Amount:</u>
<u>Purchase 1 centrifuge</u>	<u>\$300,000</u>
_____	\$ _____
_____	\$ _____

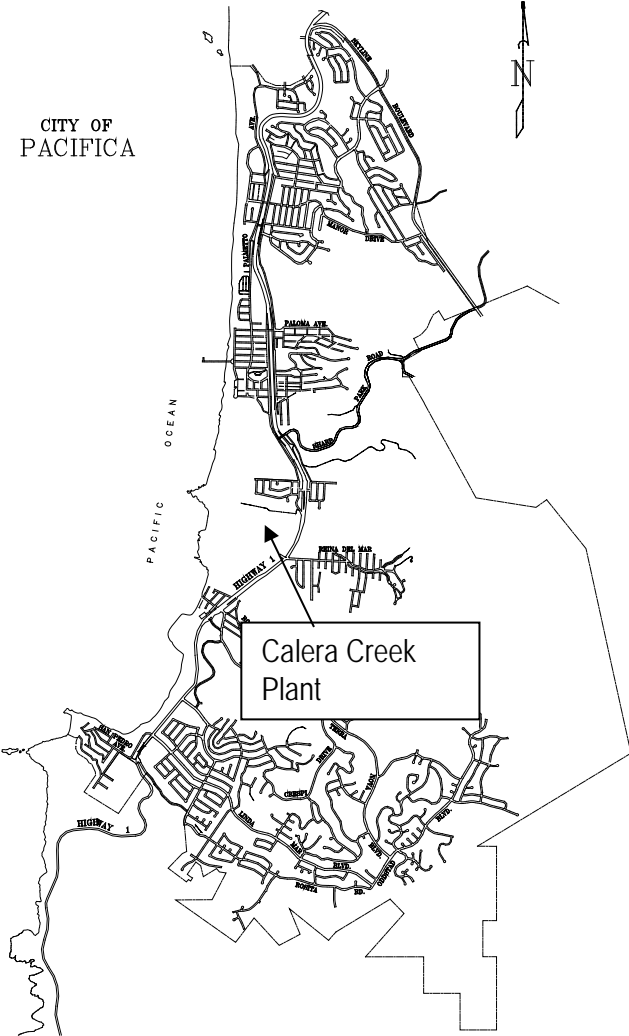
Notes:

CITY OF PACIFICA

CAPITAL IMPROVEMENT PROGRAM

Project Name: CCWRP Transformer Shed **Project No.:** P016

Fund: Enterprise Wastewater Construction Fund **Dept. /Mgr.:** Wastewater/Aguilar

PROJECT DESCRIPTION	GENERAL LOCATION
Enclose existing transformer located outside of CCWRP building.	
<p style="text-align: center;">PURPOSE/BENEFIT</p> Protect transformer.	

CITY OF PACIFICA

CAPITAL IMPROVEMENT PROGRAM

Project Name: CCWRP Transformer Shed

Project No.: P016

Starting Dates	Duration	Plan Status
2014	On-going	Active

Estimate Cost		Sources of Funding		
		Source	Amount	FY
Planning & Design	\$ 0	Local	\$ 25,000	2014-15
Land Acquisition	\$ 0	Federal	\$	
Construction	\$ 25,000	State	\$	
Miscellaneous	\$.. 0	Grant	\$	
Total Project Budget	\$ 25,000	Project Progress		
Completed/Spent	\$ 0	Preliminary Design		
Current Year	\$ 25,000	Final Plans/Specification	100%	
Remaining	\$ 0	Construction		
		Maintenance/Operation Budget Impact		
		\$0/year		

Budget:	
Current year budget: <u>\$25,000</u>	Budget Fund: <u>Enterprise Fund 34</u>
<u>Purpose:</u>	<u>Amount:</u>
Construct shed	\$25,000
	\$
	\$

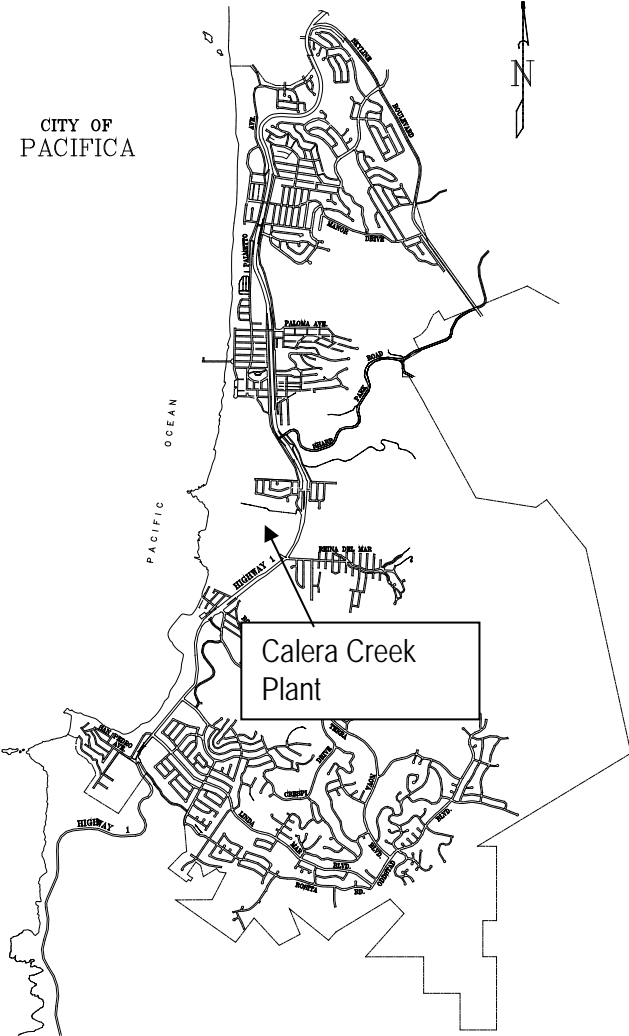
Notes:

CITY OF PACIFICA

CAPITAL IMPROVEMENT PROGRAM

Project Name: CCWRP Parking Lot Restoration **Project No.:** P017

Fund: Enterprise Wastewater Construction Fund **Dept. /Mgr.:** Wastewater/Aguilar

PROJECT DESCRIPTION	GENERAL LOCATION
Restore parking lot damaged by the BioDiesel project.	
PURPOSE/BENEFIT	
Restore parking lot	

CITY OF PACIFICA

CAPITAL IMPROVEMENT PROGRAM

Project Name: CCWRP Parking Lot Restoration

Project No.: P017

Starting Dates	Duration	Plan Status
2014	On-going	Active

Estimate Cost		Sources of Funding		
		Source	Amount	FY
Planning & Design	\$ 0	Local	\$ 20,000	2014-15
Land Acquisition	\$ 0	Federal	\$	
Construction	\$ 20,000	State	\$	
Miscellaneous	\$ 0	Grant	\$	
Total Project Budget	\$ 20,000	Project Progress		
Completed/Spent	\$ 0	Preliminary Design <u> </u>		
Current Year	\$ 20,000	Final Plans/Specification <u>100%</u>		
Remaining	\$ 0	Construction <u> </u>		
		Maintenance/Operation Budget Impact \$0/year		

Budget:	
Current year budget: <u>\$20,000</u>	Budget Fund: <u>Enterprise Fund 34</u>
<u>Purpose:</u>	<u>Amount:</u>
<u>Construct parking lot restoration</u>	<u>\$20,000</u>
<u> </u>	<u>\$</u>
<u> </u>	<u>\$</u>

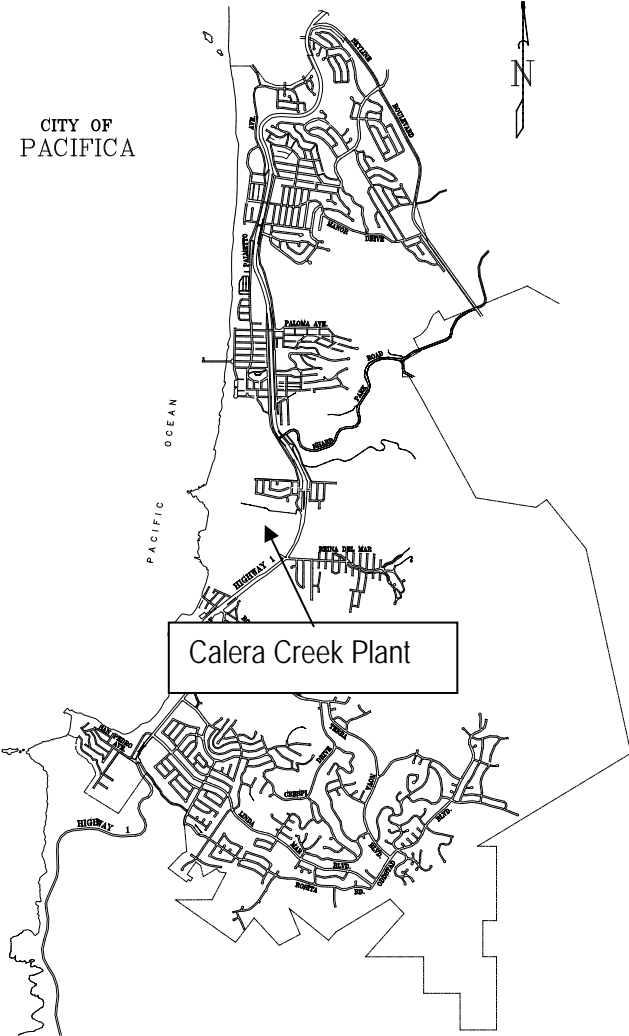
Notes:

CITY OF PACIFICA

CAPITAL IMPROVEMENT PROGRAM

Project Name: CCWRP Roof Improvements **Project No.:** P018

Fund: Enterprise Wastewater Construction Fund **Dept. /Mgr.:** Wastewater/Aguilar

PROJECT DESCRIPTION	GENERAL LOCATION
Re-roof CCWRP building.	
PURPOSE/BENEFIT	
Stop leaks in the CCWRP building.	

CITY OF PACIFICA

CAPITAL IMPROVEMENT PROGRAM

Project Name: CCWRP Roof Improvements

Project No.: P018

Starting Dates	Duration	Plan Status
2014	On-going	Active

Estimate Cost		Sources of Funding		
		Source	Amount	FY
Planning & Design	\$ 0	Local	\$ 100,000	2014-15
Land Acquisition	\$ 0	Federal	\$	
Construction	\$ 100,000	State	\$	
Miscellaneous	\$.. 0	Grant	\$	
Total Project Budget	\$ 100,000	Project Progress		
Completed/Spent	\$ 0	Preliminary Design	_____	
Current Year	\$ 100,000	Final Plans/Specification	_____	
Remaining	\$ 0	Construction	_____	
		Maintenance/Operation Budget Impact		
		\$0/year		

Budget:	
Current year budget: <u>\$100,000</u>	Budget Fund: <u>Enterprise Fund 34</u>
<u>Purpose:</u>	<u>Amount:</u>
<u>Repair CCWRP building roofs</u>	<u>\$100,000</u>
_____	\$ _____
_____	\$ _____

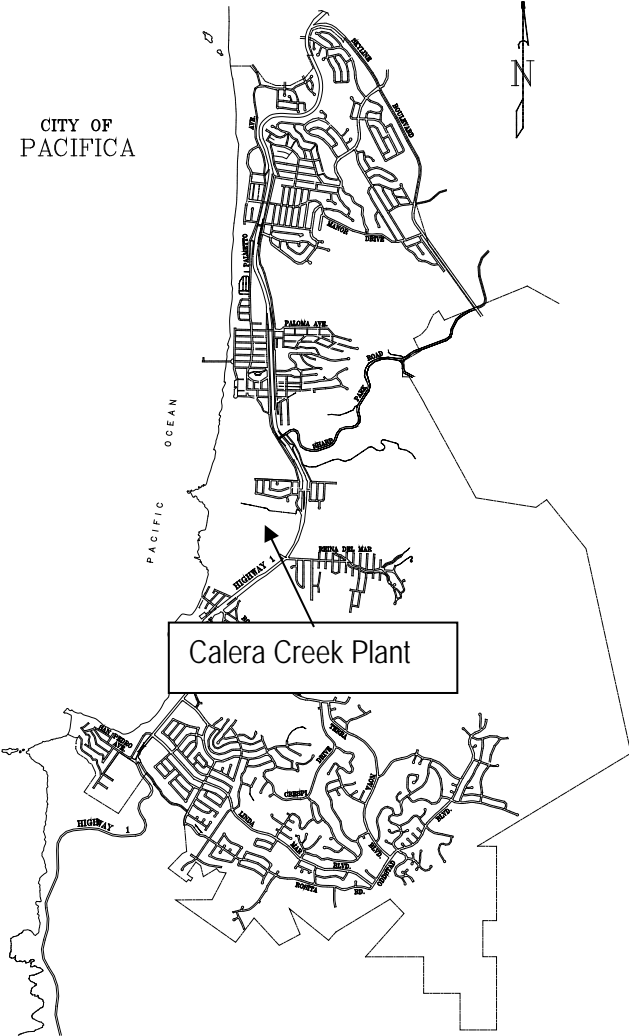
Notes:

CITY OF PACIFICA

CAPITAL IMPROVEMENT PROGRAM

Project Name: CCWRP Polymer Mixing Devices **Project No.:** P019

Fund: Enterprise Wastewater Construction Fund **Dept. /Mgr.:** Wastewater/Aguilar

PROJECT DESCRIPTION	GENERAL LOCATION
Purchase three Polymer Mixing Devices.	
PURPOSE/BENEFIT	
Replace existing old polymer devices.	

CITY OF PACIFICA

CAPITAL IMPROVEMENT PROGRAM

Project Name: Polymer Mixing Devices

Project No.: P019

Starting Dates	Duration	Plan Status
2011	On-going	Active

Estimate Cost		Sources of Funding		
		Source	Amount	FY
Planning & Design	\$ 0	Local	\$ 60,000	2011-15
Land Acquisition	\$ 0	Federal	\$	
Construction	\$ 0	State	\$	
Miscellaneous	\$.. 60,000	Grant	\$	
Total Project Budget	\$ 60,000	Project Progress		
Completed/Spent	\$ 40,000	Preliminary Design	_____	
Current Year	\$ 20,000	Final Plans/Specification	_____	
Remaining	\$ 0	Construction	_____	
		Maintenance/Operation Budget Impact		
		\$0/year		

Budget:	
Current year budget: <u>\$20,000</u>	Budget Fund: <u>Enterprise Fund 34</u>
<u>Purpose:</u>	<u>Amount:</u>
<u>Purchase 1 Polymer Mixing Device</u>	<u>\$20,000</u>
_____	\$ _____
_____	\$ _____

Notes:

CITY OF PACIFICA

CAPITAL IMPROVEMENT PROGRAM

Project Name: CCWRP Laboratory Room Improvement **Project No.:** P020

Fund: Enterprise Wastewater Construction Fund **Dept. /Mgr.:** Wastewater/Aguilar

PROJECT DESCRIPTION	GENERAL LOCATION
<p>Purchase new equipments and furniture's for the laboratory room at the CCWRP.</p>	
PURPOSE/BENEFIT	
<p>Will enable staff to be more effective and safe at working in the laboratory</p>	

CITY OF PACIFICA

CAPITAL IMPROVEMENT PROGRAM

Project Name: CCWRP Laboratory Room Improvement **Project No.:** P020

Starting Dates	Duration	Plan Status
2012	On-going	Active

Estimate Cost		Sources of Funding		
		Source	Amount	FY
Planning & Design	\$ 0	Local	\$ 190,000	2012-16
Land Acquisition	\$ 0	Federal	\$	
Construction	\$ 0	State	\$	
Miscellaneous	\$.. 190,000	Grant	\$	
Total Project Budget	\$ 190,000	Project Progress		
Completed/Spent	\$ 49,000	Preliminary Design	_____	
Current Year	\$ 130,000	Final Plans/Specification	_____	
Remaining	\$ 11,000	Construction	_____	
		Maintenance/Operation Budget Impact		
		\$0/year		

Budget:	
Current year budget: <u>\$130,000</u>	Budget Fund: <u>Enterprise Fund 34</u>
<u>Purpose:</u>	<u>Amount:</u>
<u>Purchase Laboratory equipments</u>	<u>\$130,000</u>
_____	\$ _____
_____	\$ _____

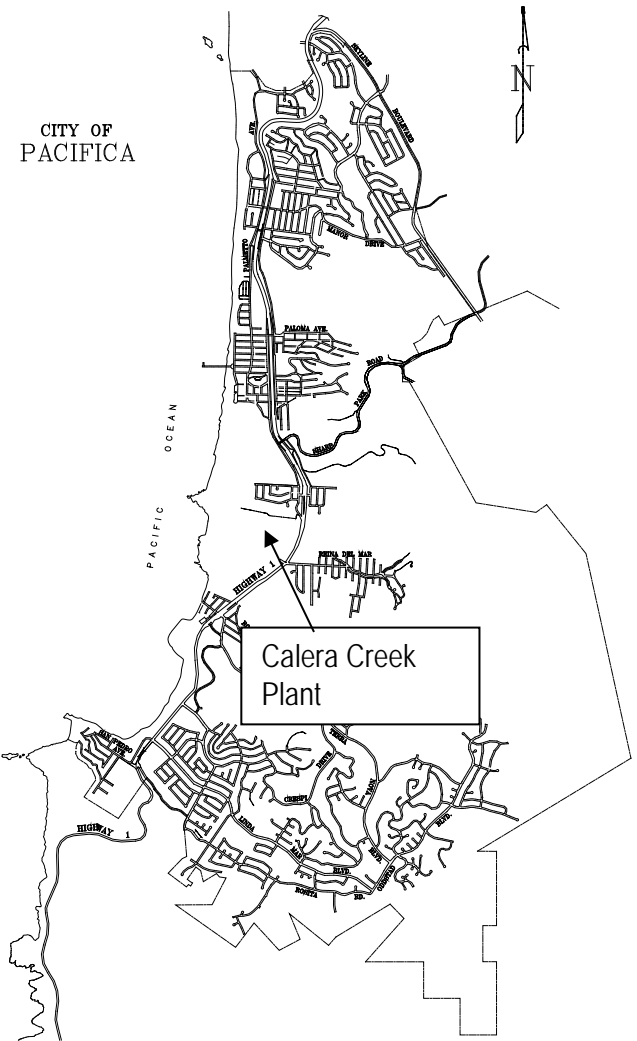
Notes:

CITY OF PACIFICA

CAPITAL IMPROVEMENT PROGRAM

Project Name: CCWRP Security & Gate Systems **Project No.:** P022

Fund: Enterprise Wastewater Construction Fund **Dept. /Mgr.:** Wastewater/Aguilar

PROJECT DESCRIPTION	GENERAL LOCATION
<p>Purchase new security and gate systems for the CCWRP.</p>	
<p style="text-align: center;">PURPOSE/BENEFIT</p> <p>Security for the Calera Creek Water Recycling Plant</p>	

CITY OF PACIFICA

CAPITAL IMPROVEMENT PROGRAM

Project Name: CCWRP Security & Gate Systems

Project No.: P022

Starting Dates	Duration	Plan Status
2012	On-going	Active

Estimate Cost		Sources of Funding		
		Source	Amount	FY
Planning & Design	\$ 0	Local	\$ 74,000	2012-15
Land Acquisition	\$ 0	Federal	\$	
Construction	\$ 0	State	\$	
Miscellaneous	\$.. 74,000	Grant	\$	
Total Project Budget	\$ 74,000	Project Progress		
Completed/Spent	\$ 26,000	Preliminary Design	_____	
Current Year	\$ 48,000	Final Plans/Specification	_____	
Remaining	\$ 0	Construction	_____	
		Maintenance/Operation Budget Impact		
		\$0/year		

Budget:

Current year budget: \$48,000 Budget Fund: Enterprise Fund 34

Purpose: **Amount:**

Purchase and install CCTV for the Plant \$48,000

_____ \$ _____

_____ \$ _____

Notes:

Master Schedule of Fees and Charges 2014-2015

Fee Description		Adopted Fee 6/23/14
CITY CLERK		
City Council Agenda Packets		
	One meeting packet	\$45.00
Re-Taping of Records		
	Using City equipment with standby attendant	\$45.00
	Not using City equipment with standby attendant	\$45.00
Other		
	Pacifica Municipal Code	\$181.00
	Annual Code Maintenance Fee	\$90.00
	Ordinances and Resolutions	\$0.25
	Personnel Rules and Classification Plan	\$37.00
	City Council Agenda Packets	\$1,091.00
	Taped records transcribed by City personnel with City equipment	\$12.00
	Appeal of Planning Commission Decisions to the City Council	\$90.00
FINANCE		
Bond Search Requests		
	Current	\$60.00
	Delinquent	\$60.00
Annual Budget		
	On CD	\$15.00
	On Website	
Fireworks Permit		
	Part 1	\$303.00
	Part 2	\$484.00
Other		
	Bond Reports	\$43.25
	Annual Financial Report	\$34.00
	Computer Assistance	\$99.00
	Non-Sufficient Funds Charge	\$26.00
FIRE		
Permits		
	Annual Fire Code Permits	\$200.00
	Permitted activities less than 90-days.	\$140.00
Plan Review Fire Sprinklers/Stand Pipes		

Master Schedule of Fees and Charges 2014-2015

Fee Description	Adopted Fee 6/23/14
Alteration/repair of existing underground pipe systems	\$345.00
Commercial underground pipe system installations	\$490.00
Fire sprinklers - tenant improvements. 9 or less sprinkler heads Unlimited head change-outs. (Permit required only)	\$135.00
New commercial & residential sprinkler installations	\$665.00
New manufactured home sprinkler systems	\$455.00
Standpipe system installation	\$595.00
Tenant Improvements - installation/alteration of 10 or more heads. (Head change-outs are not included in count).	\$245.00
Plan Review General	
Additional Plan review beyond the first 3000 sq. ft.	\$104.00
Plan Check Re-Submittals	\$135.00
Plan Review New Construction and/or Tenant Improvements	
Additional plan review for major changes, additions, as-builts, or resubmittals	\$140.00
Misc. items w/o sq. footage - e.g. Install hazardous material, storage tank, HVAC smoke detection, partition wall, etc.	\$140.00
Subdivision map review	\$150.00
Base rate - all occupancies	\$350.00
Plan Reviews Fire Alarms	
Existing Fire Alarm Panel Upgrades	\$245.00
Installation of additional devices on existing system	\$385.00
New installations	\$455.00
New installations -- Other Fire Protection Systems	\$700.00
Requested Services	
All Other Reports	\$38.00
Digital Photographs - CD	\$64.00
Digital Photographs - Print	\$69.00
Fire Code Variance Application	\$546.00
Fire incident reports	\$38.00
Inspection Outside Normal Business Hours	\$157.00
Non-Subpoenaed Fire Investigation Reports	\$38.00
Pre-Inspection / Consultation for daycare facilities, construction projects, etc.	\$119.00
Pre-Inspection of care facilities with 25 or fewer occupants.	\$119.00
Pre-Inspection of care facilities with 26 or more occupants.	\$225.00
Processed Photographs	\$72.00

Master Schedule of Fees and Charges 2014-2015

Fee Description	Adopted Fee 6/23/14
Subpoenaed Fire Investigation Report - through City Attorney's Office	\$54.00
Site Inspections	
Additional inspections beyond the first 3000 sq ft	\$104.00
Fire alarms - repair or exchange devices and radio transmitters	\$135.00
Inspection for which no fee is indicated	\$135.00
Installation of hazardous materials storage tank	\$178.00
Re-inspections	\$104.00
Removal of hazardous material storage tank	\$135.00
Replacement of hazardous material storage tank piping, dispensers	\$178.00
Penalties	
Unpermitted construction work	
False Alarms - 1st Response	\$0.00
False Alarms - 2nd Response	\$283.00
False Alarms - 3rd Response	\$361.00
False Alarms - 4th+ Response	\$515.00
Annual Commercial Fire Inspection & Re-inspections	
A 1 -4 Assembly Occupancies	\$158.00
B Business Office Occupancies	\$90.00
E Educational Occupancies	\$158.00
F Factory Occupancies	\$158.00
H Hazard Occupancies	\$158.00
I Institutional (Nursing Homes) Occupancies	\$158.00
M Mercantile Occupancies	\$118.00
M Mercantile Occupancies (Motor Fuel Sales)	\$131.00
R-1 Occupancies Hotels	\$158.00
R-2 Residential 3 to 20 units	\$80.00
R-2 Residential 21 - 40 Units	\$96.00
R-2 Residential 41 - 70 Units	\$118.00
R-2 Residential 71 - 90 Units	\$141.00
R-2 Residential 91 - 120 Units	\$186.00
R-2 Residential Over 120 units	\$233.00
R-3 Residential Care less than 24 hours	\$131.00
R-3.1 Licensed Residential Care 24 hour 6 or less	\$158.00
R-4 Residential care 6 or more	\$158.00
S Storage Facilities	\$131.00
U Utility Structures	\$131.00
POLICE	

Master Schedule of Fees and Charges 2014-2015

	Fee Description	Adopted Fee 6/23/14
	False Alarms	
	First Response	No Charge
	Second through fifth responses	\$125.00
	Six or more responses	\$195.00
	False Alarms without permit	
	First Response	No Charge
	Second through fifth responses	\$195.00
	Six or more responses	\$195.00
	Photograph (digital)	
	First Photograph	\$22.00
	Second Photograph	\$7.00
	Arcade Permit	
	Annual Renewal Fee	\$49.00
	Application Fee	\$29.00
	Massage Parlor	
	New	\$162.00
	Renewal Fee	\$50.00
	Masseur / Masseuse	
	New	\$331.00
	Renewal Fee	\$100.00
	Administrative Fee for Firearms	
	For release to owner	\$384.00
	Taxi Cab Operation	
	Permit / Background Investigation	\$129.00
	Fingerprinting and Submittal to DOJ	\$129.00
	Vehicle Inspection	\$99.00
	General	
	Case Reports	No Charge
	Good conduct letter for Visa (record review)	\$53.00
	Bingo Permit: New	\$29.00
	Bingo Permit: Annual Renewal Fee	\$29.00
	Second Hand Dealers	\$130.00
	Tow Service Contract	\$197.00
	Massage Trainee	\$162.00
	Alarm Permit	\$82.00
	Alarm Permit Renewal	\$43.00
	Application for Concealed Weapon	\$920.00
	Application for Concealed Weapon: Renewal Fee	\$427.00
	Fortune Telling	\$58.00

Master Schedule of Fees and Charges 2014-2015

Fee Description	Adopted Fee 6/23/14
Audio / Video Tape Duplication	\$30.00
Private Property abatement	\$220.00
Vehicle Release Administrative Costs (all but victims)	\$133.00
General Research	\$83.00
Storage of Property	\$1.00
Tobacco Retailer License	\$76.00
Police Officer Subpoena	\$275.00
Live Scan Fingerprinting	\$45.00
Loud Party Response	\$179.00
San Mateo County Booking Fee	\$172.00
DUI with Incident	Cost of hours and car
Tape Transaction	
Dance Permit	\$49.00
PLANNING	
Competitive Evaluation System Determination	
Competitive	\$29.00
Non-Competitive	\$29.00
Planning Commission Agenda Packet	
Full Packet	\$130.00
Planning Commission Agenda	
Picked-up or stamped envelopes provided	\$22.00
Mailed by the City	\$7.00
Planning Commission Minutes	
Picked-up or stamped envelopes provided	\$197.00
Mailed by the City	\$29.00
Planning Commission Agenda or Minutes	
Email	\$115.00
General	
Planning and Planning Related Documents	Actual Cost of Reproduction
Code Books or Other Technical Manuals	Publisher's Cost + 10% Handling Fee
General Research Fee	\$180, plus actual material cost
City Attorney's Review of Projects and Permits; hourly cost plus Attorney Cost	\$180.00
Processing of all development applications; hourly cost plus materials	\$180.00

Master Schedule of Fees and Charges 2014-2015

Fee Description	Adopted Fee 6/23/14
Study Sessions. Commercial projects or the commercial portion of a mixed-use project that received final building inspection approval shall be entitled to a refund. If the projects is 50% commercial, they should get a 50% refund for the study session; hourly cost plus materials.	\$180.00
Business License Request for zoning consistency and Building and Fire Dept Inspection	\$180.00
Home Occupation Permits	\$180.00
Minor Modifications and Other Administrative Permits; hourly cost plus actual material cost.	\$180.00
PUBLIC WORKS	
Encroachment permits and inspection; hourly charge rate basis	\$180.00
Sidewalk repair and street openings by private contractor	
Publication vending machine permit	\$413.00
City Maps 24" x 36'	
Hard-copy	
Photocopies	Change to per page Fee
8 1/2" x 11"; \$0.25/black; \$1.00/color	" "
8 1/2" x 14"; \$0.50/black; \$1.50/color	" "
11" x 17"; \$1/black; \$2/color	" "
24" x 36" or larger; \$20/black; \$25/color	" "
Engineering Standard Drawing	
Picked up	" "
Mailed (Regular mail -Series 100)	" "
Mailed (Regular mail -Series 200)	" "
Mailed (Regular mail -Series 300)	" "
Beach Parking	
Annual Permit	\$65.00
Day Pass	\$8.00
Four Hour Pass	\$4.00
General	
Heritage tree removal, destruction, or substantially trim	
General Engineering Development Application Reviews; hourly charge	\$175.00
Residential and non-residential public improvement plan checking and inspection; hourly charge	\$175.00

Master Schedule of Fees and Charges 2014-2015

Fee Description	Adopted Fee 6/23/14
Final Subdivision Map Checking. Staff may require an initial deposit equivalent to 10 hours minimum. All costs for contract or consultant services including legal shall be charged separately to the applicant as additional cost and may require additional deposit.	\$1,750 initial deposit \$175/hour
Certificate of Compliance, notices of violation, property mergers, parcel map waivers, minor boundary line adjustments, reversions to acreage, and parcel map checking	\$2,241.00
Street/curb openings by utilities; hourly charge	\$175.00 per hour
Right of Way/Street Vacations. Staff may require an initial deposit equivalent to 10 hours minimum. All costs for contract or consultant services including legal shall be charged separately to the applicant as additional cost and may require additional deposit.	\$1,750 initial deposit \$175/hour
Street Excavation Handbook	\$30.00
Block Party / Barricade Rental	\$118.00
Surface Mining and Reclamation Annual Inspection Fee; hourly charge	\$300.00 and \$175.00
Violation (found during inspection)	\$412.00
BUILDING	
Electrical	
Private Swimming Pools	\$82.60
Nonresidential Appliances; cost for each	\$6.30
Temporary Power Service; cost for each	\$32.60
(N) Residential Bldg; cost per square foot	\$0.10
Electrical Services (<=200 AMP); cost for each	\$40.30
Electrical Services (<200 to 1000 AMP); cost for each	\$81.10
Electrical Services (<1000 AMP); cost for each	\$164.20
Residential Appliances; cost for each	\$6.30
(N) Multi-Family Bldg; cost per square foot	\$6.30
Signs, Outline Lighting and Marquees; cost for each	\$32.60
Misc Apparatus, Conduits and Conductors; cost for each	\$24.10
Light Fixtures (First 20 fixtures); cost for each	\$1.45
Light Fixtures (Additional fixtures); cost for each	\$1.00
Power Apparatus (Up to and including 1)	\$6.30
Power Apparatus (Over 1 and not over 10)	\$16.30
Power Apparatus (Over 10 and not over 50)	\$32.60
Power Apparatus (Over 50 and not over 100)	\$65.60
Power Apparatus (Over 100)	\$98.40
Receptacles, Switch & Light Outlets (First 20 fixtures); cost for each	\$1.45
Receptacles, Switch & Light Outlets (Additional fixtures)	\$1.00
Electrical Permit Issuance; cost for each	\$32.00
Electrical Permit Issuance (Special Cases)	\$11.30

Master Schedule of Fees and Charges 2014-2015

	Fee Description	Adopted Fee 6/23/14
	Mechanical	
	Furnace (<=100k BTU)	\$22.00
	Furnace (>100k to 500k BTU)	\$26.90
	Appliance Vents	\$10.70
	Boilers, Compressors, and Absorption Systems (<=3hp or 100k BTU)	\$20.80
	Boilers, Compressors, and Absorption Systems (<=15hp or 500k BTU)	\$38.40
	Boilers, Compressors, and Absorption Systems (<=30hp or 1000k BTU)	\$52.70
	Boilers, Compressors, and Absorption Systems (<=50hp or 1750k BTU)	\$77.50
	Boilers, Compressors, and Absorption Systems (>=50hp or 17500k BTU)	\$77.50
	Hood	\$16.80
	Air Handlers (<=10k CFM)	\$16.80
	Air Handlers (>10k CFM)	\$26.80
	Evaporative Cooler	\$16.80
	Vent Fan (Single Duct)	\$11.20
	Vent System	\$16.80
	Incinerators (Residential)	\$16.80
	Incinerators (Comm)	\$16.80
	Miscellaneous Mechanical	\$16.80
	Mechanical Permit Issuance	\$32.00
	Mechanical Permit Issuance (Special Cases)	\$11.40
	Plumbing	
	Fixtures & Vents;	\$10.40
	Fixtures & Vents (Repair/Alteration)	\$10.40
	Cesspool	\$14.50
	Sewage Disposal System	\$56.65
	Grease Interceptors	\$9.90
	Rainwater systems	\$14.50
	Water Piping	\$14.50
	Water heater	\$14.50
	Public Spa	\$86.00
	Gas Piping	\$7.40
	Public Pool	\$129.30
	Private Pool	\$86.00
	Private Spa	\$86.00
	Sewer	\$22.10
	Backflow	\$14.50

Master Schedule of Fees and Charges 2014-2015

	Fee Description	Adopted Fee 6/23/14
	backflow device over 2"	\$14.50
	Miscellaneous Plumbing	\$14.50
	Plumbing Permit Issuance; cost for issuing each permit.	\$32.00
	Plumbing Permit Issuance (Special Cases). For issuing each supplemental permit for which the original permit has not expired, been cancelled or finalized.	\$11.30
	Miscellaneous	
	Inspection. Hourly with a minimum 30 minutes.	\$114.30
	Permits. Hourly with a minimum 30 minutes.	\$118.50
	ANIMAL CONTROL	
		Fees shall be consistent with those charged by the San Mateo County Division of Animal Control Services. For a list of those fees, contact the County of San Mateo at (650) 363-4220.

Master Schedule of Fees and Charges 2014-2015

Fee Description	Adopted Fees 6/23/2014
PARKS, BEACHES & RECREATION	
Special Classes	
General recreation class fees will be adjusted as required to insure that program revenues fund 100% of total program costs. The non-resident fee is \$5.00 more than the resident fee. All registration transactions have a \$6.00 administrative fee. Senior Discount: 10% at age 60.	Please contact 738-7381 for more information
Recreational Facilities Rental other than the Pacifica Community Center	
The following rental charges shall apply for the use of recreational buildings or portions thereof. Rates are per hour and shall not be prorated for part of an hour. If additional City personnel are needed to assist with rental, the additional amount will be actual cost of salary, plus administrative charges.	
Community Picnic Areas	
Frontierland Park – Small Group Picnic Area	\$75.00
Frontierland Park – Large Group Picnic Area	\$175.00
Oddstad Park	\$75.00
4th of July - info/craft booth	\$ 40.00 per booth
4th of July - food booth	\$ 55.00 per booth
Sports Fields	
Ballfield with lights League Practice	\$ 24.00/hour
Tournament (daily): Ingrid B. Lacy School Sports Field	\$200.00
Aquatic Classes	
Evening - 8 lessons/30 min. per lesson:	
Semi-Private	\$100
Private	\$165
Junior Sea Lions – Summer League	\$172
Junior Sea Lions	\$77
Little Bobbers and Tiny Tots	\$58
Preschool Levels I, II, III	\$63
Learn to Swim Levels I - III	\$55
Learn to Swim Levels IV - VI	\$70
Daytime - (summer only):	
Semi-Private	\$61
Private	\$102
Little Bobbers and Tiny Tots	\$38
Preschool Levels I, II, III	\$38
Learn to Swim Levels I - VI	\$35

Master Schedule of Fees and Charges 2014-2015

Fee Description		Adopted Fees 6/23/2014
Oceana Pool Rental		
	Swim meets	\$110.00/hour
	PSL swim team (home team)	\$85.00/hour
Pool Party Program		\$125.00/hour
Swim Team		
	Swim Team:	\$72.00/mo, \$864.00/yr.
	Pre-Comp Swim Team:	\$62.00/mo, \$744/yr.
Recreation Swim		
	Youth (17 and younger)	\$4.00
	Adults (18 to 59)	\$5.00
	Senior Citizens (60 & over)	\$4.00
	All Access Pass: Adults	\$67/mo./\$191/qrt. or \$737/yr.
	All Access Pass: Seniors 60+	\$60/mo./\$172/qrt. or \$663/yr.
	Swim Pass (20 swims) - Adults	\$85.00
	Swim Pass (20 swims) - Children/Senior Citizens	\$68.00
	Swim Pass (10 swims) - Adults	\$45.00
	Swim Pass (10 swims) - Children/Senior Citizens	\$36.00
	Water Polo Drop In	\$5.00
Recreation Playground Program		
	Membership Fee: September thru June	\$150.00
	Membership Fee: July/August	\$100.00
Teen Center		
	Membership Fee: September-August	\$150.00
	LITE (Leadership in Training Education)	\$50.00
Adult Sports		
	Softball Leagues (2-umpire league)	\$600.00
	Softball Leagues (1-umpire league)	\$550.00

Master Schedule of Fees and Charges 2014-2015


Fee Description	Adopted Fees 6/23/2014
Open Gym (Oceana High School)	\$5.00
Seasonal Pass – school year	\$60.00
Volleyball (Terra Nova High School)	\$5.00
Seasonal Pass – school year	\$80.00
Four on Four Basketball	\$250.00
Special Interest Classes	
For special interest classes where no fee has been charged because instructor volunteers his/her time, a \$5.00 per student fee will be assessed to cover program administration costs.	Please contact 738-7381 for more information
Pacifica Community Center Rental	
All rates are hourly. Warming Kitchen and additional rooms may be added for an additional fee. Weekend rates begin Friday after 1:30pm through Sunday.	Please contact 738-7381 for more information
Senior Programs	
Annual membership (includes monthly newsletter and additional costs for special events)	\$20.00 single / \$35/couple
Child Care Services	
Child care registration fees:	
One-time, non-refundable fee per child at the time of entry into program.	\$75/child
Annual registration per child for summer program slot.	\$25.00/yr per child
Registration for summer program slot.	\$25.00/yr per child
Late Payment per month for payment after 10th operating day.	\$25.00
Registration to discontinue slot in summer	\$75.00
Late Pick-up: for pick-up after 6:01 p.m. or other designated closing time.	\$2.00 per minute
Preschool Monthly Rates -- Per Child:	
Flat rate. (includes field trips.) 7a.m. -6 p.m.	\$795/mo
State Preschool ½ day	\$410/mo
Kindergarten/School-age School Year (September-June) Monthly Rates - Per Child:	

Master Schedule of Fees and Charges 2014-2015

Fee Description	Adopted Fees 6/23/2014
Before school and includes additional time during breaks and June after school ends.	\$280
Before and/or after school-School age. Includes school breaks and last two weeks in June.	\$530
Flat Kindergarten rate. Adjusts the rate for school schedule change	\$530
Flat kindergarten rate. No change in annual school schedule.	\$530
Daily rate: drop in - school year; non-school days, 24-hours notice for space availability; additional charge for field trips and special events; both Kindergarten and School age.	\$40
Kindergarten/School-age Summer Rates (July-August) Monthly Rates per Child	
Flat rate per month for families who are currently enrolled in the year-round program, includes field trips.	\$560
Flat rate per month for families who are not currently enrolled in the year-round program, includes field trips. Early registration price if signed up before June 15.	\$625
Flat rate per month after June 15.	\$740
Drop-in: per blocks of 10 days: 24 hour advance notice for space available or each day used; field trips & special events are extra.	\$400
Field trip charge per child, per event, drop-ins.	\$15
Beach Events	
Annual Beach Parking Pass	\$65.00
Daily Parking	
0 - 4 hours	\$4
5 - 8 hours	\$8
Beach Use (not including surf events): Contest/beach event - (small beach events with <i>50 or fewer participants and spectators</i>). Fees based on city staff time required for general review, administrative duties and approval.	\$150/day/event
Surf Events/Skatepark Events	
Mini skateboard contest.	\$150/day

Master Schedule of Fees and Charges 2014-2015

Fee Description	Adopted Fees 6/23/2014
Whole skatepark contest	\$200/day plus cleaning deposit of \$250
Surf event for local surf clubs, local businesses and non-profit groups.	\$300 per day
Out of town and commercial groups per surf contest/event with. Maximum participants are 150. An event with vendors, demonstrations, major sponsors, expo-like environment, fees based on city staff time required for general review, administrative duties and approval, as well as impact on public works department and police department.	\$500 per day (Additional fees MAY be determined based on impact on the area and staff FOR ALL EVENTS.)
Surf Camps	
Small Camp (maximum 12 students) & Large Camp (maximum 25 students) for a facility use permit per year, covers all camps in a calendar year. Camp operators must have a Pacifica business license, insurance and adhere to Parks, Beaches and Recreation surf camp requirements. Rates change each January.	
January 2014	
Small Camp	\$940
Large Camp	\$1,170
January 2015	
Small Camp	\$960
Large Camp	\$1,180
January 2016	
Small Camp	\$980
Large Camp	\$1,200
January 2017	
Small Camp	\$1,000
Large Camp	\$1,220
Film/Photo Shoots	
<i>Student/amateur rate/non-profit</i> ; Students must show current student ID and non-profits must submit non-profit status letter.	\$100 per day
<i>Commercial filming</i> (less than 3 support vehicles)	\$500 per day
<i>Major commercial filming.</i> (Additional fees may be determined based on vehicles/additional staff time/impact on area.)	\$750 per day
Weddings/Ceremonies on Beaches, Pier or in Parks	
99 or fewer participants	\$225 per day for
100 or more participants (maximum 150)	\$325 per day

 <p style="text-align: center;">CITY OF PACIFICA ADMINISTRATIVE POLICY</p>	<p>No. 76</p>
<p style="text-align: center;">RESERVE POLICY</p>	<p>DATE ISSUED: 6/10/13</p>

It is the policy of the City of Pacifica to establish the procedures for reporting unrestricted fund balance in the General Fund financial statements. Certain commitments and assignments of fund balance will help ensure that there will be adequate financial resources to protect the City against unforeseen circumstances and events such as revenue shortfalls and unanticipated expenditures. The policy also authorizes and directs the City Manager or his designee to prepare financial reports which accurately categorize fund balance as per Governmental Accounting Standards Board (GASB) Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions.

The City has established certain financial reserves to protect the City against unexpected interruptions in revenues, vulnerability of State actions, adverse economic conditions, unpredictable one-time costs, and exposure to natural disasters and emergencies. The following reserves shall be maintained by the City:

General Fund Reserves

The City shall work to fully fund reserves at 10% of General Fund expenditures. As part of each budget cycle, the City Council will evaluate any additional revenue generated over the prior year and will allocate the increased revenue to reserves. The Council may consider allocating additional revenue to economic development projects that will generate additional revenue. At the time that 10% is attained, the City Council will review the goal of 10% and consider increasing the reserve goal.

Two-thirds of those reserves shall be unreserved and undesignated. The remaining one-third shall be for economic contingencies. Unreserved, undesignated reserves are General Fund balances that accumulate over time as a result of revenues in excess of expenditures. This type of reserve is not set aside for any particular purpose.

The economic contingency reserve provides for unexpected interruptions in cash inflows to the City. Economic contingencies may occur as a result of the State holding back on or altering tax disbursements, loss of sales tax receipts from major retailers moving out of the City, or a significant economic slowdown. This reserve will be utilized to cover the City's expenditures until a solution to the shortage is found.

Appropriation/Expenditure of Reserve Funds

A majority vote of the whole City Council is required for any appropriation and expenditure of funds from the reserves noted above.

This policy is in place to provide a measure of protection for the City against unforeseen circumstances and to comply with GASB Statement 54. No other policy or procedure supersedes the authority and provisions of this policy.