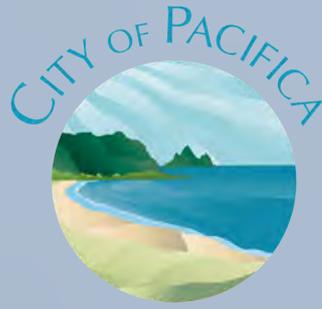




ADOPTED OPERATING BUDGET FY 2022-2023



**THE CITY OF PACIFICA
CALIFORNIA**



City of Pacifica



**540 Crespi Drive
Pacifica, CA 94044
(650) 738-7300**

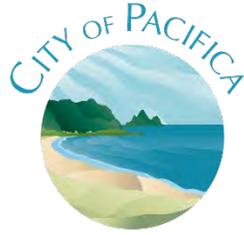
<https://www.cityofpacifica.org/>



CITY OF PACIFICA

Fiscal Year 2022-23 Adopted Budget





CITY OF PACIFICA



ACKNOWLEDGMENTS:

Budget Book Preparation

*Yulia Carter, Assistant City Manager
Mario Xuereb, Financial Analyst II
Matt Pressey, Financial Advisor (RGS)
Alyssa Baranti, Management Analyst*

Special Thanks to:

*Pacifica Historical Society for historical background
Steve Johnson for pictures of Pacifica*

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CITY OF PACIFICA

Executive Summary



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Scenic Pacifica
Incorporated Nov. 22, 1957

CITY OF PACIFICA

540 Crespi Drive • Pacifica, California 94044-3422

www.cityofpacifica.org

MAYOR
Mary Bier

MAYOR PRO TEM
Tygarjas Bigstycck

COUNCIL
Mike O'Neill
Sue Vaterlaus
Sue Beckmeyer

June 27, 2022

Honorable City Council City of Pacifica

Subject: Fiscal Year 2022-23 Proposed Budget

Honorable Mayor, Mayor Pro Tem, and Members of the City Council,

On behalf of City staff, I am pleased to present for your consideration the Proposed Budget for Fiscal Year 2022-23, which is balanced and is being presented for the Council's consideration of formal adoption at the City Council meeting of June 27, 2022. This transmittal memo provides a summary of the Proposed Budget.

INTRODUCTION

Preparation of this Proposed Budget comes at a critical time for Pacifica's budgetary outlook. As the City begins to emerge from the economic impacts of the Coronavirus pandemic from the last two years, we do so buoyed by American Rescue Plan Act (ARPA) funding to achieve a balanced budget while maintaining existing levels of essential City services. Without ARPA funding, the City is faced with a structural deficit with operating expenses exceeding operating revenues, a budgetary condition that must be mitigated before ARPA funding runs out in 2023. We look forward to Fiscal Year 2022-23 with an optimistic perspective about the many essential programs and projects that can continue with this balanced Proposed Budget, while also working to address the City's long-term financial sustainability through continuing prudent expenditure containment, economic development efforts and grant-seeking to enhance revenues, and the potential for increasing ongoing revenue through a local Transactions and Use Tax measure to be considered by Pacifica's voters.

While it is difficult to predict the twists and turns of national and local economic recovery to a post-pandemic new normal given interest-rate uncertainty, changes in employment patterns, and lingering pandemic effects, we have prepared this Proposed Budget with our best estimates at this time about anticipated revenues for the upcoming year. This Proposed Budget also continues the City's tradition from recent years of *financial transparency*, pursuing *cost recovery*, and budgeting *prudence*. This Proposed Budget provides clarity and understanding of the City's financial plan for FY2022-23 in an easy-to-read format.

Preparation of this budget began with the mid-year FY2021-22 budget adjustments brought to City Council in March 2022, reflecting a more accurate picture of revenue and expenditure status emerging from the pandemic. Based on that mid-year analysis, the Long-term Financial Forecast and the Narrative Budget Strategies were presented to the City Council on April 11, 2022. On that date, Council received information about the multi-million dollar structural deficit faced by the City. In addition, as part of the Narrative Budget Report, eight budget strategies were recommended and aligned to the City Council's goals. These strategies are summarized again in this transmittal memo.

Also on April 11, the Council adopted City Council Goals and Priorities for FY2022-23. Goals adoption is a critical step in the budget development process, as it helps align the City's financial resources with the projects and initiatives that will make up the workplan for the next fiscal year. The Council's annual goal-setting session was held March 25-26, and resulted in refinements to the Council's list of seven value-driven goals, and the prioritization of 13 major projects / initiatives, some new and some continuing from previous years. This transmittal memo also summarizes the FY2022-23 City Council Goals and Priorities.

The budget development process continued through April, May and June with the following additional City Council meetings:

- April 11: Budget Session 1: Budget Methodology and Calendar, Long-term Financial Forecast, and Narrative Budget Report with Strategic Budget Priorities
- May 23: Budget Session 2: FY 2022-23 Base Budget, Position Recommendations, FY 2022-27 CIP and Master Fee Schedule
- June 13: Budget Session 3: Review of Proposed FY 2022-23 Budget Recommendations
- June 27: Budget Adoption

Additionally, on June 6, 2022, the Planning Commission reviewed the proposed City of Pacifica 2022-27 Capital Improvement Program and found it consistent with the General Plan and Local Coastal Land Use Plan.

This budget transmittal memo is organized as follows:

- FY2022-23 City Council Goals and Priorities
- Budget Development Strategies
- Budget Overview
- Conclusion & Longer-term Challenges
- Acknowledgments

GOALS & PRIORITIES

Each year the City Council convenes in advance of the new fiscal year to review their list of value-driven goals and develop a set of priority projects/initiatives to be implemented in the upcoming fiscal year. The goal-setting session is intended to identify Council priorities in advance of developing the annual budget, in order to align the City's financial resources with the projects and initiatives that will make up the workplan for the fiscal year. This year's goal-setting session was held on Friday, March 25th and Saturday, March 26th. The Friday session focused on City Council team building. The Saturday session focused on identifying goals and priorities for the upcoming fiscal year. Both sessions were facilitated by Stacey McLaughlin, president of Mountaintop Insight Consulting.

In summary, the seven Goals from previous years were continued, with important updates to the descriptions. In addition, 13 priorities were adopted, relating to a wide variety of topics. The final City Council Goals and Priorities for FY2022-23 are provided on Pages 17 of the Proposed Budget.

BUDGET DEVELOPMENT STRATEGIES

During the April 11, 2022, Narrative Budget Study Session, the City Council discussed and provided direction regarding eight budget strategies recommended by the City Manager to guide the development of the budget, aligned to the City Council's goals. These strategies are

listed below, along with a brief summary of how each strategy is implemented in the Proposed Budget.

Goal: Fiscal Sustainability

Strategy #1: Fully fund Vision 2025 & Beyond Strategic Financial Sustainability Study, which is critical to understanding the City's long-term financial sustainability challenges and to identify strategies to address them. It also includes a robust public engagement component.

Implementation in Proposed Budget: This critical study with robust public engagement is fully funded and underway.

Strategy #2: Utilization of American Rescue Plan Act Funding, critical to maintaining essential City services and offsetting revenue losses during the pandemic.

Implementation in Proposed Budget: Pacifica's second tranche allocation of \$4,610,512 is fully allocated and is essential to balancing this year's budget due to pandemic-induced revenue shortages, while also providing economic stimulus funding, limited-term positions to assist the City in maintaining core services, and one-time premium pay for employees during the pandemic.

Strategy #3: Returned ERAF and VLF In-lieu Funding Uncertainties to be monitored and addressed as more details become known.

Implementation in Proposed Budget: City legislative advocacy, in partnership with other San Mateo County cities and the County, has preserved ERAF and VLF In-lieu for now, allowing an additional allocation of \$216,000 back to the Disaster Accounting Fund (Fund 38). However, this revenue source remains at risk in future years and efforts must continue to protect it.

Strategy #4: Continue to replenish the City's Reserve Funds, critical for future economic uncertainties.

Implementation in Proposed Budget: The Budget Shortfall Policy Reserve of 10% of expenditures is funded, as are the Compensated Absences Reserve, Child Care Reserve, and Legal Reserve. The Facilities Maintenance & Replacement Reserve is reduced from \$205,000 to \$55,000 to fund a repair project at Fire Station 71.

Strategy #5: Develop and implement a funding policy for Unfunded Pension and OPEB obligations, a prudent financial management practice to lower future unfunded liability.

Implementation in Proposed Budget: \$167,500 is funded to the City's PARS Trust for unfunded pension liability allocation. Annual funding of this amount will help achieve 85% funded status in 20 years.

Goal: An Engaged Community

Strategy #6: Identify specific components of Council Priority Projects that will require increased funding for enhanced public engagement and communication strategies.

Implementation in Proposed Budget: Increased public engagement for the Housing Element Update Process is funded with an additional \$20,000, in addition to robust public engagement for the Vision 2025 & Beyond study. Other Capital Improvement Program projects have public engagement funding incorporated into project budgets as appropriate.

Goal: Stewardship of City Infrastructure

Strategy #7: Funding for the Capital Improvement Program, critical to identify one-time funding sources to continue to address capital infrastructure needs.

Implementation in Proposed Budget: A total of 58 capital improvement projects are funded from a variety of special funds, grant funding, and a small contribution of \$655,000 from the General Fund. Details provided in the CIP Book.

Goal: A Strong City Workforce

Strategy #8: Fund limited-term positions, position reclassifications, and technology improvements to successfully deliver the City's workplan, critical to ensuring continued delivery of services with a severely understaffed workforce.

Implementation in Proposed Budget: Several reclassifications of positions and new limited-term positions, across most departments, are funded to improve recruitment and retention efforts and address critical workload challenges. Numerous technology projects and upgrades are also funded to improve work efficiency.

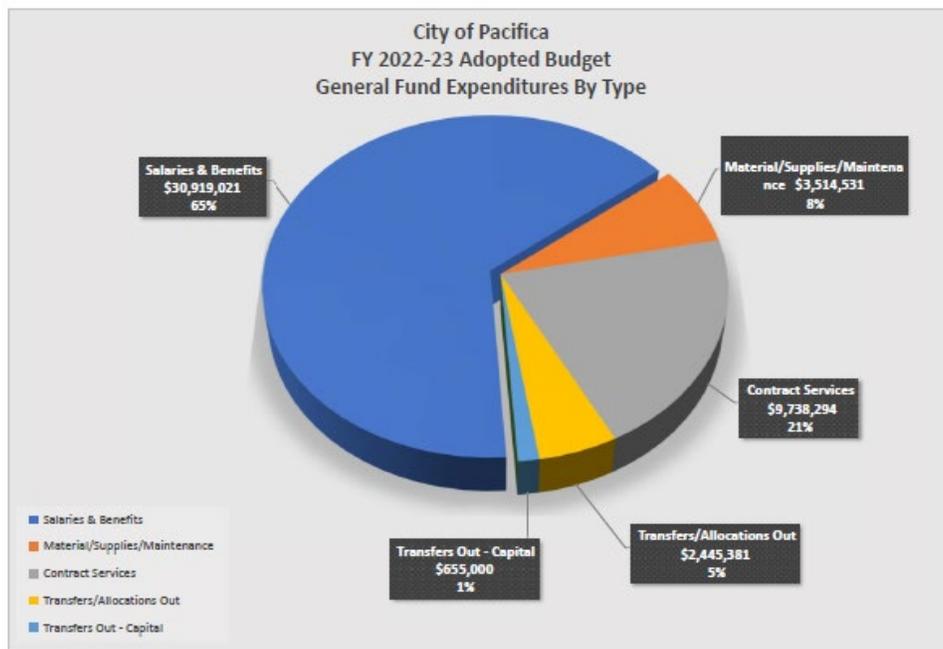
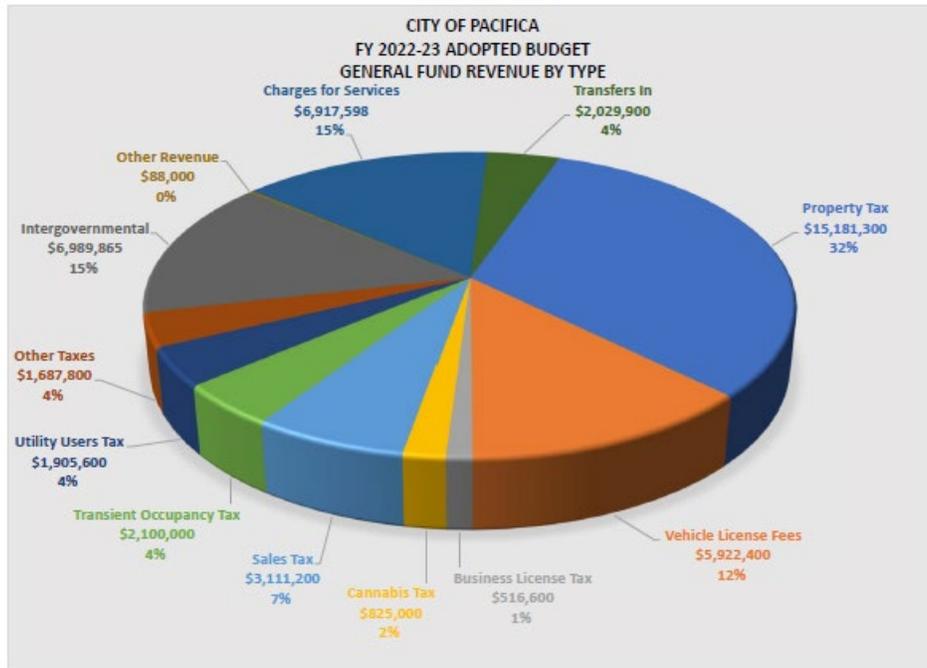
The following additional Council Goals – **A Healthy and Compassionate Community**, **Environmental Sustainability**, and **Maintaining a Safe Community** – do not have specific budget *strategies* pertaining to them, but instead are fulfilled through operating and project budgets allocated to carry out programs and projects that deliver these goals.

BUDGET OVERVIEW

A detailed “Basis of Budget Preparation and Budget Overview” is provided in the Proposed Budget Book on pp 43 - 56. That Overview provides details about budget revenue and expenditure assumptions, the Coronavirus State and Local Fiscal Recovery Funds (SLFRF) program (the part of ARPA related to state, local, and Tribal governments), projected fund balance structure and budgetary reserves for all funds, and the specifics of additional programs included in the General Fund budget, prioritized in the City Manager’s recommendations as follows:

- Priority A – Non-discretionary/Legal/Safety Matters
- Priority B – Recruitments/Retention/Capacity
- Priority C – Organizational/Financial/Planning Efficiency

For purposes of this Transmittal, the following charts are provided to show at a highly aggregated level the amounts and sources of General Fund Revenues, and the apportionment of Expenditures.



CONCLUSION & LONGER-TERM CHALLENGES

I am pleased to present a Proposed Budget for FY2022-23 that is balanced, transparent, accountable, prudent, and supports forward progress on critical programs and services for the Pacifica community, despite revenue losses from Coronavirus impacts and a future projected structural deficit. ARPA funding continues to be critical to the City’s recovery from the pandemic and to balancing this budget. The progress the City has made, and will

continue to make, on all of the City Council's goals and priorities is noteworthy, especially when viewed within the financial, staffing and pandemic constraints under which the City has been operating. Over the course of these past two years, the City has shown how it is **#PacificaStrong**.

Looking ahead, the City is facing a significant and growing year by year structural deficit beginning in FY2023-24 when ARPA funding is no longer available. The City is working to identify operational opportunities and efficiencies, assess appropriate fee structures, pursue economic development opportunities, and advise on alternative revenue options available to the City and the community to facilitate Pacifica's financial sustainability. I and City staff look forward to continued work with the City Council and the community to address these financial challenges and ensure Pacifica continues to be a desirable community in which to live, work, and play.

ACKNOWLEDGMENTS

Preparation of the FY2022-23 Proposed Budget was a significant team effort by numerous staff. I appreciate everyone's energy, focus, and teamwork. With deep gratitude for excellent work, I would like to first recognize Assistant City Manager/Finance & Administrative Services Director **Yulia Carter**, Financial Analyst II **Mario Xuereb**, and Management Analyst **Alyssa Barranti**. I also want to thank and acknowledge the efforts of the Departments in developing their departmental budget submittals – Police Chief **Dan Steidle**, Police Captains **Bill Glasgo** and **Chris Clements**; Acting Planning Director **Christian Murdock**; Parks, Beaches and Recreation Director **Michael Perez**, Child Care Supervisor **Tracy Gilbert**, Food/Senior Services Supervisor **Beth Phipps**, and Acting Recreation Assistant Supervisor **Anthony Schriver**; Public Works Director **Lisa Petersen**, Deputy Director **Sam Bautista**, and their CIP team -- Senior Civil Engineer **Raymond Donguines**, Associate Civil Engineer **Ryan Marquez**, Field Services Manager **Paul Lavorini**, Plant Manager **Maria Aguilar**, Collections Manager **Brian Martinez**, Assistant Superintendent **Rey Mendez**, and Senior Civil Engineer (Wastewater) **Nelson Schlater**; Fire Chief **Ron Myers**, Deputy Fire Chiefs **Todd Johnson**, **Sean Kavanaugh**, and **Chuck Pomicpic**, and Supervising Administrative Analyst **Elizabeth Solis**. I would also like to recognize the other members of the Executive Team -- City Clerk **Sarah Coffey**, City Attorney **Michelle Marchetta Kenyon**, and Assistant City Attorney **Denise Bazzano** for their roles in helping deliver this Proposed Budget. Finally, I would like to thank each of the City Council members for their focus, scrutiny, and decision-making throughout their review of the various iterations of this budget – **Mayor Mary Bier**, **Mayor Pro Tem Tygarjas Bigstycck**, and **Councilmembers Sue Beckmeyer, Mike O'Neill, and Sue Vaterlaus**.

Sincerely,



Kevin S. Woodhouse
City Manager



CITY OF PACIFICA

City Council



Mayor
Mary Bier



Mayor Pro Tempore
Tygar Bigstyk

Council Members



Sue Beckmyer



Mike O'Neil



Sue Vaterlaus

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City Council Goals

Adopted April 11, 2022



The Pacifica City Council Goals wheel diagram above represents the equal importance of each goal. The goals are further described, in no order of importance, as:

- **“Fiscal Sustainability”** includes investing in economic development to increase revenues, funding a reserve/emergency fund, and being well prepared for grant opportunities.
- **“An Engaged Community”** includes creating opportunities to expand public participation, increase communication, and build community post-COVID.
- **“Stewardship of City Infrastructure”** includes repairing/replacing outdated city facilities, improving streets, stormwater and wastewater infrastructure and responding to impacts of sea level rise and other effects of climate change.
- **“A Healthy and Compassionate Community”** includes addressing affordable housing and mental health services, exploring and implementing strategies that relate to homelessness, and supporting community services for all ages.
- **“Environmental Sustainability”** includes stewardship of parks, urban forests and open space, preserving hillsides and beaches, and adaptation to climate change.
- **“A Strong City Workforce”** includes strategies to address employee retention and attraction, work-life balance, engaging staff in decision-making, and celebrating and recognizing staff.
- **“Maintaining a Safe Community”** includes supporting our first responders (police, fire, public works), responding to emergencies, protecting people, property, and businesses, and engaging in emergency preparedness community outreach, public education and prevention activities.



FY2022-23 City Council Priorities

Adopted April 11, 2022

The following 13 priorities for FY2022-23 were adopted by the Pacifica City Council on April 11, 2022. This diverse and robust work plan is intended to help fulfill the City Council's broader goals of *Fiscal Sustainability, An Engaged Community, Stewardship of City Infrastructure, A Healthy and Compassionate Community, Environmental Sustainability, A Strong City Workforce, and Maintaining a Safe Community*. In addition to these major priorities, the City continues to deliver hundreds of on-going programs and services, the totality of which represents the City's commitment to deliver exceptional programs, projects, and services to the Pacifica Community.

(Priorities are numbered for ease of reference and not for relative priority)

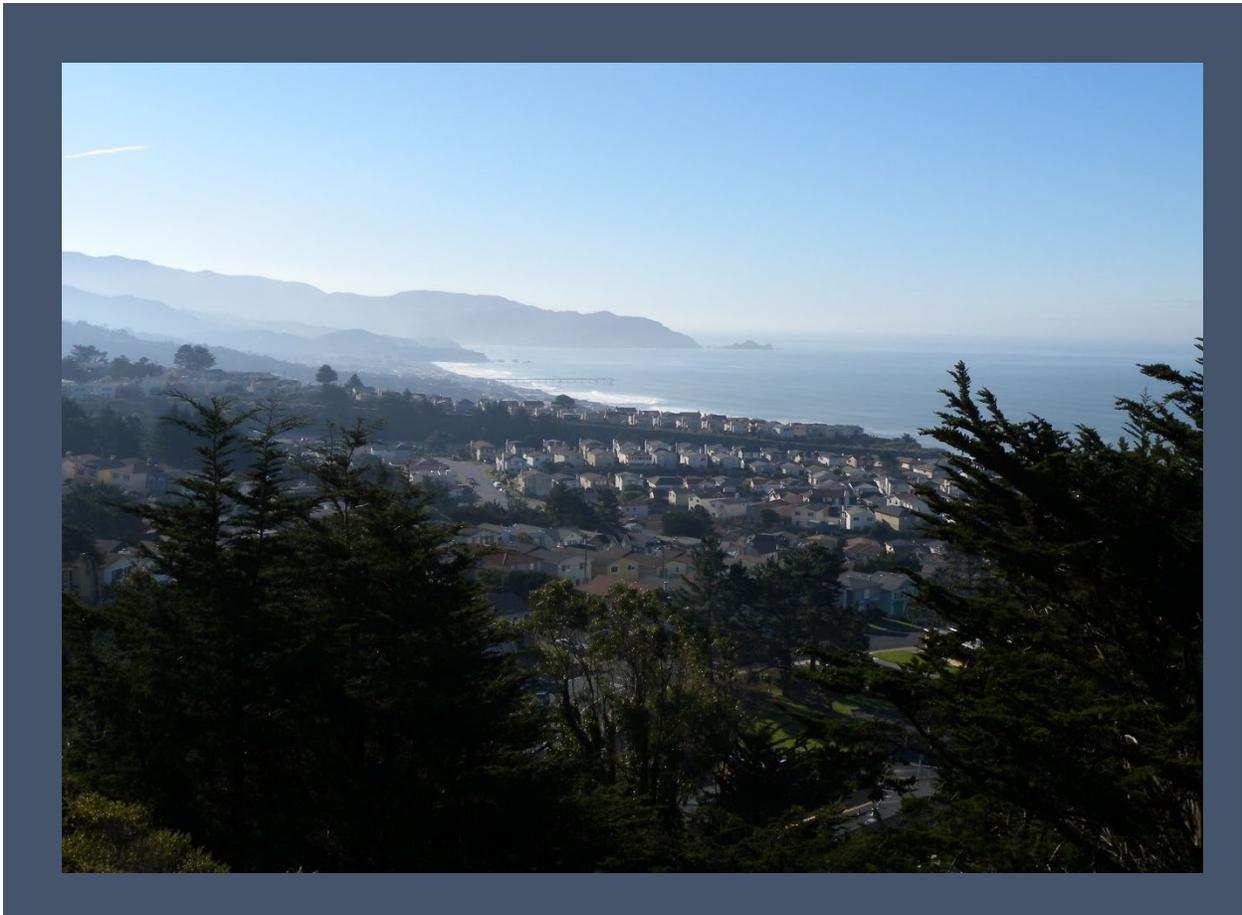
1. Continue the Beach Boulevard Infrastructure Resiliency Project
2. Continue efforts related to a New Sharp Park Library & Renovated Sanchez Library
3. Complete an update to the Climate Action Plan
4. Complete the Vision 2025 & Beyond strategic financial planning process to articulate a long-term and financially sustainable vision for Pacifica
5. Continue Esplanade Avenue Bluff Erosion Infrastructure Protection Projects
6. Begin Part 2 of the City Tree Program Evaluation
7. Complete the Civic Center facility health and safety rehabilitation and renovation project
8. Prepare a Quarry Site Specific Plan
9. Complete an update to the Wireless Communication Facilities Ordinance
10. Prepare an update to the Housing Element of the General Plan
11. Design and implement a Council conversation with the Community about homelessness
12. Continue to evaluate and implement Economic Development Initiatives focused on Business Assistance
13. Review City Commission and Committee Charters

CITY OF PACIFICA ACCOMPLISHMENTS



SIGNIFICANT CITYWIDE ACCOMPLISHMENTS

FISCAL YEAR 2021-22



The following is a list of notable accomplishments across all City Departments for July 1, 2021 through June 30, 2022 (Fiscal Year 2021-2022). These accomplishments reflect progress towards the City Council Goals of Fiscal Sustainability, An Engaged Community, Stewardship of City Infrastructure, A Healthy and Compassionate Community, Environmental Sustainability, A Strong City Workforce Infrastructure, and Maintaining a Safe Community, plus the City Council's Prioritized Projects for the year, as well as non-discretionary City priorities. And many of these accomplishments reflect the day-to-day programs and services provided by the City. This list is organized to call attention to numerous Varied Highlights that reflect the diversity of projects, programs, and services delivered by the City, including progress on projects prioritized by the City Council. Second, following the Varied Highlights, it reflects accomplishments department by department, with the implied understanding that so much of the City's work is accomplished through inter-departmental collaboration and teamwork.

With gratitude to all City Employees, City Council and Committee/Commission members for all their hard work,



Kevin S. Woodhouse
City Manager

VARIED HIGHLIGHTS

(Select highlights reflecting the program and service breadth of City accomplishments, as well as progress on City Council Priorities.)

- Achieved significant milestones in the *Plan Pacifica* efforts:
 - General Plan: Adopted a comprehensive General Plan Update (hearings started in FY 2021-2022 and concluded on 7/11/2022);
 - Sharp Park Specific Plan (SPSP): Adoption hearings started in FY 2021-2022, continued into FY 2022-2023; and
 - Local Coastal Land Use Plan (LCLUP): Responded to multiple requests for additional information from California Coastal Commission toward certification of plan approved by City Council in 2020.
- Completed the move of Civic Center operations to be temporarily located at the Community Center.
- Completed the Master Site Planning, Facilities Project design, and awarding of construction agreement for the Civic Center Campus Rehabilitation Project, which is now underway.
- Worked with the City Council, non-profits, and community members to successfully hold a first annual Pacifica Pride celebration.
- Received more than \$5.5 million in grant funding across all departments, not including American Rescue Plan Act funding.
- Formed the Police Chief's Advisory Panel.
- Completed the Sewer Rate Study For FY 2022-2027.
- Launched the Vision 2025 & Beyond project as a strategic planning process to articulate a long-term, financially sustainable vision for Pacifica that includes an analysis of available options for the City's long-term financial sustainability and economic development opportunities, including retaining a consultant and beginning an Economic Opportunities Study.

- Completed an assessment of potential revenue measures for voter approval and the City Council unanimously placed a ½ cent sales tax (transactions and use tax) measure on the November 8, 2022 ballot.
- Launched the "Shop Pacifica" e-gift card program to support Pacifica small businesses and boost the local economy.
- Received a Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association of the United States and Canada (GFOA) for the Annual Comprehensive Financial Report (ACFR) for the year ended June 30, 2021.
- Received Council approval for a feasibility study for the 400 Esplanade Infrastructure Preservation Project.
- Completed the FY 2020-21 & 2021-22 Pavement Rehabilitation Project and ADA Curb Ramp and Concrete Project.
- Completed design for the Pacifica Municipal Pier Railing project.
- Performed emergency repairs and maintenance during significant winter storms in October (a 1% storm event) and November of 2021.
- Continued processing of the revised Quarry Reclamation Plan including preparation of an Environmental Impact Report.
- Successfully guided the Surf Camp/School Advisory Task Force in their preparation and presentation of Surf Camp/School Permitting Policy Recommendations, which were approved and adopted by the City Council in January 2022.
- Implemented a successful Adventure Camp summer youth program for close to 240 participants, while adapting procedures to adhere to COVID-19 County and State Health requirements.
- Successfully and safely reopened Senior Services in September 2021 after being shut down for 18 months, restarting over 32 in-person classes for seniors while continuing some activities virtually.
- Implemented policies and systems for police department to comply with the California Racial and Identity Profiling Act (RIPA) requirements for collection of stop data.
- Developed and completed a NCFCA Wildfire Action Plan.
- Implemented the web-based evacuation management tool, ZoneHaven, for public use to aid during major emergency evacuations.
- Provided Community Wildfire Awareness and Preparedness education via NCFCA and City web and social media, including distribution of the Ready-Set-Go Wildfire Preparedness brochure.
- Launched online Public Records Request submission / response portal "NextRequest."
- Began developing work scope and funding strategy for Phase 2, design and environmental review work, for the Beach Boulevard Infrastructure Resiliency Project.
- Adopted a Reusable Food Ware Ordinance.
- Adopted a Flavored Tobacco Sale Prohibition Ordinance.
- Completed the majority of work, including significant public engagement, related to updating the Heritage Tree Ordinance, with adoption occurring in early FY2022-23.
- Held productive collaboration meetings with Golden Gate National Recreation Area representatives, Open Space, Parkland Advisory Committee members, and City Council liaisons regarding parking and safety issues around Mori Point.
- Completed construction of the Milagra Outfall Repair project, protecting this critical stormwater infrastructure.
- Continued processing of the Pacifica School District's Oddstad workforce housing project, preparing for environmental review.
- Prepared a Safe and Sane Fireworks Advisory Ballot Measure, which City Council unanimously voted to place on the November 8, 2022 ballot.
- Developed and adopted a balanced budget for FY22-23, including the 2022-2027 Capital Improvement Program.

- Upgraded the secure connection between Pacifica Police Station and South San Francisco to improve dispatch and Records Information Management System (RIMS) access speeds.
- Implemented a call-in system for public comment in Council and Commission meetings at the Council Chambers.
- Submitted two library infrastructure grant applications for both Sharp Park and Sanchez Libraries, in coordination with San Mateo County Library staff.

PUBLIC WORKS

(Engineering, Field Services, Wastewater)

- Completed the PG&E Rapids Study to identify energy saving measures at the Wastewater Pump Stations and Calera Creek Water Recycling Plant (CCWRP).
- Conducted studies for the Pavement Utility Cut & Heavy Construction Vehicle impacts and fees.
- Completed a Fleet Improvement Study.
- Selected design consultant for the Ultraviolet Disinfection System Replacement Project at the CCWRP.
- Selected design consultant for the CCWRP Arc Flash Hazard Analysis / CCWRP Electrical Condition Assessment and Improvements.
- Implemented the asset and infrastructure management software, Lucity.
- Began identifying loan funding strategies for the first five years of the Wastewater Capital Improvement Program.
- Completed the application for the Wastewater National Pollutant Discharge Elimination System (NPDES) permit reissuance and reviewed the Administrative Draft.
- Completed the Wet Weather Equalization Basin Water Cannon and Check Valves Installation Project.
- Completed the North Pacifica Pedestrian Improvement Project.
- Completed the Serra Drive Outfall Project.
- Completed Emergency Sewer Repairs at the San Francisco RV Park, which rehabilitated and/or replaced 280 linear feet of sanitary sewer.
- Completed the CCWRP Photovoltaic System Improvement Project – Phase 1.
- Completed the Sewer Collection System Master Plan Update Phase 2.
- Completed the Collection System Projects FY 2020-21 Sacramento Easement, which rehabilitated/replaced 1,250 linear feet of sanitary sewer.
- Completed the Crespi Drive Sewer Mainline Improvements Project, which rehabilitated and/or replaced 265 linear feet of sanitary sewer.
- Completed the Arterial/Collector Street Base Repair Project.
- Completed the Frontierland Park Walkway & Drainage Project.
- Completed the Fire Station 72 Deck Replacement.
- Completed the Beach Parking Seal Coat Project in Linda Mar and Rockaway areas.
- Completed the Cattle Hill Fire Reduction project with the County of San Mateo.
- Completed 50% of the design for the Sharp Park Pump Station Facility Improvement Project.
- Began construction of the Anza Pump Station Repair Project.
- Began construction of Linda Mar Pump Station Upgrade Project.
- Completed changes in Pacifica Municipal Code related to the addition of Pacifica’s Disposable Food Service Ware Ordinance to comply with Senate Bill 1383, code updates pertaining to bidding and award of public contracts; and code updates pertaining to Park Facilities Impact Fee / Quimby Act Parkland Dedication, and In-Lieu Fees.
- Completed critical wastewater maintenance and operations activities, including:

- Inspected 21,000 lineal feet of sanitary sewer;
- Inspected 320 sewer laterals;
- Performed 21 sanitary sewer spot repairs and installed 9 sewer lamp holes;
- Performed 31 courtesy visits to private lateral sewer backups;
- Treated 920 million gallons of wastewater at the Calera Creek Water Recycling Plant;
- Delivered 13.6 million gallons of recycled water to North Coast County Water for their distribution; and
- Delivered 358 dry tons of biosolids to third-party land applier (Synagro).
- Completed significant Calera Creek Water Recycling Plant (Plant) improvements, maintenance activities, and regulatory compliance, including:
 - Installed new utility water filter/strainer;
 - Replaced one of the existing Rockwell Pump Station sanitary sewer pumps;
 - Repaired the 42-inch effluent pipeline;
 - Replaced the influent channel cover with fiberglass grating;
 - Installed LED light replacement at the pump stations and CCWRP, which was a PG&E Rapids Program recommendation;
 - Installed new fiber optic cable to support future Sand Filter Upgrade project and future Ultraviolet Disinfection System Replacement Project; and
 - Replaced CCWRP treatment process blower motors with high efficiency motors and continued replacement and repair of process equipment such as pumps, blowers, and centrifuges.
- Provided 65 Sewer Lateral Grants as part of the ongoing Lateral Grants Assistance Program.
- Provided engineering assessments, which supported the adoption of the Safe Parking Permit Program.
- Addressed hazardous trees in the City's right-of-way and open spaces.
- Planted 30 trees in partnership with Tree City Pacifica for the Arbor Day celebration.
- Assisted the Beautification Advisory Commission with mural projects and Palmetto planters.
- Maintained the City's 100% satisfactory rating with CHP for inspection and maintenance of City's heavy-duty vehicles.
- Ensured all City vehicles pass smog and diesel opacity test for California emissions.
- Continued maintenance activities for all City facilities, the pier, beaches, seawalls, creeks, parks, trees, streets, vehicles and more, with details such as:
 - 63,000 linear feet of creeks, streams, and canals for proper drainage
 - 16 parks and playgrounds totaling over 140 acres
 - 1,200 street trees
 - 17 street landscape areas
 - 37,000 feet of multi-purpose trails
 - 31,000 feet of City hillside drainage system
 - 145 miles of street curb and gutters
 - 290,000 linear feet of storm drainpipes with 989 storm drain inlets
 - 90 center miles of City streets
 - 732 traffic signs
 - 5 signalized intersections
 - 2,017 streetlights
 - 10,000 linear feet of roadway striping and 8,350 square feet of pavement markings
 - 17 public restrooms and 8 public showers
 - 5 major sports fields
 - 10 parking lots
 - 117 City vehicles & equipment including NCFD Fire Engines and generators
 - 37 City buildings totaling over 155,000 square feet of area

PLANNING

(Planning, Building, Code Enforcement)

- Processed Planning Commission approvals for three Temporary Safe Parking Program sites located within Coastal Zone.
- Obtained Coastal Commission certification of Local Coastal Program amendment for Accessory Dwelling Unit (ADU) ordinance.
- Accepted and processed more than 1,551 building permits consisting of \$43.6 million in valuation.
- Completed 599 building permit plan reviews (excluding over-the-counter approvals for minor projects) consisting of \$24.2 million in valuation.
- Performed more than 3,700 building inspections.
- Conducted Planning Commission public hearings or study sessions on 26 development permit applications and/or ordinance amendments.
- Processed an extension to the City's Growth Management Ordinance.
- Continued processing more than 75 planning permits.
- Participated in several planning initiatives with regional agencies including, but not limited to, the Metropolitan Transportation Commission, Association of Bay Area Governments, and the City/County Association of Governments of San Mateo County.
- Filed in a timely manner the Annual Progress Report on implementation of the Housing Element to the California Department of Housing and Community Development and the Governor's Office of Planning and Research.
- Prepared and submitted the Annual Model Water Efficient Landscape Ordinance implementation report to the California Department of Water and Resources.
- Continued code enforcement efforts to implement the City's Property Maintenance Ordinance and other regulations.
- Continued participation in regional meetings such as the San Mateo County Planning Directors meetings, 21 Elements housing consortium, Regional Integrated Climate Action Planning Suite (RICAPS), Climate Ready Collaborative, and San Mateo County Wide Water Pollution Prevention Program.
- Prepared relevant sections of the Municipal Regional Permit Stormwater Annual Report.
- Supported update to park facilities impact fees in conjunction with Public Works Department.
- Administered the nomination and selection of the annual Preservation Award recipient via the Open Space and Parkland Advisory Committee.
- Processed Planning Commission approvals for Civic Center Campus Facilities Project.

PARKS, BEACHES, & RECREATION (PB&R)

(Childcare, Aquatics, Recreation, Senior Services)

- Continued to provide (or restart) programs, activities, and services, during the pandemic, while adhering to health and safety guidelines.
- Submitted a Coastal Development Permit (CDP) application to the Coastal Commission for the Surf Camp/School Permitting Policy Recommendations.
- Began implementation of, in partnership with Public Works, the next phase of the Playground Improvement Program Priority Parks Project, which will include neighborhood outreach, public

meetings, Parks, Beaches and Recreation Commission engagement, culminating in the renovation of four park playground areas.

- Created, in partnership with the Pacifica Bike Park Committee (PBPC), a community survey for input on the concept of a Bike Park in Pacifica, which informed the Bike Park concept for lower Frontierland Park location that was approved by City Council.
- Expanded childcare enrollment with larger ratios under Public Health orders during COVID-19, providing Child Care services for more families.
- Participated in regular meetings with Pacifica School District to share information, resources, collaborate with, and to strategize regarding Child Care services and responses to COVID-19.
- Provided classroom instruction assistance for enrolled children during their virtual school lessons and homework times.
- Continued to simultaneously provide in-person instruction, distance learning, and virtual camps for children who continued distance learning after schools reopened.
- Provided continuing trainings for staff covering COVID-19 and general health and safety topics.
- Offered adult lap swim six days/week and water aerobics classes five days /week in a safe manner with restrictions set in place by San Mateo County Health throughout the pandemic.
- Offered forty adult water polo classes throughout the year with over 500 drop-in participants.
- Hosted three sanctioned United States Swimming Association swim meets, and one Regional All Star swim meet.
- Offered three American Red Cross Lifeguarding courses with 22 participants.
- Entered into an agreement with the Pacifica Sea Lions Aquatic Club (PSLAC), assuming ownership and operational control of the team.
- Began hosting the San Francisco Marionettes, an Artistic Swimming group (previously known as synchronized swimming) in the Jean E. Brink Pool two times/week, offering the advantages of using the deepest indoor pool available to use in the San Francisco Bay Area.
- Trained 39 City Public Works staff in American Red Cross Adult CPR/AED/First Aid – lifesaving skills to provide aid to both co-workers and members of the public.
- Facilitated and hosted two Surf Survival Apnea Course for our surfing community.
- Brought back an average of 8 hours of classes and camps per week including soccer camps, dance classes, and fine arts classes that had been put on hold due to the COVID-19 pandemic.
- Held a Holiday Santa Run/Parade/Caravan through the City of Pacifica.
- Carried out the 3rd annual Covid-conscious citywide Reverse Spring Egg Hunt.
- Congregate and Grab and Go nutrition programs served a total of 19,451 meals (Congregate 4,640, Grab and Go 14,811) and Meals on Wheels served 31,922 for a yearly total of 51,373 meals served.
- Continued to grow the CaR (Connect a Ride) program, which now has more than 370 participants.
- Completed the 13th semester with SFSU Nursing students conducting home assessments for our Seniors Program Meals on Wheels participants.
- Expanded Meals on Wheels to a total of 8 routes and recruited an additional 12 volunteers.
- Resumed Senior Services Rummage Sales, which generate approximately \$2,000 each month.
- Expanded Seniors in Action membership to 679 participants.
- Held an In-Person Volunteer Appreciation event, the first in two years, for approximately 90 volunteers.
- Awarded contract from Older Americans Act to be the county provider for July 1, 2022, through June 30, 2026.
- Pacifica's Age Friendly City (AFC) Community Coalition continues to work closely with Senior Services to contribute to the accreditation process.
- Renewed agreement with the Senior Coastsiders in Half Moon Bay to provide emergency meal support for our Meals on Wheels (MOW) program should an emergency arise.

POLICE

- Implemented policies and systems to comply with federal requirements of the National Incident-Based Reporting System (NIBRS) to meet new detailed reporting requirements.
- Continued to send officers to the Crisis Intervention Training (CIT) course, with the goal of all officers being trained (currently at 88%).
- Completed all required training in cultural diversity, use of force, and de-escalation techniques, among others.
- Continued monthly collaboration with partner groups as part of the Homeless Outreach Team.
- Continued participation on the countywide Field Crisis Collaborative Committee addressing community members in the criminal justice system with mental health needs.
- Held the first “Coffee with a Cop” event, in collaboration with California Highway Patrol, since the COVID-19 pandemic.
- Deployed staff to support law enforcement mutual aid missions in wildfire areas statewide.
- Conducted virtual Earthquake Preparedness courses for the community.
- Collaborated with North County Fire Authority for an in-person Wildfire Preparedness community event.
- Collaborated with school districts in a North San Mateo County program to improve communication between law enforcement, schools, and student wellness staff.
- Conducted site inspections at all cannabis retail businesses in the City.
- Provided all supervisors with training on the ZoneHaven evacuation management platform.
- Continued to promote disaster preparedness and crime prevention through social media.
- Expanded social media outreach: Nextdoor membership grew to over 20,000 members and more than 11,000 households, Facebook grew to over 3,500 followers, and Twitter grew to over 2,400 followers.

NORTH COUNTY FIRE AUTHORITY (NCFA)

- Continued implementing NCFA Pandemic Response Plan including preparedness, response, personnel protective equipment, operational readiness, and continuity of operations.
- Conducted and administered mass COVID vaccinations to the community.
- Deployed fire companies and chief officers to multiple major wildfire incidents throughout California through the Statewide Fire and Rescue Mutual Aid system.
- Achieved an overall “Customer Satisfaction” rating of 98% in the delivery of emergency and non-emergency services.
- Reviewed the NCFA 10 Year Business and Operational Strategic Plan goals and accomplishments.
- Achieved a first due fire company on scene in 5 minutes and 36 seconds on average to all fire and medical emergencies from time of dispatch to arrival, exceeding the established goal.
- Provided Pre-Hospital Advanced Life Saving (ALS) medical interventions and treatments for residents, businesses and visitors through paramedic-staffed engine and truck companies, (over 50% of emergency medical services were for seniors).
- Provided Basic Emergency Preparedness, Individual and Family Preparedness seminars, as well as Community Emergency Response Team (CERT) classes.
- Continued distributing and providing education on Senior Citizen Fall Prevention, as well as a Home Safety Checklist.
- Presented “Hands Only CPR” and “Stop the Bleed” instruction in-person and online.
- Provided virtual fire extinguisher training.

- Participated in a back-to-school drive to collect new supplies and backpacks for kids in need.
- Participated in the 'Operation Santa Claus' program, as well as other toy and assistance drive initiatives within the City.
- Completed all annual required, mandated and routine fire and life safety occupancy inspections ensuring code compliance.
- Completed pre-fire engineering and plan check reviews and inspections for new construction projects, tenant improvements, alarm installations and suppression systems.
- Completed fire investigation cause and origin determinations and analysis for fire incidents.
- Distributed public information and media releases through NCFCA and other online social media platforms regarding emergency and other significant events.
- Completed all required annual training, continuing education, and certifications for our fire company-based paramedics and emergency medical technicians.
- Averaged 240 hours per firefighter of in-service recurrent and mandated training.

GENERAL GOVERNMENT

(City Management, City Clerk, City Attorney, Finance, Economic Development, Human Resources, Information Technology)

- Processed 19 ordinances, 39 resolutions, 22 City Council Regular Meetings and Agenda Packets, 17 City Council Special Meetings and Agenda Packets, and 267 public records requests.
- Managed vacancies and appointments to all Boards, Committees, and Commissions.
- Continued the Records Management and Scanning project, including scanning of physical copies of Agreements, Ordinances, Resolutions and archived City Council Agenda Staff Reports (41 boxes worth).
- Conducted 73 personnel recruitments and filled 65 vacancies/positions (including part-time and seasonal).
- Developed and implemented a new hire orientation process to ensure new employees have a positive experience when joining the City.
- Continued working to protect employees during the pandemic crisis and provide supplies and guidelines for a safe working environment.
- Prepared and updated the COVID Pandemic Policy (CPP) and the Injury Illness Prevention Plan (IIPP).
- Successfully completed labor negotiations and finalized MOUs with all employee bargaining groups.
- Streamlined and enhanced new employee recognition programs, such as the Annual Service Awards Event and Administrative Professional's Day.
- Improved training and wellness programs available to employees to continue building a positive work environment that is affirming and supportive for City staff.
- Ensured compliance with State-mandated safety training and provided ongoing training opportunities for City employees in areas of ergonomics, job hazard prevention, driver safety, contract selection and risk transfer, recreation risk management, among others.
- Relocated computer equipment and phones for over 30 City employees to the temporary Community Center relocation with minimal interruption for City employees and Community Center programming.
- Migrated the server room and network infrastructure to a temporary secure room.
- Completed dashcam and Mobile Data Terminal systems upgrade on primary police department patrol vehicle fleet.
- Handled 1,602 helpdesk tickets.

- Implemented IT Documentation System to consolidate and centralize all IT documentation, manuals, notes, and diagrams for improved team efficiency and cross-training.
- Upgraded Finance software server (GEMS) to latest version to support 2022 Tax changes.
- Worked with Facilities to electrify Community Center side door and installed card access system to allow for future expansion to other doors.
- Addressed and remediated over 95 potential security issues (virus, e-mail phishing, etc.).
- Upgraded the wireless network at the Community Center, expanding coverage to temporary cubicles and conference room.
- Successfully completed interim and final financial audits, prepared Annual Comprehensive Financial Report (ACFR), and received a clean audit opinion and management letter from the independent auditors.
- Processed 425 journal entries, 3,000 vendor checks, 6,950 payroll checks, over 7,400 invoices, and 490 business license applications.
- Achieved a smooth transition of the City's business license administration functions to HdL Companies and successfully processed the annual renewal of City business licenses.
- Implemented full-service Transient Occupancy Tax (TOT) management services program with HdL for all hotel establishments within City limits.
- Completed and filed State Controller and other required financial reports and completed the Single Audit report in a timely manner.
- Implemented a new procurement system to enable City staff to unify the Request For Proposal (RFP) process and compliance requirements citywide.
- Completed the financial analysis and calculations of the City's unfunded pension and Other Postemployment Benefits (OPEB) liability.
- Developed funding policy guidelines to fully fund the Actuarially Determined Contribution (ADC) for Other Postemployment Benefits (OPEB) and the minimum required contribution needed to reach 85% funded status for pension liability, realizing a significant reduction in these liabilities during the next year-end closure and closing the gap fully in twenty years.
- Completed a needs assessment and prepared an RFP for the Enterprise Resource Planning (ERP) project, selected a solution, and negotiated a contract for a cloud-based application.
- Completed a Marketing Strategy and Gap Analysis assessment and developed a long-term Marketing Plan.
- Streamlined the permit process allowing the continuation of parklets and outdoor dining in a post-pandemic environment.

GRANTS, OTHER OUTSIDE FUNDING, AWARDS, & RECOGNITIONS

- North County Fire Authority received a \$130,000 Coastal Conservatory grant to provide for a community chipping program.
- North County Fire Authority received a \$40,000 FEMA Fire Act Grant for personalized face piece regulators utilized with Self Contained Breathing Apparatus (SCBA).
- Police received a \$60,000 grant from the California Office of Traffic Safety (OTS) for education and enforcement efforts to reduce traffic collisions resulting in injuries and death.
- Public Works received a \$330,000 grant for the Esplanade and Palmetto Bicycle & Pedestrian Improvement Project from C/CAG TDA Article 3 Funding.
- Public Works received a \$260,000 grant for the Pacifica Pier Handrail Repair Project from the Coastal Conservancy.
- Public Works received a \$2.7 million grant for the Manor Drive Overcrossing Project Initiation Document and Project Approval and Environment Document Phases.

- Parks, Beaches and Recreation Childcare Services received \$1,480,423 in local, county, state and federal grant dollars used to offer quality free and reduced cost childcare programs in Pacifica.
- Parks, Beaches and Recreation Childcare Services received \$24,600 in Quality Rating Improvement System (QRIS) funding allowing the program to purchase PPE supplies, classroom supplies, and other miscellaneous items as needed.
- Parks, Beaches and Recreation Childcare Services received \$10,000 from Pacificans Care to help pay for distance learning supplies.
- Parks, Beaches and Recreation received a San Mateo County Grant for Summer Enrichment activities and supplies in the amount of \$50,000.
- Parks, Beaches and Recreation received \$60,000 in ARPA funds to fund PPE supplies and expenses related to COVID.
- Parks, Beaches and Recreation Senior Services received \$289,794 inter-governmental funds for Transportation, Congregate Nutrition and Meals on Wheels programs.
- Parks, Beaches and Recreation Senior Services received \$38,159 in extra funds due to the Consolidated Appropriations Act grant funding to help with COVID expenditures.
- Parks, Beaches and Recreation Senior Services received \$25,000 from the Pacificans Cares Annual Community Grant for 2021/22 program assistance and an additional gift of \$1,000 to purchase rolling racks for the kitchen to help facilitate the food program.
- Parks, Beaches and Recreation Senior Services received \$6,653 in donations from the “Giving Tree” fund.
- Parks, Beaches and Recreation Meals on Wheels received \$2,000 in donations from Cytokinetics of San Francisco.



About the City of Pacifica



**Photos courtesy of Stephen Johnson*

Location:

The City of Pacifica is located along a six-mile stretch of coastal beaches and forested hills in north-central California. The City comprises several small valleys spread between Sweeny Ridge in the east, Montara to the south, and the Pacific Ocean's rocky bluffs to the west. It is located approximately 15 miles south of San Francisco and an easy 40-minute drive from almost anywhere in the Bay Area within the western portion of San Mateo County. Pacifica's climate is usually mild throughout the year.

Featuring some of the most beautiful coastlines in California, visitors of Pacifica will enjoy miles of sandy beaches, hiking trails along the coastline and mountain ridges, and many local shops and restaurants.

History:

Pacifica received its current name in 1957, which means "Peaceful." Its name came about from a contest held in 1957 to find a name for a newly incorporated coastal city.



In 1769, Portola Expedition from Spain encountered people living in the village of Pruristac in what is now present-day Linda Mar. The Spanish named these people Coastoans. However, the actual name of the tribe was Ohlone, who had occupied Pacifica for thousands of years prior. The Portola Expedition had overshot their quest for Monterey and, over the next several days, hiked to the top of Sweeny Ridge, where they became the first Europeans to sight the San Francisco Bay.

By 1800, the Ohlone Village of Pruristac was annihilated from diseases (possibly measles) carried by white missionaries.

In 1839, Don Francisco Sanchez, a politician, military officer, and ranchero, was granted two leagues of land (approximately the size of the present-day City of Pacifica) by the governor of Alta California. He built a home on his property which is now known as Sanchez Adobe.

As the 1800s passed, the character of the area became established by the diversity of multiple cultures that made up the Coastside, a prime example of the American melting pot.

In 1906, the Ocean Shore Railway began construction along the shoreline. Construction of the Railway spanning from San Francisco to Tunitas Glen, just south of Pacifica, was completed in 1907. Due to financial problems and the increasing popularity of the horseless carriage, the railroad ceased operation in 1920.

During The Prohibition Era (1920-1933), Doctor Galen Hickok bought Sam's Castle, a large castle remote from his offices in San Francisco, to use as a rehabilitation center for his abortion patients (an illegal practice).

During WWII (1939-1945) the Devil's Slide Bunker was built. When in service, a watcher equipped with a set of binoculars would keep watch out at sea and if they spotted simply radioed a massive six-inch gun not far away, which would sink them before they got close. With the advent of more modern missile defenses, the station became obsolete, and the entire site was abandoned in 1949, leaving an empty bunker atop Devil's Slide.



In 1957, Pacifica was incorporated, consolidating the nine small communities of Fairmont, Westview, Pacific Manor, Sharp Park, Fairway Park, Vallemar, Rockaway Beach, Linda Mar, and Pedro Point. It has many reminders of its early beginnings in the 1800s. The City's location on the coast attracts fishermen, farmers, and many other industries. The town developed a rich and unique community comprised of various backgrounds and ethnicities.

The City is a coastal community and is home to approximately 40,000 people.

Government Structure:

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



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

The members of the City Council serve as the policy-making body. City voters elect five Council members to staggered four-year terms.

The City Council meets regularly on the second and fourth Monday of each month at 7:00 p.m., and may call additional special meetings. All meetings of the City Council, Planning and Recreation Commissions, and any other committees are open to the public except when certain personnel matters and legal items are discussed.



City offices are open 8:30 a.m. to 5:00 p.m., Monday through Friday, except on holidays.

City of Pacifica Main Line	(650) 738-7300	540 Crespi Drive
City Manager's Office	(650) 738-7409	540 Crespi Drive
City Clerk's Office	(650) 738-7307	540 Crespi Drive
Administrative Services	(650) 738-7300	540 Crespi Drive
Finance	(650) 738-7392	540 Crespi Drive
Recreation Services	(650) 738-7387	540 Crespi Drive
Economic Development	(650) 738-7301	540 Crespi Drive
Public Works	(650) 738-3767	700 Pacific Coast Hwy
Code Enforcement	(650) 738-7343	540 Crespi Drive
Public Safety (Business Line)	(650) 738-7314	2075 Coast Hwy

Additional information about city services is available on the City of Pacifica's website at www.cityofpacifica.org

Population:

There is a rich culture of diverse traditions and multi-generational families who have lived in Pacifica for well over 100 years. The City population is about 38,600. There are approximately 14,060 households and 9,849 families (70.7 % of households). About 51% of the City population has a bachelor's degree or higher.

Culture, Recreation & Local Attractions:

The City and Coastside are thriving fishing and tourism destinations. The local and growing organic agriculture community hosts a Wednesday farmers market, while the Pacifica Pier is the only pier in the Bay Area where you can crab or fish for free. The crabbing season begins in November and lasts throughout July. The Coastal Trail runs along for miles along beaches and bluff tops where individuals whale watch, bike, or hike. Golf can be enjoyed at the Sharp Park Golf course with spectacular backdrops.



The natural beauty that makes up Pacifica is appreciated by visitors and residents alike. Each year, The Fog Fest, a festival to celebrate the community and raise funds for local community groups, draws in over 40,000 visitors over a two-day period.



Besides the sandy beaches and rugged cliffs along the ocean, Pacifica is also home to residential communities where architecture is enhanced by colorful yards and gardens. Visitors can stroll around town to discover unique wares in local shops, markets and boutiques. Music, tastings, acting classes, and other entertainment are held at parks, shops, wineries, and eateries. First-class dining can be found at restaurants, bakeries, taquerias, delis, and coffee shops. Menus include fresh fish straight off the boat and ethnic offerings from around the world.

The City also boasts seven unique lodgings with over 300 available rooms. These guests generate over \$2.1 million in transient occupancy tax and contribute to \$3.1 million in sales tax for the community each year.

Fun Facts:

- The 9-foot statue of Gaspar de Portola at the corner of Highway 1 and Crespi Drive was given to the State of California by the Spanish autonomous region of Catalonia in 1988. It commemorates the initial discovery of San Francisco Bay by Europeans

during the "Age of Exploration." Pacifica is a sister city of Balaguer, Spain, the birthplace of Portola

- The boundary of the City of Pacifica closely compares with the limits of the San Pedro land grant, a gift of the Mexican government to Francisco Sanchez in 1838 in recognition of his services as military commander and alcalde (mayor and magistrate) of the City of Yerba Buena (now San Francisco).
- Francisco Sanchez built the Sanchez adobe in the 1840s as a country home. There he was famed for his generosity to travelers, including John C. Fremont, who visited there during his extensive survey of California.
- The City of Pacifica was named not by its Spanish immigrants but through a contest in 1957 that was held to find a name for the newly incorporated coastal City. The winning name, Pacifica, was based on the 80-foot statue by sculptor Ralph Stackpole, which was created as the theme lady for the Golden Gate International Exposition. Two of the sculptor's working models have been saved. One is over the front stairs at City Hall, and the other sits in the City Council Chambers.
- The thousand-plus acres that make up San Pedro Valley Park was assembled from large parcels leased from the North Coast County Water District and the 21-acre core that was John Gay's Trout Farm until it was destroyed by the 1962 floods. It is administered by the San Mateo County Parks and Recreation Department.



- Sanchez Adobe is a living history site that was occupied from prehistoric Indian times until it became a historic landmark in 1953. It was an Indian village, a mission farm, a cattle ranch, the home of Francisco Sanchez (alcalde (Mayor) of San Francisco), a residence of General Kirkpatrick, the Hotel San Pedro, a speakeasy known as Adobe House, and an artichoke storage facility. For many years it was the only provider of food for Mission Dolores in San Francisco. The old adobe home on the site, a fine example of authentic Monterey architecture, is the oldest building in San Mateo County.



- Sam's Castle - After the 1906 earthquake, Henry Harrison McCloskey—a San Francisco attorney for the Ocean Shore Land Company (and Railroad)— buys a plot of land on the craggy bluffs of what is now the Sharp Park district of Pacifica, California. McCloskey hires architect Charles MacDougal to design an earthquake/fire-proof home to assuage the fears of his wife, Emily McCloskey. Shortly after moving in, Henry McCloskey dies. In 1916, Dr. Galen Hickok purchased the castle and began using it as a "retreat for girls and women unwilling to become mothers." Dr. Hickock was arrested and sentenced to serve five years at San Quintin prison.

- Established in 1905, the Ocean Shore Railroad Company's tracks started in San Francisco and ran along a coastal route through the small villages that later became Pacifica. It hugged the mountain at Devil's Slide and traveled south through Pacifica. The route ended at Tunitas Creek, south of Pacifica. Most of the Ocean Shore right of way was paved over and turned into Highway 1, reputed to be the most spectacular road on the West Coast. Signs of Pacifica's early railroad days can be seen along the Rockaway headlands and along the railway berm in Pedro Point. The huge cut between Fairway Park and Vallemar was created by railroad engineers, and three railroad stations still stand.



- Beginning life in 1910, the Little Brown Church was Pacifica's first church. It was built of rough-sawn fir and redwood, standing just 100 feet from the Ocean Shore Railroad. Known as the Salada Beach Presbyterian Church, it served as a church, community social center, meeting room, public school, well-baby clinic, and neighborhood movie house. Now it is home to the Pacifica Coastside Museum, where visitors can learn about Pacifica's unique and colorful history.



- Located at Sharp Park Beach, Pacifica Municipal Pier was opened in November 1973. It was built as a cooperative development of the City of Pacifica, the Wildlife Conservation Board, and the California Department of Fish & Game. Famous for its salmon runs and winter Dungeness crabbing, the pier attracts anglers from around the globe. Other species caught at the pier are Jack Smelt, White Croaker, and Striped Bass. The pier, a designated site by The Whale Trail, is one of the best places to watch humpbacks and gray whales lunge feeding, tail slapping, and, if you're lucky, breaching.



**Fun Facts courtesy of Robert Crow and the Pacifica Historical Society*



City of Pacifica

The City welcomes those wishing to live, work and play in Pacifica. You will find an inviting and multicultural community atmosphere and friendly and involved people here.

CITY STATISTICS

Population	38,600
Climate Range	47 – 72 °F
Land Area	12.59 Square Miles
Miles of Streets	188.01 Miles
Miles of Sanitary Sewers	82 Miles
City Parks	19
Beaches	4
Sports Fields	5
Playgrounds	14

HOTELS, MOTELS, B&B'S

Number of Hotels and Lodging Establishments	7
RV Parks and Campgrounds	1
Hotel Rooms	328
Average Occupancy	68%
Annual Coast Side Visitors (pre-pandemic)	4.2 million

EMPLOYMENT

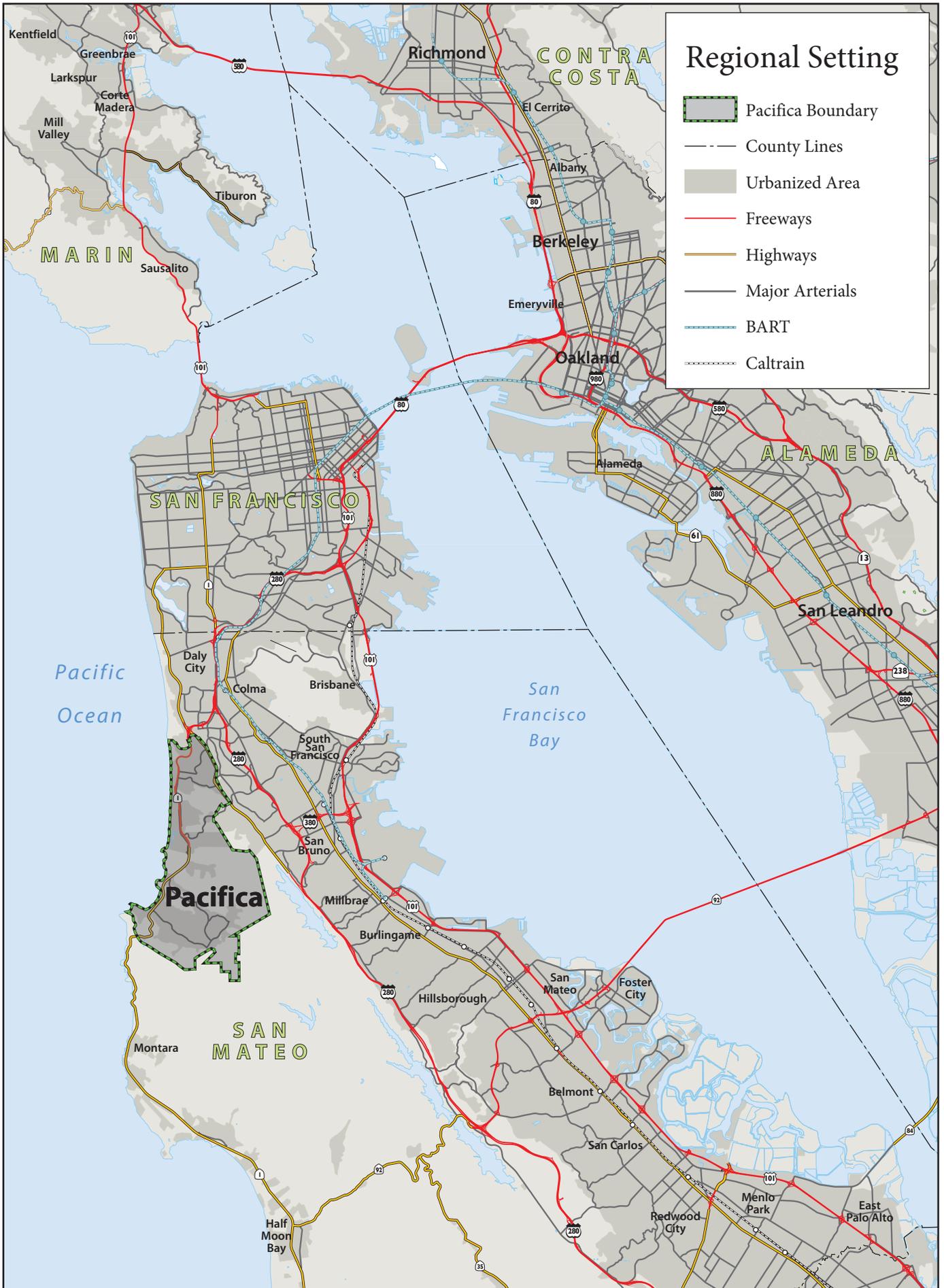
	Number Employed	% of Total
Self-Employed	2,295	10.73%
Private Companies	13,783	64.45%
Governmental Workers	3,432	16.05%
Not for Profit Companies	1,875	8.77%

DEMOGRAPHICS

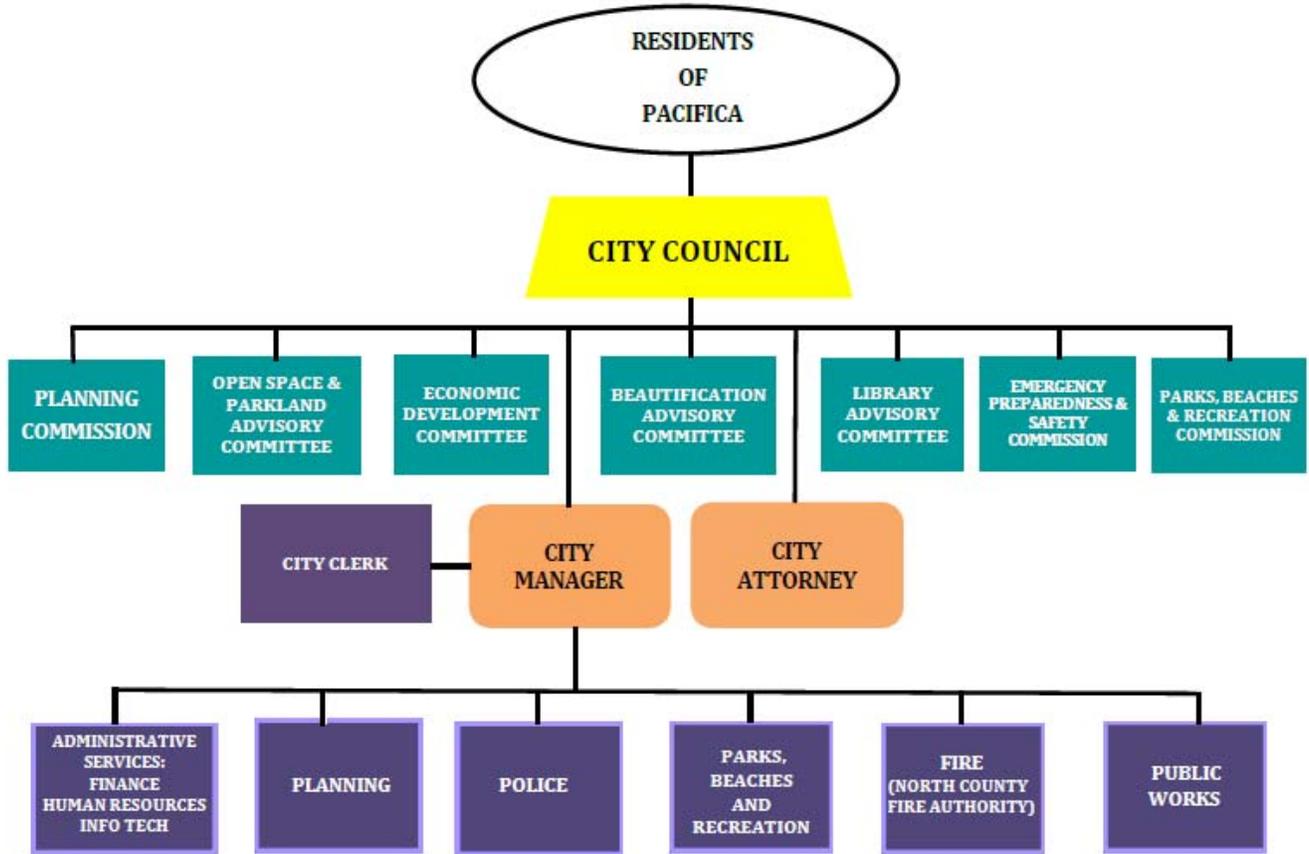
Median Age	43.9
Total Households	14,060
Average Household Size	2.7
Median Household Income	146,600
Education – High School Degree or higher	95%
Education – Bachelor's Degree or higher	51%
Median Housing Value	\$1,076,100
Percent of Foreign-Born Persons	21%



Source: "Pacifica Demographics." *Point2*, <https://www.point2homes.com/US/Neighborhood/CA/San-Mateo-County/Pacifica-Demographics.html#Education>.



City Organization Chart

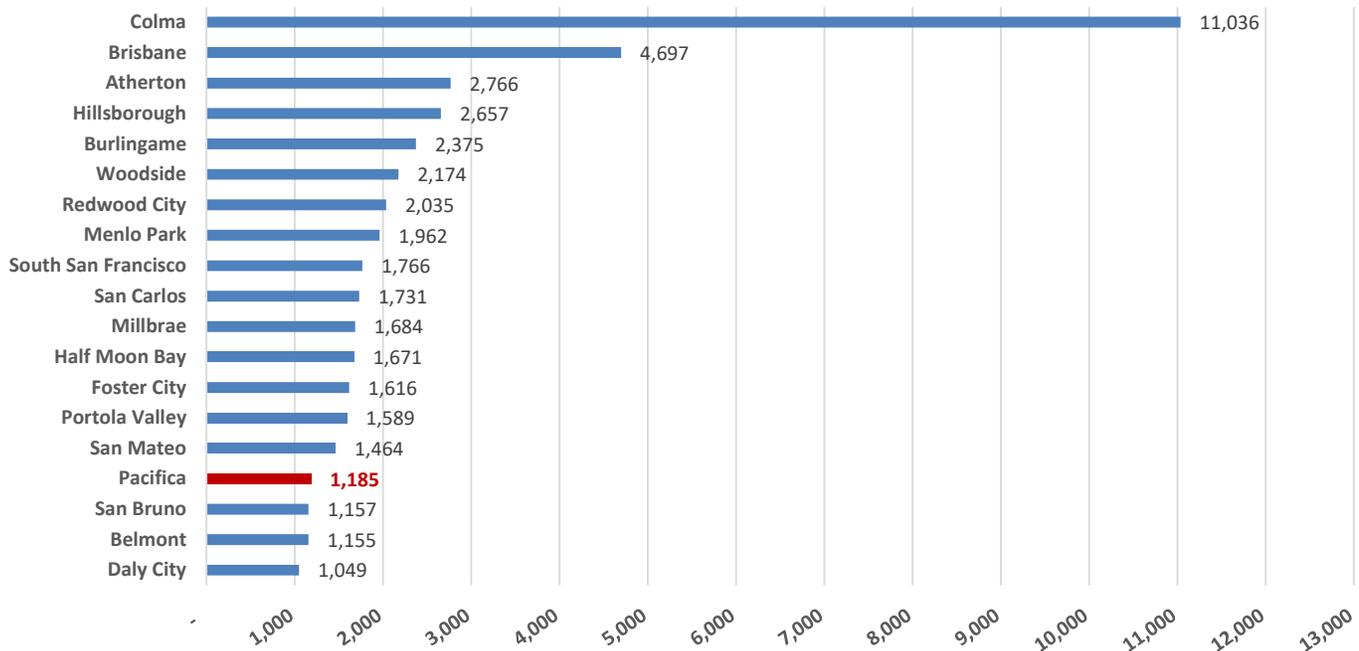


San Mateo County Cities Comparison

The City of Pacifica ranks the 16th in revenues per capita comparing to other cities within the San Mateo County. The City is prudent in managing its resources, ranking 4th lowest in cost per capita.

General Revenues Per Capita

Pacifica Ranks 16th out of 20 in Revenues per Capita



City	Population	Report Totals		Per Capita	
		General Revenues	General Expenditures	General Revenue per Capita	General Expenditures per Capita
Colma	1,729	19,082,055	18,477,759	11,036	10,687
Brisbane	4,645	21,816,000	25,014,000	4,697	5,385
Hillsborough	11,447	30,412,447	30,174,172	2,657	2,636
Atherton	7,031	19,449,806	17,807,813	2,766	2,533
Burlingame	29,746	70,633,225	67,603,240	2,375	2,273
Menlo Park	33,780	66,278,899	71,599,036	1,962	2,120
Woodside	5,131	11,155,480	10,240,384	2,174	1,996
Redwood City	84,179	171,325,660	158,090,000	2,035	1,878
San Carlos	29,814	51,607,100	55,036,975	1,731	1,846
South San Francisco	67,408	119,017,182	121,606,770	1,766	1,804
Portola Valley	4,456	7,080,525	7,505,030	1,589	1,684
Foster City	32,842	53,077,726	53,521,483	1,616	1,630
Millbrae	22,500	37,899,000	36,130,000	1,684	1,606
Half Moon Bay	12,431	20,772,841	19,450,425	1,671	1,565
San Mateo	103,087	150,880,511	151,246,476	1,464	1,467
San Bruno	45,454	52,580,106	55,515,905	1,157	1,221
Pacifica	38,183	45,245,363	44,171,846	1,185	1,157
Daly City	108,599	113,872,647	118,757,921	1,049	1,094
Belmont	26,813	30,962,654	28,305,751	1,155	1,056
East Palo Alto	30,545	29,168,770	27,114,250	955	888

* General Revenue and Expenditure figures are based on FY 2022-23 Adopted Budget, excluding transfers In/Out

RESOLUTION NO. 37-2022

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PACIFICA ESTABLISHING THE APPROPRIATION LIMIT FOR FISCAL YEAR 2022-2023 PURSUANT TO ARTICLE XIII B OF THE CALIFORNIA STATE CONSTITUTION

WHEREAS, Proposition 4 was adopted by voters on November 6, 1979, thereby adding Article XIII B of the California State Constitution, and

WHEREAS, it is the desire of the City Council of the City of Pacifica to establish the Appropriation Limit for fiscal year 2022-2023 pursuant to Article XIII B of the California State Constitution.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PACIFICA THAT:

1. the appropriations subject to limitations for the fiscal year 2022-2023 were \$40,146,688;
2. the January 1, 2022 factors for the California per capita personal income increased by 7.55% and the population of the County of San Mateo decreased by 0.9198%;
3. the Appropriation Limit subject to limitation for the fiscal year 2022-2023 totals \$50,995,869; and

BE IT FURTHER RESOLVED THAT \$50,995,869 is hereby appropriated to "Reserve for General Operations." The appropriations authorized by the adopted budget shall be chargeable to said account. Any unspent or unencumbered budget appropriations, and any balance of appropriations in the Reserve account shall not be expended without prior authorization from the City Council of the City of Pacifica, and

BE IT FURTHER RESOLVED that any revenues from proceeds of taxes and user fees in excess of costs received during the fiscal year 2022-2023 over and above the appropriated limit of \$50,995,869 must be returned to the taxpayers of the City of Pacifica in accordance with the procedure to be adopted by the Council of the City of Pacifica when such amount of refund is determined.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Pacifica, California, held on the 27th day of June, 2022, by the following vote:

AYES, Councilmembers: Beckmeyer, Bier, Bigstyc, Vaterlaus.

NOES, Councilmembers: n/a.

ABSENT, Councilmembers: O'Neill.

ABSTAIN, Councilmembers: n/a.



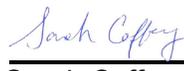
Mary Bier, Mayor

APPROVED AS TO FORM:



Michelle Marchetta Kenyon, City Attorney

ATTEST:



Sarah Coffey, City Clerk

ANNUAL APPROPRIATION LIMIT FISCAL YEAR 2021-2022

Appropriations Limitation, imposed by Propositions 4 and 111, establishes a formula to restrict the amount of revenues that can be appropriated in any fiscal year. The Limit is based on actual appropriations for base fiscal year 1978-79 and is increased annually using the growth in population and the consumer price index as well as commercial property development within the City during the year. Revenues that are restricted to the limitation are those which are referred to as “proceeds of taxes”, such as sales tax, property tax and business license tax.

The City must adopt an appropriation limit for each fiscal year. Beginning with the fiscal year 1990-1991, the law provides the local agency with an option to calculate the adjustment factors by the following formulas:

Inflation - Either the percentage change in the California per capital income or the percentage change in the local assessment roll from the preceding year due to the addition of local non-residential construction.

Population - Either the City’s own population growth or the population growth of the entire County.

Historically Calculated Appropriations Limits:

Fiscal Year	Method Used	Limit
2008-2009	CA Income/San Mateo Population	29,912,483
2009-2010	CA Income/San Mateo Population	30,462,125
2010-2011	CA Income/San Mateo Population	30,035,741
2011-2012	CA Income/San Mateo Population	31,048,271
2012-2013	CA Income/San Mateo Population	32,534,535
2013-2014	CA Income/San Mateo Population	34,573,086
2014-2015	CA Income/San Mateo Population	34,897,143
2015-2016	CA Income/San Mateo Population	36,592,519
2016-2017	CA Income/San Mateo Population	38,908,408
2017-2018	CA Income/San Mateo Population	40,570,055
2018-2019	CA Income/San Mateo Population	42,269,940
2019-2020	CA Income/San Mateo Population	44,019,916
2020-2021	CA Income/San Mateo Population	45,604,633
2021-2022	CA Income/San Mateo Population	47,856,145
2022-2023	CA Income/San Mateo Population	50,995,869

Calculations:

Fiscal Year 2021-2022 Limit: \$47,856,145

Adjustment Factors:

1. California per capital income change = 7.55%
2. San Mateo County Population change = -0.9198%

Total Adjustment: 1.0656

**APPROPRIATIONS LIMIT CALCULATIONS
FISCAL YEAR 2022-2023
CITY OF PACIFICA**

Step 1	Total all appropriations (2022-2023) operating and capital from general and special funds	\$ 80,087,999
Step 2	Deduct:	
	1. Non-Proceeds of Taxes	\$ (36,134,663)
	2. Exempt Expenditures (Debt Service, Medicare)	\$ (3,984,891)
	Add:	
	1. Excess user fees which exceed actual costs	\$ 178,243
Step 3	Equals appropriations subject to limit (Step 1 - Step 2)	\$ 40,146,688
Step 4	Compare against 2022-2023 Appropriations (from below)	\$ 50,995,869
	Dollar Amount Under Limit (Step 4 - Step 3)	\$ 10,849,181
	Percentage of Limit (Step 3/Step 4)	78.73%
Step 5	Fiscal Year 21-22 Appropriation Limit	\$ 47,856,145
Step 6	Fiscal year Growth Factor based on Non-Residential California per capita personal income growth 7.55% and the County of San Mateo Population Change -0.9198% $((7.55+100)/100) \times ((-0.9198+100)/100)$	1.0656
Step 7	FY 22-23 Appropriations Limit (Step 5 x Step 6)	\$ 50,995,869
Step 8	FY 22-23 Appropriations Subject to Limit (from above)	\$ 40,146,688
Step 9	Dollar Amount Under Limit (Step 7 - Step 8)	\$ 10,849,181
Step 10	Percentage of Limit (Step 8/Step 7)	78.73%
Step 11	Percentage Under Limit (Step 9/Step 7)	21.27%

RESOLUTION NO. 36-2022

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PACIFICA ADOPTING THE FISCAL YEAR 2022-2023 ANNUAL OPERATING AND CAPITAL BUDGET

WHEREAS, the City Council reviewed and adopted the second-year budget of the biennial Fiscal Year 2020-21 Operating and Capital Budget on June 22, 2020; and

WHEREAS, the City Council of the City of Pacifica has held public budget study sessions on April 11, 2022, May 23, 2022, and June 13, 2022, and a public hearing on June 27, 2022, for consideration of adoption of the Recommended FY 2022-23 Operating and Capital Budget; and

WHEREAS, the recommended budget was prepared in accordance with governmental accounting standards and the financial policies of the City; and

WHEREAS, the recommended budget is a balanced expenditure plan that ensures the maintenance of adequate reserves during FY 2022-23; and

WHEREAS, the City of Pacifica now desires to adopt the 2022-23 Fiscal Year Appropriations Limit and Operating and Capital Improvement Program Budget for FY 2022-23;

WHEREAS, Sections 65400, 654001, and 65403 of the State Planning and Zoning Code require the Planning Commission to review Public Works capital projects for the next fiscal year to determine conformity with the adopted General Plan. The Planning Commission reviewed and approved the Capital Improvement Project Budget on June 6, 2022;

WHEREAS, expenditures from the Roy Davies Trust Fund are required to be approved by a 4/5 vote of the City Council, and the 2022-23 Roy Davies Trust Fund expenditures are part of the 2022-23 Capital Budget, and

NOW, THEREFORE, THE CITY COUNCIL HEREBY RESOLVES:

The City Council of the City of Pacifica hereby approves the FY 2022-23 budget with the citywide revenues and expenditures as follows:

Fund Name	Revenues & Transfers In Proposed Budget	Expenditures & Transfers Out Proposed Budget	Revenue Over (Under) Expenditures
GENERAL FUND	\$ 47,275,263	\$ 47,272,227	\$ 3,036
ENTERPRISE FUNDS			
18/34 Sewer Operating/Capital	\$ 18,674,000	\$ 27,809,292	\$ (9,135,292)
35 Beach Parking Fund	\$ 665,000	\$ 493,417	\$ 171,583
Total Enterprise Funds	\$ 19,339,000	\$ 28,302,709	\$ (8,963,709)
SPECIAL REVENUE FUNDS			
07 SLES Fund	\$ 130,000	\$ 127,700	\$ 2,300
09 Street Construction Fund	\$ 4,805,519	\$ 4,050,564	\$ 754,955
10 Gas Tax Maintenance Fund*	\$ 2,153,390	\$ 1,756,774	\$ 396,616
12 Highway 1 Improvement Fund	\$ 29,500	\$ 60,452	\$ (30,952)
14 Manor Drive Improvement Fund	\$ 2,700,000	\$ 3,000,000	\$ (300,000)
15 Aircraft Noise Project	\$ -	\$ -	\$ -
16 NPDES Stormwater Fund	\$ 258,000	\$ 270,981	\$ (12,981)
19 Planned Local Drainage Fund	\$ 477,000	\$ 102,000	\$ 375,000
22 General Capital Improvement Fund	\$ 3,856,000	\$ 5,064,000	\$ (1,208,000)
23 Frontierland Remediation	\$ 75,000	\$ -	\$ 75,000
24 Housing In-Lieu Fund	\$ -	\$ -	\$ -
25 Parking In-Lieu Fund	\$ -	\$ 102,000	\$ (102,000)
26 Park In-Lieu Capital Improvement	\$ 120,000	\$ 320,000	\$ (200,000)
27 PB&R Roy Davies Trust	\$ 300,000	\$ 1,505,200	\$ (1,205,200)
28 PB&R Special Revenue Fund	\$ -	\$ 86,182	\$ (86,182)
31 Pacifica Library Fund	\$ 34,000	\$ 34,000	\$ -
38 Disaster Accounting Fund	\$ 3,928,498	\$ 2,101,000	\$ 1,827,498
Total Special Revenue and Capital Funds	\$ 18,866,907	\$ 18,580,853	\$ 286,054
INTERNAL SERVICE FUNDS			
08 Fire Equipment Fund	\$ 133,300	\$ -	\$ 133,300
65 Self Funded Dental Plan	\$ 248,500	\$ 177,500	\$ 71,000
66 Self-Insurance Fund W/C	\$ 1,100,000	\$ 1,100,000	\$ -
67 Self-Insurance Fund Liability	\$ 550,000	\$ 544,206	\$ 5,794
71 Motor Pool Operations Fund	\$ 1,200,000	\$ 1,177,123	\$ 22,877
72 Motor Pool Replacement Fund	\$ 125,000	\$ 25,000	\$ 100,000
Total Internal Service Funds	\$ 3,356,800	\$ 3,023,829	\$ 332,971
DEBT SERVICE FUNDS			
40 Debt Service Fund	\$ 2,900,800	\$ 2,900,800	\$ -
Total Debt Service Funds	\$ 2,900,800	\$ 2,900,800	\$ -
Total Other Funds	\$ 44,463,507	\$ 52,808,191	\$ (8,344,684)
Total All Funds	\$ 91,738,770	\$ 100,080,418	\$ (8,341,648)

Section 1. The All Funds Budget Summary, included in the City's Operating Budget for Fiscal

Year 2022-2023, contains the expenditures (including transfers) to be appropriated in the sum of \$100,080,418. The CIP allocation of \$21.9 million, including the Capital Budget expenditures and expenditures from the Roy Davies Trust Fund of \$1,205,000 are included. The citywide revenues (including transfers) are budgeted at \$91,738,770.

A copy of the Operating and Capital budgets are on file with the City Clerk and are hereby adopted. The funds appropriated by this resolution are authorized to be expended as necessary and proper for municipal purposes.

Section 2. The City Manager shall be authorized to redistribute budgeted appropriations from one department to another, or one capital project to another. Such transfers shall be reported in writing to the City Council.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Pacifica, California, held on the 27th day of June 2022.

AYES, Councilmembers: Beckmeyer, Bier, Bigstycck, Vaterlaus.

NOES, Councilmembers: n/a.

ABSENT, Councilmembers: O'Neill.

ABSTAIN, Councilmembers: n/a.



Mary Bier, Mayor

APPROVED AS TO FORM:

ATTEST



Michelle Marchetta Kenyon
City Attorney



Sarah Coffey
City Clerk

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CITY OF PACIFICA

Budget Overview



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Basis of Budget Preparation and Budget Overview

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



ECONOMIC UPDATE

Like most public agencies, the City of Pacifica is gradually recovering from the abrupt economic impact induced by the pandemic and expects to return to pre-pandemic revenue and service level by the end of FY 2023-24. The current Budget is the year of transition as we will focus on restoring and revising city services to adapt to the community needs and prepare for a changing future.

National Outlook and Impact on the City

As the United States has begun to emerge from the pandemic with the help of government stimulus investment, the cost of goods and services has abruptly increased to the highest averages in forty years.

Supply chain disruptions brought on during the pandemic and exacerbated by the Russia-Ukraine conflict, and dramatic fuel price increases have driven up the cost of living for most Americans. Extreme price pressures are expected to last well into 2022 before decelerating in 20223 and possibly stabilizing in 2024.

The Federal Reserve has responded to this inflation with an interest rate increase higher than any seen in twenty years. Such interest rate increases can directly impact the viability of development projects and other economic activity previously anticipated in San Mateo County and nationwide.

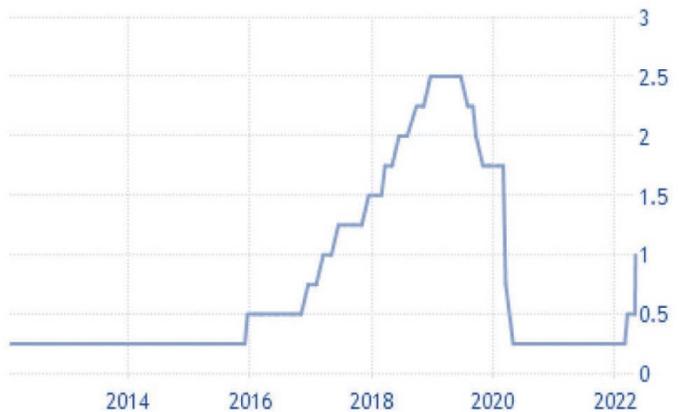
Nationwide unemployment remains slightly above pre-pandemic levels and is expected to return to pre-pandemic levels by mid-2022.

Inflation at its highest level since 1980s

Percentage change in US consumer prices, year-on-year



May 2022: Highest interest rate increase in two decades



State Outlook and Impact on the City

The California economy is poised to overtake Germany as the world's 4th largest economy, continuing to outperform the nation and other countries in Gross Domestic Product (GDP) growth, companies' market value, and renewable energy.

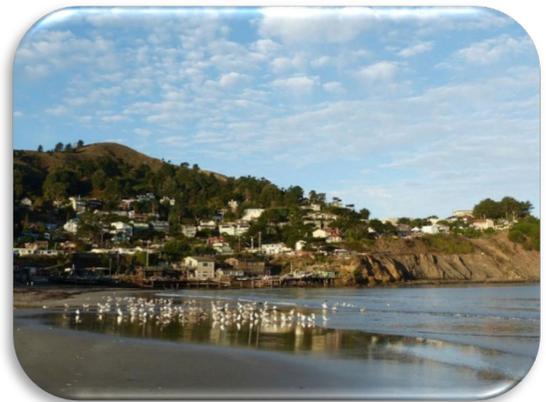
California has also been the largest state economy by GDP in the past 50 years and has been leading the nation in the current economic recovery. This is due in part to the State's support from the technology and science sectors that were minimally impacted by the pandemic, as well as growth in the defense sector as the Russia-Ukraine conflict continues.

As knowledge workers throughout the State remained employed and sought additional work-from-home space during the pandemic, the price of housing continued to climb throughout the State, particularly in the Bay Area, Los Angeles, and San Diego markets.

In May, the Governor of California announced an unprecedented \$97.5 billion budget surplus fueled by income tax revenue increases from the strong economic recovery and the extraordinary past year of stock market performance enjoyed by the most affluent residents. Approximately half of the State's income tax is collected from the top 1 percent of the State's income earners. Nearly 10 percent of that income is earned through capital gains in California.

Local Economy

Overall, the San Francisco Bay Area economy has recovered from the pandemic, enjoying prosperity exceeding pre-pandemic figures in the technology and life science sectors. However, the majority of other sectors – including retail, food, hotel, transportation, arts/entertainment, non-profit, personal services, and warehousing – remained depressed over the past year. Although the area's economic recovery appears to be encouraging, many challenges resulting from the unprecedented increase in inflation may lie ahead.



The pandemic laid bare the significant socio-economic challenges throughout the Bay Area, including Pacifica.

The 2022 Joint Venture Silicon Valley Index noted the following challenges:

- In the five-county region, 30,000 people are experiencing homelessness
- Despite a relatively low household poverty rate of 5%, nearly 33% of all Silicon Valley households do not earn enough money to meet their most basic needs without public or private/informal assistance
- More than six out of ten Silicon Valley households with a Hispanic or Latino householder lived below the Self-Sufficiency Standard in 2021, amounting to more than 85,000 households (around 327,000 people)
- Households with children are more likely to struggle to make ends meet in Silicon Valley, with 41% living below the Self-Sufficiency Standard compared to 33% overall; likewise, 43% of households with children in the Bay Area have wages below the Self-Sufficiency Standard, compared to 32% of households overall

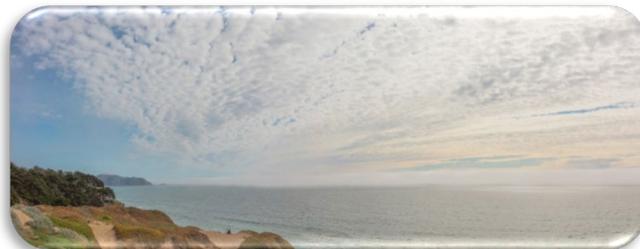
- In 2021, the estimated wages needed in order to meet a family's most basic needs without assistance in Silicon Valley ranged from \$18.54/hour for a two-adult household with no children, to \$33.13/hour per adult in a family of four (with two adults and two school-aged children), and higher. A single adult with an infant and preschooler would need to make \$76.75 per hour (\$160,000 annually) in order to be self-sufficient, Also, Hispanic/Latino, Black individuals and women continue to experience significant wage gaps
- Regionally, the entire Bay Area is falling far short on affordable housing production

Many Bay Area cities struggle with these economic impacts on their community while experiencing financial shortfalls and facing the inability to meet the growing needs of their communities. The City of Pacifica is not an exception, as the City's long-term financial outlook projected a \$2.7 million structural deficit in FY 2023-24, which is presented in a later section of this document.

At the May 23, 2022 City Council meeting, the City Council received and discussed public opinion research findings on potential local revenue options available to the City, community priorities and perspectives. The Council provided unanimous direction to the City Manager to develop a draft ordinance and related documents to place a ½ cent Transactions and Use Tax Measure on the November 2022 General Election Ballot, and at a subsequent meeting, the City Council adopted a resolution placing the Measure Y on the municipal election in November.

If adopted by voters, the ordinance would have the following key features:

1. It would impose a transactions and use tax of one-half of one percent in accordance with applicable provisions of state law (Part 1.6 of Division 2 of the Revenue and Taxations Code).
2. In accordance with state law, the City of Pacifica would be required to enter into a contract with the California Department of Tax and Fee Administration to collect and administer the tax.
3. Under the ordinance, the tax would begin being collected at the beginning of the first quarter that is at least 110 days after certification of the election results (slated for April 1, 2023), and would be in effect for nine years total, and would sunset unless extended by voters at a subsequent election.
4. The ordinance would require that the proceeds resulting from the transactions and use tax shall be deposited into the City's general fund and become subject to the same audit requirements as other general fund revenue. Any auditor's report shall include an accounting of the revenues received from the transactions and use tax and shall be presented to the city council and made available for public review.
5. Additionally, the Council would be required to establish a citizens' oversight committee to review the revenue and expenditure of funds generated by the tax.



BUDGET DEVELOPMENT PROCESS

City staff normally prepares an annual operating budget that requires City Council adoption and contains revenues, appropriations, and other financial information pertaining to all City operating and capital budgets. The philosophy employed in creating this Budget has been to focus the City's efforts on continuing to provide quality "core" municipal services in the most efficient way possible.

This operating Budget covers the 2022-23 fiscal year, which runs from July 1, 2022, to June 30, 2023.



Basic Accounting

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

Budget Preparation

The annual budget cycle begins each year with the development of budget instructions, including policy directives and a budget calendar, in December and is completed with the budget adoption by the City Council in June.

This year's budget cycle launched in March with the Council's mid-year review of the FY 2020-21 budget. At that time, Council reviewed revenues and expenditures adjustments, adopted a resolution authorizing adjustments to the Fiscal Year 2021-22 Operating and Capital Budget, and discussed preparation for the FY 2022-23 Budget process. On March 25, 2022, City Council held a strategic workshop to identify goals and priorities for the upcoming year.



The City Manager and Assistant City Manager / Administrative Services Director provide guidance to departments prior to the preparation of department budgets related to economic outlook and parameters for budgeting.

Budget projections are submitted by department heads to the Finance Department. Then, the Assistant City Manager/ Administrative Services Director submits the draft recommended City budget to the City Manager for review.

Staff considered Council priorities during the budget development process, and every new programmatic addition to the Budget was viewed and presented in light of Council priorities and strategic goals.

Council held budget study sessions in May and June to review and discuss budget options for the FY 2022-23 before finally adopting the Budget on June 27, 2022.

The Budget development timeline is presented in the table below:

PUBLIC MEETING		BUDGET STEP	TIME FRAME
1	✓	FY 2020-21 Mid-Year Budget Review to Council	March 14, 2022
2	✓	Council Workshops: FY2022-23 Goal and Priority Setting	March 25, 2022 March 26, 2022
3	✓	Budget Session 1: Budget Methodology, Budget Calendar, Long-Term Financial Outlook, and FY 2022-23 Strategic Priorities	April 11, 2022
4	✓	Budget Session 2: FY 2022-23 Base Budget, Position Recommendations, and FY 2022-27 CIP Budget Review and Master Fee Scheduled	May 23, 2022
5	✓	Planning Commission: Review of the Proposed FY2022-27 CIP Plan for Conformity with General Plan	June 6, 2022
7	✓	Budget Session 3: City Council Review and Approval of Proposed FY 2022-23 Budget Recommendations	June 13, 2022
8	✓	City Council Budget Hearing: and Formal Adoption of the FY 2022-23 Operating and Capital Budget	June 27, 2022

Budgetary Control

The City utilizes the following procedures to establish budgetary control:

1. The City Manager submits to the City Council a proposed balanced operating and capital budget for the next fiscal year.
2. After a review by the City Council, a public hearing is conducted, and further comment is received from the City Council and the general public.
3. Upon completion of the hearings and modifications, if any, to the proposed Budget, it is adopted by the City Council through the passage of an appropriate resolution. Adoption of the Capital appropriation from Roy Davies Trust Fund requires a 4/5 vote of the Council.
4. Generally, the Budget is amended in the middle of the year and at the end of the year. All approved additional appropriations are added to the adopted Budget, and an amended budget is presented to the City Council, which adopts it after due review.
5. The City Manager is authorized to transfer budget amounts of operational expenditure categories within funds and departments as deemed necessary to meet the City's operational needs.
6. City Council approval is required for all inter-fund transfers, fund reserve to appropriations transfers, new revenue sources with offsetting appropriations, and transfers to/from the capital expenditure category. Although it has been customary to present to Council all transfers between the City departments, the legal budgetary control of the City Council is at the fund level. This is the level where City management cannot overspend the Budget without approval from the City Council.

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

The philosophy employed in creating this budget document has been to focus the City's efforts in continuing to provide quality municipal services, as well as the timely addressing of key infrastructure needs. This year's budget preparation continues to be challenging due to impacts of COVID-19 pandemic and slow recovery of the local economy.

The City's budget goals are to achieve a balanced budget with operating revenue, including reimbursements from other funds for services provided, equal to or greater than operating expenditures (including debt service).

BUDGET METHODOLOGY

The FY 2022-23 Adopted Budget is the result of an inclusive and interactive budget development process. In preparation for the FY 2022-23 Adopted Budget, staff factored input received from the Council priority setting workshop, proposed Capital Improvement Plan, FY 2021-22 mid-year budget review, and Council's direction throughout the year.



During this year's budget process, staff implemented a modified zero-based budget methodology, a systematic financial management strategy commonly used by local governments to help achieve more cost-effective delivery of public services.

Expenses must be demonstrated as necessary based on the current service level and are not assumed to carry over from prior years. Each new program is considered in light of potential alternatives and priorities that will allow the City to redirect efforts and funds from lower priority to higher priority programs.

Each department was provided a base budget expenditure allotment consistent with the authorized FY2021-22 Budget, adjusted by known personnel salary and benefit increases, a 2.0% inflationary increase for professional services contractual obligations, and a 1% increase for other operating expenses. Each department was then given an opportunity to submit prioritized program changes for service enhancements or reductions to the base budget.

The goal of this process is to identify necessary and/or desirable service increase or reduction options, which combined will reach a balanced and sustainable budget. To this end, the City Manager reviewed department requests and formulated a packaged budget recommendation of enhancements for the Council's consideration. Staff recommendations are based on many considerations, including the City's strategic plan, staffing capacity, and potential impacts on the overall City operation and services provided to the community.

Base Budget Assumptions

The base budget is not an exact duplicate of the Adopted or Amended FY 2021-22 Budget because of the impact of COVID-19 on the local economy, actions that the Council took throughout the year, and most importantly, the new FY 2022-23 Budget Assumptions that staff developed based on the most current economic factors and information available. These assumptions are described in detail in the materials for the budget study session on May 23, 2022.

Base Budget General Fund Revenue Assumptions

Revenue estimates are based on the most current information from department feedback, external sources, and further analysis. The Revenues presented in this report include the American Rescue Plan of 2021 (ARPA) stimulus of \$4,610,512. The City was awarded \$9.2 million in ARPA funds paid in two tranches. The City received the first tranche of \$4,610,511 in the current fiscal year and anticipates the second tranche to be remitted at the beginning of FY 2022-23.



The following revenue assumptions are included in the Base Budget:

- **Property Tax** is the City's largest revenue source. Historically, Pacifica's property tax base has only very slowly expanded. For the FY2021-22 Budget, property taxes comprise approximately 34% of City General Fund revenues. Both secured and unsecured property taxes are levied based on the assessed real property valuation (the basis for property tax levy) as of January 1, 2022. While the COVID19 pandemic delayed home and property sales in the 2020 calendar year, it did not impact the growth most Bay Area communities experienced due to the transfer of ownership element that has occurred in the current 2021-22 fiscal year. The property tax revenues are projected at \$15.2 million or \$0.9 million (6.4%) above the FY 2021-22 Revised Budget of \$14.3 million based on the information provided by the County and HdL, the City's property tax consultant.
- **Charges for Services** are the second-largest revenue category, including building, planning, other permits, recreation revenues and rentals, fines, and reimbursements. Finance staff worked closely with PB&R and Planning departments to review and revise the recreation activities based on pre-COVID level and estimate building and planning revenues. The updated numbers include estimates for the cost-reimbursable level of development permit processing required in FY 2022-23. Due to the reimbursable nature of development permit processing, there will be a corresponding expense for these activities, with no net impact on the overall Budget. Overall, this Category shows an increase of \$639,269 or 11%.
- **Intergovernmental** is the third-largest revenue category, including Federal, State, and County governments, including revenue from other governmental agencies, and the ARPA funding of \$4.6 million. This Category shows a \$1.1 million or 14% decline over the Revised Budget primarily due to miscellaneous grants that will not continue. Also, the annual cost reimbursement from CalOES for Fire wildfire services, included in the Revised Budget, is not budgeted for FY2022-23 due to the unpredictable nature of these services but will be recorded in the Category when received.
- **Vehicle License Fee (VLF) in Lieu** is the fourth largest revenue category. Through the State, there has been insufficient ERAF to fund the VLF in Lieu allocation for the past three years, and there will be insufficient ERAF to fund this next year too. Staff has previously reported to the Council a projected loss (delay) of this major revenue stream (\$2 million for FY 2021-22) currently owed to the City by the State. In the past, the State has backfilled the VLF shortfall, but the State's payment lags two years behind the shortfall year.



Initially, staff included the proposed trailer bill language published by the Department of Finance in connection with the Proposed Budget that was designed to harm cities by permanently "capping" the ERAF funds that would be returned to them (after schools have been fully funded) and, instead, use these local revenues to pay the State's in-Lieu Vehicle License Fee (VLF) backfill obligations. The San Mateo County's City Managers, Finance Directors, and cities have prepared strong opposition letters to the Returned ERAF trailer bill language as both VLF backfill and Returned ERAF are due to the local agencies.



Fortunately, the recently-released joint legislative budget agreement received by staff since the last Council meeting recommended that the excess (returned) ERAF/VLF shortfall trailer bill be rejected, and the FY2019-20 VLF shortfall backfill be approved. This is good news and the result of the Cities' individual and collective advocacy efforts that successfully reversed the trailer bill with the strong leadership of the County's state delegation. This change allowed staff to reverse the negative budget impact of \$216,000 from the proposed cap and factor-in additional revenues in the Disaster Accounting Fund (Fund 38). Staff will continue monitoring any new development on this matter. Unfortunately, reversing this trailer bill doesn't take care of the growing VLF shortfall issue for future years, so a long-term solution will need to be developed in the future.

- **Sales Tax** is the City's fifth-largest revenue category. Based on discussions with the City's sales tax advisor and sales tax projections prepared by HdL the local sales activities forecast slightly better performance than initially expected. This is due to an increase in the Restaurants and Hotel category of 5.5%, the Transportation segment increasing 4.6%, and the State / County pool allocation for online sales increasing 4.2%% over the FY 2021-22 projections. Total sales tax is estimated at \$3.1 million, a 3.1% increase over the Revised FY2021-22 Budget.



- **Other Revenue Categories** are broken out this year, including Utility Users Tax (UUT) (\$1.9 million), Transient Occupancy Tax (\$2.1 million), Cannabis Operations tax (\$825k), and Business License Tax (\$517k) and other taxes (\$1.7 million). The FY 2022-23 base budget was based on the historical averages, new development, and the prior year's returns. The pandemic and shelter-in-place orders prohibiting leisure travel most affected the hospitality industry. HdL has provided updated estimates for the Transient Occupancy Tax to increase by about \$400,000 or 24%. This is based on the assumption that the hospitality industry projects full recovery from the pandemic in FY2022-23. Plus, the progress work on bringing the short-term rental properties to tax compliance is also factored in, and noting the reopening of the Fairfield Hotel under the new name with additional rooms.
- **Operating Transfers In** include the administrative expenses charged to the Waste Water Fund. The current year's charge of \$862,388 is being increased by the CPI inflation factor of 4.24% resulting in a new administrative expense of \$899,000 for FY 2022-23. The onetime catch-up payment included in the current year's Waste Water charge has been removed from the Base Budget resulting in a \$120,998 decrease in this Category over the Revised Budget.

Base Budget General Fund Expenditure Assumptions

Below are the key Base Budget expenditures assumptions:

- Salary and Benefits projections include funding for 173 full-time equivalents (FTE) positions citywide. Funding for part-time positions is consistent with the prior year's allocation. Overall, salaries and benefits increased by \$1.2 million compared to the FY 2021-22 mid-year revised Budget primarily due to removing the \$1 million in salary savings included in the mid-year Budget. Compared to FY2021-22 Adopted Budget, salaries and benefits are increasing by only \$200,000, reflecting year two of the new MOU agreements.
- Vacant positions are budgeted at the top step with the "employee plus one" cafeteria plan assumption for health benefits. Projections also include merit increases for staff members

who may be eligible on their performance review dates.

- Salaries and Benefits Projections have been funded at 100% and include the recent labor negotiation increases.
- FY 2022-23 PERS retirement rates are budgeted as provided by CalPERS for classic miscellaneous and safety members and Public Employees' Pension Reform Act (PEPRA) rates for miscellaneous and safety employees without prior municipal experience or who have had a break in service.
- PERS Unfunded Actuarial Accrued Liability (UAAL) payment is budgeted at \$5.1 million for Safety and Miscellaneous employees, an increase of approximately \$500,000 or 11%.
- An additional contribution to the PARS trust is budgeted at \$200,000, consistent with the Council funding strategy #5 approved in April. This FY 2022-23 allocation will provide additional contributions toward the Actuarial Determined Contribution (ADC) in addition to the pay-as-you-go payment strategy that has historically been budgeted in prior years. This change would allow the City to take advantage of the higher discount rate that will substantially reduce the OPEB unfunded liability in the next actuarial valuation report, resulting in the corresponding reduction of the unfunded liabilities in the City's Annual Comprehensive Financial Report (ACFR).
- Most Professional Services contractual obligations were increased by 2% over the FY 2021-22 Revised Budget to account for regular CPI increases unless the further cost increase was noted and factored into the Budget by operating departments. The updated numbers in this Category show a \$933,799 or 12% increase primarily due to an estimated cost-reimbursable level of development activities required in FY 2022-23 and an anticipated increase in legal services. Due to the reimbursable nature of development permit processing, there will be corresponding revenues for these services, so this increase will have no net impact on the overall Budget.
- Similarly, most of the Material, Supplies, and Maintenance category-budget line items were increased by 1% over the FY 2021-22 Mid-Year Revised Budget to account for regular inflationary increases. The 7.5% increase over the Revised Budget is primarily due to restoring certain reductions made in the budget amendment adopted on 9/27/2022 to fund new MOU provisions.
- Transfers Out Category accounts for a transfer to the Debt Service Fund to fund Pension Obligation Bonds payment and transfer to General Liability internal service fund to fund Self Insurance Retention (SIR) budget. Overall, this Category projects a net decrease of \$2 million compared to the Revised Budget because of the onetime General Fund contribution of \$3.75 million towards the Civic Center budgeted in the current year.



ARPA Funding and Future Structural Deficit

The Coronavirus State and Local Fiscal Recovery Funds (SLFRF) program, a part of the American Rescue Plan Act (ARPA), delivers \$350 billion to state, local, and Tribal governments across the country to support their response to and recovery from the COVID-19 public health emergency. The City was awarded \$9.22 million and has already received half that amount in the current fiscal year. As the year unfolded, some of ARPA's guidelines and reporting requirements changed to make it easier for small agencies like Pacifica. According to the Department of Treasury guidelines, the City



is a Tier 5 local government, considered a Non-Entitlement Unit (NEU) of local government with a population of less than 250,000. As a NEU, the City has different reporting requirements than tier 1 to 4 agencies. Also, since Pacifica's award was less than \$10 million, the Department of Treasury recently published new streamlined reporting requirements. The new rules allow small agencies to treat up to \$10 million as all "revenue loss," which is one of their reporting categories. For Pacifica, that leaves significant discretion to the City on how best to use the \$9.22 million to help Pacifica maintain essential services and recover economically from the pandemic, other than not using it to fund reserves or pre-fund pension liabilities.

The City previously identified limited-term positions and other onetime uses of the \$9.22 million included in the FY 2021-22 budget. Additional limited-term positions are also recommended for FY 2022-23.

Staff previously reported to Council the long-term financial outlook that showed that the ongoing services to the community will remain in balance during the upcoming fiscal year but will face a projected long-term structural deficit starting with FY 2023-24. This is in part due to the availability of ARPA funds that offset losses of City revenues during the COVID pandemic. Since these onetime funds will be spent by the end of 2024, the ongoing structural deficit is projected in the future years.

To demonstrate the structural nature of the financial challenges, staff prepared the FY 2022-23 Base Budget at the current level of services with and without factoring in the ARPA funds.

The operating surplus of \$1.7 million was projected when the full ARPA revenues were taken into account. However, when the ARPA revenues were backed out, the Base Budget showed a structural deficit of \$2.7 million. The structural deficit exists when the ongoing operating expenditures consistently exceed the ongoing operating revenues. This means that the general revenues could no longer support operating expenditures without new revenue sources or applying additional budget strategies or cuts to balance the Budget moving forward (after onetime ARPA funds run out).

By statute, the City has to adopt a balanced budget; the services would likely have to be reduced or reimaged to balance the Budget in the future if the City's revenue base does not increase.

This deficit is due to the severe impact of the COVID-19 pandemic on the City's revenue base, as well as the anticipated loss (delay) of the Vehicle License Fee (VLF) revenues as described earlier and the increased cost of the unfunded pension liability.

The City of Pacifica is a full-service City. The City's largest expense is the Personnel Cost, representing approximately 66% of the General Fund Budget. Therefore, as a reference point, staff presents a total payroll cost for a few sample positions throughout the organization.

However, the upcoming FY 2022-23 Base Budget projected surplus (mainly resulted from the onetime ARPA revenues). Although this surplus was positive news that allowed for the City Manager's additional recommendation for the FY 2022-23, the overall structural problem remained significant. It will present challenges in the future years if the City's revenue



base does not change, as the general revenues still could not support operating expenditures without taking severe programmatic measures to balance the Budget in the future years.

City Manager's Budget Recommendations for the FY 2022-23 Budget



All together there are 24 recommended budget options included in the FY 2022-23 Recommended Budget. The Recommended Budget is balanced and includes new programs and services recommended for funding in the FY 2022-23. However, staff recognizes that some of these options may not be sustainable beyond the upcoming Budget if the local economy and the City's revenue base does not improve in future years.

In developing budget recommendations for service changes, the City Manager had to balance the knowledge of future revenue shortfall with the Council's overall strategic vision, staffing capacity, and impacts on the City operations and services provided to the community. The goal of this process was to identify necessary and required service change options, which in combination will reach a balanced and sustainable budget, and to achieve a balanced budget while preserving as much of City services as possible. To this end, the City Manager reviewed department requests and formulated a packaged budget recommendation of enhancements.

The City Manager identified the following priority groups for his ranking of the recommended Budget options:

- Priority A – Non-discretionary / Legal / Safety Matters
- Priority B – Recruitments / Retention / Capacity
- Priority C – Organizational / Financial/Planning Efficiency

Staff structured the Preliminary Budget Recommendations in these categories: 1) Additional programs and initiatives, 2) Programs funded under the American Rescue Plan Act; 3) Revenue Enhancements; and 4) Recommended Budget Transfers.

I. Additional programs included in the General Fund budget.

Priority A - Non-discretionary / Legal / Safety Matters

1. Anticipated additional legal work related to the upcoming labor negotiations. All employment contracts expire on June 30, 2023 and the negotiations work will have to commence no later than January, 2023. - \$100,000
2. Additional Contractual Services to ensure OSHA and other Safety Compliance - \$30,000
3. Additional budget allocation for citywide election - \$90,000
4. New Fire Station Alerting System Implementation - \$28,000
5. Housing Element Update - \$20,000
6. ADA Transition Plan Update - \$160,000

Priority B – Recruitments / Retention / Capacity

7. Reorganization of the City Manager's Office - \$160,900
8. Additional professional services budget allocation to increase the capacity of Human Resources Department by outsourcing recruitment and other HR services - \$100,000
9. Child Care Staffing Adjustments and Reorganization – No fiscal impact as an additional expense is fully offset by increased reimbursements.
10. Reclassification of Recreation Coordinator to Recreation Supervisor - \$21,410
11. Reclassification of Associate Engineer to Project Manager - \$12,050
12. Reclassification of Ranger to Lead Ranger - \$5,693

Priority C – Organizational / Financial/Planning Efficiency

13. Ongoing Unfunded Pension Liability Allocation to PARS Trust to reach the desired funding policy threshold of 85% funded status in 20 years - \$167,500
14. Additional Budget for Citywide Records Management and Scanning Services - \$35,000
15. Additional contract for part-time hourly help with Helpdesk tickets in IT Department - \$35,000
16. Partially restore the Building Repair & Maintenance Emergency Fund in Fire Department – \$30,000
17. Comprehensive Zoning Ordinance Update - \$40,000
18. Rockaway Beach Specific Plan Update - \$40,000



II. Programs funded under the American Rescue Plan Act included in the FY 2022-23.

19. Additional Two-Year Limited- Term Records Clerk Position in Police Department - \$120,500
20. Addition of Two-Year Limited- Term Sr. Accountant / Project Manager Position – 179,590
21. Business Assistance Allocation for Shop Pacifica Program - \$50,000

III. Revenue Enhancements included in the FY 2022-23.

22. Additional Grant and Federal Revenue Reimbursements in PB&R - \$504,853

IV. New Budget Transfers included in the FY 2022-23.

23. Restoring Annual Contribution to the Vehicle Replacement Fund - \$100,000

24. Creating a New Internal Service Fund for Fire Equipment Replacement with ongoing annual allocation. There is no fiscal impact for this option as it just represents different accounting practice that will replace the former allocation towards Capital Outlay included in the Base Budget with the transfer in the new Fire Equipment Replacement Fund

Projected Fund Balance Structure and Budgetary Reserves

The Proposed FY 2022-23 Operating and Capital Budget is being presented as a balanced budget, meaning that the City's operating expenditures do not exceed general revenues.

At the last meeting staff reported that the City's FY 2022-23 Budget will be largely balanced by the use of ARPA funds. The eased reporting requirements for small agencies now allow for more flexibility in the use of these funds. Staff has also reported projected future structural deficit of approximately \$2.7 million at the current baseline level of services without applying ARPA relief funds. A structural deficit exists when the general revenues can no longer support operating expenditures without applying additional budget strategies to balance the Budget.



This means that the City budget in the future years (beyond the upcoming FY2022-23) will neither be sustainable, nor compliant with the Government Finance Officers Association (GFOA) best practices unless the City's revenue base changes or substantial programmatic changes are made in the FY 2023-24 Budget to balance.

If all program options identified in this report are approved by City Council, the General Fund will project a small ending surplus of about \$3,000, and will maintain all previously approved reserves which is necessary for fiscal and operational sustainability.

After factoring in the above-mentioned budget options the General Fund Base Budget revenues and transfers are projected at \$47.3 million, including the \$4.6 million General Fund portion of ARPA funds. The total General expenditures and transfers out are also budgeted at \$47.3, which includes a onetime contribution of \$655,000 towards the FY 2022-23 CIP Budget.

The table below demonstrates the Net change to the General Fund Balance.

**FY 2022-23 RECOMMENDED BASE BUDGET
NET GENERAL FUND SURPLUS (DEFICIT)**

	Base Budget FY 2022-23	Proposed Budget FY 2022-23
Revenue		
Operating Revenues	\$44,248,032	\$45,245,363
Operating Transfers In	\$2,029,900	\$2,029,900
Operating Revenues	\$46,277,932	\$47,275,263
Operating Expenditures		
Operating Expenditures	\$42,387,025	\$44,171,846
Operating Transfers Out	\$2,212,081	\$2,445,381
Capital Transfers Out	\$655,000	\$655,000
Total Operating Expenditures and Transfers	\$44,599,106	\$47,272,227
Surplus (Deficit) with ARPA	\$1,678,826	\$3,036

After applying all changes described above and recognizing ARPA relief funds and programming a portion of it for the FY 2022-23 General Fund Budget, the Proposed General Fund Budget will have approximately \$3,000 surplus, leaving about \$5.4 million in the Unassigned General Fund Balance, which is about 12% of the City's Operating expenditures in addition to 10% or \$4.7 million policy reserves.

The City's Fund Balance Policy identifies fund balances (or reserves) which fall into the following categories: *non-spendable* items or portions of fund balance that cannot be liquidated, *restricted* amounts for use by outside agencies, *committed* amounts by Council action such as emergency /contingency reserves and *assigned* balances to pay off unfunded liabilities and to fund infrastructure improvements.



In accordance with GASB Statement No. 54 requirements and the City policy, the Council established the following designations or contingencies of General Fund Committed Balance.

- Budget Shortfall Policy Reserve of 10% of Expenditures (\$4.7 million)
- Facilities Maintenance & Replacement (\$0.55 million) – a onetime policy reduction of \$150,000 for Station 71 CIP project planned for the FY 2022-23
- Compensated Absences Reserve (\$0.2 million)
- Child Care Reserve (\$0.5 million)
- Legal Reserves (\$0.1 million)

The General Fund balances for the FY 2022-23 Recommended Budget are detailed in the table below. If all options presented in this report are approved by the Council, the City will have a balanced FY 2022-23 Budget with an undesignated General Fund Balance of \$5.4 million.

**FY2022-23 RECOMMENDED BUDGET
GENERAL FUND (ASSIGNED & UNASSIGNED BALANCES)**

Designations	Actual FY 2020-21	Adopted FY 2021-22 (amended as 9/27/2021)	Revised 2021-22	Base Budget FY 2022-23	FY 2022-23 Proposed
Beginning Fund Balance	\$ 15,917,102	\$ 16,501,373	\$ 16,501,373	\$ 15,841,009	\$ 15,841,009
Total Revenue*	36,445,882	40,836,064	43,093,242	46,277,932	47,275,263
Total Operating Expenditures	34,802,341	39,536,846	40,002,209	44,599,106	46,617,227
Total Capital Project Expenditures	1,059,270	3,000,000	3,751,397	655,000	655,000
Ending Fund Balance	16,501,373	14,800,591	15,841,009	16,864,835	15,844,045
Non-Spendable	3,783,486	4,298,191	4,348,782	4,848,527	4,848,527
Assigned Reserves					
Policy Level of 10% of Expenditures	3,480,234	3,953,685	4,000,221	4,459,911	4,661,723
Facility Maintenance & Replacement	205,000	205,000	205,000	55,000	55,000
Compensated Absences	200,000	200,000	200,000	200,000	200,000
Child Care Reserve*	697,908	488,591	488,591	488,591	488,591
Legal Reserves	100,000	100,000	100,000	100,000	100,000
Assigned Reserves	4,683,142	4,947,276	4,993,812	5,303,502	5,505,314
Total Designations	8,466,628	9,245,466	9,342,594	10,152,029	10,353,841
Unassigned Fund Balance	8,034,745	5,555,125	6,498,415	6,712,806	5,490,204
Operating Expenses	34,802,341	39,536,846	40,002,209	44,599,106	46,617,227
Unassigned Fund Balance as % of Op. Expenses	23%	14.1%	16.2%	15%	12%

Maintaining a sufficient level of the projected ending fund balance is necessary for fiscal and operational sustainability. It is especially critical in the current uncertain economic situation when the City projects a long-term structural deficit in the future years if the City's revenue base does not change.



After factoring-in in the restricted reserves and operating contingency, the ending undesignated General Fund balance is projected at \$5.4 million or 12% of the General Fund operating expenditures (excluding onetime and capital transfers), which is lower than the Government Finance Officers Association of the US and Canada (GFOA) recommendation for government entities of no less than two months of regular general fund operating expenditures, which is approximately \$7.8 million for the City of Pacifica in FY2022-23. However, if combined with the 10% Budget Shortfall reserve of \$4.7 million mentioned above, the

General Fund reserves exceed the minimum-recommended threshold and are compliant with the GFOA guidelines.

Other Funds

Staff used the same basic assumptions for all other funds to factor in a 2% cost of living increase for most contract and professional services categories and 1.5% for materials and supply categories. The summary of Revenues, Expenditures and Fund Balances for all of the City's fund categories is shown in the table below and further described in the fund balance summaries for each fund.

Fund Name	Audited Fund Balance 7/1/2021	Projected Fund Balance 6/30/2022	Revenues & Transfers In Proposed Budget	Expenditures & Transfers Out Proposed Budget	Revenue Over (Under) Expenditures	Projected Fund Balance 6/30/2023
GENERAL FUND	\$ 16,501,373	\$ 15,841,009	\$ 47,275,263	\$ 47,272,227	\$ 3,036	\$ 15,844,045
ENTERPRISE FUNDS	27,555,191	20,575,325	19,339,000	28,302,709	(8,963,709)	11,611,615
SPECIAL REVENUE FUNDS	20,117,259	15,781,299	19,000,207	18,580,853	419,354	16,200,653
INTERNAL SERVICE FUNDS	4,698,157	4,109,510	3,223,500	3,023,829	199,671	4,309,181
DEBT SERVICE FUNDS	227,401	227,401	2,900,800	2,900,800	0	227,401
Total Other Funds	\$ 52,598,008	\$ 40,693,534	\$ 44,463,507	\$ 52,808,191	\$ (8,344,684)	\$ 32,348,850
Total All Funds	\$ 69,099,381	\$ 56,534,543	\$ 91,738,770	\$ 100,080,418	\$ (8,341,648)	\$ 48,192,895

Enterprise Funds consist of Wastewater Operating and Capital and Beach Parking Funds.

Enterprise funds are used for services that are financed and operated in a manner similar to a private business enterprise. The FY 2022-23 total enterprise funds budget is \$28.3 million, which is 28.3% of the City's overall Budget. Sewer funds are used to account for sewage collection, treatment, major replacements, and maintenance and protection improvements to the sewer system. Sewer charges of \$18.6 million are based on a 3.5% rate increase in FY 2022-23. The sewer operating expenditures include the same inflationary base budget assumptions. The Salaries and Benefit costs of approximately \$5.4 million are based on 14 FTE allocated to the Sewer Fund and include all current MOU provisions.



The Recommended FY 2022-23 Budget includes the following program additions.

1. Reclassification of a Senior Engineer to Engineering Manager Position - \$9,534
2. Addition of a part-time Operator in Training Program - \$35,000
3. Addition of an Assistant / Associate Engineer Position - \$201,389

The Beach Parking Fund is used to account for parking services to residents and visitors. The revenues are projected at \$0.7 million, which is in-line with the FY 2021-22 Revised Budget

Special Revenue and Capital Funds are used to account for specific revenue sources or financial resources for which expenditures are restricted by law or administrative action to specific purposes. This Category includes Gas Tax and Streets Funds, General Capital, Drainage, Housing in-lieu, Parking in-Lieu, Park in-Lieu, PB&R Special Revenue and Roy Davies Trust, Disaster Accounting, and other funds.

The FY 2022-23 revenues for this Category are \$19 million and include revised estimates for the Returned ERAF revenues in the Disaster Accounting Fund per the most recent information. This is an increase of \$216,730, as described above. Also included in this Category is an increase in Gas Tax revenues of \$0.2 million and another \$0.2 million in the Street Maintenance Fund to account for the new Impact Fees. The FY 2022-23 expenditures of \$18.6 million for this Category represent around 19% of the City's total Budget and include the recommended FY 2022-23 CIP Budget allocation.

Internal Service Funds serve the City's needs and account for Citywide services on a cost-reimbursement basis. These funds accommodate the vehicle, employee benefits, and risk management needs of the City and are supported by the funds that receive the benefit. The FY 2022-23 budget for this Category is \$3 million, which is 3% of the City's Budget. The Motor Pool Replacement Fund receives a transfer of \$100,000 from the General Fund to resume the ongoing contribution to fund future equipment replacement.



The Debt Service Fund is used to account for all ongoing debt payment obligations. The FY 2022-23 Budget of \$2.9 million factors-in all debt service payment obligations according to the current debt service schedules and includes the payment on the Pension Obligation Refunding Bonds. Staff also factored in additional allocation to the Debt Service Fund to account for the future payment on financing the Civic Center improvement project. The Debt Service Fund represents around 3% of the City's total Budget.

Conclusion and Future Outlook

The Proposed FY 2022-23 Budget is balanced and reflects the City Council's direction and priorities in applying balancing strategies in response to COVID-19 revenue impacts and other revenue constraints in Pacifica.

This Budget was prepared when the local economy was still recovering from the pandemic. We remain optimistic about the pace of Pacifica's recovery, and the recommended FY2022-23 Budget includes the allocation of ARPA funds to stimulate this recovery.

Fiscal sustainability remains a top priority as the City continues to provide quality programs and services in a financially sustainable fashion. This goal is especially important in the face of projected

future fiscal challenges due to the long-term financial outlook projecting City expenditures to outpace revenues. The City's tax revenue base is significantly lower than the majority of Bay Area cities, and the local economy is still experiencing ongoing impacts from the pandemic. The cost to deliver services and City operations has increased due to inflation, as well as increased personnel costs due to unfunded liabilities related to pension and OPEB. The City is looking into financial sustainability options as part of the Vision 2025 & Beyond project. Although the staff is optimistic about improving the City's revenue base, service reductions likely will need to be identified in the upcoming year if the revenue base does not change.

City staff looks forward to continued work with the City Council and the community to address any potential financial challenges that may lay ahead and identify operational opportunities and efficiencies, assess appropriate fee structures, pursue economic development opportunities, and advise on alternative revenue options available to the City and the community to facilitate Pacifica's recovery and ensure Pacifica continues to be a desirable community in which to live, work, and play.



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City of Pacifica
FY 2022-23 Adopted Budget
Fund Balances Summary

Fund Name	Projected Fund Balance 6/30/2022	Revenues & Transfers In Proposed Budget	Expenditures & Transfers Out Proposed Budget	Revenue Over (Under) Expenditures	Projected Fund Balance 6/30/2023
GENERAL FUND	\$ 15,841,009	\$ 47,275,263	\$ 47,272,227	\$ 3,036	\$ 15,844,045
ENTERPRISE FUNDS					
18/34 Sewer Operating/Capital	\$ 20,212,575	\$ 18,674,000	\$ 27,809,292	\$ (9,135,292)	\$ 11,077,283
35 Beach Parking Fund	\$ 362,750	\$ 665,000	\$ 493,417	\$ 171,583	\$ 534,333
Total Enterprise Funds	\$ 20,575,325	\$ 19,339,000	\$ 28,302,709	\$ (8,963,709)	\$ 11,611,615
SPECIAL REVENUE FUNDS					
07 SLES Fund	\$ 209,396	\$ 130,000	\$ 127,700	\$ 2,300	\$ 211,696
09 Street Construction Fund	\$ 613,088	\$ 4,805,519	\$ 4,050,564	\$ 754,955	\$ 1,368,043
10 Gas Tax Maintenance Fund*	\$ (107,017)	\$ 2,153,390	\$ 1,756,774	\$ 396,616	\$ 289,599
12 Highway 1 Improvement Fund	\$ 631,544	\$ 29,500	\$ 60,452	\$ (30,952)	\$ 600,592
14 Manor Drive Improvement Fund	\$ 952,366	\$ 2,700,000	\$ 3,000,000	\$ (300,000)	\$ 652,366
15 Aircraft Noise Project	\$ 411	\$ -	\$ -	\$ -	\$ 411
16 NPDES Stormwater Fund	\$ 349,808	\$ 258,000	\$ 270,981	\$ (12,981)	\$ 336,827
19 Planned Local Drainage Fund	\$ (15,099)	\$ 477,000	\$ 102,000	\$ 375,000	\$ 359,901
22 General Capital Improvement Fund	\$ 2,833,520	\$ 3,856,000	\$ 5,064,000	\$ (1,208,000)	\$ 1,625,520
23 Frontierland Remediation	\$ 469,655	\$ 75,000	\$ -	\$ 75,000	\$ 544,655
24 Housing In-Lieu Fund	\$ 243,223	\$ -	\$ -	\$ -	\$ 243,223
25 Parking In-Lieu Fund	\$ 16,142	\$ -	\$ 102,000	\$ (102,000)	\$ (85,858)
26 Park In-Lieu Capital Improvement	\$ 440,309	\$ 120,000	\$ 320,000	\$ (200,000)	\$ 240,309
27 PB&R Roy Davies Trust	\$ 2,086,971	\$ 300,000	\$ 1,505,200	\$ (1,205,200)	\$ 881,771
28 PB&R Special Revenue Fund	\$ 2,081,547	\$ -	\$ 86,182	\$ (86,182)	\$ 1,995,365
31 Pacifica Library Fund	\$ 106,784	\$ 34,000	\$ 34,000	\$ -	\$ 106,784
38 Disaster Accounting Fund	\$ 4,868,652	\$ 3,928,498	\$ 2,101,000	\$ 1,827,498	\$ 6,696,150
Total Special Revenue and Capital Funds	\$ 15,781,299	\$ 18,866,907	\$ 18,580,853	\$ 286,054	\$ 16,067,353
INTERNAL SERVICE FUNDS					
08 Fire Equipment Fund	\$ -	\$ 133,300	\$ -	\$ 133,300	\$ 133,300
65 Self Funded Dental Plan	\$ 226,815	\$ 248,500	\$ 177,500	\$ 71,000	\$ 297,815
66 Self-Insurance Fund W/C	\$ 792,316	\$ 1,100,000	\$ 1,100,000	\$ -	\$ 792,316
67 Self-Insurance Fund Liability	\$ 698,034	\$ 550,000	\$ 544,206	\$ 5,794	\$ 703,828
71 Motor Pool Operations Fund	\$ 288,945	\$ 1,200,000	\$ 1,177,123	\$ 22,877	\$ 311,822
72 Motor Pool Replacement Fund	\$ 2,103,400	\$ 125,000	\$ 25,000	\$ 100,000	\$ 2,203,400
Total Internal Service Funds	\$ 4,109,510	\$ 3,356,800	\$ 3,023,829	\$ 332,971	\$ 4,442,481
DEBT SERVICE FUNDS					
40 Debt Service Fund	\$ 227,401	\$ 2,900,800	\$ 2,900,800	\$ -	\$ 227,401
Total Debt Service Funds	\$ 227,401	\$ 2,900,800	\$ 2,900,800	\$ -	\$ 227,401
Total Other Funds	\$ 40,693,534	\$ 44,463,507	\$ 52,808,191	\$ (8,344,684)	\$ 32,348,850
Total All Funds	\$ 56,534,543	\$ 91,738,770	\$ 100,080,418	\$ (8,341,648)	\$ 48,192,895

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CITY OF PACIFICA

General Fund Overview



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General Fund Overview

The General Fund is the primary operating fund of the City and is used to account for day-to-day activities. It receives unrestricted revenue and provides City general administrative services, public safety, and land development–related activities.

All general tax revenue and other revenues that are not allocated by law or contractual agreement to another fund are accounted for in this fund. The General Fund is an unrestricted fund and its resources can be used for any City service or governmental purpose.

The major revenue sources for the General Fund are transient occupancy (hotel) taxes, sales taxes, property taxes, charges for services, and other revenue.



The General Fund provides for the cost of operating the City government and includes the City Manager, City Attorney, City Clerk, City Council, Finance and Risk Management, Human Resources, Information Technology, Public Safety, and Emergency Services Operations, Planning Services, Building and Code Enforcement, Engineering, Facilities Maintenance, Parks, Beaches and Recreation Services. In addition, General Fund expenditures include capital projects and reserve funding.

Pacifica is a full-service City that provides services to the community using City staff in combination with contract services. The Public Works, Engineering, Planning and Building, Administrative Services, Finance, City Clerk, and City Manager departments consist primarily of City staff. This work is supplemented by contracts with other government agencies and service providers that provide the City with Animal Control, Building Inspection, Dispatch, Janitorial, Fire Suppression and Prevention, Legal Services, and Library Operations.

BUDGET OVERVIEW

The General Fund budget for FY 2022-23 is \$47.275 million in revenue and \$47.272 million in operating expenditures, including capital transfers of \$0.655 million. This will generate a small structural surplus of about \$3,000 in the 2022-23 General Fund budget, primarily due to the allocation of one-time ARPA funds.

GENERAL FUND REVENUES

Unlike appropriations that can be established at the direction of the City, many key revenue sources are controlled by external forces to the City. For instance, property tax revenue varies with real estate values, and development-related revenue is affected by the volume and type of



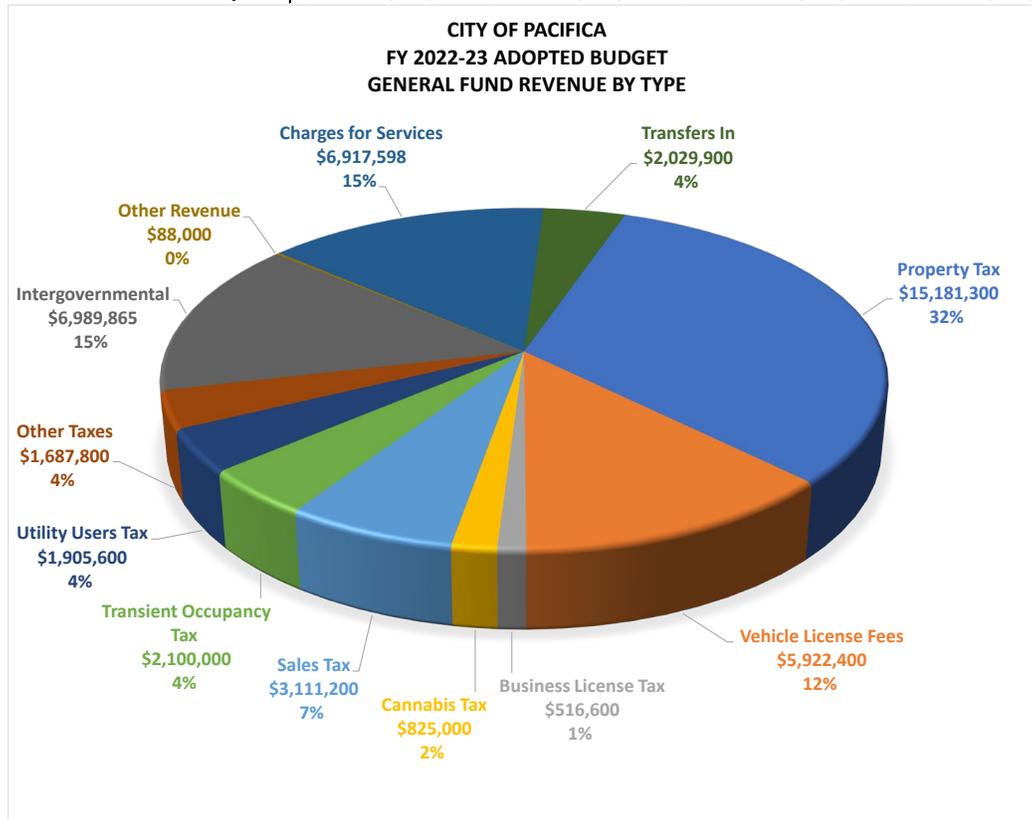
building permits and plan check requests. Sales tax and transient occupancy tax (TOT) revenues are subject to local and national economic cycles, businesses' decisions to locate in the community and the travel activity of businesses and tourists.



The following three sources make up almost 50% of the revenue in the General Fund: Transient Occupancy (Hotel) Tax, Property Tax, and Sales Tax.

General Fund revenue in 2022-23 is projected to come in higher than last year's due gradual recovery of the local economy in the post-pandemic world.

Expenditures	2019-20 Actual	2020-21 Actual	2021-22 Amended Budget	2022-23 Proposed
Property Tax	13,075,545	\$ 15,131,117	\$ 14,273,769	\$ 15,181,300
Vehicle License Fees	4,253,924	\$ 2,643,981	\$ 3,688,130	\$ 5,922,400
Business License Tax	479,063	\$ 444,171	\$ 492,750	\$ 516,600
Cannabis Tax	409,779	\$ 775,261	\$ 795,595	\$ 825,000
Sales Tax	2,570,334	\$ 2,848,681	\$ 3,017,753	\$ 3,111,200
Transient Occupancy Tax	1,627,437	\$ 1,531,550	\$ 1,695,073	\$ 2,100,000
Utility Users Tax	1,867,161	\$ 2,146,229	\$ 1,868,218	\$ 1,905,600
Other Taxes	1,678,075	\$ 1,734,220	\$ 1,687,793	\$ 1,687,800
Intergovernmental	1,989,632	\$ 2,633,423	\$ 7,558,612	\$ 6,989,865
Other Revenue	729,000	\$ 737,600	\$ 88,000	\$ 88,000
Charges for Services	5,160,240	\$ 4,317,983	\$ 5,776,651	\$ 6,917,598
Transfers In	1,733,033	\$ 1,476,707	\$ 2,150,898	\$ 2,029,900
Total General Fund Exp.	\$ 35,573,224	\$ 36,420,923	\$ 43,093,242	\$ 47,275,263



Key general fund revenue categories are further described below:

Property tax

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

The City’s share of this property tax revenue is approximately 23.66%, less than the rebate back to the State for Educational Revenue Augmentation Fund (ERAF), which would bring the City’s General Fund portion of property tax revenue down to a net share of about 19 cents per each dollar of tax collected.

Where Do Property Taxes Go? Based on the City’s largest Tax Rate Area (TRA)



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

While the property tax budget revenue assumes a 6.4% increase for base property tax based on prior-year trends, and information received from the San Mateo County Controller’s Office, the FY 2022-23 budget recommendation for overall property taxes of \$15.2 million will be an increase of \$0.9 million over the FY 2021-22 Revised Budget.

Sales and Use Tax

The Sales Tax is currently the City's third largest tax revenue source. Sales tax is collected by the State Board of Equalization against tangible items. The local portion is distributed to cities and counties based on the location of the sale.

Based on discussions with HdL, the City's external sales tax consultant, local sales activities will forecast better performance than in the current year due to an increase in the Restaurants and Hotel category by 5.5%, the Transportation segment by 4.6%, and the State / County pool allocation for online sales increased by 4.2% over the FY 2021-22 projections. Total sales tax is estimated at \$3.1 million, a 3.1% increase over the Revised FY2021-22.



Transient Occupancy Taxes (TOT)

Transient occupancy taxes are assessed on The City's seven hotels and lodging establishments, short-term-rental properties, and one RV Park at a rate of 12%, generating approximately \$2 million in revenue per year. Based on the information provided by the City's Chamber of Commerce, the Managing Agency for the Pacifica Hotel Business Improvement District, 328 available rooms in 2001 averaged about 73% occupancy to accommodate annual coastside visitors. The pre-pandemic coastside tourist profile included about 15% of foreign visitors, 22% domestic from other states, and around 63% from other parts of Northern California. International tourism is still in decline due to the impacts of COVID-19, yet domestic travel has rebounded. Increased occupancy rates also mean that these visitors contribute to Pacifica's economy and sales tax by making purchases throughout the community.

The hospitality industry was most affected by the pandemic and the shelter-in-place orders prohibiting leisure travel. HdL has provided updated estimates for the Transient Occupancy Tax to increase by about \$400,000 or 24%. This is based on the assumption that the hospitality industry projects full recovery from the pandemic in FY2022-23. Plus, the progress work on bringing the short-term rental properties to tax compliance is also factored in, and noting the reopening of the Fairfield Hotel under the new name with additional rooms.



Charges for Services

Cost of Services fees are revised on an annual basis based on a comprehensive review of the actual cost. This revenue source is approximately 14% of General Fund revenue and includes building, planning, other permits, recreation revenues and rentals, fines, and reimbursements. For FY 2022-23, charges for services are projected to increase by

\$1.1 million or nearly 20% over the Revised FY 2021-22 Budget, primarily due to the change in accounting as the revenues now include estimates for the cost-reimbursable level of development permit processing with the corresponding increase on the expenditure side. The revenues also project increased reimbursement in Child Care program.

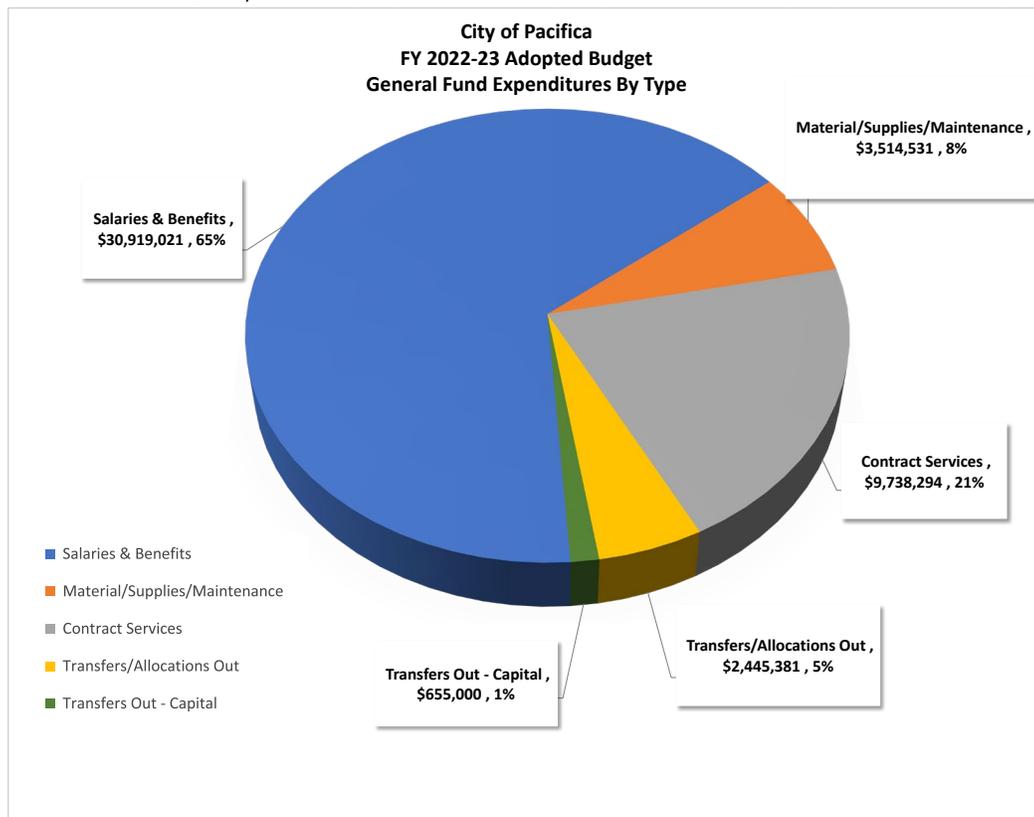
Other Revenues

Other Revenues include the Intergovernmental category, which includes revenues received from the Federal, State, County, and other governmental agencies, including \$4.6 million in ARPA funding. Other significant revenue categories include the Vehicle License Fee (VLF) in Lieu, Utility Users Tax (UUT), Cannabis Operations Tax and Business License Tax.

GENERAL FUND EXPENDITURES

The 2022-23 General Fund Budget expenditures of \$47.3 million show \$3.5 million or 8% increase in spending over the Revised 2021-22 Budget, which includes the General Fund’s one-time contribution towards the Capital Improvement Program as listed below.

Expenditures by Type	2019-20 Actual	2020-21 Actual	2021-22 Amended Budget	2022-23 Adopted
Salaries & Benefits	24,469,018	\$ 25,098,441	\$ 27,705,984	\$ 30,919,021
Material/Supplies/Maintenance	3,525,934	\$ 3,264,977	\$ 3,248,698	\$ 3,514,531
Contract Services	5,085,631	\$ 5,982,005	\$ 7,828,046	\$ 9,738,294
Transfers/Allocations Out	958,873	\$ 1,861,270	\$ 5,851,067	\$ 2,445,381
Transfers Out - Capital	-	\$ -	\$ -	\$ 655,000
Total General Fund Exp.	\$ 34,039,456	\$ 36,206,694	\$ 43,753,606	\$ 47,272,227



The increase in expenditures in the coming year is primarily due to the budget assumptions used to develop the base budget as well as approved budget enhancements, including additional limited-term staffing to meet Council's current and upcoming priorities, which are described in detail in the Executive Summary section to this Budget document.



TRANSFERS FOR CAPITAL PROJECT FUNDS

The General Fund helps to fund projects and expenditures identified in the City's Capital Improvement Plan (CIP) that is budgeted in various Special and Capital Funds. Staff always strives to identify probable funding sources for projects and explore outside funding sources whenever possible. These include Federal and State Grants, County contributions, Gas Tax, and various other tax measures. When no external sources of funding can be identified, General Fund is allocated to help fund identified projects. In the FY 2022-23 proposed CIP, the General Fund contribution is \$655,000. The City's FY 2022-23 \$21.8 million Capital Program is quite aggressive and is comprised of 58 capital projects, including 17 new projects at the cost of \$3.8 million and 25 related to Wastewater services at the cost of \$8.9 million.

Additional information on the City's Capital Improvement Program can be found in the FY 2022-2027 CIP Budget document.

RESERVES AND ASSIGNED FUNDS

The City's Fund Balance Policy identifies fund balances (or reserves) as falling into the following categories: Restricted, Committed, Assigned, or Unassigned. In accordance with GASB Statement No. 54 requirements and the City policy, the Council established the following designations or General Fund Committed Fund Balances:

- Budget Shortfall Policy Reserve of 10% of Expenditures (\$4.7 million)
- Facilities Maintenance & Replacement (\$55,000) includes a one-time policy reduction of \$150,000 for the Station 71 CIP project planned for the FY 2022-23
- Compensated Absences Reserve (\$0.2 million)
- Child Care Reserve (\$0.5 million)
- Legal Reserves (\$0.1 million)



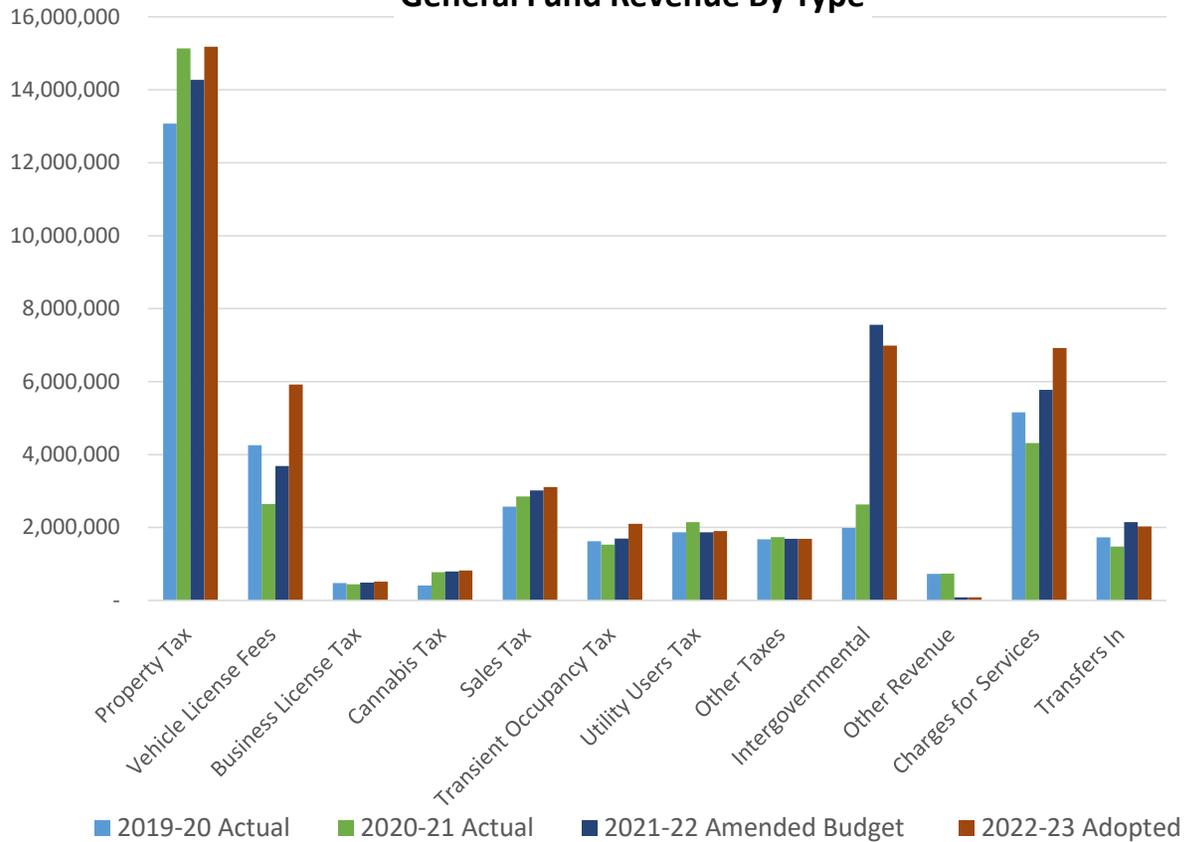
**FY2022-23 RECOMMENDED BUDGET
GENERAL FUND (ASSIGNED & UNASSIGNED BALANCES)**

Designations	Actual FY 2020-21	Adopted FY 2021-22 (amended as 9/27/2021)	Revised 2021-22	Base Budget FY 2022-23	FY 2022-23 Proposed
Beginning Fund Balance	\$ 15,917,102	\$ 16,501,373	\$ 16,501,373	\$ 15,841,009	\$ 15,841,009
Total Revenue	36,445,882	40,836,064	43,093,242	46,277,932	47,275,263
Total Operating Expenditures	34,802,341	39,536,846	40,002,209	44,599,106	46,617,227
Total Capital Project Expenditures	1,059,270	3,000,000	3,751,397	655,000	655,000
Ending Fund Balance	16,501,373	14,800,591	15,841,009	16,864,835	15,844,045
Non-Spendable	3,783,486	4,298,191	4,348,782	4,848,527	4,848,527
Assigned Reserves					
Policy Level of 10% of Expenditures	3,480,234	3,953,685	4,000,221	4,459,911	4,661,723
Facility Maintenance & Replacement	205,000	205,000	205,000	55,000	55,000
Compensated Absences	200,000	200,000	200,000	200,000	200,000
Child Care Reserve	697,908	488,591	488,591	488,591	488,591
Legal Reserves	100,000	100,000	100,000	100,000	100,000
Assigned Reserves	4,683,142	4,947,276	4,993,812	5,303,502	5,505,314
Total Designations	8,466,628	9,245,466	9,342,594	10,152,029	10,353,841
Unassigned Fund Balance	8,034,745	5,555,125	6,498,415	6,712,806	5,490,204
Operating Expenses	34,802,341	39,536,846	40,002,209	44,599,106	46,617,227
Unassigned Fund Balance as % of Op. Expenses	23%	14.1%	16.2%	15%	12%

The Committed Contingency Reserves provide funds for the City to cover unexpected and sharp drops in revenues due to the economic fluctuations, emergencies, and other unanticipated expenditures and events. The City's policy requires to set aside 10% of budgeted annual operating expenses. In calculating the FY 2022-23 operating 10% contingency reserves, staff included operating transfers in the expenditures figures and set aside nearly \$4.7 million for this purpose. Together with other contingencies in the above table, the FY2022-23 total assigned reserves are \$5.5 million or 12% of the General Fund operating expenditures (excluding one-time and capital transfers). The unassigned General Fund Balance is projected at \$5.5 million, and when combined with the 10% contingency reserve of \$4.7 million mentioned above, the total General Fund reserves exceed the minimum GFOA-recommended threshold of two months of operating revenues or expenditures.

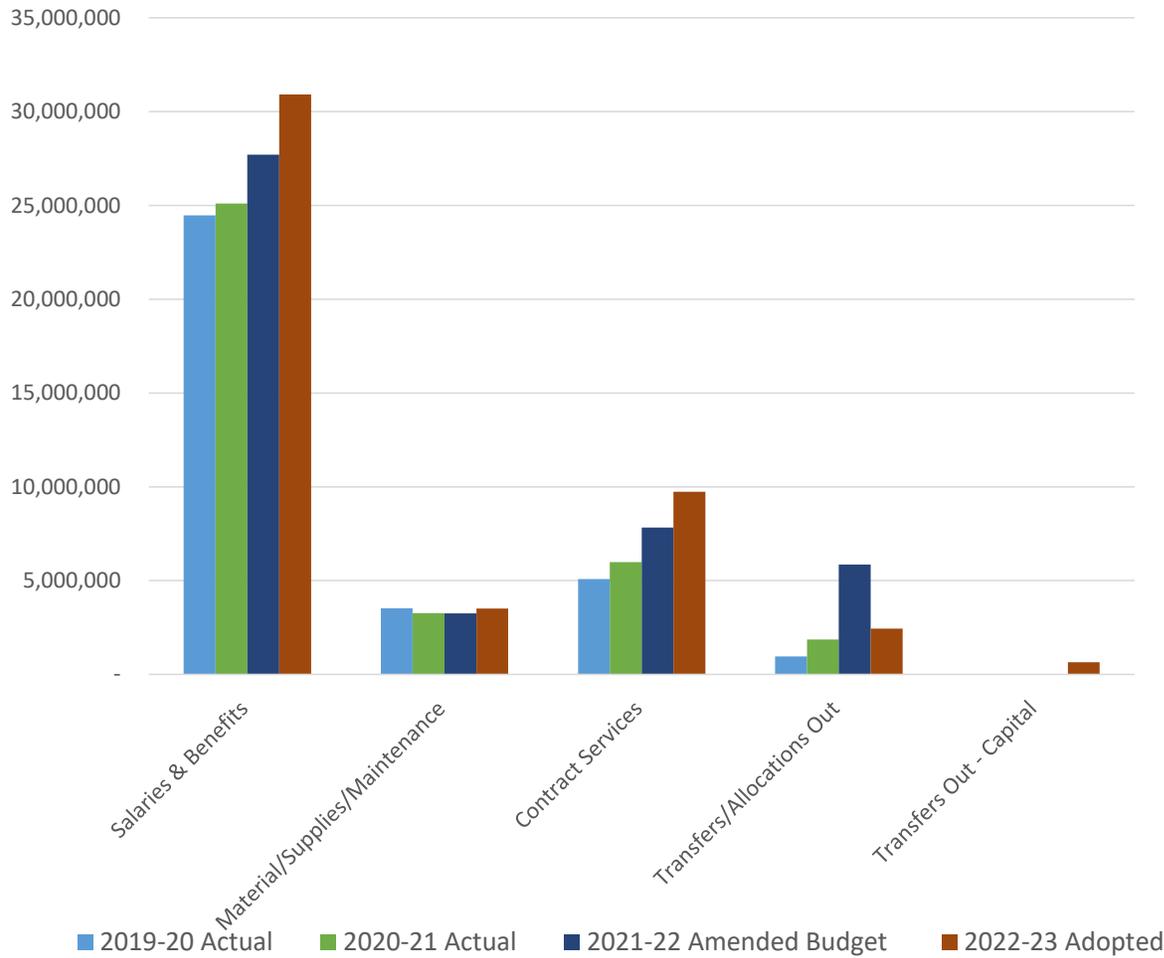


**City of Pacifica
FY 2022-23 Adopted Budget
General Fund Revenue By Type**



Expenditures	2019-20 Actual	2020-21 Actual	2021-22 Amended Budget	2022-23 Adopted
Property Tax	13,075,545	\$ 15,131,117	\$ 14,273,769	\$ 15,181,300
Vehicle License Fees	4,253,924	\$ 2,643,981	\$ 3,688,130	\$ 5,922,400
Business License Tax	479,063	\$ 444,171	\$ 492,750	\$ 516,600
Cannabis Tax	409,779	\$ 775,261	\$ 795,595	\$ 825,000
Sales Tax	2,570,334	\$ 2,848,681	\$ 3,017,753	\$ 3,111,200
Transient Occupancy Tax	1,627,437	\$ 1,531,550	\$ 1,695,073	\$ 2,100,000
Utility Users Tax	1,867,161	\$ 2,146,229	\$ 1,868,218	\$ 1,905,600
Other Taxes	1,678,075	\$ 1,734,220	\$ 1,687,793	\$ 1,687,800
Intergovernmental	1,989,632	\$ 2,633,423	\$ 7,558,612	\$ 6,989,865
Other Revenue	729,000	\$ 737,600	\$ 88,000	\$ 88,000
Charges for Services	5,160,240	\$ 4,317,983	\$ 5,776,651	\$ 6,917,598
Transfers In	1,733,033	\$ 1,476,707	\$ 2,150,898	\$ 2,029,900
Total General Fund Exp.	\$ 35,573,224	\$ 36,420,923	\$ 43,093,242	\$ 47,275,263

**City of Pacifica
FY 2022-23 Adopted Budget
General Fund Expenditures By Type**



Expenditures by Type	2019-20 Actual	2020-21 Actual	2021-22 Amended Budget	2022-23 Adopted
Salaries & Benefits	24,469,018	\$ 25,098,441	\$ 27,705,984	\$ 30,919,021
Material/Supplies/Maintenance	3,525,934	\$ 3,264,977	\$ 3,248,698	\$ 3,514,531
Contract Services	5,085,631	\$ 5,982,005	\$ 7,828,046	\$ 9,738,294
Transfers/Allocations Out	958,873	\$ 1,861,270	\$ 5,851,067	\$ 2,445,381
Transfers Out - Capital	-	\$ -	\$ -	\$ 655,000
Total General Fund Exp.	\$ 34,039,456	\$ 36,206,694	\$ 43,753,606	\$ 47,272,227

**City of Pacifica
General Fund (01)
Statement of Revenue, Expenditures and Changes in Fund Balance**

	Actual 20-21	Amended Budget 21-22	Adopted Budget 22-23
Revenue			
Taxes	\$ 27,255,209	\$ 27,519,081	\$ 31,249,900
Property Tax	\$ 15,131,117	\$ 14,273,769	\$ 15,181,300
Vehicle License Fees	\$ 2,643,981	\$ 3,688,130	\$ 5,922,400
Business License Tax	\$ 444,171	\$ 492,750	\$ 516,600
Cannabis Tax	\$ 775,261	\$ 795,595	\$ 825,000
Sales Tax	\$ 2,848,681	\$ 3,017,753	\$ 3,111,200
Transient Occupancy Tax	\$ 1,531,550	\$ 1,695,073	\$ 2,100,000
Utility Users Tax	\$ 2,146,229	\$ 1,868,218	\$ 1,905,600
Other Taxes	\$ 1,734,220	\$ 1,687,793	\$ 1,687,800
Intergovernmental	\$ 2,633,423	\$ 7,558,612	\$ 6,989,865
Other Revenue	\$ 737,600	\$ 88,000	\$ 88,000
Charges for Services	\$ 5,086,642	\$ 5,776,651	\$ 6,917,598
Total Revenue	<u>\$ 35,712,875</u>	<u>\$ 40,942,344</u>	<u>\$ 45,245,363</u>
Expenditures			
Salaries & Benefits	\$ 25,098,441	\$ 28,705,984	\$ 31,380,037
Contract Services	\$ 5,636,922	\$ 7,828,046	\$ 9,738,294
Material/Supplies/Maintenance	\$ 3,264,977	\$ 3,248,698	\$ 3,514,531
Salary Savings	\$ -	\$ (1,000,000)	\$ (461,016)
Total Expenditures	<u>\$ 34,000,341</u>	<u>\$ 38,782,728</u>	<u>\$ 44,171,846</u>
Excess revenue over (under) expenditures	<u>\$ 1,712,534</u>	<u>\$ 2,159,616</u>	<u>\$ 1,073,517</u>
Other financing sources (uses)			
Transfers In	\$ 733,007	\$ 2,150,898	\$ 2,029,900
Transfers/Allocations Out	\$ (1,861,270)	\$ (1,219,481)	\$ (2,445,381)
Transfers Out - Capital	\$ -	\$ (3,751,397)	\$ (655,000)
Total Financing Sources (uses)	<u>\$ (1,128,263)</u>	<u>\$ (2,819,980)</u>	<u>\$ (1,070,481)</u>
Excess revenue and other sources over (under) expenditures and other uses	<u>\$ 584,271</u>	<u>\$ (660,364)</u>	<u>\$ 3,036</u>
Beginning Fund Balance, July 1	<u>\$ 15,917,102</u>	<u>\$ 16,501,373</u>	<u>\$ 15,841,009</u>
Ending Fund Balance, June 30 (Projected)	<u>\$ 16,501,373</u>	<u>\$ 15,841,009</u>	<u>\$ 15,844,045</u>

**City of Pacifica
Long Term Financial Forecast Table and Assumptions
General Fund**

	2022-2023 Base Budget	2022-2023 Adopted Budget	2023-2024 Projected	2024-2025 Projected	2025-2026 Projected	2026-2027 Projected	2027-2028 Projected	2028-2029 Projected	2029-2030 Projected	2030-2031 Projected	2031-2032 Projected
REVENUE											
Property Tax	\$ 15,181,300	\$ 15,181,300	\$ 15,818,900	\$ 16,483,300	\$ 17,175,600	\$ 17,897,000	\$ 18,648,700	\$ 19,431,900	\$ 20,248,000	\$ 21,098,400	\$ 21,984,500
Vehicle License Fees	5,922,400	5,922,400	6,159,300	6,405,700	6,661,900	6,928,400	7,205,500	7,493,700	7,793,400	8,105,100	8,429,300
Sales Tax	3,111,200	3,111,200	3,213,900	3,320,000	3,429,600	3,542,800	3,659,700	3,780,500	3,905,300	4,034,200	4,167,300
Transient Occupancy Tax	2,100,000	2,100,000	2,152,500	2,206,300	2,261,500	2,318,000	2,376,000	2,435,400	2,496,300	2,558,700	2,622,700
Utility Users Tax	1,905,600	1,905,600	1,953,200	2,002,000	2,052,100	2,103,400	2,156,000	2,209,900	2,265,100	2,321,700	2,379,700
Other Taxes	3,029,400	3,029,400	3,207,600	3,287,800	3,370,000	3,454,300	3,540,700	3,629,200	3,719,900	3,812,900	3,908,200
Department/Program Revenues	6,415,920	6,917,598	7,069,800	7,225,300	7,384,300	7,546,800	7,712,800	7,882,500	8,055,900	8,233,100	8,414,200
Transfer In-Other	2,029,900	2,029,900	2,050,200	2,070,700	2,091,400	2,112,300	2,133,400	2,154,700	2,176,200	2,198,000	2,220,000
Excess ERAF	88,000	88,000	88,000	88,000	88,000	88,000	88,000	88,000	88,000	88,000	88,000
Intergovernmental/Grants	1,883,700	2,379,360	2,403,000	2,427,000	2,451,300	2,475,800	2,500,600	2,525,600	2,550,900	2,576,400	2,602,200
ARPA		4,610,505									
Total Annual Revenue	\$ 41,667,420	\$ 47,275,263	\$ 44,116,400	\$ 45,516,100	\$ 46,965,700	\$ 48,466,800	\$ 50,021,400	\$ 51,631,400	\$ 53,299,000	\$ 55,026,500	\$ 56,816,100

	2022-2023 Base Budget	2022-2023 Adopted Budget	2023-2024 Projected	2024-2025 Projected	2025-2026 Projected	2026-2027 Projected	2027-2028 Projected	2028-2029 Projected	2029-2030 Projected	2030-2031 Projected	2031-2032 Projected
EXPENDITURES											
Salaries And Benefits	\$ 29,907,828	\$ 30,919,021	\$ 31,607,500	\$ 32,727,700	\$ 33,904,900	\$ 35,151,200	\$ 36,464,200	\$ 37,848,500	\$ 39,309,100	\$ 40,851,200	\$ 42,480,700
Material/Supplies/Maintenance	3,492,831	3,514,531	3,261,800	3,310,700	3,360,400	3,410,800	3,462,000	3,513,900	3,566,600	3,620,100	3,674,400
Contract Services	8,761,845	9,738,294	9,418,300	9,583,100	9,750,800	9,921,400	10,095,000	10,271,700	10,451,500	10,634,400	10,820,500
Debt Service	2,072,081	2,072,081	2,158,900	2,195,500	2,260,600	2,471,400	2,529,000	2,554,100	2,398,100	1,379,600	1,370,500
Op. Transfers Out	140,000	373,300	377,000	380,800	384,600	388,400	392,300	396,200	400,200	404,200	408,200
Total Annual Op. Expenditures	\$ 44,374,585	\$ 46,617,227	\$ 46,823,500	\$ 48,197,800	\$ 49,661,300	\$ 51,343,200	\$ 52,942,500	\$ 54,584,400	\$ 56,125,500	\$ 56,889,500	\$ 58,754,300
Capital Transfers - One-time	\$ 655,000	\$ 655,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total General Fund Expenditures	\$ 45,029,585	\$ 47,272,227	\$ 46,823,500	\$ 48,197,800	\$ 49,661,300	\$ 51,343,200	\$ 52,942,500	\$ 54,584,400	\$ 56,125,500	\$ 56,889,500	\$ 58,754,300
GF Structural Surplus/(Deficit)	(2,707,165)	3,036	(2,707,100)	(2,681,700)	(2,695,600)	(2,876,400)	(2,921,100)	(2,953,000)	(2,826,500)	(1,863,000)	(1,938,200)
Surplus/(Deficit) as % of GF Revenues	-6.50%	0.01%	-6.14%	-5.89%	-5.74%	-5.93%	-5.84%	-5.72%	-5.30%	-3.39%	-3.41%

Projected Ending Fund Balance	n/a	\$ 15,844,045	\$ 13,136,945	\$ 10,455,245	\$ 7,759,645	\$ 4,883,245	\$ 1,962,145	\$ (990,855)	\$ (3,817,355)	\$ (5,680,355)	\$ (7,618,555)
Non-Spendable and Assigned	n/a	\$ 10,353,841	\$ 10,524,541	\$ 10,661,980	\$ 10,808,330	\$ 10,976,520	\$ 11,136,450	\$ 11,300,640	\$ 11,454,750	\$ 11,531,150	\$ 11,717,630
Unassigned Fund Balance	n/a	\$ 5,490,204	\$ 2,612,404	\$ (206,735)	\$ (3,048,685)	\$ (6,093,275)	\$ (9,174,305)	\$ (12,291,495)	\$ (15,272,105)	\$ (17,211,505)	\$ (19,336,185)
Total Available Reserve (Unassigned + 10% Policy)		10,151,927	7,294,754	4,613,045	1,917,445	(958,955)	(3,880,055)	(6,833,055)	(9,659,555)	(11,522,555)	(13,460,755)
Above/(Below) GFOA Guidelines		2,382,389	(509,163)	(3,419,922)	(6,359,439)	(9,516,155)	(12,703,805)	(15,930,455)	(19,013,805)	(21,004,139)	(23,253,139)
Available Reserves as % of Op. Exp		21.8%	15.6%	9.6%	3.9%	-1.9%	-7.3%	-12.5%	-17.2%	-20.3%	-22.9%

LONG TERM FINANCIAL FORECAST ASSUMPTIONS

The long-term financial model features a set of assumptions for both revenues and expenditures based on conservative projections. The scenario presented represents conservative levels of revenue based on the available information at the time of budget adoption. The long-term projections are preliminary, staff will continue refining the figures included in this report as part of the FY 2023-24 Budget cycle.

Revenue Assumptions

1. **Property Tax** assumes 4.2% annual increase, per assumptions used by HdL, the City's 3rd party tax consultant. This is in line with the past years' collections and consistent with the anticipated increases in the assessed market value of recently sold properties.
2. **Vehicle License Fees (VLF)** is tied to property tax growth and so also assumes a conservative 4% annual increase. The FY2022-23 Base Budget includes a backfill of \$1.2 million currently owed by the State. However, there are still legislative uncertainties around allocation of VLF and potential threat to Excess ERAF revenues.
3. **Sales Tax** assumes a 3.3% increase for FY2022-23 based on recent projections by HdL (City's Sales Tax advisor) and a 3% in the following years considering local economic recovery from the pandemic and continuing growth in online sales.
4. **Transient Occupancy Tax** assumes an aggressive nearly 5% increase for the FY 2022-23 and a 2.5% increase after that, assuming a full return to pre-pandemic travel in FY2022-23.
5. **Utility Users Taxes (UUT)** also assumes a modest 2.5% increase for this fiscal year and thereafter, based in increase in utility rates and demand.
6. **Other Taxes** include Business License, cannabis operations tax. Cannabis Tax showed slight decline at mid-year due to slower than expected business activity and assumes a moderate 2% increase over the midyear estimates. The future forecast assumes 2.5% growth in this category.
7. **Departmental or Program revenues** include building, planning and other permits, recreation revenues, and rentals. This category projects to stay fairly consistent with an increase of 1% based on the current service activity level that is anticipated to continue.
8. No changes were assumed for the General Fund portion of **ERAF**, which will continue funding the Disaster Fund as per previously approved Council policy, leaving only \$88K in General Fund to provide local non-profit grants. Also, nor new ongoing **Grants** were anticipated as part of the Base..
9. The **Operating Transfer In/Out** category also remains the same. However, this figure is likely to change once the new Cost Allocation Plan is complete.

Expenditures Assumptions

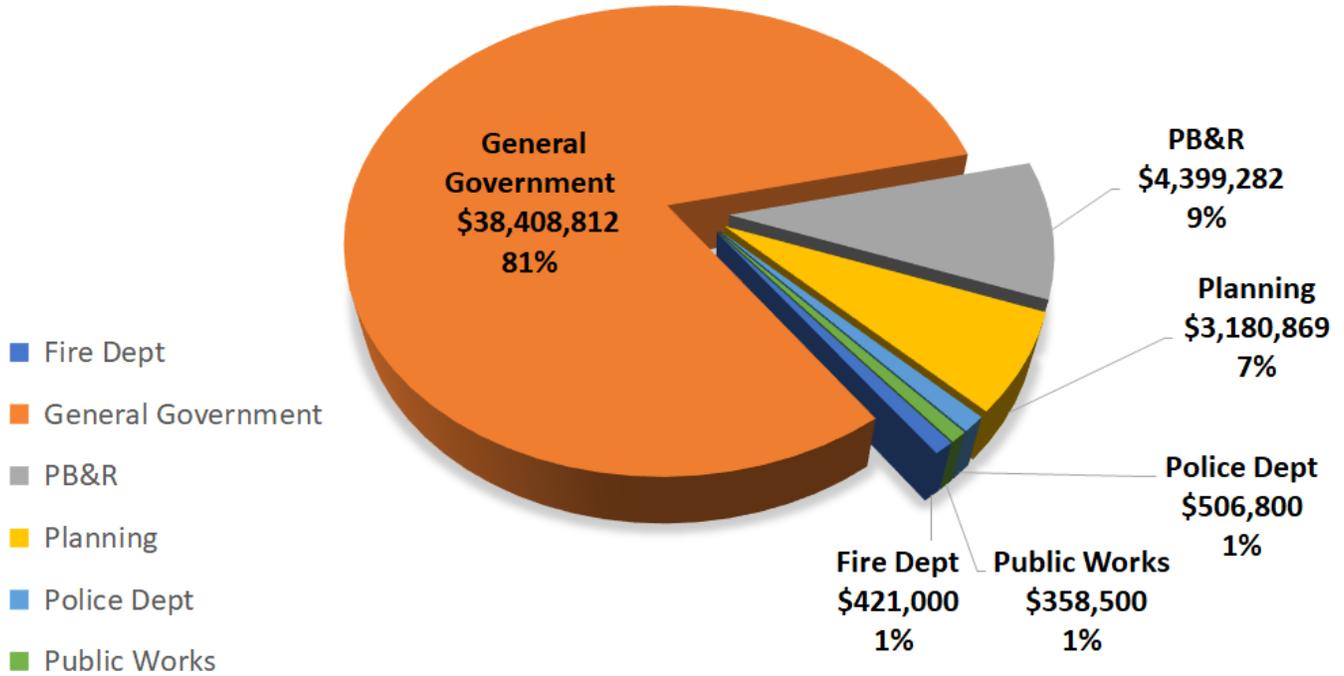
1. **Salaries and Benefits (S&B)** projections include the same base level full-time equivalent count citywide and assume an ongoing 2% annual increase in the employee compensation in the future years, consistent with the current Memoranda Of Understanding (MOU) terms and provisions. Other S&B assumptions include the following:
 - a. FY 2022-23 includes an additional increases due to implementation of the second year of the new MOU agreements.

- b. FY 2022-23 assumptions restore the amended FY 2021-22 Budget cuts (including \$279K cost-savings resulting from the budgeted delay in filling vacancies) that were done to make the FY2021-22 impacts of new MOU provisions cost-neutral after the original adoption of the budget.
 - c. The Projections also include an anticipated increase in the City's contribution towards the unfunded liabilities of \$0.6M for FY2022-23 and \$0.4M in FY2023-24 as per CALPERS Actuarial Reports.
 - d. The FY2023-24 projections remove all Limited-Term positions, including those funded by ARPA.
 - e. The FY2023-24 Projections eliminate the one-time 1% Bonus pay funded by ARPA that part of the new labor agreements that went into effect in FY2021-22.
 - f. Personnel related recommendations are included in the FY 2022-23 as approved.
2. **Materials, Supplies, and Maintenance Category** assumes a very modest 1.5% increase that partially accounts for inflation.
- a. FY 2022-23 assumptions restore the amended FY 2021-22 Budget reductions, including \$136K operational cost-savings measures implemented by departments this year to make the FY2021-22 impacts of new MOU provisions cost-neutral.
 - b. FY 2022-23 Projections include reductions related to one-time COVID prevention and sanitation uses of \$120K funded by ARPA
 - c. Approved Recommendations are included in the FY 2022-23 Budget as adopted
3. **Contractual Services Category** assumes a 2.5% annual increase applied to most City contracts to account for regular CPI increases and inflation.
- a. FY 2022-23 assumptions restore the amended FY 2021-22 Budget reductions, including \$173K in departments' operational cost-savings measures to make the FY2021-22 impacts of new MOU provisions cost-neutral.
 - b. FY 2022-23 Projections are reduced by \$460K related to Economic recovery, homelessness, and other one-time uses funded by ARPA
 - c. Approved Recommendations are included in the FY 2022-23 Budget as adopted
4. **Debt Service Expense Category** is projected in accordance with the City's updated debt service schedule and includes the new Civic Center debt financing.
5. **Operating Transfers Category** remains consistent for the future years. However, staff will likely be changing the accounting allocation as part of the Base Budget development for the internal funds in order to accurately account for the insurance premiums in the General Liability and Worker Compensation funds. This will likely increase the General Fund transfers out to these Risk Management funds.
6. **Capital Transfers Category.** The FY 2023-24 Adopted Budget includes the General Fund contribution of \$655,000 towards the Capital Improvement Program (CIP). The long-term Financial Outlook does not assume any continuing ongoing General Fund contribution towards the CIP. However, some General Fund contribution towards CIP will likely to be required every year based on the Council's strategic priorities and discretion.

City of Pacifica

FY 2022-23 Adopted Budget

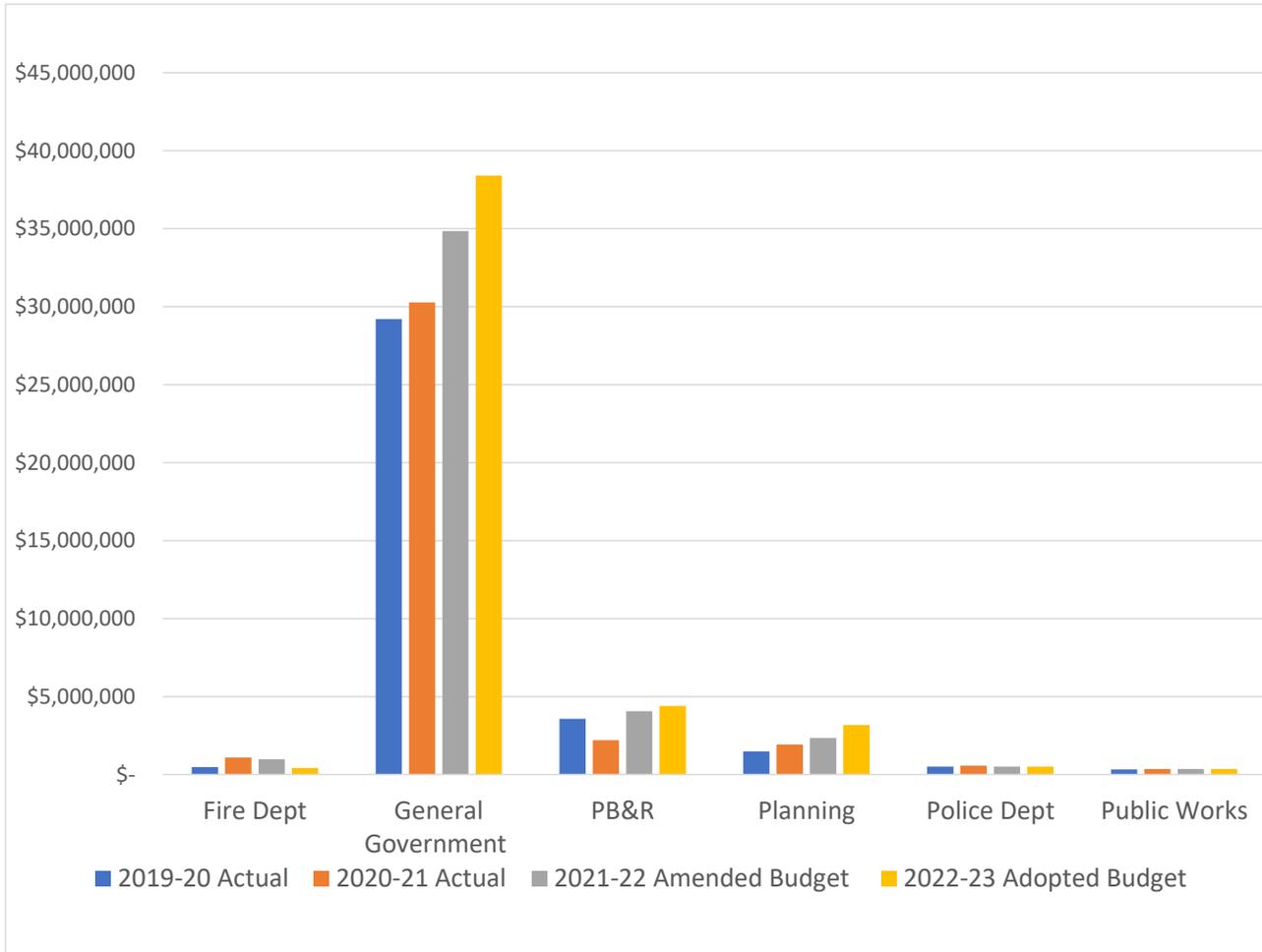
General Fund Revenue by Department



City of Pacifica

FY 2022-23 Adopted Budget

General Fund Revenue By Department

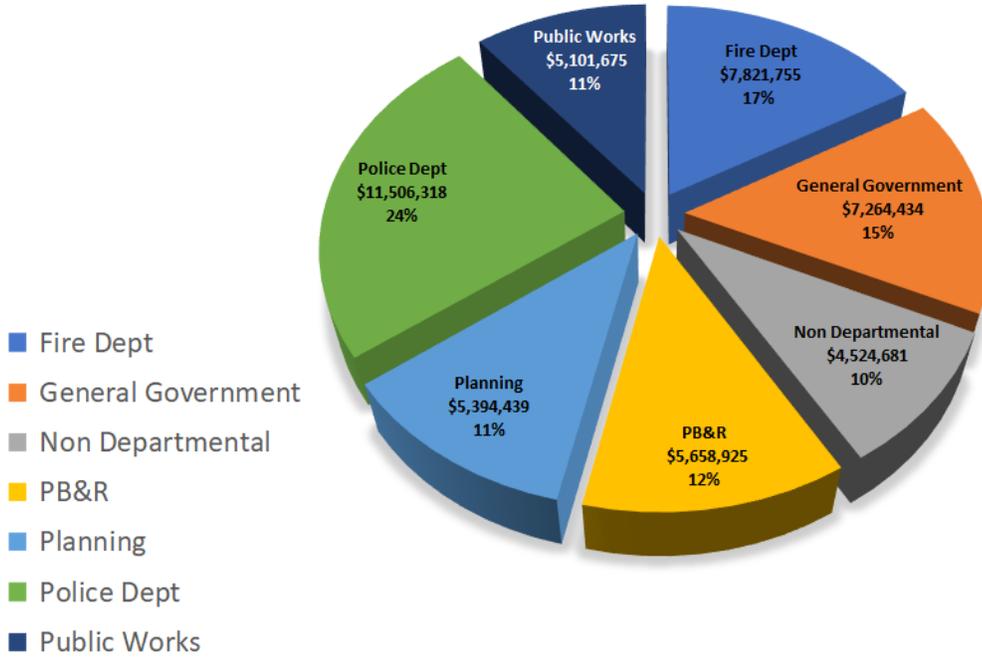


Departments	2019-20 Actual	2020-21 Actual	2021-22 Amended Budget	2022-23 Adopted Budget
Fire Dept	\$ 477,393	\$ 1,081,594	\$ 977,961	\$ 421,000
General Government	\$ 29,214,085	\$ 30,274,707	\$ 34,851,598	\$ 38,408,812
PB&R	\$ 3,574,145	\$ 2,205,441	\$ 4,060,282	\$ 4,399,282
Planning	\$ 1,477,994	\$ 1,926,209	\$ 2,339,201	\$ 3,180,869
Police Dept	\$ 507,541	\$ 572,027	\$ 504,473	\$ 506,800
Public Works	\$ 322,065	\$ 360,944	\$ 359,728	\$ 358,500
Total General Fund Exp.	\$ 35,573,224	\$ 36,420,923	\$ 43,093,242	\$ 47,275,263

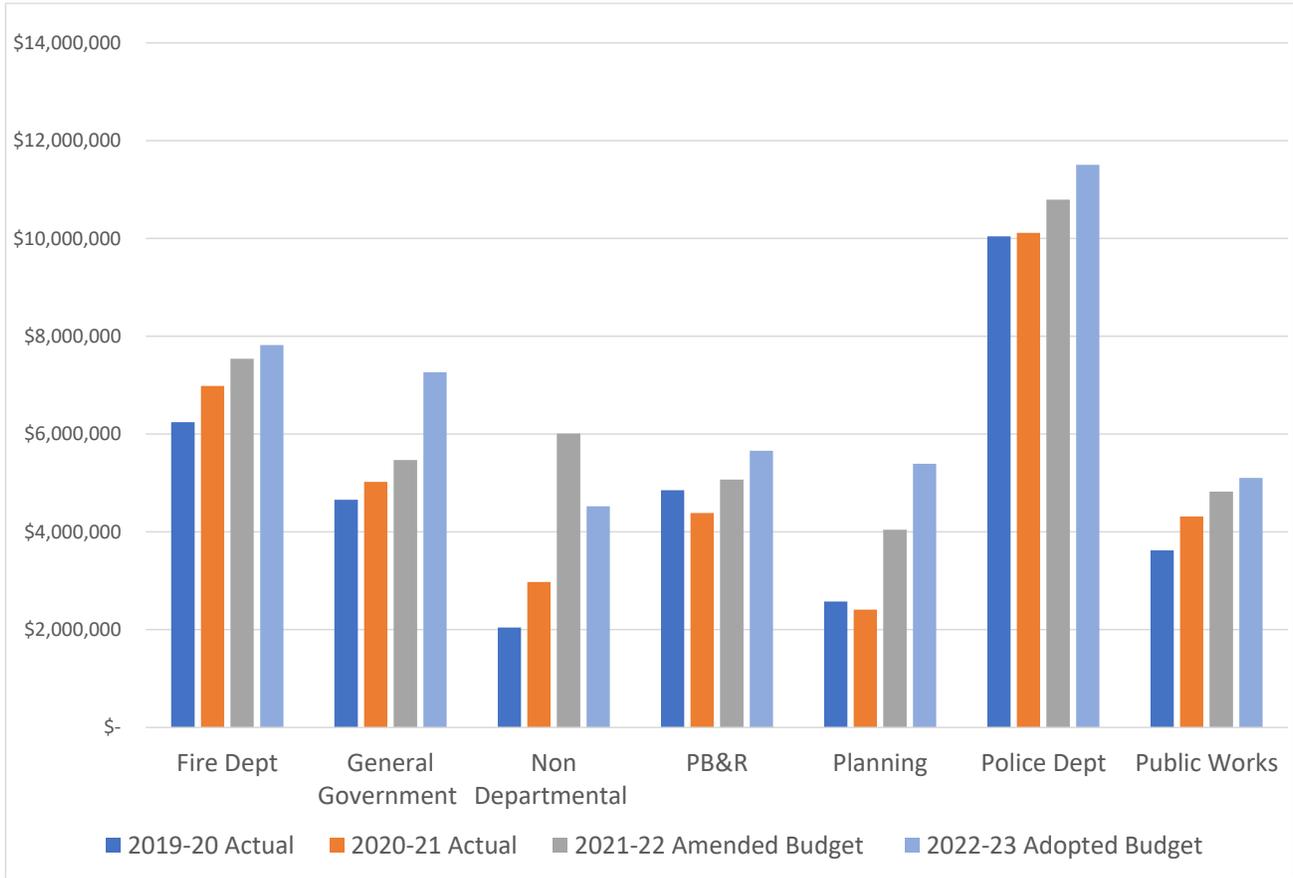
City of Pacifica

FY 2022-23 Adopted Budget

General Fund Expenditures by Department



**City of Pacifica
FY 2022-23 Adopted Budget
General Fund Expenditures By Department**



General Fund Budget by Departments	2019-20 Actual	2020-21 Actual	2021-22 Amended Budget	2022-23 Adopted Budget
Fire Dept	\$ 6,242,383	\$ 6,983,578	\$ 7,541,377	\$ 7,821,755
General Government	\$ 4,658,246	\$ 5,024,509	\$ 5,469,351	\$ 7,264,434
Non Departmental	\$ 2,044,736	\$ 2,976,590	\$ 6,010,965	\$ 4,524,681
PB&R	\$ 4,853,334	\$ 4,384,857	\$ 5,068,645	\$ 5,658,925
Planning	\$ 2,575,058	\$ 2,409,539	\$ 4,045,777	\$ 5,394,439
Police Dept	\$ 10,042,906	\$ 10,114,604	\$ 10,792,423	\$ 11,506,318
Public Works	\$ 3,622,793	\$ 4,313,018	\$ 4,825,068	\$ 5,101,675
Total General Fund Exp.	\$ 34,039,456	\$ 36,206,694	\$ 43,753,606	\$ 47,272,227

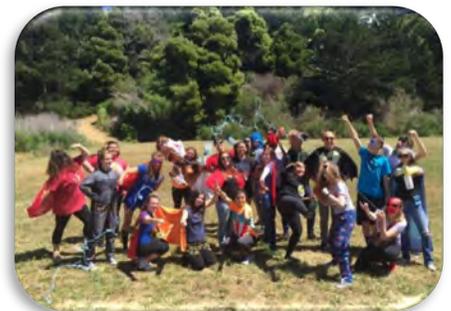
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CITY OF PACIFICA

Department Work Programs



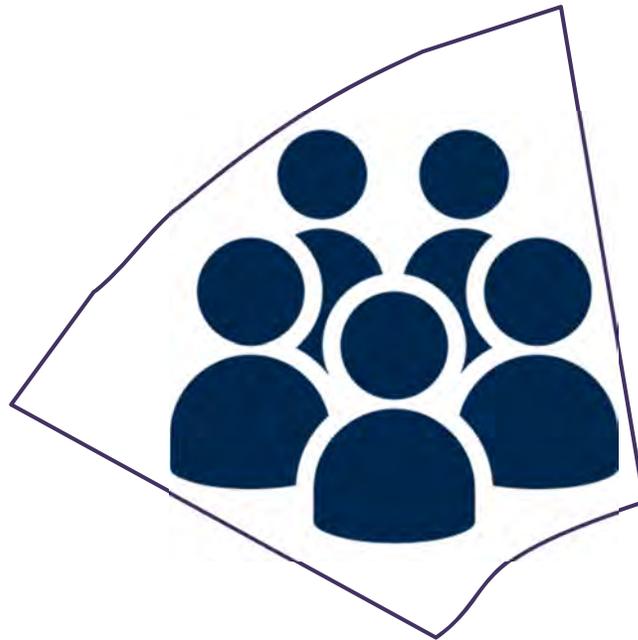
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CITY OF PACIFICA

City Manager's Office



City Manager's Office

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City Manager's Office

Mission

The mission of the City Manager's Department is to provide overall leadership of the City, execute Council policy direction, and ensure that the City's policies and services are administered fairly to the residents and businesses of Pacifica, with excellent customer service, and prudent stewardship of tax revenues and other resources in support of a vibrant community with a broad range of public services and complex infrastructure.

Description

The Department provides overall management of City operations and oversight of City Departments. The City Manager is the City's chief executive and is responsible to the City Council for the proper and efficient management of all municipal activities. The City Manager advises the Council on the City's planning and financial needs, as well as other municipal matters, implements all laws and ordinances, manages City facilities, prepares and manages the budget, carries out the City's business, and administers the policies of the Council. The City Manager directs and coordinates the various departments and municipal services through appointed department directors who directly supervise and administer the various staff and operational elements of the City.

Staffing

The City Manager's Office is comprised of a City Manager, Assistant City Manager/Administrative Services Director, Economic Development Manager, limited-term Management Analyst, City Clerk, Deputy Clerk, and Executive Assistant.

Service Level Changes

The FY2022-23 budget includes a reorganization that resulted in adding the Executive Assistant and Deputy City Clerk positions and eliminating the combined vacant classification. The other changes include restoring the Economic Development Manager position for day-to-day operations of the Economic Development program and assisting with implementing the Economic Opportunities Study underway as part of the Vision 2025 & Beyond Strategic Financial Sustainability Study. The Economic Development Manager position is restored as a result of the chief Financial Sustainability Officer promoting into the Assistant City Manager/Administrative Services Director position.

Budget Highlights / Summary of Changes

The Assistant City Manager's duties were restructured to focus on finance and administrative services and oversight of the economic development function. Contract expenditures are budgeted for professional services, which reflect a 2% increase over the prior fiscal year's budget.

City Manager's Office

Fiscal Year 2021-2022 Accomplishments

- Continued progress on all FY2020-21 Council Priorities;

- Continued the City's Coronavirus response and Restoration of Operations; Completed Council goal-setting and development of a balanced budget for FY2021-22; Onboarded new councilmember(s) and new critical position(s) in the City Manager/Finance departments;
- Completed labor negotiations.

Service Priorities

- Oversee the delivery of public services in accordance with all federal and state laws and the policies, ordinances, and resolutions adopted by the City Council.
- Direct and organize City departments, programs, and services.
- Carry out City Council strategic goals and priorities.
- Recommend adoption of policies and ordinances as necessary.
- Ensure the long-term fiscal viability of the City.
- Increase productivity, efficiency, and effectiveness of the organization.
- Oversee public information, customer service, and community engagement.
- Advise the City Council on matters regarding current and future fiscal, staffing, and program needs of the City.
- Enforce contracts, agreements, and permits authorized by the City Council.

Economic Development

Mission

The mission of the Economic Development Division is to grow the local economy, increase the City's tax revenue base, and create more jobs by facilitating and encouraging business growth, real estate attraction, and recognition of Pacifica as a great place to live work and play.

Description

The Economic Development Division serves the City's business community to support existing businesses and commercial property owners by providing accurate, useful, and timely information, connecting businesses with resources, liaising with local business groups, and supporting the interdepartmental activities and programs benefitting or impacting businesses.

Service Priorities

- Expand the City's revenue base to improve fiscal health and the local economy
- Retain, expand and attract desirable businesses and jobs
- Promote and market the City as an overnight destination
- Evaluate and deliver projects that provide fiscal and economic benefit to the community
- Support businesses seeking to expand
- Strategically manage City land and building assets

Fiscal Year 2021-2022 Accomplishments

- Completed Marketing Strategy and Gap Analysis Assessment and developed a long-term Marketing Plan.

- Developed an outline for the Vision 2025 & Beyond project as a strategic planning process to articulate a long-term and financially sustainable vision for Pacifica that included an analysis of available options for the City's long-term Financial Sustainability and Economic Development opportunities.
- Developed and issued an RFP and selected a consultant for Economic Opportunities Study as part of the Vision 2025 & Beyond project.
- Completed analysis of Pacifica Commercial Economy and financial sustainability, including a multi-year revenue and expenditures analysis and financial outlook, commercial revenue trends based on business sectors and geographic zones, and reporting on top revenue-generating sectors and firms.
- Managed the "Beach Bites Bingo" program together with the Economic Development Committee to encourage increased use of local restaurants, coffee shops and eateries to support Pacifica's small businesses.
- Streamlined the permit process allowing the continuation of parklets and outdoor dining in a post-pandemic environment.
- Launched "Shop Pacifica" e-gift card program to support Pacifica small businesses and boost the local economy.

Fiscal Year 2022-2023 Goals / Strategic Priorities

- Complete the Economic Opportunities Study, deliver findings, receive City Council direction and develop the implementation plan
- Develop a five-year timeline for key Economic Development priorities and efforts for each year
- Update the Economic Development Website, including "how to start a business" guide and other resourceful information for businesses
- Develop an ongoing newsletter designed to update local businesses on relevant information related to City services, programs and initiatives, grant opportunities, education, training, and other resources, including rotational featuring of businesses and introducing new businesses in town.
- Develop annual award programs (e.g., Business of the Year and Green Business Sustainability recognition program for City Council).
- Launch the Workcation Marketing program to market Pacifica as an overnight destination and increase the hotels' occupancy rates
- Conduct a full launch of the Shop Pacifica program, including marketing and integration with the Workcation.

CityClerk

Mission

The mission of the City Clerk Department is to promote openness in government. The City Clerk's Office is committed to serving the citizens of our community in a neutral and ethical manner by providing equal access to open and transparent government, ensuring the integrity of the participatory process, bridging internal and external communication pathways, and enhancing the public's trust in local government.

Description

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

Service Priorities

- Provide City Council support, including agenda and packet preparation, public noticing, and distribution of materials to the City Council, staff, and the public.
- Support boards and commissions, including agenda and packet preparation, public noticing, and distribution of materials to Commissioners, staff, and the public.
- Process local legislation, including resolutions, ordinances, and minutes.
- Oversee elections, including qualifying candidates, petitions, and ballot measures, processing all necessary resolutions, monitoring campaign filing requirements, and certifying election results.
- Maintain records and archives, including responses to public records requests.

Fiscal Year 2021-2022 Accomplishments

- Managed the City's agenda management software, including making updates as needed, and provided training to staff.
- Processed 15 ordinances, 72 resolutions, 22 City Council Regular Meetings 38 Agenda Packets, 16 City Council Special Meetings and Agenda Packets, 23 Emergency and Non-emergency Proclamation, 252 public records requests, and 9 subpoena requests.
- Managed vacancies and appointments to all Boards, Committees, and Commissions.
- Commenced the Records Management and Scanning project.

Fiscal Year 2022-2023 Goals / Strategic Priorities

- Conduct the City's November 2022 General Municipal Election for three Councilmember seats as well as potential ballot measures.
- Manage the process of converting to district-based elections to comply with the Voting Rights Act.

CITY OF PACIFICA FY 2022-23 Budget

City Manager's Office

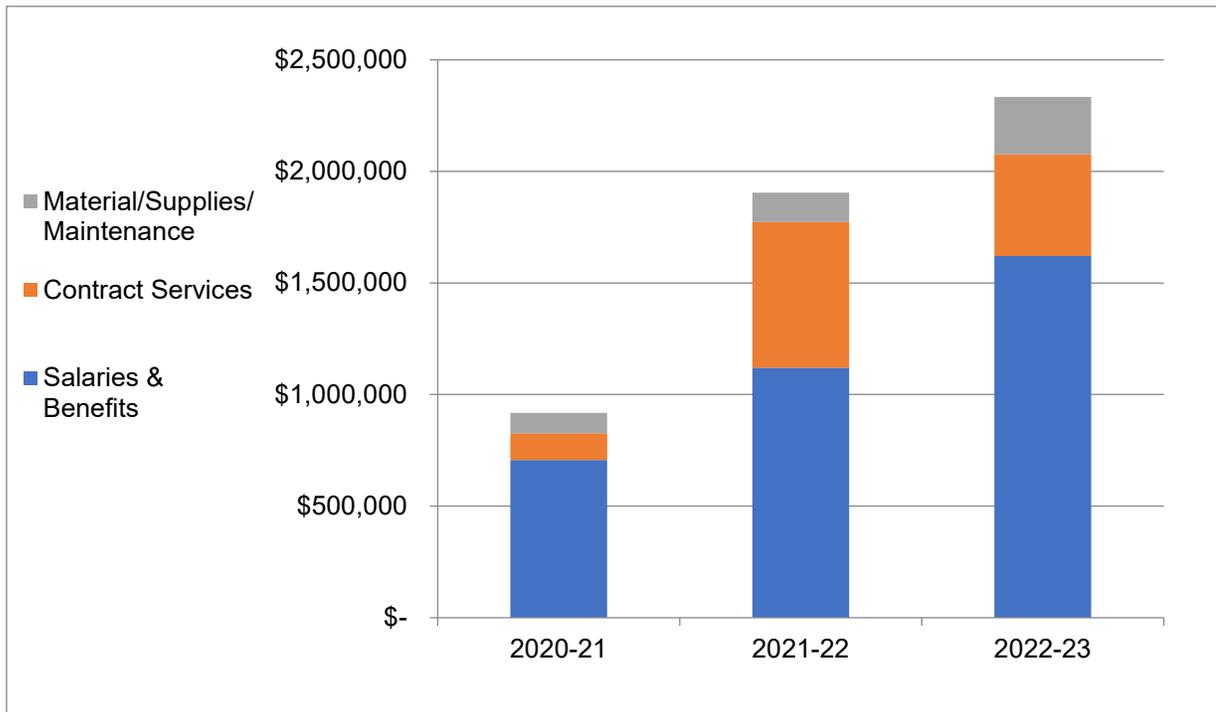
Actual	Amended Budget	Adopted Budget
2020-21	2021-22	2022-23

Expenditures

Salaries & Benefits	\$ 707,039	\$ 1,120,415	\$ 1,621,023
Contract Services	\$ 119,032	\$ 652,400	\$ 455,600
Material/Supplies/Maintenance	\$ 91,838	\$ 131,207	\$ 257,400
Total Expenditures	<u>\$ 917,909</u>	<u>\$ 1,904,022</u>	<u>\$ 2,334,023</u>

Full-Time Equivalent Employees

	<u>4.50</u>	<u>5.50</u>	<u>6.50</u>
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CITY OF PACIFICA

Finance & Administrative Services



Finance & Admin Services

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Administrative Services

Mission

The mission of the Administrative Services Department is to provide high-quality support services to all City departments, staff, and the community through internal services, including Finance, Human Resources, Information Technology, and Risk Management functions, and to ensure compliance with the City's policies and procedures.

Description

The Administrative Services Department provides internal services and reliable technology resources to staff, members of the City Council, Committees and Commissions, and the community. The Department is responsible for all financial operations, properly recording financial transactions, implementing best practices in employee relations, providing quality internal customer service, and promoting a positive work environment for the City's talented workforce. The Department prepares the City's annual operating and capital budget and coordinates the external audit process, including preparing the City's Annual Comprehensive Financial Report (ACFR). The Department also negotiates and administers contracts for services provided to the community.

Staffing

The Administrative Services Department is comprised of an Assistant City Manager/Administrative Services Director (0.5 FTE), a Deputy Finance Director, Financial Analyst II, Accountant, Sr. Accountant, two Accounting Technician positions, Information Technology Manager and three IT technicians, Human Resources Manager, and two Human Resources Analysts positions (one permanent and one limited-term).

Service Level Changes

FY2022-23 budget includes additional part-time help in IT Division and increased contractual services in HR to help with recruitments and other services. The Financial Services Manager was reclassified to a Deputy Finance Director position. In addition, a limited-term Sr. Accountant position was added to assist with the ERP implementation.

Budget Highlights / Summary of Changes

The Finance, Human Resources, and Information Technology budget is included in the Administration Department budget with salaries and budget costs for the assigned staff per the applicable MOUs with the bargaining units. In addition, contract expenditures are budgeted for professional services, which reflect a 2% increase over the prior fiscal year's budget.

Finance Division

Mission

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

Description

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

Service Priorities

- Carry out Strategic Goals and City Council priorities relating to the City's fiscal sustainability.
- Increase the productivity, efficiency, and effectiveness of the organization.
- Advise the City Council on matters regarding current and future fiscal, staffing, and program needs of the City.
- Undertake financial planning and oversee the preparation of the annual budget.
- Ensure internal controls through accountability, financial reporting, and audits.
- Manage cash assets, including banking, cashiering, disbursements, and revenues.
- Perform accounts payable, receivable, and payroll functions.
- Fulfill the City Treasurer function, ensuring an appropriate investment of funds and debt service administration.
- Provide sound financial advice to the City Council, City Manager, and staff.

Financial Services 2021-2022 Accomplishments

- Successfully completed interim and final financial audits, prepared Annual Comprehensive Financial Report (ACFR), and received a clean audit opinion and management letter from the independent auditors.
- Processed 425 journal entries, 3000 vendor checks, 6,950 payroll checks, over 7400 invoices, and 490 business license applications.
- Completed a smooth transition of the City's business license administration function to HdL companies and successfully processed annual renewal.
- Implemented full-service Transient Occupancy Tax (TOT) management services program with HdL for all hotel establishments within City limits.
- Completed and filed State Controller's and other mandated financial reports in a timely manner.
- Implemented a new procurement system to enable City staff to unify the RFP process and compliance requirements citywide
- Assisted with the Sewer Rate Study, assessed data, and worked with the consultant and Public Works staff to complete the study and implement rate increases.
- Completed the financial analysis and calculations of the City's unfunded pension and OPEB liability and developed a funding policy guidelines to fully fund the Actuarily

Determined Contribution (ADC) for OPEB and the minimum required contribution to reach 85% funded status in 20 years for Pension liability to realize a significant reduction in these liabilities during the next year-end closure and beyond.

- Completed a needs assessment and prepared an RFP for the Enterprise Resource Planning (ERP) project, selected a solution, and negotiated a contract for a cloud-based application.

Fiscal Year 2022-23 Goals and Strategic Priorities

- Continue supporting the City Council's Strategic Goals and priorities as they relate to the City's Financial Operations
- Support the City's Records Management project led by City Clerk's Division by timely scanning financial reports
- Complete actuarial valuation study for Other-Post-Employment-Benefits (OPEB)
- Review and redesign the City's purchasing procedures to gain efficiency, reduce the time spent on contract and purchase order processing and conduct citywide training on new procedures.
- Continue to work with HdL to review the full-service TOT management program as it applies to the short-term vacation rental properties within city limits.
- Continue to work with HdL on Business License Tax audits of different segments of the business community.
- Complete the contract negotiations for the Enterprise Resource Planning system (ERP) and begin the implementation.

Risk Management

Mission

The mission of Risk Management is to enhance safety and protect citizens, employees, and assets of the City by fostering a culture of proactive risk management to effectively forecast, control, and mitigate the City's risk through effective loss prevention, claims management, and risk financing.

Description

The Risk Management Department is comprised of two programs: General Liability and Workers Compensation. Risk Management implements safety policies, best practices, and procedures to mitigate the City's risk exposure. The Risk Management Program protects City assets, provides liability insurance and claims management services, and promotes the safety and well-being of City employees. The program includes managing liability, property and auto claims, and insurance programs. It also develops risk reduction policies and procedures and ensures compliance with the City's risk management operational best practices as enforced by the Pooled Liability Network Joint Powers Authority (PLAN JPA), and safety standards and regulations as defined by OSHA and the City's Injury and Illness Prevention Program (IIPP). The budget is provided in the General Liability and Workers Compensation internal service funds and accounts for premiums as well as any settlements resulting from claims against the City.

Service Priorities

- Ensure the City has adequate insurance coverage for its operations.
- Undertake and complete timely claims management.
- Promote policies and programs to reduce risk exposure.
- Develop safety policies and procedures and implement risk management best practices.

Risk Management 2021-2022 Accomplishments

- Managed General liability and Workers Compensation active claims
- Ensured compliance with State-mandated safety training and provided ongoing training opportunities for City employees in areas of ergonomics, job hazard prevention, driver safety, contract selection and risk transfer, recreation risk management, and other aspects of general liability matters sponsored by PLAN JPA.

Fiscal Year 2022-2023 Goals and Strategic Priorities

- Support the Council's Strategic Goals and Priorities as they relate to the Risk Management Program
- Continue to identify, mitigate and reduce risks to the City.
- Provide citywide training for employees and supervisors on the City's Risk Management Program and workers' compensation and risk management procedures
- Update a citywide ADA Transition Plan to comply with the Americans with Disabilities Act and assure that City facilities, programs, and services are accessible to disabled citizens and employees.
- Process and handle General Liability and Workers compensation claims in a timely manner, so that claim expenses and legal costs can be minimized
- Comply with OSHA standards, regulations, and requirements to prevent work-related injuries and illness.

Human Resources Division

Mission

The mission of the Human Resources Division is to provide high-quality labor and employee relations, staff recruitment and retention, and staff professional development services that support the City's objectives in serving the needs of the community.

Description

The Human Resources Division recruits, develops, and supports the organization's most valuable resource – its staff. The Division implements best practices in recruitment, benefits management, professional development, labor relations, grievance management, policy development and implementation, and employee classification and compensation. In addition, the Division manages highly sensitive and confidential information to effectively conduct workplace investigations, implement practices to enhance employee performance, manage claims and ensure compliance with local, state, and federal labor regulations. The Division also participates in the Liebert Cassidy Whitmore Employment Relations Consortiums that offer training and

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

Service Priorities

- Created onboarding process to effectively educate and orient new staff.
- Recruit, hire, develop, and retain a diverse and highly-talented professional staff.
- Manage administrative and personnel policies and procedures and ensure compliance with related laws and regulations.
- Manage confidential information when consulting employees and handling personnel records.
- Manage labor relations with all bargaining units and unrepresented employees.
- Manage grievances related to the Personnel Policies and Procedures and MOUs.

Human Resources 2021-2022 Accomplishments

- Created or revised 3 job classifications and reclassified 3 positions
- Conducted 51 recruitments and filled 55 positions
- Conducted open enrollment meetings to provide employees with information regarding medical, dental, vision, life, and retirement benefits.
- Continue working to protect our employees during this pandemic crisis and provide guidelines so that they can continue working.
- Prepared and updated the COVID Pandemic Policy (CPP) and the Injury Illness Prevention Plan (IIPP) pending the outcome of the meeting and conferring with all bargaining groups.
- Continue to network with other local public agencies within the County of San Mateo and NorCal, and this way, stay informed of state and local developments and changes in laws that may affect our City.
- Implemented and conducted new hire orientation to ensure our new employees have a positive experience when joining the City.
- Streamline new recognition programs such as the annual service awards recognition event and recognition of professional administrative day by offering training and wellness programs to continue working in our efforts to retain our employees by creating an environment that makes our team feel like an asset to our City.

Fiscal Year 2022-23 Goals and Strategic Priorities

- Reduce employee timeframe to more efficiently recruit and orient new employees
- Work with department Directors to generate best practices on maintaining strong staffing with employee recruitment and retention initiatives.
- Review HR policies and procedures related to telecommuting and continue to promote health and wellness throughout our workforce.

- Negotiate new labor agreements and personnel policies and procedures with represented employee groups
- Created onboarding process to effectively educate and orient new staff.
- Revise employee evaluation procedure to ensure compliance with Personnel Policies and Procedures.

Information Technology Division

Mission

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

Description

The Information Technology Division manages the City's information technology program, provides and maintains appropriate hardware and software to City departments, develops and maintains a secure network infrastructure, manages the City's data and voice infrastructure maintains the City's telecommunication systems, and manages the City's website. The Division ensures that staff has the resources and training to effectively use equipment and technology in furtherance of their departmental goals.

Service Priorities

- Enhance staff productivity with a secure network, desktop, portable hardware, and supporting software.
- Minimize IT equipment downtime and maximize response time and maintain IT systems for disaster recovery and business continuity.
- Maintain an effective, visitor-friendly, and informative website that conveys the City's image, mission, and services.

Information Technology 2021-2022 Accomplishments

- Civic Center construction project
 - Successfully relocated computer equipment and phones for over 30 City employees to the temporary Community Center location
 - Migrated server room and network infrastructure to temporary secure room
 - Cleaned up and e-wasted three rooms worth of obsolete computer equipment at the Civic Center site
- Completed upgrade of dashcam and Mobile Data Terminal systems on primary PD Patrol vehicle fleet.
- Upgraded secure connection between Pacifica Police Station and South San Francisco to improve dispatch and RIMS (Records Information Management System) access speeds.
- Closed 1,602 helpdesk tickets in FY21-22, including 12 PRA requests involving e-mail searches.

- Worked with City Clerk’s office to launch NextRequest, a Public Records Act Request system that allows citizens to submit requests online; the system also gives staff easier options to review and respond to these requests.
- Addressed and remediated over 95 potential security issues (virus, e-mail phishing, etc.)
- Implemented call-in system for public comment in Council and Commission meetings
- Upgraded wireless network at the Community Center, expanding coverage to temporary cubicles and conference room

Fiscal Year 2022-2023 Goals and Strategic Priorities

- Roll out MFA (Multi-factor authentication) City-wide on Microsoft services to improve security and mitigate Cyberthreats
- Upgrade existing backup system to improve security and reduce recovery time of systems
- Deploy a new Citywide VoIP (Voice over IP) solution to replace the legacy phone system
- Set up a mobile device management system to more accurately secure, manage, and track City-issued mobile devices (iPhones, iPads, Laptops)
- Replace aging wireless access points at all City facilities to expand coverage and access



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CITY OF PACIFICA FY 2022-23 Budget

Finance & Administrative Services

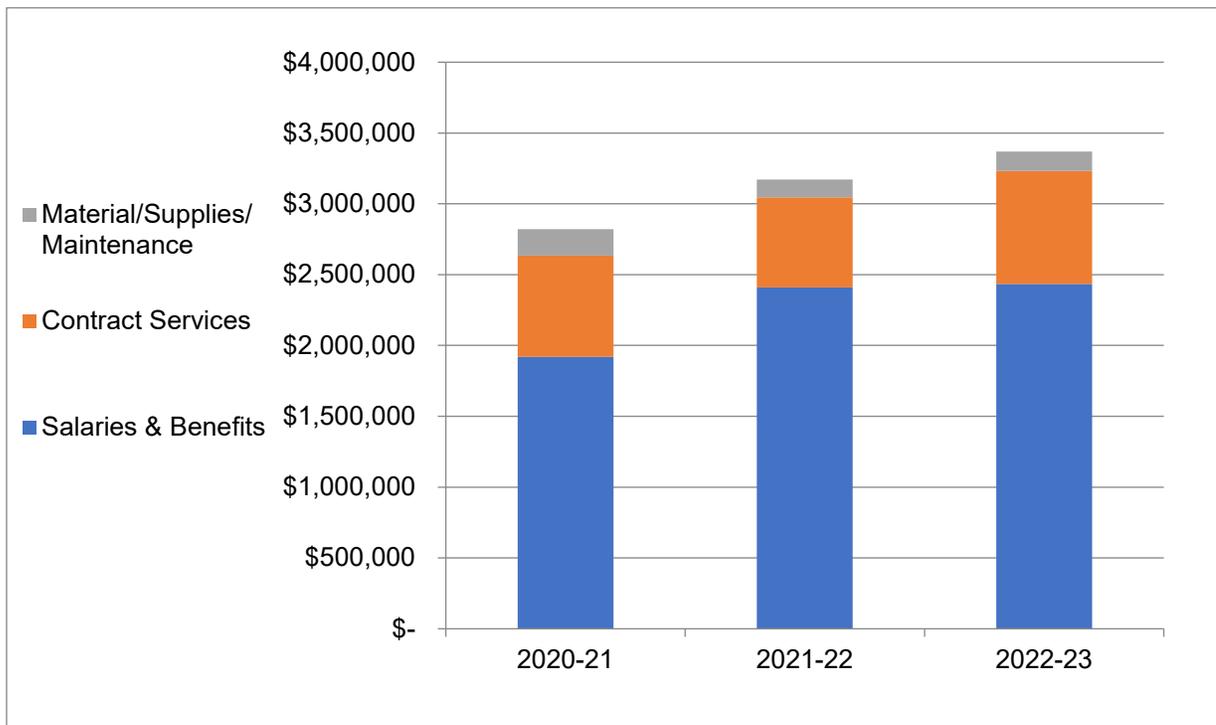
Actual	Amended Budget	Adopted Budget
2020-21	2021-22	2022-23

Expenditures

Salaries & Benefits	\$ 1,920,714	\$ 2,410,234	\$ 2,435,477
Contract Services	\$ 714,698	\$ 635,445	\$ 795,800
Material/Supplies/Maintenance	\$ 185,990	\$ 126,425	\$ 137,800
Total Expenditures	\$ 2,821,402	\$ 3,172,104	\$ 3,369,077

Full-Time Equivalent Employees

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CITY OF PACIFICA

Police Department



Police Department

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Police Department

Mission

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

Description

The Police Department provides for the safeguarding of constitutional guarantees; the preservation of peace, order, and safety by fair, unbiased, and practical enforcement of laws and ordinances; reduction of injuries and deaths related to traffic collisions; addressing quality of life issues; and the prevention of crime through a proactive and collaborative effort with the community.

Service Priorities

- Provide law enforcement services to the community with a full-service methodology.
- Response to life-threatening emergency and urgent criminal event calls for service.
- Response to calls for service related to non-urgent criminal events, traffic complaints, and quality of life issues within the community.
- Traffic enforcement and investigation to reduce the number of persons injured and killed in the city as a result of traffic collisions.
- Community engagement to foster positive, collaborative relationships with community members in an effort to increase community policing opportunities.
- Provide emergency management services to the City via emergency preparedness planning and liaison work with Federal, State, and County entities.
- Provide first responder services to the unhoused and those with mental illness or substance abuse issues.

Staffing

The Police Department is comprised of 33 authorized sworn peace officer positions, 4-full time support positions and 1 part-time support position. Departmental staff are assigned to one of 2 divisions within the department, the Field Services Division and the Administrative/Investigative Services Division. Patrol Services, Traffic and Community Policing reside primarily in the Field Services Division. Records, Fiscal Management, Training, Technical Support, Investigations, Juvenile, Evidence, Property and Communications are conducted through the Investigations/Administration Division. Police Reserves, Explorers and Citizen Volunteers also provide key assistance with several of these programs.

Service Level Changes

FY2022-23 budget includes 1 ARPA funded Records Clerk position. This position will increase the personnel hours available to meet legal mandates that have been legislatively imposed in recent years.

Budget Highlights / Summary of Changes

The main budget change is from the addition of the Records Clerk position funded with ARPA funding for a two-year limited term. The FY 2022-23 cost is \$120,500.

Field Services Division

Mission

The Mission of the Field Services Division is to provide first-line response to emergency and non-emergency calls for service from community members, enforce laws and ordinances, and address quality of life issues through best practice community-oriented policing strategies.

Description

The Field Services Division consists of sworn, unformed Peace Officers, volunteer Reserve Peace Officers, and non-sworn Community Service Officers.

Service Priorities

- Respond to life-threatening emergencies
- Respond to non-emergency calls for service
- Prevention of crime through collaborative efforts with the community
- Prevention of traffic collisions causing injury and death through proactive enforcement and community education
- Investigate criminal cases and present them to the District Attorney's Office for prosecution
- Investigate traffic collisions

Administrative/Investigative Division

Mission

The Mission of the Administrative/Investigative Division is to provide administrative support services related to records, policy, and training via sworn and support staff. Further, the Division provides criminal investigative services via sworn personnel.

Description

The Administrative/Investigative Division is comprised of Police Records personnel, police detectives, property and evidence personnel, and administrative support personnel.

Service Priorities

- Provide record-keeping services related to report classification and retention.
- Provide critical data entry related to Federal and State legal mandates.
- Provide community member assistance via a front counter and telephone communications.
- Complete legally mandated tasks related to police records.

- Provide complex criminal investigative services related to property crimes and crimes against persons.
- Process crime scene evidence and securely store it for criminal proceedings.
- Schedule and monitor training of all department personnel.
- Provide administrative support to Command personnel.
- Prepare for City emergencies through the Emergency Manager, including training and coordination of CERT volunteers.

Fiscal Year 2021-2022 Accomplishments

- Community engagement and regular meetings regarding social justice issues related to law enforcement.
- Successful implementation of a program to comply with AB 953 (Racial Identity and Profiling Act) requirements.
- Successful implementation of mandated California Incident-Based Reporting System (CIBRS) and the National Incident-Based Reporting System (NIBRS) requirements.
- Implementation and coordination of the Mobile COVID-19 testing program with San Mateo County.
- Development and successful submission of the Pacific Annex of the San Mateo County Local Hazard Mitigation Plan.
- Continued commitment to training officers in Crisis Intervention (CIT). 97% of sworn staff has been trained.
- Increased bias-free policing training and increased less-lethal force options available to officers.
- Successful audit from Peace Officers Standards and Training (POST) regarding departmental hiring process/documents and compliance with mandated training requirements.
- Prosecution of well-publicized child abuse case involving a day care facility.
- Successful multi-agency prosecution of a major human trafficking case.

Fiscal Year 2022-2023 Goals / Strategic Priorities

- Continue items previously identified in the Policing in Pacifica workplan.
- Continue CIT training for officers, seeking 100% of personnel trained.
- Complete police radio infrastructure project.
- Partner with City departments and the Pacifica Resource Center to assure successful implementation of the Oversized Vehicle Permit Parking Program.
- Continue to seek community engagement opportunities to further build community relationships.
- Identify sources of grant funding to assist with traffic and alcoholic beverage control related issues.

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CITY OF PACIFICA FY 2022-23 Budget

Police Department

Actual	Amended Budget	Adopted Budget
2020-21	2021-22	2022-23

Expenditures

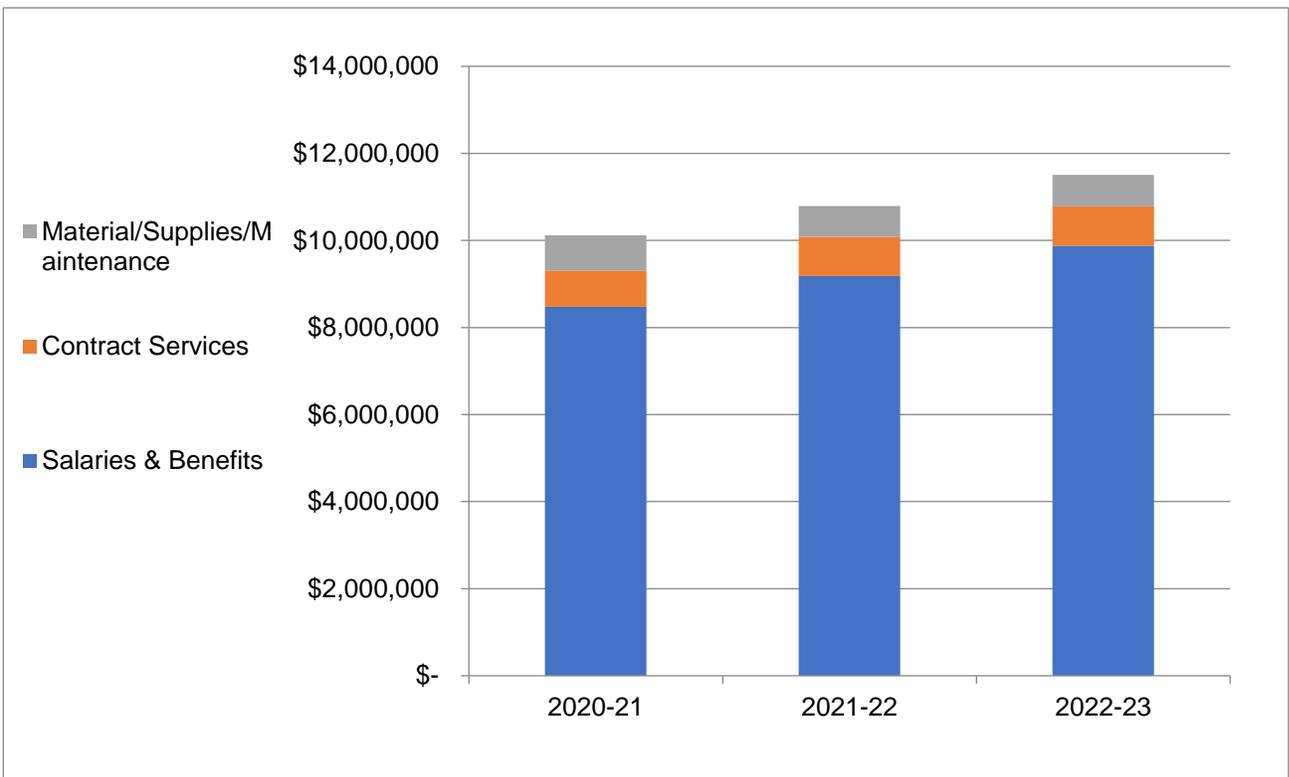
Salaries & Benefits	\$ 8,473,477	\$ 9,186,649	\$ 9,875,518
Contract Services	\$ 829,772	\$ 891,431	\$ 909,200
Material/Supplies/Maintenance	\$ 811,354	\$ 714,343	\$ 721,600
Total Expenditures	\$ 10,114,604	\$ 10,792,423	\$ 11,506,318

Revenue Sources

Charges for Services	\$ 312,383	\$ 328,878	\$ 316,800
Intergovernmental	\$ 108,343	\$ 30,000	\$ 40,000
Total Revenues	\$ 420,726	\$ 358,878	\$ 356,800

Full-Time Equivalent Employees

37.00	38.50	39.50
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CITY OF PACIFICA

North County Fire Authority



Fire Department

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North County Fire Authority

Mission

Be Kind – Always Prepared – Care for Others

Description

Emergency Response: Provides life-saving services and overall assistance to residents, businesses, and visitors by responding to and mitigating emergency and non-emergency incidents and events, such as Emergency Medical Pre-Hospital Care and Advanced Life Services, Fire Suppression, Fire Search and Rescue, Low and High Angel Rescues, Urban Search and Rescue, Structural Collapse, Vehicle Accidents and Extractions, Terrorism, Multi-Casualty Incidents (MCI's) and WMD Special Operations, Hazardous Materials Releases, and Public Assistance.

Fire and Life Safety Code Compliance and Fire Investigations: Minimize loss of life and property from fires and hazardous materials releases. Provide on-site fire and life safety code compliance inspections and re-inspections to businesses, multi-family, and permitted occupancies through dedicated safety inspectors and fire companies, as well as fire protection planning through new construction and tenant improvement plan review services and inspections, resulting in a fire and hazardous materials safe environment. When fires occur, complete fire investigations to determine the fire cause, origin, and if possible the responsible party if illegal activity is involved.

Community Outreach and Public Education: Educates the community in the reduction of injuries, loss of life, and property damage from fires and other accidents or events, as well as providing emergency planning and disaster preparedness for individuals, families, and through Community Emergency Response Team (CERT) participants.

Organizational Support, Strategy, and Maintenance of Effort: Administration, Leadership, Oversight, Budget and Accounts Payable, Human Resources, Community Emergency Planning, Preparedness and Response, Mandated and Recurrent Training and Certifications; Equipment, Facilities and Grounds, Safety, Health and Wellness, Apparatus and Vehicles, Master and Operational Planning, Grant Awards Management, Communications Systems, and Information Technology.

Service Priorities

The Fire Department will support citywide priorities through the following:

Economic Development/Revenue Enhancement: Complete thorough and timely plans check reviews and construction inspections. Provide positive customer relationships through professional consultations regarding development, new business, and expansion opportunities. Continue to look for cooperative agreements, which reduce cost, enhance service delivery, and provides for revenue and reimbursements.

Public Safety: Stop the escalation of medical emergencies by providing pre-hospital care medical treatment and or advanced life support services through paramedic fire companies. Stop the escalation of structure fires by confining the damage near the room of origin and limiting heat and smoke damage to the area or floor of fire origin. Stop the escalation of all other emergencies and mitigate those effectively and efficiently. Complete annual fire and life safety inspections of all commercial, permitted, and multi-family occupancies. Complete required and mandated training, as well as re-certifications for all employees.

Community / Civic Support: Continue to achieve an excellent overall customer service rating in delivery of emergency and non-emergency services. Continue providing community outreach and public education programs designed to prevent fire, injuries, accidents, and other elements making for a safer city. Provide for emergency preparedness and community outreach programs to educate the public with regard to disasters and becoming self-sufficient until help arrives.

Staffing

The North County Fire Authority (NCFA), which provides fire services to the Cities of Pacifica, Daly City and Brisbane, is comprised of 3 Bureaus consisting of the Operations, Special Services and Administrative Services, supported by 7 Divisions, which are Emergency Medical Services, Training, Special Operations, Emergency Planning, Fire Prevention, Technical Services and Support Services. NCFA daily staffing across all jurisdictions is approximately 35 personnel, which cover fire engines, ladder trucks, rescue units, USAR Heavy rescue, battalion chiefs, duty chief and investigators.

Service Level Changes

FY2022-23 budget includes no service level changes.

Budget Highlights / Summary of Changes

\$28,000 for the new fire station alerting system implementation and \$30,000 to restore the building repair and maintenance emergency fund.

Fiscal Year 2021-2022 Accomplishments

Emergency Operations and Training

- Continued implementation of NCFA Pandemic Response Plan focusing on preparedness, response, personnel protective equipment and operational readiness.
- Continued utilizing the NCFA Continuity of Operations plan to prepare, react and overcome challenges associated with COVID 19.
- Provided trained fire paramedics and emergency medical technicians to conduct and administer Mass COVID Vaccinations to the community.
- Deployed fire companies and chief officers to multiple major wildfire incidents throughout California through the Statewide Fire and Rescue Mutual Aid system.
- Achieved an overall “Customer Satisfaction” rating of 98% in the delivery of emergency and non-emergency services.
- Reviewed the NCFA 10 Year Business and Operational “Strategic Plan” goals and

accomplishments.

- Achieved getting a first due fire company on scene in 5 minutes and 36 seconds to all fire and medical emergencies from time of dispatch to arrival, which more than achieved the established goal.
- Placed back into service fire engine 95 after funds were allocated for personnel staffing.
- Provided Pre-Hospital Advanced Life Saving (ALS) medical interventions and treatments for residents, businesses and visitors through paramedics staffed engine and truck companies, as well over 50% of emergency medical services were for senior citizens.
- Completed all required annual training, continuing education and certifications for our fire company based paramedics and emergency medical technicians,
- Averaged 240 hours per firefighter over the year of in-service recurrent and mandated training through efforts of the Operations Bureau, Training Division and Special Operations Division.

Public Education and Community Outreach

- Presented “Hands Only CPR” instruction through an on-line virtual approach due to the COVID pandemic.
- Distributed the Ready-Set-Go Wildfire preparedness brochure and information through NCFCA and Cities social media and websites.
- Finalized and implemented Wildfire and All Risk evacuation plan and tool which is available to the public on-line through a web based platform to assist in major emergency evacuations.
- Provided a virtual on-line “Fire Service Day” during the COVID 19 pandemic.
- Participated in a drive to collect new supplies and backpacks for kids in need starting back to school.
- Distributed throughout the year public information and media releases through NCFCA and other online social media platforms regarding emergency incidents and significant events.
- Partnered and participated in the ‘Operation Santa Claus’ program, as well as other toy and assistance drive initiatives within each community.
- Provided Basic Emergency Preparedness, Individual and Family Preparedness seminars, as well as Community Emergency Response Team (CERT) classes to prepare for disasters.
- Distributed and provided education on Senior Citizen Fall Prevention, as well as a Home Safety Checklist information.
- Presented “Hands Only CPR” and “Stop the Bleed” instruction through either in person or on-line.
- Presented Community Wildfire Awareness and Preparedness outreach through web based, social media and online education platforms as well as other forms of communications.

Fire Prevention

- Fire Safety Inspectors completed all annual required, mandated and routine fire and life safety occupancy inspections ensuring code compliance.
- Fire Prevention Services Division completed timely, professional and high-quality pre-fire engineering development reviews, plan check analysis and inspections for new construction projects, tenant improvements, fire detection alarm and suppression systems.
- Fire Companies assisted in completion of all annual required, mandated and fire and life safety occupancy inspections ensuring code compliance.
- Completed fire investigation cause and origin determinations and analysis for fire incidents.
- Provided virtual fire extinguisher training to businesses and general public.

Fiscal Year 2022-2023 Goals / Strategic Priorities

- Medical emergency responses by a paramedic fire company will arrive on average within 6 minutes or less total reflex time.
- Fire emergency responses by a fire company will arrive on average within 6 minutes or less total reflex time.
- Achieve an overall “Customer Satisfaction” rating of 98% or greater in the delivery of emergency and non-emergency services. 98% overall excellent customer service satisfaction rating.
- 220 hours of annual mandatory, certification and recurrent training on average for each firefighter
- Ensure annual required in-service on duty continuing education, infrequent skills and certifications totaling 24 hours for each paramedic and 12 hours for each emergency technician.
- Provide overall administration and leadership for all aspects of the organization, creation and implementation of goals, priorities, objectives, performance measurements and outcomes, fiscal management, policy development and direction, strategic planning, accounting, human resources, payroll, facilities, grounds and fleet maintenance, along with purchasing of goods, supplies and equipment, as well as analysis of fire resources deployment.
- Ensure annual fire and life safety inspections and re-inspections completed by fire companies and dedicated fire inspectors for mandated and required occupancies, all commercial, permitted and multi-family occupancies.
- Provide public awareness and education regarding emergency disaster preparedness. Participate and lead in emergency coordination and homeland security activities in collaboration with stakeholders.
- Continue providing community outreach and public education programs designed to prevent fire, injuries, and accidents, making for a safer city. This includes annually visiting school classrooms, seniors, neighborhood groups, safety fairs, etc. as well as instructing the public how to perform “Hands Only CPR”, stopping choking and bleeding, along with how to utilize Automatic External Defibrillators (AED’s).

CITY OF PACIFICA
FY 2022-23 Budget

North County Fire Authority

	Actual	Amended Budget	Adopted Budget
	2020-21	2021-22	2022-23

Expenditures

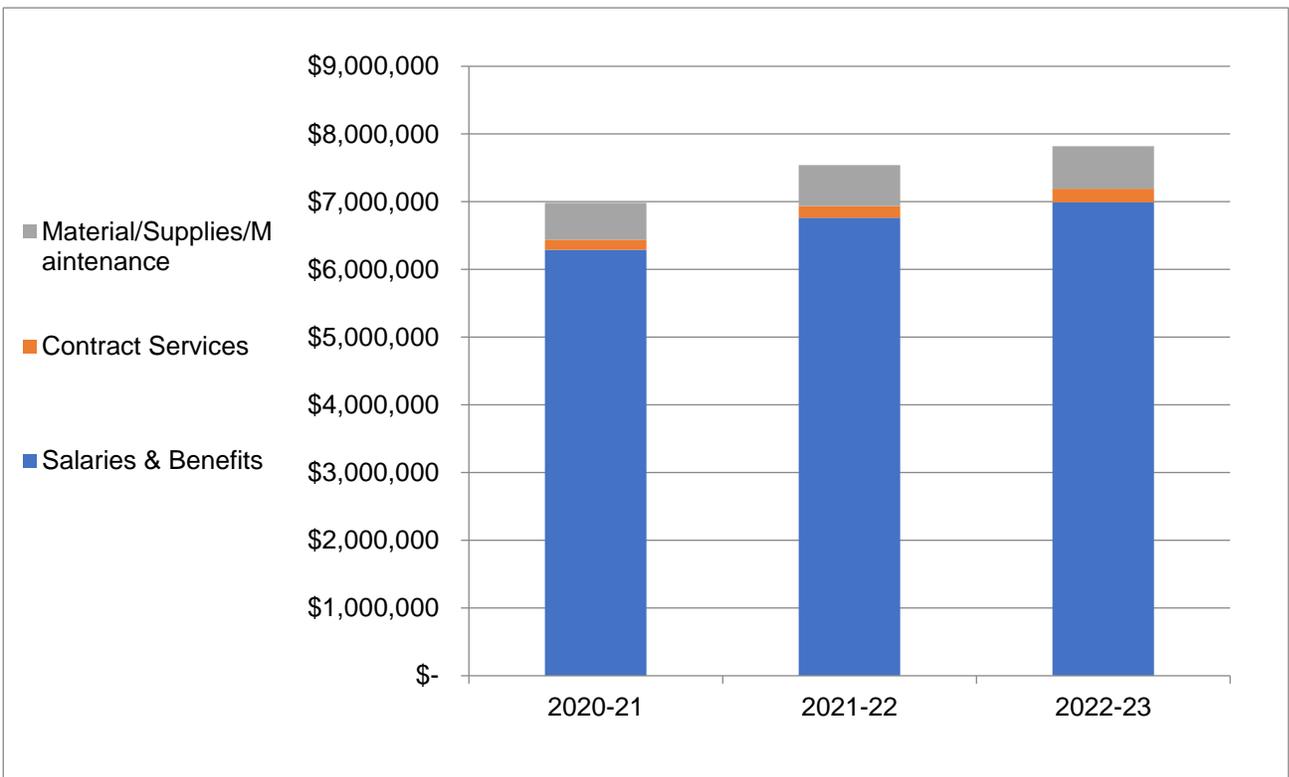
Salaries & Benefits	\$ 6,288,718	\$ 6,765,460	\$ 6,992,355
Contract Services	\$ 148,954	\$ 169,837	\$ 201,200
Material/Supplies/Maintenance	\$ 545,905	\$ 606,080	\$ 628,200
Total Expenditures	\$ 6,983,578	\$ 7,541,377	\$ 7,821,755

Revenue Sources

Charges for Services	\$ 385,042	\$ 420,061	\$ 421,000
Intergovernmental	\$ 696,553	\$ 557,900	\$ -
Total Revenues	\$ 1,081,594	\$ 977,961	\$ 421,000

Full-Time Equivalent Employees

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CITY OF PACIFICA

Planning Development



Planning Development

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Planning Department

Mission

The mission of the Planning Department is to provide responsive services and authoritative information relating to the City’s General Plan, Local Coastal Program, Zoning Regulations, Building Code, and other regulations intended to preserve public health, safety, and welfare.

Description

The Planning Department provides public facing and internal services related to the review of development permit and building permit applications, and enforcement of the City’s development regulations. The Planning Department has primary responsibility for the maintenance and implementation of the City’s General Plan, Local Coastal Program, Zoning Regulations, and Building Code, as well as environmental review of City and private development projects. It also provides primary staff support to the Planning Commission and Open Space and Parkland Advisory Committee (OSPAC).

Service Priorities

- Provide timely responses to inquiries about City regulations.
- Provide an efficient process for review of building permit plan check applications.
- Comply with all laws governing the development review process.
- Provide staff support to the Planning Commission and OSPAC.
- Investigate and resolve code enforcement complaints with priority given to violations affecting public health, safety, and welfare.
- Implement City Council priority work plan projects as assigned.

Staffing

The Planning Department is comprised of (9) full-time and (1) part-time City staff and several consultants to accomplish its broad array of services:

<u>City Staff Position</u>	<u>Regular/Limited Term</u>
(1) Director	Regular
(1) Deputy Director	Regular
(1) Senior Planner	Regular
(1) Associate Planner	Regular
(1) Assistant Planner	Limited
(1) Management Analyst	Limited
(2) Permit Technicians	Regular
(1) Code Enforcement Officer	Regular
(1) Transcriptionist (Part-time)	Regular

Consultants
Building Official
Building Inspector
Plan Reviewer
CEQA Review
Geotechnical Engineering
Below-Market Rate (BMR) Administration
Planning Staff Augmentation
Other Specialized Assistance

Service Level Changes

FY2022-23 budget includes service level increases to address a number of key priorities:

- Housing Element Update
- Americans with Disabilities (ADA) Act Transition Plan Update
- Comprehensive Zoning Ordinance Update
- Rockaway Beach Specific Plan Update

Budget Highlights / Summary of Changes

The Planning Department’s budget reflects an ongoing high-level of services given the department’s staffing level. The department has primary responsibility for 3 of the 13 City Council Priorities for FY 2022-23 and key supporting responsibilities for 9 others. It also has primary responsibility for the three Service Level Changes identified above in addition to significant ongoing responsibilities related to administrative of the building permit and development permit review processes including processing appeals, staffing of two commissions/committees, and focusing on significant code enforcement matters.

Further information on the three divisions within the Planning Department is as follows:

Planning Division

Mission

The Planning Division serves the primary interface between developers, the community, and the City’s development review process. It also has primary responsibility for administration of the City’s General Plan, Local Coastal Program, and Zoning Regulations.

Description

Manages the City’s development review process by integrating interdepartmental reviews, responding to community inquiries, presenting to the Planning Commission, and resolving City Council appeals. Also supports activities by other departments/divisions by providing expert advice on the City’s development and Zoning Regulations and environmental review.

Service Priorities

- Continually improve the efficiency and transparency of the development review process for applicants and the public.

- Establish policies for City Council approval that balance community character, protect natural resources, fulfill the City’s regional housing needs obligations, support economic development and financial sustainability, and comply with all applicable laws.

Building Division

Mission

The Building Division administers the City’s Building Code and preserves public health, safety, and welfare by performing building permit plan reviews, conducting inspections, and performing investigations of complaints related to buildings.

Description

With support from two City staff permit technicians, the consultant Building Official, building inspectors, and plan reviewers coordinate their work to administer the City’s Building Code from application through final inspection.

Service Priorities

- Provide responsive services to building permit applicants submitting at the public counter and online.
- Provide timely review of building permit applications in accordance with City-established service goals.

Code Enforcement Division

Mission

The Code Enforcement Division leads investigations into reported complaints of violations of the City’s development regulations, Zoning Regulations, and other laws of the City to preserve public health, safety, and welfare. It treats all parties with respect, dignity, and in accordance with due process.

Description

The Code Enforcement Officer prioritizes multiple complaints to focus first on issues that affect public health, safety, and welfare. Seeks voluntary compliance through respectful engagement with violators and utilizes enforcement tools as a last option.

Service Priorities

- Prioritize investigations relating to imminent threats to public health, safety, and welfare.
- Achieve voluntary compliance through education and mutual respect.

Fiscal Year 2021-2022 Accomplishments (department-wide)

- Completed General Plan and EIR recommendation by Planning Commission to City Council (Plan Pacifica)
- Prevailed at appeal hearing on complex code enforcement case.
- Expanded online mapping of development permit applications and posting of development permit application information.

- Supported update to park facilities impact fees in conjunction with Public Works Department.
- Completed 599 building permit plan reviews (excluding over-the-counter approvals for minor projects) consisting of \$24.2 million in valuation.
- Issued 1,551 building permits consisting of \$43.6 million in valuation.
- Conducted more than 3,700 building inspections.

Fiscal Year 2022-2023 Goals / Strategic Priorities

- Initiate and, where feasible within the fiscal year, accomplish City Council Priorities with primary responsibility assigned to the Planning Department:
 - (8) Prepare a Quarry Site Specific Plan
 - (9) Complete an update to the Wireless Communication Facilities Ordinance
 - (10) Prepare an update to the Housing Element of the General Plan
- Support City Council Priorities with primary responsibility assigned to other departments including:
 - (1) Continue the Beach Boulevard Infrastructure Resiliency Project
 - (2) Continue efforts related to a New Sharp Park Library & Renovated Sanchez Library
 - (3) Complete an update to the Climate Action Plan
 - (4) Complete the Vision 2025 & Beyond strategic financial planning process to articulate a long-term and financially sustainable vision for Pacifica
 - (5) Continue Esplanade Avenue Bluff Erosion Infrastructure Protection Projects
 - (6) Begin Part 2 of the City Tree Program Evaluation
 - (7) Complete the Civic Center facility health and safety rehabilitation and renovation project
 - (12) Continue to evaluate and implement Economic Development Initiatives focused on Business Assistance
 - (13) Review City Commission and Committee Charters
- Restore staff training/education opportunities to pre-COVID levels to increase operational effectiveness and enhance retention.
- Identify funding sources for operational improvements including technology improvements such as a new land management system to improve service levels, efficiency, and transparency.
- Implement recommendations of the Building Division assessment where resources permit.
- Complete triennial update to California Building Code.
- Complete certification of Local Coastal Land Use Plan (LCLUP) certification by California Coastal Commission (Plan Pacifica).



CITY OF PACIFICA FY 2022-23 Budget

Planning Development

Actual	Amended Budget	Adopted Budget
2020-21	2021-22	2022-23

Expenditures

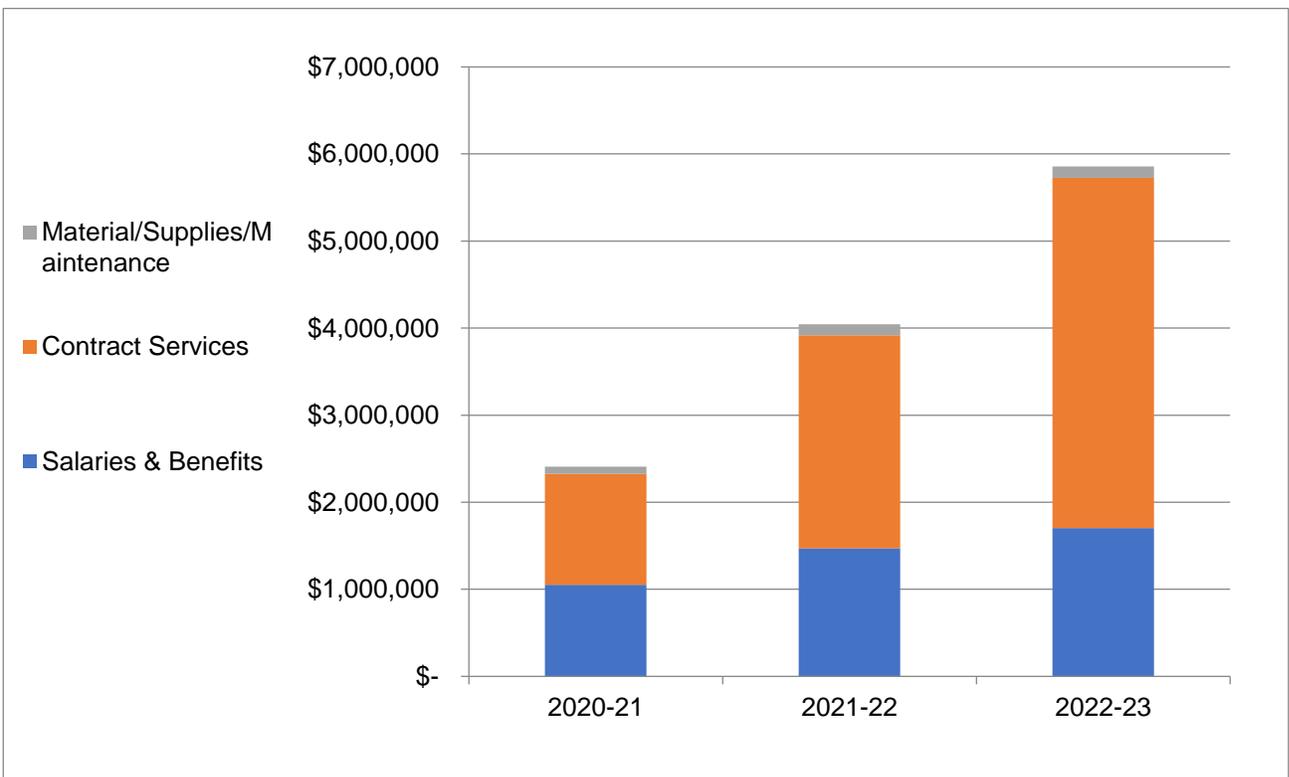
Salaries & Benefits	\$ 1,051,423	\$ 1,471,682	\$ 1,702,886
Contract Services	\$ 1,272,582	\$ 2,446,414	\$ 4,023,569
Material/Supplies/Maintenance	\$ 85,534	\$ 127,681	\$ 129,000
Total Expenditures	\$ 2,409,539	\$ 4,045,777	\$ 5,855,455

Revenue Sources

Charges for Services	\$ 1,926,209	\$ 2,339,201	\$ 3,180,869
Total Revenues	\$ 1,926,209	\$ 2,339,201	\$ 3,180,869

Full-Time Equivalent Employees

	9.75	8.75	10.75
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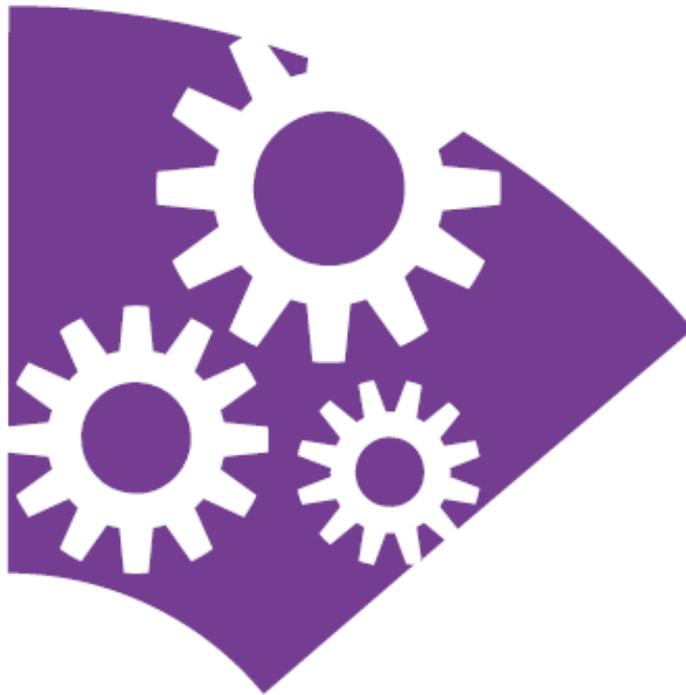
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CITY OF PACIFICA

Public Works Department



Public Works

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Public Works Department

Mission

The mission of the Public Works Department is dedication to excellence, integrity, environmental stewardship, and management of the City's infrastructure. Public Works supports the Council goals of an engaged community, stewardship of City infrastructure, a healthy and compassionate community, environmental sustainability, a strong City workforce, maintaining a safe community, and fiscal sustainability. We promote safety and livability through the effective management of streets, parks, facilities, and utilities.

Public Works' values include support, trust, and positive culture. Shared behaviors related to these values include the following:

- Include everyone; respect, listen to and appreciate others
- Build strong relationships, be a team player
- Develop ourselves and mentor and develop others
- Collaborate and work together effectively as one team
- Communicate clearly, concisely and candidly
- Make sound decisions using facts and data
- Hold ourselves and other accountable for delivering results
- Show initiative, courage and integrity
- Deal positively with residents, businesses and other departments and each other
- Have a can do, find a way attitude and emotional resilience
- Have a continuous improvement philosophy and practice
- Enjoy the journey and have fun – never at others' expense

Description

The Public Works Department (PW) constructs and maintains the City's public parks, facilities, roadways, trails, beaches, Pacifica Pier, right of way, storm water and sewer collection system, treatment plant and other infrastructure. Six organizational units (Administration, Parks, Facilities (Bldgs., Lighting) and Ranger Services, Streets, Storm Drain Services and Motor Pool, Engineering Development Services and Engineering Program Services, Solid Waste Management/Environmental Services, Sewer Collections Services and Sewer Plant Management work in coordination to achieve the Department's overarching goal of ensuring the City's facilities are safe, functional, and maintained. In addition to providing ongoing maintenance activities, the Public Works Department staff provides information and outreach to City residents, businesses, and the public concerning the Department's programs, activities, and projects.

Service Priorities:

- Manage the maintain the City's sanitary sewer collection system, pump stations and Calera Creek Water Recycling Plant.
- Maintain critical infrastructure including parks, beaches, trails, streets, and other public facilities.

- Management of the City's urban forest.
- Research and submittal for Capital Improvement Program (CIP) grant funding.
- Monitor and manage the City's solid waste franchise agreement.
- Act as staff liaison for the City's Beatification Advisory Commission.
- Plan, design and implement active transportation projects to promote social justice and environmental stewardship.
- Management of professional design services and construction consultant services
- Implement preventive street maintenance program to reduce roadway maintenance costs.

Staffing

The Public Works Department is supported by 56 full-time staff with 28 in the Wastewater Division, 23 in the Field Services Division and 5 in the Engineering Division

Service Level Changes

FY2022-23 budget includes a new Assistant/Associate Wastewater Engineer to help deliver the proposed larger Wastewater Capital Improvement Program. Also, a part-time Operator in Training has been added to help with the Collection System workload.

Budget Highlights / Summary of Changes

In addition to the above noted service changes, staff reclassifications were made to reflect higher level work tasks staff was working on and to allow for staff retention. The budget changes include new Assistant/Associate Wastewater Engineer for \$201,389, a new Operator in Training for \$35,000, reclassifying Senior Engineer to Wastewater Engineering Manager for \$9,534, reclassifying Associate Engineer to Project Manager - \$12,050, Reclassifying of Ranger to Lead Ranger for \$5,693 and restoring an annual contribution to the Vehicle Replacement Fund of \$100,000.

Engineering Division

Mission

The mission of the Engineering Division is to protect public health and safety, and improve the quality of life of residents and visitors by ensuring safe and functional infrastructure and traffic flow. The division manages public and private work in the City right of way and ensures work meets all applicable local, state and federal regulations and laws.

Description

The Engineering Division is responsible for providing land development review services for private development, issuance of applicable permits, assisting with environmental review, coordination with other divisions, consulting engineers, and other utility providers in the design and construction of new and public and privately funded projects and infrastructure. The division serves as lead on the preparation of studies and master plans of the City's streets, buildings, parks, trails, sewage, and drainage systems. The division is responsible for the implementation of the capital improvement program, which include acquisition and compliance with state and

federal grant projects. The division provides administrative services to the City's Beautification Advisory Commission, provides technical expertise to the public and other City departments and the Council and manages the City's solid waste franchise agreement. The division provides administration services to the City's Beautification Advisory Committee.

Field Services Division

Mission

The mission of the Field Services Division is to proactively maintain and enhance City streets, parks, trails, beach areas, storm drain systems and other infrastructure for continued functionality and safe operational use and to comply with local, state and federal laws. The division also maintains the City's vehicle fleet.

Description

The Field Services Division provides cost-effective and timely maintenance of City infrastructure. This includes road and storm drain maintenance, creating new and replacing existing street signs, sidewalk/curb and gutter maintenance, vegetation management and management of the City's urban forest, review of private heritage tree removals, park, beaches, building maintenance and repair and other City owned infrastructure. The division responds to emergencies within the City by assisting Police and Fire with disaster response and takes the lead on responding to emergencies as needed. The division works closely with the Engineering division and other department personnel to address repairs and facilities and identify larger projects to be included in the Capital Improvement Program. The division provides the staff liaison to the Beautification Advisory Committee.

Wastewater Division

Mission

The mission of the Wastewater Division is to maintain, manage, replace and upgrade the City's sewer collection system, pump stations and the Calera Creek Water Recycling Plant. The division ensures compliance with local, state and federal laws, and ensures functionality of the system and safe operation. The division manages flows through high rain events and works closely with the Engineering division and other department personnel to identify larger projects to be included in the Capital Improvement Program.

Description

The Wastewater Division provides cost-effective and timely maintenance of City sewer collection system, pump stations and the sewer treatment plant. Work includes cleaning operations, USA marking for other utility work and quarterly reporting to regulatory agencies on system condition. The division works with engineering to develop capital improvement programs related to the system and with North Coast County Water District on distribution of recycled water. The division responds to emergencies and work with residents on their sewer lateral needs and on administration of the Sewer lateral Grant Program. The division provides technical expertise to the public and other divisions.

Fiscal Year 2021-2022 Accomplishments (department-wide)

- Inspected 21,000 LF of sanitary sewer and 320 LF of sewer laterals.
- Maintained 37 buildings, 16 parks/playgrounds, 90 centerline miles of streets and 63,000 LF of creeks and drainage ditches.
- Processed 490 encroachment permits and 120 building permits.
- Completed 5-year Sewer Rate Study and Fee Increases and Collection System Master Plan Update.
- Finalized Civic Center design and awarded construction contract.
- Awarded \$2.25 million in grants for Manor Drive Overcrossing, Pier Handrails and Esplanade/Palmetto Bicycle and Pedestrian Improvement Project.
- Completed construction of the FY 20-21 & FY 21-22 Pavement Resurfacing and ADA Ramp projects.
- Delivered 9 million gallons of recycled water to North Coast County Water District.

Fiscal Year 2022-2023 Goals / Strategic Priorities

- Complete City Heritage Tree Ordinance.
- Begin Urban Forest, Land and Vegetation Management Plan.
- Complete Storm Drain Master Plan.
- Award Design Contract for Wastewater Ultraviolet Disinfection System.
- Complete CCWRP Photovoltaic System Improvement Project.
- Complete Pier Handrail Repair Project.
- Complete Anza Pump Station Repair Project.
- Complete FY 22-23 Pavement Resurfacing and ADA Ramp projects.



CITY OF PACIFICA FY 2022-23 Budget

Public Works Department

Actual	Amended Budget	Adopted Budget
2020-21	2021-22	2022-23

Expenditures

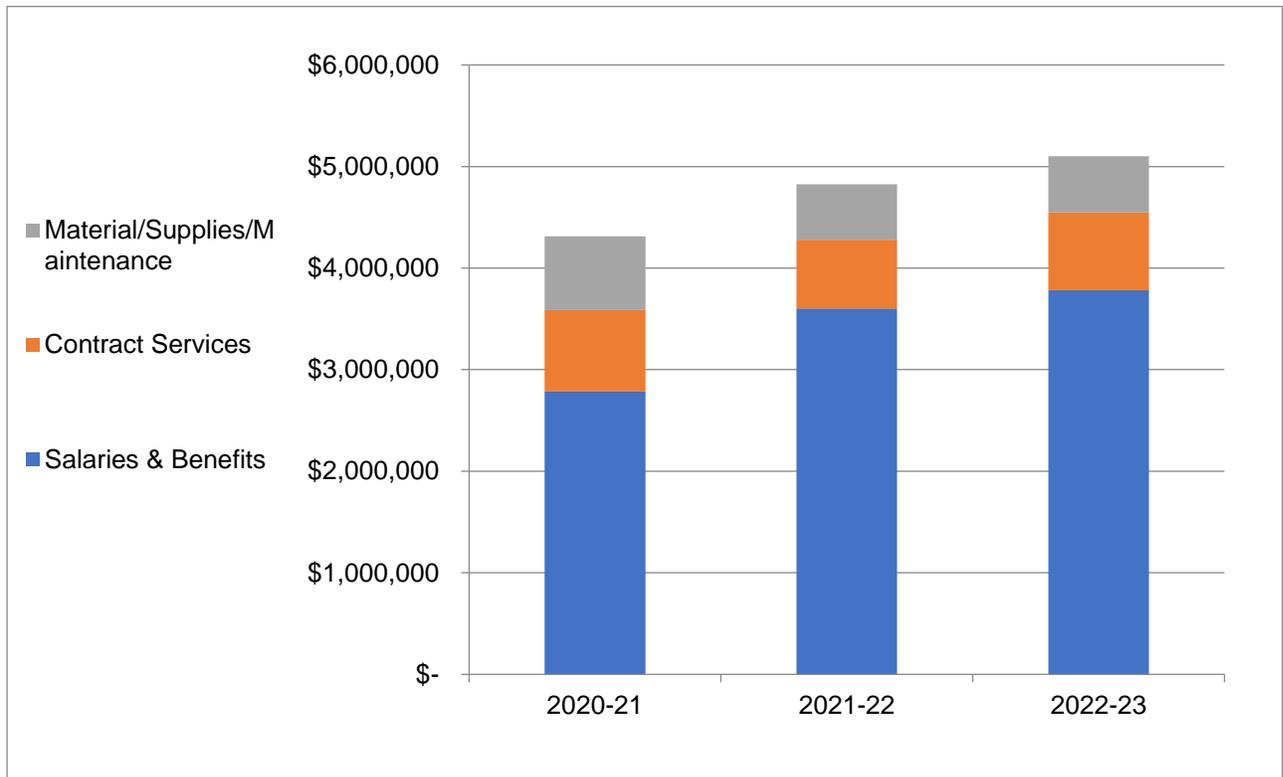
Salaries & Benefits	\$ 2,785,142	\$ 3,601,525	\$ 3,783,375
Contract Services	\$ 802,937	\$ 677,225	\$ 766,400
Material/Supplies/Maintenance	\$ 724,938	\$ 546,318	\$ 551,900
Total Expenditures	\$ 4,313,018	\$ 4,825,068	\$ 5,101,675

Revenue Sources

Charges for Services	\$ 360,944	\$ 359,728	\$ 358,500
Total Revenues	\$ 360,944	\$ 359,728	\$ 358,500

Full-Time Equivalent Employees

	57.00	57.00	57.00
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CITY OF PACIFICA

Parks, Beaches & Recreation



Parks, Beaches and Recreation

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Parks, Beaches & Recreation Department

Mission

Working together to build a healthy, inclusive, connected community through positive social and recreational experiences.

Description

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.

Service Priorities

- To provide quality recreation and human services to individuals and families.
- To promote healthy activities and lifestyles through department programs and activities as well as in the parks, beaches, and outdoor City recreational facilities.
- To create opportunities for community engagement through recreation and human service programs.
- To collaborate with local and regional partner agencies for the benefit of our participants and the community.
- To maintain strong volunteer programs, particularly for youth and seniors, for service and connection to the community.
- To provide inclusive programming which encourages participation by all in a fun and safe environment.

Staffing

Department staffing includes 28 full-time positions: 1 Parks, Beaches, and Recreation Director, 1 Recreation Manager (vacant), 2 Supervisors (1 Child Care and 1 Food/Senior Services Supervisor), 1 Child Care Assistant Supervisor, 2 Recreation Coordinators, 6 Child Care Site Coordinators, 3 Senior Services Coordinators (Programs, Community Services/Meals on Wheels, Food/Chef), 1 Transportation Specialist, 2 Recreation Specialists, 9 Lead Teachers, and currently approximately 65 part-time staff.

Service Level Changes

Since 2020 following the initial shutdown due to COVID-19, as well as more recently in 2021, the Department has been making efforts to reopen activities, programs, and services as state and local health guidelines have allowed. This effort will continue in 2022-2023 with increased recreation, senior, and aquatic program offerings, bringing back most special events, and the increased enrollment of participants from our Child Care waiting list.

Budget Highlights / Summary of Changes

To accommodate the increase in enrollment, Child Care Services will need to hire three full-time teacher positions (approved by Council pre-pandemic). Changes to the management of this division are recommended, which will support the operational side of the program, support the administration, help with project management and leadership responsibilities, in addition to creating development opportunities and succession planning through reorganization and reclassification. These changes are offset by revenues that will be realized due to the increased enrollment of participants. In addition, reclassification in the Recreation Division is recommended to strengthen the management of the department/division and promote succession and retention.

Fiscal Year 2021-2022 Accomplishments

- Continued to provide (and restart as able) programs, activities, and services, during the pandemic while adhering to health and safety guidelines.
- Successfully guided the Surf Camp/School Advisory Task Force process in which, after ten months of meetings and work, permitting policy recommendations were presented to the Parks, Beaches, and Recreation (PB&R) Commission and subsequently approved and adopted by the City Council.
- Submitted a Coastal Development Permit (CDP) application to the Coastal Commission for the Surf Camp/School recommendations and provided multiple responses to requests for additional information.
- Filled seven full-time department vacancies.
- In partnership with the Public Works Department, began implementation of the next phase of the Playground Improvement Program - the Priority Parks Project - which will include neighborhood outreach, public meetings, PB&R Commission engagement, ending in the renovation of four parks playground areas.
- Worked with the Pacifica Bike Park Committee (PBPC) to create a survey for the community to receive input on the concept of a Bike Park in Pacifica. Staff also guided PBPC through the process of bringing this item to the PB&R Commission and City Council. The Commission voted to recommend to Council approval of the concept of a bike park in Pacifica at the lower Frontierland Park location.

Fiscal Year 2022-2023 Goals / Strategic Priorities

- Implement new surf camp/school policies – including the creation of announcement, review process, applicant selection, and overall administration and review of the program.
- Evaluate the existing registration software program to determine whether desired improvements/upgrades can be made to the existing system or if a new vendor will be chosen.
- To provide development opportunities for staff through training, workshops, and job assignments to strengthen the department workforce.
- Continue the work of reopening and in some cases, reimagining our programs.
- Implement a compost/food waste program at the Community Center to reduce the impact on our landfills and the environment.

- To bring back Department-sponsored special events that were cancelled/postponed due to COVID-19.
- To work with Sea Valor on the proposed location of Lifesaving Buoys for the placement at Pacifica beaches, which includes creating and submitting a CDP application to the Coastal Commission.
- To work with the PBPC on the next steps of realizing a bike park for Pacifica.

Child Care Services

Mission

We strive to provide quality child care for the families of Pacifica. Our program utilizes a developmentally appropriate curriculum and practices in a warm, caring, and safe environment to enhance each child's physical, social, intellectual, and emotional development.

Description

City of Pacifica Child Care Services is licensed by the State of California Department of Social Services to provide before and after-school care for children ages 5-13 years old at four elementary school sites and preschool services for children ages 3-5-year-old at five sites in Pacifica.

Service Priorities

- Provide school-age and preschool services to Pacifica residents and surrounding communities in a caring, healthy, and safe environment that stimulates cognitive and socioemotional development.
- Provide Child Care services for families from all social and economic backgrounds so their children will be given the best start to their lives.
- Educate, care for, and ready the children in our program for their future as good and responsible citizens.
- Provide and expand enrichment activities for all enrolled children.
- Expand the recruitment and retention efforts to employ qualified and effective Child Care employees.

Fiscal Year 2021-2022 Accomplishments

- Received \$1,480,423 in local, county, state, and federal grant dollars used to offer quality, free, and reduced cost Child Care programs for Pacifica youth, which supported families so they could continue to afford to live in Pacifica and surrounding cities.
- Received \$24,600 in Quality Rating Improvement System (QRIS) funding allowing the program to purchase PPE supplies, classroom supplies, and other misc. items as needed.
- Received \$8,000 from Pacificans Care to help pay for Child Care distance learning supplies.
- Awarded a San Mateo County Grant for Summer Enrichment activities and supplies in the amount of \$50,000.
- Applied for and received \$60,000 in ARPA funds to fund PPE supplies and expenses related to COVID.

- Expanded enrollment with larger ratios under Public Health orders during COVID-19, providing Child Care services for more families.
- Participated in regular meetings with Pacifica School District to share information, and resources, collaborate with, and strategize regarding Child Care services and responses to COVID-19.
- Provided classroom instruction assistance for enrolled children during their Zoom school lessons and homework times.
- Continued to simultaneously provide in-person instruction, distance learning and virtual camps for children who were Sheltering in Place.
- Provided continuing trainings for staff covering COVID-19 and general health and safety topics.

Fiscal Year 2022-2023 Goals / Strategic Priorities

- Re-establish pre-pandemic numbers by enrolling 75-100 additional children.
- Recruit and hire City Council-approved full-time, (3) Lead Teacher positions to support the increased enrollment numbers.
- Hire and retain additional part-time staff to reduce staff-to-children ratios and offer program support.
- Reconvene Parent Action Committee (PAC) meetings to strengthen the communication once again between program administration and families.
- Reopen Vallemar State preschool to provide additional preschool services at the south end of town.
- Continue to provide and expand professional development activities, both individually and as a group, focusing on children's learning and social deficits as related to the pandemic.

Recreation Services

Mission

The Recreation Division is devoted to providing and offering fun, safe, healthy, and diverse activities for people of all ages.

Description

The Recreation Division administers year-round and special event programs that include youth programming, toddler through adult recreation classes, aquatics programming, and facility reservations, in addition to participating in community outreach.

Service Priorities

- Provide and expand quality year-round swimming lessons for all ages, contributing to a water-safe community.
- Provide clean, safe, and well-maintained facilities (pool, Community Center) for all to enjoy.
- Train confident staff that take preventive measures so incidents and accidents don't happen.

- Provide safe, healthy, engaging, and quality recreation, aquatic classes, and special event program, classes, and activities for individuals and families.

Fiscal Year 2021-2022 Accomplishments

- Offered 42 hours of adult lap swimming per week (one of only two Peninsula public pools to do so).
- Offered adult water Polo 40 Sundays throughout the year with over 500 drop-in participants.
- Hosted three sanctioned United States Swimming Association swim meets and one Regional All-Star swim meet.
- Helped to coordinate the transition of the Community Center into the Community/Civic Center.
- Reopened Community Center facility safely post-shutdown after an 18-month closure.
- Taught three American Red Cross Lifeguarding Courses with 22 participants.
- Entered into an agreement for usage of the pool with the Pacifica Sea Lions Aquatic Club, passing control of the team over to the club.
- Successfully organized the 3rd annual Reverse Spring Egg Hunt parade/caravan.
- San Francisco Marionettes, an Artistic Swimming group (previously known as synchronized swimming) began practicing/renting the Jean E. Brink Pool twice a week (the deepest indoor pool for them to use in the San Francisco Bay Area).
- Coordinated and implemented a scaled-down version of the Elf Market, including the Here Comes Santa Claus parade/caravan (2nd year).
- Trained 39 Public Works Department employees from Wastewater, and Parks and Streets Divisions in American Red Cross Adult CPR/AED/First Aid lifesaving skills add to workplace safety.
- For the second consecutive summer, the Adventure Camp program was hosted at the Community Center due to COVID, providing fun and educational, recreational experiences to approximately 60 children per week.

Fiscal Year 2022-2023 Goals / Strategic Priorities

- To re-establish summer recreation swim for the youth as year-round lessons.
- Hold three weeks of Wet and Wild Water Camp for the youth.
- Bring back the Pool Party Program.
- Increase as many Adult Lap Swim Hours as possible.
- Return of two Dive in Movies at the pool.
- Once again, host an annual Aquatic Pumpkin Patch.
- Return of pre-pandemic staffing to reopen remaining programs.
- Co-host a Beach Safety Day with Hawaii Eco Divers.
- Increase contractual class offerings.
- Bring back and increase Community Center rentals as feasible.
- Hold fun, safe, and engaging special events – including the 4th of July Rocket Run and family festivities, Fun Fest and Fog Jog, Halloween, Holiday Extravaganza and Egg Hunt.

Senior Services

Mission

The Senior Services Division works to be the community focal point for seniors' quality of life. We are committed to improving life for older adults through the development and coordination of programs and services that reduce isolation, promote socialization, and encourage independence and overall well-being for seniors, their caregivers, and the community.

Description

A multi-purpose senior center, which operates Monday through Friday providing Congregate Nutrition Lunch Program, Meals on Wheels, Transportation, Information and Referral Services, and approximately 40 weekly classes, numerous social groups, clubs, activities, and resources for seniors.

Service Priorities

- Provide nutritional support to homebound seniors through Meals on Wheels (MOW).
- Provide nutritious in-person congregate meals that allow people to socialize while eating, and to enjoy quality entertainment.
- Make available quarterly nutritional trainings held by a certified/licensed Dietician during congregate lunch.
- Promote a safe, welcoming environment for seniors to socialize with each other while eating, exercising, or playing.
- Make available information and referral resources and services for seniors.
- Provide transportation for seniors with home-to-center bus service or around town through our Connect a Ride (CaR) program with Serra Cab.
- Provide senior members the opportunity to volunteer at center programs and activities.

Fiscal Year 2021-2022 Accomplishments

- Senior Services successfully reopened on September 1, 2021, after being shut down for 18 months. Much loved programming and activities returned and were well attended even with mask mandates. In person dining was added to the service options for Seniors, with Grab and Go and Meals on Wheels continuing.
- Navigated through the move of Civic Center operations to the Community Center with minimal impact to Senior Services programming.
- Seniors in Action (SIA) reached 650+ members. CaR program reached 360+ participants.
- Held in-person volunteer appreciation (first in two years) event for approximately 90 volunteers.
- Added additional MOW route to accommodate increase in participants.
- Filled two vacant positions, Food Services Coordinator and Community Services Coordinator, and hired the newly created Transportation Specialist position which was approved right before the shutdown in March 2020 due to COVID-19.

Fiscal Year 2022-2023 Goals / Strategic Priorities

- Bring back Night Out on the Town dinner for homebound MOW clients.
- Explore new fundraising opportunities to expand opportunities for supplemental funding of existing programs.
- Work with the Seniors in Action (SIA) council on restructuring to make them a more cohesive part of the senior center by establishing goals and objectives each year, which will help to create a stronger sense of purpose for the Council.
- Collaborate with partner agencies in San Mateo to add more dimension to the Senior Center - One Step Beyond Adult Day Center, SFSU Nursing program, Unitek Nursing program.
- Renew and update equipment and facilities such as the bocce ball court, bingo table and landscaping around the outside of the center.



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CITY OF PACIFICA FY 2022-23 Budget

Parks, Beaches & Recreation

	Actual 2020-21	Amended Budget 2021-22	Adopted Budget 2022-23
Expenditures			
Salaries & Benefits	\$ 3,546,690	\$ 3,814,948	\$ 4,261,369
Contract Services	\$ 316,539	\$ 419,229	\$ 472,725
Material/Supplies/Maintenance	\$ 521,628	\$ 834,467	\$ 924,831
Total Expenditures	\$ 4,384,857	\$ 5,068,645	\$ 5,658,925

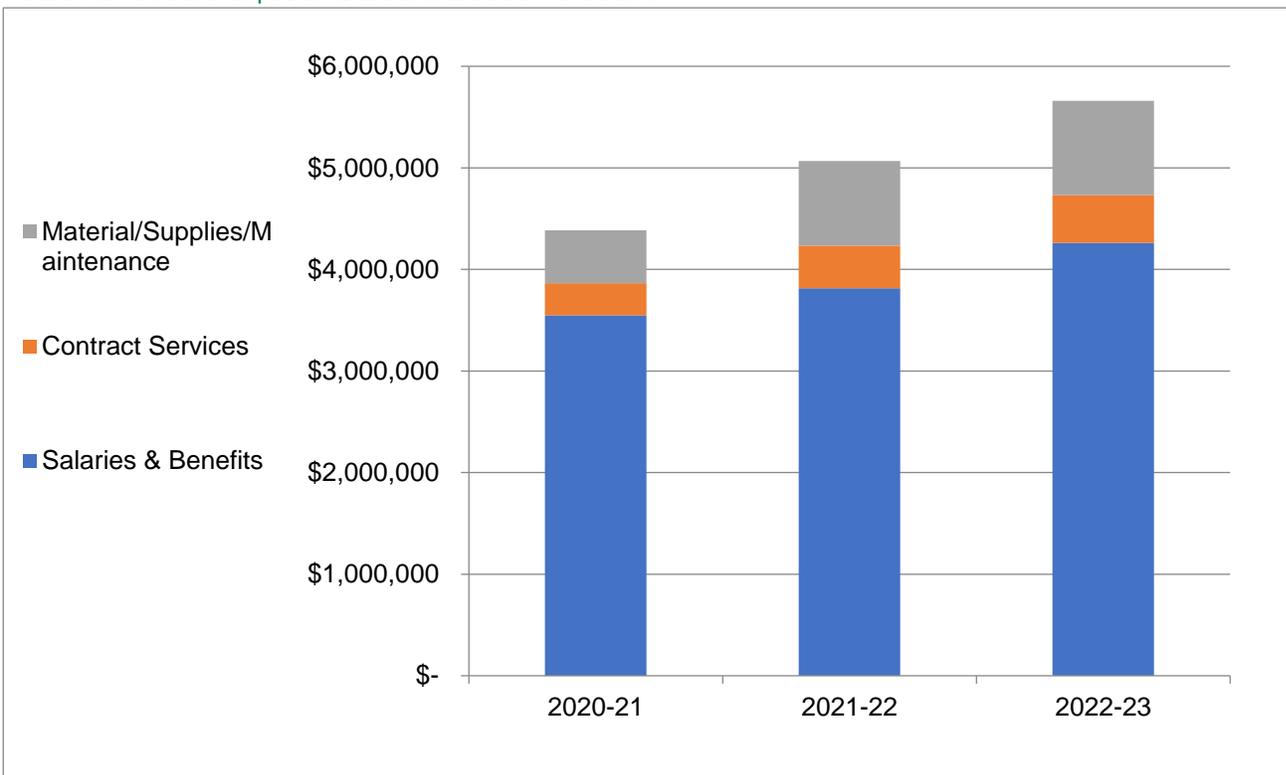
Revenue Sources

Charges for Services	\$ 1,040,034	\$ 2,054,788	\$ 2,369,629
Intergovernmental	\$ 1,165,408	\$ 2,005,494	\$ 2,029,653
Total Revenues	\$ 2,205,441	\$ 4,060,282	\$ 4,399,282

Full-Time Equivalent Employees*

30.50	30.50	33.50
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*seasonal recreational positions are excluded from this count



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CITY OF PACIFICA

Other Funds



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CITY OF PACIFICA

Enterprise Funds



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Enterprise Funds

Enterprise Funds are used to account for services that are financed and operated in a manner similar to private business enterprise. The intent of the City is that the costs of providing the services to the general public on a continuing basis be financed primarily through user charges.

SEWER OPERATING/CAPITAL (Fund 18/34)

The Sewer Operating/Capital Fund is a restricted fund. The fund accounts for the provision of sewer services to residents and businesses of the City. All activities necessary to provide such services are accounted for in this fund including, but not limited to, administration, operations, capital improvements, maintenance, financing, billing and collections.



Goals and Objectives

- Protect the health and welfare of the community by ensuring the continuous uninterrupted operation of wastewater collection and transmission systems to every extent possible to meet all Federal, State and local standards.
 - Provide appropriate and economical maintenance and repair of the wastewater collection and transmission system and its appurtenances.
- Fund the cost of collection and transmission of the wastewater system.
 - Continue to repair and improve damaged or substandard sections of the sanitary sewer system to ensure proper operating conditions by using a program that provides cleaning, preventive maintenance, and repair of the system.
 - Provide expedient response to emergency situations.
 - Replace sewer collection lines that have infiltration or damage, and ensure integrity of the sewer collection system.
 - Conduct an annual review of the capital needs and sewer rates to ensure adequate resources are available to fund requirements.



BEACH PARKING FUND (Fund 35)

The Beach Parking Fund was established in August 2013. It is unrestricted fund that accounts for the provision of beach parking services to residents and visitors of Pacifica and includes all revenues and expenses associated with the administration, operations, capital improvements, maintenance, billing and collections related to Beach Parking program.



Goals and Objectives

- Maintain operational and user-friendly Beach parking system
- Ensure smooth operation of the fund based on fees collected from users and all proceeds from these operations are reinvested back into the community in the form of improving the Parking System and health, safety and welfare of the community.



**City of Pacifica
Sewer Funds(18/34)
Statement of Revenue, Expenditures and Changes in Fund Balance**

	Actual 20-21	Amended Budget 21-22	Adopted Budget 22-23
Revenue			
Taxes	\$ -	\$ -	\$ -
Intergovernmental	\$ -	\$ -	\$ -
Other Revenue	\$ -	\$ -	\$ -
Charges for Services	\$ 16,057,312	\$ 18,875,187	\$ 18,674,000
Total Revenue	<u>\$ 16,057,312</u>	<u>\$ 18,875,187</u>	<u>\$ 18,674,000</u>
Expenditures			
Salaries & Benefits	\$ 5,126,549	\$ 4,913,172	\$ 5,637,073
Contract Services	\$ 6,006,442	\$ 8,783,979	\$ 10,375,300
Material/Supplies/Maintenance	\$ 310,916	\$ 8,029,429	\$ 8,130,000
Salary Savings	\$ -	\$ -	\$ -
Total Expenditures	<u>\$ 11,443,907</u>	<u>\$ 21,726,581</u>	<u>\$ 24,142,373</u>
Excess revenue over (under) expenditures	<u>\$ 4,613,406</u>	<u>\$ (2,851,394)</u>	<u>\$ (5,468,373)</u>
Other financing sources (uses)			
Transfers In	\$ 4,142,434	\$ -	\$ -
Transfers/Allocations Out	\$ (3,378,592)	\$ (4,156,919)	\$ (3,666,919)
Transfers Out - Capital	\$ (1,954,906)	\$ -	\$ -
Total Financing Sources (uses)	<u>\$ (1,191,064)</u>	<u>\$ (4,156,919)</u>	<u>\$ (3,666,919)</u>
Excess revenue and other sources over (under) expenditures and other uses	<u>\$ 3,422,341</u>	<u>\$ (7,008,313)</u>	<u>\$ (9,135,292)</u>
Beginning Fund Balance, July 1	<u>\$ 23,798,547</u>	<u>\$ 27,220,888</u>	<u>\$ 20,212,576</u>
Ending Fund Balance, June 30 (Projected)	<u><u>\$27,220,888</u></u>	<u><u>\$ 20,212,576</u></u>	<u><u>\$ 11,077,283</u></u>

City of Pacifica
Beach Parking Fund(35)
Statement of Revenue, Expenditures and Changes in Fund Balance

	<u>Actual 20-21</u>	<u>Amended Budget 21-22</u>	<u>Adopted Budget 22-23</u>
Revenue			
Taxes	\$ -	\$ -	\$ -
Intergovernmental	\$ -	\$ -	\$ -
Other Revenue	\$ -	\$ -	\$ -
Charges for Services	\$ 822,509	\$ 665,000	\$ 665,000
Total Revenue	<u>\$ 822,509</u>	<u>\$ 665,000</u>	<u>\$ 665,000</u>
Expenditures			
Salaries & Benefits	\$ 602,485	\$ 494,024	\$ 349,117
Contract Services	\$ 10,161	\$ 10,000	\$ 10,200
Material/Supplies/Maintenance	\$ 103,137	\$ 132,530	\$ 134,100
Salary Savings	\$ -	\$ -	\$ -
Total Expenditures	<u>\$ 715,783</u>	<u>\$ 636,553</u>	<u>\$ 493,417</u>
Excess revenue over (under) expenditures	<u>\$ 106,726</u>	<u>\$ 28,447</u>	<u>\$ 171,583</u>
Other financing sources (uses)			
Transfers In	\$ -	\$ -	\$ -
Transfers/Allocations Out	\$ -	\$ -	\$ -
Transfers Out - Capital	\$ -	\$ -	\$ -
Total Financing Sources (uses)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Excess revenue and other sources over (under) expenditures and other uses	<u>\$ 106,726</u>	<u>\$ 28,447</u>	<u>\$ 171,583</u>
Beginning Fund Balance, July 1	<u>\$ 227,576</u>	<u>\$ 334,302</u>	<u>\$ 362,749</u>
Ending Fund Balance, June 30 (Projected)	<u><u>\$334,302</u></u>	<u><u>\$ 362,749</u></u>	<u><u>\$ 534,332</u></u>



CITY OF PACIFICA

Special Revenue and Capital Funds



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Special Revenue and Capital Project Funds

Special Revenue Funds and Capital Project Funds are used to account for the proceeds of specific revenue sources that are legally or contractually restricted as to their use in most instances.

In most cases these funds cover Capital Improvement Program projects for infrastructure improvements and maintenance. The capital improvement projects that are funded in FY 2022-23 are detailed in a separate Five Year Capital Improvement Program budget document.

SUPPLEMENTAL LAW ENFORCEMENT SERVICES (SLEFS) FUND (FUND 07)



The SLES Fund (Fund 7) is a restricted fund that was created to account for revenues and expenditures associated with money allocated by the legislature to all cities and counties throughout the state to supplement front line law enforcement services.

Goals and Objectives

- Ensure these valuable special resources are used to supplement local law enforcement efforts in the community.

STREET CONSTRUCTION FUND (FUND 09)

The Street Construction Fund is a restricted fund. The fund accounts for the expenditures made for streets and roads and is funded by grants and other special revenues including development impact fees and Measure A and W transportation related local funding.

Goals and Objectives

- Maximize use of Federal, State, County and local government agency grants.
- Implement programs that are defined to meet needs for improved infrastructure.

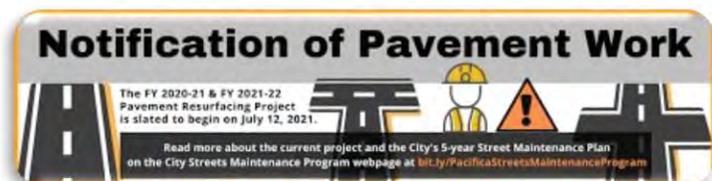


GAS TAX MAINTENANCE FUND (FUND 10)

The Gas Tax Maintenance Fund is a restricted fund. Gas tax revenue is allocated to cities from the State in accordance with the Streets and Highways Code sections 2103, 2105, 2106, and 2107, and SB1 funding. The City uses these tax proceeds mainly for streets and road maintenance and minor improvements.

Goals and Objectives

- Maintain City streets and roads, including gutters and sidewalks, in accordance with the City's Pavement Management Program.



- Give priority to the safety of the public who use the City's streets, roads, and sidewalks.

HIGHWAY 1 IMPROVEMENT (Fund 12)

The Highway 1 Improvement Fund is a restricted fund. This fund is financed by traffic impact mitigation fees as outlined in the Pacifica Municipal Code (Section 8-15.01 to Section 8-15.06 and are used for capital improvements to Highway 1.

Goals and Objectives

- Maximize utilization of Federal, State, County and local governmental agency grants.
- Recover costs associated with development.
- Implement programs that are defined to meet needs for improved infrastructure.



MANOR DRIVE IMPROVEMENT (Fund 14)

The Manor Drive Improvement Fund is a restricted fund. This fund was established to account for the Manor Drive/Palmetto Avenue/Oceana Boulevard intersection construction and is financed by traffic impact mitigation fees as outlined in the Pacifica Municipal Code (Section 8-18.01 to Section 8-18.06).



Goals and Objectives:

- Maximize utilization of Federal, State, County and local governmental agency grants.
- Recover costs associated with development.
- Implement programs that are defined to meet needs for improved infrastructure.

AIRCRAFT NOISE PROJECT (Fund 15)

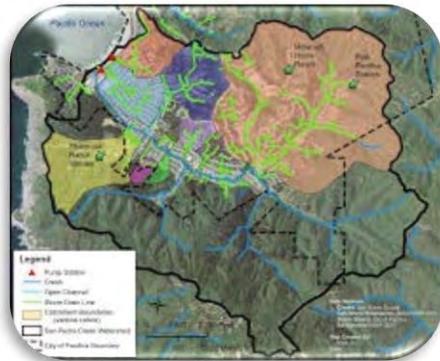
The Aircraft Noise Project Fund is a restricted fund. This fund was established to record the financial transactions of an Aircraft Noise Abatement Project funded with Federal and San Francisco Airport grants.

Goals and Objectives:

- Maximize utilization of Federal, State, County and local governmental agency grants.
- Implement programs that are defined to meet needs for improved infrastructure.



NPDES STORMWATER (Fund 16)



The NPDES (National Pollution Discharge Elimination System) Stormwater Fund was established in fiscal year 1994-95 to account for revenues and expenditures associated with Federal and State mandated stormwater operations.

Goals and Objectives

- Ensure City complies with the Federal and State Storm water permits.

PLANNED LOCAL DRAINAGE (Fund 19)

The Planned Local Drainage Fund is a restricted fund. Revenues are derived from fees levied on new construction in local districts. Funds can be utilized only for the drainage system in those particular districts.

Goals and Objectives

- Recover storm drain mitigating costs associated with developments.
- Ensure proper draining infrastructure in each local district.



GENERAL CAPITAL IMPROVEMENT (Fund 22)

The General Capital Improvement Fund is an unrestricted fund. The General Capital Improvement Fund is used to account for revenues derived from fees and apportionments from General Fund to be used for the acquisition, construction, and improvement of major capital facilities and technology projects of the City.

Goals and Objectives

- Provide funding for CIP projects from the General Operating Fund (Fund 01).
- Provide unrestricted funds for a variety of desired Capital projects.

FRONTIERLAND REMEDIATION (Fund 23)

The Frontierland Park fund restricted fund. The fund accounts for a remediation fee, which is used by the City to fund remediation efforts related to the closed landfill site at the Frontierland Park location. Recology of the Coast, the City's recyclable/organic materials and solid waste collection franchisee pays the City a remediation fee of \$6,250 per month (\$75,000 annually).



Goals and Objectives

- Maintain remediation efforts for closed landfill site.

HOUSING IN-LIEU FUND (Fund 24)

The Housing In-Lieu Fund is a restricted fund. The City receives funds for Housing In-Lieu fees from new developments. These funds are used for the development of affordable housing programs in the City.



Goals and Objectives

- Develop a plan to institute affordable housing programs.
- Provide affordable housing programs that meet statutory requirements and the needs of the community.

PARKING IN-LIEU FUND (Fund 25)

The Parking In-Lieu Fund is a restricted fund. The City receives funds for Parking In-Lieu fees from new developments. These funds are used for the development of Parking projects in the City.



Goals and Objectives

- Set fees and collect appropriate amounts necessary to help fund City parking projects.
- Develop and implement plans needed to mitigate the lack of onsite parking on new development and meet the parking needs of the community.

PARK IN-LIEU – CAPITAL IMPROVEMENT FUND (Fund 26)

The Park In-Lieu – Capital Improvement Fund is a restricted fund. The City accounts for capital projects funded with Park In-Lieu fees.

Goals and Objectives

- Develop plans for park improvements.
- Provide park improvements that meet the needs of the community.



ROY DAVIES TRUST FUND (Fund 27)

The Roy Davies Trust Fund is a restricted fund. This fund was established in 2006 to account for a \$3.9 million donation by a private individual which is restricted for specific purposes. 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 the various parks, beaches, and recreational area located in Pacifica, to conduct related educational and recreational programs for the benefit of the general public. Use of the donation principal requires a 4/5 City Council majority approval.

Goals and Objectives

- Develop plans for improving the parks, beaches, and recreational areas in the City.
- Provide education and recreational programs for the benefit of the community.



Park, Beaches and Recreation (PB&R) Special Revenue (Fund 28)



The PB&R Special Revenue fund is a restricted fund. This fund was established to account for various donations specifically designated for Park, Beaches and Recreation activities.

Goals and Objectives

- Maximize utilization of donations for Park, Beaches and Recreation activities.

PACIFICA LIBRARY FUND (Fund 31)

The Pacifica Library Fund is a restricted fund. This fund is used to track sources, such as grants and uses of funds related to the construction of Pacifica's Library.

Goals and Objectives

- Develop plans for library improvements.
- Provide Library improvements that meet the needs of the community.



DISASTER ACCOUNTING FUND (Fund 38)

The Disaster Accounting Fund is a restricted fund. This fund was established to account for all revenues received and expenditures incurred due to natural and man-made disasters.



Goals and Objectives

- Provide City Staff with project accounting numbers to properly track and account for the cost of disasters.
- To maximize Federal and/or State assistance and reimbursement eligibility.

**City of Pacifica
SLES Fund (07)
Statement of Revenue, Expenditures and Changes in Fund Balance**

	Actual 20-21	Amended Budget 21-22	Adopted Budget 22-23
Revenue			
Taxes	\$ -	\$ -	\$ -
Intergovernmental	\$ 156,727	\$ 100,000	\$ 130,000
Other Revenue	\$ -	\$ -	\$ -
Charges for Services	\$ 678	\$ -	\$ -
Total Revenue	<u>\$ 157,405</u>	<u>\$ 100,000</u>	<u>\$ 130,000</u>
Expenditures			
Salaries & Benefits	\$ 67,441	\$ 68,800	\$ 68,800
Contract Services	\$ -	\$ -	\$ -
Material/Supplies/Maintenance	\$ 166,426	\$ 58,200	\$ 58,900
Salary Savings	\$ -	\$ -	\$ -
Total Expenditures	<u>\$ 233,867</u>	<u>\$ 127,000</u>	<u>\$ 127,700</u>
Excess revenue over (under) expenditures	<u>\$ (76,462)</u>	<u>\$ (27,000)</u>	<u>\$ 2,300</u>
Other financing sources (uses)			
Transfers In	\$ -	\$ -	\$ -
Transfers/Allocations Out	\$ -	\$ -	\$ -
Transfers Out - Capital	\$ -	\$ -	\$ -
Total Financing Sources (uses)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Excess revenue and other sources over (under) expenditures and other uses	<u>\$ (76,462)</u>	<u>\$ (27,000)</u>	<u>\$ 2,300</u>
Beginning Fund Balance, July 1	<u>\$ 312,858</u>	<u>\$ 236,396</u>	<u>\$ 209,396</u>
Ending Fund Balance, June 30 (Projected)	<u><u>\$ 236,396</u></u>	<u><u>\$ 209,396</u></u>	<u><u>\$ 211,696</u></u>

City of Pacifica
Street Construction Fund (09)
Statement of Revenue, Expenditures and Changes in Fund Balance

	<u>Actual 20-21</u>	<u>Amended Budget 21-22</u>	<u>Adopted Budget 22-23</u>
Revenue			
Taxes	\$ 1,680,149	\$ 1,455,600	\$ 1,766,519
Intergovernmental	\$ 176,936	\$ -	\$ 2,089,000
Other Revenue	\$ -	\$ -	\$ -
Charges for Services	\$ 7,062	\$ -	\$ 200,000
Total Revenue	<u>\$ 1,864,148</u>	<u>\$ 1,455,600</u>	<u>\$ 4,055,519</u>
Expenditures			
Salaries & Benefits	\$ -	\$ -	\$ -
Contract Services	\$ 2,146,393	\$ 3,783,534	\$ 2,784,800
Material/Supplies/Maintenance	\$ 651	\$ 167,000	\$ 169,100
Salary Savings	\$ -	\$ -	\$ -
Total Expenditures	<u>\$ 2,147,045</u>	<u>\$ 3,950,534</u>	<u>\$ 2,953,900</u>
Excess revenue over (under) expenditures	<u>\$ (282,897)</u>	<u>\$ (2,494,934)</u>	<u>\$ 1,101,619</u>
Other financing sources (uses)			
Transfers In	\$ 650,000	\$ 750,000	\$ 750,000
Transfers/Allocations Out	\$ (685,888)	\$ (1,153,661)	\$ (1,096,664)
Transfers Out - Capital	\$ -	\$ -	\$ -
Total Financing Sources (uses)	<u>\$ (35,888)</u>	<u>\$ (403,661)</u>	<u>\$ (346,664)</u>
Excess revenue and other sources over (under) expenditures and other uses	<u>\$ (318,784)</u>	<u>\$ (2,898,595)</u>	<u>\$ 754,955</u>
Beginning Fund Balance, July 1	<u>\$ 3,830,468</u>	<u>\$ 3,511,684</u>	<u>\$ 613,089</u>
Ending Fund Balance, June 30 (Projected)	<u>\$ 3,511,684</u>	<u>\$ 613,089</u>	<u>\$ 1,368,044</u>

City of Pacifica
Gas Tax Maintenance Fund (10)
Statement of Revenue, Expenditures and Changes in Fund Balance

	Actual 20-21	Amended Budget 21-22	Adopted Budget 22-23
Revenue			
Taxes	\$ 1,552,975	\$ 1,829,657	\$ 2,153,390
Intergovernmental	\$ -	\$ -	\$ -
Other Revenue	\$ -	\$ -	\$ -
Charges for Services	\$ 254	\$ -	\$ -
Total Revenue	<u>\$ 1,553,230</u>	<u>\$ 1,829,657</u>	<u>\$ 2,153,390</u>
Expenditures			
Salaries & Benefits	\$ 192	\$ -	\$ -
Contract Services	\$ 198,654	\$ 290,000	\$ 295,800
Material/Supplies/Maintenance	\$ 389,067	\$ 235,446	\$ 238,400
Salary Savings	\$ -	\$ -	\$ -
Total Expenditures	<u>\$ 587,913</u>	<u>\$ 525,446</u>	<u>\$ 534,200</u>
Excess revenue over (under) expenditures	<u>\$ 965,317</u>	<u>\$ 1,304,211</u>	<u>\$ 1,619,190</u>
Other financing sources (uses)			
Transfers In	\$ -	\$ -	\$ -
Transfers/Allocations Out	\$ (1,034,697)	\$ (1,222,574)	\$ (1,222,574)
Transfers Out - Capital	\$ -	\$ -	\$ -
Total Financing Sources (uses)	<u>\$ (1,034,697)</u>	<u>\$ (1,222,574)</u>	<u>\$ (1,222,574)</u>
Excess revenue and other sources over (under) expenditures and other uses	<u>\$ (69,380)</u>	<u>\$ 81,638</u>	<u>\$ 396,616</u>
Beginning Fund Balance, July 1	(\$119,275)	\$ (188,655)	\$ (107,017)
Ending Fund Balance, June 30 (Projected)	<u>\$ (188,655)</u>	<u>\$ (107,017)</u>	<u>\$ 289,599</u>

**City of Pacifica
Highway 1 Improvement Fund(12)
Statement of Revenue, Expenditures and Changes in Fund Balance**

	Actual 20-21	Amended Budget 21-22	Adopted Budget 22-23
Revenue			
Taxes	\$ -	\$ -	\$ -
Intergovernmental	\$ 4,986	\$ 25,000	\$ -
Other Revenue	\$ -	\$ -	\$ -
Charges for Services	\$ 150,309	\$ 25,000	\$ 29,500
Total Revenue	<u>\$ 155,295</u>	<u>\$ 50,000</u>	<u>\$ 29,500</u>
Expenditures			
Salaries & Benefits	\$ 24,636	\$ -	\$ 30,852
Contract Services	\$ 5,605	\$ 25,000	\$ 25,500
Material/Supplies/Maintenance	\$ 935	\$ 4,000	\$ 4,100
Salary Savings	\$ -	\$ -	\$ -
Total Expenditures	<u>\$ 31,177</u>	<u>\$ 29,000</u>	<u>\$ 60,452</u>
Excess revenue over (under) expenditures	<u>\$ 124,119</u>	<u>\$ 21,000</u>	<u>\$ (30,952)</u>
Other financing sources (uses)			
Transfers In	\$ -	\$ -	\$ -
Transfers/Allocations Out	\$ -	\$ -	\$ -
Transfers Out - Capital	\$ -	\$ -	\$ -
Total Financing Sources (uses)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Excess revenue and other sources over (under) expenditures and other uses	<u>\$ 124,119</u>	<u>\$ 21,000</u>	<u>\$ (30,952)</u>
Beginning Fund Balance, July 1	<u>\$ 486,424</u>	<u>\$ 610,543</u>	<u>\$ 631,543</u>
Ending Fund Balance, June 30 (Projected)	<u><u>\$ 610,543</u></u>	<u><u>\$ 631,543</u></u>	<u><u>\$ 600,591</u></u>

City of Pacifica
Manor Drive Improvement Fund(14)
Statement of Revenue, Expenditures and Changes in Fund Balance

	Actual 20-21	Amended Budget 21-22	Adopted Budget 22-23
Revenue			
Taxes	\$ -	\$ -	\$ -
Intergovernmental	\$ -	\$ 840,000	\$ 2,700,000
Other Revenue	\$ -	\$ -	\$ -
Charges for Services	\$ 9,423	\$ -	\$ -
Total Revenue	<u>\$ 9,423</u>	<u>\$ 840,000</u>	<u>\$ 2,700,000</u>
Expenditures			
Salaries & Benefits	\$ -	\$ -	\$ -
Contract Services	\$ -	\$ 840,000	\$ 3,000,000
Material/Supplies/Maintenance	\$ -	\$ -	\$ -
Salary Savings	\$ -	\$ -	\$ -
Total Expenditures	<u>\$ -</u>	<u>\$ 840,000</u>	<u>\$ 3,000,000</u>
Excess revenue over (under) expenditures	<u>\$ 9,423</u>	<u>\$ -</u>	<u>\$ (300,000)</u>
Other financing sources (uses)			
Transfers In	\$ -	\$ -	\$ -
Transfers/Allocations Out	\$ -	\$ -	\$ -
Transfers Out - Capital	\$ -	\$ -	\$ -
Total Financing Sources (uses)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Excess revenue and other sources over (under) expenditures and other uses	<u>\$ 9,423</u>	<u>\$ -</u>	<u>\$ (300,000)</u>
Beginning Fund Balance, July 1	<u>\$ 942,943</u>	<u>\$ 952,366</u>	<u>\$ 952,366</u>
Ending Fund Balance, June 30 (Projected)	<u><u>\$ 952,366</u></u>	<u><u>\$ 952,366</u></u>	<u><u>\$ 652,366</u></u>

**City of Pacifica
Aircraft Noise Project(15)
Statement of Revenue, Expenditures and Changes in Fund Balance**

	Actual 20-21	Amended Budget 21-22	Adopted Budget 22-23
Revenue			
Taxes	\$ -	\$ -	\$ -
Intergovernmental	\$ -	\$ -	\$ -
Other Revenue	\$ -	\$ -	\$ -
Charges for Services	\$ 1	\$ -	\$ -
Total Revenue	<u>\$ 1</u>	<u>\$ -</u>	<u>\$ -</u>
Expenditures			
Salaries & Benefits	\$ -	\$ -	\$ -
Contract Services	\$ -	\$ -	\$ -
Material/Supplies/Maintenance	\$ -	\$ -	\$ -
Salary Savings	\$ -	\$ -	\$ -
Total Expenditures	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Excess revenue over (under) expenditures	<u>\$ 1</u>	<u>\$ -</u>	<u>\$ -</u>
Other financing sources (uses)			
Transfers In	\$ -	\$ -	\$ -
Transfers/Allocations Out	\$ -	\$ -	\$ -
Transfers Out - Capital	\$ -	\$ -	\$ -
Total Financing Sources (uses)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Excess revenue and other sources over (under) expenditures and other uses	<u>\$ 1</u>	<u>\$ -</u>	<u>\$ -</u>
Beginning Fund Balance, July 1	<u>\$ 410</u>	<u>\$ 411</u>	<u>\$ 411</u>
Ending Fund Balance, June 30 (Projected)	<u><u>\$ 411</u></u>	<u><u>\$ 411</u></u>	<u><u>\$ 411</u></u>

City of Pacifica
NPDES Stormwater Fund(16)
Statement of Revenue, Expenditures and Changes in Fund Balance

	Actual 20-21	Amended Budget 21-22	Adopted Budget 22-23
Revenue			
Taxes	\$ -	\$ -	\$ -
Intergovernmental	\$ 154,523	\$ -	\$ 10,000
Other Revenue	\$ -	\$ -	\$ -
Charges for Services	\$ 178,660	\$ 228,000	\$ 228,000
Total Revenue	<u>\$ 333,184</u>	<u>\$ 228,000</u>	<u>\$ 238,000</u>
Expenditures			
Salaries & Benefits	\$ -	\$ -	\$ -
Contract Services	\$ 56,888	\$ 47,000	\$ 76,900
Material/Supplies/Maintenance	\$ 41,268	\$ 46,775	\$ 62,000
Salary Savings	\$ -	\$ -	\$ -
Total Expenditures	<u>\$ 98,157</u>	<u>\$ 93,775</u>	<u>\$ 138,900</u>
Excess revenue over (under) expenditures	<u>\$ 235,027</u>	<u>\$ 134,225</u>	<u>\$ 99,100</u>
Other financing sources (uses)			
Transfers In	\$ -	\$ 20,000	\$ 20,000
Transfers/Allocations Out	\$ (92,000)	\$ (132,081)	\$ (132,081)
Transfers Out - Capital	\$ -	\$ -	\$ -
Total Financing Sources (uses)	<u>\$ (92,000)</u>	<u>\$ (112,081)</u>	<u>\$ (112,081)</u>
Excess revenue and other sources over (under) expenditures and other uses	<u>\$ 143,027</u>	<u>\$ 22,144</u>	<u>\$ (12,981)</u>
Beginning Fund Balance, July 1	<u>\$ 184,637</u>	<u>\$ 327,664</u>	<u>\$ 349,808</u>
Ending Fund Balance, June 30 (Projected)	<u><u>\$ 327,664</u></u>	<u><u>\$ 349,808</u></u>	<u><u>\$ 336,827</u></u>

City of Pacifica
Planned Local Drainage Fund(19)
Statement of Revenue, Expenditures and Changes in Fund Balance

	Actual 20-21	Amended Budget 21-22	Adopted Budget 22-23
Revenue			
Taxes	\$ -	\$ -	\$ -
Intergovernmental	\$ -	\$ -	\$ -
Other Revenue	\$ -	\$ -	\$ -
Charges for Services	\$ 171,911	\$ 477,560	\$ 477,000
Total Revenue	<u>\$ 171,911</u>	<u>\$ 477,560</u>	<u>\$ 477,000</u>
Expenditures			
Salaries & Benefits	\$ -	\$ -	\$ -
Contract Services	\$ 116,876	\$ 665,705	\$ 100,000
Material/Supplies/Maintenance	\$ 298	\$ 2,000	\$ 2,000
Salary Savings	\$ -	\$ -	\$ -
Total Expenditures	<u>\$ 117,173</u>	<u>\$ 667,705</u>	<u>\$ 102,000</u>
Excess revenue over (under) expenditures	<u>\$ 54,738</u>	<u>\$ (190,145)</u>	<u>\$ 375,000</u>
Other financing sources (uses)			
Transfers In	\$ -	\$ -	\$ -
De Transfers/Allocations Out	\$ (300,000)	\$ -	\$ -
Transfers Out - Capital	\$ -	\$ -	\$ -
Total Financing Sources (uses)	<u>\$ (300,000)</u>	<u>\$ -</u>	<u>\$ -</u>
Excess revenue and other sources over (under) expenditures and other uses	<u>\$ (245,262)</u>	<u>\$ (190,145)</u>	<u>\$ 375,000</u>
Beginning Fund Balance, July 1	<u>\$ 420,309</u>	<u>\$ 175,047</u>	<u>\$ (15,098)</u>
Ending Fund Balance, June 30 (Projected)	<u><u>\$ 175,047</u></u>	<u><u>\$ (15,098)</u></u>	<u><u>\$ 359,902</u></u>

City of Pacifica
General Capital Improvement Fund(22)
Statement of Revenue, Expenditures and Changes in Fund Balance

	Actual 20-21	Amended Budget 21-22	Adopted Budget 22-23
Revenue			
Taxes	\$ -	\$ -	\$ -
Intergovernmental	\$ -	\$ 7,434,000	\$ 1,795,000
Other Revenue	\$ -	\$ 1,500,000	\$ -
Charges for Services	\$ 110,349	\$ 26,046	\$ 26,000
Total Revenue	<u>\$ 110,349</u>	<u>\$ 8,960,046</u>	<u>\$ 1,821,000</u>
Expenditures			
Salaries & Benefits	\$ 100	\$ -	\$ -
Contract Services	\$ 1,386,597	\$ 15,095,416	\$ 5,064,000
Material/Supplies/Maintenance	\$ -	\$ -	\$ -
Salary Savings	\$ -	\$ -	\$ -
Total Expenditures	<u>\$ 1,386,696</u>	<u>\$ 15,095,416</u>	<u>\$ 5,064,000</u>
Excess revenue over (under) expenditures	<u>\$ (1,276,348)</u>	<u>\$ (6,135,370)</u>	<u>\$ (3,243,000)</u>
Other financing sources (uses)			
Transfers In	\$ 1,154,270	\$ 5,668,416	\$ 2,035,000
Transfers/Allocations Out	\$ (142,967)	\$ -	\$ -
Transfers Out - Capital	\$ -	\$ -	\$ -
Total Financing Sources (uses)	<u>\$ 1,011,303</u>	<u>\$ 5,668,416</u>	<u>\$ 2,035,000</u>
Excess revenue and other sources over (under) expenditures and other uses	<u>\$ (265,045)</u>	<u>\$ (466,954)</u>	<u>\$ (1,208,000)</u>
Beginning Fund Balance, July 1	<u>\$ 3,565,516</u>	<u>\$ 3,300,471</u>	<u>\$ 2,833,517</u>
Ending Fund Balance, June 30 (Projected)	<u><u>\$ 3,300,471</u></u>	<u><u>\$ 2,833,517</u></u>	<u><u>\$ 1,625,517</u></u>

**City of Pacifica
Frontierland Remediation(23)
Statement of Revenue, Expenditures and Changes in Fund Balance**

	Actual 20-21	Amended Budget 21-22	Adopted Budget 22-23
Revenue			
Taxes	\$ -	\$ -	\$ -
Intergovernmental	\$ -	\$ -	\$ -
Other Revenue	\$ -	\$ -	\$ -
Charges for Services	\$ 7,299	\$ 75,000	\$ 75,000
Total Revenue	<u>\$ 7,299</u>	<u>\$ 75,000</u>	<u>\$ 75,000</u>
Expenditures			
Salaries & Benefits	\$ -	\$ -	\$ -
Contract Services	\$ -	\$ -	\$ -
Material/Supplies/Maintenance	\$ -	\$ -	\$ -
Salary Savings	\$ -	\$ -	\$ -
Total Expenditures	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Excess revenue over (under) expenditures	<u>\$ 7,299</u>	<u>\$ 75,000</u>	<u>\$ 75,000</u>
Other financing sources (uses)			
Transfers In	\$ -	\$ -	\$ -
Transfers/Allocations Out	\$ (50,000)	\$ -	\$ -
Transfers Out - Capital	\$ -	\$ -	\$ -
Total Financing Sources (uses)	<u>\$ (50,000)</u>	<u>\$ -</u>	<u>\$ -</u>
Excess revenue and other sources over (under) expenditures and other uses	<u>\$ (42,701)</u>	<u>\$ 75,000</u>	<u>\$ 75,000</u>
Beginning Fund Balance, July 1	<u>\$ 437,356</u>	<u>\$ 394,655</u>	<u>\$ 469,655</u>
Ending Fund Balance, June 30 (Projected)	<u><u>\$ 394,655</u></u>	<u><u>\$ 469,655</u></u>	<u><u>\$ 544,655</u></u>

**City of Pacifica
Housing In-Lieu Fund(24)
Statement of Revenue, Expenditures and Changes in Fund Balance**

	Actual 20-21	Amended Budget 21-22	Adopted Budget 22-23
Revenue			
Taxes	\$ -	\$ -	\$ -
Intergovernmental	\$ -	\$ -	\$ -
Other Revenue	\$ -	\$ -	\$ -
Charges for Services	\$ 646	\$ -	\$ -
Total Revenue	<u>\$ 646</u>	<u>\$ -</u>	<u>\$ -</u>
Expenditures			
Salaries & Benefits	\$ -	\$ -	\$ -
Contract Services	\$ 22,249	\$ -	\$ -
Material/Supplies/Maintenance	\$ -	\$ -	\$ -
Salary Savings	\$ -	\$ -	\$ -
Total Expenditures	<u>\$ 22,249</u>	<u>\$ -</u>	<u>\$ -</u>
Excess revenue over (under) expenditures	<u>\$ (21,603)</u>	<u>\$ -</u>	<u>\$ -</u>
Other financing sources (uses)			
Transfers In	\$ -	\$ -	\$ -
Transfers/Allocations Out	\$ -	\$ -	\$ -
Transfers Out - Capital	\$ -	\$ -	\$ -
Total Financing Sources (uses)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Excess revenue and other sources over (under) expenditures and other uses	<u>\$ (21,603)</u>	<u>\$ -</u>	<u>\$ -</u>
Beginning Fund Balance, July 1	<u>\$ 264,826</u>	<u>\$ 243,223</u>	<u>\$ 243,223</u>
Ending Fund Balance, June 30 (Projected)	<u><u>\$ 243,223</u></u>	<u><u>\$ 243,223</u></u>	<u><u>\$ 243,223</u></u>

**City of Pacifica
Parking In-Lieu Fund(25)
Statement of Revenue, Expenditures and Changes in Fund Balance**

	Actual 20-21	Amended Budget 21-22	Adopted Budget 22-23
Revenue			
Taxes	\$ -	\$ -	\$ -
Intergovernmental	\$ -	\$ -	\$ -
Other Revenue	\$ -	\$ -	\$ -
Charges for Services	\$ 304	\$ -	\$ -
Total Revenue	<u>\$ 304</u>	<u>\$ -</u>	<u>\$ -</u>
Expenditures			
Salaries & Benefits	\$ -	\$ -	\$ -
Contract Services	\$ -	\$ 100,000	\$ 102,000
Material/Supplies/Maintenance	\$ -	\$ -	\$ -
Salary Savings	\$ -	\$ -	\$ -
Total Expenditures	<u>\$ -</u>	<u>\$ 100,000</u>	<u>\$ 102,000</u>
Excess revenue over (under) expenditures	<u>\$ 304</u>	<u>\$ (100,000)</u>	<u>\$ (102,000)</u>
Other financing sources (uses)			
Transfers In	\$ -	\$ -	\$ -
Transfers/Allocations Out	\$ -	\$ -	\$ -
Transfers Out - Capital	\$ -	\$ -	\$ -
Total Financing Sources (uses)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Excess revenue and other sources over (under) expenditures and other uses	<u>\$ 304</u>	<u>\$ (100,000)</u>	<u>\$ (102,000)</u>
Beginning Fund Balance, July 1	<u>\$ 115,838</u>	<u>\$ 116,142</u>	<u>\$ 16,142</u>
Ending Fund Balance, June 30 (Projected)	<u><u>\$ 116,142</u></u>	<u><u>\$ 16,142</u></u>	<u><u>\$ (85,858)</u></u>

City of Pacifica
Park In-Lieu Capital Improvement(26)
Statement of Revenue, Expenditures and Changes in Fund Balance

	Actual 20-21	Amended Budget 21-22	Adopted Budget 22-23
Revenue			
Taxes	\$ -	\$ -	\$ -
Intergovernmental	\$ -	\$ -	\$ -
Other Revenue	\$ -	\$ -	\$ -
Charges for Services	\$ 134,441	\$ 91,200	\$ 120,000
Total Revenue	<u>\$ 134,441</u>	<u>\$ 91,200</u>	<u>\$ 120,000</u>
Expenditures			
Salaries & Benefits	\$ -	\$ -	\$ -
Contract Services	\$ 22,102	\$ 200,000	\$ -
Material/Supplies/Maintenance	\$ -	\$ -	\$ -
Salary Savings	\$ -	\$ -	\$ -
Total Expenditures	<u>\$ 22,102</u>	<u>\$ 200,000</u>	<u>\$ -</u>
Excess revenue over (under) expenditures	<u>\$ 112,339</u>	<u>\$ (108,800)</u>	<u>\$ 120,000</u>
Other financing sources (uses)			
Transfers In	\$ -	\$ -	\$ -
Transfers/Allocations Out	\$ (45,000)	\$ -	\$ -
Transfers Out - Capital	\$ -	\$ -	\$ (320,000)
Total Financing Sources (uses)	<u>\$ (45,000)</u>	<u>\$ -</u>	<u>\$ (320,000)</u>
Excess revenue and other sources over (under) expenditures and other uses	<u>\$ 67,339</u>	<u>\$ (108,800)</u>	<u>\$ (200,000)</u>
Beginning Fund Balance, July 1	<u>\$481,770</u>	<u>\$ 549,109</u>	<u>\$ 440,309</u>
Ending Fund Balance, June 30 (Projected)	<u><u>\$ 549,109</u></u>	<u><u>\$ 440,309</u></u>	<u><u>\$ 240,309</u></u>

City of Pacifica
PB&R Roy Davies Trust(27)
Statement of Revenue, Expenditures and Changes in Fund Balance

	Actual 20-21	Amended Budget 21-22	Adopted Budget 22-23
Revenue			
Taxes	\$ -	\$ -	\$ -
Intergovernmental	\$ -	\$ -	\$ -
Other Revenue	\$ -	\$ -	\$ -
Charges for Services	\$ 1,447	\$ -	\$ -
Total Revenue	<u>\$ 1,447</u>	<u>\$ -</u>	<u>\$ -</u>
Expenditures			
Salaries & Benefits	\$ -	\$ -	\$ -
Contract Services	\$ 181,946	\$ 709,400	\$ 1,345,000
Material/Supplies/Maintenance	\$ 203	\$ 200	\$ 200
Salary Savings	\$ -	\$ -	\$ -
Total Expenditures	<u>\$ 182,149</u>	<u>\$ 709,600</u>	<u>\$ 1,345,200</u>
Excess revenue over (under) expenditures	<u>\$ (180,702)</u>	<u>\$ (709,600)</u>	<u>\$ (1,345,200)</u>
Other financing sources (uses)			
Transfers In	\$ -	\$ -	\$ 300,000
Transfers/Allocations Out	\$ -	\$ (325,000)	\$ -
Transfers Out - Capital	\$ -	\$ -	\$ (160,000)
Total Financing Sources (uses)	<u>\$ -</u>	<u>\$ (325,000)</u>	<u>\$ 140,000</u>
Excess revenue and other sources over (under) expenditures and other uses	<u>\$ (180,702)</u>	<u>\$ (1,034,600)</u>	<u>\$ (1,205,200)</u>
Beginning Fund Balance, July 1	<u>\$ 3,302,273</u>	<u>\$ 3,121,571</u>	<u>\$ 2,086,971</u>
Ending Fund Balance, June 30 (Projected)	<u><u>\$ 3,121,571</u></u>	<u><u>\$ 2,086,971</u></u>	<u><u>\$ 881,771</u></u>

City of Pacifica
PB&R Special Revenue Fund(28)
Statement of Revenue, Expenditures and Changes in Fund Balance

	Actual 20-21	Amended Budget 21-22	Adopted Budget 22-23
Revenue			
Taxes	\$ -	\$ -	\$ -
Intergovernmental	\$ -	\$ -	\$ -
Other Revenue	\$ -	\$ -	\$ -
Charges for Services	\$ (9,845)	\$ -	\$ -
Total Revenue	<u>\$ (9,845)</u>	<u>\$ -</u>	<u>\$ -</u>
Expenditures			
Salaries & Benefits	\$ -	\$ 10,370	\$ 31,082
Contract Services	\$ 26,953	\$ 54,000	\$ 55,100
Material/Supplies/Maintenance	\$ 15,525	\$ -	\$ -
Salary Savings	\$ -	\$ -	\$ -
Total Expenditures	<u>\$ 42,478</u>	<u>\$ 64,370</u>	<u>\$ 86,182</u>
Excess revenue over (under) expenditures	<u>\$ (52,323)</u>	<u>\$ (64,370)</u>	<u>\$ (86,182)</u>
Other financing sources (uses)			
Transfers In	\$ -	\$ -	\$ -
Transfers/Allocations Out	\$ -	\$ -	\$ -
Transfers Out - Capital	\$ -	\$ -	\$ -
Total Financing Sources (uses)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Excess revenue and other sources over (under) expenditures and other uses	<u>\$ (52,323)</u>	<u>\$ (64,370)</u>	<u>\$ (86,182)</u>
Beginning Fund Balance, July 1	\$2,198,240	\$ 2,145,917	\$ 2,081,547
Ending Fund Balance, June 30 (Projected)	<u>\$ 2,145,917</u>	<u>\$ 2,081,547</u>	<u>\$ 1,995,365</u>

**City of Pacifica
Pacifica Library Fund(31)
Statement of Revenue, Expenditures and Changes in Fund Balance**

	Actual 20-21	Amended Budget 21-22	Adopted Budget 22-23
Revenue			
Taxes	\$ -	\$ -	\$ -
Intergovernmental	\$ -	\$ -	\$ 34,000
Other Revenue	\$ -	\$ -	\$ -
Charges for Services	\$ 280	\$ -	\$ -
Total Revenue	<u>\$ 280</u>	<u>\$ -</u>	<u>\$ 34,000</u>
Expenditures			
Salaries & Benefits	\$ -	\$ -	\$ -
Contract Services	\$ 488	\$ 30,000	\$ 34,000
Material/Supplies/Maintenance	\$ -	\$ -	\$ -
Salary Savings	\$ -	\$ -	\$ -
Total Expenditures	<u>\$ 488</u>	<u>\$ 30,000</u>	<u>\$ 34,000</u>
Excess revenue over (under) expenditures	<u>\$ (208)</u>	<u>\$ (30,000)</u>	<u>\$ -</u>
Other financing sources (uses)			
Transfers In	\$ -	\$ 30,000	\$ -
Transfers/Allocations Out	\$ -	\$ -	\$ -
Transfers Out - Capital	\$ -	\$ -	\$ -
Total Financing Sources (uses)	<u>\$ -</u>	<u>\$ 30,000</u>	<u>\$ -</u>
Excess revenue and other sources over (under) expenditures and other uses	<u>\$ (208)</u>	<u>\$ -</u>	<u>\$ -</u>
Beginning Fund Balance, July 1	\$106,991	\$ 106,783	\$ 106,783
Ending Fund Balance, June 30 (Projected)	<u>\$ 106,783</u>	<u>\$ 106,783</u>	<u>\$ 106,783</u>

**City of Pacifica
Disaster Accounting Fund(38)
Statement of Revenue, Expenditures and Changes in Fund Balance**

	Actual 20-21	Amended Budget 21-22	Adopted Budget 22-23
Revenue			
Taxes	\$ -	\$ -	\$ -
Intergovernmental	\$ 319,187	\$ 40,630	\$ 581,000
Other Revenue	\$ 1,906,612	\$ 1,917,785	\$ 3,347,498
Charges for Services	\$ 11,201	\$ -	\$ -
Total Revenue	<u>\$ 2,237,000</u>	<u>\$ 1,958,415</u>	<u>\$ 3,928,498</u>
Expenditures			
Salaries & Benefits	\$ 67,385	\$ -	\$ -
Contract Services	\$ 612,421	\$ 506,673	\$ 901,000
Material/Supplies/Maintenance	\$ 10,844	\$ -	\$ -
Salary Savings	\$ -	\$ -	\$ -
Total Expenditures	<u>\$ 690,649</u>	<u>\$ 506,673</u>	<u>\$ 901,000</u>
Excess revenue over (under) expenditures	<u>\$ 1,546,350</u>	<u>\$ 1,451,742</u>	<u>\$ 3,027,498</u>
Other financing sources (uses)			
Transfers In	\$ -	\$ -	\$ -
Transfers/Allocations Out	\$ -	\$ (1,097,019)	\$ -
Transfers Out - Capital	\$ -	\$ -	\$ (1,200,000)
Total Financing Sources (uses)	<u>\$ -</u>	<u>\$ (1,097,019)</u>	<u>\$ (1,200,000)</u>
Excess revenue and other sources over (under) expenditures and other uses	<u>\$ 1,546,350</u>	<u>\$ 354,723</u>	<u>\$ 1,827,498</u>
Beginning Fund Balance, July 1	<u>\$2,967,577</u>	<u>\$ 4,513,927</u>	<u>\$ 4,868,650</u>
Ending Fund Balance, June 30 (Projected)	<u>\$ 4,513,927</u>	<u>\$ 4,868,650</u>	<u>\$ 6,696,148</u>

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CITY OF PACIFICA

Internal Service Funds



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Internal Service Funds

Internal Service Funds are used to account for the financing of goods or services provided by one department to other departments for the City on a cost-reimbursement basis. The six Internal Service Funds are: Fire Equipment Fund, Dental Plan Self-Funded Dental Plan, Workers Compensation Self-Insurance Fund, Liability Self-Insurance Fund, Motor Pool Operations Fund and Motor Pool Replacement Fund.



FIRE EQUIPMENT FUND (Fund 08)

The Fire Equipment Fund is an unrestricted fund. It covers the cost of replacement of fire department small equipment needs. Revenue for this fund is derived from internal service charges to City departments.

Goals and Objectives

- Provide timely replacement of fire department small equipment as necessary.

SELF-FUNDED DENTAL PLAN AND SELF-INSURANCE FUNDS (Fund 65, 66, 67)



The Self-Funded Dental Plan Fund (65) and Self Insurance Funds (66 and 67) are unrestricted funds. City of Pacifica established these funds to cover Employee Dental Insurance, Workers' Compensation, General Liability, Property, and Automobile Liability Insurance. Expenses are restricted to payments of claims, the premium for umbrella insurance, administration costs, and expenditures relating to the Safety Committee.

The City is a member of the Pooled Liability Assurance Network (PLAN) Joint Powers Authority for Liability and Property coverages.

The allocation methodology for this fund passes on all expenses to the funds and departments that incur the liabilities. The fund will maintain a reserve balance to mitigate potential future claims.

Goals

- Proactively reduce risk exposure and reduce liability, workplace injuries and insurance costs.

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

MOTOR POOL OPERATIONS AND REPLACEMENT FUNDS (Funds 71 & 72)

The Motor Pool Operations Fund (71) and Replacement Fund (72) are unrestricted funds. These funds support 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. Additionally, these funds pay for the purchase of replacement of vehicles and equipment. Money is collected from city departments assigned with vehicles and equipment to support this fund.

Goals

- Properly maintain City Vehicles
- Provide timely replacement of City Vehicles



**City of Pacifica
Fire Equipment Fund(08)
Statement of Revenue, Expenditures and Changes in Fund Balance**

	Actual 20-21	Amended Budget 21-22	Adopted Budget 22-23
Revenue			
Taxes	\$ -	\$ -	\$ -
Intergovernmental	\$ -	\$ -	\$ -
Other Revenue	\$ -	\$ -	\$ -
Charges for Services	\$ -	\$ -	\$ -
Total Revenue	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Expenditures			
Salaries & Benefits	\$ -	\$ -	\$ -
Contract Services	\$ -	\$ -	\$ -
Material/Supplies/Maintenance	\$ -	\$ -	\$ -
Salary Savings	\$ -	\$ -	\$ -
Total Expenditures	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Excess revenue over (under) expenditures	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Other financing sources (uses)			
Transfers In	\$ -	\$ -	\$ 133,300
Transfers/Allocations Out	\$ -	\$ -	\$ -
Transfers Out - Capital	\$ -	\$ -	\$ -
Total Financing Sources (uses)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 133,300</u>
Excess revenue and other sources over (under) expenditures and other uses	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 133,300</u>
Beginning Fund Balance, July 1	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Ending Fund Balance, June 30 (Projected)	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 133,300</u></u>

City of Pacifica
Self Funded Dental Plan(65)
Statement of Revenue, Expenditures and Changes in Fund Balance

	Actual 20-21	Amended Budget 21-22	Adopted Budget 22-23
Revenue			
Taxes	\$ -	\$ -	\$ -
Intergovernmental	\$ -	\$ -	\$ -
Other Revenue	\$ -	\$ -	\$ -
Charges for Services	\$ 235,212	\$ 244,188	\$ 248,500
Total Revenue	<u>\$ 235,212</u>	<u>\$ 244,188</u>	<u>\$ 248,500</u>
Expenditures			
Salaries & Benefits	\$ -	\$ -	\$ -
Contract Services	\$ 187,055	\$ 174,000	\$ 177,500
Material/Supplies/Maintenance	\$ -	\$ -	\$ -
Salary Savings	\$ -	\$ -	\$ -
Total Expenditures	<u>\$ 187,055</u>	<u>\$ 174,000</u>	<u>\$ 177,500</u>
Excess revenue over (under) expenditures	<u>\$ 48,157</u>	<u>\$ 70,188</u>	<u>\$ 71,000</u>
Other financing sources (uses)			
Transfers In	\$ -	\$ -	\$ -
Transfers/Allocations Out	\$ -	\$ -	\$ -
Transfers Out - Capital	\$ -	\$ -	\$ -
Total Financing Sources (uses)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Excess revenue and other sources over (under) expenditures and other uses	<u>\$ 48,157</u>	<u>\$ 70,188</u>	<u>\$ 71,000</u>
Beginning Fund Balance, July 1	<u>\$ 108,470</u>	<u>\$ 156,627</u>	<u>\$ 226,815</u>
Ending Fund Balance, June 30 (Projected)	<u><u>\$ 156,627</u></u>	<u><u>\$ 226,815</u></u>	<u><u>\$ 297,815</u></u>

City of Pacifica
Self-Insurance Fund W/C(66)
Statement of Revenue, Expenditures and Changes in Fund Balance

	Actual 20-21	Amended Budget 21-22	Adopted Budget 22-23
Revenue			
Taxes	\$ -	\$ -	\$ -
Intergovernmental	\$ -	\$ -	\$ -
Other Revenue	\$ -	\$ -	\$ -
Charges for Services	\$ 1,029,678	\$ 1,358,700	\$ 1,100,000
Total Revenue	<u>\$ 1,029,678</u>	<u>\$ 1,358,700</u>	<u>\$ 1,100,000</u>
Expenditures			
Salaries & Benefits	\$ -	\$ 19,206	\$ 25,000
Contract Services	\$ 9,414	\$ 38,700	\$ 40,000
Material/Supplies/Maintenance	\$ 1,295,401	\$ 1,035,000	\$ 1,035,000
Salary Savings	\$ -	\$ -	\$ -
Total Expenditures	<u>\$ 1,304,815</u>	<u>\$ 1,092,906</u>	<u>\$ 1,100,000</u>
Excess revenue over (under) expenditures	<u>\$ (275,137)</u>	<u>\$ 265,794</u>	<u>\$ -</u>
Other financing sources (uses)			
Transfers In	\$ -	\$ -	\$ -
Transfers/Allocations Out	\$ -	\$ (285,000)	\$ -
Transfers Out - Capital	\$ -	\$ -	\$ -
Total Financing Sources (uses)	<u>\$ -</u>	<u>\$ (285,000)</u>	<u>\$ -</u>
Excess revenue and other sources over (under) expenditures and other uses	<u>\$ (275,137)</u>	<u>\$ (19,206)</u>	<u>\$ -</u>
Beginning Fund Balance, July 1	<u>\$ 1,086,659</u>	<u>\$ 811,522</u>	<u>\$ 792,316</u>
Ending Fund Balance, June 30 (Projected)	<u><u>\$ 811,522</u></u>	<u><u>\$ 792,316</u></u>	<u><u>\$ 792,316</u></u>

City of Pacifica
Self-Insurance Fund W/C(67)
Statement of Revenue, Expenditures and Changes in Fund Balance

	Actual 20-21	Amended Budget 21-22	Adopted Budget 22-23
Revenue			
Taxes	\$ -	\$ -	\$ -
Intergovernmental	\$ -	\$ -	\$ -
Other Revenue	\$ -	\$ -	\$ -
Charges for Services	\$ 14,825	\$ -	\$ -
Total Revenue	<u>\$ 14,825</u>	<u>\$ -</u>	<u>\$ -</u>
Expenditures			
Salaries & Benefits	\$ -	\$ 19,206	\$ 19,206
Contract Services	\$ 241,955	\$ 465,000	\$ 525,000
Material/Supplies/Maintenance	\$ -	\$ -	\$ -
Salary Savings	\$ -	\$ -	\$ -
Total Expenditures	<u>\$ 241,955</u>	<u>\$ 484,206</u>	<u>\$ 544,206</u>
Excess revenue over (under) expenditures	<u>\$ (227,130)</u>	<u>\$ (484,206)</u>	<u>\$ (544,206)</u>
Other financing sources (uses)			
Transfers In	\$ 139,727	\$ 417,000	\$ 550,000
Transfers/Allocations Out	\$ -	\$ -	\$ -
Transfers Out - Capital	\$ -	\$ -	\$ -
Total Financing Sources (uses)	<u>\$ 139,727</u>	<u>\$ 417,000</u>	<u>\$ 550,000</u>
Excess revenue and other sources over (under) expenditures and other uses	<u>\$ (87,403)</u>	<u>\$ (67,206)</u>	<u>\$ 5,794</u>
Beginning Fund Balance, July 1	<u>\$ 852,643</u>	<u>\$ 765,240</u>	<u>\$ 698,034</u>
Ending Fund Balance, June 30 (Projected)	<u><u>\$ 765,240</u></u>	<u><u>\$ 698,034</u></u>	<u><u>\$ 703,828</u></u>

City of Pacifica
Motor Pool Operations Fund(71)
Statement of Revenue, Expenditures and Changes in Fund Balance

	Actual 20-21	Amended Budget 21-22	Adopted Budget 22-23
Revenue			
Taxes	\$ -	\$ -	\$ -
Intergovernmental	\$ -	\$ -	\$ -
Other Revenue	\$ -	\$ -	\$ -
Charges for Services	\$ 966,871	\$ 1,172,946	\$ 1,200,000
Total Revenue	<u>\$ 966,871</u>	<u>\$ 1,172,946</u>	<u>\$ 1,200,000</u>
Expenditures			
Salaries & Benefits	\$ 443,967	\$ 551,077	\$ 611,723
Contract Services	\$ 6,100	\$ 79,451	\$ 81,000
Material/Supplies/Maintenance	\$ 473,452	\$ 478,441	\$ 484,400
Salary Savings	\$ -	\$ -	\$ -
Total Expenditures	<u>\$ 923,519</u>	<u>\$ 1,108,969</u>	<u>\$ 1,177,123</u>
Excess revenue over (under) expenditures	<u>\$ 43,352</u>	<u>\$ 63,977</u>	<u>\$ 22,877</u>
Other financing sources (uses)			
Transfers In	\$ -	\$ 306,300	\$ -
Transfers/Allocations Out	\$ 51	\$ -	\$ -
Transfers Out - Capital	\$ -	\$ -	\$ -
Total Financing Sources (uses)	<u>\$ 51</u>	<u>\$ 306,300</u>	<u>\$ -</u>
Excess revenue and other sources over (under) expenditures and other uses	<u>\$ 43,403</u>	<u>\$ 370,277</u>	<u>\$ 22,877</u>
Beginning Fund Balance, July 1	<u>\$ (124,734)</u>	<u>\$ (81,331)</u>	<u>\$ 288,946</u>
Ending Fund Balance, June 30 (Projected)	<u><u>\$ (81,331)</u></u>	<u><u>\$ 288,946</u></u>	<u><u>\$ 311,823</u></u>

City of Pacifica
Motor Pool Replacement Fund(72)
Statement of Revenue, Expenditures and Changes in Fund Balance

	Actual 20-21	Amended Budget 21-22	Adopted Budget 22-23
Revenue			
Taxes	\$ -	\$ -	\$ -
Intergovernmental	\$ -	\$ -	\$ -
Other Revenue	\$ -	\$ -	\$ -
Charges for Services	\$ 31,728	\$ 40,100	\$ 25,000
Total Revenue	<u>\$ 31,728</u>	<u>\$ 40,100</u>	<u>\$ 25,000</u>
Expenditures			
Salaries & Benefits	\$ -	\$ -	\$ -
Contract Services	\$ -	\$ -	\$ -
Material/Supplies/Maintenance	\$ 489,517	\$ 676,500	\$ 25,000
Salary Savings	\$ -	\$ -	\$ -
Total Expenditures	<u>\$ 489,517</u>	<u>\$ 676,500</u>	<u>\$ 25,000</u>
Excess revenue over (under) expenditures	<u>\$ (457,789)</u>	<u>\$ (636,400)</u>	<u>\$ -</u>
Other financing sources (uses)			
Transfers In	\$ -	\$ -	\$ 100,000
Transfers/Allocations Out	\$ -	\$ (306,300)	\$ -
Transfers Out - Capital	\$ -	\$ -	\$ -
Total Financing Sources (uses)	<u>\$ -</u>	<u>\$ (306,300)</u>	<u>\$ 100,000</u>
Excess revenue and other sources over (under) expenditures and other uses	<u>\$ (457,789)</u>	<u>\$ (942,700)</u>	<u>\$ 100,000</u>
Beginning Fund Balance, July 1	<u>\$ 3,503,889</u>	<u>\$ 3,046,100</u>	<u>\$ 2,103,400</u>
Ending Fund Balance, June 30 (Projected)	<u><u>\$ 3,046,100</u></u>	<u><u>\$ 2,103,400</u></u>	<u><u>\$ 2,203,400</u></u>



CITY OF PACIFICA

Debt Service Funds



Debt Service Fund

DEBT SERVICE FUND (FUND 40)

The Debt Service Fund is a restricted fund. This fund is used to account for the payment of principal and interest on long-term debt of the City. They are also used to maintain cash reserves as required under debt covenants.



City of Pacifica
Debt Service Fund(40)
Statement of Revenue, Expenditures and Changes in Fund Balance

	Actual 20-21	Amended Budget 21-22	Adopted Budget 22-23
Revenue			
Taxes	\$ -	\$ -	\$ -
Intergovernmental	\$ -	\$ -	\$ -
Other Revenue	\$ -	\$ -	\$ -
Charges for Services	\$ 261,139	\$ 7,000	\$ 7,000
Total Revenue	<u>\$ 261,139</u>	<u>\$ 7,000</u>	<u>\$ 7,000</u>
Expenditures			
Salaries & Benefits	\$ -	\$ -	\$ -
Contract Services	\$ -	\$ -	\$ -
Material/Supplies/Maintenance	\$ -	\$ -	\$ -
Salary Savings	\$ -	\$ -	\$ -
Total Expenditures	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Excess revenue over (under) expenditures	<u>\$ 261,139</u>	<u>\$ 7,000</u>	<u>\$ 7,000</u>
Other financing sources (uses)			
Transfers In	\$ 1,284,817	\$ 2,895,855	\$ 2,893,800
Transfers/Allocations Out	\$ (1,551,851)	\$ (2,902,855)	\$ (2,900,800)
Transfers Out - Capital	\$ -	\$ -	\$ -
Total Financing Sources (uses)	<u>\$ (267,034)</u>	<u>\$ (7,000)</u>	<u>\$ (7,000)</u>
Excess revenue and other sources over (under) expenditures and other uses	<u>\$ (5,895)</u>	<u>\$ (0)</u>	<u>\$ -</u>
Beginning Fund Balance, July 1	<u>\$233,296</u>	<u>\$ 227,401</u>	<u>\$ 227,401</u>
Ending Fund Balance, June 30 (Projected)	<u><u>\$ 227,401</u></u>	<u><u>\$ 227,401</u></u>	<u><u>\$ 227,401</u></u>

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CITY OF PACIFICA

Personnel Summaries



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Employee Compensation and Benefits Summary

The Administrative Services Department is responsible for initiating recruitments and providing employment services to all City departments and employees, and for implementing Federal, State and court mandates and requirements related to employment.



These services include: recruitment and selection of qualified employees, administration of the City’s benefit programs, administration of workers’ compensation programs, maintenance of the City’s classification and salary structure, coordination of Citywide training and development for employees, administration for various Memoranda of Understanding (MOU) between the City and employee unions, and problem solving and employee assistance activities.

The Administrative Services Department is also responsible for the labor negotiation process and employee relations. The Department arranges legally required training for employees, such as Harassment and Defensive Driving Training, as well as many other training seminars throughout the year. The Department also maintains all personnel files and records, including the performance evaluation records.

The City has successfully negotiated and implemented labor contracts with the following three bargaining units listed below. Any changes to MOU provisions are performed through the negotiations process and are approved by the Council separately from the budget process.

Unrepresented Employee Group	07/01/21 – 06/30/23
Fire Battalion Chiefs, IAFF Local 2400	07/01/21 – 06/30/23
Fire Fighters, IAFF Local 2400	07/01/21 – 06/30/23
Management Unit, Teamsters local 350	07/01/21 – 06/30/23
Miscellaneous Employees, Teamsters Local 856	07/01/21 – 06/30/23
Pacifica Police Officers Association	07/01/21 – 06/30/23
Police Management (PPMA) & Police Supervisors (PPSA)	07/01/21 – 06/30/23
Wastewater Treatment Plant, Teamsters Local 856	07/01/21 – 06/30/23

The Compensation Plan for authorized positions in the unit consists of job title classifications/job codes, and monthly salary ranges.

The City participates in the CalPERS program and offers a variety of retirement and health benefit programs and services to employees. Listed below are examples of these benefits:

MEDICAL / VISION / DENTAL – Employees can choose between three HMO and two PPO PERS Health Plans offered by the City at three levels: for employee only; for employee plus dependent; and for family coverage. The City pays monthly contributions toward the premium for employee and dependent medical coverage for employees working 20 hours or more per week. The City also pays for employee dental and vision insurance plans.

ADMINISTRATIVE LEAVE – Management and exempt employees receive administrative leave per fiscal year as ranging from 60 to 96 hours per year.

EMPLOYEE ASSISTANCE PROGRAM – The City provides an employee assistance program for employees and their dependents.

VACATION LEAVE – Employees accrue between 11 and 27 days of vacation per year depending upon their length of service. Vacation accrual is capped at a maximum of two times the annual accrual rate.

SICK LEAVE – Employees accrue 12 days per year of sick leave with not capped

HOLIDAYS – There are 13 paid holidays per year, two of which are floating holiday.

LIFE INSURANCE/ACCIDENTAL DEATH & DISMEMBERMENT – The City pays basic life insurance and accidental death, and dismemberment insurance ranging from \$30,000 to \$200,000 depending on the labor group.

LONG TERM DISABILITY/WORKERS' COMPENSATION INSURANCE – The City provides workers' compensation, and long-term disability insurance for employees 60 days after the incident date.

RETIREMENT – The City is part of the Public Employee's Retirement System (PERS) and has two tiers of retirement benefits. The employee contributions for each employee group are as follows:

Misc. Classic Members	2.5% @ 55 – 8%
Misc. PEPRA Members	2% @ 62 – 7.25%
Safety – Fire / Police Classic Members	3% @ 50 – 9%
Safety – Fire / Police PEPRA Members	2% @ 50 – 2.7% @ 57 - 135

CalPERS Classic Members are those who were hired before 2013. CalPERS PEPRA Members are those who were hired after 2013.

EDUCATION INCENTIVE – Employees qualify for tuition reimbursement of eligible costs for job-related educational classes up to \$2,000 per year depending on a labor group:

DEFERRED COMPENSATION – Voluntary participation in Mission Square, Nationwide, or CalPERS 457 deferred compensation plans is available.

**City of Pacifica
Master Position Detail**

Full-Time Equivalent	Dept	Bargaining Group	FY2020-21 Actual	FY2021-22 Adopted	FY2021-22 Revised	Change +/-	FY2022-23 Adopted
City Manager's Office							
City Manager	CMO	Contract Agreement	1.00	1.00	1.00		1.00
Assistant City Manager/ Admin Services Director	CMO	Unrepresented -MANAGEMENT	0.00	0.00	1.00		1.00
Assistant City Manager/Planning & Building Director	CMO	Unrepresented -MANAGEMENT	1.00	1.00	1.00	-1.00	0.00
City Clerk	CMO	Unrepresented -MANAGEMENT	1.00	1.00	1.00		1.00
Deputy City Clerk	CMO	Unrepresented -CONFIDENTIAL	0.00	0.00	0.00	1.00	1.00
Economic Development Manager	CMO	Unrepresented -CONFIDENTIAL	0.00	0.00	0.00	1.00	1.00
Executive Assistant / Deputy City Clerk	CMO	Unrepresented -CONFIDENTIAL	1.00	1.00	1.00	-1.00	0.00
Executive Assistant to City Manager	CMO	Unrepresented -CONFIDENTIAL	0.00	0.00	0.00	1.00	1.00
Management Analyst II (CMO/Planning)	CMO	MGMT Teamsters Local 350	0.50	0.50	0.50		0.50
Total			4.50	4.50	5.50	2.00	6.50

Finance & Administrative Services							
Accounting Technician I	Finance	MISC Teamsters Local 856	1.00	0.00	0.00		0.00
Accounting Technician II	Finance	MISC Teamsters Local 856	1.00	1.00	1.00		1.00
Accounting Technician III	Finance	MISC Teamsters Local 856	1.00	1.00	1.00		1.00
Accountant	Finance	MISC Teamsters Local 856	1.00	1.00	1.00		1.00
Chief Financial Sustainability Officer	Finance	Unrepresented -MANAGEMENT	1.00	1.00	0.00		0.00
Deputy Director Finance	Finance	Unrepresented -MANAGEMENT	0.00	0.00	1.00		1.00
Financial Analyst II	Finance	Unrepresented -CONFIDENTIAL	0.00	1.00	1.00		1.00
Financial Services Manager	Finance	Unrepresented -MANAGEMENT	1.00	1.00	0.00		0.00
Sr. Accountant-Limited Term (2 yrs)	Finance	Unrepresented -MANAGEMENT	0.00	0.00	0.00	1.00	1.00
Management Analyst-Limited Term(1yr)	Ec. Dev	MGMT Teamsters Local 350	1.00	1.00	1.00		1.00
Info System and Technology Analyst	IT	MISC Teamsters Local 856	2.00	2.00	2.00		2.00
IT Support Assistant	IT	PT - Non-Bargaining Group	0.50	0.50	1.00		1.00
IT Manager	IT	MGMT Teamsters Local 350	1.00	1.00	1.00		1.00
HR Analyst	HR	Unrepresented -CONFIDENTIAL	1.00	1.00	1.00		1.00
HR Analyst - Limited Terms (2 yrs)	HR	Unrepresented -CONFIDENTIAL	0.00	1.00	1.00		1.00
Human Resources Manager	HR	Unrepresented -MANAGEMENT	1.00	1.00	1.00		1.00
Total			12.50	13.50	13.00	1.00	14.00

Police Department							
Administrative Assistant	Police	MISC Teamsters Local 856	0.50	0.50	1.00		1.00
Community Service Officer	Police	MISC Teamsters Local 856	0.00	0.00	1.00		1.00
PD Evidence & Property Tech II	Police	MISC Teamsters Local 856	1.00	1.00	1.00		1.00
Police Captain	Police	Association (PPMA)	2.00	2.00	2.00		2.00
Police Chief	Police	Unrepresented -MANAGEMENT	1.00	1.00	1.00		1.00
Police Corporal	Police	Association	6.00	6.00	6.00		6.00
Police Officer	Police	Association	17.00	17.00	17.00		17.00
Police Records Clerk	Police	MISC Teamsters Local 856	1.00	1.00	1.00		1.00
Police Records Supervisor	Police	MISC Teamsters Local 856	1.00	1.00	1.00		1.00
Police Records Supervisor	Police	MISC Teamsters Local 857	0.00	0.00	0.00	1.00	1.00
Police Sergeant	Police	Association (PPSA)	7.00	7.00	7.00		7.00
Property Clerk - PT	Police	MISC Teamsters Local 856	0.50	0.50	0.50		0.50
Total			37.00	37.00	38.50	1.00	39.50

**City of Pacifica
Master Position Detail**

Full-Time Equivalent	Dept	Bargaining Group	FY2020-21 Actual	FY2021-22 Adopted	FY2021-22 Revised	Change +/-	FY2022-23 Adopted
North County Fire Authority/ Pacifica Fire Department							
Administrative Assistant	Fire	MISC Teamsters Local 856	1.00	1.00	1.00		1.00
Deputy Fire Chief	Fire	MGMT Teamsters Local 350	1.00	1.00	1.00		1.00
Fire Battalion Chief 2080	Fire	Local 856	1.00	1.00	1.00		1.00
Fire Battalion Chief 2912	Fire	Local 856	1.00	1.00	1.00		1.00
Fire Captain	Fire	Fire Fighter IAFF Local 2400	1.00	1.00	1.00		1.00
Fire Captain / EM	Fire	Fire Fighter IAFF Local 2400	2.00	2.00	2.00		2.00
Fire Captain / Paramedic	Fire	Fire Fighter IAFF Local 2400	3.00	3.00	3.00		3.00
Fire Paramedic Coordinator	Fire	MGMT Teamsters Local 350	1.00	1.00	1.00		1.00
Firefighter / EMT A	Fire	Fire Fighter IAFF Local 2400	4.00	4.00	4.00		4.00
Firefighter / EMT B	Fire	Fire Fighter IAFF Local 2400	1.00	1.00	1.00		1.00
Firefighter / Paramedic A	Fire	Fire Fighter IAFF Local 2400	5.00	5.00	5.00		5.00
Firefighter / Paramedic B	Fire	Fire Fighter IAFF Local 2400	5.00	5.00	5.00		5.00
Total			26.00	26.00	26.00	0.00	26.00

Planning Department							
Assistant Planner - Limited Term (2yrs)	Planning	MISC Teamsters Local 856	1.00	1.00	1.00		1.00
Associate Planner	Planning	MGMT Teamsters Local 350	1.00	1.00	1.00		1.00
Code Enforcement Officer	Planning	MISC Teamsters Local 856	1.00	1.00	1.00		1.00
Deputy Director of Planning	Planning	Unrepresented -MANAGEMENT	1.00	1.00	1.00	-1.00	0.00
Director of Planning/City Planner	Planning	Unrepresented -MANAGEMENT	1.00	0.00	0.00	1.00	1.00
Management Analyst II (CMO/Planning)	Planning	MGMT Teamsters Local 350	0.50	0.50	0.50		0.50
Permit Technician	Planning	MISC Teamsters Local 856	2.00	2.00	2.00		2.00
Senior Planner	Planning	MGMT Teamsters Local 350	1.00	1.00	1.00	1.00	2.00
Stenographer	Planning	PT - Non-Bargaining Group	0.25	0.25	0.25		0.25
Total			8.75	7.75	7.75	1.00	8.75

Public Works Department							
Administrative Clerk II	PW	MISC Teamsters Local 856	3.00	3.00	2.00		2.00
Associate Civil Engineer	PW	MGMT Teamsters Local 350	2.00	2.00	2.00	-1.00	1.00
Building Maintenance Specialist	PW	MISC Teamsters Local 856	2.00	2.00	2.00		2.00
Deputy Director of PW/WWTP	PW	Unrepresented -MANAGEMENT	1.00	1.00	1.00		1.00
Deputy Director PW/Field Services -City Engineer	PW	Unrepresented -MANAGEMENT	1.00	1.00	1.00		1.00
Director of Public Works	PW	Unrepresented -MANAGEMENT	1.00	1.00	1.00		1.00
Electrical Instrumentation Tech I	PW	WWTP Teamsters Local 856	1.00	1.00	1.00		1.00
Electrical Instrumentation Tech III	PW	WWTP Teamsters Local 856	1.00	1.00	1.00		1.00
Engineering Manager	PW	MGMT Teamsters Local 350	0.00	0.00	0.00	1.00	1.00
Equipment Operator	PW	MISC Teamsters Local 856	1.00	1.00	1.00		1.00
Field Services Manager	PW	MGMT Teamsters Local 350	1.00	1.00	1.00		1.00
Laboratory Analyst	PW	WWTP Teamsters Local 856	1.00	1.00	1.00		1.00
Laboratory Assistant WWTP	PW	PT - Non-Bargaining Group	0.50	0.50	0.50		0.50
Laboratory Supervisor	PW	WWTP Teamsters Local 856	1.00	1.00	1.00		1.00
Laboratory Technician	PW	WWTP Teamsters Local 856	1.00	1.00	1.00		1.00
Maintenance Assistant	PW	PT - Non-Bargaining Group	1.50	1.50	1.50		1.50
Maintenance Worker I	PW	MISC Teamsters Local 856	6.00	6.00	6.00		6.00
Maintenance Worker II	PW	MISC Teamsters Local 856	2.00	2.00	2.00		2.00
Mechanic	PW	MISC Teamsters Local 856	1.00	1.00	1.00		1.00
Operator I	PW	WWTP Teamsters Local 856	7.00	7.00	7.00		7.00
Operator II	PW	WWTP Teamsters Local 856	4.00	4.00	4.00		4.00
Operator III	PW	WWTP Teamsters Local 856	5.00	5.00	5.00		5.00
Project Coordinator	PW	MISC Teamsters Local 856	1.00	1.00	1.00		1.00
Project Manager	PW	MGMT Teamsters Local 350	0.00	0.00	0.00	+1.00	1.00
Project Manager - Limited Term (2yrs)	PW	MGMT Teamsters Local 350	0.00	1.00	1.00		1.00

**City of Pacifica
Master Position Detail**

Full-Time Equivalent	Dept	Bargaining Group	FY2020-21 Actual	FY2021-22 Adopted	FY2021-22 Revised	Change +/-	FY2022-23 Adopted
Public Works Supervisor	PW	MISC Teamsters Local 856	1.00	1.00	1.00		1.00
PW Superintendent	PW	MGMT Teamsters Local 350	2.00	2.00	2.00		2.00
Ranger	PW	MISC Teamsters Local 856	3.00	3.00	3.00	-1.00	2.00
Ranger - (LEAD)	PW	MISC Teamsters Local 856	0.00	0.00	0.00	1.00	1.00
Senior Civil Engineer - WWTP	PW	MGMT Teamsters Local 350	1.00	1.00	1.00	-1.00	0.00
Senior Equipment Mechanic	PW	MISC Teamsters Local 856	1.00	1.00	1.00		1.00
WWTP Asst. Superint. - Maint.	PW	MGMT Teamsters Local 350	1.00	1.00	1.00		1.00
WWTP Asst. Superint. - Operations	PW	MGMT Teamsters Local 350	1.00	1.00	1.00		1.00
WWTP Collections Sys. Manager	PW	MGMT Teamsters Local 350	1.00	1.00	1.00		1.00
WWTP Plant Manager	PW	MGMT Teamsters Local 350	1.00	1.00	1.00		1.00
Total			57.00	58.00	57.00	0.00	57.00

Parks, Beaches, and Recreation							
Child Care Assistant Supervisor	PB&R	MISC Teamsters Local 856	1.00	1.00	1.00	0.00	1.00
Child Care Site Coordinator	PB&R	MISC Teamsters Local 856	6.00	6.00	6.00	-1.00	5.00
Child Care Teacher II	PB&R	MISC Teamsters Local 856	2.00	2.00	2.00		2.00
Child Care Teacher III (Lead)	PB&R	MISC Teamsters Local 856	7.00	7.00	7.00	3.00	10.00
Child Care Technician	PB&R	MISC Teamsters Local 856	1.00	1.00	0.00		0.00
Childcare Supervisor	PB&R	MGMT Teamsters Local 350	1.00	1.00	1.00	1.00	2.00
Community Services Coordinator	PB&R	MISC Teamsters Local 856	1.00	1.00	1.00		1.00
Director of Parks, Beaches, and Rec	PB&R	Unrepresented -MANAGEMENT	1.00	1.00	1.00		1.00
Food & Sr. Services Supervisor	PB&R	MGMT Teamsters Local 350	0.00	0.00	1.00		1.00
Food Service Coordinator	PB&R	MISC Teamsters Local 856	1.00	1.00	1.00		1.00
Kitchen Assistant	PB&R	PT - Non-Bargaining Group	1.50	1.50	1.50		1.50
Recreation Assistant Supervisor	PB&R	MISC Teamsters Local 856	1.00	1.00	0.00		1.00
Recreation Coordinator	PB&R	MISC Teamsters Local 856	2.00	2.00	2.00	-1.00	1.00
Recreation Manager	PB&R	MGMT Teamsters Local 350	1.00	1.00	1.00		1.00
Recreation Specialist - Admin Services	PB&R	MISC Teamsters Local 856	1.00	1.00	2.00		2.00
Recreation Supervisor	PB&R	MGMT Teamsters Local 350	0.00	0.00	0.00	1.00	1.00
Senior Services Program Coordinator	PB&R	MISC Teamsters Local 856	1.00	1.00	1.00		1.00
Transportation Specialist	PB&R	MISC Teamsters Local 856	1.00	1.00	1.00		1.00
Total			29.50	29.50	29.50	3.00	32.50

Total Regular Fulltime Employees	175.25	176.25	177.25	8.00	184.25
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Limited-Term Positions

CITY OF PACIFICA- SALARY SCHEDULE EFFECTIVE JULY 1, 2022

FY2022-23 Salary Schedule

Monthly Salary Ranges

Position	Steps					Hours / Week
	A	B	C	D	E	
UNREPRESENTED MANAGEMENT SALARY SCHEDULE						
City Manager (ET/DH)*	21,229	---	---	---	22,291	
Assistant City Manager/Adm. Svs Dir. (ET/DH)*	15,917	---	---	---	18,238	
City Clerk	9,006	---	---	---	10,357	
Deputy Director of Public Works-Field Svs & Eng	13,476	---	---	---	15,809	
Deputy Director of Public Works-Wastewater	13,083	---	---	---	15,348	
Deputy Director of Finance	12,220	---	---	---	14,633	
Parks, Beaches & Recreation Director (ET/DH)*	14,741	---	---	---	16,859	
Director of Planning/City Planner (ET/DH)*	15,042	---	---	---	17,204	
Director of Public Works (ET/DH)*	16,612	---	---	---	19,104	
Economic Development Manager	10,729	---	---	---	12,337	
Human Resources Manager	10,530	---	---	---	12,989	
Senior Accountant- Limited Term (2yrs)	8,925	---	---	---	11,131	
Safety Management						
	A	B	C	D	E	Hours / Week
Police Chief (ET/DH)*	16,683				19,186	
Exempt - Confidential						
	A	B	C	D	E	Hours / Week
Executive Assistant to the City Manager	6,800	---	---	---	8,430	
Deputy City Clerk	6,879	---	---	---	8,529	
Financial Analyst I	8,275	---	---	---	9,268	
Financial Analyst II	9,269	---	---	---	10,431	
Human Resources Analyst	7,672	---	---	---	9,408	
Teamsters Miscellaneous Local 856						
	A	B	C	D	E	Hours / Week
Account Technician I	5,449	---	---	---	5,895	37.5
Account Technician II	6,043	---	---	---	6,509	37.5
Account Technician III	6,673	---	---	---	7,186	37.5
Accountant	7,466	---	---	---	9,064	40.0
Administrative Assistant	5,096	---	---	---	6,052	37.5
Administrative Clerk I	4,223	---	---	---	5,011	37.5
Administrative Clerk II	4,589	---	---	---	5,540	37.5
Administrative Clerk II (30 hours per week)	3,674	---	---	---	4,431	30.0
Assistant Civil Engineer	7,031	---	---	---	9,563	40.0
Assistant Planner-Limited Term (2 yrs)	7,326	---	---	---	8,857	40.0
Building Maintenance Specialist	6,093	---	---	---	7,237	40.0
Child Care Assistant Supervisor	6,072	---	---	---	7,213	40.0
Child Care Site Coordinator	5,648	---	---	---	6,709	40.0
Child Care Teacher I	3,130	---	---	---	3,738	40.0
Child Care Teacher II	3,756	---	---	---	4,361	40.0
Child Care Teacher III (Lead)	4,194	---	---	---	5,076	40.0
Child Care Technician	4,510	---	---	---	5,383	37.5
Code Enforcement Officer	6,409	---	---	---	8,362	40.0
Community Service Officer	5,431	---	---	---	6,462	40.0
Community Services Coordinator	5,526	---	---	---	6,579	40.0
Equipment Operator	5,741	---	---	---	6,779	40.0
Evidence Technician II	6,692	---	---	---	7,942	40.0
Food Services Coordinator	5,045	---	---	---	6,430	40.0
Information System and Technology Analyst	8,605	---	---	---	10,259	40.0
Maintenance Worker I	5,205	---	---	---	6,283	40.0
Maintenance Worker II	5,547	---	---	---	6,606	40.0
Mechanic	6,374	---	---	---	7,603	40.0

Permit Technician	5,081	---	---	---	6,190	40.0
Police Records Clerk	4,867	---	---	---	5,903	37.5
Police Records Supervisor	7,618	---	---	---	9,236	37.5
Project Coordinator	6,126	---	---	---	7,058	40.0
Property Clerk	2,331	---	---	---	2,783	20.0
Public Works Supervisor (Streets, Parks or Motor Pool)	7,518	---	---	---	9,556	40.0
Ranger I	5,416	---	---	---	6,458	40.0
Ranger (Lead)	5,822	---	---	---	6,942	40.0
Recreation Assistant Supervisor	5,953	---	---	---	7,071	40.0
Recreation Coordinator	5,526	---	---	---	6,579	40.0
Recreation Specialist	4,560	---	---	---	5,425	40.0
Senior Equipment Mechanic	7,358	---	---	---	8,779	40.0
Senior Services Program Coordinator	5,716	---	---	---	6,832	40.0
Transportation Specialist	5,050	---	---	---	6,137	40.0
Teamsters Management Local 350 - Misc	A	B	C	D	E	Hours / Week
Associate Civil Engineer	9,069	---	---	---	10,635	
Associate Planner	7,912	---	---	---	9,329	
Childcare Supervisor	7,747	---	---	---	8,910	
Engineering Manager	11,078	---	---	---	12,996	
Field Services Manager	11,455	---	---	---	13,173	
Food/Senior Services Supervisor	7,747	---	---	---	8,910	
Information Systems and Technology Manager	10,608	---	---	---	13,154	
Management Analyst-Limited Term (1-yr)	8,275	---	---	---	10,431	
Project Manager	10,300	---	---	---	12,083	
Public Works Superintendent	9,322	---	---	---	11,256	
Recreation Manager	9,684	---	---	---	11,137	
Recreation Supervisor	7,747	---	---	---	8,910	
Senior Civil Engineer	10,300	---	---	---	12,083	
Senior Planner	8,980	---	---	---	10,588	
WWTP Assistant Superintendent – Maintenance	10,300	---	---	---	12,083	
WWTP Assistant Superintendent- Operations	10,300	---	---	---	12,083	
WWTP Collections System Manager	11,078	---	---	---	12,996	
WWTP Plant Manager	11,078	---	---	---	12,996	
Teamsters Management Local 350 - Public Safety	A	B	C	D	E	Hours / Week
Deputy Fire Chief	17,327	---	---	---	18,136	
Paramedic Coordinator	11,601	---	---	---	16,647	
WWTP Teamsters Local 856	A	B	C	D	E	Hours / Week
Laboratory Technician - No Certification (base)	5,776	---	---	---	7,241	40.0
Laboratory Technician - Grade II Cert 4% above base	6,007	---	---	---	7,531	40.0
Laboratory Technician - Grade III Cert 11% above base	6,412	---	---	---	8,038	40.0
Laboratory Technician - Grade IV Cert 19% above base	6,874	---	---	---	8,617	40.0
Laboratory Technician - Grade V Cert 29% above base	7,451	---	---	---	9,341	40.0
Electrical Instrumentation Tech I - No cert. (base)	5,776	---	---	---	7,241	40.0
Electrical Instrumentation Tech I - Grade II Cert 4% above base	6,007	---	---	---	7,531	40.0
Electrical Instrumentation Tech I - Grade III Cert 11% above base	6,412	---	---	---	8,038	40.0
Electrical Instrumentation Tech I - Grade IV Cert 19% above base	6,874	---	---	---	8,617	40.0
Electrical Instrumentation Tech I - Grade V Cert 29% above base	7,451	---	---	---	9,341	40.0
Electrical Instrumentation Tech III - Includes mandatory grade III certificate (base)	7,120	---	---	---	9,054	40.0

Electrical Instrumentation Tech III - Grade IV Cert 8% above base	7,690	---	---	---	9,778	40.0
Electrical Instrumentation Tech III - Grade V Cert 18% above base	8,402	---	---	---	10,683	40.0
Laboratory Supervisor - includes mandatory grade III certificate (base)	7,120	---	---	---	9,054	40.0
Laboratory Supervisor - Grade IV Cert 8% above base	7,690	---	---	---	9,778	40.0
Laboratory Supervisor - Grade V Cert 18% above base	8,402	---	---	---	10,683	40.0
Operator I - No certification	5,776	---	---	---	7,241	40.0
Operator I - Grade II Cert - 4% above base	6,007	---	---	---	7,531	40.0
Operator I - Grade III Cert - 11% above base	6,412	---	---	---	8,038	40.0
Operator I - Grade IV Cert - 19% above base	6,874	---	---	---	8,617	40.0
Operator I - Grade V Cert - 29% above base	7,451	---	---	---	9,341	40.0
Operator II - Includes mandatory grade II certificate (base)	6,334	---	---	---	8,055	40.0
Operator II - Grade III Cert - 7% above base	6,777	---	---	---	8,619	40.0
Operator II - Grade IV Cert - 15% above base	7,284	---	---	---	9,263	40.0
Operator II - Grade V Cert - 25% above base	7,917	---	---	---	10,068	40.0
Operator III - Includes mandatory grade III certificate (base)	7,120	---	---	---	9,054	40.0
Operator III - Grade IV Cert - 8% above base	7,690	---	---	---	9,778	40.0
Operator III - Grade V Cert 18% above base	8,402	---	---	---	10,683	40.0
WWTP - HIRED ON OR AFTER JULY 1, 2008	A	B	C	D	E	Hours / Week
Laboratory Technician - No Certification (base)	5,776	---	---	---	7,241	40.0
Laboratory Technician - Grade II Cert 4% above base	6,007	---	---	---	7,531	40.0
Laboratory Technician - Grade III Cert 8% above base	6,238	---	---	---	7,820	40.0
Laboratory Technician - Grade IV Cert 11% above base	6,412	---	---	---	8,038	40.0
Laboratory Technician - Grade V Cert 13% above base	6,527	---	---	---	8,183	40.0
Electrical Instrumentation Tech I - No certification (base)	5,776	---	---	---	7,241	40.0
Electrical Instrumentation Tech I - Grade II Cert 4% above base	6,007	---	---	---	7,531	40.0
Electrical Instrumentation Tech I - Grade III Cert 8% above base	6,238	---	---	---	7,820	40.0
Electrical Instrumentation Tech I - Grade IV Cert 11% above base	6,412	---	---	---	8,038	40.0
Electrical Instrumentation Tech I - Grade V Cert 13% above base (over-certification pay)	6,527	---	---	---	8,183	40.0
Electrical Instrumentation Tech III - Includes mandatory grade III certificate (base)	7,120	---	---	---	9,054	40.0
Electrical Instrumentation Tech III - Grade IV Cert 4% above base (over-certification pay)	7,405	---	---	---	9,416	40.0
Electrical Instrumentation Tech III - Grade V Cert 6% above base	7,548	---	---	---	9,597	40.0
Laboratory Supervisor - includes mandatory grade III certificate (base)	7,120	---	---	---	9,054	40.0
Laboratory Supervisor - Grade IV Cert 4% above base	7,405	---	---	---	9,416	40.0
Laboratory Supervisor - Grade V Cert 6% above base	7,548	---	---	---	9,597	40.0
Operator I - Must obtain Grade I certification in first year of employment (base)	5,776	---	---	---	7,241	40.0
Operator I - Grade II Cert - 4% above base	6,007	---	---	---	7,531	40.0
Operator I - Grade III Cert - 8% above base	6,238	---	---	---	7,820	40.0
Operator I - Grade IV Cert - 11% above base	6,412	---	---	---	8,038	40.0
Operator I - Grade V Cert - 13% above base	6,527	---	---	---	8,183	40.0
Operator II - Includes mandatory grade II certificate (base)	6,334	---	---	---	8,054	40.0
Operator II - Grade III Cert - 4% above base	6,587	---	---	---	8,376	40.0
Operator II - Grade IV Cert - 7% above base	6,777	---	---	---	8,617	40.0
Operator II - Grade V Cert - 9% above base	6,904	---	---	---	8,779	40.0

Operator III - Includes mandatory grade III cert. (base)	7,120	---	---	---	9,054	40.0
Operator III - Grade IV Cert - 4% above base	7,118	---	---	---	9,050	40.0
Operator III - Grade V Cert 6% above base	7,548	---	---	---	9,597	40.0
Lab Analyst-Includes mandatory grade II cert. (base)	6,334	---	---	---	8,054	40.0
Lab Analyst - Grade III Cert 4% above base	6,587	---	---	---	8,376	40.0
Lab Analyst- Grade IV Cert 7% above base	6,777	---	---	---	8,617	40.0
Lab Analyst- Grade V Cert 9% above base	6,904	---	---	---	8,779	40.0

IAFF	A	B	C	D	E	F
Firefighter-Engineer (A) No Educational Incentive	6,710	7,045	7,421	7,784	8,190	8,770
Firefighter-Engineer (B) Educational Incentive	6,878	7,221	7,607	7,979	8,395	8,989
Firefighter-Engineer with EMT (A)	7,105	7,441	7,815	8,179	8,585	9,164
Firefighter-Engineer with EMT (B)	7,283	7,627	8,011	8,383	8,799	9,393
Firefighter-Paramedic (A)	7,807	8,142	8,518	8,881	9,287	9,865
Firefighter-Paramedic (B)	8,002	8,346	8,731	9,103	9,519	10,111
Fire Captain	9,605	---	---	---	---	---
Fire Captain (A) No Educational Incentive	9,605	10,078	10,548	---	---	---
Fire Captain (B) Educational Incentive	9,846	10,330	10,812	---	---	---
Fire Captain With EMT (A)	10,001	10,473	10,943	---	---	---
Fire Captain With EMT (B)	10,251	10,735	11,217	---	---	---
Fire Captain With Paramedic (A)	10,701	11,175	11,645	---	---	---
Fire Captain With Paramedic (B)	10,969	11,454	11,936	---	---	---

Police Captain- PPMA	A	B	C	D	E	Hours / Week
Police Captain	13,826				15,900	

PPOA- HIRED ON OR BEFORE JUNE 30, 2010	A	B	C	D	E	Hours / Week
Police Officer Trainee	5,799	---	---	---	---	
Police Officer (Basic Cert) 0-5 years	7,539	---	---	---	9,060	
Police Officer (Basic Cert) 6-10 years	7,915	---	---	---	9,512	
Police Officer (Basic Cert) 11-15 years	8,075	---	---	---	9,702	
Police Officer (Basic Cert) 16+ years	8,235	---	---	---	9,897	
Police Corporal (Basic Cert) 0-5 years	7,915	---	---	---	9,512	
Police Corporal (Basic Cert) 6-10 years	8,313	---	---	---	9,988	
Police Corporal (Basic Cert) 11-15 years	8,476	---	---	---	10,188	
Police Corporal (Basic Cert) 16+ years	8,647	---	---	---	10,392	

PPOA - HIRED ON OR AFTER JULY 1, 2010	A	B	C	D	E	Hours / Week
Police Officer Trainee	5,799	---	---	---	---	
Police Officer 0-5 years	7,539	---	---	---	9,060	
Police Officer 6+ years	7,915	---	---	---	9,512	
Police Corporal 0-5 years	7,915	---	---	---	9,512	
Police Corporal 6+ years	8,313	---	---	---	9,988	

Pacifica Police Supervisors Association (PPSA)								
Hired before July 1, 2010	Base Salary		Base Salary + POST Cert					
	MIN	MAX						
Police Sergeant	4%		Intermediate	\$600	Advanced	\$825	Supervisory	\$1,000
0-10 Years	\$9,809	\$11,771	\$10,409	\$12,371	\$10,634	12,596	\$10,809	\$12,771
11-15 Years (2%)	\$10,005	\$12,005	\$10,605	\$12,605	\$10,830	12,830	\$11,005	\$13,005
16+ Years (2%)	\$10,205	\$12,245	\$10,805	\$12,845	\$11,030	13,070	\$11,205	\$13,245
Hired after July 1, 2010								
0-15 Years	\$9,809	\$11,771	\$10,409	\$12,371	\$10,634	12,596	\$10,809	\$12,771
16+ Years (4%)	\$10,201	\$12,241	\$10,801	\$12,841	\$11,026	13,066	\$11,201	\$13,241

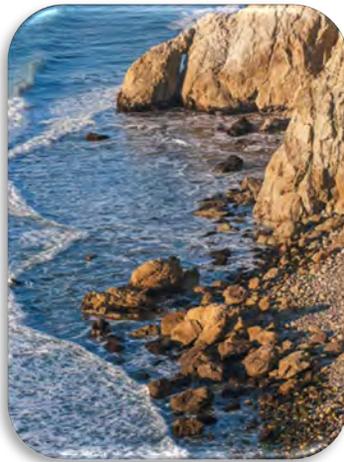
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CITY OF PACIFICA

Supplemental Information



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PENSION OBLIGATION BONDS LOAN AND REPAYMENT PLAN

Revised Repayment Plan for the General Fund - Wastewater Enterprise Loan

Year	A	B	C	D	E
	Balance	Payment	New Balance (A - B)	Interest on New Balance (C x .5%)	Revised Balance (C + D)
2017-18*	\$ 2,138,074	\$ (170,682)	\$ 1,967,393	\$ 9,836.96	\$ 1,977,230
2018-19	\$ 1,977,230	\$ (146,817)	\$ 1,830,413	\$ 9,152.07	\$ 1,839,565
2019-20	\$ 1,839,565	\$ (360,000)	\$ 1,479,565	\$ 7,397.83	\$ 1,486,963
2020-21	\$ 1,486,963	\$ (400,000)	\$ 1,086,963	\$ 5,434.81	\$ 1,092,398
2021-22	\$ 1,092,398	\$ (400,000)	\$ 692,398	\$ 3,461.99	\$ 695,860
2022-23	\$ 695,860	\$ (400,000)	\$ 295,860	\$ 1,479.30	\$ 297,339
2023-24	\$ 297,339	\$ (297,339)	\$ -		
Totals		\$ (2,174,837)		\$ 36,762.95	

**Original Balance (includes Interest)*

This repayment plan was approved by the Pacifica City Council on June 23, 2014 and revised on June 24, 2019. Repayment of this advance began in 2017-18 and conclude in 2023-24.

 <p style="text-align: center;">CITY OF PACIFICA ADMINISTRATIVE POLICY</p>	<p>No. 76A</p>
<p style="text-align: center;">FUND BALANCE COMMITMENT POLICY</p>	<p>DATE ISSUED: 02/89; 11/94; 12/96, 06/13 REV 05/18</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 fund balance commitments 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 committed fund balance classification includes amounts that can be used only for the specific purposes imposed by formal action of City Council. The following fund balance commitments shall be maintained by the City:

1. General Fund - Fund Balance Commitment

The City shall work to achieve a fund balance commitment of 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 consider committing additional revenue to fund balance commitments. The Council also 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 fund balance commitment goal.

- a) Two-thirds (66.67%) of this fund balance commitment shall be available for situations of extreme physical or financial emergency and as a funding source for interfund loans and other loans or advances from the General Fund, as approved by Council. Such loans and advances should accrue interest earnings for the General Operating

Fund and include principal repayment to the extent possible.

b) One third (33.33%) of this fund balance commitment shall be the economic contingency fund balance commitment 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 fund balance commitment will be utilized to cover the City's expenditures until a solution to the shortage is found.

2. **Facility Maintenance and Replacement Fund Balance Commitment**, with an initial deposit of \$150,000, shall be used for future city facility relocation, reconstruction, or emergency repair projects authorized by the City Council. To the extent possible, General Operating Fund carryovers remaining from the end of the fiscal year, not designated for other fund balance commitment purposes, may be applied to this fund balance commitment. The level of annual deposits into the fund balance commitment will be determined during budget review each year, with the goal of being \$100,000/year at a minimum.
3. **Compensated Absences Fund Balance Commitment**, with an initial deposit of \$200,000, shall fund the disbursements of separated or retired employees for accrued vacation and sick-leave. This fund balance commitment shall be funded with the goal of attaining a balance sufficient to fund the accrued liabilities of the City for compensated absences such as vacation and vested sick leave. Therefore, a minimum annual deposit equal to 10% of the ending Compensated Absences balance for Governmental Activities as reported in the Comprehensive Annual Financial Report for the prior fiscal year shall be made to this fund balance commitment. This fund balance commitment requirement and annual deposits shall be reviewed annually.

Appropriation/Expenditure of Fund Balance Commitment Funds

A majority vote of the whole City Council is required for any appropriation and expenditure of funds from the fund balance commitments 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.

Linda Mar Pump Station Upgrade C004B (Formerly Linda Mar Pump Station Upgrade FY 2016-19)	C004	\$	590	\$	590	WW Enterprise	\$	590	WW Enterprise	\$	590
Collection System Projects (Formerly Collection System Project FY 2020-23)	C005	\$	100	\$	100	WW Enterprise	\$	100	WW Enterprise	\$	100
Sharp Park Pump Station Facility Improvements Project	C008	\$	1,500	\$	200	\$	1,700	WW Enterprise	\$	1,500	
Lateral Grant Assistance	C032	\$	200	\$	200	WW Enterprise	\$	200	WW Enterprise	\$	200
Smoke Testing Linda Mar & Park Pacific Drainage Basins (Breakout from LM PS Upgrade Project)	C038	\$	300	\$	300	WW Enterprise	\$	300	WW Enterprise	\$	300
Sharp Park Pump Station Bar Screen Rebuild	C039	\$	250	\$	250	WW Enterprise	\$	250	WW Enterprise	\$	250
Linda Mar Pump Station - Bar Screen Rebuild (Breakout from LM PS Upgrade Project)	C040	\$	150	\$	150	WW Enterprise	\$	150	WW Enterprise	\$	150
Rockaway PS - Bar Screen Rebuild	C041	\$	150	\$	150	WW Enterprise	\$	150	WW Enterprise	\$	150
Linda Mar Pump Station Jockey Pump Upgrade (Breakout from LM PS Upgrade Project)	C042	\$	50	\$	50	WW Enterprise	\$	50	WW Enterprise	\$	50
Digesters - ATAD Modification Phase 3	P002	\$	150	\$	175	\$	325	WW Enterprise	\$	150	
CCWRP Pump Replacement	P004	\$	50	\$	50	WW Enterprise	\$	50	WW Enterprise	\$	50
CCWRP Centrifuges	P006	\$	75	\$	75	WW Enterprise	\$	75	WW Enterprise	\$	75
CCWRP SCADA and PLC Upgrade	P008	\$	573	\$	573	WW Enterprise	\$	573	WW Enterprise	\$	573
Galera Creek and Wetlands Maintenance	P011	\$	75	\$	75	WW Enterprise	\$	75	WW Enterprise	\$	75
Ultraviolet Disinfection System Upgrade	P014	\$	3,882	\$	25	\$	3,882	WW Enterprise	\$	3,882	
CCWRP Laboratory Room Improvement	P020	\$	70	\$	70	WW Enterprise	\$	70	WW Enterprise	\$	70
CCWRP Security & Gate System	P022	\$	50	\$	50	WW Enterprise	\$	50	WW Enterprise	\$	50
CCWRP Blower Replacement	P024	\$	42	\$	42	WW Enterprise	\$	42	WW Enterprise	\$	42
San Pedro Creek & Pacifica State Beach TMDL BMP, Monitoring Plan	P028	\$	65	\$	65	WW Enterprise	\$	65	WW Enterprise	\$	65
CCWRP Arc Flash Hazard Analysis	P031	\$	70	\$	70	WW Enterprise	\$	70	WW Enterprise	\$	70
CCWRP R&R Project	P033	\$	133	\$	133	WW Enterprise	\$	133	WW Enterprise	\$	133
CCWRP Photovoltaic System Improvement Project	P035	\$	150	\$	150	WW Enterprise	\$	150	WW Enterprise	\$	150
CCWRP Process Optimization Projects	P036	\$	100	\$	100	WW Enterprise	\$	100	WW Enterprise	\$	100
CCWRP Electrical Condition Assessment and Improvements	P037	\$	20	\$	20	WW Enterprise	\$	20	WW Enterprise	\$	20
CCWRP Environmental Compliance Project	P038	\$	40	\$	40	WW Enterprise	\$	40	WW Enterprise	\$	40
CCWRP Admin Building Elevator Assessment	P039	\$	100	\$	100	WW Enterprise	\$	100	WW Enterprise	\$	100
CCWRP Headworks Feasibility and Improvements	P040	\$	150	\$	150	WW Enterprise	\$	150	WW Enterprise	\$	150
CCWRP R&R Project - Grit System Upgrade (Formerly Grit Classifier Upgrade)	P041	\$	140	\$	140	WW Enterprise	\$	140	WW Enterprise	\$	140
CCWRP R&R Project - Drain Pump Station Piping Replacement	P042	\$	100	\$	100	WW Enterprise	\$	100	WW Enterprise	\$	100
CCWRP R&R Project - Plant Effluent Pipe Line Spot Repair	P043	\$	39	\$	170	\$	209	WW Enterprise	\$	39	
CCWRP R&R Project - Sand Filter Upgrade	P044	\$	330	\$	330	Grant	\$	330	Grant	\$	330
310-330 Esplanade Infrastructure Preservation	S011	\$	251	\$	251	Grant	\$	251	Grant	\$	251
400 Esplanade Infrastructure Preservation	S015	\$	251	\$	251	Grant	\$	251	Grant	\$	251
Total		\$	21,851	\$	14,104	\$	35,955			\$	7,209
		\$	1,234	\$	655	\$	366	\$	300	\$	81
		\$	100	\$	320	\$	1,205	\$	8,981	\$	1,200
		\$	200	\$	1,500	\$	1,700	\$	200	\$	590
		\$	300	\$	250	\$	300	\$	250	\$	300
		\$	150	\$	150	\$	150	\$	150	\$	150
		\$	50	\$	325	\$	375	\$	50	\$	50
		\$	75	\$	75	\$	75	\$	75	\$	75
		\$	573	\$	573	\$	573	\$	573	\$	573
		\$	3,882	\$	25	\$	3,882	\$	3,882	\$	3,882
		\$	70	\$	70	\$	70	\$	70	\$	70
		\$	133	\$	133	\$	133	\$	133	\$	133
		\$	150	\$	150	\$	150	\$	150	\$	150
		\$	100	\$	100	\$	100	\$	100	\$	100
		\$	20	\$	20	\$	20	\$	20	\$	20
		\$	40	\$	40	\$	40	\$	40	\$	40
		\$	100	\$	100	\$	100	\$	100	\$	100
		\$	150	\$	150	\$	150	\$	150	\$	150
		\$	140	\$	140	\$	140	\$	140	\$	140
		\$	100	\$	100	\$	100	\$	100	\$	100
		\$	39	\$	170	\$	209	\$	39	\$	39
		\$	330	\$	330	\$	330	\$	330	\$	330
		\$	251	\$	251	\$	251	\$	251	\$	251

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CITY OF PACIFICA

Investment Policy



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RESOLUTION NO. 38-2022

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PACIFICA ACCEPTING ANNUAL REVIEW OF THE INVESTMENT POLICY

WHEREAS, California Code Section 53646 (a) (2) requires City Council annual review and approval of the Investment Policy; and

WHEREAS, the City's current Investment Policy was adopted by City Council in August, 2017 and last reviewed in June, 2021; and

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

WHEREAS, there is no change in the investment policy this year; and

NOW, THEREFORE, the City Council of the City of Pacifica does hereby approve the City of Pacifica's Investment Policy with no changes for FY 2022-23 as contained in Exhibit A attached hereto.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Pacifica, California, held on the 27th day of June 2022.

AYES, Councilmembers: Beckmeyer, Bier, Bigstycck, Vaterlaus.

NOES, Councilmembers: n/a.

ABSENT, Councilmembers: O'Neill.

ABSTAIN, Councilmembers: n/a.



Mary Bier, Mayor

APPROVED AS TO FORM:

ATTEST



Michelle Marchetta Kenyon
City Attorney



Sarah Coffey
City Clerk

 <p style="text-align: center;">CITY OF PACIFICA ADMINISTRATIVE POLICY</p>	<p>No. 39</p>
<p style="text-align: center;">INVESTMENT POLICY</p>	<p>DATE ISSUED: 11/94; 2/89; 12/96; 7/1/15</p>

Statement of Intent:

The purpose of this document is to identify the policies guiding prudent investment of the City's temporarily idle funds and to establish guidelines and objectives for suitable investments including: delegation of authority, prudence, monitoring and reporting, policy review, diversification, eligible securities, safekeeping, and collateralization, selection of depositories, brokers/dealers, and glossary of terms.

Policy:

1) Scope: This investment policy shall apply to all financial assets, investment activities, and debt issues of the City including the following fund types:

- a) General Fund
- b) Special Revenue Funds
- c) Debt Service Funds
- d) Capital Projects Funds
- e) Proprietary Funds
- f) Trust and Agency Funds

Except for cash held in separate restricted funds, the City will pool cash balances from all funds for investment to maximize earnings and efficiencies with regard to investment pricing, safekeeping and administration. Investment income will be allocated to the City's Funds based upon their respective cash balances and in accordance with Generally Accepted Accounting Principles (GAAP).

The policy does not cover funds held by the Public Employees Retirement System or funds of the Deferred Compensation program.

2) Objectives

- a) It is the objective of this policy to provide a system which will accurately monitor and forecast revenues and expenditures so that the City can invest temporarily idle funds to the fullest extent possible. The temporarily idle funds shall be invested in accordance with the provisions of California Government Code Section 53600 et seq.
- b) The City adheres to conservative investment philosophies including investment of all idle cash, buying and holding until maturity, preservation of principal at the risk of yield, and not "actively" trading the investment portfolio.
- c) This policy specifically prohibits trading securities for the sole purpose of speculating on the future direction of interest rates. It further prohibits reverse repurchase agreements, use of derivative products, and/or leveraging of the portfolio.
- d) The City shall insure the safety of invested funds by limiting credit and interest rate risks. The three primary objectives of the City's Investment Policy in order of priority are:

- i) **Safety:** Safety of principal is the foremost objective of the City of Pacifica. Safety and the minimizing of risk associated with investing refer to attempts to reduce the potential for loss of principal, interest or a combination of the two. The City ensures safety of its invested idle funds and limits credit and investment rate risks by the following (all of which are detailed within the body of the Investment Policy):
 - (1) Investing only in those instruments that are generally accepted as safe investment vehicles for local government as authorized by this Policy,
 - (2) Prequalifying the financial institutions and limiting brokers/dealers to primary dealers with order desks located in California,
 - (3) Diversifying the investment portfolio as prescribed within this Policy,
 - (4) Structuring the portfolio such that securities mature to meet the City's cash requirement for ongoing operation, thereby avoiding the need to sell securities on the open market prior to their maturation, and
 - (5) Limiting the maximum maturity of the portfolio to five years.
 - (6) The physical security or safekeeping of the City's investments is also an important element of safety.
- ii) **Liquidity:** Liquidity is the second most important objective of the City's Policy. Liquidity refers to the ability to convert an investment to cash promptly without loss of principal and minimal loss of interest. For example, this is accomplished by investing either in the Local Agency Investment Fund (LAIF) with 24-hour fund availability, or investing in securities with active secondary or resale markets. The City's investment portfolio is to be kept sufficiently liquid to enable the City to meet all operating requirements which might reasonably be anticipated. Investments in investment pools with same day liquidity or securities with active secondary or resale markets are highly recommended (i.e. dynamic liquidity). Emphasis should be on marketable securities with low sensitivity to market risk. Maturities of investments for which there is limited opportunity for resale (i.e. certificates of deposit held by banks, credit unions and savings and loans) shall be staggered to maximize liquidity.
- iii) **Yield:** Yield on the City's portfolio is last in rank among investment objectives. Investments are limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. The City's investment strategy is active. Given this strategy, the City's investment portfolio shall be designed with the objective of exceeding the average six-month U. S. Treasury Bill rates throughout budgetary and economic cycles, commensurate with the City's investment risk constraints and the cash flow characteristics of the portfolio. These indices are considered benchmarks for low risk investments and, therefore, comprise a reasonable standard against which to measure the portfolio's rate of return. The City intends to hold its investments to maturity in order to maximize its return on its investments and minimize its exposure to potential losses resulting from temporary declines in the market values of its investments. However, if a decline in the market value of a security is deemed by Staff to be permanent, the security may be sold early to minimize the loss of principal. Although there may be opportunities to resell securities, this type of regular trading is not recommended.

3) Structure and Responsibility

- a) Delegation of Authority:

- i) The City Council assumes direction over City investments, and assigns management responsibility for the investment program to the Assistant City Manager, who serves as City Treasurer, and shall have legal custody of funds. The Assistant City Manager may provide for delegation of his/her responsibilities to other persons, under his/her control, responsible for investment transactions, including designation of certain portions of the investment portfolio related to debt financing to be administered by professional portfolio administrators, e.g., California Asset Management Program (C.A.M.P.) or such other designated administrators on an as needed basis.

b) Policy Review:

- i) This Investment Policy shall be reviewed annually and modified as necessary to ensure its consistency with current laws and financial trends.

c) Responsibilities:

- i) Responsibilities of the City Council: The City Council consists of a Mayor and four Councilmembers and is the policy setting board for the City of Pacifica. The City Council has considered and adopted a written Investment Policy for the City of Pacifica. Pursuant to the City's Financial Policies, the City Council shall, on an annual basis, approve necessary changes to the Investment Policy as recommended by staff or dictated by statute. On no less than a quarterly basis, the City Council and City Manager shall receive an Investment Report submitted by the Assistant City Manager.

- ii) Responsibilities of the City Manager: The City Manager is responsible for directing and supervising the Assistant City Manager. He/she has the responsibility of keeping the City Council fully advised as to the financial condition of the City.

(1) Wire Transfer Authority: The City Manager has wire transfer authority not to exceed \$5,000,000 for a single transaction. Such a transaction shall require joint review, approval, and verification in advance by the City Manager and Assistant City Manager. The transaction shall be highlighted in the Quarterly Investment Report to Council.

- iii) Responsibilities of the Assistant City Manager: The Assistant City Manager is appointed by the City Manager and serves as City Treasurer. He/she is subject to the direction and supervision of the City Manager. The Assistant City Manager is charged with the responsibility for the conduct of all Finance Department functions including the custody and investment of City funds, and investment of those funds in accordance with principles of sound treasury management and in accordance with applicable laws and policies. Refer to "Delegation of Authority" for additional information pertaining to delegation of investment responsibilities.

(1) Wire Transfer Authority: The Assistant City Manager has wire transfer authority not to exceed \$5,000,000 for a single transaction. Such a transaction shall be reviewed, approved and verified in advance by the City Manager. The transaction shall be highlighted in the Quarterly Investment Report to Council.

- iv) Responsibilities of the Financial Services Manager: The Financial Services Manager is appointed by the Assistant City Manager and serves the role of Investment Manager for the City pursuant to specific delegation authority provided by this Investment Policy. He/she is subject to the direction and supervision of the Assistant City Manager and is charged with the responsibility and conduct of the day-to-day

accounting and cash management functions of the City. This includes the custody and investment of City funds, and investment of those funds in accordance with principles of sound treasury management and in accordance with applicable laws and policies. Refer to "Delegation of Authority" for additional information pertaining to delegation of investment responsibilities.

Implementation and maintenance of the Investment Policy are the responsibility of this individual. On an annual basis, the Financial Services Manager shall present to the Assistant City Manager, recommended changes to the City's Investment Policy. On no less than a quarterly basis, the Financial Services Manager shall prepare the Investment Report to be provided to the City Manager and the City Council. Refer to "Reporting and Monitoring" for additional information.

- (1) Wire Transfer Authority: The Financial Services Manager has wire transfer authority not to exceed \$3,000,000 for a single investment transaction. Such a transaction shall be reviewed, approved and verified in advance by the Assistant City Manager. The transaction shall be reported in the Quarterly Investment Report to Council.
- v) Responsibilities of the Accountant: The Accountant is appointed by the Assistant City Manager and is subject to the direction and supervision of the Financial Services Manager. The Accountant carries out the specific instructions provided by the Financial Services Manager regarding the purchase and sale of securities in accordance with principles of sound treasury management and in accordance with applicable laws and policies. Accounting for the various investment transactions is the responsibility of the Accountant.
 - (1) Wire Transfer Authority: The Accountant has wire transfer authority not to exceed \$500,000 for a single investment transaction. The standard operating procedure is that all cash and investment wire transfers made by the Accountant are reviewed, approved and verified in advance by the Financial Services Manager and the Assistant City Manager, and are reported in the Quarterly Investment Report to Council.
- d) Prudence:
 - i) It is the understanding of the individuals holding positions with investment responsibilities that the "prudent person" rule applies. This means that investments shall be made with judgement and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probably safety of their capital and income to be derived.

This standard of prudence shall be applied in the context of managing the City's investment portfolio. If individuals having investment responsibilities act in accordance with written policies/procedures and exercise due diligence in performing their duties, they shall be relieved of personal responsibility in the event of principal or interest losses to the portfolio, provided that the Assistant City Manager, City Manager and City Council are advised in writing in a timely fashion, and appropriate action is taken to control adverse development should they occur.
- e) Conflict with State Statues or Regulations
 - i) Any conflict between the City of Pacifica Investment Policy and Government Code Section 53600 et seq., shall be interpreted in favor of the Government code.

4) Monitoring and Reporting

- a) The Assistant City Manager shall routinely monitor the contents of the portfolio and shall file with the City Council the Financial Services Manager's Quarterly Investment Report, which shall include the following:
 - i) Type of Investment
 - ii) Issuer of Investment
 - iii) Date Purchased
 - iv) Maturity Date
 - v) Amount Invested
 - vi) Par Value (to reflect possible premium or discount)
 - vii) Stated Interest Rate
 - viii) Current Yield
 - ix) Market Value
 - x) Market Valuation Source
 - xi) Rating of security
 - xii) Required Statements per Government Code
- b) Upon Council's approval of the Quarterly Investment Report a copy shall be distributed to any interested parties.

5) Selection of Brokers and/or Dealers

- a) Brokers/Dealers:
 - i) In selecting brokers or dealers, the Assistant City Manager or designated staff member shall select brokers representing primary dealers in government securities that have established offices and order desks within the State of California.
 - ii) Before accepting funds or engaging in investment transactions with the City, the supervising officer at each depository and recognized securities broker/dealer shall submit a certification that the officer has reviewed the investment policies and objectives and agrees to disclose potential conflicts or risks to public funds that might arise out of business transactions between the firm/depository and the City of Pacifica.

6) Safekeeping and Collateralization

- a) Safekeeping:
 - i) The City shall contract with a bank or banks for the safekeeping of securities which are owned by the City as a part of the investment portfolio. Staff shall periodically review the performance and pricing of the third-party, safekeeping agent services.

- ii) All investment securities (except the collateral for certificates of deposit in banks, and/or savings and loans) purchased by the City shall be held in third-party safekeeping by an institution designated as primary agent. The primary agent shall issue a safekeeping receipt to the City listing the specific instrument, rate, maturity and other pertinent information.

b) Collateralization:

- i) Deposit-type securities (i.e. certificates of deposit) shall be collateralized through the State of California collateral pool requirements for any amount exceeding FDIC coverage in accordance with California Government Code Section 53652 and/or 53651(m) (1). Collateral for certificates of deposit in savings and loans shall be held with the Federal Home Loan Bank. Collateral for certificates of deposit in banks shall be held in the City's name in the bank's trust department (if a safekeeping agreement has been executed) or, alternatively, in the San Francisco Federal Reserve Bank.
- ii) Other securities shall be collateralized by the actual security held in third-party safekeeping by the primary agent.

7) Diversification and Eligible Securities

a) Diversification:

- i) The City will diversify use of investment instruments to avoid incurring unreasonable risks in over-investing in specific instruments, individual financial institutions or maturities.
- ii) Investment officials shall recognize that the investment portfolio is subject to public review and evaluation. The overall program shall be designed and managed with a degree of professionalism worthy of the public trust.

- b) Eligible Investment & Criteria: The following is a summary of the authorized investment instruments and applicable limitation to each. The following glossary provides a description of these securities.

(See chart on next page)

Investment Policy (continued)

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<u>TYPE</u>	<u>LOCATION</u>	<u>GUARANTEE</u>	<u>LIMITS</u>	<u>MATURITY</u>
Local Agency Investment Fund (LAIF)	California	State Fund	\$50 million per account	On Demand
U.S. Treasury Bills, Notes & Bonds	n/a	U.S. Treasury	50% of Portfolio	5 years *
U.S. Government Agency Issues (e.g., FNMA, GNMA, etc.)	n/a	U.S. Treasury or Government Agency	50% of Portfolio	5 years *
Bankers' Acceptances	Major banks & reporting dealers with an A-1 rating or better	Accepting Bank	40% of Portfolio	180 days *
Certificates of Deposit with banks or savings and loan associations	Nationally or state-charged banks or associations	FDIC insured first \$250,000. Amounts above FDIC insurance shall be collateralized per this policy	30% of Portfolio	5 years *
Repurchase Agreements	Dealers of the Bank of New York	Issuing Bank Federal Reserve	15% of Portfolio	1 year *
Commercial Paper	U.S. Corporations meeting Government Code requirements and having an A1/P1 rating or better	Corporation liquidity	25% of Portfolio	270 days *
Mutual Funds invested in securities and obligations authorized by subdivision (a) through (m) of Section 53601 of the California Government Code unless further restricted by the City's Investment Policy	Diversified management companies attaining highest ranking by 2 out of 3 largest, national rating agencies having an investment advisor registered with the SEC and having 5 years experience in public entity investment	Fund assets and net worth (No stated guarantee)	20% of Portfolio	5 years *

* NOTE: Maximum term unless expressly authorized by the City Council to be exceeded.

GLOSSARY OF ELIGIBLE INVESTMENTS

Local Agency Investment Fund (LAIF): The LAIF was established by the State of California to enable treasurers to place funds in a pool for investments. LAIF may hold a broader range of securities that would not be eligible under the City's investment criteria. Since LAIF is subject to different statutory investment provisions, any such variances in the LAIF pool holdings are appropriate exceptions for City purposes. There is a current limitation of \$50 million per account subject to a maximum of 15 total transactions per month. The City of Pacifica uses this fund when interest rates are declining as well as for short-term investments and liquidity.

U.S. Treasury Bills: Commonly referred to as T-Bills, these are short-term marketable securities sold as obligation of the U.S. Government. They are offered in three month, six month, and one-year maturities. T-Bills do not accrue interest but are sold at a discount to pay face value at maturity.

U.S. Treasury Notes: These are marketable, interest-bearing securities sold as obligations of the U.S. Government with original maturities of one to ten years. Interest is paid semi-annually.

U.S. Treasury Bonds: These are the same as U.S. Treasury Notes except they have original maturities of ten years or longer.

U.S. Government Agency Issues: Include securities which fall into these categories: 1) Issues which are unconditionally backed by the full faith and credit of the United States, 2) Issues which are conditionally backed by the full faith and credit of the United States and 3) Issues which are not backed by the full faith and credit of the United States.

Issues which are unconditionally backed by the full faith and credit of the United States include: Small Business Administration (SBA), General Services Administration (GSA).

Issues which are not backed by the full faith and credit of the United States include: Federal National Mortgage Association (FNMA), Federal Home Loan Bank (FHLB), Federal Farm Credit Bank (FFCB), Banks for Cooperation (Co-ops), Federal Lands Banks (FLB), Federal Intermediate Credit Banks (FICB).

While all the above issues are not unconditionally backed by the full faith and credit of the United States, they do in fact have de facto backing from the federal government, and it would be most unlikely that the government would let any of these agencies default on its obligations.

Bankers' Acceptances: This is a negotiable time draft (bill of exchange) with a maturity of six months or less drawn on and accepted by a commercial bank. Bankers' Acceptances are usually created to finance the import and export of goods, the shipment of goods within the United States and storage of readily marketable commodities. Per State Law, cities may not invest more than 40% of idle cash or 30% in any one bank, in Bankers' Acceptances.

Certificate of Deposit (CDs): This is a receipt for funds deposited in a bank or savings and loan association for a specified period of time at a specified rate of interest. The first \$250,000 of a certificate of deposit is guaranteed by the Federal Deposit Insurance Corporation (FDIC). CDs with a face value in excess of \$250,000 can be collateralized by Treasury Department Securities, which must be at least 110% of the face value of the CDs, in excess of the first \$250,000, or by first mortgage loans which must be at least 150% of the face value of the CD balance in excess of the first \$250,000.

Repurchase Agreements (REPOS): This is a contractual arrangement between a financial institution, or dealer, and an investor. This agreement normally can run for one or more days.

The investor puts up his funds for a certain number of days at a stated yield. In return, he takes a given block of securities as collateral. At maturity, the securities are repurchased and the funds repaid plus interest.

Commercial Paper: These notes are unsecured promissory notes of industrial corporations, utilities and bank holding companies. Notes are in bearer form starting at \$100,000. State law limits a city to investments in United States corporations having assets in excess of five hundred million dollars with an "A-1" or higher rating. Per State law, cities may not invest more than 25% of idle cash in commercial paper.

Mutual Funds: These are investment companies that make investments on behalf of individuals and institutions who share common financial goals. The portfolio must adhere to restrictions set forth in California Government Code Section 53601 et seq. regarding allowable investments and maturity lengths (unless further restricted by the City's Investment Policy). The Code currently prohibits the utilization of mutual funds that invest in equity securities (i.e., corporate stocks and bonds, etc.). In effect the investor is delegating investment decisions to the fund's professional money managers. An investor buys shares of the funds, each share representing an ownership in all the funds' underlying securities. These funds are very liquid, all or part of the share can be cashed in at any time for the current value of the investment which is recalculated daily. The investors per share calculation (known as "net asset value") can be determined by daily publication in the financial section of most major newspapers.

All investments shall be registered in the name of the City. (3a?)

Expanded Glossary?

Add investment types: ?

Local Agency Debt – Bonds or notes of any local agency within California, including bonds payable solely out of the revenues from revenue producing property owned, controlled or operated by the local agency, and which has been rated "A" or better by Moody's or Standard and Poor's. In addition, the City may invest in its own bonds of any rating, including bonds issued by the City's Redevelopment Agency and Financing Authority.

Medium Term Notes (MTNs) Medium term notes as defined in Gov. Code §53601(k) are unsecured, corporate and depository institution debt obligations. Allowable medium term notes must be issued by corporations organized and operating within the United States (U.S.) or by depository institutions licensed by the U.S. or any state and operating within the U.S. MTNs must be rated "A" or better by Moody's or Standard and Poor's.

California Asset Management Program (CAMP) CAMP is a money market portfolio rated AAAM by Standard and Poors and created for California Public Agencies. Similar to LAIF, CAMP provides daily liquidity, money market returns and unlimited number of deposits and withdrawals. CAMP may hold a broader range of securities that would not be eligible under the City investment criteria. Since CAMP is subject to different statutory investment provisions, any such variances in their holdings are acceptable under this policy.

G. AUTHORIZED FINANCIAL DEALERS AND INSTITUTIONS

G.1 A list will be maintained by Finance of approved security broker/dealers selected for credit worthiness who are authorized to provide investment services in the State of California as authorized by Gov. Code §53608 & Finance Code (Fin. Code) §5102. These may include primary dealers or such dealers that qualify under Securities and Exchange Commission (SEC) Rule 15C3-1 (uniform net capital rule) and that meet the standards used in evaluating broker/dealers and banks in the City's *Request for Information* form. No public deposit shall be made except in a qualified public depository as established under State Statute.

Investment Policy (continued)

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G.2 All financial institutions and broker/dealers who desire to become qualified bidders for investment transactions must complete the *Request for Information* form, provide written certification of having read and agreed to abide by the City's Investment Policy and depository contracts and provide the following information:

- Audited financial statements, proof of State registration and trading resolution.
- Proof of National Association of Securities Dealers (NASD) certification.

G.3 The City Treasurer, or designees, shall consider the credit worthiness of institutions. The following guidelines are recommended:

- Institution to be located in California, with total assets of at least \$100 million.
- Net worth of at least 3% of assets and profitable in most recent financial statement.
- Foreclosure/delinquencies at or below 2% of assets and in business for 5 years.
- Meet federal regulatory capital requirements.

G.4 The first \$250,000 of any monies deposited with a bank or credit union must be guaranteed by the Federal Deposit Insurance Corporation (FDIC), the Federal Savings and Loan Insurance Corporation (FSLIC) or the National Credit Union Share Insurance Fund (NCUSIF). Banks, savings and loan associations, and credit unions must be able to collateralize any deposits over \$250,000 (see Section I).

G.5 In selecting Security Broker/Dealers, the following guidelines are recommended:

- Financial statements to be reviewed and accepted by staff.
- References to be obtained from other municipalities.
- Safekeeping arrangements made with third party correspondent bank.
- Insurance provided on securities in firm's custody.

G.6 A competitive bid process will be used to place investment purchases based upon investment offerings provided by the City's list of authorized investment brokers.

G.7 An annual review of the financial condition and registrations of qualified bidders may be conducted by the City Treasurer or designee. As part of any review performed, a current audited financial statement will be obtained for those financial institutions and brokers/dealers subject to review.

K. ETHICS AND CONFLICTS OF INTEREST (section 3F?)

K.1 Investment Officers shall not engage in any employment, activity or enterprise which is inconsistent, incompatible or in conflict with their duties under the City's Investment Policy. Prohibited employment, activity or enterprise shall include the performance of any act other than in their capacity as an Investment Officers which may be later subject to influence, control, inspection, review, audit or enforcement by the Investment Officers or Administrative Services Department.

K.2 Investment Officers shall not conduct personal investment transactions, directly or indirectly, with individual brokers who do business with the City. Investment Officers and other employees involved with the investment process shall also refrain from other personal business activity that could conflict with the proper execution and management of the City's investment portfolio or that would impair their ability to make impartial investment decisions.

K.3 Employees and Investment Officers shall disclose any material financial interest in financial institutions that conduct business within the City's jurisdiction, and any personal financial/investment positions that could be related to the performance of the City. This shall include complying with the disclosure and disqualification requirements as established by the Fair Political Practices Commission and Conflict of Interest Codes of the City of Walnut Creek. A copy of each Investment Officer's Statement of Economic Interest, which is required to contain disclosure of any material financial interests in financial institutions doing business in the City, shall be filed annually with the City Clerk.

K.4 In order to avoid either the reality or appearance of inappropriate influence, Investment Officers shall not accept meals, refreshments, parking privileges, trips, honoraria, gratuities, free or discounted tickets (or passes) to events, gifts (even if relatively low intrinsic value), or any other consideration, directly or indirectly, from either principals or employees of underwriters,

Investment Policy (continued)

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financial advisers, brokers, dealers, bankers, bond counsel, or any other individuals or entities in a position to benefit from the financial business of the City.

	LAIF	Six-Month Treasury Bill
March 2014	0.23%	0.06%
June 2014	0.22%	0.06%
September 2014	0.24%	0.03%
December 2014	0.25%	0.12%
March 2015	0.26%	0.13%
June 2015	0.28%	0.11%
Sept 2015	0.34%	0.08%
Dec 2015	0.37%	0.46%



CITY OF PACIFICA

Master Fee Schedule



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RESOLUTION NO. 39-2022

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PACIFICA TO APPROVE AND INCREASE CERTAIN USER FEES AND CHARGES AS DESCRIBED IN ADMINISTRATIVE POLICY NO. 2

WHEREAS, Administrative Policy 2 sets forth procedures for the review and approval of City fees and charges; and

WHEREAS, it is City policy to establish fees and charges for City services which fully reimburse the City for the associated services; and

WHEREAS, all fees and charges shall be reviewed and updated annually in conjunction with the review of the City's budget to insure that they are adequate and to relate them to their associated program cost;

WHEREAS, the Assistant City Manager has requested City departments to review their fees and charges to utilize the previously performed fee study to ensure compliance with the City policy for full recovery of City costs; and

WHEREAS, modifications to fees and charges are necessary to insure that they are adequate; and

WHEREAS, staff has modified fees and charges as is described in the Administrative Policy 2 attached hereto as Attachment "A"; and

NOW THEREFORE THE PACIFICA CITY COUNCIL RESOLVES AS FOLLOWS:

BE IT RESOLVED that based on evidence in the record, the amounts recommended for fees and charges, including increases, do not exceed the reasonable cost of providing the services.

BE IT FURTHER RESOLVED that the modifications to fees and charges set forth in Attachment A are hereby approved and become effective on July 1, 2022 and will become part of Administrative Policy 2. Any fees and charges that have been previously adopted by resolution and are not being modified in Attachment A are incorporated for ease of reference only and without modifying or amending such fees or the underlying approvals in any manner.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Pacifica, California, held on the 27th day of June 2022, by the following vote:

AYES, Councilmembers: Beckmeyer, Bier, Bigstyc, Vaterlaus.

NOES, Councilmembers: n/a.

ABSENT, Councilmembers: O'Neill.

ABSTAIN, Councilmembers: n/a.



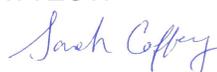
Mary Bier, Mayor

APPROVED AS TO FORM:



Michelle Marchetta Kenyon, City Attorney

ATTEST:



Sarah Coffey, City Clerk

MASTER FEE AND CHARGES SCHEDULE 2022-2023



ADOPTED JUNE 27, 2022

City of Pacifica
2022-2023 Fees & Charges Master Schedule

Fee Description	Adopted	Previously Adopted
CITY CLERK		
City Council Agenda Packets		
Photocopies (per page)	\$0.25	\$0.25
Storage Media Fee (CDs, thumb drives, etc.)	\$16.00	\$15.00
Photocopies	Per page Fee	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; \$3/sq ft - black; \$4/sq ft - color	Per Square Foot Fee	Per Square Foot Fee
Appeals to the City Council	\$550.00	\$523.00
Short-Term Rental - Appeal Notice of Violation, Suspension or Revocation to Hearing Officer	\$550.00	\$523.00

City of Pacifica
2022-2023 Fees & Charges Master Schedule

Fee Description	Adopted	Previously Adopted
FINANCE		
Fireworks Permit		
Part 1 (Per Booth due March 31)	\$800.00	\$800.00
Part 2	8% of gross receipts due September 1, 2022	8% of gross receipts due September 1, 2021
Business License	See the Finance Department for fee calculation	See the Finance Department for fee calculation
Sidewalk Vendor Permit Fee	\$107.00	\$102
Online Payment Convenience Fee	\$3.00	\$3.00
Annual Cannabis Operation Registration Fee (PMC Sec. 3-18.05(c))	\$500	\$500
Photocopies (per page)	\$0.25	\$0.25
Storage Media Fee (CDs, thumb drives, etc.)	\$16.00	\$15.00
On Website	Free	Free
Non-Sufficient Funds Charge	\$25.00	\$25.00
Short Term Rental Application Fee	\$158.00	\$152.00

City of Pacifica
2022-2023 Fees & Charges Master Schedule

Fee Description	Adopted	Previously Adopted
FIRE		
Operational Permits		
Annual Fire Code Permits (Each)	\$259.00	\$246.00
Permitted activities less than 90-days. Hourly charge. Temporary Permit Required. Per Hour - 1 hour minimum	\$183.00	\$174.00
Plan Review New Construction and/or Tenant Improvements		
Base rate- all occupancies. New Construction, major changes, additions, or as-builts Initial fee includes first hour, hourly charge thereafter.	\$305.00	\$290.00
Plan Check Re-Submittals, minor changes, additions, or as-builts for approved plans ; initial fee includes first hour; hourly charge thereafter.	\$183.00	\$174.00
Misc. items w/o sq. footage- e.g. Install hazardous material, storage tank, HVAC smoke detection, partition wall, etc. hourly charge.	\$183.00	\$174.00
Additional Plan review beyond the first hour.; per hour	\$183.00	\$174.00
Subdivision map review; per hour fee.	\$195.00	\$185.00
Construction Permits		
Underground		
Alteration/repair of existing underground pipe system. Includes hydro/flush, rough and final each - Flat Rate "Plan review fee may be required check with Fire Marshal"	\$447.00	\$425.00
Commercial underground pipe system installations. Includes hydro/flush, rough and final each - Flat Rate	\$631.00	\$600.00
Fire Suppression Systems		
Fire Sprinklers and standpipes		
New commercial & residential sprinkler installations. Includes hydro/flush, rough and final inspections. \$.15 per square foot - Minimum	\$550.00	\$523.00
New manufactured home sprinkler systems. Includes hydro/flush, rough and final inspections each - Flat Rate	\$587.00	\$558.00
Standpipe system installation, includes hydro/flush, rough and hydro, flow test, and final inspections each - Flat Rate	\$769.00	\$731.00
Tenant improvements. 9 or less sprinkler heads Unlimited head change-outs each - Flat Rate	\$174.00	\$165.00
Tenant Improvements- installation/alteration of 10 or more heads. (Head change-outs are not included in count). \$.15 per square foot - Minimum	\$317.00	\$301.00
Plan Review and Field Inspection/ Acceptance	\$660.00	\$627.00
Other Fire Protection Systems, New & Upgraded installations (Hood and Duct, FM 200, Fixed Extinguisher, Pre-engineered) each - Flat Rate	\$906.00	\$861.00
Fire Alarms	\$0.00	
Existing Fire Alarm Panel Upgrades. includes rough and final inspections. \$.15 per square foot - Minimum	\$317.00	\$301.00
Installation of additional devices on existing system, includes rough and final inspections - Minimum	\$497.00	\$472.00
New installations. , includes rough and final inspections. \$.15 per square foot - Minimum	\$587.00	\$558.00
New installations-- Other Fire Protection Systems, includes rough and final inspections. \$.15 per square foot - Minimum	\$550.00	\$523.00
Fire alarms- repair or exchange devices and radio transmitters - Per Device	\$174.00	\$165.00
Requested Services	\$0.00	
All Other Reports. Cost per report.	\$47.00	\$45.00
Digital Photographs- CD, plus 1 for CD cost	\$83.00	\$79.00
Digital Photographs- Print. Plus \$1.40 per photo cost.	\$89.00	\$85.00
Fire Code Variance Application - per request and none-refundable.	\$755.00	\$718.00
Fire incident reports (per report charge)	\$47.00	\$45.00
Non-Subpoenaed Fire Investigation Reports (per report)	\$47.00	\$45.00
Pre-Inspection I Consultation for daycare facilities, construction projects, etc. Initial	\$154.00	\$146.00
Pre-Inspection of care facilities with 25 or fewer occupants. (Flat Fee)	\$154.00	\$146.00
Pre-Inspection of care facilities with 26 or more occupants. (Flat Fee)	\$290.00	\$276.00
Processed Photographs, plus cost of developing	\$93.00	\$88.00
Site Inspections		
Additional inspections beyond the first, Inspection for which no fee is indicated.	\$174.00	\$165.00
Installation of hazardous materials storage tank	\$229.00	\$218.00

Removal of hazardous material storage tank. Per tank charge. Temporary permit required.	\$174.00	\$165.00
Replacement of hazardous material storage tank piping, dispensers. Per tank charge. If piping work is done as part of tank installation, there is no charge.	\$229.00	\$218.00
Inspection Outside Normal Business Hours (Per hour, OT rate)	O.T. Rate	O.T. Rate
Penalties		
Unpermitted construction work Fee plus 2 times fee		
False Alarms- 1st Response	\$0.00	\$0.00
False Alarms- 2nd Response	\$365.00	\$347.00
False Alarms- 3rd Response	\$465.00	\$442.00
False Alarms- 4th+ Response	\$665.00	\$632.00
Annual Fire Safety Inspection & Re-inspections		
A 1 -4 Assembly Occupancies	\$203.00	\$193.00
B Business Office Occupancies	\$117.00	\$111.00
E Educational Occupancies	\$203.00	\$193.00
F Factory Occupancies	\$203.00	\$193.00
H Hazard Occupancies	\$203.00	\$193.00
I Institutional (Nursing Homes) Occupancies	\$203.00	\$193.00
M Mercantile Occupancies	\$153.00	\$145.00
M Mercantile Occupancies (Motor Fuel Sales)	\$168.00	\$160.00
R-1 Occupancies Hotels	\$203.00	\$193.00
R-2 Residential 3 to 20 units	\$104.00	\$99.00
R-2 Residential 21 - 40 Units	\$124.00	\$118.00
R-2 Residential 41- 70 Units	\$153.00	\$145.00
R-2 Residential 71- 90 Units	\$184.00	\$175.00
R-2 Residential 91 - 120 Units	\$240.00	\$228.00
R-2 Residential Over 120 units	\$302.00	\$287.00
R-3 Residential Care less than 24 hours	\$168.00	\$160.00
R-3.1 Licensed Residential Care 24 hour 6 or less	\$203.00	\$193.00
R-4 Residential care 6 or more	\$203.00	\$193.00
S Storage Facilities	\$168.00	\$160.00
U Utility Structures	\$168.00	\$160.00

City of Pacifica
2022-2023 Fees & Charges Master Schedule

Fee Description	Adopted	Previously Adopted
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 \$7.00 administrative fee. Senior Discount: 10% at age 60.	Please contact 738-7381 for more information	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	\$75.00
Frontierland Park – Large Group Picnic Area	\$250.00	\$225.00
Fairmont/Oddstad Park	\$100.00	\$100.00
4th of July - info/craft booth	\$50.00	\$50.00
4th of July - food booth	\$65.00	\$65.00
Aquatic Classes		
Evening - 8 lessons/30 min. per lesson:		
Semi-Private	\$130.00	\$130.00
Private	\$200.00	\$200.00
Little Bobbers and Tiny Tots	\$72.00	\$72.00
Preschool Levels I, II, III	\$80.00	\$80.00
Learn to Swim Levels I - III	\$80.00	\$80.00
Learn to Swim Levels IV - VI	\$80.00	\$80.00
Daytime - (summer only):		
Semi-Private	\$82.00	\$82.00
Private	\$125.00	\$125.00
Little Bobbers and Tiny Tots	\$45.00	\$45.00
Preschool Levels I, II, III	\$50.00	\$50.00
Learn to Swim Levels I - VI	\$50.00	\$50.00
Oceana Pool Rental		
Swim meets	\$175.00/hour	\$175.00/hou
PSL swim team (home team)	\$125.00	\$125.00
Pool Party Program		
	\$175.00/hour	\$175.00/hou
Recreation Swim, Water Aerobics, Lap Swim		
Youth (17 and younger)	\$5.00	\$5.00
Adults (18 to 59)	\$6.00	\$6.00
Senior Citizens (60 & over)	\$5.00	\$5.00
All Access Pass: Adults	\$72/mo, \$206/qrt., or \$792/yr.	\$72/mo, \$206/qrt., c \$792/yi
All Access Pass: Seniors 60+	\$65/mo, \$185/qrt., or \$713/yr.	\$65/mo, \$185/qrt., c \$713/yi

Swim Pass (20 swims) - Adults	\$99.00	\$99.00
Swim Pass (20 swims) - Children/Senior Citizens	\$85.00	\$85.00
Swim Pass (10 swims) - Adults	\$54.00	\$54.00
Swim Pass (10 swims) - Children/Senior Citizens	\$45.00	\$45.00
Water Polo Drop In	\$6.00	\$6.00
Recreation Playground Program		
Membership Fee: September thru June	\$275.00	\$275.00
Membership Fee: July/August	\$275.00	\$275.00
J-Teen Center/Afterschool Program		
Membership Fee: September-May	\$350.00	\$300.00
NEW -Membership Fee: January-May	\$250.00	\$225.00
LITE (Leadership in Training Education)	\$75.00	\$75.00
LITE Fieldtrip fees for additional weeks	25.00/week	25.00/week
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	Please contact 738-7381 for more information
Senior Programs		
Annual membership (includes monthly newsletter and additional costs for special events)	\$25.00	\$25.00
Child Care Services		
Child care registration fees:		
Wait list fee	\$25.00	
One-time, non-refundable fee per child at the time of entry into full cost program.	\$75/child	\$75/child
Annual registration per child for summer program slot.	\$25.00/yr per child	\$25.00/yr per child
One Time registration, non-refundable fee per child at the time of entry into program (full cost state preschool).	\$75/yr per child	\$10/yr per child
Late Payment per month for payment after 10th operating day.	\$25.00	\$25.00
Late Pick-up: for pick-up after 6:01 p.m. or other designated closing time.	\$2.00 per minute	\$2.00 per minute
Preschool Monthly Rates -- Per Child:		
Flat rate. (includes field trips.) 7a.m. -6 p.m.	\$980/mo	\$970/mo
Preschool ½ day (Ocean Shore School)	\$435/mo	\$425/mo
State Preschool ½ day (Fairmont Park & Sunset Ridge School)	\$650/mo	\$640/mo
Kindergarten/School-age School Year (September-June) Monthly Rates Per Child		
Annex Program: Before school and includes additional time during breaks and June after school ends.	\$285/mo	\$285/mo
Annex Program: Before and/or after school-School age. Includes school breaks and last two weeks in June.	\$575/mo	\$565/mo
State Sponsored Child Care Program: Before and/or after school, School-age. Includes school breaks and last two weeks in June.	\$655/mo	\$655/mo
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.		

Kindergarten/School-age Summer Rates (July-August) Monthly Rates Per Child		
Annex Summer Program: Flat rate per month for families who are currently enrolled in the year-round program, includes field trips.	\$585/mo	\$585/mo
Annex Summer Program: 4 week Summer School / Thinkbridge 1/2 day program.	Non-operational in FY 2021-22	Non-operational in FY 2021-22
State Sponsored Child Care Summer Program: Flat rate per month for families includes field trips.	\$800/mo	\$800/mo
Drop-in: per blocks of 10 days: 24 hour advance notice for space available or each day used; field trips & special events are extra.	Non-operational in FY 2021-22	Non-operational in FY 2021-22
Field trip charge per child, per event, drop-ins.	\$15.00	\$15.00
Beach Parking		
Annual Beach Parking Pass	\$72.00	\$72.00
Daily Parking		
0 - 4 hours	\$ 7.00	\$ 7.00
5 - 8 hours	\$ 9.00	\$ 9.00
Pacifica Beach Resource Parking Pass (annual)	\$ 25.00	\$ 25.00
*eligibility - income is 80% or less of the median income level (of where they reside in California) determined by the Pacifica Resource Center		
Beach Use (not including surf events): Contest/beach event - (small beach events with 50 or fewer participants and spectators). Fees based on city staff time required for general review, administrative duties and approval.	\$200/day	\$175/day/event
Beach Use over 50 or more participants (max 300)	\$300/day	
Surf Events/Skatepark Events - (security/cleaning deposit required)		
Whole skatepark contest	\$350/day plus cleaning deposit of \$251	\$300/day plus cleaning deposit of \$25
Half day skatepark	\$200/day plus cleaning deposit of \$125	\$150/day plus cleaning deposit of \$125
Surf event for local surf clubs, local businesses and non-profit groups.	\$350 per day	\$325 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.	\$650 per day (Additional fees MAY be determined based on impact on the area and staff FOR ALL EVENTS.)	\$650 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.		
Small Camp	\$1,120.00	\$1,100.00
Large Camp	\$1,340.00	\$1,320.00
Community Access Partner Permit/Non-profit (15 students)	\$93 for 1 month	
*pending Coastal Commission approval	\$280 for 3 months	
	\$560 for 6 months	
	\$840 for 9 months	
Film/Photo Shoots		

Student/amateur rate/non-profit; Students must show current student ID and non-profits must submit non-profit status letter.	\$100 per day	\$100 per da
Commercial filming (less than 3 support vehicles)	\$600 per day	\$600 per da
Major commercial filming. (Additional fees may be determined based on vehicles/additional staff time/impact on area.)	\$900 per day	\$900 per da
Weddings/Ceremonies on Beaches, Pier or in Parks		
99 or fewer participants	\$250 per day	\$250 per da
100 or more participants (maximum 150)	\$350 per day	\$350 per da
Recreation Trail Use	\$150.00 per day/event	\$150.00 per day/even
Community Center Rentals - Weekdays (per hour)		
Pacifica Community Center Rental		
All rates are hourly. Warming Kitchen (\$100.00 flat fee with rental of Auditorium) 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	Please contact 738-7381 fo more informatio
Resident - Weekdays		
Auditorium	\$60.00	\$60.0
Dance Studio	\$45.00	\$45.0
Card Room	\$40.00	\$40.0
Portola Room	\$40.00	\$40.0
Craft Room	\$35.00	\$35.0
Ceramics Room	\$20.00	\$20.0
Game Room	\$20.00	\$20.0
Art Gallery	\$20.00	\$20.0
Meeting Room	\$20.00	\$20.0
Non-Resident - Weekdays		
Auditorium	\$100.00	\$100.0
Dance Studio	\$60.00	\$60.0
Card Room	\$45.00	\$45.0
Portola Room	\$45.00	\$45.0
Craft Room	\$40.00	\$40.0
Ceramics Room	\$25.00	\$25.0
Game Room	\$25.00	\$25.0
Art Gallery	\$25.00	\$25.0
Meeting Room	\$25.00	\$25.0
Non-Profit - Weekdays		
Auditorium	\$35.00	\$35.0
Dance Studio	\$25.00	\$25.0
Card Room	\$20.00	\$20.0
Portola Room	\$20.00	\$20.0
Craft Room	\$15.00	\$15.0
Ceramics Room	15.00	15.0
Game Room	\$15.00	\$15.0
Art Gallery	\$15.00	\$15.0
Meeting Room	\$15.00	\$15.0
Commercial - Weekdays - provided no items are sold		
Auditorium	\$125.00	\$125.0
Dance Studio	\$85.00	\$85.0
Card Room	\$50.00	\$50.0
Portola Room	\$50.00	\$50.0
Craft Room	\$45.00	\$45.0
Ceramics Room	\$30.00	\$30.0

Game Room	\$30.00	\$30.00
Art Gallery	\$30.00	\$30.00
Meeting Room	\$30.00	\$30.00
Community Center Rentals - Weekends (per hour)		
Resident - Weekends		
Entire Building	\$210.00	\$210.00
Auditorium	\$100.00	\$100.00
Dance Studio	\$80.00	\$80.00
Card Room	\$75.00	\$75.00
Portola Room	\$75.00	\$75.00
Craft Room	\$65.00	\$65.00
Ceramics Room	\$50.00	\$50.00
Game Room	\$50.00	\$50.00
Art Gallery	\$50.00	\$50.00
Meeting Room	\$50.00	\$50.00
Non-Resident - Weekends		
Entire Building	\$265.00	\$265.00
Auditorium	\$150.00	\$150.00
Dance Studio	\$110.00	\$110.00
Card Room	\$80.00	\$80.00
Portola Room	\$80.00	\$80.00
Craft Room	\$70.00	\$70.00
Ceramics Room	\$55.00	\$55.00
Game Room	\$55.00	\$55.00
Art Gallery	\$55.00	\$55.00
Meeting Room	\$55.00	\$55.00
Non-Profit		
Entire Building	\$195.00	\$195.00
Auditorium	\$75.00	\$75.00
Dance Studio	\$60.00	\$60.00
Card Room	\$55.00	\$55.00
Portola Room	\$55.00	\$55.00
Craft Room	\$45.00	\$45.00
Ceramics Room	\$45.00	\$45.00
Game Room	\$45.00	\$45.00
Art Gallery	\$45.00	\$45.00
Meeting Room	\$45.00	\$45.00
Commercial - Weekends - provided no items are sold		
Entire Building	\$275.00	\$275.00
Auditorium	\$170.00	\$170.00
Dance Studio	\$120.00	\$120.00
Card Room	\$80.00	\$80.00
Portola Room	\$80.00	\$80.00
Craft Room	\$75.00	\$75.00
Ceramics Room	\$55.00	\$55.00
Game Room	\$55.00	\$55.00
Art Gallery	\$55.00	\$55.00
Meeting Room	\$55.00	\$55.00
Philanthropic/City-Sponsor		

<p>Philanthropic, non-profit events that financially benefit the City by a minimum of \$10,000 . Rental charges for the event shall be waived for the usage of the Community Center. Organization will be responsible for any additional cost pertaining to janitorial or garbage. Building attendant will be provided. Organization will be responsible for obtaining and paying for any insurance or permits required for event. Event must be presented to the PB&R Director (or designee) and approved by City Manager (or designee).</p>		
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City of Pacifica
2022-2023 Fees & Charges Master Schedule

Fee Description	Adopted	Previously Adopted
POLICE		
False Alarms		
First Response	No Charge	No Charge
Second through fifth responses	\$153.00	\$145.00
Six or more responses	\$238.00	\$226.00
False Alarms without permit		
First Response	No Charge	No Charge
Second through fifth responses	\$238.00	\$226.00
Six or more responses	\$238.00	\$226.00
Photograph (digital)		
Disc of photos	\$37.00	\$35.00
Audio/Video Request		
Audio/Video Request	\$96.00	\$91.00
Audio/Video Request with Redaction Required (per hour)	\$180.00	\$171.00
Arcade Permit		
Annual Renewal Fee	\$61.00	\$58.00
Application Fee	\$36.00	\$34.00
Block Party Permits		
	\$62.00	\$59.00
Masseur/Masseuse		
New -Non State Certified (Non-Practitioner)	\$404.00	\$384.00
Non-State Certified Live Scan (Plus DOJ & FBI Fee)	\$32.00	\$30.00
New - State Certified (Owner-Practitioner)	\$62.00	\$59.00
Renewal	\$31.00	\$29.00
Amendment to City Registration Certificate	\$31.00	\$29.00
Administrative Fee for Firearms (Per Penal Code 12021.3JI)		
For release to owner	\$410.00	\$390.00
Taxi Cab Operation		
Permit / Background Investigation	\$157.00	\$149.00
Taxi Cab Permit Live Scan (Plus DOJ & FBI Fee)	\$32.00	\$30.00
Vehicle Inspection	\$121.00	\$115.00
General		
Case Reports (Per Public Records Act)	No Charge	No Charge
Good conduct letter for Visa (record review)	\$65.00	\$62.00
Bingo Permit: New	\$36.00	\$34.00
Bingo Permit: Annual Renewal Fee	\$36.00	\$34.00
Second Hand Dealers	\$158.00	\$150.00
Tow Service Contract	\$240.00	\$228.00
Tow Driver Live Scan (Plus DOJ & FBI Fee)	\$32.00	\$30.00
Alarm Permit	\$101.00	\$96.00
Alarm Permit Renewal	\$53.00	\$50.00
Subpoena Deuces Tecum for Records (1563(b)(6) CA Evidence Code)	\$16.00	\$15.00
Fortune Telling	\$70.00	\$67.00
Private Property abatement	\$268.00	\$255.00
Vehicle Release Administrative Costs (all but victims)	\$162.00	\$154.00
Franchise Tow Fee	\$50.00	\$50.00
General Research (per hour)	\$95.00	\$90.00
Storage of Property (Per Civil Code 2080.1(b))	1.00/Per Day	1.00/Per Day
Tobacco Retailer License	\$92.00	\$87.00
Ink Roll Fingerprinting	\$30.00	\$30.00
Live Scan Fingerprinting	\$30.00	\$30.00
San Mateo County Booking Fee	Based on Current County Fee	Based on Current County Fee

	DUI with Incident	Cost of hours and car	Cost of hours and car
	Tape Transaction Cost of Outside Service	Cost of Outside Service	Cost of Outside Service
	Dance Permit	\$60.00	\$57.00
	Repossession Fee (Per G.C. 26751)	\$15.00	\$15.00
	Temporary Recreational Vehicle Loading/Unloading Permit	\$15.00	\$15.00
	Municipal Code Violations		
	4-10.118(a)(5) Parked in Unmarked Parking	\$43.00	\$43.00
	4-10.304(a) Parking w/o Valid Permit	\$43.00	\$43.00
	4-10.304(a) Parking w/o Valid Permit (Pacifica State Beach)	\$50.00	\$50.00
	4-7.1101(a) Parked in Posted No Parking Zone	\$43.00	\$43.00
	4-7.1102(a) Making Repairs on Roadway	\$43.00	\$43.00
	4-7.1104(b) Parking Where Prohibited	\$43.00	\$43.00
	4-7.1106(b) No Parking on Narrow Street-Where Posted	\$43.00	\$43.00
	4-7.1108(b) Parking in Violation of Temporary No parking Sign	\$43.00	\$43.00
	4-7.1109(a) Parked the Wrong Way on One-Way Street	\$43.00	\$43.00
	4-7.1109(b) Parked the Wrong Way on Divided Highway	\$43.00	\$43.00
	4-7.1110(b) Improper Angle-Marked Angle Parking (Not within Marks)	\$43.00	\$43.00
	4-7.1111 Failed to Curb Wheel – 3% Grade	\$43.00	\$43.00
	4-7.1112 Trailer Parked over 12 Hours	\$78.00	\$78.00
	4-7.1113(a) Selling from Vehicle without Permit	\$43.00	\$43.00
	4-7.1114(b) Occupied Motorhome on Public Property	\$53.00	\$53.00
	4-7.1201 Parked in Excess of Posted Limit	\$43.00	\$43.00
	4-7.1203(2) Restricted parking (Council Chambers)	\$43.00	\$43.00
	4-7.1204(c) Unlawful Parking of Oversized Vehicle	\$78.00	\$78.00
	4-7.1302(b) Red Curb	\$43.00	\$43.00
	4-7.1306(d) No Stopping/Standing/Parking in Bus Zone	\$43.00	\$43.00
	4-7.1403 Operate vehicle on Fassler/Sharp Park Rd. with Weight over 14,000 GVWR	\$43.00	\$43.00
	4-7.1404 Parking Commercial Vehicle in Commercial Area (0200-0600) 10,000 GVWR	\$78.00	\$78.00
	5-1.13 Abandon Vehicle	\$203.00	\$203.00
	5-2.03(a) Vehicle Parked over 72 Hours	\$43.00	\$43.00
	5-13.03 Operate Vehicle - Private Property without written Permission	\$53.00	\$53.00
	5-18.03 Operate/Park/Stand Vehicle Off Road (Beach Area)	\$53.00	\$53.00
	9-4.2808(a) Parking on Residential Property (other than driveway)	\$43.00	\$43.00
	9-4.2809(a) Parking Commercial in Residential Area Anytime (10,000 GVWR)	\$78.00	\$78.00
	9-4.2809(b) No Parking in Vacant Lot	\$43.00	\$43.00
	9-4.2809(e) Parking on Commercial Property. Not in Conjunction with Business	\$78.00	\$78.00
	9-4.2801(a) Repairing Vehicle on Vacant Lot	\$43.00	\$43.00
	Administrative Violations		
	4.3.202(a) Sale, Use, or Discharge of dangerous Fireworks	\$1,000.00	\$1,000.00
	4-3.202(b) Possession of 25 pounds or less of dangerous fireworks*	\$1,000.00	\$1,000.00
	4-3.203(a) Discharge of "safe and sane" fireworks during prohibited hours	\$200.00	\$200.00
	Second Offense	\$400.00	\$400.00
	Third Offense	\$1,000.00	\$1,000.00
	4-3.203(b) Discharge of "safe and sane" fireworks at prohibited location	\$200.00	\$200.00
	Second Offense	\$400.00	\$400.00
	Third Offense	\$1,000.00	\$1,000.00
	4-3.203(c) Prohibited discharge of "safe and sane" by minors (under 18 years of age)	\$200.00	\$200.00
	Second Offense	\$400.00	\$400.00
	Third Offense	\$1,000.00	\$1,000.00
	4.3204(a) Sale of "safe and sane" fireworks without a valid permit	\$200.00	\$200.00
	Second Offense	\$400.00	\$400.00
	Third Offense	\$1,000.00	\$1,000.00
	4-3.204(b) Sale of "safe and sane" fireworks outside of approved stand	\$200.00	\$200.00
	Second Offense	\$400.00	\$400.00
	Third Offense	\$1,000.00	\$1,000.00
	4-3.204(c) Sales of "safe and safe" fireworks during prohibited hours	\$200.00	\$200.00
	Second Offense	\$400.00	\$400.00
	Third Offense	\$1,000.00	\$1,000.00

4-3.204(d) Sales of "safe and sane" fireworks to minors	\$200.00	\$200.00
Second Offense	\$400.00	\$400.00
Third Offense	\$1,000.00	\$1,000.00
4-3.209 (a) Adult responsible for minor strictly liable for dangerous fireworks violation	\$1,000.00	\$1,000.00
4-3.209(a) Adult responsible for minor strictly liable for "safe and sane" fireworks violation	\$200.00	\$200.00
Second Offense	\$400.00	\$400.00
Third Offense	\$1,000.00	\$1,000.00
4-3.209(b) Social Host strictly liable for dangerous fireworks violation	\$1,000.00	\$1,000.00
*In addition to the fine, the citee shall be assessed and shall be liable for the payment of the actual costs associated with the collection, transportation, and disposal of any seized fireworks.		
5-28.04(b) Social Host-allow minor to be in possession, consume or served alcohol, alcoholic beverage, cannabis, or controlled substance at any gathering.**	\$1,000.00	\$1,000.00
5-28.05 Allow a loud or unruly gathering after a first response warning has been issued**	\$500.00	\$500.00
Second Offense**	\$750.00	\$750.00
Third Offense**	\$1,000.00	\$1,000.00
Cannabis Public Safety License Fee - Phase 1 (Plus Background Fee)	\$425.00	\$425.00
Cannabis Public Safety License Fee - Phase 2	\$750.00	\$750.00
Cannabis Operation - Employee Background : Live Scan (Plus DOJ & FBI Fee)	\$30.00	\$30.00
Cannabis Operation- Owner/Operator Background: Live Scan (Plus DOJ & FBI Fee) and Consultant Background Fee (Payable to City Consultant)	\$330.00	\$330.00
Cannabis Public Safety License Fee - Yearly License Renewal	\$23,577.00	\$22,412.00

**City of Pacifica
2022-2023 Fees & Charges Master Schedule**

Fee Description	Adopted	Previously Adopted
PLANNING		
Planning Division		
Planning / Engineering Hourly Rate	\$238.00	\$226.00
All development applications shall require a deposit based on estimated number of staff hours to process an application (including materials, postage, etc.). The deposit will be expended during application processing according to the adopted hourly rate, billed at each quarter hour. Additional funds may be requested if necessary. Remaining deposit will be returned at project completion.	Deposit based on estimated number of staff hours.	Deposit based on estimated number of staff hours.
City Attorney's Review of Projects and Permits - If necessary, an additional deposit amount will be required for City Attorney review of projects.	Deposit based on estimated number of attorney hours. Hourly cost of Contract Attorney	Deposit based on estimated number of attorney hours. Hourly cost of Contract Attorney
Study Sessions - payment of deposit and staff hourly rate as stipulated above.	Payment of deposit and staff hourly rate as stipulated above	Payment of deposit and staff hourly rate as stipulated above
Request for extension of Development Application permits	\$713.00	\$678.00
Applicants shall pay CEQA document filing fees adopted by the San Mateo County Clerk and California Department of Fish and Wildlife. These fees are pass through to other agencies and amounts are not controlled by the City of Pacifica. See Planning Division staff for current fee schedules or visit https://www.wildlife.ca.gov/Conservation/CEQA/Fees	Fees as adopted by State of California and San Mateo County Clerk.	Fees as adopted by State of California and San Mateo County Clerk.
Specialized Planning Services inc. Environmental Document Preparation with Supporting Technical Studies		
Applicant shall pay full consultant cost.	Full Contract amount	Full Contract amount
General Planning Fees		
General Research Fee	\$238.00/hr, plus actual material cost	\$226.00/hr, plus actual material cost
Business License request for zoning consistency (half-hourly rate)	\$119.00 (per half hour of work) New fee required if License is denied and resubmitted	\$113.00 (per half hour of work) New fee required if License is denied and resubmitted
Home Occupation Permits	\$119.00	\$113.00
Other Administrative Permits; hourly rate plus actual material cost.	\$238.00/hr	\$226.00/hr
General Plan maintenance fee	See Building Division section of schedule	See Building Division section of schedule
Review of Building Permit (hourly rate)	\$238.00/hr	\$226.00/hr
Zoning verification letter	\$119.00	\$113.00
Biennial Wireless Communications Facility Certification (PMC 9-4.2608(a)(7))	\$238.00/hr	\$226.00/hr
Banner /Temporary Signage Requests (private property)	\$119.00	\$113.00

Requests for Public Necessity and Convenience Determinations for ABC License	\$238.00	\$226.00
Special Events on Private Property	\$238.00	\$226.00
Pumpkin /X-Mas Tree Lots	\$714.00, plus \$500 refundable deposit	\$679.00, plus \$500 refundable deposit
Requests for Address Assignment/Change	\$238.00	\$226.00
Growth Management Allocations pursuant to PMC Title 9, Chapter 5	\$238.00	\$226.00
Mobile Home Fair Return Adjustment Requests	Deposits and payment of actual costs based on estimated number of staff hours, Hearing Officer costs, and City Attorney costs.	Deposits and payment of actual costs based on estimated number of staff hours, Hearing Officer costs, and City Attorney costs.
General		
Planning Agenda Packets, Planning Related Documents, and oversized plan sets	Actual Cost of Reproduction	Actual Cost of Reproduction
Code Books or Other Technical Manuals	Publisher's Cost + 10% Handling Fee	Publisher's Cost + 10% Handling Fee
Building Division		
Building Permit Fee (Based on Dollar Valuation)**		
\$1.00 to \$500	\$67.00	\$64.00
\$501 to \$2,000	\$67.00 for first \$500 plus \$4.00 for each additional \$100 or fraction thereof.	\$64.00 for first \$500 plus \$4.00 for each additional \$100 or fraction thereof.
\$2,001 to \$25,000	\$135.00 for first \$2,000 plus \$19.00 for each additional \$1,000 or fraction thereof.	\$128.00 for first \$2,000 plus \$19.00 for each additional \$1,000 or fraction thereof.
\$25,001 to \$50,000	\$591.00 for first \$25,000 plus \$17.00 for each additional \$1,000 or fraction thereof.	\$562.00 for first \$25,000 plus \$17.00 for each additional \$1,000 or fraction thereof.
\$50,001 to \$100,000	\$1,054.00 for first \$50,000 plus \$9.00 for each additional \$1,000 or fraction thereof.	\$1,002.00 for first \$50,000 plus \$9.00 for each additional \$1,000 or fraction thereof.
\$100,001 to \$500,000	\$1,109.00 for first \$100,000 plus \$8.00 for each additional \$1,000 or fraction thereof.	\$1,504.00 for first \$100,000 plus \$8.00 for each additional \$1,000 or fraction thereof.
\$500,001 to \$1,000,000	\$5,095.00 for first \$500,000 plus \$6.00 for each additional \$1,000 or fraction thereof.	\$4,843.00 for first \$500,000 plus \$6.00 for each additional \$1,000 or fraction thereof.
\$1,000,000 and above	\$8,303.00 for first \$1,000,000 plus \$5.00 for each additional \$1,000 or fraction thereof.	\$7,893.00 for first \$1,000,000 plus \$5.00 for each additional \$1,000 or fraction thereof.
** Building Valuation Data is published by the ICC. Construction cost valuation is adjusted by the Building Cost Index (BCI) in the San Francisco Bay Area, published in the Engineering News Record (ENR) by McGraw-Hill Publishing Company.		

Plan Check and Other Building Permit and Inspection Fees		
Plan Check fee	65% of Permit Fee	65% of Permit Fee
Building Standards Administrative Fee \$1– 25,000 valuation = \$1 fee \$25,001 – 50,000 valuation = \$2 fee \$50,001 – 75,000 valuation = \$3 fee \$75,001 – 100,000 valuation = \$4 fee Every \$25,000 or fraction thereof above \$100,000 Add \$1	Fees shall be calculated at a rate of \$4 per \$100,000 of permit valuation, but not less than one dollar, with appropriate fractions thereof, as shown to the left.	Fees shall be calculated at a rate of \$4 per \$100,000 of permit valuation, but not less than one dollar, with appropriate fractions thereof, as shown to the left.
Education Fee	\$2 per permit	\$2 per permit
General Plan Maintenance	0.05% of construction value	0.05% of construction value
Archive Fee	\$15 plus one dollar per plan page for sheets larger than 11x17	\$15 plus one dollar per plan page for sheets larger than 11x17
Certified Assess Specialist Consultation Fee	Actual Consultant Cost + 10% Administrative Fee	Actual Consultant Cost + 10% Administrative Fee
Hourly plan check fee - Planning, Engineering, Wastewater, etc.	\$238.00	\$226.00
Swimming Pools and Spas	Building Permit fee based on contract valuation. All other applicable fees apply	Building Permit fee based on contract valuation. All other applicable fees apply
Inspections outside normal business hours	For contracted positions, fee is actual consultant cost. For in-house City employee positions, fee is time and a half, two hour minimum	For contracted positions, fee is actual consultant cost. For in-house City employee positions, fee is time and a half, two hour minimum
Grading Permits	Actual Time and Materials	Actual Time and Materials
Changes to existing permits	Hourly plan review fees based on rates for all Departments required to review revised permit. Additional Building Permit fees may apply if valuation is affected by modification.	Hourly plan review fees based on rates for all Departments required to review revised permit. Additional Building Permit fees may apply if valuation is affected by modification.
Inspection Fee. Hourly rate with a minimum 30 minutes.	For contracted positions, fee is actual consultant cost. For in-house City employee positions, fee is time and a half, two hour minimum	\$136.00
Building without Permit	Double Building Permit Fee	Double Building Permit Fee
See Engineering for other encroachment, plan check, drainage fee, and other applicable fees		
Solar Photovoltaic System		
Residential	\$238 flat fee, plus \$15 per kilowatt (kw) above 15 kw. State required SMIP and Building Standards Fee based on valuation will be applied.	\$220 flat fee, plus \$15 per kilowatt (kw) above 15 kw. State required SMIP and Building Standards Fee based on valuation will be applied.

	Commercial	\$357 flat fee up to 50 kw, plus \$7 per kw between 51-250 kw and plus \$5 per kw above 250kw. State required SMIP and Building Standards Fee based on valuation will be applied.	\$387 flat fee up to 50 kw, plus \$7 per kw between 51-250 kw and plus \$5 per kw above 250kw. State required SMIP and Building Standards Fee based on valuation will be applied.
Strong-Motion Instrumentation Program (SMIP) Fees pursuant to California Codes, Public Resources Code Section 2700-2709.1			
SMIP (All other structures)		0.00028 times valuation	0.00028 times valuation
SMIP (Residential up to three stories)		0.00013 times valuation	0.00013 times valuation
Electrical Permit Fees			
Private Swimming Pools		\$79.00	\$75.00
Nonresidential Appliances; cost for each		\$7.00	\$7.00
Temporary Power Service; cost for each		\$40.00	\$38.00
(N) Residential Bldg.; cost per square foot		\$0.12	\$0.11
Electrical Services (<=200 AMP); cost for each		\$50.00	\$48.00
Electrical Services (<200 to 1000 AMP); cost for each		\$102.00	\$97.00
Electrical Services (<1000 AMP); cost for each		\$205.00	\$195.00
Residential Appliances; cost for each		\$7.00	\$7.00
(N) Multi-Family Bldg.; cost per square foot		\$0.11	\$0.10
Signs, Outline Lighting and Marquees; cost for each		\$28.00	\$27.00
Misc. Apparatus, Conduits and Conductors; cost for each		\$31.00	\$29.00
Light Fixtures (First 20 fixtures); cost for each		\$1.00	\$1.00
Light Fixtures (Additional fixtures); cost for each		\$1.00	\$1.00
Power Apparatus (Up to and including 1)		\$7.00	\$7.00
Power Apparatus (Over 1 and not over 10)		\$20.00	\$19.00
Power Apparatus (Over 10 and not over 50)		\$41.00	\$39.00
Power Apparatus (Over 50 and not over 100)		\$82.00	\$78.00
Power Apparatus (Over 100)		\$123.00	\$117.00
Receptacles, Switch & Light Outlets (First 20 fixtures); cost for each		\$1.00	\$1.00
Receptacles, Switch & Light Outlets (Additional fixtures)		\$1.00	\$1.00
Electrical Permit Issuance; cost for each		\$41.00	\$39.00
Electrical Permit Issuance (Special Cases)		\$15.00	\$14.00
Mechanical Permit Fees			
Furnace (<=100k BTU)		\$27.00	\$26.00
Furnace (>100k to 500k BTU)		\$35.00	\$33.00
Appliance Vents		\$14.00	\$13.00
Boilers, Compressors, and Absorption Systems (<=3hp or 100k BTU)		\$25.00	\$24.00
Boilers, Compressors, and Absorption Systems (<=15hp or 500k BTU)		\$48.00	\$46.00
Boilers, Compressors, and Absorption Systems (<=30hp or 1000k BTU)		\$66.00	\$63.00
Boilers, Compressors, and Absorption Systems (<=50hp or 1750k BTU)		\$96.00	\$91.00
Boilers, Compressors, and Absorption Systems (>=50hp or 1750k BTU)		\$96.00	\$91.00
Hood		\$20.00	\$19.00
Air Handlers (<=10k CFM)		\$20.00	\$19.00

Air Handlers (>10k CFM)		\$33.00	\$31.00
Evaporative Cooler		\$20.00	\$19.00
Vent Fan (Single Duct)		\$14.00	\$13.00
Vent System		\$20.00	\$19.00
Incinerators (Residential)		\$20.00	\$19.00
Incinerators (Comm)		\$20.00	\$19.00
Miscellaneous Mechanical		\$20.00	\$19.00
Mechanical Permit Issuance		\$41.00	\$39.00
Mechanical Permit Issuance (Special Cases)		\$15.00	\$14.00
Plumbing Permit Fees			
Fixtures & Vents;		\$14.00	\$13.00
Fixtures & Vents (Repair/Alteration)		\$14.00	\$13.00
Cesspool		\$18.00	\$17.00
Sewage Disposal System		\$70.00	\$67.00
Grease Interceptors		\$12.00	\$11.00
Rainwater systems		\$18.00	\$17.00
Water Piping		\$18.00	\$17.00
Water heater		\$18.00	\$17.00
Public Spa		\$107.00	\$102.00
Gas Piping		\$9.00	\$9.00
Public Pool		\$162.00	\$154.00
Private Pool		\$107.00	\$102.00
Private Spa		\$107.00	\$102.00
Sewer		\$27.00	\$26.00
Backflow		\$18.00	\$17.00
Backflow device over 2"		\$18.00	\$17.00
Miscellaneous Plumbing		\$18.00	\$17.00
Plumbing Permit Issuance; cost for issuing each permit.		\$41.00	\$39.00
Plumbing Permit Issuance (Special Cases). For issuing each supplemental permit for which the original permit has not expired, been cancelled or finalized.		\$15.00	\$14.00
New Construction Development Impact Fees (calculated by Public Works, Engineering Division)			
In-Lieu Park Dedication Fee (PMC 10-1.803 and 8-19.02)			
Contact Engineering Division for fee calculation			
Oceana/Manor/Palmetto Mitigation Fee (PMC8-18.04)			
Contact Engineering Division for fee calculation			
See Engineering Section for other encroachment, plan check, drainage fee, and other applicable fees			
Capital Improvement Fee	As required by Pacifica Municipal Code Title 7, Chapter 4.		As required by Pacifica Municipal Code Title 7, Chapter 4.
Sewer Connection, Inspection, and Plan Check Fees	See Wastewater Treatment Plant Section of Master Fee Schedule		See Wastewater Treatment Plant Section of Master Fee Schedule
Code Enforcement			
Administrative Citations (PMC1-6.06)			
	First Violation	\$100.00	\$100.00
	Second Violation	\$200.00	\$200.00
	Third Violation	\$500.00	\$500.00
Misdemeanor Citation		\$1,000.00	\$1,000.00

<p>Late Fees - Failure to pay a civil fine within 10 calendar days of citation issuance, or within 10 calendar days following decision on an appeal to uphold the citation when a hardship waiver has been granted for the appeal hearing shall result in the following late charge.</p>	<p>50% of fine, plus full fine amount</p>	<p>50% of fine, plus full fine amount</p>
<p>Public Nuisance Abatement Assessment</p>	<p>Actual abatement cost - 100% to property owner plus 10% administrative fee</p>	<p>Actual abatement cost - 100% to property owner plus 10% administrative fee</p>

**City of Pacifica
2022-2023 Fees & Charges Master Schedule**

Fee Description	Adopted	Previously Adopted
PUBLIC WORKS		
Encroachment permits and inspection; hourly charge rate basis	\$238.00	\$226.00
Sidewalk repair and street openings by private contractor; hourly charge rate basis	\$238.00	\$226.00
Penalties		
Unpermitted construction work	Double Engineering Permit Cost	Double Engineering Permit Cost
Publication vending machine permit	\$515.00	\$490.00
City Maps 24" x 36'		
Printed: 24" x 36" or larger; \$3/sq ft - black; \$4/sq ft - color	Per Square Foot Fee	Per Square Foot Fee
Electronic Copy on CD	\$15/CD	\$15/CD
Electronic Copy on USB Portable Thumb Drive	\$51/4MB Drive	\$51/4MB Drive
Photocopies		
	Per page Fee	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; \$3/sq ft - black; \$4/sq ft - color	Per Square Foot Fee	Per Square Foot Fee
Engineering Standard Drawing		
Picked up	Per page fee	Per page fee
Mailed (Regular mail -Series 100)	Per page fee + Mailing	Per page fee + Mailing
Mailed (Regular mail -Series 200)	Per page fee + Mailing	Per page fee + Mailing
Mailed (Regular mail -Series 300)	Per page fee + Mailing	Per page fee + Mailing
Street Excavation Handbook	\$38.00	\$36.00
General		
Heritage Tree Permit (removal, destruction, or substantially trim); hourly rate	\$238.00	\$226.00
Heritage Tree Permit Appeal Fee	\$426.00	\$405.00
General Engineering Development Application Reviews; hourly charge	\$238.00	\$226.00
Residential and non-residential public improvement plan checking and inspection; hourly charge	\$238.00	\$226.00
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. 10 hours minimum and contract or consultant services including legal shall be charged separately to the applicant as additional cost. Total \$5,000 initial deposit.	\$5,000 initial deposit; charged at the rate of \$238/hour and for Contract or consultant services	\$2,226 initial deposit; charged at the rate of \$226/hour
Certificate of Compliance, notices of violation, property mergers, parcel map waivers, minor boundary line adjustments, reversions to acreage, and parcel map checking; hourly charge. Staff may require an initial deposit equivalent to 10 hours minimum and contract or consultant services including legal shall be charged separately to the applicant as additional cost. Total \$5,000 initial deposit. Applicant shall pay full consultant services cost plus 10% of contract amount for administration	\$5,000 initial deposit; charged at the rate of \$238/hour and for Contract or consultant services	\$2,226 initial deposit; charged at the rate of \$226/hour
Street/curb openings by utilities; hourly charge	\$238.00	\$226.00
Subdivision Improvement Plan check and construction inspection, hourly charge. Staff may require an initial deposit equivalent to 10 hours minimum and contract or consultant services including legal shall be charged separately to the applicant as additional cost. Total \$5,000 initial deposit. Applicant shall pay full consultant services cost plus 10% of contract amount for administration	\$5,000 initial deposit; charged at the rate of \$238/hour and for Contract or consultant services	\$2,226 initial deposit; charged at the rate of \$226/hour
Subdivision Improvement Plan check and construction inspection, hourly charge. Staff may require an initial deposit equivalent to 10 hours minimum. All costs for contract or consultant services shall be charged separately to the applicant as additional cost and may require additional deposit. Applicant shall pay full consultant services cost plus 10% of contract amount for administration	\$2,226 initial deposit; charged at the rate of \$238/hour	\$2,226 initial deposit; charged at the rate of \$226/hour
Applicant shall pay full consultant services cost plus 10% of contract amount for administration	Contract amount plus 10% admin fee	Contract amount plus 10% admin fee
Barricade Rentals for Block Party (8 Barricades Minimum)	\$2/Barricade +\$50 deposit	\$2/Barricade +\$50 deposit
Surface Mining and Reclamation Annual Inspection Fee; hourly charge	\$238.00	\$226.00
Surface Mining Violation (found during inspection)		
Paint Driveway Curb Tips	\$238.00	\$226.00
Pollution Prevention Inspection Fee, Hourly charge, Per Municipal Code Sec. 6-12.301	\$238.00	\$226.00
New Construction Development Impact Fees		
Highway 1 Improvement Fee (PMC 8-15.04)	As required by Pacifica Municipal Code PMC 8-15.04	As required by Pacifica Municipal Code PMC 8-15.04
Contact Engineering Division for fee calculation		

In-Lieu Park Dedication Fee (PMC 10-1.803 and 8-19.02)	As required by Pacifica Municipal Code PMC 10-1.803 and 8-19.02, and updated by Ordinance 878-C.S., adopted May 9, 2022.	As required by Pacifica Municipal Code PMC 10-1.803 and 8-19.02
Contact Engineering Division for fee calculation		
Oceana/Manor/Palmetto Mitigation Fee (PMC8-18.04)	As required by Pacifica Municipal Code PMC8-18.04	As required by Pacifica Municipal Code PMC8-18.04
Contact Engineering Division for fee calculation		
Capital Improvement Fee	As required by Pacifica Municipal Code Title 7, Chapter 4.	As required by Pacifica Municipal Code Title 7, Chapter 4.
Contact Building Department for fee calculation		
Subdivision Drainage Fee (PMC 7-4.101)	As required by Pacifica Municipal Code PMC 7-4.101	As required by Pacifica Municipal Code PMC 7-4.101
Contact Engineering Division for fee calculation		
Rockaway Beach Specific Plan Parking In-Lieu Fee (PMC 3-13.02(d)(6), Updated by Resolution 22-2020)	\$43,497.00	\$41,347.00
Per Parking Space. (Fee adjusted each year based on CCI.)		
Sharp Park Specific Plan Parking In-Lieu Fee (Established by Resolution 25-2020)	\$43,497.00	\$41,347.00
Per Parking Space. (Fee adjusted each year based on CCI.)		
Utility Pavement Cut Fee		
Functional Class	Age Group	Cut Area (Percent Section Area)
		<10% of Section Area
Arterials/Collectors	<10 years	\$2.50
	≥10 years	\$1.50
Residential	<10 years	\$1.50
	≥10 years	\$1.00

Accessory Dwelling Units (ADU) : Utility Pavement Cut Fee shall not be charged for any ADU that is under 750 square feet or an ADU of any size when the ADU is being constructed at the same time, under the same permit, as a new main residential unit or an expansion of the main unit that make payment of the fees as required.

Partial or Full Credit Utility Cut Fees for Developments with Pavement Improvements : A credit may be applied against the Utility Cut Fees for completing frontage roadway paving.

Reduced Utility Cut Fees Related to Sewer Lateral Repairs Not Requiring a Lateral Compliance Certificate : A minimal fee of \$500 will be charged for pavement cuts fees related to fixing a sewer lateral not requiring a Sewer Lateral Compliance Certificate.

Construction Vehicle Impact Fee

Residential Unit / Multi-Family Fee

Per Square Foot - \$1.19/sq. ft.

Accessory Dwelling Units (ADU) : Construction Vehicle Impact Fees shall not be charged for any ADU that is under 750 square feet or an ADU of any size when the ADU is being constructed at the same time, under the same permit, as a new main residential unit or an expansion of the main unit that make payment of the fees as required.

**City of Pacifica
2022-2023 Fees & Charges Master Schedule**

Fee Description	Adopted		Previously Adopted
WASTEWATER TREATMENT PLANT			
DEVELOPMENT CONNECTION FEES (Account No. 34.900000.46751.0000.000)			
Connection Fees (Sec. 6-11.102)	SECTION 6-11.102 AMENDED ON MAY 23, 2022		
Residential Units (Single, Town, Condo) and Multi-Family Dwellings	Water Meter Size	Cost	(Estimated: Number of Units x \$1,452) Fee shall be increased based on CCI as of July 1st as required by Pacifica Municipal Code PMC 6-11.102
	1"	\$12,391	
	1 1/2"	\$24,782	
	2"	\$39,651	
	3"	\$74,346	
	4"	\$123,910	
	6"	\$247,820	
Commercial Units	Water Meter Size	Cost	(Estimated: Number of Fixture Units/12 x \$1,463) Fee shall be increased based on CCI as of July 1st as required by Pacifica Municipal Code PMC 6-11.102
	1"	\$12,391 x Commercial Strength Factor	
	1 1/2"	\$24,782 x Commercial Strength Factor	
	2"	\$39,651 x Commercial Strength Factor	
	3"	\$74,346 x Commercial Strength Factor	
	4"	\$123,910 x Commercial Strength Factor	
	6"	\$247,820 x Commercial Strength Factor	
8"	\$369,512 x Commercial Strength Factor		
Accessory Dwelling Unit "ADU"	Cost will be based on the Total Drainage Fixture Unit "DFU" as defined in the latest Uniform Plumbing Code Table 702.1		
	Multiply by Cost Per DFU		
	Cost Per DFU	\$652	
	Cost Per ADU	Total DFU x \$652.16	
Inflow/Infiltration Fees (Sec. 6-11.104)	SECTION 6-11.104 REPEALED ON MAY 23, 2022		
Residential Units: (Single, Town, Condo, Multi-Family)			[Estimated: (Number of Units x \$801) or (Number of Acres x \$1706) - Whichever is Higher] Fee shall be increased based on CCI as of July 1st as required by Pacifica Municipal Code PMC 6-11.104
Commercial Units:			[Estimated: (Number of Fixture Units/12 x \$801) or (Number of Acres x \$1706) - Whichever is Higher] Fee shall be increased based on CCI as of July 1st as required by Pacifica Municipal Code PMC 6-11.104
Trunk Line Fees (Sec. 6-11.103)	SECTION 6-11.103 REPEALED ON MAY 23, 2022		
Residential Units: (Single, Town, Condo, Multi-Family)			[Estimated: (Number of Units x \$1098) or (Number of Acres x \$2193) - Whichever is Higher] Fee shall be increased based on CCI as of July 1st as required by Pacifica Municipal Code PMC 6-11.103
Commercial Units:			[Estimated: (Number of Fixture Units/12 x \$1098) or (Number of Acres x \$2193) - Whichever is Higher] Fee shall be increased based on CCI as of July 1st as required by Pacifica Municipal Code PMC 6-11.103
Sewer Tap Fee (Sec. 6-11.301)	(Estimated: Number of Taps x \$474) Fee shall be increased based on CCI as of July 1st as required by Pacifica Municipal Code PMC 6-11.301		(Estimated: Number of Taps x \$474) Fee shall be increased based on CCI as of July 1st as required by Pacifica Municipal Code PMC 6-11.301

Inspection and Plan Review Fee	Estimated: Number of Hours x \$227 Fee shall be increased based on CCI as of July 1st.	Estimated: Number of Hours x \$227 Fee shall be increased based on CCI as of July 1st.
SEWER SERVICE CHARGES (Account No. 18.940000.46755.0000.000)		
Annual Sewer Service Charges (Sec. 6-6.401 to 6-6.407)		
Residential Units: (Single, Town, Condo, Multi-Family)	Actual Annual Water Consumption (March 2021-February 2022) x 90% x \$19.47221. Minimum of \$934.67	Actual Annual Water Consumption (March 2020-February 2021) x 90% x 18.81373. Minimum of \$903.06
Commercial Units:	Actual Annual Water Consumption (March 2021-February 2022) x Commercial Strength Factor x \$19.47221	Actual Annual Water Consumption (March 2020-February 2021) x 18.81373 x strength factor.

Commercial Strength Factors:
 Car Washes = 0.90 Cleaners = 1.20 Laundromats = 0.75
 Restaurants with functioning grease traps = 1.60
 Restaurants without functioning grease traps = 1.80
 Gymnasiums = 0.90
 Any other Business = 1.0 or Calculated Value whichever is higher

FORMULA:
Commercial Strength Factor = $44\% + (28\% \times (\text{BOD} + \text{TSS}) / 175)$
 *BOD = Biochemical Oxygen Demand
 **TSS = Total Suspended Solids

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CITY OF PACIFICA

Supplemental Statistical Information



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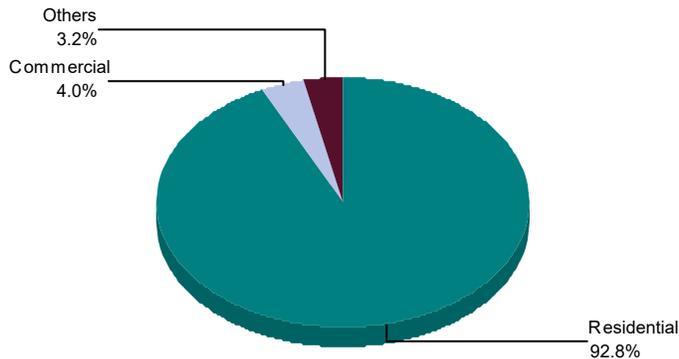
THE CITY OF PACIFICA

2020/21 USE CATEGORY SUMMARY

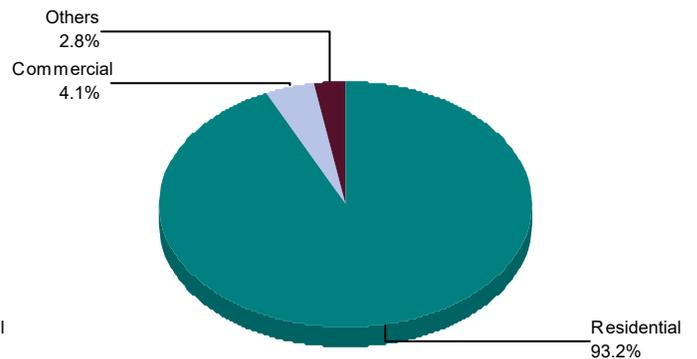
BASIC PROPERTY VALUE TABLE

Category	Parcels	Assessed Value	Net Taxable Value
Residential	11,800	\$6,561,863,180 (92.8%)	\$6,509,275,624 (93.2%)
Commercial	214	\$286,300,641 (4.0%)	\$284,225,040 (4.1%)
Industrial	15	\$21,500,920 (0.3%)	\$21,500,920 (0.3%)
Govt. Owned	69	\$537,460 (0.0%)	\$537,460 (0.0%)
Institutional	50	\$34,417,559 (0.5%)	\$4,304,721 (0.1%)
Miscellaneous	26	\$6,748,905 (0.1%)	\$6,748,905 (0.1%)
Recreational	27	\$8,229,465 (0.1%)	\$7,854,995 (0.1%)
Vacant	602	\$113,216,927 (1.6%)	\$111,216,720 (1.6%)
Unsecured	[273]	\$41,453,557 (0.6%)	\$40,819,660 (0.6%)
TOTALS	12,803	\$7,074,268,614	\$6,986,484,045

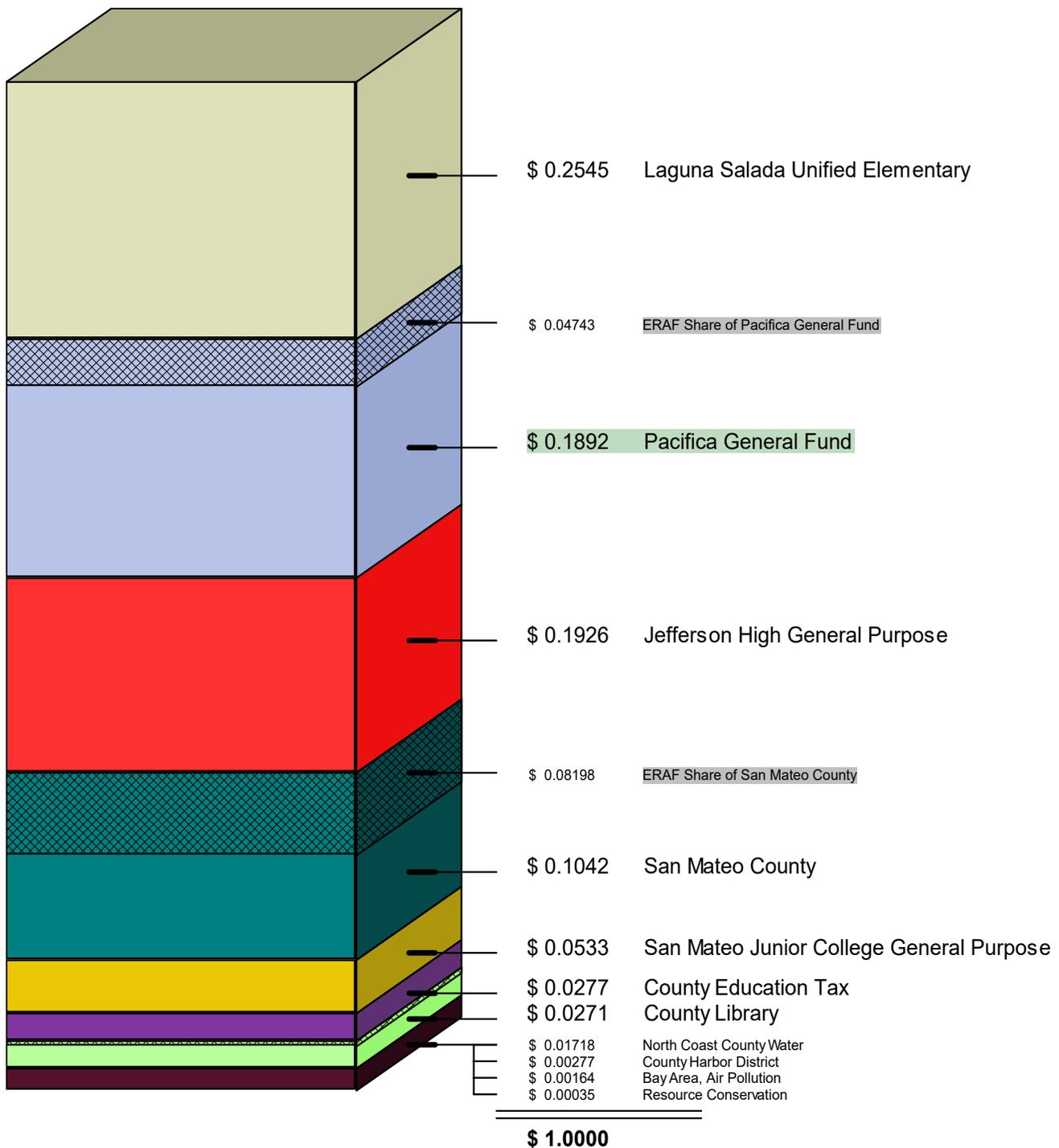
ASSESSED VALUE



NET TAXABLE VALUE



THE CITY OF PACIFICA PROPERTY TAX DOLLAR BREAKDOWN



ATI (Annual Tax Increment) Ratios for Tax Rate Area 016-017, Excluding Redevelopment Factors & Additional Debt Service

Data Source: San Mateo County Assessor 2020/21 Annual Tax Increment Tables

Prepared On 8/23/2021 By MV

This report is not to be used in support of debt issuance or continuing disclosure statements without the written consent of HdL, Coren & Cone

THE CITY OF PACIFICA

2020/21 ROLL SUMMARY

Taxable Property Values

	Secured	Nonunitary Utilities	Unsecured
Parcels	12,803	0	273
TRAs	23	0	8
Values			
Land	3,483,408,469	0	3,315,913
Improvements	3,545,421,747	0	5,892,250
Personal Property	2,535,426	0	21,984,256
Fixtures	1,449,415	0	10,261,138
Aircraft	0	0	0
Total Value	\$7,032,815,057	\$0	\$41,453,557
Exemptions			
Real Estate	86,954,211	0	353,508
Personal Property	151,617	0	241,796
Fixtures	44,844	0	38,593
Aircraft	0	0	0
Homeowners*	52,896,200	0	0
Total Exemptions*	\$87,150,672	\$0	\$633,897
Total Net Value	\$6,945,664,385	\$0	\$40,819,660

Combined Values	Total
Total Values	\$7,074,268,614
Total Exemptions	\$87,784,569
Net Total Values	\$6,986,484,045
Net Aircraft Values	\$0

* Note: Homeowner Exemptions are not included in Total Exemptions

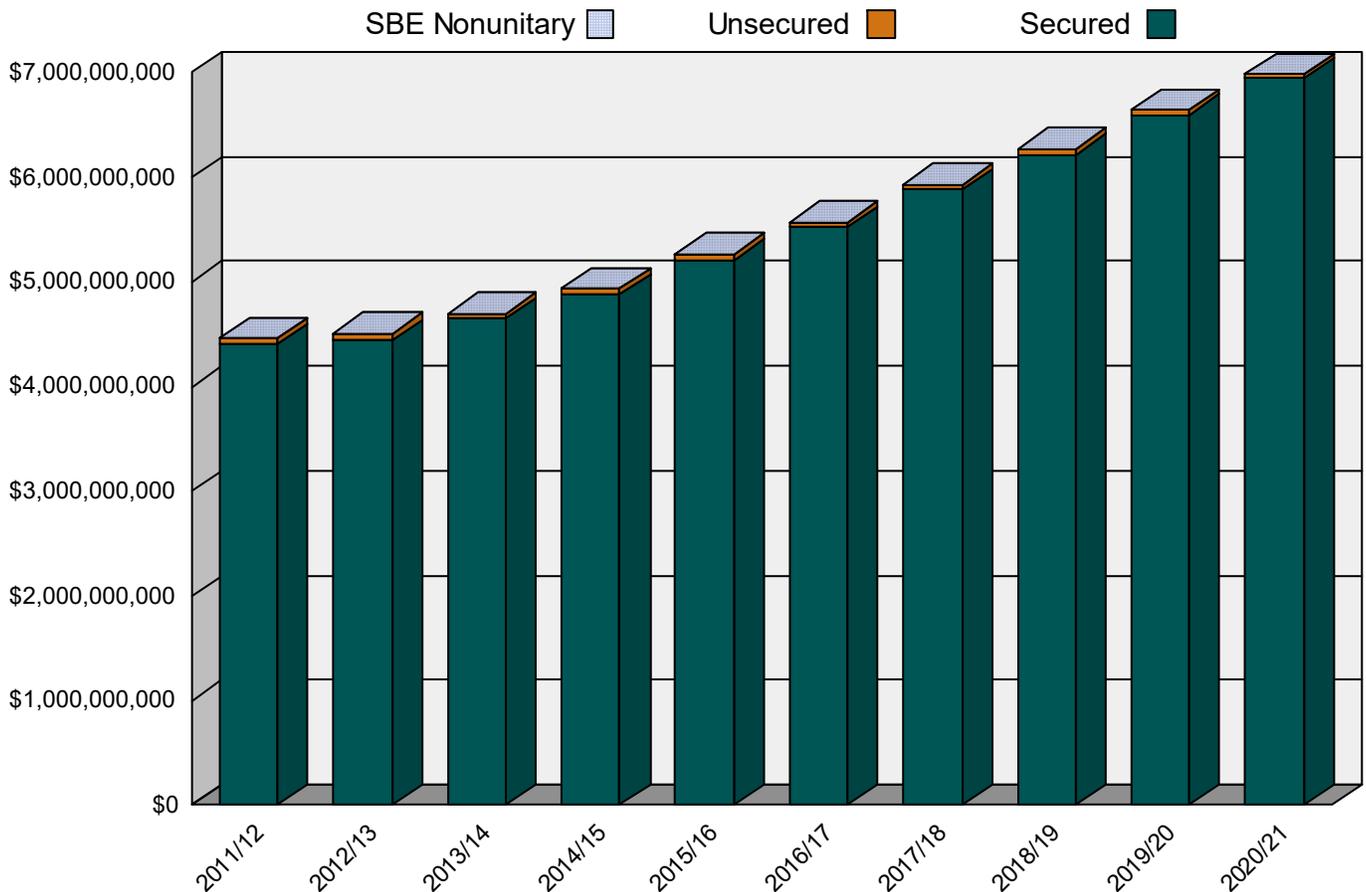
Totals do not Include Aircraft Values or Exemptions

THE CITY OF PACIFICA

NET TAXABLE ASSESSED VALUE HISTORY

2011/12 - 2020/21 Taxable Property Values

Lien Year	Secured	Unsecured	SBE Nonunitary	Net Total AV	% Change
2011/12	\$4,399,738,148	\$57,538,653	\$0	4,457,276,801	
2012/13	\$4,445,348,883	\$61,226,671	\$0	4,506,575,554	1.11%
2013/14	\$4,652,890,872	\$43,508,089	\$0	4,696,398,961	4.21%
2014/15	\$4,883,341,011	\$49,226,575	\$0	4,932,567,586	5.03%
2015/16	\$5,212,471,462	\$56,996,090	\$0	5,269,467,552	6.83%
2016/17	\$5,525,807,491	\$44,062,944	\$0	5,569,870,435	5.70%
2017/18	\$5,884,388,139	\$49,997,129	\$0	5,934,385,268	6.54%
2018/19	\$6,219,816,938	\$51,741,256	\$0	6,271,558,194	5.68%
2019/20	\$6,597,286,219	\$49,210,659	\$0	6,646,496,878	5.98%
2020/21	\$6,945,664,385	\$40,819,660	\$0	6,986,484,045	5.12%
				Average % Change	5.70%



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

THE CITY OF PACIFICA

ASSESSED VALUE OF TAXABLE PROPERTY

2011/12 - 2020/21 Taxable Property
Values

Catego	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21
Residential	4,115,054,320	4,162,013,418	4,361,976,644	4,580,917,147	4,895,930,317	5,199,097,889	5,534,095,691	5,819,126,022	6,169,999,524	6,509,275,624
Commercial	185,425,544	186,694,945	192,295,502	205,305,995	213,303,402	223,663,557	231,062,389	271,324,220	282,267,598	284,225,040
Industrial	17,772,255	18,127,689	18,065,912	18,344,491	18,578,402	19,272,985	20,424,058	20,665,462	21,039,153	21,500,920
Govt. Owned	458,799	467,974	477,332	479,498	489,077	496,534	506,464	516,592	526,923	537,460
Institutional	2,594,821	2,939,258	2,699,639	2,898,665	2,956,574	3,001,655	3,061,684	3,122,910	3,329,103	4,304,721
Miscellaneous	6,573,557	7,035,416	7,161,027	7,193,519	7,337,223	6,916,869	7,055,185	7,630,826	7,783,435	6,748,905
Recreational	4,642,530	4,913,186	5,011,449	4,919,805	5,059,879	5,415,814	5,479,427	7,344,210	7,544,674	7,854,995
Vacant	65,903,127	63,156,997	63,066,643	63,281,891	68,816,588	67,942,188	82,703,241	90,086,696	104,795,809	111,216,720
Unsecured	57,538,653	61,226,671	43,508,089	49,226,575	56,996,090	44,062,944	49,997,129	51,741,256	49,210,659	40,819,660
Unknown	1,313,195		2,136,724							
TOTALS	4,457,276,801	4,506,575,554	4,696,398,961	4,932,567,586	5,269,467,552	5,569,870,435	5,934,385,268	6,271,558,194	6,646,496,878	6,986,484,045
Total Direct	0.19325	0.19906	0.19414	0.19364	0.19335	0.19341	0.19347	0.19352	0.19358	0.19362

Notes:

Exempt values are not included in Total.

In 1978 the voters of the State of California passed Proposition 13 which limited taxes to a total maximum rate of 1%, based upon the assessed value of the property being taxed. Each year, the assessed value of property may be increased by an "inflation factor" (limited to a maximum of 2%). With few exceptions, property is only reassessed as a result of new construction activity or at the time it is sold to a new owner. At that point, the property is reassessed based upon the added value of the construction or at the purchase price (market value) or economic value of the property sold. The assessed valuation data shown above represents the only data currently available with respect to the actual market value of taxable property and is subject to the limitations described above

THE CITY OF PACIFICA

2020/21 TOP TEN PROPERTY TAXPAYERS

Top Property Owners Based On Net Values

Owner	Secured			Unsecured			Combined		Primary Use & Primary Agency
	Parcels	Value	% of Net AV	Parcels	Value	%Of Net AV	Value	% of Net AV	
1) FPA WC LANDS END LLC	2	\$90,841,528	1.31%				\$90,841,528	1.30%	Residential Pacifica General Fund
2) AIMCO PACIFICA PARK LP	4	\$57,039,190	0.82%				\$57,039,190	0.82%	Residential Pacifica General Fund
3) GRI FAIRMONT LLC	5	\$39,250,000	0.57%				\$39,250,000	0.56%	Commercial Pacifica General Fund
4) LINDA MAR SC LP	4	\$38,445,633	0.55%				\$38,445,633	0.55%	Commercial Pacifica General Fund
5) PACIFICA VILLAGES LP	7	\$32,228,763	0.46%				\$32,228,763	0.46%	Residential Pacifica General Fund
6) CRP PSE SEASIDE PACIFICA OWNER LLC	25	\$26,506,477	0.38%				\$26,506,477	0.38%	Residential Pacifica General Fund
7) 2400 SKYLINE BLVD LLC	1	\$18,184,859	0.26%				\$18,184,859	0.26%	Residential Pacifica General Fund
8) BAY APARTMENT COMMUNITIES INC	2	\$15,809,501	0.23%	1	\$497,579	1.22%	\$16,307,080	0.23%	Residential Pacifica General Fund
9) UPSKY LIGHTHOUSE HOTEL LLC	1	\$14,280,211	0.21%	1	\$1,042,195	2.55%	\$15,322,406	0.22%	Commercial Successor Agency
10) LBN PROPERTIES LP	1	\$15,091,788	0.22%				\$15,091,788	0.22%	Residential Pacifica General Fund
Top Ten Total	52	\$347,677,950	5.01%	2	\$1,539,774	3.77%	\$349,217,724	5.00%	
City Total		\$6,945,664,385			\$40,819,660		\$6,986,484,045		

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

Data Source: San Mateo County Assessor 2020/21 Combined Tax Rolls and the SBE Non Unitary Tax Roll

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THE CITY OF PACIFICA

2011/12 TOP TEN PROPERTY TAXPAYERS

Top Property Owners Based On Net Values

Owner	Secured			Unsecured			Combined		Primary Use & Primary Agency
	Parcels	Value	% of Net AV	Parcels	Value	% of Net AV	Value	% of Net AV	
1) FPA BAF LANDS END ASSOCIATES LP	2	\$49,121,807	1.12%				\$49,121,807	1.10%	Residential Pacifica General Fund
2) AIMCO PACIFICA PARK LP	4	\$48,502,453	1.10%				\$48,502,453	1.09%	Residential Pacifica General Fund
3) LINDA MAR SC LP	4	\$31,628,087	0.72%				\$31,628,087	0.71%	Commercial Pacifica General Fund
4) PK III FAIRMONT SC LP	5	\$27,459,596	0.62%				\$27,459,596	0.62%	Commercial Pacifica General Fund
5) MARYMOUNT SUMMIT LLC	5	\$18,399,951	0.42%				\$18,399,951	0.41%	Residential Pacifica General Fund
6) COMCAST OF CALIFORNIA IX INC				3	\$15,966,307	27.75%	\$15,966,307	0.36%	Unsecured Pacifica General Fund
7) HARRY B. LEWIS ET AL	12	\$14,257,373	0.32%				\$14,257,373	0.32%	Residential Pacifica General Fund
8) BAY APARTMENT COMMUNITIES INC	2	\$13,521,421	0.31%				\$13,521,421	0.30%	Residential Pacifica General Fund
9) LBN PROPERTIES LP	1	\$12,882,735	0.29%				\$12,882,735	0.29%	Residential Pacifica General Fund
10) PACIFICA LENDERS LLC	3	\$10,075,299	0.23%				\$10,075,299	0.23%	Vacant Successor Agency
Top Ten Total	38	\$225,848,722	5.13%	3	\$15,966,307	27.75%	\$241,815,029	5.43%	
City Total		\$4,399,738,148			\$57,538,653		\$4,457,276,801		

Top Owners last edited on 9/18/13 by maheav using sales through 06/30/12 (Version R.1)

Data Source: San Mateo County Assessor 2011/12 Combined Tax Rolls and the SBE Non Unitary Tax Roll

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THE CITY OF PACIFICA

DIRECT & OVERLAPPING PROPERTY TAX RATES

(RATE PER \$100 OF TAXABLE VALUE)

Last 10 Fiscal Years										
Agency	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21
Basic Levy¹	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000
Jefferson Elementary	0.04070	0.03160	0.07130	0.06620	0.06740	0.06800	0.06630	0.05630	0.06670	0.06670
Jefferson High Bond	0.04220	0.04300	0.05740	0.05300	0.05830	0.08000	0.08160	0.07390	0.08110	0.09420
Pacifica Elementary	0.04220	0.04320	0.04030	0.03920	0.02500	0.03110	0.02810	0.05170	0.05050	0.04150
San Mateo Community College 2005 Series B	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00350	0.00370
San Mateo Junior College	0.01990	0.01940	0.01940	0.01900	0.02500	0.02470	0.02350	0.01750	0.02310	0.01760
Total Direct & Overlapping² Tax Rates	1.14500	1.13720	1.18840	1.17740	1.17570	1.20380	1.19950	1.19940	1.22490	1.22370
City's Share of 1% Levy Per Prop 13³	0.18755	0.18888	0.18893	0.18887	0.18889	0.18895	0.18901	0.18906	0.18911	0.18915
Voter Approved City Debt Rate										
Redevelopment Rate⁴	1.00000									
Total Direct Rate⁵	0.19325	0.19906	0.19414	0.19364	0.19335	0.19341	0.19347	0.19352	0.19358	0.19362

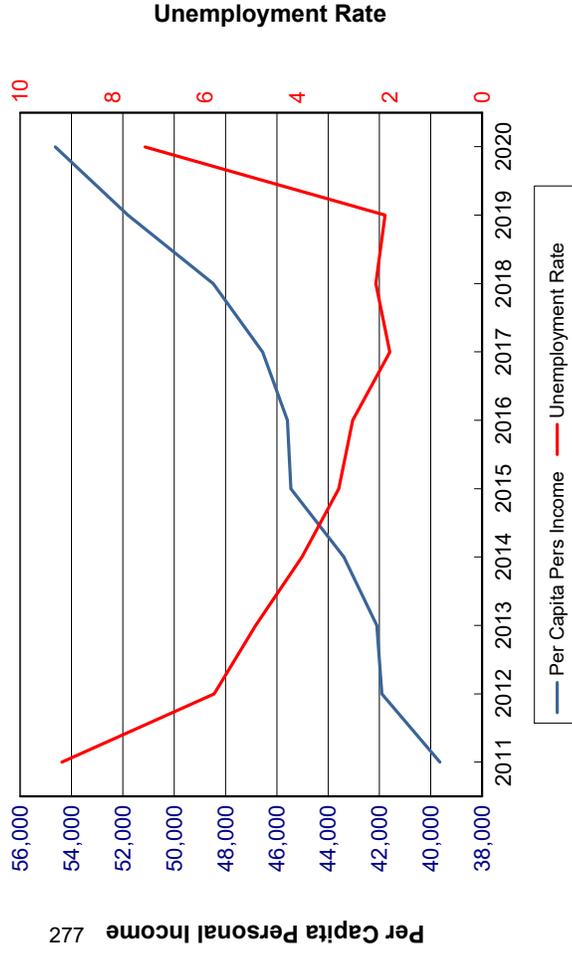
Notes:
¹In 1978, California voters passed Proposition 13 which set the property tax rate at a 1.00% fixed amount. This 1.00% is shared by all taxing agencies for which the subject property resides within. In addition to the 1.00% fixed amount, property owners are charged taxes as a percentage of assessed property values for the payment of any voter approved bonds.
²Overlapping rates are those of local and county governments that apply to property owners within the City. Not all overlapping rates apply to all property owners.
³City's Share of 1% Levy is based on the City's share of the general fund tax rate area with the largest net taxable value within the City. The ERAF portion of the City's Levy has been subtracted where known.
⁴Redevelopment Rate is based on the largest RDA tax rate area and only includes rate(s) from indebtedness adopted prior to 1989 per California State statute. RDA direct and overlapping rates are applied only to the incremental property values. The approval of ABX1 26 eliminated Redevelopment from the State of California for the fiscal year 2012/13 and years thereafter.
⁵Total Direct Rate is the weighted average of all individual direct rates applied by the City/Agency preparing the statistical section information and excludes revenues derived from aircraft. Beginning in 2013/14 the Total Direct Rate no longer includes revenue generated from the former redevelopment tax rate areas. Challenges to recognized enforceable obligations are assumed to have been resolved during 2012/13. For the purposes of this report, residual revenue is assumed to be distributed to the City/Agency in the same proportions as general fund revenue.

THE CITY OF PACIFICA

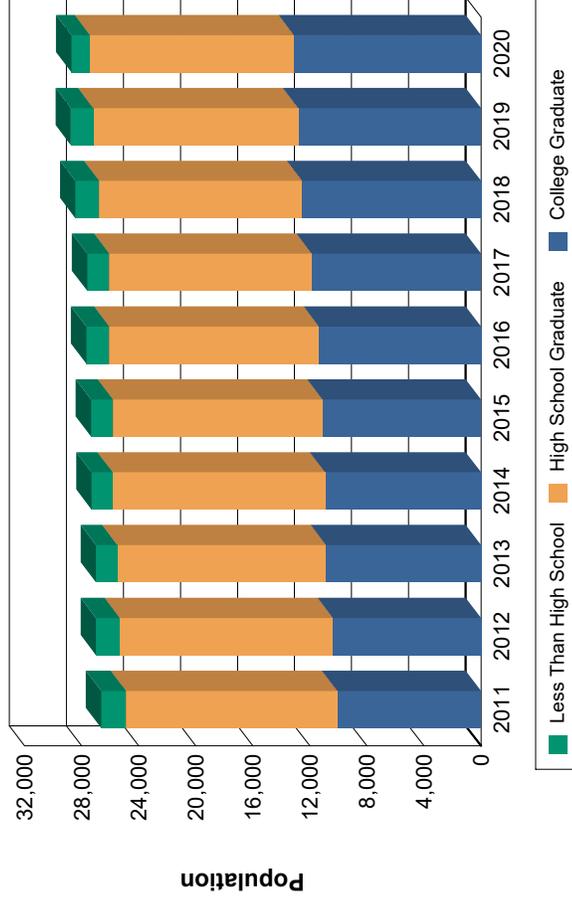
DEMOGRAPHIC AND ECONOMIC STATISTICS

Calendar Year	Population	Personal Income (In Thousands)	Per Capita Personal Income	Unemployment Rate	Median Age	% of Pop 25+ with High School Degree	% of Pop 25+ with Bachelor's Degree
2011	37,658	\$1,493,064	\$39,648	9.1%	41.7	93.5%	37.9%
2012	37,948	\$1,590,363	\$41,909	5.8%	41.7	93.8%	38.5%
2013	38,292	\$1,612,055	\$42,099	4.9%	42.0	94.5%	40.3%
2014	38,315	\$1,662,488	\$43,390	3.9%	41.7	94.6%	40.1%
2015	37,806	\$1,718,388	\$45,452	3.1%	41.6	94.4%	40.7%
2016	38,124	\$1,738,137	\$45,591	2.8%	41.8	94.2%	41.1%
2017	38,418	\$1,788,496	\$46,553	2.0%	41.8	94.4%	43.0%
2018	38,674	\$1,874,783	\$48,476	2.3%	42.2	94.1%	44.1%
2019	38,331	\$1,985,512	\$51,799	2.1%	42.5	94.6%	44.6%
2020	37,890	\$2,070,220	\$54,637	7.3%	42.5	95.5%	45.7%

Personal Income and Unemployment



Education Level Attained for Population 25 and Over



Notes and Data Sources:

Population: California State Department of Finance. Unemployment Data: California Employment Development Department 2000-2009 Income, Age, and Education Data: ESRI - Demographic Estimates are based on the last available Census. Projections are developed by incorporating all of the prior census data released to date. Demographic Data is totaled from Census Block Groups that overlap the City's boundaries 2010 and later - Income, Age and Education Data - US Census Bureau, most recent American Community Survey

This report is not to be used in support of debt issuance or continuing disclosure statements without the written consent of HdL, Coren & Cone

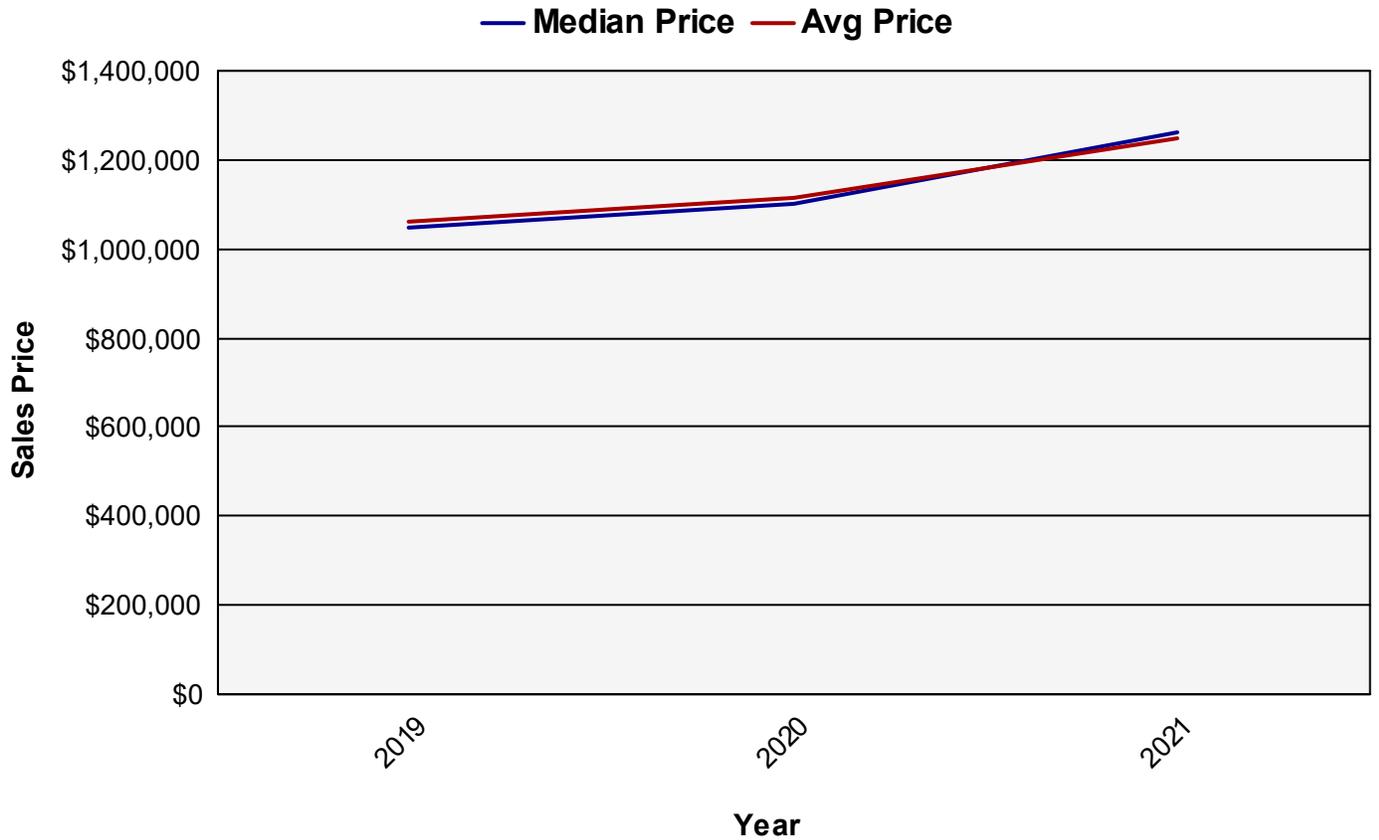
Prepared On 8/23/2021 By MV

THE CITY OF PACIFICA

SALES VALUE HISTORY

Single Family Residential Full Value Sales (01/01/2019 - 6/30/2021)

Year	Full Value Sales	Average Price	Median Price	Median % Change
2019	337	\$1,060,545	\$1,050,000	
2020	352	\$1,113,081	\$1,100,000	4.76%
2021	200	\$1,247,548	\$1,260,000	14.55%



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

CITY OF PACIFICA
TOP 25 SALES TAX PRODUCERS
FOR FISCAL YEAR 2011-12

Business Name	Business Category
7 Eleven	Convenience Stores/Liquor
7 Eleven	Convenience Stores/Liquor
City Arms	Sporting Goods/Bike Stores
Coast Hwy Shell	Service Stations
Denny's	Casual Dining
Dollar Tree	Variety Stores
Eddies 76 Service	Service Stations
Fairmont Chevron	Service Stations
Linda Mar Ace Home Center	Building Materials
Lucky	Grocery Stores
McDonald's	Quick-Service Restaurants
Nicks Restaurant	Casual Dining
Nor Cal Surf Shop	Sporting Goods/Bike Stores
O'Reilly Auto Parts	Automotive Supply Stores
Pacifica 76	Service Stations
Pacifica Chevron	Service Stations
Pacifica Chevron	Service Stations
Pacifica Shell	Service Stations
Quik Stop Market	Convenience Stores/Liquor
Rite Aid	Drug Stores
Ross	Family Apparel
Safeway	Grocery Stores
Taco Bell	Quick-Service Restaurants
Valero	Service Stations
Walgreens	Drug Stores

Percent of Fiscal Year Total Paid By Top 25 Accounts = 67.56%

* Firms Listed Alphabetically
 Period: July 2011 Thru June 2012

Printed 07/28/2021

Sources: State Board of Equalization, California Department of Taxes and Fees Administration, State Controller's Office, The HdL Companies

CITY OF PACIFICA
TOP 25 SALES TAX PRODUCERS
FOR FISCAL YEAR 2020-21

Business Name	Business Category
Ace Hardware	Building Materials
City Arms	Sporting Goods/Bike Stores
Coast Hwy Shell	Service Stations
Dollar Tree	Variety Stores
Grocery Outlet	Grocery Stores
Linda Mar Ace Home Center	Building Materials
Lytt	Cannabis Related
McDonald's	Quick-Service Restaurants
Nicks Restaurant	Casual Dining
Nor Cal Surf Shop	Sporting Goods/Bike Stores
Oceana Market	Grocery Stores
O'Reilly Auto Parts	Automotive Supply Stores
Pacifica 76	Service Stations
Pacifica Chevron	Service Stations
Pacifica Chevron	Service Stations
Panda Express	Fast-Casual Restaurants
Pet Food Express	Specialty Stores
Puerto 27	Casual Dining
Rite Aid	Drug Stores
Ross	Family Apparel
Safeway	Grocery Stores
Shell Pacifica	Service Stations
Sun Valley Fine Foods	Grocery Stores
Taco Bell	Quick-Service Restaurants
Walgreens	Drug Stores

Percent of Fiscal Year Total Paid By Top 25 Accounts = 63.93%

* Firms Listed Alphabetically
 Period: July 2020 Thru March 2021

Printed 07/28/2021

Sources: State Board of Equalization, California Department of Taxes and Fees Administration, State Controller's Office, The HdL Companies

City of Pacifica
Taxable Sales by Category
Last Ten Calendar Years
(In thousands of dollars)
Adjusted for Economic Data

	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
Food Stores	\$ 21,626	\$ 22,115	\$ 22,826	\$ 23,722	\$ 23,543	\$ 24,727	\$ 27,139	\$ 27,696	\$ 28,115	\$ 30,462
Eating and Drinking Places	30,257	34,147	40,164	45,750	49,770	50,616	53,219	56,013	60,071	45,853
Building Materials	3,438	3,523	3,360	3,795	3,933	3,839	4,173	3,900	4,210	5,955
Auto Dealers and Supplies	4,118	4,433	4,757	4,646	4,482	4,532	4,804	4,778	5,134	4,728
Service Stations	49,578	52,533	54,312	52,412	44,660	38,899	42,139	46,839	44,942	29,641
Other Retail Stores	38,689	38,856	39,992	38,653	39,861	42,987	43,499	44,111	45,830	52,880
All Other Outlets	30,022	33,193	36,608	40,072	40,297	47,841	50,643	55,023	61,978	75,620
Total	\$ 177,728	\$ 188,799	\$ 202,019	\$ 209,050	\$ 206,547	\$ 213,440	\$ 225,616	\$ 238,360	\$ 250,281	\$ 245,139

Sources: State Board of Equalization, California Department of Taxes and Fees Administration, State Controller's Office, The HdL Companies

Note: Due to confidentiality issues, the names of the ten largest revenue payers are not available. The categories presented are intended to provide alternative information regarding the sources of the City's revenue.

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CITY OF PACIFICA

Glossary



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Budget Glossary

ACTIVITIES

Specific services performed in accomplishing program objectives and goals.

ACCRUAL

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

ACTUAL

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

ADOPTED BUDGET

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

AGENCY FUNDS

Also known as Fiduciary Fund Types, these funds are used to account for assets held by the City in a trustee capacity or as an agent for private individuals, organizations, or other governmental agencies. The fiduciary funds used by the City include agency funds. Agency funds are custodial in nature (assets equal liabilities) and do not measure the results of operations.

APPROPRIATION

An authorization made by the City Council which permits the City to incur obligations and to make expenditures of resources in providing services as planned.

APPROPRIATION LIMIT

Propositions 4 and 111 created a restriction on the amount of revenue which can be appropriated in any fiscal year. The Limit is based on actual appropriations during the 1978-79 fiscal years, and is increased each year using the growth of population and inflation. Not all revenue is restricted by the limit; only those which are referred to as "proceeds of taxes." Some examples of proceeds of taxes are sales tax, property tax, and business license tax.

ASSESSED VALUE

A value established for real property for use as a basis in levying property taxes. For all agencies in the State of California, assessed value is established by the County for the secured and unsecured property tax rolls. The utility property tax roll is valued by the State Board of Equalization. Under Article XIII of the State Constitution (Proposition 13 adopted by the voters on June 6, 1978) properties are assessed at 100% of full value. Proposition 13 also modified the value of real taxable property for fiscal year 1979 by rolling back values to fiscal year 1976 levels. From this base of assessment, subsequent annual increases in valuation are limited to a maximum of 2%. However, increases to full value are allowed for property improvements or upon change in ownership. Personal property is excluded from these limitations and is subject to annual reappraisal. Property taxes for general purposes cannot exceed 1% of assessed value.

AUDIT

Conducted by an independent certified public accountant (CPA), the primary objective of an audit is to determine if the City's financial statements present fairly the City's financial position and results of

operations in conformity with Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards for Comprehensive Annual Financial Reporting. In conjunction with their performance of an audit, the auditing standards require an independent auditor to report to the City Council of audit findings on adequacy of the City's internal controls as well as recommendation and improvements to the City's financial management practices.

BALANCED BUDGET

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

BEGINNING/ENDING FUND BALANCE

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

BONDS

Bonds are a form of borrowing (debt financing) which reflects a written promise from the City to repay a sum of money on a specific date at a specified interest rate. Local governments use bonds to obtain long-term financing for large capital projects such as buildings, streets, utility infrastructure, and bridges.

BUDGET

A budget is a financial plan for a specified period of time that matches planned revenue and expenditures to municipal services, goals and, objectives. The City uses a financial plan covering a fiscal year (July 1 through June 30), with actual budget appropriations made annually.

BUDGET AMENDMENT

The City Council has the sole responsibility for adopting the City's budget and may amend or supplement the budget at any time after adoption by majority vote. The City Manager has the authority to approve administrative adjustments to the budget as long as those changes are between objects, as well as departments, within the same fund category.

BUDGET POLICIES

Budget policies are general and specific guidelines, developed by the City Manager in consultation with the City Council, that govern financial plan preparation and administration. Departments make their budget requests on the basis of the guidelines.

CAPITAL IMPROVEMENT PLAN (CIP)

Commonly, a CIP is a five-year plan providing for the maintenance or replacement of existing public facilities and assets and for building or acquiring new ones.

CONTINGENCY

A contingency is a budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted.

CONTRACTUAL SERVICES

Services rendered to a government by private firms, individuals, or other governmental agencies are contractual services. Examples include public safety services, recreation services, utilities, maintenance agreements, and professional consulting services.

DEBT

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

DEBT INSTRUMENT

Debt instruments are methods of borrowing funds, including, but not limited to, general obligation bonds, judgment obligation bonds, revenue bonds, lease/purchase agreements, lease-revenue bonds, and assessment district bonds.

DEBT SERVICE

Debt service is the payment of principal and interest on bonds and other debt instruments according to a pre-determined schedule.

DEBT SERVICE FUNDS

The debt service fund type is used to account for the payment and accumulation of resources related to general long-term debt principal and interest (see Fund).

DEFICIT

A deficit is the excess of an entity's liabilities over its assets or the excess of expenditures over revenue during a single accounting period.

DEPARTMENT

A department is a major organizational unit of the City which has been assigned overall management responsibility for an operation or a group of related operations within a functional area.

DEPRECIATION

Depreciation is the expiration in the service life of capital assets attributable to wear and tear, deterioration, action of physical elements, inadequacy, or obsolescence.

ENTERPRISE FUNDS

The enterprise fund type is used to account for operations that are financed and operated in a manner similar to private sector enterprises and it is the intent of the City that the costs (including depreciation) of providing goods or services to the general public be financed or recovered primarily through user fees.

EXPENDITURE

An expenditure is the outflow of funds paid or to be paid for an asset obtained or goods and services obtained regardless of when the expense is actually paid. This term applies to all funds. Note: An encumbrance is not an expenditure, but a commitment. An encumbrance reserves funds to be expended in future periods.

FEES

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

FISCAL YEAR (FY)

A fiscal year is a designated twelve-month period for budgeting and record keeping purposes. The City of Pacifica's fiscal year is July 1 to June 30.

FIXED ASSETS

Assets of long-term nature such as land, buildings, roads, bridges, and related infrastructure, machinery, furniture, and other equipment are fixed assets.

FULL-TIME EQUIVALENT

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

FUNCTION

A group of related programs crossing organizational (departmental) boundaries and aimed at accomplishing a broad goal or accomplishing a major service are functions.

FUND

A fund is a fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, for specific activities or government functions.

FUND BALANCE

Also known as financial position, fund balance for governmental fund types is the excess of fund assets over liabilities, and represents the cumulative effect of revenue and other financing sources over expenditures and other financing uses.

GAAP

GAAP stands for Generally Acceptable Accounting Principles. These are uniform minimum standards for financial accounting and recording, encompassing the conventions, rules, and procedures that define accepted accounting principles.

GASB

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

GANN LIMIT

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

GENERAL FUND

The general fund is the primary operating fund of the City. All revenues that are not allocated by law or contractual agreement to a specific fund are accounted for in the General Fund. With the exception of subvention or grant revenue restricted for specific uses, General Fund resources can be utilized for any legitimate governmental purpose.

GOAL

A goal is a statement of broad direction, purpose, or intent.

GOVERNMENTAL FUND

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

GRANT

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

INTERFUND TRANSFER

The movement of monies between funds of the same governmental entity is an interfund transfer.

INVESTMENT REVENUE

Investment revenue is received as interest from the investment of funds not immediately required to meet cash disbursement obligations.

LINE ITEM BUDGET

A line item budget lists detailed expenditure categories (salary, materials and supplies, travel, etc.) separately, along with the amount budgeted for each specified category. The City uses a line-item detail to maintain and record for financial reporting and control purposes.

MATERIALS AND SUPPLIES

Expendable materials and operating supplies are necessary to conduct departmental operations.

MISSION STATEMENT

A mission statement provides policy guidance and direction for the highest priority objectives to be accomplished.

MODIFIED ACCRUAL BASIS OF ACCOUNTING

The modified accrual basis of accounting is used in conjunction with the current financial resources measurement focus. Revenue is recognized when they are available and measurable. Expenditures are recognized when goods and services are received.

OBJECT OF EXPENDITURE

Object of expenditure is a classification referring to the lowest and most detailed level of classification, such as electricity, office supplies, and contract services.

OPERATING BUDGET

The operating budget is the portion of the budget that pertains to daily operations providing basic governmental services. The program budgets in the financial plan form the operating budget.

OPERATIONS

Operations are a grouping of related programs within a functional area.

PERFORMANCE MEASURES (OBJECTIVES)

Performance measures are a statement of specific direction, purpose, or intent based on the needs of the community and the goals established for a specific program. Performance measures are clearly stated objectives that are measurable in quantitative terms.

PROGRAM

Programs are group activities, operations, or organizational units directed to attaining specific purposes or objectives.

RESERVE

A reserve is an account used to indicate that a portion of a fund's balance is legally restricted for a specific purpose or designated by the City Council and is, therefore, not available for general appropriation.

RESERVE DRAW DOWN

Reserve draw down refers to the amount of fund balance required as a revenue funding source to balance fund budgets where appropriations exceed current revenue. If current revenue exceed appropriations, the fund balance will increase and be referred to a reserve improvement.

RESOLUTION

A resolution is a special or temporary order of a legislative body. It is an order of a legislative body requiring less legal formality than an ordinance or statute.

RESOURCES (SOURCES)

Resources are total amounts available for appropriation, including estimated revenue, borrowing proceeds, fund transfers, and beginning balances.

SPECIAL REVENUE FUNDS

A special revenue fund type is used to account for the proceeds from specific revenues sources (other than trusts or capital funds) that are legally restricted to expenditures for specific purposes.

STRUCTURAL BALANCE

The structural or underlying fiscal balance is the difference between government revenues and expenditures corrected by the effects that could be attributed to the economic cycle and one-off events.

SUBVENTIONS

Subventions are revenue collected by the State (or other level of government) which is allocated to the City on a formula basis.

WORKING CAPITAL

Working capital, also known as financial position in private sector accounting and enterprise fund accounting in the public sector, is the excess of current assets over current liabilities.

Acronym Glossary

ACRONYM	DEFINITION
AB	Assembly Bill
ABAG	Association of Bay Area Governments
ADA	Americans with Disabilities Act
BID	Business Improvement District
C/CAG	City/County Association of Governments
CAFR	Comprehensive Annual Financial Report
CALPERS	California Public Employees Retirement System
CCWD	Coastside County Water District
CEQA	California Environmental Quality Act
CIP	Capital Improvement Program
COPS	Community-Oriented Policing Services
CPI-U	Consumer Price Index - All Urban Consumers
CSAC	California State Association of Counties
CSO	Community Services Officer
DOC	Department Operations Center
EOC	Emergency Operations Center
ERAF	Educational Revenue Augmentation Fund
FDIC	Federal Deposit Insurance Corporation
FICA	Federal Insurance Contribution Act
FPPC	Fair Political Practices Commission
FSLIC	Federal Savings and Loan Insurance Corporation
FTO	Field Training Officer
GASB	Government Accounting Standards Board
GF	General Fund
GIS	Geographic Information System
HOPTR	Homeowner Property Tax Relief
I&I	Infiltration and Inflow
IT	Information Technology
JOB	Judgment Obligation Bonds
JPA	Joint Power Authority
LAIF	Local Agency Investment Fund
LCP	Local Coastal Plan
LTD	Long Term Disability
MTC	Metropolitan Transportation Commission
NACSLB	National Advisory Council on State and Local Budgeting
NEPA	National Environmental Policy Act
NPDES	National Pollutant Discharge Elimination System

ACRONYM**DEFINITION**

OPEB	Other Post Employment Benefits
PMS	Pavement Management System
POST	Peace Officers Standards and Training
RDA	Redevelopment Agency
SB	Senate Bill
SLESF	Supplemental Law Enforcement Services Funds
SMC	San Mateo County
SR2S	Safe Routes to School
SRO	School Resource Officer
STIP	Statewide Transportation Improvement Plan
TDA	Transportation Development Act
TOT	Transient Occupancy Tax
VLF	Vehicle License Fee

