



# ADOPTED OPERATING BUDGET



**FY 2023-2024**

**CITY OF PACIFICA  
CALIFORNIA**





# City of Pacifica

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

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



# CITY OF PACIFICA

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## Fiscal Year 2023-24 Adopted Budget





# CITY OF PACIFICA

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## **ACKNOWLEDGMENTS:**

### ***Budget Book Preparation***

*Yulia Carter, Assistant City Manager  
Lucy Xie, Deputy Finance Director  
Mario Xuereb, Financial Analyst II  
Matt Pressey, Financial Advisor (RGS)*

### ***Special Thanks to:***

*Pacifica Historical Society for historical background  
Steve Johnson and Chris Campo  
for pictures of Pacifica*

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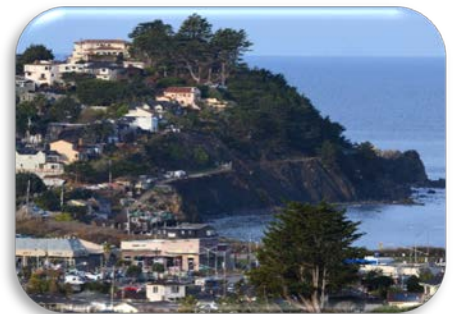




# CITY OF PACIFICA

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## Executive Summary



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Scenic Pacifica  
Incorporated Nov. 22, 1957

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## CITY OF PACIFICA

540 Crespi Drive • Pacifica, California 94044-3422  
[www.cityofpacifica.org](http://www.cityofpacifica.org)

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**MAYOR**  
Tygarjas Bigstyck

**MAYOR PRO TEM**  
Sue Vaterlaus

**COUNCIL**  
Sue Beckmeyer  
Mary Bier  
Christine Boles

June 26, 2023

Honorable City Council, City of Pacifica

**Subject: Fiscal Year 2023-24 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 2023-24, which is balanced and is being presented for the Council's consideration of formal adoption at the City Council meeting of June 26, 2023. This transmittal memo provides a summary of the Proposed Budget.

### INTRODUCTION

Preparation of this Proposed Budget comes at an important milestone for Pacifica's budgetary outlook. The City has faced structural deficit forecasts, with operating expenses exceeding operating revenues for its General Operating Fund for years. Over the past two years, during the pandemic and into pandemic recovery, the City has been buoyed by American Rescue Plan Act (ARPA) funding to achieve a balanced budget while maintaining existing levels of essential City services. Knowing that ARPA funding is temporary and ends in June 2023, the City took steps to address the on-going structural deficit by placing a local Transactions and Use (Sales) Tax measure on the ballot for voter consideration in November 2022. The voters approved this tax, Measure Y, by a vote of 59.37% in favor. With the passage of Measure Y, combined with prudent expenditure containment and revenue enhancement through economic development efforts and grant-seeking, for the first time in many years the City is not faced with a structural deficit to close in the upcoming fiscal year budget!

However, Measure Y and other revenues are only enough to maintain existing levels of services for FY 2023-24. With Pacifica's perennial low staffing levels and below-market employee compensation compared to comparable cities in our region, and limited revenue sources to fund critical infrastructure and other capital projects, a challenge for the FY 2023-24 Proposed Budget is how to prudently fund important program enhancements in some departments, fund essential capital projects, address recruitment and retention challenges of qualified employees, and prepare for long-term financial sustainability. The importance of confronting these challenges is spotlighted in the 2023-2030 City of Pacifica Strategic Plan, which was developed and adopted by the City Council this spring and is summarized below.

The remainder of this Proposed Budget transmittal memo is organized as follows:

- Strategic Planning and Budget Development Process;

- Summary of 2023-2030 City of Pacifica Strategic Plan;
- Budget Development Strategies
- Proposed Budget Overview
- Conclusion & Longer-term Challenges
- Acknowledgments

## **STRATEGIC PLANNING & BUDGET DEVELOPMENT PROCESS**

Preparation of this budget began with the mid-year FY2022-23 budget adjustments brought to City Council on March 27, 2023, reflecting a more accurate picture of revenue and expenditure status as the City continued to emerge from pandemic impacts, and forecasting for anticipated Measure Y revenue. Based on that mid-year analysis, the Long-term Financial Forecast and Budget methodology and calendar were presented to the City Council at the first Budget Session on April 10, 2023. Unlike the previous year when the City's long-term financial forecast projected a significant ongoing structural deficit, this condition has now been mitigated by improved post-COVID revenue projections and, most importantly, by Pacifica voters passing Measure Y. As a result, the long-term financial forecast projected a positive outlook with a structurally balanced budget for FY 2023-24 and beyond, but did not leave sufficient funds for needed service enhancements, adequate staffing and employee compensation levels, and ongoing investments in capital infrastructure.

At the second Budget Session, on May 8, 2023, staff presented the General Fund Base Budget, Preliminary Budget Strategies, and the Proposed Capital Improvement Plan for FY 2023-24. Also on May 8, the Council adopted the 2023-2030 Strategic Plan, which was the result of two community workshops in March and April which served as this year's annual goal-setting process. This strategic planning process was a critical step in the budget development process, helping to align the City's financial resources with the Council's priorities for coming years.

The budget development process continued throughout May and June, including:

- June 5: Planning Commission review of the Proposed FY2024-28 Capital Improvement Plan for Conformity with the General Plan
- June 12: Budget Session 3: Review of FY 2023-24 Program Options, Proposed Budget Recommendations, and Adoption of Master Fee Schedule
- June 26: Budget Adoption

## **STRATEGIC PLAN**

Each year the City Council convenes in advance of the new fiscal year to review the City's prior goals and develop a list of priorities to be implemented in the upcoming fiscal year. This annual process 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, the City Council undertook a different process - strategic planning. A best practice for high functioning organizations, strategic planning begins with identifying Mission, Vision, and Values statements for the organization, followed by identifying long-term goals that reflect those statements, and multi-year strategies and priorities to fulfill those goals.

The final Adopted 2023-2030 Strategic Plan is provided in Attachment 4 of the Proposed Budget. As a summary, and to connect the Strategic Plan to this Proposed Budget, the following table explains the components of the Strategic Plan and the final outcome. The

subsequent sections in this transmittal memo show how the Budget Development Strategies and the Proposed Budget tie to the Goals and Strategies of the Strategic Plan.

<p><b><u>Mission Statement</u></b> <i>(What the City does and strives to do on an on-going basis)</i></p>	<p>The City of Pacifica provides exceptional services, maintains the small-town feel and safety of its unique community, and stewards its environment, coastal beauty, and recreational opportunities.</p>
<p><b><u>Vision Statement</u></b> <i>(What the City is aspiring to become)</i></p>	<p>Pacifica strives to be an inclusive and sustainable community: environmentally, economically, socially, and holistically.</p>
<p><b><u>Values</u></b> <i>(How the City does its work)</i></p>	<p>Collaborative Teamwork Healthy Workplace Heartfelt Service Resource Stewardship Transparent and Responsive Visionary Planning</p>
<p style="text-align: center;"><b><u>Goals</u></b> <i>(How the City will achieve its Vision)</i></p> <p style="text-align: center;">&amp;</p> <p style="text-align: center;"><b><u>Strategies</u></b> <i>(City Council's initial priorities to ensure progress on achieving the Strategic Plan, while recognizing the ongoing services, management and non-discretionary work that consume most City resources)</i></p> <hr/> <p><b>Goal #1: Enhance organizational and fiscal stability.</b></p> <ul style="list-style-type: none"> <li>A. Improve staff retention, recruitment, mental health and wellness resources, and increase staffing for rising workloads.</li> <li>B. Consider possible tax and bond measures for 2024.</li> <li>C. Prioritize implementation of the Economic Opportunities Study.</li> </ul> <p><b>Goal #2: Improve and steward City infrastructure, streets and facilities.</b></p> <ul style="list-style-type: none"> <li>A. Complete selected stormwater and flooding improvements citywide</li> <li>B. Advance the Beach Boulevard Resiliency and Esplanade Protection Projects (including the Pier, as feasible).</li> <li>C. Pursue planning and financing for the Library projects.</li> <li>D. Develop a Facilities and Equipment Plan for Public Safety and the Community Center</li> </ul> <p><b>Goal #3: Prioritize protection and development of affordable housing.</b></p> <ul style="list-style-type: none"> <li>A. Complete the Housing Element Update.</li> <li>B. Update the Short-Term Rental Ordinance.</li> <li>C. Prioritize Housing Element program implementation.</li> </ul> <p><b>Goal #4: Pursue climate change adaptation and mitigation.</b></p> <ul style="list-style-type: none"> <li>A. Update the Climate Action and Adaptation Plan, including performance targets.</li> <li>B. Continue the urban forestry plan, tree canopy goals, inventory and projects.</li> <li>C. Update Pacifica's Local Coastal Plan and improve communications and collaboration with the California Coastal Commission.</li> </ul> <p><b>Goal #5: Broaden public communications and collaboration.</b></p> <ul style="list-style-type: none"> <li>A. Creatively and appropriately leverage community expertise and volunteers to advance City priorities.</li> <li>B. Increase communications, education, and connections for community mental health resources.</li> </ul>	

**BUDGET DEVELOPMENT STRATEGIES**

During the May 8, 2023, Budget Session, the City Council discussed and provided direction regarding six specific 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.

- Budget Strategy #1: Utilize funding strategies that minimize General Fund impact to augment professional staffing.

*Relates to Council Goal #1: Enhance organizational and fiscal stability.*

*Implementation in Proposed Budget:* Several staff-augmentation actions are included in the proposed budget to help deliver projects and services effectively with minimal on-going impact to the General Fund. These include:

- funding for a summer intern program;
- funding for a temporary fellowship position to assist with the Climate Action and Adaptation Plan Update;
- funding for a 3-year limited term Maintenance Worker I position in Public Works;
- funding a full-time Capital Project Manager out of capital project budgets;
- implementing a short-term rental program fee to cover the costs of administering this program, including augmenting code enforcement resources related to this program

- Budget Strategy #2: Continue to build the City's Reserve Funds due to future financial uncertainties concerning the Vehicle License Fee In-lieu payments from the state.

*Relates to Council Goal #1: Enhance organizational and fiscal stability.*

*Implementation in Proposed Budget:* The proposed budget includes prudently maintaining Assigned Reserves at policy levels to protect the City against unexpected interruptions in revenues, the vulnerability of State actions, adverse economic conditions, unpredictable one-time costs, and exposure to natural disasters and emergencies. The reserves and levels are:

• General Reserve – 10% of Expenditures:	\$4,794,026
• Facilities Maintenance & Replacement:	\$205,000
• Compensated Absences:	\$200,000
• Child Care Reserve:	\$488,591
• Legal Reserve:	\$100,000

- Budget Strategy #3: Additional funding for the Civic Center Project.

*Relates to Council Goal #2: Improve and steward City infrastructure and facilities.*

*Implementation in Proposed Budget:* The proposed budget includes allocating an additional \$600,000 from the Disaster Accounting Fund toward the Civic Center Project to cover costs from change orders and additional architectural services due to severe existing condition building damage discovered after removing the exterior of the buildings.

- Budget Strategy #4: Capital Improvement Program Funding for Priority Storm Drainage and Streets Projects.

*Relates to Council Goal #2: Improve and steward City infrastructure and facilities.*

*Implementation in Proposed Budget:* The proposed budget includes allocating the anticipated \$650,000 in Measure Y revenue collected during this fiscal year from April 1, 2023, through June 30, 2023, towards additional priority streets paving projects and \$350,000 from the Disaster Accounting Fund toward the Anza/Arguello Interim Storm Drain Upgrade project.

- Budget Strategy #5: Reprioritize a portion of Excess Educational Revenue Augmentation Funding (Excess ERAF) toward funding for affordable housing.

*Relates to Council Goal #3: Prioritize protection and development of affordable housing.*

*Implementation in Proposed Budget:* The proposed budget includes allocating 50% of Excess ERAF (approximately \$1.67 million), after allocating the NGOs' share, toward the Housing In-lieu fund for future potential affordable housing projects.

- Budget Strategy #6: Allocate a specific amount of training, conference, and travel funding for each Councilmember to be transparent to the public and equitable amongst Councilmembers about funding for professional development activities.

*Relates to Council Goals #1 and #5: Enhance organizational and fiscal stability and Broaden public communications and collaboration*

*Implementation in Proposed Budget:* The proposed budget includes increasing City Council's conference, training, and travel budget allocation by \$22,900, to a total of \$38,000, to be transparent to the public and equitable amongst Councilmembers about funding for professional development activities.

In addition to actions related to the above budget strategies, the proposed budget includes

numerous items recommended by the City Manager that are directly informed by and help fulfill the Council's Strategic Plan Goals and Strategies, but were not yet developed by the time of the May 8<sup>th</sup> budget strategies recommendations. However, these additions were presented at the June 12, 2023, Budget Session. They include the following notable additions:

- Budget Addition A: Mental Health Clinician in Police Department.

*Relates to Council Goals #5, Strategy B: Increase communications, education, and connections for community mental health resources.*

*Implementation in Proposed Budget:* The proposed budget includes funding for the first year of a two-year pilot project to add a mental health clinician in the Police Department to help the Community Wellness and Crisis Response Team (\$140,000).

- Budget Addition B: Police and Fire equipment replacement funding.

*Relates to Council Goals #1: Enhance organizational and fiscal stability.*

*Implementation in Proposed Budget:* The proposed budget includes funding for necessary replacement of body-worn and in-car cameras and tasers for PD (\$100,000), protective gear and radio equipment in Fire (\$399,378), and an initial deposit (\$70,000) for the lease purchase of a replacement fire apparatus.

- Budget Addition C: Vehicle replacement funding.

*Relates to Council Goals #1: Enhance organizational and fiscal stability.*

*Implementation in Proposed Budget:* The proposed budget includes \$500,000 in Vehicle Replacement Fund 72 towards the purchase of new vehicles citywide in accordance with the City's vehicle replacement schedule.

- Budget Addition D: Economic development activities.

*Relates to Council Goals #1: Enhance organizational and fiscal stability.*

*Implementation in Proposed Budget:* The proposed budget includes funding for implementation of priority actions from the Economic Opportunities Study (\$60,000) and the Shop Pacifica/Workation program (\$25,000).

- Budget Addition E: Parks, Beaches, and Recreation program and special event enhancements.

*Relates to Council Goals #5, Strategy B: Increase communications, education, and connections for community*

mental health resources.

*Implementation in Proposed Budget:* The proposed budget includes funding for enhancing PB&R special events and programming to enhance community experiences.

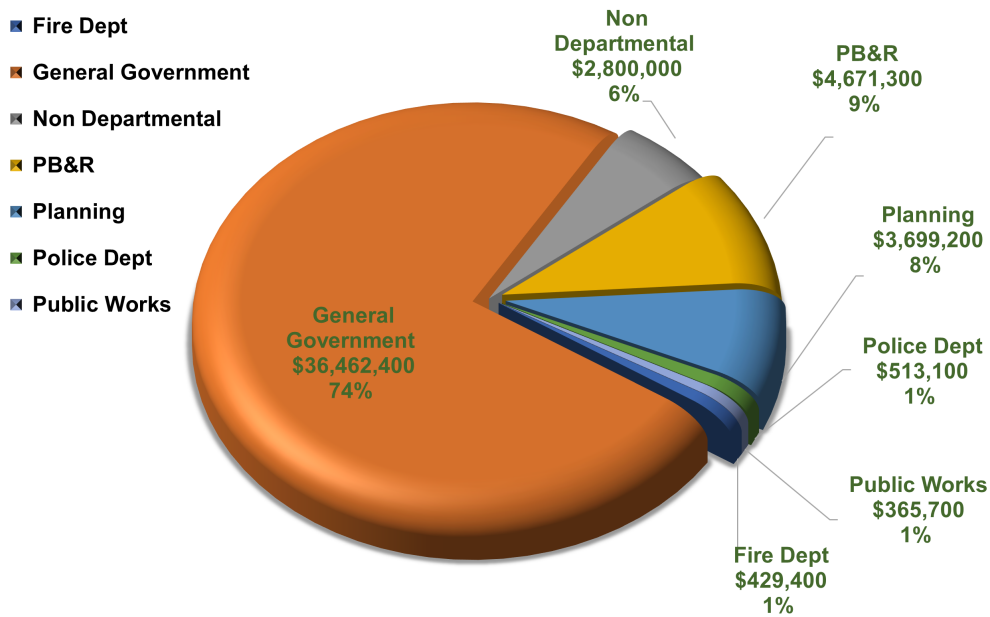
**BUDGET OVERVIEW**

While it is always difficult to predict revenues and expenditures for the future, this proposed budget has been prepared with staff’s best estimates at this time about anticipated revenues and expenditures for the upcoming year. This Proposed Budget also continues the City’s tradition of *financial transparency*, pursuing *cost recovery*, and budgeting *prudence*. This Proposed Budget provides clarity and understanding of the City’s financial plan for FY2023-24 in an easy-to-read format.

A detailed “Basis of Budget Preparation and Budget Overview” is provided in the Proposed Budget Book on pp 51-67. That Overview provides details about budget revenue and expenditure assumptions, projected fund balance structure and budgetary reserves for all funds, and the specifics of additional programs included in the General Fund budget. In addition, the FY2024-2028 Capital Improvement Program is provided as Attachment 5.

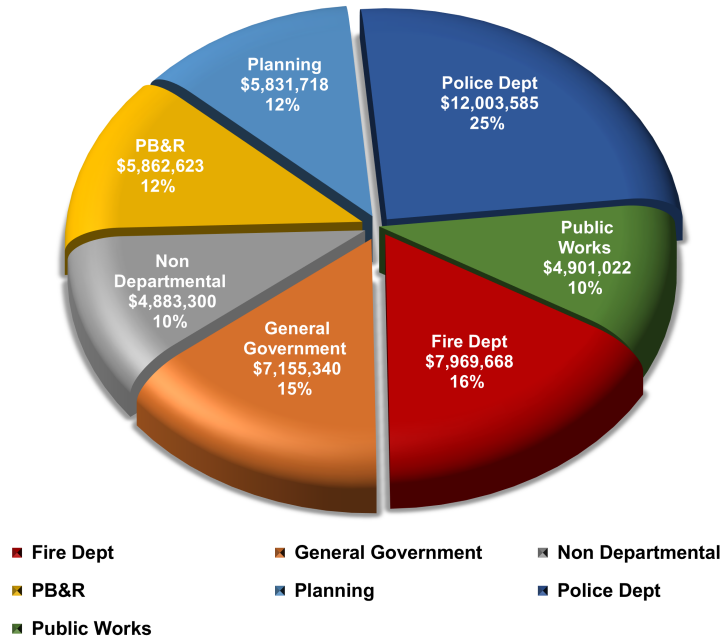
For purposes of this Transmittal Memo, the following charts are provided to show at a highly aggregated level the amounts and sources of General Fund Revenues, and the apportionment of Expenditures.

**City of Pacifica  
FY 2023-24 Budget  
General Fund Revenue by Department**



Total GF Revenue: \$48,941,100

## City of Pacifica FY 2023-24 Budget General Fund Expenditures by Department



Total GF Expenditure: \$48,607,256

### CONCLUSION & LONGER-TERM CHALLENGES

I am pleased to present a Proposed Budget for FY2023-24 that is structurally balanced, transparent, accountable, prudent, and maintains critical programs and services for the Pacifica community. The progress the City has made, and will continue to make, on the City Council’s Strategic Plan is noteworthy, especially when viewed within the financial and staffing constraints under which the City has been operating. The approval of the Measure Y ½ cent Transactions and Use (Sales) Tax in November 2022 by Pacifica voters is forecast to close the City’s structural budget deficit beginning in FY2023-24, allowing the City to maintain existing levels of service. And a combination of positive tax revenue performance, prudent expenditure containment, and revenue enhancement through economic development efforts and grant-seeking has allowed for modest temporary service enhancements in the FY2023-24 Proposed Budget, as described earlier in this Transmittal Memo and in the Budget Overview in the Proposed Budget Book on pp 51-67.

Looking ahead, the City is confronted with challenges in building a financially sustainable future for the City that includes addressing Pacifica’s low staffing and compensation levels compared to other comparable cities in the region, and appropriately funding its Capital Improvement Program to address the many infrastructure, streets, and facilities needs of the City. City staff is committed to continuing its work 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 future 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 FY2023-24 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/ Administrative Services Director **Yulia Carter**, Deputy Finance Director **Lucy Xie**, Financial Analyst II **Mario Xuereb**, and Financial Consultant **Matt Pressey**. I also want to thank and acknowledge the efforts of the Departments in developing their departmental budget submittals – Police Chief **Maria Sarasua**, Police Captains **Bill Glasgo** and **Chris Clements**; Planning Director **Christian Murdock**, Senior Planner **Stefanie Cervantes** and Management Analyst **Elizabeth Brooks**; Parks, Beaches and Recreation Director **Bob Palacio**, Child Care Supervisors **Tracy Gilbert** and **Mindy Tiet**, Senior Services Supervisor **Amber Shong**, and Recreation/Aquatics Supervisor **Anthony Schriver**; Public Works Director **Lisa Petersen**, Deputy Directors **Roland Yip** and **Maria Aguilar**, and the CIP team -- Senior Civil Engineer **Raymond Donguines**, Field Services Superintendents **Gino Assereto** and **Louis Langi**, Plant Manager **Louis Sun**, Collections Manager **Eddie Pastrano**, Assistant Superintendent **Rey Mendez**, Wastewater Engineering Manager **Nelson Schlater** and Senior Civil Engineer (Wastewater) **Dan Patten**; Fire Chief **Ron Myers**, Deputy Fire Chiefs **Todd Johnson**, **Sean Kavanaugh**, and **Bill Amable**, 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 Tygarjas Bigstyk**, **Mayor Pro Tem Sue Vaterlaus**, and **Councilmembers Sue Beckmeyer**, **Mary Bier**, and **Christine Boles**.

Sincerely,



Kevin S. Woodhouse  
City Manager

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GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Pacifica  
California**

For the Fiscal Year Beginning

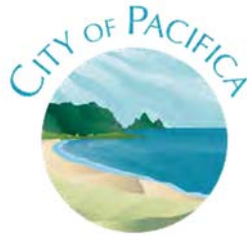
**July 01, 2022**

*Christopher P. Morrill*

Executive Director

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# CITY OF PACIFICA

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## City Council

### Mayor



Tygar Bigstyck

### Mayor Pro Tempore



Sue Vaterlaus

### Council Members



Sue Beckmeyer



Mary Bier



Christine Boles

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# CITY OF PACIFICA

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## Executive Team



Kevin Woodhouse  
City Manager



Michelle M. Kenyon  
City Attorney



Yulia Carter  
Assistant City Manager



Maria Sarasua  
Police Chief



Ron Myers  
North County Fire Chief



Lisa Peterson  
Public Works Director



Christian Murdock  
Planning Director



Bob Palacio  
Parks, Beaches, and  
Recreation Director



Sarah Coffey  
City Clerk

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# City of Pacifica Strategic Plan

*2023 to 2030*

*Includes Mission, Vision, Values,  
Goals, and Strategies*



MAY 2023

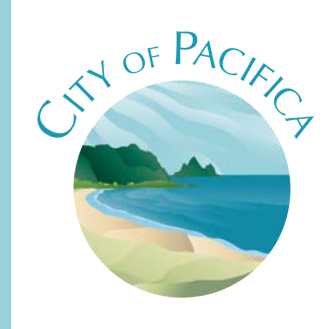
# City Council



Tygarjas Bigstycck, Mayor



Sue Vaterlaus, Mayor pro Tem



Sue Beckmeyer, Councilmember



Mary Bier, Councilmember



Christine Boles, Councilmember

## Message from the City Manager

To the Pacifica City Council and Community,

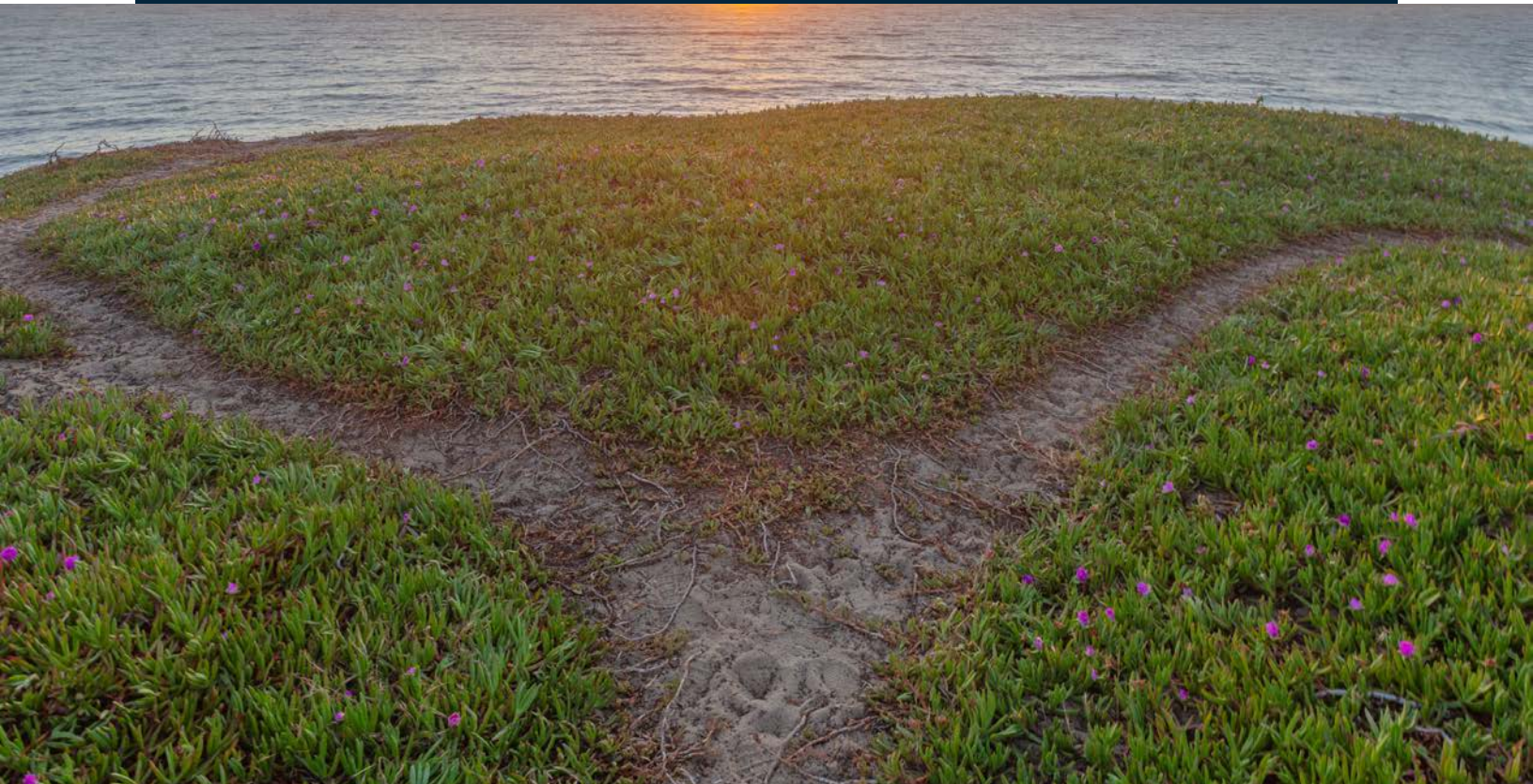
I am pleased to present Pacifica's 2023-2030 Strategic Plan. The City Council's commitment to undertaking a strategic planning process this year, the community's input into the process, and the enclosed outcome of that process, is a testament to the City Council's hard work and dedication to developing and implementing a vision for Pacifica to enhance the future of this incredible and unique coastal community. This strategic plan charts a bright future for Pacifica and, importantly, provides clear City Council direction to guide priorities for the organization for years to come. City staff and I look forward to the challenging work ahead to carry out the many important services, programs, and projects to fulfill this strategic plan.

Respectfully,  
Kevin S. Woodhouse  
City Manager



# Strategic Planning

*A strategic plan is a living document, featuring a comprehensive framework that can be adjusted periodically based on the needs of the community.*



*Each year the City Council convenes in advance of the new fiscal year to review and amend as necessary City Council goals, and to develop a list of priorities to be implemented in the upcoming fiscal year to fulfill the goals. In Spring 2023, over the course of three public meetings, the Pacifica City Council undertook a comprehensive strategic planning process instead of its annual goal-setting process. Beginning with identifying Mission, Vision, and Values statements for the organization, followed by identifying goals that represent those statements and strategies to fulfill those goals, the Pacifica City Council developed this 2023 to 2030 Strategic Plan.*

# MISSION - *What Do We Do?*

The City of Pacifica provides exceptional services, maintains the small-town feel and safety of its unique community, and stewards its environment, coastal beauty, and recreational opportunities.



# VISION - *What Are We Becoming?*

Pacifica strives to be an inclusive and sustainable community: environmentally, economically, socially, and holistically.

# VALUES

*How Do We Approach Our Work?*

- Collaborative Teamwork
- Healthy Workplace
- Heartfelt Service
- Resource Stewardship
- Transparent and Responsive
- Visionary Planning



*Pacifica Strategic Plan 2023 to 2030*

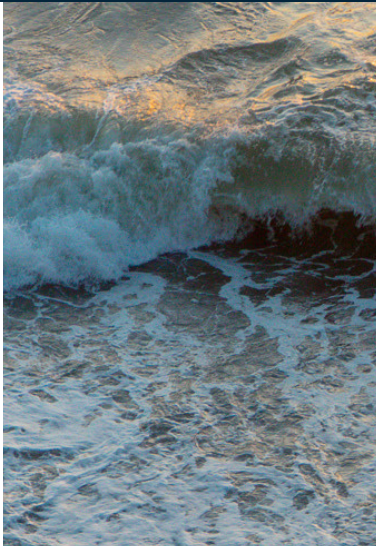
# Goals - How Will We Achieve Our Vision?

- 01** *Enhance organizational and fiscal stability.*
- 02** *Improve and steward City infrastructure, streets and facilities.*
- 03** *Prioritize protection and development of affordable housing.*
- 04** *Pursue climate change adaptation and mitigation.*
- 05** *Broaden public communications and collaboration.*

# Pacifica Goals and Strategies

## 2023 to 2030

*The Strategies listed under each Goal below are the City Council's initial priorities to ensure progress on achieving the Strategic Plan while recognizing the ongoing services, management and non-discretionary work that consume most City resources.*

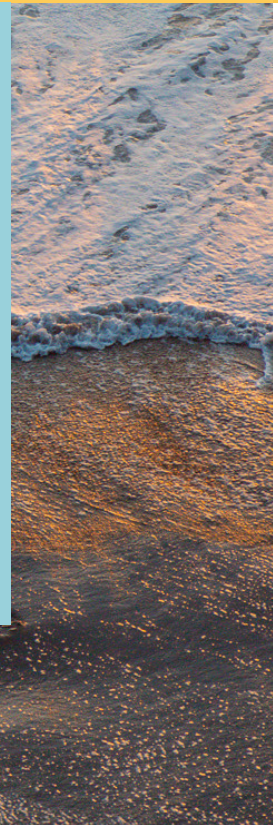


### 01 Enhance organizational and fiscal stability.

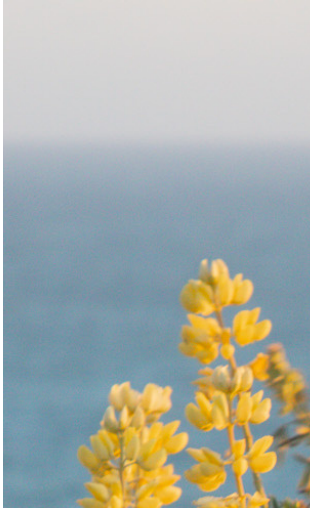
- A. Improve staff retention, recruitment, mental health and wellness resources, and increase staffing for rising workloads.*
- B. Consider possible tax and bond measures for 2024.*
- C. Prioritize implementation of the Economic Opportunities Study.*

### 02 Improve and steward City infrastructure, streets and facilities.

- A. Complete selected stormwater and flooding improvements citywide.*
- B. Advance the Beach Boulevard Resiliency and Esplanade Protection Projects (including the Pier, as feasible).*
- C. Pursue planning and financing for the Library projects.*
- D. Develop a Facilities and Equipment Plan for Public Safety and the Community Center.*



The Strategies listed under each Goal below are the City Council's initial priorities to ensure progress on achieving the Strategic Plan while recognizing the ongoing services, management and non-discretionary work that consume most City resources.

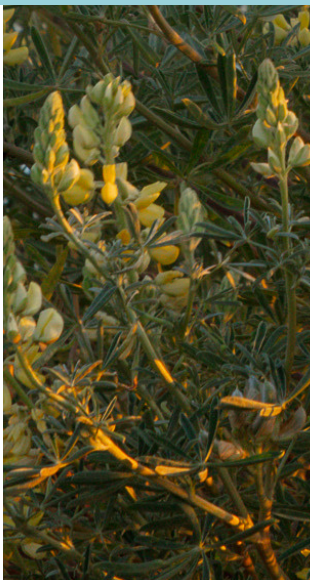
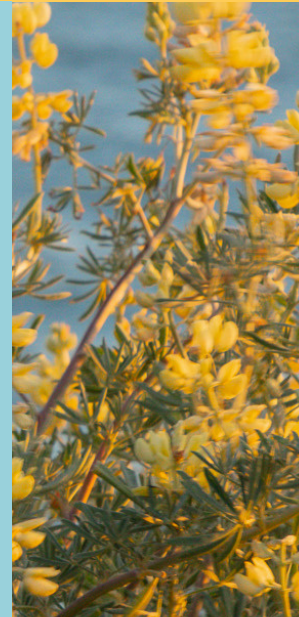


## 03 Prioritize protection and development of affordable housing.

- A. Complete the Housing Element Update.
- B. Update the Short-Term Rental Ordinance.
- C. Prioritize Housing Element program implementation.

## 04 Pursue climate change adaptation and mitigation.

- A. Update the Climate Action and Adaptation Plan, including performance targets.
- B. Continue the urban forestry plan, tree canopy goals, inventory and projects.
- C. Update Pacifica's Local Coastal Plan and improve communications and collaboration with the California Coastal Commission.



## 05 Broaden public communications and collaboration.




- A. Creatively and appropriately leverage community expertise and volunteers to advance City priorities.
- B. Increase communications, education, and connections for community mental health resources.

# Conclusion

## *Pacifica Strategic Plan 2023 to 2030*

The Pacifica Strategic Plan 2023 to 2030 establishes strategies for the next seven years to meet the City's five overarching goals. The Plan articulates the organizational mission and vision of the City and establishes a set of values and goals as a guide for decision making. Accountability for the Strategic Plan will be provided through periodic updates to the City Council. Progress on the Plan will be reviewed annually, with updates as strategies are completed and as new issues emerge.



<b>City Manager's Office</b>	 540 Crespi Drive, Pacifica, CA 94044
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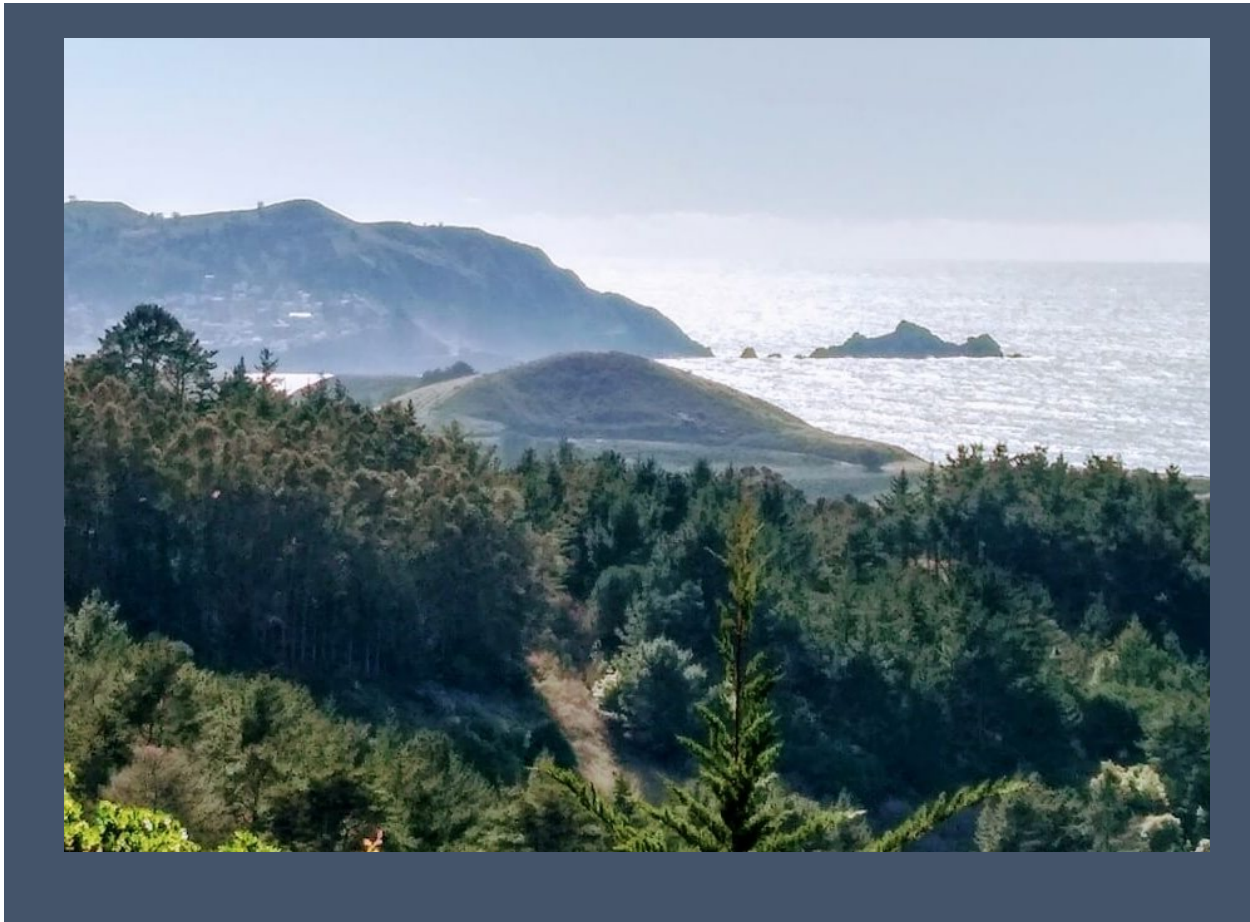


# CITY OF PACIFICA ACCOMPLISHMENTS



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## SIGNIFICANT CITYWIDE ACCOMPLISHMENTS FISCAL YEAR 2022-23



*The following is a list of notable accomplishments across all City Departments for July 1, 2022 through June 30, 2023 (Fiscal Year 2022-23). These accomplishments reflect progress towards the City Council FY 2022-23 Goals: 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. These accomplishments also reflect progress on 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 first call attention to numerous Varied Highlights that reflect the diversity of projects, programs, and services delivered by the City, and secondly, 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

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

- Prepared a ½ cent transactions and use tax ballot measure (Measure Y) for the November 2022 ballot and followed up the successful passage of Measure Y with the formation of a Measure Y Oversight Committee.
- Completed a comprehensive City Council strategic planning process, resulting in the Council's adoption of the FY 2023-27 Strategic Plan.
- Accepted into the San Mateo County Community Wellness and Crisis Response Team Pilot Program to enhance police response to incidents involving individuals experiencing mental health crisis. This police-mental health clinician co-response team will be a two-year pilot program with partial funding from San Mateo County.
- Prepared and adopted a structurally balanced budget for Fiscal Year 2023-24.
- Continued progress on construction of the Civic Center Campus renovation project.
- Achieved significant milestones in the *Plan Pacifica* efforts:
  - Adopted a comprehensive General Plan Update on 7/11/2022
  - Adopted a new Sharp Park Specific Plan on 8/31/2022
  - Achieved filed status with California Coastal Commission staff on 8/12/2022 for the Local Coastal Land Use Plan (LCLUP), a required prerequisite for certification of the plan
  - Commenced the update process for the Housing Element of the General Plan to accommodate the 6<sup>th</sup> Cycle Regional Housing Needs (RHNA) allocation, including multiple community engagement opportunities and transmittal of a draft to the California Department of Housing and Community Development (HCD)

- Successfully completed interim and final financial audits and received a clean audit opinion and management letter from the independent auditors.
- Negotiated and processed through approval the 70-unit Pacifica School District workforce housing project at the former Oddstad Elementary School.
- Prepared the Annual Comprehensive Financial Report (ACFR) and received the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association (GFOA).
- Continued processing of the revised Quarry Reclamation Plan, including preparation of an Environmental Impact Report.
- Began implementation of a new Tree Protection Ordinance adopted by City Council.
- Held staff-to-staff collaboration meetings with Golden Gate National Recreation Area representatives regarding parking and safety issues around Mori Point.
- Renegotiated City banking agreements to receive a high interest rate of 3.5% (up from .05% before) and diversified the City's investment portfolio by opening safe and secure Certificate of Deposit Account Registry Service accounts at a competitive 4.25% rate of return in 12 months, projecting to generate an additional \$150,000 by June 2024.
- Expanded the "Shop Pacifica" e-gift program to 50 participating businesses, with over 1,000 e-gift cards sold, resulting in boosting the local economy by over \$60,000 in new customer spending in Pacifica.
- Retrofitted several existing outdoor basketball and tennis courts with Pickleball striping.
- Developed and implemented a new "Workation" pilot program to encourage visitors to consider visiting Pacifica as a destination for remote work from one of the City's beachfront hotels, generating approximately \$10K in additional mid-week revenues for participating hotels during the pilot program.
- Completed four of five components to the Vision 2025 & Beyond program as a long-term strategic planning project addressing fiscal sustainability, economic opportunities, and community engagement.
- Successfully completed an extensive RFP process, diligently evaluated proposals, and selected a cutting-edge Enterprise Resource Planning (ERP) solution tailored to our unique needs. Negotiated terms of an agreement with Tyler Technologies for their cloud-based solution, Munis, and the implementation kicked off this September.
- Completed the City Council Chambers audio/video equipment and network upgrade project and implemented hybrid in-person/Zoom capabilities for City Council meetings.
- Achieved getting a first due fire company on scene in 5 minutes and 28 seconds to all fire and medical emergencies from time of dispatch to arrival, exceeding the established goal.
- Successfully completed labor negotiations with all eight bargaining units and prepared new successor agreements and compensation schedules.
- Updated the 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.
- Successfully worked with the California Coastal Commission to revise the Surf Camp/School Permitting Policy, which was ultimately passed by the CCC.
- Submitted a Coastal Development Permit (CDP) application to install 20 Life Buoys along the coastline in the Esplanade, Sharp Park, Rockaway, and Linda Mar Beach areas, and completed installation along the Beach Boulevard Promenade of 6 of the 20 Life Buoy stations.
- Continued efforts toward a bike park with the community bike park committee, and submitted a preliminary grant application to the State of California Recreational Trails Program for funding.

- Prepared and held a Tax Equity & Fiscal Responsibility Act (TEFRA) hearing to enable establishment of 13 very-low-income housing units restricted to rents affordable to families earning up to 50% of the San Mateo County Area Median Income (AMI).
- Achieved adoption of the triennial California Building Code Update and Reach Code adoption for building electrification.
- Participated in the San Mateo County Regional Summer Internship Program and employed a class of nine (9) interns citywide.
- Amended the Short-term Rental (STR) ordinance to impose a citywide cap of 150 STR permits and continued auditing, enforcement, and data-gathering work on the STR program for future updates.
- Secured a \$21M California IBank Loan to finance the Calera Creek Water Recycling Plant's UV Replacement and Lower Linda Mar Sewer Repair and Rehabilitation wastewater CIP Projects.
- Formed the Pacifica Climate Action and Adaptation Plan Task Force to work on updating the City's Climate Action and Adaptation Plan and hired a full-time fellow through Civic Spark to help with this initiative.
- Conducted the Economic Opportunities Study as part of the Vision 2025 & Beyond project to assess the City's commercial economy and analyze the current and future economic opportunities in each of the City's business zones, with specific site development feasibility and fiscal and economic analysis.
- Conducted 88 personnel recruitments and filled 37 permanent position vacancies and 62 part-time and seasonal vacancies.

## PUBLIC WORKS

*(Engineering, Field Services, Wastewater)*

- Completed the Milagra Creek Stormwater Outfall Repair Project.
- Completed the Public Works New Office Project.
- Completed the Storm Drain Master Plan.
- Completed the Local Roadway Safety Plan.
- Completed construction of the FY 20-21 & FY 21-22 Pavement Resurfacing and ADA Ramp projects and began the FY 2022-23 Pavement Resurfacing Project.
- Completed the Project Initiation Phase (PID) for Manor Drive Overcrossing Project.
- Inspected and trimmed or removed hazardous trees in the City's right-of-way and open spaces.
- Maintained the City's 100% satisfactory rating with CHP for inspection and maintenance of the 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 NCFE Fire Engines and generators
- 37 City buildings totaling over 155,000 square feet of area
- Completed critical wastewater maintenance and operations activities, including:
  - Inspected 39,000 linear feet (7 miles) of sanitary sewer with CCTV
  - Cleaned 86 miles of sanitary sewer mainline
  - Performed 31 sanitary sewer spot repairs
  - Performed 32 courtesy visits to private lateral sewer backups
  - Performed 138 construction lateral inspections
- Completed significant Calera Creek Water Recycling Plant (Plant) improvements, maintenance activities, and regulatory compliance, including:
  - Completed the north side of the biofilter media replacement
  - Continued replacement and repair of process equipment such as pumps, blowers, and centrifuges
  - Renewed the Calera Creek Water Recycling Plant NPDES Permit to expire on November 30, 2027
  - Treated 797 million gallons of wastewater at the Calera Creek Water Recycling Plant in 2022
  - Delivered 16 million gallons of recycled water to North Coast County Water for their distribution in 2022
  - Produced 1,246 wet tons (324 dry metric tons) of biosolids that were applied to fields by a third-party vendor in 2022
- Provided 61 Sewer Lateral Grants as part of the ongoing Lateral Grants Assistance Program.
- Completed or commenced Capital Improvement Projects for the Wastewater Division, including:
  - Completed the Wastewater Collection System Smoke Testing FY 2022-23 Project
  - Completed the Bar Screen Rebuild Project at the Linda Mar Pump Station, Sharp Park Pump Station, and Rockaway Pump Station
  - Completed the Sacramento Easement Collection System Project
  - Completed the Equalization Basin Water Cannon and Check Valves Project
  - Completed Wet Weather Capacity Evaluation for the Rockaway Pump Station
  - Completed CCWRP Photovoltaic System Improvement Project – Phase I
  - Completed the purchase and installation of two JWC Muffin Monster Grinders and Control Panel for the Calera Creek Water Recycling Plant Grit Removal System
  - Completed Draft Final Electrical System Condition Assessment and Arc Flash Study reports for the Calera Creek Water Recycling Plant
  - Continued progress on the Linda Mar Pump Station Rehabilitation and Replacement Projects: Installed temporary Motor Control Center (MCC) and Purchased the new permanent Motor Control Center and two new electric-driven wastewater pumps and shaft
  - Continued progress on the Anza Pump Station Rebuild Project: Installed 210 LF of new 2-in gas service line from US 1 to the Anza Pump Station; Installed new steel roof, three new engines; Purchased one new stormwater pump

## PLANNING

*(Planning, Building, Code Enforcement)*

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- Drafted Assembly Bill (AB) 612 and obtained introduction by Assemblymember Berman to authorize low-cost purchase of excess Caltrans right-of-way for Coastal Trail enhancements.
- Processed permits for ongoing restoration of the Ocean Shore Railroad Car No. 1409 to support preservation of a local historic resource.
- Prepared a Notice of Availability to comply with the Surplus Land Act (SLA) for City-owned property at 540 Crespi Drive.
- Achieved adoption of an Outdoor Commercial Permit ordinance to streamline permitting and enhance economic development for outdoor dining and other commercial activities.
- Issued 1,561 building permits consisting of \$48.5 million in valuation.
- Performed 3,957 building inspections related to ongoing permitted construction projects.
- Conducted Planning Commission public hearings or study sessions on 20 development permit applications and/or ordinance amendments.
- Continued processing more than 40 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.
- 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.
- Timely filed the Annual Progress Reports on implementation of the Housing Element and other elements of the General Plan to the California Department of Housing and Community Development and the Governor's Office of Planning and Research.
- Continued code enforcement efforts to implement the City's Property Maintenance Ordinance and other regulations, including obtaining an inspection warrant for one major property maintenance violation, and investigating more than 500 code enforcement complaints.
- Prepared relevant sections of the Municipal Regional Permit Stormwater Annual Report.
- Administered the nomination and selection of the annual Preservation Award recipient via the Open Space and Parkland Advisory Committee (OSPAC).
- Organized one applicant project presentation to OSPAC.
- Restored full department operations by hiring new staff to fill vacancies in all four planning classifications (Two Senior Planners, Associate Planner, and Assistant Planner).

## PARKS, BEACHES, & RECREATION (PB&R)

*(Childcare, Aquatics, Recreation, Senior Services)*

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- In partnership with the Public Works Department, continued to move the Priority Parks Projects along, achieving 65% completion on construction documents.
- Completed numerous improvements to recreation facilities and parks, including playground replacement at the Pacifica Co-Op Nursery location, installation of bollards at Sanchez Field to prevent vehicles from driving on the fields, resurfaced the Bocce Ball court at the Community

Center, installed a new walk-in freezer/refrigerator at the Community Center, and completed a new storage building at Fairmont West.

- Continued to offer a wide range of free to low-cost Senior Services recreation programs including dance, arts, crafts, games, and exercise, with more than 3,900 class participants in classes facilitated by volunteers alone.
- Held a sold-out J-Teen Dance, first time return of this event since the pandemic.
- Reconvened the Youth Advisory Board.
- Reopened Vallemar State preschool to provide additional preschool services at the south end of town.
- Expanded childcare enrollment by almost 15%, to more than 350 children served.
- Offered 48 hours of adult lap swimming per week and 6 hours of family recreation swim (one of only two Peninsula public pools to do so).
- Offered adult water Polo on 40 Sundays throughout the year with over 600 drop-in participants.
- Hosted five sanctioned United States Swimming Association swim meets, one Regional All-Star swim meet, and one Artistic Swimming meet.
- Held the summer swimming lesson program, first return since the pandemic.
- Co-hosted the first annual Beach Safety Day at Linda Mar Beach.
- Taught four American Red Cross Lifeguarding Courses with 26 participants.
- Successfully held the Spring Egg Hunt with an estimated 800 attendees.
- Successfully held the Elf Market, visit with Santa, and cookie decorating in December.
- Trained 30 City of Pacifica employees from numerous departments in American Red Cross Adult CPR/AED/First Aid lifesaving skills.
- Hosted two Surf Survival Apnea courses at the Jean E. Brink Pool.
- Held Adventure Camp at Oceana High School with an average of 60 children per week for 6 weeks.
- Held the 2022 Fun Fest and Fog Jog at Fog Fest, first return since the pandemic.
- Hosted the 56<sup>th</sup> annual Junior Olympics at Terra Nova High School, first return since the pandemic.
- Held multiple sold-out Parents Night Out events.
- Grew Seniors in Action (SIA) to 700+ members.
- Grew the Connect-a-Ride (CaR) program to 425+ participants, helping provide customized transportation services to seniors.
- Held in-person volunteer appreciation event for over 100 volunteers.
- Added an additional Meals on Wheels route to accommodate increase in participants, now with over 110 participants, and served over 40,000 meals this year.
- Assisted 258 Seniors with tax-filing preparation.
- Began the Senior Outing Program with Seniors visiting the Disney Museum, San Francisco City Hall, a Giants game, and more.

## POLICE

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- Completed certifications in Crisis Intervention Training (CIT) for 90% of all police officers.
- Promoted community disaster preparedness events including the Pacifica Wildfire Awareness Event with North County Fire Authority, and the San Mateo County Disaster Preparedness Day.
- Partnered with school district staff in a North San Mateo County program designed to improve communication between law enforcement, schools, and student wellness staff.

- Expanded social media outreach: Nextdoor membership continues to expand (over 20,000 members and more than 11,000 households), Facebook grew to over 4300 followers, and Twitter grew to over 2,700 followers.
- Received certificate of achievement from Department of Justice for high level of accuracy (below 3% error rating) for first year of California Incident-Based Reporting System (CIBRS) reporting.
- Received a successful audit from Peace Officers Standards and Training (POST) regarding departmental hiring process/documents and compliance with mandated training requirements.
- Completed first full year of Racial Identity Profiling Act Stop Data reporting to Department of Justice and achieved certification by the FBI for successfully reporting crime statistics with less than 5% error rate.
- Partnered with Telecommunications Engineering Associates (TEA) to upgrade radio repeaters and enhance regional interoperability and communications throughout San Mateo County.
- Completed successful recruitment processes and onboarded several new employees to fill vacancies, including Administrative Assistant, Records Clerk, Community Service Officer, and Police Officer.
- Implemented Crime Tracer technology to enhance investigations and Citizen Rims crime mapping to promote transparency and support data-driven policing.
- Completed successful inspections of all cannabis retail businesses.
- Continued Homeless Outreach Team collaboration with local non-profits and county services to provide resources to support unhoused members of the community living in Pacifica.
- Participated in monthly Field Crisis Collaborative Committee meetings to improve county-wide response to serving mental health consumers in the justice system and reducing recidivism.
- Responded to a mutual aid request in Monterey County to assist with evacuations during flooding following the winter storms. Officers monitored road closures and patrolled evacuated areas to provide security for vacated homes and businesses.
- Participated in the Countywide Gang Task Force (GTF) during defined deployment periods to address gang and violent criminal activity throughout the county. This past year the task force gathered vital intelligence on criminal activity, made numerous arrests, seized firearms, drugs (including Fentanyl) and other contraband, and recovered stolen property.
- Participated in the countywide Saturation Traffic Enforcement Program (STEP), which brings a group of officers into a jurisdiction to target specific traffic violations that contribute to collisions, thus enhancing the safety of our roads.
- Fostered strong partnership with the Pacifica Resource Center to support the clients of the Pacifica Temporary Safe Parking Program and promoting their safety and well-being.

## NORTH COUNTY FIRE AUTHORITY (NCFA)

*(Operations & Training, Public Education & Outreach, Fire Prevention)*

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- Achieved an overall “Customer Satisfaction” rating of 98% in the delivery of emergency and non-emergency services.
- Continued to adhere to the NCFA Pandemic Response Plan focusing on preparedness, response, personnel protective equipment and operational readiness.
- Continued to implement the NCFA Continuity of Operations plan to prepare, react and overcome challenges associated with COVID 19.
- Completed a new hire firefighter recruit academy through the NCFA Training Division.



- Deployed fire companies and chief officers to major wildfire incidents throughout California through the Statewide Fire and Rescue Mutual Aid system.
- Developed a NCFCA 5 Year Business and Operational “Strategic Plan” establishing goals and benchmarks for accomplishments.
- 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 senior citizens.
- Completed all required annual training, continuing education and certifications for 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.
- Provided mental health awareness training, peer support, and medical evaluation and screening for all personnel to ensure the health of employees.
- Convened the NCFCA Structure Fire Risk Management Ad Hoc committee to review and analyze standard operating procedures, safety protocols, best practices and equipment needs or upgrades.
- Distributed the Ready-Set-Go Wildfire preparedness brochure and information through NCFCA and Cities social media and websites.
- 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 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 NCFCA community.
- Provided fire prevention education materials for all schools, including the importance of smoke detectors in the home, during October Fire Prevention Week.
- 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.
- Participated in the San Mateo County Emergency Preparedness event.
- Administered a community chipping program through grant funding to make roadways safer from wildfire intrusion during evacuations.
- 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 Safety Inspectors completed necessary fire code reviews of occupancies allowing for the opening of new businesses to the public.
- Completed fire investigation cause and origin determinations and analysis for fire incidents.
- Provided virtual fire extinguisher training to businesses and the general public.

## GENERAL GOVERNMENT

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

- Processed 7 ordinances, 105 resolutions, 22 City Council Regular Meetings and Agenda Packets, 14 City Council Special Meetings and Study Sessions and Agenda Packets, 36 Proclamations, and 212 public records requests.
- Onboarded a new councilmember, new position(s) in the City Manager's Office, and two new department directors;
- Continued the second-year engagement with a Stanford University's team of Urban Studies students to work on development of a five-year EV Infrastructure Strategic Plan as a sustainability and economic development initiative.
- Managed vacancies and appointments to all City Committees and Commissions.
- Continued the Records Management and Scanning project.
- Conducted the City's November 8, 2022, General Municipal Election for three district-based Councilmember seats as well as two municipal ballot measures.
- Transitioned from remote public meeting format to in-person hybrid video / teleconference meeting format for City Council and Planning Commission meetings upon termination of the declaration of the COVID-19 emergency.
- Processed 375 finance journal entries, 4,660 vendor checks, 6,240 payroll checks, and over 8,600 invoices.
- Successfully processed the annual renewal of 1,480 City business licenses.
- Completed and filed State Controller and other required financial reports and completed the Single Audit reports, including American Rescue Plan Act, in a timely manner.
- Completed the financial analysis and calculations of the City's unfunded pension and Other Post-Employment Benefits (OPEB) liability and developed funding policy guidelines to fully fund the Actuarially Determined Contribution (ADC) for OPEBs and the minimum required contribution needed to reach 85% funded status for pension liability.
- Initiated Business License Tax audit and completed the audit for property management business category.
- Completed numerous finance and accounting process improvements and compliance actions, including digitizing all Journal Entries documents for quick and convenient access, timely completion of the bond continuing disclosure requirements, improving bank reconciliation procedures to allow all bank reconciliations to be completed ahead of auditors' expected timeline, and developed and implemented procedures for Accounts Receivable collection, including stale checks and write off policy.
- Implemented the Modified Base Budget methodology and redesigned the FY 2022-23 Budget document format and received the Distinguished Budget Presentation Award from the Government Finance Officers Association (GFOA).
- Launched implementation of the Marketing Plan and developed successful ongoing marketing programs and initiatives to ensure post-pandemic recovery.
- Launched a series of ongoing networking and educational events for small businesses and connected them to local and regional resources through Renaissance Center and Small Business Development Center.
- Developed a Business Resources Brochure to assist and educate local businesses and prospective business owners on City rules and applicable regulations.

- Launched the Business Retention Program and conducted over 45 business visits.
- Conducted a Small Business Job Fair event for 29 participating small businesses offering over 50 local jobs and an onsite application process.
- In partnership with the Economic Development Committee, organized the City's first "Blues & Brews" music festival filled with great music, local beers and food trucks, and fundraising opportunities for a future Pacifica Bike Park project, while also highlighting and promoting the Sharp Park business district and bring life to the downtown area.
- Assisted Coastside Pride and the Economic Development Committee with Pride Parade and Event coordination.
- Launched the "Business Matters" e-newsletter, an ongoing monthly publication to help build, connect, and benefit the business community and serve as an effective communication channel with Pacifica businesses.
- Strengthened partnership with the San Mateo County Small Business Development Center (SBDC), which resulted in more than 10 local businesses being linked to SBDC for intensive business planning and technical assistance.
- Replaced aging wireless access points at all City facilities to expand coverage and access.
- Completed website migration to a new platform (GovAccess).
- Completed Police Department radio system infrastructure upgrade project.
- Completed citywide WIFI upgrade project.
- Handled 1,963 IT helpdesk tickets.
- Purchased new firewalls and switches to modernize the network infrastructure of the Police Department.
- Replaced the projector in the Community Center Auditorium to improve projection quality.
- Conducted a number of team building activities, employee recognitions and celebrations to foster a collaborative work culture citywide.
- Conducted a series of targeted internal trainings with various departments, including Sensitivity Training in Public Works Department and Risk Management/Worker's Compensation Reporting Procedures Training in Child Care Division to reinforce positive work culture and promote a safe work environment.
- Coordinated and launched a COVID-19 Predicine Testing Program to protect employees and provide supplies and guidelines for a safe working environment.
- Implemented a new Employee Assistance Program for all employees including a new First Responders Program.
- Hosted two workshops through the San Mateo County Regional Consortium: Introduction to Public Employment and Working with Commissions, Boards, and Councils.
- Prepared an RFP for the Classification and Compensation Study, selected a consulting firm and completed the Phase I compensation survey in preparation for labor negotiations.
- Completed several mandated trainings, including AB1825 Preventing Workplace Harassment Training for Managers and Supervisors (in-person) and SB1343 Preventing Workplace Harassment Training for Hourly Employees.
- Revised the Personnel Action Form (PAF) and Requisition Form and conducted a citywide training related to the new process.
- Updated and implemented a new Injury Illness Prevention Plan (IIPP).
- 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.

## GRANTS and OTHER OUTSIDE FUNDING

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- Planning received a \$40,000 grant to implement the SolarAPP+ system to streamlining building permit review and issuance for photovoltaic (solar) systems.
- Received \$1,605,724 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 \$15,346 in Quality Rating Improvement System (QRIS) funding allowing purchase of childcare classroom supplies, social-emotional related purchases, and other misc. items as needed.
- Received \$15,000 from Pacificans Care to help fund Child Care field trips and program expenses.
- Received \$15,000 from Pacificans Care for Seniors' programming and \$5,000 for Seniors' pet veterinarian bills.
- Awarded two San Mateo County Grants for equipment and supplies and increased enrollment expenses in the amount of \$50,000 each for a total of \$100,000.
- Received a \$11,400 stipend to reimburse programs for expenses related to COVID.
- Received a grant from Cal-Water for \$29,113 to purchase 5' hose for NCFA hose tender for disaster preparation and response.
- Awarded \$783,504 from the Transportation Authority through the Cycle 6 Bike/Ped grants, \$583,504 for the Esplanade/Palmetto project and \$200,000 for school crosswalk improvements
- Awarded \$800,000 for the Sharp Park Priority Development Area Resurfacing Project from the federal Community Projects grant that was supported by Congresswoman Anna Eshoo.
- Awarded \$2,258,247 for the Sharp Park Priority Development Area Pedestrian Improvement Project that included \$1,000,000 from OBAG 2, \$900,000 from Safe Routes to School and \$358,247 from Transportation for Clean Air.
- Obtained a California Office of Traffic Safety Grant in the amount of \$75,000 to improve traffic safety with an enforcement focus on primary collision factor moving violations and DUI.

## About 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 Coastans. 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 38,595 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](http://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 38,595. There are approximately 13,986 households and 9,971 families (71.29 % of households). About 45.34 % 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 specular 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 \$3.0 million in transient occupancy tax and contribute to \$2.8 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.
- 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.

- 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.



- 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

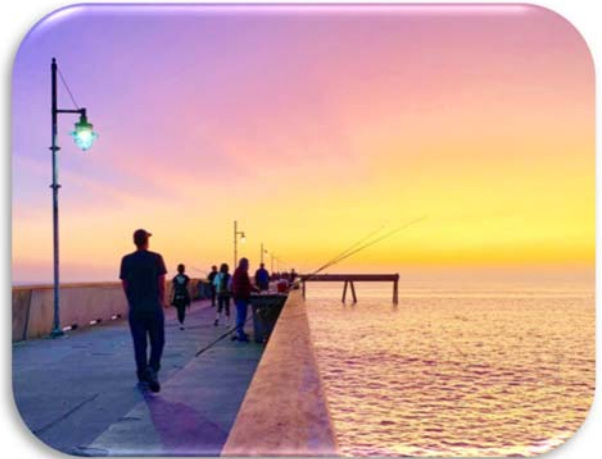


Ocean Shore right of way was paved over and turned into Highway 1, reputed to be the most spectacular road on the West Coast. Signs of Pacifica's early railroad days can be seen along the Rockaway headlands and along the railway berm in Pedro Point. The huge cut between Fairway Park and Vallemar was 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 Community Profile

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

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Population	38,595
Climate Range	47 – 72 °F
Land Area	12.59 Sq 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

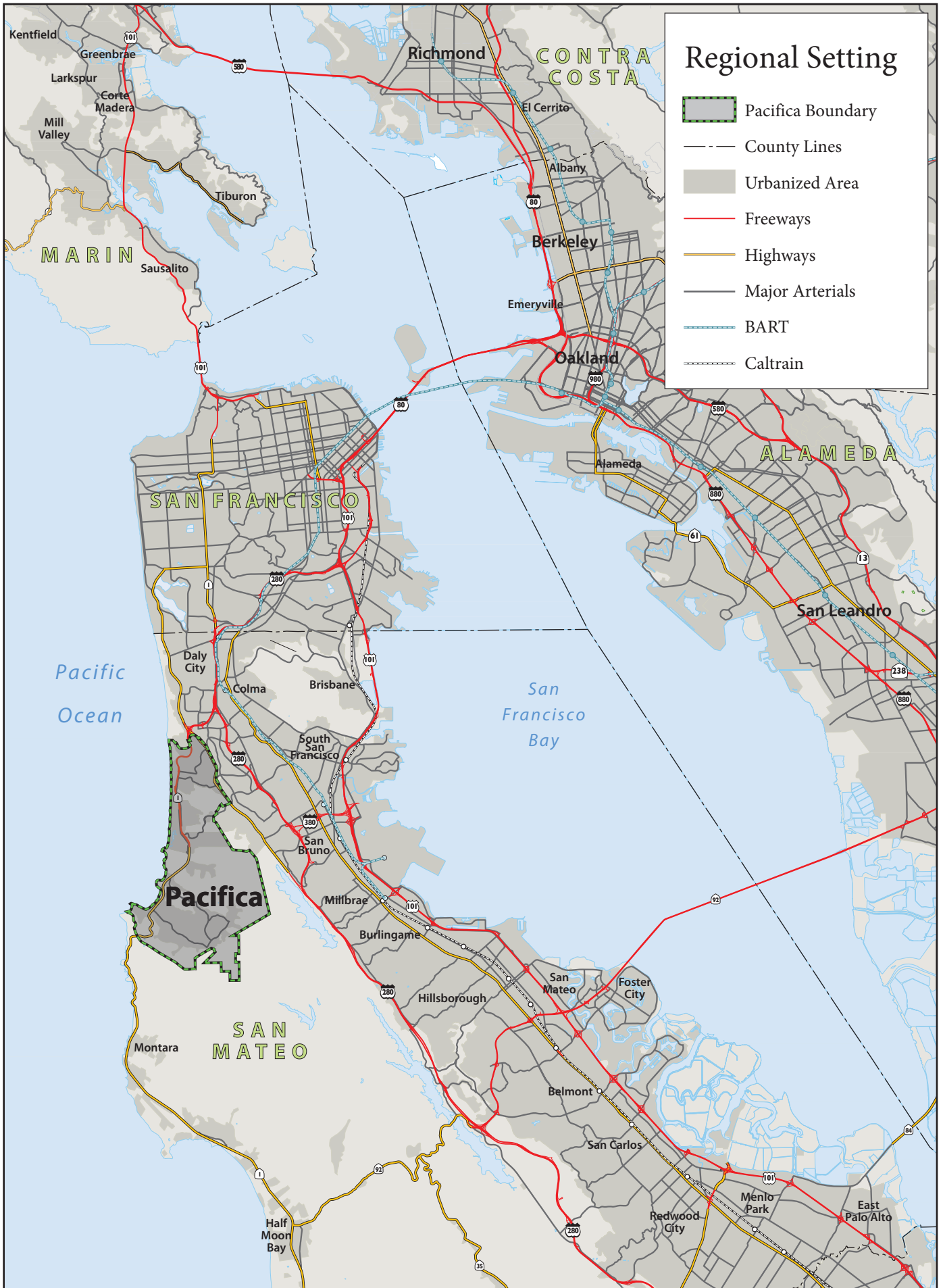
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Number of Hotels and Lodging Establishments	7
RV Parks and Campgrounds	1
Hotel Rooms	328
Average Occupancy	68%
Annual Coast Side Visitors (pre-pandemic)	4.2 million

<b>EMPLOYMENT</b>	<b>Number Employed</b>	<b>% of Total</b>
Self-Employed	2,270	10.88%
Private Companies	13,424	64.33%
Governmental Workers	3,275	15.70%
Not for Profit Companies	1,897	9.09%
Median Age	43.4	
Total Households	13,986	
Average Household Size	3	
Median Household Income	138,548	
Education – High School Degree or higher	79.0%	
Education – Bachelor's Degree or higher	45.4%	
Median Housing Value	\$1,018,800	
Percent of Foreign-Born Persons	23.73%	

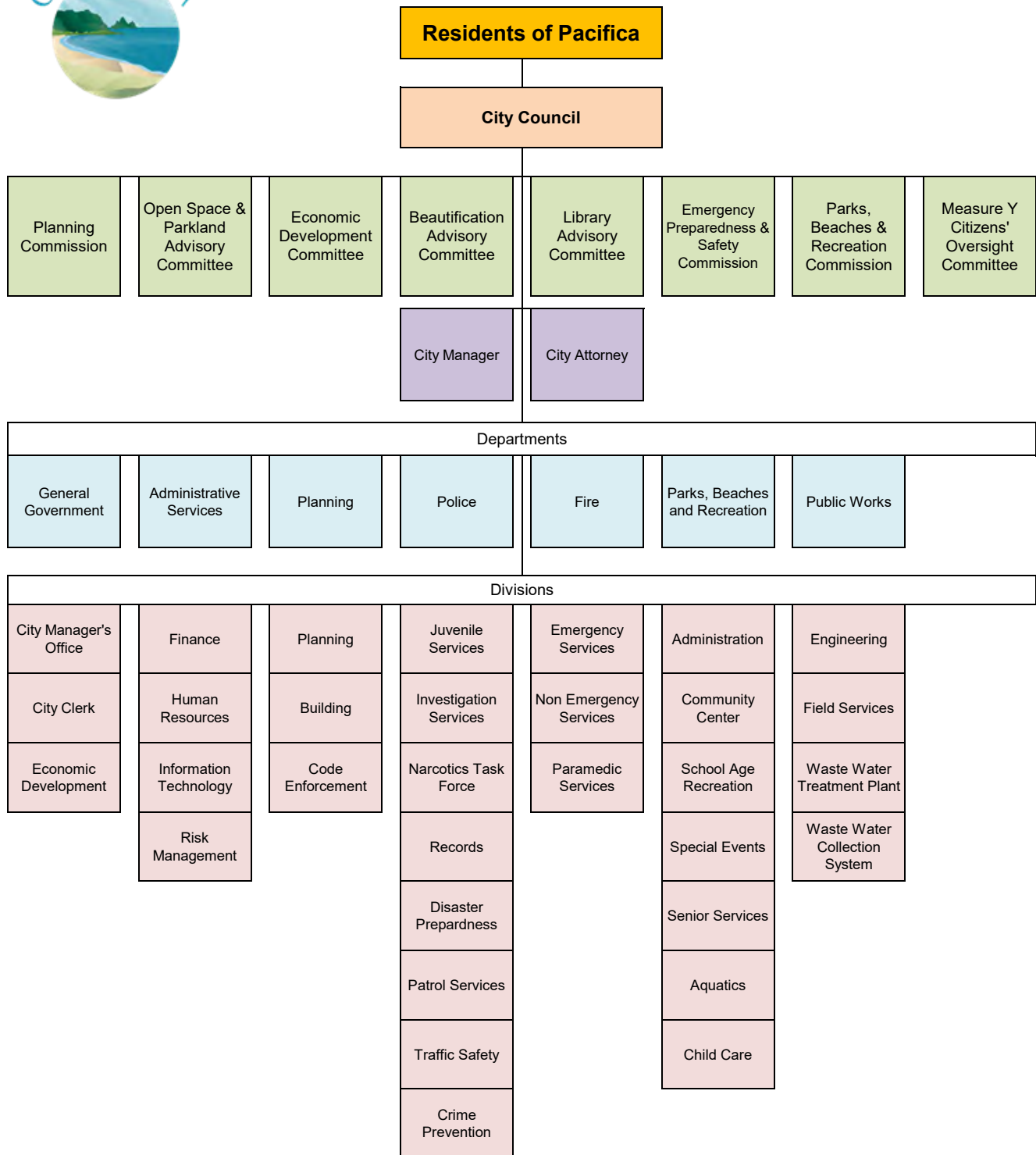


Source: Point2homes.com, "Pacifica Demographics"





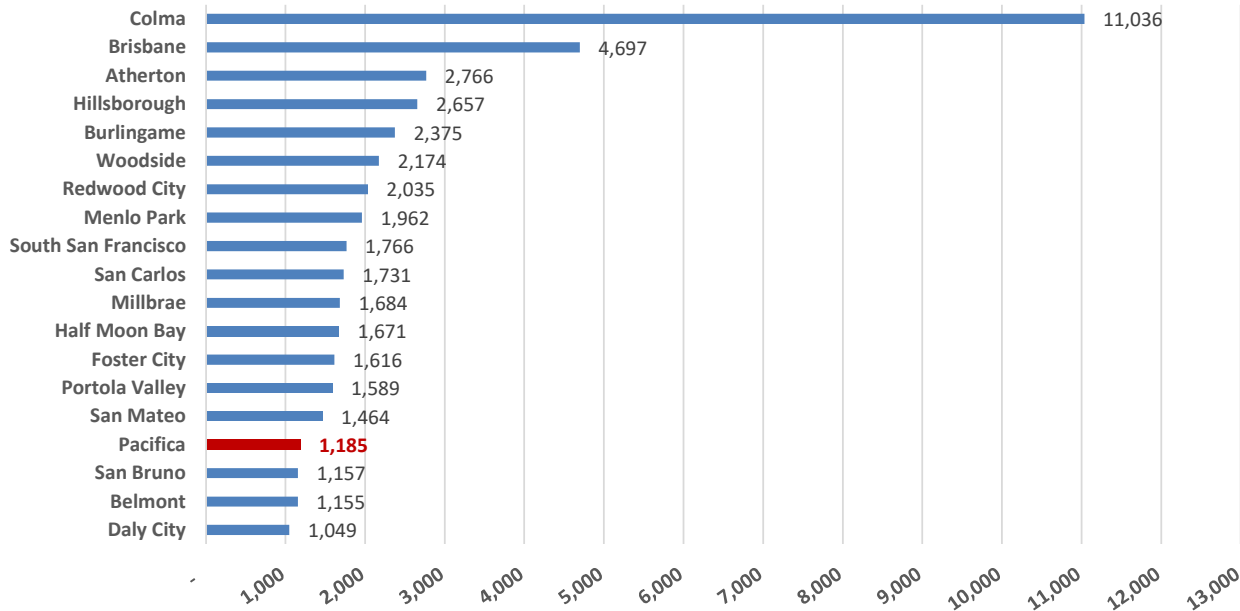
# City of Pacifica Organization Chart



# San Mateo County Cities Comparison

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

**General Revenues Per Capita**  
**Pacifica Ranks 16th out of 19 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
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
<b>Pacifica</b>	<b>38,183</b>	<b>45,245,363</b>	<b>44,171,846</b>	<b>1,185</b>	<b>1,157</b>
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

\* Based on FY 2023-24 Adopted Budget, excluding transfers In/Out



**RESOLUTION NO. 65-2023**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PACIFICA  
ESTABLISHING THE APPROPRIATION LIMIT FOR FISCAL YEAR 2023-2024  
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 2023-2024 pursuant to Article XI 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 2023-2024 were \$39,964,331;
2. the January 1, 2023 factors for the California per capita personal income increased by 4.44% and the population of the City of Pacifica decreased by 0.9959%;
3. the Appropriation Limit subject to limitation for the fiscal year 2023-2024 totals \$53,039,802; and

**BE IT FURTHER RESOLVED** that \$53,039,802 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 2023-2024 over and above the appropriated limit of \$53,039,802 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 26<sup>th</sup> day of June, 2023, by the following vote:

**AYES**, Councilmembers: Beckmeyer, Bier, Bigstych, Bots, Vaterlaus.

**NOES**, Councilmembers: n/a

**ABSENT**, Councilmembers: n/a


**ABSTAIN**, Councilmembers: n/a.

  
Tygarjas T. Bigstych, Mayor

ATTEST:

  
Sarah Coffey, City Clerk

APPROVED AS TO FORM:

  
Michelle Kenyon, City Attorney

# Annual Appropriation Limit

## Fiscal Year 2023-2024

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
<b>2008-2009</b>	<b>CA Income/San Mateo Population</b>	<b>29,912,483</b>
<b>2009-2010</b>	<b>CA Income/San Mateo Population</b>	<b>30,462,125</b>
<b>2010-2011</b>	<b>CA Income/San Mateo Population</b>	<b>30,035,741</b>
<b>2011-2012</b>	<b>CA Income/San Mateo Population</b>	<b>31,048,271</b>
<b>2012-2013</b>	<b>CA Income/San Mateo Population</b>	<b>32,534,535</b>
<b>2013-2014</b>	<b>CA Income/San Mateo Population</b>	<b>34,573,086</b>
<b>2014-2015</b>	<b>CA Income/San Mateo Population</b>	<b>34,897,143</b>
<b>2015-2016</b>	<b>CA Income/San Mateo Population</b>	<b>36,592,519</b>
<b>2016-2017</b>	<b>CA Income/San Mateo Population</b>	<b>38,908,408</b>
<b>2017-2018</b>	<b>CA Income/San Mateo Population</b>	<b>40,570,055</b>
<b>2018-2019</b>	<b>CA Income/San Mateo Population</b>	<b>42,269,940</b>
<b>2019-2020</b>	<b>CA Income/San Mateo Population</b>	<b>44,019,916</b>
<b>2020-2021</b>	<b>CA Income/San Mateo Population</b>	<b>45,604,633</b>
<b>2021-2022</b>	<b>CA Income/San Mateo Population</b>	<b>47,856,145</b>
<b>2022-2023</b>	<b>CA Income/San Mateo Population</b>	<b>50,995,869</b>
<b>2023-2024</b>	<b>CA Income/San Mateo Population</b>	<b>53,039,802</b>

Calculations:  
 Fiscal Year 2022-2023 Limit: \$50,995,869

Adjustment Factors:  
 1. California per capital income change = 4.44%  
 2. San Mateo County Population change = -0.9959%  
 Total Adjustment: 1.0401

# City of Pacifica Appropriations Limit

## Calculations Fiscal Year 2023-2024

Step 1	Total all appropriations (2023-2024) operating and capital from general and special funds	\$ 78,910,376
Step 2	Deduct:	
	1. Non-Proceeds of Taxes	\$ (38,825,250)
	2. Exempt Expenditures (Debt Service, Medicare)	\$ (329,250)
	Add:	
	1. Excess user fees which exceed actual costs	<u>\$ 208,455</u>
Step 3	Equals appropriations subject to limit (Step 1 - Step 2)	\$ 39,964,331
Step 4	Compare against 2023-2024 Appropriations Limit (from below)	<u>\$ 53,039,802</u>
	Dollar Amount Under Limit (Step 4 - Step 3)	\$ 13,075,471
	Percentage of Limit (Step 3/Step 4)	75.35%
Step 5	Fiscal Year 22-23 Appropriation Limit	\$ 50,995,869
Step 6	Fiscal year Growth Factor based on Non-Residential California per capita personal income growth 4.44% and the City of Pacifica Population Change -0.9959% ((4.44+100)/100) x ((-0.9959+100)/100)	1.0401
Step 7	FY 23-24 Appropriations Limit (Step 5 x Step 6)	\$ 53,039,802
Step 8	FY 23-24 Appropriations Subject to Limit (from above)	\$ 39,964,331
Step 9	Dollar Amount Under Limit (Step 7 - Step 8)	\$ 13,075,471
Step 10	Percentage of Limit (Step 8/Step 7)	75.35%
Step 11	Percentage Under Limit (Step 9/Step 7)	24.65%

**RESOLUTION NO. 64-2023**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PACIFICA  
ADOPTING THE FISCAL YEAR 2023-24 ANNUAL OPERATING AND CAPITAL BUDGET**

---

**WHEREAS**, the City Council of the City of Pacifica has held public budget study sessions on April 10, 2023, May 8, 2023, and June 12, 2023, and a public hearing on June 26, 2023, for consideration of adoption of the Recommended FY 2023-24 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 2023-24; and

**WHEREAS**, the City of Pacifica now desires to adopt the 2023-24 Fiscal Year Appropriations Limit and Operating and Capital Improvement Program Budget for FY 2023-24; and

**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 5, 2023; and

**WHEREAS**, expenditures from the Roy Davies Trust Fund are required to be approved by a 4/5 vote of the City Council, and the 2023-24 Roy Davies Trust Fund expenditures are part of the 2023-24 Capital Budget;

**NOW, THEREFORE, THE CITY COUNCIL HEREBY RESOLVES** that the City Council of the City of Pacifica hereby approves the FY 2023-24 budget with the citywide revenues and expenditures as follows:

**City of Pacifica**  
**FY 2023-24 Adopted Budget**  
**Fund Balances Summary**

<b>Fund Name</b>	<b>Revenues &amp; Transfers In Adopted Budget</b>	<b>Expenditures &amp; Transfers Out Adopted Budget</b>	<b>Revenue Over (Under) Expenditures</b>
<b>GENERAL FUND</b>	<b>\$ 48,941,100</b>	<b>\$ 48,607,256</b>	<b>\$ 333,844</b>
<b>ENTERPRISE FUNDS</b>			
18 Sewer Charge Fund	19,071,000	17,116,167	1,954,833
34 Sewer Facility Construction Fund	3,000	10,488,000	(10,485,000)
35 Beach Parking Fund	665,000	462,064	202,936
<b>Total Enterprise Funds</b>	<b>19,739,000</b>	<b>28,066,231</b>	<b>(8,327,231)</b>
<b>SPECIAL REVENUE AND CAPITAL FUNDS</b>			
07 SLES Fund	130,000	128,300	1,700
09 Measure A Fund	1,463,000	2,626,900	(1,163,900)
10 Gas Tax Maintenance Fund*	2,245,900	1,763,100	482,800
11 Measure W Fund	560,000	550,000	10,000
12 Highway 1 Improvement Fund	29,500	59,796	(30,296)
13 Street Improvement Fund	1,821,000	1,610,000	211,000
14 Manor Drive Improvement Fund	2,700,000	3,060,000	(360,000)
15 Aircraft Noise Project	-	-	-
16 NPDES Stormwater Fund	203,000	334,600	(131,600)
19 Planned Local Drainage Fund	477,000	2,100	474,900
22 General Capital Improvement Fund	4,391,000	4,612,000	(221,000)
23 Frontierland Remediation	75,000	280,000	(205,000)
24 Housing In-Lieu Fund	1,665,250	-	1,665,250
25 Parking In-Lieu Fund	-	-	-
26 Park In-Lieu Capital Improvement	120,000	-	120,000
27 PB&R Roy Davies Trust	-	135,400	(135,400)
28 PB&R Special Revenue Fund	-	200,583	(200,583)
29 Tree Special Revenue Fund	-	-	-
31 Pacifica Library Fund	34,000	34,700	(700)
38 Disaster Accounting Fund	1,665,250	1,455,000	210,250
<b>Total Special Revenue and Capital Funds</b>	<b>17,579,900</b>	<b>16,852,479</b>	<b>727,421</b>
<b>INTERNAL SERVICE FUNDS</b>			
65 Self Funded Dental Plan	248,500	181,100	67,400
66 Self-Insurance Fund W/C	1,100,000	1,100,000	-
67 Self-Insurance Fund Liability	2,030,300	2,380,300	(350,000)
71 Motor Pool Operations Fund	1,200,000	1,190,712	9,288
72 Motor Pool Replacement Fund	125,000	570,000	(445,000)
74 Fire Equipment Fund	282,300	399,378	(117,078)
<b>Total Internal Service Funds</b>	<b>4,986,100</b>	<b>5,821,490</b>	<b>(835,390)</b>
<b>DEBT SERVICE FUNDS</b>			
40 Debt Service Fund	2,499,800	2,499,800	-
<b>Total Debt Service Funds</b>	<b>2,499,800</b>	<b>2,499,800</b>	<b>-</b>
<b>Total Other Funds</b>	<b>44,804,800</b>	<b>53,240,001</b>	<b>(8,435,201)</b>
<b>Total All Funds</b>	<b>\$ 93,745,900</b>	<b>\$ 101,847,257</b>	<b>\$ (8,101,357)</b>

Section 1. The All Funds Budget Summary, included in the City's Operating Budget for Fiscal Year 2023-24, contains the expenditures (including transfers) to be appropriated in the sum of \$101,847,257. The citywide revenues (including transfers) are budgeted at \$93,745,900.

Section 2. The CIP allocation of \$17.5 million, including the Capital Budget expenditures The additional allocation for the Civic Center Facilities Rehabilitation Project included in the CIP budget also increase the construction contingency for the Project by an additional \$500,000 or 5.3% of the construction budget to the total contingency of \$1,237,838 (13.1%), increasing the total project construction budget authority to \$10,651,966. The CIP Budget also includes expenditures from the Roy Davies Trust Fund of \$135,400.

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 3. The City Manager shall be authorized to redistribute budgeted appropriations from one department to another or one capital project to another within the same fund. However, any transfers between the funds shall be approved by the City Council.

. . . . .

**PASSED AND ADOPTED** at a regular meeting of the City Council of the City of Pacifica, California, held on the 26<sup>th</sup> day of June, 2023, by the following vote:

**AYES**, Councilmembers: *Beckmeyer, Bier, Bigstyk, Bolas, Vaterlaus.*

**NOES**, Councilmembers: *n/a.*

**ABSENT**, Councilmembers: *n/a.*

**ABSTAIN**, Councilmembers: *n/a.*

*Tygarjas Twyrls Bigstyk*  
Tygarjas Twyrls Bigstyk, Mayor

ATTEST:

*Sarah Coffey*  
\_\_\_\_\_  
Sarah Coffey, City Clerk

APPROVED AS TO FORM:

*Michelle Kenyon*  
\_\_\_\_\_  
Michelle Kenyon, City Attorney

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# CITY OF PACIFICA

## Budget Overview



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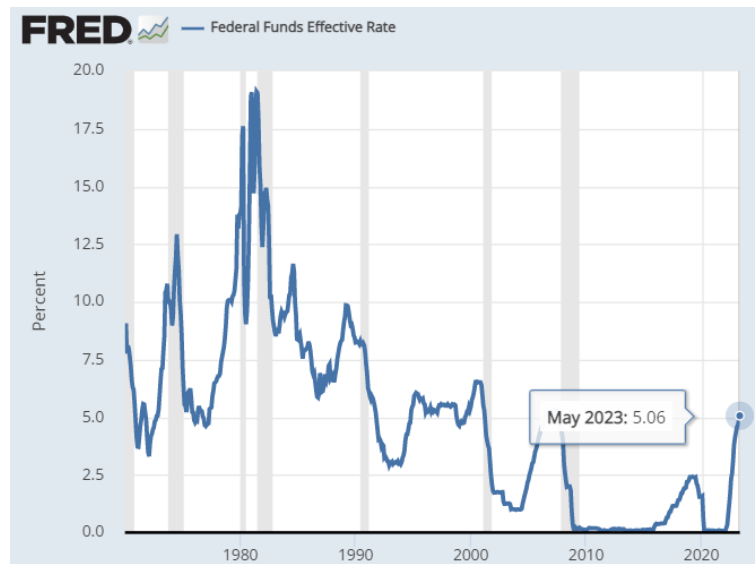
# Basis of Budget Preparation and Budget Overview

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:

Development of the Fiscal Year 2024 Budget incorporates a positive yet slowing economic outlook that balances the continuing trend of stable key economic indicators following the COVID-19 pandemic, with corresponding growth in property tax and sales tax. Inflation has taken off the last two years since March 2021 with a high in June 2022 of 8.93% and has steadily slowed through May 2023 down to 4.13%.

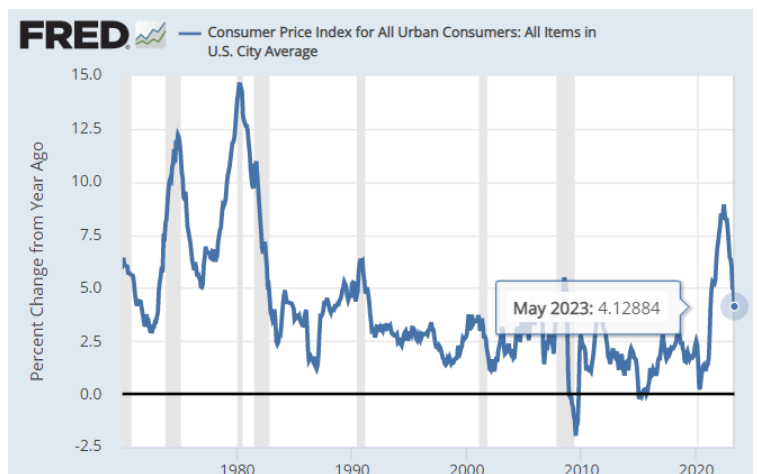


## National Outlook and Impact on the City:

According to the June 2023 UCLA Anderson Forecast released on June 7, 2023, the U.S. is not in a recession, but a mild recession could be in the future depending on Federal Reserve policy. UCLA economists say that if data continue to show a robust labor market, the Fed will likely err on the side of further tightening of monetary policy.

Higher interest rates can directly impact the viability of development projects and other economic activity previously anticipated in San Mateo County and nationwide.

Nationwide unemployment has reached 3.4% in April 2023, but climbed to 3.7% in May 2023, which is slightly above the pre-pandemic level of 3.5%.



Certain industries, such as the technology industry, have executed layoff plans, the impact of which will contribute to the mild recession scenario.

### **State Outlook and Impact on the City:**

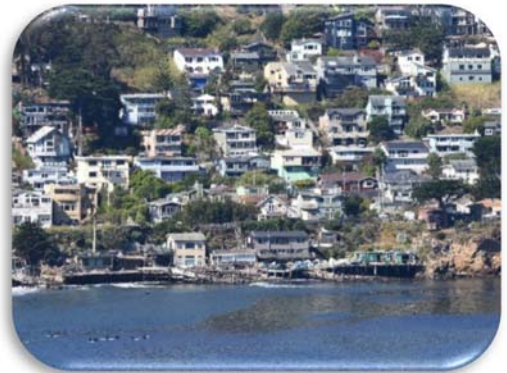
The California economy is poised to overtake Germany as the world's 4<sup>th</sup> largest economy in the coming year, continuing to outperform the nation and other countries in Gross Domestic Product (GDP) growth, companies' market value, and renewable energy. California has also been the largest state economy by GDP in the past 50 years and lead the nation in the post-pandemic economic recovery.



As knowledge workers throughout the State remained employed and sought additional work-from-home space during the pandemic, the price of housing continues to climb throughout the State, particularly in the Bay Area, Los Angeles, and San Diego markets. The average median home price in California is \$761,300, down by 9.01% YoY for April 2023. In 2023, experts predict the median sale price growth to drop by roughly 4%, the first annual drop since 2012. Despite expected declines in sales price, property tax revenue for the City is expected to rise due to reassessments at the point of sale to the higher sales price value.

### **Local Economy:**

Overall, the San Francisco Bay Area economy has recovered from the pandemic, enjoying prosperity exceeding pre-pandemic figures in all sectors. According to the 2023 Joint Venture Silicon Valley Index report, 91,000 people departed over the past two years (the highest number on record since the dot.com bust) and there is no longer a significant influx of people from other places. However, the economy is at full employment, growing even despite a round of layoffs.



### **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 2023-24 fiscal year, which runs from July 1, 2023, to June 30, 2024.

### **Basis of Budgeting:**

The City's budgets for Governmental Funds, such as the General Fund, Debt Service Funds, Special Revenue Funds, and Capital Project Funds, are prepared based on the modified accrual basis of accounting (revenues are recognized in the accounting period in which they become available and measurable, and expenditures are recognized in the accounting period in which the liability is incurred). The City's Enterprise Funds and Internal Service Funds shall be prepared on the full accrual basis of accounting for all operating revenues and most operating expenses (revenues are recognized when they are earned, and expenses are recognized when the liability is incurred). Certain expenses for long-term liabilities, such as net-pension liability, are budgeted on the modified accrual basis of accounting. The City's operating budget shall exclude unrealized gains or losses resulting from the change in fair value of investments.



### **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 the Spring 2023, over the course of three public meetings, the Pacifica City Council undertook a comprehensive strategic planning process instead of its annual goal-setting process. Beginning with identifying Mission, Vision, and Values statements for the organization, followed by identifying goals that represent those statements and strategies to fulfill those goals, the Pacifica City Council developed this 2023 to 2030 Strategic Plan.

In March 2023, the City Council completed the mid-year review of the FY 2022-23 budget. At that time, Council reviewed revenues and expenditures adjustments, adopted a resolution authorizing adjustments to the Fiscal Year 2022-23 Operating and Capital Budget, and discussed preparation for the FY 2023-24 Budget process.



The City Manager and Assistant City Manager 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 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 2023-24 before finally adopting the Budget on June 26, 2023.

The Budget development timeline is presented in the table below:

PUBLIC MEETING		BUDGET STEP	TIME FRAME
1	✓	<b>FY 2022-23 Mid-Year Budget Review to Council</b>	March 27, 2023
2	✓	<b>Council Workshops:</b> FY2023-24 Strategic Planning, Goals and Priority Setting	March 4, 2023 April 11, 2023
3	✓	<b>Budget Session 1:</b> Budget Methodology, Budget Calendar, Long-Term Financial Outlook	April 10, 2023
4	✓	<b>Budget Session 2:</b> FY 2023-24 Strategic Plan and Priorities, FY 2023-24 Base Budget, Preliminary Budget Strategies, and Introduction of FY 2023-28 CIP Program	May 8, 2023
5	✓	<b>Planning Commission:</b> Review of the Proposed FY2023-28 CIP Plan for Conformity with General Plan	June 5, 2023
7	✓	<b>Budget Session 3:</b> City Council Review and Approval of Proposed FY 2023-24 Budget Recommendations, Master Fee Schedule Public Hearing	June 12, 2023
8	✓	<b>City Council Budget Hearing:</b> Formal Adoption of the FY 2023-24 Operating and Capital Budget	June 26, 2023

**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.

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 2023-24 Adopted Budget is the result of an inclusive and interactive budget development process. In preparation for the FY 2023-24 Adopted Budget, staff factored input received from the Council strategic planning workshops, priorities, proposed Capital Improvement Plan, FY 2022-23 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 FY2022-23 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 2022-23 Budget because of actions that the Council took throughout the year, and most importantly, the new FY 2023-24 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 8, 2023.

## Base Budget General Fund Revenue Assumptions:

Revenue estimates are based on the most current information from department feedback, external sources, and further analysis. 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 FY 2022-23 Budget, property taxes comprise approximately 33% 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, 2023. The FY 2023-24 property tax revenues are projected at \$16.2 million or \$.65 million (4.2%) above the FY 2022-23 Mid-Year Revised Budget of \$15.6 million based on the information provided by the County and HdL, the City's property tax consultant.
- **Charges for Services** is the second largest revenue category that includes building, planning, other permits, recreation revenues and rentals, fines, and reimbursements. The building and planning revenues are projected to increase based on the current activity level and CPI factors. Overall, this category shows an increase of \$1.1 million, or 13.4%.
- **Vehicle License Fee (VLF) in Lieu** is the third largest revenue category. Through the State, there has been insufficient ERAF to fund the VLF in Lieu allocation for FY's 2019-20, 2020-21, and 2021-22. Staff has previously reported to the Council a projected loss (delay) of this major revenue stream 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. The state did pay the shortfall for FY 2019-20 and 2020-21 totaling \$2.1 million, most of which occurred in this current fiscal year 2022-23. As of now, it is uncertain if the state will pay the true-up for FY 2021-22 (\$691,185) due to be paid back to the City in FY 2023-24. Therefore, the VLF category shows a decrease of \$1.5 million compared to FY 2022-23 due to the large payback in the current FY 2022-23 and no shortfall backfill planned by the state in FY 2023-24.





- **Sales Tax** is the City's fourth-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 is expected to show slightly better performance than initially expected. This is due to an increase in the Restaurants and Hotel category of 2.5% and the State / County pool allocation for online sales increasing 4.3% over the FY 2022-23 projections. The biggest offset is projected to occur in the Fuel and Service Stations industry group with a decrease of 7.7%. Total sales tax is estimated at \$3.4 million, an additional 1.3% increase over the Revised FY 2022-23 Budget.
- **Measure Y** is a ½ cent Transaction & Use Tax that was passed by the voters in the City of Pacifica in November 2022. The tax became effective April 1, 2023 and FY 2023-24 will be the first full year of collections. HdL projects this revenue to be \$2.8 million in FY 2023-24. This revenue source is now the fifth-largest revenue category.
- **Other Categories** are broken out into Utility Users Tax (UUT) (\$2.7 million), Transient Occupancy Tax (\$2.7 million), Cannabis Operations tax (\$0.95 million), Business License Tax (\$0.5 million), other taxes (\$1.3 million) and Intergovernmental (\$2.4 million). The FY 2023-24 base budget was built on the historical averages, economic trends and the prior year's returns. Intergovernmental revenue category decreased by \$4.5 million as a result of the end of the ARPA funding.
- **Other Taxes** project a significant drop of \$0.4 million or 25% over the FY2022-23 Revised Budget due to recent ruling on the State Supreme Court that put all California cities Franchise Fees at risk unless the fee can be justified and directly tied to the associated cost. Because the Court ruling coincided with the City's negotiations of the Recology Franchise agreements, the City was able to identify this cost in accordance with the ruling standards based on the recently completed Refuse Vehicle Impact Study. The study identifies \$421K of City cost for streets. However, this portion of the Franchise Fees now must be used solely for street maintenance and therefore will be shifted out of the General Fund and directly deposited in the Street Improvement Fund.
- **Operating Transfers In** include transfers from the Gas Tax and Street Construction Fund to pay for Public Works street maintenance staff in the General Fund. The budget is \$1.3 million, a \$161,000 increase from the prior year.



### **Base Budget General Fund Expenditure Assumptions:**

Below are the key Base Budget expenditures assumptions:

- Salary and Benefits projections include funding for 188.25 full-time equivalents (FTE) positions citywide at 100%. Funding for part-time positions is consistent with the prior year's allocation. Overall, salaries and benefits increased by \$354k compared to the FY 2022-23 mid-year revised Budget. The increase is minimal

primarily due to decreases in CalPERS UAL payment due to appreciation of the market value of the assets as a result of favorable investment market conditions by CalPERS. The gains in the market value of the assets directly reduce the total unfunded liability and are amortized over a 20-year period. The annual UAL payment is also reduced by year one of the 20-year amortization of the gain.

- 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 eligible staff members on their performance review dates.
- No assumption is made for ongoing annual increase in the employee compensation as the City is currently in labor negotiations with all labor groups. However, after the budget adoption the city completed labor negotiations with all labor groups. This additional cost will be included at the midyear budget review.
- FY 2023-24 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 Accrued Liability (UAL) payment is budgeted at \$4.8 million for Safety and Miscellaneous employees, a decrease of approximately \$320,000 or 6%; An additional contribution to the 115 trust administered by Public Agency Retirement Services (PARS) of \$167,500 is included to help fund the City's pension obligations in accordance to the Pension Funding Policy; A continuing contribution of \$200,000 to PARS is budgeted to fund OPEB unfunded liability, consistent with the Council funding strategy #5 approved in April 2022.
- Most Professional Services contractual obligations were increased by 2% over the FY 2023-24 Revised Budget to account for regular inflationary increases unless the further cost increase was noted and factored into the Budget by operating departments. This Category shows a 10.6% decrease primarily because of removal of a large one-time legal settlement in the City Attorney's Office included in the FY2023-24 Revised Budget and from moving the General Liability expense to the General Liability Internal Service Fund. A transfer to the General Liability Insurance Fund has been correspondingly increased.
- Similarly, most of the Material, Supplies, and Maintenance category assume a modest 1% increase.



- Operating Transfers Out Category accounts for a transfer to the Debt Service Fund to fund Pension Obligation Bonds, and other debt obligations and accounts for transfers to the General Liability Internal Service Fund. Overall, this Category projects a net increase of approximately \$930,819 primarily due to increases in the transfer to the General Liability Internal Service Fund to cover general liability premiums, self-insurance claims, risk management staff costs, and related risk management legal costs. The Risk Management premium increased by nearly \$0.4 million or 13% compared to the current year primarily due to significant property insurance cost increase in the unstable post-pandemic insurance market.
- Capital Transfers Out Category \$650k allocation in FY 2023-24, which is equal to the prior year.



### City Manager's Budget Recommendations for the FY 2023-24 Budget:

The goal of any budget process is to develop the City's Budget by completing a full analysis of the City's revenue structure and current service level to identify necessary service increase and/or reduction options, which, when combined, will reach a balanced and sustainable budget.

Since the last meeting, each City Department has been given an opportunity to submit their prioritized budget requests with reference to the Council's specific goals and strategies in the newly adopted Strategic Plan. The Recommended Budget is balanced and includes prioritized programs and services recommended for funding in the FY 2023-24.



In developing budget recommendations for service changes, the City Manager had to balance the future financial sustainability with the Council's strategic vision, staffing, organizational capacity, and impacts on the City operations and services provided to the community. The budget recommendations also fulfill the six budget strategies recommended by the City Manager and supported by the City Council from the May 8, 2023, budget session. The goal of this budget process was to identify necessary and required service change options, which in combination,

maintain a balanced and sustainable budget.

To this end, the City Manager reviewed department requests and is making the following budget recommendations for the Council's consideration, as presented below and in Attachments 5-6. In the attachment, each budget option form shows how the recommendation ties to the Strategic Plan. Out of 16 Budget options recommended for FY

2023-24, 11 of them directly impact the General Fund at a total cost of \$606,800, including seven programmatic changes that will result in an additional ongoing costs of \$259,800 and four one-time budget recommendations (including multi-year limited-term or pilot programs) budgeted at \$347,000. Other funds include four one-time expense amendment recommendations at an additional cost of \$969,378, and one ongoing revenue adjustment budget option for \$1.6 million.

The complete list of Recommended Budget Options across all funds is presented below. While all of these are important, they are listed in order of the City Manager's priority should the Council wish to consider reducing the list:

1. Two-year pilot program for the Community Wellness and Crisis Response Team that includes funding for the Mental Health Clinician – **General Fund \$140,000 (One-time)**.
2. Replacing an expiring contract for body-worn cameras with the updated body-worn and in-car camera and tasers system provided by Axon. – **General Fund \$100,000 (Ongoing)**.
3. Appropriation of \$399,378 from the available balance of the Fire Equipment Fund (Fund 74) towards purchasing protective gear and radio equipment. - **Fire Equipment Fund \$399,378 (One-time)**.
4. Additional Funding of a 3-year Limited-Term Maintenance Worker I in Public Works Department – **General Fund \$122,000 (One-time)**
5. Addition of the full-time Project Manager position to be funded in General Capital Fund 22 (\$197,008). The Project Manager's time will be charged to already funded capital projects and will not have an additional direct General Fund impact unless the project is funded by the General Fund. - **General Capital Fund 22 \$197,008 (Ongoing)**.
6. Allocation of approximately half of the \$3.4 million of Excess Educational Revenue Augmentation Funding (ERAF) revenues projected to collect in FY2023-24 in the Housing in Lieu Fund (\$1.67 million) to start accumulating fund balance in this fund to be used for developing affordable housing in the future. – **Housing in Lieu Fund \$1,673,750 (Ongoing)**.
7. Additional allocation of \$500,000 in Vehicle Replacement Fund 72 towards the purchase of new vehicles citywide in accordance with the City's vehicle replacement schedule. – **Vehicle Replacement Fund 72 (One-time)**.
8. Short Term Rental (STR) Compliance Enhancement Program to include funding for STR Ordinance revision, additional Sr. Code Enforcement Officer and legal cost to streamline the City's STR regulations and provide adequate enforcement to the program. The overall cost of the program (\$285,300) will be partially offset by the increased STR Permit Fees as presented in the updated Master Fee Schedule, that

are project to generate \$243,300 per year (150 STR cap) to the net cost of **\$42,000 in General Fund (Ongoing)**

9. Additional allocation of \$70,000 from the available Vehicle Replacement Fund balance (Fund 72) to fund the initial deposit (if required, subject to lease purchase agreement terms) for the lease purchase of a new Fire apparatus as further described in the attached budget form. Approval of this budget option also includes the ongoing future commitment of about \$125K of annual lease payments for the next ten years, starting in FY 2025-26. **Vehicle Replacement Fund (One-time)** .



10. Allocation of \$60,000 for the Implementation of the Economic Opportunities Study to include preparation of the RFP for the Beach Blvd. site as appropriate subject to Surplus Land Act (SLA) process, obtaining an official appraisal (MAI or Value Statement) of the Beach Blvd site, and conducting a feasibility assessment and developing an implementation plan for establishing a special / tax increment financing district such as CRD or EIFD for the Sharp Park and/or Rockaway districts. – **General Fund, \$60,000 (One-time)**.
11. Providing an additional six-month budget for marketing Pacifica as a destination and ShopPacifica / Workation Promotional Budget. The current year's allocation includes a \$50,000 allocation of ARPA funds for this purpose. The FY2023-24 Recommended allocation reduces this budget to **\$25,000 in General Fund (One-time)**.
12. Provide Annual funding for Citywide summer internship program as an effective way to augment staff's work and create a path forward for potentially recruiting new employees in the future. – **General Fund, \$35,000 (Ongoing)**.
13. Adjustment to salary range for the vacant Recreation Manager position to set the salary closer to the market to enable a successful near future recruitment. – **General Fund, \$25,300 (Ongoing)**.
14. Increase in citywide special event budget of \$30,000 to enhance the post-pandemic activities and attractions to ensure a positive community experience. Once developed, the program is expected to generate additional revenues that may increase the General Fund budget in future years. – **General Fund, \$30,000 (Ongoing)**.
15. Adding a Teen Program at the Community Center starting January 2024 will result in an increase in revenue of \$3,400 and additional expenses of \$8,000 to the net program cost of **\$4,600 in General Fund (Ongoing)**.

- 16. Increase City Council’s conference, training budget and travel budget allocation by \$22,900 to \$38,000 to be transparent to the public and equitable amongst Councilmembers about funding for professional development activities. – **General Fund \$22,900 (Ongoing).**

**Projected Fund Balance Structure and Budgetary Reserves:**

The Proposed FY 2023-24 Operating Budget is being presented as a balanced budget, meaning that the City’s operating expenditures do not exceed general revenues.

At the Budget Study Session on June 12, 2023, City Council directed staff to increase the one-time allocation for Pacifica resources Center from \$83,000 to \$100,000. With all program options identified in this report approved by City Council, the General Fund will project an ending surplus of about \$333,844 and maintain all previously approved reserves necessary for long-term fiscal and operational sustainability.



The General Fund Base Budget revenues and transfers are projected at \$48.9 million. The total General expenditures and transfers out are also budgeted at \$48.6, which includes a one-time General Fund contribution of \$650,000 towards the FY 2023-24 CIP Budget. The table below demonstrates the Net change to the General Fund Balance.

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

**FY 2023-24 ADOPTED BUDGET  
NET GENERAL FUND SURPLUS (DEFICIT)**

	<b>FY 2023-24 Adj Base Budget 6/12/23</b>	<b>FY 2023-24 Adopted Budget</b>
<b>Revenues:</b>		
Operating Revenues	\$47,402,500	\$47,649,200
Operating Transfers In	1,291,900	1,291,900
<b>Total Revenues</b>	<b>48,694,400</b>	<b>48,941,100</b>
<b>Expenditures and Transfers :</b>		
Operating Expenditures	43,732,226	44,581,056
Operating Transfers Out	3,376,200	3,376,200
Capital Transfers Out	650,000	650,000
<b>Total Expenditures and Transfers</b>	<b>47,758,426</b>	<b>48,607,256</b>
<b>Surplus (Deficit)</b>	<b>\$ 935,974</b>	<b>\$ 333,844</b>

After applying all changes described above, the Proposed General Fund Budget will have a \$333,844 surplus, leaving \$8.4 million in the Unassigned General Fund Balance, which is

about 18% of the City’s Operating expenditures in addition to 10% or \$4.8 million minimum policy reserve.

The City’s Fund Balance Policy identifies fund balances (or reserves) that 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 the General Fund Committed Balance.

- Budget Shortfall Policy Reserve of 10% of Expenditures (\$4.8 million)
- Facilities Maintenance & Replacement (restored back to \$0.2 million)
- Compensated Absences Reserve (\$0.2 million)
- Child Care Reserve (\$0.5 million)
- Legal Reserves (\$0.1 million)

The General Fund balances for the FY 2023-24 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 2023-24 Budget with an undesignated General Fund Balance of approximately \$8.4 million.

**FY2023-24 ADOPTED BUDGET  
GENERAL FUND (ASSIGNED & UNASSIGNED BALANCES)**

Designations	Actual FY 2021-22	Revised 2022-23	FY 2023-24 Adj Base Budget 6/12/23	FY 2023-24 Adopted
<b>Beginning Fund Balance</b>	\$ 15,846,029	\$ 16,292,224	\$ 18,538,367	\$ 18,538,367
Total Revenue	43,652,465	50,677,370	48,677,400	48,941,100
Total Operating Expenditures	40,206,270	47,776,227	47,091,426	47,957,256
Total Capital Project Expenditures	3,000,000	655,000	650,000	650,000
<b>Ending Fund Balance</b>	<b>16,292,224</b>	<b>18,538,367</b>	<b>19,474,341</b>	<b>18,872,211</b>
<b>Non-Spendable</b>	<b>4,111,067</b>	<b>4,885,091</b>	<b>4,600,000</b>	<b>4,600,000</b>
<b>Assigned Reserves</b>				
Policy Level of 10% of Expenditures	3,810,040	4,777,623	4,709,143	4,795,726
Facility Maintenance & Replacement	205,000	55,000	205,000	205,000
Compensated Absences	200,000	200,000	200,000	200,000
Child Care Reserve	488,591	488,591	488,591	488,591
Legal Reserves	100,000	100,000	100,000	100,000
<b>Assigned Reserves</b>	<b>4,803,631</b>	<b>5,621,214</b>	<b>5,702,734</b>	<b>5,789,317</b>
<b>Total Designations</b>	<b>8,914,698</b>	<b>10,506,304</b>	<b>10,302,734</b>	<b>10,389,317</b>
<b>Unassigned Fund Balance</b>	<b>7,377,526</b>	<b>8,032,063</b>	<b>9,171,607</b>	<b>8,482,894</b>
Operating Expenses	40,206,270	47,776,227	47,091,426	47,957,256
<b>Unassigned Fund Balance as % of Op. Expenses</b>	<b>18%</b>	<b>16.8%</b>	<b>19%</b>	<b>18%</b>

Maintaining a sufficient level of the projected ending fund balance is necessary for fiscal and operational sustainability. After factoring in the restricted reserves and operating contingency, the ending undesignated General Fund balance is projected close to \$8.4 million or 18% of the General Fund operating expenditures (excluding one-time capital transfers), which is slightly above 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 \$7.9 million for the City of Pacifica in FY2023-24.



**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% 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. Revenues under expenditures for Enterprise Fund and Internal Service Fund reflect the uses of the available fund balance for one-time needs (e.g. capital investments in Wastewater infrastructure or vehicle replacement purchases in the Motor Pool Fund).

Fund Name	Projected Fund Balance 6/30/2023	Revenues & Transfers In Adopted Budget	Expenditures & Transfers Out Adopted Budget	Revenue Over (Under) Expenditures	Projected Fund Balance 6/30/2024
GENERAL FUND	\$ 18,309,534	\$ 48,941,100	\$ 48,607,256	\$ 333,844	\$ 18,643,378
ENTERPRISE FUNDS	21,619,153	19,739,000	28,066,231	(8,327,231)	13,291,922
SPECIAL REVENUE FUNDS	23,295,302	17,579,900	16,852,479	727,421	24,022,723
INTERNAL SERVICE FUNDS	2,667,158	4,986,100	5,821,490	(835,390)	1,831,768
DEBT SERVICE FUNDS	5,317,384	2,499,800	2,499,800	0	5,317,384
<b>Total Other Funds</b>	<b>\$ 52,898,997</b>	<b>\$ 44,804,800</b>	<b>\$ 53,240,001</b>	<b>\$ (8,435,201)</b>	<b>\$ 44,463,796</b>
<b>Total All Funds</b>	<b>\$ 71,208,531</b>	<b>\$ 93,745,900</b>	<b>\$ 101,847,257</b>	<b>\$ (8,101,357)</b>	<b>\$ 63,107,174</b>

**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 2023-24 total enterprise funds budget is \$28.1 million, 27.6% 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 \$19.0 million are based on a 3.5% rate increase in FY 2023-24. The sewer operating expenditures include the same inflationary base budget assumptions. The Salaries and Benefit costs of





approximately \$5.5 million are based on 28 FTE allocated to the Sewer Fund and include all current MOU provisions.

**The Beach Parking Fund** is used to account for parking services to residents and visitors. The revenues are projected at \$0.7 million, which aligns with the FY 2022-23 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 2023-24 revenues for this category are \$17.6 million. The FY 2023-24 expenditures of \$16.9 million for this Category represents around 17% of the City's total budget and include the recommended FY 2023-24 CIP Budget allocation and the following recommended budget option as already mentioned above:

- Addition of the full-time Project Manager position to be funded in General Capital Fund 22 (\$197,008). The Project Manager's time would be charged to already funded capital projects and will not have an additional direct impact on General Fund unless the project is funded by the General Fund.

**Internal Service Funds** serve the needs of the City and are used to 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 2023-24 budget for this category is \$5.8 million, which is 6% of the City's budget. The Motor Pool Replacement and Fire Equipment Funds are funding the following City Manager's budget recommendations in the FY 2023-24 as already mentioned above:



- Additional allocation of \$500,000 in Vehicle Replacement Fund 72 towards the purchase of new vehicles citywide in accordance with the City's vehicle replacement schedule.
- Additional allocation of \$70,000 from the available Vehicle Replacement Fund balance (Fund 72) towards the initial deposit for the lease purchase of a new Fire apparatus as further described in the attached budget form.
- Appropriation of \$399,378 from the available balance of the Fire Equipment Fund (Fund 74) towards the purchase of protective gear and radio equipment

Both the Motor Pool Replacement Fund and the Fire Equipment Fund have sufficient resources to fund the FY 2023-24 requests.

**The Debt Service Fund** is used to account for all ongoing debt payment obligations. The FY 2023-24 Budget of \$2.5 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 and the Civic Center improvement project financing. The Debt Service Fund represents around 2% of the City's total budget.

### **Conclusion and Future Outlook**

The Proposed FY 2023-24 Budget is balanced and reflects the City Council's direction and priorities. Fiscal sustainability remains a top priority as the City continues to provide quality programs and services in a financially sustainable fashion. City staff looks forward to continued work with the City Council and the community to ensure Pacifica continues to be a desirable community in which to live, work, and play.



**City of Pacifica**  
**FY 2023-24 Adpoted Budget**  
**Fund Balances Summary**

Fund Name	Revised Projected Fund Balance 6/30/2023	Revenues & Transfers In Adopted Budget	Expenditures & Transfers Out Adopted Budget	Revenue Over (Under) Expenditures	Projected Fund Balance 6/30/2024
<b>GENERAL FUND</b>	<b>\$ 18,309,534</b>	<b>\$ 48,941,100</b>	<b>\$ 48,607,256</b>	<b>\$ 333,844</b>	<b>\$ 18,643,378</b>
<b>ENTERPRISE FUNDS</b>					
18 Sewer Charge Fund	2,932,291	19,071,000	17,116,167	1,954,833	4,887,124
34 Sewer Facility Construction Fund	18,242,292	3,000	10,488,000	(10,485,000)	7,757,292
35 Beach Parking Fund	444,570	665,000	462,064	202,936	647,506
<b>Total Enterprise Funds</b>	<b>21,619,153</b>	<b>19,739,000</b>	<b>28,066,231</b>	<b>(8,327,231)</b>	<b>13,291,922</b>
<b>SPECIAL REVENUE AND CAPITAL FUNDS</b>					
07 SLES Fund	228,063	130,000	128,300	1,700	229,763
09 Measure A Fund	3,201,778	1,463,000	2,626,900	(1,163,900)	2,037,878
10 Gas Tax Maintenance Fund*	247,021	2,245,900	1,763,100	482,800	729,821
11 Measure W Fund	-	560,000	550,000	10,000	10,000
12 Highway 1 Improvement Fund	587,298	29,500	59,796	(30,296)	557,002
13 Street Improvement Fund	-	1,821,000	1,610,000	211,000	211,000
14 Manor Drive Improvement Fund	575,891	2,700,000	3,060,000	(360,000)	215,891
15 Aircraft Noise Project	411	-	-	-	411
16 NPDES Stormwater Fund	311,184	203,000	334,600	(131,600)	179,584
19 Planned Local Drainage Fund	(95,190)	477,000	2,100	474,900	379,710
22 General Capital Improvement Fund	5,514,964	4,391,000	4,612,000	(221,000)	5,293,964
23 Frontierland Remediation	475,905	75,000	280,000	(205,000)	270,905
24 Housing In-Lieu Fund	244,014	1,665,250	-	1,665,250	1,909,264
25 Parking In-Lieu Fund	14,142	-	-	-	14,142
26 Park In-Lieu Capital Improvement	480,827	120,000	-	120,000	600,827
27 PB&R Roy Davies Trust	1,552,614	-	135,400	(135,400)	1,417,214
28 PB&R Special Revenue Fund	1,919,326	-	200,583	(200,583)	1,718,743
29 Tree Special Revenue Fund	-	-	-	-	-
31 Pacifica Library Fund	121,143	34,000	34,700	(700)	120,443
38 Disaster Accounting Fund	7,915,911	1,665,250	1,455,000	210,250	8,126,161
<b>Total Special Revenue and Capital Funds</b>	<b>23,295,302</b>	<b>17,579,900</b>	<b>16,852,479</b>	<b>727,421</b>	<b>24,022,723</b>
<b>INTERNAL SERVICE FUNDS</b>					
65 Self Funded Dental Plan	270,127	248,500	181,100	67,400	337,527
66 Self-Insurance Fund W/C	566,919	1,100,000	1,100,000	-	566,919
67 Self-Insurance Fund Liability	721,080	2,030,300	2,380,300	(350,000)	371,080
71 Motor Pool Operations Fund	249,705	1,200,000	1,190,712	9,288	258,993
72 Motor Pool Replacement Fund	712,095	125,000	570,000	(445,000)	267,095
74 Fire Equipment Fund	147,232	282,300	399,378	(117,078)	30,154
<b>Total Internal Service Funds</b>	<b>2,667,158</b>	<b>4,986,100</b>	<b>5,821,490</b>	<b>(835,390)</b>	<b>1,831,768</b>
<b>DEBT SERVICE FUNDS</b>					
40 Debt Service Fund	5,317,384	2,499,800	2,499,800	-	5,317,384
<b>Total Debt Service Funds</b>	<b>5,317,384</b>	<b>2,499,800</b>	<b>2,499,800</b>	<b>-</b>	<b>5,317,384</b>
<b>Total Other Funds</b>	<b>52,898,997</b>	<b>44,804,800</b>	<b>53,240,001</b>	<b>(8,435,201)</b>	<b>44,463,796</b>
<b>Total All Funds</b>	<b>\$ 71,208,531</b>	<b>\$ 93,745,900</b>	<b>\$ 101,847,257</b>	<b>\$ (8,101,357)</b>	<b>\$ 63,107,174</b>

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# CITY OF PACIFICA

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## 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 2023-24 is \$48.9 million in revenue and \$48.6 million in operating expenditures, including capital transfers of \$0.650 million. This will generate a small structural surplus of about \$333,844 in the 2023-24 General Fund budget.

## 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



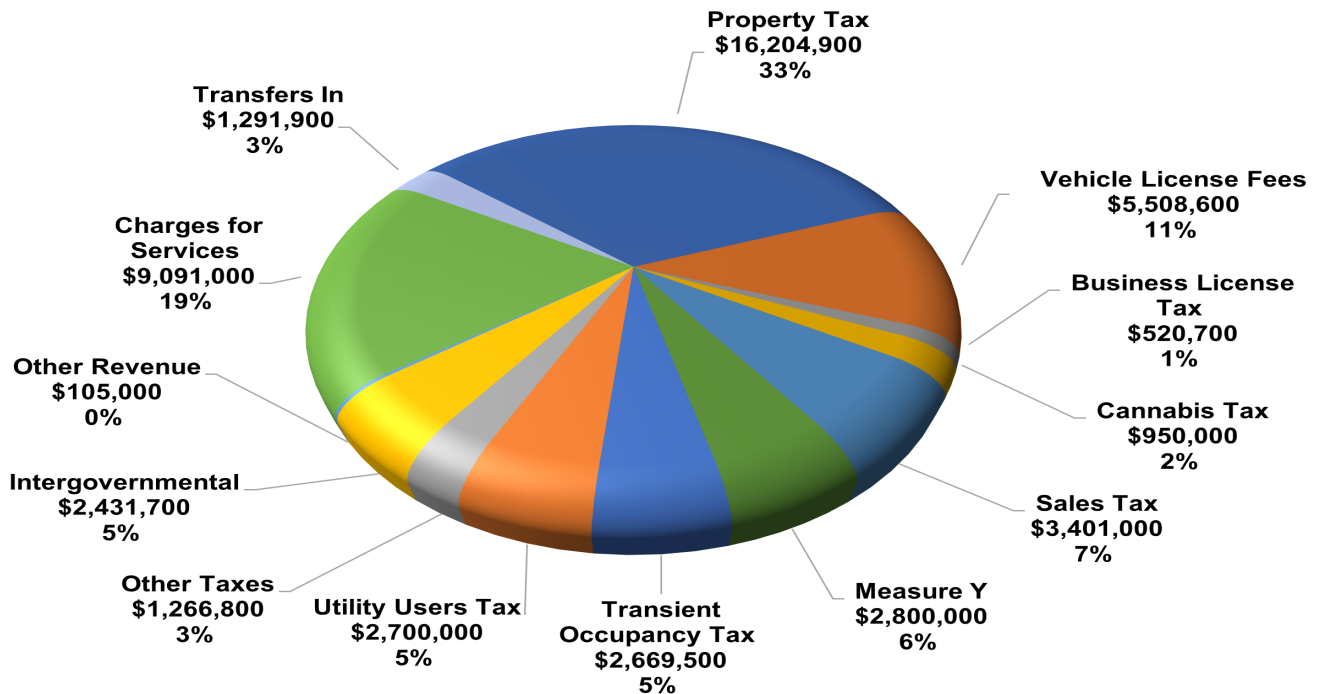
are subject to local and national economic cycles, businesses' decisions to locate in the community and the travel activity of businesses and tourists.

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 2023-24 is projected to come in higher than last year's due gradual recovery of the local economy in the post-pandemic world.

Expenditures	2020-21 Actual	2021-22 Actual	2022-23 Amended Budget Actual	2023-24 Adopted Budget
Property Tax	\$ 15,131,117	\$ 14,500,404	\$ 15,554,100	\$ 16,204,900
Vehicle License Fees	\$ 2,643,981	\$ 4,355,327	\$ 6,986,807	\$ 5,508,600
Business License Tax	\$ 444,171	\$ 460,964	\$ 453,000	\$ 520,700
Cannabis Tax	\$ 775,261	\$ 839,527	\$ 825,000	\$ 950,000
Sales Tax	\$ 2,848,681	\$ 3,136,434	\$ 3,356,000	\$ 3,401,000
Measure Y	\$ -	\$ -	\$ 650,000	\$ 2,800,000
Transient Occupancy Tax	\$ 1,531,550	\$ 1,492,502	\$ 2,643,000	\$ 2,669,500
Utility Users Tax	\$ 2,146,229	\$ 2,265,330	\$ 2,400,000	\$ 2,700,000
Other Taxes	\$ 1,734,220	\$ 1,800,589	\$ 1,687,800	\$ 1,266,800
Intergovernmental	\$ 2,633,423	\$ 7,233,142	\$ 6,887,165	\$ 2,431,700
Other Revenue	\$ 737,600	\$ -	\$ 88,000	\$ 105,000
Charges for Services	\$ 5,061,683	\$ 6,366,388	\$ 8,015,598	\$ 9,091,000
Transfers In	\$ 733,007	\$ 1,130,919	\$ 1,130,900	\$ 1,291,900
<b>Total General Fund Exp.</b>	<b>\$ 36,420,923</b>	<b>\$ 43,581,524</b>	<b>\$ 50,677,370</b>	<b>\$ 48,941,100</b>

## City of Pacifica FY 2023-24 Adopted Budget General Fund Revenue By Type





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 4.2% increase for base property tax based on prior-year trends, and information received from the San Mateo County Controller’s Office, the FY 2023-24 budget recommendation for overall property taxes of \$16.2 million will be an increase of \$0.65 million over the FY 2022-23 Revised Budget.

### Sales and Use Tax:

The Sales Tax is currently the City's fourth 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 the City's sales tax advisor and sales tax projections prepared by HdL the local sales activities forecast is expected to show slightly better performance than initially expected. This is due to an increase in the Restaurants and Hotel category of 2.5% and the State / County pool allocation for online sales increasing 4.3% over the FY 2022-23 projections. The biggest offset is projected to occur in the Fuel and Service Stations industry group with a decrease of 7.7%. Total sales tax is estimated at \$3.4 million, an additional 1.3% increase over the Revised FY 2022-23 Budget.



### Measure Y:

Measure Y is a ½ cent Transaction & Use Tax that was passed by the voters in the City of Pacifica in November 2022. The tax became effective April 1, 2023 and FY 2023-24 will be the first full year of collections. HdL projects this revenue to be \$2.8 million in FY 2023-24. This revenue source is now the fifth-largest revenue category.

### 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 \$2.7 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 coastsiders. The pre-pandemic coastsider 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.

HdL has provided updated estimates for the Transient Occupancy Tax to increase only by \$26,500 or 1%. This is based on the rebound and full recovery in the current year, including the short-term rental properties and 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 review of the actual cost. This revenue source is approximately 19% of General Fund revenue and includes building, planning, other permits, recreation revenues and rentals, fines, and reimbursements. For FY 2023-24, charges for services are projected to increase by \$1.1 million or 13.4% over the Revised FY 2022-23 Budget..

### Vehicle License Fee (VLF) in Lieu:

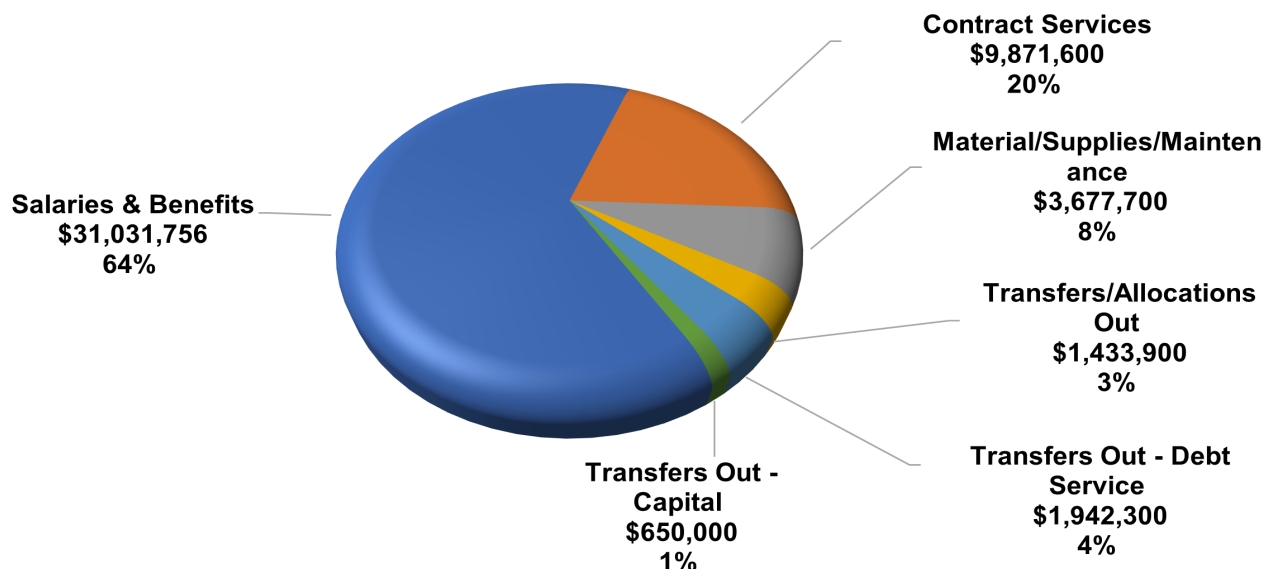
Vehicle License Fee (VLF) in Lieu is the third largest revenue category. Through the State, there has been insufficient ERAF to fund the VLF in Lieu allocation for FY's 2019-20, 2020-21, and 2021-22. Staff has previously reported to the Council a projected loss (delay) of this major revenue stream currently 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. The state did pay the shortfall for FY 2019-20 and 2020-21 totaling \$2.1 million, most of which occurred in this current fiscal year 2022-23. As of now, it is uncertain if the state will pay the true-up for FY 2021-22 (\$691,185) due to be paid back to the City in FY 2023-24. Therefore, the VLF category shows a decrease of \$1.5 million compared to FY 2022-23 due to the large payback in the current FY 2022-23 and no shortfall backfill planned by the state in FY 2023-24.

### Other Categories:

Other Revenues include the Intergovernmental category, which includes revenues received from the Federal, State, County, and other governmental agencies. Other significant revenue categories include the Utility Users Tax (UUT), Cannabis Operations Tax and Business License Tax.

### General Fund Expenditures

## City of Pacifica FY 2023-24 Adopted Budget General Fund Expenditures By Type



The 2023-24 General Fund Budget expenditures of \$48.6 million show \$176,029 or 0.4% increase in spending over the Revised 2022-23 Budget.

Expenditures	2020-21 Actual	2021-22 Actual	2022-23 Amended Budget Actual	2023-24 Adopted Budget
Salaries & Benefits	\$ 25,098,441	\$ 27,270,356	\$ 30,677,431	\$ 31,031,756
Contract Services	\$ 5,669,667	\$ 7,201,485	\$ 11,041,884	\$ 9,871,600
Material/Supplies/Maintenance	\$ 3,210,913	\$ 3,610,220	\$ 3,611,531	\$ 3,677,700
Transfers/Allocations Out	\$ 189,727	\$ 145,932	\$ 373,300	\$ 1,433,900
Transfers Out - Debt Service	\$ 662,273	\$ 1,959,943	\$ 2,072,081	\$ 1,942,300
Transfers Out - Capital	\$ 1,009,270	\$ 3,000,000	\$ 655,000	\$ 650,000
<b>Total General Fund Exp.</b>	<b>\$ 35,840,292</b>	<b>\$ 43,187,936</b>	<b>\$ 48,431,227</b>	<b>\$ 48,607,256</b>

The increase in expenditures in the coming year is due to individual department changes including the additions of the the Mental Health Clinician and body worn cameras for Police, replacement of Firefighter personal protective equipment and radios, Short Term Rental enhancements and enforcement, an additional Maintenance Staff member, increase to citywide special event budget and a creation of a teen specific Recreation program. As well as an increase to contractual expenditures for professional services city wide.



### 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 2023-24 proposed CIP, the General Fund contribution is \$650,000. The City’s FY 2023-24 \$21.1 million Capital Program is quite aggressive and is comprised of 38 capital projects.

Additional information on the City’s Capital Improvement Program can be found in the FY 2023-2028 CIP Budget document.

### Reserves and Assigned Funds:

The City’s Fund Balance Policy identifies fund balances (or reserves) that 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 the General Fund Committed Balance.

- Budget Shortfall Policy Reserve of 10% of Expenditures (\$4.8 million)
- Facilities Maintenance & Replacement (restored back to \$0.2 million)
- Compensated Absences Reserve (\$0.2 million)
- Child Care Reserve (\$0.5 million)
- Legal Reserves (\$0.1 million)



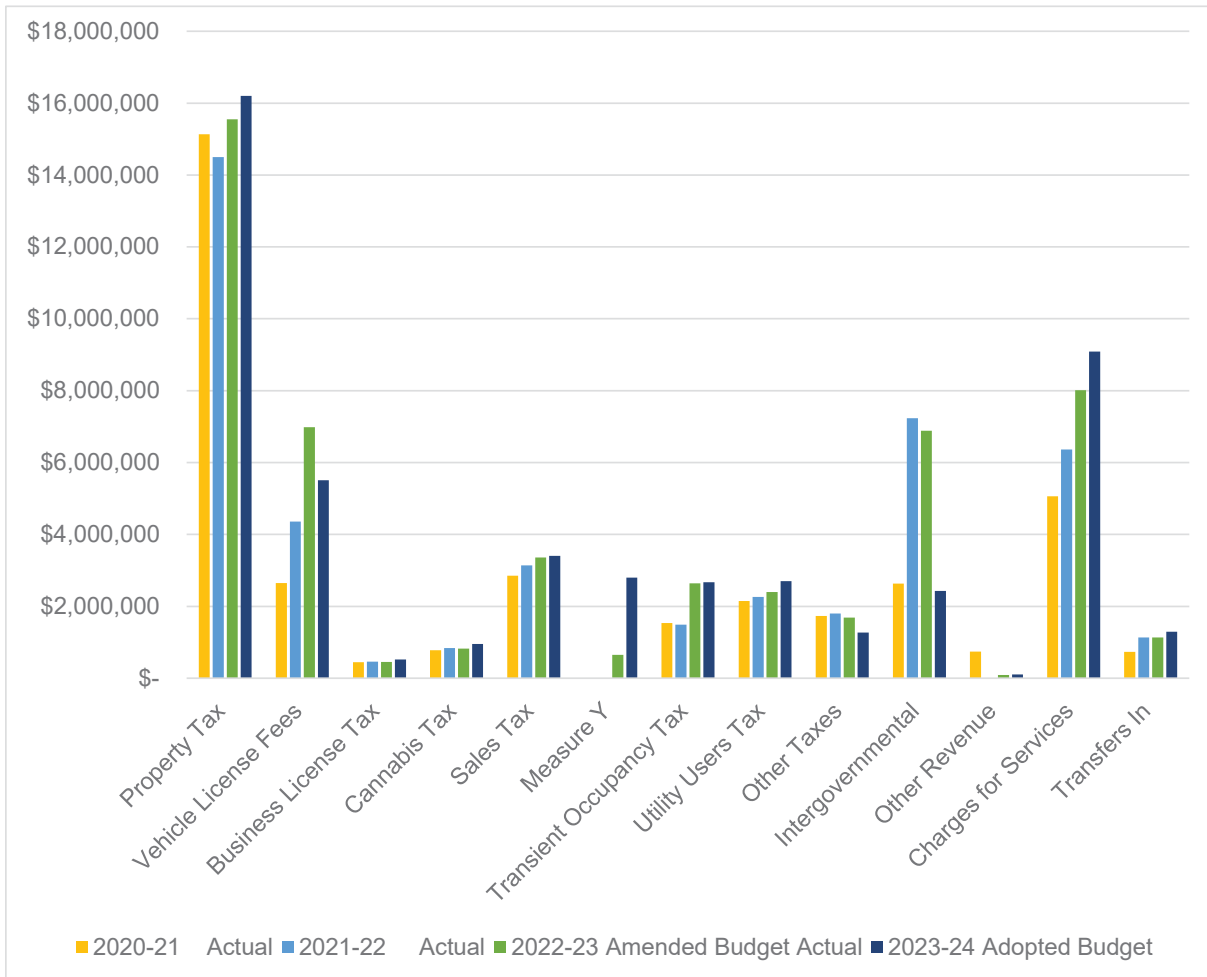
The General Fund balances for the FY 2023-24 Recommended Budget are detailed in the table below. If all options presented in this report are approved by the Council, the City will have a balanced FY 2023-24 Budget with an undesignated General Fund Balance of approximately \$8.4 million.

Designations	Actual FY 2021-22	Adopted FY 2022-23	Revised 2022-23	FY 2023-24 Adj Base Budget 6/12/23	FY 2023-24 Adopted
<b>Beginning Fund Balance</b>	<b>\$ 15,669,797</b>	<b>\$ 16,063,391</b>	<b>\$ 16,063,391</b>	<b>\$ 18,309,534</b>	<b>\$ 18,309,534</b>
Total Revenue	43,581,527	47,275,263	50,677,370	48,694,400	48,941,100
Total Operating Expenditures	40,187,933	46,617,227	47,776,227	47,108,426	47,957,256
Total Capital Project Expenditures	3,000,000	655,000	655,000	650,000	650,000
<b>Ending Fund Balance</b>	<b>16,063,391</b>	<b>16,066,427</b>	<b>18,309,534</b>	<b>19,245,508</b>	<b>18,643,378</b>
<b>Non-Spendable</b>	<b>3,768,557</b>	<b>4,371,453</b>	<b>4,480,137</b>	<b>4,417,515</b>	<b>4,417,515</b>
<b>Assigned Reserves</b>					
Policy Level of 10% of Expenditures	4,018,793	4,661,723	4,777,623	4,710,843	4,795,726
Facility Maintenance & Replacement	205,000	205,000	205,000	205,000	205,000
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
<b>Assigned Reserves</b>	<b>5,221,701</b>	<b>5,655,314</b>	<b>5,771,214</b>	<b>5,704,434</b>	<b>5,789,317</b>
<b>Total Designations</b>	<b>8,990,258</b>	<b>10,026,767</b>	<b>10,251,350</b>	<b>10,121,948</b>	<b>10,206,831</b>
<b>Unassigned Fund Balance</b>	<b>7,073,133</b>	<b>6,039,660</b>	<b>8,058,184</b>	<b>9,123,560</b>	<b>8,436,547</b>
Operating Expenses	40,187,933	46,617,227	47,776,227	47,108,426	47,957,256
<b>Unassigned Fund Balance as % of Op. Expenses</b>	<b>18%</b>	<b>13.0%</b>	<b>16.9%</b>	<b>19%</b>	<b>18%</b>

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 2023-24 operating 10% contingency reserves, staff included operating transfers in the expenditures figures and set aside nearly \$4.8 million for this purpose. Together with other contingencies in the above table, the FY2023-24 total assigned reserves are \$5.8 million or 17.6% of the General Fund operating expenditures (excluding one-time and capital transfers). The unassigned General Fund Balance is projected at \$8.4 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.

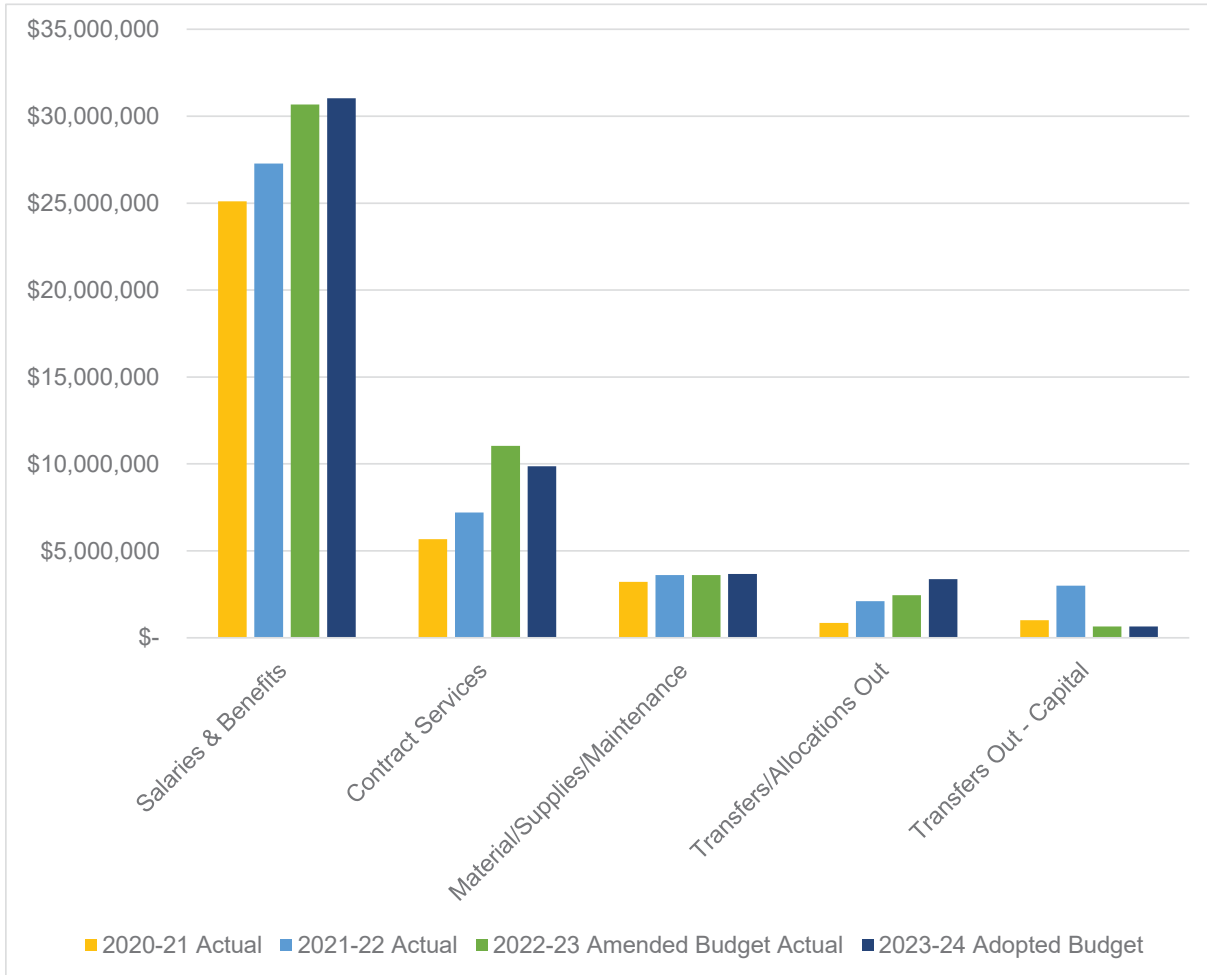


# City of Pacifica FY 2023-24 Budget General Fund Revenue By Type



Expenditures	2020-21 Actual	2021-22 Actual	2022-23 Amended Budget Actual	2023-24 Adopted Budget
Property Tax	\$ 15,131,117	\$ 14,500,404	\$ 15,554,100	\$ 16,204,900
Vehicle License Fees	\$ 2,643,981	\$ 4,355,327	\$ 6,986,807	\$ 5,508,600
Business License Tax	\$ 444,171	\$ 460,964	\$ 453,000	\$ 520,700
Cannabis Tax	\$ 775,261	\$ 839,527	\$ 825,000	\$ 950,000
Sales Tax	\$ 2,848,681	\$ 3,136,434	\$ 3,356,000	\$ 3,401,000
Measure Y	\$ -	\$ -	\$ 650,000	\$ 2,800,000
Transient Occupancy Tax	\$ 1,531,550	\$ 1,492,502	\$ 2,643,000	\$ 2,669,500
Utility Users Tax	\$ 2,146,229	\$ 2,265,330	\$ 2,400,000	\$ 2,700,000
Other Taxes	\$ 1,734,220	\$ 1,800,589	\$ 1,687,800	\$ 1,266,800
Intergovernmental	\$ 2,633,423	\$ 7,233,142	\$ 6,887,165	\$ 2,431,700
Other Revenue	\$ 737,600	\$ -	\$ 88,000	\$ 105,000
Charges for Services	\$ 5,061,683	\$ 6,366,388	\$ 8,015,598	\$ 9,091,000
Transfers In	\$ 733,007	\$ 1,130,919	\$ 1,130,900	\$ 1,291,900
<b>Total General Fund Exp.</b>	<b>\$ 36,420,923</b>	<b>\$ 43,581,524</b>	<b>\$ 50,677,370</b>	<b>\$ 48,941,100</b>

# City of Pacifica FY 2023-24 Budget General Fund Expenditures By Type



<b>Expenditures</b>	<b>2020-21 Actual</b>	<b>2021-22 Actual</b>	<b>2022-23 Amended Budget Actual</b>	<b>2023-24 Adopted Budget</b>
Salaries & Benefits	\$ 25,098,441	\$ 27,270,356	\$ 30,677,431	\$ 31,031,756
Contract Services	\$ 5,669,667	\$ 7,201,485	\$ 11,041,884	\$ 9,871,600
Material/Supplies/Maintenance	\$ 3,210,913	\$ 3,610,220	\$ 3,611,531	\$ 3,677,700
Transfers/Allocations Out	\$ 852,000	\$ 2,105,875	\$ 2,445,381	\$ 3,376,200
Transfers Out - Capital	\$ 1,009,270	\$ 3,000,000	\$ 655,000	\$ 650,000
<b>Total General Fund Exp.</b>	<b>\$ 35,840,292</b>	<b>\$ 43,187,936</b>	<b>\$ 48,431,227</b>	<b>\$ 48,607,256</b>



## General Fund (01)

### Statement of Revenue, Expenditures and Changes in Net Assets

	Actual Budget 20-21	Actual Budget 21-22	Amended Budget 22-23	Adopted Budget 23-24
<b>Revenue</b>				
Taxes	\$ 27,255,209	\$ 28,851,076	\$ 34,555,707	\$ 36,021,500
Property Tax	\$ 15,131,117	\$ 14,500,404	\$ 15,554,100	\$ 16,204,900
Vehicle License Fees	\$ 2,643,981	\$ 4,355,327	\$ 6,986,807	\$ 5,508,600
Business License Tax	\$ 444,171	\$ 460,964	\$ 453,000	\$ 520,700
Cannabis Tax	\$ 775,261	\$ 839,527	\$ 825,000	\$ 950,000
Sales Tax	\$ 2,848,681	\$ 3,136,434	\$ 3,356,000	\$ 3,401,000
Measure Y	\$ -	\$ -	\$ 650,000	\$ 2,800,000
Transient Occupancy Tax	\$ 1,531,550	\$ 1,492,502	\$ 2,643,000	\$ 2,669,500
Utility Users Tax	\$ 2,146,229	\$ 2,265,330	\$ 2,400,000	\$ 2,700,000
Other Taxes	\$ 1,734,220	\$ 1,800,589	\$ 1,687,800	\$ 1,266,800
Intergovernmental	\$ 2,633,423	\$ 7,233,142	\$ 6,887,165	\$ 2,431,700
Other Revenue	\$ 737,600	\$ -	\$ 88,000	\$ 105,000
Charges for Services	\$ 5,061,683	\$ 6,366,388	\$ 8,015,598	\$ 9,091,000
Total Revenue	<u>\$ 35,687,916</u>	<u>\$ 42,450,605</u>	<u>\$ 49,546,470</u>	<u>\$ 47,649,200</u>
<b>Expenditures</b>				
Salaries & Benefits	\$ 25,098,441	\$ 27,270,356	\$ 30,677,431	\$ 31,031,756
Contract Services	\$ 5,669,667	\$ 7,201,485	\$ 11,041,884	\$ 9,871,600
Material/Supplies/Maintenance	\$ 3,210,913	\$ 3,610,220	\$ 3,611,531	\$ 3,677,700
Total Expenditures	<u>\$ 33,979,022</u>	<u>\$ 38,082,061</u>	<u>\$ 45,330,846</u>	<u>\$ 44,581,056</u>
Excess revenue over (under) expenditures	<u>\$ 1,708,894</u>	<u>\$ 4,368,545</u>	<u>\$ 4,215,624</u>	<u>\$ 3,068,144</u>
<b>Other financing sources (uses)</b>				
Transfers In	\$ 733,007	\$ 1,130,919	\$ 1,130,900	\$ 1,291,900
Transfers/Allocations Out	\$ (852,000)	\$ (2,105,875)	\$ (2,445,381)	\$ (3,376,200)
Transfers Out - Capital	\$ (1,009,270)	\$ (3,000,000)	\$ (655,000)	\$ (650,000)
Total Financing Sources (uses)	<u>\$ (1,128,263)</u>	<u>\$ (3,974,956)</u>	<u>\$ (1,969,481)</u>	<u>\$ (2,734,300)</u>
Excess revenue and other sources over (under) expenditures and other uses	<u>\$ 580,631</u>	<u>\$ 393,589</u>	<u>\$ 2,246,143</u>	<u>\$ 333,844</u>
<b>Beginning Net Assets, July 1</b>	<u>\$ 15,089,171</u>	<u>\$ 15,669,802</u>	<u>\$ 16,063,391</u>	<u>\$ 18,309,534</u>
<b>Ending Net Assets, June 30 (Projected)</b>	<u><u>\$ 15,669,802</u></u>	<u><u>\$ 16,063,391</u></u>	<u><u>\$ 18,309,534</u></u>	<u><u>\$ 18,643,378</u></u>

# Long-Term Financial Forecast Assumptions

The long-term financial model features a set of assumptions for revenues and expenditures based on conservative projections. The scenario presented represents conservative levels of revenue based on information available now. These projections are preliminary, and staff will further refine the figures included in this report as part of the FY 2023-24 Base Budget cycle.

## Revenue Assumptions:

1. **Property Tax** assumes a 5.65% increase for FY2023-24 and a 4% increase annually thereafter, per assumptions used by HdL, the City's 3<sup>rd</sup> party tax consultant. This aligns with the past years' collections and is consistent with the anticipated increases in the assessed market value from properties being sold.
2. **Vehicle License Fees (VLF)** are tied to property tax growth and assume a conservative 4% annual increase. The FY2023-24 Base Budget does not include a backfill amount of \$691,185, which is due from the State, based on the most recent information that the State did not budget these payouts to the cities. There is a possibility that the State will revise its budget in the May review. Staff will continue monitoring this issue. The City will eventually receive this backfill amount in future years.
3. **Sales Tax** assumes a modest increase of 1.5% over the FY2022-23 Revised Budget, followed by a nearly 8% increase over the last year's adopted budget at mid-year. The preliminary FY2023-24 assumptions are based on recent projections by HdL projections (City's Sales Tax advisor). The future years are projecting a 3% increase considering local economic recovery from the pandemic and continuing growth in online sales.
4. **Measure Y** is the new ½ % voter-approved Transaction and Use Tax that went into effect on April 1, 2023, with projected FY2022-23 Q4 revenues of \$650,000 recorded at the mid-year budget review. The FY2023-24 amount of \$2.8 million is based on recent projections by HdL, and like the regular 1% of Bradley Burns Local Sales and Use Tax mentioned above, a 3% assumption is used in the following years.
5. **Transient Occupancy Tax** received a substantial adjustment increase at mid-year because of the post-COVID recovery of the hotel industry and recent compliance efforts related to short-term rentals (STR). As a result, the preliminary FY2023-24 revenues assume a small 1% or \$45,000 increase over the FY 2022-23 Revised Budget for the next fiscal year and a normal inflation change of 2.5% after that.
6. **Utility Users Taxes (UUT)** also assumes a 10% increase for the next fiscal year, given the anticipated increase in PG&E rates, and a modest 2.5% increase after that, assuming more normalized growth in utility rates and demand.
7. **Other Taxes** include business license tax, cannabis operations tax, and franchise tax. The preliminary forecast includes a small 2.3% or \$68k change over the midyear estimates and a 2.5% increase after that, assuming a normal inflation change.
8. **Departmental or Program revenues** include building, planning, and other permits, recreation revenues, and rentals. This category assumes a \$0.7 million or 6% increase over the Revised FY 2022-23 Budget. This includes a 2% increase based on the current service activity level that is anticipated to continue, plus inflationary adjustments to the Wastewater Fund administrative service fee, and an anticipated increase in investment income due to the recently completed renegotiations of the City agreements for banking services.
9. 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 \$105K in the General Fund to provide local non-profit grants.

10. The **Operating Transfer, In/Out category**, also remains the same. However, this figure will likely change once the FY 2023-24 Base Budget is developed.

### **Expenditures Assumptions:**

1. **Salaries and Benefits (S&B)** projections include the same base level full-time equivalent count citywide but assume NO ongoing annual increase in the employee compensation for FY 2023-24 as the City is currently in negotiations with all labor groups. The future years include a 2% increase to allow for inflationary changes in employee benefits and potential changes in position control. Once the new Memoranda of Understanding (MOU) terms and provisions are in place, this category will have to be revised. Other S&B assumptions include the following:
  - a. FY 2023-24 includes a marginal increase of \$354,325 to account for normal merit increases and new costs associated with increased PERS and medical rates.
  - b. The anticipated increases in the City's contribution towards the unfunded liabilities of \$0.4M for FY2023-24 and \$0.5M in FY2024-25 as per CALPERS Actuarial Reports are built in the projections.
  - c. The projections also include the previously approved \$200,000 contribution to the the section 115 trust fund with PARS to prefund the unfunded OPEB liability and the minimum \$167,500 pre-funding contribution to the pension trust per the new policy approved by City Council during the budget adoption last year. The policy calls for a contribution of 1.5% of the accrued pension liability, which would be \$3.8 million and is not feasible for the upcoming budget. Therefore, a minimum of \$167,500 figure is being used again (consistent with the current budget) for the upcoming FY 2023-24 projections
  - d. The FY2023-24 Projections eliminate the one-time 1% Bonus pay funded by ARPA that was included in the FY 2023-24 labor agreements.
2. **Materials, Supplies, and Maintenance Category** assumes a modest 1.00% increase in FY2023-24 and a 1.25% increase thereafter, partially accounting for inflation.
3. **Contractual Services Category** assumes a 2.0% increase in FY2023-24 over the FY 2022-23 Revised Budget. An annual increase of 2.25% is applied thereafter to most City contracts to account for inflation and regular CPI increases.
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** staff is changing the allocation for the internal service funds as part of the FY 2023-24 Base Budget development to accurately account for total risk management program fundings, including insurance premiums in the General Liability and Worker Compensation funds. This accounting change increased the General Fund transfers out to these funds in addition to the anticipated increase in insurance premium cost of \$357,000 or 13% in FY2023-24.
6. **Capital Transfers Category.** The Financial Outlook does NOT include any funding towards the Capital Improvement Program (CIP), as this will be the Council's policy decision during the budget development. The current FY 2022-23 Adopted Budget included a modest \$655,000 and the FY 2023-24 budget includes \$650,000 of General Fund contributions to the Capital program, which is not a sustainable funding level to address the City's increased capital needs. Given that the City does not have dedicated capital revenue sources, a more considerable General Fund contribution for CIP will likely be required every year, competing with the Council's other strategic priorities.

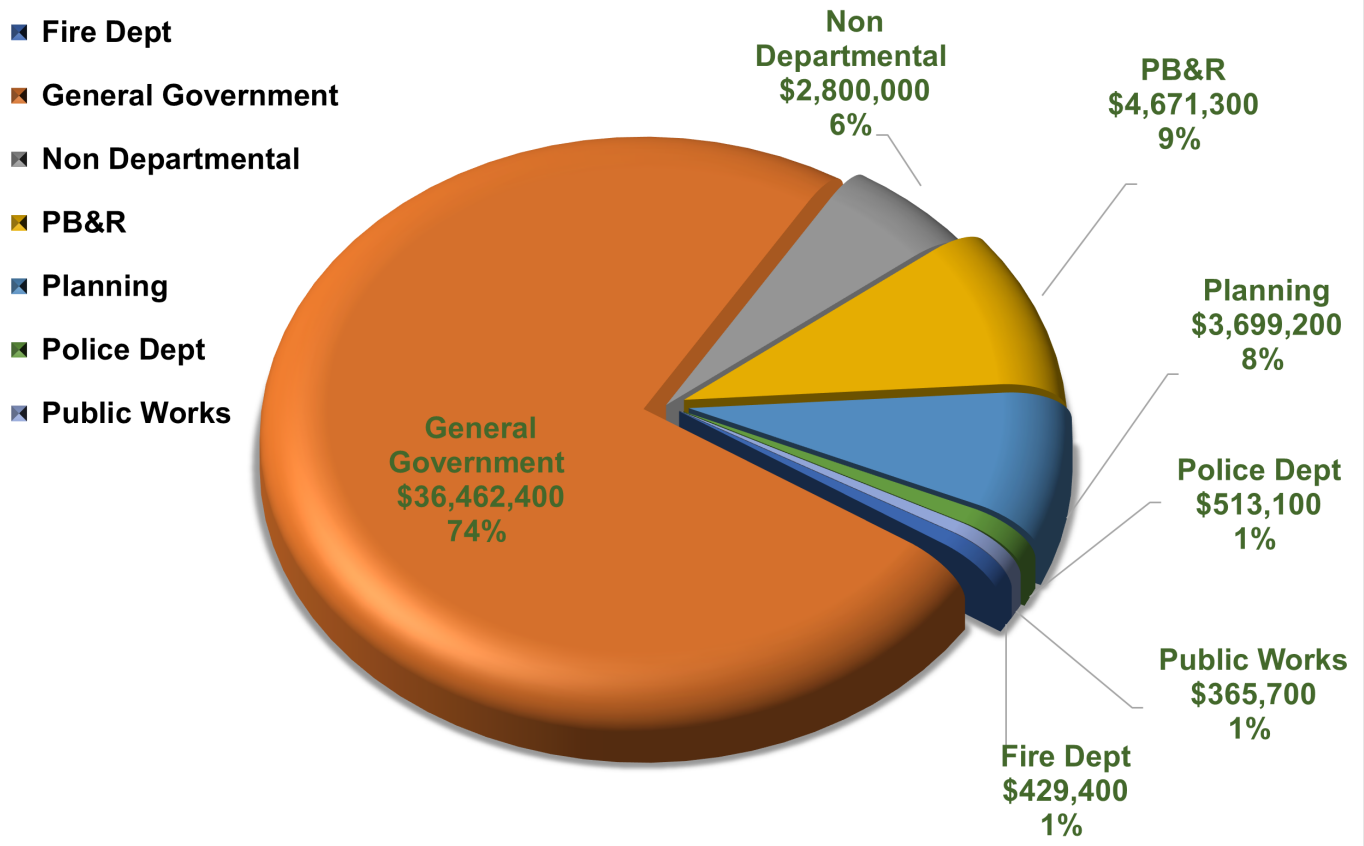
# City of Pacifica Long Term Financial Forecast Table and Assumptions General Fund

REVENUE	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	2030-2031	2031-2032	2032-2033
	Amended Budget	Adopted Budget	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected
Property Tax	\$ 15,554,100	\$ 16,204,900	\$ 16,853,100	\$ 17,527,200	\$ 18,228,300	\$ 18,957,400	\$ 19,715,700	\$ 20,504,300	\$ 21,324,500	\$ 22,177,500	\$ 23,064,600
Vehicle License Fees	6,986,807	5,508,600	5,728,900	5,958,100	6,196,400	6,444,300	6,702,100	6,970,200	7,249,000	7,539,000	7,840,600
Sales Tax	3,356,000	3,401,000	3,503,000	3,608,100	3,716,300	3,827,800	3,942,600	4,060,900	4,182,700	4,308,200	4,437,400
Measure Y	650,000	2,800,000	2,884,000	2,970,500	3,059,600	3,151,400	3,245,900	3,343,300	3,443,600	3,546,900	3,653,300
Transient Occupancy Tax	2,643,000	2,669,500	2,736,200	2,804,600	2,874,700	2,946,600	3,020,300	3,095,800	3,173,200	3,252,500	3,333,800
Utility Users Tax	2,400,000	2,700,000	2,767,500	2,836,700	2,907,600	2,980,300	3,054,800	3,131,200	3,209,500	3,289,700	3,371,900
Other Taxes	2,965,800	2,737,500	2,805,900	2,876,000	2,947,900	3,021,600	3,097,100	3,174,500	3,253,900	3,335,200	3,418,600
Department/Program Revenues	10,292,251	11,522,700	11,753,200	11,988,300	12,228,100	12,472,700	12,722,200	12,976,600	13,236,100	13,500,800	13,770,800
Transfers In	1,130,900	1,291,900	1,291,900	1,291,900	1,291,900	1,291,900	1,291,900	1,291,900	1,291,900	1,291,900	1,291,900
Excess ERAF	88,000	105,000	105,000	105,000	105,000	105,000	105,000	105,000	105,000	105,000	105,000
ARPA	4,610,512	-	-	-	-	-	-	-	-	-	-
<b>Total Annual Revenue</b>	<b>\$ 50,677,370</b>	<b>\$ 48,941,100</b>	<b>\$ 50,428,700</b>	<b>\$ 51,966,400</b>	<b>\$ 53,555,800</b>	<b>\$ 55,199,000</b>	<b>\$ 56,897,600</b>	<b>\$ 58,653,700</b>	<b>\$ 60,469,400</b>	<b>\$ 62,346,700</b>	<b>\$ 64,287,900</b>

EXPENDITURES	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	2030-2031	2031-2032	2032-2033
	Amended Budget	Adopted Budget	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected
Salaries & Benefits	\$ 30,677,431	\$ 31,031,756	\$ 32,144,427	\$ 33,315,290	\$ 34,548,306	\$ 35,847,738	\$ 37,218,176	\$ 38,664,557	\$ 40,192,200	\$ 41,806,830	\$ 43,514,614
Contract Services	11,041,884	9,871,600	10,115,390	10,368,275	10,627,482	10,893,169	11,165,498	11,444,635	11,730,751	12,024,020	12,324,620
Material/Supplies/Maintenance	3,611,531	3,677,700	3,717,921	3,764,395	3,811,450	3,859,093	3,907,332	3,956,174	4,005,626	4,055,696	4,106,392
Transfers Out - Debt Service	2,072,081	1,942,300	1,975,909	2,043,595	2,257,820	2,318,189	2,346,202	2,180,680	1,079,640	1,070,527	1,071,015
Transfers/Allocations Out	373,300	1,433,900	1,476,917	1,521,225	1,566,861	1,613,867	1,662,283	1,712,152	1,763,516	1,816,422	1,870,914
<b>Total Annual Operating Expenditures</b>	<b>\$ 47,776,227</b>	<b>\$ 47,957,256</b>	<b>\$ 49,430,564</b>	<b>\$ 51,012,779</b>	<b>\$ 52,811,919</b>	<b>\$ 54,532,056</b>	<b>\$ 56,299,491</b>	<b>\$ 57,958,198</b>	<b>\$ 58,771,733</b>	<b>\$ 60,773,495</b>	<b>\$ 62,887,556</b>
Transfers Out - Capital	\$ 655,000	\$ 650,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total General Fund Expenditures</b>	<b>\$ 48,431,227</b>	<b>\$ 48,607,256</b>	<b>\$ 49,430,564</b>	<b>\$ 51,012,779</b>	<b>\$ 52,811,919</b>	<b>\$ 54,532,056</b>	<b>\$ 56,299,491</b>	<b>\$ 57,958,198</b>	<b>\$ 58,771,733</b>	<b>\$ 60,773,495</b>	<b>\$ 62,887,556</b>
<b>GF Structural Surplus/Deficit</b>	<b>2,246,143</b>	<b>333,844</b>	<b>998,136</b>	<b>953,621</b>	<b>743,881</b>	<b>666,944</b>	<b>598,109</b>	<b>695,502</b>	<b>1,697,667</b>	<b>1,573,205</b>	<b>1,400,344</b>

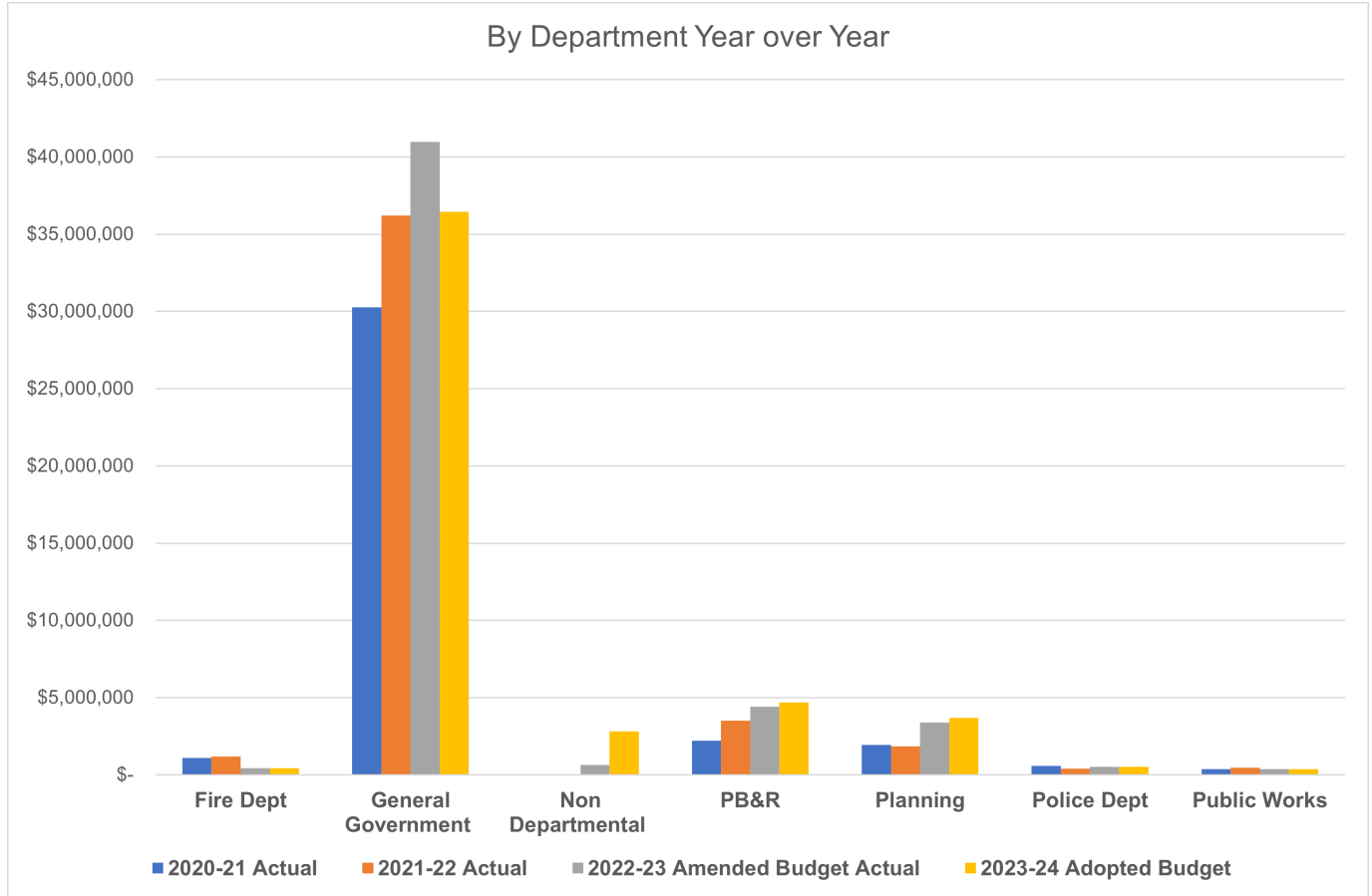
% of GF Revenues	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	2030-2031	2031-2032	2032-2033
Projected Ending Fund Balance	\$ 18,309,534	\$ 18,643,378	\$ 19,641,514	\$ 20,595,135	\$ 21,339,016	\$ 22,005,960	\$ 22,604,069	\$ 23,299,571	\$ 24,997,238	\$ 26,570,443	\$ 27,970,786
Non-Spendable, Restricted & Assigned	\$ 10,251,350	\$ 10,206,832	\$ 10,004,247	\$ 10,162,478	\$ 10,342,392	\$ 10,514,406	\$ 10,691,149	\$ 10,857,020	\$ 10,938,373	\$ 11,138,550	\$ 11,349,956
Unassigned Fund Balance	\$ 8,058,184	\$ 8,436,547	\$ 9,637,267	\$ 10,432,657	\$ 10,996,624	\$ 11,491,554	\$ 11,912,920	\$ 12,442,551	\$ 14,058,864	\$ 15,431,893	\$ 16,620,831
Total Available Reserves (Unassigned + 10% Policy Designation)	12,835,807	13,232,272	14,580,323	15,533,935	16,277,816	16,944,760	17,542,869	18,238,371	19,936,038	21,509,243	22,909,586
Above/(Below) GFOA Guidelines	4,873,102	5,239,396	6,341,896	7,031,805	7,475,830	7,856,084	8,159,621	8,578,671	10,140,749	11,380,327	12,428,327
Available balance as % of Op. Exp	26.9%	27.6%	29.5%	30.5%	30.8%	31.1%	31.2%	31.5%	33.9%	35.4%	36.4%

# City of Pacifica FY 2023-24 Budget General Fund Revenue by Department



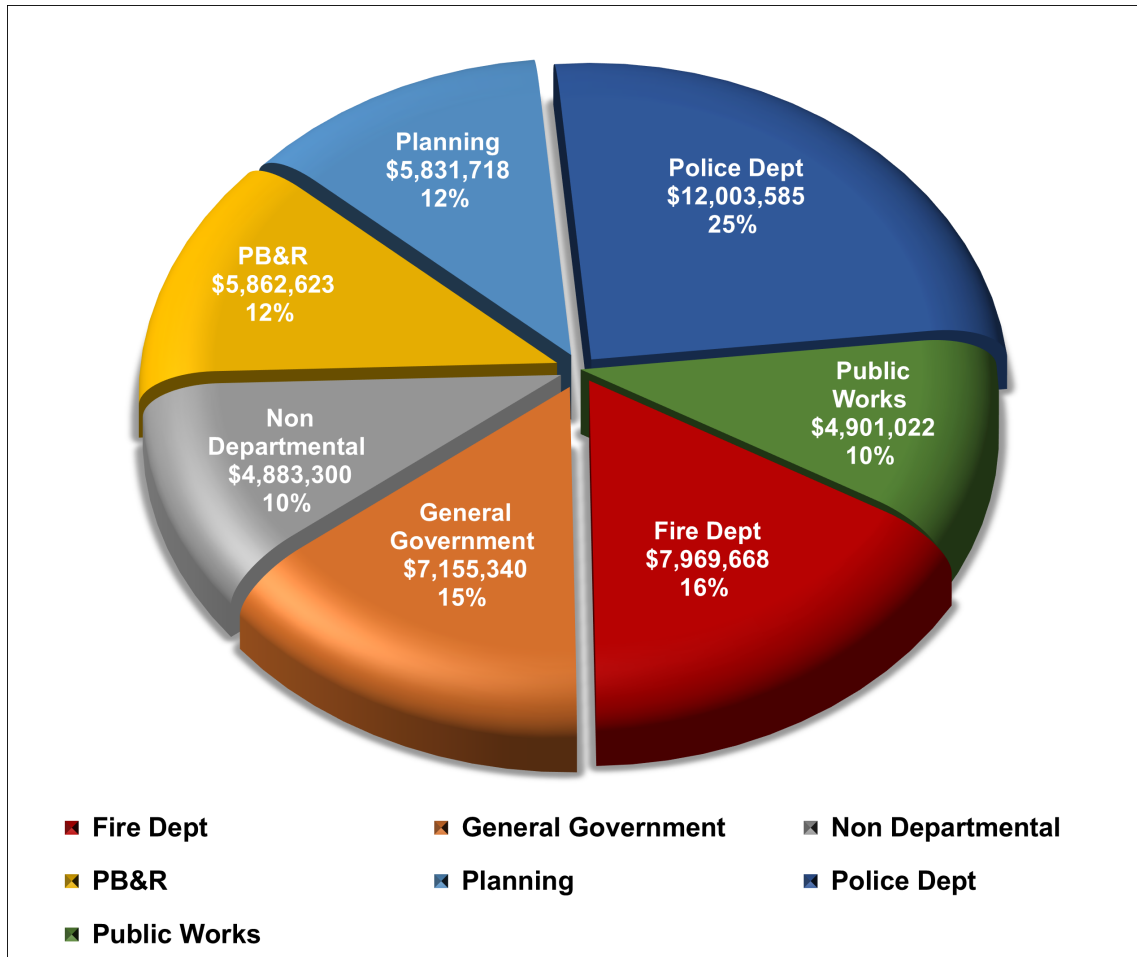
**Total of General Fund Departments: \$48,941,100**

# City of Pacifica FY 2023-24 Budget General Fund Revenue by Department



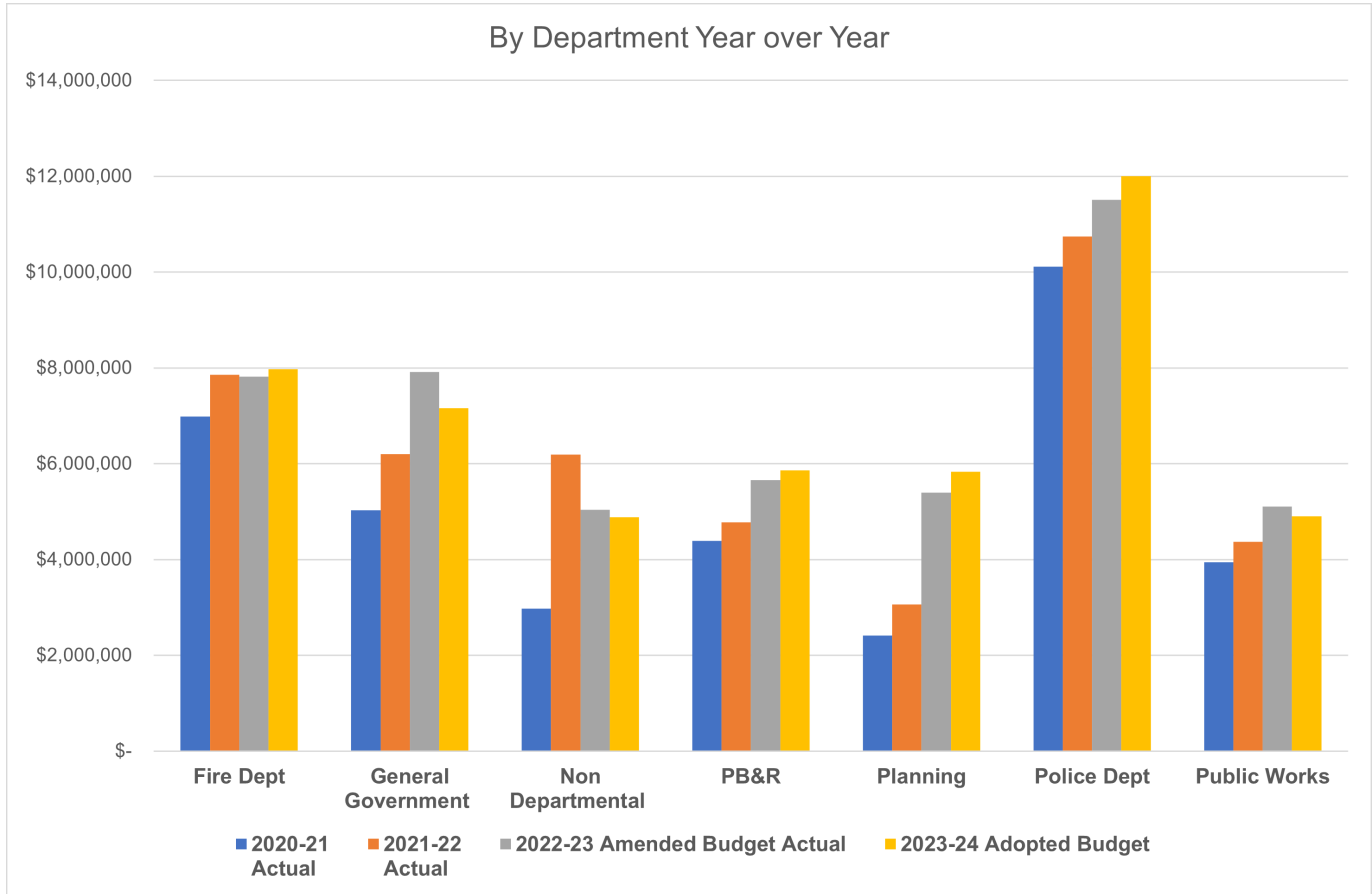
Revenue	2020-21 Actual	2021-22 Actual	2022-23 Amended Budget Actual	2023-24 Adopted Budget
Fire Dept	\$ 1,081,594	\$ 1,186,477	\$ 421,000	\$ 429,400
General Government	\$ 30,274,707	\$ 36,198,925	\$ 40,961,919	\$ 36,462,400
Non Departmental	\$ -	\$ 11,089	\$ 650,000	\$ 2,800,000
PB&R	\$ 2,205,441	\$ 3,497,592	\$ 4,399,282	\$ 4,671,300
Planning	\$ 1,926,209	\$ 1,844,683	\$ 3,379,869	\$ 3,699,200
Police Dept	\$ 572,027	\$ 387,452	\$ 506,800	\$ 513,100
Public Works	\$ 360,944	\$ 455,306	\$ 358,500	\$ 365,700
<b>Total General Fund Rev.</b>	<b>\$ 36,420,923</b>	<b>\$ 43,581,524</b>	<b>\$ 50,677,370</b>	<b>\$ 48,941,100</b>

# City of Pacifica FY 2023-24 Budget General Fund Expenditures by Department



**Total of General Fund Departments: \$48,607,256**

# City of Pacifica FY 2023-24 Budget General Fund Expenditures by Department



Expenditures	2020-21 Actual	2021-22 Actual	2022-23 Amended Budget Actual	2023-24 Adopted Budget
Fire Dept	\$ 6,983,578	\$ 7,857,056	\$ 7,821,755	\$ 7,969,668
General Government	\$ 5,024,509	\$ 6,196,094	\$ 7,911,434	\$ 7,155,340
Non Departmental	\$ 2,976,590	\$ 6,189,472	\$ 5,036,681	\$ 4,883,300
PB&R	\$ 4,384,857	\$ 4,777,197	\$ 5,658,925	\$ 5,862,623
Planning	\$ 2,409,539	\$ 3,056,701	\$ 5,394,439	\$ 5,831,718
Police Dept	\$ 10,114,604	\$ 10,739,867	\$ 11,506,318	\$ 12,003,585
Public Works	\$ 3,946,616	\$ 4,371,547	\$ 5,101,675	\$ 4,901,022
<b>Total General Fund Exp.</b>	<b>\$ 35,840,292</b>	<b>\$ 43,187,936</b>	<b>\$ 48,431,227</b>	<b>\$ 48,607,256</b>





# CITY OF PACIFICA

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## Department Work Programs



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# CITY OF PACIFICA

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## City Council



City Council

# City Council

## Mission

The City of Pacifica provides exceptional services, maintains the small-town feel and safety of its unique community, and stewards its environment, coastal beauty, and recreational opportunities..

## Description

The City Council is the governing body of the City. It provides community leadership, establishes policies that reflect the needs, wishes, and priorities of the community of Pacifica and enacts laws and adopts resolutions and ordinances. The Mayor and City Council represent the City on various local, regional, and state policy committees and commissions. The City Council appoints the City Manager, who 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 Council also appoints the City Attorney, who advises the City Council on all legal matters. The City Council meets the second and fourth Monday of each month in formal public session and occasionally in additional special meetings, study sessions and closed sessions.

## Staffing

The Council is composed of five members who are elected by district for four-year staggered terms. The Mayor is appointed annually from among the elected Council members.

## Service Priorities

- Deliberate on all matters brought before the City Council at its public meetings, and making decisions relative to those matters, while striving to meet the goals of the Strategic Plan.
- Establish priorities for the Pacifica municipal government's Strategic Plan goals.
- Allocate financial resources necessary to meet priorities and goals to provide community services.

## Budget Highlights / Summary of Changes

The current level of service will be maintained. New policy application for specific budget amount allocation of \$7,000 for each councilmember and additional \$3,000 for new councilmember in the first year for training and conferences to be transparent and equitable about funding for professional development activities.

## Fiscal Year 2022-2023 Accomplishments

- Adopted Ordinance related to Phase I of Heritage Tree / Tree Preservation ordinance updates.
- Adopted Ordinance implementing a cap on Short-Term Rentals permits.
- Approved a Development Agreement related to Pacifica School District Workforce Housing Project.

- Updated Council Rules and Code of Ethics.
- Returned to in-person City Council meetings with a hybrid video / teleconference option for public participation.
- Adopted 2022 Storm Drainage Master Plan.
- Provided Direction on Pacifica Economic Opportunities Study as part of Pacifica's Vision 2025 & Beyond Plan.
- Approved the Draft 2023-2031 Housing Element Update for transmission to HCD.
- Adopted City of Pacifica Strategic Plan, including the mission, vision, values, goals and strategies for the next seven years.

### **Fiscal Year 2023-2024 Goals / Strategic Priorities**

- Enhance organizational and fiscal stability – improve staff retention, recruitment, mental health and wellness resources; consider possible tax and bond measures for 2024; prioritize implementation of Economic Opportunities Study.
- Improve and steward City infrastructure, streets and facilities – complete selected stormwater and flooding improvements; advance the Beach Boulevard Resiliency and Esplanade Protection Projects; pursue planning and financing for Library projects; develop a facilities and equipment plan for public safety and the community center.
- Prioritize protection and development of affordable housing – complete the Housing Element Update; update the Short-Term Rental Ordinance; prioritize Housing Element program implementation.
- Pursue climate change adaptation and mitigation – update the Climate Action and Adaptation Plan; continue the urban forestry plan, tree canopy goals; update Pacifica's Local Coastal Plan and improve communications and collaboration with the California Coastal Commission.
- Broaden public communications and collaboration, including appropriately leveraging community expertise and volunteers to advance City priorities and communicating available mental health resources to community.



# CITY OF PACIFICA FY 2023-24 Budget

## City Council

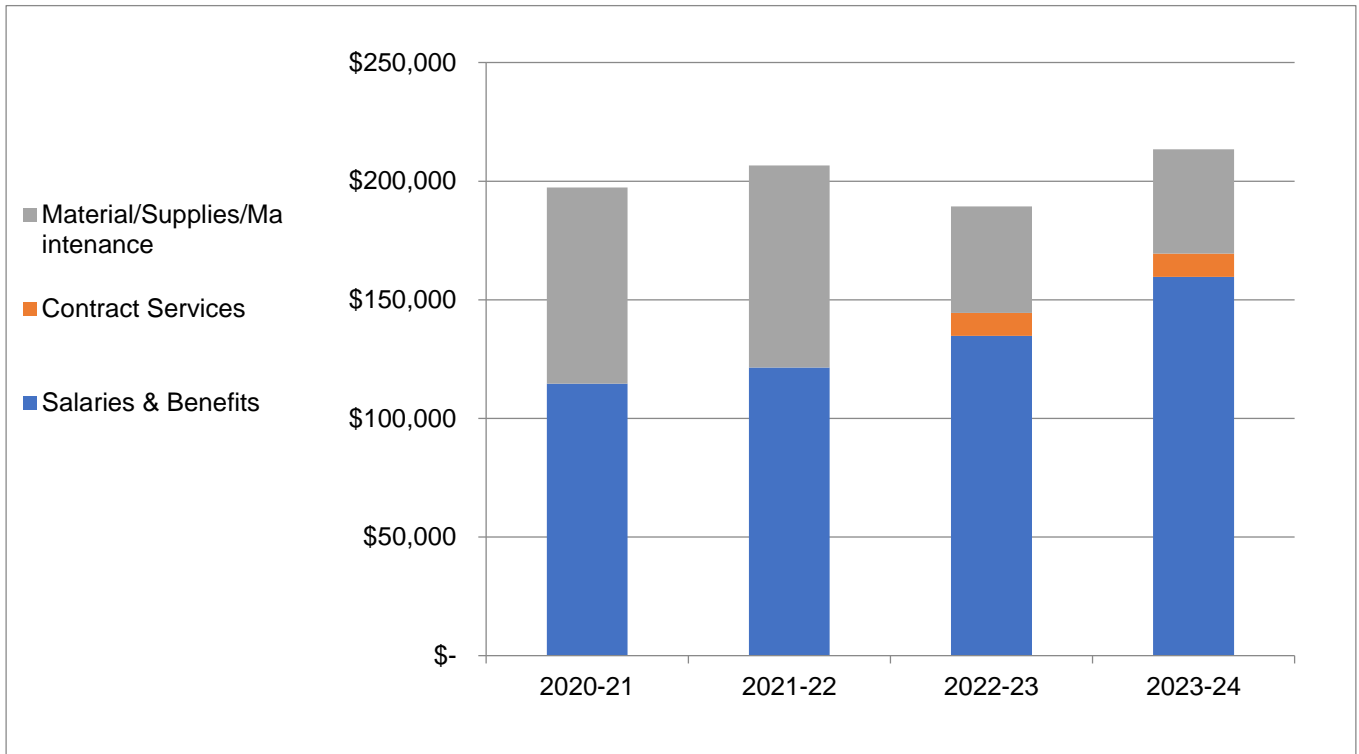
Actual	Actual	Amended Budget	Adopted Budget
2020-21	2021-22	2022-23	2023-24

### Expenditures

Salaries & Benefits	\$ 114,590	\$ 121,419	\$ 134,848	\$ 159,600
Contract Services	\$ -	\$ -	\$ 9,600	\$ 9,800
Material/Supplies/Maintenance	\$ 82,744	\$ 85,171	\$ 44,900	\$ 44,000
Total Expenditures	\$ 197,334	\$ 206,590	\$ 189,348	\$ 213,400

### Full-Time Equivalent Employees

5.00	5.00	5.00	5.00
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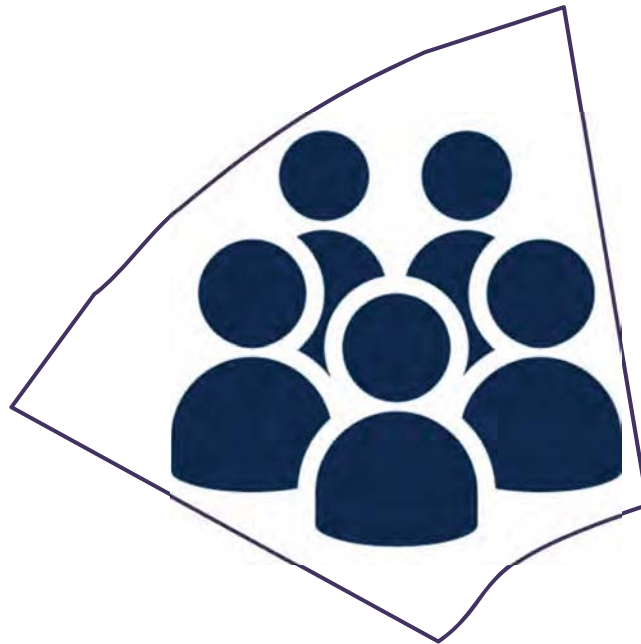




# CITY OF PACIFICA

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## City Manager's Office



**City Manager's Office**

# 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 (0.5 FTE), Economic Development Manager, Management Analyst, City Clerk, Deputy City Clerk, and Executive Assistant.

## Service Level Changes

Current level of services to be maintained for the FY2023-24.

## Budget Highlights / Summary of Changes

There are no significant changes to the FY 2023-24 budget.

# City Manager's Office

## Fiscal Year 2022-2023 Accomplishments

- Continued progress on all FY2022-23 Council Priorities;
- Prepared November 2022 Ballot Measures and followed up the successful passage of Measure Y with the formation of a Measure Y Oversight Committee;
- Completed Council Strategic Planning process and development of a balanced budget for FY2023-24;
- Onboarded a new councilmember(s) and new position(s) in the City Manager's Office;

## 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 Plan.
- 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, legislative advocacy 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, serving as liaison with local business groups, supporting the Economic Development Committee, and supporting the interdepartmental activities and programs benefitting or impacting businesses.

### **Service Priorities**

- Expand the City's revenue base to improve the City's fiscal health and 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 2022-2023 Accomplishments**

- Launched implementation of the Marketing Plan and developed successful ongoing marketing programs and initiatives to ensure post-pandemic recovery
- Expanded the "Shop Pacifica" e-gift program to 50 participating businesses with over 1,000 e-gift cards sold, resulting in boosting local economy with over \$60,000 in new customer spending in Pacifica
- Developed and implemented a new pilot "Workation" program to encourage visitors to consider visiting Pacifica as a destination for remote work from one of the City's beachfront hotels and receive a promotional "Shop Pacifica" e-gift card to explore and enjoy participating local businesses. The pilot program resulted in increase in mid week occupancy and \$9,000 in new revenues for local hotels.

- Completed the Vision 2025 & Beyond program as a long-term strategic planning project addressing fiscal sustainability, economic opportunities and community engagement to help develop and tell Pacifica's story.
- Conducted the Economic Opportunities Study as part of the Vision 2025 & Beyond project to assess the City's commercial economy and analyze the current and future economic opportunities in each of the City's business zones and specific site development feasibility and fiscal and economic analysis.
- Launched series of ongoing networking and educational events for small businesses and connecting them to local and regional resources through Renaissance Center and Small Business Development Center.
- Conducted a Small Business Job Fair event for 29 participating small businesses offering over 50 local jobs and an onsite application process.
- In partnership with the Economic Development Committee organized the City's first "Blues & Brews" music festival filled with great music, local breweries and food trucks and fundraising opportunities for a future Pacifica Bike Park project. The event provided an opportunity to highlight and promote the Sharp Park business district and bring life to the downtown area.
- Assisted the Coastside Pride and the Economic Development Committee with the Pride event coordination that included roughly 1000 attendees.
- Launched "Business Matters" e-newsletter as an effective communication channel with Pacifica businesses. This is an ongoing monthly publication to help build, connect and benefit the business community.
- Completed a recruitment of the new Economic Development Manager who will be joining the City in August.
- Developed a Business Resource Brochure to assist and educate local businesses and prospective business owners on city rules and applicable regulations.
- Launched the Business Retention Program and conducted over 45 business visits.

### **Fiscal Year 2023-2024 Goals / Strategic Priorities**

- Implementation of the Economic Opportunities Study to include preparation of the RFP for Beach Blvd site subject to Surplus Land Act (SLA) process.
- Obtain appraisal (MAI or Value Statement) for the Beach Blvd site
- Conducting a feasibility assessment and developing an implementation plan for establishing a special tax increment financing district, such as CRD or EIFD for the Sharp Park and Rockaway business districts
- Continue expanding the City's marketing programs, including "Shop Pacifica" and "Workations"
- Continue assisting the Economic Development Committee in implementation of their work plan.
- Continue working closely with the Hotel Business Improvement District on developing the efficient Hotel BID program that benefit the participating Pacifica hotels.
- Review the City's signage program and implement reasonable changes that will result in improving signage, facades and landscaping to create and attractive,

comfortable pedestrian experience in the public right-of way and enhanced shopping activity.

- Develop a calendar of existing events and consider expanding citywide events to reflect Pacifica's climate with sunny, event friendly weather from May to October.

## **City Clerk**

### **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 San Mateo 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 City committees and commissions, including recruitment for vacancies and expiring terms, new member onboarding, and support staff liaisons to the committees and commissions related to agenda and packet preparation 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 2022-2023 Accomplishments**

Highlights include:

- Managed the City's agenda management software, including making updates as needed, and provided training to staff.
- Processed 7 ordinances, 105 resolutions, 22 City Council Regular Meetings and Agenda Packets, 14 City Council Special Meetings and Study Sessions and Agenda Packets, 36 Proclamations, and 212 public records requests.
- Managed vacancies and appointments to all City Committees, and Commissions.
- Continued the Records Management and Scanning project.
- Conducted the City's November 8, 2022 General Municipal Election for three district-based Councilmember seats as well as two municipal ballot measures.
- Transitioned from remote public meeting format to in-person hybrid video / teleconference meeting format for City Council and Planning Commission meetings upon termination of the declaration of the COVID-19 emergency.

### Fiscal Year 2023-2024 Goals / Strategic Priorities

- Facilitate review of all City committee and commission charters as directed by City Council.
- Implement a Pilot 2023 Records Clean-Up Day in conjunction with the administration of the City's Records and Information Management Policy and adopted Records Retention Schedules. Continue efforts for records scanning / digitization project.
- Facilitate recruitment for new City committees: Measure Y Citizens' Oversight Committee and Climate Action and Adaptation Update Task Force.
- Preparation activities related to potential municipal ballot measures for November 2024 election.
- Launch public interface for Customer Relations Management / Service Request portal via QAlert web-based platform.



## CITY OF PACIFICA FY 2023-24 Budget

### City Manager's Office

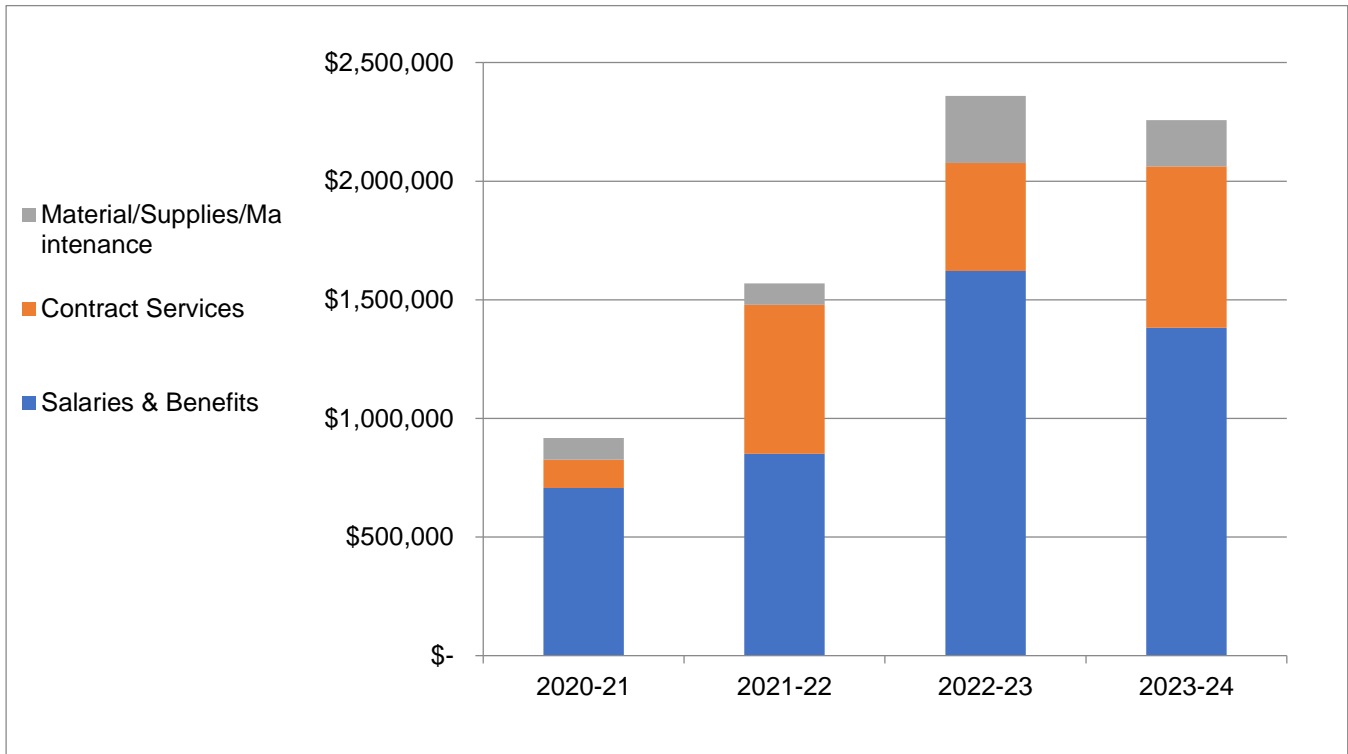
Actual	Actual	Amended Budget	Adopted Budget
2020-21	2021-22	2022-23	2023-24

#### Expenditures

Salaries & Benefits	\$ 707,039	\$ 850,149	\$ 1,621,023	\$ 1,382,004
Contract Services	\$ 119,032	\$ 628,037	\$ 455,600	\$ 679,900
Material/Supplies/Maintenance	\$ 91,838	\$ 91,107	\$ 282,400	\$ 194,700
Total Expenditures	\$ 917,909	\$ 1,569,294	\$ 2,359,023	\$ 2,256,604

#### Full-Time Equivalent Employees

4.50	5.50	6.50	6.50
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# CITY OF PACIFICA

## City Attorney's Office



**City Attorney's Office**

# City Attorney

## Mission

The mission of the City Attorney is to provide the City with timely and high-quality legal advice, counsel, and representation.

## Description

The City Attorney is appointed by the City Council to provide general legal services to the City Council, City Manager and City Departments. Legal services include attendance at meetings of the City Council and other City bodies as requested, rendition of legal advice on City matters to City staff, preparation of ordinances, resolutions, contracts, and other legal documents pertaining to City affairs, preparation of opinions regarding City matters as requested by appropriate City officials, and general municipal advice to all departments of the City. The City Attorney also provides special counsel services such as personnel, redevelopment, construction law and representation of the City in all matters of litigation.

## Service Priorities

1. Deliver excellent legal advice by continuing to devote the time and resources necessary to assure that requests for opinions, ordinances, resolutions, contracts, and all other non-litigation matters are completed in a timely and professional manner.
2. Work closely with the City Council, City Manager and City Staff to provide legal advice and training on all legal matters impacting or affecting the City.
3. Represent the City in negotiations involving complex agreements and contractual disputes.
4. Attend all regular City Council meetings and Special Meetings on an as-needed basis.
5. Attend Planning Commission meetings on an as-needed basis.
6. Attend weekly Executive Team meetings with City Manager and Department Heads.
8. Zealously and ethically represent the City by devoting the time and resources necessary to assure that each case is investigated, analyzed, researched, defended or prosecuted in accordance with the highest legal professional standards.

## Staffing

The City Attorney is retained by the City Council through a contract relationship with the firm Burke, Williams & Sorensen, LLP. Michelle Marchetta Kenyon has been designated as the City Attorney who receives assistance from other attorneys in the firm who serve as both Assistant and Deputy City Attorneys. The City Attorney's Office is charged with the task of serving as the legal counsel to the City Council, Planning Commission, City Manager, and City staff on all legal aspects of municipal operations.



### **Service Level Changes**

For FY 2023-24, the City Attorney's Office plans to continue its services and accessibility for the City Council, Planning Commission, City committees, staff, and the general public.

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

The City Attorney budget consists of costs for litigation, compensation, and operations of the City Attorney's Office.

### **Fiscal Year 2022-2023 Accomplishments**

- The City Attorney's Office provided legal advice and support on all aspects of City operations. A sampling of significant accomplishments this past year include:
  - Civic Center Campus Facilities bid award and contracting
  - Heritage Tree Ordinance Revisions
  - General Plan Update
  - Sharp Park Specific Plan adoption
  - Measure Y Ballot Measure Advice and Implementation Following Voter Approval

### **Fiscal Year 2023-2024 Goals / Strategic Priorities**

- Continue to provide efficient, cost-effective delivery of legal services and pursuit of additional cost recovery where appropriate.
- Continue to implement Council policy directives and ensure projects and directives are legally secure
- Continue to advise and assist the City Manager and staff in implementing Council policies and directives.



## CITY OF PACIFICA FY 2023-24 Budget

### City Attorney

	Actual 2020-21	Actual 2021-22	Amended Budget 2022-23	Adopted Budget 2023-24
<b>Expenditures</b>				
Salaries & Benefits*	\$ 40,283	\$ 5,688	\$ 51,686	\$ -
Contract Services	\$ 1,042,949	\$ 1,411,376	\$ 1,865,000	\$ 1,315,000
Material/Supplies/Maintenance	\$ 4,631	\$ 4,611	\$ 5,300	\$ 5,400
Total Expenditures	<u>\$ 1,087,864</u>	<u>\$ 1,421,676</u>	<u>\$ 1,921,986</u>	<u>\$ 1,320,400</u>

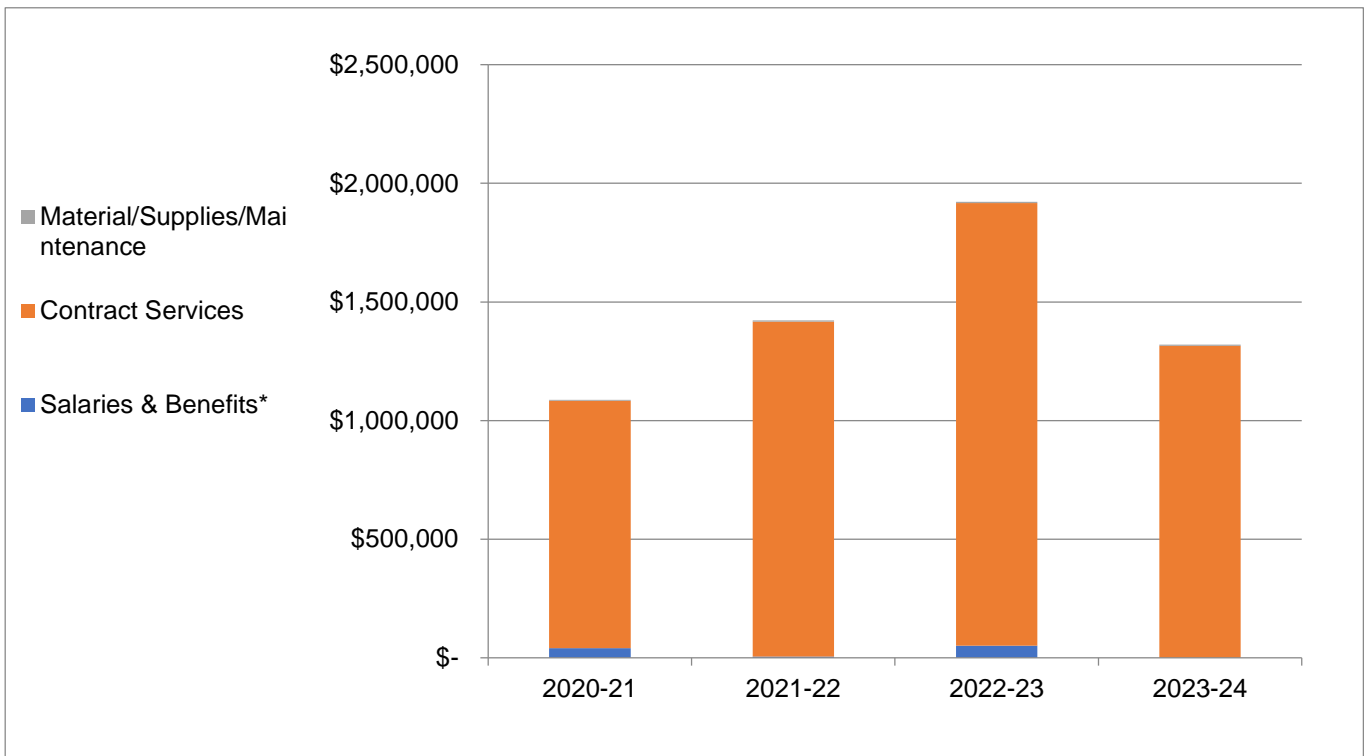
**Expenditures**

Salaries & Benefits*	\$ 40,283	\$ 5,688	\$ 51,686	\$ -
Contract Services	\$ 1,042,949	\$ 1,411,376	\$ 1,865,000	\$ 1,315,000
Material/Supplies/Maintenance	\$ 4,631	\$ 4,611	\$ 5,300	\$ 5,400
Total Expenditures	<u>\$ 1,087,864</u>	<u>\$ 1,421,676</u>	<u>\$ 1,921,986</u>	<u>\$ 1,320,400</u>

**Full-Time Equivalent Employees**

	0.25	0.25	0.25	0.00
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\* Salaries and Benefits for prior years relate to a portion of the City Manager's executive assistant position. For FY 2023-24, the budget for this position is 100% in the City Manager's Office.





# CITY OF PACIFICA

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## Administrative Services



Finance & Admin Services

# 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, two Accounting Technician positions, Information Technology Manager and two IT Analyst, Human Resources Manager, and two Human Resources Analysts positions (one permanent and one limited-term).

## Service Level Changes

FY2023-24 budget maintains the same level of services as the previous year.

## Budget Highlights / Summary of Changes

The Finance, Human Resources, and Information Technology budget is included in the Administrative Services 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 2022-2023 Accomplishments**

- Successfully completed interim and final financial audits, and received a clean audit opinion and management letter from the independent auditors
- Prepared Annual Comprehensive Financial Report (ACFR) and received the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association (GFOA).
- Processed 405 journal entries, 4900 vendor checks, 6,840 payroll checks, over 9800 invoices, and 490 business license applications.
- 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.
- Completed the financial analysis and calculations of the City's unfunded pension and OPEB liability and developed a funding policy guidelines to fund the Actuarially 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.
- Completed actuarial valuation study for Other-Post-Employment-Benefits (OPEB).
- Initiated Business License Tax audit and completed the audit for property management business category.

- Renegotiated City banking agreements to receive a high interest rate of 3.5% (up from .05% before)
- Diversified investment portfolio by opening safe and secure CDARS accounts compliance with the City's investment policy, with a higher return rate than LAIF
- Implemented the Modified Base Budget methodology and Redesigned the FY 2022-23 Budget Document and received the Distinguished Budget Presentation Award from the Government Finance Officers Association (GFOA)

### **Fiscal Year 2023-24 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
- Review purchasing policy and modify 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.
- Implementation of the Short-Term Rental (STR) Compliance Program to streamline the City's STR regulations and provide adequate enforcement.
- 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 to mitigate risk.

### **Risk Management 2022-2023 Accomplishments**

- Timely managed General liability and Workers Compensation claims
- Continued to ensure 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 and workers' compensation.
- Provided citywide training for employees and supervisors on the City's Risk Management Program and workers' compensation and risk management procedures
- Conducted training meetings and discussed best practices for consistency and handling of Workers compensation claim reporting in a timely manner, so that claim expenses and legal costs can be minimized
- Re-established the City's Safety Committee and held regular meetings to ensure safety standards and comply with OSHA standards, regulations, and requirements to prevent work-related injuries and illness.
- Reviewed and revised the citywide Injury and Illness Prevention Program (IIPP) document and met and conferred with all employee groups before implementing it
- Provided Reasonable Suspicion Testing Training for Supervisors related to CFR 49 Part 382/655 Regulations for Drug and Alcohol Use/Misuse & Drug Dependency.
- Pacifica's Assistant City Manager was elected by the PLAN JPA Board to serve on the PLAN's Executive and Risk Management Committees and also represent the entire PLAN JPA at the California Affiliated Risk Management Authorities (CARMA), an excess liability insurance pool six member JPA, with over 160 underlying municipal member agencies.

### **Fiscal Year 2023-2024 Goals and Strategic Priorities**

- Support the Council's Strategic Goals and Priorities as they relate to the Risk Management Program.
- Form the Risk Management Committee and hold regular meetings 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, and continue holding quarterly claims reviews with the insurance pools so that claim expenses and legal costs can be minimized.
- Continue to comply with OSHA standards, regulations, and requirements to prevent work-related injuries and illness.
- Conduct a comprehensive risk management assessment of the City's practices and procedures in various programs to identify risk factors and develop multi-year risk management goals and priorities for compliance with risk management best practices.

## 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 2022-2023 Accomplishments

- Significantly reduced recruitment turnaround timeframe to more efficiently recruit and onboard new employees.
- The City conducted 71 recruitments, processed 1,237 employment applications, and filled 90 vacancies during this fiscal year.



- Established a collaborative work culture environment with all bargaining unit representatives in preparation for labor negotiations.
- Prepared an RFP and selected a consulting firm to conduct a comprehensive Classification and Compensation Study and completed a citywide salary survey in time for the labor negotiations.
- Worked with department Directors to develop employee recruitment and retention initiatives, including streamlined employee recognition programs, including the annual service awards, recognition of professional administrative day and other employee events.
- Conducted sensitivity training in the Public Works Department.
- Reviewed HR policies and procedures related to telecommuting and developed a citywide telecommuting policy.
- Continued to promote health and wellness throughout our workforce by contracting with a new Employee Assistance Program “CONCERN”.
- Negotiated new labor agreements and personnel policies and procedures with represented employee groups (in progress).
- Developed, updated and implemented a new hire orientation and enhanced onboarding process to effectively educate and orient new employees to ensure they have a positive experience when joining the City.
- Recruited and contracted with 34th Street Consulting, Inc., to deliver Sexual Harassment Prevention Training for all supervisors, managers, and employees of the city.
- Conducted open enrollment meetings to provide employees with information regarding medical, dental, vision, life, and retirement benefits.
- Continued to collaborate with other local public agencies within the County of San Mateo and NorCal to stay informed of state and local developments and changes in employment laws that may affect the City.

#### **Fiscal Year 2023-24 Goals and Strategic Priorities**

- Research, develop, and implement a new employee evaluation procedure and process to provide both management and employee with an improved performance evaluation format.
- Schedule and provide Conflict Resolution Training for all employees.
- Continue to support Department Directors to generate best practices on maintaining strong staffing with employee recruitment and retention initiatives.
- Work with the City Attorney’s office on updating the City’s HR policies and procedures.
- Provide monthly communication to all employees via email and continue to promote health and wellness throughout our workforce.
- Support the City’s Records Management project led by the City Clerk’s Office.

- Continue to work collaboratively with consultant and all departments on completing the classification study and updating job classifications as needed.
- Continue reviewing and updating 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 2022-2023 Accomplishments**

- Replaced aging wireless access points at all City facilities to expand coverage and access.
- Completed City Council Chambers audio/video equipment upgrade project.
- Completed City Council Chambers network upgrade project.
- Closed 1,963 help desk service tickets.
- Implemented full hybrid IT environment for City Council meetings.
- Upgraded and virtualized card access system for doors at PD.
- Completed website migration to new platform (GovAccess).
- Completed PD radio system infrastructure upgrade project.
- Completed city-wide WiFi upgrade project.
- Filled a vacant IT Manager position and rebuild the IT team.

### **Fiscal Year 2023-2024 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



## CITY OF PACIFICA FY 2023-24 Budget

### Administrative Services

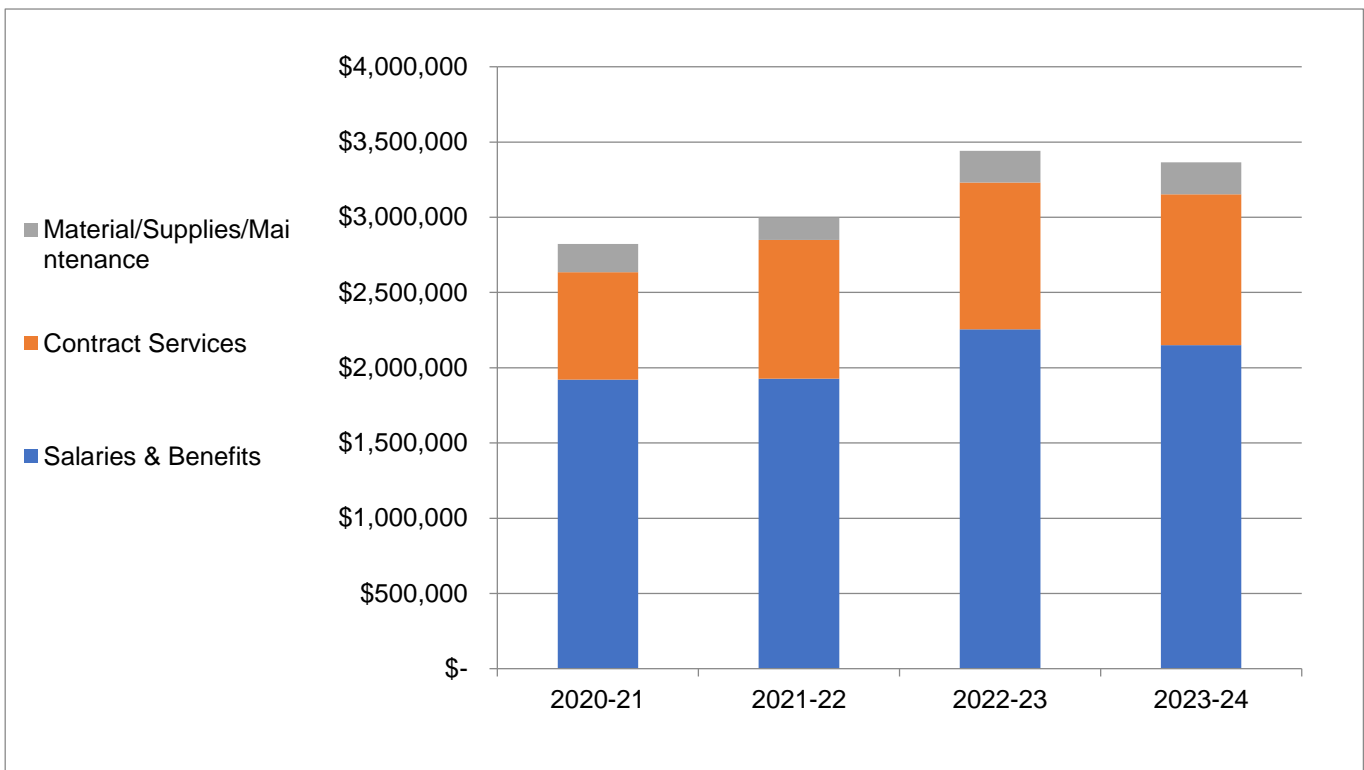
Actual	Actual	Amended Budget	Adopted Budget
2020-21	2021-22	2022-23	2023-24

#### Expenditures

Salaries & Benefits	\$ 1,920,714	\$ 1,926,292	\$ 2,255,887	\$ 2,149,936
Contract Services	\$ 714,698	\$ 922,027	\$ 975,390	\$ 1,002,500
Material/Supplies/Maintenance	\$ 185,990	\$ 150,216	\$ 209,800	\$ 212,500
Total Expenditures	\$ 2,821,402	\$ 2,998,534	\$ 3,441,077	\$ 3,364,936

#### Full-Time Equivalent Employees

12.50	13.00	14.00	14.00
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# CITY OF PACIFICA

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## Police Department



Police Department

# 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, and Citizen Volunteers also provide key assistance with several of these programs.

## Service Level Changes

FY2023-24 budget includes 1 full time Star Vista Clinician to enhance police response to incidents involving individuals experiencing mental health crisis, substance abuse and homelessness in Pacifica.

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

The main budget change is from the addition of the Mental Health Clinician for funding a two-year position. The FY 2023-24 cost is \$140,000.

Update our current body worn camera system, in-car camera system and tasers. Enter a five year contract with a vendor at annual cost of approximately \$100,000 a year.

### **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
- Liaison to the Emergency Preparedness Safety Commission.

### **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 2022-2023 Accomplishments**

- Community engagement and regular meetings regarding social justice issues related to law enforcement.
- Implemented and met regularly with the newly formed Chiefs Advisory Panel.
- 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.
- 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.
- TEA is in the final phase of completion of our police radio infrastructure project.
- Collaborated with City departments and the Pacifica Resource Center and implemented the Oversize Vehicle Permit Parking Program.
- Successful Implementation of the SAFE Parking Permit Program by utilizing our ARPA Funded Community Service Officer.
- Completed our first full year of Stop Data reporting to DOJ and was certified by the FBI for successfully reporting crime stats with less than 5% error rate.
- Micro Film conversion project has been completed, which allows records staff to start purging old reports.
- On boarded three per deim record staff members to assist with several projects.
- Hired a full time Administrative Assistant.
- Hired a full time Police Officer and completed the Field Training Program.
- Implemented a “watch report” to share communication on crime trends and calls for service.
- Updated our transparency portal on the police department website.
- Participated in community disaster preparedness events including the Pacifica Wildfire Awareness Event, and the San Mateo County Disaster Preparedness Day.
- Obtained a California Office of Traffic Safety Grant in the amount of \$75,000.
- Increased community communication through more frequently issuing press releases and social media posts.



- Continued to maintain service levels despite several vacant police officer positions.
- Employee Appreciation Event “taco truck tuesday” during Police Appreciation Week 2023.
- Promoted 1 Police Sergeant and 2 Police Corporals.
- Through an exhaustive nation wide search the City of Pacifica hired a new Police Chief.

### **Fiscal Year 2023-2024 Goals / Strategic Priorities**

- Invest in a healthy and engaged workforce with the development of a robust employee wellness plan.
- Continue items previously identified in the Policing in Pacifica workplan.
- Hire a Mental Health Clinician that will support our officers in dealing with persons in crisis, and addressing our unhoused population.
- Enhance our recruiting efforts to ensure recruitment and retention levels are not impacted.
- Fill our 4 vacant police officer positions all while retaining our current staff.
- Continue CIT training for officers, seeking 100% of personnel trained.
- 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.
- Continue to work with residents in the fairway neighborhood and GGNRA to address parking issues and access to Mori Point.
- Update our Body Worn Camera System, In-Car Camera System and Tasers, so our officers are equipped properly and to ensure the communities expectations are met all while providing the upmost transparency.
- The Investigations Division will continue to manage the ever increasing case load generated in Pacifica, coordinate with patrol for smooth information exchange, continue to work with allied agencies, and stay abreast of modern investigation techniques and laws.
- Continue to formally recognize Employee of the Quarter and Employee of the Year.



# CITY OF PACIFICA FY 2023-24 Budget

## Police Department

Actual	Actual	Amended Budget	Adopted Budget
2020-21	2021-22	2022-23	2023-24

### Expenditures

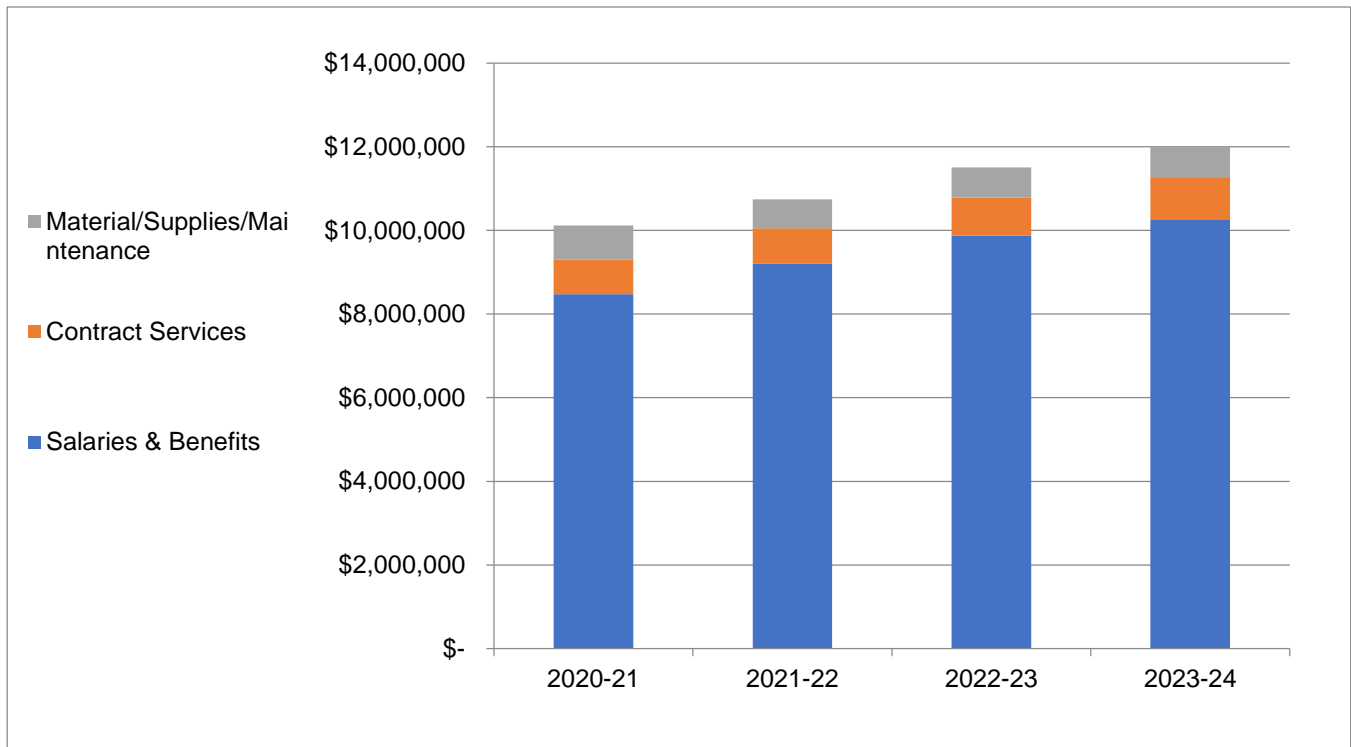
Salaries & Benefits	\$ 8,473,477	\$ 9,203,724	\$ 9,875,518	\$ 10,246,185
Contract Services	\$ 829,772	\$ 851,975	\$ 909,200	\$ 1,026,800
Material/Supplies/Maintenance	\$ 811,354	\$ 684,169	\$ 721,600	\$ 730,600
Total Expenditures	\$ 10,114,604	\$ 10,739,867	\$ 11,506,318	\$ 12,003,585

### Revenue Sources

Charges for Services	\$ 312,383	\$ 245,428	\$ 316,800	\$ 323,100
Intergovernmental	\$ 108,343	\$ 63,160	\$ 40,000	\$ 40,000
Total Revenues	\$ 420,726	\$ 308,589	\$ 356,800	\$ 363,100

### Full-Time Equivalent Employees

37.00	38.50	39.50	39.50
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# CITY OF PACIFICA

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## North County Fire Authority



Fire Department

# 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 Extrications, Terrorism, Multi-Casualty Incidents (MCIs) 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/PIOs.

### **Service Level Changes**

FY2023-24 budget includes no service level changes.

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

Capital acquisitions and replacement of structural firefighting personal protect equipment and handheld portable radios.

### **Fiscal Year 2022-2023 Accomplishments**

#### **Emergency Operations and Training**

- Achieved an overall “Customer Satisfaction” rating of 98% in the delivery of emergency and non-emergency services.
- Continued implementation of NCFA Pandemic Response Plan focusing on preparedness, response, personnel protective equipment and operational readiness.
- Deployed fire companies and chief officers to multiple major wildfire incidents throughout California through the Statewide Fire and Rescue Mutual Aid system.
- Developed a NCFA 5 Year Business and Operational “Strategic Plan” establishing goals and benchmarks for accomplishments in concert with the NCFA 10 Year Business and Operational “Strategic Plan”.
- Achieved getting a first due fire company on scene in 5 minutes and 28 seconds to all fire and medical emergencies from time of dispatch to arrival.
- Completed a new hire firefighter recruit academy through the NCFA Training

Division.

- 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**

- Administered and implemented a chipping program through grant funding to make designated roadways safer from wildfire intrusion during evacuations.
- Presented Community Wildfire Awareness and Preparedness outreach through web based, social media and online education platforms as well as other forms of communications.
- Distributed the Ready-Set-Go Wildfire preparedness brochure and information through NCFCA and Cities social media and websites.
- Promoted 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.
- For October Fire Prevention Week all schools were provided fire prevention education materials including the importance of smoke detectors in the home.
- Participated in the San Mateo County Emergency Preparedness event.
- 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.

### **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 the public.

### **Fiscal Year 2023-2024 Goals / Strategic Priorities**

- Medical emergency responses by a paramedic fire company and 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.
- 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, including creation 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 2023-24 Budget

### North County Fire Authority

Actual 2020-21	Actual 2021-22	Amended Budget 2022-23	Adopted Budget 2023-24
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#### Expenditures

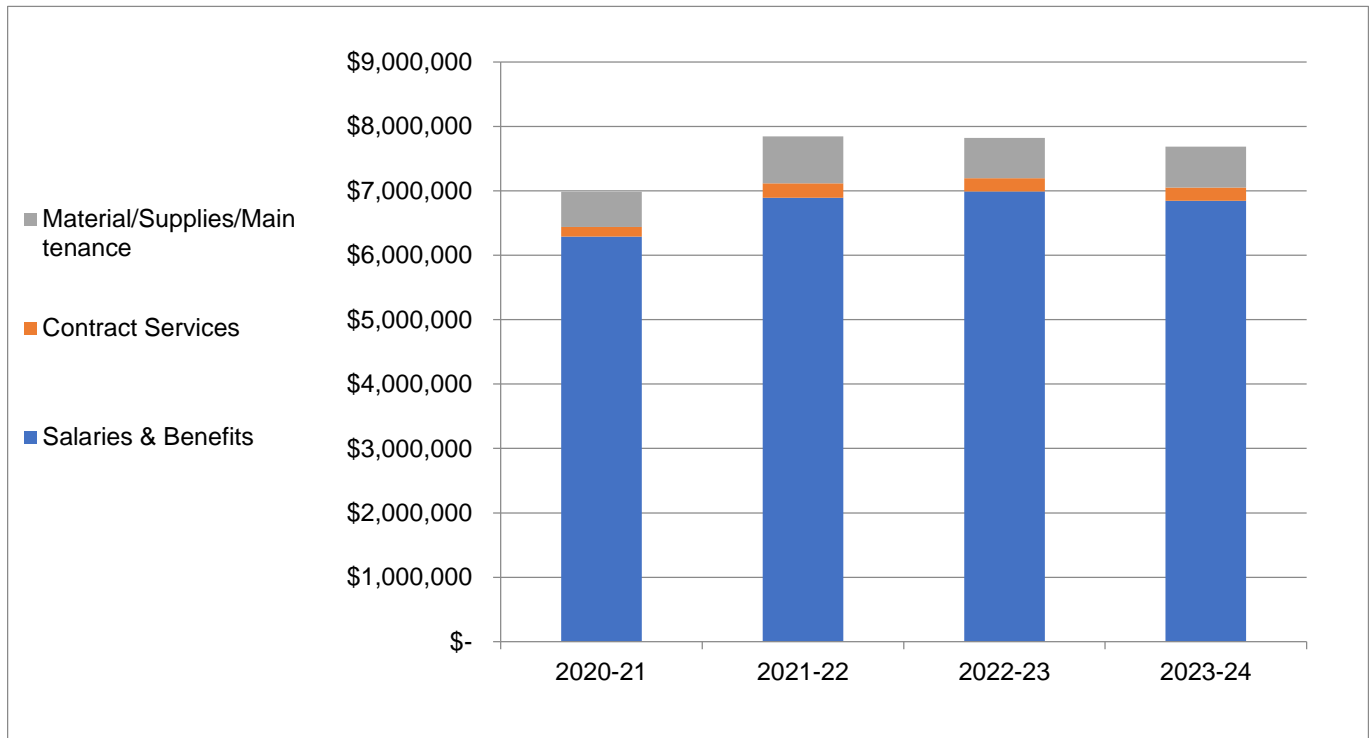
Salaries & Benefits	\$ 6,288,718	\$ 6,893,841	\$ 6,992,355	\$ 6,846,868
Contract Services	\$ 148,954	\$ 220,920	\$ 201,200	\$ 205,300
Material/Supplies/Maintenance	\$ 545,905	\$ 728,363	\$ 628,200	\$ 635,200
<b>Total Expenditures</b>	<b>\$ 6,983,578</b>	<b>\$ 7,843,124</b>	<b>\$ 7,821,755</b>	<b>\$ 7,687,368</b>

#### Revenue Sources

Charges for Services	\$ 385,042	\$ 464,011	\$ 421,000	\$ 429,400
Intergovernmental	\$ 696,553	\$ 722,466	\$ -	\$ -
<b>Total Revenues</b>	<b>\$ 1,081,594</b>	<b>\$ 1,186,477</b>	<b>\$ 421,000</b>	<b>\$ 429,400</b>

#### Full-Time Equivalent Employees

	26.00	26.00	26.00	26.00
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# CITY OF PACIFICA

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## Planning Development



Planning Development

# 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, Open Space and Parkland Advisory Committee (OSPAC), and Climate Action and Adaptation (CAAP) Task Force.

## 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
(2) Senior Planners	Regular
(1) Associate Planner	Regular
(1) Assistant Planner	Limited
(1) Management Analyst	Regular
(2) Permit Technicians	Regular
(1) Code Enforcement Officer	Regular
(1) Transcriptionist (Part-time)	Regular

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

### **Service Level Changes**

FY2023-24 budget includes service level increases to address a number of key priorities:

- Housing Element Update and Implementation.
- Climate Action and Adaptation Plan (CAAP) Task Force Creation and CAAP Preparation.
- Short-Term Rental (STR) Program Enhancements and Enforcement.

### **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 7 of 15 strategies across 4 of the 5 City Council Priority Goals for FY 2023-24 and key supporting responsibilities for several others. It also has significant ongoing responsibilities related to administration of the building permit and development permit review processes including processing appeals, staffing of three commissions/committees/task forces, 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 as 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.

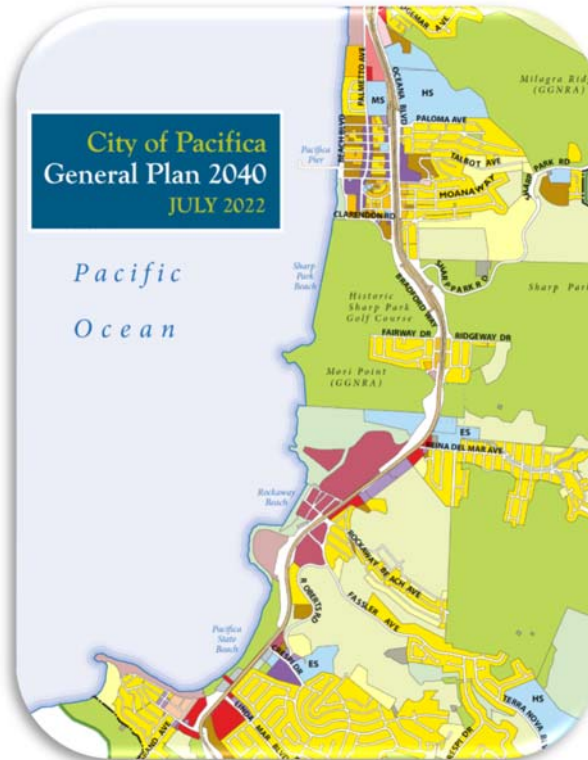
### **Fiscal Year 2022-2023 Accomplishments (department-wide)**

- Completed General Plan Update and Sharp Park Specific Plan Adoptions by City Council (Plan Pacifica)
- Initiated Housing Element Update with significant community engagement and transmittal of draft to the California Department of Housing and Community Development (HCD)

- Achieved adoption of triennial California Building Code Update and Reach Code adoption for building electrification
- Issued 1,561 building permits consisting of \$48.5 million in valuation
- Conducted 3,957 building inspections
- Investigated more than 500 code enforcement complaints.

### Fiscal Year 2023-2024 Goals and Strategic Riorities

- Prioritize implementation of the Economic Opportunity Study (Streamline the City’s development regulations for particular opportunity sites)
- Support Public Works through permitting and environmental review processes
- Complete the Housing Element Update
- Update the Short-term Rental (STR) Ordinance
- Prioritize Housing Element program implementation
- Update the Climate Action and Adaption Plan, including performance targets
- Continue the urban forestry/tree canopy inventory and projects (Streamline implementation of Tree Preservation Ordinance and prepare amendments as necessary)
- Update Pacifica's Local Coastal Plan and improve communications and collaboration with the CCC
- Creatively and appropriately leverage community expertise and volunteers to advance City priorities (CAAP Task Force and CAAP preparation/adoption)



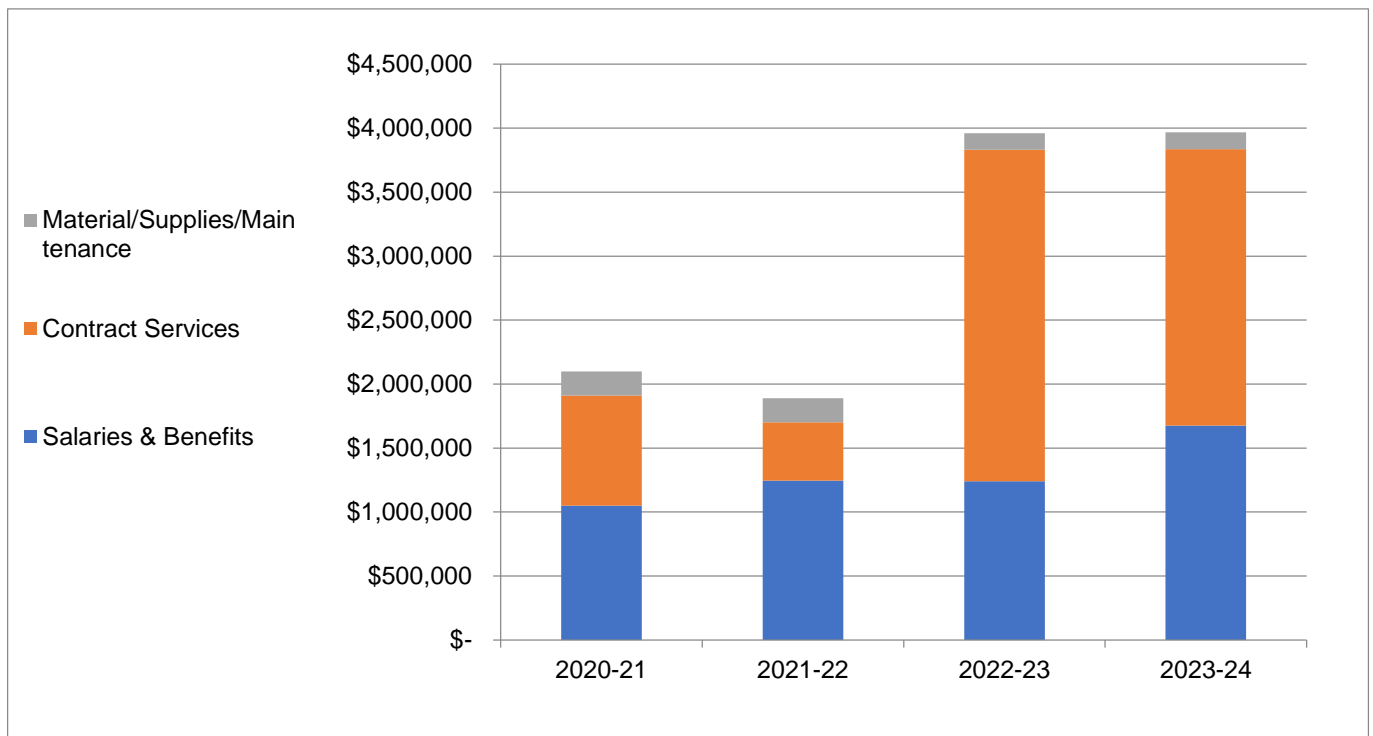
## CITY OF PACIFICA FY 2023-24 Budget

### Planning Development

	Actual 2020-21	Actual 2021-22	Amended Budget 2022-23	Adopted Budget 2023-24
<b>Expenditures</b>				
Salaries & Benefits	\$ 1,051,423	\$ 1,245,131	\$ 1,241,870	\$ 1,675,418
Contract Services	\$ 859,151	\$ 456,551	\$ 2,588,469	\$ 2,160,600
Legal (reimbursable)	\$ 141,547	\$ 706,435	\$ 895,100	\$ 903,100
Planning (reimbursable)	\$ 622,608	\$ 460,320	\$ 540,000	\$ 961,900
Material/Supplies/Maintenance	\$ 188,263	\$ 188,263	\$ 129,000	\$ 130,700
<b>Total Expenditures</b>	<b>\$ 2,862,993</b>	<b>\$ 3,056,701</b>	<b>\$ 5,394,439</b>	<b>\$ 5,831,718</b>

<b>Revenue Sources</b>				
Charges for Services	\$ 1,413,025	\$ 1,320,291	\$ 1,709,320	\$ 1,751,900
Legal (reimbursement)	\$ 251,331	\$ 271,626	\$ 890,549	\$ 908,400
Planning (reimbursement)	\$ 261,853	\$ 252,766	\$ 780,000	\$ 795,600
<b>Total Revenues</b>	<b>\$ 1,926,209</b>	<b>\$ 1,844,683</b>	<b>\$ 3,379,869</b>	<b>\$ 3,455,900</b>

<b>Full-Time Equivalent Employees</b>	9.75	8.75	10.75	10.75
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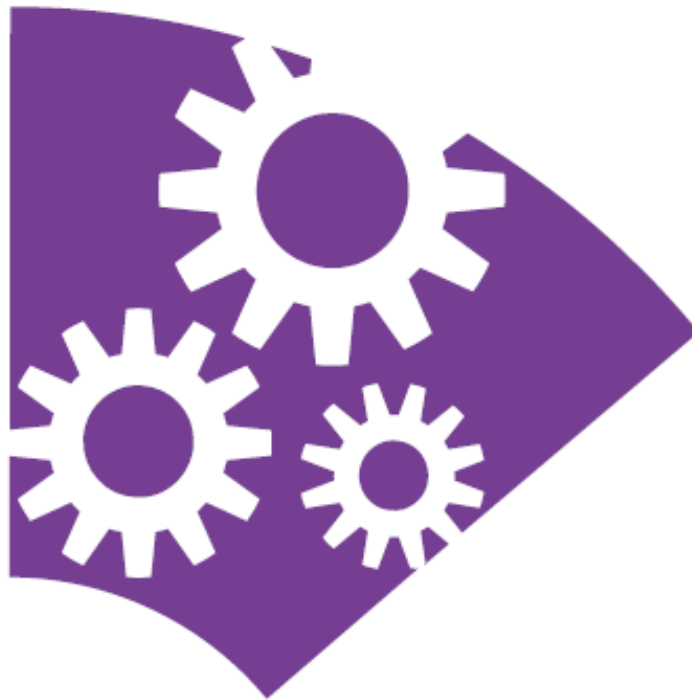




# CITY OF PACIFICA

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## Public Works Department



Public Works

# 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 and 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 Beautification 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 3-year Limited-Term Maintenance Worker I to assist the department in the maintenance backlog within the Field Services section related to the damaging 2022-23 winter storm season and to help with storm preparation and management of the upcoming El Nino winter storms that are likely to be similarly impactful.

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

The budget changes include new 3-year Limited-Term Maintenance Worker I and Project Manager position in General Capital Improvement (Fund 22) with their time charged directly to Capital Improvement Projects.

## **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 works with the Federal Emergency Management Agency (FEMA) for City reimbursements following county/state/federal disaster proclamations.

## Field Services Division

### Mission

The mission of the Field Services Division is to proactively maintain and enhance City streets, parks, trails, beach areas, Pacifica Pier, 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 City protected 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. In addition, the division prepares for winter storm impacts and manages these impacts during the duration of the storm. 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 works 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 2022-2023 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 pf streets and 63,000 LF of creeks and drainage ditches.

- Processed 371 encroachment permits and 80 building permits.
- Completed Storm Drain Master Plan 2022 Update.
- Completed Heritage Tree Ordinance.
- Managed emergency stormwater and sewer issues through 13 atmospheric river/significant winter storm events.
- Awarded \$2.25 million in grants for Sharp Park Priority Pedestrian Improvement project.
- Completed construction of the FY 22-23 Pavement Resurfacing and ADA Ramp projects.
- Delivered 9 million gallons of recycled water to North Coast County Water District.
- Design contract awarded for the Wastewater Ultraviolet Disinfection (UV) System.
- Secured \$21M California IBank Loan to finance the UV Disinfection Project.
- Completed 3 Sewer pump station Bar Screen Rebuilds (Linda Mar/Rockaway/Sharp Park).
- Completed Phase I, of the Wastewater Plant Photovoltaic System Improvement Project.

### **Fiscal Year 2022-2023 Goals / Strategic Priorities**

- Complete Anza Pump Station Project.
- Streamline the new City Tree Ordinance process.
- Complete Civic Center Revitalization Project.
- Complete Pacifica Pier Assessment Project.
- Complete FEMA related projects from Winter 2022-23 storm events.
- Complete Community Center Roofing and Photovoltaic Project.
- Complete FY 23-24 Pavement Resurfacing and ADA Ramp projects.
- Complete Local Roadway Safety Plan.
- Complete design of the Ultra Violet Replacement Project.
- Complete design and start construction for Linda Mar Rehabilitation Project.
- Award contract for WW Plant Supervisory Control and Data Acquisition Project.



## CITY OF PACIFICA FY 2023-24 Budget

### Public Works Department

Actual 2020-21	Actual 2021-22	Amended Budget 2022-23	Adopted Budget 2023-24
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#### Expenditures

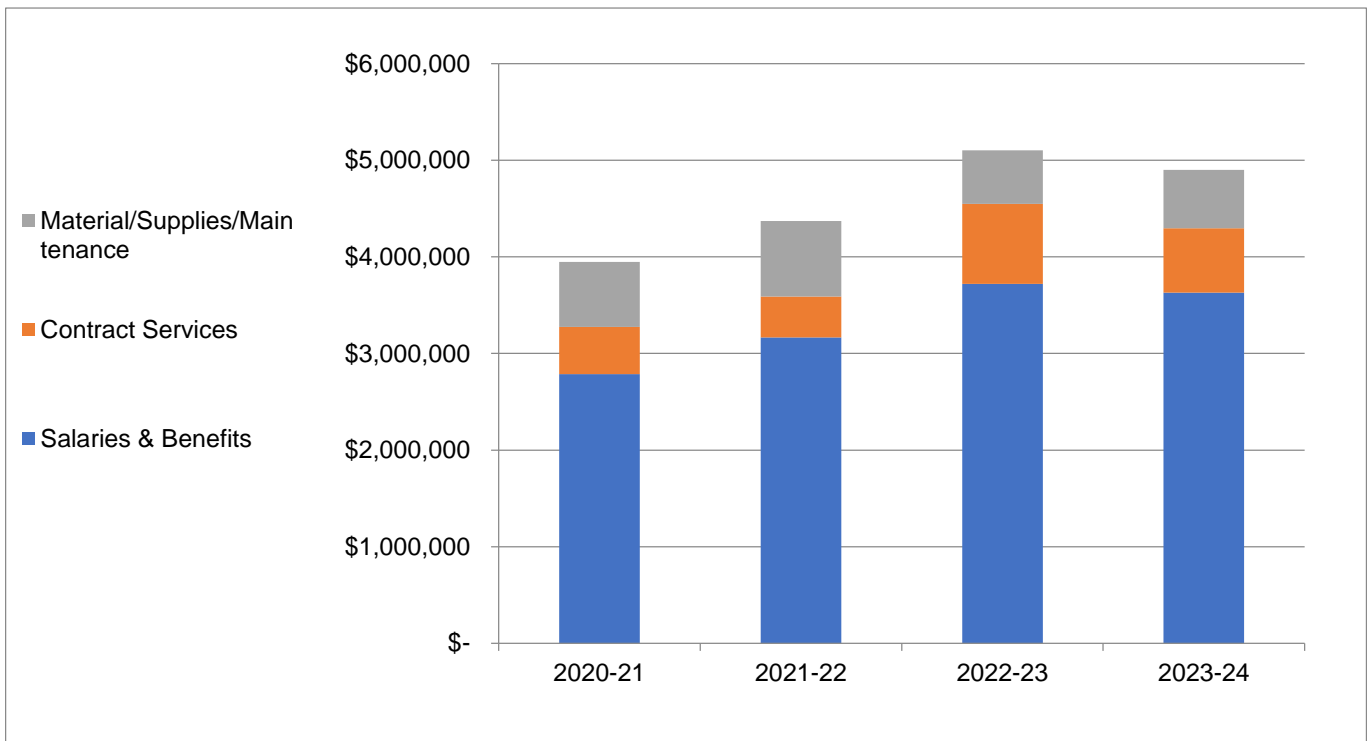
Salaries & Benefits	\$ 2,785,142	\$ 3,165,014	\$ 3,721,375	\$ 3,629,822
Contract Services	\$ 490,599	\$ 425,268	\$ 828,400	\$ 667,400
Material/Supplies/Maintenance	\$ 670,874	\$ 781,265	\$ 551,900	\$ 603,800
<b>Total Expenditures</b>	<b>\$ 3,946,616</b>	<b>\$ 4,371,547</b>	<b>\$ 5,101,675</b>	<b>\$ 4,901,022</b>

#### Revenue Sources

Charges for Services	\$ 360,944	\$ 455,306	\$ 358,500	\$ 365,700
<b>Total Revenues</b>	<b>\$ 360,944</b>	<b>\$ 455,306</b>	<b>\$ 358,500</b>	<b>\$ 365,700</b>

#### Full-Time Equivalent Employees

	57.00	57.00	57.00
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# CITY OF PACIFICA

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## Parks, Beaches & Recreation



**Parks, Beaches and Recreation**

# 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 four main program divisions that provide recreation and human services to the community. These divisions are Recreation, Aquatics, 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, aquatics, 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 29 full-time positions: 1 Parks, Beaches, and Recreation Director, 1 Recreation Manager (vacant), 4 Supervisors (2 Child Care, Recreation/Aquatics, Senior Services), 1 Child Care Assistant Supervisor, 1 Recreation Coordinator, 5 Child Care Site Coordinators, 3 Senior Services Coordinators (Programs, Community Services/Meals on Wheels, Food/Chef), 1 Transportation Specialist, 2 Recreation Specialists, 10 Lead Teachers, and currently approximately 65 part-time staff.

## Service Level Changes

As we move further away from the worst portion of the pandemic, the Department continues to reopen/reoffer activities, programs, and special events. This effort will continue in 2023-2024 with increased recreation, senior, and aquatic program offerings. We are also bringing back large scale city-wide special events. Once City Hall returns to their newly renovated facility, the community center will introduce new health and wellness programs and a new Teen Space.

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

Some of the necessary budget adjustments include: 1) an adjustment to salary range for the vacant Recreation Manager position to set the salary closer to the market to enable a near future successful recruitment. This will help the department recruit an experienced higher level of manager, allow for retention, and build in a career path for current staff members. 2) Increase in citywide special event budget of \$30,000 to enhance the post-pandemic activities and attractions to ensure a positive community experience. Once developed, the program is expected to generate additional revenues that may increase the General Fund budget in future years. 3) Adding a Teen Program at the Community Center starting January 2024 will result in an increase in revenue of \$3,400 and additional expenses of \$8,000. This will allow for the City to better connect with our teens and provide them with an increased level of service.

### **Fiscal Year 2022-2023 Accomplishments**

- Continued to provide and restart recreation programs, activities, aquatics, and special events post pandemic
- Successfully worked with the California Coastal Commission to revise the Surf Camp/School Permitting Policy. The policy was ultimately passed by the CCC on May 11<sup>th</sup> and implementation is ongoing
- Submitted a Coastal Development Permit (CDP) application to install 20 Life Buoys along the Pacifica Beachline. The areas include the Esplanade, Promenade, Sharp Park, Rockaway, and Linda Mar Beaches
- 6 of the 20 Life Buoy stations have been installed along the Beach Blvd Promenade
- In partnership with the Public Works Department, we continue to move the Priority Parks Projects along. We are now at 65% completion on construction documents.
- City Council approved a resolution to build a bike park at Lower Frontierland Park. The department has submitted a preliminary grant application to the State of California RTP program for funding.
- 1 of the 4 Playground Equipment replacement projects was completed at the Pacifica Co-Op Nursery location
- Bollards were installed at Sanchez Field which will now protect children from vehicles entering the fields.
- New Bocci Ball Court surface at the Community Center
- Return of the Teen Dance and Youth Advisory Board
- New walk-in Freezer/Refrigerator at the Community Center
- New Storage building at Fairmont West

### **Fiscal Year 2023-2024 Goals / Strategic Priorities**

- Implement new surf camp/school policies – including the creation of an outward facing public usage calendar, creating a new Code of Conduct for permit holders, and communicating and enforcing all new rules and policies
- 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.
- Upgrade the condition and amenities at the Community Center including new floors, paint throughout, exterior safety cameras, and technology.
- To continue bring back Department-sponsored special events that were cancelled/postponed due to COVID-19.
- To work with Sea Valor to install the remaining 14 Life Buoy Stations once we receive CCC approval
- To work with the PBPC on the next steps of realizing a bike park for Pacifica which will include securing funding for concept design, outreach, construction, and closeout.

## **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 2022-2023 Accomplishments**

- Received \$1,605,724 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 \$15,346 in Quality Rating Improvement System (QRIS) funding allowing the program to purchase classroom supplies, social-emotional related purchases and other misc. items as needed.
- Received \$15,000 from Pacificans Care to help fund Child Care field trips and program expenses.



- Awarded 2 San Mateo County Grants for equipment and supplies and increased enrollment expenses in the amount of \$50,000 each for a total of \$100,000.
- Received \$11,400 stipend to reimburse our programs for expenses related to COVID.
- Reopened Vallemar State preschool to provide additional preschool services at the south end of town.
- Expanded enrollment by almost 15% to provide Child Care services for additional families.
- Over 350 children enrolled and increasing.

### **Fiscal Year 2023-2024 Goals / Strategic Priorities**

- Provide Child Care services for families from all social and economic backgrounds so their children will be given the best start in life.
- Expand the recruitment and retention efforts to employ qualified and effective Child Care employees.
- Ready children for their future as good and responsible citizens.
- Provide and develop social-emotional skills and professional growth opportunities with the children in our care and Child Care employees.
- Continue Parent Action Committee (PAC) meetings to invigorate the relationships between program administration and families.
- Reduce number of substitution requests by 10%

## **Recreation & Aquatics 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 2022-2023 Accomplishments**

- Offered 48 hours of adult lap swimming per week and 6 hours of family recreation swim (one of only two Peninsula public pools to do so).
- Offered adult water Polo 40 Sundays throughout the year with over 600 drop-in participants.
- Hosted five sanctioned United States Swimming Association swim meets and one Regional All-Star swim meet.
- Hosted one Artistic Swimming meet.
- Co-hosted the first annual Beach Safety Day at Linda Mar Beach.
- Taught four American Red Cross Lifeguarding Courses with 26 participants.
- Successfully executed the Spring Egg Hunt with an estimated 800 attendees
- San Francisco Marionettes, an Artistic Swimming group (previously known as synchronized swimming) continues practicing/renting the Jean E. Brink Pool twice a week (the deepest indoor pool for them to use in the San Francisco Bay Area).
- Pacifica Sea Lions Aquatic Club continues practicing and holding swim meets year around training around 160 athletes 5 days a week.
- Successfully held the Elf Market, visit with Santa, and cookie decorating in December.
- Trained 30 City of Pacifica employees from Wastewater, and Parks and Streets, Child Care, and Recreation
- Divisions in American Red Cross Adult CPR/AED/First Aid lifesaving skills.
- Hosted two Surf Survival Apnea courses at the Jean E. Brink Pool
- Held Adventure Camp at Oceana High School with an average of 60 children per week for 6 weeks.
- Held the 2022 Fun Fest and Fog Jog at Fog Fest. First one since COVID.
- Summer swimming lesson program. Implemented in person swimming lessons since COVID.
- Hosted The annual Reverse Egg Hunt at Frontierland Park, with fun additions like carnival rides, food vendors, and games.
- Hosted the 56<sup>th</sup> annual Junior Olympics at Terra Nova High School, after not doing it for 3 years due to Covid.
- We have an up and running Youth Advisory Board with 13 members, who have participated and volunteered with Parents Night Out, Pacifica Pride Parade, and the J-Teen Dances.
- The Adventure Camp Program was ran out of Oceana High School in 2022, and is now being ran out of Cabrillo School in 2023. This is also the first year we have brought back field trips since Covid, including the first field trip we already went on to Great America.
- Held multiple sold out Parents Night out events
- Held sold out spring J-Teen Dance.

## Fiscal Year 2023-2024 Goals / Strategic Priorities

- Implement an instructor led exercise program for our outdoor exercise course at Frontierland Park.
- Hold three weeks of Wet and Wild Water Camp for the youth.
- Increase as many Adult Lap Swim Hours as possible.
- Return of two Dive in Movies at the pool.
- Host an annual Aquatic Pumpkin Patch in October.
- Co-host the 2nd annual Beach Safety Day with Hawaii Eco Divers.
- Increase contractual class offerings.
- Hold a movie night at Frontierland Park.
- Hold a food truck evening at the north Lindamar Beach Parking lot.
- Install lifesaving buoys at the Pier and Linda Mar, Rockaway, Sharp Park, and Esplande Beaches.
- Continue to 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.
- Implement Teen Room and Teen Programs at the Community Center.

## 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 2022-2023 Accomplishments**

- Senior Services continues to offer a wide range of free to low cost recreation programs including dance, arts, crafts, games, and exercise. There were over 3900 class participants in classes facilitated by volunteers alone.
- Continue to cohesively share the Community Center with City Hall Staff with minimal impact to Senior Services programming.
- Seniors in Action (SIA) reached 700+ members. CaR program reached 425+ participants.
- Held in-person volunteer appreciation event for over 100 volunteers.
- Added additional MOW route to accommodate increase in participants. We are now over 110 participants and served over 40,000 meals this year
- Initiated successful recruitment processes and hired a new Recreation Supervisor for Senior Services and a new Food Services Coordinator.
- Assisted 258 Seniors with Tax preparation
- Began the Senior Outing Program with Seniors visiting the Disney Museum, City Hall, a Giants game, etc
- Resurfaced Bocce Ball Court
- Demolished existing walk-in refrigerator/freezer and replaced with newly constructed unit.

### **Fiscal Year 2023-2024 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 to identify Community Center improvements to be made when City Hall Staff returns to the Plaza.
- Introduce new exciting programs including health and wellness, Senior Dance, etc
- Install outdoor bench seating, new flooring and paint at the CC. Also purchase a new bingo table and improve exterior of the building including landscaping.



## CITY OF PACIFICA FY 2023-24 Budget

### Parks, Beaches & Recreation

Actual 2020-21	Actual 2021-22	Amended Budget 2022-23	Adopted Budget 2023-24
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#### Expenditures

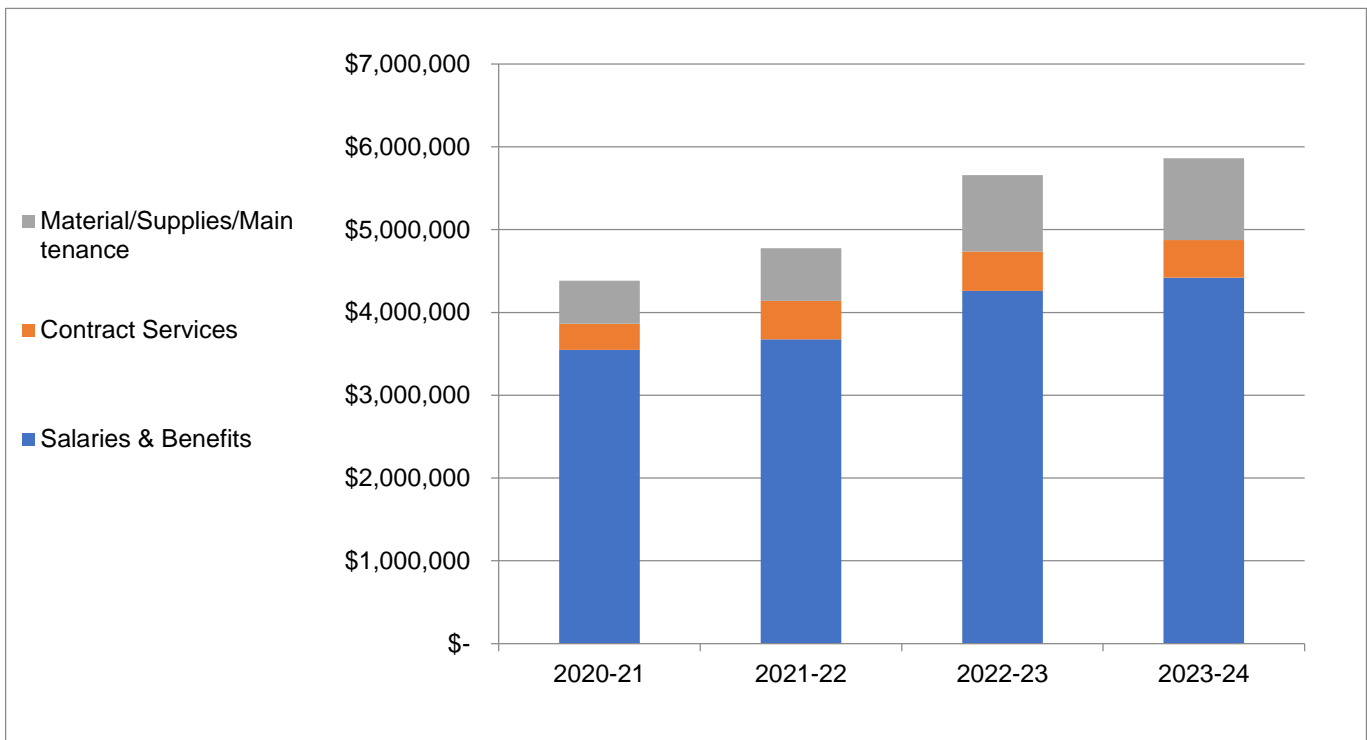
Salaries & Benefits	\$ 3,546,690	\$ 3,675,711	\$ 4,261,369	\$ 4,420,423
Contract Services	\$ 316,539	\$ 464,705	\$ 472,725	\$ 453,600
Material/Supplies/Maintenance	\$ 521,628	\$ 636,782	\$ 924,831	\$ 988,600
<b>Total Expenditures</b>	<b>\$ 4,384,857</b>	<b>\$ 4,777,197</b>	<b>\$ 5,658,925</b>	<b>\$ 5,862,623</b>

#### Revenue Sources

Charges for Services	\$ 1,040,034	\$ 2,038,365	\$ 2,369,629	\$ 2,486,600
Intergovernmental	\$ 1,165,408	\$ 1,459,227	\$ 2,029,653	\$ 2,184,700
<b>Total Revenues</b>	<b>\$ 2,205,441</b>	<b>\$ 3,497,592</b>	<b>\$ 4,399,282</b>	<b>\$ 4,671,300</b>

#### Full-Time Equivalent Employees

	30.50	30.50	33.50	33.50
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# CITY OF PACIFICA

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## Other Funds



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# CITY OF PACIFICA

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## 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)

### Description

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)

### Description

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 Charge Fund (18/34)

## Statement of Revenue, Expenditures and Changes in Net Assets

	Actual Budget 20-21	Actual Budget 21-22	Amended Budget 22-23	Adopted Budget 23-24
<b>Revenue</b>				
Taxes	\$ -	\$ -	\$ -	\$ -
Intergovernmental	\$ -	\$ -	\$ -	\$ -
Other Revenue	\$ -	\$ -	\$ -	\$ -
Charges for Services	\$ 16,057,312	\$ 19,251,930	\$ 18,674,000	\$ 19,074,000
<b>Total Revenue</b>	<u>\$ 16,057,312</u>	<u>\$ 19,251,930</u>	<u>\$ 18,674,000</u>	<u>\$ 19,074,000</u>
<b>Expenditures</b>				
Salaries & Benefits	\$ 5,126,549	\$ 4,735,273	\$ 5,637,073	\$ 5,519,433
Contract Services	\$ 6,712,305	\$ 4,899,296	\$ 11,091,100	\$ 11,940,900
Material/Supplies/Maintenance	\$ (558,450)	\$ 5,022,431	\$ 7,414,200	\$ 3,906,866
<b>Total Expenditures</b>	<u>\$ 11,280,403</u>	<u>\$ 14,657,000</u>	<u>\$ 24,142,373</u>	<u>\$ 21,367,199</u>
Excess revenue over (under) expenditures	<u>\$ 4,776,909</u>	<u>\$ 4,594,929</u>	<u>\$ (5,468,373)</u>	<u>\$ (2,293,199)</u>
<b>Other financing sources (uses)</b>				
Transfers In	\$ 2,187,528	\$ -	\$ -	\$ -
Transfers/Allocations Out	\$ -	\$ (29,600)	\$ (509,600)	\$ (978,700)
Debt Service	\$ (1,604,568)	\$ (1,601,604)	\$ (3,657,319)	\$ (5,258,268)
Transfers Out - Capital	\$ (1,937,528)	\$ (470,000)	\$ -	\$ -
Proceeds of Long-Term Debt	\$ -	\$ -	\$ -	\$ -
<b>Total Financing Sources (uses)</b>	<u>\$ (1,354,568)</u>	<u>\$ (2,101,204)</u>	<u>\$ (4,166,919)</u>	<u>\$ (6,236,968)</u>
Excess revenue and other sources over (under) expenditures and other uses	<u>\$ 3,422,341</u>	<u>\$ 2,493,725</u>	<u>\$ (9,635,292)</u>	<u>\$ (8,530,167)</u>
<b>Beginning Net Assets, July 1</b>	<u>\$ 23,798,547</u>	<u>\$ 28,316,148</u>	<u>\$ 30,809,873</u>	<u>\$ 21,174,581</u>
<b>Ending Net Assets, June 30 (Projected)</b>	<u>\$ 27,220,888</u>	<u>\$ 30,809,873</u>	<u>\$ 21,174,581</u>	<u>\$ 12,644,414</u>

# City of Pacifica Beach Parking Fund(35)

## Statement of Revenue, Expenditures and Changes in Net Assets

	Actual Budget 20-21	Actual Budget 21-22	Amended Budget 22-23	Adopted Budget 23-24
<b>Revenue</b>				
Taxes	\$ -	\$ -	\$ -	\$ -
Intergovernmental	\$ -	\$ -	\$ -	\$ -
Other Revenue	\$ -	\$ -	\$ -	\$ -
Charges for Services	\$ 822,509	\$ 559,193	\$ 665,000	\$ 665,000
<b>Total Revenue</b>	<u>\$ 822,509</u>	<u>\$ 559,193</u>	<u>\$ 665,000</u>	<u>\$ 665,000</u>
<b>Expenditures</b>				
Salaries & Benefits	\$ 602,485	\$ 512,859	\$ 349,117	\$ 315,864
Contract Services	\$ 10,161	\$ 7,278	\$ 10,200	\$ 10,500
Material/Supplies/Maintenance	\$ 103,137	\$ 100,372	\$ 134,100	\$ 135,700
<b>Total Expenditures</b>	<u>\$ 715,783</u>	<u>\$ 620,509</u>	<u>\$ 493,417</u>	<u>\$ 462,064</u>
Excess revenue over (under) expenditures	<u>\$ 106,726</u>	<u>\$ (61,316)</u>	<u>\$ 171,583</u>	<u>\$ 202,936</u>
<b>Other financing sources (uses)</b>				
Transfers In	\$ -	\$ -	\$ -	\$ -
Transfers/Allocations Out	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -
Transfers Out - Capital	\$ -	\$ -	\$ -	\$ -
Proceeds of Long-Term Debt	\$ -	\$ -	\$ -	\$ -
<b>Total Financing Sources (uses)</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Excess revenue and other sources over (under) expenditures and other uses	<u>\$ 106,726</u>	<u>\$ (61,316)</u>	<u>\$ 171,583</u>	<u>\$ 202,936</u>
<b>Beginning Net Assets, July 1</b>	<u>\$ 227,576</u>	<u>\$ 334,302</u>	<u>\$ 272,986</u>	<u>\$ 444,569</u>
<b>Ending Net Assets, June 30 (Projected)</b>	<u>\$334,302</u>	<u>\$ 272,986</u>	<u>\$ 444,569</u>	<u>\$ 647,505</u>



# CITY OF PACIFICA

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## 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 2023-24 are detailed in a separate Five Year Capital Improvement Program budget document.

## Supplemental Law Enforcement Services (SLEFS) Fund (Fund 07)



### Description

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.

## Measure A Fund (Fund 09)

### Description

The Measure A Fund is a restricted fund. The fund accounts for the expenditures made for streets and roads and is funded by locally approved Measure W revenue measure.

### Goals and Objectives

- Use the Measure A funds to leverage Federal, State, County and local government agency grants.
- Implement programs that are defined to meet needs for street and road improved infrastructure.



## Gas Tax Maintenance Fund (Fund 10)

### Description

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.



## Measure W Fund (Fund 11)

### Description

The Measure W Fund is a restricted fund. The fund accounts for the expenditures made for streets and roads and is funded by locally approved Measure W revenue measure.

### Goals and Objectives

- Use the Measure W funds to leverage Federal, State, County and local government agency grants.
- Implement programs that are defined to meet needs for street and road improved infrastructure.

## Highway 1 Improvement (Fund 12)

### Description

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.



## Street Construction Fund (Fund 13)

### Description

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.

### 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.

## Manor Drive Improvement (Fund 14)



### Description

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)

### Description

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)

### Description

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)



### Description

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)

### Description

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)

### Description

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)



### Description

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)

### Description

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)

### Description

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)



### Description

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)



### Description

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.

## Tree Special Revenue Fund (Fund 29)

### Description

The Tree Special Revenue Fund is a restricted fund that was created with the repeal and replacement of the City Tree Ordinance. This fund is used to further the purposes set forth in the new tree ordinance which included revenue, penalties, donations, grants, and other money allocated by council related to Trees in the City of Pacifica.



### Goals and Objectives

- Purchasing, planting, maintenance, preservation of trees within the City to remain in a naturalistic state in perpetuity.
- Supporting programs for the purpose of increasing the tree canopy within the City of Pacifica

## Pacifica Library Fund (Fund 31)

### Description

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)

### Description

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.

## Pacifica Library Fund (Fund 31)

### Description

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)

### Description

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 Net Assets

	Actual Budget 20-21	Actual Budget 21-22	Amended Budget 22-23	Adopted Budget 23-24
<b>Revenue</b>				
Taxes	\$ -	\$ -	\$ -	\$ -
Intergovernmental	\$ 156,727	\$ 157,556	\$ 130,000	\$ 130,000
Other Revenue	\$ -	\$ -	\$ -	\$ -
Charges for Services	\$ 678	\$ -	\$ -	\$ -
Total Revenue	<u>\$ 157,405</u>	<u>\$ 157,556</u>	<u>\$ 130,000</u>	<u>\$ 130,000</u>
<b>Expenditures</b>				
Salaries & Benefits	\$ 67,441	\$ 75,607	\$ 68,800	\$ 68,800
Contract Services	\$ -	\$ -	\$ -	\$ -
Material/Supplies/Maintenance	\$ 166,426	\$ 92,582	\$ 58,900	\$ 59,500
Total Expenditures	<u>\$ 233,867</u>	<u>\$ 168,189</u>	<u>\$ 127,700</u>	<u>\$ 128,300</u>
Excess revenue over (under) expenditures	<u>\$ (76,462)</u>	<u>\$ (10,633)</u>	<u>\$ 2,300</u>	<u>\$ 1,700</u>
<b>Other financing sources (uses)</b>				
Transfers In	\$ -	\$ -	\$ -	\$ -
Transfers/Allocations Out	\$ -	\$ -	\$ -	\$ -
Transfers Out - Debt Service	\$ -	\$ -	\$ -	\$ -
Transfers Out - Capital	\$ -	\$ -	\$ -	\$ -
Proceeds of Long-Term Debt	\$ -	\$ -	\$ -	\$ -
Total Financing Sources (uses)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Excess revenue and other sources over (under) expenditures and other uses	<u>\$ (76,462)</u>	<u>\$ (10,633)</u>	<u>\$ 2,300</u>	<u>\$ 1,700</u>
<b>Beginning Net Assets, July 1</b>	<u>\$ 312,858</u>	<u>\$ 236,396</u>	<u>\$ 225,763</u>	<u>\$ 228,063</u>
<b>Ending Net Assets, June 30 (Projected)</b>	<u>\$ 236,396</u>	<u>\$ 225,763</u>	<u>\$ 228,063</u>	<u>\$ 229,763</u>

# City of Pacifica Street Construction Fund (09)

## Statement of Revenue, Expenditures and Changes in Net Assets

	Actual Budget 20-21	Actual Budget 21-22	Amended Budget 22-23	Adopted Budget 23-24
<b>Revenue</b>				
Taxes	\$ 1,680,149	\$ 1,768,958	\$ 1,766,519	\$ 1,223,000
Intergovernmental	\$ 176,936	\$ 9,471	\$ 2,089,000	\$ 40,000
Other Revenue	\$ -	\$ -	\$ -	\$ -
Charges for Services	\$ 7,062	\$ 1,327	\$ 200,000	\$ 200,000
Total Revenue	<u>\$ 1,864,148</u>	<u>\$ 1,779,756</u>	<u>\$ 4,055,519</u>	<u>\$ 1,463,000</u>
<b>Expenditures</b>				
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -
Contract Services	\$ 2,146,393	\$ 2,440,789	\$ 2,784,800	\$ 1,209,300
Material/Supplies/Maintenance	\$ 651	\$ 165	\$ 169,100	\$ 170,900
Total Expenditures	<u>\$ 2,147,045</u>	<u>\$ 2,440,955</u>	<u>\$ 2,953,900</u>	<u>\$ 1,380,200</u>
Excess revenue over (under) expenditures	<u>\$ (282,897)</u>	<u>\$ (661,199)</u>	<u>\$ 1,101,619</u>	<u>\$ 82,800</u>
<b>Other financing sources (uses)</b>				
Transfers In	\$ 650,000	\$ 750,000	\$ 750,000	\$ -
Transfers/Allocations Out	\$ (286,240)	\$ (621,664)	\$ (621,664)	\$ (782,700)
Transfers Out - Debt Service	\$ (399,648)	\$ (476,998)	\$ (475,000)	\$ (464,000)
Transfers Out - Capital	\$ -	\$ (55,000)	\$ -	\$ -
Proceeds of Long-Term Debt	\$ -	\$ -	\$ -	\$ -
Total Financing Sources (uses)	<u>\$ (35,888)</u>	<u>\$ (403,662)</u>	<u>\$ (346,664)</u>	<u>\$ (1,246,700)</u>
Excess revenue and other sources over (under) expenditures and other uses	<u>\$ (318,784)</u>	<u>\$ (1,064,860)</u>	<u>\$ 754,955</u>	<u>\$ (1,163,900)</u>
<b>Beginning Net Assets, July 1</b>	<u>\$ 3,830,468</u>	<u>\$ 3,511,684</u>	<u>\$ 2,446,823</u>	<u>\$ 3,201,779</u>
<b>Ending Net Assets, June 30 (Projected)</b>	<u><u>\$ 3,511,684</u></u>	<u><u>\$ 2,446,823</u></u>	<u><u>\$ 3,201,779</u></u>	<u><u>\$ 2,037,879</u></u>

\*As of Fiscal Year 23-24 , Pacifica has created new Special Revenue Funds to separate certain sources of revenue that were previous all in Fund 9 and 10. Fund 9 is now exclusively for Measure A (extended by Measure K) Funding, Fund 10 is Gas Tax Maintenance Funding, Fund 11 is Measure W Funding, Fund 12 is Highway 1 Improvement Funding, and Fund 13 is Street Improvement (SB1) Funding. This is to clearly separate these revenue sources and to allow for proper tracking of use of the Funds.

# City of Pacifica Gas Tax Maintenance Fund (10)

## Statement of Revenue, Expenditures and Changes in Net Assets

	Actual Budget 20-21	Actual Budget 21-22	Amended Budget 22-23	Adopted Budget 23-24
<b>Revenue</b>				
Taxes	\$ 1,552,975	\$ 1,817,221	\$ 2,153,390	\$ 2,245,900
Intergovernmental	\$ -	\$ -	\$ -	\$ -
Other Revenue	\$ -	\$ -	\$ -	\$ -
Charges for Services	\$ 254	\$ 26	\$ -	\$ -
Total Revenue	<u>\$ 1,553,230</u>	<u>\$ 1,817,247</u>	<u>\$ 2,153,390</u>	<u>\$ 2,245,900</u>
<b>Expenditures</b>				
Salaries & Benefits	\$ 192	\$ 1,371	\$ -	\$ -
Contract Services	\$ 198,654	\$ 209,525	\$ 295,800	\$ 301,800
Material/Supplies/Maintenance	\$ 389,067	\$ 344,718	\$ 238,400	\$ 241,200
Total Expenditures	<u>\$ 587,913</u>	<u>\$ 555,614</u>	<u>\$ 534,200</u>	<u>\$ 543,000</u>
Excess revenue over (under) expenditures	<u>\$ 965,317</u>	<u>\$ 1,261,633</u>	<u>\$ 1,619,190</u>	<u>\$ 1,702,900</u>
<b>Other financing sources (uses)</b>				
Transfers In	\$ -	\$ -	\$ -	\$ -
Transfers/Allocations Out	\$ (954,767)	\$ (1,127,174)	\$ (1,127,174)	\$ (1,127,100)
Transfers Out - Debt Service	\$ (79,930)	\$ (95,400)	\$ (95,400)	\$ (93,000)
Transfers Out - Capital	\$ -	\$ -	\$ -	\$ -
Proceeds of Long-Term Debt	\$ -	\$ -	\$ -	\$ -
Total Financing Sources (uses)	<u>\$ (1,034,697)</u>	<u>\$ (1,222,574)</u>	<u>\$ (1,222,574)</u>	<u>\$ (1,220,100)</u>
Excess revenue and other sources over (under) expenditures and other uses	<u>\$ (69,380)</u>	<u>\$ 39,059</u>	<u>\$ 396,616</u>	<u>\$ 482,800</u>
Beginning Net Assets, July 1	<u>(\$119,275)</u>	<u>\$ (188,655)</u>	<u>\$ (149,595)</u>	<u>\$ 247,021</u>
Ending Net Assets, June 30 (Projected)	<u>\$ (188,655)</u>	<u>\$ (149,595)</u>	<u>\$ 247,021</u>	<u>\$ 729,821</u>

\*As of Fiscal Year 23-24 , Pacifica has created new Special Revenue Funds to separate certain sources of revenue that were previous all in Fund 9 and 10. Fund 9 is now exclusively for Measure A (extended by Measure K) Funding, Fund 10 is Gas Tax Maintenance Funding, Fund 11 is Measure W Funding, Fund 12 is Highway 1 Improvement Funding, and Fund 13 is Street Improvement (SB1) Funding. This is to clearly separate these revenue sources and to allow for proper tracking of use of the Funds.

# City of Pacifica Measure W Fund (11)

## Statement of Revenue, Expenditures and Changes in Net Assets

	Actual Budget 20-21	Actual Budget 21-22	Amended Budget 22-23	Adopted Budget 23-24
<b>Revenue</b>				
Taxes	\$ -	\$ -	\$ -	\$ -
Intergovernmental	\$ -	\$ -	\$ -	\$ 560,000
Other Revenue	\$ -	\$ -	\$ -	\$ -
Charges for Services	\$ -	\$ -	\$ -	\$ -
Total Revenue	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 560,000</u>
<b>Expenditures</b>				
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -
Contract Services	\$ -	\$ -	\$ -	\$ 550,000
Material/Supplies/Maintenance	\$ -	\$ -	\$ -	\$ -
Total Expenditures	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 550,000</u>
Excess revenue over (under) expenditures	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 10,000</u>
<b>Other financing sources (uses)</b>				
Transfers In	\$ -	\$ -	\$ -	\$ -
Transfers/Allocations Out	\$ -	\$ -	\$ -	\$ -
Transfers Out - Debt Service	\$ -	\$ -	\$ -	\$ -
Transfers Out - Capital	\$ -	\$ -	\$ -	\$ -
Proceeds of Long-Term Debt	\$ -	\$ -	\$ -	\$ -
Total Financing Sources (uses)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Excess revenue and other sources over (under) expenditures and other uses	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 10,000</u>
Beginning Net Assets, July 1	<u>\$0</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Ending Net Assets, June 30 (Projected)	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 10,000</u></u>

\*As of Fiscal Year 23-24 , Pacifica has created new Special Revenue Funds to separate certain sources of revenue that were previous all in Fund 9 and 10. Fund 9 is now exclusively for Measure A (extended by Measure K) Funding, Fund 10 is Gas Tax Maintenance Funding, Fund 11 is Measure W Funding, Fund 12 is Highway 1 Improvement Funding, and Fund 13 is Street Improvement (SB1) Funding. This is to clearly separate these revenue sources and to allow for proper tracking of use of the Funds.

# City of Pacifica Highway 1 Improvement Fund(12)

## Statement of Revenue, Expenditures and Changes in Net Assets

	Actual Budget 20-21	Actual Budget 21-22	Amended Budget 22-23	Adopted Budget 23-24
<b>Revenue</b>				
Taxes	\$ -	\$ -	\$ -	\$ -
Intergovernmental	\$ 4,986	\$ 39,046	\$ -	\$ -
Other Revenue	\$ -	\$ -	\$ -	\$ -
Charges for Services	\$ 150,309	\$ 39,296	\$ 29,500	\$ 29,500
Total Revenue	<u>\$ 155,295</u>	<u>\$ 78,342</u>	<u>\$ 29,500</u>	<u>\$ 29,500</u>
<b>Expenditures</b>				
Salaries & Benefits	\$ 24,636	\$ 28,101	\$ 30,852	\$ 29,496
Contract Services	\$ 5,605	\$ 3,159	\$ 25,500	\$ 26,100
Material/Supplies/Maintenance	\$ 935	\$ 39,375	\$ 4,100	\$ 4,200
Total Expenditures	<u>\$ 31,177</u>	<u>\$ 70,635</u>	<u>\$ 60,452</u>	<u>\$ 59,796</u>
Excess revenue over (under) expenditures	<u>\$ 124,119</u>	<u>\$ 7,707</u>	<u>\$ (30,952)</u>	<u>\$ (30,296)</u>
<b>Other financing sources (uses)</b>				
Transfers In	\$ -	\$ -	\$ -	\$ -
Transfers/Allocations Out	\$ -	\$ -	\$ -	\$ -
Transfers Out - Debt Service	\$ -	\$ -	\$ -	\$ -
Transfers Out - Capital	\$ -	\$ -	\$ -	\$ -
Proceeds of Long-Term Debt	\$ -	\$ -	\$ -	\$ -
Total Financing Sources (uses)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Excess revenue and other sources over (under) expenditures and other uses	<u>\$ 124,119</u>	<u>\$ 7,707</u>	<u>\$ (30,952)</u>	<u>\$ (30,296)</u>
<b>Beginning Net Assets, July 1</b>	<u>\$ 486,424</u>	<u>\$ 610,543</u>	<u>\$ 618,250</u>	<u>\$ 587,298</u>
<b>Ending Net Assets, June 30 (Projected)</b>	<u>\$ 610,543</u>	<u>\$ 618,250</u>	<u>\$ 587,298</u>	<u>\$ 557,002</u>

\*As of Fiscal Year 23-24 , Pacifica has created new Special Revenue Funds to separate certain sources of revenue that were previous all in Fund 9 and 10. Fund 9 is now exclusively for Measure A (extended by Measure K) Funding, Fund 10 is Gas Tax Maintenance Funding, Fund 11 is Measure W Funding, Fund 12 is Highway 1 Improvement Funding, and Fund 13 is Street Improvement (SB1) Funding. This is to clearly separate these revenue sources and to allow for proper tracking of use of the Funds.

# City of Pacifica Street Improvement Fund (13)

## Statement of Revenue, Expenditures and Changes in Net Assets

	Actual Budget 20-21	Actual Budget 21-22	Amended Budget 22-23	Adopted Budget 23-24
<b>Revenue</b>				
Taxes	\$ -	\$ -	\$ -	\$ 421,000
Intergovernmental	\$ -	\$ -	\$ -	\$ -
Other Revenue	\$ -	\$ -	\$ -	\$ -
Charges for Services	\$ -	\$ -	\$ -	\$ -
Total Revenue	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 421,000</u>
<b>Expenditures</b>				
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -
Contract Services	\$ -	\$ -	\$ -	\$ 1,610,000
Material/Supplies/Maintenance	\$ -	\$ -	\$ -	\$ -
Total Expenditures	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,610,000</u>
Excess revenue over (under) expenditures	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (1,189,000)</u>
<b>Other financing sources (uses)</b>				
Transfers In	\$ -	\$ -	\$ -	\$ 1,400,000
Transfers/Allocations Out	\$ -	\$ -	\$ -	\$ -
Transfers Out - Debt Service	\$ -	\$ -	\$ -	\$ -
Transfers Out - Capital	\$ -	\$ -	\$ -	\$ -
Proceeds of Long-Term Debt	\$ -	\$ -	\$ -	\$ -
Total Financing Sources (uses)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,400,000</u>
Excess revenue and other sources over (under) expenditures and other uses	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 211,000</u>
Beginning Net Assets, July 1	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Ending Net Assets, June 30 (Projected)	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 211,000</u></u>

\*As of Fiscal Year 23-24 , Pacifica has created new Special Revenue Funds to separate certain sources of revenue that were previous all in Fund 9 and 10. Fund 9 is now exclusively for Measure A (extended by Measure K) Funding, Fund 10 is Gas Tax Maintenance Funding, Fund 11 is Measure W Funding, Fund 12 is Highway 1 Improvement Funding, and Fund 13 is Street Improvement (SB1) Funding. This is to clearly separate these revenue sources and to allow for proper tracking of use of the Funds.

# City of Pacifica Manor Drive Improvement Fund(14)

## Statement of Revenue, Expenditures and Changes in Net Assets

	Actual Budget 20-21	Actual Budget 21-22	Amended Budget 22-23	Adopted Budget 23-24
<b>Revenue</b>				
Taxes	\$ -	\$ -	\$ -	\$ -
Intergovernmental	\$ -	\$ -	\$ 2,700,000	\$ 2,700,000
Other Revenue	\$ -	\$ -	\$ -	\$ -
Charges for Services	\$ 9,423	\$ 4,670	\$ -	\$ -
Total Revenue	<u>\$ 9,423</u>	<u>\$ 4,670</u>	<u>\$ 2,700,000</u>	<u>\$ 2,700,000</u>
<b>Expenditures</b>				
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -
Contract Services	\$ -	\$ 81,145	\$ 3,000,000	\$ 3,060,000
Material/Supplies/Maintenance	\$ -	\$ -	\$ -	\$ -
Total Expenditures	<u>\$ -</u>	<u>\$ 81,145</u>	<u>\$ 3,000,000</u>	<u>\$ 3,060,000</u>
Excess revenue over (under) expenditures	<u>\$ 9,423</u>	<u>\$ (76,475)</u>	<u>\$ (300,000)</u>	<u>\$ (360,000)</u>
<b>Other financing sources (uses)</b>				
Transfers In	\$ -	\$ -	\$ -	\$ -
Transfers/Allocations Out	\$ -	\$ -	\$ -	\$ -
Transfers Out - Debt Service	\$ -	\$ -	\$ -	\$ -
Transfers Out - Capital	\$ -	\$ -	\$ -	\$ -
Proceeds of Long-Term Debt	\$ -	\$ -	\$ -	\$ -
Total Financing Sources (uses)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Excess revenue and other sources over (under) expenditures and other uses	<u>\$ 9,423</u>	<u>\$ (76,475)</u>	<u>\$ (300,000)</u>	<u>\$ (360,000)</u>
<b>Beginning Net Assets, July 1</b>	<u>\$ 942,943</u>	<u>\$ 952,366</u>	<u>\$ 875,891</u>	<u>\$ 575,891</u>
<b>Ending Net Assets, June 30 (Projected)</b>	<u>\$ 952,366</u>	<u>\$ 875,891</u>	<u>\$ 575,891</u>	<u>\$ 215,891</u>

# City of Pacifica Aircraft Noise Project(15)

## Statement of Revenue, Expenditures and Changes in Net Assets

	Actual Budget 20-21	Actual Budget 21-22	Amended Budget 22-23	Adopted Budget 23-24
<b>Revenue</b>				
Taxes	\$ -	\$ -	\$ -	\$ -
Intergovernmental	\$ -	\$ -	\$ -	\$ -
Other Revenue	\$ -	\$ -	\$ -	\$ -
Charges for Services	\$ 1	\$ -	\$ -	\$ -
Total Revenue	<u>\$ 1</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Expenditures</b>				
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -
Contract Services	\$ -	\$ -	\$ -	\$ -
Material/Supplies/Maintenance	\$ -	\$ -	\$ -	\$ -
Total Expenditures	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Excess revenue over (under) expenditures	<u>\$ 1</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Other financing sources (uses)</b>				
Transfers In	\$ -	\$ -	\$ -	\$ -
Transfers/Allocations Out	\$ -	\$ -	\$ -	\$ -
Transfers Out - Debt Service	\$ -	\$ -	\$ -	\$ -
Transfers Out - Capital	\$ -	\$ -	\$ -	\$ -
Proceeds of Long-Term Debt	\$ -	\$ -	\$ -	\$ -
Total Financing Sources (uses)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Excess revenue and other sources over (under) expenditures and other uses	<u>\$ 1</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Beginning Net Assets, July 1</b>	<u>\$ 410</u>	<u>\$ 411</u>	<u>\$ 411</u>	<u>\$ 411</u>
<b>Ending Net Assets, June 30 (Projected)</b>	<u>\$ 411</u>	<u>\$ 411</u>	<u>\$ 411</u>	<u>\$ 411</u>



# City of Pacifica NPDES Stormwater Fund(16)

## Statement of Revenue, Expenditures and Changes in Net Assets

	Actual Budget 20-21	Actual Budget 21-22	Amended Budget 22-23	Adopted Budget 23-24
<b>Revenue</b>				
Taxes	\$ -	\$ -	\$ -	\$ -
Intergovernmental	\$ 154,523	\$ 17,807	\$ 10,000	\$ 10,000
Other Revenue	\$ -	\$ -	\$ -	\$ -
Charges for Services	\$ 178,660	\$ 189,769	\$ 228,000	\$ 193,000
Total Revenue	<u>\$ 333,184</u>	<u>\$ 207,576</u>	<u>\$ 238,000</u>	<u>\$ 203,000</u>
<b>Expenditures</b>				
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -
Contract Services	\$ 56,888	\$ 53,227	\$ 76,900	\$ 139,700
Material/Supplies/Maintenance	\$ 35,053	\$ 45,766	\$ 62,000	\$ 62,800
Total Expenditures	<u>\$ 91,942</u>	<u>\$ 98,993</u>	<u>\$ 138,900</u>	<u>\$ 202,500</u>
Excess revenue over (under) expenditures	<u>\$ 241,242</u>	<u>\$ 108,583</u>	<u>\$ 99,100</u>	<u>\$ 500</u>
<b>Other financing sources (uses)</b>				
Transfers In	\$ -	\$ 20,000	\$ 20,000	\$ -
Transfers/Allocations Out	\$ (92,000)	\$ (132,081)	\$ (132,081)	\$ (132,100)
Transfers Out - Debt Service	\$ -	\$ -	\$ -	\$ -
Transfers Out - Capital	\$ -	\$ -	\$ -	\$ -
Proceeds of Long-Term Debt	\$ -	\$ -	\$ -	\$ -
Total Financing Sources (uses)	<u>\$ (92,000)</u>	<u>\$ (112,081)</u>	<u>\$ (112,081)</u>	<u>\$ (132,100)</u>
Excess revenue and other sources over (under) expenditures and other uses	<u>\$ 149,242</u>	<u>\$ (3,498)</u>	<u>\$ (12,981)</u>	<u>\$ (131,600)</u>
<b>Beginning Net Assets, July 1</b>	<u>\$ 184,637</u>	<u>\$ 333,879</u>	<u>\$ 330,381</u>	<u>\$ 317,400</u>
<b>Ending Net Assets, June 30 (Projected)</b>	<u>\$ 333,879</u>	<u>\$ 330,381</u>	<u>\$ 317,400</u>	<u>\$ 185,800</u>

# City of Pacifica Planned Local Drainage Fund(19)

## Statement of Revenue, Expenditures and Changes in Net Assets

	Actual Budget 20-21	Actual Budget 21-22	Amended Budget 22-23	Adopted Budget 23-24
<b>Revenue</b>				
Taxes	\$ -	\$ -	\$ -	\$ -
Intergovernmental	\$ -	\$ -	\$ -	\$ -
Other Revenue	\$ -	\$ -	\$ -	\$ -
Charges for Services	\$ 171,911	\$ -	\$ 477,000	\$ 477,000
<b>Total Revenue</b>	<u>\$ 171,911</u>	<u>\$ -</u>	<u>\$ 477,000</u>	<u>\$ 477,000</u>
<b>Expenditures</b>				
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -
Contract Services	\$ 116,876	\$ 645,236	\$ 100,000	\$ -
Material/Supplies/Maintenance	\$ 298	\$ -	\$ 2,000	\$ 2,100
<b>Total Expenditures</b>	<u>\$ 117,173</u>	<u>\$ 645,236</u>	<u>\$ 102,000</u>	<u>\$ 2,100</u>
Excess revenue over (under) expenditures	<u>\$ 54,738</u>	<u>\$ (645,236)</u>	<u>\$ 375,000</u>	<u>\$ 474,900</u>
<b>Other financing sources (uses)</b>				
Transfers In	\$ -	\$ -	\$ -	\$ -
Transfers/Allocations Out	\$ -	\$ -	\$ -	\$ -
Transfers Out - Debt Service	\$ -	\$ -	\$ -	\$ -
Transfers Out - Capital	\$ (300,000)	\$ -	\$ -	\$ -
Proceeds of Long-Term Debt	\$ -	\$ -	\$ -	\$ -
<b>Total Financing Sources (uses)</b>	<u>\$ (300,000)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Excess revenue and other sources over (under) expenditures and other uses	<u>\$ (245,262)</u>	<u>\$ (645,236)</u>	<u>\$ 375,000</u>	<u>\$ 474,900</u>
<b>Beginning Net Assets, July 1</b>	<u>\$ 420,309</u>	<u>\$ 175,047</u>	<u>\$ (470,189)</u>	<u>\$ (95,189)</u>
<b>Ending Net Assets, June 30 (Projected)</b>	<u>\$ 175,047</u>	<u>\$ (470,189)</u>	<u>\$ (95,189)</u>	<u>\$ 379,711</u>

# City of Pacifica General Capital Improvement Fund(22)

## Statement of Revenue, Expenditures and Changes in Net Assets

	Actual Budget 20-21	Actual Budget 21-22	Amended Budget 22-23	Adopted Budget 23-24
<b>Revenue</b>				
Taxes	\$ -	\$ -	\$ -	\$ -
Intergovernmental	\$ -	\$ -	\$ 1,795,000	\$ 2,500,000
Other Revenue	\$ -	\$ 1,500,000	\$ -	\$ -
Charges for Services	\$ 110,349	\$ 404,245	\$ 26,000	\$ 26,000
Total Revenue	<u>\$ 110,349</u>	<u>\$ 1,904,245</u>	<u>\$ 1,821,000</u>	<u>\$ 2,526,000</u>
<b>Expenditures</b>				
Salaries & Benefits	\$ 100	\$ 508	\$ -	\$ 197,000
Contract Services	\$ 1,386,597	\$ 2,301,246	\$ 5,064,000	\$ 4,415,000
Material/Supplies/Maintenance	\$ -	\$ -	\$ -	\$ -
Total Expenditures	<u>\$ 1,386,696</u>	<u>\$ 2,301,754</u>	<u>\$ 5,064,000</u>	<u>\$ 4,612,000</u>
Excess revenue over (under) expenditures	<u>\$ (1,276,348)</u>	<u>\$ (397,509)</u>	<u>\$ (3,243,000)</u>	<u>\$ (2,086,000)</u>
<b>Other financing sources (uses)</b>				
Transfers In	\$ 1,154,270	\$ 3,820,000	\$ 2,035,000	\$ 1,865,000
Transfers/Allocations Out	\$ (142,967)	\$ -	\$ -	\$ -
Transfers Out - Debt Service	\$ -	\$ -	\$ -	\$ -
Transfers Out - Capital	\$ -	\$ -	\$ -	\$ -
Proceeds of Long-Term Debt	\$ -	\$ -	\$ -	\$ -
Total Financing Sources (uses)	<u>\$ 1,011,303</u>	<u>\$ 3,820,000</u>	<u>\$ 2,035,000</u>	<u>\$ 1,865,000</u>
Excess revenue and other sources over (under) expenditures and other uses	<u>\$ (265,045)</u>	<u>\$ 3,422,491</u>	<u>\$ (1,208,000)</u>	<u>\$ (221,000)</u>
<b>Beginning Net Assets, July 1</b>	<u>\$ 3,565,516</u>	<u>\$ 3,300,471</u>	<u>\$ 6,722,962</u>	<u>\$ 5,514,962</u>
<b>Ending Net Assets, June 30 (Projected)</b>	<u>\$ 3,300,471</u>	<u>\$ 6,722,962</u>	<u>\$ 5,514,962</u>	<u>\$ 5,293,962</u>

# City of Pacifica Frontierland Remediation(23)

## Statement of Revenue, Expenditures and Changes in Net Assets

	Actual Budget 20-21	Actual Budget 21-22	Amended Budget 22-23	Adopted Budget 23-24
<b>Revenue</b>				
Taxes	\$ -	\$ -	\$ -	\$ -
Intergovernmental	\$ -	\$ -	\$ -	\$ -
Other Revenue	\$ -	\$ -	\$ -	\$ -
Charges for Services	\$ 7,299	\$ 6,250	\$ 75,000	\$ 75,000
<b>Total Revenue</b>	<u>\$ 7,299</u>	<u>\$ 6,250</u>	<u>\$ 75,000</u>	<u>\$ 75,000</u>
<b>Expenditures</b>				
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -
Contract Services	\$ -	\$ -	\$ -	\$ -
Material/Supplies/Maintenance	\$ -	\$ -	\$ -	\$ -
<b>Total Expenditures</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Excess revenue over (under) expenditures	<u>\$ 7,299</u>	<u>\$ 6,250</u>	<u>\$ 75,000</u>	<u>\$ 75,000</u>
<b>Other financing sources (uses)</b>				
Transfers In	\$ -	\$ -	\$ -	\$ -
Transfers/Allocations Out	\$ -	\$ -	\$ -	\$ -
Transfers Out - Debt Service	\$ -	\$ -	\$ -	\$ -
Transfers Out - Capital	\$ (50,000)	\$ -	\$ -	\$ (280,000)
Proceeds of Long-Term Debt	\$ -	\$ -	\$ -	\$ -
<b>Total Financing Sources (uses)</b>	<u>\$ (50,000)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (280,000)</u>
Excess revenue and other sources over (under) expenditures and other uses	<u>\$ (42,701)</u>	<u>\$ 6,250</u>	<u>\$ 75,000</u>	<u>\$ (205,000)</u>
<b>Beginning Net Assets, July 1</b>	<u>\$ 437,356</u>	<u>\$ 394,655</u>	<u>\$ 400,905</u>	<u>\$ 475,905</u>
<b>Ending Net Assets, June 30 (Projected)</b>	<u>\$ 394,655</u>	<u>\$ 400,905</u>	<u>\$ 475,905</u>	<u>\$ 270,905</u>

# City of Pacifica Housing In-Lieu Fund(24)

## Statement of Revenue, Expenditures and Changes in Net Assets

	Actual Budget 20-21	Actual Budget 21-22	Amended Budget 22-23	Adopted Budget 23-24
<b>Revenue</b>				
Taxes	\$ -	\$ -	\$ -	\$ -
Intergovernmental	\$ -	\$ -	\$ -	\$ -
Other Revenue	\$ -	\$ -	\$ -	\$ 1,665,250
Charges for Services	\$ 646	\$ 791	\$ -	\$ -
Total Revenue	<u>\$ 646</u>	<u>\$ 791</u>	<u>\$ -</u>	<u>\$ 1,665,250</u>
<b>Expenditures</b>				
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -
Contract Services	\$ 22,249	\$ -	\$ -	\$ -
Material/Supplies/Maintenance	\$ -	\$ -	\$ -	\$ -
Total Expenditures	<u>\$ 22,249</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Excess revenue over (under) expenditures	<u>\$ (21,603)</u>	<u>\$ 791</u>	<u>\$ -</u>	<u>\$ 1,665,250</u>
<b>Other financing sources (uses)</b>				
Transfers In	\$ -	\$ -	\$ -	\$ -
Transfers/Allocations Out	\$ -	\$ -	\$ -	\$ -
Transfers Out - Debt Service	\$ -	\$ -	\$ -	\$ -
Transfers Out - Capital	\$ -	\$ -	\$ -	\$ -
Proceeds of Long-Term Debt	\$ -	\$ -	\$ -	\$ -
Total Financing Sources (uses)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Excess revenue and other sources over (under) expenditures and other uses	<u>\$ (21,603)</u>	<u>\$ 791</u>	<u>\$ -</u>	<u>\$ 1,665,250</u>
<b>Beginning Net Assets, July 1</b>	<u>\$ 264,826</u>	<u>\$ 243,223</u>	<u>\$ 244,014</u>	<u>\$ 244,014</u>
<b>Ending Net Assets, June 30 (Projected)</b>	<u><u>\$ 243,223</u></u>	<u><u>\$ 244,014</u></u>	<u><u>\$ 244,014</u></u>	<u><u>\$ 1,909,264</u></u>

\*As of FY 23-24, Pacifica has implemented a policy to allocate 50% of the ERAF allotment received into the Housing In-Lieu Fund for future housing needs within Pacifica. These Funds have previously all gone into Fund 38, Disaster Accounting minus some allocations to local Non Profit Organizations.

# City of Pacifica Parking In-Lieu Fund(25)

## Statement of Revenue, Expenditures and Changes in Net Assets

	Actual Budget 20-21	Actual Budget 21-22	Amended Budget 22-23	Adopted Budget 23-24
<b>Revenue</b>				
Taxes	\$ -	\$ -	\$ -	\$ -
Intergovernmental	\$ -	\$ -	\$ -	\$ -
Other Revenue	\$ -	\$ -	\$ -	\$ -
Charges for Services	\$ 304	\$ -	\$ -	\$ -
Total Revenue	<u>\$ 304</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Expenditures</b>				
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -
Contract Services	\$ -	\$ -	\$ 102,000	\$ -
Material/Supplies/Maintenance	\$ -	\$ -	\$ -	\$ -
Total Expenditures	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 102,000</u>	<u>\$ -</u>
Excess revenue over (under) expenditures	<u>\$ 304</u>	<u>\$ -</u>	<u>\$ (102,000)</u>	<u>\$ -</u>
<b>Other financing sources (uses)</b>				
Transfers In	\$ -	\$ -	\$ -	\$ -
Transfers/Allocations Out	\$ -	\$ -	\$ -	\$ -
Transfers Out - Debt Service	\$ -	\$ -	\$ -	\$ -
Transfers Out - Capital	\$ -	\$ -	\$ -	\$ -
Proceeds of Long-Term Debt	\$ -	\$ -	\$ -	\$ -
Total Financing Sources (uses)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Excess revenue and other sources over (under) expenditures and other uses	<u>\$ 304</u>	<u>\$ -</u>	<u>\$ (102,000)</u>	<u>\$ -</u>
<b>Beginning Net Assets, July 1</b>	<u>\$ 115,838</u>	<u>\$ 116,142</u>	<u>\$ 116,142</u>	<u>\$ 14,142</u>
<b>Ending Net Assets, June 30 (Projected)</b>	<u>\$ 116,142</u>	<u>\$ 116,142</u>	<u>\$ 14,142</u>	<u>\$ 14,142</u>

# City of Pacifica Park In-Lieu Capital Improvement(26) Statement of Revenue, Expenditures and Changes in Net Assets

	Actual Budget 20-21	Actual Budget 21-22	Amended Budget 22-23	Adopted Budget 23-24
<b>Revenue</b>				
Taxes	\$ -	\$ -	\$ -	\$ -
Intergovernmental	\$ -	\$ -	\$ -	\$ -
Other Revenue	\$ -	\$ -	\$ -	\$ -
Charges for Services	\$ 134,441	\$ 147,617	\$ 120,000	\$ 120,000
Total Revenue	<u>\$ 134,441</u>	<u>\$ 147,617</u>	<u>\$ 120,000</u>	<u>\$ 120,000</u>
<b>Expenditures</b>				
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -
Contract Services	\$ 22,102	\$ 15,899	\$ -	\$ -
Material/Supplies/Maintenance	\$ -	\$ -	\$ -	\$ -
Total Expenditures	<u>\$ 22,102</u>	<u>\$ 15,899</u>	<u>\$ -</u>	<u>\$ -</u>
Excess revenue over (under) expenditures	<u>\$ 112,339</u>	<u>\$ 131,718</u>	<u>\$ 120,000</u>	<u>\$ 120,000</u>
<b>Other financing sources (uses)</b>				
Transfers In	\$ -	\$ -	\$ -	\$ -
Transfers/Allocations Out	\$ -	\$ -	\$ -	\$ -
Transfers Out - Debt Service	\$ -	\$ -	\$ -	\$ -
Transfers Out - Capital	\$ (45,000)	\$ -	\$ (320,000)	\$ -
Proceeds of Long-Term Debt	\$ -	\$ -	\$ -	\$ -
Total Financing Sources (uses)	<u>\$ (45,000)</u>	<u>\$ -</u>	<u>\$ (320,000)</u>	<u>\$ -</u>
Excess revenue and other sources over (under) expenditures and other uses	<u>\$ 67,339</u>	<u>\$ 131,718</u>	<u>\$ (200,000)</u>	<u>\$ 120,000</u>
<b>Beginning Net Assets, July 1</b>	<u>\$481,770</u>	<u>\$ 549,109</u>	<u>\$ 680,827</u>	<u>\$ 480,827</u>
<b>Ending Net Assets, June 30 (Projected)</b>	<u>\$ 549,109</u>	<u>\$ 680,827</u>	<u>\$ 480,827</u>	<u>\$ 600,827</u>

# City of Pacifica PB&R Roy Davies Trust(27)

## Statement of Revenue, Expenditures and Changes in Net Assets

	Actual Budget 20-21	Actual Budget 21-22	Amended Budget 22-23	Adopted Budget 23-24
<b>Revenue</b>				
Taxes	\$ -	\$ -	\$ -	\$ -
Intergovernmental	\$ -	\$ -	\$ -	\$ -
Other Revenue	\$ -	\$ -	\$ -	\$ -
Charges for Services	\$ 1,447	\$ 892	\$ -	\$ -
Total Revenue	<u>\$ 1,447</u>	<u>\$ 892</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Expenditures</b>				
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -
Contract Services	\$ 181,946	\$ 39,441	\$ 1,345,000	\$ 5,100
Material/Supplies/Maintenance	\$ 203	\$ 208	\$ 200	\$ 300
Total Expenditures	<u>\$ 182,149</u>	<u>\$ 39,649</u>	<u>\$ 1,345,200</u>	<u>\$ 5,400</u>
Excess revenue over (under) expenditures	<u>\$ (180,702)</u>	<u>\$ (38,757)</u>	<u>\$ (1,345,200)</u>	<u>\$ (5,400)</u>
<b>Other financing sources (uses)</b>				
Transfers In	\$ -	\$ -	\$ 300,000	\$ -
Transfers/Allocations Out	\$ -	\$ -	\$ -	\$ -
Transfers Out - Debt Service	\$ -	\$ -	\$ -	\$ -
Transfers Out - Capital	\$ -	\$ (325,000)	\$ (160,000)	\$ (130,000)
Proceeds of Long-Term Debt	\$ -	\$ -	\$ -	\$ -
Total Financing Sources (uses)	<u>\$ -</u>	<u>\$ (325,000)</u>	<u>\$ 140,000</u>	<u>\$ (130,000)</u>
Excess revenue and other sources over (under) expenditures and other uses	<u>\$ (180,702)</u>	<u>\$ (363,757)</u>	<u>\$ (1,205,200)</u>	<u>\$ (135,400)</u>
<b>Beginning Net Assets, July 1</b>	<u>\$ 3,302,273</u>	<u>\$ 3,121,571</u>	<u>\$ 2,757,814</u>	<u>\$ 1,552,614</u>
<b>Ending Net Assets, June 30 (Projected)</b>	<u>\$ 3,121,571</u>	<u>\$ 2,757,814</u>	<u>\$ 1,552,614</u>	<u>\$ 1,417,214</u>



# City of Pacifica PB&R Special Revenue Fund(28)

## Statement of Revenue, Expenditures and Changes in Net Assets

	Actual Budget 20-21	Actual Budget 21-22	Amended Budget 22-23	Adopted Budget 23-24
<b>Revenue</b>				
Taxes	\$ -	\$ -	\$ -	\$ -
Intergovernmental	\$ -	\$ -	\$ -	\$ -
Other Revenue	\$ -	\$ -	\$ -	\$ -
Charges for Services	\$ (9,845)	\$ 423	\$ -	\$ -
<b>Total Revenue</b>	<u>\$ (9,845)</u>	<u>\$ 423</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Expenditures</b>				
Salaries & Benefits	\$ -	\$ 4,201	\$ 31,082	\$ 27,483
Contract Services	\$ 26,953	\$ 21,178	\$ 55,100	\$ 56,400
Material/Supplies/Maintenance	\$ 15,525	\$ -	\$ 115,452	\$ 116,700
<b>Total Expenditures</b>	<u>\$ 42,478</u>	<u>\$ 25,380</u>	<u>\$ 201,634</u>	<u>\$ 200,583</u>
Excess revenue over (under) expenditures	<u>\$ (52,323)</u>	<u>\$ (24,957)</u>	<u>\$ (201,634)</u>	<u>\$ (200,583)</u>
<b>Other financing sources (uses)</b>				
Transfers In	\$ -	\$ -	\$ -	\$ -
Transfers/Allocations Out	\$ -	\$ -	\$ -	\$ -
Transfers Out - Debt Service	\$ -	\$ -	\$ -	\$ -
Transfers Out - Capital	\$ -	\$ -	\$ -	\$ -
Proceeds of Long-Term Debt	\$ -	\$ -	\$ -	\$ -
<b>Total Financing Sources (uses)</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Excess revenue and other sources over (under) expenditures and other uses	<u>\$ (52,323)</u>	<u>\$ (24,957)</u>	<u>\$ (201,634)</u>	<u>\$ (200,583)</u>
<b>Beginning Net Assets, July 1</b>	<u>\$2,198,240</u>	<u>\$ 2,145,917</u>	<u>\$ 2,120,960</u>	<u>\$ 1,919,326</u>
<b>Ending Net Assets, June 30 (Projected)</b>	<u>\$ 2,145,917</u>	<u>\$ 2,120,960</u>	<u>\$ 1,919,326</u>	<u>\$ 1,718,743</u>

# City of Pacifica Pacifica Library Fund(31)

## Statement of Revenue, Expenditures and Changes in Net Assets

	Actual Budget 20-21	Actual Budget 21-22	Amended Budget 22-23	Adopted Budget 23-24
<b>Revenue</b>				
Taxes	\$ -	\$ -	\$ -	\$ -
Intergovernmental	\$ -	\$ -	\$ 34,000	\$ 34,000
Other Revenue	\$ -	\$ -	\$ -	\$ -
Charges for Services	\$ 280	\$ -	\$ -	\$ -
Total Revenue	<u>\$ 280</u>	<u>\$ -</u>	<u>\$ 34,000</u>	<u>\$ 34,000</u>
<b>Expenditures</b>				
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -
Contract Services	\$ 488	\$ 15,641	\$ 34,000	\$ 34,700
Material/Supplies/Maintenance	\$ -	\$ -	\$ -	\$ -
Total Expenditures	<u>\$ 488</u>	<u>\$ 15,641</u>	<u>\$ 34,000</u>	<u>\$ 34,700</u>
Excess revenue over (under) expenditures	<u>\$ (208)</u>	<u>\$ (15,641)</u>	<u>\$ -</u>	<u>\$ (700)</u>
<b>Other financing sources (uses)</b>				
Transfers In	\$ -	\$ 30,000	\$ -	\$ -
Transfers/Allocations Out	\$ -	\$ -	\$ -	\$ -
Transfers Out - Debt Service	\$ -	\$ -	\$ -	\$ -
Transfers Out - Capital	\$ -	\$ -	\$ -	\$ -
Proceeds of Long-Term Debt	\$ -	\$ -	\$ -	\$ -
Total Financing Sources (uses)	<u>\$ -</u>	<u>\$ 30,000</u>	<u>\$ -</u>	<u>\$ -</u>
Excess revenue and other sources over (under) expenditures and other uses	<u>\$ (208)</u>	<u>\$ 14,359</u>	<u>\$ -</u>	<u>\$ (700)</u>
<b>Beginning Net Assets, July 1</b>	<u>\$106,991</u>	<u>\$ 106,783</u>	<u>\$ 121,142</u>	<u>\$ 121,142</u>
<b>Ending Net Assets, June 30 (Projected)</b>	<u>\$ 106,783</u>	<u>\$ 121,142</u>	<u>\$ 121,142</u>	<u>\$ 120,442</u>

# City of Pacifica Disaster Accounting Fund(38)

## Statement of Revenue, Expenditures and Changes in Net Assets

	Actual Budget 20-21	Actual Budget 21-22	Amended Budget 22-23	Adopted Budget 23-24
<b>Revenue</b>				
Taxes	\$ -	\$ -	\$ -	\$ -
Intergovernmental	\$ 319,187	\$ 888	\$ 581,000	\$ -
Other Revenue	\$ 1,906,612	\$ 1,990,993	\$ 3,347,498	\$ 1,665,250
Charges for Services	\$ 11,201	\$ 146,216	\$ -	\$ -
Total Revenue	<u>\$ 2,237,000</u>	<u>\$ 2,138,097</u>	<u>\$ 3,928,498</u>	<u>\$ 1,665,250</u>
<b>Expenditures</b>				
Salaries & Benefits	\$ 67,385	\$ 10,831	\$ -	\$ -
Contract Services	\$ 612,421	\$ 550,464	\$ 901,000	\$ -
Material/Supplies/Maintenance	\$ 10,844	\$ 2,317	\$ -	\$ -
Total Expenditures	<u>\$ 690,649</u>	<u>\$ 563,612</u>	<u>\$ 901,000</u>	<u>\$ -</u>
Excess revenue over (under) expenditures	<u>\$ 1,546,350</u>	<u>\$ 1,574,485</u>	<u>\$ 3,027,498</u>	<u>\$ 1,665,250</u>
<b>Other financing sources (uses)</b>				
Transfers In	\$ -	\$ -	\$ -	\$ -
Transfers/Allocations Out	\$ -	\$ -	\$ -	\$ -
Transfers Out - Debt Service	\$ -	\$ -	\$ -	\$ -
Transfers Out - Capital	\$ -	\$ -	\$ (1,200,000)	\$ (1,455,000)
Proceeds of Long-Term Debt	\$ -	\$ -	\$ -	\$ -
Total Financing Sources (uses)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (1,200,000)</u>	<u>\$ (1,455,000)</u>
Excess revenue and other sources over (under) expenditures and other uses	<u>\$ 1,546,350</u>	<u>\$ 1,574,485</u>	<u>\$ 1,827,498</u>	<u>\$ 210,250</u>
<b>Beginning Net Assets, July 1</b>	<u>\$2,967,577</u>	<u>\$ 4,513,927</u>	<u>\$ 6,088,413</u>	<u>\$ 7,915,911</u>
<b>Ending Net Assets, June 30 (Projected)</b>	<u>\$ 4,513,927</u>	<u>\$ 6,088,413</u>	<u>\$ 7,915,911</u>	<u>\$ 8,126,161</u>

\*As of FY 23-24, Pacifica has implemented a policy to allocate 50% of the ERAF allotment received into the Housing In-Lieu Fund for future housing needs within Pacifica. These Funds have previously all gone into Fund 38, Disaster Accounting minus some allocations to local Non Profit Organizations.

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# CITY OF PACIFICA

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## Internal Service Funds



# 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.

## Self-Funded Dental Plan and Self-Insurance Funds (Fund 65, 66, 67)



### Description

The Self-Funded Dental Plan Fund (65), the Self-Insurance Workers Compensation Fund (66) and the Self-Insurance General Liability Fund (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 and Objectives

- 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)

### Description

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 and Objectives

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

## Fire Equipment Fund (Fund 74)



### Description

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.

# City of Pacifica Self Funded Dental Plan(65)

## Statement of Revenue, Expenditures and Changes in Net Assets

	Actual Budget 20-21	Actual Budget 21-22	Amended Budget 22-23	Adopted Budget 23-24
<b>Revenue</b>				
Taxes	\$ -	\$ -	\$ -	\$ -
Intergovernmental	\$ -	\$ -	\$ -	\$ -
Other Revenue	\$ -	\$ -	\$ -	\$ -
Charges for Services	\$ 235,212	\$ 229,496	\$ 248,500	\$ 248,500
Total Revenue	<u>\$ 235,212</u>	<u>\$ 229,496</u>	<u>\$ 248,500</u>	<u>\$ 248,500</u>
<b>Expenditures</b>				
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -
Contract Services	\$ 187,055	\$ 186,996	\$ 177,500	\$ 181,100
Material/Supplies/Maintenance	\$ -	\$ -	\$ -	\$ -
Total Expenditures	<u>\$ 187,055</u>	<u>\$ 186,996</u>	<u>\$ 177,500</u>	<u>\$ 181,100</u>
Excess revenue over (under) expenditures	<u>\$ 48,157</u>	<u>\$ 42,500</u>	<u>\$ 71,000</u>	<u>\$ 67,400</u>
<b>Other financing sources (uses)</b>				
Transfers In	\$ -	\$ -	\$ -	\$ -
Transfers/Allocations Out	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -
Transfers Out - Capital	\$ -	\$ -	\$ -	\$ -
Proceeds of Long-Term Debt	\$ -	\$ -	\$ -	\$ -
Total Financing Sources (uses)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Excess revenue and other sources over (under) expenditures and other uses	<u>\$ 48,157</u>	<u>\$ 42,500</u>	<u>\$ 71,000</u>	<u>\$ 67,400</u>
<b>Beginning Net Assets, July 1</b>	<u>\$ 108,470</u>	<u>\$ 156,627</u>	<u>\$ 199,127</u>	<u>\$ 270,127</u>
<b>Ending Net Assets, June 30 (Projected)</b>	<u><u>\$ 156,627</u></u>	<u><u>\$ 199,127</u></u>	<u><u>\$ 270,127</u></u>	<u><u>\$ 337,527</u></u>



# City of Pacifica Self-Insurance Workers' Compensation Fund (66) Statement of Revenue, Expenditures and Changes in Net Assets

	Actual Budget 20-21	Actual Budget 21-22	Amended Budget 22-23	Adopted Budget 23-24
<b>Revenue</b>				
Taxes	\$ -	\$ -	\$ -	\$ -
Intergovernmental	\$ -	\$ -	\$ -	\$ -
Other Revenue	\$ -	\$ -	\$ -	\$ -
Charges for Services	\$ 1,029,678	\$ 1,064,700	\$ 1,100,000	\$ 1,100,000
Total Revenue	<u>\$ 1,029,678</u>	<u>\$ 1,064,700</u>	<u>\$ 1,100,000</u>	<u>\$ 1,100,000</u>
<b>Expenditures</b>				
Salaries & Benefits	\$ -	\$ -	\$ 25,000	\$ 13,800
Contract Services	\$ 9,414	\$ 65,074	\$ 40,000	\$ 40,800
Material/Supplies/Maintenance	\$ 1,295,401	\$ 959,229	\$ 1,035,000	\$ 1,045,400
Total Expenditures	<u>\$ 1,304,815</u>	<u>\$ 1,024,303</u>	<u>\$ 1,100,000</u>	<u>\$ 1,100,000</u>
Excess revenue over (under) expenditures	<u>\$ (275,137)</u>	<u>\$ 40,397</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Other financing sources (uses)</b>				
Transfers In	\$ -	\$ -	\$ -	\$ -
Transfers/Allocations Out	\$ -	\$ (285,000)	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -
Transfers Out - Capital	\$ -	\$ -	\$ -	\$ -
Proceeds of Long-Term Debt	\$ -	\$ -	\$ -	\$ -
Total Financing Sources (uses)	<u>\$ -</u>	<u>\$ (285,000)</u>	<u>\$ -</u>	<u>\$ -</u>
Excess revenue and other sources over (under) expenditures and other uses	<u>\$ (275,137)</u>	<u>\$ (244,603)</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Beginning Net Assets, July 1</b>	<u>\$ 1,086,659</u>	<u>\$ 811,522</u>	<u>\$ 566,919</u>	<u>\$ 566,919</u>
<b>Ending Net Assets, June 30 (Projected)</b>	<u>\$ 811,522</u>	<u>\$ 566,919</u>	<u>\$ 566,919</u>	<u>\$ 566,919</u>

# City of Pacifica Self-Insurance General Liability Fund (67) Statement of Revenue, Expenditures and Changes in Net Assets

	Actual Budget 20-21	Actual Budget 21-22	Amended Budget 22-23	Adopted Budget 23-24
<b>Revenue</b>				
Taxes	\$ -	\$ -	\$ -	\$ -
Intergovernmental	\$ -	\$ -	\$ -	\$ -
Other Revenue	\$ -	\$ -	\$ -	\$ -
Charges for Services	\$ 14,825	\$ -	\$ -	\$ -
Total Revenue	<u>\$ 14,825</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Expenditures</b>				
Salaries & Benefits	\$ -	\$ 1,251	\$ 19,206	\$ 67,300
Contract Services	\$ 241,955	\$ 465,702	\$ 525,000	\$ 2,313,000
Material/Supplies/Maintenance	\$ -	\$ -	\$ -	\$ -
Total Expenditures	<u>\$ 241,955</u>	<u>\$ 466,953</u>	<u>\$ 544,206</u>	<u>\$ 2,380,300</u>
Excess revenue over (under) expenditures	<u>\$ (227,130)</u>	<u>\$ (466,953)</u>	<u>\$ (544,206)</u>	<u>\$ (2,380,300)</u>
<b>Other financing sources (uses)</b>				
Transfers In	\$ 139,727	\$ 417,000	\$ 550,000	\$ 2,030,300
Transfers/Allocations Out	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -
Transfers Out - Capital	\$ -	\$ -	\$ -	\$ -
Proceeds of Long-Term Debt	\$ -	\$ -	\$ -	\$ -
Total Financing Sources (uses)	<u>\$ 139,727</u>	<u>\$ 417,000</u>	<u>\$ 550,000</u>	<u>\$ 2,030,300</u>
Excess revenue and other sources over (under) expenditures and other uses	<u>\$ (87,403)</u>	<u>\$ (49,953)</u>	<u>\$ 5,794</u>	<u>\$ (350,000)</u>
<b>Beginning Net Assets, July 1</b>	<u>\$ 852,643</u>	<u>\$ 765,240</u>	<u>\$ 715,287</u>	<u>\$ 721,081</u>
<b>Ending Net Assets, June 30 (Projected)</b>	<u>\$ 765,240</u>	<u>\$ 715,287</u>	<u>\$ 721,081</u>	<u>\$ 371,080</u>

\*The large increase in use of this fund is due to a change in process of paying our premiums from this fund. Previously, the General Liability insurance premiums were paid out of General Fund directly. This change is to make proper use of this fund and properly account of the premium payments.

# City of Pacifica Motor Pool Operations Fund (71)

## Statement of Revenue, Expenditures and Changes in Net Assets

	Actual Budget 20-21	Actual Budget 21-22	Amended Budget 22-23	Adopted Budget 23-24
<b>Revenue</b>				
Taxes	\$ -	\$ -	\$ -	\$ -
Intergovernmental	\$ -	\$ -	\$ -	\$ -
Other Revenue	\$ -	\$ -	\$ -	\$ -
Charges for Services	\$ 966,871	\$ 1,203,909	\$ 1,200,000	\$ 1,200,000
Total Revenue	<u>\$ 966,871</u>	<u>\$ 1,203,909</u>	<u>\$ 1,200,000</u>	<u>\$ 1,200,000</u>
<b>Expenditures</b>				
Salaries & Benefits	\$ 443,967	\$ 595,323	\$ 611,723	\$ 617,912
Contract Services	\$ 6,100	\$ 48,224	\$ 81,000	\$ 82,800
Material/Supplies/Maintenance	\$ 473,452	\$ 554,566	\$ 484,400	\$ 490,000
Total Expenditures	<u>\$ 923,519</u>	<u>\$ 1,198,112</u>	<u>\$ 1,177,123</u>	<u>\$ 1,190,712</u>
Excess revenue over (under) expenditures	<u>\$ 43,352</u>	<u>\$ 5,797</u>	<u>\$ 22,877</u>	<u>\$ 9,288</u>
<b>Other financing sources (uses)</b>				
Transfers In	\$ -	\$ 306,300	\$ -	\$ -
Transfers/Allocations Out	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ 51	\$ (3,939)	\$ -	\$ -
Transfers Out - Capital	\$ -	\$ -	\$ -	\$ -
Proceeds of Long-Term Debt	\$ -	\$ -	\$ -	\$ -
Total Financing Sources (uses)	<u>\$ 51</u>	<u>\$ 302,361</u>	<u>\$ -</u>	<u>\$ -</u>
Excess revenue and other sources over (under) expenditures and other uses	<u>\$ 43,403</u>	<u>\$ 308,158</u>	<u>\$ 22,877</u>	<u>\$ 9,288</u>
<b>Beginning Net Assets, July 1</b>	<u>\$ (124,734)</u>	<u>\$ (81,331)</u>	<u>\$ 226,827</u>	<u>\$ 249,704</u>
<b>Ending Net Assets, June 30 (Projected)</b>	<u><u>\$ (81,331)</u></u>	<u><u>\$ 226,827</u></u>	<u><u>\$ 249,704</u></u>	<u><u>\$ 258,992</u></u>

# City of Pacifica Motor Pool Replacement Fund(72)

## Statement of Revenue, Expenditures and Changes in Net Assets

	Actual Budget 20-21	Actual Budget 21-22	Amended Budget 22-23	Adopted Budget 23-24
<b>Revenue</b>				
Taxes	\$ -	\$ -	\$ -	\$ -
Intergovernmental	\$ -	\$ -	\$ -	\$ -
Other Revenue	\$ -	\$ -	\$ -	\$ -
Charges for Services	\$ 31,728	\$ 24,491	\$ 100,000	\$ 25,000
Total Revenue	<u>\$ 31,728</u>	<u>\$ 24,491</u>	<u>\$ 100,000</u>	<u>\$ 25,000</u>
<b>Expenditures</b>				
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -
Contract Services	\$ -	\$ -	\$ -	\$ -
Material/Supplies/Maintenance	\$ 489,517	\$ 747,537	\$ 2,004,660	\$ 570,000
Total Expenditures	<u>\$ 489,517</u>	<u>\$ 747,537</u>	<u>\$ 2,004,660</u>	<u>\$ 570,000</u>
Excess revenue over (under) expenditures	<u>\$ (457,789)</u>	<u>\$ (723,046)</u>	<u>\$ (1,904,660)</u>	<u>\$ (545,000)</u>
<b>Other financing sources (uses)</b>				
Transfers In	\$ -	\$ -	\$ 600,000	\$ 100,000
Transfers/Allocations Out	\$ -	\$ (306,300)	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -
Transfers Out - Capital	\$ -	\$ -	\$ -	\$ -
Proceeds of Long-Term Debt	\$ -	\$ -	\$ -	\$ -
Total Financing Sources (uses)	<u>\$ -</u>	<u>\$ (306,300)</u>	<u>\$ 600,000</u>	<u>\$ 100,000</u>
Excess revenue and other sources over (under) expenditures and other uses	<u>\$ (457,789)</u>	<u>\$ (1,029,346)</u>	<u>\$ (1,304,660)</u>	<u>\$ (445,000)</u>
<b>Beginning Net Assets, July 1</b>	<u>\$ 3,503,889</u>	<u>\$ 3,046,100</u>	<u>\$ 2,016,754</u>	<u>\$ 712,094</u>
<b>Ending Net Assets, June 30 (Projected)</b>	<u>\$ 3,046,100</u>	<u>\$ 2,016,754</u>	<u>\$ 712,094</u>	<u>\$ 267,094</u>

# City of Pacifica Fire Equipment Fund(74)

## Statement of Revenue, Expenditures and Changes in Net Assets

	Actual Budget 20-21	Actual Budget 21-22	Amended Budget 22-23	Adopted Budget 23-24
<b>Revenue</b>				
Taxes	\$ -	\$ -	\$ -	\$ -
Intergovernmental	\$ -	\$ -	\$ -	\$ -
Other Revenue	\$ -	\$ -	\$ -	\$ -
Charges for Services	\$ -	\$ -	\$ -	\$ -
Total Revenue	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Expenditures</b>				
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -
Contract Services	\$ -	\$ -	\$ -	\$ -
Material/Supplies/Maintenance	\$ -	\$ -	\$ -	\$ 399,378
Total Expenditures	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 399,378</u>
Excess revenue over (under) expenditures	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (399,378)</u>
<b>Other financing sources (uses)</b>				
Transfers In	\$ -	\$ 13,932	\$ 133,300	\$ 282,300
Transfers/Allocations Out	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -
Transfers Out - Capital	\$ -	\$ -	\$ -	\$ -
Proceeds of Long-Term Debt	\$ -	\$ -	\$ -	\$ -
Total Financing Sources (uses)	<u>\$ -</u>	<u>\$ 13,932</u>	<u>\$ 133,300</u>	<u>\$ 282,300</u>
Excess revenue and other sources over (under) expenditures and other uses	<u>\$ -</u>	<u>\$ 13,932</u>	<u>\$ 133,300</u>	<u>\$ (117,078)</u>
<b>Beginning Net Assets, July 1</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 13,932</u>	<u>\$ 147,232</u>
<b>Ending Net Assets, June 30 (Projected)</b>	<u>\$ -</u>	<u>\$ 13,932</u>	<u>\$ 147,232</u>	<u>\$ 30,154</u>

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# CITY OF PACIFICA

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## 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 general long-term debt of the City. This fund does not include any of the enterprise or internal service long-term debt, which are accounted for in the enterprise funds directly. This Debt Service Fund is also used to maintain cash reserves as required under debt covenants. A full description of the debt is located in the supplemental information section of this budget book.





# City of Pacifica Debt Service Fund(40)

## Statement of Revenue, Expenditures and Changes in Net Assets

	Actual Budget 20-21	Actual Budget 21-22	Amended Budget 22-23	Adopted Budget 23-24
<b>Revenue</b>				
Taxes	\$ -	\$ -	\$ -	\$ -
Intergovernmental	\$ -	\$ -	\$ -	\$ -
Other Revenue	\$ -	\$ -	\$ -	\$ -
Charges for Services	\$ 261,139	\$ 1,091,249	\$ 7,000	\$ 500
Total Revenue	<u>\$ 261,139</u>	<u>\$ 1,091,249</u>	<u>\$ 7,000</u>	<u>\$ 500</u>
<b>Expenditures</b>				
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -
Contract Services	\$ -	\$ -	\$ -	\$ -
Material/Supplies/Maintenance	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ 1,551,851	\$ 2,543,206	\$ 2,900,800	\$ 2,499,800
Total Expenditures	<u>\$ 1,551,851</u>	<u>\$ 2,543,206</u>	<u>\$ 2,900,800</u>	<u>\$ 2,499,800</u>
Excess revenue over (under) expenditures	<u>\$ (1,290,712)</u>	<u>\$ (1,451,957)</u>	<u>\$ (2,893,800)</u>	<u>\$ (2,499,300)</u>
<b>Other financing sources (uses)</b>				
Transfers In	\$ 1,284,817	\$ 2,541,940	\$ 2,893,800	\$ 2,499,300
Transfers/Allocations Out	\$ -	\$ -	\$ -	\$ -
Transfers Out - Debt Service	\$ -	\$ -	\$ -	\$ -
Transfers Out - Capital	\$ -	\$ -	\$ -	\$ -
Proceeds of Long-Term Debt	\$ -	\$ 4,000,000	\$ -	\$ -
Total Financing Sources (uses)	<u>\$ 1,284,817</u>	<u>\$ 6,541,940</u>	<u>\$ 2,893,800</u>	<u>\$ 2,499,300</u>
Excess revenue and other sources over (under) expenditures and other uses	<u>\$ (5,895)</u>	<u>\$ 5,089,983</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Beginning Net Assets, July 1</b>	<u>\$233,296</u>	<u>\$ 227,401</u>	<u>\$ 5,317,384</u>	<u>\$ 5,317,384</u>
<b>Ending Net Assets, June 30 (Projected)</b>	<u>\$ 227,401</u>	<u>\$ 5,317,384</u>	<u>\$ 5,317,384</u>	<u>\$ 5,317,384</u>

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# CITY OF PACIFICA

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## Personnel Summaries



# 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 Anti-Harassment/Discrimination, Reasonable Suspicion Training, and Conflict Resolution, as well as many other training seminars throughout the year. The Department also maintains all personnel files and records, including the employee performance evaluation records.

After the budget was adopted, the City reached an agreement with all labor groups for 2-year term MOU's that cover all full-time employees through FY 2024-25. Each negotiated MOU provides for a two percent 2% annual COLA wage increase, and continuation of the City contribution towards the deferred compensation plan, plus structured equity adjustment in each contract year. The structured equity adjustments were presented as a Citywide long-term framework approach to all labor groups to eventually bring all City classifications to market per previously developed compensation philosophy. With Pacifica's perennial low staffing levels and below-market employee compensation compared to cities in our region, and limited revenue sources to fund critical infrastructure and other capital projects, this unprecedented package represents a strong commitment by the City Council to maintain the high level of municipal services by supporting this extraordinary investment in City staff to address the ongoing recruitment and retention challenges while maintaining long-term financial sustainability. The Council also committed to amending the FY 2023-24 Budget to include these increases during the Mid-year Budget Review.

Unrepresented Employee Group	07/01/23 – 06/30/25
Fire Battalion Chiefs, IAFF Local 2400	07/01/23 – 06/30/25
Fire Fighters, IAFF Local 2400	07/01/23 – 06/30/25
Management Unit, Teamsters local 350	07/01/23 – 06/30/25
Miscellaneous Employees, Teamsters Local 856	07/01/23 – 06/30/25
Pacifica Police Officers Association	07/01/23 – 06/30/25
Police Management (PPMA) & Supervisors (PPSA)	07/01/23 – 06/30/25
Wastewater Treatment Plant, Teamsters Local 856	08/12/23 – 06/30/25

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 three PPO PERS Platinum, Gold, and PORAC PPO 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. PEPRAs Members	2% @ 62 – 7.25%
Safety – Fire / Police Classic Members	3% @ 50 – 9%
Safety – Fire / Police PEPRAs Members	2% @ 50 – 2.7% @ 57 - 135

CalPERS Classic Members are those who were hired before 2013. CalPERS PEPRAs 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 with City match.

**City of Pacifica  
Master Position Detail**

Full-Time Equivalent	Dept	Bargaining Group	FY 21-22 Actual	FY 22-23 Adopted	FY 22-23 Revised	Change +/-	FY 23-24 Adopted
<b>City Manager's Office</b>							
City Manager	CMO	Contract Agreement	1.00	1.00	1.00		1.00
Assistant City Manager/ Admin Services Director	CMO	Unrepresented -MANAGEMENT	1.00	1.00	1.00		1.00
Assistant City Manager/Planning & Building Director	CMO	Unrepresented -MANAGEMENT	1.00	0.00	0.00		0.00
City Clerk	CMO	Unrepresented -MANAGEMENT	1.00	1.00	1.00		1.00
Deputy City Clerk	CMO	Unrepresented -CONFIDENTIAL	0.00	1.00	1.00		1.00
Economic Development Manager	CMO	Unrepresented -CONFIDENTIAL	0.00	1.00	1.00		1.00
Executive Assistant / Deputy City Clerk	CMO	Unrepresented -CONFIDENTIAL	1.00	0.00	0.00		0.00
Executive Assistant to City Manager	CMO	Unrepresented -CONFIDENTIAL	0.00	1.00	1.00		1.00
Management Analyst II (CMO/Planning)	CMO	MGMT Teamsters Local 350	0.50	0.50	0.50		0.50
<b>Total</b>			<b>5.50</b>	<b>6.50</b>	<b>6.50</b>	<b>0.00</b>	<b>6.50</b>
<b>Administrative Services</b>							
Accounting Technician I	Finance	MISC Teamsters Local 856	0.00	0.00	0.00		0.00
Accounting Technician II	Finance	MISC Teamsters Local 856	1.00	1.00	2.00		2.00
Accounting Technician III	Finance	MISC Teamsters Local 856	1.00	1.00	0.00		0.00
Accountant	Finance	MISC Teamsters Local 856	1.00	1.00	1.00		1.00
Chief Financial Sustainability Officer	Finance	Unrepresented -MANAGEMENT	0.00	0.00	0.00		0.00
Deputy Director Finance	Finance	Unrepresented -MANAGEMENT	1.00	1.00	1.00		1.00
Financial Analyst II	Finance	Unrepresented -CONFIDENTIAL	1.00	1.00	1.00		1.00
Financial Services Manager	Finance	Unrepresented -MANAGEMENT	0.00	0.00	0.00		0.00
<b>Sr. Accountant-Limited Term (2 yrs)</b>	<b>Finance</b>	<b>Unrepresented -MANAGEMENT</b>	<b>0.00</b>	<b>1.00</b>	<b>0.00</b>		<b>0.00</b>
Management Analyst II*	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	1.00	1.00	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
<b>HR Analyst - Limited Terms (2 yrs)</b>	<b>HR</b>	<b>Unrepresented -CONFIDENTIAL</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>		<b>1.00</b>
Human Resources Manager	HR	Unrepresented -MANAGEMENT	1.00	1.00	1.00		1.00
<b>Total</b>			<b>13.00</b>	<b>14.00</b>	<b>13.00</b>	<b>0.00</b>	<b>13.00</b>
<b>Police Department</b>							
Administrative Assistant	Police	MISC Teamsters Local 856	1.00	1.00	1.00		1.00
<b>Community Service Officer (2 yrs)</b>	<b>Police</b>	<b>MISC Teamsters Local 856</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>		<b>1.00</b>
Community Service Officer - Grant	Police	PT - Non Bargaining Group	0.50	0.50	0.50		0.50
Mental Health Clinician	Police	TBD	0.00	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	Pacifica Police Managers 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	Pacifica Police Officer's Association	6.00	6.00	6.00		6.00
Police Officer	Police	Pacifica Police Officer's 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
<b>Police Records Clerk (2 years)</b>	<b>Police</b>	<b>MISC Teamsters Local 856</b>	<b>0.00</b>	<b>1.00</b>	<b>1.00</b>		<b>1.00</b>
Police Sergeant	Police	Pacifica Police Supervisors 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
<b>Total</b>			<b>39.00</b>	<b>40.00</b>	<b>40.00</b>	<b>1.00</b>	<b>41.00</b>
<b>North County Fire Authority/ Fire Department</b>							
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	Fire Battalion Chiefs Teamsters Local 856	1.00	1.00	1.00		1.00
Fire Battalion Chief 2912	Fire	Fire Battalion Chiefs Teamsters 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
<b>Total</b>			<b>26.00</b>	<b>26.00</b>	<b>26.00</b>	<b>0.00</b>	<b>26.00</b>

**City of Pacifica  
Master Position Detail**

Full-Time Equivalent	Dept	Bargaining Group	FY 21-22 Actual	FY 22-23 Adopted	FY 22-23 Revised	Change +/-	FY 23-24 Adopted
<b>Planning Department</b>							
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	0.00	0.00		0.00
Director of Planning/City Planner	Planning	Unrepresented -MANAGEMENT	0.00	1.00	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	2.00	2.00		2.00
Senior Code Enforcement Officer	Planning	MGMT Teamsters Local 350	0.00	0.00	0.00	1.00	1.00
Stenographer	Planning	PT - Non-Bargaining Group	0.25	0.25	0.25		0.25
<b>Total</b>			<b>7.75</b>	<b>8.75</b>	<b>8.75</b>	<b>1.00</b>	<b>9.75</b>
<b>Public Works Department</b>							
Administrative Clerk II	PW	MISC Teamsters Local 856	2.00	2.00	2.00		2.00
Assistant Civil Engineer	PW	MISC Teamsters Local 856	0.00	0.00	2.00		2.00
Associate Civil Engineer	PW	MGMT Teamsters Local 350	2.00	2.00	0.00		0.00
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	1.00	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 (3 yr LT)	PW	MISC Teamsters Local 856	6.00	6.00	6.00		6.00
Maintenance Worker I	PW	MISC Teamsters Local 856	0.00	0.00	0.00	1.00	1.00
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	1.00	0.00	1.00	1.00
Project Manager - Limited Term (2yrs)	PW	MGMT Teamsters Local 350	1.00	1.00	0.00		0.00
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	2.00	2.00		2.00
Ranger - (LEAD)	PW	MISC Teamsters Local 856	0.00	1.00	1.00		1.00
Senior Civil Engineer	PW	MGMT Teamsters Local 350	2.00	1.00	2.00		2.00
Senior Equipment Mechanic	PW	MISC Teamsters Local 856	1.00	1.00	1.00		1.00
WWTP Operator in Training	PW	PT - Non-Bargaining Group	0.00	0.50	0.50		0.50
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
<b>Total</b>			<b>58.00</b>	<b>59.50</b>	<b>58.50</b>	<b>2.00</b>	<b>60.50</b>



**City of Pacifica  
Master Position Detail**

Full-Time Equivalent	Dept	Bargaining Group	FY 21-22 Actual	FY 22-23 Adopted	FY 22-23 Revised	Change +/-	FY 23-24 Adopted
<b>Parks, Beaches, and Recreation</b>							
Child Care Assistant Supervisor	PB&R	MISC Teamsters Local 856	1.00	1.00	1.00		1.00
Child Care Site Coordinator	PB&R	MISC Teamsters Local 856	6.00	5.00	5.00		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	10.00	10.00		10.00
Child Care Technician	PB&R	MISC Teamsters Local 856	0.00	0.00	0.00		0.00
Childcare Supervisor	PB&R	MGMT Teamsters Local 350	1.00	2.00	0.00		0.00
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	1.00	1.00	0.00		0.00
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	0.00	0.00	0.00		0.00
Recreation Coordinator	PB&R	MISC Teamsters Local 856	2.00	1.00	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	2.00	2.00	2.00		2.00
Recreation Supervisor	PB&R	MGMT Teamsters Local 350	0.00	1.00	4.00		4.00
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
<b>Total</b>			<b>29.50</b>	<b>32.50</b>	<b>32.50</b>	<b>0.00</b>	<b>32.50</b>
<b>Total Regular Fulltime Employees</b>			<b>178.75</b>	<b>187.25</b>	<b>185.25</b>	<b>8.00</b>	<b>189.25</b>

**Limited-Term Positions**

\*Position became permanent in FY2022-23 Mid-year Budget

**CITY OF PACIFICA- SALARY SCHEDULE EFFECTIVE JULY 1, 2023**  
**FY2023-24 Salary Schedule Monthly Salary Ranges**

UNREPRESENTED MANAGEMENT SALARY SCHEDULE	Steps					Hours / Week
	A	B	C	D	E	
City Manager (ET/DH)*	22,291	---	---	---	22,291	40
Assistant City Manager/Adm. Svs Dir. (ET/DH)*	16,713	---	---	---	19,150	40
City Clerk	9,546	---	---	---	10,979	40
Deputy Director of Public Works-Field Svs & Eng	13,881	---	---	---	16,283	40
Deputy Director of Public Works-Wastewater	13,345	---	---	---	15,655	40
Deputy Director of Finance	12,464	---	---	---	14,926	40
Parks, Beaches & Recreation Director (ET/DH)*	15,331	---	---	---	17,533	40
Director of Planning/City Planner (ET/DH)*	15,343	---	---	---	17,548	40
Director of Public Works (ET/DH)*	17,110	---	---	---	19,677	40
Economic Development Manager	11,158	---	---	---	12,830	40
Human Resources Manager	10,951	---	---	---	13,509	40
Senior Accountant- Limited Term (2yrs)	9,104	---	---	---	11,354	40
UNREPRESENTED SAFETY MANAGEMENT	A	B	C	D	E	Hours / Week
Police Chief (ET/DH)*	17,517	---	---	---	20,146	40
UNREPRESENTED EXEMPT CONFIDENTIAL	A	B	C	D	E	Hours / Week
Executive Assistant to the City Manager	6,936	---	---	---	8,599	40
Deputy City Clerk	7,017	---	---	---	8,700	40
Financial Analyst I	8,441	---	---	---	9,453	40
Financial Analyst II	9,454	---	---	---	10,640	40
Human Resources Analyst	7,825	---	---	---	9,597	40

TEAMSTERS MISCELLANEOUS LOCAL 856	A	B	C	D	E	Hours / Week
Account Technician I	5,612	---	---	---	6,072	37.5
Account Technician II	6,224	---	---	---	6,704	37.5
Account Technician III	6,873	---	---	---	7,402	37.5
Accountant	7,615	---	---	---	9,245	40.0
Administrative Assistant	5,300	---	---	---	6,294	37.5
Administrative Clerk I	4,307	---	---	---	5,111	37.5
Administrative Clerk II	4,681	---	---	---	5,651	37.5
Administrative Clerk II (30 hours per week)	3,748	---	---	---	4,520	30.0
Assistant Civil Engineer	7,242	---	---	---	9,850	40.0
Assistant Planner	7,472	---	---	---	9,034	40.0
Building Maintenance Specialist	6,215	---	---	---	7,381	40.0
Child Care Assistant Supervisor	6,436	---	---	---	7,646	40.0
Child Care Site Coordinator	5,986	---	---	---	7,111	40.0
Child Care Teacher I	3,317	---	---	---	3,963	40.0
Child Care Teacher II	3,981	---	---	---	4,622	40.0
Child Care Teacher III (Lead)	4,446	---	---	---	5,381	40.0
Child Care Technician	4,600	---	---	---	5,490	37.5
Code Enforcement Officer	6,537	---	---	---	8,529	40.0
Community Service Officer	5,594	---	---	---	6,656	40.0
Community Services Coordinator	5,747	---	---	---	6,843	40.0
Equipment Operator	5,970	---	---	---	7,050	40.0
Evidence Technician I	6,501	---	---	---	7,714	40.0
Evidence Technician II	6,826	---	---	---	8,101	40.0
Evidence Technician III	7,165	---	---	---	8,505	40.0
Food Services Coordinator	5,247	---	---	---	6,687	40.0
Information System and Technology Analyst	8,864	---	---	---	10,567	40.0
Lead Ranger	6,055	---	---	---	7,220	40.0
Maintenance Worker I	5,362	---	---	---	6,472	40.0
Maintenance Worker II	5,714	---	---	---	6,804	40.0
Maintenance Worker III	6,164	---	---	---	7,317	40.0
Mechanic	6,566	---	---	---	7,831	40.0
Permit Technician	5,386	---	---	---	6,561	40.0
Police Records Clerk	5,013	---	---	---	6,080	37.5
Police Records Supervisor	7,770	---	---	---	9,421	37.5
Project Coordinator	6,248	---	---	---	7,199	40.0
Property Clerk	2,378	---	---	---	2,839	20.0

Public Works Supervisor (Streets, Parks or Motor Pool)	7,819	---	---	---	9,938	40.0
Ranger I	5,632	---	---	---	6,717	40.0
Recreation Coordinator	5,747	---	---	---	6,843	40.0
Recreation Specialist	4,652	---	---	---	5,533	40.0
Recreation Assistant Supervisor	6,072	---	---	---	7,213	40.0
Senior Building Maintenance Specialist	6,493	---	---	---	10,258	40.0
Senior Equipment Mechanic	7,505	---	---	---	8,955	40.0
Senior Services Program Coordinator	5,830	---	---	---	6,969	40.0
Systems Specialist	8,360	---	---	---	9,966	40.0
Transportation Specialist	5,252	---	---	---	6,383	40.0

<b>TEAMSTERS MANAGEMENT LOCAL 350 - MISC</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>Hours / Week</b>
Associate Civil Engineer	9,341	---	---	---	10,954	40.0
Associate Planner	8,150	---	---	---	9,609	40.0
Engineering Manager	11,632	---	---	---	13,646	40.0
Field Services Manager	11,913	---	---	---	13,699	40.0
Information Systems and Technology Manager	11,032	---	---	---	13,680	40.0
Management Analyst-Limited Term (1-yr)	8,441	---	---	---	10,640	40.0
Project Manager	10,506	---	---	---	12,325	40.0
Public Works Superintendent	9,695	---	---	---	11,706	40.0
Recreation Manager	10,740	---	---	---	13,248	40.0
Recreation Supervisor (Child Care, Senior Services, Recreation)	8,057	---	---	---	9,266	40.0
Senior Civil Engineer	10,815	---	---	---	12,687	40.0
Senior Code Enforcement Officer	8,154	---	---	---	9,890	40.0
Senior Planner	9,339	---	---	---	11,012	40.0
WWTP Assistant Superintendent – Maintenance	10,506	---	---	---	12,325	40.0
WWTP Assistant Superintendent- Operations	10,506	---	---	---	12,325	40.0
WWTP Collections System Manager	11,521	---	---	---	13,515	40.0
WWTP Plant Manager	11,521	---	---	---	13,515	40.0
<b>TEAMSTERS MANAGEMENT LOCAL 350 - PUBLIC SAFETY</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>Hours / Week</b>
Deputy Fire Chief	18,193	---	---	---	19,043	40.0
Paramedic Coordinator	12,181	---	---	---	17,479	40.0

<b>IAFF</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>
Firefighter Trainee	6,821	---	---	---	---	---
Firefighter-Engineer (A) No Educational Incentive	7,180	7,538	7,941	8,329	8,764	9,384
Firefighter-Engineer (B) Educational Incentive	7,359	7,727	8,139	8,538	8,983	9,618
Firefighter-Engineer with EMT (A)	7,603	7,961	8,363	8,751	9,186	9,806
Firefighter-Engineer with EMT (B)	7,793	8,160	8,572	8,970	9,415	10,051
Firefighter-Paramedic (A)	8,353	8,712	9,114	9,503	9,937	10,555
Firefighter-Paramedic (B)	8,562	8,930	9,342	9,741	10,186	10,819
Fire Captain	10,278	---	---	---	---	---
Fire Captain (A) No Educational Incentive	10,278	10,783	11,286	---	---	---
Fire Captain (B) Educational Incentive	10,535	11,053	11,569	---	---	---
Fire Captain With EMT (A)	10,701	11,206	11,709	---	---	---
Fire Captain With EMT (B)	10,968	11,486	12,002	---	---	---
Fire Captain With Paramedic (A)	11,450	11,957	12,460	---	---	---
Fire Captain With Paramedic (B)	11,737	12,256	12,772	---	---	---

<b>PACIFICA POLICE MANAGEMENT ASSOCIATION (PPMA)</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>Hours / Week</b>
Police Captain	14,517	---	---	---	16,695	40

<b>PPOA- HIRED ON OR BEFORE JUNE 30, 2010</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>Hours / Week</b>
Police Officer Trainee	7,520	---	---	---	---	40
Police Officer (Basic Cert) 0-5 years	7,916	---	---	---	9,513	40
Police Officer (Basic Cert) 6-10 years	8,311	---	---	---	9,988	40
Police Officer (Basic Cert) 11-15 years	8,478	---	---	---	10,187	40
Police Officer (Basic Cert) 16+ years	8,647	---	---	---	10,392	40
Police Corporal (Basic Cert) 0-5 years	8,390	---	---	---	10,083	40
Police Corporal (Basic Cert) 6-10 years	8,811	---	---	---	10,587	40
Police Corporal (Basic Cert) 11-15 years	8,985	---	---	---	10,799	40
Police Corporal (Basic Cert) 16+ years	9,166	---	---	---	11,015	40

<b>PPOA - HIRED ON OR AFTER JULY 1,2010</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>Hours / Week</b>
Police Officer Trainee	7,520	---	---	---	---	40
Police Officer 0-5 years	7,916	---	---	---	9,513	40
Police Officer 6+ years	8,311	---	---	---	9,988	40
Police Corporal 0-5 years	8,390	---	---	---	10,083	40
Police Corporal 6+ years	8,811	---	---	---	10,587	40

<b>PACIFICA POLICE SUPERVISORS ASSOCIATION (PPSA) HIRED ON OR BEFORE JUNE 30, 2010</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>Hours / Week</b>
Police Sergeant 0-10 Years	\$10,201	---	---	---	\$12,242	40
Police Sergeant 11-15 Years	\$10,405	---	---	---	\$12,485	40
Police Sergeant 16-19 Years	\$10,614	---	---	---	\$12,735	40
Police Sergeant 20+ Years	\$10,720	---	---	---	\$12,862	40
<b>HIRED ON OR AFTER JULY 1,2010</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>Hours / Week</b>
Police Sergeant 0-15 Years	\$10,201	---	---	---	\$12,242	40
Police Sergeant 16-19 Years	\$10,609	---	---	---	\$12,730	40
Police Sergeant 20+ Years	\$10,715	---	---	---	\$12,858	40

<b>TEAMSTERS WWTP LOCAL 856</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>Hours / Week</b>
Laboratory Technician - No Certification (base)	6,007	---	---	---	7,531	40
Laboratory Technician - Grade II Cert 4% above base (over-certification pay)	6,248	---	---	---	7,832	40
Laboratory Technician - Grade III Cert 8% above base (over-certification pay)	6,488	---	---	---	8,133	40
Laboratory Technician - Grade IV Cert 9% above base (over-certification pay)	6,548	---	---	---	8,209	40
Laboratory Technician - Grade V Cert 11% above base (over-certification pay)	6,668	---	---	---	8,359	40
Laboratory Supervisor - includes mandatory grade III certificate (base)	7,548	---	---	---	9,597	40
Laboratory Supervisor - Grade IV Cert 9% above base (over-certification pay)	8,227	---	---	---	10,460	40
Laboratory Supervisor - Grade V Cert 11% above base (over-certification pay)	8,378	---	---	---	10,652	40
Electrical Instrumentation Tech I - No certification (base)	5,950	---	---	---	7,458	40
Electrical Instrumentation Tech I - Grade II Cert 4% above base (over-certification pay)	6,188	---	---	---	7,757	40
Electrical Instrumentation Tech I - Grade III Cert 8% above base (over-certification pay)	6,426	---	---	---	8,055	40
Electrical Instrumentation Tech I - Grade IV Cert 9% above base (over-certification pay)	6,485	---	---	---	8,130	40
Electrical Instrumentation Tech I - Grade V Cert 11% above base (over-certification pay)	6,604	---	---	---	8,279	40
Electrical Instrumentation Tech II - Includes mandatory grade II certificate (base)	6,524	---	---	---	8,296	40
Electrical Instrumentation Tech II - Grade III Cert 8% above base (over-certification pay)	7,046	---	---	---	8,960	40
Electrical Instrumentation Tech II - Grade IV Cert 9% above base (over-certification pay)	7,111	---	---	---	9,043	40
Electrical Instrumentation Tech II - Grade V Cert 11% above base (over-certification pay)	7,242	---	---	---	9,209	40
Electrical Instrumentation Tech III - Includes mandatory grade III certificate (base)	7,334	---	---	---	9,325	40
Electrical Instrumentation Tech III - Grade IV Cert 9% above base (over-certification pay)	7,994	---	---	---	10,164	40
Electrical Instrumentation Tech III - Grade V Cert 11% above base (over-certification pay)	8,141	---	---	---	10,351	40
Operator I - No certification	5,950	---	---	---	7,458	40
Operator I - Grade II Cert - 4% above base (over-certification pay)	6,188	---	---	---	7,757	40
Operator I - Grade III Cert - 8% above base (over-certification pay)	6,426	---	---	---	8,055	40
Operator I - Grade IV Cert - 9% above base (over-certification pay)	6,485	---	---	---	8,130	40

Operator I - Grade V Cert - 11% above base (over-certification pay)	6,604	---	---	---	8,279	40
Operator II - Includes mandatory grade II certificate (base)	6,524	---	---	---	8,296	40
Operator II - Grade III Cert - 8% above base (over-certification pay)	7,046	---	---	---	8,960	40
Operator II - Grade IV Cert - 9% above base (over-certification pay)	7,111	---	---	---	9,043	40
Operator II - Grade V Cert - 11% above base (over-certification pay)	7,242	---	---	---	9,209	40
Operator III - Includes mandatory grade III certificate (base)	7,334	---	---	---	9,325	40
Operator III - Grade IV Cert - 9% above base (over-certification pay)	7,994	---	---	---	10,164	40
Operator III - Grade V Cert 11% above base (over-certification pay)	8,141	---	---	---	10,351	40
<b>WWTP - HIRED ON OR AFTER JULY 1, 2008</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>Hours / Week</b>
Laboratory Technician - No Certification (base)	6,007	---	---	---	7,531	40
Laboratory Technician - Grade II Cert 4% above base (over-certification pay)	6,248	---	---	---	7,832	40
Laboratory Technician - Grade III Cert 9% above base (over-certification pay)	6,548	---	---	---	8,209	40
Laboratory Technician - Grade IV Cert 12% above base (over-certification pay)	6,728	---	---	---	8,435	40
Laboratory Technician - Grade V Cert 14% above base (over-certification pay)	6,848	---	---	---	8,585	40
Lab Analyst-Includes mandatory grade II certificate (base)	6,651	---	---	---	8,456	40
Lab Analyst - Grade III Cert 5% above base (over-certification pay)	6,983	---	---	---	8,879	40
Lab Analyst- Grade IV Cert 8% above base (over-certification pay)	7,183	---	---	---	9,133	40
Lab Analyst- Grade V Cert 10% above base (over-certification pay)	7,316	---	---	---	9,302	40
Laboratory Supervisor - includes mandatory grade III certificate (base)	7,548	---	---	---	9,597	40
Laboratory Supervisor - Grade IV Cert 5% above base (over-certification pay)	7,925	---	---	---	10,077	40
Laboratory Supervisor - Grade V Cert 7% above base (over-certification pay)	8,076	---	---	---	10,269	40
Electrical Instrumentation Tech I - No certification (base)	5,950	---	---	---	7,458	40
Electrical Instrumentation Tech I - Grade II Cert 4% above base (over-certification pay)	6,188	---	---	---	7,757	40
Electrical Instrumentation Tech I - Grade III Cert 9% above base (over-certification pay)	6,485	---	---	---	8,130	40
Electrical Instrumentation Tech I - Grade IV Cert 12% above base (over-certification pay)	6,664	---	---	---	8,353	40
Electrical Instrumentation Tech I - Grade V Cert 14% above base (over-certification pay)	6,783	---	---	---	8,503	40
Electrical Instrumentation Tech II - Includes mandatory grade II certificate (base)	6,524	---	---	---	8,133	40
Electrical Instrumentation Tech II - Grade III Cert 5% above base (over-certification pay)	6,850	---	---	---	8,539	40
Electrical Instrumentation Tech II - Grade IV Cert 8% above base (over-certification pay)	7,046	---	---	---	8,783	40
Electrical Instrumentation Tech II - Grade V Cert 10% above base (over-certification pay)	7,176	---	---	---	8,946	40
Electrical Instrumentation Tech III - Includes mandatory grade III certificate (base)	7,334	---	---	---	9,325	40
Electrical Instrumentation Tech III - Grade IV Cert 5% above base (over-certification pay)	7,701	---	---	---	9,791	40
Electrical Instrumentation Tech III - Grade V Cert 7% above base (over-certification pay)	7,848	---	---	---	9,978	40
Operator I - Must obtain Grade I certification in first year of employment (base)	5,950	---	---	---	7,458	40
Operator I - Grade II Cert - 4% above base (over-certification pay)	6,188	---	---	---	7,757	40

Operator I - Grade III Cert - 9% above base (over-certification pay)	6,485	---	---	---	8,130	40
Operator I - Grade IV Cert - 12% above base (over-certification pay)	6,664	---	---	---	8,353	40
Operator I - Grade V Cert - 14% above base (over-certification pay)	6,783	---	---	---	8,503	40
Operator II - Includes mandatory grade II certificate (base)	6,524	---	---	---	8,295	40
Operator II - Grade III Cert - 5% above base (over-certification pay)	6,850	---	---	---	8,710	40
Operator II - Grade IV Cert - 8% above base (over-certification pay)	7,046	---	---	---	8,959	40
Operator II - Grade V Cert - 10% above base (over-certification pay)	7,176	---	---	---	9,125	40
Operator III - Includes mandatory grade III certificate (base)	7,334	---	---	---	9,325	40
Operator III - Grade IV Cert - 5% above base (over-certification pay)	7,701	---	---	---	9,791	40
Operator III - Grade V Cert 7% above base (over-certification pay)	7,848	---	---	---	9,978	40



# CITY OF PACIFICA

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## Capital Improvement Program



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# Capital Improvement Program

A Capital Improvement Budget details are presented in a separate document. Capital Improvement Program (CIP) is a financial planning and prioritization tool that identifies projects, assigns costs and recommends schedules for design and construction of capital improvements over a five (5) year horizon.

Capital improvements are projects which involve the purchase, improvement or construction of major fixed assets and equipment which are typically large in size, expensive, non-recurring and relatively permanent. The Capital Improvement Program (CIP) consists of projects to maintain and enhance the City's infrastructure of roadways, sidewalks, utilities, structures, and facilities for the benefit of the community. The City capital improvement needs are a result of an aging infrastructure, significant deferred maintenance and desired construction on new and existing facilities.

The CIP identifies capital improvements programs and projects that are needed to satisfy the City Council strategic goals and objectives to address the long-term obligations and investments in public infrastructure and future needs of the community.

The City's CIP program is composed of two parts:

- 1) the five (5) year capital improvement plan (presented in a separate document); and
- 2) the single year funding authorizations, referred to as the Capital Budget.

Below is a list of **new** non- discretionary projects proposed for FY 2023-24 funding:

- 1. Sharp Park Priority Development Area (PDA) Access Resurfacing Project- \$1m** - This project will resurface Sharp Park Road and sections of Bradford and Francisco.
- 2. Sharp Park Priority Development Area (PDA) Access Pedestrian Improvement Project – 2.3m** - Project will construct ADA improvements on Paloma, Carmel and Santa Maria and a bike boulevard on Paloma.
- 3. FY 2022-23 Pavement Resurfacing Project - \$2.2m** - Project will rehabilitate the pavement along roads designated in the 5-year paving plan. It will also include pavement grinding for base repair as well as installation of thermoplastic traffic striping, markings and pavement markers.
- 4. FY 2023-24 Concrete and ADA Improvement Project - \$310k** - Improvement of ADA curb ramps in the vicinity of the yearly resurfacing project and associated sidewalk sections.
- 5. Fire Station 72 Painting Project - \$50k** - Painting and priming of the exterior of Fire Station 72 including repair/replacement of damaged siding and fascia.

6. **Fire Station 71 Roof Repair Project - \$200k** - Re-roofing of the station is needed to stop leaks into the building and prolong building life.
7. **Old WW Treatment Plant Garage Roof Repair Project - \$50k** - Garage is used to store equipment and roof needs repair to prevent failure.
8. **Anza/Arguello Interim Storm Drain Upgrade Project - \$350k** - Provide interim upgrades to the storm drain system around the Anza/Arguello area to lessen the possibility of flooding in the area while City pursues grant funding for recommended SDMP lower Linda Mar project.
9. **Frontierland Park Grading and Pathway Project** - Grade and pave pathway at park parking area to allow for ADA access.
10. **Linda Mar Stormwater Pump Station Rehabilitation Project - \$350k** - Repair and rehabilitate equipment for the stormwater pumping system.
11. **Pump Stations SCADA and PLC Upgrades - \$100k** - Upgrade the Supervisory Control and Data Acquisition (SCADA) and Programmable Logic Controller (PLC) Systems at the Pump Stations. Other upgrades needed will be to improve the communication between the Plant and pump stations.

The following **continuing** non-discretionary Projects will require additional funding in FY 2023-24:

1. **School Crosswalk Beacon Replacement Project - \$200k** - In 2014, in-ground roadway lights and flashing signs were installed at five schools. Those systems now have maintenance issues and failures. Standard signs have changed, and thus, replacing those with Rectangular Rapid Flashing Beacons is recommended for this project.
2. **Community Center Improvements - \$130k** - Ongoing maintenance & improvements needs that include flooring replacement and painting.
3. **Civic Center Facilities Rehabilitation Project - \$600k** - The February Civic Center Update discussed substantial project change orders due to preexisting building damage, such as rot, that was discovered after removing the exterior of the building. Damaged stud replacements required foundation changes to meet current building code. The Update noted that delay/damage costs are ~\$600k, using the majority of the City's \$750k project contingency. Although the requested contingency was on the low side at 8% (typically 10% or greater), staff was hopefully the project could be completed for this. The project schedule has also been pushed out until the late fall, which will require added architectural services. Funds will cover change orders and architectural services.

4. **San Pedro Creek and Pacifica State Beach Total Maximum Daily Load (TMDL), Monitoring Plan and Best Management Plan - \$61k** - This project allows for bacteria monitoring for San Pedro Creek by Pacifica State Beach as required by the state Water Board.
5. **CCWRP Building Elevator Assessment - \$50k** - The building elevator operation has been requiring servicing visits more frequently over the past year. The purpose of this Project is to assess the current condition and determine how to move forward.
6. **Forcemain Condition Assessment - \$75k** - Perform sanitary sewer forcemain condition assessment.
7. **Linda Mar Pump Station Rehabilitation and Repair Project - \$1.065m** - Replace outdated and aging electrical and instrumentation components at the Linda Mar Pump Station. The project includes replacing components such as MCC panels, breakers, switches, level control devices, and flow meters, and adding new jockey or smaller pump to improve wear and tear on bigger pumps and increase efficiency.
8. **Collection Systems Project - \$250k** - Various projects to repair and/or replace the aging sewer mainlines around the City. Location will be determined and evaluated annually.
9. **Lateral Grant Assistance - \$200k** - The City continues to embark on implementing a voluntary private service lateral replacement program to reduce the addition of I&I from defective private service laterals.
10. **Relocation of Sewer Mainline SF RV Park - \$300k** - Relocate sewer mainline at SF RV Park to City Public right-of-way. The project includes acquiring permit from Coast Commission, design and construction.
11. **CCWRP Centrifuges - \$75k** - On-going part replacements and rebuild of the existing 2 centrifuges as needed.
12. **CCWRP Pump Replacement - \$50k** - On-going purchase to replace aging pumps, valves and motors for the Calera Creek Water Recycling Plant.
13. **Calera Creek Wetlands Maintenance - \$100k** - On-going maintenance for the restored Calera Creek wetlands and frog ponds.
14. **CCWRP Roof Improvements - \$70k** - Install topcoat over the existing deck coating of the CCWRP roof to prevent leaks in the building and prolong useful life of roof and building.
15. **CCWRP R&R Project - Sand Filter Upgrade - \$200k** - This project will upgrade the original sand filter system at the Calera Creek Water Recycling Plant.

Upgrades will include new PLC and new backwash programming, and new underdrains.

- 16. CCWRP R&R Grit System Upgrade - \$100k** - Project will include Rehab/Replacement of Grit Chamber, Grit Pump Grinder, Grit Pump and Grit Classifier.
- 17. CCWRP Rehabilitation and Repair Project - \$50k** - The CCWRP is more than 20 years old and a Condition Assessment has identified equipment and processes in need of replacement, rehabilitation or enhancement, and staff will prioritize projects that need to commence this fiscal year.
- 18. Ultraviolet Disinfection System Upgrade - \$3m** - This project will replace the aging ultraviolet disinfection system. The Project includes design, UV equipment purchase, construction which will also include temporary UV.
- 19. CCWRP Electrical Condition Assessment and Improvements - \$825k** - The Plant electrical system has been updated as needed but is aging with some existing replacement parts no longer available. The Project conducted a condition assessment of electrical systems including backup generation. Several critical projects were identified, and staff will prioritize projects that need to commence this fiscal year.
- 20. CCWRP Environmental Compliance Project - \$25k** - On-going needs to address environmental compliance related issues.
- 21. Sewer System Master Plan Update Phase 2 (New Development Data) - \$50k** - The Sewer System Master Plan Update was performed in 2021. However, another update is needed to incorporate new development data.
- 22. Lower Linda Mar (I/I) Rehabilitation and Repair Project - \$3.5m** - The Project will replace approximately 16,000 LF of sewer main and appurtenant in Lower Linda Mar area.
- 23. Rockaway Pump Station Rehabilitation & Repair - \$100k** - Ongoing replacement of old equipment in the Rockaway Pump Station including wastewater centrifugal pumps and motors, and emergency generator.



# City of Pacifica Proposed Capital Projects 2023-24

Budget numbers in 1000's

Project	Project No.	Exp. Fund	FY 2023-24 Allocation	FY 22-23 Rollover Funds	Total Available Funding	Source(s) Notes	Fund 9 - Measure A	Fund 11- Measure W	Fund 13- Street Improvement	Fund 16 - NPDES	Fund 22- Capital Improvement	Fund 23 - Frontierland Remediation	Fund 27- Roy Davies	Fund 34 - WWTP	Fund 38 - Disaster Acct.	Grants, Revenues, and Insurance Reimb
<b>Non-Discretionary New/Yearly Projects with Grant Funding Received in FY 22-23</b>																
FY 2023-24 Pavement Resurfacing Project	344	F9 & F13	\$2,200		\$2,200	SB1, Measure W & A - 3/27 approved	\$1,000	\$240	\$960							
FY 2023-2024 Concrete & ADA Improvement Project	345	F11	\$310		\$310	Measure W -3/27 approved		\$310								
Painting of Fire Station 72	346	F22	\$50		\$50	Fund Balance of Fund 22					\$50					
Fire Station 71 Roof Project	347	F22	\$200		\$200	Disaster Accounting (Fund 38)									\$200	
Old WW Treatment Plant Garage Roof Project	348	F22	\$95		\$95	Disaster Accounting (Fund 38)									\$95	
Anza/Arguello Interim Storm Drain Upgrade Project	349	F22	\$350		\$350	Disaster Accounting (Fund 38)									\$350	
The Sharp Park Priority Development Area (PDA) Access Pedestrian Improvement	353	F22	\$2,300		\$2,300	OBAG 2, TFCA, CCAG Measure M										\$2,300
Frontierland Park Grading and Pathway Project	350	F22	\$280		\$280	Other funds						\$280				
Linda Mar Stormwater Pump Station Rehabilitation Project	C047	F34	\$350		\$350	WW 34								\$350		
Pump Stations SCADA and PLC Upgrade	C046	F34	\$100		\$100									\$100		
<b>Non-Discretionary On-going Project Requesting FY 23-24 Allocation</b>																
San Pedro Creek and Pacifica State Beach Total Maximum Daily Load (TMDL), Monitoring Plan and Best Management Plan	351	F16	\$61		\$61	Other funds				\$61						
Community Center Improvements	0333	F22	\$130	\$60	\$190	Roy Davis Fund							\$130			
Civic Center Facilities Rehabilitation Project	352	F22	\$600		\$600	Disaster Accounting (Fund 38)									\$600	
School Crosswalk Beacon Replacement Project	336	F22	\$200	\$40	\$240	CCAG Measure M Grant										\$200
Community Center Roofing		F22	\$210	\$0	\$210	Fund 38									\$210,000	
CCWRP Admin Building Elevator Assessment	P039	F34	\$50	\$0	\$50	WW 34								\$50		
Forcemain Condition Assessment	C045	F34	\$75	\$0	\$75	WW 34								\$75		

Project No.	Project	Project No.	Exp. Fund	FY 2023-24 Allocation	FY 22-23 Rollover Funds	Total Available Funding	Source(s) Notes	Fund 9 - Measure A	Fund 11- Measure W	Fund 13- Street Improvement	Fund 16 - NPDES	Fund 22- Capital Improvement	Fund 23 - Frontierland Remediation	Fund 27- Roy Davies	Fund 34 - WWTP	Fund 38 - Disaster Acct.	Grants, Revenues, and Insurance Reimb
238	Linda Mar Pump Station R&R Project (Formerly Linda Mar PS Upgrade)	C004	F34	\$1,065		\$1,065	WW 34								\$1,065		
	Collection System Projects	C005	F34	\$250	\$0	\$250	WW 34								\$250		
	Lateral Grant Assistance	C032	F34	\$200	\$80	\$280	WW 34								\$200		
	Relocation of Sewer Mainline at SF RV Park	C043	F34	\$300	\$0	\$300	WW 34								\$300		
	CCWRP Centrifuges	P006	F34	\$75	\$100	\$175	WW 34								\$75		
	CCWRP Pump Replacement	P004	F34	\$50	\$50	\$100	WW 34								\$50		
	Calera Creek and Wetlands Maintenance	P011	F34	\$100	\$0	\$100	WW 34								\$100		
	CCWRP Roof Improvements	P018	F34	\$70	\$0	\$70	WW 34								\$70		
	CCWRP R&R Project - Sand Filter Upgrade	P044	F34	\$200	\$40	\$240	WW 34								\$200		
	CCWRP R&R Project - Grit System Upgrade (Formerly Grit Classifier Upgrade)	P041	F34	\$100	\$50	\$150	WW 34								\$100		
	CCWRP R&R Project	P033	F34	\$50	\$50	\$100	WW 34								\$50		
	Ultraviolet Disinfection System Upgrade	P034	F34	\$3,003	\$3,155	\$6,158	WW 34								\$3,003		
	CCWRP Electrical Condition Assessment and Improvements	P037	F34	\$825	\$0	\$825	WW 34								\$825		
	CCWRP Environmental Compliance Project	P038	F34	\$25	\$0	\$25	WW 34								\$25		
	Lower Linda Mar Rehabilitation and Repair Project (Renamed)	C044	F34	\$3,500	\$0	\$3,500	WW 34								\$3,500		
	Rockaway Pump Station R&R Project (Formerly Rockaway PS Upgrade)	C006	F34	\$100	\$0	\$100	WW 34								\$100		
<b>Total</b>				<b>\$17,474</b>	<b>\$3,625</b>	<b>\$21,099</b>		<b>\$1,000</b>	<b>\$550</b>	<b>\$960</b>	<b>\$61</b>	<b>\$50</b>	<b>\$280</b>	<b>\$130</b>	<b>\$10,488</b>	<b>\$211,245</b>	<b>\$2,500</b>



# CITY OF PACIFICA

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## Supplemental Information



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# Long-Term Debt

The City generally incurs debt to finance projects or purchase assets, which will have useful lives equal to or greater than the related debt. In September 2019, Standard & Poor's S&P Global Ratings raised its long-term and underlying rating to AA+ from AA on the City's Pacifica's existing taxable pension obligations bonds. At the same time, S&P Global Ratings raised its long-term rating and underlying rating to AA from AA- on the City's existing certificate of participation. The outlook on all ratings is stable.

Below is a list of the current outstanding debt service obligations:

**2014 Wastewater Revenue Refunding Bonds:** In November 2014, the City issued \$6,470,000 in 2014 Wastewater Revenue Refunding Bonds (2014 bonds) with interest rates ranging from 5% to 5.25%. The proceeds were used to advance refund the 2004 Wastewater Revenue Refunding Bonds. Interests on the 2014 bonds are payable semiannually on April 1 and October 1 each year, commenced April 1, 2015. Principal payments which are due each October 1 will commence on October 1, 2022, with the last payment due on October 1, 2026. The bonds are paid from and secured by the net revenues of the wastewater collection system of the City.

**2016 Certificates of Participation:** On October 5, 2016, the City of Pacifica issued Certificates of Participation (COP) in the amount of \$14,680,000 (par value) payable annually beginning January 1, 2021 and with interest rates ranging from 3.000% to 5.000%, payable each July 1 and January 1, beginning January 1, 2017. The COP matures on January 1, 2037. The purpose of the COP is to (i) prepay and debase certain outstanding certificates of participation which were executed and delivered in 2008 for the purpose of financing and refinancing various municipal improvements of the City, and (ii) pay certain costs of executing and delivering the Certificates. The Bonds are general obligations of the City, payable solely by the City.

**2017 Wastewater Revenue Bonds:** In June 2017, the City issued \$22,100,000 in 2017 Wastewater Revenue Refunding Bonds (2017 bonds) at an interest rate of 5%. The proceeds were used to fund the acquisition, construction, and installation of certain improvements to the Wastewater system. Net proceeds of \$26.2 million (including a \$4 million premium and other city funds) were deposited in an irrevocable trust with an escrow agent to provide funds for the future debt service payment on the refunded bonds. Interests on the 2017 bonds are payable semiannually on April 1 and October 1 each year, commenced October 1, 2017. Principal payments which are due each October 1 will commence on October 1, 2022, with the last payment due on October 1, 2042. The bonds are paid from and secured by the net revenues of the wastewater collection system of the City.

**2019 Taxable Pension Obligation Refunding Bonds:** During September 2019, the City of Pacifica issued \$9,685,000 of Pension Obligation Refunding Bonds bearing interest between 2.243% and 3.060% and payable semiannually on June 1 and December 1 each year, commencing June 1, 2020. The bonds mature on June 1,

2030. These bonds are being issued to refund in full the 2010 taxable pension obligation bonds outstanding principal amount of \$8,995,000 and pay costs of issuance of the bonds. Approximately 11.378% of the bond proceeds were allocated to business-type activities and 88.622% of the bond proceeds were allocated to governmental activities.

**2021 Civic Center Campus Improvement Project Lease Financing (Direct Borrowing):** On April 26, 2021, the Pacifica City Council provided input on the Civic Center Renovation conceptual design and approved the funding strategy. The Civic Center Project is estimated to cost about \$10 million. The basic funding strategy entails \$6 million in various one-time sources of funding while financing the remaining \$4 million. On November 22, 2021, the City adopted a Resolution of the Board of Directors of the City of Pacifica Financing Authority approving lease financing in the aggregate amount of \$4 million to finance a portion of the construction of the Civic Center Campus Improvement Project. Sterling National Bank was chosen from seven financial institutions who responded to the request for proposal. The loan is a 15-year loan at 1.97% and the bank will commit to provide the City with an additional \$1 million within a 24-month period if the City chooses to increase the borrowing amount. Lease payments are payable semiannually on July 1 and January 1, commencing July 1, 2022. The lease ends on July 1, 2036.

**2023 Waste Water Infrastructure State Revolving Fund (ISFR) Loan:** In May 2023, the City borrowed \$21,000,000 from California Infrastructure and Economic Development Bank (IBank) to finance eligible projects known as the Lower Linda Mar Rehab and Replacement and UV Disinfection System Replacement Project. The interest rate is at 4.36%. Net proceeds of \$20,790,000 were deposited in an irrevocable trust with an escrow agent to provide funds for the project's reimbursements. Interests are payable semiannually on April 1 and October 1 each year, commenced October 1, 2023. Principal payments which are due each October 1 will commence on October 1, 2023, with the last payment due on October 1, 2052. The bonds are paid from and secured by the net revenues of the wastewater collection system of the City.

**Loan and Installment Agreement (Direct Borrowing):** On August 27, 2012, the City of Pacifica entered into a loan and installment agreement with the City of Pacifica Financing Authority in the amount of \$6,402,594 payable annually beginning July 1, 2013 at an interest rate of 3.6%, payable each July 1 and January 1, beginning January 1, 2013. The agreement matures on July 1, 2032. The purpose of this agreement is to (i) fund an escrow to cause the mandatory tender of the outstanding 2001B Wastewater Revenue Bonds (ii) provide funds relating to the Equalization Basin Project, the Collection System Capacity Improvement Projects, and the Collection System Repair, Rehabilitation, and Replacement Projects, (iii) fund certain costs relating to the defeasance of the 2001B Wastewater Revenue Bonds, (iv) fund or provide for satisfaction of the Reserve Fund Requirement, and (vi) pay the costs incurred in connection with the execution of the Loan and Installment Sale.



# Long Term Debt Payment Schedule

Name of The Debt	FY2023		FY2024		FY2025		FY2026		All other Years	
	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest
2014 Waste Water Revenue Refunding Bonds	\$ 1,520,000	\$ 299,000	\$ 1,595,000	\$ 221,125	\$ 1,675,000	\$ 139,375	\$ 1,755,000	\$ 53,625	\$ 195,000	\$ 4,875
2016 Certificate of Participation	705,000	601,600	760,000	566,350	760,000	528,350	815,000	490,350	10,435,000	2,584,100
2017 Waste Water Revenue Bonds	625,000	1,045,975	655,000	1,013,975	690,000	980,350	725,000	944,975	19,405,000	8,975,125
2019 Taxable Pension Obligation Refunding Bonds	890,000	242,521	950,000	222,335	1,015,000	199,839	1,080,000	173,825	4,920,000	369,929
2021 Civic Center CIP Loan	-	85,586	50,000	78,308	75,000	77,076	100,000	75,353	3,775,000	422,482
2023 ISRF WW Ibank Loan	-	-	370,695	815,710	385,745	891,607	401,406	874,471	19,842,154	13,758,404
Energy retrofit	70,082	1,402	-	-	-	-	-	-	-	-
Loan And Installment Agreement for Waste Water Collection System	306,407	140,200	317,437	128,971	328,865	117,337	340,746	105,285	2,754,233	361,046
<b>Total</b>	<b>\$ 4,116,489</b>	<b>\$ 2,416,283</b>	<b>\$ 4,698,132</b>	<b>\$ 3,046,774</b>	<b>\$ 4,929,610</b>	<b>\$ 2,933,935</b>	<b>\$ 5,217,152</b>	<b>\$ 2,717,883</b>	<b>\$ 61,326,387</b>	<b>\$ 26,475,961</b>

# Pension Obligation Bonds Long 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.

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 <p style="text-align: center;"><b>CITY OF PACIFICA</b> ADMINISTRATIVE POLICY</p>	<p>No. <b>76A</b></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.





# CITY OF PACIFICA

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## Investment Policy



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RESOLUTION NO. 66-2023

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 October 2018 and last reviewed in June 2022; 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;

**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 2023-24 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 26<sup>th</sup> day of June, 2023, by the following vote:

**AYES**, Councilmembers: Beckmeyer, Bier, Bigstycck, Boler, Vaterkaur.

**NOES**, Councilmembers: n/a

**ABSENT**, Councilmembers: n/a.

**ABSTAIN**, Councilmembers: n/a.

  
Tigraras Twyrls Bigstycck, Mayor

ATTEST:  
  
\_\_\_\_\_  
Sarah Coffey, City Clerk



APPROVED AS TO FORM:  
  
\_\_\_\_\_  
Michelle Kenyon, City Attorney

Exhibit A

 <p><b>CITY OF PACIFICA</b> ADMINISTRATIVE POLICY</p>	No.  39
INVESTMENT POLICY	DATE ISSUED: 02/89; 11/94; 12/96; 08/17, 10/18

I. PURPOSE

The purpose of this Investment Policy for the City of Pacifica (the City) is to provide guidance and direction for the prudent investment of City funds and to foster the creation of a systematic and controlled investment process. The ultimate goal is to maximize the efficiency of the City's cash management system and to enhance the economic status of the City while protecting its pooled investment cash.

II. POLICY

It is the policy of the City of Pacifica to invest public funds in a manner which will provide maximum security, meet the daily cash flow demands of the City and provide reasonable investment return while conforming to all California laws and local statutes governing the investment of public funds. It is also the policy of the City that all funds not required for immediate budgeted expenditures be invested in compliance with this Investment Policy.

III. SCOPE

This Investment Policy applies to all short-term operating funds and investment activities under the direct authority of the City. These funds are described in the most current annual financial report and include: General Fund, Capital Projects Fund, Special Revenue Funds, Enterprise Funds, Internal Service Funds and Fiduciary Funds. This investment policy applies to all transactions involving the financial assets and related activities of the foregoing funds.

IV. PRUDENCE

The standard of prudence to be used for managing the City's investment program is

California Government Code Section 53600.3, the prudent investor standard which states, "When investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, a trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the agency, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency."

The City Manager and other individuals assigned to manage the investment portfolio, acting in accordance with written procedures and this Investment Policy and exercising due diligence, shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

#### V. OBJECTIVES

The City's funds shall be invested in accordance with all applicable City policies and codes, state and local statutes and federal regulations, and in a manner designed to accomplish the following objectives, which are listed in priority order:

- A. **Safety:** Safety of principal is the foremost objective of the investment program. Investments of the City shall be undertaken in a manner that seeks to ensure that capital losses are avoided, whether from securities default, broker-dealer default, or erosion of market value. To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio. The City may elect to sell a security prior to its maturity and record a capital gain or loss in order to improve the quality, liquidity or yield of the portfolio in response to market conditions or the City's risk preferences.
- B. **Liquidity:** The City's investment portfolio will remain sufficiently liquid to enable the City to meet all operating requirements which might be reasonably anticipated.
- C. **Return on Investment:** The City's investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the City's investment risk constraints and the cash flow characteristics of the portfolio.

#### VI. DELEGATION OF AUTHORITY

Section 53636 of the Government Code of the State of California provides that money on deposit is deemed to be in the treasury of the City. The responsibility for conducting the City's investment program resides with the City Manager or her/his designee.

## VII. PUBLIC TRUST

All participants in the investment process shall act reasonably as custodians of the public trust. Investment officials shall recognize that the investment portfolio is subject to public scrutiny and evaluation. The overall program shall be designed and managed with a degree of professionalism that is worthy of the public trust. Nevertheless, in a diversified portfolio, it must be recognized that occasional measured losses are inevitable, and must be considered within the context of the overall portfolio investment return, provided that adequate diversification has been implemented.

Investments are to be made that will bear in mind the responsibility of city government to its citizens. Investments that encourage the betterment of the human condition will be sought. Alternative investments that enhance the quality of life will be given full consideration. Investments that serve to only enrich a few to the detriment of the people will be strictly avoided.

## VIII. ETHICS AND CONFLICT OF INTEREST

All personnel responsible for authorizing the purchase of investments shall refrain from personal business activities that could conflict with proper execution of the investment program and/or which could impair their ability to make impartial investment decisions. The City Manager and other key Finance personnel shall file a Statement of Economic Interests each year as required by California Government Code Section 87203 and regulations of the Fair Political Practices Commission.

[Any securities broker or dealer who has made a political contribution to any member of the City Council, or any candidate for those offices, in an amount that exceeds the limitations contained in Rule G-37 of the Municipal Securities Rulemaking Board (MSRB) within any consecutive 48-month period shall not engage in any securities transactions (purchase, sale and/or exchange) with the City.]

## IX. QUALIFIED MONEY MANAGERS, FINANCIAL DEALERS AND INSTITUTIONS

The City may contract with professional money managers to assist in the management of all or part of its investment portfolio in compliance with the guidelines outlined in this Investment Policy. If City staff directly invests in individual securities, then the City will maintain a list of financial institutions and primary dealers authorized to provide investment services. Professional money managers working with the City may maintain their own list. Primary dealers include those that regularly report to the Federal Reserve Bank and should qualify under Securities and Exchange Commission Rule 15c3-1 (uniform net capital rule).

All financial institutions, dealers and cash managers who desire to become qualified

bidders for investment transactions must supply the City with the following: audited financial statements, proof of Financial Industry Regulatory Authority (FINRA) certification when applicable, trading resolution, proof of State of California registration when applicable, completed questionnaire and certification of having read the City of Pacifica's investment policy and depository contracts. A current audited financial statement is required to be on file for each financial institution and dealer.

The City shall send a copy of the current investment policy to all brokers/dealers approved to do business with the City. Confirmation of receipt of this policy shall be considered evidence that the dealer understands the City's Investment Policy and intends to sell the City only appropriate investments authorized by this Investment Policy.

#### X. AUTHORIZED INVESTMENTS

All investments and deposits of City funds shall be made in accordance with California Government Code Sections 16429.1, 53600-53609 and 53630-53686. Within the context of code limitations, the following investments and their respective additional limitations are authorized:

Limitations identified in the following sections shall be adhered to and the percentage limits and credit criteria shall be measured against portfolio value on the date the investment is purchased. In the event of a credit downgrade below the minimum acceptable credit rating, the City shall require investment advisors, engaged in the investing of City funds, to notify City staff of the downgrade, and provide a plan of action to address the downgrade:

- A. Local Agency Obligations – 1) Bonds issued by the local agency, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the local agency or by a department, board, agency, or authority of the local agency. 2) Bonds, notes, warrants, or other evidences of indebtedness of a local agency within this state, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the local agency, or by a department, board, agency, or authority of the local agency. "Local agency" means county, city, city and county, including a chartered city or county, school district, community college district, public district, county board of education, county superintendent of schools, or any public or municipal corporation.
- B. United States Treasury bills, bonds and notes or those for which the full faith and credit of the United States are pledged for the payment of principal and interest. There is no limit on the percentage of U.S. Treasury obligations that may be held in the City's portfolio.

- C. State Obligations – 1) Registered state warrants or treasury notes or bonds of this state, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the state or by a department, board, agency, or authority of the state. 2) Registered treasury notes or bonds of any of the other 49 states in addition to California, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by a state or by a department, board, agency, or authority of any of the other 49 states, in addition to California, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by a state or by a department, board, agency, or authority of any of the other 49 states, in addition to California.
- D. Federal agency or United States government-sponsored enterprise obligations, participations, or other instruments (or Agencies), including those issued by or fully guaranteed as to principal and interest by federal agencies or United States government-sponsored enterprises with maturities not exceeding five years from the date of trade settlement.
- E. Banker's Acceptances with a maturity not exceeding 180 days from the date of trade settlement, drawn on or accepted by a FDIC insured commercial bank with combined capital and surplus of at least \$250 million, rated at least A-1 or the equivalent by a nationally recognized statistical rating organization (NRSRO) at the time of purchase and whose senior long-term debt is rated at least A or the equivalent by a NRSRO at the time of purchase. No more than 5% of the City's total portfolio shall be invested in banker's acceptances of any one issuer, and the aggregate investment in banker's acceptances shall not exceed 25% of the City's total portfolio.
- F. Commercial Paper of "prime" quality of the highest ranking or the highest letter and numerical rating as provided for by a nationally recognized statistical rating organization ~~(NRSRO)~~. Purchases must be limited to corporations organized and operating within the United States, having assets in excess of \$500 million and having an "A" or higher rating for the issuer's debentures, other commercial paper (as provided by Moody's or Standard and Poor's rating services). No more than 5% of the City's total portfolio may be invested in the commercial paper of any one issuer, and the aggregate investment in commercial paper shall not exceed 25% of the City's total portfolio. The maximum maturity of commercial paper cannot exceed 270 days from the date of trade settlement.
- G. Shares of beneficial interest issued by diversified management companies, that are money market funds or money market mutual funds registered with the Securities and Exchange Commission under the Investment Company Act of 1940 (15 U.S.C. Sec. 80a-1, et seq.). To be eligible for investment pursuant to this subdivision these



companies shall either: (1) attain the highest ranking or the highest letter and numerical rating provided by not less than two of the three largest nationally recognized rating services or (2) retain an investment advisor registered or exempt from registration with the Securities and Exchange Commission with not less than five years' experience managing money market mutual funds with assets under management in excess of \$500 million.

- H. State of California Local Agency Investment Fund. State of California's Local Agency Investment Fund (LAIF), pursuant to California Government Code Section 16429.1. There is no limit on the percentage of LAIF that may be held in the City's portfolio. LAIF investments are subject to statutory limits. The LAIF portfolio should be reviewed periodically.
- I. Shares of Beneficial Interest issued by a Joint Powers Authority, including the California Asset Management Program (CAMP) and CalTrust. The City can invest in this category, provided the City is a member of the Joint Powers Authority and therefore a voting member.
- J. Medium Term Notes issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States with a final maturity not exceeding five years from the date of trade settlement. These notes must have a rating of at least "A" or the equivalent by a NRSRO. No more than 5% of the City's total portfolio shall be invested in medium term notes of any one issuer, and the aggregate investment in medium term notes shall not exceed 25% of the City's total portfolio.
- K. Non-Negotiable Certificates of Deposit - The City may invest a portion of its surplus funds in deposits at a commercial bank, savings bank, savings and loan association, or credit union that uses a private sector entity that assists in the placement of deposits, in accordance with Government Code 53601.8.
- L. Repurchase Agreements - "Repurchase agreement" means a purchase of securities by the local agency pursuant to an agreement by which the counterparty seller will repurchase the securities on or before a specified date and for a specified amount and the counterparty will deliver the underlying securities to the local agency by book entry, physical delivery, or by third-party custodial agreement. The transfer of underlying securities to the counterparty bank's customer book-entry account may be used for book-entry delivery. Investments in repurchase agreements may be made, on authorized investments, when the term of the agreement does not exceed 180 days.

## XI. PROHIBITED INVESTMENTS

At the time of purchase, all permitted investments shall conform in all respects with this

Investment Policy and with California Government Code Sections 53601, 53601.1, 53601.2, 53601.6, and 53635, as may be amended from time to time. No investment prohibited by California Government Code shall be permitted herein.

Ineligible investments, those that are not described herein, including but not limited to, common stocks or long term (over five years in maturity) notes and bonds, are prohibited from use in this portfolio.

Types of securities or transactions not permitted include:

- A. Borrowing for investment purposes (leverage)
- B. Inverse floaters, leveraged floaters, equity-linked securities, event-linked securities, structured investment vehicles (SIV)

Exempt from this definition are simple FRNs whose periodic coupon adjustment is based on a short-term (one-year or less) rate index (such as Treasury bills, federal funds, prime rate or LIBOR) and which have a reasonable expectation of maintaining a value at par at each interest rate adjustment through final maturity. The following securities are also exempt from this definition: U.S. Treasury and Agency zero coupon bonds, U.S. Treasury and Agency strips, Resolution Funding Corporation (REFCORP) strips or other callable securities which otherwise meet quality, maturity and percent limitations assigned to their respective security category.

- C. Derivatives (e.g., swaptions, spreads, straddles, caps, floors, collars, etc.) shall be prohibited.)
- D. Trading of options and futures are prohibited

The City discourages investments in tobacco, fossil fuel, or weapons manufacturing companies, consistent with the policies/practices of the State Treasurer's Local Agency Investment Account/Pool Money Investment Account (LAIF/PMIA).

## XII. SAFEKEEPING AND CUSTODY

All security transactions entered into by the City shall be conducted on a delivery versus payment (DVP) basis as evidenced by safekeeping receipts in the City's name and shall be delivered to the City or the City's designated custodian upon receipt of payment by the City.

### XIII. DIVERSIFICATION

The City's investment portfolio shall be diversified to avoid incurring unreasonable risks inherent in over investing in specific instruments, individual financial institutions or maturities. See Attachment A for portfolio investment parameters.

### XIV. INTERNAL CONTROLS

The Finance Department will establish a system of internal controls, which shall be documented in writing. The controls shall be designed to prevent loss of public funds arising from fraud, employee error, and misrepresentation by third parties, unanticipated changes in financial markets or imprudent actions by employees and officers of the City. Controls deemed most important include: control of collusion, segregation of duties, separating transaction authority from accounting and record keeping, custodial safekeeping, clear delegation of authority, written confirmation of telephone transactions, documentation of transactions and strategies and code of ethical standards.

### XV. PERFORMANCE STANDARDS

The investment portfolio shall be designed to attain a market rate of return throughout budgetary and economic cycles, taking into account prevailing market conditions, risk constraints for eligible securities, and cash flow requirements. The performance of the City's investments shall be compared to the average yield on the U.S. Treasury security that most closely corresponds to the portfolio's weighted average effective maturity. When comparing the performance of the City's portfolio, its rate of return will be computed net of all fees and expenses.

### XVI. REPORTING

#### Monthly Reporting

The City Manager or designee shall present a monthly report of investment transactions to the City Council.

#### Quarterly Reporting

The City Manager or designee shall present a quarterly report to the City Council no later than 30 days after the end of each quarterly period. The report will provide a clear picture of the status of the current investment portfolio. The report shall include the following information on investments:

- Type of investment (e. g. U.S. Treasury security, commercial paper);
- Issuer name;

- Date of maturity;
- Weighted Average Maturity (WAM) of the portfolio;
- Par and dollar amount invested in all securities, and investments and monies;
- A description of the funds, investments, and programs (including lending programs) managed by contracted parties (i.e. LAIF, investment pools, outside money managers, and securities lending agents);
- Current market value as of the date of the report of all funds held by the local agency and under the management of any outside party that is not also a local agency or LAIF and the source of the valuation;
- A statement of compliance with the investment policy or an explanation for non-compliance; and
- A statement of the local agency's ability to meet its pool's expenditure requirements for the next six months, as well as an explanation of why sufficient money will not be available if that is the case.

#### XVII. REVIEW, ADOPTION & AMENDMENTS

The City's Investment Policy shall be adopted by resolution of the City Council. This Investment Policy shall be reviewed at least annually to ensure its consistency with the overall objectives of preservation of principal, liquidity and yield, and its compliance with current law. Any amendments to the Investment Policy must be approved by the City Council.

## **INVESTMENT POLICY GLOSSARY**

**U. S. Government Treasuries** – United States Treasury Bills, Notes, and Bonds backed by the full faith and credit of the United States Government and considered to be the most secure securities.

**U.S. Government Sponsored Enterprise Debt (GSEs) (known as Agencies)** – Federal agency and instrumentality obligations are marketable debt instruments issued by a government-sponsored enterprises (GSE), or a federally related institution, commonly known as federal or U.S. “agencies.” Such agencies include, Federal Farm Credit Bank System (FFCB), Federal Home Loan Bank (FHLB), Federal Home Loan Mortgage Corporation (FHLMC), Federal National Mortgage Association (FNMA), Resolution Funding Corporation (REFCORP).

**Local Agency Debt (Municipal and State Obligations)** – Municipal notes, bonds, and other obligations are securities issued by state and local government agencies to finance capital and operating expenses.

**Money Market Mutual Funds** – Money market mutual funds (MMMFs), called shares of beneficial interest issued by diversified management companies, are mutual funds that invest exclusively in short-term money market instruments. MMMFs seek the preservation of capital as a primary goal while maintaining a high degree of liquidity and providing current income representative of the market for short-term investments. Industry officials may refer to their funds as "money market funds".

**Bankers Acceptances (BAs)** – Bankers’ acceptances (BAs) are money market instruments that are created in the course of bank financing transactions, particularly international trade financings. In creating a BA, a bank accepts responsibility for future payment of a draft or letter of credit issued in the course of a financing transaction, and then sells this obligation at a discount in the money market to an investor. The investor is shielded from the possibility of default on the part of the ultimate borrower because of the bank’s acceptance or guarantee of the BA at maturity.

**Medium-term notes (MTNs)** – Medium-term notes are debt obligations that are continuously offered in a range of maturities. Medium-term notes, defined as all corporate and depository institution debt securities with a maximum remaining maturity of five years or less, issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States. The California Government Code restricts local agencies to the purchase of medium-term notes that meet, among other things, certain term and quality standards.

**Commercial Paper** – Commercial paper (CP) is an unsecured, short-term (under 270

days) promise to repay a fixed amount on a certain future date. Corporations, banks and other borrowers issue CP as a less expensive alternative to short-term loans.

**Non-Negotiable Certificates of Deposit (NCDs)** – A short-term, secured deposit in a financial institution that usually returns principal and interest to the lender at the end of the loan period. These CDs generally carry a penalty if redeemed prior to maturity.

**Local Agency Investment Fund (LAIF)** – LAIF was created in the California State Treasury by Gov. Code §16429. LAIF holds local government funds in trust in a state investment pool in order to provide safety, liquidity and the benefits of the investment pool yield for local government entities invested in LAIF. LAIF may hold a broader range of securities that would not be eligible under the City 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.

**Shares of Beneficial Interest issued by a Joint Powers Authority** – shares of beneficial interest are issued by the joint powers authority, with each share representing an equal proportional interest in the underlying pool of securities owned by the joint powers authority.

**Repurchase Agreements** – A repurchase agreement (repo) is a short-term purchase of securities with a simultaneous agreement to sell the securities back on a specified date at an agreed upon price.

**ATTACHMENT A**  
**SUMMARY OF PERMITTED INVESTMENTS**

<b>AUTHORIZED INVESTMENTS</b>	<b>MAXIMUM % HOLDINGS</b>	<b>PURCHASE RESTRICTIONS</b>	<b>MAXIMUM MATURITY</b>	<b>MINIMUM CREDIT RATINGS *</b>
U.S. Treasury	100%	n/a	5 years	n/a
U.S. Agencies	100%	n/a	5 years	Aa / AA
Commercial Papers	25%	n/a	270 days	P-1 / A-1+
Negotiable CD's	25%	n/a	1 year	P-2 / A-1
Banker's Acceptances	25%	Domestic banks only	180 days	A / A
Fully Collateralized Time Deposits (FDIC insured)	100%	n/a	5 years	n/a
Fully Collateralized Money Market Bank Account	100%	n/a	daily liquidity	n/a
Money Market Funds	100%	NAV = \$1.00	daily liquidity	n/a
Medium Term Notes	25%	n/a	5 years	A for 3 years or less AA for over 3 years
Repurchase Agreements	25%	102% collateral; daily mark-to-market	180 days	n/a
Local Agency Investment Fund	100%	n/a	daily liquidity	n/a
California Asset Management Program (CAMP)	25%	n/a	daily liquidity (CAMP)	AAAm
CA Municipal Obligations	25%	Not issued by City or related City agency	2 years	Aa / AA

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# CITY OF PACIFICA

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## Master Fee Schedule



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**RESOLUTION NO. 56-2023**

**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**

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**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 or maximize the City cost recovery 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 ensure 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**, regular review and modifications to fees and charges are necessary to ensure that they are adequate; and

**WHEREAS**, the City of Pacifica uses the San Francisco – Oakland – Hayward (Bay Area) Price Index for All Urban Consumers (CPI-U) in December of each year as a guideline for future annual increases, which was 4.9% in December 2022; and

**WHEREAS**, staff has modified fees and charges as is described in the Administrative Policy 2 attached hereto as Attachment 1; 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:**

1. The modifications to fees and charges set forth as subject to regular CPI increase (or below CPI), and marked as such in Attachment 1 are hereby approved and become effective on August 13, 2023, or 60 days following the public hearing on June 12, 2023
2. The modifications to fees and charges set forth as new fees and/or fees that are proposed to increase above the CPI price index, marked as such in Attachment 1 are hereby approved and become effective on August 13, 2023, or 60 days following the public hearing on June 12, 2023
3. All fees and charges listed in the Attachment 1 - City of Pacifica Fees & Charges Master Fee Schedule 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 1 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 12<sup>th</sup> day of June, 2023, by the following vote:

**AYES**, Councilmembers: *Beckmeyer, Bier, Bigstych, Boles, Vaterlaus*

**NOES**, Councilmembers: *n/a*

**ABSENT**, Councilmembers: *n/a*

**ABSTAIN**, Councilmembers: *n/a*

*Tygaras Twyrls Bigstych*  
Tygaras Twyrls Bigstych, Mayor

ATTEST:

*Sarah Coffey*  
\_\_\_\_\_  
Sarah Coffey, City Clerk

APPROVED AS TO FORM  
*Michelle Kenyon*  
\_\_\_\_\_  
Michelle Kenyon, City Attorney

**City of Pacifica**  
**2023-2024 Fees & Charges Master Schedule**

Fee Description	Adopted 2023-2024	Adopted 2022-2023
<b>CITY CLERK</b>		
<b>City Council Agenda Packets</b>		
Photocopies (per page; 8 1/2" x 11"/black)	\$0.25	\$0.25
<b>Storage Media Fee (CDs, thumb drives, etc.)</b>	\$17.00	\$16.00
<b>Photocopies</b>	Per page Fee	Per page Fee
8 1/2" x 11"; black (per page)	\$0.25	\$0.25
8 1/2" x 11"; color (per page)	\$1.00	\$1.00
8 1/2" x 14"; black (per page)	\$0.50	\$0.50
8 1/2" x 14"; color (per page)	\$1.50	\$1.50
11" x 17"; black (per page)	\$1.00	\$1.00
11" x 17"; color (per page)	\$2.00	\$2.00
<b>Photocopies - Large Format</b>	Per Sq. Ft.	Per Sq. Ft.
24" x 36" or larger; black (per Square Foot Fee)	\$3.00	\$3.00
24" x 36" or larger; color (per Square Foot Fee)	\$4.00	\$4.00
Appeals to the City Council	\$577.00	\$550.00
Short-Term Rental - Appeal Notice of Violation, Suspension or Revocation to Hearing Officer	\$577.00	\$550.00

\* All debit or credit card payments will be subject to 2.9% service fees effective July 1, 2023

**City of Pacifica**  
**2023-2024 Fees & Charges Master Schedule**

Fee Description	Adopted 2023-2024	Adopted 2022-2023
<b>FINANCE</b>		
<b>Fireworks Permit</b>		
Part 1 (Per Booth due March 31)	\$839.00	\$800.00
Part 2	8% of gross receipts due September 1, 2023	8% of gross receipts due September 1, 2022
Business License	See the Finance Department for fee calculation	See the Finance Department for fee calculation
Sidewalk Vendor Permit Fee	\$112.00	\$107.00
Annual Cannabis Operation Registration Fee (PMC Sec. 3-18.05(c))	\$525.00	\$500
Photocopies (per page)	See City Clerk Page	See City Clerk Page
Storage Media Fee (CDs, thumb drives, etc.)	\$17.00	\$16.00
On Website	Free	Free
Non-Sufficient Funds Charge	\$26.00	\$25.00
Short Term Rental Application Fee	\$1,622.00	\$158.00

\* All debit or credit card payments will be subject to 2.9% service fees effective July 1, 2023

**City of Pacifica**  
**2023-2024 Fees & Charges Master Schedule**

Fee Description	Adopted 2023-2024	Adopted 2022-2023
<b>FIRE</b>		
<b>Operational Permits</b>		
Annual Fire Code Permits (Each)	\$272.00	\$259.00
Permitted activities less than 90-days. Hourly charge. Temporary Permit Required. Per Hour - 1 hour minimum	\$192.00	\$183.00
<b>Plan Review New Construction and/or Tenant Improvements</b>		
Base rate- all occupancies. New Construction, major changes, additions, or as-builts Initial fee includes first hour, hourly charge thereafter.	\$320.00	\$305.00
Plan Check Re-Submittals, minor changes, additions, or as-builts for approved plans ; initial fee includes first hour; hourly charge thereafter.	\$192.00	\$183.00
Misc. items w/o sq. footage- e.g. Install hazardous material, storage tank, HVAC smoke detection, partition wall, etc. hourly charge.	\$192.00	\$183.00
Additional Plan review beyond the first hour.; per hour	\$192.00	\$183.00
Subdivision map review; per hour fee.	\$205.00	\$195.00
<b>Construction Permits</b>		
<b>Underground</b>		
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"	\$469.00	\$447.00
Commercial underground pipe system installations. Includes hydro/flush, rough and final each - Flat Rate	\$662.00	\$631.00
<b>Fire Suppression Systems</b>		
<b>Fire Sprinklers and standpipes</b>		
New commercial & residential sprinkler installations. Includes hydro/flush, rough and final inspections. \$.15 per square foot - Minimum	\$577.00	\$550.00
New manufactured home sprinkler systems. Includes hydro/flush, rough and final inspections each - Flat Rate	\$616.00	\$587.00
Standpipe system installation, includes hydro/flush, rough and hydro, flow test, and final inspections each - Flat Rate	\$807.00	\$769.00
Tenant improvements. 9 or less sprinkler heads Unlimited head change-outs each - Flat Rate	\$183.00	\$174.00
Tenant Improvements- installation/alteration of 10 or more heads. (Head change-outs are not included in count). \$.15 per square foot - Minimum	\$333.00	\$317.00

Fee Description	Adopted 2023-2024	Adopted 2022-2023
<b>FIRE</b>		
Plan Review and Field Inspection/ Acceptance	\$692.00	\$660.00
Other Fire Protection Systems, New & Upgraded installations (Hood and Duct, FM 200, Fixed Extinguisher, Pre-engineered) each - Flat Rate	\$950.00	\$906.00
<b>Fire Alarms</b>		
Existing Fire Alarm Panel Upgrades. includes rough and final inspections. \$.15 per square foot - Minimum	\$333.00	\$317.00
Installation of additional devices on existing system, includes rough and final inspections - Minimum	\$521.00	\$497.00
New installations. , includes rough and final inspections. \$.15 per square foot - Minimum	\$616.00	\$587.00
New installations-- Other Fire Protection Systems, includes rough and final inspections. \$.15 per square foot - Minimum	\$577.00	\$550.00
Fire alarms- repair or exchange devices and radio transmitters - Per Device	\$183.00	\$174.00
<b>Requested Services</b>		
All Other Reports. Cost per report.	\$49.00	\$47.00
Digital Photographs- CD, plus 1 for CD cost	\$87.00	\$83.00
Digital Photographs- Print. Plus \$1.40 per photo cost.	\$93.00	\$89.00
Fire Code Variance Application - per request and none-refundable.	\$792.00	\$755.00
Fire incident reports (per report charge)	\$49.00	\$47.00
Non-Subpoenaed Fire Investigation Reports (per report)	\$49.00	\$47.00
Pre-Inspection I Consultation for daycare facilities, construction projects, etc. Initial	\$162.00	\$154.00
Pre-Inspection of care facilities with 25 or fewer occupants. (Flat Fee)	\$162.00	\$154.00
Pre-Inspection of care facilities with 26 or more occupants. (Flat Fee)	\$304.00	\$290.00
Processed Photographs, plus cost of developing	\$98.00	\$93.00
<b>Site Inspections</b>		
Additional inspections beyond the first, Inspection for which no fee is indicated.	\$183.00	\$174.00
Installation of hazardous materials storage tank	\$240.00	\$229.00
Removal of hazardous material storage tank. Per tank charge. Temporary permit required.	\$183.00	\$174.00
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.	\$240.00	\$229.00
Inspection Outside Normal Business Hours (Per hour, OT rate)	O.T. Rate	O.T. Rate



<b>Fee Description</b>	<b>Adopted 2023-2024</b>	<b>Adopted 2022-2023</b>
<b>FIRE</b>		
<b>Penalties</b>		
Unpermitted construction work Fee plus 2 times fee		
False Alarms- 1st Response	\$0.00	\$0.00
False Alarms- 2nd Response	\$383.00	\$365.00
False Alarms- 3rd Response	\$488.00	\$465.00
False Alarms- 4th+ Response	\$698.00	\$665.00
<b>Annual Fire Safety Inspection &amp; Re-inspections</b>		
A 1 -4 Assembly Occupancies	\$213.00	\$203.00
B Business Office Occupancies	\$123.00	\$117.00
E Educational Occupancies	\$213.00	\$203.00
F Factory Occupancies	\$213.00	\$203.00
H Hazard Occupancies	\$213.00	\$203.00
I Institutional (Nursing Homes) Occupancies	\$213.00	\$203.00
M Mercantile Occupancies	\$160.00	\$153.00
M Mercantile Occupancies (Motor Fuel Sales)	\$176.00	\$168.00
R-1 Occupancies Hotels	\$213.00	\$203.00
R-2 Residential 3 to 20 units	\$109.00	\$104.00
R-2 Residential 21 - 40 Units	\$130.00	\$124.00
R-2 Residential 41- 70 Units	\$160.00	\$153.00
R-2 Residential 71- 90 Units	\$193.00	\$184.00
R-2 Residential 91 - 120 Units	\$252.00	\$240.00
R-2 Residential Over 120 units	\$317.00	\$302.00
R-3 Residential Care less than 24 hours	\$176.00	\$168.00
R-3.1 Licensed Residential Care 24 hour 6 or less	\$213.00	\$203.00
R-4 Residential care 6 or more	\$213.00	\$203.00
S Storage Facilities	\$176.00	\$168.00
U Utility Structures	\$176.00	\$168.00
* All debit or credit card payments will be subject to 2.9% service fees effective July 1, 2023		

**City of Pacifica**  
**2023-2024 Fees & Charges Master Schedule**

Fee Description	Adopted 2023-2024	Adopted 2022-2023
<b>PARKS, BEACHES &amp; RECREATION</b>		
<b>Special Classes</b>		
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
<b>Recreational Facilities Rental other than the Pacifica Community Center</b>		
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.		
<b>Community Picnic Areas</b>		
Frontierland Park – Small Group Picnic Area	\$79.00	\$75.00
Frontierland Park – Large Group Picnic Area	\$262.00	\$250.00
Fairmont/Oddstad Park	\$105.00	\$100.00
4th of July - info/craft booth	\$52.00	\$50.00
4th of July - food booth	\$68.00	\$65.00
<b>Inflatable Bounce House Fee</b>	<b>\$30.00</b>	
<b>Aquatic Classes</b>		
Evening - 8 lessons/30 min. per lesson:		
Semi-Private	\$136.00	\$130.00
Private	\$210.00	\$200.00
Little Bobbers and Tiny Tots	\$76.00	\$72.00
Preschool Levels I, II, III	\$84.00	\$80.00
Learn to Swim Levels I - III	\$84.00	\$80.00
Learn to Swim Levels IV - VI	\$84.00	\$80.00
Daytime - (summer only):		
Semi-Private	\$86.00	\$82.00
Private	\$131.00	\$125.00
Little Bobbers and Tiny Tots	\$47.00	\$45.00
Preschool Levels I, II, III	\$52.00	\$50.00
Learn to Swim Levels I - VI	\$52.00	\$50.00
<b>Oceana Pool Rental</b>		
Swim meets	\$180.00/hour	\$175.00/hour
PSL swim team (home team)	\$131.00	\$125.00
<b>Pool Party Program</b>	\$180.00/hour	\$175.00/hour

Fee Description	Adopted 2023-2024	Adopted 2022-2023
<b>PARKS, BEACHES &amp; RECREATION</b>		
<b>Recreation Swim, Water Aerobics, Lap Swim</b>		
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	\$75/mo, \$215/qrt., or \$795/yr.	\$72/mo, \$206/qrt., or \$792/yr.
All Access Pass: Seniors 60+	\$65/mo, \$185/qrt., or \$715/yr.	\$65/mo, \$185/qrt., or \$713/yr.
Swim Pass (20 swims) - Adults	\$104.00	\$99.00
Swim Pass (20 swims) - Children/Senior Citizens	\$89.00	\$85.00
Swim Pass (10 swims) - Adults	\$57.00	\$54.00
Swim Pass (10 swims) - Children/Senior Citizens	\$47.00	\$45.00
Water Polo Drop In	\$6.00	\$6.00
<b>Recreation Playground Program</b>		
Membership Fee: September thru June	\$288.00	\$275.00
Membership Fee: July/August	\$288.00	\$275.00
<b>J-Teen Center/Afterschool Program</b>		
Membership Fee: September-May	\$367.00	\$350.00
NEW -Membership Fee: January-May	\$262.00	\$250.00
LITE (Leadership in Training Education)	\$79.00	\$75.00
LITE Fieldtrip fees for additional weeks	26.00/week	25.00/week
<b>Special Interest Classes</b>		
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
<b>Senior Programs</b>		
Annual membership (includes monthly newsletter and additional costs for special events)	\$30.00	\$25.00
Replacement Membership or CaR Card	\$5.00	
<b>Child Care Services</b>		
<b>Child care registration fees:</b>		
Wait list fee	\$26.00	\$25.00
One-time, non-refundable fee per child at the time of entry into full cost program (pre-school and school age).	\$80/child	\$75/child
Annual registration per child for summer program slot.	Remove Fee \$0	\$25.00/yr per child
Annual registration, non-refundable fee per child at the time of entry into program (state preschool).	Remove Fee \$0	\$10/yr per child
Late Payment per month for payment after 10th operating day.	\$26.00	\$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

Fee Description	Adopted 2023-2024	Adopted 2022-2023
<b>PARKS, BEACHES &amp; RECREATION</b>		
<b>Preschool Monthly Rates -- Per Child:</b>		
Flat rate. (includes field trips.) 7a.m. -6 p.m.	\$990/mo	\$980/mo
Preschool ½ day (Ocean Shore School)	\$445/mo	\$435/mo
State Preschool ½ day (Fairmont Park & Sunset Ridge School)	\$660/mo	\$650/mo
<b>Kindergarten/School-age School Year (September-June) Monthly Rates Per Child</b>		
Annex Program: Before school and includes additional time during breaks and June after school ends.	\$295/mo	\$285/mo
Annex Program: Before and/or after school-School age. Includes school breaks and last two weeks in June.	\$585/mo	\$575/mo
State Sponsored Child Care Program: Before and/or after school, School-age. Includes school breaks and last two weeks in June.	\$665/mo	\$655/mo
<b>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.</b>		
<b>Kindergarten/School-age Summer Rates (July-August) Monthly Rates Per Child</b>		
Annex Summer Program: Flat rate per month for families who are currently enrolled in the year-round program, includes field trips.	\$595/mo	\$585/mo
Annex Summer Program: 4 week Summer School / Thinkbridge 1/2 day program.	Non-operational in FY 2023-24	Non-operational in FY 2022-23
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 2023-24	Non-operational in FY 2021-22
Field trip charge per child, per event, drop-ins.	\$16.00	\$15.00
<b>Beach Parking</b>		
Annual Beach Parking Pass	\$76.00	\$72.00
Daily Parking		
0 - 4 hours	\$7.00	\$ 7.00
5 - 8 hours	\$9.00	\$ 9.00
<b>Pacifica Beach Resource Parking Pass (annual)</b>	\$26.00	\$ 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		
<b>Beach Use (not including surf events):</b> 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.	\$210/day/event	\$200/day/event

Fee Description	Adopted 2023-2024	Adopted 2022-2023
<b>PARKS, BEACHES &amp; RECREATION</b>		
<b>Surf Events/Skatepark Events - (security/cleaning deposit required)</b>		
Whole skatepark contest	\$370/day plus cleaning deposit of \$251	\$350/day plus cleaning deposit of \$251
Half day skatepark	\$225/day plus cleaning deposit of \$125	\$200/day plus cleaning deposit of \$125
Surf event for local surf clubs, local businesses and non-profit groups.	\$370 per day	\$350 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.	\$800 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.)
Skate Park Camp Fee	\$100 per hour	
<b>Surf Camps</b>		
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	\$1,175.00	\$1,120.00
Large Camp	\$1,406.00	\$1,340.00
Community Access Partner Permit/Non-profit (25 students)	\$200.00	
*pending Coastal Commission approval		
<b>Film/Photo Shoots</b>		
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 day
Commercial filming (less than 3 support vehicles)	\$600 per day	\$600 per day
Major commercial filming. (Additional fees may be determined based on vehicles/additional staff time/impact on area.)	\$1,200 per day	\$900 per day
<b>Weddings/Ceremonies/Races on Beaches, Pier, Trails or in Parks</b>		
99 or fewer participants	\$250 per day	\$250 per day
100 or more participants (maximum 150)	\$350 per day	\$350 per day
Recreation Trail Use	\$175.00 per day/event	\$150.00 per day/event

Fee Description	Adopted 2023-2024	Adopted 2022-2023
<b>PARKS, BEACHES &amp; RECREATION</b>		
<b>Community Center Rentals - Weekdays (per hour)</b>		
<b>Pacifica Community Center Rental</b>		
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 for more information
<b>Resident - Weekdays</b>		
Auditorium	\$63.00	\$60.00
Dance Studio	\$47.00	\$45.00
Card Room	\$42.00	\$40.00
Portola Room	\$42.00	\$40.00
Craft Room	\$37.00	\$35.00
Ceramics Room	\$21.00	\$20.00
Game Room	\$21.00	\$20.00
Art Gallery	\$21.00	\$20.00
Meeting Room	\$21.00	\$20.00
<b>Non-Resident - Weekdays</b>		
Auditorium	\$105.00	\$100.00
Dance Studio	\$63.00	\$60.00
Card Room	\$47.00	\$45.00
Portola Room	\$47.00	\$45.00
Craft Room	\$42.00	\$40.00
Ceramics Room	\$26.00	\$25.00
Game Room	\$26.00	\$25.00
Art Gallery	\$26.00	\$25.00
Meeting Room	\$26.00	\$25.00
<b>Non-Profit - Weekdays</b>		
Auditorium	\$37.00	\$35.00
Dance Studio	\$26.00	\$25.00
Card Room	\$21.00	\$20.00
Portola Room	\$21.00	\$20.00
Craft Room	\$16.00	\$15.00
Ceramics Room	\$16.00	15.00
Game Room	\$16.00	\$15.00
Art Gallery	\$16.00	\$15.00
Meeting Room	\$16.00	\$15.00
<b>Commercial - Weekdays - provided no items are sold</b>		
Auditorium	\$131.00	\$125.00
Dance Studio	\$89.00	\$85.00
Card Room	\$52.00	\$50.00
Portola Room	\$52.00	\$50.00
Craft Room	\$47.00	\$45.00
Ceramics Room	\$31.00	\$30.00
Game Room	\$31.00	\$30.00
Art Gallery	\$31.00	\$30.00
Meeting Room	\$31.00	\$30.00

Fee Description	Adopted 2023-2024	Adopted 2022-2023
<b>PARKS, BEACHES &amp; RECREATION</b>		
<b>Community Center Rentals - Weekends (per hour)</b>		
<b>Resident - Weekends</b>		
Entire Building	\$220.00	\$210.00
Auditorium	\$105.00	\$100.00
Dance Studio	\$84.00	\$80.00
Card Room	\$79.00	\$75.00
Portola Room	\$79.00	\$75.00
Craft Room	\$68.00	\$65.00
Ceramics Room	\$52.00	\$50.00
Game Room	\$52.00	\$50.00
Art Gallery	\$52.00	\$50.00
Meeting Room	\$52.00	\$50.00
<b>Non-Resident - Weekends</b>		
Entire Building	\$278.00	\$265.00
Auditorium	\$157.00	\$150.00
Dance Studio	\$115.00	\$110.00
Card Room	\$84.00	\$80.00
Portola Room	\$84.00	\$80.00
Craft Room	\$73.00	\$70.00
Ceramics Room	\$58.00	\$55.00
Game Room	\$58.00	\$55.00
Art Gallery	\$58.00	\$55.00
Meeting Room	\$58.00	\$55.00
<b>Non-Profit</b>		
Entire Building	\$205.00	\$195.00
Auditorium	\$79.00	\$75.00
Dance Studio	\$63.00	\$60.00
Card Room	\$58.00	\$55.00
Portola Room	\$58.00	\$55.00
Craft Room	\$47.00	\$45.00
Ceramics Room	\$47.00	\$45.00
Game Room	\$47.00	\$45.00
Art Gallery	\$47.00	\$45.00
Meeting Room	\$47.00	\$45.00
<b>Commercial - Weekends - provided no items are sold</b>		
Entire Building	\$288.00	\$275.00
Auditorium	\$178.00	\$170.00
Dance Studio	\$126.00	\$120.00
Card Room	\$84.00	\$80.00
Portola Room	\$84.00	\$80.00
Craft Room	\$79.00	\$75.00
Ceramics Room	\$58.00	\$55.00
Game Room	\$58.00	\$55.00
Art Gallery	\$58.00	\$55.00
Meeting Room	\$58.00	\$55.00

Fee Description	Adopted 2023-2024	Adopted 2022-2023
<b>PARKS, BEACHES &amp; RECREATION</b>		
Philanthropic/City-Sponsor		
<p><b>Philanthropic, non-profit events that financially benefit the City by a minimum of \$10,000.</b> 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&amp;R Director (or designee) and approved by City Manager (or designee).</p>		
* All debit or credit card payments will be subject to 2.9% service fees effective July 1, 2023		



**City of Pacifica**  
**2023-2024 Fees & Charges Master Schedule**

Fee Description	Adopted 2023-2024	Adopted 2022-2023
<b>POLICE</b>		
<b>False Alarms</b>		
First Response	No Charge	No Charge
Second through fifth responses	\$160.00	\$153.00
Six or more responses	\$250.00	\$238.00
<b>False Alarms without permit</b>		
First Response	No Charge	No Charge
Second through fifth responses	\$250.00	\$238.00
Six or more responses	\$250.00	\$238.00
<b>Photograph (digital)</b>		
Disc of photos	\$87.00	\$83.00
<b>Audio/Video Request</b>		
Audio/Video Request	\$101.00	\$96.00
Audio/Video Request with Redaction Required (per hour)	\$189.00	\$180.00
<b>Arcade Permit</b>		
Annual Renewal Fee	\$64.00	\$61.00
Application Fee	\$38.00	\$36.00
<b>Block Party Permits</b>	\$65.00	\$62.00
<b>Masseur/Masseuse</b>		
New -Non State Certified (Non-Practitioner)	\$424.00	\$404.00
Non-State Certified Live Scan (Plus DOJ & FBI Fee)	\$34.00	\$32.00
New - State Certified (Owner-Practitioner)	\$65.00	\$62.00
Renewal	\$33.00	\$31.00
Amendment to City Registration Certificate	\$33.00	\$31.00
<b>Administrative Fee for Firearms (Per Penal Code 12021.3J)</b>		
For release to owner	\$430.00	\$410.00
<b>Taxi Cab Operation</b>		
Permit / Background Investigation	\$165.00	\$157.00
Taxi Cab Permit Live Scan (Plus DOJ & FBI Fee)	\$34.00	\$32.00
Vehicle Inspection	\$127.00	\$121.00

Fee Description	Adopted 2023-2024	Adopted 2022-2023
<b>POLICE</b>		
<b>General</b>		
Case Reports (Per Public Records Act)	No Charge	No Charge
Good conduct letter for Visa (record review)	\$68.00	\$65.00
Bingo Permit: New	\$38.00	\$36.00
Bingo Permit: Annual Renewal Fee	\$38.00	\$36.00
Second Hand Dealers	\$166.00	\$158.00
Tow Service Contract	\$252.00	\$240.00
Tow Driver Live Scan ( <i>Plus DOJ &amp; FBI Fee</i> )	\$34.00	\$32.00
Alarm Permit	\$106.00	\$101.00
Alarm Permit Renewal	\$56.00	\$53.00
Subpoena Deuces Tecum for Records (1563(b)(6) CA Evidence Code)	\$17.00	\$16.00
Fortune Telling	\$73.00	\$70.00
Private Property abatement	\$281.00	\$268.00
Vehicle Release Administrative Costs (all but victims)	\$170.00	\$162.00
Franchise Tow Fee	\$50.00	\$50.00
General Research (per hour)	\$100.00	\$95.00
Storage of Property (Per Civil Code 2080.1(b))	1.00/Per Day	1.00/Per Day
Tobacco Retailer License	\$97.00	\$92.00
Ink Roll Fingerprinting	\$31.00	\$30.00
Live Scan Fingerprinting	\$31.00	\$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	\$63.00	\$60.00
Repossession Fee (Per G.C. 26751)	\$16.00	\$15.00
Temporary Recreational Vehicle Loading/Unloading Permit	\$16.00	\$15.00

Fee Description	Adopted 2023-2024	Adopted 2022-2023
<b>POLICE</b>		
<b>Municipal Code Violations</b>		
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

Fee Description	Adopted 2023-2024	Adopted 2022-2023
<b>POLICE</b>		
<b>Administrative Violations</b>		
4.3.202(a) Sale, Use, or Discharge of <b>dangerous</b> Fireworks	\$1,000.00	\$1,000.00
4-3.202(b) Possession of 25 pounds or less of <b>dangerous</b> 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	\$100.00	\$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

Fee Description	Adopted 2023-2024	Adopted 2022-2023
<b>POLICE</b>		
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	\$787.00	\$750.00
Cannabis Operation - Employee Background : Live Scan (Plus DOJ & FBI Fee)	\$31.00	\$30.00
Cannabis Operation- Owner/Operator Background: Live Scan (Plus DOJ & FBI Fee) and Consultant Background Fee (Payable to City Consultant)	\$346.00	\$330.00
Cannabis Public Safety License Fee - Yearly License Renewal	\$24,732.00	\$23,577.00
* All debit or credit card payments will be subject to 2.9% service fees effective July 1, 2023		

**City of Pacifica  
2023-2024 Fees & Charges Master Schedule**

<b>Fee Description</b>	<b>Adopted 2023-2024</b>	<b>Adopted 2022-2023</b>
<b>PLANNING</b>		
<b>Planning Division</b>		
<b>Planning / Engineering Hourly Rate</b>	\$250.00	\$238.00
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	\$750.00	\$713.00
Applicant shall pay CEQA document filling 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 <a href="https://www.wildlife.ca.gov/Conservation/CEQA/Fees">https://www.wildlife.ca.gov/Conservation/CEQA/Fees</a>	Fees as adopted by State of California and San Mateo County Clerk.	Fees as adopted by State of California and San Mateo County Clerk.
<b>Specialized Planning Services inc. Environmental Document Preparation with Supporting Technical Studies</b>		
Applicant shall pay full consultant cost.	Full Contract amount	Full Contract amount
<b>General Planning Fees</b>		
General Research Fee	\$250.00/hr, plus actual material cost	\$238.00/hr, plus actual material cost
Business License request for zoning consistency (half-hourly rate)	\$125.00 (half hour of staff time)  New fee required if License is denied and resubmitted	\$119.00 (per half hour of work)  New fee required if License is denied and resubmitted
Home Occupation Permits	\$125.00	\$119.00

Fee Description	Adopted 2023-2024	Adopted 2022-2023
<b>PLANNING</b>		
Tree Permit (removal, encroachment, or substantially trim) not associated with a building permit; hourly rate (PMC Title 4, Chapter 12)	\$1,000.00	N/A
Tree Permit (removal, encroachment, or substantially trim) associated with a building permit application; hourly rate	\$250.00	\$238.00
Tree Permit Appeal Fee	\$577.00	\$426.00
Other Administrative Permits; hourly rate plus actual material cost.	\$250.00/hr	\$238.00/hr
Appeal of Planning Director/Zoning Administrator administrative approvals and zoning interpretations	\$577.00	N/A
General Plan maintenance fee	See Building Division section of schedule	See Building Division section of schedule
Review of Building Permit (hourly rate)	\$250.00/hr	\$238.00/hr
Zoning verification letter	\$125.00	\$119.00
Biennial Wireless Communications Facility Certification (PMC 9-4.2608(a)(7))	\$250.00/hr	\$238.00/hr
Banner /Temporary Signage Requests (private property)	\$125.00	\$119.00
Requests for Public Necessity and Convenience Determinations for ABC License	\$250.00	\$238.00
Special Events on Private Property	\$250.00	\$238.00
Pumpkin /X-Mas Tree Lots	\$750.00, plus \$500 refundable deposit	\$714.00, plus \$500 refundable deposit
Requests for Address Assignment/Change	\$250.00	\$238.00
<b>Growth Management Allocations pursuant to PMC Title 9, Chapter 5</b>	\$250.00	\$238.00
<b>Mobile Home Fair Return Adjustment Requests</b>	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.
<b>General</b>		
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

Fee Description	Adopted 2023-2024	Adopted 2022-2023
<b>PLANNING</b>		
<b>Building Division</b>		
<b>Building Permit Fee (Based on Dollar Valuation)**</b>		
\$1.00 to \$500	\$71.00	\$67.00
\$501 to \$2,000	\$71.00 for first \$500 plus \$4.00 for each additional \$100 or fraction thereof.	\$67.00 for first \$500 plus \$4.00 for each additional \$100 or fraction thereof.
\$2,001 to \$25,000	\$131.00 for first \$2,000 plus \$19.00 for each additional \$1,000 or fraction thereof.	\$135.00 for first \$2,000 plus \$19.00 for each additional \$1,000 or fraction thereof.
\$25,001 to \$50,000	\$568.00 for first \$25,000 plus \$17.00 for each additional \$1,000 or fraction thereof.	\$591.00 for first \$25,000 plus \$17.00 for each additional \$1,000 or fraction thereof.
\$50,001 to \$100,000	\$993.00 for first \$50,000 plus \$9.00 for each additional \$1,000 or fraction thereof.	\$1,054.00 for first \$50,000 plus \$9.00 for each additional \$1,000 or fraction thereof.
\$100,001 to \$500,000	\$1,443.00 for first \$100,000 plus \$8.00 for each additional \$1,000 or fraction thereof.	\$1,109.00 for first \$100,000 plus \$8.00 for each additional \$1,000 or fraction thereof.
\$500,001 to \$1,000,000	\$4,643.00 for first \$500,000 plus \$6.00 for each additional \$1,000 or fraction thereof.	\$5,095.00 for first \$500,000 plus \$6.00 for each additional \$1,000 or fraction thereof.
\$1,000,000 and above	\$7,643.00 for first \$1,000,000 plus \$5.00 for each additional \$1,000 or fraction thereof.	\$8,303.00 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.		



Fee Description	Adopted 2023-2024	Adopted 2022-2023
<b>PLANNING</b>		
<b>Plan Check and Other Building Permit and Inspection Fees</b>		
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	0.252% 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.	\$250.00	\$238.00
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.

Fee Description	Adopted 2023-2024	Adopted 2022-2023
<b>PLANNING</b>		
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	For contracted positions, fee is actual consultant cost. For in-house City employee positions, fee is time and a half, two hour minimum
Building without Permit	Double Building Permit Fee	Double Building Permit Fee
See Engineering for other encroachment, plan check, drainage fee, and other applicable fees		
<b>Solar Photovoltaic System, pursuant to Government Code Section 66015</b>		
Residential	\$250 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	\$375 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.
<b>Solar Thermal System, pursuant to Government Code Section 66015</b>		
Residential	\$250 flat fee, plus \$15 per kilowatt thermal (kwth) above 10 kwth. State required SMIP and Building Standards Fee based on valuation will be applied.	N/A
Commercial	\$375 flat fee up to 30 kwth, plus \$7 per kwth between 31-260 kwth and plus \$5 per kw above 260kwth. State required SMIP and Building Standards Fee based on valuation will be applied.	N/A
<b>Strong-Motion Instrumentation Program (SMIP) Fees pursuant to California Codes, Public Resources Code Section 2700-2709.1</b>		
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

Fee Description	Adopted 2023-2024	Adopted 2022-2023
<b>PLANNING</b>		
<b>Electrical Permit Fees</b>		
Private Swimming Pools	\$83.00	\$79.00
Nonresidential Appliances; cost for each	\$7.00	\$7.00
Temporary Power Service; cost for each	\$42.00	\$40.00
(N) Residential Bldg.; cost per square foot	\$0.00	\$0.12
Electrical Services (<=200 AMP); cost for each	\$52.00	\$50.00
Electrical Services (<200 to 1000 AMP); cost for each	\$107.00	\$102.00
Electrical Services (<1000 AMP); cost for each	\$215.00	\$205.00
Residential Appliances; cost for each	\$7.00	\$7.00
(N) Multi-Family Bldg.; cost per square foot	\$0.00	\$0.11
Signs, Outline Lighting and Marquees; cost for each	\$29.00	\$28.00
Misc. Apparatus, Conduits and Conductors; cost for each	\$33.00	\$31.00
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)	\$21.00	\$20.00
Power Apparatus (Over 10 and not over 50)	\$43.00	\$41.00
Power Apparatus (Over 50 and not over 100)	\$86.00	\$82.00
Power Apparatus (Over 100)	\$129.00	\$123.00
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	\$43.00	\$41.00
Electrical Permit Issuance (Special Cases)	\$16.00	\$15.00
	\$0.00	
<b>Mechanical Permit Fees</b>	\$0.00	
Furnace (<=100k BTU)	\$28.00	\$27.00
Furnace (>100k to 500k BTU)	\$37.00	\$35.00
Appliance Vents	\$15.00	\$14.00
Boilers, Compressors, and Absorption Systems (<=3hp or 100k BTU)	\$26.00	\$25.00
Boilers, Compressors, and Absorption Systems (<=15hp or 500k BTU)	\$50.00	\$48.00
Boilers, Compressors, and Absorption Systems (<=30hp or 1000k BTU)	\$69.00	\$66.00
Boilers, Compressors, and Absorption Systems (<=50hp or 1750k BTU)	\$101.00	\$96.00
Boilers, Compressors, and Absorption Systems (>=50hp or 17500k BTU)	\$101.00	\$96.00
Hood	\$21.00	\$20.00
Air Handlers (<=10k CFM)	\$21.00	\$20.00
Air Handlers (>10k CFM)	\$35.00	\$33.00
Evaporative Cooler	\$21.00	\$20.00
Vent Fan (Single Duct)	\$15.00	\$14.00
Vent System	\$21.00	\$20.00
Incinerators (Residential)	\$21.00	\$20.00
Incinerators (Comm)	\$21.00	\$20.00
Miscellaneous Mechanical	\$21.00	\$20.00
Mechanical Permit Issuance	\$43.00	\$41.00
Mechanical Permit Issuance (Special Cases)	\$16.00	\$15.00

<b>Fee Description</b>	<b>Adopted 2023-2024</b>	<b>Adopted 2022-2023</b>
<b>PLANNING</b>		
<b>Plumbing Permit Fees</b>		
Fixtures & Vents;	\$15.00	\$14.00
Fixtures & Vents (Repair/Alteration)	\$15.00	\$14.00
Cesspool	\$19.00	\$18.00
Sewage Disposal System	\$73.00	\$70.00
Grease Interceptors	\$13.00	\$12.00
Rainwater systems	\$19.00	\$18.00
Water Piping	\$19.00	\$18.00
Water heater	\$19.00	\$18.00
Public Spa	\$112.00	\$107.00
Gas Piping	\$9.00	\$9.00
Public Pool	\$170.00	\$162.00
Private Pool	\$112.00	\$107.00
Private Spa	\$112.00	\$107.00
Sewer	\$28.00	\$27.00
Backflow	\$19.00	\$18.00
Backflow device over 2"	\$19.00	\$18.00
Miscellaneous Plumbing	\$19.00	\$18.00
Plumbing Permit Issuance; cost for issuing each permit.	\$43.00	\$41.00
Plumbing Permit Issuance (Special Cases). For issuing each supplemental permit for which the original permit has not expired, been cancelled or finalized.	\$16.00	\$15.00
<b>New Construction Development Impact Fees (calculated by Public Works, Engineering Division)</b>		
<b>In-Lieu Park Dedication Fee (PMC 10-1.803 and 8-19.02)</b>		
Contact Engineering Division for fee calculation		
<b>Oceana/Manor/Palmetto Mitigation Fee (PMC8-18.04)</b>		
Contact Engineering Division for fee calculation		
See Engineering Section for other encroachment, plan check, drainage fee, and other applicable fees		
<b>Capital Improvement Fee</b>	As required by Pacifica Municipal Code Title 7, Chapter 4.	As required by Pacifica Municipal Code Title 7, Chapter 4.
<b>Sewer Connection, Inspection, and Plan Check Fees</b>	Plant Section of Master Fee Schedule	Treatment Plant Section of Master Fee Schedule

Fee Description	Adopted 2023-2024	Adopted 2022-2023
<b>PLANNING</b>		
<b>Code Enforcement</b>		
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
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.	50% of fine, plus full fine amount	50% of fine, plus full fine amount
Public Nuisance Abatement Assessment	Actual abatement cost - 100% to property owner plus 10% administrative fee	Actual abatement cost - 100% to property owner plus 10% administrative fee
<p>* All debit or credit card payments will be subject to 2.9% service fees effective July 1, 2023</p>		

**City of Pacifica**  
**2023-2024 Fees & Charges Master Schedule**

Fee Description	Adopted 2023-2024	Adopted 2022-2023
<b>PUBLIC WORKS</b>		
Encroachment permits and inspection; hourly charge rate basis	\$250.00	\$238.00
Sidewalk repair and street openings by private contractor; hourly charge rate basis	\$250.00	\$238.00
<b>Penalties</b>		
Unpermitted construction work	Double Engineering Permit Cost	Double Engineering Permit Cost
Publication vending machine permit	\$540.00	\$515.00
<b>City Maps 24" x 36'</b>		
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	\$17.00	\$16.00
Electronic Copy on USB Portable Thumb Drive	\$51/4MB Drive	\$51/4MB Drive
<b>Photocopies</b>		
	Per page Fee	Per page Fee
8 1/2" x 11"; black (per page)	\$0.25	\$0.25
8 1/2" x 11"; color (per page)	\$1.00	\$1.00
8 1/2" x 14"; black (per page)	\$0.50	\$0.50
8 1/2" x 14"; color (per page)	\$1.50	\$1.50
11" x 17"; black (per page)	\$1.00	\$1.00
11" x 17"; color (per page)	\$2.00	\$2.00
<b>Photocopies - Large Format</b>		
	Per Sq. Ft.	Per Sq. Ft.
24" x 36" or larger; black (per Square Foot Fee)	\$3.00	\$3.00
24" x 36" or larger; color (per Square Foot Fee)	\$4.00	\$4.00
<b>Engineering Standard Drawing</b>		
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	\$40.00	\$38.00

Fee Description		Adopted 2023-2024	Adopted 2022-2023
<b>PUBLIC WORKS</b>			
<b>General</b>			
	General Engineering Development Application Reviews; hourly charge	\$250.00	\$238.00
	Residential and non-residential public improvement plan checking and inspection; hourly charge	\$250.00	\$238.00
	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 \$250/hour and for Contract or consultant services	\$5,000 initial deposit; charged at the rate of \$238/hour and for Contract or consultant services
	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 \$250/hour and for Contract or consultant services	\$5,000 initial deposit; charged at the rate of \$238/hour and for Contract or consultant services
	Street/curb openings by utilities; hourly charge	\$250.00	\$238.00
	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 \$250/hour and for Contract or consultant services	\$5,000 initial deposit; charged at the rate of \$238/hour and for Contract or consultant services
	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 \$250/hour	\$2,226 initial deposit; charged at the rate of \$238/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	\$250.00	\$238.00
	Surface Mining Violation (found during inspection)		
	Paint Driveway Curb Tips	\$250.00	\$238.00
	Pollution Prevention Inspection Fee, Hourly charge, Per Municipal Code Sec. 6-12.301	\$250.00	\$238.00

Fee Description	Adopted 2023-2024	Adopted 2022-2023
<b>PUBLIC WORKS</b>		
<b>New Construction Development Impact Fees</b>		
<b>Highway 1 Improvement Fee (PMC 8-15.04)</b>	As required by Pacifica Municipal Code PMC 8-15.04	As required by Pacifica Municipal Code PMC 8-15.04
<i>Contact Engineering Division for fee calculation</i>		
<b>In-Lieu Park Dedication Fee (PMC 10-1.803 and 8-19.02)</b>	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, and updated by Ordinance 878-C.S., adopted May 9, 2022.
<i>Contact Engineering Division for fee calculation</i>		
<b>Oceana/Manor/Palmetto Mitigation Fee (PMC8-18.04)</b>	As required by Pacifica Municipal Code PMC8-18.04	As required by Pacifica Municipal Code PMC8-18.04
<i>Contact Engineering Division for fee calculation</i>		
<b>Capital Improvement Fee</b>	As required by Pacifica Municipal Code Title 7, Chapter 4.	As required by Pacifica Municipal Code Title 7, Chapter 4.
<i>Contact Building Department for fee calculation</i>		
<b>Subdivision Drainage Fee (PMC 7-4.101)</b>	As required by Pacifica Municipal Code PMC 7-4.101	As required by Pacifica Municipal Code PMC 7-4.101
<i>Contact Engineering Division for fee calculation</i>		
<b>Rockaway Beach Specific Plan Parking In-Lieu Fee (PMC 3-13.02(d)(6), Updated by Resolution 22-2020)</b>		
<i>Per Parking Space. (Fee adjusted each year based on CCI.)</i>	\$45,628.00	\$43,497.00



Fee Description	Adopted 2023-2024	Adopted 2022-2023
<b>PUBLIC WORKS</b>		
Sharp Park Specific Plan Parking In-Lieu Fee (Established by Resolution 25-2020)	\$45,628.00	\$43,497.00
<i>Per Parking Space. (Fee adjusted each year based on CCI.)</i>		
Utility Pavement Cut Fee*		
Functional Class	Age Group	Adopted 2022-2023 Unit Cost 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
*Proposed 2023-2024 Unit Cost Cut Area as required by Pacifica Municipal Code PMC 7-2.214		
<p>Accessory Dwelling Units (ADU): Utility Pavment 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.</p>		
<p>Partial or Full Credit Utility Cut Fees for Developments with Pavement Improvements: A credit my be applied against the Utility Cut Fees for completing frontage roadway paving.</p>		
<p>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.</p>		
Construction Vehicle Impact Fee		
Per Square Foot	Residential Unit / Multi-Family Fee	Residential Unit / Multi-Family Fee
	\$1.25/ sq. ft.	\$1.19 / sq. ft.
<p>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.</p>		
* All debit or credit card payments will be subject to 2.9% service fees effective July 1, 2023		

**City of Pacifica  
2023-2024 Fees & Charges Master Schedule**

Fee Description		Adopted 2023-2024	Adopted 2022-2023
<b>WASTEWATER TREATMENT PLANT</b>			
DEVELOPMENT CONNECTION FEES (Account No. 34.900000.46751.0000.000)			
Connection Fees (Sec. 6-11.102)			
Residential Units (Single, Town, Condo) and Multi-Family Dwellings	<b>Water Meter Size</b>	<b>Cost</b>	<b>Cost</b>
	1"	Fee shall be increased based on CCI as of July 1st as required by Pacifica Municipal Code PMC 6-11.102 and updated by Ord. 879-C.S., eff. June 22, 2022	\$12,391
	1 1/2"		\$24,782
	2"		\$39,651
	3"		\$74,346
	4"		\$123,910
	6"		\$247,820
	8"		\$369,512
Commercial Units	<b>Water Meter Size</b>		<b>Cost</b>
	1"	Fee shall be increased based on CCI as of July 1st as required by Pacifica Municipal Code PMC 6-11.102 and updated by Ord. 879-C.S., eff. June 22, 2022	\$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

Fee Description		Adopted 2023-2024	Adopted 2022-2023																								
<b>WASTEWATER TREATMENT PLANT</b>																											
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	Fee shall be increased based on CCI as of July 1st as required by Pacifica Municipal Code PMC 6-11.102 and updated by Ord. 879-C.S., eff. June 22, 2022	Total DFU x \$652.16																								
Inspection and Plan Review Fee	Plan review and inspection; hourly charge rate basis	\$250	\$238																								
<b>SEWER SERVICE CHARGES</b> (Account No. 18.940000.46755.0000.000)																											
Annual Sewer Service Charges (Sec. 6-6.401 to 6-6.408)	Measurement Period	March 2022 to February 2023	March 2021 to February 2022																								
Residential	Annual Minimum Service Charge	\$967.38 (48 Annual Units of Water Consumption x \$20.15374)	\$934.67 (48 Annual Units of Water Consumption x \$19.47221)																								
	Annual Service Charge	Actual Annual Units of Water Consumption x 90% x \$20.15374	Actual Annual Units of Water Consumption x 90% x \$19.47221																								
Commercial	Annual Service Charge	Actual Annual Units of Water Consumption x \$20.15374 x strength factor	Actual Annual Units of Water Consumption x \$19.47221 x strength factor																								
<p>*Strength Multiplier / Factor = 44% + (28% x (BOD + TSS)/175)</p> <p>1. BOD = Biochemical Oxygen Demand</p> <p>2. TSS = Total Suspended Solids</p> <table border="0" style="width: 100%;"> <thead> <tr> <th colspan="4" style="text-align: center;"><u>Typical Strength Multiplier/Factor</u></th> </tr> </thead> <tbody> <tr> <td style="width: 30%;">Residential</td> <td style="width: 10%;">1</td> <td style="width: 30%;">Gymnasium</td> <td style="width: 30%;">0.9</td> </tr> <tr> <td>Cleaners</td> <td>1.2</td> <td>Car washes</td> <td>0.9</td> </tr> <tr> <td>Restaurants with functioning grease traps</td> <td>1.6</td> <td>Laundromats</td> <td>0.75</td> </tr> <tr> <td>Restaurants without functioning grease traps</td> <td>1.8</td> <td></td> <td></td> </tr> <tr> <td>Any Other Business</td> <td>1</td> <td colspan="2" style="text-align: right;">or Calculated Value whichever is higher</td> </tr> </tbody> </table> <p>**Drainage Fixture Unit Values are based on the latest Uniform Plumbing Code Table 702.1</p>				<u>Typical Strength Multiplier/Factor</u>				Residential	1	Gymnasium	0.9	Cleaners	1.2	Car washes	0.9	Restaurants with functioning grease traps	1.6	Laundromats	0.75	Restaurants without functioning grease traps	1.8			Any Other Business	1	or Calculated Value whichever is higher	
<u>Typical Strength Multiplier/Factor</u>																											
Residential	1	Gymnasium	0.9																								
Cleaners	1.2	Car washes	0.9																								
Restaurants with functioning grease traps	1.6	Laundromats	0.75																								
Restaurants without functioning grease traps	1.8																										
Any Other Business	1	or Calculated Value whichever is higher																									
* All debit or credit card payments will be subject to 2.9% service fees effective July 1, 2023:																											

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# CITY OF PACIFICA

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## Supplemental Statistical Information



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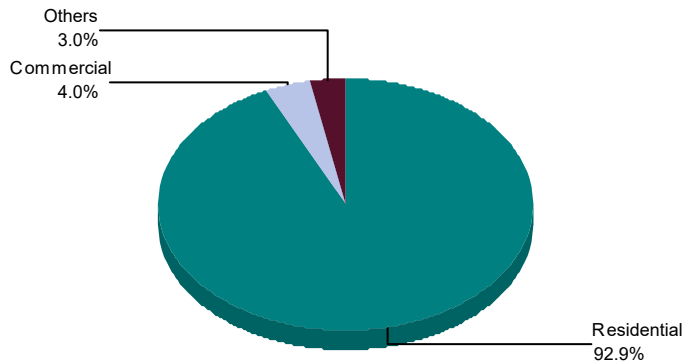
# THE CITY OF PACIFICA

## 2022/23 USE CATEGORY SUMMARY

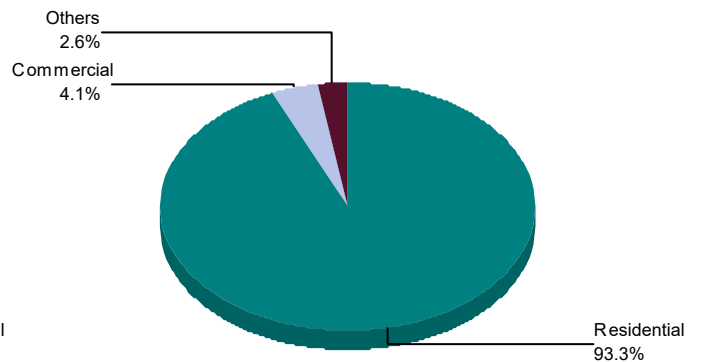
### BASIC PROPERTY VALUE TABLE

Category	Parcels	Assessed Value	Net Taxable Value
Residential	11,803	\$7,320,626,456 (92.9%)	\$7,264,880,206 (93.3%)
Commercial	216	\$318,427,058 (4.0%)	\$316,310,685 (4.1%)
Industrial	15	\$28,912,277 (0.4%)	\$28,912,277 (0.4%)
Govt. Owned	69	\$553,886 (0.0%)	\$553,886 (0.0%)
Institutional	47	\$35,543,451 (0.5%)	\$4,902,309 (0.1%)
Miscellaneous	26	\$6,909,657 (0.1%)	\$6,909,657 (0.1%)
Recreational	29	\$9,001,858 (0.1%)	\$8,615,944 (0.1%)
Vacant	585	\$120,222,765 (1.5%)	\$117,904,095 (1.5%)
Unsecured	[270]	\$37,552,560 (0.5%)	\$37,142,094 (0.5%)
<b>TOTALS</b>	<b>12,790</b>	<b>\$7,877,749,968</b>	<b>\$7,786,131,153</b>

**ASSESSED VALUE**

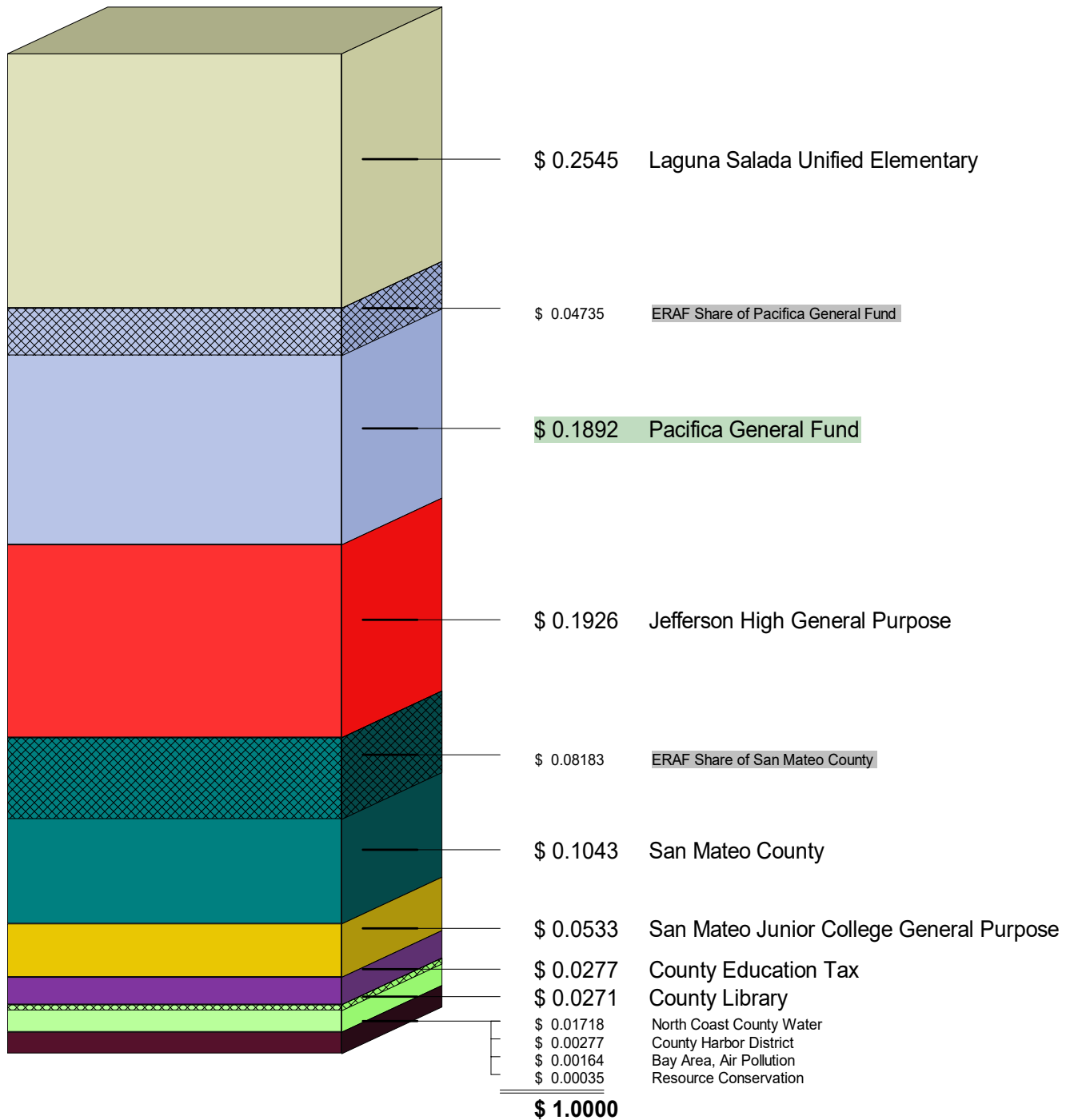


**NET TAXABLE VALUE**



# 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 2022/23 Annual Tax Increment Tables

Prepared On 8/21/2023 By MV

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



# THE CITY OF PACIFICA

## 2022/23 ROLL SUMMARY

### Taxable Property Values

	Secured	Nonunitary Utilities	Unsecured
Parcels	12,790	0	270
TRAs	23	0	9
<b>Values</b>			
Land	3,924,189,865	0	2,697,268
Improvements	3,911,598,381	0	4,647,199
Personal Property	2,920,607	0	20,515,031
Fixtures	1,488,555	0	9,693,062
Aircraft	0	0	0
<b>Total Value</b>	<b>\$7,840,197,408</b>	<b>\$0</b>	<b>\$37,552,560</b>
<b>Exemptions</b>			
Real Estate	91,064,425	0	35,090
Personal Property	141,884	0	285,885
Fixtures	2,040	0	89,491
Aircraft	0	0	0
Homeowners*	52,194,800	0	0
<b>Total Exemptions*</b>	<b>\$91,208,349</b>	<b>\$0</b>	<b>\$410,466</b>
<b>Total Net Value</b>	<b>\$7,748,989,059</b>	<b>\$0</b>	<b>\$37,142,094</b>

Combined Values	Total
<b>Total Values</b>	<b>\$7,877,749,968</b>
<b>Total Exemptions</b>	<b>\$91,618,815</b>
<b>Net Total Values</b>	<b>\$7,786,131,153</b>
<b>Net Aircraft Values</b>	<b>\$0</b>

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

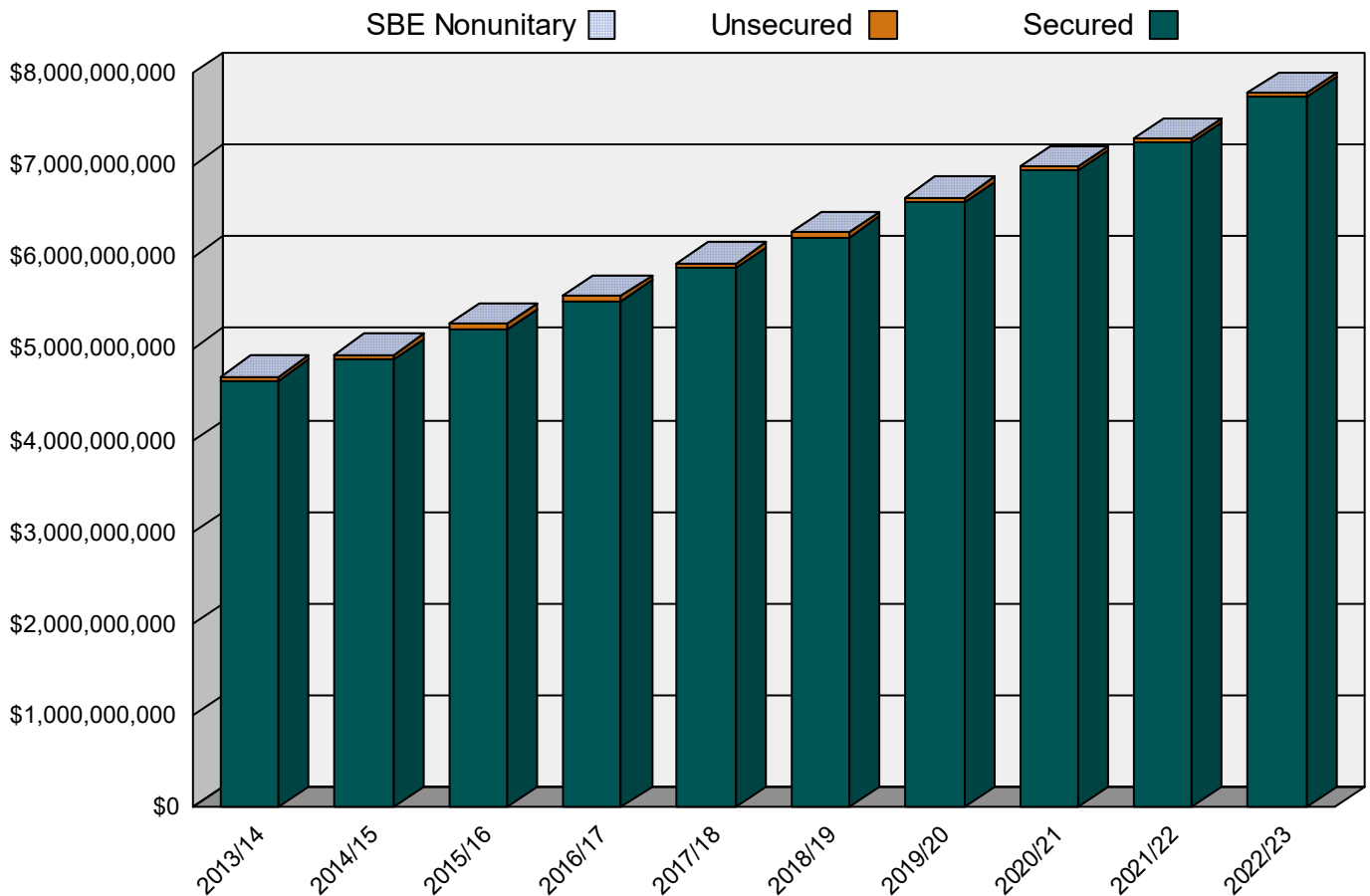
Totals do not Include Aircraft Values or Exemptions

# THE CITY OF PACIFICA

## NET TAXABLE ASSESSED VALUE HISTORY

2013/14 - 2022/23 Taxable Property Values

Lien Year	Secured	Unsecured	SBE Nonunitary	Net Total AV	% Change
2013/14	\$4,652,890,872	\$43,508,089	\$0	4,696,398,961	
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%
2021/22	\$7,246,068,954	\$36,800,566	\$0	7,282,869,520	4.24%
2022/23	\$7,748,989,059	\$37,142,094	\$0	7,786,131,153	6.91%
<b>Average % Change</b>					<b>6.55%</b>



\* 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

### 2013/14 - 2022/23 Taxable Property Values

Category	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
Residential	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	6,784,240,974	7,264,880,206
Commercial	192,295,502	205,305,995	213,303,402	223,663,557	231,062,389	271,324,220	282,267,598	284,225,040	299,427,015	316,310,685
Industrial	18,065,912	18,344,491	18,578,402	19,272,985	20,424,058	20,665,462	21,039,153	21,500,920	28,355,186	28,912,277
Govt. Owned	477,332	479,498	489,077	496,534	506,464	516,592	526,923	537,460	543,027	553,886
Institutional	2,699,639	2,898,665	2,956,574	3,001,655	3,061,684	3,122,910	3,329,103	4,304,721	4,349,310	4,902,309
Miscellaneous	7,161,027	7,193,519	7,337,223	6,916,869	7,055,185	7,630,826	7,783,435	6,748,905	6,647,772	6,909,657
Recreational	5,011,449	4,919,805	5,059,879	5,415,814	5,479,427	7,344,210	7,544,674	7,854,995	7,915,660	8,615,944
Vacant	63,066,643	63,281,891	68,816,588	67,942,188	82,703,241	90,086,696	104,795,809	111,216,720	114,590,010	117,904,095
Unsecured	43,508,089	49,226,575	56,996,090	44,062,944	49,997,129	51,741,256	49,210,659	40,819,660	36,800,566	37,142,094
Unknown	2,136,724									
<b>TOTALS</b>	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	7,282,869,520	7,786,131,153
<b>Total Direct Rate</b>	0.19414	0.19364	0.19335	0.19341	0.19347	0.19352	0.19358	0.19362	0.19365	0.19370

**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

## 2022/23 TOP TEN PROPERTY TAXPAYERS

Top Property Owners Based On Net Values

Owner	Secured		Unsecured		Combined		Primary Use & Primary Agency
	Parcels	Value	% of Net AV	Parcels	Value	% of Net AV	
1) FPA WC LANDS END LLC	2	\$93,765,085	1.21%		\$93,765,085	1.20%	Residential Pacifica General Fund
2) PACIFICA VILLAGES LP	3	\$64,158,000	0.83%		\$64,158,000	0.82%	Residential Pacifica General Fund
3) GRI FAIRMONT LLC	5	\$40,449,753	0.52%		\$40,449,753	0.52%	Commercial Pacifica General Fund
4) AIMCO ESPLANADE AVENUE APARTMENTS LLC	3	\$39,692,036	0.51%		\$39,692,036	0.51%	Residential Pacifica General Fund
5) LINDA MAR SC LP	4	\$39,620,798	0.51%		\$39,620,798	0.51%	Commercial Pacifica General Fund
6) CRP PSE SEASIDE PACIFICA OWNER LLC	25	\$27,271,941	0.35%		\$27,271,941	0.35%	Residential Pacifica General Fund
7) NVI RANI INC (Pending Appeals On 1 Parcels)	1	\$20,394,861	0.26%		\$20,394,861	0.26%	Commercial Successor Agency
8) PACIFICA HORIZONS WEST LP	1	\$19,074,644	0.25%		\$19,074,644	0.24%	Residential Pacifica General Fund
9) 2400 SKYLINE BLVD LLC	1	\$18,740,717	0.24%		\$18,740,717	0.24%	Residential Pacifica General Fund
10) BAY APARTMENT COMMUNITIES INC	2	\$16,292,749	0.21%		\$16,292,749	0.21%	Residential Pacifica General Fund
<b>Top Ten Total</b>	47	\$379,460,584	4.90%	0	\$379,460,584	4.87%	
<b>City Total</b>		\$7,748,989,059			\$37,142,094		

# THE CITY OF PACIFICA

## 2013/14 TOP TEN PROPERTY TAXPAYERS

Top Property Owners Based On Net Values

Owner	Secured		Unsecured		Combined		Primary Use & Primary Agency
	Parcels	Value % of Net AV	Parcels	Value % of Net AV	Value % of Net AV	% of Net AV	
1) AIMCO PACIFICA PARK LP	4	\$50,461,942 1.08%			\$50,461,942 1.07%	Residential Pacifica General Fund	
2) FPA BAF LANDS END ASSOCIATES LP	2	\$47,656,274 1.02%			\$47,656,274 1.01%	Residential Pacifica General Fund	
3) LINDA MAR SC LP	4	\$32,905,851 0.71%			\$32,905,851 0.70%	Commercial Pacifica General Fund	
4) PK III FAIRMONT SC LP	5	\$28,568,951 0.61%			\$28,568,951 0.61%	Commercial Pacifica General Fund	
5) MARYMOUNT SUMMIT LLC	5	\$19,143,299 0.41%			\$19,143,299 0.41%	Residential Pacifica General Fund	
6) HARRY B LEWIS ET AL	12	\$14,833,321 0.32%			\$14,833,321 0.32%	Residential Pacifica General Fund	
7) BAY APARTMENT COMMUNITIES INC	2	\$14,064,427 0.30%			\$14,064,427 0.30%	Residential Pacifica General Fund	
8) LBN PROPERTIES LP	1	\$13,403,195 0.29%			\$13,403,195 0.29%	Residential Pacifica General Fund	
9) PACIFIC VIEW APARTMENTS LP	2	\$11,526,000 0.25%			\$11,526,000 0.25%	Residential Pacifica General Fund	
10) COMCAST OF CALIFORNIA IX INC			3	\$10,863,356 24.97%	\$10,863,356 0.23%	Unsecured Pacifica General Fund	
<b>Top Ten Total</b>	37	\$232,563,260 5.00%	3	\$10,863,356 24.97%	\$243,426,616 5.18%		
<b>City Total</b>		\$4,652,890,872		\$43,508,089	\$4,696,398,961		

# THE CITY OF PACIFICA

## DIRECT & OVERLAPPING PROPERTY TAX RATES

(RATE PER \$100 OF TAXABLE VALUE)

Last 10 Fiscal Years										
Agency	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
<b>Basic Levy<sup>1</sup></b>	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000
Jefferson Elementary	0.07130	0.06620	0.06740	0.06800	0.06630	0.05630	0.06670	0.06670	0.06030	0.06470
Jefferson High Bond	0.05740	0.05300	0.05830	0.08000	0.08160	0.07390	0.08110	0.09420	0.06500	0.05890
Pacifica Elementary	0.04030	0.03920	0.02500	0.03110	0.02810	0.05170	0.05050	0.04150	0.02880	0.02500
San Mateo Community College 2005 Series B	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00350	0.00370	0.00000	0.00000
San Mateo Junior College	0.01940	0.01900	0.02500	0.02470	0.02350	0.01750	0.02310	0.01760	0.00000	0.00000
San Mateo Junior Comm College	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.02270	0.01930
<b>Total Direct &amp; Overlapping<sup>2</sup> Tax Rates</b>	<b>1.18840</b>	<b>1.17740</b>	<b>1.17570</b>	<b>1.20380</b>	<b>1.19950</b>	<b>1.19940</b>	<b>1.22490</b>	<b>1.22370</b>	<b>1.17680</b>	<b>1.16790</b>
<b>City's Share of 1% Levy Per Prop 13<sup>3</sup></b>	0.18893	0.18887	0.18889	0.18895	0.18901	0.18906	0.18911	0.18915	0.18918	0.18923
<b>Voter Approved City Debt Rate</b>										
<b>Redevelopment Rate<sup>4</sup></b>										
<b>Total Direct Rate<sup>5</sup></b>	0.19414	0.19364	0.19335	0.19341	0.19347	0.19352	0.19358	0.19362	0.19365	0.19370

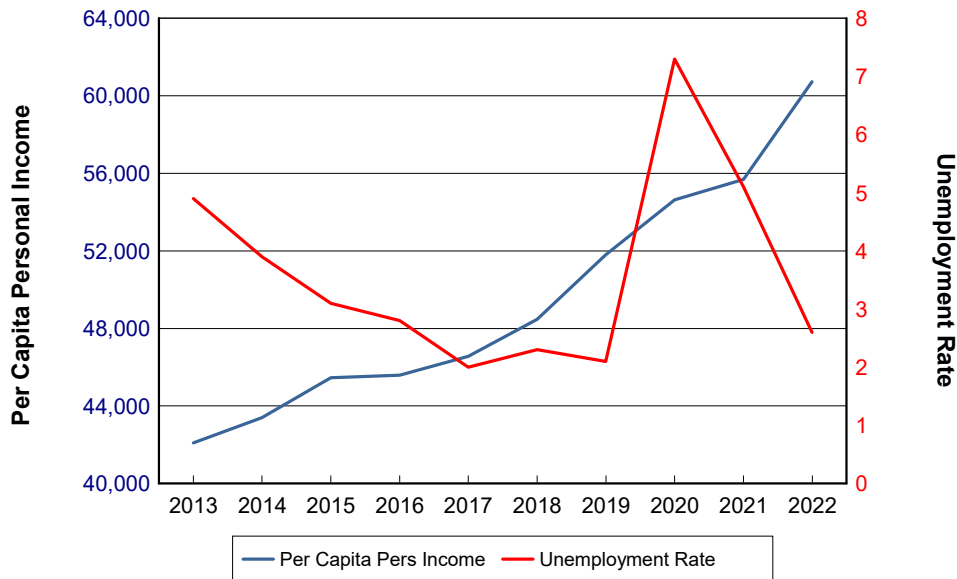
**Notes:**  
<sup>1</sup>In 1978, California voters passed Proposition 13 which set the property tax rate at a 1.00% fixed amount. This 1.00% is shared by all taxing agencies for which the subject property resides within. In addition to the 1.00% fixed amount, property owners are charged taxes as a percentage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

# THE CITY OF PACIFICA

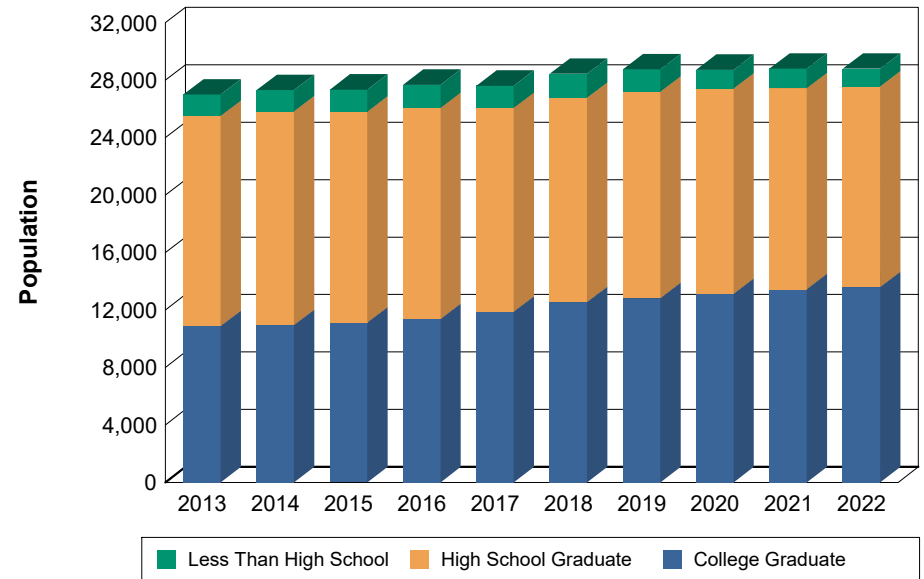
## DEMOGRAPHIC AND ECONOMIC STATISTICS

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
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%
2021	37,533	\$2,089,836	\$55,679	5.1%	42.9	95.3%	46.7%
2022	37,082	\$2,252,078	\$60,732	2.6%	43.4	95.7%	47.2%

### Personal Income and Unemployment



### Education Level Attained for Population 25 and Over



**Notes and Data Sources:**

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

# THE CITY OF PACIFICA

## SALES VALUE HISTORY

Single Family Residential Full Value Sales 01/01/2021 - 6/30/2023)

Year	Full Value Sales	Average Price	Median Price	Median % Change
2021	396	\$1,275,202	\$1,280,000	
2022	342	\$1,357,415	\$1,301,500	1.68%
2023	115	\$1,240,181	\$1,225,000	-5.88%



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

Data Source: San Mateo County Recorder

Prepared On 8/21/2023 By MV

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



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

	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Food Stores	\$ 22,826	\$ 23,722	\$ 23,543	\$ 24,727	\$ 27,139	\$ 27,709	\$ 28,289	\$ 30,525	\$ 27,471	\$ 28,765
Eating and Drinking Places	40,164	45,750	49,770	50,622	53,218	56,349	60,840	47,855	63,113	73,506
Building Materials	3,360	3,795	3,933	3,839	4,173	3,900	4,210	5,955	5,544	5,163
Auto Dealers and Supplies	4,757	4,640	4,482	4,532	4,788	4,777	5,096	4,639	4,723	5,131
Service Stations	54,312	52,412	44,660	38,899	42,139	46,839	47,517	30,922	39,073	49,439
Other Retail Stores	40,001	38,662	39,861	43,020	43,569	44,538	46,254	54,747	57,623	65,325
All Other Outlets	11,403	10,568	10,821	13,871	13,679	13,568	14,457	10,248	77,120	83,374
<b>Total</b>	<b>\$ 176,823</b>	<b>\$ 179,549</b>	<b>\$ 177,071</b>	<b>\$ 179,510</b>	<b>\$ 188,705</b>	<b>\$ 197,680</b>	<b>\$ 206,664</b>	<b>\$ 184,892</b>	<b>\$ 274,667</b>	<b>\$ 310,702</b>

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.

**CITY OF PACIFICA**  
**TOP 25 SALES TAX PRODUCERS**  
**FOR CALENDAR YEAR 2022**

<b>Business Name</b>	<b>Business Category</b>
7 Eleven	Service Stations
Bloom Room	Cannabis Related
Coast Hwy Shell	Service Stations
Grand Hot Pot	Casual Dining
Grocery Outlet	Grocery Stores
Humble Sea Brewing Company	Casual Dining
Linda Mar Ace Home Center	Building Materials
Lytt	Cannabis Related
McDonald's	Quick-Service Restaurants
Moonraker	Casual Dining
Nicks Restaurant	Casual Dining
Nor Cal Surf Shop	Sporting Goods/Bike Stores
Oceana Market	Grocery Stores
Pacifica 76	Service Stations
Pacifica Chevron	Service Stations
Pacifica Chevron	Service Stations
Pacifica Shell	Service Stations
Pet Food Express	Specialty Stores
Puerto 27	Casual Dining
Rite Aid	Drug Stores
Ross	Family Apparel
Safeway	Grocery Stores
Soul Grind	Fast-Casual Restaurants
Taco Bell	Quick-Service Restaurants
Walgreens	Drug Stores

Percent of Calendar Year Total Paid By Top 25 Accounts = 58.34%

\* Firms Listed Alphabetically

Printed 07/14/2023

Period: January 2022 Thru December 2022

Allocations Adjusted for Economic Data

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 CALENDAR YEAR 2013**

<b>Business Name</b>	<b>Business Category</b>
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
Moonraker	Casual Dining
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
Puerto 27	Casual Dining
Rite Aid	Drug Stores
Ross	Family Apparel
Safeway	Grocery Stores
Surf Spot	Casual Dining
Taco Bell	Quick-Service Restaurants
Valero	Service Stations
Walgreens	Drug Stores

Percent of Calendar Year Total Paid By Top 25 Accounts = 66.66%

\* Firms Listed Alphabetically

Printed 07/14/2023

Period: January 2013 Thru December 2013

Allocations Adjusted for Economic Data

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

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# CITY OF PACIFICA

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## Glossaries



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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

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