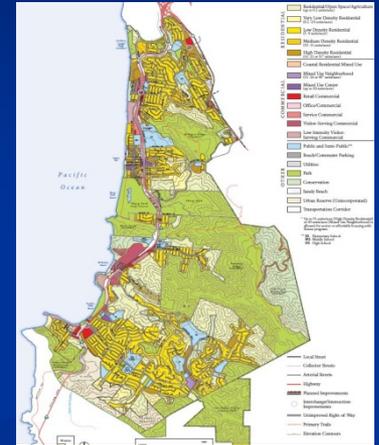




# City of Pacifica

## Proposed 2019-20 General Fund Budget



May 28, 2019



# City of Pacifica

## Proposed 2019-20 General Fund Budget

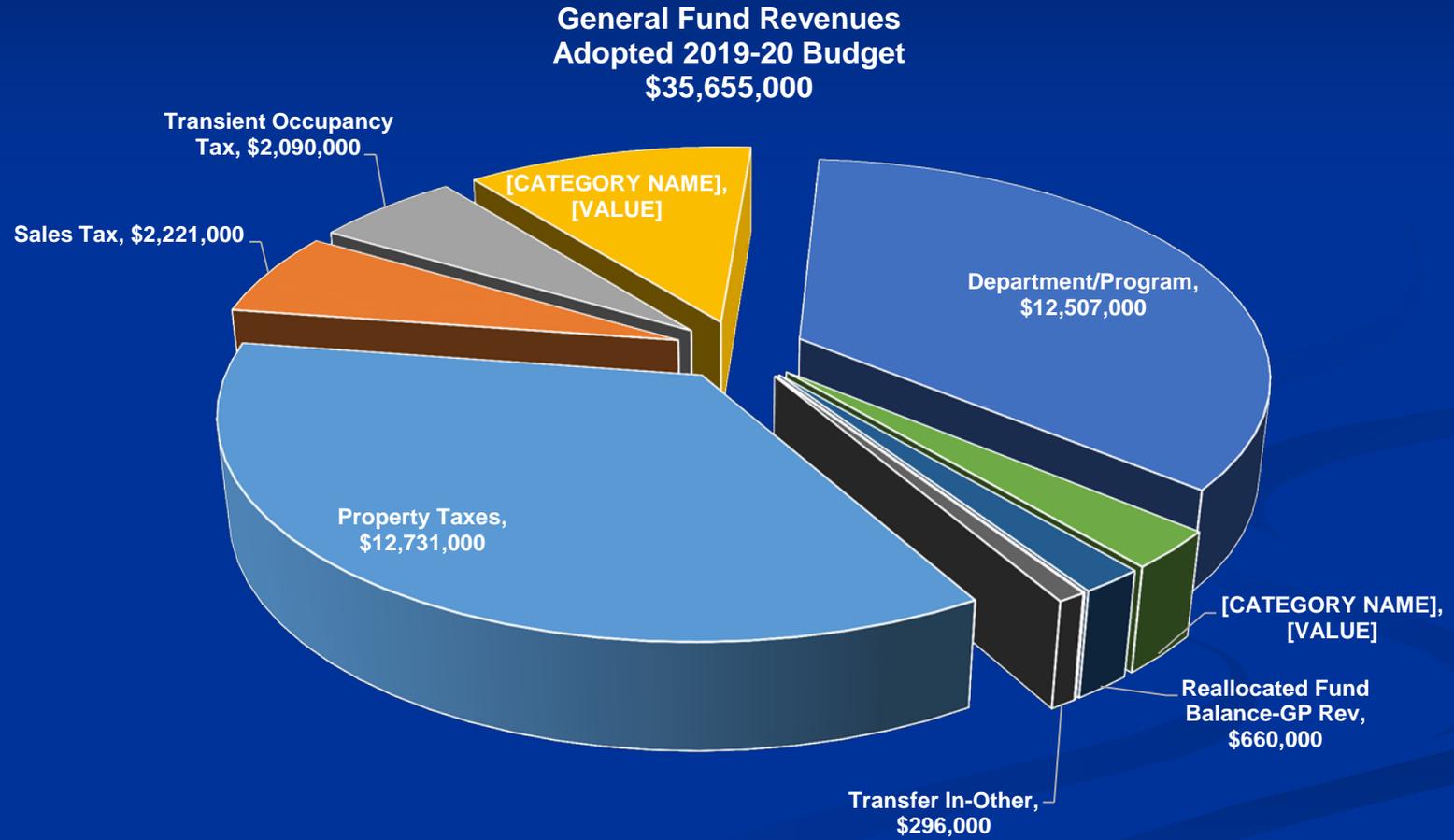
	2018-19 ADOPTED BUDGET	2018-19 MID-YEAR BUDGET	2019-20 PROPOSED BUDGET
<b>REVENUES</b>			
PROPERTY TAXES	\$ 12,045,000	\$ 12,241,000	\$ 12,731,000
SALES TAX	2,199,000	2,246,000	2,221,000
TRANSIENT OCCUPANCY TAX	1,731,000	1,731,000	2,090,000
OTHER TAXES	3,893,000	3,987,000	4,157,000
DEPARTMENT/PROGRAM	12,405,000	12,703,000	12,507,000
TRANSFER IN	635,000	836,000	993,000
REALLOCATED FUND BALANCE	1,146,000	1,146,000	660,000
GENERAL CASH BALANCE	514,000	514,000	-
TRANSFERS IN	-	-	296,000
<b>TOTAL GENERAL FUND SOURCE OF FUNDS</b>	<b>\$ 34,568,000</b>	<b>\$ 35,404,000</b>	<b>\$ 35,655,000</b>
<b>EXPENDITURES</b>			
GENERAL GOVT*	\$ 4,246,000	\$ 4,567,000	\$ 4,739,000
POLICE DEPARTMENT	9,986,000	9,989,000	10,204,000
FIRE DEPARTMENT	6,580,000	6,580,000	6,636,000
PLANNING & BUILDING	3,489,000	3,495,000	3,558,000
PUBLIC WORKS	4,193,000	4,351,000	3,863,000
PARKS, BEACHES & RECREATION	4,382,000	4,545,000	4,645,000
NON-DEPARTMENTAL	753,000	753,000	852,000
TRANSFERS OUT	940,000	940,000	1,153,000
<b>TOTAL GENERAL FUND USE OF FUNDS</b>	<b>\$ 34,568,000</b>	<b>\$ 35,219,000</b>	<b>\$ 35,649,000</b>
<b>NET SURPLUS (DEFICIT)</b>	<b>\$ -</b>	<b>\$ 185,000</b>	<b>\$ 6,000</b>

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



# City of Pacifica

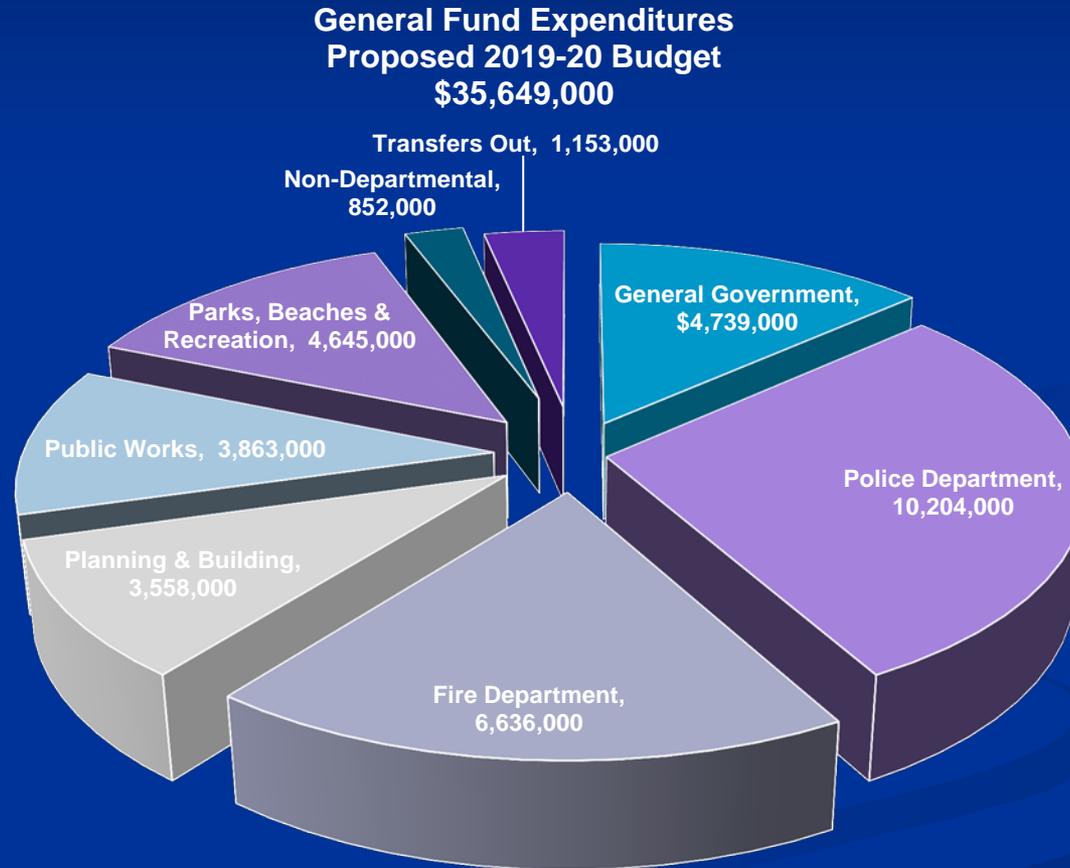
## Proposed 2019-20 General Fund Budget





# City of Pacifica

## Proposed 2019-20 General Fund Budget





# City of Pacifica

## Proposed 2019-20 General Fund Budget Timeline

- Tonight
  - Budget Study Session - Department presentations
  
- June 10, 2019
  - Public Hearings:
    - 2019-20 CIP and Capital Budget
    - 2019-20 Fee Schedule
  - Final Presentations
    - 2019-20 Budget
    - Resolution Establishing the Appropriation Limit for 2019-20
  
- June 24, 2019
  - Adoption of the 2019-20 Annual Operating Budget



# City of Pacifica 2019-20 Proposed Budget



## Planning Department

**Tina Wehrmeister, Director**  
Planning, Building, Code Enforcement  
Divisions

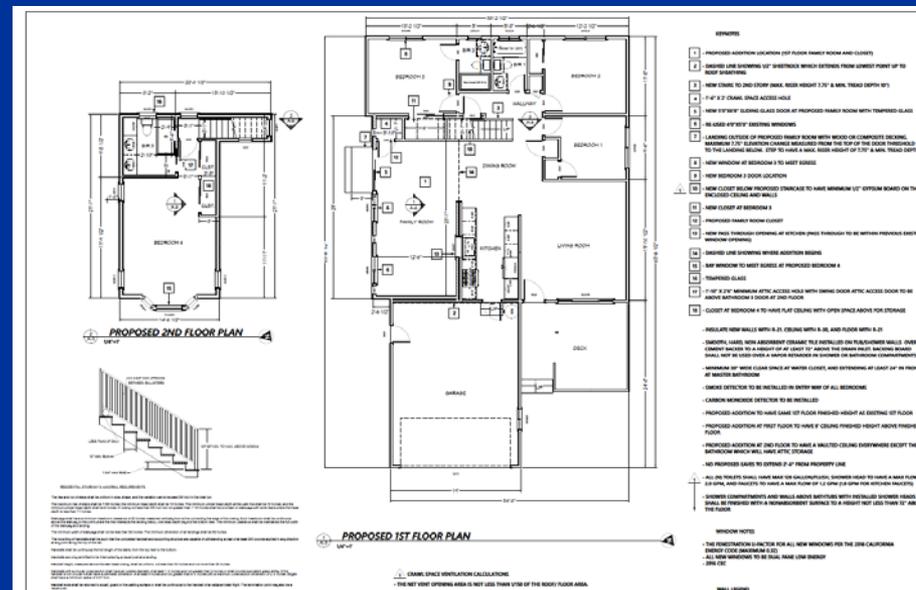
May 28, 2019





# Planning Department 2019-20 Proposed Budget

**Building Division:** Issues permits for all new construction and provides plan check and inspection services.





# Planning Department 2019-20 Proposed Budget

## Building Permit Activity:

Year	Permits Issued	Inspections	Residential Valuation	Commercial Valuation
2014	1,500	3,686	\$9,642,770	\$813,395
2015	1,763	4,600	\$15,378,120	\$2,317,468
2016	1,599	4,241	\$13,933,100	\$8,998,495
2017	1,669	4,953	\$15,547,890	\$14,381,560
2018	1,530	4,731	\$19,013,200	\$3,408,096



# Planning Department 2019-20 Proposed Budget

**Code Enforcement Division:** investigates and acts on complaints of Code violations received from the general public.





# Planning Department 2019-20 Proposed Budget

## Council Prioritized Projects/Initiatives:

- Continue efforts to support affordable housing initiatives, including evaluation of developing an affordable housing impact fee
- Continue efforts toward construction of a new Sharp Park library and a renovated Sanchez Library
- Complete a comprehensive General Plan
- Complete a Sharp Park Specific Plan
- Complete the Local Coastal Plan update
- Complete an update to the Climate Action Plan and continue implementation of current Plan
- Study an implement Building Permit process improvements



# Planning Department 2019-20 Proposed Budget PlanPacifica.org

HELP SHAPE THE  
FUTURE OF OUR CITY



Plan Pacifica 2040  
SHARP PARK SPECIFIC  
PLAN



In early 2019 the City of Pacifica began the simultaneous process of updating its General Plan and Local Coastal Program while developing a Specific Plan for the Sharp Park neighborhood.

This site provides up-to-date information about each project, including ways to [participate](#), [project documents](#) and [contacts](#). We invite you to help shape the future of Pacifica.

Sign up for our mailing list [here](#).



General Plan



Local Coastal Program



Specific Plan

Projects  
GENERAL PLAN  
LOCAL COASTAL PROGRAM  
SHARP PARK SPECIFIC PLAN

### Shaping The Future Of Sharp Park

The Sharp Park neighborhood is one of Pacifica's neighborhoods that has the greatest potential for evolution and growing vibrancy over the next several decades. It is the city's oldest core and is home to many unique businesses, as well as the iconic Pacific Pier. There is significant opportunity here for mixed-use buildings, new housing and higher intensity development that will help the city address issues of housing affordability and create a center of gravity for the broader Pacifica Community as well as visitors. What will this important neighborhood become?



Sharp Park Specific Plan Area Boundary

### News & Announcements

The planning process is just getting underway. Come for social community outreach events will be posted soon. Meanwhile, the planning team is beginning to assemble technical data to assess existing conditions.

### Schedule





# Planning Department 2019-20 Proposed Budget

Description	Amount	Ongoing Rev.	One-time funded w/Ongoing Rev	Grant Funding	GF Cash Bal.
Baseline	\$ 2,568,182	\$ 2,568,182			
Consultant Assistance with Priority Development Area Application	10,000		10,000		
GP/LCP Update & SP Specific Plan	660,000				660,000
SB2 Program	160,000			160,000	
Document scan project	100,000		100,000		
Affordable Housing Impact Fee Study	60,000		60,000		
<b>Total</b>	<b>\$ 3,558,182</b>				



# Planning Department 2019-20 Proposed Budget

	Adopted 2018-2019	Proposed 2019-2020
<b>General Fund Expenditures:</b>		
<b>Planning</b>	\$ 2,585,000	\$ 2,452,000
<b>Building Services</b>	604,000	784,000
<b>Code Enforcement</b>	300,000	322,000
<b>General Fund Expenditure Totals</b>	\$ 3,489,000	\$ 3,558,000
 <b>General Fund Cost Recovery:</b>		
<b>General Fund Expenditure Total</b>	\$ 3,489,000	\$ 3,558,000
<b>General Fund Departmental Revenue Total</b>	\$ 2,235,000	\$ 1,938,000
<b>Cost Recovery</b>	64%	54%
 <b>Total Staffing for Department (FTE)</b>	 7	 7

# CITY OF PACIFICA

## 2019-20 PROPOSED BUDGET

### Department of Public Works

Sam Bautista

Deputy Director of Public Works/  
City Engineer

May 28, 2019



# CITY OF PACIFICA

## DEPARTMENT OF PUBLIC WORKS

### Engineering • Field Services

### Wastewater Collections • Treatment Plant Operations



Department of Public Works  
Stewards of the Infrastructure and Environment



# Department of Public Works Engineering and Field Services



**Engineering & Field Services Mission:** To maintain and repair City infrastructure in an efficient and cost-effective manner while providing a high level of customer service and a safe work environment for residents, visitor and City employees; to maintain parks, play fields and medians throughout the City and establish programs for the improvement of existing facilities; to clean beaches for all to enjoy; and provide City departments with safe and reliable means of transportation, facilities and equipment use.



# Department of Public Works Engineering Division – Major Tasks



- Plan, design and manage construction of City Capital Improvement Projects
- Provide Current Development Review and Field Inspections
- Provide transportation planning and traffic engineering services to the public and other departments
- Provide encroachment permit plan review & field inspection
- Prepare application for Federal, State & County Grants
- Provide emergency management and technical services during natural disasters
- Implement the City's Stormwater Pollution Prevention Program and comply with the Municipal Regional Permit
- Maintain City Mapping System



# Department of Public Works Field Services Division – Major Tasks



- Maintain and repair City infrastructure, i. e., local streets, buildings, streetlights, storm drainage.
- Maintain parks, trails, recreational facilities, and beaches
- Preserve the City's natural resources and protect wildlife
- First responders in times of natural disasters and emergencies such as flooding, mudslide, as well as hazardous material spills and vehicular accidents
- Maintain City vehicles & equipment
- Maintenance of City of Pacifica Fire Engines, vehicles and equipment
- Perform quarterly inspections on 18 heavy-duty vehicles to comply with CHP regulations, maintaining a 100% satisfactory rating
- Maintenance of all City facility back up generators



# Department of Public Works Engineering and Field Services



## Highlights of Fiscal Year 2018-19:

- Completed the FY 2017-18 Pavement Rehabilitation Project
- Hickey Sidewalk Project
- Various Municipal Building Repairs
- Frontierland Park Restroom Roof Repair
- Hazard Tree Removal FY 18/19
- Frontierland Park Parking Lot
- Rockaway Beach Light Replacement
- City Council Chambers HVAC and LED Conversion



# Department of Public Works Engineering and Field Services

## Frontierland Park Parking Lot



**Before**



**After**



# Department of Public Works Engineering and Field Services

## FY 17-18 Pavement Rehabilitation Project



**Linda Mar and Alicante**



**Oceana and Manor**



# Department of Public Works Engineering and Field Services



## What to expect for the upcoming year:

### Completion of:

- Design of the Milagra Creek Outfall Repair
- Cabrillo School Pedestrian Crossing Improvement Project
- Various Municipal Building Repairs
- Hazardous Tree Removal FY 19/20
- Cattle Hill Property Trailhead and Parking Lot Project
- Palmetto Avenue Street Amenities Project
- Parks, Beaches, and Trail Signage Improvements



# Department of Public Works Engineering and Field Services



## What to expect for the upcoming year:

- Beach Boulevard Plaza and Landscaping Project
- Monterey Road Pavement Rehabilitation Project
- Slurry Seal on Various City Streets
- City Buildings Roof Repairs
- Citywide Curb Ramp Project (formerly ADA Curb Ramps Projects)
- Palmetto Sidewalk Project
- Playground Equipment Improvement (formerly Parks & Recreation Projects)



# City of Pacifica

## Proposed 2019-20 General Fund Budget

### Ongoing and One-Time Budget

Dept.	Description	Amount	Ongoing Rev.
Public Works	Baseline	\$3,665,584	\$ 3,586,076
	Flood And Sea Level Rise Resiliency Agency	40,000	40,000
	Part Time Employees (2)	72,000	72,000
	Dust Control, Dog Park	5,000	5,000
	Increase in Overtime	10,200	10,200
	Tree Maintenance	50,000	50,000
	Increase in Contractual Services	20,000	20,000
	<b>Total</b>	<b>\$ 3,862,784</b>	



# PUBLIC WORKS DEPARTMENT 2019-20 DRAFT BUDGET



	<b>Amended 2018-2019</b>	<b>Proposed 2019-2020</b>
<b>General Fund Expenditures</b>		
Engineering Services	\$1,100,950	\$1,024,866
Streets and Traffic Maintenance	770,754	977,943
Street Tree Services	196,073	287,670
Building Maintenance	730,671	499,355
Municipal Pier and Beach Maintenance	170,528	220,444
City Parks and Playfields	1,353,588	813,403
Street Light Services	28,555	39,103
<b>General Fund Expenditure Total</b>	<b>\$4,351,122</b>	<b>\$3,862,784</b>
<b>General Fund Cost Recovery</b>		
General Fund Expenditure Total	\$4,351,122	\$3,862,784
General Fund Department Revenue Total	\$814,500	1,251,000
<b>Cost Recovery</b>	<b>18.7%</b>	<b>32%</b>
<b>Total Staffing for Department</b>		
Funded FTE's	26.5	27.5

# City of Pacifica

## 2019-20 Proposed Budget



## Wastewater Division

## Department of Public Works

Louis Sun

*Deputy Director of Public Works*  
*Wastewater*

May 28, 2019



Department of Public Works  
Stewards of the Infrastructure and Environment



# Public Works Department Wastewater



## Plant Operation Mission Statement:

- To maintain and operate the Calera Creek Water Recycling Plant (Treatment Plant) in compliance with regulatory permits from the State Water Resources Control Board, Bay Area Air Quality Management District (BAAQMD), Environmental Protection Agency (EPA) and the San Mateo County Environmental Health Department (SMCEH)
- To operate, maintain, and prolong the life of wastewater treatment infrastructures
- To maintain and monitor Calera Creek Wetlands, known habitats for endangered species





# Public Works Department Wastewater



## Collection System Operation Mission Statement:

- To maintain, clean and repair 104 miles of collection system pipelines, and operate and maintain 5 sewer and 2 storm pump stations
- Review proposed development plans and set conditions for new sewer installations
- Inspect restaurants and commercial food establishments to ensure Fat, Oil, and Grease (FOG) are kept out of the collection system
- Inspect new sewer lateral installations and replacement of existing sewer laterals



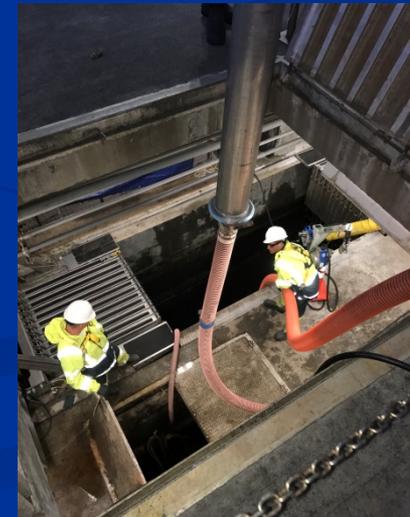


# Public Works Department Wastewater



## Features of the Treatment Plant

- The Treatment Plant treats about 4 million gallons per day (MGD) of raw sewage and up to 20 MGD during storm events
- Processes an average of 380 dry tons of biosolids annually with about 300 dry tons reused for land application
- Makes use of ultra-violet light for disinfection, the final treatment of wastewater prior to discharging to Calera Creek
- One of the first plant to use Autothermal Thermophilic Aerobic Digestion (ATAD) technology which destroys volatile solids and increases dewatering sludge, resulting in high quality biosolids





# Public Works Department Wastewater Highlights



## Highlights of Fiscal Year 2018-19:

- Cleaned over 100 miles of sewer main lines
- Completed 12 miles of sewer main CCTV inspection
- Completed chemical treatment of 11,652 linear feet of sewer main
- By contract over 16,000 feet of damaged sewer main pipe was replaced
- Over 48 in-house manhole repairs made in 2018
- Completed the CCWRP and Pump Stations Condition Assessment
- Completed the Pedro Point Sewer Rehab Project
- Completed the ATAD Modification Project – Phase 2
- Completed the Highway 1 and Crespi Sewer Rehabilitation Project





# Public Works Department Wastewater Highlights



## What to expect for the upcoming year:

- Continuation of the Wet Weather Equalization Basin Project (over 95% completed)
- Continuation of Lateral Grant Assistance (annual)
- Continuation of Terra Nova and Oddstad Sewer Main Replacement Project
- Commence Collection System Projects FY2019-20  
Gypsy Hill Project
- Commence Sharp Park Pump Station Odor Control Upgrade Project
- Commence CCWRP Vehicle Storage and Office Facility
- Commence CCWRP Laboratory Room Improvement





# Public Works Department Wastewater Highlights





# Public Works Department Wastewater Division 2019-20 Proposed Budget – FUND 18

	<b>Projected 2018-2019</b>	<b>Proposed 2019-2020</b>
<b>WWTP Fund 18 Expenditures - Operations</b>		
Plant Operations & Maintenance	\$ 8,000,959	\$ 7,495,000
Collection System Operations & Maintenance	3,298,654	3,310,000
Transfer to Fund 34 for Capital Projects	13,214,250	2,609,000
Other Expense	5,587	8,000
Debt Service		
State Revolving Loan Fund	2,065,919	2,065,919
2012 Sewer Loan & Installment	190,757	171,600
2014 Refunding Bond	359,935	337,000
2017 Rev Bond	280,896	1,061,600
Other Debt Expenses	6,618	6,618
<b>WWTP Fund 18 Expenditure - Operations Total</b>	<b>\$ 27,423,575</b>	<b>\$ 17,064,737</b>
<b>WWTP Fund 18 Cost Recovery</b>		
Expenditures - Operations	\$ 27,423,575	\$ 17,064,737
Revenues		
Sewer Service Charges	\$ 14,607,000	\$ 16,023,573
Repayment of General POB Fund Loan	146,817	362,000
Bond Proceeds	12,669,758	679,164
Total Fund 18 Revenues	\$ 27,423,575	\$ 17,064,737
<b>WWTP Fund 18 Cost Recovery</b>	<b>100%</b>	<b>100%</b>
<b>Total Staffing for Department Division</b>	<b>28.5</b>	<b>28.5</b>



# Public Works Department Wastewater Division 2019-20 Proposed Budget – FUND 34



	<b>Projected 2018-2019</b>	<b>Proposed 2019-2020</b>
<b>WWTP Fund 34 Expenditures</b>		
Capital Improvement Projects (CIP)		
Plant CIPs	\$ 1,468,500	\$ 893,000
Wet Weather Equalization Basin Project	9,340,000	0
Repair, Rehabilitation & Replacement Projects	2,255,750	1,366,000
Capacity Improvement Projects	50,000	0
Lateral Grant Assistance	50,000	100,000
Other Collection System Projects	50,000	250,000
Total CIP	\$ 13,214,250	\$ 2,609,000
<b>WWTP Fund 34 Expenditures Total</b>	<b>\$ 13,214,250</b>	<b>\$ 2,609,000</b>
<b>WWTP Fund 34 Revenue</b>		
Expenditures – CIP and Other Expenditure	\$ 13,214,250	\$ 2,609,000
Revenues		
Transfer from Fund 18 for Capital Projects	13,214,250	2,609,000
	-	-
<b>WWTP Fund 34 Cost Recovery</b>	<b>100%</b>	<b>100%</b>

# City of Pacifica

## Proposed 2019-20 Other Funds Budgets





# Pacifica Police Department 2019-20 Proposed Other Funds Budget Supplemental Law Enforcement Services Fund- Fund 7



## Supplemental Law Enforcement Services Fund (Fund 7)

- Provides funding for front-line law enforcement operations. Funds are allocated by the State Controller to counties and distributed from the County Controller to the City of Pacifica on a monthly basis.

(2) Part-time Community Service Officers (CSOs)	\$ 67,500
Equipment and Training	<u>\$ 175,859</u>
Total:	\$ 243,359



# Pacifica Police Department 2019-20 Proposed Other Funds Budget Supplemental Law Enforcement Services Fund 7



## Supplemental Law Enforcement Services Fund (Fund 7)

	FY2018-19		FY2019-20	
<b>Beginning Fund Balance</b>		<b>\$ 238,321</b>		<b>\$ 210,859</b>
<b>Projected Revenue</b>	<b>\$ 100,000</b>		<b>\$ 100,000</b>	
<b>Projected Expenditures</b>	<b>(\$127,462)</b>		<b>(\$243,359)</b>	
<b>Projected Fund Balance</b>		<b>\$ 210,859</b>		<b>\$ 67,500</b>



# City of Pacifica

## Proposed 2019-20 Parking Enterprise Fund

### Fund 35 - Parking Enterprise Fund

- Accounts for all revenues and expenses associated with the Beach Parking program started in August 2013.



# City of Pacifica

## Proposed 2019-20 Parking Enterprise Fund

Revenue	Adopted 2018-19	Proposed 2019-20
Pay station (daily fees)	\$ 360,000	\$ 360,000
Annual passes	91,000	91,000
Parking Citations	165,000	165,000
<b>TOTAL</b>	<b>\$ 616,000</b>	<b>\$ 616,000</b>
<b>Expenditures</b>		
Personnel	\$ 460,000	\$ 471,000
Internal Service	48,000	48,000
Citation Processing Cost	48,000	48,000
Supplies	22,000	22,000
Capital Outlay and Machinery	25,000	25,000
<b>TOTAL</b>	<b>\$ 603,000</b>	<b>\$ 614,000</b>

# City of Pacifica

## Proposed 2019-20 General Fund Budget



## Questions