

# ANNUAL OPERATING BUDGET 2018-2019



ADOPTED  
June 25, 2018



# ADOPTED ANNUAL OPERATING BUDGET 2018-2019

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Scenic Pacifica  
Incorporated Nov. 22, 1957

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## CITY OF PACIFICA

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**MAYOR**  
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Mike O'Neill

June 25, 2018

Honorable City Council  
City of Pacifica

### **FISCAL YEAR 2018-19 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 2018-19. Based on City Council's input from the Narrative Budget Study Session on April 24, 2018, and subsequent budget presentations and discussion on May 3, May 14, May 29, and June 11, this Proposed Budget is structurally balanced and is being presented for the Council's consideration of formal adoption at the City Council meeting of June 25, 2018. This transmittal memo provides a summary of the Proposed Budget.

### **INTRODUCTION**

Similar to recent years, only minimal revenue growth is forecasted for FY2018-19. Therefore, ongoing expenditures are contained within ongoing forecasted revenues in order to remain structurally balanced. Some critical program enhancements are provided for with one-time revenues; these enhancements are summarized in this memo. This Proposed Budget increases cost recovery with modest fee-for-service increases, as well as rate increases in the Wastewater Enterprise Fund. Additionally, it provides for prudent budgeting best practices, such as beginning to allocate one-time funding toward emergency fund balance commitments (reserves), as well as continue progress toward resolving inter-fund loan repayments. Overall, this Proposed Budget continues recent years' budget themes of *financial transparency*, pursuing *cost recovery*, and *budgeting annual expenses at or below annual revenues while not using one-time money to cover on-going non-discretionary expenses*. Finally, this structurally balanced Proposed Budget continues to provide excellent, although constrained, services to the community and also provides greater clarity and understanding of the City's financial status in an easy-to-read format.

Preparation of this budget began with the Council's consideration of the Narrative Budget Report on April 24, 2018. On that date, the Council received a presentation about Pacifica's fiscal status, including revenue and expenditure history, as well as a reminder about the five year financial forecast which shows increasing structural budget balancing challenges upcoming in future years (presented to the Council on February 26, 2018). On April 24<sup>th</sup>, the Council also discussed and

provided direction to the City Manager regarding nine budget strategies to guide the development of the FY2018-19 budget. These strategies are summarized again in this transmittal memo.

Also on April 24<sup>th</sup>, the Council adopted City Council Goals and Council-Prioritized Projects and Initiatives for FY2018-19, as well as affirmed Other Executive Priorities for the upcoming year. Goals adoption is a critical step in the budget development process, as it helps align the City's financial resources with the projects and initiatives that will make up the workplan for the next fiscal year. This transmittal memo summarizes the FY2018-19 City Council Goals, Council-Prioritized Projects and Initiatives, and Other Executive Priorities.

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

- May 3: General Fund budget presentation
- May 14: Departmental budget presentations
- May 29: Departmental, CIP, and Other Funds budget presentations
- June 11: CIP and Fee Schedule public hearings and adoption  
Approval of 2018-19 Sewer Rates  
Final presentation of 2018-19 budget

Additionally, on May 7<sup>th</sup> the Planning Commission adopted a Resolution finding that the 2018-2023 Capital Improvement Program is Consistent with the General Plan and Local Coastal Land Use Plan.

This budget transmittal memo is organized as follows:

- I. FY2018-19 City Council Goals, Council-Prioritized Projects, and Other Executive Priorities
- II. Budget Development Strategies
- III. Budget Overview
  - a. General Fund Revenues
  - b. General Fund Expenditures
  - c. Positions Overview
  - d. Key Changes
  - e. Major Fund and All Funds Summaries
- IV. Fee Schedule Overview
- V. Conclusion & Longer Term Challenges
- VI. Acknowledgments

## **I. GOALS**

On March 3, 2018, the City Council convened a goal-setting session to develop a set of goals and projects/initiatives to be implemented in the upcoming fiscal year. The annual goal-setting session is intended to identify Council priorities in advance of developing the annual budget, in order to align the City's financial resources with the projects and initiatives that will make up the workplan for the fiscal year. Although most of the City's work consists of day to day services (police and fire, streets and wastewater, senior, recreation, and childcare programs, planning reviews and building permits, and administrative services to support all of the departments and the City Council, in addition to other services), it is helpful to identify each year priority special projects and

initiatives deemed important by the City Council on behalf of the community in order to maintain focus and resources on those priorities in addition to the day to day services.

This year, goal-setting also entailed a new step – an “environmental scan” report of external and internal conditions, data, and factors that are being experienced by the City, or anticipated to be experienced – intended to provide context and background information for the City Council’s discussion of major goals/projects/initiatives prioritization during the goal-setting workshop. The results from the March 3<sup>rd</sup> goal-setting session were brought back to the City Council on April 24, 2018, at which time the Council adopted City Council Goals and Council-Prioritized Projects/Initiatives for FY2018-19. The Council also affirmed Other Executive Priorities at this meeting, which are primarily undertakings for the normal course of improving organizational management practices and day-to-day functions.

In summary, the seven Goals from previous years were reaffirmed and adopted: ***Fiscal Sustainability, A Connected Community, Stewardship of City Infrastructure, A Healthy and Compassionate Community, Preserve and Enhance Natural Resources, A Strong Workforce Infrastructure, and Maintaining a Safe Community***. In addition, 19 major projects/initiatives were prioritized, relating to transportation infrastructure, coastal planning and protection, economic development, the new library, climate action plan implementation, as well as homeless issues, affordable housing, aircraft noise, and litter prevention. Finally, 16 Other Executive Priorities were also identified, ranging from budget balancing to updating the Economic Development Plan to emergency preparedness to hazardous tree removal to other key strategic plans. The final City Council Goals and Council-Prioritized Projects/Initiatives for FY2018-19, as well as the Other Executive Priorities, are provided on Pages WP 1- WP 4 of the Proposed Budget.

## **II. BUDGET DEVELOPMENT STRATEGIES**

During the April 24, 2018, Narrative Budget Study Session, the City Council discussed and provided direction regarding nine budget strategies recommended by the City Manager to guide the development of the budget. These strategies are listed below, with a summary of how each strategy is implemented in the Proposed Budget:

- 1. Reserves Policy** - Expand the City’s Reserve Policy to address additional reserve designations, and begin funding them.

*Implementation:*

- On May 29, 2018, the Council adopted a revised reserves policy that designates “Fund Balance Commitments” (instead of the term “reserves”) and adds a Compensated Absences Fund Balance Commitment and a Facility Maintenance and Replacement Fund Balance Commitment, in addition to the existing General Fund - Fund Balance Commitment.
- The Proposed Budget begins to allocate funds to all three Fund Balance Commitments in the new policy (details provided in the *Key Changes* section below, Policy provided on Page FP 1 and FP 2).

- 2. Annual Excess ERAF Allocation** - Pre-allocate excess ERAF revenues to the Disaster

Accounting Fund, the Pacifica Resource Center, Pacifica Beach Coalition, and potentially to other programs to be determined, along with amounts, during FY2018-19 budget consideration. In addition, since funding will be pre-allocated, close-out the ERAF Fund (Fund 30)

*Implementation:*

- The Proposed Budget allocates excess ERAF funding to the Disaster Accounting Fund, the Pacifica Resource Center, and the Pacifica Beach Coalition (details provided in the *Key Changes* section below).
- ERAF Fund (Fund 30) will be closed-out.

- 3. Streets Program** - Augment the streets program with additional one-time revenues to be used for additional paving projects beginning in FY2018-19. In addition, complete an assessment of the program, potentially utilizing consultant expertise, to develop a multi-year program strategy, evaluating staffing, project scheduling, and potential funding sources.

*Implementation:*

- The Proposed Budget allocates additional one-time revenues toward streets paving.
- A program assessment will be planned for FY2018-19.

- 4. Facility Maintenance Needs** - Approve one-time funding in the FY2018-19 budget to complete priority improvements to city offices, such as interior and exterior painting, carpeting, and other safety and ADA improvements.

*Implementation:*

- The Proposed Budget allocates additional one-time revenues toward facility maintenance (details provided in the *Key Changes* section below).
- Priority maintenance needs will be evaluated as a first step.

- 5. Cannabis Revenues** - Confirm that cannabis program revenues should be treated as one-time revenues in the FY2018-19 budget.

*Implementation:*

- Confirmed by the Council. The Proposed Budget does not include cannabis program revenues at all, as they are not anticipated to be collected until mid-year and the amount is unknown.
- The Council directed the City Manager to research the potential for using a portion of cannabis revenues to fund a drug education program in partnership with other organizations and return to the Council mid-year for further discussion.

- 6. Information Technology Needs** - Approve one-time funding in the FY2018-19 budget to complete priority IT improvements.

*Implementation:*

- The Proposed Budget allocates one-time revenues toward IT improvements (details provided in the *Key Changes* section below).

- 7. Roy Davies Trust Fund** - Use the Roy Davies Trust Fund principal to fund appropriate projects during FY2018-19 and upcoming years.

*Implementation:*

- The Proposed Budget begins to use a small amount of Roy Davies Trust Fund principal for Parks, Beaches, and Recreation related projects (details provided in the *Key Changes* section below).

- 8. Use of Limited-term Staffing** - Fund necessary limited-term staffing for the City Council-Prioritized Projects/Initiatives.

*Implementation:*

- The Proposed Budget funds limited-term staffing in the Planning Department related to two planning projects – Palmetto District Specific Plan and Quarry Site Specific Plan – that are important to future economic development and place-making in Pacifica (details provided in the *Key Changes* section below).

- 9. Funding for City Council-Prioritized Projects/Initiatives** - Fund the City Council-Prioritized Projects/Initiatives to the extent possible and identify funding sources for Council consideration.

*Implementation:*

- The Proposed Budget funds numerous City Council-Prioritized Projects/Initiatives (details provided in the *Key Changes* section below).

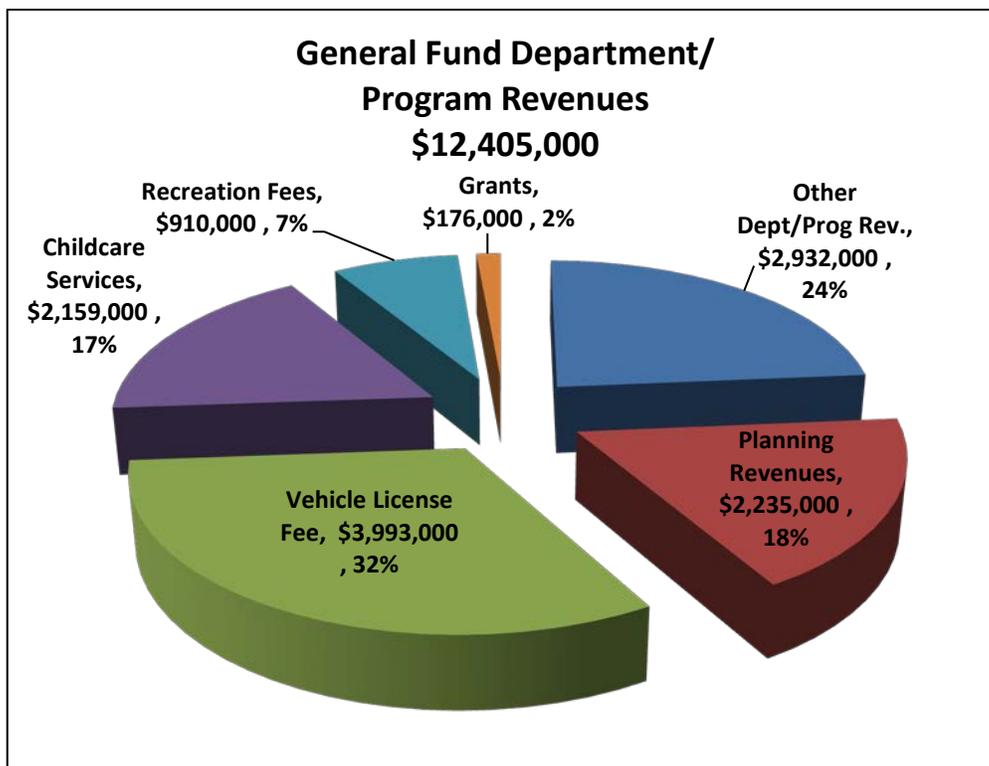
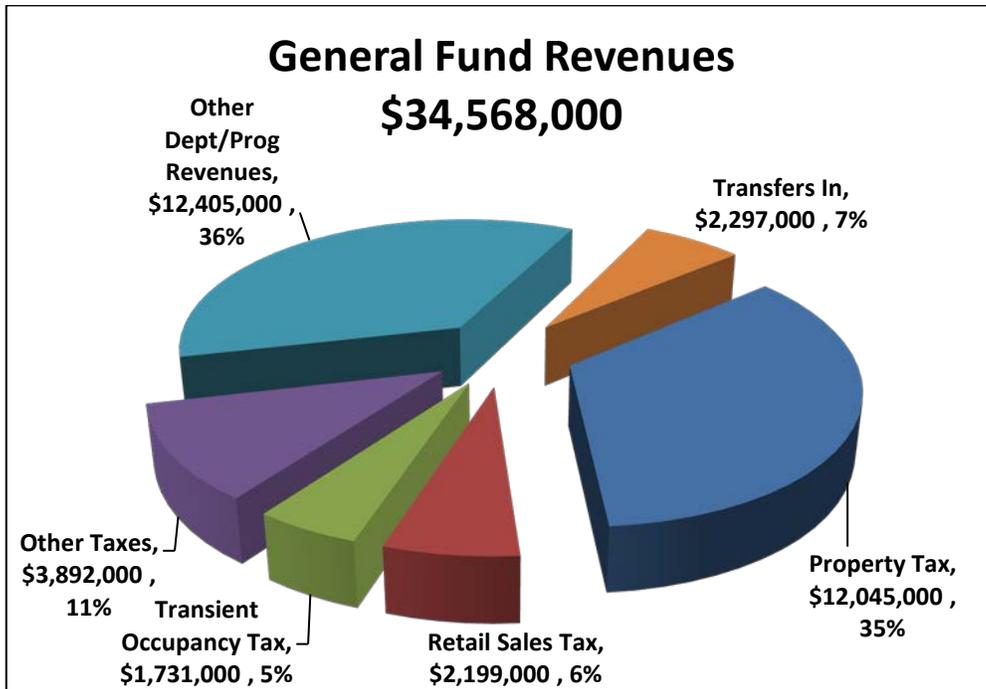
### III. BUDGET OVERVIEW

#### ***General Fund Revenues***

Tax revenues are projected to grow by 2.7% over last year's mid-year adjusted tax revenue amount. This projection continues Pacifica's recent history of stable, but minimal, tax growth, but is an improvement over the 2% overall tax revenue growth that was projected for last year over FY2016-17. One difference from last year is although sales tax and transient occupancy tax revenues (TOT) are projected to increase less than 1% over the mid-year adjusted amounts, property tax revenue is projected to increase by 4.2% over the mid-year adjusted amounts, which is significant compared to last year's 2.75% property tax revenue increase over FY2016-17. This 4.2% increase is a reasonable assumption given strong real estate market increases over the last couple years, and recognizing that property tax revenues remitted to the City from the County Assessor's Office lag a year or two behind actual home sales (especially supplemental tax bill revenues). However, property taxes are difficult to project accurately, therefore a mid-year check on this important source of revenue for Pacifica will be critical. Other taxes, such as Utility Users Tax, Franchise Tax, and Business License Tax, are projected to increase by a modest 1.1%.

Other revenue sources that comprise Pacifica's projected General Fund revenues of \$34,568,000 include departmental program fees (such as developer fees, recreation and childcare programs, building permits, vehicle license fees, and various grants), transfers in from other funds to pay for administrative and staffing costs delivered from the General Fund to those other funds, and one-time revenues from the Debt Services Fund and the General Fund Cash Balance to pay for one-time

expenditures described under the *Key Changes* section below. Combined on-going and one-time revenues are projected to be 7.7% more than last year's mid-year adjusted revenues. The following charts show the primary General Fund revenue sources and amounts projected for FY2018-19:

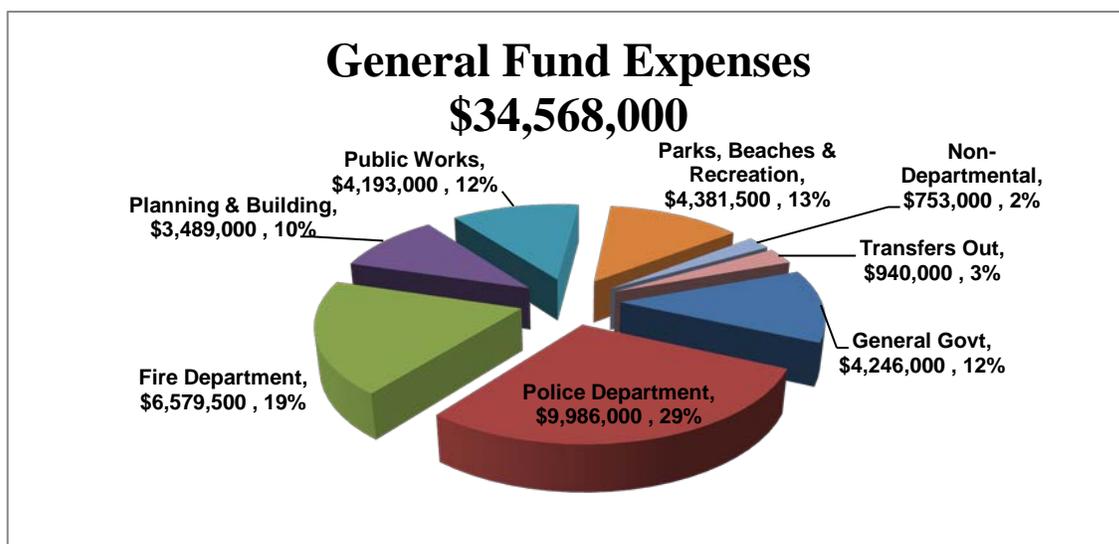


When budgeting for revenue growth, it is prudent to be reasonably conservative due to inherent uncertainties in revenue sources. The FY2018-19 Proposed Budget General Fund revenue growth summarized above continues this best practice. Two new sources of potential revenue growth during this next year include a Cannabis Business Program excise tax (6% of sales) and TOT tax charged for Short-Term Rentals. Although these revenue sources are not included in the projections because they have not begun yet and it is uncertain how much they will raise, they offer a margin of security for attaining overall revenue projections, should other revenue sources fall short.

### ***General Fund Expenditures***

General Fund expenditures are budgeted to match General Fund revenues at \$34,568,000. Importantly, in order to propose a structurally balanced budget for FY2018-19, on-going expenditures do not exceed on-going revenues, and one-time expenditures are covered with one-time revenues. For example, the use of excess Debt Service Fund balance is a one-time revenue source that is being used to fund one-time expenditures such as IT infrastructure, Fire equipment, limited-term salaries for Planning assistance, an additional streets paving project, and more. All one-time enhancements versus on-going expenditures are listed on the General Fund budget summary table on *Page GF 2* in the Proposed Budget, and many are summarized in the *Key Changes* section below.

Although the City has the need for some of these one-time uses of funds to be recurring, such as annual IT infrastructure improvements, new permanent staff, and more annual funding for paving projects, this is not a financial luxury the City can afford with its projected minimal revenue growth. However, all essential expenditures, such as permanent employee salaries and benefits, part-time employee wages, and non-discretionary program/service cost increases are paid for with on-going revenues. In total, on-going expenditures are increasing 1.71% in this Proposed Budget over last year's mid-year adjusted amount. With the addition of \$2.0M in one-time expenditures, the combined on-going and one-time expenditures are projected to be 7.7% more than last year's mid-year adjusted expenditures. The following chart shows the primary General Fund expenditure categories and amounts projected for FY2018-19:



**Positions Overview**

The FY2018-19 Proposed Budget includes 162.5 permanent staff. This is 1.5 positions more than last year, due to additional capacity approved by the City Council earlier in the year for the Human Resources Division (.5 Full Time Equivalent, FTE) and the Parks, Beaches, and Recreation (PBR) Department (1 FTE). In addition, there are 102 seasonal/temporary staff to help deliver programs in the PBR Department. Note that the PBR minor reorganization resulted in a budget savings despite increasing the positions by 1 FTE.

Since the City does not have sufficient revenues to fund any new permanent positions, a staffing option seldom used by the City but recommended in the Proposed Budget is to fund limited-term positions in the Planning Department to work on focused and limited-duration projects, such as the preparation of Specific Plans for the Palmetto District and the Quarry Site. Such positions may have a term of one to two years, depending on the project. It can be difficult to recruit quality candidates for limited-term positions, so the success of this option depends on finding quality workers who are looking for limited-term projects/experience.

**Key Changes**

As introduced in Section II of this memo, "Budget Development Strategies," the Proposed Budget includes numerous key strategies and funding actions to improve the City's fiscal stability and transparency, improve operations and projects, and prepare for future year budget challenges. Summaries of these key changes are as follows:

- *Fund Balance Commitment (Reserve) Allocations:* Out of the General Fund Cash Balance of \$4.4 million, begin funding the new Fund Balance Commitments Policy (Page FP 1 – FP 2) as follows:

General Fund – Fund Balance Commitment	\$1,726,639
Compensated Absences Fund Balance Commitment	\$200,000
Facility Maintenance and Replacement Fund Balance Commitment	\$150,000

Although these amounts do not reach policy goal levels, these allocations are a prudent start, and leave an undesignated General Fund Cash Balance of \$2,323,361 for unexpected expenses.

- *Consolidation of the Disaster Accounting Fund and the ERAF Fund:* San Mateo County collects property taxes and deposits a portion into an Educational Revenue Augmentation Fund (ERAF) to fund K-12 schools and community colleges. Excess ERAF is the revenue that remains after all schools receive funding that meets the State mandated funding levels. Excess ERAF revenues are returned to the taxing entity (City) from which it was collected. However, recent legislation changed how property taxes are distributed for school funding and eventually eliminates Excess ERAF and its subsequent distribution to cities. Therefore, starting in 2011, San Mateo County advised cities and other agencies to begin treating these revenues as "one-time funds" and not to include them in the operating budget as ongoing revenues because the funds are not expected to continue indefinitely. The City adopted this

approach in FY2014-15 and continues to treat these funds as “one-time” in nature going forward.

The Disaster Accounting Fund (DAF) shows both revenues (from grants and other reimbursements) and expenditures associated with catastrophic events occurring in the City.

After reviewing the expenditure patterns in the ERAF fund, staff has determined that disaster related expenditures which were formerly funded out of the DAF are now funded out of the ERAF fund due to: 1) the unrestricted availability of ERAF, and 2) staff's efforts to prevent exacerbating the deficit in the DAF. Therefore, the Proposed Budget combines the ERAF fund revenues and related expenditures into the DAF. This action will ensure that all disaster related expenditures will be accounted for in one fund. Additionally, the Proposed Budget begins a strategy of pre-allocating Excess ERAF funds (see explanation below) in part to the DAF, which will help address the deficit in the DAF until the deficit is fully eliminated. This two-step process will involve repaying the General Fund for advances made to the DAF. The General Fund will then transfer funds back to the DAF for expenditure for future projects.

- *Pre-allocation of Excess ERAF Funding:* Each January/February when the City receives its excess Educational Revenue Augmentation Fund (ERAF) payment (which is not guaranteed year after year), the Council decides at that time how to allocate the revenues. In the past excess ERAF has been used to fund emergency storm/erosion repair projects, parkland purchase, funding for non-profits such as the Pacifica Resource Center and the Pacifica Beach Coalition, and vehicle replacement purchases. To bring consistency to the process for allocating these funds year after year as long as they are received and without requiring mid-year Council consideration and approval for such allocations, the Council approved a strategy to pre-allocate excess ERAF funds to non-profits and the Disaster Accounting Fund (DAF). The Proposed Budget includes \$83,000 in funding for the Pacifica Resource Center for FY2019-20, \$5,000 for the Pacifica Beach Coalition for EcoFest 2019, and the remainder of Excess ERAF Funding received in Jan/Feb 2019 to the DAF.
- *Transfer of Excess Debt Service Fund Balance:* The Debt Service Fund holds revenues and expenses associated with bond payments. This fund is intended as the payment mechanism for debt payments for all funds outside of the City's Enterprise funds (Wastewater Enterprise Fund 18 and Fund 34, and Beach Parking Fund 35). Funds transfer dollars to this fund and the Debt Service Fund remits payments directly from this fund. The transfers into the Debt Service Fund should mirror outbound debt payments, and little to no fund balance should remain. At the end of 2017-18, the Debt Service Fund had an ending balance of \$2.0M. This fund balance resulted from funds in previous years transferring dollars into the Debt Service Fund at levels which did not reflect the level of debt services obligations at that time. The annual transfers into Fund 40 have been adjusted accordingly, and the Proposed Budget transfers the excess fund balances back to the originating funds per the transfer schedule below:

<b>Fund</b>	<b>Amount Transfer</b>
Fund 01- General Fund	\$1,179,463
Fund 09 - Street Construction Fund	\$720,339

Fund 10 - Gas Tax Maintenance Fund	\$72,542
Fund 22 - Capital Improvement Fund	\$67,268
<b>Total</b>	<b>\$2,039,612</b>

The Proposed Budget uses \$1,146,000 of the General Fund transfer to support one-time budget strategies for the 2018-19 budget (mentioned above). Transfers for Funds 10 and 22 will be transferred to their respective fund balances and the Transfer for Fund 09 is discussed below.

- *Funding for Streets Paving:* The funds transferred back to Fund 9 - Street Construction Fund from the Debt Service Fund will be used to support additional paving on Linda Mar Boulevard, extending this year's proposed paving from Adobe to Alicante Drives all the way to Oddstad Boulevard.
- *Funding for Public Works/Capital Projects:* In addition to the Debt Service Fund one-time funds transfer described above, the Proposed Budget also uses \$514,000 from the General Fund Cash Balance for priority one-time project expenses. For Public Works, these projects include sidewalk and curb ramp repairs, hazardous tree removals, City facility maintenance/repairs (discussed in Section II above), Rockaway Beach streetlight replacements and Terra Nova Tennis Court light repairs, and grant-matching funds for the Bicycle and Pedestrian Master Plan project.
- *Funding for IT Improvements:* As discussed in Section II above, the Proposed Budget provides funding for IT Infrastructure Improvements, using \$100,000 from the Debt Service Fund one-time transfer.
- *Funding for Critical Planning Studies:* The Council-Prioritized Projects/Initiatives adopted by the Council on April 24, 2018 and summarized in Section I above include several major projects for the Planning Department that require funding: Specific Plans for West Sharp Park (Palmetto District) and the Quarry Site, an update to the Climate Action Plan, and potentially a rent advisory facilitator. Completing these plans will require limited-term planning staff, consultant expertise, and legal expenses. The Proposed Budget includes \$630,000 from the Debt Service Fund one-time transfer for the first year of this work.
- *Funding for Critical Fire Equipment:* The Proposed Budget provides funding for new fire fighter one-time academy costs (\$25,000), critical gear replacements (\$132,000 for Self-Contained Breathing Apparatus bottles and Turnouts), anticipated Overtime expenses (\$108,000, a one-time allocation in anticipation of OT costs stabilizing), and the first year of lease-to-purchase costs for a new Fire Engine (\$70,000). These one-time funds are from the Debt Service Fund one-time transfer and the General Fund Cash Balance.
- *Pension Obligation Bond Loan Repayments to the Wastewater Fund:* The Proposed Budget continues this repayment plan, transferring \$147,000 from the General Fund to the Wastewater Fund (Page POB1)

### ***Major Funds & All Funds Budget Summary***

Although budget preparation and the financial health of the City is most often focused on the General Fund, which takes in discretionary revenues, funds the majority of staff and houses the majority of City operations, there are numerous other funds that comprise the City's full financial picture. These include the Wastewater Enterprise Fund, Beach Parking Enterprise Fund, Special Revenue Funds (e.g. Gas Tax, Excess ERAF), Roy Davies Trust Fund, Debt Service Funds, Internal Service Funds and Capital Project Funds. These funds have a total budget of \$46,987,000 for FY2018-19. Combined with the General Fund budget, the City's total financial picture equals \$81,555,000. The Proposed Budget includes an All Funds Proposed Budget Summary on *Page AFS 1*.

Many of these other funds differ from the General Fund in that they might be enterprise funds restricted to certain programs, funds designated by policy or law for certain uses, or capital project funds that may at times show deficits when projects are underway prior to receiving grant funds, other reimbursements, or inter-fund loan repayments. Some highlights of major funds include:

*Wastewater Enterprise Fund:* More than 60% of other funds revenue, or \$28.9M, is for the Wastewater Enterprise Fund. Of this amount, half is from sewer fees to pay for wastewater services and wastewater capital projects, including operating and maintaining the Calera Creek Water Recycling Plant, and half is from bond revenues to pay for the Wet Weather Equalization Basin project.

*ERAF & Disaster Accounting Funds:* As explained above, these two funds will be consolidated, which will ensure that all disaster related expenditures are accounted for in one fund and allow Excess ERAF Funds to eliminate the DAF deficit overtime by repaying the General Fund for advances made to the DAF, with the General Fund then transferring funds back to the DAF for expenditure for future projects. This transaction will transfer approximately \$3.0M in revenues and \$2.9M in ERAF project commitments from ERAF to DAF.

*Capital:* The 2018-2019 Capital Budget consists of 17 new projects totaling \$5.1M and 26 ongoing projects totaling \$17.2M across multiple funds for the year. The CIP is provided in the Proposed Budget document.

*Beach Parking:* The Beach Parking Fund accounts for all revenues and expenses associated with the Beach Parking program started in August 2013. Over the last two fiscal years the fund revenues have not kept pace with the fund's expenses. Specifically, daily beach parking fee revenues (the largest of the Fund's three revenue sources) for the past two seasons have been affected by periods of inclement weather and parking lot disruptions caused by construction projects. Daily Beach Parking revenues were down from budgeted amounts by 22% in 2016-17 and are projected to be down by 25% in 2017-2018. As a result, the Fund has experienced a reduction in the fund balance in FY 2016-2017 and we anticipate a further reduction in fund balance in FY 2017-2018. Therefore, staff is proposing an increase in Linda Mar State Beach four-hour parking fees (from \$5 to \$7) and Annual Parking Pass fees (from \$67 to \$72) to address the declining fund balance. Additionally, due to increasing levels of parking infractions at Linda Mar State Beach, staff

is also proposing to increase the parking citation fee from \$43 to \$50 in an attempt to curb the number of parking infractions.

*Roy Davies Trust:* This fund was established and funded in 2006 with funds designated “to be kept in a segregated account for the benefit of the Pacifica Parks, Beaches and Recreation Department. The funds are to be used to help acquire, build, remodel, improve, support, and maintain, the equipment, buildings, grounds, yard, gardens and landscaped areas of various parks, beaches, and recreation areas located in Pacifica, to conduct related educational and recreation programs for the benefit of the general public...” At the end of FY 2016-2017 the Fund had a balance of \$3.5M. The Fund principal can only be used for the purposes specified and can only be appropriated by a 4/5 Council majority. The Proposed Budget includes use of Roy Davies Trust funds to perform an audit of play structures (\$15,000), purchase and install fibar surfacing material (\$50,000), and complete the Frontierland Park restroom repair (\$20,000).

#### **IV. FEE SCHEDULE OVERVIEW**

At a public hearing on June 11, 2018, the City Council adopted a resolution approving the proposed 2018-2019 Fees and Charges Schedule. The City Council first reviewed the proposed changes on May 3, 2018, with the introduction of the 2018-19 Proposed Budget. The Fees & Charges Schedule 2018-19 included in the Proposed Budget includes the following increases of note:

- Increase in the hourly rates for Planning services and Engineering services to \$209/hr, representing a 3.6% increase which corresponds to the change in Consumer Price Index.
- Other fees and charges increases equal to the change in the CPI or the Construction Cost Index (CCI), if deemed appropriate by the department administering the fees or specified in the Municipal Code. The applicable CCI rate will not be available until July 2018 and the affected fees will be adjusted at that time.
- Some fees and charges (such as Parks, Beaches and Recreation fees) are not modified by the CPI or CCI but are competitively modified to reflect Pacifica's regional market for those programs and services; as a result, some fees have increased, remained at the same level, or have decreased from 2017-18 levels.
- Establishment of Short Term Rental Application Fee of \$150
- Increase of the Beach Daily Parking fee, 0 - 4 hours from \$6 to \$7
- Increase of Marijuana Public Safety License Fee from \$1,000 to \$1,175
- Establishment of the Subpoena Deuces Tecum for Records (1563(b)(6) CA Evidence Code to \$15

#### **V. CONCLUSION & LONGER TERM CHALLENGES**

I am pleased to be continuing Pacifica's trend from recent years of presenting a Proposed Budget for FY2018-19 that is balanced, transparent, accountable, prudent, and supports forward progress on critical programs and services for the Pacifica community. Not only is this proposal structurally balanced, with on-going revenues covering on-going expenses, but it also proposes prudent use of one-time money to begin funding reserves, begin addressing the Disaster Accounting Fund deficit, continue repaying interfund loans, and begin addressing some neglected IT and facility maintenance

needs that are critical to support the organization's program, project, and service delivery to the community. In addition, the Proposed Budget applies funding toward work to fulfill the City Council's Goals and Prioritized Projects/Initiatives to benefit the community. These include additional streets paving, sidewalk and curb ramp improvements, planning for bike and pedestrian improvements, and planning for West Sharp Park (Palmetto District) and the Quarry Site to attract economic development in these areas.

This forward progress and economic development is critical because the City will be confronting longer term challenges of growing structural deficit gaps between ongoing revenues and ongoing expenditures. Annually increasing California Public Employees Retirement System (CalPERS) pension obligation payments and the rising cost of business-as-usual are projected to outpace modest revenue growth. The financial outcome of City employee labor group negotiations currently underway is unknown at this point; attraction and retention of fairly-compensated and quality employees is critical to the City's service delivery to the community, as is the City's ability to afford unexpected winter storm damage response and repairs to deteriorating City infrastructure. To remain structurally balanced in future years will require laser focus on enhancing ongoing revenue sources and managing ongoing expenditures. The FY2018-19 Proposed Budget enables the City to be well poised for these longer term challenges.

## VI. ACKNOWLEDGMENTS

Preparation of the FY2018-19 Proposed Budget was a significant team effort by numerous staff. I appreciate everyone's energy and focus, teamwork, and patience and understanding with changes in the process and documents I have suggested. With deep gratitude for excellent work, I would like to first recognize Assistant City Manager **Lorenzo Hines, Jr.** and his Finance team -- Financial Services Manager **Sheila Tioyao** and other Finance Department staff -- Accountant **Ying Chen**, Account Technician **Mario Xuereb**, and Account Technician **Meg Callanan**. My Executive Assistant **Sarah Coffey** also has been indispensable throughout this process. I also want to thank and acknowledge the efforts of the Department Directors and their staff in developing their departmental budget submittals and presentations -- Police Chief **Dan Steidle**, Police Captain **Joe Spanheimer**, Police Captain **Chris Clements**; Planning Director **Tina Wehrmeister**, Senior Planner **Christian Murdock**; Parks, Beaches and Recreation Director **Mike Perez**, Recreation Manager **Jim Lange**, Child Care Supervisor **Tracy Gilbert**; Public Works Director **Van Ocampo**, Public Works Deputy Director Waste Water Treatment Plant **Louis Sun**, Public Works Senior Civil Engineer **Raymond Donguines**; Fire Chief **Ron Myers**, and Deputy Fire Chief **Shane Lauderdale**. I would also like to recognize the other members of the Executive Team -- City Clerk **Kathy O'Connell** and City Attorney **Michelle Marchetta Kenyon** for their roles in helping deliver this Proposed Budget.

Sincerely,



Kevin S. Woodhouse  
City Manager

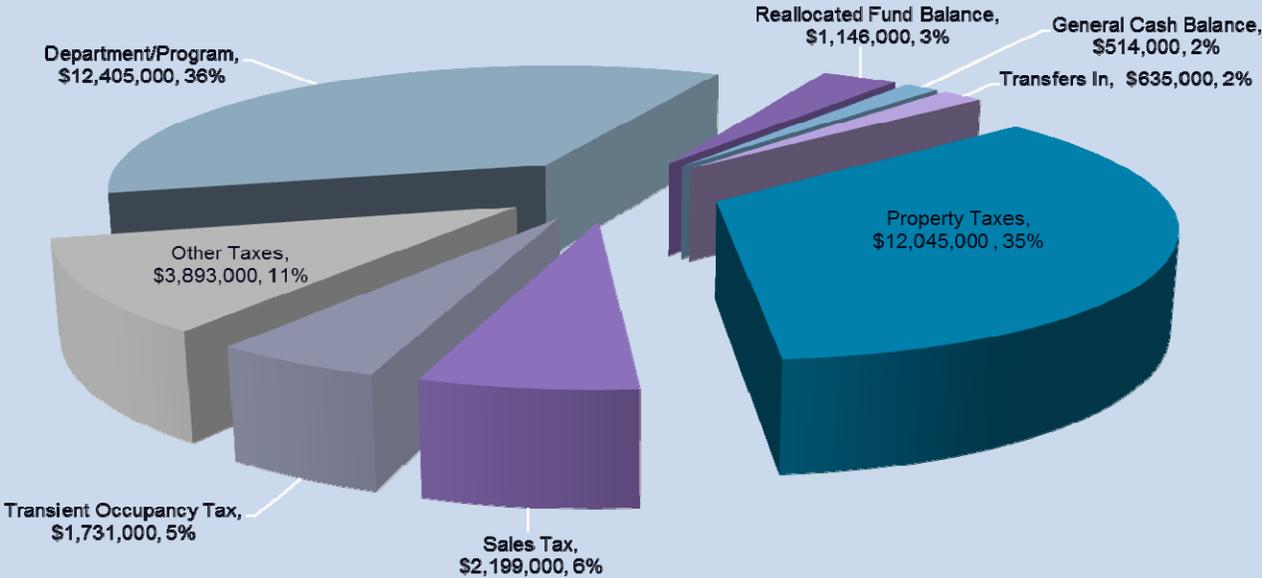
# THE 2018-2019 BUDGET

Here is an overview look at Pacifica’s anticipated revenues and expenditures in the Fiscal Year 2018-2019 Operating Budget.

## General Fund: Total Revenues

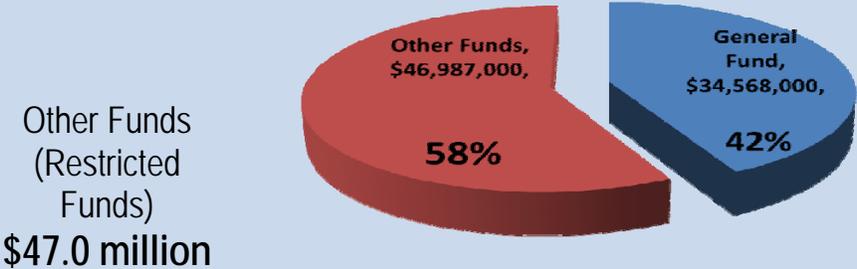
General Fund Total Revenues 2018-2019

**\$34.6 million**



All City Appropriations 2018-2019

**\$81.6 million**



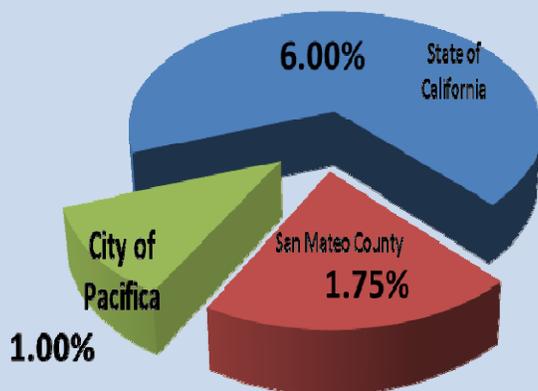
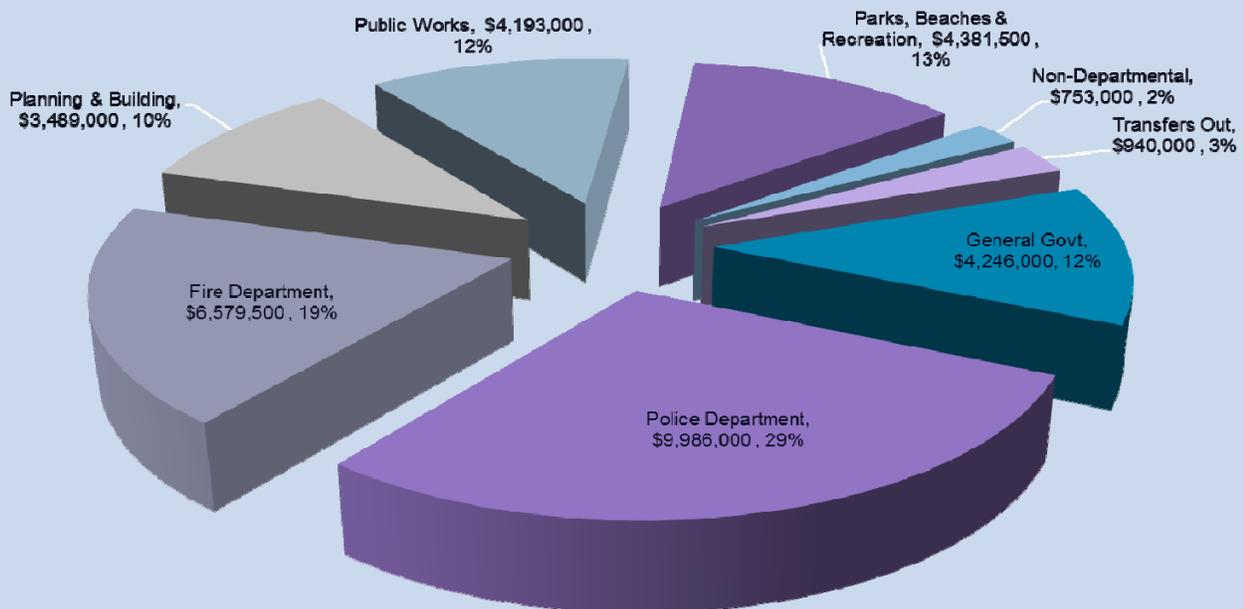
# BY THE NUMBERS

The budget serves as a business plan to help the City and Community prioritize funding and plan for the future.

## General Fund: Total Expenditures

General Fund Total Expenditures 2018-2019

**\$34.6 million**



Your Sales Tax - 8.75%

CITY OF PACIFICA  
WORK PLAN  
2018-2019



ADOPTED  
April 24, 2018



Scenic Pacifica  
Incorporated Nov. 22, 1957

## City of Pacifica City Council Goals *Adopted April 24, 2018\**

- **“Fiscal Sustainability”** includes investing in economic development to increase revenues, funding a reserve/emergency fund, and being well prepared for grant opportunities.
- **“A Connected Community”** includes taking actions to restore trust in city government, expanding communication, and building community.
- **“Stewardship of City Infrastructure”** includes repairing/replacing outdated city facilities such as city hall, the libraries, fire stations, etc., improving streets, and responding to impacts of sea level rise.
- **“A Healthy and Compassionate Community”** includes addressing affordable housing and mental health services, investigating strategies related to homelessness, and supporting youth services.
- **“Preserve and Enhance Natural Resources”** includes mapping out parks and open space, preserving hillsides and beaches, paying attention to flora and fauna needs, and environmental health.
- **“A Strong Workforce Infrastructure”** includes strategies to address employee retention and attraction challenges, engaging staff in decision-making, and recognizing staff.
- **“Maintaining a Safe Community”** includes supporting our first responders (police, fire, public works), responding to storm emergencies, protecting our infrastructure (streets, sidewalks, water), and engaging in emergency preparedness activities.

\*No changes made from previous years' goals



Scenic Pacifica  
Incorporated Nov. 22, 1957

## FY2018-19 City Council-Prioritized Projects/Initiatives

The following 19 projects/initiatives have been prioritized by the Pacifica City Council for FY2018-19. This diverse and robust work plan is intended to help fulfill the City Council's broader goals of Fiscal Sustainability, A Connected Community, Stewardship of City Infrastructure, A Healthy and Compassionate Community, Preserve and Enhance Natural Resources, A Strong Workforce Infrastructure, and Maintaining a Safe Community. Other numerous major City projects/initiatives not represented on this list are also underway, in addition to hundreds of on-going programs and services of the City, the totality of which represents the City's effort to deliver exceptional programs, projects, and services to the Pacifica Community.

### **Coastal Protection and Sea Level Rise Planning**

1. Begin Planning and Design Phase of the Beach Boulevard Seawall and Promenade Replacement Project
2. Continue Bluff Erosion Protection and Infrastructure Preservation along Esplanade Avenue
3. Complete the Sea Level Rise/Local Coastal Plan Update

### **Palmetto Area Revitalization & Library**

4. Continue Efforts Toward Construction of a New Sharp Park Library and a Renovated Sanchez Library
5. Establish a Priority Development Area (PDA) for West and East Sharp Park
6. Begin Preparing a Palmetto District Specific Plan

### **Housing Issues**

7. Implement Housing Element Actions and Explore Ways the City Can Support Affordable Housing Initiatives
8. Evaluate Whether to Reconvene the Rent Advisory Task Force and Determine Next Steps
9. Review Issues and Determine Next Steps Regarding Recreational Vehicles and the Homeless

### **Transportation Infrastructure**

10. Complete Street Paving Projects and Increase the City's Pavement Condition Index
11. Begin the Manor Drive Overcrossing Improvement Project
12. Begin Researching Conceptual Design and Seeking Funding Sources for Adobe Drive Culvert Replacement

### **Quarry Site**

13. Begin Preparing a Specific Plan for the Quarry Site, potentially including an Update to the Rockaway Beach Specific Plan Area

### **Hwy 1 Congestion Relief**

14. Begin the Highway 1 Congestion Relief Study of Alternatives

### **Environmental Sustainability**

15. Update the Climate Action Plan and Continue Implementation of Priority Actions
16. Evaluate Strategies, Including Potential New Ordinances, Related to Reducing Litter

### **Aircraft Noise**

17. Continue to Communicate City Positions Regarding Aircraft Noise

### **Ohlone/Portola Heritage Trail**

18. Continue Planning for the Ohlone/Portola Heritage Trail 250<sup>th</sup> Anniversary Event
19. Begin Design for a Trailhead and Parking Lot at Cattle Hill Property



## **Other Executive Priorities for FY2018-19**

The following projects/initiatives have been identified as priority in the normal course of improving organizational management practices or day-to-day functions. The specific scope of work to occur in FY2018-19 is identified in the detail of the staff report.

- 1. Budget Balancing**
- 2. Priority-Based Budgeting**
- 3. Economic Development Plan**
- 4. Emergency Preparedness Plan, Including Disaster Evacuation Routes**
- 5. IT Strategic Plan**
- 6. Succession Planning**
- 7. Playground Replacement Program**
- 8. Create a Strategic Plan for Parks, Beaches, and Recreation**
- 9. Permit Processing Improvements**
- 10. Beach Boulevard Picnic Area Landscaping**
- 11. Conduct a Needs Assessment for New City Facilities**
- 12. Hazardous Trees Removal**
- 13. Document Management System**
- 14. Council Rules and Code of Ethics**
- 15. Update Sign Ordinance**
- 16. General Plan Update**

**GENERAL FUND BUDGET  
SUMMARY AND DEPARTMENT  
BUDGET DETAIL  
2018-2019**



**ADOPTED  
June 25, 2018**

**CITY OF PACIFICA**  
**2018-2019 Proposed General Fund Budget Summary**  
**By Consolidated Revenue Source and Department**



	<b>2017-18 ADOPTED BUDGET</b>	<b>2017-18 MID-YEAR BUDGET</b>	<b>2018-19 PROPOSED BUDGET</b>
<b>REVENUES</b>			
PROPERTY TAXES	\$ 11,260,000	\$ 11,562,000	\$ 12,045,000
SALES TAX	2,105,000	2,209,000	2,199,000
TRANSIENT OCCUPANCY TAX	1,722,000	1,722,000	1,731,000
OTHER TAXES	3,850,000	3,850,000	3,893,000
DEPARTMENT/PROGRAM	11,561,000	12,087,000	12,405,000
TRANSFER IN	-	38,000	-
REALLOCATED FUND BALANCE			1,146,000
GENERAL CASH BALANCE			514,000
TRANSFERS IN	631,000	631,000	635,000
<b>TOTAL GENERAL FUND SOURCE OF FUNDS</b>	<b>\$ 31,129,000</b>	<b>\$ 32,099,000</b>	<b>\$ 34,568,000</b>
GENERAL GOVT*	\$ 3,881,000	\$ 3,881,000	\$ 4,246,000
POLICE DEPARTMENT	9,219,000	9,669,000	9,986,000
FIRE DEPARTMENT	6,121,000	6,602,000	6,579,500
PLANNING & BUILDING	2,465,000	2,465,000	3,489,000
PUBLIC WORKS	3,353,000	3,392,000	4,193,000
PARKS, BEACHES & RECREATION	4,426,000	4,426,000	4,381,500
NON-DEPARTMENTAL	700,000	700,000	753,000
TRANSFERS OUT	964,000	964,000	940,000
<b>TOTAL GENERAL FUND USE OF FUNDS</b>	<b>\$ 31,129,000</b>	<b>\$ 32,099,000</b>	<b>\$ 34,568,000</b>
NET SURPLUS (DEFICIT)	\$ -	\$ -	\$ -

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



# City of Pacifica 2018 – 2019 Budget

## GENERAL GOVERNMENT

General Government combines the services and activities of the City Council, the City Manager’s Office, the City Attorney’s Office, Economic Development and the City Clerk, and all administrative functions.

**Description of Department**

The 5-Member City Council is elected at-large to serve 4-year terms. The City Manager is appointed by the City Council and serves as the Chief Executive Officer. The City Clerk supports Council meetings, and manages all election-related activity. Economic Development supports the attraction, retention, and nurturing of the business community. Finance manages accounting, payroll and business license activities, prepares the budget and coordinates the annual audit. Information Technology manages all technology needs. Human Resources manages employee recruitment and hiring, disciplinary action needs, manages city-wide training and supports the labor negotiations process. The City Attorney’s Office advises the City Council and staff in all legal matters.

	<b>Amended 2017-2018</b>	<b>Proposed 2018-2019</b>
<b>General Fund Expenditures</b>		
City Council	\$ 144,400	\$ 164,000
City Manager/City Clerk	859,800	923,000
Economic Development	148,600	242,000
Finance	972,800	959,000
Information Technology	709,400	867,000
Human Resources	546,000	592,000
City Attorney	500,000	500,000
<b>General Fund Expenditure Total</b>	<b>\$ 3,881,000</b>	<b>\$ 4,247,000</b>
<b>General Fund Cost Recovery</b>		
General Fund Expenditure Total	\$ 3,881,000	\$ 4,247,000
General Fund Revenues Total	\$ 123,236	\$ 124,404
<b>Cost Recovery</b>	<b>3.2%</b>	<b>3%</b>
<b>Total Staffing for Department</b>		
Funded FTE	15	15.5

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



# City of Pacifica 2018 – 2019 Budget

## POLICE DEPARTMENT

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

### Department Divisions

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

	<b>Amended 2017-2018</b>	<b>Proposed 2018-2019</b>
<b>General Fund Expenditures:</b>		
Juvenile Services	\$ 284,400	\$ 304,800
Investigation Services	939,600	1,059,700
Narcotics Task Force	73,900	82,200
Communications	803,400	814,800
Records	439,100	485,400
Disaster Preparedness	162,400	191,700
Patrol Services	6,738,600	6,698,000
Traffic Safety Services	185,600	294,400
Crime Prevention	42,000	55,000
General Fund Expenditure Totals	<b>\$ 9,669,000</b>	<b>\$ 9,986,000</b>
<b>General Fund Cost Recovery:</b>		
General Fund Expenditure Total	\$ 9,669,000	\$ 9,986,000
General Fund Departmental Revenue Total	\$ 319,000	\$ 337,000
<b>Cost Recovery</b>	3.5%	3.4%
<b>Total Staffing for Department (FTE)</b>		
Funded FTEs	37	37

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



# City of Pacifica 2018 – 2019 Budget

## NORTH COUNTY FIRE AUTHORITY

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

**NCFa Bureaus and Divisions**

The North County Fire Authority provides fire services to 3 cities: Daly City, Brisbane, and Pacifica. It consists of the Operations Bureau, Support and Administrative Services Bureau and Fire Prevention Services Bureau.

	<b>Amended 2017-2018</b>	<b>Proposed 2018-2019</b>
<b>General Fund Expenditures</b>		
Fire Emergency Services	\$6,150,600	\$6,114,000
Fire Non-Emergency Services	137,000	140,000
Paramedic Services Coordinator	314,400	325,000
<b>General Fund Expenditure Total</b>	<b>\$6,602,000</b>	<b>\$6,579,500</b>
<b>General Fund Cost Recovery</b>		
General Fund Expenditure Total	\$6,602,000	\$6,579,500
General Fund Department Revenue Total	442,169	579,000
<b>Cost Recovery</b>	<b>6.7%</b>	<b>8.8%</b>
<b>Total Staffing for Department</b>		
Funded FTEs	26	26



# City of Pacifica 2018 – 2019 Budget

## PLANNING DEPARTMENT

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

**Department Divisions**

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

	<b>Amended 2017-2018</b>	<b>Proposed 2018-2019</b>
General Fund Expenditures		
Planning	\$ 1,581,300	\$ 2,585,000
Building Services	577,200	604,000
Code Enforcement	307,000	300,000
General Fund Expenditure Total	<b>\$ 2,465,500</b>	<b>\$ 3,489,000</b>
General Fund Cost Recovery		
General Fund Expenditure Total	\$ 2,465,500	\$ 3,489,000
General Fund Department Revenue Total	\$ 1,884,000	\$ 2,235,000
Cost Recovery <i>(2016-17 corrected)</i>	76%	64%
Total Staffing for Department		
Funded FTEs	7	7



# City of Pacifica 2018 – 2019 Budget

## PUBLIC WORKS DEPARTMENT

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

### Department Divisions

Wastewater Treatment Operations includes the operation of the Calera Creek water treatment plant and management of the collection system. Field Services oversees the maintenance of city streets, parks, tress, vehicles and public facilities. Engineering manages public infrastructure projects, transportation planning and traffic engineering, and provides emergency management technical services during natural disasters and maintenance and repair of the City’s infrastructure. The 55 Public Works Department staff are supported from a number of funds; shown here is the General Fund portion only. The Wastewater budget will be shown separately. The 2017-18 Public Works budget represents a consolidation of staff and related costs previously in other funds with the staffing in the General Fund. The additional expenditures will be supported by transfers from the previous funds.

	<b>Amended 2017-2018</b>	<b>Proposed 2018-2019</b>
<b>General Fund Expenditures</b>		
Engineering Services	\$ 875,600	\$ 942,700
Streets, Traffic Maintenance, Tree Services	852,300	966,900
Building Maintenance & Improvement Services	520,800	730,700
Pier and Beaches Maintenance	160,100	170,500
City Parks and Playfields	994,500	1,353,600
Street Light Services	27,300	28,600
<b>General Fund Expenditure Total</b>	<b>\$ 3,392,000</b>	<b>\$ 4,193,000</b>
<b>General Fund Cost Recovery</b>		
General Fund Expenditure Total	\$ 3,392,000	\$ 4,193,000
General Fund Department Revenue Total	244,500	890,800
Cost Recovery	7.21%	21.24%
<b>Total Staffing for Department</b>		
Funded FTE's	26.5	26.5



# City of Pacifica 2018 – 2019 Budget

## PARKS, BEACHES AND RECREATION

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

### Department Divisions

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

	<b>Amended 2017-2018</b>	<b>Proposed 2018-2019</b>
<b>General Fund Expenditures</b>		
Department Support Services	\$ 285,000	\$ 290,800
Community Center	205,000	223,300
Cultural Arts	12,300	15,600
Elementary Age Rec Services	170,300	188,900
Teens & J-Teens Rec Services	88,000	94,800
Adult Sports Services	500	500
Senior Services	208,400	233,600
Instructional Class Services	148,000	160,100
Recreation Swimming Services	400,000	408,000
Swim Team	147,000	158,600
Special Community Rec Services	81,000	100,000
Seniors in Action - Title IIIB	67,300	59,600
Seniors in Action - C-1 Meals	182,000	157,700
Seniors in Action - Meals on Wheels	235,000	203,200
Child Care Preschool/School Age	895,000	794,000
Child Care - Latchkey Program	550,000	493,900
Child Care - State Preschool	415,000	472,300
Child Care – Title 22 Part Day Preschool	80,000	68,100
Child Care - Sub-contract Grants	216,200	221,600
Recreation Preschool	40,000	36,900
<b>General Fund Expenditure Total</b>	<b>\$4,426,000</b>	<b>\$4,381,500</b>
<b>General Fund Cost Recovery</b>		
General Fund Department Expenditure Total	\$4,426,100	\$4,381,500
General Fund Department Revenue Total	3,584,116	3,571,190
Child Care Reserve Funds Used	0	0
<b>Cost Recovery</b>	<b>81%</b>	<b>82%</b>
<b>Total Staffing for Department</b>		
Total FTEs	21	22
Total Part-Time Staff Members	132	102

# ALL FUNDS SUMMARY 2018-2019



ADOPTED  
June 25, 2018

**City of Pacifica**  
**All Funds Budget Summary - ADOPTED**  
**Fiscal Year 2018-19**

<b>Fund #</b>	<b>Fund Name</b>	<b>Estimated Ending Fund Balance 6/30/2018</b>	<b>Adopted Revenues/ Transfers In 2018-2019</b>	<b>Adopted Expenditures/ Encumbrances Transfers Out 2018-2019</b>	<b>Estimated Ending Undesignated Fund Balance 6/30/2019</b>
01	<b>General Fund (unassigned)</b>	\$2,300,000	\$34,568,000	\$34,568,000	\$2,300,000
	<i>Other selected components of the General Fund Balance</i>				
	<b>Committed</b>				
	Reserve--General Fund - \$1,727,000	-	-	-	-
	Reserve--Compensated Absences - \$200,000				
	Reserve--Facility Maintenance and Replacement Reserve - \$150,000				
	<b>Assigned</b>				
	Reserve--Designated for Childcare - \$753,500	-	-	-	-
	Reserve--Narc Forfeiture - \$51,000	-	-	-	-
	Reserve--Legal--\$100,000				
	<b>Unassigned (Informal Reserves within the Unassigned Balance)</b>				
	Reserve--Designated for Fire - \$22,350				
38	Disaster Accounting Fund*	995,437	2,200,000	2,950,561	244,876
<b>Special Revenue Funds</b>					
07	Supplemental Law Enforcement Svcs Fund	94,962	100,000	127,462	67,500
10	Gas Tax Maintenance Fund	711,751	1,883,763	1,796,825	798,689
16	NPDES Stormwater Fund	180,000	418,100	424,870	173,230
24	Housing In-Lieu Fund	280,000	-	15,000	265,000
25	Parking In-Lieu Fund	124,000	-	-	124,000
<b>Capital Project Funds</b>					
09	Street Construction Fund**	2,654,629	2,966,043	2,654,390	2,966,282
12	Highway 1 Improvement Fund	236,366	275,000	177,634	333,732
14	Manor Drive Improvement Fund	980,000	610,000	680,000	910,000
19	Planned Local Drainage Fund	650,000	51,000	1,000	700,000
22	General Capital Improvement Fund**	(434,000)	3,275,000	3,225,000	(384,000)
23	Frontierland Remediation Fund	1,500,000	75,000	600,000	975,000
26	Parks and Playfield in-Lieu Fund	245,000	100,000	-	345,000
31	Pacifica Library Fund	501,000	-	306,695	194,305
<b>Debt Service Funds</b>					
40	Debt Service Fund***	100,000	\$2,557,000	\$2,557,000	100,000
<b>Trust Fund</b>					
27	Roy Davies Trust Fund	3,460,614	1,500	85,000	3,377,114
28	PB&R Special Revenue	95,000	-	-	95,000
<b>Enterprise Funds</b>					
18	Sewer Charge Fund	18,801,031	\$14,607,000	\$13,937,000	19,471,031
34	Sewer Facility Construction Fund****	6,982,546	14,345,250	14,345,250	6,982,546
	Total WWTP Funds	25,783,577	28,952,250	28,282,250	26,453,577
35	Beach Parking Enterprise Fund	(9,396)	\$616,000	\$603,000	3,604
<b>Internal Service Funds</b>					
65, 66, 67	Self Insurance Funds	2,050,000	1,200,000	1,200,000	2,050,000
71, 72	Motor Pool Funds	2,601,844	1,300,000	1,300,000	2,601,844
<b>TOTAL - ALL FUNDS</b>		<b>45,100,784</b>	<b>81,148,656</b>	<b>81,554,687</b>	<b>44,694,753</b>

**NOTES**

\*Reflects consolidation of former Fund 30 - Excess ERAF Fund into Fund 38 -Disaster Accounting Fund.

\*\*These fund balances contain the impact of an Interfund loan from Fund 09 to Fund 22 of \$2,218,700, approved by Council in November 2003. During March of 2017, the Council authorize the transfer of \$1M from the General Fund to Fund 09 to partially address this loan balance. We will continue to develop a Fund 22 repayment plan to address the remaining loan balance.

\*\*\*Excess Debt Service has been transferred back to the contributing funds.

\*\*\*\*Bond proceeds used to support Fund 34 revenues are in the possession of a third party trustee and are available on a reimbursement basis. Revenues for 2018-19 include \$147,000 loan repayment from the General Fund for prior Pension Obligation Bond related loan.



## All Funds -- Fund Descriptions

### ALL FUNDS

- 01. General Fund** holds general tax revenues such as property tax and sales tax as well as department revenues from fees and charges, and the majority of operational expenses for service delivery.
- 38. Disaster Accounting Fund** shows both revenues (from grants and other reimbursements) and expenditures associated with catastrophic events occurring in the City.

### SPECIAL REVENUE FUNDS

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

- 26. Park In-Lieu Fund:** The Park and Recreational Fees are imposed on private residential development projects to purchase and construct additional parks, recreational facilities, and open space to offset the impact on the need for these facilities created by new residential development. These improvements and land acquisitions include parks, mini parks, beach areas, land acquisitions, open space, sport fields, tot lots, play equipment, rehabilitation of existing facilities and other related facilities and improvements.

### **CAPITAL PROJECT FUNDS**

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

- 31. Pacifica Library Fund:** This fund is used to track sources and uses of funds related to the construction of Pacifica’s Library.

**DEBT SERVICE FUND**

- 40. Debt Service Fund:** Holds revenues and expenses associated with bond payments.

**TRUST FUND**

- 27. Roy Davies Trust Fund:** Established in 2006 when \$3.9 million was distributed to the City of Pacifica – a lump sum above the \$3.45M (\$450,000) was used to pay for Community Center roof and Fairmont Park/Site improvements. The money was distributed to the City of Pacifica “to be kept in a segregated account for the benefit of the Pacifica Parks, Beaches and Recreation Department. The funds are to be used to help acquire, build, remodel, improve, support, and maintain, the equipment, buildings, grounds, yard, gardens and landscaped areas of various parks, beaches, and recreation areas located in Pacifica, to conduct related educational and recreation programs for the benefit of the general public...” Interest earned has been used for departmental operations; the principal can only be used for the purposes specified and can only be appropriated by a 4/5 Council majority.
- 28. PB&R Special Revenue:** This is a depository for various donations specifically designated for Park, Beaches, and Recreation activity. Examples include donations from the Donna P. Janvier Charitable Remainder Trust which has scheduled distributions totaling approximately \$131,000 (\$129,000 received to date) designated for the Pacifica Senior Center.

**ENTERPRISE FUNDS**

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

**INTERNAL SERVICE FUNDS**

- 65, 66, 67. Self-funded Dental Plan & Insurance Funds:**  
Represents funds set aside to cover employee dental expenses and insurance deductibles for liability and worker’s compensation.

**71, 72. Motor Pool Operations and Replacement 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.

**PENSION OBLIGATION BONDS  
LOAN AND REPAYMENT PLAN  
2018-2019**



**ADOPTED  
June 25, 2018**

CITY OF PACIFICA

PENSION OBLIGATION BONDS LOAN AND REPAYMENT PLAN

LOAN FROM FUND 34 TO GENERAL FUND

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

**MASTER FEE AND CHARGES  
SCHEDULE  
2018-2019**



**ADOPTED  
June 25, 2018**

**City of Pacifica**  
**2018-2019 Fees & Charges Master Schedule**

Fee Description	Adopted 2018-2019	Adopted 2017-2018
<b>CITY CLERK</b>		
<b>City Council Agenda Packets</b>		
Photocopies (per page)	\$0.25	\$0.25
<i>Storage Media Fee (CDs, thumb drives, etc.)</i>	\$5.00	\$5.00
Appeals to the City Council	\$375.00	\$362.00
<b>FINANCE</b>		
<b>Fireworks Permit</b>		
Part 1 (Per Booth due March 31)	\$787.00	\$787.00
Part 2	8% of gross receipts due September 1	8% of gross receipts due September 1
Business License	See the Finance Department for fee calculation	See the Finance Department for fee calculation
Marijuana Retail/Wholesale Business License	\$500	\$500
Photocopies (per page)	\$0.25	\$0.25
Storage Media Fee (CDs, thumb drives, etc.)	\$5.00	\$5.00
On Website	Free	Free
Non-Sufficient Funds Charge	\$25.00	\$25.00
Short Term Rental Application Fee	\$150.00	

**City of Pacifica  
2018-2019 Fees & Charges Master Schedule**

<b>Fee Description</b>	<b>Adopted 2018-2019</b>	<b>Adopted 2017-2018</b>
<b>PLANNING</b>		
<b>Planning Division</b>		
<b>Planning / Engineering Hourly Rate</b>	\$209	\$202
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. Commercial projects or the commercial portion of a mixed-use project that received final building inspection approval shall be entitled to a refund. If the projects is 50% commercial, they should get a 50% refund hourly cost plus materials for the study session;	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	\$627.00	\$606.00
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 plus 10% of contract amount for administration	Contract amount plus 10% admin fee	Contract amount plus 10% admin fee

**City of Pacifica**  
**2018-2019 Fees & Charges Master Schedule**

Fee Description	Adopted 2018-2019	Adopted 2017-2018
<b>General Planning Fees</b>		
General Research Fee	\$209/hr, plus actual material cost	\$202/hr, plus actual material cost
Business License request for zoning consistency	\$105 New fee required if License is denied and resubmitted	\$101 New fee required if License is denied and resubmitted
Home Occupation Permits	\$105.00	\$101.00
Other Administrative Permits; hourly cost plus actual material cost.	\$209/hr	\$202/hr
General Plan maintenance fee	See Building Division section of schedule	See Building Division section of schedule
Review of Building Permit	\$209/hr	\$202/hr
Zoning verification letter	\$105.00	\$101.00
Biennial Wireless Communications Facility Certification (PMC 9-4.2608(a)(7))	\$209/hr	\$202/hr
Banner /Temporary Signage Requests	\$105.00	\$101.00
Requests for Public Necessity and Convenience Determinations for ABC License	\$627.00	\$606.00
Special Events on Private Property	\$627.00	\$606.00
Pumpkin /X-Mas Tree Lots	\$627.00, plus \$500 refundable deposit	\$606.00
Requests for Address Assignment/Change	\$209	\$202

**City of Pacifica  
2018-2019 Fees & Charges Master Schedule**

Fee Description	Adopted 2018-2019	Adopted 2017-2018
<b>Growth Management Allocations pursuant to PMC Title 9, Chapter 5</b>	\$627.00	\$606.00
<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
<b>Building Division</b>		
<b>Building Permit Fee (Based on Dollar Valuation)**</b>		
\$1.00 to \$500	\$59.00	\$57.00
\$501 to \$2,000	\$59.00 for first \$500 plus \$4.00 for each additional \$100 or fraction thereof.	\$57.00 for first \$500 plus \$4.00 for each additional \$100 or fraction thereof.
\$2,001 to \$25,000	\$119.00 for first \$2,000 plus \$19.00 for each additional \$1,000 or fraction thereof.	\$115.00 for first \$2,000 plus \$18.00 for each additional \$1,000 or fraction thereof.
\$25,001 to \$50,000	\$522.00 for first \$25,000 plus \$17.00 for each additional \$1,000 or fraction thereof.	\$504.00 for first \$25,000 plus \$16.00 for each additional \$1,000 or fraction thereof.
\$50,001 to \$100,000	\$932.00 for first \$50,000 plus \$8.00 for each additional \$1,000 or fraction thereof.	\$899.00 for first \$50,000 plus \$8.00 for each additional \$1,000 or fraction thereof.
\$100,001 to \$500,000	\$1,398.00 for first \$100,000 plus \$7.00 for each additional \$1,000 or fraction thereof.	\$1,350.00 for first \$100,000 plus \$7.00 for each additional \$1,000 or fraction thereof.
\$500,001 to \$1,000,000	\$4,670.00 for first \$500,000 plus \$6.00 for each additional \$1,000 or fraction thereof.	\$4,507.00 for first \$500,000 plus \$6.00 for each additional \$1,000 or fraction thereof.
\$1,000,000 and above	\$7592.00 for first \$1,000,000 plus \$5.00 for each additional \$1,000 or fraction thereof.	\$7328.00 for first \$1,000,000 plus \$5.00 for each additional \$1,000 or fraction thereof.
** Building Valuation Data Standards are published by ICBO Standards. Construction cost is adjusted by regional modifiers. Pacifica uses Western U.S., California - San Francisco Area).		

**City of Pacifica  
2018-2019 Fees & Charges Master Schedule**

Fee Description	Adopted 2018-2019	Adopted 2017-2018
<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.	\$1 per \$25,001
Education Fee	\$2 per permit	\$2 per permit
General Plan Maintenance	0.05% of construction value	0.05% of construction value
Archive Fee	\$15 plus one dollar per plan page for sheets larger than 11x17	\$15 plus one dollar per plan page for sheets larger than 11x17
Certified Assess Specialist Consultation Fee	Actual Consultant Cost + 10% Administrative Fee	Actual Consultant Cost + 10% Administrative Fee
Hourly plan check fee - Planning, Engineering, Wastewater, etc.	\$209.00	\$202.00
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	Time and a half, Four hour minimum
Grading Permits	Actual Time and Materials	Actual Time and Materials
Changes to existing permits	Hourly plan review fees based on rates for all Departments required to review revised permit. Additional Building Permit fees may apply if valuation is affected by modification.	Hourly plan review fees based on rates for all Departments required to review revised permit. Additional Building Permit fees may apply if valuation is affected by modification.
Inspection Fee. Hourly with a minimum 30 minutes.	\$126.00	\$122.00
Building without Permit	Double Building Permit Fee	Double Building Permit Fee
See Engineering for other encroachment, plan check, drainage fee, and other applicable fees		

**City of Pacifica**  
**2018-2019 Fees & Charges Master Schedule**

Fee Description	Adopted 2018-2019	Adopted 2017-2018
<b>Solar Photovoltaic System</b>		
Residential	\$220 flat fee, plus \$15 per kilowatt (kw) above 15 kw. State required SMIP and Building Standards Fee based on valuation will be applied.	Project Valuation not to exceed \$500
Commercial	\$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.	Project Valuation not to exceed \$1,000
<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 of valuation
SMIP (Residential up to three stories)	0.00013 times valuation	0.00013 of valuation
<b>Electrical Permit Fees</b>		
Private Swimming Pools	\$70.00	\$67.00
Nonresidential Appliances; cost for each	\$6.00	\$6.00
Temporary Power Service; cost for each	\$34.00	\$33.00
(N) Residential Bldg.; cost per square foot	\$0.10	\$0.10
Electrical Services (<=200 AMP); cost for each	\$44.00	\$42.00
Electrical Services (<200 to 1000 AMP); cost for each	\$89.00	\$86.00
Electrical Services (<1000 AMP); cost for each	\$180.00	\$174.00
Residential Appliances; cost for each	\$6.00	\$6.00
(N) Multi-Family Bldg.; cost per square foot	\$0.10	\$0.10
Signs, Outline Lighting and Marquees; cost for each	\$26.00	\$25.00
Misc. Apparatus, Conduits and Conductors; cost for each	\$27.00	\$26.00
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)	\$6.00	\$6.00
Power Apparatus (Over 1 and not over 10)	\$18.00	\$18.00
Power Apparatus (Over 10 and not over 50)	\$35.00	\$34.00
Power Apparatus (Over 50 and not over 100)	\$72.00	\$69.00
Power Apparatus (Over 100)	\$108.00	\$105.00
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	\$35.00	\$34.00
Electrical Permit Issuance (Special Cases)	\$13.00	\$12.00

**City of Pacifica**  
**2018-2019 Fees & Charges Master Schedule**

Fee Description	Adopted 2018-2019	Adopted 2017-2018
<b>Mechanical Permit Fees</b>		
Furnace (<=100k BTU)	\$25.00	\$24.00
Furnace (>100k to 500k BTU)	\$30.00	\$29.00
Appliance Vents	\$12.00	\$11.00
Boilers, Compressors, and Absorption Systems (<=3hp or 100k BTU)	\$23.00	\$22.00
Boilers, Compressors, and Absorption Systems (<=15hp or 500k BTU)	\$42.00	\$40.00
Boilers, Compressors, and Absorption Systems (<=30hp or 1000k BTU)	\$58.00	\$56.00
Boilers, Compressors, and Absorption Systems (<=50hp or 1750k BTU)	\$85.00	\$82.00
Boilers, Compressors, and Absorption Systems (>=50hp or 17500k BTU)	\$85.00	\$82.00
Hood	\$18.00	\$18.00
Air Handlers (<=10k CFM)	\$18.00	\$18.00
Air Handlers (>10k CFM)	\$29.00	\$28.00
Evaporative Cooler	\$18.00	\$18.00
Vent Fan (Single Duct)	\$12.00	\$11.00
Vent System	\$18.00	\$18.00
Incinerators (Residential)	\$18.00	\$18.00
Incinerators (Comm)	\$18.00	\$18.00
Miscellaneous Mechanical	\$18.00	\$18.00
Mechanical Permit Issuance	\$35.00	\$34.00
Mechanical Permit Issuance (Special Cases)	\$13.00	\$12.00

**City of Pacifica**  
**2018-2019 Fees & Charges Master Schedule**

Fee Description	Adopted 2018-2019	Adopted 2017-2018
<b>Plumbing Permit Fees</b>		
Fixtures & Vents;	\$12.00	\$11.00
Fixtures & Vents (Repair/Alteration)	\$12.00	\$11.00
Cesspool	\$16.00	\$16.00
Sewage Disposal System	\$62.00	\$60.00
Grease Interceptors	\$11.00	\$10.00
Rainwater systems	\$16.00	\$16.00
Water Piping	\$16.00	\$16.00
Water heater	\$16.00	\$16.00
Public Spa	\$94.00	\$91.00
Gas Piping	\$9.00	\$8.00
Public Pool	\$143.00	\$138.00
Private Pool	\$94.00	\$91.00
Private Spa	\$94.00	\$91.00
Sewer	\$25.00	\$24.00
Backflow	\$16.00	\$16.00
Backflow device over 2"	\$16.00	\$16.00
Miscellaneous Plumbing	\$16.00	\$16.00
Plumbing Permit Issuance; cost for issuing each permit.	\$35.00	\$34.00
Plumbing Permit Issuance (Special Cases). For issuing each supplemental permit for which the original permit has not expired, been cancelled or finalized.	\$13.00	\$12.00

**City of Pacifica**  
**2018-2019 Fees & Charges Master Schedule**

Fee Description	Adopted 2018-2019	Adopted 2017-2018
<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,	As required by Pacifica Municipal Code Title 7,
<b>Sewer Connection, Inspection, and Plan Check Fees</b>	See Wastewater Treatment Plant Section of Master Fee	See Wastewater Treatment Plant Section of Master Fee
<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

**City of Pacifica**  
**2018-2019 Fees & Charges Master Schedule**

Fee Description	Adopted 2018-2019	Adopted 2017-2018
<b>POLICE</b>		
<b>False Alarms</b>		
First Response	No Charge	No Charge
Second through fifth responses	\$134.00	\$129.00
Six or more responses	\$209.00	\$202.00
<b>False Alarms without permit</b>		
First Response	No Charge	No Charge
Second through fifth responses	\$209.00	\$202.00
Six or more responses	\$209.00	\$202.00
<b>Photograph (digital)</b>		
First Page of Photographs (4 to a page)	\$24.00	\$23.00
Subsequent pages of photographs (4 to a page)	\$8.00	\$7.00
Disc of photos	\$32.00	\$31.00
<b>Arcade Permit</b>		
Annual Renewal Fee	\$53.00	\$51.00
Application Fee	\$31.00	\$30.00
<b>Block Party Permits</b>	\$54.00	\$52.00
<b>Masseur/Masseuse</b>		
New -Non State Certified (Non-Practitioner)	\$355.00	\$343.00
Non-State Certified Live Scan (Plus DOJ & FBI Fee)	\$30.00	\$30.00
New - State Certified (Owner-Practitioner)	\$54.00	\$52.00
Renewal	\$27.00	\$26.00
Amendment to City Registration Certificate	\$27.00	\$26.00
<b>Administrative Fee for Firearms (Per Penal Code 12021.3J)</b>		
For release to owner	\$384.00	\$384.00
<b>Taxi Cab Operation</b>		
Permit / Background Investigation	\$138.00	\$134.00
Taxi Cab Permit Live Scan (Plus DOJ & FBI Fee)	\$30.00	\$30.00
Vehicle Inspection	\$106.00	\$102.00

**City of Pacifica**  
**2018-2019 Fees & Charges Master Schedule**

Fee Description	Adopted 2018-2019	Adopted 2017-2018
<b>General</b>		
Case Reports (Per Public Records Act)	No Charge	No Charge
Good conduct letter for Visa (record review)	\$57.00	\$55.00
Bingo Permit: New	\$31.00	\$30.00
Bingo Permit: Annual Renewal Fee	\$31.00	\$30.00
Second Hand Dealers	\$139.00	\$135.00
Tow Service Contract	\$211.00	\$204.00
Tow Driver Live Scan ( <i>Plus DOJ &amp; FBI Fee</i> )	\$30.00	\$30.00
Alarm Permit	\$88.00	\$85.00
Alarm Permit Renewal	\$46.00	\$45.00
Subpoena Deuces Tecum for Records (1563(b)(6) CA Evidence Code)	\$15.00	
Application for Concealed Weapon (To be paid to licensing agency)	\$100.00	\$100.00
Application for Concealed Weapon: Renewal Fee (To be paid to licensing agency)	\$27.00	\$25.00
Fortune Telling	\$62.00	\$60.00
Audio   Video "CD/DVD" duplication	\$32.00	\$31.00
Private Property abatement	\$236.00	\$228.00
Vehicle Release Administrative Costs (all but victims)	\$143.00	\$138.00
Franchise Tow Fee	\$50.00	
General Research	\$89.00/Per Hour	\$86.00/Per Hour
Storage of Property (Per Civil Code 2080.1(b))	1.00/Per Day	1.00/Per Day
Tobacco Retailer License	\$81.00	\$79.00
Police Officer Subpoena (Per G.C. 68097.2)	\$275.00	\$275.00
Ink Roll Fingerprinting	\$30.00	\$30.00
Live Scan Fingerprinting	\$30.00	\$30.00
San Mateo County Booking Fee	Based on Current County Fee	Based on Current County Fee
DUI with Incident	Cost of hours and car	Cost of hours and car
Tape Transaction Cost of Outside Service	Cost of Outside Service	Cost of Outside Service
Dance Permit	\$52.00	\$51.00
Repossession Fee (Per G.C. 26751)	\$15.00	\$15.00

**City of Pacifica**  
**2018-2019 Fees & Charges Master Schedule**

Fee Description	Adopted 2018-2019	Adopted 2017-2018
<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	\$43.00
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
4-7.1302(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

**City of Pacifica**  
**2018-2019 Fees & Charges Master Schedule**

Fee Description	Adopted 2018-2019	Adopted 2017-2018
<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 sane" fireworks during prohibited hours	\$200.00	\$200.00
Second Offense	\$400.00	\$400.00
Third Offense	\$1,000.00	\$1,000.00
4-3.204(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 <b>dangerous</b> 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

**City of Pacifica**  
**2018-2019 Fees & Charges Master Schedule**

Fee Description	Adopted 2018-2019	Adopted 2017-2018
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
**In addition to the fine, the citee and any other responsible person may also be assessed and shall be jointly and severally liable for the payment of the actual costs associated with the response by the Pacifica Police Department and/or any other emergency response provider associated with the loud or unruly gathering, in accordance with Pacifica Municipal Code 5-28.07 and 5-28.08.		
Marijuana Public Safety License Fee - Phase 1	\$425.00	\$400.00
Marijuana Public Safety License Fee - Phase 2	\$750.00	\$600.00
Marijuana Public Safety License Fee - Yearly License Renewal	\$450.00	\$450.00

**City of Pacifica**  
**2018-2019 Fees & Charges Master Schedule**

Fee Description	Adopted 2018-2019	Adopted 2017-2018
<b>FIRE</b>		
<b>Operational Permits</b>		
Annual Fire Code Permits (Each)	\$227.00	\$219.00
Permitted activities less than 90-days. Hourly charge. Temporary Permit Required. Per Hour - 1 hour minimum	\$160.00	\$154.00
<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.	\$268.00	\$259.00
Plan Check Re-Submittals, minor changes, additions, or as-builts for approved plans ; initial fee includes first hour; hourly charge thereafter.	\$160.00	\$154.00
Misc. items w/o sq. footage- e.g. Install hazardous material, storage tank, HVAC smoke detection, partition wall, etc. hourly charge.	\$160.00	\$154.00
Additional Plan review beyond the first hour.; per hour	\$160.00	\$154.00
Subdivision map review; per hour fee.	\$171.00	\$165.00
<b>Construction Permits</b>		
<b>Underground</b>		
Alteration/repair of existing underground pipe system. Includes hydro/flush, rough and final each - Flat Rate	\$392.00	\$378.00
Commercial underground pipe system installations. Includes hydro/flush, rough and final each - Flat Rate	\$555.00	\$536.00
<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	\$483.00	\$466.00
New manufactured home sprinkler systems. Includes hydro/flush, rough and final inspections each - Flat Rate	\$516.00	\$498.00
Standpipe system installation, includes hydro/flush, rough and final inspections each - Flat Rate	\$675.00	\$652.00
Tenant improvements. 9 or less sprinkler heads Unlimited head change-outs each - Flat Rate	\$152.00	\$147.00
Tenant Improvements- installation/alteration of 10 or more heads. (Head change-outs are not included in count). \$.15 per square foot - Minimum	\$278.00	\$268.00
Other Fire Protection Systems, New & Upgraded installations (Hood and Duct, FM 200, Fixed Extinguisher, Pre-engineered) each - Flat Rate	\$795.00	\$767.00
<b>Fire Alarms</b>		
Existing Fire Alarm Panel Upgrades. includes rough and final inspections. \$.15 per square foot - Minimum	\$278.00	\$268.00
Installation of additional devices on existing system, includes rough and final inspections - Minimum	\$437.00	\$422.00
New installations. , includes rough and final inspections. \$.15 per square foot - Minimum	\$516.00	\$498.00
New installations-- Other Fire Protection Systems, includes rough and final inspections. \$.15 per square foot - Minimum	\$483.00	\$466.00
Fire alarms- repair or exchange devices and radio transmitters - Per Device	\$152.00	\$147.00

**City of Pacifica**  
**2018-2019 Fees & Charges Master Schedule**

Fee Description	Adopted 2018-2019	Adopted 2017-2018
<b>Requested Services</b>		
All Other Reports. Cost per report.	\$42.00	\$41.00
Digital Photographs- CD, plus 1 for CD cost	\$73.00	\$70.00
Digital Photographs- Print. Plus \$1.40 per photo cost.	\$79.00	\$76.00
Fire Code Variance Application - per request and none-refundable.	\$664.00	\$641.00
Fire incident reports (per report charge)	\$42.00	\$41.00
Non-Subpoenaed Fire Investigation Reports (per report)	\$42.00	\$41.00
Pre-Inspection I Consultation for daycare facilities, construction projects, etc. Initial	\$135.00	\$130.00
Pre-Inspection of care facilities with 25 or fewer occupants. (Flat Fee)	\$135.00	\$130.00
Pre-Inspection of care facilities with 26 or more occupants. (Flat Fee)	\$255.00	\$246.00
Processed Photographs, plus cost of developing	\$82.00	\$79.00
<b>Site Inspections</b>		
Additional inspections beyond the first, Inspection for which no fee is indicated.	\$152.00	\$147.00
Installation of hazardous materials storage tank	\$202.00	\$195.00
Removal of hazardous material storage tank. Per tank charge. Temporary permit required.	\$152.00	\$147.00
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.	\$202.00	\$195.00
Inspection Outside Normal Business Hours (Per hour, OT rate)	O.T. Rate	O.T. Rate
<b>Penalties</b>		
Unpermitted construction work Fee plus 2 times fee		
False Alarms- 1st Response	\$0.00	\$0.00
False Alarms- 2nd Response	\$321.00	\$310.00
False Alarms- 3rd Response	\$409.00	\$395.00
False Alarms- 4th+ Response	\$584.00	\$564.00
<b>Annual Fire Safety Inspection &amp; Re-inspections</b>		
A 1 -4 Assembly Occupancies	\$179.00	\$173.00
B Business Office Occupancies	\$102.00	\$98.00
E Educational Occupancies	\$179.00	\$173.00
F Factory Occupancies	\$179.00	\$173.00
H Hazard Occupancies	\$179.00	\$173.00
I Institutional (Nursing Homes) Occupancies	\$179.00	\$173.00
M Mercantile Occupancies	\$134.00	\$129.00
M Mercantile Occupancies (Motor Fuel Sales)	\$148.00	\$143.00
R-1 Occupancies Hotels	\$179.00	\$173.00
R-2 Residential 3 to 20 units	\$91.00	\$88.00
R-2 Residential 21 - 40 Units	\$109.00	\$105.00
R-2 Residential 41- 70 Units	\$134.00	\$129.00
R-2 Residential 71- 90 Units	\$161.00	\$155.00
R-2 Residential 91 - 120 Units	\$211.00	\$204.00
R-2 Residential Over 120 units	\$265.00	\$256.00
R-3 Residential Care less than 24 hours	\$148.00	\$143.00
R-3.1 Licensed Residential Care 24 hour 6 or less	\$179.00	\$173.00
R-4 Residential care 6 or more	\$179.00	\$173.00
S Storage Facilities	\$148.00	\$143.00
U Utility Structures	\$148.00	\$143.00

**City of Pacifica**  
**2018-2019 Fees & Charges Master Schedule**

Fee Description	Adopted 2018-2019	Adopted 2017-2018
<b>PUBLIC WORKS</b>		
Encroachment permits and inspection; hourly charge rate basis	\$209.00	\$202.00
Sidewalk repair and street openings by private contractor; hourly charge rate basis	\$209.00	\$202.00
<b>Penalties</b>		
Unpermitted construction work	Double Engineering Permit Cost	Double Engineering Permit Cost
Publication vending machine permit	\$452.00	\$437.00
<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	\$15/CD	\$15/CD
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"; \$0.25/black; \$1.00/color	" "	" "
8 1/2" x 14"; \$0.50/black; \$1.50/color	" "	" "
11" x 17"; \$1/black; \$2/color	" "	" "
24" x 36" or larger; \$3/sq ft - black; \$4/sq ft - color	Per Square Foot Fee	Per Square Foot Fee
<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	\$33.00	\$31.00

**City of Pacifica**  
**2018-2019 Fees & Charges Master Schedule**

Fee Description	Adopted 2018-2019	Adopted 2017-2018
<b>General</b>		
Heritage Tree Permit (removal, destruction, or substantially trim); hourly charge	\$209.00	\$202.00
General Engineering Development Application Reviews; hourly charge	\$209.00	\$202.00
Residential and non-residential public improvement plan checking and inspection; hourly charge	\$209.00	\$202.00
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.	\$2,090 initial deposit; charged at the rate of \$209/hour	\$2,020 initial deposit; charged at the rate of \$202/hour
Certificate of Compliance, notices of violation, property mergers, parcel map waivers, minor boundary line adjustments, reversions to acreage, and parcel map checking; hourly charge. Staff may require an initial deposit equivalent to 10 hours minimum. All costs for contract or consultant services including legal 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	\$2,090 initial deposit; charged at the rate of \$209/hour	\$2,020 initial deposit; charged at the rate of \$202/hour
Street/curb openings by utilities; hourly charge	209.00	202.00
Right of Way/Street Vacations; hourly charge. 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. Applicant shall pay full consultant services cost plus 10% of contract amount for administration	\$2,090 initial deposit; charged at the rate of \$209/hour	\$2,020 initial deposit; charged at the rate of \$202/hour
Subdivision Improvement Plan check and construction inspection, hourly charge. Staff may require an initial deposit equivalent to 10 hours minimum. All costs for contract or consultant services shall be charged separately to the applicant as additional cost and may require additional deposit. Applicant shall pay full consultant services cost plus 10% of contract amount for administration	\$2,090 initial deposit; charged at the rate of \$209/hour	\$2,020 initial deposit; charged at the rate of \$202/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	209.00	\$202.00
Surface Mining Violation (found during inspection)	-	-
Pollution Prevention Inspection Fee, Hourly charge, Per Municipal Code Sec. 6-12.301	\$209.00	\$202.00
<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
Contact Engineering Division for fee calculation		
<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	As required by Pacifica Municipal Code PMC 10-1.803 and 8-19.02
Contact Engineering Division for fee calculation		
<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
Contact Engineering Division for fee calculation		
<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.
Contact Building Department for fee calculation		

**City of Pacifica**  
**2018-2019 Fees & Charges Master Schedule**

Fee Description	Adopted 2018-2019	Adopted 2017-2018
<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
Contact Engineering Division for fee calculation		

**City of Pacifica  
2018-2019 Fees & Charges Master Schedule**

Fee Description	Adopted 2018-2019	Adopted 2017-2018
<b>WASTEWATER TREATMENT PLANT</b>		
<b>DEVELOPMENT CONNECTION FEES (Account No. 34.900000.46751.0000.000)</b>		
<b>Connection Fees (Sec. 6-11.102)</b>		
Residential Units: (Single, Town, Condo)	(Estimated: Number of Units x \$1,304) Fee shall be increased based on CCI as of July 1st as required by Pacifica Municipal Code PMC 6-11.102	Number of Units x \$1,271
Multi-Family Dwellings:	(Estimated: Number of Units x \$989) Fee shall be increased based on CCI as of July 1st as required by Pacifica Municipal Code PMC 6-11.102	Number of Units x \$963
Commercial Units:	(Estimated: Number of Fixture Units/12 x \$1,304) Fee shall be increased based on CCI as of July 1st as required by Pacifica Municipal Code PMC 6-11.102	Number of Fixture Units/12 x \$1,271
<b>Inflow/Infiltration Fees (Sec. 6-11.104)</b>		
Residential Units: (Single, Town, Condo, Multi-Family)	[Estimated: (Number of Units x \$715) or (Number of Acres x \$1,522) - Whichever is Higher] Fee shall be increased based on CCI as of July 1st as required by Pacifica Municipal Code PMC 6-11.104	(Number of Units x \$696) or (Number of Acres x \$1,482) - Whichever is greater
Commercial Units:	[Estimated: (Number of Fixture Units/12 x \$715) or (Number of Acres x \$1,522) - Whichever is Higher] Fee shall be increased based on CCI as of July 1st as required by Pacifica Municipal Code PMC 6-11.104	(Number of Fixture Units/12 x \$696) or (Number of Acres x \$1,482) - Whichever is greater
<b>Trunk Line Fees (Sec. 6-11.103)</b>		

**City of Pacifica  
2018-2019 Fees & Charges Master Schedule**

Fee Description	Adopted 2018-2019	Adopted 2017-2018
Residential Units: (Single, Town, Condo, Multi-Family)	[Estimated: (Number of Units x \$980) or (Number of Acres x \$1,957) - Whichever is Higher] Fee shall be increased based on CCI as of July 1st as required by Pacifica Municipal Code PMC 6-11.103	(Number of Units x \$954) or (Number of Acres x \$1,906) - Whichever is greater
Commercial Units:	[Estimated: (Number of Fixture Units/12 x \$980) or (Number of Acres x \$1,957) - Whichever is Higher] Fee shall be increased based on CCI as of July 1st as required by Pacifica Municipal Code PMC 6-11.103	(Number of Fixture Units/12 x \$954) or (Number of Acres x \$1,906) - Whichever is greater
Sewer Tap Fee (Sec. 6-11.301)	(Estimated: Number of Taps x \$423) Fee shall be increased based on CCI as of July 1st as required by Pacifica Municipal Code PMC 6-11.301	Number of Taps x \$412
Inspection and Plan Review Fee	Estimated: Number of Hours x \$202 Fee shall be increased based on CCI as of July 1st.	Number of Hours x \$197
<b>SEWER SERVICE CHARGES (Account No. 18.940000.46755.0000.000)</b>		
<b>Annual Sewer Service Charges (Sec. 6-6.401 to 6-6.407)</b>		
Residential Units: (Single, Town, Condo, Multi-Family)	Actual Annual Water Consumption (March 2016-February 2017) x 90% x 14.08834. Minimum of \$676.24	Actual Annual Water Consumption (March 2016-February 2017) x 90% x 14.08834. Minimum of \$676.24
Commercial Units:	Actual Annual Water Consumption (March 2016-February 2017) x 14.08834 x strength factor.	Actual Annual Water Consumption (March 2016-February 2017) x 14.08834 x strength factor.
<b>Commercial Strength Factors:</b>		
Car Washes = 0.90      Cleaners = 1.20      Laundromats = 0.75		
Restaurants with functioning grease traps = 1.60		
Restaurants without functioning grease traps = 1.80		
Gymnasiums = 0.90      Any other commercial use = 1.00		

**City of Pacifica**  
**2018-2019 Fees & Charges Master Schedule**

Fee Description	Adopted 2018-2019	Adopted 2017-2018
<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	\$75.00	\$75.00
Frontierland Park – Large Group Picnic Area	\$200.00	\$200.00
Fairmont/Oddstad Park	\$75.00	\$75.00
4th of July - info/craft booth	\$45.00	\$45.00
4th of July - food booth	\$60.00	\$60.00
<b>Aquatic Classes</b>		
Evening - 8 lessons/30 min. per lesson:		
Semi-Private	\$105.00	\$105.00
Private	\$170.00	\$170.00
Junior Sea Lions – Summer League	\$172.00	\$172.00
Junior Sea Lions	\$77.00	\$77.00
Little Bobbers and Tiny Tots	\$62.00	\$62.00
Preschool Levels I, II, III	\$76.00	\$76.00
Learn to Swim Levels I - III	\$68.00	\$68.00
Learn to Swim Levels IV - VI	\$75.00	\$75.00
Daytime - (summer only):		
Semi-Private	\$66.00	\$66.00
Private	\$107.00	\$107.00
Little Bobbers and Tiny Tots	\$42.00	\$42.00
Preschool Levels I, II, III	\$42.00	\$42.00
Learn to Swim Levels I - VI	\$42.00	\$42.00
<b>Oceana Pool Rental</b>		
Swim meets	\$150.00/hour	\$150.00/hour
PSL swim team (home team)	\$90.00/hour	\$90.00/hour
<b>Pool Party Program</b>		
	\$150.00/hour	\$150.00/hour
<b>Swim Team</b>		
Swim Team:	\$75/mo	\$72.00/mo, \$864.00/yr.
Pre-Comp Swim Team:	\$65/mo	\$62.00/mo, \$744/yr.

**City of Pacifica**  
**2018-2019 Fees & Charges Master Schedule**

Fee Description	Adopted 2018-2019	Adopted 2017-2018
<b>Recreation 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	\$72/mo, \$206/qrt., or \$792/yr.	\$67/mo./\$191/qrt. or \$737/yr.
All Access Pass: Seniors 60+	\$65/mo, \$185/qrt., or \$713/yr.	\$60/mo./\$172/qrt. or \$663/yr.
Swim Pass (20 swims) - Adults	\$99.00	\$99.00
Swim Pass (20 swims) - Children/Senior Citizens	\$85.00	\$85.00
Swim Pass (10 swims) - Adults	\$54.00	\$54.00
Swim Pass (10 swims) - Children/Senior Citizens	\$45.00	\$45.00
Water Polo Drop In	\$6.00	\$6.00
<b>Recreation Playground Program</b>		
Membership Fee: September thru June	\$250.00	\$215.00
Membership Fee: July/August	\$200.00	\$150.00
<b>J-Teen Center</b>		
Membership Fee: September-May	\$250.00	\$215.00
NEW -Membership Fee: January-May	\$175.00	\$150.00
LITE (Leadership in Training Education)	\$75.00	\$75.00
LITE Fieldtrip fees for additional weeks	25.00/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)	\$20.00	\$20.00

**City of Pacifica**  
**2018-2019 Fees & Charges Master Schedule**

Fee Description	Adopted 2018-2019	Adopted 2017-2018
<b>Child Care Services</b>		
<b>Child care registration fees:</b>		
One-time, non-refundable fee per child at the time of entry into program.	\$75/child	\$75/child
Annual registration per child for summer program slot.	\$25.00/yr per child	\$25.00/yr per child
Annual registration, non-refundable fee per child at the time of entry into program (state preschool).	\$10/yr per child	
Registration for summer program slot.	\$25.00/yr per child	\$25.00/yr per child
Late Payment per month for payment after 10th operating day.	\$25.00	\$25.00
<del>Registration to discontinue slot in summer</del>	<del>\$0.00</del>	\$75.00
Late Pick-up: for pick-up after 6:01 p.m. or other designated closing time.	\$2.00 per minute	\$2.00 per minute
<b>Preschool Monthly Rates -- Per Child:</b>		
Flat rate. (includes field trips.) 7a.m. -6 p.m.	\$970/mo	\$955/mo
Preschool ½ day (Ocean Shore School)	\$425/mo	\$420/mo
State Preschool ½ day (Fairmont Park & Sunset Ridge School)	\$640/mo	\$640/mo
<b>Kindergarten/School-age School Year (September-June) Monthly Rates - Per</b>		
Annex Program: Before school and includes additional time during breaks and June after school ends.	\$285/mo	\$285/mo
Annex Program: Before and/or after school-School age. Includes school breaks and last two weeks in June.	\$565/mo	\$550/mo
State Sponsored Child Care Program: Before and/or after school, School-age.	\$655/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.	\$585/mo	\$560/mo
Annex Summer Program: 4 week Summer School / Thinkbridge 1/2 day program.	\$415/mo	\$400/mo
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.	\$400	\$400.00
Field trip charge per child, per event, drop-ins.	\$15.00	\$15.00
<b>Beach Parking</b>		
Annual Beach Parking Pass	\$72.00	\$67.00
Daily Parking		
0 - 4 hours	\$ 7.00	\$6.00
5 - 8 hours	\$ 9.00	\$9.00

**City of Pacifica  
2018-2019 Fees & Charges Master Schedule**

<b>Fee Description</b>	<b>Adopted 2018-2019</b>	<b>Adopted 2017-2018</b>
<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.	\$175/day/event	\$175/day/event
<b>Surf Events/Skatepark Events - (security/cleaning deposit required)</b>		
Whole skatepark contest	\$300/day plus cleaning deposit of \$251	\$300/day plus cleaning deposit of \$251
Half day skatepark	\$150/day plus cleaning deposit of \$125	\$150/day plus cleaning deposit of \$125
Surf event for local surf clubs, local businesses and non-profit groups.	\$325 per day	\$325 per day
Out of town and commercial groups per surf contest/event with. Maximum participants are 150. An event with vendors, demonstrations, major sponsors, expo-like environment, fees based on city staff time required for general review, administrative duties and approval, as well as impact on public works department and police department.	\$650 per day (Additional fees MAY be determined based on impact on the area and staff FOR ALL EVENTS.)	\$650 per day (Additional fees MAY be determined based on impact on the area and staff FOR ALL EVENTS.)
<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.		
<b>January 2017</b>		
Small Camp		\$1,000.00
Large Camp		\$1,220.00
<b>January 2018</b>		
Small Camp		\$1,020.00
Large Camp		\$1,240.00
<b>January 2019</b>		
Small Camp	\$1,040.00	\$1,040.00
Large Camp	\$1,260.00	\$1,260.00
<b>January 2020</b>		
Small Camp	\$1,060.00	
Large Camp	\$1,280.00	
<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)	\$550 per day	\$550 per day
Major commercial filming. (Additional fees may be determined based on vehicles/additional staff time/impact on area.)	\$800 per day	\$800 per day
<b>Weddings/Ceremonies on Beaches, Pier or in Parks</b>		
<i>99 or fewer participants</i>	\$250 per day	\$250 per day
<i>100 or more participants (maximum 150)</i>	\$350 per day	\$350 per day
<i>Recreation Trail Use</i>	\$150.00 per day/event	\$150.00 per day/event

**City of Pacifica**  
**2018-2019 Fees & Charges Master Schedule**

Fee Description	Adopted 2018-2019	Adopted 2017-2018
<b>Community Center Rentals - Weekdays (per hour)</b>		
<b>Pacifica Community Center Rental</b>		
All rates are hourly. Warming Kitchen and additional rooms may be added for an additional fee. Weekend rates begin Friday after 1:30pm through Sunday.	Please contact 738-7381 for more information	Please contact 738-7381 for more information
<b>Resident - Weekdays</b>		
Auditorium	\$60.00	\$60.00
Dance Studio	\$45.00	\$45.00
Card Room	\$40.00	\$40.00
Portola Room	\$40.00	\$40.00
Craft Room	\$35.00	\$35.00
Ceramics Room	\$20.00	\$35.00
Game Room	\$20.00	\$20.00
Art Gallery	\$20.00	\$20.00
Meeting Room	\$20.00	\$20.00
<b>Non-Resident - Weekdays</b>		
Auditorium	\$100.00	\$100.00
Dance Studio	\$60.00	\$60.00
Card Room	\$45.00	\$45.00
Portola Room	\$45.00	\$45.00
Craft Room	\$40.00	\$40.00
Ceramics Room	\$25.00	\$40.00
Game Room	\$25.00	\$25.00
Art Gallery	\$25.00	\$25.00
Meeting Room	\$25.00	\$25.00
<b>Non-Profit - Weekdays</b>		
Auditorium	\$35.00	\$35.00
Dance Studio	\$25.00	\$25.00
Card Room	\$20.00	\$20.00
Portola Room	\$20.00	\$20.00
Craft Room	\$15.00	\$15.00
Ceramics Room	15.00	\$15.00
Game Room	\$15.00	\$15.00
Art Gallery	\$15.00	\$15.00
Meeting Room	\$15.00	\$15.00
<b>Commercial - Weekdays - provided no items are sold</b>		
Auditorium	\$125.00	\$125.00
Dance Studio	\$85.00	\$85.00
Card Room	\$50.00	\$50.00
Portola Room	\$50.00	\$50.00
Craft Room	\$45.00	\$45.00
Ceramics Room	\$30.00	\$45.00
Game Room	\$30.00	\$30.00
Art Gallery	\$30.00	\$30.00
Meeting Room	\$30.00	\$30.00

**City of Pacifica**  
**2018-2019 Fees & Charges Master Schedule**

Fee Description	Adopted 2018-2019	Adopted 2017-2018
<b>Community Center Rentals - Weekends (per hour)</b>		
<b>Resident - Weekends</b>		
Entire Building	\$210.00	\$210.00
Auditorium	\$100.00	\$100.00
Dance Studio	\$80.00	\$80.00
Card Room	\$75.00	\$75.00
Portola Room	\$75.00	\$75.00
Craft Room	\$65.00	\$65.00
Ceramics Room	\$50.00	\$65.00
Game Room	\$50.00	\$50.00
Art Gallery	\$50.00	\$50.00
Meeting Room	\$50.00	\$50.00
<b>Non-Resident - Weekends</b>		
Entire Building	\$265.00	\$265.00
Auditorium	\$150.00	\$150.00
Dance Studio	\$110.00	\$110.00
Card Room	\$80.00	\$80.00
Portola Room	\$80.00	\$80.00
Craft Room	\$70.00	\$70.00
Ceramics Room	\$55.00	\$70.00
Game Room	\$55.00	\$55.00
Art Gallery	\$55.00	\$55.00
Meeting Room	\$55.00	\$55.00
<b>Non-Profit</b>		
Entire Building	\$195.00	\$195.00
Auditorium	\$75.00	\$75.00
Dance Studio	\$60.00	\$60.00
Card Room	\$55.00	\$55.00
Portola Room	\$55.00	\$55.00
Craft Room	\$45.00	\$45.00
Ceramics Room	\$45.00	\$45.00
Game Room	\$45.00	\$45.00
Art Gallery	\$45.00	\$45.00
Meeting Room	\$45.00	\$45.00
<b>Commercial - Weekends - provided no items are sold</b>		
Entire Building	\$275.00	\$275.00
Auditorium	\$170.00	\$170.00
Dance Studio	\$120.00	\$120.00
Card Room	\$80.00	\$80.00
Portola Room	\$80.00	\$80.00
Craft Room	\$75.00	\$75.00
Ceramics Room	\$55.00	\$75.00
Game Room	\$55.00	\$55.00
Art Gallery	\$55.00	\$55.00
Meeting Room	\$55.00	\$55.00

# CAPITAL BUDGET 2018-2019



ADOPTED  
June 25, 2018

## CAPITAL BUDGET

### PROPOSED FY 2018-19 PROJECTS

#### Fund 01 - General Fund

<u>Project #</u>	<u>Project</u>	<u>Cost Estimate</u>	<u>Page</u>
	Tree Removal and Maintenance	\$90,000	P01-1
	Cattle Hill Property Trailhead and Parking Lot Project	\$50,000	P01-2
	Beach Boulevard Picnic Area Landscaping Project	\$150,000	P01-3
	ADA Projects	\$39,000	P01-4
	IT Infrastructure Replacement	\$100,000	P01-5
	City Buildings Roof Repairs	\$40,000	P01-6
	Various Municipal Building Repairs (Formerly PB&R/Planning Building Improvements)	\$150,000	P01-7
	Hickey Sidewalk Project	\$50,000	P01-8
	Rockaway Beach Streetlights	\$30,000	P01-9

#### Fund 09 - Street Construction Fund

<u>Project #</u>	<u>Project</u>	<u>Cost Estimate</u>	<u>Page</u>
0002	Citywide Curb Ramp Project (formerly ADA Curb Ramps Projects)	\$656,000	P09-1
	FY 2017-18 Pavement Rehabilitation Project	\$900,000	P09-2
	Palmetto Sidewalk Project	\$410,300	P09-3

#### Fund 12 - Highway 1 Improvement Fund

<u>Project #</u>	<u>Project</u>	<u>Cost Estimate</u>	<u>Page</u>
	Highway 1 Congestion Relief Study of Alternatives (formerly Calera Parkway and/or Highway 1 Transportation Improvement Project)	\$375,000	P12-1

**Fund 16 - NPDES Stormwater Fund**

<b><u>Project #</u></b>	<b><u>Project</u></b>	<b><u>Cost Estimate</u></b>	<b><u>Page</u></b>
	Cabrillo School Pedestrian Crossing Improvement Project	\$197,000	P16-1

**Fund 27 - Roy Davies Trust Fund**

<b><u>Project #</u></b>	<b><u>Project</u></b>	<b><u>Cost Estimate</u></b>	<b><u>Page</u></b>
	Parks & Recreation Projects	\$65,000	P27-1

**Fund 38 - Disaster Accounting Fund**

<b><u>Project #</u></b>	<b><u>Project</u></b>	<b><u>Cost Estimate</u></b>	<b><u>Page</u></b>
	400 Esplanade Infrastructure Preservation Project	\$343,000	P38-1
	Beach Boulevard Seawall and Promenade Project (Continuation of S002 Beach Boulevard Seawall Repair)	\$1,500,000	P38-2

# CITY OF PACIFICA 2018-2019 CAPITAL BUDGET PROJECT DESCRIPTION WORKSHEET

**PROJECT TITLE:** Tree Removal and Maintenance

**PROJECT NO.:** New

**FUND:** Fund 01 – General Fund

**DEPARTMENT/MANAGER:** Public Works/Raymond Biagini

**GENERAL LOCATION:** City Wide

**PROJECT DESCRIPTION:**  
Tree removal and tree trimming according to the City's Tree Survey

**PURPOSE BENEFIT:**  
Removing hazards from target areas

**JUSTIFICATION:**

- |   |  |
|---|--|
| <input type="checkbox"/> Addresses Legal Mandate                                | <input type="checkbox"/> Contributes to Economic Development         |
| <input checked="" type="checkbox"/> Resolves Health, Traffic or Safety Problems | <input type="checkbox"/> Preserves Aesthetic Character of Facility   |
| <input type="checkbox"/> Preserves/Replaces Existing Asset                      | <input type="checkbox"/> Priority Improvement for Designated Funding |

**PROJECT STATUS:** New

**CAPITAL COSTS (\$ IN THOUSANDS)**

	General Fund	Total
Construction		
FY 2018-2019 Funds	\$90	\$90
<b>TOTAL</b>	<b>\$90</b>	<b>\$90</b>

**EFFECT OF THE PROJECT ON ANNUAL OPERATIONS; INCLUDING ESTIMATED COSTS TO SUSTAIN THE PROJECT:**  
This budget is for tree removal and will reduce scheduled maintenance costs.

# CITY OF PACIFICA 2018-2019 CAPITAL BUDGET PROJECT DESCRIPTION WORKSHEET

**PROJECT TITLE:** Cattle Hill Property Trailhead and Parking Lot Project

**PROJECT NO.:** New

**FUND:** Fund 01 – General Fund

**DEPARTMENT/MANAGER:** DPW/Ocampo

**GENERAL LOCATION:** Cattle Hill Property at end of Fassler Avenue

**PROJECT DESCRIPTION:**  
Construct an approximately 2500 square foot trailhead and parking lot within the Cattle Hill property of the City, which provides trail access at the end of Fassler Avenue to GGNRA open space trails and Sweeny Ridge.

**PURPOSE BENEFIT:**  
Provide access to GGNRA open space trails and Sweeny Ridge.

**JUSTIFICATION:**

- |   |  |
|---|--|
| <input type="checkbox"/> Addresses Legal Mandate                                | <input type="checkbox"/> Contributes to Economic Development         |
| <input checked="" type="checkbox"/> Resolves Health, Traffic or Safety Problems | <input type="checkbox"/> Preserves Aesthetic Character of Facility   |
| <input checked="" type="checkbox"/> Preserves/Replaces Existing Asset           | <input type="checkbox"/> Priority Improvement for Designated Funding |

**PROJECT STATUS:** New

**CAPITAL COSTS (\$ IN THOUSANDS)**

	Other Fund Sources	Total
Construction		
FY 2018-2019 Funds	\$50	\$50
<b>TOTAL</b>	<b>\$50</b>	<b>\$50</b>

**EFFECT OF THE PROJECT ON ANNUAL OPERATIONS; INCLUDING ESTIMATED COSTS TO SUSTAIN THE PROJECT:**  
This budget is for construction of new parking area. Maintenance costs will change when the project is completed and operating.

**CITY OF PACIFICA  
2018-2019 CAPITAL BUDGET  
PROJECT DESCRIPTION WORKSHEET**

**PROJECT TITLE:** Beach Boulevard Picnic Area Landscaping Project

**PROJECT NO.:** New

**FUND:** Fund 01 – General Fund

**DEPARTMENT/MANAGER:** DPW/Ocampo

**GENERAL LOCATION:** Picnic area along the southern end of the Beach Boulevard Promenade

**PROJECT DESCRIPTION:**  
This project would replace the existing landscaping within the picnic area along the southern end of the Beach Boulevard Promenade.

**PURPOSE BENEFIT:**  
New landscaping will be suitable to the marine environment and drought resistant.

**JUSTIFICATION:**

- |   |   |
|---|---|
| <input type="checkbox"/> Addresses Legal Mandate                      | <input type="checkbox"/> Contributes to Economic Development                  |
| <input type="checkbox"/> Resolves Health, Traffic or Safety Problems  | <input checked="" type="checkbox"/> Preserves Aesthetic Character of Facility |
| <input checked="" type="checkbox"/> Preserves/Replaces Existing Asset | <input type="checkbox"/> Priority Improvement for Designated Funding          |

**PROJECT STATUS:** New

**CAPITAL COSTS (\$ IN THOUSANDS)**

	General Fund	Total
Construction		
FY 2018-2019 Funds	\$150	\$150
<b>TOTAL</b>	<b>\$150</b>	<b>\$150</b>

**EFFECT OF THE PROJECT ON ANNUAL OPERATIONS; INCLUDING ESTIMATED COSTS TO SUSTAIN THE PROJECT:**  
This budget is for replacement of the existing landscaping. Maintenance costs will change when the project is completed and operating.

# CITY OF PACIFICA 2018-2019 CAPITAL BUDGET PROJECT DESCRIPTION WORKSHEET

**PROJECT TITLE:** ADA Projects

**PROJECT NO.:** 0051

**FUND:** Fund 01 – General Fund (Moved from Fund 22)

**DEPARTMENT/MANAGER:** DPW/Ocampo

**GENERAL LOCATION:** Citywide

**PROJECT DESCRIPTION:**  
Construct ADA compliant improvements within the entire City.

**PURPOSE BENEFIT:**  
Construct ADA compliant improvement. Increase pedestrian safety and mobility.

**JUSTIFICATION:**

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Addresses Legal Mandate                     | <input type="checkbox"/> Contributes to Economic Development         |
| <input checked="" type="checkbox"/> Resolves Health, Traffic or Safety Problems | <input type="checkbox"/> Preserves Aesthetic Character of Facility   |
| <input checked="" type="checkbox"/> Preserves/Replaces Existing Asset           | <input type="checkbox"/> Priority Improvement for Designated Funding |

**PROJECT STATUS:** New

**CAPITAL COSTS (\$ IN THOUSANDS)**

	General Fund	Total
Construction		
FY 2018-2019 Funds	\$39	\$39
<b>TOTAL</b>	<b>\$39</b>	<b>\$39</b>

**EFFECT OF THE PROJECT ON ANNUAL OPERATIONS; INCLUDING ESTIMATED COSTS TO SUSTAIN THE PROJECT:**  
This budget is for construction of new curb ramps. Maintenance costs will decrease when the project is completed and operating.

# CITY OF PACIFICA 2018-2019 CAPITAL BUDGET PROJECT DESCRIPTION WORKSHEET

**PROJECT TITLE:** IT Infrastructure

**PROJECT NO.:** 0214

**FUND:** Fund 01 – General Fund (Moved from Fund 22)

**DEPARTMENT/MANAGER:** Finance / Hines

**GENERAL LOCATION:** City offices Citywide

**PROJECT DESCRIPTION:**  
Replace existing information technology (IT) infrastructure with faster, more efficient technology.

**PURPOSE BENEFIT:**  
Existing infrastructure has outlived its existing life. Acquisition and usage of faster, more efficient technology and equipment will also allow for possible expansion, if needed.

**JUSTIFICATION:**

- |   |  |
|---|--|
| <input type="checkbox"/> Addresses Legal Mandate                      | <input type="checkbox"/> Contributes to Economic Development         |
| <input type="checkbox"/> Resolves Health, Traffic or Safety Problems  | <input type="checkbox"/> Preserves Aesthetic Character of Facility   |
| <input checked="" type="checkbox"/> Preserves/Replaces Existing Asset | <input type="checkbox"/> Priority Improvement for Designated Funding |

**PROJECT STATUS:** New

**CAPITAL COSTS (\$ IN THOUSANDS)**

	General Fund	Total
Construction		
FY 2018-2019 Funds	\$100	\$100
<b>TOTAL</b>	<b>\$100</b>	<b>\$100</b>

**EFFECT OF THE PROJECT ON ANNUAL OPERATIONS; INCLUDING ESTIMATED COSTS TO SUSTAIN THE PROJECT:**  
This budget is for replacement of City information technology (IT) equipment. Maintenance costs will decrease when the project is completed and operating.

**CITY OF PACIFICA  
2018-2019 CAPITAL BUDGET  
PROJECT DESCRIPTION WORKSHEET**

**PROJECT TITLE:** City Buildings Roof Repairs

**PROJECT NO.:** TBD

**FUND:** Fund 01 – General Fund (Moved from Fund 22)

**DEPARTMENT/MANAGER:** DPW/Ocampo

**GENERAL LOCATION:** Citywide

**PROJECT DESCRIPTION:**  
Roof repairs to several City buildings

**PURPOSE BENEFIT:**  
Repair roof to prevent interior damage.

**JUSTIFICATION:**

- |   |  |
|---|--|
| <input type="checkbox"/> Addresses Legal Mandate                      | <input type="checkbox"/> Contributes to Economic Development         |
| <input type="checkbox"/> Resolves Health, Traffic or Safety Problems  | <input type="checkbox"/> Preserves Aesthetic Character of Facility   |
| <input checked="" type="checkbox"/> Preserves/Replaces Existing Asset | <input type="checkbox"/> Priority Improvement for Designated Funding |

**PROJECT STATUS:** New

**CAPITAL COSTS (\$ IN THOUSANDS)**

	General Fund	R. Davies Fund	Total
Construction			
FY 2018-2019 Funds	\$20	\$20	\$40
<b>TOTAL</b>	<b>\$20</b>	<b>\$20</b>	<b>\$40</b>

**EFFECT OF THE PROJECT ON ANNUAL OPERATIONS; INCLUDING ESTIMATED COSTS TO SUSTAIN THE PROJECT:**  
This budget is for repair of existing roof. Maintenance costs will decrease when the project is completed and operating.

**CITY OF PACIFICA  
2018-2019 CAPITAL BUDGET  
PROJECT DESCRIPTION WORKSHEET**

**PROJECT TITLE:** Various Municipal Building Repairs (Formerly PB&R/Planning Building Improvements)

**PROJECT NO.:** New

**FUND:** Fund 01 – General Fund (Moved from Fund 22)

**DEPARTMENT/MANAGER:** DPW/Ocampo, PB&R/Planning Perez/Wehrmeister

**GENERAL LOCATION:** Various Municipal Building - Citywide

**PROJECT DESCRIPTION:**

- Replace carpet
- Paint interior and exterior
- Fix dry rot throughout (door frames)
- Fix/update/replace heating/air system in building – phase II
- Fix leaking, particularly on windows
- Replace damaged ceiling tiles
- Upgrade, fix, repair lighting
- Replace building doors
- Address all ADA access issues inside and out
- Upgrade conference rooms - technology – projector/smart board, white boards, furniture

**PURPOSE BENEFIT:**

- Benefits the staff members assigned to this location as well as the public served at this facility
- Upgrades to the heating do not reach the entire building
- In need of ADA improvements from recent assessment
- Upgrade conference room to include current technology

**JUSTIFICATION:**

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Addresses Legal Mandate           | <input type="checkbox"/> Contributes to Economic Development         |
| <input type="checkbox"/> Resolves Health, Traffic or Safety Problems  | <input type="checkbox"/> Preserves Aesthetic Character of Facility   |
| <input checked="" type="checkbox"/> Preserves/Replaces Existing Asset | <input type="checkbox"/> Priority Improvement for Designated Funding |

**PROJECT STATUS:** New

**CAPITAL COSTS (\$ IN THOUSANDS)**

	General Fund	Total
Construction		
FY 2018-2019 Funds	\$150	\$150
<b>TOTAL</b>	<b>\$150</b>	<b>\$150</b>

**EFFECT OF THE PROJECT ON ANNUAL OPERATIONS; INCLUDING ESTIMATED COSTS TO SUSTAIN THE PROJECT:**

This budget is for improvements to existing City buildings. Maintenance costs will decrease when the project is completed and operating.

**CITY OF PACIFICA  
2018-2019 CAPITAL BUDGET  
PROJECT DESCRIPTION WORKSHEET**

**PROJECT TITLE:** Hickey Sidewalk Project

**PROJECT NO.:**

**FUND:** Fund 01 – General Fund

**DEPARTMENT/MANAGER:** DPW/Ocampo

**GENERAL LOCATION:** Hickey Boulevard at the Fairmont Shopping Center

**PROJECT DESCRIPTION:**  
Construct ADA compliant sidewalk along Hickey Boulevard at the Fairmont Shopping Center

**PURPOSE BENEFIT:**  
Construct ADA compliant improvement. Increase pedestrian safety and mobility.

**JUSTIFICATION:**

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Addresses Legal Mandate                     | <input type="checkbox"/> Contributes to Economic Development         |
| <input checked="" type="checkbox"/> Resolves Health, Traffic or Safety Problems | <input type="checkbox"/> Preserves Aesthetic Character of Facility   |
| <input checked="" type="checkbox"/> Preserves/Replaces Existing Asset           | <input type="checkbox"/> Priority Improvement for Designated Funding |

**PROJECT STATUS:** New

**CAPITAL COSTS (\$ IN THOUSANDS)**

	General Fund	Total
Construction		
FY 2018-2019 Funds	\$50	\$50
<b>TOTAL</b>	<b>\$50</b>	<b>\$50</b>

**EFFECT OF THE PROJECT ON ANNUAL OPERATIONS; INCLUDING ESTIMATED COSTS TO SUSTAIN THE PROJECT:**  
This budget is for construction of new sidewalks. Maintenance costs will decrease when the project is completed and operating.

**CITY OF PACIFICA  
2018-2019 CAPITAL BUDGET  
PROJECT DESCRIPTION WORKSHEET**

**PROJECT TITLE:** Rockaway Beach Streetlights

**PROJECT NO.:**

**FUND:** Fund 01 – General Fund

**DEPARTMENT/MANAGER:** DPW/Ocampo

**GENERAL LOCATION:** Rockaway Beach Avenue

**PROJECT DESCRIPTION:**  
Replacement of Street Lights along Rockaway Beach Avenue.

**PURPOSE BENEFIT:**  
Increase pedestrian safety and mobility.

**JUSTIFICATION:**

- |   |   |
|---|---|
| <input type="checkbox"/> Addresses Legal Mandate                                | <input checked="" type="checkbox"/> Contributes to Economic Development |
| <input checked="" type="checkbox"/> Resolves Health, Traffic or Safety Problems | <input type="checkbox"/> Preserves Aesthetic Character of Facility      |
| <input checked="" type="checkbox"/> Preserves/Replaces Existing Asset           | <input type="checkbox"/> Priority Improvement for Designated Funding    |

**PROJECT STATUS:** New

**CAPITAL COSTS (\$ IN THOUSANDS)**

	General Fund	Total
Construction		
FY 2018-2019 Funds	\$30	\$30
<b>TOTAL</b>	<b>\$30</b>	<b>\$30</b>

**EFFECT OF THE PROJECT ON ANNUAL OPERATIONS; INCLUDING ESTIMATED COSTS TO SUSTAIN THE PROJECT:**  
This budget is to replace existing streetlights. Maintenance costs will decrease when the project is completed and operating.

**CITY OF PACIFICA  
2018-2019 CAPITAL BUDGET  
PROJECT DESCRIPTION WORKSHEET**

**PROJECT TITLE:** Citywide Curb Ramp Project (formerly ADA Curb Ramps Projects)

**PROJECT NO.:** 002

**FUND:** Fund 09 - Street Construction Fund

**DEPARTMENT/MANAGER:** DPW/Donguines

**GENERAL LOCATION:** Citywide

**PROJECT DESCRIPTION:**  
The Citywide Curb Ramp Project will replace 100 curb ramps throughout the City of Pacifica.

**PURPOSE BENEFIT:**  
To increase ADA compliance and mobility. The curb ramps will provide safe travel path so that wheelchair-bound residents do not ride along busy streets.

**JUSTIFICATION:**

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Addresses Legal Mandate                     | <input type="checkbox"/> Contributes to Economic Development         |
| <input checked="" type="checkbox"/> Resolves Health, Traffic or Safety Problems | <input type="checkbox"/> Preserves Aesthetic Character of Facility   |
| <input checked="" type="checkbox"/> Preserves/Replaces Existing Asset           | <input type="checkbox"/> Priority Improvement for Designated Funding |

**PROJECT STATUS:** New

**CAPITAL COSTS (\$ IN THOUSANDS)**

	Street Construction Fund	Total
Construction		
FY 2018-2019 Funds	\$656	\$656
<b>TOTAL</b>	<b>\$656</b>	<b>\$656</b>

**EFFECT OF THE PROJECT ON ANNUAL OPERATIONS; INCLUDING ESTIMATED COSTS TO SUSTAIN THE PROJECT:**  
This budget is for construction of new curb ramps. Maintenance costs will decrease when the project is completed and operating.

**CITY OF PACIFICA  
2018-2019 CAPITAL BUDGET  
PROJECT DESCRIPTION WORKSHEET**

**PROJECT TITLE:** FY 2017-18 Pavement Rehabilitation Project

**PROJECT NO.:** TBD

**FUND:** Fund 09 - Street Construction Fund

**DEPARTMENT/MANAGER:** DPW/Donguines

**GENERAL LOCATION:** Oceana Boulevard from Milagra Drive to Monterey Road and Linda Mar Boulevard from Adobe Drive to Alicante Drive

**PROJECT DESCRIPTION:**  
The FY 2017-18 Pavement Rehabilitation Project will rehabilitate the pavement along Oceana Boulevard from Milagra Drive to Monterey Road and Linda Mar Boulevard from Adobe Drive to Alicante Drive by placing 2 inches of asphalt overlay. This project will also include pavement grinding for base repair as well as installation of thermoplastic traffic striping, markings, and pavement markers.

**PURPOSE BENEFIT:**  
The resurfacing of these streets prolongs the life of the pavement and prevents much costly street reconstruction. Decrease air pollution.

**JUSTIFICATION:**

- |   |  |
|---|--|
| <input type="checkbox"/> Addresses Legal Mandate                                | <input type="checkbox"/> Contributes to Economic Development         |
| <input checked="" type="checkbox"/> Resolves Health, Traffic or Safety Problems | <input type="checkbox"/> Preserves Aesthetic Character of Facility   |
| <input checked="" type="checkbox"/> Preserves/Replaces Existing Asset           | <input type="checkbox"/> Priority Improvement for Designated Funding |

**PROJECT STATUS:** New

**CAPITAL COSTS (\$ IN THOUSANDS)**

	Street Construction Fund	Total
Construction		
FY 2018-2019 Funds	\$900	\$900
<b>TOTAL</b>	<b>\$900</b>	<b>\$900</b>

**EFFECT OF THE PROJECT ON ANNUAL OPERATIONS; INCLUDING ESTIMATED COSTS TO SUSTAIN THE PROJECT:**  
This budget is for pavement rehabilitation. Maintenance costs will decrease when the project is completed and operating.

**CITY OF PACIFICA  
2018-2019 CAPITAL BUDGET  
PROJECT DESCRIPTION WORKSHEET**

**PROJECT TITLE:** Palmetto Sidewalk Project

**PROJECT NO.:** TBD

**FUND:** Fund 09 - Street Construction Fund

**DEPARTMENT/MANAGER:** DPW/Donguines

**GENERAL LOCATION:** Palmetto Avenue from Westline Drive to 100 Palmetto Avenue

**PROJECT DESCRIPTION:**  
The project consists of the construction of 1,400 feet of sidewalk, curb and gutter along the west side of Palmetto Avenue.

**PURPOSE BENEFIT:**  
The project will install new sidewalk, curb and gutter along the west side of Palmetto Avenue. The new sidewalk will provide continuity between sidewalks on each side of the project. This project serves bicyclist and pedestrian alike.

**JUSTIFICATION:**

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Addresses Legal Mandate                     | <input type="checkbox"/> Contributes to Economic Development         |
| <input checked="" type="checkbox"/> Resolves Health, Traffic or Safety Problems | <input type="checkbox"/> Preserves Aesthetic Character of Facility   |
| <input type="checkbox"/> Preserves/Replaces Existing Asset                      | <input type="checkbox"/> Priority Improvement for Designated Funding |

**PROJECT STATUS:** New

**CAPITAL COSTS (\$ IN THOUSANDS)**

	Street Construction Fund	Total
Construction		
FY 2018-2019 Funds	\$410.3	\$410.3
<b>TOTAL</b>	<b>\$410.3</b>	<b>\$410.3</b>

**EFFECT OF THE PROJECT ON ANNUAL OPERATIONS; INCLUDING ESTIMATED COSTS TO SUSTAIN THE PROJECT:**  
This budget is for construction of new sidewalk, curb and gutter. Maintenance costs will decrease when the project is completed and operating.

# CITY OF PACIFICA 2018-2019 CAPITAL BUDGET PROJECT DESCRIPTION WORKSHEET

**PROJECT TITLE:** Highway 1 Congestion Relief Study of Alternatives (formerly Calera Parkway and/or Highway 1 Transportation Improvement Project)

**PROJECT NO.:** 0024

**FUND:** Fund 12 - Highway 1 Improvement Fund

**DEPARTMENT/MANAGER:** DPW/Ocampo

**GENERAL LOCATION:** Highway 1 from Westport Drive to Fassler Avenue

**PROJECT DESCRIPTION:**

Conduct a study of congestion relief alternatives, including combinations of alternatives but excluding highway widening, to improve peak-hour congestion on Highway 1.

Per Resolution 47-2017, the City Council supported the re-purposing of \$375,000 of Measure A Funds previously programed for the design phase of the Calera Parkway Project towards the study of other alternatives or combination thereof.

**PURPOSE BENEFIT:**

To provide operational and traffic safety improvements to both northbound and southbound Highway 1 to facilitate traffic more effectively and safely through the intersections. This will improve the level of service and decrease pollution.

**JUSTIFICATION:**

- |   |  |
|---|--|
| <input type="checkbox"/> Addresses Legal Mandate                                | <input type="checkbox"/> Contributes to Economic Development         |
| <input checked="" type="checkbox"/> Resolves Health, Traffic or Safety Problems | <input type="checkbox"/> Preserves Aesthetic Character of Facility   |
| <input type="checkbox"/> Preserves/Replaces Existing Asset                      | <input type="checkbox"/> Priority Improvement for Designated Funding |

**PROJECT STATUS:** New

**CAPITAL COSTS (\$ IN THOUSANDS)**

	Highway 1 Improvement Fund	Total
Planning and Design		
FY 2018-2019 Funds	\$375	\$375
<b>TOTAL</b>	<b>\$375</b>	<b>\$375</b>

**EFFECT OF THE PROJECT ON ANNUAL OPERATIONS; INCLUDING ESTIMATED COSTS TO SUSTAIN THE PROJECT:**

No change in scheduled maintenance cost.

# CITY OF PACIFICA 2018-2019 CAPITAL BUDGET PROJECT DESCRIPTION WORKSHEET

**PROJECT TITLE:** Cabrillo School Pedestrian Crossing Improvement Project

**PROJECT NO.:** New

**FUND:** Fund 16 – NPDES Stormwater Fund

**DEPARTMENT/MANAGER:** DPW/Donguines

**GENERAL LOCATION:** Crespi Drive at Cabrillo School

**PROJECT DESCRIPTION:**  
 The Project will install vegetated curb extension at the midblock crossing directly in front of the school. The vegetated curb extensions will help reduce or eliminate polluted stormwater runoff, reduce stormwater management costs, and increase the aesthetic value of streets and neighborhoods.

Curb extensions or sometimes called bulb-outs extend the curb into the parking lane to narrow the roadway and provide additional pedestrian space at key locations. Curb extensions enhance pedestrian safety by increasing pedestrian visibility, shortening crossing distances, slowing turning vehicles, and visually narrowing the roadway.

**PURPOSE BENEFIT:**  
 Reduce pollution in receiving waters and increase pedestrian safety.

**JUSTIFICATION:**

- |   |  |
|---|--|
| <input type="checkbox"/> Addresses Legal Mandate                                | <input type="checkbox"/> Contributes to Economic Development         |
| <input checked="" type="checkbox"/> Resolves Health, Traffic or Safety Problems | <input type="checkbox"/> Preserves Aesthetic Character of Facility   |
| <input checked="" type="checkbox"/> Preserves/Replaces Existing Asset           | <input type="checkbox"/> Priority Improvement for Designated Funding |

**PROJECT STATUS:** New

**CAPITAL COSTS (\$ IN THOUSANDS)**

	NPDES Stormwater Fund	Total
Construction		
FY 2018-2019 Funds	\$197	\$197
<b>TOTAL</b>	<b>\$197</b>	<b>\$197</b>

**EFFECT OF THE PROJECT ON ANNUAL OPERATIONS; INCLUDING ESTIMATED COSTS TO SUSTAIN THE PROJECT:**  
 This budget is for construction of new vegetative curb extensions. Maintenance costs will increase when the project is completed and operating.

**CITY OF PACIFICA  
2018-2019 CAPITAL BUDGET  
PROJECT DESCRIPTION WORKSHEET**

**PROJECT TITLE:** Parks & Recreation Projects

**PROJECT NO.:** 0091

**FUND:** Fund 27 - Roy Davies Trust Fund

**DEPARTMENT/MANAGER:** DPW/Ocampo, PB&R/Perez

**GENERAL LOCATION:** Citywide

**PROJECT DESCRIPTION:**  
Improvement to citywide parks.

**PURPOSE BENEFIT:**  
Playground equipment is outdated and old. Some may need to be removed because of compliance issues. Improved play equipment will benefit the neighborhood as well as the city. Upgraded equipment will require less maintenance.

**JUSTIFICATION:**

- |   |   |
|---|---|
| <input type="checkbox"/> Addresses Legal Mandate                                | <input type="checkbox"/> Contributes to Economic Development                  |
| <input checked="" type="checkbox"/> Resolves Health, Traffic or Safety Problems | <input checked="" type="checkbox"/> Preserves Aesthetic Character of Facility |
| <input checked="" type="checkbox"/> Preserves/Replaces Existing Asset           | <input type="checkbox"/> Priority Improvement for Designated Funding          |

**PROJECT STATUS:** Resume

**CAPITAL COSTS (\$ IN THOUSANDS)**

	Roy Davies Trust Fund	Total
Audit of Play Structures		
FY 2018-2019 Funds	\$15	\$15
Construction		
FY 2018-2019 Funds	\$50	\$50
<b>TOTAL</b>	<b>\$65</b>	<b>\$65</b>

**EFFECT OF THE PROJECT ON ANNUAL OPERATIONS; INCLUDING ESTIMATED COSTS TO SUSTAIN THE PROJECT:**  
This budget is for improvements to existing city parks. Maintenance costs will decrease when the project is completed and operating.

**CITY OF PACIFICA  
2018-2019 CAPITAL BUDGET  
PROJECT DESCRIPTION WORKSHEET**

**PROJECT TITLE:** 400 Esplanade Infrastructure Preservation Project

**PROJECT NO.:** New

**FUND:** Fund 38 - Disaster Accounting Fund

**DEPARTMENT/MANAGER:** DPW/Ocampo

**GENERAL LOCATION:** 400 Esplanade

**PROJECT DESCRIPTION:**  
The project would consist of constructing a shotcrete wall with a rip rap toe to protect from scouring. The wall would extend approximately 20 feet below the sand levels to solid material in order to allow it for a structurally safe footing. The wall would extend to approximately 20 feet above summer sand level in order for the bluff to setback to a stable slope. The materials used to construct the wall would be mainly shotcrete, rebar, and rock. The wall would have tiebacks that go into the bluff to support the weight of the wall. The work would also include shoring to hold against any water infiltration.

**PURPOSE BENEFIT:**  
Provide continued protection to the City street and infrastructure along 400 Esplanade Avenue for public access and commerce.

**JUSTIFICATION:**

- |   |   |
|---|---|
| <input type="checkbox"/> Addresses Legal Mandate                                | <input checked="" type="checkbox"/> Contributes to Economic Development |
| <input checked="" type="checkbox"/> Resolves Health, Traffic or Safety Problems | <input type="checkbox"/> Preserves Aesthetic Character of Facility      |
| <input checked="" type="checkbox"/> Preserves/Replaces Existing Asset           | <input type="checkbox"/> Priority Improvement for Designated Funding    |

**PROJECT STATUS:** New

**CAPITAL COSTS (\$ IN THOUSANDS)**

	Disaster Accounting Fund	Total
Planning and Design		
FY 2018-2019 Funds	\$343	\$343
<b>TOTAL</b>	<b>\$343</b>	<b>\$343</b>

**EFFECT OF THE PROJECT ON ANNUAL OPERATIONS; INCLUDING ESTIMATED COSTS TO SUSTAIN THE PROJECT:**  
No change in scheduled maintenance cost.

**CITY OF PACIFICA  
2018-2019 CAPITAL BUDGET  
PROJECT DESCRIPTION WORKSHEET**

**PROJECT TITLE:** Beach Boulevard Seawall and Promenade Project (Continuation of S002 Beach Boulevard Seawall Repair)

**PROJECT NO.:** New

**FUND:** Fund 38 - Disaster Accounting Fund

**DEPARTMENT/MANAGER:** DPW/Ocampo

**GENERAL LOCATION:** Beach Boulevard from the Pacifica Pier north to Bella Vista Avenue

**PROJECT DESCRIPTION:**

This project will start a multi-year collaborative process to completely replace the northern Beach Boulevard Seawall and Promenade. The first phase will result in a feasibility study, studies/assessments/surveys, conceptual design alternatives, permits and consultations. The second phase will result in engineered plans and specifications. The third and final phase will be construction of the new Beach Boulevard Seawall and Promenade.

**PURPOSE BENEFIT:**

The Project will protect public infrastructure and assets including Beach Boulevard between Santa Rosa and Bella Vista Avenues, and the sewer main, storm drain, gas, and electrical conduits underneath this stretch of Beach Boulevard.

**JUSTIFICATION:**

- |   |   |
|---|---|
| <input type="checkbox"/> Addresses Legal Mandate                                | <input checked="" type="checkbox"/> Contributes to Economic Development |
| <input checked="" type="checkbox"/> Resolves Health, Traffic or Safety Problems | <input type="checkbox"/> Preserves Aesthetic Character of Facility      |
| <input checked="" type="checkbox"/> Preserves/Replaces Existing Asset           | <input type="checkbox"/> Priority Improvement for Designated Funding    |

**PROJECT STATUS:** New

**CAPITAL COSTS (\$ IN THOUSANDS)**

	Disaster Accounting Fund	Total
Planning and Design		
FY 2018-2019 Funds	\$1,500	\$1,500
<b>TOTAL</b>	<b>\$1,500</b>	<b>\$1,500</b>

**EFFECT OF THE PROJECT ON ANNUAL OPERATIONS; INCLUDING ESTIMATED COSTS TO SUSTAIN THE PROJECT:**

No change in scheduled maintenance cost.

**CAPITAL BUDGET**

**CONTINUING TO FY 2018-19 PROJECTS**

**Fund 01 - General Fund**

<u>Project #</u>	<u>Project</u>	<u>Cost Estimate</u>	<u>Page</u>
	2212 Beach Boulevard Project	\$203,000	C01-1

**Fund 12 - Highway 1 Improvement Fund**

<u>Project #</u>	<u>Project</u>	<u>Cost Estimate</u>	<u>Page</u>
0025	San Pedro Creek Bridge	\$100,000	C12-3
	Adaptive System at the Intersections of Highway 1 and Reina Del Mar Avenue and Highway 1 and Fassler Avenue	\$50,000	C12-4

**Fund 16 - NPDES Stormwater Fund**

<u>Project #</u>	<u>Project</u>	<u>Cost Estimate</u>	<u>Page</u>
	San Pedro Creek and Pacifica State Beach Total Maximum Daily Load (TMDL)	\$30,000	C16-1
	Long-Term Trash Load Reduction	\$50,000	C16-2

**Fund 22 - General Capital Improvement Fund**

<u>Project #</u>	<u>Project</u>	<u>Cost Estimate</u>	<u>Page</u>
0073	Palmetto Streetscape, Phase I	\$300,000	C22-1
	Frontierland Park Parking Lot and Turn Around Improvements	\$600,000	C22-2

**Fund 34 - Sewer Facility Construction Fund**

<u>Project #</u>	<u>Project</u>	<u>Cost Estimate</u>	<u>Page</u>
C004B	Linda Mar Pump Station Improvements FY 2016-19	\$376,000	C34-1
C007A	Sewer System Master Plan Phase 2	\$40,000	C34-2
C029	Collection System Capacity Improvement	\$765,000	C34-3
C030	Equalization Basin Project	\$9,340,000	C34-4
C031	Collection System Repair, Rehabilitation and Replacement Project	\$2,255,750	C34-5
C032	Lateral Grant Assistance	\$100,000	C34-6
P002	Digesters	\$584,000	C34-7
P004	CCWRP Pumps Replacement	\$150,000	C34-8
P006	CCWRP Centrifuges	\$50,000	C34-9
P008A	CCWRP Scada and PLC Upgrade	\$150,000	C34-10
P011A	Calera Creek and Wetlands Maintenance	\$150,000	C34-11
P018	CCWRP Roof Improvements	\$200,000	C34-12
P020	CCWRP Laboratory Room Improvements	\$20,000	C34-13
P024	CCWRP Blower Replacement	\$50,000	C34-14
P028	San Pedro Creek and Pacifica State Beach TMDL	\$19,500	C34-15
P029	CCWRP Computerized Maintenance System (CMMS)	\$15,000	C34-16
P032	CCWRP Replacement, Rehabilitation and Operational Enhancement Projects FY 2018-23 (Formerly CCWRP Projects)	\$80,000	C34-17

**Fund 38 - Disaster Accounting Fund**

<u>Project #</u>	<u>Project</u>	<u>Cost Estimate</u>	<u>Page</u>
S003	Milagra Outfall Repair	\$1,155,000	C38-1
	310-330 Esplanade Infrastructure Preservation Project	\$376,000	C38-2

**CITY OF PACIFICA  
2018-2019 CAPITAL BUDGET  
PROJECT DESCRIPTION WORKSHEET**

**PROJECT TITLE:** 2212 Beach Boulevard Project

**PROJECT NO.:** New

**FUND:** Fund 01 – General Fund

**DEPARTMENT/MANAGER:** Economic Development/CM

**GENERAL LOCATION:** Beach Boulevard, Palmetto Avenue and Montecito Avenue

**PROJECT DESCRIPTION:**  
Project planning and management services to coordinate planning and design for development of the City property located at 2212 Beach Boulevard.

**PURPOSE BENEFIT:**  
Achieve completed 2212 Beach Boulevard Project, per 2015-16 City Council designated priorities, based on City Council direction and project assessments (2010-Present).

**JUSTIFICATION:**

- |   |   |
|---|---|
| <input type="checkbox"/> Addresses Legal Mandate                      | <input checked="" type="checkbox"/> Contributes to Economic Development         |
| <input type="checkbox"/> Resolves Health, Traffic or Safety Problems  | <input type="checkbox"/> Preserves Aesthetic Character of Facility              |
| <input checked="" type="checkbox"/> Preserves/Replaces Existing Asset | <input checked="" type="checkbox"/> Priority Improvement for Designated Funding |

**PROJECT STATUS:** Active

**CAPITAL COSTS (\$ IN THOUSANDS)**

	General Fund	Total
Planning & Design		
FY 2015-2016 Funds	\$133	\$133
FY 2016-2017 Funds	\$70	\$70
<b>TOTAL</b>	<b>\$203</b>	<b>\$203</b>

**EFFECT OF THE PROJECT ON ANNUAL OPERATIONS; INCLUDING ESTIMATED COSTS TO SUSTAIN THE PROJECT:**  
This budget is for planning which will not change scheduled maintenance costs. Maintenance costs will change when the project is completed and operating.

# CITY OF PACIFICA 2018-2019 CAPITAL BUDGET PROJECT DESCRIPTION WORKSHEET

**PROJECT TITLE:** San Pedro Creek Bridge Replacement

**PROJECT NO.:** 0025

**FUND:** Fund 12 - Highway 1 Improvement Fund

**DEPARTMENT/MANAGER:** DPW/Ocampo

**GENERAL LOCATION:** Along Highway 1 at San Pedro Creek

**PROJECT DESCRIPTION:**  
This project will replace the existing bridge along Highway 1 at San Pedro Creek. The new bridge will be longer and higher to prevent highway flooding and increase flood protection. It will be wider to accommodate a Class I bike/pedestrian path along the easterly edge. The remaining work will be funded by Measure A funds.

**PURPOSE BENEFIT:**  
Prevent flooding at Highway 1, provide 100 year storm flow capacity for San Pedro Creek and provide Class I bike/pedestrian facility for safer mobility.

**JUSTIFICATION:**

- |   |   |
|---|---|
| <input type="checkbox"/> Addresses Legal Mandate                                | <input checked="" type="checkbox"/> Contributes to Economic Development         |
| <input checked="" type="checkbox"/> Resolves Health, Traffic or Safety Problems | <input checked="" type="checkbox"/> Preserves Aesthetic Character of Facility   |
| <input checked="" type="checkbox"/> Preserves/Replaces Existing Asset           | <input checked="" type="checkbox"/> Priority Improvement for Designated Funding |

**PROJECT STATUS:** Active

**CAPITAL COSTS (\$ IN THOUSANDS)**

	Measure A	Total
Miscellaneous – Environmental Mitigation	\$100	\$100
<b>TOTAL</b>	<b>\$100</b>	<b>\$100</b>

**EFFECT OF THE PROJECT ON ANNUAL OPERATIONS; INCLUDING ESTIMATED COSTS TO SUSTAIN THE PROJECT:**  
No change in scheduled maintenance cost.

**CITY OF PACIFICA  
2018-2019 CAPITAL BUDGET  
PROJECT DESCRIPTION WORKSHEET**

**PROJECT TITLE:** Traffic Signal Adaptive System at the Intersections of Highway 1 and Reina Del Mar Avenue and Highway 1 and Fassler Avenue

**PROJECT NO.:** New

**FUND:** Fund 12 - Highway 1 Improvement Fund

**DEPARTMENT/MANAGER:** DPW/Ocampo

**GENERAL LOCATION:** Highway 1 from Reina Del Mar Avenue to Fassler Avenue

**PROJECT DESCRIPTION:**

Supply and installation of a traffic signal adaptive system at the Intersections of Highway 1 and Reina Del Mar Avenue and Highway 1 and Fassler Avenue.

**PURPOSE BENEFIT:**

The traffic signal adaptive system detects the traffic demand in real-time through the use of cameras and in ground detector loops, allowing it to make immediate adjustments to traffic signalization to address the current traffic situation and to foresee traffic patterns that may arise in the subsequent minutes after the adjustment.

**JUSTIFICATION:**

- |   |   |
|---|---|
| <input type="checkbox"/> Addresses Legal Mandate                                | <input checked="" type="checkbox"/> Contributes to Economic Development         |
| <input checked="" type="checkbox"/> Resolves Health, Traffic or Safety Problems | <input checked="" type="checkbox"/> Preserves Aesthetic Character of Facility   |
| <input checked="" type="checkbox"/> Preserves/Replaces Existing Asset           | <input checked="" type="checkbox"/> Priority Improvement for Designated Funding |

**PROJECT STATUS:** Active

**CAPITAL COSTS (\$ IN THOUSANDS)**

	Measure A	Total
Traffic Signal Adaptive System	\$50	\$50
<b>TOTAL</b>	<b>\$50</b>	<b>\$50</b>

**EFFECT OF THE PROJECT ON ANNUAL OPERATIONS; INCLUDING ESTIMATED COSTS TO SUSTAIN THE PROJECT:**

No change in scheduled maintenance cost.

**CITY OF PACIFICA  
2018-2019 CAPITAL BUDGET  
PROJECT DESCRIPTION WORKSHEET**

**PROJECT TITLE:** San Pedro Creek and Pacifica State Beach Total Maximum Daily Load (TMDL), Monitoring Plan and Best Management Plan

**PROJECT NO.:** TBD

**FUND:** Fund 16 – NPDES Stormwater Fund and Fund 34 – Sewer Facility Construction Fund

**DEPARTMENT/MANAGER:** DPW/Ocampo, WWTP/Sun

**GENERAL LOCATION:** San Pedro Creek and Pacifica State Beach

**PROJECT DESCRIPTION:**

The San Francisco Regional Water Quality Board requires through the Total Maximum Daily Load (TMDL), the development and implementation of a bacteria water quality monitoring and best management plan for San Pedro Creek and Pacifica State Beach bacteria. TMDL will identify any impairment to San Pedro Creek and Pacifica State beach.

**PURPOSE BENEFIT:**

Address the fecal coliform and bacteria impairments to San Pedro Creek and Pacifica State Beach

**JUSTIFICATION:**

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Addresses Legal Mandate                     | <input checked="" type="checkbox"/> Contributes to Economic Development |
| <input checked="" type="checkbox"/> Resolves Health, Traffic or Safety Problems | <input type="checkbox"/> Preserves Aesthetic Character of Facility      |
| <input type="checkbox"/> Preserves/Replaces Existing Asset                      | <input type="checkbox"/> Priority Improvement for Designated Funding    |

**PROJECT STATUS:** Active

**CAPITAL COSTS (\$ IN THOUSANDS)**

	NPDES Stormwater Fund	WWTP – Fund 34	San Mateo County	Total
Monitoring	\$25			\$25
Equipment Purchase	\$5			\$5
<b>TOTAL</b>	<b>\$30</b>			<b>\$30</b>

**EFFECT OF THE PROJECT ON ANNUAL OPERATIONS; INCLUDING ESTIMATED COSTS TO SUSTAIN THE PROJECT:**

The scheduled maintenance is estimated to be approximately \$1500 annually.

# CITY OF PACIFICA 2018-2019 CAPITAL BUDGET PROJECT DESCRIPTION WORKSHEET

**PROJECT TITLE:** Long-Term Trash Load Reduction

**PROJECT NO.:** TBD

**FUND:** Fund 16 – NPDES Stormwater Fund

**DEPARTMENT/MANAGER:** DPW/Ocampo

**GENERAL LOCATION:** Citywide

**PROJECT DESCRIPTION:**  
The San Francisco Regional Water Quality Board requires reduction in trash to receiving water. This project includes installation of new Trash Capture Devices and additional street sweeping at critical areas citywide.

**PURPOSE BENEFIT:**  
Reduce trash in receiving waters per Municipal Regional Permit requirement.

**JUSTIFICATION:**

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Addresses Legal Mandate                     | <input checked="" type="checkbox"/> Contributes to Economic Development |
| <input checked="" type="checkbox"/> Resolves Health, Traffic or Safety Problems | <input type="checkbox"/> Preserves Aesthetic Character of Facility      |
| <input type="checkbox"/> Preserves/Replaces Existing Asset                      | <input type="checkbox"/> Priority Improvement for Designated Funding    |

**PROJECT STATUS:** Active

**CAPITAL COSTS (\$ IN THOUSANDS)**

	NPDES Stormwater Fund	Total
Street Sweeping	\$30	\$30
Equipment Purchase	\$20	\$20
<b>TOTAL</b>	<b>\$50</b>	<b>\$50</b>

**EFFECT OF THE PROJECT ON ANNUAL OPERATIONS; INCLUDING ESTIMATED COSTS TO SUSTAIN THE PROJECT:**  
The scheduled maintenance is estimated to be approximately \$1500 annually.

# CITY OF PACIFICA 2018-2019 CAPITAL BUDGET PROJECT DESCRIPTION WORKSHEET

**PROJECT TITLE:** Palmetto Streetscape, Phase I

**PROJECT NO.:** 0073

**FUND:** Fund 22 – General Capital Improvement Fund

**DEPARTMENT/MANAGER:** DPW/Ocampo

**GENERAL LOCATION:** Palmetto Avenue from Bella Vista to Clarendon

**PROJECT DESCRIPTION:**  
This project will construct streetscape improvements and place new LED streetlights along Palmetto Avenue from Bella Vista to Clarendon Road in the Sharp Park District. Establish parking plan and development framework for Palmetto Avenue “Historic Main Street” Business District and may include parking strategies. City staff applied for and received \$1,000,000 from One Bay Area Grant (OBAG). Complete project includes 4 phases for a total cost of \$5.2 million.

**PURPOSE BENEFIT:**  
Improve the Palmetto business district, minimize repairs to the utilities and provide new energy efficient lighting.  
To achieve the City of Pacifica General Plan goal of creating a “Historic Main Street” on Palmetto Avenue between Paloma and Clarendon Avenues, the 2015-16 City Council designated priority #2

**JUSTIFICATION:**

- |   |   |
|---|---|
| <input type="checkbox"/> Addresses Legal Mandate                      | <input checked="" type="checkbox"/> Contributes to Economic Development         |
| <input type="checkbox"/> Resolves Health, Traffic or Safety Problems  | <input type="checkbox"/> Preserves Aesthetic Character of Facility              |
| <input checked="" type="checkbox"/> Preserves/Replaces Existing Asset | <input checked="" type="checkbox"/> Priority Improvement for Designated Funding |

**PROJECT STATUS:** Active

**CAPITAL COSTS (\$ IN THOUSANDS)**

	ERAF	Total
Construction	\$300	\$300
<b>TOTAL</b>	<b>\$300</b>	<b>\$300</b>

**EFFECT OF THE PROJECT ON ANNUAL OPERATIONS; INCLUDING ESTIMATED COSTS TO SUSTAIN THE PROJECT:**  
The scheduled maintenance is estimated to be approximately \$3,000 annually.

# CITY OF PACIFICA 2018-2019 CAPITAL BUDGET PROJECT DESCRIPTION WORKSHEET

**PROJECT TITLE:** Frontierland Parking Lot & Turn Around Improvements

**PROJECT NO.:** Proposed

**FUND:** Fund 22 – General Capital Improvement Fund

**DEPARTMENT/MANAGER:** DPW/Ocampo

**GENERAL LOCATION:** Frontierland Park

**PROJECT DESCRIPTION:**  
Improvements to the Frontierland Park Parking lot and turn around. The project includes asphalt overlay, traffic striping, markings and markers, drainage improvements and other miscellaneous work.

**PURPOSE BENEFIT:**  
This project will improve the Frontierland Park parking lot and will also decrease groundwater infiltration to the solid waste site under the park.

**JUSTIFICATION:**

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Addresses Legal Mandate                     | <input checked="" type="checkbox"/> Contributes to Economic Development         |
| <input checked="" type="checkbox"/> Resolves Health, Traffic or Safety Problems | <input checked="" type="checkbox"/> Preserves Aesthetic Character of Facility   |
| <input checked="" type="checkbox"/> Preserves/Replaces Existing Asset           | <input checked="" type="checkbox"/> Priority Improvement for Designated Funding |

**PROJECT STATUS:** Active

**CAPITAL COSTS (\$ IN THOUSANDS)**

	Frontierland Remediation Fund	Total
Planning and Design	\$25	\$25
Construction	\$575	\$575
<b>TOTAL</b>	<b>\$600</b>	<b>\$600</b>

**EFFECT OF THE PROJECT ON ANNUAL OPERATIONS; INCLUDING ESTIMATED COSTS TO SUSTAIN THE PROJECT:**  
Reduce scheduled maintenance cost.

**CITY OF PACIFICA  
2018-2019 CAPITAL BUDGET  
PROJECT DESCRIPTION WORKSHEET**

**PROJECT TITLE:** Linda Mar Pump Station Upgrade FY2016-19

**PROJECT NO.:** C004B

**FUND:** Fund 34 – Sewer Facility Construction Fund

**DEPARTMENT/MANAGER:** Public Works - Wastewater/Martinez

**GENERAL LOCATION:** Linda Mar Pump Station

**PROJECT DESCRIPTION:**  
Upgrade MCC panel at the Linda Mar Pump Station and replace the variable frequency pump motor drives at the Linda Mar Pump Station. There are three existing drives that will each reach their service life in the next 5 to 10 years. We have budgeted for their replacement at regular intervals during these years.

**PURPOSE BENEFIT:**  
Replaces aging equipment and vital components of the wastewater sanitary sewer system.

**JUSTIFICATION:**

- |   |  |
|---|--|
| <input type="checkbox"/> Addresses Legal Mandate                      | <input type="checkbox"/> Contributes to Economic Development         |
| <input type="checkbox"/> Resolves Health, Traffic or Safety Problems  | <input type="checkbox"/> Preserves Aesthetic Character of Facility   |
| <input checked="" type="checkbox"/> Preserves/Replaces Existing Asset | <input type="checkbox"/> Priority Improvement for Designated Funding |

**PROJECT STATUS:** Active

**CAPITAL COSTS (\$ IN THOUSANDS)**

	Sewer Facility Construction Fund	Total
Planning and Design		
Construction	\$100	\$100
Equipment Purchase	\$276	\$276
<b>TOTAL</b>	<b>\$376</b>	<b>\$376</b>

**EFFECT OF THE PROJECT ON ANNUAL OPERATIONS; INCLUDING ESTIMATED COSTS TO SUSTAIN THE PROJECT:**  
Reduce scheduled maintenance cost.

**CITY OF PACIFICA  
2018-2019 CAPITAL BUDGET  
PROJECT DESCRIPTION WORKSHEET**

**PROJECT TITLE:** Sewer System Master Plan Phase 2

**PROJECT NO.:** C007A

**FUND:** Fund 34 – Sewer Facility Construction Fund

**DEPARTMENT/MANAGER:** Public Works - Wastewater/Martinez/Sun

**GENERAL LOCATION:** CITY WIDE

**PROJECT DESCRIPTION:**  
Perform flow study and update the existing Sewer System Master Plan.

**PURPOSE BENEFIT:**  
Updates the existing Sewer System Master Plan.

**JUSTIFICATION:**

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Addresses Legal Mandate           | <input type="checkbox"/> Contributes to Economic Development         |
| <input type="checkbox"/> Resolves Health, Traffic or Safety Problems  | <input type="checkbox"/> Preserves Aesthetic Character of Facility   |
| <input checked="" type="checkbox"/> Preserves/Replaces Existing Asset | <input type="checkbox"/> Priority Improvement for Designated Funding |

**PROJECT STATUS:** Active

**CAPITAL COSTS (\$ IN THOUSANDS)**

	Sewer Facility Construction Fund	Total
Planning and Design		
Construction	\$40	\$40
Equipment Purchase		
<b>TOTAL</b>	<b>\$40</b>	<b>\$40</b>

**EFFECT OF THE PROJECT ON ANNUAL OPERATIONS; INCLUDING ESTIMATED COSTS TO SUSTAIN THE PROJECT:**  
None.

**CITY OF PACIFICA  
2018-2019 CAPITAL BUDGET  
PROJECT DESCRIPTION WORKSHEET**

**PROJECT TITLE:** Collection System Capacity Improvement Projects

**PROJECT NO.:** C029

**FUND:** Fund 34 – Sewer Facility Construction Fund

**DEPARTMENT/MANAGER:** Public Works - Wastewater/Sun

**GENERAL LOCATION:** Pacifica City wide

**PROJECT DESCRIPTION:**  
 The Collection System Master Plan completed in October 2011 assessed the existing collection sewer system and identified mainlines in twelve areas around the City that have capacity deficiencies. This CIP will upgrade existing pipes to the appropriate size recommended by the Master Plan. Under this CIP, capacity improvements will include the following upgrade:

- San Pedro Mainline (Master Plan Project ID. 6)\*
- Oddstad Mainline (Master Plan Project ID. 1)
- Terra Nova Mainline (Master Plan Project IDs. 2 &3)

\*Will be coordinated with Collection Rehabilitation and Replacement Project – Pedro Point

**PURPOSE BENEFIT:**  
 Increases the capacity and integrity of the mainlines.

- JUSTIFICATION:**
- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Addresses Legal Mandate           | <input type="checkbox"/> Contributes to Economic Development         |
| <input type="checkbox"/> Resolves Health, Traffic or Safety Problems  | <input type="checkbox"/> Preserves Aesthetic Character of Facility   |
| <input checked="" type="checkbox"/> Preserves/Replaces Existing Asset | <input type="checkbox"/> Priority Improvement for Designated Funding |

**PROJECT STATUS:** Active

**CAPITAL COSTS (\$ IN THOUSANDS)**

	Sewer Facility Construction Fund	Total
Planning and Design		
Construction	\$765	\$765
Equipment Purchase		
<b>TOTAL</b>	<b>\$765</b>	<b>\$765</b>

**EFFECT OF THE PROJECT ON ANNUAL OPERATIONS; INCLUDING ESTIMATED COSTS TO SUSTAIN THE PROJECT:**  
 Reduce scheduled maintenance cost.

**CITY OF PACIFICA  
2018-2019 CAPITAL BUDGET  
PROJECT DESCRIPTION WORKSHEET**

**PROJECT TITLE:** Equalization Basin Project

**PROJECT NO.:** C030

**FUND:** Fund 34 – Sewer Facility Construction Fund

**DEPARTMENT/MANAGER:** Public Works - Wastewater/Aguilar/Sun

**GENERAL LOCATION:** Pacifica Skate Park Parking Lot and streets of Linda Mar Blvd, Arguello, Anza and Balboa

**PROJECT DESCRIPTION:**  
The Collection System Master Plan completed in October 2011 concluded that a flow equalization basin constructed in the vicinity of the Linda Mar Station would eliminate the need for a major capacity increase for Linda Mar Pump Station and parallel force main, and to limit the flow pumped to the CCWRP during peak wet weather flow conditions. The equalization basin will be an underground storage basin with gravity inflow and pumped discharge. The underground basin would allow existing above-ground uses to remain, minimizing aesthetic impacts and disruption to community activities.

**PURPOSE BENEFIT:**  
To increase collection system capacity and comply with CDO and Consent Decree

**JUSTIFICATION:**

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Addresses Legal Mandate           | <input type="checkbox"/> Contributes to Economic Development         |
| <input type="checkbox"/> Resolves Health, Traffic or Safety Problems  | <input type="checkbox"/> Preserves Aesthetic Character of Facility   |
| <input checked="" type="checkbox"/> Preserves/Replaces Existing Asset | <input type="checkbox"/> Priority Improvement for Designated Funding |

**PROJECT STATUS:** Active

**CAPITAL COSTS (\$ IN THOUSANDS)**

	Sewer Facility Construction Fund	Total
Planning and Design		
Construction	\$8,440.00	\$8,440.00
Construction Support	\$850.00	\$850.00
Miscellaneous	\$50.00	\$50.00
<b>TOTAL</b>	<b>\$9,340.00</b>	<b>\$9,340.00</b>

**EFFECT OF THE PROJECT ON ANNUAL OPERATIONS; INCLUDING ESTIMATED COSTS TO SUSTAIN THE PROJECT:**  
Reduce scheduled maintenance cost.

**CITY OF PACIFICA  
2018-2019 CAPITAL BUDGET  
PROJECT DESCRIPTION WORKSHEET**

**PROJECT TITLE:** Collection System Rehabilitation and Replacement Projects

**PROJECT NO.:** C031

**FUND:** Fund 34 – Sewer Facility Construction Fund

**DEPARTMENT/MANAGER:** Public Works - Wastewater/Sun

**GENERAL LOCATION:** Pacifica Citywide

**PROJECT DESCRIPTION:**  
The Collection System Master Plan completed in October 2011 concluded that substantial reductions in I/I can only be achieved by a comprehensive rehabilitation or replacement of the sewer pipes. This CIP will rehabilitate, replace or repair existing pipes as recommended by the Master Plan. Please refer to the Master Plan for more details. Below are some of the neighborhoods where the sewer mainline will be replaced:

- FY 2016-19 Phase 1 (Pedro Point)

**PURPOSE BENEFIT:**  
To replace aging mainlines and comply with CDO and Consent Decree. Reduce I/I and improve structural integrity of the pipelines.

**JUSTIFICATION:**

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Addresses Legal Mandate           | <input type="checkbox"/> Contributes to Economic Development         |
| <input type="checkbox"/> Resolves Health, Traffic or Safety Problems  | <input type="checkbox"/> Preserves Aesthetic Character of Facility   |
| <input checked="" type="checkbox"/> Preserves/Replaces Existing Asset | <input type="checkbox"/> Priority Improvement for Designated Funding |

**PROJECT STATUS:** Active

**CAPITAL COSTS (\$ IN THOUSANDS)**

	Sewer Facility Construction Fund	Total
Planning and Design		
Construction	\$2,097.50	\$2,097.50
Construction Support	\$157.25	\$157.25
Miscellaneous	\$1.00	\$1.00
<b>TOTAL</b>	<b>\$2,255.75</b>	<b>\$2,255.75</b>

**EFFECT OF THE PROJECT ON ANNUAL OPERATIONS; INCLUDING ESTIMATED COSTS TO SUSTAIN THE PROJECT:**  
Reduce scheduled maintenance cost.

**CITY OF PACIFICA  
2018-2019 CAPITAL BUDGET  
PROJECT DESCRIPTION WORKSHEET**

**PROJECT TITLE:** Lateral Grant Assistance

**PROJECT NO.:** C032

**FUND:** Fund 34 – Sewer Facility Construction Fund

**DEPARTMENT/MANAGER:** Public Works - Wastewater/Martinez

**GENERAL LOCATION:** Pacifica Citywide

**PROJECT DESCRIPTION:**  
The City will embark on implementing a voluntary private service lateral replacement program to reduce the addition of I&I from defective private service laterals.

**PURPOSE BENEFIT:**  
To reduce I&I

**JUSTIFICATION:**

- |   |  |
|---|--|
| <input type="checkbox"/> Addresses Legal Mandate                      | <input type="checkbox"/> Contributes to Economic Development         |
| <input type="checkbox"/> Resolves Health, Traffic or Safety Problems  | <input type="checkbox"/> Preserves Aesthetic Character of Facility   |
| <input checked="" type="checkbox"/> Preserves/Replaces Existing Asset | <input type="checkbox"/> Priority Improvement for Designated Funding |

**PROJECT STATUS:** Active

**CAPITAL COSTS (\$ IN THOUSANDS)**

	Sewer Facility Construction Fund	Total
Planning and Design		
Construction		
Miscellaneous	\$100.00	\$100.00
<b>TOTAL</b>	<b>\$100.00</b>	<b>\$100.00</b>

**EFFECT OF THE PROJECT ON ANNUAL OPERATIONS; INCLUDING ESTIMATED COSTS TO SUSTAIN THE PROJECT:**  
Reduce scheduled maintenance cost.

**CITY OF PACIFICA  
2018-2019 CAPITAL BUDGET  
PROJECT DESCRIPTION WORKSHEET**

**PROJECT TITLE:** Digesters

**PROJECT NO.:** P002

**FUND:** Fund 34 – Sewer Facility Construction Fund

**DEPARTMENT/MANAGER:** Public Works - Wastewater/Aguilar

**GENERAL LOCATION:** Calera Creek Water Recycling Plant

**PROJECT DESCRIPTION:**

To modify ATAD digester system to 2<sup>nd</sup> Generation ATAD system.

Phase 2 (P002A): Install 2 jet motive pumps, 4 expansion boots, 2 foam control splash plate, 1 pressure transducers, 1 actuated dilution air damper. PLC programming. Modify piping and tanks. The design of P002A has been completed and construction is expected to commence in the Summer of 2018.

**PURPOSE BENEFIT:**  
Improved sludge treatment, reduce odors, reduce ammonia loading, reduce hauling fees, improve control

**JUSTIFICATION:**

- |   |  |
|---|--|
| <input type="checkbox"/> Addresses Legal Mandate                      | <input type="checkbox"/> Contributes to Economic Development         |
| <input type="checkbox"/> Resolves Health, Traffic or Safety Problems  | <input type="checkbox"/> Preserves Aesthetic Character of Facility   |
| <input checked="" type="checkbox"/> Preserves/Replaces Existing Asset | <input type="checkbox"/> Priority Improvement for Designated Funding |

**PROJECT STATUS:** Active

**CAPITAL COSTS (\$ IN THOUSANDS)**

	Sewer Facility Construction Fund	Total
Planning and Design		
Construction	\$450.00	\$450.00
Miscellaneous	\$134.00	\$134.00
<b>TOTAL</b>	<b>\$584.00</b>	<b>\$584.00</b>

**EFFECT OF THE PROJECT ON ANNUAL OPERATIONS; INCLUDING ESTIMATED COSTS TO SUSTAIN THE PROJECT:**  
Reduce scheduled maintenance cost.

**CITY OF PACIFICA  
2018-2019 CAPITAL BUDGET  
PROJECT DESCRIPTION WORKSHEET**

**PROJECT TITLE:** CCWRP Pump Replacement

**PROJECT NO.:** P004

**FUND:** Fund 34 – Sewer Facility Construction Fund

**DEPARTMENT/MANAGER:** Public Works - Wastewater/Aguiar

**GENERAL LOCATION:** Calera Creek Water Recycling Plant

**PROJECT DESCRIPTION:**  
On-going purchase to replace aging pumps and valves for the Calera Creek Water Recycling Plant

**PURPOSE BENEFIT:**  
To replace aging pumps and valves

**JUSTIFICATION:**

- |   |  |
|---|--|
| <input type="checkbox"/> Addresses Legal Mandate                      | <input type="checkbox"/> Contributes to Economic Development         |
| <input type="checkbox"/> Resolves Health, Traffic or Safety Problems  | <input type="checkbox"/> Preserves Aesthetic Character of Facility   |
| <input checked="" type="checkbox"/> Preserves/Replaces Existing Asset | <input type="checkbox"/> Priority Improvement for Designated Funding |

**PROJECT STATUS:** Active

**CAPITAL COSTS (\$ IN THOUSANDS)**

	Sewer Facility Construction Fund	Total
Planning and Design		
Construction		
Equipment Purchase\Miscellaneous	\$150	\$150
<b>TOTAL</b>	<b>\$150</b>	<b>\$150</b>

**EFFECT OF THE PROJECT ON ANNUAL OPERATIONS; INCLUDING ESTIMATED COSTS TO SUSTAIN THE PROJECT:**  
Reduce scheduled maintenance cost.

**CITY OF PACIFICA  
2018-2019 CAPITAL BUDGET  
PROJECT DESCRIPTION WORKSHEET**

**PROJECT TITLE:** CCWRP Centrifuges

**PROJECT NO.:** P006

**FUND:** Fund 34 – Sewer Facility Construction Fund

**DEPARTMENT/MANAGER:** Public Works - Wastewater/Aguiar

**GENERAL LOCATION:** Calera Creek Water Recycling Plant

**PROJECT DESCRIPTION:**  
Rebuild existing 2 centrifuges as needed.

**PURPOSE BENEFIT:**  
To increase Plant solids dewatering capacity.

**JUSTIFICATION:**

- |   |  |
|---|--|
| <input type="checkbox"/> Addresses Legal Mandate                      | <input type="checkbox"/> Contributes to Economic Development         |
| <input type="checkbox"/> Resolves Health, Traffic or Safety Problems  | <input type="checkbox"/> Preserves Aesthetic Character of Facility   |
| <input checked="" type="checkbox"/> Preserves/Replaces Existing Asset | <input type="checkbox"/> Priority Improvement for Designated Funding |

**PROJECT STATUS:** Active

**CAPITAL COSTS (\$ IN THOUSANDS)**

	Sewer Facility Construction Fund	Total
Planning and Design		
Construction		
Equipment Purchase\Miscellaneous	\$50	\$50
<b>TOTAL</b>	<b>\$50</b>	<b>\$50</b>

**EFFECT OF THE PROJECT ON ANNUAL OPERATIONS; INCLUDING ESTIMATED COSTS TO SUSTAIN THE PROJECT:**  
Reduce scheduled maintenance cost.

**CITY OF PACIFICA  
2018-2019 CAPITAL BUDGET  
PROJECT DESCRIPTION WORKSHEET**

**PROJECT TITLE:** CCWRP SCADA and PLC Upgrade

**PROJECT NO.:** P008A

**FUND:** Fund 34 – Sewer Facility Construction Fund

**DEPARTMENT/MANAGER:** Public Works - Wastewater/Aguilar

**GENERAL LOCATION:** Calera Creek Water Recycling Plant

**PROJECT DESCRIPTION:**

Upgrade the Supervisory Control And Data Acquisition (SCADA) and Programmable Logic Controller (PLC) Systems at the Calera Creek Water Recycling Plant.

A PLC is an industrial solid-state computer that monitors inputs and outputs, and makes logic-based decisions for automated processes or machines.

The plant and pump stations have numerous Rockwell PLC-5's throughout the plant that are reaching the end of their useful life and are in need of replacement. In addition, Rockwell Automation has announced that as of June 2017, the PLC-5 Control System will be discontinued and no longer available for sale. Therefore, the purchasing of replacement parts will become increasing more difficult and expensive moving forward.

Other upgrades needed will be to improve the communication between the Plant and pump stations.

**PURPOSE BENEFIT:**  
Reliability and dependability.

- JUSTIFICATION:**
- |   |  |
|---|--|
| <input type="checkbox"/> Addresses Legal Mandate                      | <input type="checkbox"/> Contributes to Economic Development         |
| <input type="checkbox"/> Resolves Health, Traffic or Safety Problems  | <input type="checkbox"/> Preserves Aesthetic Character of Facility   |
| <input checked="" type="checkbox"/> Preserves/Replaces Existing Asset | <input type="checkbox"/> Priority Improvement for Designated Funding |

**PROJECT STATUS:** Active

**CAPITAL COSTS (\$ IN THOUSANDS)**

	Sewer Facility Construction Fund	Total
Planning and Design		
Construction	\$50	\$50
Equipment Purchase/Miscellaneous	\$100	\$100
<b>TOTAL</b>	<b>\$150</b>	<b>\$150</b>

**EFFECT OF THE PROJECT ON ANNUAL OPERATIONS; INCLUDING ESTIMATED COSTS TO SUSTAIN THE PROJECT:**  
Reduce scheduled maintenance cost.

**CITY OF PACIFICA  
2018-2019 CAPITAL BUDGET  
PROJECT DESCRIPTION WORKSHEET**

**PROJECT TITLE:** Calera Creek and Wetlands Maintenance

**PROJECT NO.:** P011A

**FUND:** Fund 34 – Sewer Facility Construction Fund

**DEPARTMENT/MANAGER:** Public Works - Wastewater/Aguilar

**GENERAL LOCATION:** Calera Creek Water Recycling Plant

**PROJECT DESCRIPTION:**  
Maintenance and Monitoring requirements for the restored Calera Creek wetlands and snake ponds

**PURPOSE BENEFIT:**  
To comply with the requirements of Coastal Commission permits for the restored wetlands and snake ponds.

**JUSTIFICATION:**

- |   |  |
|---|--|
| <input type="checkbox"/> Addresses Legal Mandate                      | <input type="checkbox"/> Contributes to Economic Development         |
| <input type="checkbox"/> Resolves Health, Traffic or Safety Problems  | <input type="checkbox"/> Preserves Aesthetic Character of Facility   |
| <input checked="" type="checkbox"/> Preserves/Replaces Existing Asset | <input type="checkbox"/> Priority Improvement for Designated Funding |

**PROJECT STATUS:** Active

**CAPITAL COSTS (\$ IN THOUSANDS)**

	Sewer Facility Construction Fund	Total
Planning and Design		
Construction		
Equipment Purchase\Miscellaneous	\$150	\$150
<b>TOTAL</b>	<b>\$150</b>	<b>\$150</b>

**EFFECT OF THE PROJECT ON ANNUAL OPERATIONS; INCLUDING ESTIMATED COSTS TO SUSTAIN THE PROJECT:**  
Reduce scheduled maintenance cost.

**CITY OF PACIFICA  
2018-2019 CAPITAL BUDGET  
PROJECT DESCRIPTION WORKSHEET**

**PROJECT TITLE:** CCWRP Roof Improvements

**PROJECT NO.:** P018

**FUND:** Fund 34 – Sewer Facility Construction Fund

**DEPARTMENT/MANAGER:** Public Works - Wastewater/Aguiar

**GENERAL LOCATION:** Calera Creek Water Recycling Plant

**PROJECT DESCRIPTION:**  
Re-roof CCWRP building

**PURPOSE BENEFIT:**  
Stop leaks in the CCWRP building and prolong useful life of roof and building

**JUSTIFICATION:**

- |   |   |
|---|---|
| <input type="checkbox"/> Addresses Legal Mandate                      | <input type="checkbox"/> Contributes to Economic Development                  |
| <input type="checkbox"/> Resolves Health, Traffic or Safety Problems  | <input checked="" type="checkbox"/> Preserves Aesthetic Character of Facility |
| <input checked="" type="checkbox"/> Preserves/Replaces Existing Asset | <input type="checkbox"/> Priority Improvement for Designated Funding          |

**PROJECT STATUS:** Active

**CAPITAL COSTS (\$ IN THOUSANDS)**

	Sewer Facility Construction Fund	Total
Planning and Design		
Construction	\$200	\$200
Equipment Purchase\Miscellaneous		
<b>TOTAL</b>	<b>\$200</b>	<b>\$200</b>

**EFFECT OF THE PROJECT ON ANNUAL OPERATIONS; INCLUDING ESTIMATED COSTS TO SUSTAIN THE PROJECT:**  
Reduce scheduled maintenance cost.

**CITY OF PACIFICA  
2018-2019 CAPITAL BUDGET  
PROJECT DESCRIPTION WORKSHEET**

**PROJECT TITLE:** CCWRP Laboratory Room Improvement

**PROJECT NO.:** P020

**FUND:** Fund 34 – Sewer Facility Construction Fund

**DEPARTMENT/MANAGER:** Public Works - Wastewater/Aguiar

**GENERAL LOCATION:** Calera Creek Water Recycling Plant

**PROJECT DESCRIPTION:**  
Purchase new equipment's and furniture's for the laboratory room at the CCWRP. Improve HVAC in the laboratory.

**PURPOSE BENEFIT:**  
Will enable staff to be more effective and safe while working in the laboratory

**JUSTIFICATION:**

- |   |   |
|---|---|
| <input type="checkbox"/> Addresses Legal Mandate                      | <input type="checkbox"/> Contributes to Economic Development                  |
| <input type="checkbox"/> Resolves Health, Traffic or Safety Problems  | <input checked="" type="checkbox"/> Preserves Aesthetic Character of Facility |
| <input checked="" type="checkbox"/> Preserves/Replaces Existing Asset | <input type="checkbox"/> Priority Improvement for Designated Funding          |

**PROJECT STATUS:** Active

**CAPITAL COSTS (\$ IN THOUSANDS)**

	Sewer Facility Construction Fund	Total
Planning and Design		
Construction		
Equipment Purchase\Miscellaneous	\$20	\$20
<b>TOTAL</b>	<b>\$20</b>	<b>\$20</b>

**EFFECT OF THE PROJECT ON ANNUAL OPERATIONS; INCLUDING ESTIMATED COSTS TO SUSTAIN THE PROJECT:**  
Reduce scheduled maintenance cost.

**CITY OF PACIFICA  
2018-2019 CAPITAL BUDGET  
PROJECT DESCRIPTION WORKSHEET**

**PROJECT TITLE:** CCWRP Blower Replacement

**PROJECT NO.:** P024

**FUND:** Fund 34 – Sewer Facility Construction Fund

**DEPARTMENT/MANAGER:** Public Works - Wastewater/Aguilar

**GENERAL LOCATION:** Calera Creek Water Recycling Plant

**PROJECT DESCRIPTION:**  
On-going purchase to replace aging blowers and motors for the Calera Creek Water Recycling Plant

**PURPOSE BENEFIT:**  
To replace aging equipment

**JUSTIFICATION:**

- |   |  |
|---|--|
| <input type="checkbox"/> Addresses Legal Mandate                      | <input type="checkbox"/> Contributes to Economic Development         |
| <input type="checkbox"/> Resolves Health, Traffic or Safety Problems  | <input type="checkbox"/> Preserves Aesthetic Character of Facility   |
| <input checked="" type="checkbox"/> Preserves/Replaces Existing Asset | <input type="checkbox"/> Priority Improvement for Designated Funding |

**PROJECT STATUS:** Active

**CAPITAL COSTS (\$ IN THOUSANDS)**

	Sewer Facility Construction Fund	Total
Planning and Design		
Construction		
Equipment Purchase\Miscellaneous	\$50	\$50
<b>TOTAL</b>	<b>\$50</b>	<b>\$50</b>

**EFFECT OF THE PROJECT ON ANNUAL OPERATIONS; INCLUDING ESTIMATED COSTS TO SUSTAIN THE PROJECT:**  
Reduce scheduled maintenance cost.

**CITY OF PACIFICA  
2018-2019 CAPITAL BUDGET  
PROJECT DESCRIPTION WORKSHEET**

**PROJECT TITLE:** San Pedro Creek and Pacifica State Beach Total Maximum Daily Load (TMDL), Monitoring Plan and Best Management Plan

**PROJECT NO.:** P028

**FUND:** Fund 16 – NPDES Stormwater Fund and Fund 34 – Sewer Facility Construction Fund

**DEPARTMENT/MANAGER:** DPW/Ocampo

**GENERAL LOCATION:** San Pedro Creek and Pacifica State Beach

**PROJECT DESCRIPTION:**

The San Francisco Regional Water Quality Board requires through the Total Maximum Daily Load (TMDL), the development and implementation of a bacteria water quality monitoring and best management plan for San Pedro Creek and Pacifica State Beach bacteria. TMDL will identify any impairment to San Pedro Creek and Pacifica State beach.

**PURPOSE BENEFIT:**

Address the fecal coliform and bacteria impairments to San Pedro Creek and Pacifica State Beach

**JUSTIFICATION:**

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Addresses Legal Mandate                     | <input checked="" type="checkbox"/> Contributes to Economic Development |
| <input checked="" type="checkbox"/> Resolves Health, Traffic or Safety Problems | <input type="checkbox"/> Preserves Aesthetic Character of Facility      |
| <input type="checkbox"/> Preserves/Replaces Existing Asset                      | <input type="checkbox"/> Priority Improvement for Designated Funding    |

**PROJECT STATUS:** Active

**CAPITAL COSTS (\$ IN THOUSANDS)**

	NPDES Stormwater Fund	WWTP – Fund 34	San Mateo County	Total
Monitoring		\$17		\$17
Equipment Purchase		\$2.5		\$2.5
<b>TOTAL</b>		<b>\$19.5</b>		<b>\$19.5</b>

**EFFECT OF THE PROJECT ON ANNUAL OPERATIONS; INCLUDING ESTIMATED COSTS TO SUSTAIN THE PROJECT:**

The scheduled maintenance is estimated to be approximately \$1500 annually.

# CITY OF PACIFICA 2018-2019 CAPITAL BUDGET PROJECT DESCRIPTION WORKSHEET

**PROJECT TITLE:** CCWRP Computerized Maintenance Management System (CMMS)

**PROJECT NO.:** P029

**FUND:** Fund 34 – Sewer Facility Construction Fund

**DEPARTMENT/MANAGER:** Public Works - Wastewater/Aguilar

**GENERAL LOCATION:** Calera Creek Water Recycling Plant

**PROJECT DESCRIPTION:**  
 CMMS packages may be used by any organization that must perform maintenance on equipment, assets and property.  
  
 A CMMS software package maintains a computer database of information about an organization's maintenance operations. This information is intended to help plant staff do their jobs more effectively (for example, determining when machines require maintenance and what is needed to perform the task) and to help management make informed decisions (for example, calculating the cost of machine breakdown repair versus preventive maintenance for each machine, possibly leading to better allocation of resources). CMMS data may also be used to verify regulatory compliance.  
  
 Many CMMS packages can be either web-based, meaning they are hosted by the company selling the product on an outside server, or LAN based, meaning that the company buying the software hosts the product on their own server

**PURPOSE BENEFIT:**  
 This is a tool that will help the staff move from reactionary responses to a more proactive approach. By creating an all inclusive database for our assets, management will better equipped to build a long term budget.

**JUSTIFICATION:**

- |   |   |
|---|---|
| <input type="checkbox"/> Addresses Legal Mandate                      | <input type="checkbox"/> Contributes to Economic Development                  |
| <input type="checkbox"/> Resolves Health, Traffic or Safety Problems  | <input checked="" type="checkbox"/> Preserves Aesthetic Character of Facility |
| <input checked="" type="checkbox"/> Preserves/Replaces Existing Asset | <input type="checkbox"/> Priority Improvement for Designated Funding          |

**PROJECT STATUS:** Active

**CAPITAL COSTS (\$ IN THOUSANDS)**

	Sewer Facility Construction Fund	Total
Planning and Design		
Construction		
Equipment Purchase\Miscellaneous	\$15	\$15
<b>TOTAL</b>	<b>\$15</b>	<b>\$15</b>

**EFFECT OF THE PROJECT ON ANNUAL OPERATIONS; INCLUDING ESTIMATED COSTS TO SUSTAIN THE PROJECT:**  
 Makes Planned Maintenance be more efficient

**CITY OF PACIFICA  
2018-2019 CAPITAL BUDGET  
PROJECT DESCRIPTION WORKSHEET**

**PROJECT TITLE:** CCWRP Replacement, Rehabilitation and Operational Enhancement Projects FY 2018-23 (Formerly CCWRP Projects)

**PROJECT NO.:** P032

**FUND:** Fund 34 – Sewer Facility Construction Fund

**DEPARTMENT/MANAGER:** Public Works - Wastewater/Aguilar

**GENERAL LOCATION:** Calera Creek Water Recycling Plant

**PROJECT DESCRIPTION:**

The Calera Creek Water Recycling Plant (“CCWRP”) is now more than 17 years old and some of the equipment and processes are now nearing their useful lives and/or becoming obsolete. Many will need replacement, rehabilitation and operational enhancement to prolong their intended functions. On April 2018, the City’s consultant Woodard & Curran, completed the CCWRP Condition Assessment which identified equipment and processes in need of replacement, rehabilitation or enhancement. Some of the projects identified for FY 2018-23 are the following: 1. Replacement of the influent channel liner; 2. Drainage diversion of influent overflow; 3. Performing grit sampling; 4. Replacement of grit motors; and 5. Rerouting process exhaust from filter gallery. The CCWRP Replacement, Rehabilitation and Operational Enhancement Projects (CCWRP RR&OE) Projects will annually analyze and prioritize capital improvement projects.

**PURPOSE BENEFIT:**

Replace or Enhance aging equipment or process system.

**JUSTIFICATION:**

- |   |   |
|---|---|
| <input type="checkbox"/> Addresses Legal Mandate                                | <input type="checkbox"/> Contributes to Economic Development                  |
| <input checked="" type="checkbox"/> Resolves Health, Traffic or Safety Problems | <input checked="" type="checkbox"/> Preserves Aesthetic Character of Facility |
| <input checked="" type="checkbox"/> Preserves/Replaces Existing Asset           | <input type="checkbox"/> Priority Improvement for Designated Funding          |

**PROJECT STATUS:** Active

**CAPITAL COSTS (\$ IN THOUSANDS)**

	Sewer Facility Construction Fund	Total
Planning and Design		
Construction		
Equipment Purchase/Miscellaneous	\$80	\$80
<b>TOTAL</b>	<b>\$80</b>	<b>\$80</b>

**EFFECT OF THE PROJECT ON ANNUAL OPERATIONS; INCLUDING ESTIMATED COSTS TO SUSTAIN THE PROJECT:**

Reduce maintenance cost, enhance safety to prolong equipment useful life

**CITY OF PACIFICA  
2018-2019 CAPITAL BUDGET  
PROJECT DESCRIPTION WORKSHEET**

**PROJECT TITLE:** Milagra Creek Outfall Repair

**PROJECT NO.:** S003

**FUND:** Fund 38 - Disaster Accounting Fund

**DEPARTMENT/MANAGER:** DPW/Ocampo

**GENERAL LOCATION:** 800 block of Palmetto Avenue

**PROJECT DESCRIPTION:**  
Repair of Milagra Creek Outfall. City staff has applied for California Disaster Assistance Act (CDAA) Grant, which if approved, will reimburse the City 75% of total cost. City matching funds of 25% will come from ERAF funds.

**PURPOSE BENEFIT:**  
Restore the Milagra Creek Outfall to mitigate further damage to existing storm drain system.

**JUSTIFICATION:**

- |   |  |
|---|--|
| <input type="checkbox"/> Addresses Legal Mandate                      | <input type="checkbox"/> Contributes to Economic Development         |
| <input type="checkbox"/> Resolves Health, Traffic or Safety Problems  | <input type="checkbox"/> Preserves Aesthetic Character of Facility   |
| <input checked="" type="checkbox"/> Preserves/Replaces Existing Asset | <input type="checkbox"/> Priority Improvement for Designated Funding |

**PROJECT STATUS:** Active

**CAPITAL COSTS (\$ IN THOUSANDS)**

	CDAA Grant	ERAF	Total
Construction	\$866.25	\$288.75	\$1,155
<b>TOTAL</b>	<b>\$866.25</b>	<b>\$288.75</b>	<b>\$1,155</b>

**EFFECT OF THE PROJECT ON ANNUAL OPERATIONS; INCLUDING ESTIMATED COSTS TO SUSTAIN THE PROJECT:**  
No change in scheduled maintenance cost.

**CITY OF PACIFICA  
2018-2019 CAPITAL BUDGET  
PROJECT DESCRIPTION WORKSHEET**

**PROJECT TITLE:** 310-330 Esplanade Infrastructure Preservation Project

**PROJECT NO.:** New

**FUND:** Fund 38 - Disaster Accounting Fund

**DEPARTMENT/MANAGER:** DPW/Ocampo

**GENERAL LOCATION:** 310-330 Esplanade

**PROJECT DESCRIPTION:**  
The project would consist of constructing a shotcrete wall with a rip rap toe to protect from scouring. The wall would extend approximately 20 feet below the sand levels to solid material in order to allow it for a structurally safe footing. The wall would extend to approximately 20 feet above summer sand level in order for the bluff to setback to a stable slope. The materials used to construct the wall would be mainly shotcrete, rebar, and rock. The wall would have tiebacks that go into the bluff to support the weight of the wall. The work would also include shoring to hold against any water infiltration.

**PURPOSE BENEFIT:**  
Provide continued protection to the City street and infrastructure along Esplanade Avenue for public access and commerce.

**JUSTIFICATION:**

- |   |   |
|---|---|
| <input type="checkbox"/> Addresses Legal Mandate                                | <input checked="" type="checkbox"/> Contributes to Economic Development |
| <input checked="" type="checkbox"/> Resolves Health, Traffic or Safety Problems | <input type="checkbox"/> Preserves Aesthetic Character of Facility      |
| <input checked="" type="checkbox"/> Preserves/Replaces Existing Asset           | <input type="checkbox"/> Priority Improvement for Designated Funding    |

**PROJECT STATUS:** Active

**CAPITAL COSTS (\$ IN THOUSANDS)**

	HMGP Grant	City Match	Total
Planning and Design	\$282	\$94	\$376
<b>TOTAL</b>	<b>\$282</b>	<b>\$94</b>	<b>\$376</b>

**EFFECT OF THE PROJECT ON ANNUAL OPERATIONS; INCLUDING ESTIMATED COSTS TO SUSTAIN THE PROJECT:**  
No change in scheduled maintenance cost.

**CITY OF PACIFICA**  
**REVISED FINANCIAL POLICIES**  
**2018-2019**



**ADOPTED**  
**June 25, 2018**

 <p style="text-align: center;"><b>CITY OF PACIFICA</b> ADMINISTRATIVE POLICY</p>	<p>No.  76A</p>
<p style="text-align: center;">FUND BALANCE COMMITMENT POLICY</p>	<p>DATE ISSUED: 02/89; 11/94; 12/96; 06/13; 6/18</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.