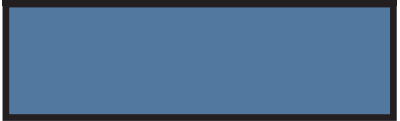




CITY OF PACIFICA, CALIFORNIA
OPERATING BUDGET 2021-2022
Adopted June 28, 2021



ANNUAL BUDGET 2021-2022



ADOPTED



ANNUAL BUDGET 2021-2022

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Scenic Pacifica
Incorporated Nov. 22, 1957

CITY OF PACIFICA

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www.cityofpacifica.org

MAYOR
Sue Beckmeyer

MAYOR PRO TEM
Mary Bier

COUNCIL
Mike O'Neill
Sue Vaterlaus
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June 28, 2021

Honorable City Council City of Pacifica

Subject: Fiscal Year 2021-22 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 2021-22, which is balanced and is being presented for the Council's consideration of formal adoption at the City Council meeting of June 28, 2021. This transmittal memo provides a summary of the Proposed Budget.

INTRODUCTION

Preparation of this Proposed Budget comes at an extremely challenging time in our country and the world. We have been confronting the Coronavirus pandemic for fifteen months since it roared to the forefront in March 2020, causing a public health crisis, economic shutdown of society, and dramatic impacts to local government budgets and operations. However, by spring of 2021, hope for recovery from the health crisis and economic impacts came into sight. With vaccinations against COVID-19 becoming available, society well on a path of re-opening, and federal and state funding assistance to stimulate economic recovery, we look toward Fiscal Year 2021-22 with a renewed and optimistic perspective.

While the recovery challenges remain significant and the speed at which the economy will stabilize to a post-pandemic normal is difficult to predict, we have prepared this Proposed Budget with our best estimates at this time about anticipated revenues for the upcoming year. This Proposed Budget also continues the City's tradition from recent years of *financial transparency*, pursuing *cost recovery*, and budgeting *prudence*. Pacifica continues to struggle due to limited revenue sources, but we are pleased to continue to provide in this budget excellent services to the community. This Proposed Budget provides clarity and understanding of the City's financial plan for FY2021-22 in an easy-to-read format.

Preparation of this budget really began with the significant mid-year budget adjustments we brought to City Council in February 2021, reflecting a more accurate picture of the revenue and expenditure impacts due to the pandemic. Based on that deep mid-year analysis, we began preparation of the Long-term Financial Forecast and the Narrative Budget Report, which were presented to the City Council on April 12, 2021. On that date, the Council saw the multi-million dollar structural deficit faced by the City

due to the impacts of COVID-19 on revenue sources and the anticipated short-fall in Vehicle License Fee payments from the State to the City. The Narrative Budget Report presented to the Council five budget strategies to guide the development of the FY2021-22 budget. These strategies are summarized again in this transmittal memo. One of the strategies is about the American Rescue Plan Act (ARPA), which provides Federal funding to states, counties, and cities to replace lost public sector revenue to strengthen support for vital public services, among other purposes. Recommendations for the use of ARPA Funds in accordance with ARPA guidelines are included in this Proposed Budget.

Also on April 12, the Council adopted City Council Goals and Priorities for FY2021-22. Goals adoption is a critical step in the budget development process, as it helps align the City's financial resources with the projects and initiatives that will make up the workplan for the next fiscal year. The Council's annual goal-setting session was held March 5th and March 6th, in the virtual meeting format that has become the norm during the pandemic, and resulted in refinements to the Council's list of seven value-driven goals, and the prioritization of 17 major projects/initiatives, some new and some continuing from previous years. This transmittal memo also summarizes the FY2021-22 City Council Goals and Priorities.

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

- April 12: Narrative Budget Report & Long-Term Forecast
- April 24: Civic Center Funding Strategy
- May 10: General Fund Base Budget Overview, Budget Strategies & Master Fee Schedule
- May 24: General Fund, Departmental, and Other Fund Discussion, Capital Improvement Plan
- June 1: Capital Improvement Plan and American Rescue Act Plan
- June 14: Public Hearings – Budget, CIP, and Master Fee Schedule
- June 28: Budget Adoption

On May 17, 2021 the Planning Commission reviewed the proposed City of Pacifica 2021-26 Capital Improvement Program and found it consistent with the General Plan and Local Coastal Land Use Plan.

This budget transmittal memo is organized as follows:

- I. FY2021-22 City Council Goals and Priority Projects
- II. Budget Development Strategies
- III. Budget Overview
 - a. General Fund Revenues
 - b. General Fund Expenditures
 - c. American Rescue Plan Act Funds & Other Key Changes
 - d. Major Fund and All Funds Summaries
- IV. Fee Schedule Overview
- V. Conclusion & Longer Term Challenges
- VI. Acknowledgments

I. GOALS

Each year the City Council convenes in advance of the new fiscal year to review their list of value-driven goals and develop a set of priority projects/initiatives to be implemented in the upcoming fiscal year. The goal-setting session is intended to identify Council priorities in advance of developing the annual budget, in order to align the City's financial resources with the projects and initiatives that will make up

the workplan for the fiscal year. This year’s goal-setting session was held on Friday, March 5th and Saturday, March 6th, virtually via Zoom. The Friday session focused on City Council team building using the DiSC assessment tool of priorities and preferences. The Saturday session focused on identifying goals and priorities for the upcoming fiscal year. Both sessions were facilitated by Stacey McLaughlin, president of Mountaintop Insight Consulting.

In summary, the seven Goals from previous years were continued, with minor revisions in the descriptions. A notable change this year was to represent the seven goals in a wheel diagram so as to not emphasize any particular goal over another in a list form as follows:



In addition, 17 priorities were adopted, relating to a wide variety of topics. The final City Council Goals and Priorities for FY2021-22 are provided on Pages 29-30 of the Proposed Budget.

II. BUDGET DEVELOPMENT STRATEGIES

During the April 12, 2021, Narrative Budget Study Session, the City Council discussed and provided direction regarding five budget strategies recommended by the City Manager to guide the development of the budget. These strategies are listed below. A summary of how each strategy is implemented in the Proposed Budget is provided in the *Key Changes* section of this transmittal.

I. *Utilization of American Rescue Plan Act Funds:*

- a. Compliance with Treasury Guidelines;
- b. Follow sound municipal government principles;
- c. Replenish lost revenue impacted by the pandemic and reimburse pandemic-related expenditures;
- d. Provide grant funding to local small businesses if necessary beyond other ARPA funding for small businesses;

- e. Invest in studies, projects, and limited-term staff to address housing and homelessness challenges exacerbated by the pandemic and stimulate the local economy to improve City tax revenues impacted by the pandemic.

II. Utilization of General Fund Assigned and/or Unassigned Fund Balance:

- a. Per GFOA principles and according to ARPA guidelines, gradually replenish unassigned fund balance and other reserves that have been used in FY2019-20 and 20-21 to balance the impact of the pandemic;
- b. Use unassigned fund balance to bring reserves to policy level;
- c. Use reserves (if ARPA funding cannot be used) to backfill the gap in VLF In-lieu funding the State owes, and is projected to owe, the City. Replenish reserves used, when State backfill funding is received; and
- d. Use unassigned fund balance to help fund critical infrastructure projects and other one-time expenditure priorities, including a portion of the Civic Center remediation/renovation and to augment street paving funding.

III. Excess ERAF Allocation:

- a. Continue to pre-allocate Excess ERAF for NGO funding;
- b. Use a portion of Excess ERAF to help fund critical infrastructure projects and other one-time expenditure priorities, including a portion of the Civic Center remediation/renovation and to augment street paving funding;
- c. Transfer the remainder of Excess ERAF into the Disaster Accounting Fund

IV. Modification Regarding Status of Cannabis Revenues - Cannabis business program revenues have performed well and additional businesses are projected to open during FY2021-22. Fortunately, this revenue source has shown resiliency and consistency during the Coronavirus crisis. Due to the anticipated opening of additional business, it is prudent to increase this revenue estimate to \$800,000.

V. Administrative Expense Transfer from Waste Water Enterprise Fund 18: Annually increase the administrative expense transferred from the Waste Water Enterprise Fund by CPI. For fiscal year 2021-22, it is recommended the amount be caught up using CPI for each of the intervening years since FY 2015-16, and that the City will conduct a City-wide cost allocation plan update in the future and the Enterprise Fund allocation and annual increase will be adjusted at that time.

III. BUDGET OVERVIEW

General Fund Revenues

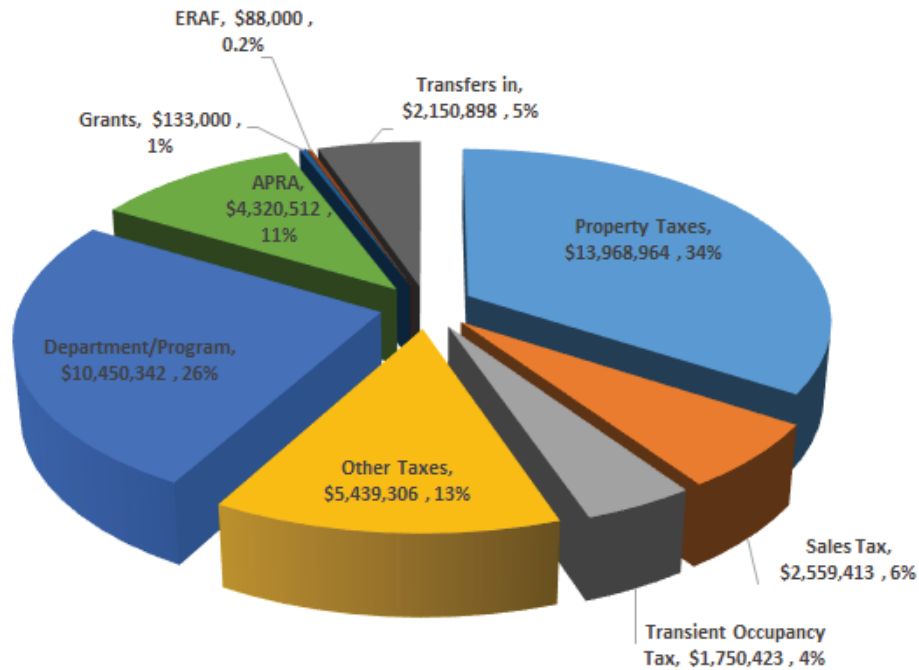
In a normal year, it is usually informative to summarize year over year major tax revenue trends. However, this year it is difficult to draw clear and straightforward comparisons to prior year General Fund revenues, since one quarter of FY2019-20 and all of FY2020-21 were economically impacted by the pandemic, with anticipated and actual revenues significantly impacted. The FY2021-22 Proposed Budget identifies a total of \$2.1 million in lost revenue during the pandemic. Despite these impacts, some comparisons are meaningful, and help communicate a challenging but hopeful economic recovery outlook for Pacifica:

- **Property Tax:** Pacifica's single largest revenue category and the most stable throughout the pandemic, projected to be \$13.9 million for FY2021-22, which is a 2.7% increase over FY 2020-21 mid-year adjusted budget. Property sales have remained strong despite the pandemic.
- **Sales Tax:** A modest recovery of sales tax is projected for FY2021-22, reaching \$2.56 million, which is 3.6% higher than FY2020-21 mid-year adjusted budget. Pacifica's mix of sales tax types, combined with an increase in on-line sales tax during the pandemic, has kept this revenue category modestly resilient during the pandemic.
- **Transient Occupancy Tax (TOT):** Hotels and Short-Term Rentals suffered during the pandemic but are projected to bounce back during FY2021-22. While TOT is projected to see a 33% recovery in FY2021-22 over FY2020-21 mid-year adjusted budget, note that this amount, at \$1.75 million, is 1.5% below the total for FY2018-19, the last full-year pre-COVID-19. This source of revenue is therefore significantly lower than would have been forecasted prior to the pandemic impacts on travel and visitation.
- **Other Taxes:** This miscellaneous category of tax revenue includes sources such as Franchise tax, Business License tax, Utility Users tax, Cannabis Business Program tax, Vehicle License Fees, and more. Combined together, these sources are estimated at nearly \$8.2 million for FY2021-22. Different sources have behaved differently, but in aggregate *other taxes* is projected to be flat compared to FY2020-21 mid-year adjusted budget and, notably, 6.4% lower than the total for FY2018-19, the last full-year pre-COVID-19. One central concern in this category is the Vehicle License Fee shortfall of approximately \$1.8million the state owes the City, the backfill for which can lag up to two years.

Overall, the major tax revenue sources above are projected to reach \$26.7 million, a modest 3.4% increase over FY2020-21 mid-year adjusted budget, an increase that is lower than would have been forecasted prior to the pandemic.

Other revenue sources that comprise Pacifica's projected total General Fund revenues of \$40.8 million include departmental program fees (such as developer fees, recreation and childcare programs, building permits, and various grants), transfers in from other funds to pay for administrative and staffing costs delivered from the General Fund to those other funds, reallocated General Fund cash balance, and other transfers in. For FY2021-22, the Proposed Budget is utilizing approximately \$ 4.2 million in one-time American Rescue Plan Act funds to help replenish the revenue losses, balance the budget and avoid service reductions. Combined on-going and one-time revenues for the General Fund are projected to be a nominal 0.6% more than last year's mid-year adjusted revenues. The following chart shows the primary General Fund revenue sources and amounts projected for FY2021-22:

**General Fund Revenues
Proposed 2021-22 Budget
\$40,860,858**



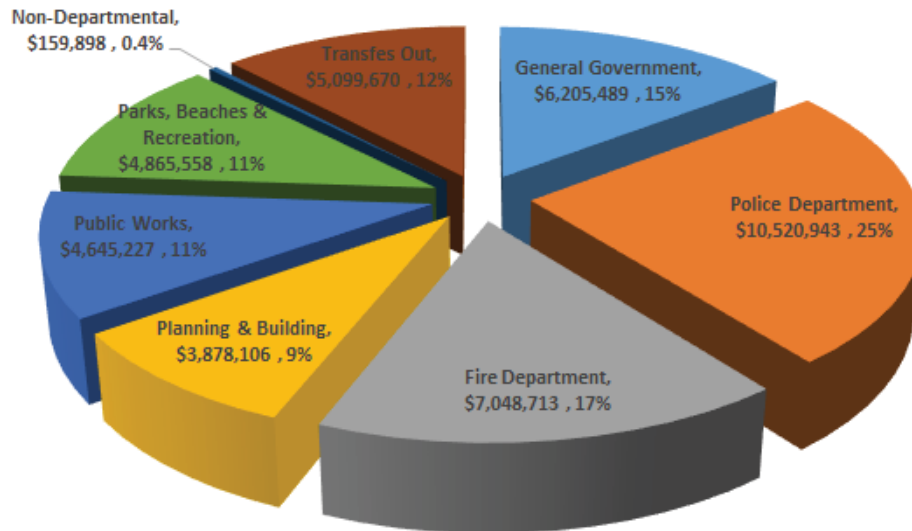
General Fund Expenditures

The total General Fund expenditures are budgeted at \$42.4 million, which includes approximately \$1 million of the ARPA-funded programs and initiatives programmed for the upcoming year, as well as a one-time contribution of \$3 million from the General Fund balance towards the Civic Center CIP project. Below are some significant expenditure categories included in the Budget. In addition, other important expenditure changes are noted in the “Key Changes” section below.

- Salary and Benefits projections include funding for 224 full-time equivalent (FTE) positions citywide (total of 172 full-time positions plus 52 part-time positions).
- PERS UAAL payment is budgeted at \$4.6 million for Safety and Miscellaneous employees, an increase of approximately \$948,000 or 26%.
- An additional contribution to the pension trust is budgeted at \$200,000, consistent with the Council funding strategy previously approved in the prior year.

It should be noted that at the time of Budget Adoption and finalizing this transmittal memo, the outcomes of on-going labor negotiations are unknown. The City is continuing good faith negotiations under the Meyers-Milias-Brown Act with all labor groups. The Adopted Budget will therefore need to be amended in the future upon completion of labor negotiations. The following chart shows the primary General Fund expenditure categories and amounts projected for FY2021-22

**General Fund Expenditures
Proposed 2021-22 Budget
\$42,243,604**



American Rescue Plan Act Funds & Other Key Changes

As introduced in Section II of this memo, “Budget Development Strategies,” the Proposed Budget includes five key strategies and funding actions to balance the \$1.9 million structural deficit projected for the FY2021-22 General Fund budget at the Base level of service. The first of these strategies, utilization of the American Rescue Plan Act Funds, is a complex component of this Proposed Budget and extending into future years, so deserves a detailed summary here, followed by how the other strategies are implemented, as well as other key changes in this Proposed Budget.

Implementation of Key Budget Development Strategies

- I. ***Utilization of American Rescue Plan Act Funds:*** The American Rescue Plan Act, signed into law on March 11, 2021, provides \$1.9 trillion in economic stimulus to aid in the country’s recovery from COVID-19. It includes \$350 billion in funding for state and local governments. Pacifica is due to receive \$9.22 million, payable in two tranches of \$4.61 million each. The Proposed Budget programs the entire first tranche of \$4.61 million according to the table below and in compliance with ARPA Treasury Guidelines. Although this source of Federal relief funds is critical to Pacifica to replenish revenue losses and balance the Budget, while not decreasing services due to COVID-19 revenue losses, it is equally important to balance these short-term priorities against longer-term needs that may include investments in critical infrastructure and strategic economic development initiatives to help Pacifica’s economic recovery. The City

Council identified priorities for ARPA stimulus funding that is outlined in the table below.

- II. Utilization of General Fund Assigned and/or Unassigned Fund Balance** – The Proposed Budget recommends utilization of \$5.1 million in one-time General Fund assigned reserves to restore the reserve levels in compliance with the City’s Reserve Policy and achieve the following:
- Replenish the compensated absences and legal reserves that were expended during FY2019-20 – \$300,000;
 - Restore the Child Care Reserves that were reduced at mid-year to help balance the FY2020-21 projected deficit;
 - Bring the General Fund – Fund Balance Commitment to the minimum policy level of 10% of General Fund expenditures as a prudent measure to account for any potential future budget shortfall – \$4,242,360;
 - The remaining undesignated fund balance is projected to be \$3.05 million, which when combined with the 10% Fund Balance commitment mentioned above, the General Fund reserves are compliant with the Government Finance Officers Association (GFOA) guidelines.
- III. Excess ERAF Allocation** – The Proposed Budget recommends utilizing \$1.5 million in Excess ERAF to help fund the Civic Center project. In addition, \$88,000 is preallocated to the Pacifica Resource Center (\$83,000) and the Pacific Beach Coalition (\$5,000). The remainder, or \$0.9 million of the estimated total \$2.5 million FY2021-22 payment of excess ERAF, is allocated to the Disaster Accounting Fund.
- IV. Modification Regarding Status of Cannabis Revenues** – The Proposed Budget includes \$800,000 in Cannabis business program revenues due to consistent performance during the pandemic and because additional businesses are projected to open during FY2021-22.
- V. Administrative Expense Transfer from Waste Water Enterprise Fund 18** – The Proposed Budget includes an increase of the Waste Water Enterprise Fund 18 allocation to the General Fund of \$1.1 million, for a total annual allocation of \$ 862,388, and a one-time catch-up payment for prior years of no CPI increases equal to \$263,979. In addition, the budget includes funding to conduct a City-wide cost allocation plan update during FY 2021-22, after which the Enterprise Fund allocation and annual increase will be adjusted for future years.

Implementation of Other Key Changes

The Proposed Budget includes numerous recommendations and are called out here more specifically as noteworthy to help improve City operations and fulfillment of Council Goals and Priorities. Key changes in Other Funds, such as in the General Capital Improvement Fund, are summarized in the next section.

- Funding of the Fuel Reduction project in the Vallemar area funded by Cal Fire grant of \$118,000 and the City’s local match of \$25,000. The project will include removal of dead trees, brush and clearing for emergency exit roads within the area. It should be noted that the City has applied for numerous additional grants for fuel reduction/vegetation management activities, but these are not identified in the budget because the grants have not yet been received.
- Additional allocation of \$75,000 to fund the Cost Allocation Plan, User Fee and Development Impact Fee Study. The last Cost Allocation Plan was prepared in 2013. Municipal best practices

guidelines state that staff should complete a comprehensive review of the cost of providing fee-related services and user fees every 5-6 years. Including the Development Impact Fee nexus study to review development impact mitigations fees imposed on new development in the scope of this project may result in more efficient use of the staff's and consultant's time and help reduce the overall project cost.

- Ongoing annual allocation of \$50,000 to fund Arborist Services. The City Arborist retired in 2020, and contracting arborist work related to the Urban Forest and City Tree Management program is the most efficient way to deliver these services for this next year.
- Ongoing annual allocation for Street Lights LED program of \$25,000. The City's warranty on LED lights recently expired and the majority of the City's LED lights are reaching their useful life and need to be replaced as they burn out. This ongoing allocation will help fund the replacement schedule.
- Additional allocation of \$300,000 for the future debt service payment on the Civic Center construction project based on the preliminary estimate from the City's Financial Advisor.
- The non-reimbursable legal service budget has been transferred from department budgets to the City Manager's Office in order to better track direct cost impacts to the City. The last several budget cycles have seen increased costs for legal services attributable to litigation expense, labor relations, COVID related City-wide policy updates, and an increase in public records requests. The proposed FY 2021-22 non-reimbursable legal services budget is \$950,000.
- Reclass of the vacant Accounting Technician position to the Financial Analyst class specification to assist with the increased workload in the Finance Department related to the upcoming Enterprise Resource Planning system implementation; Cost Allocation Plan, User Fee and Development Impact Fee Study, Risk Management tasks, and provide ongoing budget support to the departments.
- Reclass of the Associate Planner to Senior Planner position in Planning Department. As the Planning Department continues to receive increasingly complex projects and assignments, this recommendation addresses the business needs of the Department. The budget also reflects full fiscal year funding for the Administrative Analyst II position that supports both the Planning Department and City Manager's Office.

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 Maintenance Fund, Housing In-Lieu Fund, Parking In-Lieu Fund), Roy Davies Trust Fund, Debt Service Funds, Internal Service Funds and Capital Project Funds. These funds have a total budget of \$55 million for FY2021-22. Combined with the General Fund budget, the City's total financial picture equals \$97.5 million in total expenditures including transfers. The Proposed Budget includes an All Funds Proposed Budget Summary on Page 42.

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. Below are some budget highlights of major funds:

Enterprise Funds consist of the Wastewater Operating and Capital and Beach Parking Funds. Enterprise funds are used for services that are financed and operated in a manner similar to a private business enterprise. The FY 2020-21 total enterprise funds budget is \$25.9 million, which is almost 27% of the City's overall budget. The Sewer service fees are budgeted at \$17.5 million to pay for wastewater services and wastewater capital projects, including operating and maintaining the Calera Creek Water Recycling Plant. The Beach Parking Fund includes an additional allocation of \$40K to replace parking payment machines at Linda Mar Beach with new and more user-friendly machines. Since the last meeting, staff also included additional projections of \$20K in parking pass revenues in anticipation of the State reopening in the upcoming year.

Special Revenue and Capital Funds are used to account for specific revenue sources or financial resources for which expenditures are restricted by law or administrative action to specific purposes. This category includes General Capital Improvement, Gas Tax and Street Construction, Drainage, Housing In-Lieu, Park and Parking in-Lieu, PB&R Roy Davies Fund, Disaster Recovery and capital and special revenue funds. Staff included \$380K in ARPA revenues to the General Capital Fund to fund improvements to the ventilation system for City facilities, compliant with the ARPA-qualifying uses. Included in this category is a Disaster Accounting Fund that holds funds for disaster related expenditures, and has a projected FY2021-22 balance of \$3.3 million. A major source of revenues for this fund has been from insurance settlements, reimbursements from other governmental entities and on-going excess ERAF funds, as a result of the ERAF pre-allocation policy.

Roy Davies Trust 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..." The Fund principal can only be used for the purposes specified and can only be appropriated by a 4/5 Council majority. The fund balance at the end of FY2020-21 is projected to be \$1.3 million. The Proposed Budget includes use of Roy Davies Trust funds totaling \$995,200 for the following Capital projects:

- Civic Center Park- \$325,000
- Playground Equipment Improvements - \$600,000
- Parks, Beaches and Trail Signage Improvements - \$5,000
- Edgemar Park Upgrade - \$65,000

The 2021-2022 Capital Budget consists of 8 new projects and 1 previously unfunded project totaling \$2.45 Million and 49 ongoing projects totaling \$23.64 Million (including the Civic Center Renovation) across multiple funds for the year. The CIP is provided in the Proposed Budget document, and includes numerous important projects such as those listed below:

- Civic Center Renovation
- FY 20-22 Pavement Rehabilitation Project
- Urban Forest & Land Management Plan
- Beach Boulevard Infrastructure Resiliency Project
- Pacifica Municipal Pier Repair Project
- Esplanade Infrastructure Protection Projects (310-330 & 400)
- Beach Parking Resurfacing Project
- Anza Pump Station
- CCWRP Environmental Compliance Project

A complete list of capital projects for FY2021-22 is included in the Proposed CIP Budget and listed on page 47 of the budget. The total FY 2021-22 expenditures of \$22 million for the Special Revenue and Capital Funds category represents around 23% of the City's total budget.

Internal Service Funds serve the needs of the City and are used to account for Citywide services on a cost-reimbursement basis. These funds accommodate vehicle, employee benefits, and risk management needs of the City and are supported by the funds that receive benefit. The FY 2021-22 budget for this category is \$3.7 million, which is 4% of the City's budget. The Motor Pool Operating Fund received a one-time transfer of \$306K from the Motor Pool Replacement Fund to cover the running deficit in the fund. Staff will review and make necessary changes to the internal allocation in the upcoming year and include it in the future budget base.

The Debt Service Fund is used to account for all ongoing debt payment obligations. The FY 2021-22 Budget of \$2.9 million factors-in all debt service payment obligations according to the current debt service schedules and includes the payment on the Pension Obligation Refunding Bonds. Staff also factored-in a \$300K additional allocation to the Debt Service Fund to account for the future payment on financing Civic Center improvement project. The Debt Service Fund represents around 3% of the City's total budget.

Additional details on any individual funds and their projected fund balances can be found on page 42 of the budget.

vi. FEE SCHEDULE OVERVIEW

At a public hearing on June 28, 2021, the City Council adopted a resolution approving the proposed 2021- 22 Fees and Charges Schedule. The City Council first reviewed the proposed changes on May 10, 2021, with the introduction of the 2021-22 General Fund Budget. The following summarized fee schedule amendments, other than routine annual adjustments:

- City Clerk – Add fee for Appeal of Short-term Rental Notice of Violation (\$523, same as City Council appeals)
- Fire – New Plan Review and Field Inspection/Acceptance Fee (\$627)
- Parks, Beaches, & Recreation – Add fee for use of the warming kitchen with room rental (\$100)
- Police Department – Remove fee associated with concealed weapons permits as those requests are processed by the Sheriff's Department

vii. CONCLUSION

I am pleased to present a Proposed Budget for FY2021-22 that is balanced, transparent, accountable, prudent, and supports forward progress on critical programs and services for the Pacifica community, despite the revenue losses from Coronavirus impacts. The COVID-19 Pandemic has had an unprecedented impact on our nation and local economy that has triggered a multi-year financial deficit to the City of Pacifica's General Fund Budget. However, I am optimistic about the pace of Pacifica's recovery, and the recommended FY2021-22 Budget includes allocation of ARPA funds to stimulate this recovery. The progress the City has made, and will continue to make, on all of the City Council's goals and priorities is noteworthy, especially when viewed within the financial, staffing and pandemic constraints under which the City has been operating. Over the course of this past year, the City has shown how it is **#PacificaStrong**.

The Proposed FY 2021-22 Budget is balanced and reflects the City Council's direction and priorities in applying balancing strategies in response to COVID-19 revenue impacts. Fiscal sustainability remains a top priority as the City continues to provide quality programs and services in a financially sustainable fashion. This goal is especially important in the face of potential future fiscal challenges, such as ongoing economic impacts from the pandemic and the prospects of an economic downturn, unfunded liabilities related to pension and OPEB and the potential lowering of the CalPERS discount rate that would significantly increase the City's reported liability.

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

VIII. ACKNOWLEDGMENTS

Preparation of the FY2021-22 Proposed Budget was a significant team effort by numerous staff. I appreciate everyone's energy, focus, and teamwork. With deep gratitude for excellent work, I would like to first recognize Assistant City Manager/Planning Director **Tina Wehrmeister**, Chief Financial Sustainability Officer **Yulia Carter**, and the Finance team of Financial Services Manager **Sheila Tioyao** and Accountant **Mario Xuereb**. I also want to thank and acknowledge the efforts of the Departments in developing their departmental budget submittals – Police Chief **Dan Steidle**, Police Captains **Bill Glasgo** and **Chris Clements**; Senior Planner **Christian Murdock**, and Management Analyst II **Josh Montemayor**; Parks, Beaches and Recreation Director **Michael Perez**, Child Care Supervisor **Tracy Gilbert**, and Recreation Assistant Supervisor **Beth Phipps**; Public Works Director **Lisa Petersen**, Deputy Directors **Sam Bautista** and **Louis Sun** and their CIP team -- Senior Civil Engineer **Raymond Donguines**, Associate Civil Engineer **Ryan Marquez**, Field Services Manager **Paul Lavorini**, Parks Superintendent **Ray Kurtilla**, Superintendent for Plant Operations **Maria Aguilar**, Collections Manager **Brian Martinez**, Assistant Superintendent **Rey Mendez**, and Senior Civil Engineer (Wastewater) **Nelson Schlater**; Fire Chief **Ron Myers**, Deputy Fire Chiefs **Todd Johnson**, **Barry Biermann**, and **Chuck Pomicpic**, and Supervising Administrative Analyst **Elizabeth Solis**. I would also like to recognize the other members of the Executive Team -- City Clerk **Sarah Coffey**, City Attorney **Michelle Marchetta Kenyon**, and Assistant City Attorney **Denise Bazzano** for their roles in helping deliver this Proposed Budget. Finally, I would like to thank each of the City Council members for their focus, scrutiny, and decision-making throughout their review of the various iterations of this budget – **Mayor Sue Beckmeyer**, **Mayor Pro Tem Mary Bier**, and **Councilmembers Tygarjas Bigstycck**, **Mike O'Neill**, and **Sue Vaterlaus**.

Sincerely,



Kevin S. Woodhouse
City Manager

BUDGET RESOLUTION 2021-2022



RESOLUTION NO. 39-2021

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PACIFICA ADOPTING THE FISCAL YEAR 2021-2022 ANNUAL OPERATING AND CAPITAL BUDGET

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

WHEREAS, the City Council of the City of Pacifica has held public hearings on June 14, 2021, and June 28, 2021, for consideration of adoption of the Recommended FY 2021-22 Operating and Capital Budget; and

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

WHEREAS, the recommended budget is a balanced expenditure plan that ensures the maintenance of adequate reserves during FY 2021-22; and

WHEREAS, the City of Pacifica now desires to adopt the 2021-22 Fiscal Year Appropriations Limit and Operating and Capital Improvement Program Budget for FY 2021-22;

WHEREAS, Sections 65400, 654001, and 65403 of the State Planning and Zoning Code require the Planning Commission to review Public Works capital projects for the next fiscal year to determine conformity with the adopted General Plan. The Planning Commission reviewed and approved the Capital Improvement Project Budget on May 17, 2021;

WHEREAS, expenditures from the Roy Davies Trust Fund are required to be approved by a 4/5 vote of the City Council, and the 2020-21 Roy Davies Trust Fund expenditures are part of the 2020-21 Capital Budget, and

NOW, THEREFORE, THE CITY COUNCIL HEREBY RESOLVES:

The City Council of the City of Pacifica hereby approves the FY 2021-22 budget with the citywide revenues and expenditures as follows:

Fund Name	Revenues & Transfers In Adopted Budget	Expenditures & Transfers Out Adopted Budget	Revenue Over(Under) Expenditures
GENERAL FUND	\$ 40,860,858	\$ 42,423,604	\$ (1,562,746)
ENTERPRISE FUNDS			
18/34 Sewer Operating/Capital	17,514,293	25,313,157	(7,798,864)
35 Beach Parking Fund	565,000	636,553	(71,553)
Total Enterprise Funds	18,079,293	25,949,710	(7,870,417)
SPECIAL REVENUE FUNDS			
07 SLES Fund	100,000	100,000	-
09 Street Construction Fund	3,081,200	3,747,986	(666,786)
10 Gas Tax Maintenance Fund*	1,791,557	1,748,019	43,538
12 Highway 1 Improvement Fund	50,000	29,000	21,000
14 Manor Drive Improvement Fund	840,000	840,000	-
15 Aircraft Noise Project	-	-	-
16 NPDES Stormwater Fund	248,000	225,856	22,144
19 Planned Local Drainage Fund	477,560	412,000	65,560
22 General Capital Improvement Fund	12,780,046	13,247,000	(466,954)
23 Frontierland Remediation	75,000	-	75,000
24 Housing In-Lieu Fund	-	-	-
25 Parking In-Lieu Fund	-	100,000	(100,000)
26 Park In-Lieu Capital Improvement	50,000	200,000	(150,000)
27 PB&R Roy Davies Trust	-	995,200	(995,200)
28 PB&R Special Revenue Fund	-	64,370	(64,370)
31 Pacifica Library Fund	30,000	30,000	-
38 Disaster Accounting Fund	961,000	343,000	618,000
Total Special Revenue and Capital Funds	20,484,363	22,082,432	(1,598,069)
INTERNAL SERVICE FUNDS			
65 Self Funded Dental Plan	244,188	174,000	70,188
66 Self-Insurance Fund W/C	1,358,700	1,377,906	(19,206)
67 Self-Insurance Fund Liability	417,000	484,206	(67,206)
71 Motor Pool Operations Fund*	1,479,246	1,108,969	370,277
72 Motor Pool Replacement Fund	-	982,800	(982,800)
Total Internal Service Funds	3,499,134	4,127,881	(628,747)
DEBT SERVICE FUNDS			
40 Debt Service Fund	2,902,855	2,902,855	(0)
Total Debt Service Funds	2,902,855	2,902,855	(0)
Total Other Funds	\$ 44,965,645	\$ 55,062,878	\$ (10,097,233)
Total All Funds	\$ 85,826,503	\$ 97,486,482	\$ (11,659,979)

Section 1. The All Funds Budget Summary, included in the City's Operating Budget for Fiscal Year 2021-2022, contains the expenditures (including transfers) to be appropriated in the sum of \$97,486,482. The Capital Budget expenditures and expenditures from the Roy Davies Trust Fund are included. The citywide revenues (including transfers) are budgeted at \$85,826,503

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

Section 2. The City Manager shall be authorized to redistribute budgeted appropriations from

one department to another, or one capital project to another. Such transfers shall be reported in writing to the City Council.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Pacifica, California, held on the 28th day of June 2021.

AYES, Councilmembers: Beckmeyer, Bier, Bigstyc, O'Neill, Vaterlaus.

NOES, Councilmembers: n/a.

ABSENT, Councilmembers: n/a.

ABSTAIN, Councilmembers: n/a.



Sue Beckmeyer, Mayor

ATTEST

APPROVED AS TO FORM:



Sarah Coffey
City Clerk



Michelle Marchetta Kenyon
City Attorney

GANN
APPROPRIATION LIMIT
2021-2022



RESOLUTION NO. 40-2021

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PACIFICA ESTABLISHING THE APPROPRIATION LIMIT FOR FISCAL YEAR 2021-2022 PURSUANT TO ARTICLE XIII B OF THE CALIFORNIA STATE CONSTITUTION

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

WHEREAS, it is the desire of the City Council of the City of Pacifica to establish the Appropriation Limit for fiscal year 2021-2022 pursuant to Article XIIB of the California State Constitution.

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

1. the appropriations subject to limitations for the fiscal year 2021-2022 were \$37,778,082;
2. the January 1, 2021 factors for the California per capita personal income increased by 5.73% and the population of the County of San Mateo decreased by 0.75%;
3. the Appropriation Limit subject to limitation for the fiscal year 2021-2022 totals \$47,856,145; and

BE IT FURTHER RESOLVED THAT \$47,856,145 is hereby appropriated to "Reserve for General Operations." The appropriations authorized by the adopted budget shall be chargeable to said account. Any unspent or unencumbered budget appropriations, and any balance of appropriations in the Reserve account shall not be expended without prior authorization from the City Council of the City of Pacifica, and

BE IT FURTHER RESOLVED that any revenues from proceeds of taxes and user fees in excess of costs received during the fiscal year 2021-2022 over and above the appropriated limit of \$45,602,498 must be returned to the taxpayers of the City of Pacifica in accordance with the procedure to be adopted by the Council of the City of Pacifica when such amount of refund is determined.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Pacifica, California, held on the 28th day of June, 2021, by the following vote:

AYES, Councilmembers: Beckmeyer, Bier, Bigstyk, O'Neill, Vaterlaus.

NOES, Councilmembers: n/a.

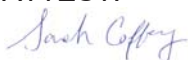
ABSENT, Councilmembers: n/a.

ABSTAIN, Councilmembers: n/a.



Sue Beckmeyer, Mayor

ATTEST:



Sarah Coffey, City Clerk

APPROVED AS TO FORM:



Michelle Marchetta Kenyon, City Attorney

**ANNUAL APPROPRIATION LIMIT
FISCAL YEAR 2021-2022**

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

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

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

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

Historically Calculated Appropriations Limits:

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

Calculations:

Fiscal Year 2020-2021 Limit: \$45,604,633

Adjustment Factors:

- 1. California per capital income change = 5.73%**
- 2. San Mateo County Population change = -0.75%**

Total Adjustment: 1.0494

APPROPRIATIONS LIMIT CALCULATIONS
FISCAL YEAR 2021-2022
CITY OF PACIFICA

Step 1	Total all appropriations (2021-2022) operating and capital from general and special funds	\$ 70,234,388
Step 2	Deduct:	
	1. Non-Proceeds of Taxes	\$ (28,552,147)
	2. Exempt Expenditures (Debt Service, Medicare)	(3,957,282)
	Add:	
	1. Excess user fees which exceed actual costs	53,123
Step 3	Equals appropriations subject to limit (Step 1 - Step 2)	37,778,082
Step 4	Compare against 2021-2022 Appropriations (from below)	47,856,145
	Dollar Amount Under Limit (Step 4 - Step 3)	\$ 10,078,063
	Percentage of Limit (Step 3/Step 4)	78.94%
Step 5	Fiscal Year 20-21 Appropriation Limit	\$ 45,604,633
Step 6	Fiscal year Growth Factor based on Non-Residential California per capita personal income growth 5.73% and the County of San Mateo Population Change -.75% (1.0573*0.9925)	1.0494
Step 7	FY 21-22 Appropriations Limit (Step 5 x Step 6)	\$ 47,856,145
Step 8	FY 21-22 Appropriations Subject to Limit (from above)	\$ 37,778,082
Step 9	Dollar Amount Under Limit (Step 7 - Step 8)	\$ 10,078,063
Step 10	Percentage of Limit (Step 8/Step 7)	78.94%
Step 11	Percentage Under Limit (Step 9/Step 7)	21.06%

**APPROPRIATIONS LIMIT CALCULATIONS
FISCAL YEAR 2021-2022
CITY OF PACIFICA**

Step 1	Total all appropriations (2021-2022) operating and capital from general and special funds	\$ 70,234,388
Step 2	Deduct:	
	1. Non-Proceeds of Taxes	\$ (28,552,147)
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City of Pacifica Community Profile

QUICK CITY FACTS

Population	38,270
Housing Units	14,520
Retail Jobs	1,890
Service Jobs	3,780
Wholesale/Trade Jobs	170
City Parks and Playfields	18

SPECIAL CITY FACILITIES

Beach Boulevard Promenade	2.6 acres
Pacifica Municipal Pier and Promenade	1.3 acres
Grace McCarthy Vista Point	2.6 acres
Pacifica Skate Park	1.4 acres

BEACH VISITOR LOTS

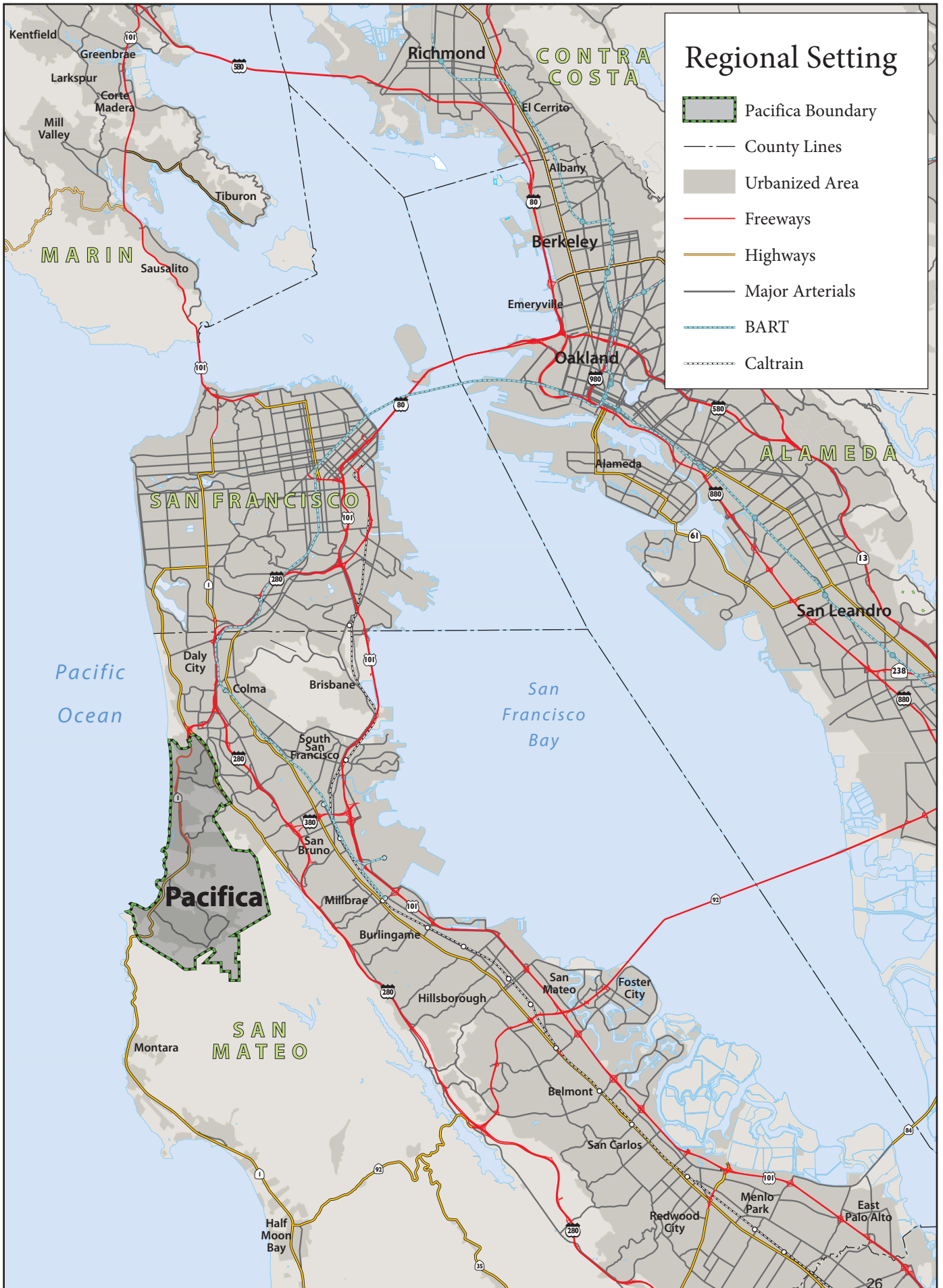
Crespi Community Center	110 spaces
Pacifica State Beach South	54 spaces
Pacifica State Beach North	135 spaces
Rockaway Beach South	50 spaces
Rockaway Beach North	54 spaces
Sharp Park Beach Promenade/Pier	53 spaces

CITY-WIDE DEMOGRAPHICS

Median Age	42.5
Number of Employees	21,827
Median Household Income	115,602
Education High School Degree or higher	95.5
Education Bachelor's Degree or higher	45.7
Median Housing Value	818,100
Percent of Foreign Born Persons	20

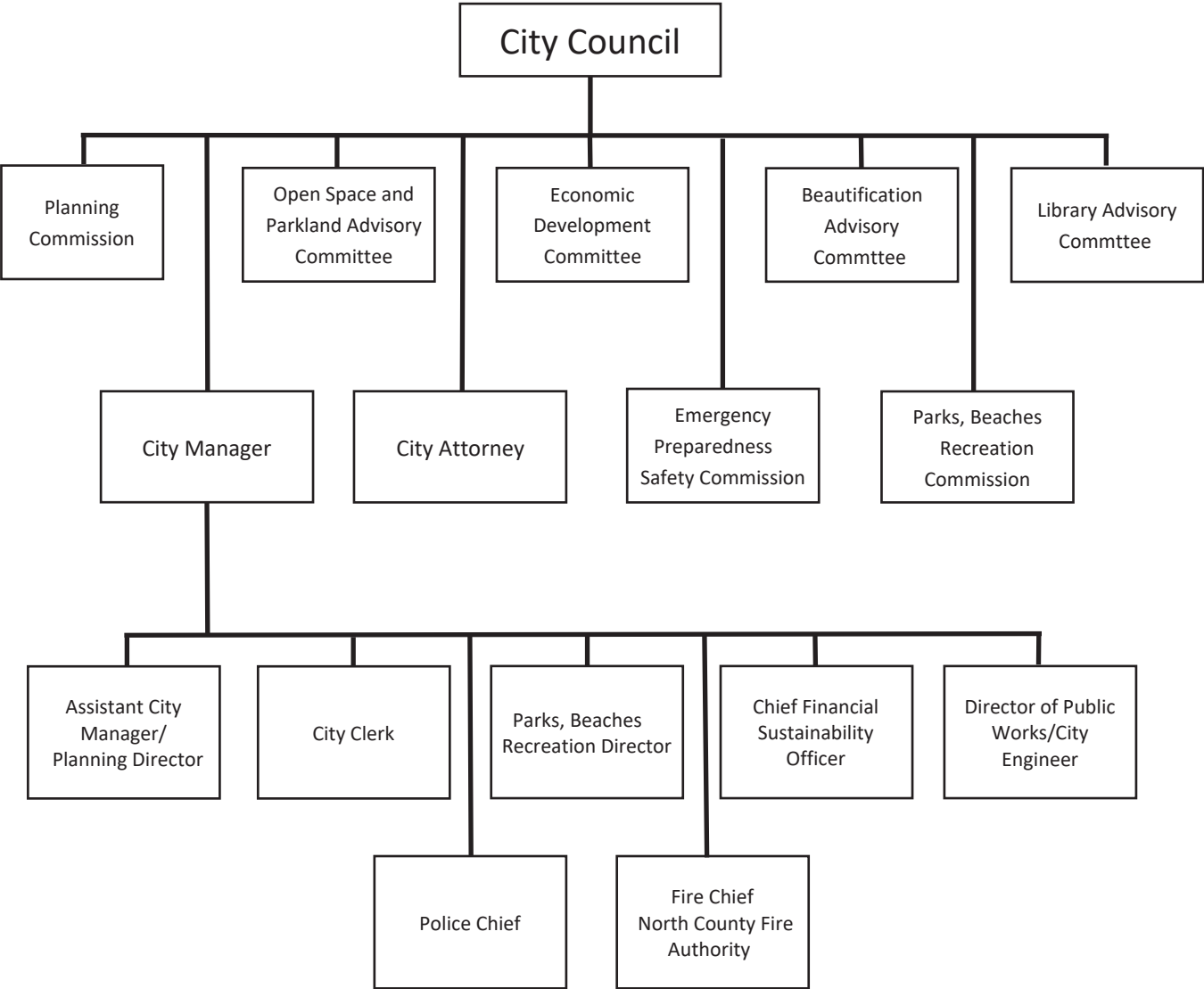


Source: US Census Bureau of Quick Facts 2010-2019, Data USA, Dyett and Bhatia 2020





Residents of Pacifica



CITY OF PACIFICA
WORK PLAN
2021-2022



City of Pacifica City Council Goals

April 12, 2021



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

- **“Fiscal Sustainability”** includes investing in economic development to increase revenues, funding a reserve/emergency fund, and being well prepared for grant opportunities.
- **“An Engaged Community”** includes 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.
- **“Environmental Sustainability”** includes mapping out parks and open space, preserving hillsides and beaches, paying attention to flora and fauna needs, environmental health, climate adaptation and reducing our carbon footprint.
- **“A Strong City 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 emergencies, protecting people, property, businesses, and our infrastructure (streets, sidewalks, storm and waste water), and engaging in emergency preparedness and prevention activities.

FY2021-22 City Council Priorities

The following 17 priorities have been adopted by the Pacifica City Council for FY2021-22. This diverse and robust work plan is intended to help fulfill the City Council's broader goals of Fiscal Sustainability, An Engaged Community, Stewardship of City Infrastructure, A Healthy and Compassionate Community, Environmental Sustainability, A Strong City Workforce Infrastructure, and Maintaining a Safe Community. In addition to these major priorities, the City continues to deliver hundreds of on-going programs and services, the totality of which represents the City's commitment to deliver exceptional programs, projects, and services to the Pacifica Community.

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

1. Continue the Beach Boulevard Infrastructure Resiliency Project.
2. Continue outreach efforts related to a New Sharp Park Library & Renovated Sanchez Library.
3. Complete an update to the Climate Action Plan
4. Complete the Vision 2025 & Beyond strategic planning process to articulate a long-term and financially sustainable vision for Pacifica.
5. Continue Esplanade Avenue Bluff Erosion Infrastructure Protection Projects.
6. Continue efforts to evaluate the City Tree Program and update the Heritage Tree Ordinance.
7. Continue efforts to address Civic Center facility health and safety issues.
8. Continue efforts to complete Policing in Pacifica workplan actions.
9. Prepare a Quarry Site Specific Plan.
10. Complete a Sharp Park Specific Plan.
11. Complete a comprehensive General Plan update.
12. Complete an update to the Wireless Communication Facilities Ordinance.
13. Prepare an update to the Housing Element of the General Plan
14. Design and implement a Council conversation with the Community about homelessness.
15. Evaluate the City's plastic foodware ordinance and consider potential updates to address plastic cups and lids.
16. Present an ordinance to City Council for consideration regulating the sale of flavored tobacco in Pacifica.
17. Evaluate and implement economic development initiatives focused on business assistance.

**GENERAL FUND BUDGET
SUMMARY AND DEPARTMENT
BUDGET DETAIL
2021-2022**



City of Pacifica
FY 2021-2022 General Fund Summary
By Consolidated Revenue Source and Department

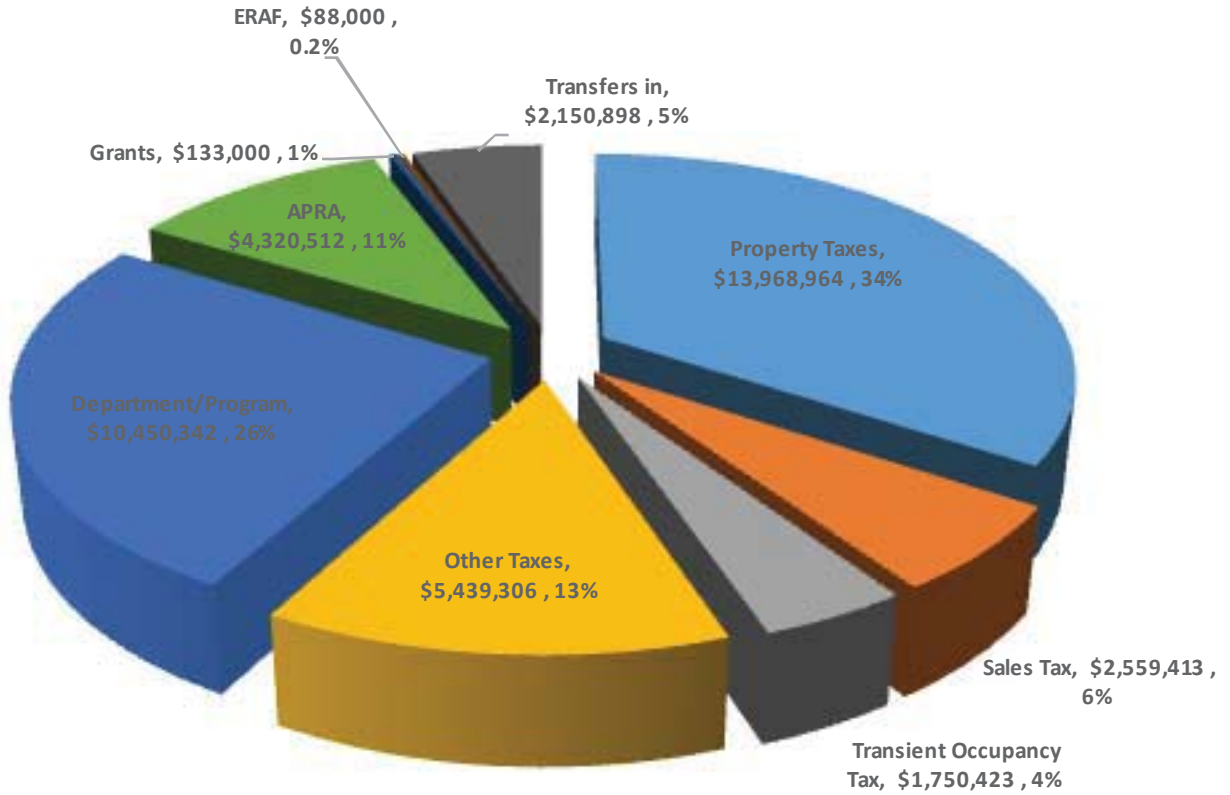
	2019-20 ACTUALS	2020-21 ADOPTED BUDGET	2020-21 REVISED BUDGET	2021-22 ADOPTED BUDGET
Revenues				
Property Taxes	12,826,154	13,311,000	13,603,486	13,968,964
Sales Tax	2,283,096	1,984,000	2,470,318	2,559,413
Transient Occupancy Tax	1,627,437	1,202,000	1,311,580	1,750,423
Other Taxes	4,889,802	4,734,986	5,097,995	5,439,306
Department/Program	11,425,846	12,473,014	10,269,644	14,770,854
Grants	92,344	-	-	133,000
Transfers In	1,733,033	1,519,000	1,519,000	2,150,898
ERAF	729,000	314,000	649,600	88,000
Total Revenues	35,606,712	35,538,000	34,921,623	40,860,858
Child Care Reserves		63,000	591,000	
General Fund Unassigned		1,370,000	1,370,000	
Total General Fund Source of Funds	35,606,712	36,971,000	36,882,623	40,860,858
General Government	4,658,253	4,719,000	5,064,447	6,205,489
Police Department	10,042,906	10,176,000	10,345,441	10,520,943
Fire Department	6,242,383	6,393,000	6,670,000	7,048,713
Planning Building	2,575,058	3,771,000	3,771,000	3,878,106
Public Works	3,622,793	4,389,000	4,474,000	4,645,227
Parks, Beaches Recreation	4,876,817	5,082,000	4,116,735	4,865,558
Non-Departmental	1,085,863	979,000	979,000	159,898
Transfers Out	958,873	1,462,000	1,462,000	5,099,670
Total General Fund Use of Funds	34,062,945	36,971,000	36,882,623	42,423,604
Net Surplus (Deficit)*	1,543,766	-	0	1,562,746

The FY 2021-22 General Fund Net deficit of 1.6 million is primarily due to a one-time General Fund contribution to the Civic Center CIP Project

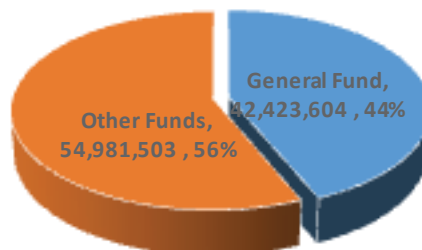
THE 2021-2022 BUDGET

Here is an overview look at Pacifica's anticipated revenues and expenditures in the Fiscal Year 2021-2022 Operating Budget.

General Fund Revenues Adopted 2021-22 Budget \$40,860,858



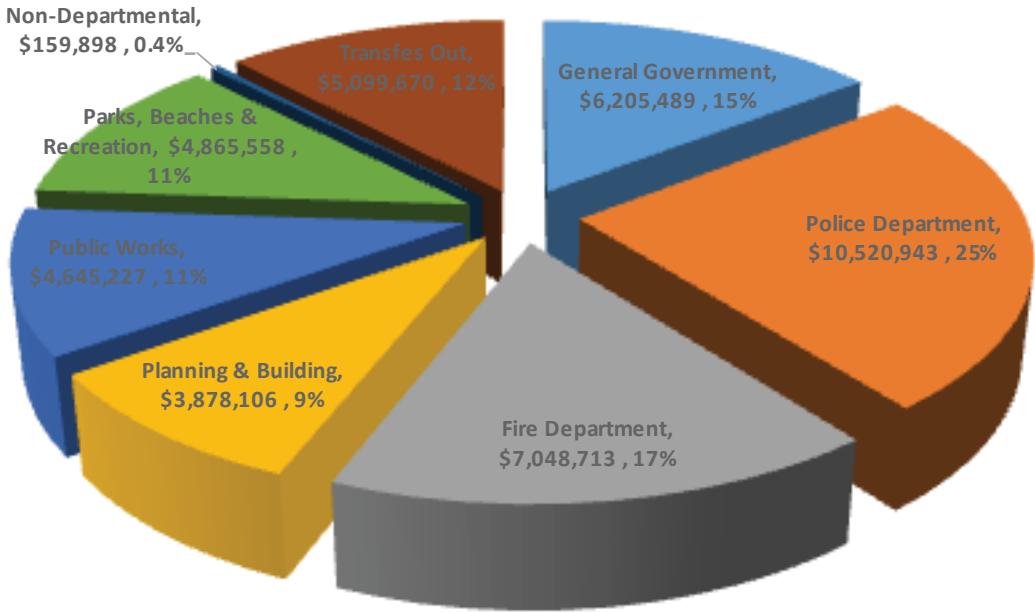
All City Appropriations FY 2021-2022 \$97 million



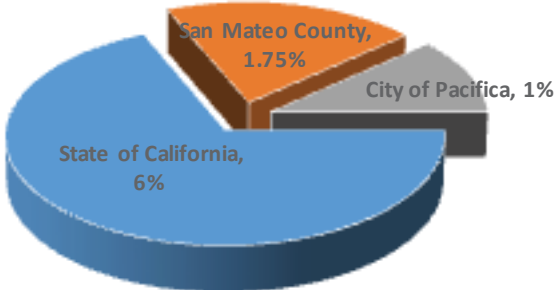
BY THE NUMBERS

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

General Fund Expenditures Adopted 2021-22 Budget \$42,243,604



Your Sales Tax - 8.75%





City of Pacifica 2021 – 2022 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.

	Adopted 2020-2021	Adopted 2021-2022
General Fund Expenditures		
City Council	\$ 165,000	\$ 188,754
City Manager/City Clerk	1,215,000	1,405,722
City Attorney	500,000	984,471
Economic Development	258,000	457,756
Finance	961,000	1,182,542
Information Technology	908,000	1,030,632
Human Resources	712,000	955,613
General Fund Expenditure Total	\$ 4,719,000	\$ 6,205,490
General Fund Cost Recovery		
General Fund Expenditure Total	\$ 4,719,000	\$ 6,205,490
General Fund Revenues Total	178,000	145,000
Cost Recovery	3.8%	2.3%
Total Staffing for Department		
Funded FTE	16	17

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 2021 – 2022 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, Administrative Services Bureau, and Support Services Bureau.

	Adopted 2020-2021	Adopted 2021-2022
General Fund Expenditures		
Fire Emergency Services	\$ 5,898,000	\$ 6,522,735
Fire Non-Emergency Services	155,000	171,376
Paramedic Services Coordinator	340,000	354,602
General Fund Expenditure Total	\$ 6,393,000	\$ 7,048,713
General Fund Cost Recovery		
General Fund Expenditure Total	\$6,393,000	\$ 7,048,713
General Fund Department Revenue Total	599,066	636,661
Cost Recovery	9.4%	9.0%
Total Staffing for Department		
Funded FTEs	26	26



City of Pacifica 2021 – 2022 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.

	Amended 2020-2021	Adopted 2021-2022
General Fund Expenditures		
Departmental Support	\$ 315,805	\$ 317,281
Community Center	225,242	204,954
Cultural Arts	3,286	5,203
Elementary Age Rec Services	107,265	183,238
Teens & J-Teens Rec Services	87,246	62,574
Adult Sports Services	450	100
Senior Services	210,124	242,950
Instructional Class Service	96,573	85,392
Recreation Swimming	370,414	348,276
Swim Team	155,213	79,509
Special Community Rec Services	98,921	93,292
Seniors in Action Title IIIB	88,760	51,735
Seniors in Action C-1 Meals	163,660	207,633
Seniors in Action Meals on Wheels	244,956	280,369
Preschool & School Age Services	1,139,874	1,057,211
Latchkey Program	432,745	474,588
State Preschool	796,350	672,782
General Wrap Around Program	104,872	103,792
Sub Contract Grant	387,167	387,564
Recreation Preschool	53,366	7,119
General Fund Expenditure Total	\$ 5,082,289	\$ 4,865,562
General Fund Cost Recovery		
General Fund Department Expenditure Total	\$ 5,082,289	\$ 4,865,562
General Fund Department Revenue Total	\$ 3,912,400	\$ 3,538,754
Child Care Reserve Funds Used	-	-
Cost Recovery	77.0%	72.7%
Total Staffing for Department		
Total FTEs	27	28
Total Part-Time Staff Members	110	110



City of Pacifica 2021 – 2022 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.

	Adopted 2020-2021	Adopted 2021-2022
General Fund Expenditures		
Planning	\$ 2,555,000	\$ 2,602,924
Building Services	887,000	950,457
Code Enforcement	329,000	324,726
General Fund Expenditure Total	\$ 3,771,000	\$ 3,878,107
General Fund Cost Recovery		
General Fund Expenditure Total	\$ 3,771,000	\$ 3,878,107
General Fund Department Revenue Total	\$ 2,101,000	\$ 2,181,869
Cost Recovery	54.0%	56.3%
Total Staffing for Department		
Funded FTEs	8	8



City of Pacifica 2021 – 2022 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.

	Adopted 2020-2021	Adopted 2021-2022
General Fund Expenditures:		
Juvenile Services	\$ 347,000	\$ 354,254
Investigation Services	1,324,000	1,522,081
Narcotics Task Force	82,000	75,415
Communications	836,000	840,564
Records	569,000	575,367
Disaster Preparedness	218,000	229,924
Patrol Services	6,500,000	6,650,119
Traffic Safety Services	238,000	204,924
Crime Prevention	61,000	68,295
General Fund Expenditure Totals	\$ 10,175,000	\$ 10,520,943
General Fund Cost Recovery:		
General Fund Expenditure Total	\$ 10,175,000	\$ 10,520,943
General Fund Departmental Revenue Total	\$ 216,000	\$ 172,208
Cost Recovery	2.1%	1.6%
Total Staffing for Department		
Funded FTEs	37	37.5

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 2021 – 2022 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.

	Amended 2020-2021	Adopted 2021-2022
General Fund Expenditures		
Engineering Services	\$ 1,091,382	\$ 1,269,154
Streets and Traffic Maintenance	1,171,574	1,197,245
Street Tree Services	290,449	342,737
Building Maintenance	525,154	604,911
Municipal Pier and Beach Maintenance	221,015	309,761
City Parks and Playfields	1,049,331	853,553
Street Light Services	40,096	67,865
General Fund Expenditure Total	\$ 4,389,001	\$ 4,645,226
General Fund Cost Recovery		
General Fund Expenditure Total	\$ 4,389,001	\$ 4,645,226
General Fund Department Revenue Total	\$ 1,000,000	\$ 470,460
Cost Recovery	23.0%	10.1%
Total Staffing for Department		
Funded FTE's	27.5	29

ALL FUNDS SUMMARY

2021-2022



City of Pacifica
FY 2021-22 Adopted Budget
Fund Balances Summary

Fund Name	Audited Fund Balance 7/1/2020	Projected Fund Balance 6/30/2021	Revenues & Transfers In Adopted Budget	Expenditures & Transfers Out Adopted Budget	Revenue Over(Under) Expenditures	Projected Fund Balance 6/30/2022
GENERAL FUND	\$ 16,502,848	\$ 14,346,800	\$ 40,860,858	\$ 42,423,604	\$ (1,562,746)	\$ 12,784,054
ENTERPRISE FUNDS						
18/34 Sewer Operating/Capital	23,815,370	21,006,300	17,514,293	25,313,157	(7,798,864)	13,207,436
35 Beach Parking Fund	227,576	228,400	565,000	636,553	(71,553)	156,847
Total Enterprise Funds	24,042,946	\$ 21,234,700	18,079,293	25,949,710	(7,870,417)	\$ 13,364,283
SPECIAL REVENUE FUNDS						
07 SLES Fund	312,858	169,500	100,000	100,000	-	169,500
09 Street Construction Fund	3,830,468	2,841,000	3,081,200	3,747,986	(666,786)	2,174,214
10 Gas Tax Maintenance Fund*	(119,275)	(416,700)	1,791,557	1,748,019	43,538	(373,162)
12 Highway 1 Improvement Fund	486,424	502,200	50,000	29,000	21,000	523,200
14 Manor Drive Improvement Fund	942,943	942,900	840,000	840,000	-	942,900
15 Aircraft Noise Project	410	400	-	-	-	400
16 NPDES Stormwater Fund	184,637	144,400	248,000	225,856	22,144	166,544
19 Planned Local Drainage Fund	420,309	338,300	477,560	412,000	65,560	403,860
22 General Capital Improvement Fund	3,565,516	3,118,800	12,780,046	13,247,000	(466,954)	2,651,846
23 Frontierland Remediation	437,356	462,400	75,000	-	75,000	537,400
24 Housing In-Lieu Fund	264,826	249,800	-	-	-	249,800
25 Parking In-Lieu Fund	115,838	115,800	-	100,000	(100,000)	15,800
26 Park In-Lieu Capital Improvement	481,770	336,800	50,000	200,000	(150,000)	186,800
27 PB&R Roy Davies Trust	3,302,273	2,318,400	-	995,200	(995,200)	1,323,200
28 PB&R Special Revenue Fund	2,198,240	2,140,200	-	64,370	(64,370)	2,075,830
31 Pacifica Library Fund	106,991	37,000	30,000	30,000	-	37,000
38 Disaster Accounting Fund	2,967,577	2,717,600	961,000	343,000	618,000	3,335,600
Total Special Revenue and Capital Funds	19,499,161	\$ 16,018,800	20,484,363	22,082,432	(1,598,069)	\$ 14,420,731
INTERNAL SERVICE FUNDS						
65 Self Funded Dental Plan	108,470	108,500	244,188	174,000	70,188	178,688
66 Self-Insurance Fund W/C	1,086,659	736,700	1,358,700	1,377,906	(19,206)	717,494
67 Self-Insurance Fund Liability	852,643	860,400	417,000	484,206	(67,206)	793,194
71 Motor Pool Operations Fund*	(124,734)	(356,300)	1,479,246	1,108,969	370,277	13,977
72 Motor Pool Replacement Fund	3,503,889	3,503,900	-	982,800	(982,800)	2,521,100
Total Internal Service Funds	5,426,927	4,853,200	3,499,134	4,127,881	(628,747)	4,224,453
DEBT SERVICE FUNDS						
40 Debt Service Fund	233,296	237,000	2,902,855	2,902,855	(0)	237,000
Total Debt Service Funds	233,296	237,000	2,902,855	2,902,855	(0)	237,000
Total Other Funds	\$ 49,202,330	\$ 42,343,700	\$ 44,965,645	\$ 55,062,878	\$ (10,097,233)	\$ 32,246,467
Total All Funds	\$ 65,705,178	\$ 56,690,500	\$ 85,826,503	\$ 97,486,482	\$ (11,659,979)	\$ 45,030,521

** Negative balances will be reviewed at year end. Staff will consult with the City's independent auditor for appropriate booking entries to reduce and/or eliminate deficit in these funds



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 Sirkka Niukkanen Trust designated for the Pacifica Senior Services.

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.

CAPITAL BUDGET 2021-2022



APPENDICES



MASTER FEE AND CHARGES SCHEDULE 2021-2022



RESOLUTION NO. 42-2021

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

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

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

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

WHEREAS, the Assistant City Manager has requested City departments to review their fees and charges and propose any modifications, utilizing the Wildan study to insure that they comply with the City's policy for full reimbursement of associated City service costs; and

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

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

NOW THEREFORE THE PACIFICA CITY COUNCIL RESOLVES AS FOLLOWS:

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

BE IT FURTHER RESOLVED that the modifications to fees and charges set forth in Attachment A are hereby approved and become effective on July 1, 2021 and will become part of Administrative Policy 2. Any fees and charges that have been previously adopted by resolution and are not being modified in Attachment A are incorporated for ease of reference only and without modifying or amending such fees or the underlying approvals in any manner.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Pacifica, California, held on the 28th day of June 2021, by the following vote:

AYES, Councilmembers: Beckmeyer, Bier, Bigstyc, O'Neill, Vaterlaus.

NOES, Councilmembers: n/a.

ABSENT, Councilmembers: n/a.

ABSTAIN, Councilmembers: n/a.



Sue Beckmeyer, Mayor

ATTEST:



Sarah Coffey, City Clerk

APPROVED AS TO FORM:



Michelle Marchetta Kenyon, City Attorney

City of Pacifica
2021-2022 Fees & Charges Master Schedule

Fee Description	Proposed 2021-2022	Adopted 2020-2021
CITY CLERK		
City Council Agenda Packets		
Photocopies (per page)	\$0.25	\$0.25
<i>Storage Media Fee (CDs, thumb drives, etc.)</i>	\$15.00	\$15.00
Photocopies	Per page Fee	Per page Fee
8 1/2" x 11"; \$0.25/black; \$1.00/color	" "	" "
8 1/2" x 14"; \$0.50/black; \$1.50/color	" "	" "
11" x 17"; \$1/black; \$2/color	" "	" "
24" x 36" or larger; \$3/sq ft - black; \$4/sq ft - color	Per Square Foot Fee	Per Square Foot Fee
Appeals to the City Council	\$523.00	\$514.50
Short-Term Rental - Appeal Notice of Violation, Suspension or Revocation to Hearing Officer	\$523.00	

**City of Pacifica
Fees & Charges Master Schedule**

Fee Description	Proposed 2021-2022	Adopted 2020-2021
FINANCE		
Fireworks Permit		
Part 1 (Per Booth due March 31)	\$800.00	\$787.00
Part 2	8% of gross receipts due September 1, 2021	8% of gross receipts due September 1, 2020
Business License	See the Finance Department for fee calculation	See the Finance Department for fee calculation
Sidewalk Vendor Permit Fee	\$102	\$100
Online Payment Convenience Fee	\$3.00	\$3.00
Annual Cannabis Operation Registration Fee (PMC Sec. 3-18.05(c))	\$500	\$500
Photocopies (per page)	\$0.25	\$0.25
Storage Media Fee (CDs, thumb drives, etc.)	\$15.00	\$15.00
On Website	Free	Free
Non-Sufficient Funds Charge	\$25.00	\$25.00
Short Term Rental Application Fee	\$152.00	\$150.00

City of Pacifica
2021-2022 Fees & Charges Master Schedule

Fee Description	Proposed 2021-2022	Adopted 2020-2021
WASTEWATER TREATMENT PLANT		
DEVELOPMENT CONNECTION FEES (Account No. 34.900000.46751.0000.000)		
Connection Fees (Sec. 6-11.102)		
Residential Units: (Single, Town, Condo)	(Estimated: Number of Units x \$1,452) Fee shall be increased based on CCI as of July 1st as required by Pacifica Municipal Code PMC 6-11.102	(Estimated: Number of Units x \$1,378) Fee shall be increased based on CCI as of July 1st as required by Pacifica Municipal Code PMC 6-11.102
Multi-Family Dwellings:	(Estimated: Number of Units x \$1,109) Fee shall be increased based on CCI as of July 1st as required by Pacifica Municipal Code PMC 6-11.102	(Estimated: Number of Units x \$1,052) Fee shall be increased based on CCI as of July 1st as required by Pacifica Municipal Code PMC 6-11.102
Commercial Units:	(Estimated: Number of Fixture Units/12 x \$1,463) Fee shall be increased based on CCI as of July 1st as required by Pacifica Municipal Code PMC 6-11.102	(Estimated: Number of Fixture Units/12 x \$1,388) Fee shall be increased based on CCI as of July 1st as required by Pacifica Municipal Code PMC 6-11.102
Inflow/Infiltration Fees (Sec. 6-11.104)		
Residential Units: (Single, Town, Condo, Multi-Family)	[Estimated: (Number of Units x \$801) or (Number of Acres x \$1706) - Whichever is Higher] Fee shall be increased based on CCI as of July 1st as required by Pacifica Municipal Code PMC 6-11.104	[Estimated: (Number of Units x \$760) or (Number of Acres x \$1,619) - Whichever is Higher] Fee shall be increased based on CCI as of July 1st as required by Pacifica Municipal Code PMC 6-11.104
Commercial Units:	[Estimated: (Number of Fixture Units/12 x \$801) or (Number of Acres x \$1706) - Whichever is Higher] Fee shall be increased based on CCI as of July 1st as required by Pacifica Municipal Code PMC 6-11.104	[Estimated: (Number of Fixture Units/12 x \$760) or (Number of Acres x \$1,619) - Whichever is Higher] Fee shall be increased based on CCI as of July 1st as required by Pacifica Municipal Code PMC 6-11.104
Trunk Line Fees (Sec. 6-11.103)		
Residential Units: (Single, Town, Condo, Multi-Family)	[Estimated: (Number of Units x \$1098) or (Number of Acres x \$2193) - Whichever is Higher] Fee shall be increased based on CCI as of July 1st as required by Pacifica Municipal Code PMC 6-11.103	[Estimated: (Number of Units x \$1042) or (Number of Acres x \$2,081) - Whichever is Higher] Fee shall be increased based on CCI as of July 1st as required by Pacifica Municipal Code PMC 6-11.103

**City of Pacifica
2021-2022 Fees & Charges Master Schedule**

Fee Description	Proposed 2021-2022	Adopted 2020-2021
FIRE		
Operational Permits		
Annual Fire Code Permits (Each)	\$246.00	\$242.00
Permitted activities less than 90-days. Hourly charge. Temporary Permit Required. Per Hour - 1 hour minimum	\$174.00	\$171.00
Plan Review New Construction and/or Tenant Improvements		
Base rate- all occupancies. New Construction, major changes, additions, or as-builts Initial fee includes first hour, hourly charge thereafter.	\$290.00	\$285.00
Plan Check Re-Submittals, minor changes, additions, or as-builts for approved plans ; initial fee includes first hour; hourly charge thereafter.	\$174.00	\$171.00
Misc. items w/o sq. footage- e.g. Install hazardous material, storage tank, HVAC smoke detection, partition wall, etc. hourly charge.	\$174.00	\$171.00
Additional Plan review beyond the first hour.; per hour	\$174.00	\$171.00
Subdivision map review; per hour fee.	\$185.00	\$182.00
Construction Permits		
Underground		
Alteration/repair of existing underground pipe system. Includes hydro/flush, rough and final each - Flat Rate "Plan review fee may be required check with Fire Marshal"	\$425.00	\$418.00
Commercial underground pipe system installations. Includes hydro/flush, rough and final each - Flat Rate	\$600.00	\$591.00
Fire Suppression Systems		
Fire Sprinklers and standpipes		
New commercial & residential sprinkler installations. Includes hydro/flush, rough and final inspections. \$.15 per square foot - Minimum	\$523.00	\$515.00
New manufactured home sprinkler systems. Includes hydro/flush, rough and final inspections each - Flat Rate	\$558.00	\$549.00
Standpipe system installation, includes hydro/flush, rough and hydro, flow test, and final inspections each - Flat Rate	\$731.00	\$719.00
Tenant improvements. 9 or less sprinkler heads Unlimited head change-outs each - Flat Rate	\$165.00	\$162.00
Tenant Improvements- installation/alteration of 10 or more heads. (Head change-outs are not included in count). \$.15 per square foot - Minimum	\$301.00	\$296.00
Plan Review and Field Inspection/ Acceptance	\$627.00	
Other Fire Protection Systems, New & Upgraded installations (Hood and Duct, FM 200, Fixed Extinguisher, Pre-engineered) each - Flat Rate	\$861.00	\$847.00
Fire Alarms		
Existing Fire Alarm Panel Upgrades. includes rough and final inspections. \$.15 per square foot - Minimum	\$301.00	\$296.00
Installation of additional devices on existing system, includes rough and final inspections - Minimum	\$472.00	\$465.00
New installations. , includes rough and final inspections. \$.15 per square foot - Minimum	\$558.00	\$549.00
New installations-- Other Fire Protection Systems, includes rough and final inspections. \$.15 per square foot - Minimum	\$523.00	\$515.00
Fire alarms- repair or exchange devices and radio transmitters - Per Device	\$165.00	\$162.00
Requested Services		
All Other Reports. Cost per report.	\$45.00	\$44.00
Digital Photographs- CD, plus 1 for CD cost	\$79.00	\$78.00
Digital Photographs- Print. Plus \$1.40 per photo cost.	\$85.00	\$84.00
Fire Code Variance Application - per request and none-refundable.	\$718.00	\$707.00
Fire incident reports (per report charge)	\$45.00	\$44.00
Non-Subpoenaed Fire Investigation Reports (per report)	\$45.00	\$44.00
Pre-Inspection I Consultation for daycare facilities, construction projects, etc. Initial	\$146.00	\$144.00
Pre-Inspection of care facilities with 25 or fewer occupants. (Flat Fee)	\$146.00	\$144.00
Pre-Inspection of care facilities with 26 or more occupants. (Flat Fee)	\$276.00	\$272.00
Processed Photographs, plus cost of developing	\$88.00	\$87.00
Site Inspections		
Additional inspections beyond the first, Inspection for which no fee is indicated.	\$165.00	\$162.00
Installation of hazardous materials storage tank	\$218.00	\$215.00
Removal of hazardous material storage tank. Per tank charge. Temporary permit required.	\$165.00	\$162.00
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.	\$218.00	\$215.00

Inspection Outside Normal Business Hours (Per hour, OT rate)	O.T. Rate	O.T. Rate
Penalties		
Unpermitted construction work Fee plus 2 times fee		
False Alarms- 1st Response	\$0.00	\$0.00
False Alarms- 2nd Response	\$347.00	\$342.00
False Alarms- 3rd Response	\$442.00	\$435.00
False Alarms- 4th+ Response	\$632.00	\$622.00
Annual Fire Safety Inspection & Re-inspections		
A 1-4 Assembly Occupancies	\$193.00	\$190.00
B Business Office Occupancies	\$111.00	\$109.00
E Educational Occupancies	\$193.00	\$190.00
F Factory Occupancies	\$193.00	\$190.00
H Hazard Occupancies	\$193.00	\$190.00
I Institutional (Nursing Homes) Occupancies	\$193.00	\$190.00
M Mercantile Occupancies	\$145.00	\$143.00
M Mercantile Occupancies (Motor Fuel Sales)	\$160.00	\$157.00
R-1 Occupancies Hotels	\$193.00	\$190.00
R-2 Residential 3 to 20 units	\$99.00	\$97.00
R-2 Residential 21 - 40 Units	\$118.00	\$116.00
R-2 Residential 41- 70 Units	\$145.00	\$143.00
R-2 Residential 71- 90 Units	\$175.00	\$172.00
R-2 Residential 91 - 120 Units	\$228.00	\$224.00
R-2 Residential Over 120 units	\$287.00	\$282.00
R-3 Residential Care less than 24 hours	\$160.00	\$157.00
R-3.1 Licensed Residential Care 24 hour 6 or less	\$193.00	\$190.00
R-4 Residential care 6 or more	\$193.00	\$190.00
S Storage Facilities	\$160.00	\$157.00
U Utility Structures	\$160.00	\$157.00

**City of Pacifica
2021-2022 Fees & Charges Master Schedule**

Fee Description	Proposed 2021-2022	Adopted 2020-2021
PARKS, BEACHES & RECREATION		
Special Classes		
General recreation class fees will be adjusted as required to insure that program revenues fund 100% of total program costs. The non-resident fee is \$5.00 more than the resident fee. All registration transactions have a \$7.00 administrative fee. Senior Discount: 10% at age 60.	Please contact 738-7381 for more information	Please contact 738-7381 for more information
Recreational Facilities Rental other than the Pacifica Community Center		
The following rental charges shall apply for the use of recreational buildings or portions thereof. Rates are per hour and shall not be prorated for part of an hour. If additional City personnel are needed to assist with rental, the additional amount will be actual cost of salary, plus administrative charges.		
Community Picnic Areas		
Frontierland Park – Small Group Picnic Area	\$75.00	\$75.00
Frontierland Park – Large Group Picnic Area	\$225.00	\$225.00
Fairmont/Oddstad Park	\$100.00	\$100.00
4th of July - info/craft booth	\$50.00	\$50.00
4th of July - food booth	\$65.00	\$65.00
Aquatic Classes		
Evening - 8 lessons/30 min. per lesson:		
Semi-Private	\$130.00	\$125.00
Private	\$200.00	\$190.00
Little Bobbers and Tiny Tots	\$72.00	\$72.00
Preschool Levels I, II, III	\$80.00	\$80.00
Learn to Swim Levels I - III	\$80.00	\$80.00
Learn to Swim Levels IV - VI	\$80.00	\$80.00
Daytime - (summer only):		
Semi-Private	\$82.00	\$78.00
Private	\$125.00	\$119.00
Little Bobbers and Tiny Tots	\$45.00	\$45.00
Preschool Levels I, II, III	\$50.00	\$50.00
Learn to Swim Levels I - VI	\$50.00	\$50.00
Oceana Pool Rental		
Swim meets	\$175.00/hour	\$175.00/hour
PSL swim team (home team)	\$125.00	\$90.00/hour
Pool Party Program		
	\$175.00/hour	\$175.00/hour
Swim Team		
Swim Team:	\$75/mo	\$75/mo
Pre-Comp Swim Team:	\$65/mo	\$65/mo
Recreation Swim, Water Aerobics, Lap Swim		
Youth (17 and younger)	\$5.00	\$5.00
Adults (18 to 59)	\$6.00	\$6.00
Senior Citizens (60 & over)	\$5.00	\$5.00

	All Access Pass: Adults	\$72/mo, \$206/qrt., or \$792/yr.	\$72/mo, \$206/qrt., or \$792/yr.
	All Access Pass: Seniors 60+	\$65/mo, \$185/qtr., or \$713/yr.	\$65/mo, \$185/qtr., or \$713/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
	Recreation Playground Program		
	Membership Fee: September thru June	\$275.00	\$275.00
	Membership Fee: July/August	\$275.00	\$275.00
	J-Teen Center/Afterschool Program		
	Membership Fee: September-May	\$300.00	\$275.00
	NEW -Membership Fee: January-May	\$225.00	\$200.00
	LITE (Leadership in Training Education)	\$75.00	\$75.00
	LITE Fieldtrip fees for additional weeks	25.00/week	25.00/week
	Special Interest Classes		
	For special interest classes where no fee has been charged because instructor volunteers his/her time, a \$5.00 per student fee will be assessed to cover program administration costs.	Please contact 738-7381 for more information	Please contact 738-7381 for more information
	Senior Programs		
	Annual membership (includes monthly newsletter and additional costs for special events)	\$25.00	\$25.00
	Child Care Services		
	Child care registration fees:		
	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	\$10/yr per child
	Late Payment per month for payment after 10th operating day.	\$25.00	\$25.00
	Late Pick-up: for pick-up after 6:01 p.m. or other designated closing time.	\$2.00 per minute	\$2.00 per minute
	Preschool Monthly Rates -- Per Child:		
	Flat rate. (includes field trips.) 7a.m. -6 p.m.	\$970/mo	\$970/mo
	Preschool ½ day (Ocean Shore School)	\$425/mo	\$425/mo
	State Preschool ½ day (Fairmont Park & Sunset Ridge School)	\$640/mo	\$640/mo
	Kindergarten/School-age School Year (September-June) Monthly Rates Per Child		
	Annex Program: Before school and includes additional time during breaks and June after school ends.	\$285/mo	\$285/mo
	Annex Program: Before and/or after school-School age. Includes school breaks and last two weeks in June.	\$565/mo	\$565/mo
	State Sponsored Child Care Program: Before and/or after school, School-age.	\$655/mo	\$655/mo

Daily rate: drop in - school year; non-school days, 24-hours notice for space availability; additional charge for field trips and special events; both Kindergarten and School age.		
Kindergarten/School-age Summer Rates (July-August) Monthly Rates Per Child		
Annex Summer Program: Flat rate per month for families who are currently enrolled in the year-round program, includes field trips.	\$585/mo	\$585/mo
Annex Summer Program: 4 week Summer School / Thinkbridge 1/2 day program.	Non-operational in FY 2021-22	\$415/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.	Non-operational in FY 2021-22	\$400
Field trip charge per child, per event, drop-ins.	\$15.00	\$15.00
Beach Parking		
Annual Beach Parking Pass	\$72.00	\$72.00
Daily Parking		
	0 - 4 hours	\$ 7.00
	5 - 8 hours	\$ 9.00
Pacifica Beach Resource Parking Pass (annual)	\$ 25.00	\$ 25.00
*eligibility - income is 80% or less of the median income level (of where they reside in California) determined by the Pacifica Resource Center		
Beach Use (not including surf events): Contest/beach event - (small beach events with 50 or fewer participants and spectators). Fees based on city staff time required for general review, administrative duties and approval.	\$175/day/event	\$175/day/event
Surf Events/Skatepark Events - (security/cleaning deposit required)		
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.)
Surf Camps		
Small Camp (maximum 12 students) & Large Camp (maximum 25 students) for a facility use permit per year, covers all camps in a calendar year. Camp operators must have a Pacifica business license, insurance and adhere to Parks, Beaches and Recreation surf camp requirements. Rates change each January.		
	January 2020	
	Small Camp	\$1,060.00
	Large Camp	\$1,280.00

Film/Photo Shoots		
Student/amateur rate/non-profit; Students must show current student ID and non-profits must submit non-profit status letter.	\$100 per day	\$100 per day
Commercial filming (less than 3 support vehicles)	\$600 per day	\$600 per day
Major commercial filming. (Additional fees may be determined based on vehicles/additional staff time/impact on area.)	\$900 per day	\$900 per day
Weddings/Ceremonies on Beaches, Pier or in Parks		
99 or fewer participants	\$250 per day	\$250 per day
100 or more participants (maximum 150)	\$350 per day	\$350 per day
Recreation Trail Use	\$150.00 per day/event	\$150.00 per day/event
Community Center Rentals - Weekdays (per hour)		
Pacifica Community Center Rental		
All rates are hourly. Warming Kitchen (\$100.00 flat fee with rental of Auditorium) and additional rooms may be added for an additional fee. Weekend rates begin Friday after 1:30pm through Sunday.	Please contact 738-7381 for more information	Please contact 738-7381 for more information
Resident - Weekdays		
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	\$20.00
Game Room	\$20.00	\$20.00
Art Gallery	\$20.00	\$20.00
Meeting Room	\$20.00	\$20.00
Non-Resident - Weekdays		
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	\$25.00
Game Room	\$25.00	\$25.00
Art Gallery	\$25.00	\$25.00
Meeting Room	\$25.00	\$25.00
Non-Profit - Weekdays		
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
Commercial - Weekdays - provided no items are sold		
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

Meeting Room	\$15.00	\$15.00
Commercial - Weekdays - provided no items are sold		
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	\$30.00
Game Room	\$30.00	\$30.00
Art Gallery	\$30.00	\$30.00
Meeting Room	\$30.00	\$30.00
Community Center Rentals - Weekends (per hour)		
Resident - Weekends		
Entire Building	\$210.00	\$210.00
Auditorium	\$100.00	\$100.00
Dance Studio	\$80.00	\$80.00
Card Room	\$75.00	\$75.00
Portola Room	\$75.00	\$75.00
Craft Room	\$65.00	\$65.00
Ceramics Room	\$50.00	\$50.00
Game Room	\$50.00	\$50.00
Art Gallery	\$50.00	\$50.00
Meeting Room	\$50.00	\$50.00
Non-Resident - Weekends		
Entire Building	\$265.00	\$265.00
Auditorium	\$150.00	\$150.00
Dance Studio	\$110.00	\$110.00
Card Room	\$80.00	\$80.00
Portola Room	\$80.00	\$80.00
Craft Room	\$70.00	\$70.00
Ceramics Room	\$55.00	\$55.00
Game Room	\$55.00	\$55.00
Art Gallery	\$55.00	\$55.00
Meeting Room	\$55.00	\$55.00
Non-Profit		
Entire Building	\$195.00	\$195.00
Auditorium	\$75.00	\$75.00
Dance Studio	\$60.00	\$60.00
Card Room	\$55.00	\$55.00
Portola Room	\$55.00	\$55.00
Craft Room	\$45.00	\$45.00
Ceramics Room	\$45.00	\$45.00
Game Room	\$45.00	\$45.00
Art Gallery	\$45.00	\$45.00
Meeting Room	\$45.00	\$45.00
Commercial - Weekends - provided no items are sold		
Entire Building	\$275.00	\$275.00
Auditorium	\$170.00	\$170.00
Dance Studio	\$120.00	\$120.00
Card Room	\$80.00	\$80.00
Portola Room	\$80.00	\$80.00
Craft Room	\$75.00	\$75.00

Ceramics Room	\$55.00	\$55.00
Game Room	\$55.00	\$55.00
Art Gallery	\$55.00	\$55.00
Meeting Room	\$55.00	\$55.00
Philanthropic/City-Sponsor		
<p>Philanthropic, non-profit events that financially benefit the City by a minimum of \$10,000. Rental charges for the event shall be waived for the usage of the Community Center. Organization will be responsible for any additional cost pertaining to janitorial or garbage. Building attendant will be provided. Organization will be responsible for obtaining and paying for any insurance or permits required for event. Event must be presented to the PB&R Director (or designee) and approved by City Manager (or designee).</p>		

City of Pacifica
2021-2022 Fees & Charges Master Schedule

Fee Description	Proposed 2021-2022	Adopted 2020-2021
POLICE		
False Alarms		
First Response	No Charge	No Charge
Second through fifth responses	\$145.00	\$143.00
Six or more responses	\$226.00	\$222.00
False Alarms without permit		
First Response	No Charge	No Charge
Second through fifth responses	\$226.00	\$222.00
Six or more responses	\$226.00	\$222.00
Photograph (digital)		
Disc of photos	\$35.00	\$34.00
Audio/Video Request		
Audio/Video Request	\$91.00	\$90.00
Audio/Video Request with Redaction Required	\$171/hr	\$168/hr
Arcade Permit		
Annual Renewal Fee	\$58.00	\$57.00
Application Fee	\$34.00	\$33.00
Block Party Permits	\$59.00	\$58.00
Masseur/Masseuse		
New -Non State Certified (Non-Practitioner)	\$384.00	\$378.00
Non-State Certified Live Scan (Plus DOJ & FBI Fee)	\$30.00	\$30.00
New - State Certified (Owner-Practitioner)	\$59.00	\$58.00
Renewal	\$29.00	\$29.00
Amendment to City Registration Certificate	\$29.00	\$29.00
Administrative Fee for Firearms (Per Penal Code 12021.3JI)		
For release to owner	\$390.00	\$384.00
Taxi Cab Operation		
Permit / Background Investigation	\$149.00	\$147.00
Taxi Cab Permit Live Scan (Plus DOJ & FBI Fee)	\$30.00	\$30.00
Vehicle Inspection	\$115.00	\$113.00
General		
Case Reports (Per Public Records Act)	No Charge	No Charge
Good conduct letter for Visa (record review)	\$62.00	\$61.00
Bingo Permit: New	\$34.00	\$33.00
Bingo Permit: Annual Renewal Fee	\$34.00	\$33.00
Second Hand Dealers	\$150.00	\$148.00
Tow Service Contract	\$228.00	\$224.00
Tow Driver Live Scan (Plus DOJ & FBI Fee)	\$30.00	\$30.00
Alarm Permit	\$96.00	\$94.00
Alarm Permit Renewal	\$50.00	\$49.00
Subpoena Deuces Tecum for Records (1563(b)(6) CA Evidence Code)	\$15.00	\$15.00
Fortune Telling	\$67.00	\$66.00
Private Property abatement	\$255.00	\$251.00
Vehicle Release Administrative Costs (all but victims)	\$154.00	\$152.00
Franchise Tow Fee	\$50.00	\$50.00
General Research	\$90.00/Per Hour	\$89.00/Per Hour
Storage of Property (Per Civil Code 2080.1(b))	1.00/Per Day	1.00/Per Day
Tobacco Retailer License	\$87.00	\$86.00
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
Dance Permit	\$57.00	\$56.00
Repossession Fee (Per G.C. 26751)	\$15.00	\$15.00
Temporary Recreational Vehicle Loading/Unloading Permit	\$15.00	\$15.00
Municipal Code Violations		
4-10.118(a)(5) Parked in Unmarked Parking	\$43.00	\$43.00
4-10.304(a) Parking w/o Valid Permit	\$43.00	\$43.00
4-10.304(a) Parking w/o Valid Permit (Pacifica State Beach)	\$50.00	\$50.00
4-7.1101(a) Parked in Posted No Parking Zone	\$43.00	\$43.00
4-7.1102(a) Making Repairs on Roadway	\$43.00	\$43.00
4-7.1104(b) Parking Where Prohibited	\$43.00	\$43.00
4-7.1106(b) No Parking on Narrow Street-Where Posted	\$43.00	\$43.00
4-7.1108(b) Parking in Violation of Temporary No parking Sign	\$43.00	\$43.00
4-7.1109(a) Parked the Wrong Way on One-Way Street	\$43.00	\$43.00
4-7.1109(b) Parked the Wrong Way on Divided Highway	\$43.00	\$43.00
4-7.1110(b) Improper Angle-Marked Angle Parking (Not within Marks)	\$43.00	\$43.00
4-7.1111 Failed to Curb Wheel – 3% Grade	\$43.00	\$43.00
4-7.1112 Trailer Parked over 12 Hours	\$78.00	\$78.00
4-7.1113(a) Selling from Vehicle without Permit	\$43.00	\$43.00
4-7.1114(b) Occupied Motorhome on Public Property	\$53.00	\$53.00
4-7.1201 Parked in Excess of Posted Limit	\$43.00	\$43.00
4-7.1203(2) Restricted parking (Council Chambers)	\$43.00	\$43.00
4-7.1204(c) Unlawful Parking of Oversized Vehicle	\$78.00	\$78.00
4-7.1302(b) Red Curb	\$43.00	\$43.00
4-7.1306(d) No Stopping/Standing/Parking in Bus Zone	\$43.00	\$43.00
4-7.1403 Operate vehicle on Fassler/Sharp Park Rd. with Weight over 14,000 GVWR	\$43.00	\$43.00
4-7.1404 Parking Commercial Vehicle in Commercial Area (0200-0600) 10,000 GVWR	\$78.00	\$78.00
5-1.13 Abandon Vehicle	\$203.00	\$203.00
5-2.03(a) Vehicle Parked over 72 Hours	\$43.00	\$43.00
5-13.03 Operate Vehicle - Private Property without written Permission	\$53.00	\$53.00
5-18.03 Operate/Park/Stand Vehicle Off Road (Beach Area)	\$53.00	\$53.00
9-4.2808(a) Parking on Residential Property (other than driveway)	\$43.00	\$43.00
9-4.2809(a) Parking Commercial in Residential Area Anytime (10,000 GVWR)	\$78.00	\$78.00
9-4.2809(b) No Parking in Vacant Lot	\$43.00	\$43.00
9-4.2809(e) Parking on Commercial Property. Not in Conjunction with Business	\$78.00	\$78.00
9-4.2801(a) Repairing Vehicle on Vacant Lot	\$43.00	\$43.00
Administrative Violations		
4.3.202(a) Sale, Use, or Discharge of dangerous Fireworks	\$1,000.00	\$1,000.00
4-3.202(b) Possession of 25 pounds or less of dangerous fireworks*	\$1,000.00	\$1,000.00
4-3.203(a) Discharge of "safe and sane" fireworks during prohibited hours	\$200.00	\$200.00
Second Offense	\$400.00	\$400.00
Third Offense	\$1,000.00	\$1,000.00
4-3.203(b) Discharge of "safe and sane" fireworks at prohibited location	\$200.00	\$200.00
Second Offense	\$400.00	\$400.00
Third Offense	\$1,000.00	\$1,000.00
4-3.203(c) Prohibited discharge of "safe and sane" by minors (under 18 years of age)	\$200.00	\$200.00
Second Offense	\$400.00	\$400.00
Third Offense	\$1,000.00	\$1,000.00
4.3204(a) Sale of "safe and sane" fireworks without a valid permit	\$200.00	\$200.00
Second Offense	\$400.00	\$400.00
Third Offense	\$1,000.00	\$1,000.00
4-3.204(b) Sale of "safe and sane" fireworks outside of approved stand	\$200.00	\$200.00
Second Offense	\$400.00	\$400.00
Third Offense	\$1,000.00	\$1,000.00
4-3.204(c) Sales of "safe and 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 dangerous fireworks violation	\$1,000.00	\$1,000.00
	4-3.209(a) Adult responsible for minor strictly liable for "safe and sane" fireworks violation	\$200.00	\$200.00
	Second Offense	\$400.00	\$400.00
	Third Offense	\$1,000.00	\$1,000.00
	4-3.209(b) Social Host strictly liable for dangerous fireworks violation	\$1,000.00	\$1,000.00
	*In addition to the fine, the citee shall be assessed and shall be liable for the payment of the actual costs associated with the collection, transportation, and disposal of any seized fireworks.		
	5-28.04(b) Social Host-allow minor to be in possession, consume or served alcohol, alcoholic beverage, cannabis, or controlled substance at any gathering.**	\$1,000.00	\$1,000.00
	5-28.05 Allow a loud or unruly gathering after a first response warning has been issued**	\$500.00	\$500.00
	Second Offense**	\$750.00	\$750.00
	Third Offense**	\$1,000.00	\$1,000.00
	Cannabis Public Safety License Fee - Phase 1 (Plus Background Fee)	\$425.00	\$425.00
	Cannabis Public Safety License Fee - Phase 2	\$750.00	\$750.00
	Cannabis Operation - Employee Background : Live Scan (Plus DOJ & FBI Fee)	\$30.00	\$30.00
	Cannabis Operation- Owner/Operator Background: Live Scan (Plus DOJ & FBI Fee) and Consultant Background Fee (Payable to City Consultant)	\$330.00	\$330.00
	Cannabis Public Safety License Fee - Yearly License Renewal	\$22,412.00	\$22,059.00

**City of Pacifica
2021-2022 Fees & Charges Master Schedule**

Fee Description	Proposed 2021-2022	Adopted 2020-2021
PLANNING		
Planning Division		
Planning / Engineering Hourly Rate	\$226.00	\$222.00
All development applications shall require a deposit based on estimated number of staff hours to process an application (including materials, postage, etc.). The deposit will be expended during application processing according to the adopted hourly rate, billed at each quarter hour. Additional funds may be requested if necessary. Remaining deposit will be returned at project completion.	Deposit based on estimated number of staff hours.	Deposit based on estimated number of staff hours.
City Attorney's Review of Projects and Permits - If necessary, an additional deposit amount will be required for City Attorney review of projects.	Deposit based on estimated number of attorney hours. Hourly cost of Contract Attorney	Deposit based on estimated number of attorney hours. Hourly cost of Contract Attorney
Study Sessions - payment of deposit and staff hourly rate as stipulated above.	Payment of deposit and staff hourly rate as stipulated above	Payment of deposit and staff hourly rate as stipulated above
Request for extension of Development Application permits	\$678.00	\$666.00
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 https://www.wildlife.ca.gov/Conservation/CEQA/Fees	Fees as adopted by State of California and San Mateo County Clerk.	Fees as adopted by State of California and San Mateo County Clerk.
Specialized Planning Services inc. Environmental Document Preparation with Supporting Technical Studies		
Applicant shall pay full consultant cost.	Full Contract amount	Full Contract amount
General Planning Fees		
General Research Fee	\$226.00/hr, plus actual material cost	\$222.00/hr, plus actual material cost
Business License request for zoning consistency (half-hourly rate)	\$113.00 (per half hour of work) New fee required if License is denied and resubmitted	\$111.00 New fee required if License is denied and resubmitted
Home Occupation Permits	\$113.00	\$111.00
Other Administrative Permits; hourly rate plus actual material cost.	\$226.00/hr	\$222.00
General Plan maintenance fee	See Building Division section of schedule	See Building Division section of schedule
Review of Building Permit (hourly rate)	\$226.00/hr	\$222.00
Zoning verification letter	\$113.00	\$111.00
Biennial Wireless Communications Facility Certification (PMC 9-4.2608(a)(7))	\$226.00/hr	\$222.00/hr
Banner /Temporary Signage Requests (private property)	\$113.00	\$111.00
Requests for Public Necessity and Convenience Determinations for ABC License	\$226.00	\$222.00
Special Events on Private Property	\$226.00	\$222.00
Pumpkin /X-Mas Tree Lots	\$679.00, plus \$500 refundable deposit	\$672.00, plus \$500 refundable deposit
Requests for Address Assignment/Change	\$226.00	\$222.00
Growth Management Allocations pursuant to PMC Title 9, Chapter 5	\$226.00	\$222.00

	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.
Mobile Home Fair Return Adjustment Requests		
General		
Planning Agenda Packets, Planning Related Documents, and oversized plan sets	Actual Cost of Reproduction	Actual Cost of Reproduction
Code Books or Other Technical Manuals	Publisher's Cost + 10% Handling Fee	Publisher's Cost + 10% Handling Fee
Building Division		
Building Permit Fee (Based on Dollar Valuation)**		
\$1.00 to \$500	\$64.00	\$63.00
\$501 to \$2,000	\$64.00 for first \$500 plus \$4.00 for each additional \$100 or fraction thereof.	\$63.00 for first \$500 plus \$4.00 for each additional \$100 or fraction thereof.
\$2,001 to \$25,000	\$128.00 for first \$2,000 plus \$19.00 for each additional \$1,000 or fraction thereof.	\$127.00 for first \$2,000 plus \$19.00 for each additional \$1,000 or fraction thereof.
\$25,001 to \$50,000	\$562.00 for first \$25,000 plus \$17.00 for each additional \$1,000 or fraction thereof.	\$556.00 for first \$25,000 plus \$17.00 for each additional \$1,000 or fraction thereof.
\$50,001 to \$100,000	\$1,002.00 for first \$50,000 plus \$9.00 for each additional \$1,000 or fraction thereof.	\$992.00 for first \$50,000 plus \$9.00 for each additional \$1,000 or fraction thereof.
\$100,001 to \$500,000	\$1,504.00 for first \$100,000 plus \$8.00 for each additional \$1,000 or fraction thereof.	\$1,489.00 for first \$100,000 plus \$8.00 for each additional \$1,000 or fraction thereof.
\$500,001 to \$1,000,000	\$4,843.00 for first \$500,000 plus \$6.00 for each additional \$1,000 or fraction thereof.	\$4,793.00 for first \$500,000 plus \$6.00 for each additional \$1,000 or fraction thereof.
\$1,000,000 and above	\$7,893.00 for first \$1,000,000 plus \$5.00 for each additional \$1,000 or fraction thereof.	\$7,812.00 for first \$1,000,000 plus \$5.00 for each additional \$1,000 or fraction thereof.
** Building Valuation Data is published by the ICC. Construction cost valuation is adjusted by the Building Cost Index (BCI) in the San Francisco Bay Area, published in the Engineering News Record (ENR) by McGraw-Hill Publishing Company.		
Plan Check and Other Building Permit and Inspection Fees		
Plan Check fee	65% of Permit Fee	65% of Permit Fee
Building Standards Administrative Fee \$1– 25,000 valuation = \$1 fee \$25,001 – 50,000 valuation = \$2 fee \$50,001 – 75,000 valuation = \$3 fee \$75,001 – 100,000 valuation = \$4 fee Every \$25,000 or fraction thereof above \$100,000 Add \$1	Fees shall be calculated at a rate of \$4 per \$100,000 of permit valuation, but not less than one dollar, with appropriate fractions thereof, as shown to the left.	Fees shall be calculated at a rate of \$4 per \$100,000 of permit valuation, but not less than one dollar, with appropriate fractions thereof, as shown to the left.
Education Fee	\$2 per permit	\$2 per permit
General Plan Maintenance	0.05% of construction value	0.05% of construction value
Archive Fee	\$15 plus one dollar per plan page for sheets larger than 11x17	\$15 plus one dollar per plan page for sheets larger than 11x17

Certified Assess Specialist Consultation Fee	Actual Consultant Cost + 10% Administrative Fee	Actual Consultant Cost + 10% Administrative Fee
Hourly plan check fee - Planning, Engineering, Wastewater, etc.	\$226.00	\$222.00
Swimming Pools and Spas	Building Permit fee based on contract valuation. All other applicable fees apply	Building Permit fee based on contract valuation. All other applicable fees apply
Inspections outside normal business hours	For contracted positions, fee is actual consultant cost. For in-house City employee positions, fee is time and a half, two hour minimum	For contracted positions, fee is actual consultant cost. For in-house City employee positions, fee is time and a half, two hour minimum
Grading Permits	Actual Time and Materials	Actual Time and Materials
Changes to existing permits	Hourly plan review fees based on rates for all Departments required to review revised permit. Additional Building Permit fees may apply if valuation is affected by modification.	Hourly plan review fees based on rates for all Departments required to review revised permit. Additional Building Permit fees may apply if valuation is affected by modification.
Inspection Fee. Hourly rate with a minimum 30 minutes.	\$136.00	\$134.00
Building without Permit	Double Building Permit Fee	Double Building Permit Fee
See Engineering for other encroachment, plan check, drainage fee, and other applicable fees		
Solar Photovoltaic System		
Residential	\$220 flat fee, plus \$15 per kilowatt (kw) above 15 kw. State required SMIP and Building Standards Fee based on valuation will be applied.	\$220 flat fee, plus \$15 per kilowatt (kw) above 15 kw. State required SMIP and Building Standards Fee based on valuation will be applied.
Commercial	\$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.	\$387 flat fee up to 50 kw, plus \$7 per kw between 51-250 kw and plus \$5 per kw above 250kw. State required SMIP and Building Standards Fee based on valuation will be applied.
Strong-Motion Instrumentation Program (SMIP) Fees pursuant to California Codes, Public Resources Code Section 2700-2709.1		
SMIP (All other structures)	0.00028 times valuation	0.00028 times valuation
SMIP (Residential up to three stories)	0.00013 times valuation	0.00013 times valuation
Electrical Permit Fees		
Private Swimming Pools	\$75.00	\$74.00
Nonresidential Appliances; cost for each	\$7.00	\$7.00
Temporary Power Service; cost for each	\$38.00	\$37.00
(N) Residential Bldg.; cost per square foot	\$0.11	\$0.11
Electrical Services (<=200 AMP); cost for each	\$48.00	\$47.00
Electrical Services (<200 to 1000 AMP); cost for each	\$97.00	\$95.00
Electrical Services (<1000 AMP); cost for each	\$195.00	\$192.00
Residential Appliances; cost for each	\$7.00	\$7.00
(N) Multi-Family Bldg.; cost per square foot	\$0.10	\$0.10
Signs, Outline Lighting and Marquees; cost for each	\$27.00	\$27.00
Misc. Apparatus, Conduits and Conductors; cost for each	\$29.00	\$29.00
Light Fixtures (First 20 fixtures); cost for each	\$1.00	\$1.00
Light Fixtures (Additional fixtures); cost for each	\$1.00	\$1.00

Power Apparatus (Up to and including 1)	\$7.00	\$7.00
Power Apparatus (Over 1 and not over 10)	\$19.00	\$19.00
Power Apparatus (Over 10 and not over 50)	\$39.00	\$38.00
Power Apparatus (Over 50 and not over 100)	\$78.00	\$77.00
Power Apparatus (Over 100)	\$117.00	\$115.00
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	\$39.00	\$38.00
Electrical Permit Issuance (Special Cases)	\$14.00	\$14.00
Mechanical Permit Fees		
Furnace (<=100k BTU)	\$26.00	\$26.00
Furnace (>100k to 500k BTU)	\$33.00	\$32.00
Appliance Vents	\$13.00	\$13.00
Boilers, Compressors, and Absorption Systems (<=3hp or 100k BTU)	\$24.00	\$24.00
Boilers, Compressors, and Absorption Systems (<=15hp or 500k BTU)	\$46.00	\$45.00
Boilers, Compressors, and Absorption Systems (<=30hp or 1000k BTU)	\$63.00	\$62.00
Boilers, Compressors, and Absorption Systems (<=50hp or 1750k BTU)	\$91.00	\$90.00
Boilers, Compressors, and Absorption Systems (>=50hp or 17500k BTU)	\$91.00	\$90.00
Hood	\$19.00	\$19.00
Air Handlers (<=10k CFM)	\$19.00	\$19.00
Air Handlers (>10k CFM)	\$31.00	\$31.00
Evaporative Cooler	\$19.00	\$19.00
Vent Fan (Single Duct)	\$13.00	\$13.00
Vent System	\$19.00	\$19.00
Incinerators (Residential)	\$19.00	\$19.00
Incinerators (Comm)	\$19.00	\$19.00
Miscellaneous Mechanical	\$19.00	\$19.00
Mechanical Permit Issuance	\$39.00	\$38.00
Mechanical Permit Issuance (Special Cases)	\$14.00	\$14.00
Plumbing Permit Fees		
Fixtures & Vents;	\$13.00	\$13.00
Fixtures & Vents (Repair/Alteration)	\$13.00	\$13.00
Cesspool	\$17.00	\$17.00
Sewage Disposal System	\$67.00	\$66.00
Grease Interceptors	\$11.00	\$11.00
Rainwater systems	\$17.00	\$17.00
Water Piping	\$17.00	\$17.00
Water heater	\$17.00	\$17.00
Public Spa	\$102.00	\$100.00
Gas Piping	\$9.00	\$9.00
Public Pool	\$154.00	\$152.00
Private Pool	\$102.00	\$100.00
Private Spa	\$102.00	\$100.00
Sewer	\$26.00	\$26.00
Backflow	\$17.00	\$17.00
Backflow device over 2"	\$17.00	\$17.00
Miscellaneous Plumbing	\$17.00	\$17.00
Plumbing Permit Issuance; cost for issuing each permit.	\$39.00	\$38.00
Plumbing Permit Issuance (Special Cases). For issuing each supplemental permit for which the original permit has not expired, been cancelled or finalized.	\$14.00	\$14.00
New Construction Development Impact Fees (calculated by Public Works, Engineering Division)		
In-Lieu Park Dedication Fee (PMC 10-1.803 and 8-19.02)		
Contact Engineering Division for fee calculation		
Oceana/Manor/Palmetto Mitigation Fee (PMC8-18.04)		
Contact Engineering Division for fee calculation		
See Engineering Section for other encroachment, plan check, drainage fee, and other applicable fees		
Capital Improvement Fee	As required by Pacifica Municipal Code Title 7, Chapter 4.	As required by Pacifica Municipal Code Title 7, Chapter 4.

Sewer Connection, Inspection, and Plan Check Fees	See Wastewater Treatment Plant Section of Master Fee Schedule	See Wastewater Treatment Plant Section of Master Fee Schedule
Code Enforcement		
Administrative Citations (PMC1-6.06)		
First Violation	\$100.00	\$100.00
Second Violation	\$200.00	\$200.00
Third Violation	\$500.00	\$500.00
Misdemeanor Citation	\$1,000.00	\$1,000.00
Late Fees - Failure to pay a civil fine within 10 calendar days of citation issuance, or within 10 calendar days following decision on an appeal to uphold the citation when a hardship waiver has been granted for the appeal hearing shall result in the following late charge.	50% of fine, plus full fine amount	50% of fine, plus full fine amount
Public Nuisance Abatement Assessment	Actual abatement cost - 100% to property owner plus 10% administrative fee	Actual abatement cost - 100% to property owner plus 10% administrative fee

**City of Pacifica
2021-2022 Fees & Charges Master Schedule**

Fee Description	Proposed 2021-2022	Adopted 2020-2021
PUBLIC WORKS		
Encroachment permits and inspection; hourly charge rate basis	\$226.00	\$222.00
Sidewalk repair and street openings by private contractor; hourly charge rate basis	\$226.00	\$222.00
Penalties		
Unpermitted construction work	Double Engineering Permit Cost	Double Engineering Permit Cost
Publication vending machine permit	\$490.00	\$482.00
City Maps 24" x 36'		
Printed: 24" x 36" or larger; \$3/sq ft - black; \$4/sq ft - color	Per Square Foot Fee	Per Square Foot Fee
Electronic Copy on CD	\$15/CD	\$15/CD
Electronic Copy on USB Portable Thumb Drive	\$51/4MB Drive	\$51/4MB Drive
Photocopies	Per page Fee	Per page Fee
8 1/2" x 11"; \$0.25/black; \$1.00/color	" "	" "
8 1/2" x 14"; \$0.50/black; \$1.50/color	" "	" "
11" x 17"; \$1/black; \$2/color	" "	" "
24" x 36" or larger; \$3/sq ft - black; \$4/sq ft - color	Per Square Foot Fee	Per Square Foot Fee
Engineering Standard Drawing		
Picked up	Per page fee	Per page fee
Mailed (Regular mail -Series 100)	Per page fee + Mailing	Per page fee + Mailing
Mailed (Regular mail -Series 200)	Per page fee + Mailing	Per page fee + Mailing
Mailed (Regular mail -Series 300)	Per page fee + Mailing	Per page fee + Mailing
Street Excavation Handbook	\$36.00	\$35.00
General		
Heritage Tree Permit (removal, destruction, or substantially trim); hourly rate	\$226.00	\$222.00
Heritage Tree Permit Appeal Fee	\$405.00	\$399.00
General Engineering Development Application Reviews; hourly charge	\$226.00	\$222.00
Residential and non-residential public improvement plan checking and inspection; hourly charge	\$226.00	\$222.00
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.	\$2,226 initial deposit; charged at the rate of \$226/hour	\$2,226 initial deposit; charged at the rate of \$222/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	\$2,226 initial deposit; charged at the rate of \$226/hour	\$2,226 initial deposit; charged at the rate of \$222/hour
Street/curb openings by utilities; hourly charge	\$226.00	\$222.00
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	\$2,226 initial deposit; charged at the rate of \$226/hour	\$2,226 initial deposit; charged at the rate of \$222/hour

Subdivision Improvement Plan check and construction inspection, hourly charge. Staff may require an initial deposit equivalent to 10 hours minimum. All costs for contract or consultant services shall be charged separately to the applicant as additional cost and may require additional deposit. Applicant shall pay full consultant services cost plus 10% of contract amount for administration	\$2,226 initial deposit; charged at the rate of \$226/hour	\$2,226 initial deposit; charged at the rate of \$222/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	\$226.00	\$222.00
Surface Mining Violation (found during inspection)		-
Paint Driveway Curb Tips	\$226.00	\$222.00
Pollution Prevention Inspection Fee, Hourly charge, Per Municipal Code Sec. 6-12.301	\$226.00	\$222.00
New Construction Development Impact Fees		
Highway 1 Improvement Fee (PMC 8-15.04)	As required by Pacifica Municipal Code PMC 8-15.04	As required by Pacifica Municipal Code PMC 8-15.04
Contact Engineering Division for fee calculation		
In-Lieu Park Dedication Fee (PMC 10-1.803 and 8-19.02)	As required by Pacifica Municipal Code PMC 10-1.803 and 8-19.02	As required by Pacifica Municipal Code PMC 10-1.803 and 8-19.02
Contact Engineering Division for fee calculation		
Oceana/Manor/Palmetto Mitigation Fee (PMC8-18.04)	As required by Pacifica Municipal Code PMC8-18.04	As required by Pacifica Municipal Code PMC8-18.04
Contact Engineering Division for fee calculation		
Capital Improvement Fee	As required by Pacifica Municipal Code Title 7, Chapter 4.	As required by Pacifica Municipal Code Title 7, Chapter 4.
Contact Building Department for fee calculation		
Subdivision Drainage Fee (PMC 7-4.101)	As required by Pacifica Municipal Code PMC 7-4.101	As required by Pacifica Municipal Code PMC 7-4.101
Contact Engineering Division for fee calculation		
Rockaway Beach Specific Plan Parking In-Lieu Fee (PMC 3-13.02(d)(6), Updated by Resolution 22-2020)	\$41,347.00	\$40,260
Per Parking Space. (Fee adjusted each year based on CCI.)		
Sharp Park Specific Plan Parking In-Lieu Fee (Established by Resolution 25-2020)	\$41,347.00	\$40,260
Per Parking Space. (Fee adjusted each year based on CCI.)		

PENSION OBLIGATION BONDS
LOAN AND REPAYMENT PLAN
2021-2022



Revised Repayment Plan for the General Fund - Wastewater Enterprise Loan

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

**Original Balance (includes Interest)*

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

INVESTMENT POLICY



RESOLUTION NO. 41-2021

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

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

WHEREAS, the City's current Investment Policy was adopted by City Council in August, 2017 and last reviewed in October, 2018; and

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

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

NOW, THEREFORE, the City Council of the City of Pacifica does hereby approve the City of Pacifica's Investment Policy with no changes for FY 2021-22 as contained in Exhibit A attached hereto.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Pacifica, California, held on the 28th day of June 2021.

AYES, Councilmembers: Beckmeyer, Bier, Bigstycck, O'Neill, Vaterlaus.

NOES, Councilmembers: n/a.

ABSENT, Councilmembers: n/a.

ABSTAIN, Councilmembers: n/a.



Sue Beckmeyer, Mayor

ATTEST




Sarah Coffey
City Clerk

APPROVED AS TO FORM:



Michelle Marchetta Kenyon
City Attorney

 <p style="text-align: center;">CITY OF PACIFICA ADMINISTRATIVE POLICY</p>	<p>No. 39</p>
<p style="text-align: center;">INVESTMENT POLICY</p>	<p>DATE ISSUED: 02/89; 11/94; 12/96; 08/17, 10/18</p>

I. PURPOSE

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

II. POLICY

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

III. SCOPE

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

IV. PRUDENCE

The standard of prudence to be used for managing the City’s investment program is California Government Code Section 53600.3, the prudent investor standard which

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

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

V. OBJECTIVES

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

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

VI. DELEGATION OF AUTHORITY

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

VII. PUBLIC TRUST

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

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

VIII. ETHICS AND CONFLICT OF INTEREST

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

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

IX. QUALIFIED MONEY MANAGERS, FINANCIAL DEALERS AND INSTITUTIONS

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

All financial institutions, dealers and cash managers who desire to become qualified bidders for investment transactions must supply the City with the following: audited

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

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

X. AUTHORIZED INVESTMENTS

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

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

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

state, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the state or by a department, board, agency, or authority of the state. 2) Registered treasury notes or bonds of any of the other 49 states in addition to California, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by a state or by a department, board, agency, or authority of any of the other 49 states, in addition to California, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by a state or by a department, board, agency, or authority of any of the other 49 states, in addition to California.

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

recognized rating services or (2) retain an investment advisor registered or exempt from registration with the Securities and Exchange Commission with not less than five years experience managing money market mutual funds with assets under management in excess of \$500 million.-

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

XI. PROHIBITED INVESTMENTS

At the time of purchase, all permitted investments shall conform in all respects with this Investment Policy and with California Government Code Sections 53601, 53601.1, 53601.2, 53601.6, and 53635, as may be amended from time to time. No investment

prohibited by California Government Code shall be permitted herein.

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

Types of securities or transactions not permitted include:

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

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

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

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

XII. SAFEKEEPING AND CUSTODY

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

XIII. DIVERSIFICATION

The City's investment portfolio shall be diversified to avoid incurring unreasonable risks inherent in over investing in specific instruments, individual financial institutions or

maturities. See Attachment A for portfolio investment parameters.

XIV. INTERNAL CONTROLS

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

XV. PERFORMANCE STANDARDS

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

XVI. REPORTING

Monthly Reporting

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

Quarterly Reporting

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

- Type of investment (e. g. U.S. Treasury security, commercial paper);
- Issuer name;
- Date of maturity;
- Weighted Average Maturity (WAM) of the portfolio;
- Par and dollar amount invested in all securities, and investments and monies;

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

XVII. REVIEW, ADOPTION & AMENDMENTS

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

INVESTMENT POLICY GLOSSARY

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

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

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

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

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

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

Commercial Paper – Commercial paper (CP) is an unsecured, short-term (under 270 days) promise to repay a fixed amount on a certain future date. Corporations, banks

and other borrowers issue CP as a less expensive alternative to short-term loans.

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

Local Agency Investment Fund (LAIF) – LAIF was created in the California State Treasury by Gov. Code §16429. LAIF holds local government funds in trust in a state investment pool in order to provide safety, liquidity and the benefits of the investment pool yield for local government entities invested in LAIF. LAIF may hold a broader range of securities that would not be eligible under the City investment criteria. Since LAIF is subject to different statutory investment provisions, any such variances in the LAIF pool holdings are appropriate exceptions for City purposes.

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


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

ATTACHMENT A
SUMMARY OF PERMITTED INVESTMENTS

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

FUND BALANCE COMMITMENT POLICY



 <p style="text-align: center;">CITY OF PACIFICA ADMINISTRATIVE POLICY</p>	<p>No. 76A</p>
<p style="text-align: center;">FUND BALANCE COMMITMENT POLICY</p>	<p>DATE ISSUED: 02/89; 11/94; 12/96, 06/13 REV 05/18</p>

It is the policy of the City of Pacifica to establish the procedures for reporting unrestricted fund balance in the General Fund financial statements. Certain commitments and assignments of fund balance will help ensure that there will be adequate financial resources to protect the City against unforeseen circumstances and events such as revenue shortfalls and unanticipated expenditures.

The policy also authorizes and directs the City Manager or his designee to prepare financial reports which accurately categorize fund balance as per Governmental Accounting Standards Board (GASB) Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions.

The City has established certain fund balance commitments to protect the City against unexpected interruptions in revenues, vulnerability of State actions, adverse economic conditions, unpredictable one-time costs, and exposure to natural disasters and emergencies. The committed fund balance classification includes amounts that can be used only for the specific purposes imposed by formal action of City Council. The following fund balance commitments shall be maintained by the City:

1. General Fund - Fund Balance Commitment

The City shall work to achieve a fund balance commitment of 10% of General Fund expenditures. As part of each budget cycle, the City Council will evaluate any additional revenue generated over the prior year and will consider committing additional revenue to fund balance commitments. The Council also may consider allocating additional revenue to economic development projects that will generate additional revenue. At the time that 10% is attained, the City Council will review the goal of 10% and consider increasing the fund balance commitment goal.

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

Fund and include principal repayment to the extent possible.

b) One third (33.33%) of this fund balance commitment shall be the economic contingency fund balance commitment for unexpected interruptions in cash inflows to the City. Economic contingencies may occur as a result of the State holding back on or altering tax disbursements, loss of sales tax receipts from major retailers moving out of the City, or a significant economic slowdown. This fund balance commitment will be utilized to cover the City's expenditures until a solution to the shortage is found.

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

Appropriation/Expenditure of Fund Balance Commitment Funds

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

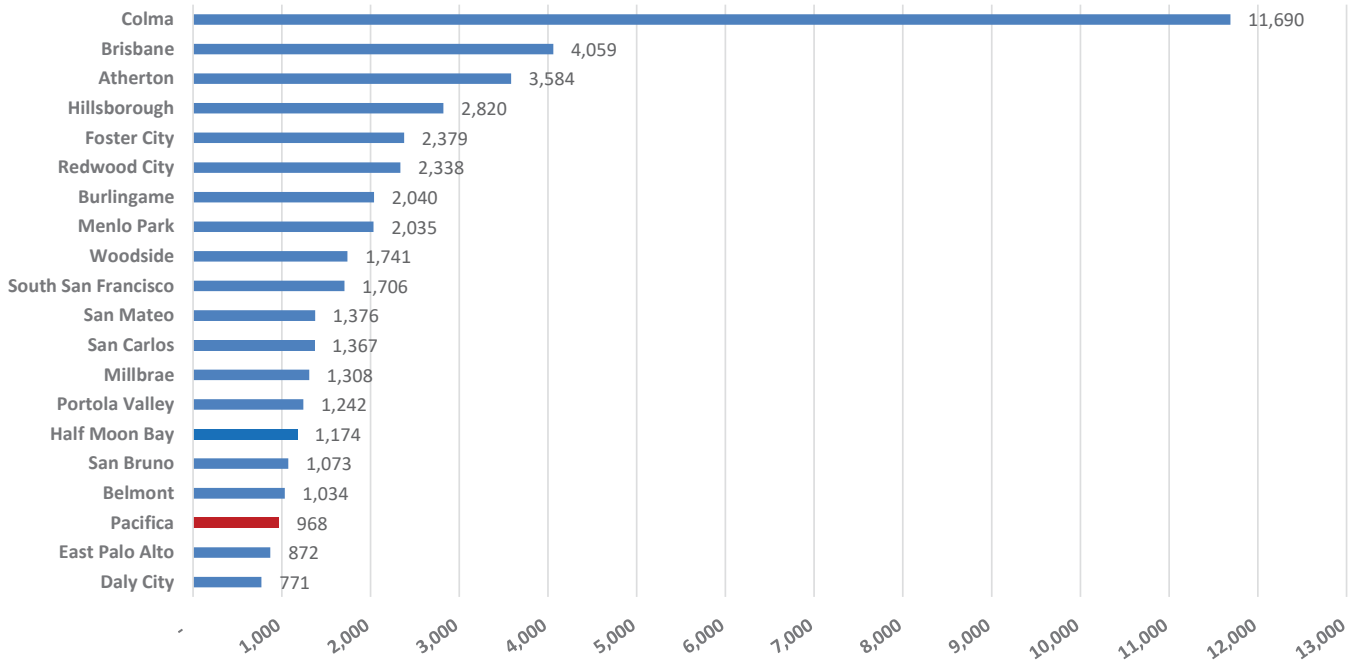
This policy is in place to provide a measure of protection for the City against unforeseen circumstances and to comply with GASB Statement 54. No other policy or procedure supersedes the authority and provisions of this policy.

San Mateo County Cities Comparison

The City of Pacifica ranks the 18th in revenues per capita comparing to other cities within the San Mateo county. The City is prudent in managing its resources, ranking 6th in cost per capita.

General Revenues Per Capita

Pacifica Ranks 18th out of 20 in Revenues per Capita



City	Population	Report Totals			Per Capita		
		General Revenues	General Expenditures	Outstanding Debt	General Revenue	General Expenditures	O/S Debt
Atherton	7,055	25,287,581	15,241,014	-	\$ 3,584	\$ 2,160	\$ -
Belmont	26,813	27,718,781	31,687,720	5,707,615	\$ 1,034	\$ 1,182	\$ 213
Brisbane	4,691	19,041,128	21,120,000	9,261,000	\$ 4,059	\$ 4,502	\$ 1,974
Burlingame	30,118	61,428,400	63,294,879	81,259,977	\$ 2,040	\$ 2,102	\$ 2,698
Colma	1,512	17,675,832	16,983,718	4,785,000	\$ 11,690	\$ 11,233	\$ 3,165
Daly City	109,142	84,185,166	90,292,870	16,198,000	\$ 771	\$ 827	\$ 148
East Palo Alto	30,794	26,839,500	28,339,500	-	\$ 872	\$ 920	\$ -
Foster City	33,033	78,589,749	80,332,927	-	\$ 2,379	\$ 2,432	\$ -
Half Moon Bay	12,431	14,588,566	16,072,208	5,154,170	\$ 1,174	\$ 1,293	\$ 415
Hillsborough	10,900	30,742,000	31,462,000	34,489,678	\$ 2,820	\$ 2,886	\$ 3,164
Menlo Park	34,698	70,610,000	70,510,000	16,904,925	\$ 2,035	\$ 2,032	\$ 487
Millbrae	22,832	29,873,319	32,197,351	22,827,458	\$ 1,308	\$ 1,410	\$ 1,000
Pacifica	38,183	36,971,000	36,971,000	25,552,921	968	968	669
Portola Valley	4,592	5,704,997	6,175,492	-	\$ 1,242	\$ 1,345	\$ -
Redwood City	85,319	199,438,970	152,709,409	-	\$ 2,338	\$ 1,790	\$ -
San Bruno	45,454	48,761,458	49,352,968	8,197,750	\$ 1,073	\$ 1,086	\$ 180
San Carlos	30,000	41,015,550	45,400,765	3,166,658	\$ 1,367	\$ 1,513	\$ 106
San Mateo	103,087	141,865,124	145,810,153	99,292,000	\$ 1,376	\$ 1,414	\$ 963
South San Francisco	67,879	115,768,363	113,118,974	48,029,933	\$ 1,706	\$ 1,666	\$ 708
Woodside	5,458	9,500,454	8,212,219	-	\$ 1,741	\$ 1,505	\$ -