



Scenic Pacifica  
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## CITY OF PACIFICA

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[www.cityofpacifica.org](http://www.cityofpacifica.org)

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**TO:** City Council

**FROM:** Kevin S. Woodhouse, City Manager

**DATE:** March 7, 2022

**SUBJECT:** **Mid-Year Update for Fiscal Year 2021-22 Council-Adopted Priorities**

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This memorandum provides workplan updates for the Council-adopted priorities for Fiscal Year 2021-22. It also provides the updated status of dozens of other non-discretionary priorities the City is undertaking. This current workload information is important to the City Council's upcoming Goal Setting workshop March 25-26 for discussing priorities for next Fiscal Year, FY2022-23.

I am pleased to report that substantial progress has been made on most of the 17 City Council Priorities adopted by the Council for FY2021-22. As the detailed workplans show in *Attachment 1*, two have been completed, several were not scheduled to begin until completion of others (due to workload sequencing), and major tasks have been completed or are underway for the remainder. Although there have been some delays in schedules due to other unanticipated priorities, staff resource availability, or intentionally revising project schedules for additional public review (such as for the General Plan Update and Sharp Park Specific Plan), the City Council, City staff, and community should be proud of the progress achieved thus far this fiscal year.

This progress also needs to be understood in context with the more than 30 non-discretionary City priorities underway simultaneous to the 17 Council-adopted priorities. As I reported to the City Council in late-August when this year's workplans were released (see <https://www.cityofpacifica.org/government/councilgoals.asp>), these other priorities fall into a variety of categories for why they are essential undertakings: regulatory or legal requirements, previous Council priority, continuing Capital Improvement Program (CIP) projects, and essential organizational improvements. A brief status of these priorities is provided in *Attachment 2*.

This list of nearly 50 projects (City Council Priorities + Other Non-discretionary Priorities), on top of day-to-day services and programs, constitutes a significant workload for the organization and signifies the dedication and focus of all City employees and the City Council in our work to serve the Pacifica community

Sincerely,

Kevin S. Woodhouse  
City Manager

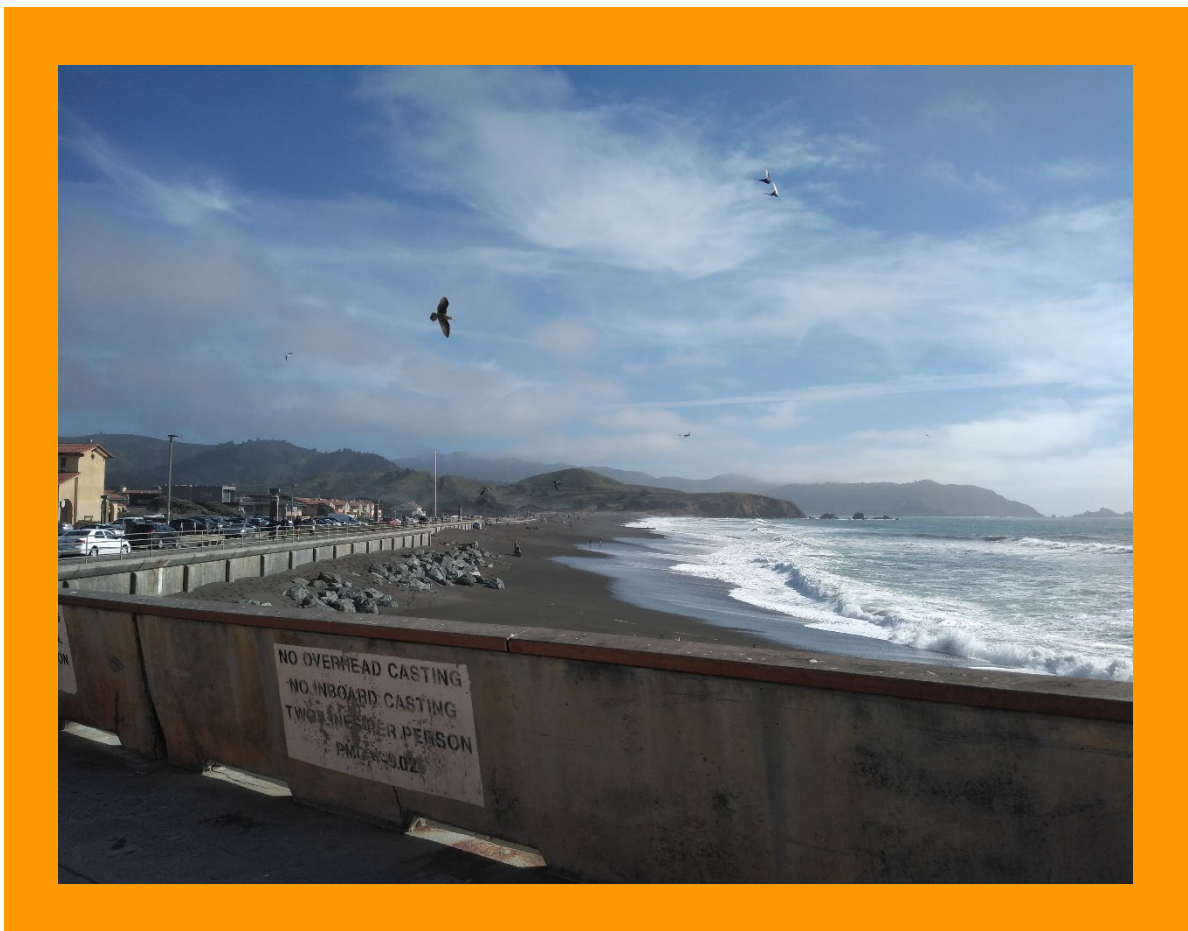
# CITY OF PACIFICA

# FISCAL YEAR 2021-22

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## WORKPLANS FOR CITY COUNCIL PRIORITIES

WORKPLANS UPDATE – MARCH, 2022



## **FY2021-22 City Council Priorities**

The following 17 priorities for FY2021-22 were adopted by the Pacifica City Council on April 12, 2021. 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

## 1. Continue the Beach Boulevard Infrastructure Resiliency Project

**Description:** This project will eventually replace the existing seawall and promenade along the entire section of Beach Boulevard, from Clarendon to Bella Vista, approximately 2,700 feet. Preliminary Planning & Feasibility (Phase 1) was completed in June 2021, and Design & Environmental work (Phase 2) will begin in FY2021-22, to be followed by Construction (Phase 3) in future years.

Built in 1984, the northern seawall is a reinforced earth wall consisting of 5'x5' concrete tiles held together by rebar and held in place by tie backs extending underneath the promenade. The retaining wall supports the promenade, the road and all the infrastructure within it. Past failures of sections of the reinforced earth wall have placed the road and infrastructure in danger of failing to the ocean. The southern seawall from the pier to Clarendon was built in 1987. It was constructed with 15' wide by 8' high precast concrete panels and set on top of a 12" wide by 5-7" high concrete foundation. It is held in place by concrete tie backs and precast concrete wave deflectors.

In June 2021, City Council selected the hybrid seawall with rock apron and beach nourishment alternative to move into the Design and Environmental Phase.

### *Goals Fulfilled:*

- Stewardship of City Infrastructure
- Maintaining a Safe Community
- Fiscal Sustainability

**Current Status:** Phase 1 was completed in June 2021 with City Council selecting the staff-recommended option – hybrid seawall with rock apron and beach nourishment. In Fall 2021, City staff worked with GHD on review of scope for phase 2 and applied for grant funding through FEMA's HMGP & BRIC programs.

**Budget Notes:** Project management will be done by existing staff with consultant assistance. There remains approx. \$700k of the \$1.5 million of state funding received in 2020, but it is estimated phase 2 may cost up to \$5 million and take several years to complete. Staff will be developing a funding plan to complete Phase 2, and continues to explore options to fund construction of this project.

**Target Completion Date:** TBD

**Lead/Support Dept:** Public Works/CMO

Milestones:

- ✓ By June 2021, Phase 1, Preliminary Planning & Feasibility, completed: With \$1.5 million in State funding, completed between June 2019 and June 2021 RFP for consultant services, consultant selection, existing conditions report, multi-hazard risk assessment, alternatives analysis, four community workshops and extensive public engagement, and City Council selection of recommended alternative;
- ✓ By September 2021, GHD preparation of revised draft scope of work and budget for Phase 2;
  - By March 2022, review and finalize Phase 2 scope of work;
  - By April 2022, develop preliminary funding plan for Phase 2;
  - TBD, begin Phase 2 work;
  - TBD, complete design phase, environmental review, and permitting;
  - Ongoing, continue funding search strategies for construction funding;
  - TBD, award construction contract and start construction.

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## 2. Continue outreach efforts related to a New Sharp Park Library & Renovated Sanchez Library

**Description:** Continue to inform the community about the advantages of a New Sharp Park Library & Renovated Sanchez Library to gain support for a future bond measure to fund construction of the project.

*Goals Fulfilled:*

- An Engaged Community
- Stewardship of City Infrastructure
- A Healthy and Compassionate Community

**Current Status:** Library Advisory Committee (LAC) meetings were put on-hold during the pandemic. Staff is continuing a “lighter” project outreach approach, primarily through social media, to maintain project awareness. In early February staff met with Council liaisons to the LAC to discuss the 2021-22 work plan for this Council priority. Recently, a new funding opportunity for library infrastructure improvements was announced. City and San Mateo County Library staffs are evaluating submission of an application(s) for the Sanchez and /or Sharp Park libraries.

*Budget Notes:* Minimal expenditures are expected during the limited outreach campaign. Additional funding would be needed to prepare for a ballot measure seeking voter approval of funding for the project. If the grant mentioned above is approved, matching funds would be required.

*Target Completion Date:* Anticipated to continue into FY2022-23.  
*Lead/Support Dept:* CMO

Milestones:

- By mid-March 2022, grant applications are due.
  - TBD, development of next steps and workplan milestones.
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### **3. Complete an update to the Climate Action Plan**

**Description:** The City's first Climate Action Plan (CAP) was adopted in 2014. This project would update the CAP using updated greenhouse gas emissions estimates and updated methodologies based on recent best practices.

*Goals Fulfilled:*

- Stewardship of City Infrastructure
- Environmental Sustainability
- Maintaining a Safe Community

**Current Status:** This work has been on hold due to staffing considerations. The staff person who will focus on the plan update and implementation measures has recently been hired and will also assist the Economic Development Program and will report to the Chief Financial Sustainability Officer (CFSO) for that work.

Now that hiring is complete, staff will work with consultants DNV GL through a partnership with Regional Climate Action Planning Suite (RICAPS) to update Pacifica's existing Climate Action Plan. Staff attends monthly RICAPS working group meetings. Staff is reviewing the latest Menu of Measures (a pre-set list of greenhouse gas (GHG) reduction measures most applicable to the San Mateo County region and is the recommended approach to estimating potential GHG emissions avoided from each measure) provided by RICAPS for consideration and to be incorporated as part of strategies and actions of the climate action plan update. RICAPS has also provided an updated Climate Action Plan template, which staff is also exploring to use as part of the update. The draft semi-standard language found in the template can serve as a good starting point for making modifications and customizing information.

Staff will re-engage with active community groups including the community-based Climate Committee and Pacifica Rotary Club to educate the community about GHG reduction opportunities via website, Connect with Pacifica, and other channels.

*Budget Notes:* The CAP update is being partially supported by a PG&E grant via the RICAPS.

*Target Completion Date:* TBD

*Lead/Support Dept:* Planning/Public Works

Milestones:

- By 4<sup>th</sup> Quarter FY 2021-22, review the latest Menu of Measures provided by RICAPS and the semi-standard language in the RICAPS Climate Action Plan template, and consider what strategies are to be incorporated in the CAP update;
- By 4<sup>th</sup> Quarter FY 2021-22, conduct a meeting with RICAPS consultant, DNV-GL, to review Pacifica’s GHG emissions;
- During 1<sup>st</sup> Quarter FY2022-23, continue to meet with RICAPS coordinators for support in updating the climate action plan;
- TBD, conduct public engagement with stakeholders and the community to finalize which strategies could help reduce GHG emissions, identify measures for action, prioritize which measures to implement first, and then quantify whether actions will achieve targets with the assistance from DNV-GL.
- TBD, complete the updated climate action plan.

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**4. Complete the *Vision 2025 & Beyond* strategic planning process to articulate a long-term and financially sustainable vision for Pacifica**

**Description:** The City Council approved the following purpose statement for this study:  
*The Purpose of the Pacifica Vision 2025 & Beyond project is to tell Pacifica’s story of the many priority infrastructure projects and enhanced programs and services envisioned for Pacifica’s mid to long-term future that are equitable and inclusive and will help all Pacificans thrive, and to articulate the City’s financial opportunities, challenges, and strategies to achieve this vision and resiliency.*

This study focuses on the following major components:

- ***Financial Forecasting:*** Detailed revenue and expenditure forecasting, based on economic and tax revenue consultant expertise, with an emphasis on the first few years.;
- ***Public Engagement and Surveys:*** Robust table-top deliberative engagement processes such as has been done for most of Pacifica’s major projects in recent years, combined with community-wide survey tools such as utilizing FlashVote and/or traditional polling processes;
- ***Analysis of Revenue Enhancement Strategies:*** What are potential major revenue enhancement options, such as voter-approved

measures or other strategies, and how much revenue might they yield;

- ***Analysis of Economic Development Strategies:*** What focus and refinement may be necessary to the City's Economic Development Strategic Plan and specific action steps for the near future;
- ***Synthesize Council Goals and Priorities:*** Crafting a story out of the many major priority projects/initiatives currently underway, receiving input on that story, refining the vision with community and City Council input, and developing communications/branding to promote that story.

*Goals Fulfilled:*

- Fiscal Sustainability
- Stewardship of City Infrastructure
- Engaged Community
- Healthy & Compassionate Community

**Current Status:** At the December 13, 2021 City Council meeting, the Council provided input on the Statement of Work that involved analyzing the current and future economic opportunities in each of the City's business zones, an exploration of key economic opportunity sites in Pacifica (including the Beach Boulevard Hotel Site, the Quarry Site, and the potential for a Pacifica Downtown in the Palmetto/Sharp Park area), recommendations on potential updates to the City's Economic Development Strategic Plan and related opportunities and robust public engagement process.

City Council provided input for the statement of work and approved the City Manager's recommendation to release an RFP for this component of the Vision 2025 & Beyond project. The RFP was issued on January 28, 2022, and proposals are due on March 7, 2022.

A component of Vision 2025 & Beyond related to the Economic Opportunities Study above, but on a parallel track, is the *marketing* of short-term and longer-term opportunities. The City retained Creative Digital Agency (CDA) to conduct an analysis of audiences, gaps and marketing opportunities to unify a creative approach for the City's marketing efforts and develop a two-year marketing implementation plan. The results of this preliminary analysis containing 14 marketing opportunities to improve the business economy in Pacifica, were presented to the City Council and EDC in a joint study session on December 13, 2021. Staff incorporated input from the Council and EDC to proceed with the development of a two-year marketing plan with CDA which prioritized work on a Shop Pacifica e-Gift Card Program, Workcations, Social Media and Banners and prepared an agreement for a two-year marketing program and services with CDA. Council approved the two-year agreement on February 14, 2022.



Finally, staff had refined a preliminary 10-Year Financial Forecast and completed an initial assessment of Revenue Enhancement Strategies (including voter-approved revenue measures) that might be feasible to help maintain, or enhance, the current level of City services, as well as fund Capital Projects and infrastructure needs in Pacifica. Council discussed this information on February 14, 2022, and provided direction about potential revenue measures to advance to the next phase of feasibility assessment, including engagement of a consultant for ballot measure analysis and communications services.

*Budget Notes:* \$100,000 has been budgeted in FY2021-22

*Target Completion Date:* TBD

*Lead/Support Dept:* CMO

Milestones:

- ✓ By August 2021, develop project work plan;
- ✓ By December 2021, joint study session with City Council and Economic Development Committee to present marketing gap analysis and marketing plan recommendations;
- ✓ By January 28, 2022, develop and release RFP for Economic Opportunities Study;
- ✓ By February 14, 2022, Council approval of 2-year marketing plan;
- ✓ By February 14, 2022, present 10-year financial forecast and revenue enhancement strategies for City Council discussion;
- By March 28, 2022, award contract for Economic Opportunities Study;
- TBD, report to City Council results of feasibility assessment of potential revenue measures;
- TBD, conduct public engagement as part of Economic Opportunities Study;
- TBD, complete the Economic Opportunities Study and present results to Council.

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## 5. Continue Esplanade Avenue Bluff Erosion Infrastructure Protection Projects

Description: Projects along the 300 and 400 blocks of Esplanade Avenue aim to protect the street and infrastructure within it from severe bluff erosion. They look to mitigate erosion hazards to infrastructure in the area. The 310-330 Esplanade project, for which conceptual plans are complete, will construct a concrete seawall at the base of the bluff in order to deflect the ocean wave energy and protect the toe of the bluff from further erosion. The 400

Esplanade projects looks to mitigate the same erosion issue, with conceptual plans to be completed during FY2021-22.

In FY2021-22 both projects look to continue their preliminary planning, design, and environmental work including acquiring property rights, geotechnical investigations, environmental phase studies, permitting and design of the structures.

*Goals Fulfilled:*

- Stewardship of City Infrastructure
- Maintaining a Safe Community

Current Status: 310-330 Esplanade

The City has filed Eminent Domain proceedings on 310-330 Esplanade. Environmental work has begun by City consultant by completing borings, biological assessments, and boundary surveying. Preliminary seawall conceptual plans are complete. Environmental assessments are on-going. Staff and the project team met with the Coastal Commission to discuss the concept plans along with a joint agency meeting that included the United States Army Corps of Engineers, State Lands Commission, and the California Department of Fish & Wildlife. The agencies' notes along with City comments are being incorporated into the next revision of plans. The work was on pause during FY 20-21 while funding was pursued and discussion with the USACE were on-going. In FY 21-22, the project looks to begin the Coastal Development Permit process and continue to work on design for the solution.

Following another review of the project by City planning staff in the fall of 2021, it was determined that the City must be the lead CEQA agency for the project and not the California Coastal Commission, as was previously thought. This requires the City to complete a consultant agreement amendment to allow the CSA design team to take on this additional environmental work. Staff and CSA are working through a scope amendment to include the preparation of an Initial Study that will determine the needed CEQA document for this project. Staff hopes to return to Council in spring of 2022 with the amended scope, agreement, and updated project schedule. It is anticipated the preparation of the CEQA document may add a year onto the planning process. Permit applications would be submitted following the CEQA process.

400 Esplanade

Staff has closed out Phase I. Phase II funding has been preliminarily awarded as of July 8<sup>th</sup>, 2020. Staff prepared an RFP for this work which was awarded to Moffat & Nichols, Inc. on November 2020. FY 21-22 work continued the technical studies needed to recommend a protection alternative to City Council in early 2022. On February 28, 2022, City Council approved the planning and feasibility report recommending a rock revetment solution.

*Budget Notes:* Existing staff will manage the projects, with consultant assistance for construction management and inspection services. Funding is a combination of Federal and State grants, with City matching funds.

310-330 Esplanade

Project cost is significantly higher than originally expected when beginning the project due to various factors, such as likely regulatory approval conditions, the geology of the site, and the difficult construction access. The current estimate for construction ranges from \$12-\$13million. Staff has been working with CalOES, FEMA, and USACE regarding funding this project. With recent SB 129 funding (\$6 million), which can serve as the City's share of CalOES funding, staff believes the budget is sufficient to continue moving this important project forward.

400 Esplanade

Engineering estimates for each phase, to be refined as project design and permitting occurs:

Phase I: Final dollars spent are \$1,538,784 with FEMA Public Assistance Grant Program to reimburse \$1,404,857;

Phase II: \$3.9 Million, CalOES Hazard Mitigation Grant Program (CalOES-\$2.93M, City-\$979K, with recently received \$1.75 million from State). Should a rock revetment alternative move through CEQA and permitting without issue, there is expected to be significant cost savings on this project.

*Target Completion Date:* Dates are variable due to complexity of permitting & seasonal construction windows.  
310-330 Esplanade Design – Fall 2023  
310-330 Esplanade Constr. – Fall 2024  
400 Esplanade Prelim Planning & Feasibility – February 2022  
400 Esplanade Design & Permitting - Spring 2023  
400 Esplanade Construction – Fall 2024

*Lead/Support Dept:* Public Works

Milestones:

310-330 Esplanade

- ✓ By September 2018, awarded Design & Environmental Phases contract;
- ✓ On October 14, 2019, Resolution of Necessity to acquire 330 Esplanade Avenue was adopted.
- By End of April 2022, Complete Initial Study
- By End of Summer 2023, Complete CEQA
- By End of September 2023, submit permitting applications;
- By Spring 2024, award construction contract;
- By Winter 2024 complete construction (estimated).

400 Esplanade

Phase I – Temporary Rock Retement

- ✓ By July 2018, awarded construction contract and began work;
- ✓ By August 2018, Phase I completed, which installed a temporary rock retement as emergency protective measure;
- ✓ By December 2018, project close out completed.

Phase II – Permanent Sculpted Seawall

- ✓ By September 2018, City staff resubmitted project under the current wildfire disaster declaration, as advised by CalOES;
  - ✓ By September 2020, staff will prepare RFP for design and environmental services for the project.
  - ✓ By November 10, 2020 award design and environmental services.
  - ✓ By February 2022, complete preliminary planning & feasibility and present findings to City Council.
  - By Spring 2023, design & environmental documents completed, project ready to bid.
  - By Fall 2024, project constructed.
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## 6. Continue efforts to evaluate the City Tree Program and update the Heritage Tree Ordinance

**Description:** Tree maintenance and removals are a complex topic. There is an important safety need to remove aging trees, and the City's tree ordinance/policy needs to be updated to reflect the current state of the urban forest. The City also needs an urban forest and vegetation management plan. The scope of work for this priority for FY2021-22 will begin to address review of policies and practices, public engagement and information, and creation of the City's tree inventory.

*Goals Fulfilled:*

- Stewardship of City Infrastructure
- Environmental Sustainability
- Maintaining a Safe Community

**Current Status:** The City's current heritage tree ordinance has been in effect since January 10, 1990. This project is to evaluate and recommend changes to reflect current good forestry practices and administration. In addition, the City does not have an urban forest management plan, which would help the City obtain grants from State agencies to help fund tree program components, such as tree inventories or urban reforestation. Due to the large scope of work and complexity of this topic, which includes developing an Urban Forest Management Plan (UFMP), ordinance revisions, process reviews, and public engagement, the project will be divided into two parts:

Tree Workplan Part 1: Updating Heritage Tree Ordinance (HTO), review and modification of public and private tree removal processes, review and modification of City street tree maintenance processes, and provide public engagement and outreach.

Tree Workplan Part 2: Building upon Part 1, start a tree inventory, establish a sustainable Urban Forest/Open Space Management Plan (species selection, planting, maintenance, staffing needs), provide urban forest cost/benefit analysis, implement software program to assist with tree management, and provide public engagement and education plan.

Davey Resource Group (DRG) and staff have interviewed stakeholders, held public meetings to receive comments, and held pop-up events at the Pacifica's Farmers Market. DRG will finalize the benchmarking report and study and present it to the City Council for additional comments and public input. This input will help guide staff with drafting the Heritage Tree Ordinance Update.

*Budget Notes:* \$150,000 for consultant assistance approved in the FY2020-21 budget, an additional \$150,000 for Tree Workplan Part 2 approved in the FY2021-22 budget.

*Target Completion Date:* Tree Workplan Part 1: June 2022

*Lead/Support Dept:* Public Works/Planning

Milestones:

- ✓ By end of February 2021, award consultant services agreement to Davey Resource Group to update HTO and kickoff of project;
- ✓ By March-August 2021, interview stakeholders and prepare findings report;
- ✓ On September 28, 2021, held a joint meeting with the Planning Commission, Parks, Beaches, and Recreation Commission, and Beautification Advisory Committee to receive input and comments;
- ✓ On November 10 & 17, 2021, held pop-up events at the Pacifica Farmers Market to conduct public surveys;
- ✓ On November 16, 2021, held a virtual community meeting on *publicinput.com* to receive any other comments;
- ✓ On January 11, 2022, attended and presented Heritage Tree Ordinance Update to the Pacifica Rotary Club and received comments;
- By March 28, 2022, schedule and hold City Council Study Session;
- By April 2022, incorporate public comments into HTO;
- By April 2022, prepare RFP for Tree Workplan Part 2;
- By May 2022, present HTO to City Council;
- By June 2022, City Council adoption of updated HTO;
- By June 2022, interview consultants and award consultant services agreement for Tree Workplan Part 2.

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## 7. Continue efforts to address Civic Center facility health and safety issues

**Description:** In response to air quality issues and building deficiencies of the City Hall and the Planning/PB&R (P+P) Building, City Council approved a project to rehabilitate and renovate the Civic Center facilities. The City has hired Group 4 Architecture, Research + Planning (“Group 4”) to provide architectural services to modernize the Civic Center, including incorporating the historic Ocean Shores Railcar into the site design.

*Goals Fulfilled:*

- Stewardship of City Infrastructure
- Maintaining a Safe Community

**Current Status:** A study session was held with City Council in October 2020 to discuss the air quality concerns and general condition of the Civic Center Campus, which impact the health and safety of the facilities for employees and the

visiting public. In response, the City Council approved a Master Consultant Services Agreement with Group 4 to prepare a Civic Center Conceptual Design in November 2020. Group 4 conducted staff meetings, public engagement events, and Council Study Sessions, which all led to a preferred site design, design values, and building programs for the Civic Center Conceptual Design. The Civic Center Conceptual Design includes the full interior and exterior renovation of City Hall and the P+P Building and full site improvements, which could cost up to \$11.49 million. However, through value engineering, the project team is working to reduce the cost to fit within a \$10 million budget approved by the City Council, which consists of \$6 million of City-funded sources and a \$4 million bank loan with a low-interest 20-year term.

On June 28, 2021, City Council executed Task Order No. 2 with Group 4 for the Civic Center Campus Facilities Project Final Design phase. During this phase, Group 4 will be preparing the construction / bidding documents for this project, as well as conducting project management team meetings, public engagement and Planning Commission meetings, and updates to City Council. Civic Center employees were relocated to the Community Center at the end of July and the “new” temporary Civic Center was opened to the public on August 16, 2021.

Group 4 has conducted several City staff workshops, a stakeholder public engagement meeting in October 2021, and updated the City Council at the October 25, 2021 regular meeting. In addition, the project was presented to the Planning Commission on November 15, 2021 and was positively received. The project has completed plan check with the Building Department and has been released for public bid. Bids are due March 22. Depending on bidding results, award of the construction agreement is anticipated for April 2022.

*Budget Notes:* The City is still working with its Insurance Carrier regarding the claim and insurance proceeds. City Council approved the funding strategy of \$10 million for the project. City Council approved Task Order No. 2 in the amount of \$1,150,937 for the Final Design of the project.

*Target Completion Date:* June 2023  
*Lead/Support Dept:* Public Works/CMO

Milestones:

- ✓ On November 24, 2020 based on City Council direction, the City executed a consultant services agreement with Group 4 to prepare Conceptual Design for the Civic Center Campus;

- ✓ On April 26, 2021, presented final Conceptual Design and funding strategy to City Council;
- ✓ On June 28, 2021, City Council executed Task Order No. 2 in the amount of \$1,150, 937 for the Final Design of the project, which includes the preparation of construction documents;
- ✓ On July 30, 2021, the Civic Center was relocated to the Community Center;
- ✓ On August 16, 2021, the “new” Civic Center opened its doors to the public;
- ✓ On October 6, 2021, conducted all City staff workshop;
- ✓ On October 13, 2021, held an All-Stakeholders public engagement meeting;
- ✓ On October 25, 2021, updated progress of project with the City Council regarding the schematic/design development phase, site design, and budget;
- ✓ On November 15, 2021, presented project to the Planning Commission;
- ✓ On December 28, 2021, 100% construction plans for Final Conceptual Plan submitted to Building Department for review;
- ✓ On January 31, 2021, staff prequalified ten (10) contractors for the project;
- ✓ By end of February 2022, final 100% construction plans out for public bid;
- By end of March 2022, open bids for the Civic Center Campus Improvement Project;
- By April 2022, award construction contract;
- By May 2022, start construction;
- By June 2023, complete construction. Create punch list;
- By July 2023, address punch list items.

## 8. Continue efforts to complete Policing in Pacifica workplan actions

**Description:** In May 2020, the George Floyd homicide created conversation within the community regarding policing policies and procedures in Pacifica. This resulted in (4) presentations to City Council by the Chief of Police related to Use of Force Policy, police training on bias, and community engagement programs. The result of these presentations was the creation of a workplan designed to assure the Police Department maintains lawful, best practice policies and to create community engagement opportunities.

*Goals Fulfilled:*

- Health/Compassionate Community
- An Engaged Community
- Maintaining a Safe Community



**Current Status:** Staff work continues on the workplan, with some items being delayed due to COVID-19 restrictions. Numerous actions have been completed, as noted in the milestone below.

*Budget Notes:* Expenditures related to training events and Chief's Advisory Panel are expected to be absorbed by the 2021-2022 FY budget.

*Target Completion Date:* On-going  
*Lead/Support Dept:* Police Department

**Milestones:**

- ✓ By June 2020, implement policy prohibiting the use of the carotid restraint;
- ✓ By July 2020, edit Use of Force Policy to mirror language used in 835 PC;
- ✓ By October 2020, edit Use of Force Policy to align with SB230;
- ✓ By April 2021, provide 1<sup>st</sup> annual Policing Workplan progress report to City Council
- ✓ By April 2021, complete annual bias training for police personnel;
- ✓ By December 2021, facilitate bias training for City staff;
- By March 1, 2022, develop a plan for selection of the Chief's Advisory Panel members, to be implemented prior to the end of FY 2021-22;
- By April 2022, present 2<sup>nd</sup> annual Policing Workplan to City Council;
- By April 2022, complete annual bias training for police personnel;
- By June 30, 2022, hold a facilitated community/Police Department bias training/discussion event;
- By June 30, 2022, begin the first Community Police Academy;

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## **9. Prepare a Quarry Site Specific Plan**

**Description:** The Quarry owner desires to develop the property in a manner that is mutually acceptable to him, the City, and the Pacifica community. This work plan item would include a City-led, owner-funded specific plan process to create a plan for the Quarry site to replace limited planning policies in the existing Rockaway Beach Specific Plan. The new specific plan would include a detailed land use and implementation plan for the Quarry site. The scope of work for the specific plan would include robust community engagement and the City Council would retain land use authority, subject to certification by the Coastal Commission. The Quarry Site Specific Plan is a separate project from the ongoing Quarry Reclamation Plan.

*Goals Fulfilled:*

- Fiscal Sustainability
- An Engaged Community
- A Healthy and Compassionate Community

**Current Status:** The Quarry Specific Plan process will commence in early FY 2022-23 after the General Plan and Sharp Park Specific Plan projects are completed at the end of FY2021-22.

*Budget Notes:* This project would be property-owner funded but managed by the City. The City will be seeking grant funding or alternative sources to support aspects of the project related to updating the Rockaway Beach Specific Plan.

*Target Completion Date:* Preparation of a specific plan would take approximately one year. This project is anticipated to continue into FY2023-24.

*Lead/Support Dept.:* Planning

**Milestones:**

- By 4<sup>th</sup> Quarter FY 2021-22, select a consultant to manage community engagement and specific plan preparation;
- By 1<sup>st</sup> Quarter FY 2022-23, pending completion of the Sharp Park Specific Plan and General Plan Update, begin community engagement on the Quarry Site Specific Plan;
- By 2<sup>nd</sup> Quarter FY 2022-23, begin EIR preparation;
- By 4<sup>th</sup> Quarter FY 2022-23, release draft specific plan and draft EIR for public comment;
- By 1<sup>st</sup> Quarter FY 2023-24, approve specific plan.
- TBD, achieve Coastal Commission certification of specific plan.

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## **10. Complete a Sharp Park Specific Plan**

**Description:** Prepare a Sharp Park Specific Plan (SPSP) for the West Sharp Park neighborhood and portions of the East Sharp Park neighborhood. The SPSP will contain policies to protect neighborhood character, revitalize commercial activity, strengthen visitor-serving uses, and encourage affordable housing, among other outcomes.

*Goals Fulfilled:*

- Fiscal Sustainability
- An Engaged Community

➤ A Healthy and Compassionate Community

**Current Status:** Significant public and decision maker input has been received in development of the SPSP. The Plan’s narrative and policies have been drafted based on the direction provided by Council in November 2020. The Specific Plan and Draft Environmental Impact Report (which also addresses the General Plan Update) were released for public review in January 2022. The Planning Commission and City Council will hold hearings in May/June 2022 to recommend and adopt the documents, respectively. The SPSP will then be submitted to the Coastal Commission for certification as part of the Local Coastal Plan Implementation Plan.

*Budget Notes:* The SPSP is fully funded in the FY 2021-22 budget. Key funding has been provided by an SB 2 grant received by the City (\$160,000).

*Target Completion Date:* June 2022 (City Council approval) followed by Coastal Commission certification (timeline TBD).

*Lead/Support Dept:* Planning

**Milestones:**

- ✓ By January 2022, release draft Sharp Park Specific Plan and draft EIR for public review;
- On March 8, 2022, comment period closes;
- By March 9, 2022 to early April 2022, work with consultant team to prepare response to comments;
- By April to early May 2022, prepare Final EIR and release at least 10 days prior to first public hearing;
- By May 2022, hold Planning Commission hearings;
- By June 2022, hold City Council hearings.

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## 11. Complete a comprehensive General Plan update

**Description:** The City’s current General Plan is more than 40 years old. This project would adopt an update to the General Plan to cover the next 20 years.

*Goals Fulfilled:*

- Fiscal Sustainability
- An Engaged Community
- Stewardship of City Infrastructure
- A Healthy and Compassionate Community
- Maintaining a Safe Community

**Current Status:** The General Plan Update process began approximately 11 years ago, with the latest draft released in 2014. In 2019 the Council directed that the update process be completed by reintroducing the plan through a new round of community engagement and public input. Initial input was collected during five community meetings conducted in June and July 2019. In August and September 2019 this feedback was presented in joint study sessions with the Planning Commission and City Council. The General Plan has been updated based on the direction provided by the Council, and the Draft Environmental Impact Report (DEIR) was prepared. The General Plan Update and DEIR were released for public review in January 2022. The Planning Commission and City Council will hold hearings in May/June 2022 to recommend and adopt the documents, respectively.

*Budget Notes:* The General Plan update is fully funded in the FY 2021-22 budget, primarily from development impact fees collected previously by the City.

*Target Completion Date:* June 2022

*Lead/Support Department:* Planning

**Milestones:**

- ✓ By January 2022, release draft General Plan and draft EIR for public review;
- On March 8, 2022, comment period closes;
- By March 9, 2022 to early April 2022, work with consultant team to prepare response to comments;
- By April to early May 2022, prepare Final EIR and release at least 10 days prior to first public hearing;
- By May 2022, hold Planning Commission hearings;
- By June 2022, hold City Council hearings.

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## **12. Complete an update to the Wireless Communication Facilities Ordinance**

**Description:** The Wireless Communication Facilities Ordinance would modernize the City's current regulations to reflect the evolution of the wireless industry and the types of facilities most commonly constructed with today's technology. It would also update current regulations to reflect recent changes in state and federal law that affect local control. Specific objectives for the ordinance amendments would be determined when the project is initiated. Preliminary Council discussions included a desire that the ordinance reflect and incentivize the community's design values for such facilities while complying with state and federal regulations.

*Goals Fulfilled:*

- An Engaged Community
- Maintaining a Safe Community

**Current Status:** Estimated start date is 1<sup>st</sup> Quarter of FY2022-23. This project will commence after completion of the General Plan Update and Sharp Park Specific Plan projects, pending additional priorities.

*Budget Notes:* \$15,000 is budgeted in Planning for this project. This amount does not include City Attorney’s Office costs.

*Target Completion Date:* 2<sup>nd</sup> Quarter of FY 2022-23.

*Lead/Support Department:* Planning

**Milestones:**

- By 1<sup>st</sup> Quarter FY 2022-23, identify a consultant with expertise in wireless communications facilities ordinances;
- By 1<sup>st</sup> Quarter FY 2022-23, conduct community engagement regarding potential ordinance updates;
- By 2<sup>nd</sup> Quarter FY 2022-23, perform CEQA analysis of a draft ordinance (if necessary);
- By 2<sup>nd</sup> Quarter FY 2022-23, conduct public hearings on draft ordinance at Planning Commission and City Council, followed by adoption by City Council.

### **13. Prepare an update to the Housing Element of the General Plan**

**Description:** This project would update the Housing Element of the General Plan in accordance with state law. Key objectives of the Housing Element update include the identification of areas suitable for construction of housing for all income levels to satisfy the City’s Regional Housing Needs Allocation (RHNA), as well as to identify constraints to the production of affordable housing and strategies to eliminate those barriers. The Housing Element update process will include a community outreach process conducted in part with countywide partners in the 21 Elements housing consortium. The ABAG region’s RHNA Cycle 6 Housing Element updates will cover the period from January 2023 through January 2031. The adoption deadline for the Housing Element updates under Cycle 6 is January 15, 2023. Adoption of the Housing Element will conclude with public hearings at the Planning Commission and the City Council, and certification by the California Department of Housing and Community Development.

*Goals Fulfilled:*

- An Engaged Community
- A Healthy and Compassionate Community

**Current Status:** Staff has started work on the early stages of the Housing Element update with assistance from the 21 Elements housing consortium. The first community outreach meeting through 21 Elements occurred in April 2021. The intensity of work will increase for the remainder of 2022 to enable adoption by the state-mandated deadline.

*Budget Notes:* This project will be funded primarily through grant funds. The City has received \$150,000 in Local Early Action Planning (LEAP) grant funds and anticipates receiving an additional \$33,449 in noncompetitive funding from the Regional Early Action Program (REAP) in part based on the City's Final RHNA subregional share of 1,892 units approved by the ABAG Executive Board on January 21, 2021. The City applied to the Association of Bay Area Governments (ABAG) for competitive REAP funding to support additional community outreach and other activities related to the Housing Element update; however, the City did not receive a competitive REAP funding award.

*Target Completion Date:* By January 15, 2023  
*Lead/Support Department:* Planning

**Milestones:**

- By 4<sup>th</sup> Quarter FY 2021-22, complete technical work and prepare draft Housing Element document;
- By 1<sup>st</sup> Quarter FY 2022-23, perform CEQA analysis of Housing Element update;
- By January 15, 2023, conduct public hearings on Housing Element update at Planning Commission and City Council, followed by adoption by City Council.

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**14. Design and implement a Council conversation with the Community about homelessness**

**Description:** Homelessness continues to be a difficult problem to address, made even more difficult by the pandemic and the rising cost of housing. The City continues to support, and work with, the Pacifica Resource Center on efforts to bring services to unhoused persons in Pacifica. Understanding that homelessness is a problem that is not going to be solved soon, the City Council is interested in designing and implementing a community conversation forum about homelessness, targeted for the second half of FY2021-22.

*Goals Fulfilled:*

- A Healthy and Compassionate Community

- An Engaged Community
- Maintaining a Safe Community

**Current Status:** A community conversation forum about homelessness will be designed and implemented during the second half of FY2021-22.

*Budget Notes:* \$20,000 has been budgeted in the FY2021-22 budget for implementation of up to two professionally facilitated community conversation forums, to include tabletop dinner format.

*Target Completion Date:* June 30, 2022

*Lead/Support Department:* CMO

**Milestones:**

- TBD, hold a City Council study session to receive input on the design for the forum;
- TBD, select and contract with a facilitator for the forum;
- TBD, schedule and hold the forum.

## **15. Evaluate the City’s plastic foodware ordinance and consider potential updates to address plastic cups and lids**

**Description:** The City currently has an ordinance regulating single use plastics and utensils. The City Council is interested in reviewing the provisions of the current City ordinance, comparing provisions with the San Mateo County ordinance, and potentially considering expanding the ordinance to additional materials such as plastic cups and lids.

*Goals Fulfilled:*

- Environmental Sustainability

**Current Status:** **Nearly completed.** Staff completed review of the San Mateo County ordinance and comparison with Pacifica’s ordinance in late 2021. The Limited-Term Economic Development and Environmental Sustainability Management Analyst joined the City in January 2022, and began working on this project. The revised ordinance was developed and introduced to the City Council on February 28, 2022. Council approved the ordinance, plus added a “reach” mandate for dine-in reusables to go into effect by June, 2023, the first City in the County to mandate this provision. Formal adoption of the ordinance is scheduled for March 14, 2022.

*Budget Notes:* \$5,000 budgeted in the Economic Development program for this priority.

*Target Completion Date:* March 2022

*Lead/Support Department: CMO/CAO*

Milestones:

- ✓ By February 28, 2022, draft ordinance revisions and introduce to Council;
- By March 14, 2022, ordinance adoption.

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**16. Present an ordinance to City Council for consideration regulating the sale of flavored tobacco in Pacifica.**

**Description:** Increasing concerns over marketing of flavored tobacco products and access of these products by minors prompted City Council to direct staff to present a report regarding a potential ordinance prohibiting the sale of flavored tobacco products in Pacifica, which had been implemented in other jurisdictions within San Mateo County. Staff presented to the City Council on January 13, 2020 on this topic. Staff advised there was pending State and Federal legislation regarding flavored tobacco sales. City Council opted to wait until pending legislation to provide further direction.

SB 793 was signed into law in California in August 2020, and was designed to ban the sale of flavored tobacco products and tobacco product flavor enhancers, with exceptions for hookah tobacco, loose leaf tobacco, and premium cigars. However, a referendum effort was successful in blocking the law from enactment, forcing the matter to a November 2022 statewide vote. There has been no Federal legislation to date impacting flavored tobacco sales.

This item was not further addressed in 2020 due to COVID-19 priorities. City Council has prioritized this item for the 2021-2022 Workplan.

*Goals Fulfilled:*

- Healthy/Compassionate Community

**Current Status:** **Completed.** City Council provided direction at a Council meeting in September for development of the ordinance, which was introduced and adopted in February.

*Budget Notes:* Estimated \$6,000 - \$10,000 in legal fees to bring ordinance to adoption.

*Target Completion Date:* February 28, 2022

*Lead/Support Department:* Police Department / City Attorney's Office

Milestones:



- ✓ By September 30, 2021, present options to the City Council regarding the structure of an ordinance prohibiting the sales of flavored tobacco products;
- ✓ By February 14, 2022, introduce an ordinance to City Council prohibiting the sales of flavored tobacco products in Pacifica;
- ✓ By February 28, 2022, adoption of an ordinance prohibiting the sales of flavored tobacco products in Pacifica.

**17. Evaluate and implement economic development initiatives focused on business assistance.**

**Description:** During the pandemic, it has become clear that there will likely be continued demand for outdoor options for dining (including parklets) and special events/pop-ups. In addition, there may be other actions or policies that could benefit local businesses and stimulate the local economy, such as streamlining special event permitting procedures or other. This priority will kick off with a study session with the City Council, as well as involvement from the Economic Development Committee, to identify potential business assistance initiatives for further study, and leading to the Planning Department working with the City Attorney’s office on updates to ordinances and regulations regarding outdoor activities with a goal of supporting local businesses by streamlining the permit process. New ordinances would also need to be considered to allow the continuation of parklets. The Economic Development Committee has also been working on potential business assistance initiatives.

*Goals Fulfilled:*

- Fiscal Sustainability
- Engaged Community

**Current Status:** On August 9, 2021, and November 22, 2021, study sessions were held to receive input from the City Council about the continuation of outdoor commercial activities and development of an ordinance. The ordinance is currently being developed by staff.

At the August 23, 2021, City Council meeting, the Council approved \$150,000 in American Rescue Plan Act funding to augment San Mateo County’s funding for another round of small business assistance grants through the SMC Strong program. The combined County and City funding will help up to 27 eligible Pacifica small businesses receive up to \$10,000 each in grant funding.

Staff is also currently researching and in the process of developing additional programs designed to stimulate the local economy and ensure rapid recovery in the post-pandemic world. The City launched the Shop

Pacifica e-Gift Card Program over the holidays. Shop Pacifica is a Pacifica-specific program that directly benefits Pacifica businesses and the local economy. There is no cost for businesses to participate in this program and it is open to all Pacifica businesses with a valid active business license. When a business signs-up for the program (which only takes a few minutes), they will place their business on Shop Pacifica map and receive free marketing materials and promotional opportunities from the City. The program continues to move ahead in its “soft launch” phase.

The City has been actively promoting the Shop Pacifica program through Connect With Pacifica and all other social media channels (Facebook, Nextdoor, Visit Pacifica, and the Chamber’s newsletter). The Economic Development Committee initiated a limited-term promotional offer for Valentine’s Day. By using the previously allocated EDC budget, the City is now running a “buy a gift, get a gift” promo, which spiked community interest in the program.

The EDC also is working on other initiatives to implement the three components of their workplan – promoting Pacifica to visitors, providing local business assistance and support, and promoting businesses to Pacifica residents to spend locally.

*Budget Notes:* Funding approved in the Economic Development Program for various initiatives, including for the Economic Development Committee, and specific ARPA funding expenditures to be approved by the Council as specific economic recovery programs are implemented.

*Target Completion Date:* On-going

*Lead/Support Dept:* CMO (Economic Development)

Milestones:

- ✓ Complete the Beach Bites Bingo promotional opportunity;
- ✓ By August 23, 2021, Council approval of \$150,000 in ARPA funding for small business assistance grants through the SMC Strong grant program;
- ✓ By 2<sup>nd</sup> Quarter FY2021-22, complete a “shop local” marketing program;
- By 3<sup>rd</sup> Quarter FY 2021-22, initiate an update to the Economic Development webpage;
- By 4<sup>th</sup> Quarter FY 2021-22, develop ordinance for continuation of outdoor business activities and introduce to City Council;
- By 4<sup>th</sup> Quarter FY 2021-22, update “Starting a Business” Guide and develop ongoing communication channel for local businesses.

## STATUS OF NON-DISCRETIONARY CITY PRIORITIES

March 7, 2022

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The following non-discretionary priorities fall into a variety of categories for why they are essential undertakings, such as:

- Regulatory or legal requirement
- Previous or on-going City Council priority
- Continuing Capital Improvement Program (CIP) project
- Organizational improvements

A brief status update is provided below for each.

- **On-going Pandemic Response:** The City continues monitoring of and compliance with changing health orders, guidelines, and laws related to COVID-19 and, so far, the Delta and Omicron variants. Two-years of pandemic response has brought a myriad of impacts to the organization and its operations. While it is hoped we are coming out of the pandemic, the organization must remain adaptable and resilient in case another variant surfaces.
- **Preparation for Return to In-Person City Council Meetings:** Every couple months since September 2021, staff has prepared and brought to City Council an update about the pandemic and evaluation of when to return to in-person City Council meetings. The Council discussed this topic in September, November, December, 2021, and most recently in February, 2022. In addition, staff has researched and designed for implementation a “phone-in for public comment” hybrid meeting model which will be tested at the March 14, 2022, City Council meeting, which will be the first in-person Council meeting since March 2020.
- **Processing of Voluminous Public Records Act Requests:** Public Records Act requests have increased steadily in recent years, with more than three times as many requests this year over last January, 33 compared to 9. Our electronic portal, Next Request, is helping with efficiencies in responding, but this trend (which other cities are experiencing too) is a difficult workload to manage. City Clerk Coffey, the City Attorney’s Office, and all the staff from departments impacted by the requests, are working diligently to comply with the law in responding to these requests. Here’s a summary of the increase in number of requests seen over the last six years:
  - Total Number of PRA’s for calendar year 2020 = 169
  - Total Number of PRA’s for calendar year 2019 = 143
  - Total Number of PRA’s for calendar year 2018 = 89
  - Total Number of PRA’s for calendar year 2017 = 78
  - Total Number of PRA’s for calendar year 2016 = 59
  - Total Number of PRA’s for calendar year 2015 = 25
- **Implementation of American Rescue Plan Act (ARPA) Funding Strategies:** In the FY2021-22 Budget, the Council approved allocation of ARPA funding to numerous strategies to support the City’s health and economic recovery from the pandemic. These include business assistance, tourism marketing to support economic recovery, homelessness assistance, continuing COVID response, limited-term staffing, and more. Each of these strategies is being developed and tracked, acted on or reported to Council, as they are implemented.
- **Pier Repair Project:** On December 13, 2021, City Council passed resolution 85-2021 authorizing the City Manager to enter into an agreement with CA Department of Parks and Recreation to receive a grant of \$500,000. Furthermore, after receiving word from the Wildlife Conservation Board that the City was not awarded a supplemental grant, staff engaged the CA Coastal Conservancy staff regarding assisting in funding this project. Coastal Conservancy staff has verbally agreed to a one-time grant of \$260,000 to assist the City in repairing all the pier wall panels and are scheduled to

formalize this in May 2022. Meanwhile, plans, specifications, and estimates are underway. Once completed, permitting will be secured, including a permit from the California Coastal Commission. Construction is expected to take 3-4 months and is anticipated to begin once crab-fishing season is over, around the end of July.

- **SB 1383 Organic Waste and Food Recycling Compliance:** The City Council adopted ordinance revisions in December 2021 to comply with SB 1383 related to organic recycling, procurement, and edible food recovery. Since adoption, Public Works (PW) staff and Recology have provided outreach to multi-family residences and businesses regarding the change in State law related to organic recycling. On February 1, 2022, PW staff applied for a grant through CalRecycle for \$56K to use in coordination with the County Office of Sustainability to meet a portion of the City's organic procurement target requirement. Programs run by the County to meet the procurement requirement will include distribution of compost through the County Resource Conservation District to San Mateo County farms and ranches as well as education and outreach programs. Should the grant be received, any remaining grant funds not used in coordination with the County programs will be used to purchase compost/mulch for City and/or resident use.
- **Waste Hauler Franchise Negotiations:** Negotiations to amend the franchise agreement with Recology of the Coast have begun.
- **Completion of Labor Negotiations:** Negotiating new MOUs with all eight labor groups took considerable time and effort during 2021 and was completed by September 2021.
- **Milagra Outfall Repair Project:** Due to COVID-19 impacts on the contractor, winter water flow in the pipe, and unforeseen project conditions, the project was put on hold in late 2020. The contractor encountered rocks within the soil and problems related to means and methods associated with the very difficult working conditions of drilling and installing the micropiles inside the 8' diameter pipe. On July 12, 2021, City Council approved a Change Order and Amendment for the extra time to deal with the unforeseen project conditions. To keep their staff employed, the contractor took on another project in the summer of 2021, resulting in suspension of the project until spring 2022.
- **Anza Pump Station Repair Project:** The Anza Pump Station is a stormwater pump station located just off San Pedro Beach, west of Cabrillo Highway between Crespi Drive and Linda Mar Boulevard. On March 16, 2020, a fire occurred at the Anza Pump Station causing catastrophic damage. Although most of the pumping system was damaged by the fire and will need to be replaced, it was determined that some of the pump mechanical components could be repaired. The roof was damaged beyond repair and therefore, will need to be replaced. The station has been operating under emergency conditions with temporary facilities. These temporary facilities have been in place for two storm seasons allowing the City to prevent significant flooding in the lower Linda Mar area.

As the damage to the Anza Pump Station was caused by a fire, repair work for the project related to this event will be paid through the City's insurance, PLAN JPA. Beginning in May 2020, the City contracted with Schaaf & Wheeler to assist with the temporary repair of the pump station, develop bid documents to construct the necessary permanent repairs, support pre-purchasing two new natural gas engines and one new stormwater pump, and perform new gas engine submittal review to ensure compatibility of bid documents. Schaaf & Wheeler completed the project bid documents in November 2021. The City assembled the front-end bid documents, and commenced with the bidding process in December 2021, as part of an emergency decree. Staff and PLAN JPA are working through the bid process and hope to award a contract in March to allow for a fall completion of the project. Staff will come to Council for approval of the final Contractor agreement after award, as is allowed by

emergency conditions, to provide for expedited ordering of necessary equipment with long lead times to complete the project.

- **Impact Fee Studies:** Several impact fee studies – parks, pavement, and wastewater capacity – are underway and will be coming before the City Council in coming months. Studying and implementing impact fees from development and streets/utility usage are an important tool for recovering costs of the impacts.
- **Playground Replacements:** The FY 2021-2026 Capital Improvement Program (CIP) includes the Playground Equipment Improvement Project, which is meant to improve outdated citywide parks playground equipment. The City manages and maintains nineteen (19) total parks throughout the City of Pacifica and over the last several years Public Works (PW) and Parks, Beaches and Recreation (PB&R) staff have been working on assessment of the City parks needs due to aging infrastructure. This included a consultant playground equipment assessment study that was presented and discussed at a Parks, Beaches and Recreation Commission study session in September of 2019. Based on the assessment study and discussions between PW and PB&R staff, a priority list was created. The Community Center and Fairmont West Child Care Center playgrounds were selected for replacement and both projects were completed in spring of 2020. Oddstad Park is scheduled for replacement this fiscal year. It was also determined that four additional parks required complete replacement of all park equipment. These parks include the following:
  - Skyridge Park located on Skyridge Drive
  - Imperial Park located on Imperial Drive
  - Marvilla Park located at 201 Marvilla Place
  - Brighton Mini Park located at 497 Brighton Road

The City entered into an agreement for consultant services with NCE, a landscape architect company, to assist in the planning, design, and construction of equipment at these four City parks. A kickoff meeting with staff and NCE was held in early February 2022. NCE will work closely with City staff to create a Community Engagement Plan that identifies goals of the engagement process, key stakeholders, and methods of engagement. The Community Engagement Plan may include pop-up events, stakeholder/park user interviews, an on-line survey, a Zoom community meeting and/or social media postings (i.e., Twitter, NextDoor).

NCE will prepare two conceptual designs for each park that will present options based on varying levels of improvement and modification of the existing play areas, park uses, and amenities. The first option will include the replacement of play equipment, installation of ADA compliant play surfacing, and paths of travel from public right-of-way to play structures. The second option will propose new locations for activities such as moving play areas closer to entry points, providing space for new recreational opportunities such as informal play, walking paths, and a range of seating elements. The concepts will be presented in plans with imagery of proposed features/activities and hand drawn visualizations.

- **Processing of Private Development Applications:** Planning staff continues to process a large number of building permit and entitlement applications. Progress is slow due to the heavy workload volume and low staffing levels.
- **Processing of Pacifica School District Workforce Housing Application:** One high profile active development application is PSD's workforce housing project on Oddstad. The City's CEQA consultant is continuing work to prepare the Draft EIR for the project. The next milestone is providing chapters of the administrative draft EIR to the City for review and comment on a rolling

basis throughout February and March 2022. Release of Draft EIR for public comment is estimated in April/May 2022 and final EIR/public hearings are estimated to start in September 2022 and run through November 2022. Concurrent with preparation of the Draft EIR, City staff will be negotiating the terms of a potential development agreement with the applicant.

- **Processing of 570 Crespi Mixed Use Housing Project:** Another project, which involves the negotiation and sale of City property, is this mixed-use housing project at 570 Crespi. The public comment period for the Initial Study/Mitigated Negative Declaration has closed. The Planning Commission will be hearing this project on March 7, 2022.
- **Bike Park Site Identification:** On November 16, 2021, a Flash Vote survey created by staff and the Pacifica Bike Park Committee (PBPC) was released. The survey contained questions and asked for feedback regarding the possibility of a bicycle park being built at lower Frontierland Park. To include more participants, the survey also was made available during the month of December. The PBPC met with Flash Vote to review the results of the survey in January. The PBPC presented to the Parks, Beaches and Recreation (PB&R) Commission on February 23, and the Commission supported the lower Frontierland Park location and recommended forwarding their recommendation to the City Council. It is anticipated this item will be agendaized for City Council consideration in late March or April.
- **Local Coastal Program Update Processing:** The City's effort to obtain California Coastal Commission (CCC) certification of the Local Coastal Land Use Plan (LCLUP) is ongoing. The certification draft LCLUP was approved by City Council in February 2020. Since then, staff has been working to complete the filing with California Coastal Commission (CCC) staff. At this time, the filing is considered incomplete. The completeness process has been trying, as CCC staff ask for new or different items to complete the City's application with each submittal. Nonetheless, City staff has been working diligently to complete the City's application and it is anticipated the filing will be complete in the next month or two. Once a complete filing with the CCC is received, the CCC will have 90 days to 1 year to take the City's LCLUP to a public hearing.
- **Implementation of Paving Projects:** On October 12, 2020, City Council accepted the 5-year Street Maintenance Program. Ongoing SB1 and Measure W funding with yearly allocations of approximately \$600K and \$440K, respectively, and Measure A funding in the Street Construction Fund (Fund 9) of approximately \$350K per year is available to fund the 5-year program. The FY 2020-21 & FY 2021-22 Pavement Resurfacing and FY 2020-21 & FY 2021-22 Concrete and Curb Ramp projects were successfully completed last year. The FY 2022-23 Concrete and Curb Ramp Project went out to bid in February and the FY 2022-23 Pavement Resurfacing Project will be out to bid in March 2022. In addition, utilizing the unused funds from last year's Resurfacing and Concrete projects, the FY 2021-22 Base Repair Project was awarded by City Council on January 24, 2022, and commenced in February 2022, targeting failed pavement areas along Oceana Boulevard and Sharp Park Road.
- **Oversized Vehicle Ordinance:** This effort entails settling a lawsuit, implementing a Safe Parking Permit Program, and returning to enforcement of the Oversized Vehicle Ordinance. On November 8, 2021, the City Council approved the Settlement Agreement. On February 28, 2022, the City Council approved the Temporary Safe Parking Program and Operations Agreement with the Pacifica Resource Center. Staff is currently working on design and implementation of the program, outreach and education, and hiring a Community Services Officer to assist with program implementation and OSV Ordinance enforcement.

- **Manor Drive Overcrossing Project:** On December 2, 2021, the San Mateo County Transportation Authority (SMCTA) Board of Directors adopted the Final 2021 Highway Program. City staff applied for Measure A and Measure W grant funding for the Highway 1/ Manor Drive Overcrossing Project and the SMCTA has awarded \$2.7 million of Measure W grant funding to advance the project. The City completed the Preliminary Planning Study for the project in June 2019. This new grant funding will allow the City to complete the Project Initiation Document (PID) and the Project Authorization & Environmental Document (PAED), which are the next two phases in the Caltrans Project Development process. Staff plans to use one consultant for both phases, as is typical, and this will ensure the City meets the grant's mandated funding schedule. As a requirement of the grant, the City Council has authorized a match of \$300,000 from the Highway 1 Improvements, Fund 12 account. A funding agreement will be prepared by the SMCTA and will be signed by the City Manager by March 2022, per Resolution #65-2021.
- **Adobe Bridge Culvert Project Study:** The San Mateo Resource Conservation District (SMRCD) is the overall project manager on this project to improve the San Pedro Creek and its banks in the vicinity and approximate limits of Adobe Drive and Peralta Road. The SMRCD has executed a consultant services agreement with Balance Hydrologics (BH) to prepare a feasibility study for the improvements in the creek and for the Adobe culvert. The City's role is to assist the SMRCD by providing any utility and property information for their surveys. In addition, the City will assist in technical reviews of this project. Currently, BH is conducting geomorphic and hydraulic model surveying of the creek for to understand the existing condition. Once BH/SMRCD completes the data gathering, they will proceed into the feasibility study.
- **Caltrans/Hwy 1 Projects Coordination:** In October 2021, staff and the Mayor and Mayor pro Tem met with Caltrans representatives to discuss many different projects and issues related to Hwy 1. AS a result, numerous follow-up actions have been identified, and staff will be coordinating with Caltrans and tracking progress toward completion of the actions.
- **Golden Gate National Recreation Area/Mori Point Coordination:** City Council representatives, Open Space and Parkland Advisory Committee representatives, and staff have met with GGNRA representatives to discuss and identify follow-up actions that can be taken to address parking and other visitor impact issues at the Mori Point trailhead in the Fairway neighborhood. Staff continues to work with GGNRA staff toward interim and longer-term solutions.
- **2212 Beach Blvd Hotel Site Market Analysis and RFP:** Completing a hotel market analysis for the 2212 Beach Blvd site was interrupted by the economic impact of COVID-19. However, this site will be analyzed as part of the Economic Opportunities Study component of the Vision 2025 & Beyond Financial Sustainability Study during spring 2022 and next step determined based on that study.
- **Vegetation Management Grant Implementation:** North County Fire Authority (NCFA) received and implemented grant funding during 2021 for a residential chipping program. Remaining funds from that grant will be applied to continuation of the program this spring. In addition, they have applied for \$100,000 to expand the program further. NCFA has also applied for \$100,000 in Cal Fire California Climate Investments Grant funding for public education and \$200,000 for roadway fuels clearance.
- **Redistricting Process:** Subsequent to Census 2020, the City is required to undertake another redistricting process for City Council election districts that involves four public hearings and adoption of a new, or re adoption of the existing, legally compliant district map. The redistricting process began in January and will complete by the end of March.

- **Wastewater Rates Study:** A rate analysis for the next 5 years of wastewater rates has been completed. City Council discussed the rates at a publicized City Council meeting on February 15, 2022, and set a public hearing for rates adoption on April 11, 2022.
- **Preparation for Safe & Sane Fireworks Ballot Measure:** During FY2020-21, City Council directed that staff return in spring/summer 2022 for Council consideration of placing an advisory ballot measure on the November 2022 ballot about whether Safe and Sane fireworks sales should be prohibited.
- **Building Division Process Improvements:** An assessment of the Building Division has been completed to improve efficiency and effectiveness. Management is reviewing recommendations;
- **Potential Revenue Measure Analysis:** Initial financial assessment completed and presented to City Council 2/14. Additional feasibility assessment/polling underway and anticipated to be presented to City Council April/May. This work is one component of the Vision 2025 & Beyond Financial Sustainability Study project.
- **Surf Camp/School Policy and Implementation:** In December 2020, the PB&R Commission created the Surf Camp/School Policy Advisory Task Force to consider and make recommendations regarding the Surf Camp/School Policy. This was after several meetings and study sessions on the topic following the referral of this item by City Council to the Commission to evaluate and make recommendations on potential changes to the Pacifica Surf Camp/School Policy for Pacifica State Beach. The Task Force met monthly from February through October 2021. Their recommendations were presented to the PB&R Commission on November 17, 2021, and were recommended for adoption. On January 10, 2022, Council adopted the Surf Camp/School Permitting Policy Recommendations.

A Coastal Development Permit application was submitted to the Coastal Commission in early December. The Coastal Commission responded with a request for more information in early January. Staff sent the additional information in at the end of January. Once the application is considered complete, their staff will submit the item for placement on an upcoming Coastal Commission agenda. City staff anticipate a two-to-three-month timeline for this.

The Community Access Partner Program (CAPP) program RFP development, as well as the recruitment for the Community Access Review Body (CARB), should take two to three months and could be completed by April and May respectively. Application due date would be June 2022, leaving July and August for the review period. An announcement of permits would be scheduled for early fall 2022 and the program would begin at a date TBD in 2023. A similar timeline for the commercial program would include an RFP due date and application review in the summer of 2022, with an announcement of permits in September for the program to begin in early 2023.

There will be additional administrative tasks and support activities related to the scheduling and implementation of the system, ongoing detailed review of the program with the PB&R Commission as well as general administrative support for all the above related tasks and deadlines.

- **Liberty Garden Assessment and Permitting:** Illegal expansion of gardens along the Calera Creek trail have called into question whether garden plots beyond the original Liberty Garden will be permitted by the Coastal Commission. Staff will need to discuss this issue with Coastal Commission staff in the future.



- **Information Technology Improvements:** The organization has undertaken numerous technology improvements recently and is either in the process of implementing new ones, preparing for implementation, or managing through the learning curve of new systems. These include:
  - *Q-Alert Citizen Request Management System*
  - *Next Request Online Public Records Request Portal*
  - *Lucity Asset Management System for Public Works*
  - *ESRI Geographic Information System*
  - *Document Management and Digitization Systems*
  - *Microsoft Office 365 Roll-out*
  - *FlashVote Community Survey System*
  - *ProcureNow Electronic Bidding System*
  - *Enterprise Resource Planning System* – The most significant IT systems improvement. For this system, the City has completed an RFP process, including evaluation and multiple technical demos, and selected Munis solution by Tyler Technologies. Staff is currently in the process of contract negotiations, which will take a couple of months to complete. Once completed, the contract will be brought forward to City Council for approval, together with the implementation plan, tentatively scheduled for summer 2022.