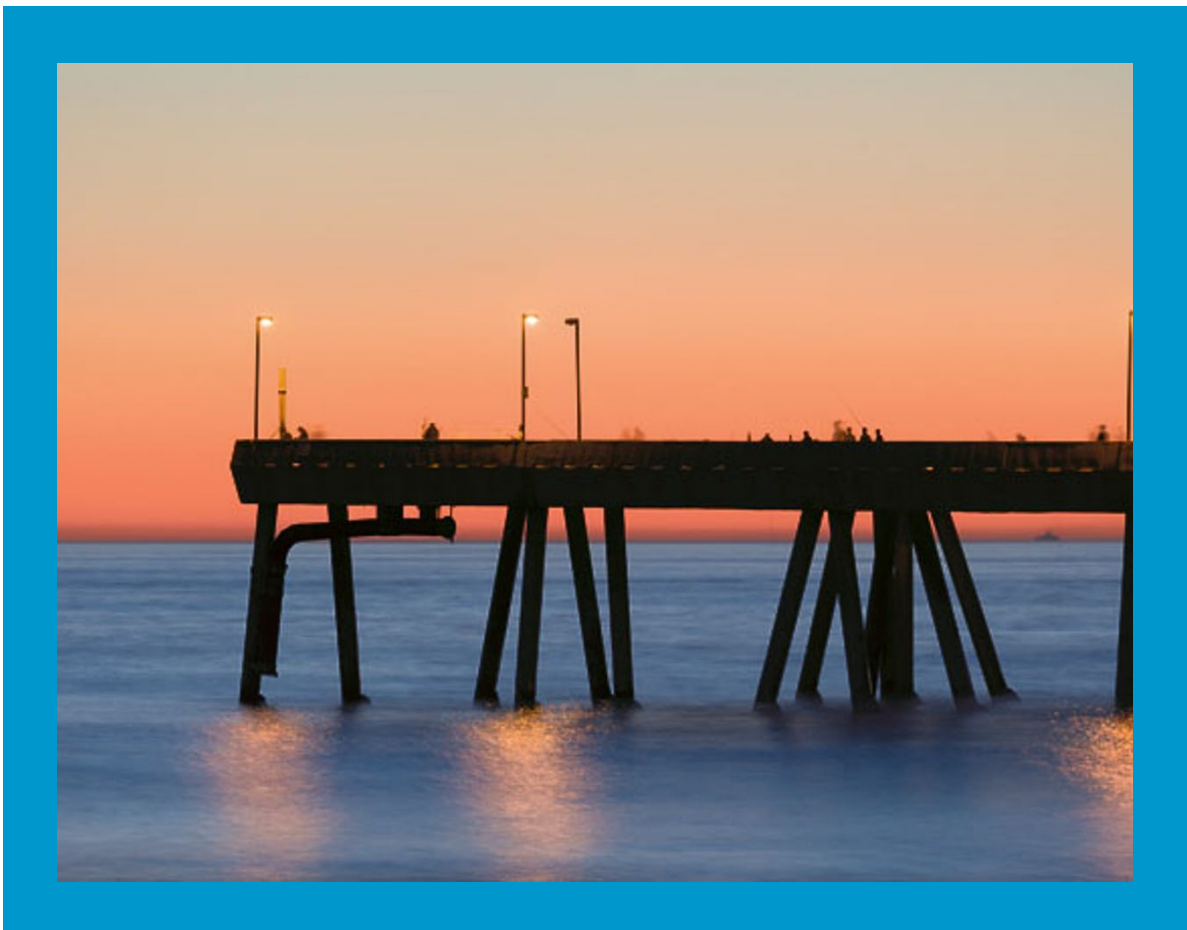


CITY OF PACIFICA ACCOMPLISHMENTS



SIGNIFICANT CITYWIDE ACCOMPLISHMENTS

FISCAL YEAR 2020-21



The following is a list of notable accomplishments across all City Departments for July 1, 2020, through June 30, 2021 (Fiscal Year 2020-2021). These accomplishments reflect progress towards the City Council 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, plus the City Council's Prioritized Projects for the year. And many of these accomplishments reflect the day-to-day programs and services provided by the City. Noteworthy about this list is that these accomplishments were achieved during a full fiscal year of evolving challenges and twists and turns due to the Coronavirus pandemic, which added (and continues to add) complexities to the City's normal conduct of business.

This year's list is organized slightly differently than previous years. First, it calls attention to numerous Varied Highlights that reflect the diversity of projects, programs, and services delivered by the City, including progress on projects prioritized by the City Council. Second, following the Varied Highlights, it reflects accomplishments department by department, with the implied understanding that so much of the City's work is accomplished through inter-departmental collaboration and teamwork.

With Gratitude to all City Employees, City Council and Committee/Commission members for all their hard work,



Kevin S. Woodhouse
City Manager

VARIED HIGHLIGHTS

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

- Maintained the *Restoration of Operations Plan (ROOP)* to prepare for the reopening of City facilities and adapt programs and services to the new normal of living with the Coronavirus.
- Developed and adopted a balanced budget for FY21-22, including the 2021-2026 Capital Improvement Program, and analysis and utilization of American Rescue Plan Act funding.
- Continued “Plan Pacifica” efforts, which includes:
 - Updating the General Plan;
 - Preparing a new Sharp Park Specific Plan;
 - Continuing work on Coastal Commission certification of the Local Coastal Plan update approved by City Council in 2020.
- Negotiated a regulatory agreement to create 168 below-market rate affordable housing units at the Villages at Pacifica apartment complex (formerly Marymount-Gateway Summit Apartments).
- Increased economic development efforts to focus on business assistance during the pandemic, approved supplemental funding for small business grant programs, revised the Economic Development Committee's workplan, and quickly launched an Outdoor Business Activity Permit system and approved 22 permits, including nine movie night events at the Sea Bowl parking lot.
- Completed the Civic Center Campus Facilities Project Conceptual Design and Funding Strategy.
- Launched the Annual Pacifica Resource Parking Pass, a reduced-cost parking pass for the beach parking lots for qualifying income-eligible persons.

- Created a new Wildfire Preparedness page on the Police Department website to provide a central location for a variety of resources on defensible space and evacuation planning, such as North County Fire Authority’s “Ready, Set, Go” evacuation planning guide, SMC Alert, Know Your Zone, and more.
- Formed the Surf Camp/School Advisory Task Force, under Parks, Beaches, and Recreation Commission direction, to develop recommendations for implementation of a Community Access Partner Permit (CAPP) program to provide equitable surf camp/school access for underrepresented groups.
- Completed Phase 1, Preliminary Planning and Feasibility, of the Beach Boulevard Infrastructure Resiliency Project, with Council selection of a hybrid design alternative to move into Phase 2, Design and Environmental Review.
- Provided Pre-Hospital Advanced Life Saving (ALS) medical interventions and treatments for residents, businesses and visitors through paramedic staffed engine and truck companies, (over 50% of emergency medical services were for seniors).
- Re-opened Child Care sites quickly by July 2020 with small group size ratios under state and local health orders to provide Child Care services for essential worker families.
- Served 19,548 meals in the Congregate and “Grab and Go” nutrition programs and 28,671 Meals on Wheels, for a yearly total of 48,219 meals.
- Following the George Floyd homicide, quickly held numerous public meetings to present information about Police Department policies and proactive actions taken regarding Use of Force policies and training, anti-bias training, Use of Force de-escalation practices and training, compliance with laws, and more, and developed a Police Department Action Plan regarding these actions and on-going communications/partnerships (such as with the Social Unity Project) and annual City Council reporting on the Policing Action Plan.
- Completed the Pavement Rehabilitation Project on Monterey Road, installing a 2” asphalt overlay from Hickey Drive to Oceana Boulevard, and the Surry Seal Project on Terra Nova Blvd, Oddstad Blvd, and Peralta Road.
- Received State funding of \$500K and \$7.75M for the Pacifica Pier Repair and Esplanade Bluff stabilization projects (respectively) through Assemblymember Mullin’s and Senator Becker’s offices.
- Repaired more than 500 potholes citywide, excavated and repaired numerous sinkholes citywide, placed over 300 tons of asphalt concrete for various pavement rehabilitation and patches throughout the City, and completed pavement cut patching for wastewater and water district projects.
- Commenced the Anza Pump Station Emergency Repair project and installed temporary pumps to keep this fire-damaged station operational.
- Completed various repairs, replacements, or clean-ups in the field, such as:
 - Repaired or replaced 58 streetlights;
 - Replenished 543 cubic yards of playground safety-surfacing
 - Removed over 120 cubic yards of illegally-dumped debris;
 - Performed railing resurfacing from bike damage in various locations.
- Successfully maintained operation and compliance of the Calera Creek Water Recycling Plant despite the many rolling blackouts, failure of the transformer and other major equipment challenges, and multiple storms that brought high flows.
- Deployed fire companies and chief officers to multiple major wildfire incidents throughout California through the Statewide Fire and Rescue Mutual Aid system.
- Researched beekeeping best practices that resulted in City Council adoption of an ordinance and new administrative policy to support beekeeping in Pacifica.

- Held a joint study session with the PB&R Commission and the City Council with the community Bike Park Committee to discuss progress to date and next steps for the community committee's efforts to locate a bike park in Pacifica.
- Continued efforts to assist the unhoused population in receiving information and services towards housing, in collaboration with the Pacifica Resource Center.
- Commenced the Heritage Tree Ordinance Update Project, planted 36 Trees, and assisted Tree City Pacifica with the Arbor Day event.
- Fire Companies and Fire Safety Inspectors completed all annual required and mandated occupancy fire and life-safety and fire code compliance inspections, including permit to operate types.
- Collaborated with Recology of the Coast to develop a new trash collection route to address increased trash in Pacifica's beach areas, replaced trash receptacles along the beaches with animal proof receptacles, and passed a new ordinance tightening trash can requirements for commercial property owners.
- Completed an evaluation of the Safe and Sane Fireworks Program, resulting in City Council direction to consider placing an advisory measure on the November 2022 ballot asking the voters whether the Safe and Sane Fireworks program should be continued or cancelled.
- Began implementation of the Oversized Vehicle Ordinance to improve traffic safety on Pacifica streets.
- Prepared, and Council adopted, a Purpose Statement for the Vision 2025 & Beyond Study and began preparing the workplan for the different components of this strategic financial analysis project.
- Processed an increased volume of Public Records Act Requests (160+), and implemented the NextRequest online portal for submission, processing and responding to PRAs.

PUBLIC WORKS

(Engineering, Field Services, Wastewater)

- Completed construction of the Palmetto Sidewalk Project installing 1,400 lineal feet of new sidewalk on norther Palmetto Avenue.
- Completed construction of the Community Center Sidewalk and ADA Walkway Project, installing 100 lineal feet of sidewalk and ADA ramps at the Community Center.
- Completed construction of significant Beach Boulevard Seawall emergency repairs during winter storms, repairing Pacifica Pier voids and stabilizing the Beach Boulevard Promenade during the seawall breach.
- Completed construction of the Pacifica Police Station Parking Lights and Pathway Project, installing improved lighting and ADA ramps in the public parking lot of the Police Station.
- Designed and awarded the construction contract for the FY 2020-21 & FY 2021-22 Concrete and Curb Ramps Improvement Project installing new ADA curb ramps in various City locations, receiving favorable bids.
- Designed and awarded the construction contract for the FY 2020-21 & FY 2021-22 Pavement Resurfacing Project to maintain various streets in the City, receiving favorable bids.
- Began a study, with consultant assistance, to develop a utility cut and construction and trash truck impact fee, to help address damage to the City's pavements from utility construction and large trucks.
- Prepared, and Council approved, a 5-year street maintenance plan that will address 30% of the City's streets within the next 5 years.
- Completed the 2019-2020 Mitigation Fee Act Annual Report of Development Fees.
- Began preliminary design work for the 400 Esplanade Infrastructure Preservation Project.

- Completed the oversized vehicles signage installation project, which installed oversized vehicles signage throughout the City to prohibit oversized vehicles from parking on narrow streets.
- Issued 599 encroachment permits and conducted associated inspections.
- Completed over 90 plan checks of private development projects.
- Completed the FY 20-21 Thermoplastic Rehabilitation Project, which installed new thermoplastic striping and marking on City roads and parking lots.
- Completed grant applications for:
 - CA Boating and Waterways for the 400 Esplanade Infrastructure Preservation Project.
 - CalOES Hazard Grant Mitigation Program for the Beach Boulevard Infrastructure Resiliency Project.
 - CA Wildlife Conservancy Board – Public Access Grant for the Pacifica Municipal Pier Repair Project to repair severely damaged railing panels.
 - CA Wildlife Conservancy Board – Public Access Planning Grant to assess the Pacifica Municipal Pier below deck structures.
- Submitted four Community Project Funding Requests to Congressman Jackie Speier’s Office for the pier, Esplanade, bike lane and road resurfacing projects.
- Launched an on-line bidding platform, in collaboration with the City Clerk’s Office.
- Designed and awarded Frontierland Park Drainage & Walkway Improvements Project, receiving favorable bids.
- Designed and awarded Station 72 Deck Replacement Project, receiving favorable bids, and replaced the water heater and boiler pump.
- Designed and awarded Serra Drive Outfall Repair Project, receiving favorable bids.
- Cleared over 100 miles of “V” ditches and drainage swales throughout the City in preparation for winter storms.
- Completed Pacifica Pier deck spot rehabilitation, fish sink/wash tables and regulatory signage replacements.
- Fabricated and installed large storm drain trash capture devices throughout the city, and inspected and cleaned 166 trash capture devices and storm drain inlets in preparation for winter storms.
- Responded to numerous calls for traffic accidents and hazardous spills throughout the City.
- Completed over 2000 lineal feet of beach parking lot striping, arrows, crossings and stops at Linda Mar and Rockaway.
- Installed new trailhead signage along Highway 1 and along the coast, and replaced other signage throughout the City.
- Continued maintenance of 5 miles of coastal trails and cleared the Harry Dean trail, removing 100 cubic yards of fire hazard vegetation.
- Completed chipper training and confined space entry training for all personnel.
- Worked continuously to ensure PPE and other health signage remained in place at the facilities, parks, and fields during the pandemic.
- Modified and maintained the bio-swale on Crespi Drive in front of Cabrillo School.
- Constructed, with contractor assistance, the Frontierland Fitness Court and made improvements to the Frontierland Playground.
- Maintained 16 Parks and Playgrounds totaling over 140 acres, and replaced fencing at the Palmetto Mini-Park and the Skate Park.
- Completed numerous facility maintenance and replacement projects, such as:
 - Refurbished bathrooms at the Pier and Pacifica State Beach and replaced outdoor showers at various beach locations;
 - Improvements to the former SF Fire Credit Union space;

- Completed roof replacement at the Chit Chat Café on the Pacifica Pier and Public Works Corporation Yard;
- Repaired a water main leak at the Police Department;
- Installed HEPA filters in all facilities HVAC systems and maintained all facilities during the pandemic.
- Repaired/installed irrigation systems at City Hall and Sanchez Library.
- Maintained Snowy Plover habitat at Pacifica State Beach.
- Ensured the safe removal of deceased aquatic animals from the beach, and the safe placement of sick and injured aquatic animals with appropriate care.
- Installed two new beach parking machines at Pacifica State Beach.
- Supported the Pacifica Beach Coalition beach cleanup events.
- Conducted joint beach patrols with the Police Department for off-leash dog rule enforcement.
- Completed significant Calera Creek Water Recycling Plant (Plant) improvements, maintenance activities, and regulatory compliance, including:
 - Continued Plant Supervisory Control and Data Acquisition (SCADA) and Programmable Logic Controller (PLC) Systems upgrades;
 - Completed the Plant Roof Improvements Project (Zones 1 & 3);
 - Commenced the Plant Photovoltaic System Improvement Phase 1;
 - Completed the purchase and installation of motors for sewage treatment system blowers;
 - Attained a 90% completeness milestone on the UV Feasibility Study for the Plant;
 - Completed the installation of the two new transformers;
 - Continuing to replace old process pumps, blowers, and centrifuges at the Plant;
 - Continued to achieve compliance with all the regulatory agencies and submitted all required regulatory reports on time;
 - Produced excellent biosolids that were transported for land application and effluent that was used for recycled water by North Coast County Water District;
 - Successfully renewed the Plant's Laboratory Certificate.
- Completed 91 food service establishment waste water/grease traps inspections.
- Commenced the Wet Weather EQ Basin Water Canon and Check Valve project.
- Completed the FY2019-2020 Gypsy Hill collection system project.
- Completed significant wastewater maintenance and operations activities, including:
 - Cleaned out over 87 miles of sewer main lines;
 - Completed over 10 miles of sewer main CCTV inspections;
 - Completed chemical treatment of 9,694 linear feet of sewer main pipeline;
 - Completed replacement of 2445 linear feet of damaged sewer main pipeline;
 - Completed 29 repairs to mainlines and manholes;
 - Inspected 251 private sewer lateral installations, issued 261 sewer lateral compliance certifications, and replaced 98 laterals during the FY 20/21 grant program;
 - Remained in compliance with State and Federal regulations;
 - Successfully prevented any sanitary sewer overflows during the wet weather period from July 2020 to June 2021.
- Continued the Linda Mar Pump Station Motor Control Center Upgrade project.
- Completed the Balboa Way Repair Project to repair the damage caused by EQ Basin conveyance pipeline contractor.
- Continued efforts to update the Sewer System Master Plan Phase 2.
- Completed the Calera Creek wetlands and pond vegetation maintenance activities.

- Treated 780 million gallons of wastewater at the Calera Creek Water Recycling Plant, with 772 million gallons of tertiary treated effluent discharged to Calera Creek wetland habitat, and zero regulatory violations in 2020.
- Pumped 7.9 million gallons of tertiary treated effluent from the Calera Creek Water Recycling Plant to North Coast County Water District for further water treatment and use as non-potable water.

PLANNING

(Planning, Building, Code Enforcement)

- Continued building permit inspections without interruption in accordance with health protocols to allow continued construction and economic activity.
- Participated in the County's One Stop Shop Accessory Dwelling Unit Program, which supported development of four ADUs in Pacifica, and worked with Symbium to create a customized website specifically for Pacifica residents wanting to explore ADU permitting requirements.
- Supported Civic Center facility improvements project by conducting building and zoning code analyses to determine applicable permitting standards.
- Supported the Public Works Department work on the Beach Boulevard Infrastructure Resiliency Project including document reviews and public outreach meeting participation.
- Obtained Coastal Commission certification of two Local Coastal Program amendments, one for a development project and one for the City's Accessory Dwelling Unit (ADU) and reasonable accommodation ordinances.
- Provided timely and high-quality plan check reviews for proposed new development and building construction, remodeling and tenant improvement projects, as well as follow-up inspections.
- Accepted and processed more than 2,000 building permits and 18 planning permits using for the first time a fully online system for plan application, plan review, public hearings, fee payment, and permit issuance.
- Performed 3,966 building inspections.
- Continued processing more than 50 planning permits submitted in previous years.
- Completed an assessment of the Building Division to improve efficiency and customer service.
- Planning Department staff participated in several planning initiatives with regional agencies including but not limited to the Metropolitan Transportation Commission/Association of Bay Area Governments and the City/County Association of Governments of San Mateo County.
- Conducted a Housing Element study session with City Council as well as hosted a community informational meeting on the Housing Element update in partnership with other San Mateo County jurisdictions.
- Monitored the Regional Housing Needs Allocation (RHNA) process administered by MTC/ABAG to track City's projected allocation.
- Timely filed the Annual Progress Report on implementation of the Housing Element to the California Department of Housing and Community Development and the Governor's Office of Planning and Research.
- Continued work to update and implement the Climate Action Plan and participated in the Regional Climate Action Planning Program.
- Prepared and submitted the Annual Model Water Efficient Landscape Ordinance implementation report to the California Department of Water and Resources.
- Continued code enforcement efforts to implement the City's Property Maintenance Ordinance and other regulations.
- Administered the nomination and selection of the annual Preservation Award recipient via the Open Space and Parkland Advisory Committee.

- Continued processing of the revised Quarry Reclamation Plan including preparation of an Environmental Impact Report.
- Continued participation in regional meetings such as the San Mateo County Planning Directors meetings; 21 Elements housing consortium; Regional Integrated Climate Action Planning Suite (RICAPS); Climate Ready Collaborative; and San Mateo County Wide Water Pollution Prevention Program.
- Continued the review process at the Open Space and Parkland Advisory Committee for naming a City-owned trail off Fassler Avenue.
- Prepared relevant sections of the Municipal Regional Permit Stormwater Annual Report.
- Supported a community group with the permitting process for a Pacifica Veterans Memorial project.

PARKS, BEACHES, & RECREATION

(Recreation, Senior Services, Childcare)

- Transitioned to an online reservation system for Aquatics, allowing participants to register and pay online.
- Conducted pandemic safe and physically distanced swim workouts, such as the adult lap swim program for Pacifica Sea Lions Swim Team members, facilitating more than 5,000 individual workouts and swimming and water aerobics classes to 18,668 participants.
- Moved swim programs quickly to the outdoor Terra Nova High School Pool with Jefferson Union High School District's permission when pandemic health orders required the closure of the indoor Brink Pool.
- Implemented the "Sirikka Niukkanen Senior Swim Program" to assist 5,752 Pacifica senior residents (ages 60+) during COVID-19 with a 50% lap swim cost subsidy.
- Coordinated regularly with Pacifica School District on pandemic information and resources critical to reopening Child Care services.
- Set up, in coordination with the Finance department, an on-line payment system for Child Care fees.
- Provided classroom instruction assistance for enrolled children during their Zoom school lessons and homework times.
- Provided simultaneous in-person instruction, distance learning and virtual camps for children during shelter-in-place orders.
- Implemented a successful Adventure Camp summer youth program for approximately 240 participants, with adapted procedures adhering to state and local health requirements.
- Celebrated the 20th anniversary of Friendship Playground at Frontierland park in a pandemic appropriate way, including a proclamation of appreciation to the Project PLAY! founders, social media posts including a call for pictures, posts of historic articles, new tiles designed by Child Care and Adventure Camp participants, and banners marking the occasion at the park.
- Adapted the Spring Egg Hunt to be a Reverse Egg Hunt, as was done in 2020, for the Bunny, escorted by the Pacifica PD and North County Fire, to travel around town on a designated route as adults and children alike waved pictures of colored eggs that they created for the Bunny to find.
- Adapted the Halloween Spooktacular to be a Halloween Drive-Thru in the City Hall parking lot where participants were encouraged to get dressed up and drive thru a spooky display to receive a bag of prepackaged candy.
- Continued to grow the CaR (Connect a Ride) program, which provides partially subsidized cab rides for Pacifica seniors 65+ years of age, funded through the Sirikka Niukkanen Trust fund.
- Completed an eleventh semester with SFSU Nursing students conducting home assessments for our Seniors Program Meals on Wheels participants.

- Attained the Age Friendly City (AFC) designation for Pacifica and the AFC Community Coalition continues to work closely with Senior Services on the accreditation process.
- Transitioned 32 people from the County Great Plates program to Pacifica's Meals on Wheels program in less than a month.
- Implemented various virtual activities to help more than 400 seniors stay connected during the pandemic.
- Expanded Meals on Wheels with 2 more routes (bringing the total routes to 7) and recruited an additional 15 volunteers.
- Held two Senior Services outdoor rummage sales, generating approximately \$2,400.
- Held a successful drive through volunteer appreciation event for Senior Services volunteers.

POLICE

- Provided oversight and enforcement of July 4th holiday beach closures due to the pandemic.
- Identified and contracted with a vendor to provide alarm billing/collections services, greatly reducing staff time spent administering the program.
- Facilitated COVID-19 testing event at Seabowl and a mobile testing site in the City's Francisco Blvd./Salada Ave. parking lot.
- Continued education and enforcement as necessary for compliance from businesses related to COVID-19 mandates.
- Responded to Law Enforcement Mutual Aid requests countywide and regionally for major wildfires and civil unrest events.
- Prepared, in coordination with North County Fire Authority, a public Wildfire Awareness Event, conducted virtually via ZOOM.
- Made improvements to the Police Department webpage related to Crisis Intervention to provide community members lists of additional resources, and to provide information on mental health programs officers utilize in the field.
- Upgraded body worn cameras with technologically up-to-date models.
- Replaced computer systems in half of the police patrol vehicles.
- Replaced half of the patrol vehicle fleet.
- Implemented the permit program for the temporary loading and unloading of Recreational Vehicles.

NORTH COUNTY FIRE AUTHORITY

- Developed and implemented a NCFCA Pandemic Response Plan including preparedness, response, personnel protective equipment, operational readiness, illness, and continuity of operations.
- Achieved an overall "Customer Satisfaction" rating of 98% in the delivery of emergency and non-emergency services.
- Achieved getting a first due fire company on scene in 5 minutes and 42 seconds on average to all fire and medical emergencies from time of dispatch to arrival, exceeding the established goal.
- Presented "Hands Only CPR" instruction through an on-line virtual approach due to the pandemic.
- Provided training and certifications for fire paramedic and emergency medical technicians in order to conduct and administer mass COVID-19 vaccinations.
- Completed Community Wildfire Awareness and Preparedness through online education.
- Distributed the Ready-Set-Go Wildfire Preparedness brochure, as well provided the information through NCFCA and City social media and websites.
- Continued distributing and providing education on Senior Citizen Fall Prevention, as well as a Home Safety Checklist.

- Presented throughout the year Basic Emergency Preparedness and Individual and Family Preparedness seminars, as well as Community Emergency Response Team (CERT) classes through a virtual format due to the pandemic.
- Participated in the 'Operation Santa Claus' program, as well as other toy and assistance drive initiatives within the City.
- Completed pre-fire engineering and plan check reviews and inspections for new construction projects, tenant improvements, alarm installations and suppression systems.

GENERAL GOVERNMENT

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

- Developed and implemented Human Resource policies and procedures related to COVID-19 and communicated them to all employees and labor representatives to ensure consistent and protective steps in response to working conditions and illness procedures.
- Continued successful implementation of the Zoom-based virtual meeting format for City Council and other Committee/Commission meetings due to the pandemic.
- Completed successfully numerous job classification updates, recruitments, and hirings in vacant positions in every department.
- Installed a ballot box at City Hall, with assistance from Public Works and in conjunction with the County Elections Office.
- Completed Office 365 migration project to improve e-mail security and service reliability.
- Participated in a county-wide team to negotiate a new Animal Control Services contract with the Peninsula Humane Society, resulting in increased services at lower cost.
- Implemented collaboration tools such as Microsoft Teams and OneDrive and completed the City-wide Intranet using SharePoint, consolidating forms, documents, policies, and internal news announcements.
- Continued participation in the Cal Cities Coastal Cities Group and advocacy of city local control on issues related to the California Coastal Commission.
- Started @pacifica.gov e-mail change initiative to streamline addresses.
- Implemented the QAlert customer relations management system for internal tracking of responses to citizen inquiries.
- Processed 12,335 financial transactions, including 288 journal entries, 4,180 vendor checks, 5,491 direct deposits and payroll checks, 249 purchase orders, over 7,057 invoices, and 2,002 business licenses applications.
- Upgraded Audio/Visual system at the Community Center auditorium with new microphones and speakers, including a new Assistive Listening System for the hearing-impaired.
- Completed 1,987 IT Helpdesk request tickets.
- Installed and configured new video dashcam systems and Mobile Data Terminals for five Police Department patrol vehicles.
- Assisted Public Works in launching the new Asset Management System and set up iPads for field staff to use new work order management features.
- Worked with Geographic Information Systems consultant to set up infrastructure for future mapping applications and capabilities.
- Successfully completed Interim and Final financial audits, received clean audit opinion from the independent auditors, and issued the Comprehensive Annual Financial Report in the enhanced format and submitted it for consideration for the Certificate of Achievement for Excellence in Financial Reporting.

- Developed and implemented new systems and online electronic processes for invoice authorization, new timesheet system, and approval workflow.
- Initiated transition of traditionally paper-based financial records to electronic format and scanned and categorized the last year's records for Accounts Payable, payroll, and quarterly taxes to significantly reduce the paper volume and optimize and streamline the audit process.
- Conducted a needs assessment for the new Enterprise Resource Planning (ERP) system, prepared an RFP, and solicited six proposals for new Financial and Human Resources Management Systems.
- Implemented online payment services for a business license, fees, and permits and processed over 2,500 online payment transactions since May 2020.
- Created an irrevocable trust with the Public Agencies Retirement Services (PARS) to plan and manage the City's unfunded pension and Other Post-Employment Benefits (OPEB) obligations and started prefunding the unfunded pension obligations by providing an initial contribution of \$200,000.
- Completed the Uniform Records Indexing System and Records Retention Policy and Schedule to make records storage and retrieval more efficient.
- Participated in a county-wide subcommittee of City Managers to begin to assess and identify solutions to the Vehicle License Fee In-lieu payment shortfall from the state to the county/cities.
- Implemented the NetFile online platform for electronic reporting of Form 700s and Campaign Disclosure Statements, and adopted an Ordinance to allow for electronic reporting of Campaign Disclosure Statements.
- Supported the City Council's "COVID Questions with Council" social media programming to help disseminate important pandemic-related information to the public through video-streaming episodes.

GRANTS, OTHER OUTSIDE FUNDING, AWARDS, & RECOGNITIONS

In FY 2020-21, the City received more than \$10 Million in grants and other outside funding, not including American Rescue Plan Act funding.

- Received a Local Early Action Planning (LEAP) grant totaling \$150,000 to assist with preparing the Housing Element update.
- Received \$1,160,000 in local, county, state and federal grant dollars used to offer quality free and reduced cost Child Care programs for Pacifica youth, which supported families so they could continue to afford to live in Pacifica and surrounding cities.
- Child Care received \$33,500 in Quality Rating Improvement System (QRIS) funding allowing the program to purchase social/emotional materials, supplies, and new iPads for all the preschool programs.
- Received \$8,000 from Pacificans Care to help pay for Child Care distance learning supplies.
- Received \$213,000 inter-governmental funds for Transportation, Congregate Nutrition and Meals on Wheels programs.
- Senior Services received \$178,976.00 in CARES (Coronavirus Aid, Relief, and Economic Security) Act grant funding to help with COVID expenditures.
- Senior Services received \$25,000 from Pacificans Care annual Community Grant for 2021/22 program assistance and an additional gift of \$1,000 to purchase rolling racks for the kitchen to help facilitate our food program.
- Almost \$25,000 was donated to the Senior Services "Giving Tree" fund.
- \$29,000 was generously donated by Seniors through a direct plea letter campaign, which took the place of previously scheduled fundraisers.

- Administered a \$60,000 Traffic Safety Grant from the California Department of Traffic Services for education and enforcement in effort to reduce injuries and deaths resulting from traffic collisions
- City was awarded a Highway Safety Improvement Program grant in the amount of \$249,200 to install curb ramps, bulb-outs, and high-visibility crosswalks in the northern region of Pacifica.
- Received a 3-year Tobacco Enforcement Grant of \$53,886 for tobacco education and enforcement.
- Earned Valor awards from the Peninsula Council of Lions for actions by (4) officers to save lives of community members.
- Received State funding of \$500K and \$7.75M for the Pacifica Pier Repair and Esplanade Bluff stabilization projects (respectively) through Assemblymember Mullin's and Senator Becker's offices.