CITY OF PACIFICA, CALIFORNIA

INTERNAL SERVICE FUNDS

Internal Service Funds are used to account for the financing of goods or services provided by one department or agency to other departments or agencies of the government and to other government units, on a cost reimbursement basis.

<u>SELF INSURANCE FUND</u> - City of Pacifica established Self Insurance Funds to cover Employee Dental Insurance, Workers' Compensation and General Liability, Property, and Automobile Liability Insurance.

Expenses are restricted to payments of claims, the premium for umbrella insurance, administration costs, and expenditures relating to the Safety Committee.

<u>MOTOR POOL FUND</u> - City of Pacifica operates a central garage, which provides services to various City departments on a cost reimbursement basis. Revenues for the fund are derived from rentals to the departments for usage of the equipment. The fund can be used only for the operation and replacement of the equipment.

MISSION STATEMENT:

The Motor Pool purchases, maintains and repairs the City's vehicles in a cost effective manner, providing each department with safe and reliable transportation and equipment. Motor Pool staff is responsible for the proper maintenance and repair work of over 120 pieces of equipment in the City's fleet. These vehicles are checked and serviced every 90 days or 2500 miles. Eighteen of these vehicles are classified as heavy-duty vehicles and require an additional, separate inspection by Motor Pool mechanics. Once a year, the State of California Highway Patrol also inspects our heavy-duty vehicles and records.

ACCOMPLISHMENTS DURING FISCAL YEAR 2005-2006:

- Successfully maintained 120 vehicles in a safe and professional manner, many of these vehicles have fully depreciated;
- Successfully completed a satisfactory rating from the California Highway Patrol heavy duty truck maintenance and record keeping inspections;
- Successfully continued to recycle our waste oil, oil filters and used tires;
- Purchased and outfitted 10 new Police Patrol vehicles;
- Purchased a new 4 wheel drive utility pick up truck for the Fire Department;
- Purchased and outfitted 2 new community service pick up trucks with camper shells for the Police Department;
- Purchased Opacity meter and tested all 12 diesel trucks in Public Works and Fire (all vehicles passed successfully);
- One new 3300 lb. Dump truck for Public Works was purchased;
- 2 new pick up trucks with Dump Bodies for Public Works were purchased;
- The Dump beds on the 10 wheel dump trucks were sandblasted and painted;
- A Plasma Cutter for the Motor Pool was purchased.

GOALS AND OBJECTIVES FOR FISCAL YEAR 2006-2007:

- Continue to provide replacement and maintenance for our City's vehicles and equipment in a safe and timely manner;
- Continue to upgrade the Motor Pool purchase order and work order systems;
- Accurate record keeping and continued safety inspections to be in compliance with the State of California Highway Patrol Commercial Vehicle Inspections and record keeping;
- Install a fuel management system for the purpose of tracking fuel usage at Linda Mar Fire Station
- Continue to recycle our waste oil, oil filters and used tires;
- Replace large wooden door in Motor Pool;
- Continue with Diesel engine Opacity tests.

SELF-FUNDED DENTAL PLAN FUND 65 - REVENUES

	2003-04	2004-05	2005-06	2005-06	2006-07	PERCENT
SOURCE	ACTUAL	ACTUAL	ADOPTED	PROJECTED	ADOPTED	CHANGE
REVENUES:						
PROPERTY TAXES	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
OTHER TAXES	-	-	-	-	-	N/A
LICENSES & PERMITS	-	-	~	-	-	N/A
USE OF MONEY/PROPERTY	-	-	-	-	-	N/A
INTERGOVERNMENTAL REV.	-	-	-	-	-	N/A
CURRENT SERVICES CHARGES	147,137	139,231	140,000	140,000	140,000	0.55%
RECREATION FEES	-	-	-	· _	-	N/A
OTHER REVENUES				-		N/A
TOTAL REVENUES	147,137	139,231	140,000	140,000	140,000	0.55%
OTHER FINANCING SOURCES: TRANSFERS-IN	-	<u>-</u>	_	<u>-</u>	-	N/A
TOTAL RESOURCES	\$ 147,137	\$ 139,231	\$ 140,000	\$ 140,000	\$ 140,000	0.55%

SELF-FUNDED DENTAL PLAN FUND 65 - EXPENDITURES

FUNCTION	2003-04 ACTUAL	2004-05 ACTUAL	2005-06 BUDGET	2005-06 PROJECTED	2006-07 ADOPTED	PERCENT CHANGE
SALARIES AND WAGES	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
PERSONNEL BENEFITS	-	-	-	-	-	N/A
SUPPLIES	-	-	-	-	-	N/A
OTHER SERVICES/CHARGES	102,681	110,832	138,000	138,000	138,000	0.00%
INTERGOVERNMENTAL	-	-	-	-	-	N/A
CAPITAL OUTLAY	- -	-	-	-	-	N/A
DEBT SERVICE	-	.	-	-	-	N/A
TRANSFERS-OUT	-	-	-	-	-	N/A
TOTAL	\$ 102,681	\$ 110,832	\$ 138,000	\$ 138,000	\$ 138,000	0.00%
		PERSONN	IEL SUMMAR	Y		
		NUMBER OF	BUDGETED FTE	EMPLOYEES		MONTHLY/ HOURLY
POSITION	2003-04	2004-05	2005-06		2006-07	RANGE
		NO PERSO	NNEL ASSIGNED			
TOTAL	0.00	0.00	0.00		0.00	

WORKERS' COMPENSATION FUND 66 - REVENUES

SOURCE	2003-04 ACTUAL	2004-05 ACTUAL	2005-06 BUDGET	2005-06 PROJECTED	2006-07 ADOPTED	PERCENT CHANGE
REVENUES:						
PROPERTY TAXES	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
OTHER TAXES	-	-	-	-	-	N/A
LICENSES & PERMITS	-	-	-	-	-	N/A
USE OF MONEY/PROPERTY	5,871	7,624	5,000	2,000	2,000	-60.00%
NTERGOVERNMENTAL REV.	-	-	-		-	N/A
CURRENT SERVICES CHARGES		-	-	-	-	N/A
RECREATION FEES	-	-	-	-	-	N/A
OTHER REVENUES	343,072	364,006	370,000	370,000	600,000	62.16%
TOTAL REVENUES	348,943	371,630	375,000	372,000	602,000	60.53%
OTHER FINANCING SOURCES: FRANSFERS-IN	_	100,000	1-90,000	190,000	120,000	-36.84%
OTAL RESOURCES	\$ 348,943	\$ 471,630	\$ 565,000	\$ 562,000	\$ 722,000	27.79%

WORKERS' COMPENSATION FUND 66 - EXPENDITURES

FUNCTION	2003-04 ACTUAL	2004-05 ACTUAL	2005-06 BUDGET	2005-06 PROJECTED	2006-07 ADOPTED	PERCENT CHANGE
SALARIES AND WAGES	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
PERSONNEL BENEFITS	-	-	-	-	-	N/A
SUPPLIES	-	-	-	-	-	N/A
OTHER SERVICES/CHARGES	469,862	258,351	347,000	347,000	722,000	108.07%
INTERGOVERNMENTAL	-	-	-	-	-	N/A
CAPITAL OUTLAY	-	-	-	-	-	N/A
DEBT SERVICE	-	-	-	-	-	N/A
TRANSFERS-OUT	-	-	-	-	-	N/A
TOTAL	\$ 469,862	\$ 258,351	\$ 347,000	\$ 347,000	\$ 722,000	108.07%
		PERSONN	NEL SUMMAR	Y		
			BUDGETED FTE			MONTHLY/
POSITION	2003-04	2004-05	2005-06		2006-07	HOURLY RANGE
		NO PERSC	NNEL ASSIGNED			
TOTAL	0.00	0.00	0.00		0.00	

GENERAL LIABILITY SELF-INSURANCE FUND 67 - REVENUES

SOURCE	2003-04 ACTUAL	2004-05 ACTUAL	2005-06 BUDGET	2005-06 PROJECTED	2006-07 ADOPTED	PERCENT CHANGE
REVENUES:						
PROPERTY TAXES	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
OTHER TAXES	-	-	-	-	-	N/A
LICENSES & PERMITS	-	-	-	-	-	N/A
USE OF MONEY/PROPERTY	15,205	12,741	12,000	10,000	10,000	-16.67%
INTERGOVERNMENTAL REV.	-	-	-	-	-	N/A
CURRENT SERVICES CHARGES	223,123	107,619	321,000	321,000	300,000	-6.54%
RECREATION FEES	-	-	-	-	-	N/A
OTHER REVENUES		51,420				N/A
TOTAL REVENUES	238,328	171,780	333,000	331,000	310,000	-6.91%
OTHER FINANCING SOURCES: TRANSFERS-IN	_	100,000	100,000	100,000	-	-100.00%
TOTAL RESOURCES	\$ 238,328	\$ 271,780	\$ 433,000	\$ 431,000	\$ 310,000	-28.41%

GENERAL LIABILITY SELF-INSURANCE FUND 67 - EXPENDITURES

FUNCTION	2003-04 ACTUAL	2004-05 ACTUAL	2005-06 BUDGET	2005-06 PROJECTED	2006-07 ADOPTED	PERCENT CHANGE
SALARIES AND WAGES	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
PERSONNEL BENEFITS	-	-	-	-	-	N/A
SUPPLIES	-	-	-	-	-	, N/A
OTHER SERVICES/CHARGES	656,991	985,293	433,000	333,000	310,000	-28.41%
INTERGOVERNMENTAL	-	-	-	-	-	N/A
CAPITAL OUTLAY	-	-	-	-	-	N/A
DEBT SERVICE	-	-	-	-	-	N/A
TRANSFERS-OUT	-	-	-	-	-	N/A
TOTAL	\$ 656,991	\$ 985,293	\$ 433,000	\$ 333,000	\$ 310,000	-28.41%
		PERSONN	NEL SUMMAR	Υ		
		NUMBER OF	BUDGETED FTE	EMPLOYEES		MONTHLY/ HOURLY
POSITION	2003-04	2004-05	2005-06		2006-07	RANGE
		NO PERSO	NNEL ASSIGNED			
TOTAL	0.00	0.00	0.00		0.00	

MOTOR POOL OPERATIONS FUND 71 - REVENUES

SOURCE	2003-04 ACTUAL	2004-05 ACTUAL	2005-06 BUDGET	2005-06 PROJECTED	2006-07 ADOPTED	PERCENT CHANGE
REVENUES:						
PROPERTY TAXES	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
OTHER TAXES	-	-	-	-	-	N/A
LICENSES & PERMITS	· -	-	-	-	-	N/A
USE OF MONEY/PROPERTY	-	-	-	-	-	N/A
INTERGOVERNMENTAL REV.	-	-	-	-	-	N/A
CURRENT SERVICES CHARGES	716,178	648,323	722,500	722,500	694,188	-3.92%
RECREATION FEES	-	-	-	-	-	N/A
OTHER REVENUES	3,293	5,763	8,000	8,000	9,000	12.50%
TOTAL REVENUES	719,471	654,086	730,500	730,500	703,188	-3.74%
OTHER FINANCING SOURCES: TRANSFERS-IN	-	-	-	-	-	N/A
TOTAL RESOURCES	\$ 719,471	\$ 654,086	\$ 730,500	\$ 730,500	\$ 703,188	-3.74%

MOTOR POOL OPERATIONS FUND 71 - EXPENDITURES

FUNCTION	2003-04 ACTUAL	2004-05 ACTUAL	2005-06 BUDGET	2005-06 PROJECTED	2006-07 ADOPTED	PERCENT CHANGE
SALARIES AND WAGES	\$ 219,564	\$ 208,883	\$ 263,878	\$ 265,200	\$ 155,565	-41.05%
PERSONNEL BENEFITS	60,923	68,182	97,655	108,345	63,676	-34.79%
SUPPLIES	364,332	332,244	352,000	423,600	431,914	22.70%
OTHER SERVICES/CHARGES	27,028	26,375	32,325	32,684	38,533	19.20%
INTERGOVERNMENTAL	-	-	-	-	-	N/A
CAPITAL OUTLAY	4,161	8,902	-	1,200	4,500	N/A
DEBT SERVICE	-	-	-	-	-	N/A
TRANSFERS-OUT	-	-	-	-	-	N/A
TOTAL	\$ 676,008	\$ 644,586	\$ 745,857	\$ 831,029	\$ 694,188	-6.93%

PERSONNEL SUMMARY

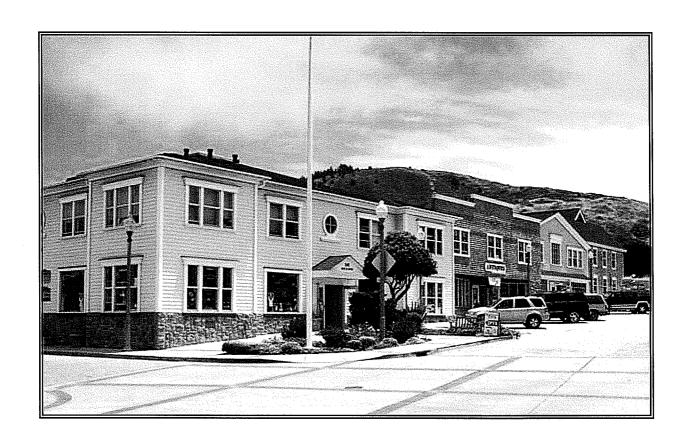
		NUMBER OF E	UDGETED FTE EMPLOY	EES	MONTHLY/
POSITION	2003-04	2004-05	2005-06	2006-07	HOURLY RANGE
FIELD SERVICES MANAGER	-	-	-	0.15	7,441-8,556
DEP. DIR. OF PUBLIC WORKS	0.15	0.15	0.15	-	-
FLEET MANAGER	1.00	1.00	1.00	1.00	6,190-7,119
SENIOR MECHANIC	-	-	1.00	1.00	4,763-5,683
MECHANIC	2.00	2.00	2.00	1.00	4,126-4,921
AUTO SERVICE WORKER	1.00	1.00	1.00	-	-
ADMINISTRATIVE ASSISTANT	0.05	0.05	0.05	0.05	3,495-4,174
CLERK TYPIST	0.03	0.03	0.03	-	-
STREETS/BLDG SUPERINT.	0.10	-	-	0.15	6,442-7,778
OFFICE MANAGER	0.02	-	•	-	-
			_		
TOTAL	4.35	4.23	5.23	3.35	

MOTOR POOL REPLACEMENT FUND 72 - REVENUES

SOURCE	2003-04 ACTUAL	2004-05 ACTUAL	2005-06 BUDGET	2005-06 PROJECTED	2006-07 ADOPTED	PERCENT CHANGE
REVENUES:						•
PROPERTY TAXES	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
OTHER TAXES	-	-	-	-	-	N/A
LICENSES & PERMITS	-	-	-	-	-	N/A
USE OF MONEY/PROPERTY	-	-	-	-	-	N/A
INTERGOVERNMENTAL REV.	-	-	-	-	-	N/A
CURRENT SERVICES CHARGES	282,347	115,000	310,000	310,000	338,130	9.07%
RECREATION FEES	-	-	-	-	-	N/A
OTHER REVENUES	20,914	1,987		18,000		N/A
TOTAL REVENUES	303,261	116,987	310,000	328,000	338,130	9.07%
OTHER FINANCING SOURCES: TRANSFERS-IN	-	-	300,000	300,000	300,000	0.00%
TOTAL RESOURCES	\$ 303,261	\$ 116,987	\$ 610,000	\$ 628,000	\$ 638,130	4.61%

MOTOR POOL REPLACEMENT FUND 72 - EXPENDITURES

FUNCTION	2003-04 ACTUAL	2004-05 ACTUAL	2005-06 BUDGET	2005-06 PROJECTED	2006-07 ADOPTED	PERCENT CHANGE
SALARIES AND WAGES	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
PERSONNEL BENEFITS	-	-	-	-	-	N/A
SUPPLIES	-	-	-	-	-	N/A
OTHER SERVICES/CHARGES	-	-	-	-	-	N/A
INTERGOVERNMENTAL	-	-	-	-	-	N/A
CAPITAL OUTLAY	374,411	295,869	910,000	900,000	638,130	-29.88%
DEBT SERVICE	3,235	-	-	-	-	N/A
TRANSFERS-OUT	-	-	-	-	-	N/A
TOTAL	\$ 377,646	\$ 295,869	\$ 910,000	\$ 900,000	\$ 638,130	-29.88%
		PERSONN	IEL SUMMAR	Υ		
		NUMBER OF	BUDGETED FTE	EMPLOYEES		MONTHLY/ HOURLY
POSITION	2003-04	2004-05	2005-06		2006-07	RANGE
		NO PERSO	NNEL ASSIGNED			
TOTAL	0.00	0.00	0.00		0.00	



The shops of the Rockaway Beach Redevelopment Area provide a warm welcome to Pacifica's tourists and citizens.

Photograph by Manuel Ferrer - Spring, 2006.