

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.

SELF INSURANCE FUND - 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.

- Belong to ERMA (Employment Risk Management Authority) for pooled Employment Practice Liability Insurance;
- Belong to the Municipal Pooling Authority Insurance JPA for Workers' Compensation coverage and safety training programs.

MOTOR POOL FUND - 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 125 pieces of equipment in the City's fleet. These vehicles are checked, serviced and implemented with a maintenance program. Eighteen of these vehicles are classified as heavy-duty vehicles and require an additional, separate inspection by Motor Pool mechanics. The State of California Highway Patrol also has annual compliance inspections of these heavy-duty vehicles and our maintenance logs.

ACCOMPLISHMENTS DURING FISCAL YEAR 2007-2008:

- Successfully maintained 125 vehicles in a safe and professional manner, many of these vehicles have fully depreciated;
- Successfully completed a satisfactory rating from the California Highway Patrol maintenance and record keeping inspections;
- Purchased emergency generator for Public Works;
- Purchased and installed new high band communication systems in 25 vehicles;
- Successfully continued to report and recycle our waste oil, oil filters and used tires;
- Purchased and installed a new tire changing machine and balancer.

GOALS AND OBJECTIVES FOR FISCAL YEAR 2008-2009:

- Continue to provide replacement and maintenance for our City's vehicles and equipment in a safe and timely manner;
- Implement GEMS new purchase and work order system;
- Continue safety inspections to be in compliance with the State of California Highway Patrol Commercial Vehicle Inspections and maintenance files;
- Continue to report and recycle our waste oil, oil filters and used tires;
- Purchase and installation of computerized fuel system at Linda Mar Fire and Calera Creek;
- Purchase and setup replacement vehicles/equipment through our depreciation program;
- Implement the new Air Resource Board regulations for particulate matter on our diesel engines.

**SELF-FUNDED DENTAL PLAN
FUND 65 - REVENUES**

SOURCE	2005-06 ACTUAL	2006-07 ACTUAL	2007-08 ADOPTED	2007-08 PROJECTED	2008-09 ADOPTED	PERCENT CHANGE
REVENUES:						
PROPERTY TAXES	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
OTHER TAXES	-	-	-	-	-	N/A
LICENSES & PERMITS	-	-	-	-	-	N/A
USE OF MONEY/PROPERTY	8,684	9,660	9,500	8,000	6,000	-17.18%
INTERGOVERNMENTAL REV.	-	-	-	-	-	N/A
CURRENT SERVICES CHARGES	145,831	158,480	168,500	165,000	171,800	4.11%
RECREATION FEES	-	-	-	-	-	N/A
OTHER REVENUES	-	-	-	-	-	N/A
TOTAL REVENUES	154,515	168,140	178,000	173,000	177,800	2.89%
OTHER FINANCING SOURCES:						
TRANSFERS-IN	-	-	-	-	-	N/A
TOTAL RESOURCES	<u>\$ 154,515</u>	<u>\$ 168,140</u>	<u>\$ 178,000</u>	<u>\$ 173,000</u>	<u>\$ 177,800</u>	2.89%

**SELF-FUNDED DENTAL PLAN
FUND 65 - EXPENDITURES**

<u>FUNCTION</u>	<u>2005-06 ACTUAL</u>	<u>2006-07 ACTUAL</u>	<u>2007-08 BUDGET</u>	<u>2007-08 PROJECTED</u>	<u>2008-09 ADOPTED</u>	<u>PERCENT CHANGE</u>
SALARIES AND WAGES	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
PERSONNEL BENEFITS	-	-	-	-	-	N/A
SUPPLIES	-	-	-	-	-	N/A
OTHER SERVICES/CHARGES	150,432	164,203	181,500	168,000	177,800	-2.04%
INTERGOVERNMENTAL	-	-	-	-	-	N/A
CAPITAL OUTLAY	-	-	-	-	-	N/A
DEBT SERVICE	-	-	-	-	-	N/A
TRANSFERS-OUT	-	-	-	-	-	N/A
TOTAL	\$ 150,432	\$ 164,203	\$ 181,500	\$ 168,000	\$ 177,800	-2.04%

PERSONNEL SUMMARY

<u>POSITION</u>	<u>NUMBER OF BUDGETED FTE EMPLOYEES</u>				<u>MONTHLY/ HOURLY RANGE</u>
	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	
	NO PERSONNEL ASSIGNED				
TOTAL	0.00	0.00	0.00	0.00	

**WORKERS' COMPENSATION
FUND 66 - REVENUES**

SOURCE	2005-06 ACTUAL	2006-07 ACTUAL	2007-08 BUDGET	2007-08 PROJECTED	2008-09 ADOPTED	PERCENT CHANGE
REVENUES:						
PROPERTY TAXES	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
OTHER TAXES	-	-	-	-	-	N/A
LICENSES & PERMITS	-	-	-	-	-	N/A
USE OF MONEY/PROPERTY	27,107	31,200	25,000	25,000	23,000	-8.00%
INTERGOVERNMENTAL REV.	-	-	-	-	-	N/A
CURRENT SERVICES CHARGES	-	-	-	-	-	N/A
RECREATION FEES	-	-	-	-	-	N/A
OTHER REVENUES	<u>384,565</u>	<u>785,848</u>	<u>690,000</u>	<u>760,000</u>	<u>727,900</u>	<u>5.49%</u>
TOTAL REVENUES	411,672	817,048	715,000	785,000	750,900	5.02%
OTHER FINANCING SOURCES:						
TRANSFERS-IN	190,000	120,000	120,000	120,000	120,000	0.00%
TOTAL RESOURCES	<u>\$ 601,672</u>	<u>\$ 937,048</u>	<u>\$ 835,000</u>	<u>\$ 905,000</u>	<u>\$ 870,900</u>	<u>4.30%</u>

**WORKERS' COMPENSATION
FUND 66 - EXPENDITURES**

<u>FUNCTION</u>	<u>2005-06 ACTUAL</u>	<u>2006-07 ACTUAL</u>	<u>2007-08 BUDGET</u>	<u>2007-08 PROJECTED</u>	<u>2008-09 ADOPTED</u>	<u>PERCENT CHANGE</u>
SALARIES AND WAGES	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
PERSONNEL BENEFITS	-	-	-	-	-	N/A
SUPPLIES	-	-	-	-	-	N/A
OTHER SERVICES/CHARGES	229,933	892,631	740,000	867,000	790,000	6.76%
INTERGOVERNMENTAL	-	-	-	-	-	N/A
CAPITAL OUTLAY	-	-	-	-	-	N/A
DEBT SERVICE	-	-	-	-	-	N/A
TRANSFERS-OUT	-	-	-	-	-	N/A
TOTAL	\$ 229,933	\$ 892,631	\$ 740,000	\$ 867,000	\$ 790,000	6.76%

PERSONNEL SUMMARY

<u>POSITION</u>	<u>NUMBER OF BUDGETED FTE EMPLOYEES</u>				<u>MONTHLY/ HOURLY RANGE</u>
	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	
	NO PERSONNEL ASSIGNED				
TOTAL	0.00	0.00	0.00	0.00	

**GENERAL LIABILITY SELF-INSURANCE
FUND 67 - REVENUES**

SOURCE	2005-06 ACTUAL	2006-07 ACTUAL	2007-08 BUDGET	2007-08 PROJECTED	2008-09 ADOPTED	PERCENT CHANGE
REVENUES:						
PROPERTY TAXES	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
OTHER TAXES	-	-	-	-	-	N/A
LICENSES & PERMITS	-	-	-	-	-	N/A
USE OF MONEY/PROPERTY	25,569	18,676	15,000	8,000	6,500	-56.67%
INTERGOVERNMENTAL REV.	-	-	-	-	-	N/A
CURRENT SERVICES CHARGES	-	-	175,000	-	-	-100.00%
RECREATION FEES	-	-	-	-	-	N/A
OTHER REVENUES	<u>28,524</u>	<u>34,426</u>	<u>-</u>	<u>4,500</u>	<u>-</u>	<u>N/A</u>
TOTAL REVENUES	54,093	53,102	190,000	12,500	6,500	-96.58%
OTHER FINANCING SOURCES:						
TRANSFERS-IN	100,000	-	182,000	182,000	380,000	108.79%
TOTAL RESOURCES	<u>\$ 154,093</u>	<u>\$ 53,102</u>	<u>\$ 372,000</u>	<u>\$ 194,500</u>	<u>\$ 386,500</u>	<u>3.90%</u>

**GENERAL LIABILITY SELF-INSURANCE
FUND 67 - EXPENDITURES**

FUNCTION	2005-06 ACTUAL	2006-07 ACTUAL	2007-08 BUDGET	2007-08 PROJECTED	2008-09 ADOPTED	PERCENT CHANGE
SALARIES AND WAGES	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
PERSONNEL BENEFITS	-	-	-	-	-	N/A
SUPPLIES	-	-	-	-	-	N/A
OTHER SERVICES/CHARGES	504,668	7,013	372,000	389,500	530,000	42.47%
INTERGOVERNMENTAL	-	-	-	-	-	N/A
CAPITAL OUTLAY	-	-	-	-	-	N/A
DEBT SERVICE	-	-	-	-	-	N/A
TRANSFERS-OUT	-	-	-	-	-	N/A
TOTAL	\$ 504,668	\$ 7,013	\$ 372,000	\$ 389,500	\$ 530,000	42.47%

PERSONNEL SUMMARY

POSITION	NUMBER OF BUDGETED FTE EMPLOYEES				MONTHLY/ HOURLY RANGE
	2005-06	2006-07	2007-08	2008-09	
NO PERSONNEL ASSIGNED					
TOTAL	0.00	0.00	0.00	0.00	

MOTOR POOL OPERATIONS
FUND 71 - REVENUES

SOURCE	2005-06 ACTUAL	2006-07 ACTUAL	2007-08 BUDGET	2007-08 PROJECTED	2008-09 ADOPTED	PERCENT CHANGE
REVENUES:						
PROPERTY TAXES	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
OTHER TAXES	-	-	-	-	-	N/A
LICENSES & PERMITS	-	-	-	-	-	N/A
USE OF MONEY/PROPERTY	2,180	1,295	-	-	-	N/A
INTERGOVERNMENTAL REV.	-	-	-	-	-	N/A
CURRENT SERVICES CHARGES	745,857	694,188	788,695	788,695	875,700	11.03%
RECREATION FEES	-	-	-	-	-	N/A
OTHER REVENUES	<u>9,440</u>	<u>8,616</u>	<u>9,000</u>	<u>9,000</u>	<u>9,000</u>	<u>0.00%</u>
TOTAL REVENUES	757,477	704,099	797,695	797,695	884,700	10.91%
OTHER FINANCING SOURCES:						
TRANSFERS-IN	-	-	-	-	-	N/A
TOTAL RESOURCES	<u>\$ 757,477</u>	<u>\$ 704,099</u>	<u>\$ 797,695</u>	<u>\$ 797,695</u>	<u>\$ 884,700</u>	<u>10.91%</u>

**MOTOR POOL OPERATIONS
FUND 71 - EXPENDITURES**

FUNCTION	2005-06 ACTUAL	2006-07 ACTUAL	2007-08 BUDGET	2007-08 PROJECTED	2008-09 ADOPTED	PERCENT CHANGE
SALARIES AND WAGES	\$ 256,329	\$ 183,129	\$ 228,470	\$ 252,750	\$ 245,900	7.63%
PERSONNEL BENEFITS	103,702	67,348	97,330	89,675	92,550	-4.91%
SUPPLIES	427,784	427,763	419,750	402,150	453,000	7.92%
OTHER SERVICES/CHARGES	29,471	47,672	40,455	34,455	36,750	-9.16%
INTERGOVERNMENTAL	-	-	-	-	-	N/A
CAPITAL OUTLAY	1,186	-	2,500	2,500	45,000	1700.00%
DEBT SERVICE	-	-	-	-	-	N/A
TRANSFERS-OUT	-	-	-	-	-	N/A
TOTAL	\$ 818,472	\$ 725,912	\$ 788,505	\$ 781,530	\$ 873,200	10.74%

PERSONNEL SUMMARY

POSITION	NUMBER OF BUDGETED FTE EMPLOYEES				MONTHLY/ HOURLY RANGE
	2005-06	2006-07	2007-08	2008-09	
FIELD SERVICES MANAGER	-	0.15	0.15	0.15	8,357-9,610
DIR. OF PUBLIC WORKS	0.15	-	-	-	-
PUB. WORKS SUPVR/MTR POOL	-	-	1.00	1.00	5,241-6,661
SENIOR MECHANIC	1.00	1.00	1.00	1.00	5,203-6,208
MECHANIC	2.00	1.00	1.00	1.00	4,508-5,376
AUTO SERVICE WORKER	1.00	-	-	-	-
ADMINISTRATIVE ASSISTANT	0.05	0.05	-	-	-
CLERK TYPIST	0.03	-	-	-	-
ADMINISTRATIVE CLERK II	-	-	0.05	0.05	3,441-4,173
STREETS/BLDG SUPERINT.	-	0.15	0.15	0.15	6,801-8,211
FLEET MANAGER	1.00	1.00	-	-	-
TOTAL	5.23	3.35	3.35	3.35	

**MOTOR POOL REPLACEMENT
FUND 72 - REVENUES**

SOURCE	2005-06 ACTUAL	2006-07 ACTUAL	2007-08 BUDGET	2007-08 PROJECTED	2008-09 ADOPTED	PERCENT CHANGE
REVENUES:						
PROPERTY TAXES	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
OTHER TAXES	-	-	-	-	-	N/A
LICENSES & PERMITS	-	-	-	-	-	N/A
USE OF MONEY/PROPERTY	12,295	21,176	15,000	15,000	15,000	0.00%
INTERGOVERNMENTAL REV.	-	-	-	-	-	N/A
CURRENT SERVICES CHARGES	310,000	415,272	330,000	338,130	324,500	-1.67%
RECREATION FEES	-	-	-	-	-	N/A
OTHER REVENUES	<u>49,301</u>	<u>45,387</u>	<u>-</u>	<u>44,150</u>	<u>-</u>	N/A
TOTAL REVENUES	371,596	481,835	345,000	397,280	339,500	-1.59%
OTHER FINANCING SOURCES:						
TRANSFERS-IN	300,000	300,000	-	-	-	N/A
TOTAL RESOURCES	<u>\$ 671,596</u>	<u>\$ 781,835</u>	<u>\$ 345,000</u>	<u>\$ 397,280</u>	<u>\$ 339,500</u>	<u>-1.59%</u>

**MOTOR POOL REPLACEMENT
FUND 72 - EXPENDITURES**

FUNCTION	2005-06 ACTUAL	2006-07 ACTUAL	2007-08 BUDGET	2007-08 PROJECTED	2008-09 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	335,269	375,980	330,000	330,000	1,024,500	210.45%
DEBT SERVICE	-	-	-	-	-	N/A
TRANSFERS-OUT	-	-	-	-	-	N/A
TOTAL	\$ 335,269	\$ 375,980	\$ 330,000	\$ 330,000	\$ 1,024,500	210.45%

PERSONNEL SUMMARY

POSITION	NUMBER OF BUDGETED FTE EMPLOYEES				MONTHLY/ HOURLY RANGE
	2005-06	2006-07	2007-08	2008-09	
NO PERSONNEL 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.