City of Pacifica
Financing City Services Taskforce
Minutes – October 17, 2011

1. Call to Order: 6:32 by Chair Bruce Banco. Attending: Pete Shoemaker, Bill Bent, Karen Ervin, Sue Vaterlaus, Joe Kell, Councilmember Len Stone and Councilmember Mary Ann Nihart
   Staff: Steve Rhodes, Ann Ritzma
   Excused: Omar Saleh, Suzan Getchell-Wallace, Mary Ellen Carroll and Greg Cochran.

2. Minutes:
   October 4, 2011 minutes approved.

3. Review of Expenditures
   City Manager Steve Rhodes shared the projected 5 year expenditure plan for the General Fund with the group. The Task Force reviewed each Department and staff highlighted changes in each department from the prior review in 2010.

   Notes: There was discussion regarding how cafeteria plan options – i.e. taking cash make the salary and benefit lines differ between actual and projected budgets. The cafeteria plan benefit when taken as cash moves from a benefit to a taxed salary item – thus changing both the benefit line and the salary line in every department and division.

   City Council: The City Council reduced expenditures by eliminating cafeteria cash and in some cases declining other pay or benefits.
   City Administration: The City Manager has taken no salary increase in three years, eliminated his cafeteria cash and reduced other benefits.
   City Attorney: The City has contracted this function and the projected savings can be seen in future years.
   Human Resources: Group asked to look at benefits and departmental expense.
   Finance: Group asked to look at conference lines and departmental expense in the treasury division.
   Police: Dispatch has just been contracted out to South San Francisco Police Department and there is projected savings in future years. There has also been a reduction in one Police Captain position and changes in staffing.
   Fire: There was a reduction in Battalion Chief positions (with two remaining positions assigned to administrative functions) and an increase in revenue from the fire inspection fee.
   Planning: Remains consistent.
   Non-departmental: The group asked for detail for both the contract and community service organizations. Special studies should read "General Plan". Also, need to add retiree health costs over the entire 5 year plan as this is an ongoing obligation.

   The group also asked for additional information:

- Number of employee by department and division (organization charts)
- Parks, Beaches and Recreation information on programs – which programs are cost neutral (i.e. fees support the activity) and which programs are supported by the General Fund (subsidized).
- What was the "cut" formula for each department in the prior plan?
- How does the City use vehicles? How many are "take home", how many are pool cars (and assigned to what department), who gets vehicle allowance and how does mileage allowance work?
- How many and who has a city issued cell phone and why?
- What other services could be shared with another agency – payroll, IT, motor pool, purchasing, insurance, pooled services
- What is the structure of each department? How many managers to line staff?
- What is the labor contract cycle (dates that contracts expire)

4. Oral Communications/Comments from the Public –
   a) Jim Lange commented that in Senior Services intergovernmental revenue or grants is not always known until after the budget process.
   b) Cindy Abbott commented that departmental expenses should be reviewed to see if there was duplication or ways for cost/savings to be shared across departments.
   c) Anita Rees commented that the County of San Mateo was looking at sharing services or providing services to others as a way to reduce costs.

5. Adjourn at 7:30 pm – Next meeting on Tuesday, Nov. 1st at 6:30pm