

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, Employment Practice Liability Insurance 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.

- Joined ERMA (Employment Risk Management Authority) for pooled Employment Practice Liability Insurance.
- Joined 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. The emergency generators are continuously checked and maintained by the Motor Pool mechanics. 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 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 2006-2007:**

- 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 heavy duty truck and bus maintenance and record keeping inspections;
- Replacement of a worn out service bay door with new electric door;
- Finished the setup of all the Police patrol vehicles;
- Purchased and setup a new Sergeant's car, also an F150 4x4 for the beach and mountain patrol;
- Purchased and setup a new command vehicle for the Fire Department;
- Purchased a new pickup for Wastewater;
- Purchased a new dump truck for streets and parks maintenance;
- Successfully continued to recycle our waste oil, oil filters and used tires.

**GOALS AND OBJECTIVES FOR FISCAL YEAR 2007-2008:**

- 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;
- Purchase a new tire changing machine to change the larger truck tires and the larger wheels on some of the newer cars;
- Plan to purchase a new Vac-con truck to meet the STOPP program requirements and to help Public Works be more effective and efficient;
- Check and modify service intervals on certain pieces of equipment that are run for long periods of time but not driven very far to hours instead of miles;
- Continue to recycle our waste oil, oil filters and used tires;
- Replace large wooden door in Motor Pool.

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

SOURCE	2004-05 ACTUAL	2005-06 ACTUAL	2006-07 ADOPTED	2006-07 PROJECTED	2007-08 ADOPTED	PERCENT CHANGE
REVENUES:						
PROPERTY TAXES	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
OTHER TAXES	-	-	-	-	-	N/A
LICENSES & PERMITS	-	-	-	-	-	N/A
USE OF MONEY/PROPERTY	-	8,684	-	9,200	9,500	5.94%
INTERGOVERNMENTAL REV.	-	-	-	-	-	N/A
CURRENT SERVICES CHARGES	139,231	145,831	140,000	165,000	168,500	13.14%
RECREATION FEES	-	-	-	-	-	N/A
OTHER REVENUES	-	-	-	-	-	N/A
TOTAL REVENUES	139,231	154,515	140,000	174,200	178,000	12.74%
OTHER FINANCING SOURCES:						
TRANSFERS-IN	-	-	-	-	-	N/A
TOTAL RESOURCES	<u>\$ 139,231</u>	<u>\$ 154,515</u>	<u>\$ 140,000</u>	<u>\$ 174,200</u>	<u>\$ 178,000</u>	12.74%

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

FUNCTION	2004-05 ACTUAL	2005-06 ACTUAL	2006-07 BUDGET	2006-07 PROJECTED	2007-08 ADOPTED	PERCENT CHANGE
SALARIES AND WAGES	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
PERSONNEL BENEFITS	-	-	-	-	-	N/A
SUPPLIES	-	-	-	-	-	N/A
OTHER SERVICES/CHARGES	110,832	150,432	138,000	168,500	181,500	31.52%
INTERGOVERNMENTAL	-	-	-	-	-	N/A
CAPITAL OUTLAY	-	-	-	-	-	N/A
DEBT SERVICE	-	-	-	-	-	N/A
TRANSFERS-OUT	-	-	-	-	-	N/A
<b>TOTAL</b>	<b>\$ 110,832</b>	<b>\$ 150,432</b>	<b>\$ 138,000</b>	<b>\$ 168,500</b>	<b>\$ 181,500</b>	<b>31.52%</b>

**PERSONNEL SUMMARY**

POSITION	NUMBER OF BUDGETED FTE EMPLOYEES				MONTHLY/ HOURLY RANGE
	2004-05	2005-06	2006-07	2007-08	
NO PERSONNEL ASSIGNED					
<b>TOTAL</b>	0.00	0.00	0.00	0.00	

**WORKERS' COMPENSATION  
FUND 66 - REVENUES**

SOURCE	2004-05 ACTUAL	2005-06 ACTUAL	2006-07 BUDGET	2006-07 PROJECTED	2007-08 ADOPTED	PERCENT CHANGE
REVENUES:						
PROPERTY TAXES	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
OTHER TAXES	-	-	-	-	-	N/A
LICENSES & PERMITS	-	-	-	-	-	N/A
USE OF MONEY/PROPERTY	7,624	27,107	2,000	25,000	25,000	1150.00%
INTERGOVERNMENTAL REV.	-	-	-	-	-	N/A
CURRENT SERVICES CHARGES	-	-	-	-	-	N/A
RECREATION FEES	-	-	-	-	-	N/A
OTHER REVENUES	<u>364,006</u>	<u>384,565</u>	<u>600,000</u>	<u>760,000</u>	<u>690,000</u>	<u>15.00%</u>
TOTAL REVENUES	371,630	411,672	602,000	785,000	715,000	18.77%
OTHER FINANCING SOURCES:						
TRANSFERS-IN	100,000	190,000	120,000	120,000	120,000	0.00%
TOTAL RESOURCES	<u>\$ 471,630</u>	<u>\$ 601,672</u>	<u>\$ 722,000</u>	<u>\$ 905,000</u>	<u>\$ 835,000</u>	<u>15.65%</u>

**WORKERS' COMPENSATION  
FUND 66 - EXPENDITURES**

FUNCTION	2004-05 ACTUAL	2005-06 ACTUAL	2006-07 BUDGET	2006-07 PROJECTED	2007-08 ADOPTED	PERCENT CHANGE
SALARIES AND WAGES	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
PERSONNEL BENEFITS	-	-	-	-	-	N/A
SUPPLIES	-	-	-	-	-	N/A
OTHER SERVICES/CHARGES	258,351	229,933	722,000	867,000	740,000	2.49%
INTERGOVERNMENTAL	-	-	-	-	-	N/A
CAPITAL OUTLAY	-	-	-	-	-	N/A
DEBT SERVICE	-	-	-	-	-	N/A
TRANSFERS-OUT	-	-	-	-	-	N/A
TOTAL	\$ 258,351	\$ 229,933	\$ 722,000	\$ 867,000	\$ 740,000	2.49%

**PERSONNEL SUMMARY**

POSITION	NUMBER OF BUDGETED FTE EMPLOYEES				MONTHLY/ HOURLY RANGE
	2004-05	2005-06	2006-07	2007-08	
NO PERSONNEL ASSIGNED					
TOTAL	0.00	0.00	0.00	0.00	

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

SOURCE	2004-05 ACTUAL	2005-06 ACTUAL	2006-07 BUDGET	2006-07 PROJECTED	2007-08 ADOPTED	PERCENT CHANGE
REVENUES:						
PROPERTY TAXES	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
OTHER TAXES	-	-	-	-	-	N/A
LICENSES & PERMITS	-	-	-	-	-	N/A
USE OF MONEY/PROPERTY	12,741	25,569	10,000	15,000	15,000	50.00%
INTERGOVERNMENTAL REV.	-	-	-	-	-	N/A
CURRENT SERVICES CHARGES	107,619	-	300,000	300,000	357,000	19.00%
RECREATION FEES	-	-	-	-	-	N/A
OTHER REVENUES	<u>51,420</u>	<u>28,524</u>	<u>-</u>	<u>35,000</u>	<u>-</u>	<u>N/A</u>
TOTAL REVENUES	171,780	54,093	310,000	350,000	372,000	20.00%
OTHER FINANCING SOURCES:						
TRANSFERS-IN	100,000	100,000	-	-	-	N/A
TOTAL RESOURCES	<u>\$ 271,780</u>	<u>\$ 154,093</u>	<u>\$ 310,000</u>	<u>\$ 350,000</u>	<u>\$ 372,000</u>	<u>20.00%</u>

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

FUNCTION	2004-05 ACTUAL	2005-06 ACTUAL	2006-07 BUDGET	2006-07 PROJECTED	2007-08 ADOPTED	PERCENT CHANGE
SALARIES AND WAGES	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
PERSONNEL BENEFITS	-	-	-	-	-	N/A
SUPPLIES	-	-	-	-	-	N/A
OTHER SERVICES/CHARGES	985,293	504,668	310,000	260,341	372,000	20.00%
INTERGOVERNMENTAL	-	-	-	-	-	N/A
CAPITAL OUTLAY	-	-	-	-	-	N/A
DEBT SERVICE	-	-	-	-	-	N/A
TRANSFERS-OUT	-	-	-	-	-	N/A
<b>TOTAL</b>	<b>\$ 985,293</b>	<b>\$ 504,668</b>	<b>\$ 310,000</b>	<b>\$ 260,341</b>	<b>\$ 372,000</b>	<b>20.00%</b>

**PERSONNEL SUMMARY**

POSITION	NUMBER OF BUDGETED FTE EMPLOYEES				MONTHLY/ HOURLY RANGE
	2004-05	2005-06	2006-07	2007-08	
NO PERSONNEL ASSIGNED					
<b>TOTAL</b>	0.00	0.00	0.00	0.00	

**MOTOR POOL OPERATIONS**  
**FUND 71 - REVENUES**

SOURCE	2004-05 ACTUAL	2005-06 ACTUAL	2006-07 BUDGET	2006-07 PROJECTED	2007-08 ADOPTED	PERCENT CHANGE
REVENUES:						
PROPERTY TAXES	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
OTHER TAXES	-	-	-	-	-	N/A
LICENSES & PERMITS	-	-	-	-	-	N/A
USE OF MONEY/PROPERTY	-	2,180	-	-	-	N/A
INTERGOVERNMENTAL REV.	-	-	-	-	-	N/A
CURRENT SERVICES CHARGES	648,323	745,857	694,188	694,188	788,695	13.61%
RECREATION FEES	-	-	-	-	-	N/A
OTHER REVENUES	<u>5,763</u>	<u>9,440</u>	<u>9,000</u>	<u>9,000</u>	<u>9,000</u>	0.00%
TOTAL REVENUES	654,086	757,477	703,188	703,188	797,695	13.44%
OTHER FINANCING SOURCES:						
TRANSFERS-IN	-	-	-	-	-	N/A
TOTAL RESOURCES	<u>\$ 654,086</u>	<u>\$ 757,477</u>	<u>\$ 703,188</u>	<u>\$ 703,188</u>	<u>\$ 797,695</u>	<u>13.44%</u>



**MOTOR POOL OPERATIONS  
FUND 71 - EXPENDITURES**

FUNCTION	2004-05 ACTUAL	2005-06 ACTUAL	2006-07 BUDGET	2006-07 PROJECTED	2007-08 ADOPTED	PERCENT CHANGE
SALARIES AND WAGES	\$ 208,883	\$ 256,329	\$ 155,565	\$ 166,175	\$ 228,470	46.87%
PERSONNEL BENEFITS	68,182	103,702	63,676	64,250	97,330	52.85%
SUPPLIES	332,244	427,784	421,914	406,500	419,750	-0.51%
OTHER SERVICES/CHARGES	26,375	29,471	48,533	47,133	40,455	-16.64%
INTERGOVERNMENTAL	-	-	-	-	-	N/A
CAPITAL OUTLAY	8,902	1,186	4,500	4,500	2,500	-44.44%
DEBT SERVICE	-	-	-	-	-	N/A
TRANSFERS-OUT	-	-	-	-	-	N/A
TOTAL	\$ 644,586	\$ 818,472	\$ 694,188	\$ 688,558	\$ 788,505	13.59%

**PERSONNEL SUMMARY**

POSITION	NUMBER OF BUDGETED FTE EMPLOYEES				MONTHLY/ HOURLY RANGE
	2004-05	2005-06	2006-07	2007-08	
FIELD SERVICES MANAGER	-	-	0.15	0.15	8,036-9,240
DIR. OF PUBLIC WORKS	0.15	0.15	-	-	-
PUB. WORKS SUPVR/MTR POOL	-	-	-	1.00	4,942-6,281
SENIOR MECHANIC	-	1.00	1.00	1.00	4,906-5,853
MECHANIC	2.00	2.00	1.00	1.00	4,250-5,069
AUTO SERVICE WORKER	1.00	1.00	-	-	-
ADMINISTRATIVE ASSISTANT	0.05	0.05	0.05	-	-
CLERK TYPIST	0.03	0.03	-	-	-
ADMINISTRATIVE CLERK II	-	-	-	0.05	3,245-3,935
STREETS/BLDG SUPERINT.	-	-	0.15	0.15	6,635-8,011
FLEET MANAGER	1.00	1.00	1.00	-	-
TOTAL	4.23	5.23	3.35	3.35	

**MOTOR POOL REPLACEMENT  
FUND 72 - REVENUES**

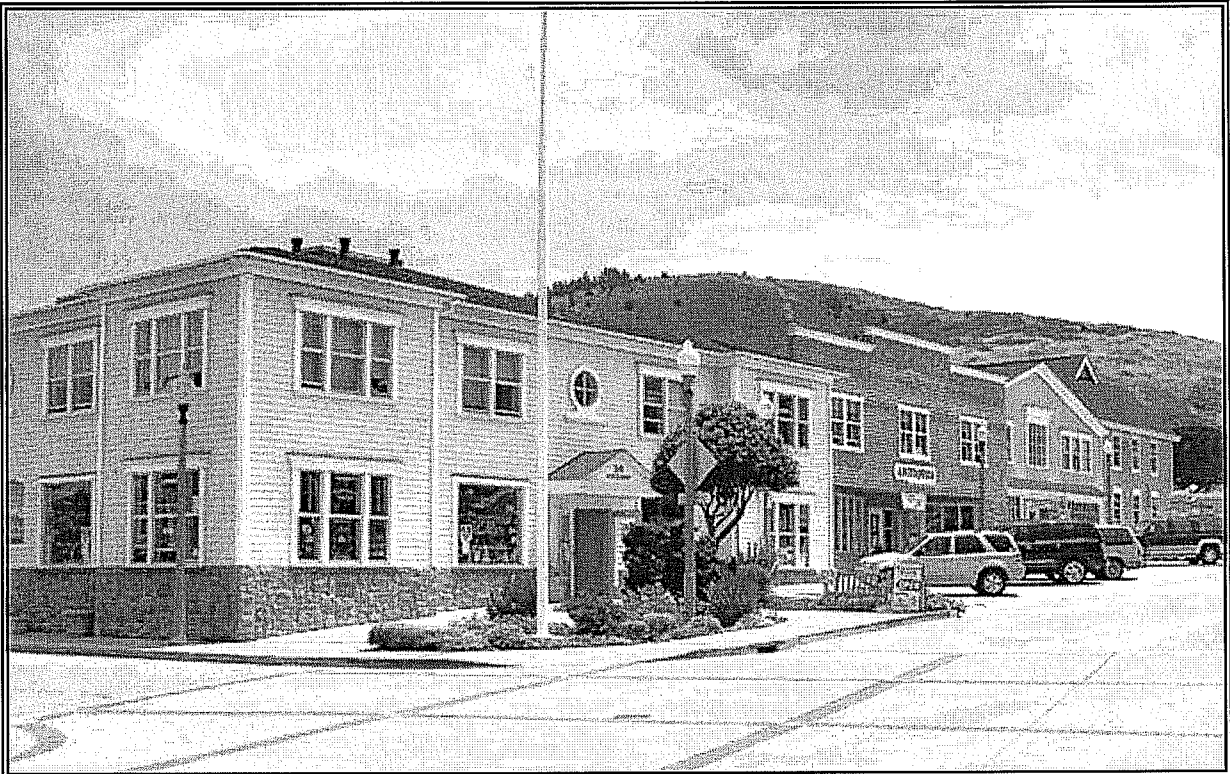
SOURCE	2004-05 ACTUAL	2005-06 ACTUAL	2006-07 BUDGET	2006-07 PROJECTED	2007-08 ADOPTED	PERCENT CHANGE
REVENUES:						
PROPERTY TAXES	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
OTHER TAXES	-	-	-	-	-	N/A
LICENSES & PERMITS	-	-	-	-	-	N/A
USE OF MONEY/PROPERTY	-	12,295	-	15,000	15,000	N/A
INTERGOVERNMENTAL REV.	-	-	-	-	-	N/A
CURRENT SERVICES CHARGES	115,000	310,000	338,130	338,130	330,000	-2.40%
RECREATION FEES	-	-	-	-	-	N/A
OTHER REVENUES	<u>1,987</u>	<u>49,301</u>	<u>-</u>	<u>44,150</u>	<u>-</u>	N/A
TOTAL REVENUES	116,987	371,596	338,130	397,280	345,000	2.03%
OTHER FINANCING SOURCES:						
TRANSFERS-IN	-	300,000	300,000	300,000	-	-100.00%
TOTAL RESOURCES	<u>\$ 116,987</u>	<u>\$ 671,596</u>	<u>\$ 638,130</u>	<u>\$ 697,280</u>	<u>\$ 345,000</u>	<u>-45.94%</u>

**MOTOR POOL REPLACEMENT  
FUND 72 - EXPENDITURES**

FUNCTION	2004-05 ACTUAL	2005-06 ACTUAL	2006-07 BUDGET	2006-07 PROJECTED	2007-08 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	295,869	335,269	638,130	638,130	330,000	-48.29%
DEBT SERVICE	-	-	-	-	-	N/A
TRANSFERS-OUT	-	-	-	-	-	N/A
TOTAL	\$ 295,869	\$ 335,269	\$ 638,130	\$ 638,130	\$ 330,000	-48.29%

**PERSONNEL SUMMARY**

POSITION	NUMBER OF BUDGETED FTE EMPLOYEES				MONTHLY/ HOURLY RANGE
	2004-05	2005-06	2006-07	2007-08	
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.**