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.

- 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.

<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 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 2008-2009:

- 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;
- Completed spread sheets for ICLEI local governments for sustainability emissions;
- Successfully continued to report and recycle our waste oil, oil filters and used tires;
- Purchased and setup three Patrol vehicles and one command unit vehicle for PD;
- Purchased Vac-Con vehicle for our storm drain system maintenance program;
- Purchased and setup Stellar vehicle for WWTP division;
- Purchased two six inch trash pumps.

GOALS AND OBJECTIVES FOR FISCAL YEAR 2009-2010:

- 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 systems;
- Continued safety inspections to be in compliance with the State of California Highway Patrol Commercial Vehicle Bit Inspections and maintenance records;
- Continue to report and recycle our waste oil, oil filters and used tires;
- Purchase and setup replacement vehicles through our depreciation program;
- Keep in compliance with the Air Resource Board regulations for particulate matter on our diesel engines.

SELF-FUNDED DENTAL PLAN FUND 65 - REVENUES

SOURCE	2006-07 ACTUAL	2007-08 ACTUAL	2008-09 ADOPTED	2008-09 PROJECTED	2009-10 ADOPTED	PERCENT CHANGE
REVENUES:						
PROPERTY TAXES	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
OTHER TAXES	-	-	-	-	-	N/A
LICENSES & PERMITS	-	-	-	-	-	N/A
USE OF MONEY/PROPERTY	9,660	9,157	6,000	3,000	2,000	-67.24%
INTERGOVERNMENTAL REV.	-	-	-	-	-	N/A
CURRENT SERVICES CHARGES	158,480	160,638	171,800	171,800	182,600	6.95%
RECREATION FEES	-	-	-	-	-	N/A
OTHER REVENUES	-			-		N/A
TOTAL REVENUES	168,140	169,795	177,800	174,800	184,600	2.95%
OTHER FINANCING SOURCES: TRANSFERS-IN	-	-		-	-	N/A
TOTAL RESOURCES	\$ 168,140	\$ 169,795	\$ 177,800	\$ 174,800	\$ 184,600	2.95%

SELF-FUNDED DENTAL PLAN FUND 65 - EXPENDITURES

FUNCTION		06-07 TUAL		2007-08 ACTUAL		2008-09 BUDGET	PF	2008-09 ROJECTED	 2009-10 ADOPTED	PERCENT CHANGE
SALARIES AND WAGES	\$	-	\$	_	\$	-	\$	-	\$ -	N/A
PERSONNEL BENEFITS		-		-		•		-	-	N/A
SUPPLIES		-		-		-		-	-	N/A
OTHER SERVICES/CHARGES	16	54,203		137,258		177,800		177,800	186,000	4.61%
INTERGOVERNMENTAL		-		-		-		-	-	N/A
CAPITAL OUTLAY		-		-		-		-	-	N/A
DEBT SERVICE		-		-		-		-	-	N/A
TRANSFERS-OUT		-		-		-		-	-	N/A
TOTAL	\$ 16	64,203	\$	137,258	\$	177,800	\$	177,800	\$ 186,000	4.61%
			F	PERSONN	IEL S	SUMMAR	Y			
			NL	JMBER OF	BUD	GETED FTE	EMF	LOYEES	 	MONTHLY/
POSITION	200	6-07		2007-08		2008-09			 2009-10	HOURLY RANGE
				NO PERSO	NNEL	ASSIGNED			·	
TOTAL		0.00		0.00		0.00			0.00	

WORKERS' COMPENSATION FUND 66 - REVENUES

SOURCE	2006-07 ACTUAL	2007-08 ACTUAL	2008-09 BUDGET	2008-09 PROJECTED	2009-10 ADOPTED	PERCENT CHANGE
REVENUES:						
PROPERTY TAXES	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
OTHER TAXES	-	-	-	-	-	N/A
LICENSES & PERMITS	-	-	-	-	-	N/A
USE OF MONEY/PROPERTY	31,200	30,776	23,000	11,500	6,000	-73.91%
INTERGOVERNMENTAL REV.	-	-	-	-	-	N/A
CURRENT SERVICES CHARGES	-	-	-	-	-	N/A
RECREATION FEES	-	-	-	-	-	N/A
OTHER REVENUES	785,848	1,011,304	727,900	727,900	692,600	-4.85%
TOTAL REVENUES	817,048	1,042,080	750,900	739,400	698,600	-6.96%
OTHER FINANCING SOURCES: TRANSFERS-IN	120,000	120,000	120,000	120,000	120,000	0.00%
TOTAL RESOURCES	\$ 937,048	\$ 1,162,080	\$ 870,900	\$ 859,400	\$ 818,600	-6.01%

WORKERS' COMPENSATION FUND 66 - EXPENDITURES

FUNCTION	2006-07 ACTUAL	2007-08 ACTUAL	2008-09 BUDGET	2008-09 PROJECTED	2009-10 ADOPTED	PERCENT CHANGE
SALARIES AND WAGES	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
PERSONNEL BENEFITS	-	-		-	-	N/A
SUPPLIES	-	-	-	-	-	N/A
OTHER SERVICES/CHARGES	892,631	798,766	790,000	790,000	636,500	-19.43%
INTERGOVERNMENTAL	-	-	-	-	-	N/A
CAPITAL OUTLAY	-	-	-	-	-	N/A
DEBT SERVICE	•	-	-	-	-	N/A
TRANSFERS-OUT	-	-	-	-	-	N/A
TOTAL	\$ 892,631	\$ 798,766	\$ 790,000	\$ 790,000	\$ 636,500	-19.43%
		PERSONN	EL SUMMAR	Y		
		NUMBER OF I	BUDGETED FTE	EMPLOYEES		MONTHLY/
POSITION	2006-07	2007-08	2008-09		2009-10	HOURLY RANGE
		NO PERSOI	NNEL ASSIGNED			
TOTAL	0.00	0.00	0.00		0.00	

GENERAL LIABILITY SELF-INSURANCE FUND 67 - REVENUES

SOURCE	2006-07 ACTUAL	2007-08 ACTUAL	2008-09 BUDGET	2008-09 PROJECTED	2009-10 ADOPTED	PERCENT CHANGE
REVENUES:	7,010,10	/\OTO/\L	DODGET	THOOLOTED	ADOLLED	OTATOL
PROPERTY TAXES	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
OTHER TAXES	-	_	_	·	Ψ -	N/A
LICENSES & PERMITS	-	_		_	_	N/A
USE OF MONEY/PROPERTY	18,676	7,584	6,500	3,500	2,500	-61.54%
INTERGOVERNMENTAL REV.	-	-	-	-	2,000	N/A
CURRENT SERVICES CHARGES	_	_	_	_	_	N/A
RECREATION FEES	_	-		_	_	N/A
OTHER REVENUES	34,426	4,654	-	_	_	N/A
TOTAL REVENUES	53,102	12,238	6,500	3,500	2,500	-61.54%
OTHER FINANCING SOURCES:	,	,	.,		_,	•
TRANSFERS-IN	-	182,000	380,000	380,000	380,000	0.00%
TOTAL RESOURCES	\$ 53,102	\$ 194,238	\$ 386,500	\$ 383,500	\$ 382,500	-1.03%

GENERAL LIABILITY SELF-INSURANCE FUND 67 - EXPENDITURES

FUNCTION		006-07 CTUAL		2007-08 ACTUAL		2008-09 BUDGET	Pi	2008-09 ROJECTED	,	2009-10 ADOPTED	PERCENT CHANGE
SALARIES AND WAGES	\$	-	\$	-	\$	-	\$	-	\$	-	N/A
PERSONNEL BENEFITS		-		-		-		-		-	N/A
SUPPLIES		-		-		-		-		-	N/A
OTHER SERVICES/CHARGES		7,013		462,734		530,000		530,000		405,000	-23.58%
INTERGOVERNMENTAL		-		-		-		-		-	N/A
CAPITAL OUTLAY		-		-		-		-		-	N/A
DEBT SERVICE		-		•		-		-		-	N/A
TRANSFERS-OUT		-		-		-		-		-	N/A
TOTAL	\$	7,013	\$	462,734	\$	530,000	\$	530,000	\$	405,000	-23.58%
			F	PERSONN	JEL S	SUMMAR'	Y				
			NL	JMBER OF	BUD	GETED FTE	EMF	PLOYEES			MONTHLY/
POSITION	20	06-07	2	2007-08		2008-09				2009-10	HOURLY RANGE
				NO PERSO	NNEL	ASSIGNED					
TOTAL		0.00	•	0.00		0,00				0.00	

MOTOR POOL OPERATIONS FUND 71 - REVENUES

SOURCE	2006-07 ACTUAL	2007-08 ACTUAL	2008-09 BUDGET	2008-09 PROJECTED	2009-10 ADOPTED	PERCENT CHANGE
REVENUES:						
PROPERTY TAXES	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
OTHER TAXES	•	-	-	-	-	N/A
LICENSES & PERMITS	-	-	-	-	-	N/A
USE OF MONEY/PROPERTY	1,295	778	-	-	-	N/A
INTERGOVERNMENTAL REV.	-	-	-	-	-	N/A
CURRENT SERVICES CHARGES	694,188	791,550	875,700	875,700	914,100	4.39%
RECREATION FEES	-	-	-	-	-	N/A
OTHER REVENUES	8,616	8,798	9,000	4,500	7,000	-22.22%
TOTAL REVENUES	704,099	801,126	884,700	880,200	921,100	4.11%
OTHER FINANCING SOURCES: TRANSFERS-IN	-	-	-	-	-	N/A
TOTAL RESOURCES	\$ 704,099	\$ 801,126	\$ 884,700	\$ 880,200	\$ 921,100	4.11%

MOTOR POOL OPERATIONS FUND 71 - EXPENDITURES

FUNCTION	2006-07 ACTUAL	2007-08 ACTUAL	2008-09 BUDGET	2008-09 PROJECTED	2009-10 ADOPTED	PERCENT CHANGE
SALARIES AND WAGES	\$ 183,129	\$ 258,281	\$ 245,900	\$ 251,017	\$ 260,400	5.90%
PERSONNEL BENEFITS	67,348	88,524	92,550	86,009	115,700	25.01%
SUPPLIES	427,763	424,242	453,000	433,000	446,500	-1.43%
OTHER SERVICES/CHARGES	47,672	35,149	36,750	36,750	38,500	4.76%
INTERGOVERNMENTAL	-	•	-	-	-	N/A
CAPITAL OUTLAY	-	2,395	45,000	45,000	28,000	-37.78%
DEBT SERVICE	-	-	-	-	-	N/A
TRANSFERS-OUT	-	-	-	-	-	N/A
TOTAL	\$ 725,912	\$ 808,591	\$ 873,200	\$ 851,776	\$ 889,100	1.82%

PERSONNEL SUMMARY

		YEES	_ MONTHLY/		
POSITION	2006-07	2007-08	2008-09	2009-10	HOURLY RANGE
DIR. OF PUBLIC WORKS/CITY ENG	-	-	-	0.05	12,309-14.079
FIELD SERVICES MANAGER	0.15	0.15	0.15	0.15	9,005-10,355
STREETS/BLDG SUPERINT.	0.15	0.15	0.15	0.15	7,328-8,848
PUB. WORKS SUPVR/MTR POOL	-	1.00	1.00	1.00	5,398-6,861
SENIOR MECHANIC	1.00	1.00	1.00	1.00	5,359-6,394
MECHANIC	1.00	1.00	1.00	1.00	4,463-5.537
ADMINISTRATIVE ASSISTANT	0.05	-	-	•	-
ADMINISTRATIVE CLERK II	-	0.05	0.05	-	3,544-4,298
FLEET MANAGER	1.00	-	•	-	-
-					
TOTAL	3.35	3.35	3.35	3.35	

MOTOR POOL REPLACEMENT FUND 72 - REVENUES

SOURCE	2006-07 ACTUAL	2007-08 ACTUAL	2008-09 BUDGET	2008-09 PROJECTED	2009-10 AD OPTED	PERCENT CHANGE
REVENUES:						
PROPERTY TAXES	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
OTHER TAXES	-	-	-	-	-	N/A
LICENSES & PERMITS	-	-	-	-	-	N/A
USE OF MONEY/PROPERTY	21,176	34,713	15,000	7,500	7,500	-50.00%
INTERGOVERNMENTAL REV.	-	-	-	-	-	N/A
CURRENT SERVICES CHARGES	415,272	371,688	324,500	324,500	350,000	7.86%
RECREATION FEES	-	-	-	-	-	N/A
OTHER REVENUES	45,387	15,469		<u> </u>		N/A
TOTAL REVENUES	481,835	421,870	339,500	332,000	357,500	5.30%
OTHER FINANCING SOURCES: TRANSFERS-IN	300,000	<u>-</u>	-	-	-	N/A
TOTAL RESOURCES	\$ 781,835	\$ 421,870	\$ 339,500	\$ 332,000	\$ 357,500	5.30%

MOTOR POOL REPLACEMENT FUND 72 - EXPENDITURES

FUNCTION	2006-07 ACTUAL	2007-08 ACTUAL	2008-09 BUDGET	2008-09 PROJECTED	2009-10 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	375,980	352,956	1,024,500	1,024,500	700,000	-31.67%
DEBT SERVICE	-	-	-	-	-	N/A
TRANSFERS-OUT	-	-	-	-	-	N/A
TOTAL	\$ 375,980	\$ 352,956	\$ 1,024,500	\$ 1,024,500	+	#VALUE!
		DEDSONA	IEL SUMMAR	······································		
						MONTHLY
			BUDGETED FTE	EMPLOYEES		MONTHLY/ HOURLY
POSITION	2006-07	2007-08	2008-09		2009-10	RANGE
		NO PERSO	NNEL ASSIGNED			
TOTAL	0.00	0.00	0.00		0.00	