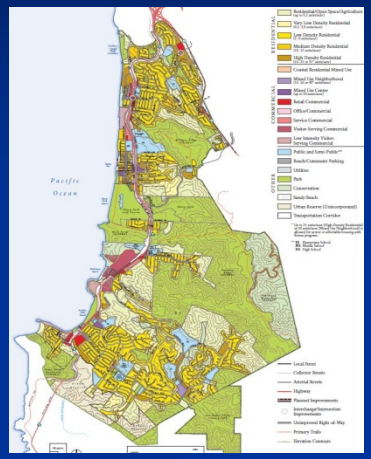
City of Pacifica
Proposed 2020-21 General Fund Budget



Parks Make Life Better!

June 8, 2020

City of Pacifica
Proj. YE 2019-20 General Fund Budget

RECOMMENDED STRATEGIES TO BALANCE CY					
Projected 2019-20 Year-End Budget Deficit					$1,497,000
Reduction of 2019-20 One-time and Ongoing Activities					
			2019-20 Appropriation	Net Savings	
Planning					
*Priority Development Area Application			10,000	(7,900)	
Document scan project			100,000	(100,000)	
Affordable Housing Impact Fee Study			60,000	(60,000)	
Reduction of Legal Expenses			445,000	(378,000)	
Reduction of Contract Expenditures			45,000	(27,500)	
					(573,400)
General Government					
Vision 2025			100,000	(100,000)	
*Unhoused in Pacifica Task Force			15,000	(13,000)	
EDC Budget			7,000	(7,000)	
Add'l Election Costs			90,000	(90,000)	
Limited Staffing for Sustainability			125,000	(125,000)	
					(335,000)
Public Works					
Part Time Employees (2)			72,000	(5,000)	
Tree Maintenance			50,000	(25,000)	
					(30,000)
Utilization of Childcare Reserves				199,000	(199,000)
Utilization of Undesignated Fund Balance				359,600	(359,600)
Total Remaining CY Year End Deficit					-
*All items rescheduled in the 2020-21 budget except as noted **					

City of Pacifica
Proposed 2020-21 General Fund Budget

	BY %	2019-20 ADOPTED BUDGET	2019-20 MID-YEAR BUDGET	2019-20 COVID-19 IMPACTED YEAR END BUDGET	2020-21 PROPOSED BUDGET
REVENUES					
PROPERTY TAXES	36%	$ 12,585,000	$ 12,785,000	$ 12,790,000	$ 13,311,000
SALES TAX	5%	2,221,000	2,337,000	2,191,000	1,984,000
TRANSIENT OCCUPANCY TAX	3%	2,090,000	2,090,000	1,494,000	1,202,000
OTHER TAXES	13%	4,157,000	4,701,000	4,636,000	4,735,000
DEPARTMENT/PROGRAM	35%	12,982,000	12,573,000	11,622,000	12,861,000
TRANSFER IN - COMPENSATED ABSENCES RESERVE	0%		200,000	200,000	
TRANSFERS IN-CC Reserve	0%			199,000	63,000
GRANTS	1%	160,000	160,000	-	310,000
USE OF GF - Undesignated	3%			359,600	1,000,000
USE OF GF - Planning Fees	1%	660,000	660,000	310,000	370,000
TRANSFER IN - ERAF	1%				402,000
TRANSFERS IN	2%	1,269,000	1,245,000	1,245,000	733,000
TOTAL GENERAL FUND SOURCE OF FUNDS		$ 36,124,000	$ 36,751,000	$ 35,046,600	$ 36,971,000
EXPENDITURES					
GENERAL GOVERNMENT*		$ 4,739,000	$ 4,839,000	$ 4,474,000	$ 4,719,000
POLICE DEPARTMENT		10,204,000	10,333,000	10,333,000	10,176,000
FIRE DEPARTMENT		6,636,000	6,6374,000	6,674,000	6,393,000
PLANNING & BUILDING		3,558,000	3,558,000	2,474,600	3,771,000
PUBLIC WORKS		3,863,000	3,966,000	3,966,000	4,389,000
PARKS, BEACHES & RECREATION		5,120,000	5,120,000	5,120,000	5,082,000
NON-DEPARTMENTAL		852,000	852,000	852,000	979,000
TRANSFERS OUT		1,153,000	1,153,000	1,153,000	1,462,000
TOTAL GENERAL FUND USE OF FUNDS		36,124,000	$ 36,295,000	$ 35,046,600	$ 36,971,000
NET SURPLUS (DEFICIT)		$ -	$ 256,000	$ -	$ -

City of Pacifica
Proposed 2020-21 General Fund Budget

- Strategies used in budget development
  - Reserves Policy - Utilize reserves as part of an overall strategy to balance a portion of the current year General Fund budget, and a portion of the General Fund budget for FY 2020-21, while replenishing the Compensated Absences Reserve, Legal reserve.
  - Annual Excess ERAF Allocation - Utilize a portion of the FY2020-21 ERAF supplemental payments as part of the overall strategy to balance the General Fund FY 2020-21 budget.
  - Anticipate a Comprehensive Mid-year Budget Assessment - Scheduled for January 11, 2021.
  - Modification Regarding Status of Cannabis Revenues - Increase cannabis program revenues budgeted for FY2020-21 to $500,000.

City of Pacifica
Proposed 2020-21 General Fund Budget

- Strategies used in budget development
  - Economic Stimulus for Pacifica Businesses: Allocate a one-time donation of $50,000 to SMCStrong for Pacifica business assistance.
  - Defer Vehicle Replacement Funding: Suspend the General Fund contribution for the 2020-21 budget and utilize the savings of $237,000 as part of the overall strategy to balance the General Fund FY 2020-21 budget.
  - Hiring Freeze & Reclassifications: Initiate a hiring freeze and evaluate staffing mechanisms that could result in temporary financial savings.
  - Reductions in operational budgets: Implement a 1% reduction in expenditures as part of an overall strategy to balance the General Fund FY 2020-21 budget.
  - Pursue Federal and State Relief from Coronavirus Impacts

City of Pacifica
Proposed 2020-21 General Fund Budget

STATUS OF RECOMMENDED STRATEGIES			
Reserves:			
I. General Undesignated Fund Balance:			$6,679,338
	General Fund Reserve - Increased by $1,000,000		1,000,000
	Compensated Absences		200,000
	Facility Maintenance and Replacement Reserve		-
	Transfer In to 2020-21 Operating Budget		1,000,000
	Legal Reserve		75,000
	Undesignated Cash Balance		$4,404,338
II. Educational Revenue Augmentation Allocation:			
	NGO	$88,000	
	Transfer In to 2020-21 Operating Budget	$ 314,000	
	Disaster Accounting Fund	Remainder	

City of Pacifica
Proposed 2020-21 General Fund Budget

STATUS OF RECOMMENDED STRATEGIES						
III. Anticipate a Comprehensive Mid-year Budget Assessment						
	Mid-Year Budget Review will be scheduled on January 11, 2021					
IV. Cannabis Business Program Revenues:						
	Ongoing portion is included in the General Fund Budget					$ 500,000
V. Economic Stimulus for Pacifica Businesses:						
	Separate Resolution will be forwarded to the Council					N/A
VI. Defer Vehicle Replacement Funding:						
	The deferment is reflected in the General Fund Budget					$ (233,000)
VII. Hiring Freeze & Reclassifications						
	This strategy is being evaluated and any recommendations will be included in the May 26 budget presentation.					
VIII. Reductions in operational budgets:						
	The reduction is reflected in the General Fund Budget					$ (349,000)
IX. Pursue Federal and State Relief from Coronavirus Impacts						
	Efforts are Ongoing					TBD

City of Pacifica
Proposed 2020-21 General Fund Budget
Ongoing and One-Time Budget

Dept.	Description	Amount	Ongoing Rev.	One-time funded w/Ongoing Rev.	1% General Fund Reduction
General Government	Baseline	$ 4,234,628	$ 4,234,628		
	Cont. IT Network Improvements	75,000		$ 75,000	
	PBB	30,000		30,000	
	Document Mgmt. System	25,000		25,000	
	Vision 2025	100,000		100,000	
	HR - Policy Development	30,000		30,000	
	HR – Labor Legal Expense	50,000		50,000	
	EDC Budget	7,000		7,000	
	Add'l Election Costs	90,000		90,000	
	Limited Staffing for Sustainability	125,000		125,000	
	General Fund 1% Reduction	(48,000)			(48,000)
	Total	$ 4,718,628	$ 4,234,628	$ 532,000	$(48,000)

City of Pacifica
Proposed 2020-21 General Fund Budget

Dept.	Description	Amount	Ongoing Rev.	One-time funded w/Ongoing Rev.	1% General Fund Reduction	Deferment of Vehicle Replacement
Pacifica Police Department	Baseline	$10,369,000	10,369,000			
	General Fund 1% Reduction	(103,000)			(103,000)	
	Deferment of Vehicle Replacement	(90,132)				(90,132)
	Total	$10,175,868	$ 10,369,000		(103,000)	(90,132)

City of Pacifica
Proposed 2020-21 General Fund Budget
Ongoing and One-Time Budget

Dept.	Description	Amount	Ongoing Rev.	One-time funded w/Ongoing Rev.	1% General Fund Reduction	Deferment of Vehicle Replacement
North County Fire Auth.	Baseline	$ 6,322,300	$ 6,322,300			
	Additional OT (continuation of one-time)	208,000		208,000		
	General Fund 1% Reduction	(65,000)			(65,000)	
	Deferment of Vehicle Replacement	(73,300)				(73,300)
	Total	$ 6,392,000	$ 6,322,300	$ 208,000	$ (65,000)	$ (73,300)

City of Pacifica
Proposed 2020-21 General Fund Budget

Dept.	Description	Amount	Ongoing Rev.	1% General Fund Reduction	Deferment of Vehicle Replacement
Parks, Beaches & Recreation	Baseline	$ 5,144,131	$ 5,144,131		
	Use of CC Reserve to address projected CC deficit				
	General Fund 1% Reduction	(51,000)		(51,000)	
	Deferment of Vehicle Replacement	(10,839)			(10,839)
	Total	5,082,292	$ 5,144,131	(51,000)	(10,839)

City of Pacifica
Proposed 2020-21 General Fund Budget

Dept.	Description	Amount	Ongoing Rev.	One-time w/Undes. Fund Bal.	ERAF	Grant Funding	General Fund Cash-Plng Fees	1% General Fund Reduction	Deferment of Vehicle Replacement
Planning	Baseline	$ 2,695,182	$ 2,695,182						
	GP/LCP Update & SP Specific Plan	350,000				160,000	190,000		
	Zoning Update (implement GP/LCP/SPSP)	200,000				120,000	80,000		
	Housing Element	30,000				30,000			
	Document scan project	100,000					100,000		
	Ongoing Projects	358,000		44,000	314,000				
	Affordable Housing Impact Fee Study	30,000		30,000					
	Coastal Hazard Mapping Update	50,000		50,000					
	General Fund 1% Reduction	(38,000)						(38,000)	
	Deferment of Vehicle Replacement	(4,000)	-						(4,000)
	Total	$ 3,771,182	$ 2,695,182	$ 124,000	$ 314,000	$310,000	$ 370,000	$(38,000)	$ (4,000)

City of Pacifica
Proposed 2020-21 General Fund Budget

Dept.	Description	Amount	Ongoing Rev.	One-time/Undes Fund Balance	1% General Fund Reduction	Deferment of Vehicle Replacement
Public Works	Baseline	$ 4,143,584	$ 4,143,584			
FS & Engineering	Flood And Sea Level Rise Resiliency Agency	40,000	40,000			
	Tree Maintenance	50,000	50,000			
	Purchase Bobcat w/attachments	124,500		125,500		
	Increased Contractual Services	115,000	115,000			
	Document Scanning	15,000		15,000		
	General Fund 1% Reduction	(44,000)			(44,000)	
	Deferment of Vehicle Replacement	(55,000)				(55,000)
	Total	$ 4,389,084	$ 4,348,584	$ 140,500	$(44,000)	$ (55,000)

City of Pacifica
Proposed 2020-21 General Fund Budget

Dept.	Description	Amount	Ongoing Rev.	One-time funded w/Ongoing Rev.	One time Suppl. ERAF
Non-Departmental		$ 891,000	$ 891,000		
	NGO*	88,000			88,000
	Total	$979,000	$892,000		$ 88,000
Transfers-Out		$1,462,000	$1,462,000		

Public Works Department
Wastewater Division
2020-21 Proposed Budget – FUND 18

	Projected 2019-2020	Proposed 2020-2021
WWTP Fund 18 Expenditures - Operations		
Plant Operations & Maintenance	$ 7,593,781	$ 7,674,294
Collection System Operations & Maintenance	3,318,357	3,284,899
Transfer to Fund 34 for Capital Projects	2,609,000	4,100,000
Debt Service	3,942,736	3,654,744
WWTP Fund 18 Expenditure - Operations Total	**$ 17,463,874**	**$ 18,713,937**
WWTP Fund 18 Cost Recovery		
Expenditures - Operations	$ 17,062,737	$ 18,713,937
WWTP Fund 18 Cost Recovery	**98%**	**100%**
Total Staffing for Department Division	**28.5**	**28.5**

Public Works Department
Wastewater Division
2020-21 Proposed Budget – FUND 34

	Projected 2019-2020	Proposed 2020-2021
WWTP Fund 34 Expenditures		
Capital Improvement Projects (CIP)		
Plant CIPs	$ 893,000	$ 1,580,000
Wet Weather Equalization Basin Project	-	-
Repair, Rehabilitation & Replacement Projects	1,366,000	700,000
Capacity Improvement Projects	-	-
Lateral Grant Assistance	100,000	100,000
Other Collection System Projects	250,000	1,600,000
Miscellaneous Projects		120,000
Total CIP	$ 2,609,000	$ 4,100,000
WWTP Fund 34 Expenditures Total	**$ 2,609,000**	**$ 4,100,000**
WWTP Fund 34 Revenue		
Expenditures – CIP and Other Expenditure	$ 2,609,000	$ 4,100,000
Revenues		
Transfer from Fund 18 for Capital Projects	2,609,000	4,100,000
	-	-
WWTP Fund 34 Cost Recovery	**100%**	**100%**

Pacifica Police Department
2020-21 Proposed Other Funds Budget
Supplemental Law Enforcement Services Fund-Fund 7

Supplemental Law Enforcement Services Fund (Fund 7)

- Provides funding for front-line law enforcement operations. Funds are allocated by the State Controller to counties and distributed from the County Controller to the City of Pacifica on a monthly basis.

(2) Part-time Community Service Officers (CSOs)	**$ 67,500**
Equipment and Training	**$ 229,292**
Total:	**$ 296,792**

Pacifica Police Department
2020-21 Proposed Other Funds Budget
Supplemental Law Enforcement Services Fund 7

Supplemental Law Enforcement Services Fund (Fund 7)

	FY2019-20		FY2020-21	
Beginning Fund Balance		$ 269,854		$ 264,292
Projected Revenue	$ 100,000		$ 100,000	
Projected Expenditures	($105,562)		($296,792)	
Projected Fund Balance		$ 264,292		$67,500

City of Pacifica
Proposed 2020-21 Roy Davies Trust Fund

Fund 27

- Funds are to be used to support infrastructure in parks, beaches, and recreation areas located in Pacifica.
- Fund expenditures can only be appropriated by a 4/5 Council vote.
- For FY 2020-21 staff is proposing to appropriate funds for the following purposes:

  - Playground Equipment Improvement - $330,000
  - Edgemar Park Upgrade - $60,000
  - Fitness Court - $160,000
  - Beach Boulevard Park/Plaza (Existing CIP) - $50,00

City of Pacifica
Proposed 2020-21 Fund 35
Parking Enterprise Fund

Revenue	Adopted 2019-2020	Proposed 2020-2021
Pay station (daily fees)	$ 360,000	$ 340,000
Annual passes	91,000	85,000
Parking Citations	165,000	115,000
TOTAL	$ 616,000	$ 540,000
Expenditures		
Personnel	$ 471,000	$ 452,917
Internal Service	48,000	29,250
Citation Processing Cost	48,000	35,000
Supplies	22,000	17,000
Capital Outlay and Machinery	25,000	5,000
TOTAL	$ 614,000	$ 534,167

City of Pacifica
Proposed 2020-21 General Fund Budget Timeline

- ✓ April 27, 2020
  - Budget Study Session – Narrative Budget
  - Adoption of Goals and Priority Projects
- ✓ May 4,
  - CIP to Planning Commission for consistency determination
- ✓ May 11, 2020
  - Presentation of 2020-21 Draft Budget
  - Fee Schedule
- ✓ May 26, 2020
  - Budget Updates
  - Discussion of Other Funds
- June 8, 2020
  - Public Hearings:
    - 2020-21 CIP and Capital Budget
    - 2020-21 Fee Schedule
  - Final Presentation of 2020-21 Budget to Council
- June 22, 2020
  - Adoption of the 2020-21 Annual Operating Budget

City of Pacifica
2020-21 General Fund Budget

Questions