

**GENERAL FUND BUDGET
SUMMARY AND DEPARTMENT
BUDGET DETAIL
2020-2021**



ADOPTED

City of Pacifica
 2020-2021 Adopted General Fund Budget Summary
 By Consolidated Revenue Source and Department

	BY %	2019-20 ADOPTED BUDGET	2019-20 MID-YEAR BUDGET	2019-20 COVID-19 IMPACTED YEAR END BUDGET	2020-21 ADOPTED 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	12,949,000
TRANSFER IN - COMPENSATED	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%				314,000
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	10,204,000	10,333,000	10,176,000
FIRE DEPARTMENT		6,636,000	6,636,000	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	3,933,000	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)		\$ -	\$ 456,000	\$ -	\$ -

*Includes City Council, City Manager/City Clerk, City Attorney, Finance, Human Resources, and Information Technology



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GENERAL GOVERNMENT

General Government combines the services and activities of the City Council, the City Manager’s Office, the City Attorney’s Office, Economic Development and the City Clerk, and all administrative functions.

Description of Department

The 5-Member City Council is elected at-large to serve 4-year terms. The City Manager is appointed by the City Council and serves as the Chief Executive Officer. The City Clerk supports Council meetings, and manages all election-related activity. Economic Development supports the attraction, retention, and nurturing of the business community. Finance manages accounting, payroll and business license activities, prepares the budget and coordinates the annual audit. Information Technology manages all technology needs. Human Resources manages employee recruitment and hiring, disciplinary action needs, manages city-wide training and supports the labor negotiations process. The City Attorney’s Office advises the City Council and staff in all legal matters.

	Adopted 2019-2020	Adopted 2020-2021
General Fund Expenditures		
City Council	\$ 163,000	\$ 165,000
City Manager/City Clerk	1,143,000	1,215,000
City Attorney	554,000	500,000
Economic Development	260,000	258,000
Finance	973,000	961,000
Information Technology	913,000	908,000
Human Resources	731,000	712,000
General Fund Expenditure Total	\$ 4,739,000	\$ 4,718,000
General Fund Cost Recovery		
General Fund Expenditure Total	\$ 4,739,000	\$ 4,718,000
General Fund Revenues Total	\$ 135,971	\$ 178,000
Cost Recovery	3%	3.8%
Total Staffing for Department		
Funded FTE	16	16

We strive to manage and support the overall guidance of City operations with the highest integrity, greatest efficiency and most robust responsiveness possible.



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POLICE DEPARTMENT

The Pacifica Police Department is committed to serving all citizens with the highest standards of ethics, professionalism, respect and fairness. We are committed to the safeguarding of constitutional guarantees; the preservation of peace, order and safety by fair and practical enforcement of laws and ordinances; and the prevention of crime through a proactive and collaborative effort with the community. Our goals are to solve problems in the community by encouraging a mutually beneficial relationship, to provide the highest level of professional service to all and to maintain our *tradition of community service*. We recognize our authority is derived from the people we serve.

Department Divisions

The Department has two divisions, Field Services and Investigations/Administration. Patrol Services, Traffic and Community Policing are in the Field Services Division. Records, Fiscal Management, Training, Technical Support, Investigations, Juvenile, Evidence, Property and Communications are in the Investigations/Administration Division. Police Reserves, Explorers and Citizen Volunteers also provide key assistance with several of these programs.

	Adopted 2019-2020	Adopted 2020-2021
General Fund Expenditures:		
Juvenile Services	\$ 328,670	\$ 347,000
Investigation Services	1,084,931	1,324,000
Narcotics Task Force	80,972	82,000
Communications	825,504	836,000
Records	530,353	569,000
Disaster Preparedness	193,240	218,000
Patrol Services	6,810,637	6,500,000
Traffic Safety Services	295,272	238,000
Crime Prevention	53,930	61,000
General Fund Expenditure Totals	\$10,203,510	\$10,175,000
 General Fund Cost Recovery:		
General Fund Expenditure Total	\$10,203,510	\$10,175,000
General Fund Departmental Revenue Total	\$ 166,000	\$ 216,000
Cost Recovery	1.6%	2.1%
 Total Staffing for Department (FTE)		
Funded FTEs	37	37

It is the mission of the men and women of the Pacifica Police Department to protect and serve the members of the community with the highest level of commitment, ethics and professionalism.



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NORTH COUNTY FIRE AUTHORITY

The North County Fire Authority’s mission is to protect life, property, and the environment from fires, accidents, medical emergencies and disasters through training, public education, fire prevention and emergency response. NCFA provides emergency response to fires, basic and advanced life support pre-hospital care, vehicle accidents, technical rescues, hazardous materials, explosions, floods, earthquakes and non-emergency public service calls, through a consistent state of readiness and in meeting identified performance measurements. NCFA goals are customer service, high performance organization, delivery of services & programs meeting the needs of people, and community focused activities and ventures.

NCFA Bureaus and Divisions

The North County Fire Authority provides fire services to 3 cities: Daly City, Brisbane, and Pacifica. It consists of the Operations Bureau, Administrative Services Bureau, and Support Services Bureau.

	Adopted 2019-2020	Adopted 2020-2021
General Fund Expenditures		
Fire Emergency Services	\$6,154,000	\$5,898,000
Fire Non-Emergency Services	150,000	155,000
Paramedic Services Coordinator	332,000	340,000
General Fund Expenditure Total	\$6,636,000	\$6,393,000
 General Fund Cost Recovery		
General Fund Expenditure Total	\$6,636,000	\$6,393,000
General Fund Department Revenue Total	529,000	529,000
Cost Recovery	8.0%	8.3%
 Total Staffing for Department		
Funded FTEs	26	26



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PLANNING DEPARTMENT

Our mission is to provide Planning and Building services for current development proposals in the timeliest manner possible, and to provide Code Enforcement services to ensure compliance with applicable City laws. To provide long range planning services to the community, with an emphasis on commercial and economic development, while preserving the City’s natural assets; and to ensure opportunities for citizen participation in the land use planning process.

Department Divisions

The Department has three functional divisions, Planning, Building and Code Enforcement. The Planning Division supports and implements the Pacifica General Plan and associated development regulations including the processing of all planning and zoning entitlement applications, providing services related to long range planning and special projects consistent with adopted Council Goals. The Building Division issues permits for all new construction and provides plan check and inspection services. The Code Enforcement division investigates formal complaints received from the general public.

	Adopted 2019-2020	Adopted 2020-2021
General Fund Expenditures		
Planning	\$ 2,452,000	\$ 2,555,000
Building Services	784,000	887,000
Code Enforcement	322,000	329,000
General Fund Expenditure Total	\$3,558,000	\$3,771,000
General Fund Cost Recovery		
General Fund Expenditure Total	\$3,558,000	\$3,771,000
General Fund Department Revenue Total	\$1,938,000	\$2,101,000
Cost Recovery <i>(2016-17 corrected)</i> 54%	54%	56%
 Total Staffing for Department		
Funded FTEs	8	8



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PUBLIC WORKS DEPARTMENT

The Department of Public Works maintains and repairs City infrastructure and Wastewater Treatment Operations in an efficient and cost-effective manner while providing a high level of customer service and a safe work environment for city employees; maintains parks, play fields and medians throughout the City; keeps streets and trails clean and well-maintained; coordinates the tree program; cleans beaches for all to enjoy; handles the City Beautification program; and provides safe and reliable means of transportation, facilities and equipment for City depts.

Department Divisions

Wastewater Treatment Operations includes the operation of the Calera Creek water treatment plant and management of the collection system. Field Services oversees the maintenance of city streets, parks, tress, vehicles and public facilities. Engineering manages public infrastructure projects, transportation planning and traffic engineering, and provides emergency management technical services during natural disasters and maintenance and repair of the City’s infrastructure. The 55 Public Works Department staff are supported from a number of funds; shown here is the General Fund portion only. The Wastewater budget will be shown separately. The 2017-18 Public Works budget represents a consolidation of staff and related costs previously in other funds with the staffing in the General Fund. The additional expenditures will be supported by transfers from the previous funds.

	Amended 2019-2020	Adopted 2020-2021
General Fund Expenditures		
Engineering Services	\$1,024,866	1,091,382
Streets and Traffic Maintenance	1,047,943	1,171,574
Street Tree Services	287,670	290,449
Building Maintenance	499,355	525,154
Municipal Pier and Beach Maintenance	220,444	221,015
City Parks and Playfields	813,403	1,049,331
Street Light Services	39,103	40,096
General Fund Expenditure Total	\$3,932,784	\$4,389,000
General Fund Cost Recovery		
General Fund Expenditure Total	\$ 3,932,784	\$ 4,389,000
General Fund Department Revenue Total	1,073,000	1,000,000
Cost Recovery	27%	23%
Total Staffing for Department		
Funded FTE’s	27.5	27.5



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PARKS, BEACHES AND RECREATION

Our mission is to foster human development; promote health and wellness; strengthen safety and security by providing programs for children, youth and adults to play and learn through positive recreational experiences.

Department Divisions

The Department is made up of support/administrative services and three main program divisions that provide recreation and human services to the community. These divisions are Recreation, Child Care and Senior Services. The department also has very robust Senior and Youth volunteer programs.

	Amended	Adopted
	2019-2020	2020-2021
General Fund Expenditures		
Departmental Support	\$ 302,867	\$315,805
Community Center	229,828	\$225,242
Cultural Arts	4,544	\$3,286
Elementary Age Rec Services	208,917	\$107,265
Teens & J-Teens Rec Services	90,650	\$87,246
Adult Sports Services	450	\$450
Senior Services	230,625	\$210,124
Instructional Class Service	138,404	\$96,573
Recreation Swimming	419,868	\$370,414
Swim Team	157,886	\$155,213
Special Community Rec Services	99,500	\$98,921
Seniors in Action Title IIIB	64,368	\$88,760
Seniors in Action C-1 Meals	162,723	\$163,660
Seniors in Action Meals on Wheels	208,997	\$244,956
Preschool & School Age Services	1,420,296	\$1,139,874
Latchkey Program	431,882	\$432,745
State Preschool	557,392	\$796,350
General Wrap Around Program	101,626	\$104,872
Sub Contract Grant	239,403	\$387,167
Recreation Preschool	52,971	\$53,366
General Fund Expenditure Total	\$ 5,123,197	\$5,082,292
General Fund Cost Recovery		
General Fund Department Expenditure Total	\$5,123,197	\$5,082,292
General Fund Department Revenue Total	\$4,629,940	\$3,873,900
Child Care Reserve Funds Used	0	0
Cost Recovery	90.3%	76%
Total Staffing for Department		
Total FTEs	27	31
Total Part-Time Staff Members	110	110