

DRAFT
ANNUAL OPERATING BUDGET
2016-2017



PROPOSED
April 25, 2016



PROPOSED ANNUAL OPERATING BUDGET 2016-2017

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**GENERAL FUND BUDGET
SUMMARY AND DEPARTMENT
BUDGET DETAIL
2016-2017**



PROPOSED
April 25, 2016

CITY OF PACIFICA
2016-2017 Proposed General Fund Budget Summary
By Consolidated Revenue Source and Department



	2015-16 ADOPTED BUDGET	2015-16 AMENDED BUDGET	2016-17 PROPOSED BUDGET
REVENUES			
PROPERTY TAXES	\$ 9,839,000	\$ 10,208,000	\$ 10,489,000
SALES TAX	2,091,000	2,091,000	2,118,000
TRANSIENT OCCUPANCY TAX	1,592,000	1,746,000	1,802,000
OTHER TAXES	3,832,000	3,811,000	3,845,000
DEPARTMENT/PROGRAM	10,600,000	10,814,000	11,558,000
TRANSFER IN-POB FROM WWTP	692,000	692,000	794,000
TRANSFERS IN	105,000	105,000	105,000
TOTAL GENERAL FUND SOURCE OF FUNDS	\$ 28,751,000	\$ 29,467,000	\$ 30,711,000
GENERAL GOV'T*	\$ 3,940,000	\$ 4,170,000	\$ 4,019,000
POLICE DEPARTMENT	8,878,000	8,878,000	9,186,000
FIRE DEPARTMENT	5,789,000	5,789,000	6,098,000
PLANNING & BUILDING	1,605,000	1,605,000	2,695,000
PUBLIC WORKS	2,473,000	2,473,000	2,817,000
PARKS, BEACHES & RECREATION	4,074,000	4,074,000	4,276,000
NON-DEPARTMENTAL	718,000	718,000	584,000
TRANSFERS OUT	1,274,000	1,274,000	1,036,000
TOTAL GENERAL FUND USE OF FUNDS	\$ 28,751,000	\$ 28,981,000	\$ 30,711,000
NET SURPLUS (DEFICIT)	\$0	\$486,000	\$0

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

Attachment: 2016-2017 Proposed Budget (1921 : Proposed 2016-17 General Fund Budget)



City of Pacifica 2016 – 2017 Budget

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.

Staffing Changes:

In order to strengthen citywide administrative support, the budget proposes the following:

- Add 0.5 FTE Administrative Assistant to process the more than 2,100 business licenses annually.
- Add 0.5 FTE Human Resources Manager to plan, organize, direct, and coordinate the Human Resources Division.

	Amended 2015-2016	Proposed 2016-2017
General Fund Expenditures		
City Council	\$ 135,100	\$ 142,100
City Manager/City Clerk	895,700	889,200
Economic Development	323,500	285,300
Finance	822,500	843,700
Information Technology	668,100	697,300
Human Resources	721,100	661,400
City Attorney	<u>604,200</u>	<u>500,000</u>
General Fund Expenditure Total	<u>\$4,170,200</u>	<u>\$4,019,000</u>
General Fund Cost Recovery		
General Fund Expenditure Total	\$4,170,200	\$4,019,000
General Fund Revenues Total	112,000	105,000
Cost Recovery	2.7%	2.6%
Total Staffing for Department		
Funded FTE	14	15

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



City of Pacifica 2016 – 2017 Budget

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 2015-2016	Proposed 2016-2017
General Fund Expenditures		
Department Support Services	\$ 287,400	\$ 281,500
Community Center	209,100	206,900
Cultural Arts	11,600	11,900
Elementary Age Rec Services	143,200	163,300
Teens & J-Teens Rec Services	75,300	79,200
Adult Sports Services	500	500
Senior Services	194,200	196,100
Instructional Class Services	134,600	140,600
Recreation Swimming Services	354,300	390,500
Swim Team	138,600	148,000
Special Community Rec Services	75,900	79,200
Seniors in Action - Title IIIB	48,300	73,400
Seniors in Action - C-1 Meals	169,300	176,000
Seniors in Action - Meals on Wheels	201,300	212,800
Child Care Preschool/School Age	797,800	833,400
Child Care - Latchkey Program	444,800	481,100
Child Care - State Preschool	402,100	421,100
Child Care – Title 22 Part Day Preschool	65,000	80,300
Child Care - Sub-contract Grants	282,200	266,600
Recreation Preschool	<u>38,700</u>	<u>33,600</u>
General Fund Expenditure Total	\$4,074,200	\$4,276,000
General Fund Cost Recovery		
General Fund Department Revenue Total	3,281,700	3,403,200
Child Care Reserve Funds Used	14,719	0
Cost Recovery	81%	79.6%
Total Staffing for Department		
Total FTEs	21	21
Total Part-Time Staff Members	107	132

Attachment: 2016-2017 Proposed Budget (1921 : Proposed 2016-17 General Fund Budget)



City of Pacifica 2016 – 2017 Budget

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.

	Amended 2015-2016	Proposed 2016-2017
General Fund Expenditures		
Planning	\$ 788,400	\$ 1,800,900
Building Services	533,800	604,600
Code Enforcement	<u>283,000</u>	<u>289,500</u>
General Fund Expenditure Total	\$ 1,605,200	\$ 2,695,000
General Fund Cost Recovery		
General Fund Expenditure Total	\$ 1,605,200	\$ 2,695,000
General Fund Department Revenue Total	1,163,300	2,471,000
Cost Recovery	72.5%	91.7%
Total Staffing for Department		
Funded FTEs	7	7



City of Pacifica 2016 – 2017 Budget

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.

	Amended 2015-2016	Proposed 2016-2017
General Fund Expenditures:		
Juvenile Services	\$ 264,400	\$ 273,800
Investigation Services	976,000	1,147,800
Narcotics Task Force	79,900	73,000
Communications	791,500	783,400
Records	463,300	464,100
Disaster Preparedness	164,300	169,100
Patrol Services	5,875,900	6,036,400
Traffic Safety Services	197,900	194,300
Crime Prevention	64,800	44,400
General Fund Expenditure Totals	\$ 8,878,000	\$ 9,186,300
General Fund Cost Recovery:		
General Fund Expenditure Total	\$ 8,878,000	\$ 9,186,300
General Fund Departmental Revenue Total	\$ 300,184	\$ 324,500
Cost Recovery	3.4%	3.5%
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.



City of Pacifica 2016 – 2017 Budget

PUBLIC WORKS DEPARTMENT

The Department of Public Works maintains and repairs City infrastructure 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

A change to the Public Works organizational structure is proposed in this year's budget. In addition to Field Services and Engineering, Wastewater Treatment Operations has been added to the department. Wastewater 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 26.5 Public Works Department staff are supported from a number of funds; shown here is the General Fund portion only. The Wastewater budget will continue to be shown separately this year.

Staffing Changes:

- In order to promote succession planning within Public Works, the budget proposes to reclassify 2.0 Maintenance Worker I positions to Maintenance Worker II. No additional appropriation is requested.
- The budget adds 1.0 Public Works Deputy Director and transfers 0.5 Public Works Director to the Sewer Charge Fund (Wastewater Treatment Plant Fund 18); increases the PW budget by \$80,000.

	Amended 2015-2016	Proposed 2016-2017
General Fund Expenditures		
Engineering Services	\$ 619,400	\$ 691,500
Streets, Traffic Maintenance, Tree Services	438,400	500,400
Building Maintenance & Improvement Services	437,100	495,600
Pier and Beaches Maintenance	103,900	114,100
City Parks and Playfields	849,000	987,500
Street Light Services	<u>25,800</u>	<u>27,500</u>
General Fund Expenditure Total	\$2,473,600	\$2,817,000
General Fund Cost Recovery		
General Fund Expenditure Total	\$ 2,473,600	\$ 2,817,000
General Fund Department Revenue Total	193,500	189,100
Cost Recovery	7.8%	6.7%
Total Staffing for Department		
Funded FTE's	26	26.5



City of Pacifica 2016 – 2017 Budget

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. NCFCA 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. NCFCA goals are customer service, high performance organization, delivery of services & programs meeting the needs of people, and community focused activities and ventures.

NCFCA 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, Support and Administrative Services Bureau and Fire Prevention Services Bureau.

	Amended 2015-2016	Proposed 2016-2017
General Fund Expenditures		
Fire Emergency Services	\$5,388,000	\$5,668,000
Fire Non-Emergency Services	119,500	129,400
Paramedic Services Coordinator	<u>281,100</u>	<u>300,600</u>
General Fund Expenditure Total	\$5,788,600	\$6,098,000
General Fund Cost Recovery		
General Fund Expenditure Total	\$5,788,600	\$6,098,000
General Fund Department Revenue Total	481,600	513,700
Cost Recovery	7.5%	8.4%
Total Staffing for Department		
Funded FTEs	26	26