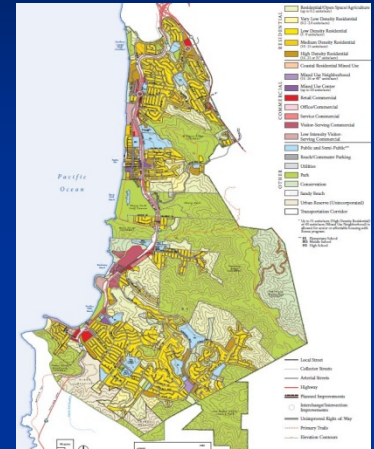




City of Pacifica

Proposed 2020-21 General Fund Budget



**Parks
Make
Life
Better!**

May 11, 2020



City of Pacifica

Proposed 2020-21 General Fund Budget

				2019-20	2019-20	2019-20	2020-21
				ADOPTED	MID-YEAR	COVID-19 IMPACTED	PROPOSED
				BUDGET	BUDGET	YEAR END BUDGET	BUDGET
				BY %			
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 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%				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	10,333,000	10,333,000	10,217,000
	FIRE DEPARTMENT			6,636,000	6,674,000	6,674,000	6,392,000
	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	939,000
	TRANSFERS OUT			1,153,000	1,153,000	1,153,000	1,462,000
TOTAL GENERAL FUND USE OF FUNDS				36,124,000	\$ 36,495,000	\$ 35,046,600	\$ 36,971,000
	NET SURPLUS (DEFICIT)			\$ -	\$ 256,000	\$ -	\$ -



City of Pacifica

Proposed 2020-21 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					-
<i>All items rescheduled in the 2020-21 budget except as noted *</i>					



General Government 2020-21 Proposed Budget

General Government

Kevin Woodhouse, City Manager

Lorenzo Hines Jr., Assistant City Manager

➤ Mission

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

➤ Overview:

- 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.



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)



General Government 2020-21 Proposed Budget

2020-2021

- Information Technology
 - One time \$75,000
 - ESRI GIS suite
 - Phone system Upgrade
 - Microsoft Office 365 licensing
 - Priority Based Budgeting - \$30K
 - Document Management System (Phase II) - \$25K

- Human Resources
 - \$30K Personnel Rules Update
 - \$50K Labor Legal Expense



General Government 2020-21 Proposed Budget

2020-2021

- **City Manager**
 - One-time \$330,000
 - \$100,000 - Vision 2025, a report to include detailed project completion visions, detailed financial forecasting, and critical economic development activities and potential revenue measures to achieve vision.
 - \$ 90,000 - Add '1 Election Costs
 - \$125,000 - Limited Staffing for Sustainability - Coordinate projects related to environmental and economic sustainability.
- **Economic Development**
 - \$7K - EDC Budget Request



Police Department 2020-21 Proposed Budget Highlights



PACIFICA POLICE DEPARTMENT



Daniel Steidle
Chief Of Police

Mission Statement

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

Motto

“A Tradition of Community Service”



Police Department 2020-21 Proposed Budget Highlights



Divisions:

- Administrative-Investigative Services

(Captain Clements)



- Field Services

(Captain Glasgo)





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	\$ 10,411,000	10,411,000			
	General Fund 1% Reduction	(104,000)			(104,000)	
	Deferment of Vehicle Replacement	(90,132)				(90,132)
	Total	10,216,868	10,411,000	\$	(104,000)	(90,132)



City of Pacifica

2020-21 Proposed Budget

North County Fire Authority

North County Fire Authority

Ron D. Myers
Fire Chief

Mission Statement

To protect life, property and the environment from fires, accidents, medical emergencies and disasters through training, public education, fire prevention and emergency response

Overview

- Fire Emergency Services
- Fire Non-Emergency Services
- Paramedic Services Coordinator



City of Pacifica

2020-21 Proposed Budget

North County Fire Authority



Core Services

- Emergency & Non-Emergency Response
- Fire and Life Safety Code Compliance
- Cause and Origin Fire Investigations
- Community Outreach and Public Education
- Organizational Support, Strategy & Leadership



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)



Parks, Beaches and Recreation



Parks, Beaches and Recreation

Director: Michael J. Perez

Mission: Working together to build a healthy, inclusive, connected community through positive social and recreational experiences.

Divisions

- Child Care
- Recreation
- Senior Services
- Support/Administration





City of Pacifica

Proposed 2020-21 General Fund Budget

Dept.	Description	Amount	Ongoing Rev.	1% General Fund Reduction	Deferment of Vehicle Replacement	*Use of Childcare Reserve
Parks, Beaches & Recreation	Baseline	\$ 5,144,131	\$ 5,144,131			
	Use of CC Reserve to address projected CC deficit					63,000
	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)	63,000



Planning Department 2020-21 Proposed Budget

Planning Department Tina Wehrmeister, Director

Planning Division:

Supports and implements the General Plan, Zoning Ordinance and associated development regulations; processes development applications; completes special projects consistent with adopted City Council goals. Staffs the Planning Commission, Open Space & Parkland Advisory Committee, and Library Advisory Committee.

Building Division:

Issues permits for all new construction and provides plan check and inspection services.

Code Enforcement:

Investigates and acts on complaints of Code violations received from the general public.





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-Ping 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)



Department of Public Works Engineering and Field Services



Public Works Engineering and Field Services

Sam Bautista, Deputy Director

Mission:

To maintain and repair City infrastructure in an efficient and cost-effective manner while providing a high level of customer service and a safe work environment for residents, visitor and City employees; to maintain parks, play fields and medians throughout the City and establish programs for the improvement of existing facilities; to clean beaches for all to enjoy; and provide City departments with safe and reliable means of transportation, facilities and equipment use.



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

- 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:						
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		
			\$ (237,000)
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		
			\$ (344,000)
IX. Pursue Federal and State Relief from Coronavirus Impacts			
	Efforts are Ongoing		
			TBD



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 Budget
 - 2020-21 CIP and Capital Budget
 - 2020-21 Fee Schedule
 - Final Presentation of 2020-21 Budget to Council
 - Resolution Establishing the Appropriation Limit for 2019-18
- **June 22, 2020**
 - Adoption of the 2020-21 Annual Operating Budget

City of Pacifica 2020-21 General Fund Budget



Questions



City of Pacifica

Proposed 2020-21 General Fund Budget

- 2020-2021 Master Fee Schedule
 - Flat dollar amount (i.e., recreation class fees)
 - Amount of time spent on the service (i.e., development review). We use an hourly rate that reflects the staff costs to provide the service.
 - Cost Allocation Plan and Fee Study developed in 2013 helped determine the appropriate hourly rate and have been used as a baseline in budgets since that time.
 - For 2020-21, we are proposing to increase the hourly rates and fees by the change in the Consumer Price Index (CPI) of 2.9% or Construction Cost Index (TBD), if deemed appropriate by the department administering the fees or specified in the Municipal Code.
 - Some fees and charges are staying at the same level as 2020-21 and others have decreased. The proposed changes are highlighted in yellow.

City of Pacifica 2020-21 General Fund Budget



Questions



City of Pacifica

Proposed 2020-21 General Fund Budget

- 2019-2020 Master Fee Schedule

Appeals Fees in Other Cities		
Woodside		\$400
Belmont		\$1,012
Millbrae		\$523
Atherton		\$750
Redwood City	Permit fee/deposit less than \$4,500	\$640
	Permit fee/deposit \$4,500 or more	\$2,668
Foster City	Appeal by Resident/Applicant	Actual Cost* Subject to minimum \$500/\$1,000 Deposit at time of filing
	Appeal by Non-Resident / Non-Applicant	
"Actual Cost" is time and materials, including all direct and indirect overhead costs.		
San Mateo (City)		\$500