



DEPARTMENT REVIEW

ADMINISTRATIVE SERVICES

Department Description:

The Administrative Services Department provides overall support to the organization. The department's areas of responsibility include: Administrative Services/Employee Relations, Human Resources, Support Services, Risk Management and Library Services.

2007/08 – 2008/09 Goals:

- Build, retain and support a highly qualified staff
- Assist with the development and improvement of communication to residents
- Assist in sustaining sound fiscal/budgetary planning
- Support daily operations of the organization through management of information and communication systems
- Protect the City's assets through risk identification, avoidance, and resolution
- Provide oversight of the City's contract for Library Services

List of Programs

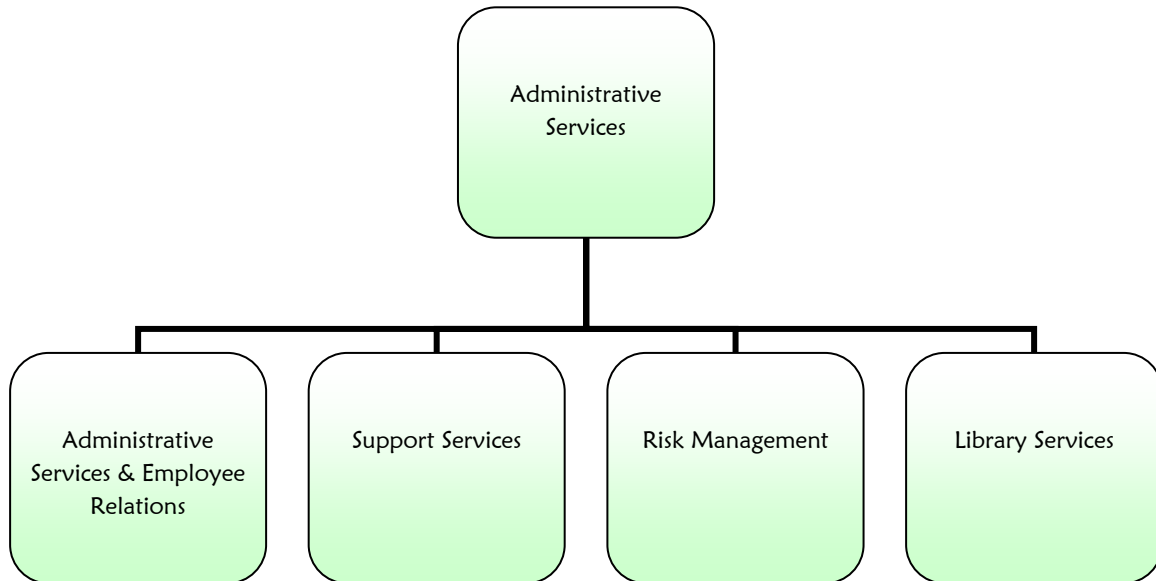
- Administrative Services / Employee Relations
- Support Services
- Risk Management
- Library Services



DEPARTMENT REVIEW

ADMINISTRATIVE SERVICES

Organizational Chart



Department Expenditure Summary:

	FY2005 Actual	FY2006 Actual	FY2007 Amended	FY2008 Adopted	FY2009 Adopted
SUMMARY OF POSITIONS (FTE's)	4.5	4.5	2.5	3.00	3.00
EXPENDITURES					
SALARIES	\$ 282,725	\$ 356,790	\$ 218,900	\$ 255,531	\$ 273,485
BENEFITS & OVERHEAD	86,563	103,728	74,020	87,283	91,803
TOTAL SALARIES AND BENEFITS	<u>\$ 369,288</u>	<u>\$ 460,518</u>	<u>\$ 292,920</u>	<u>\$ 342,814</u>	<u>\$ 365,288</u>
SERVICES & SUPPLIES	874,553	1,160,870	1,412,800	1,232,319	1,418,190
CAPITAL OUTLAY	27,777	36,854	23,000	39,488	29,019
TOTAL EXPENDITURES:	<u>\$ 1,271,617</u>	<u>\$ 1,658,242</u>	<u>\$ 1,728,720</u>	<u>\$ 1,614,621</u>	<u>\$ 1,812,497</u>



PROGRAM REVIEW

ADMINISTRATIVE SERVICES/ EMPLOYEE RELATIONS - 2100

Program Description:

The Administrative Services/Employee Relations program provides overall support to the organization by delivering both general administrative as well as human resources services. Areas of focus for this program include contract administration, recruitment, training, and employee benefits.

Objectives:

- Complete the revision of the City's personnel rules and policies.
- Expand the City's personnel training program.
- Develop in-house career growth opportunities and conduct succession planning
- Implement enhancements to the City's employee benefit package.
- Create an alternative transportation incentive program
- Create formal employee recognition and safety award programs.
- Create a student internship and mentoring program.
- Conduct personnel recruitment activities as needed.
- Complete agreements with various outside agencies as needed.
- Manage two cycles of the Community Projects Grant Program.
- Continue to provide oversight of the City's Cable Franchise Agreement.
- Continue to provide oversight of the City's Management and Lease Agreement with the Goleta Valley Historical Society for the Stow House and grounds.



PROGRAM REVIEW

CITY OF GOLETA ADMINISTRATIVE SERVICES/ EMPLOYEE RELATIONS - 2100

Program Expenditures Summary

	<u>FY2005 Actual</u>	<u>FY2006 Actual</u>	<u>FY2007 Amended</u>	<u>FY2008 Adopted</u>	<u>FY2009 Adopted</u>
EXPENDITURES					
SALARIES	\$ 282,725	\$ 356,790	\$ 218,900	\$ 255,531	\$ 273,485
BENEFITS & OVERHEAD	86,563	103,728	74,020	87,283	91,803
TOTAL SALARIES AND BENEFITS	<u>\$ 369,288</u>	<u>\$ 460,518</u>	<u>\$ 292,920</u>	<u>\$ 342,814</u>	<u>\$ 365,288</u>
SERVICES & SUPPLIES	167,483	185,528	260,800	28,500	21,500
TOTAL EXPENDITURES	<u>\$ 536,770</u>	<u>\$ 646,046</u>	<u>\$ 553,720</u>	<u>\$ 371,314</u>	<u>\$ 386,788</u>

FY2008 and FY2009 Line-Item Detail

G/L ACCOUNT	EXPENDITURE	FY2008	FY2009
101	Memberships & Dues	3,200	3,200
	Personnel Consortium	2,800	2,800
	Miscellaneous Dues	400	400
500	Professional Services	10,000	5,000
	Personnel Rules and Policies Revision	5,000	
	Misc. Services		5,000



CITY OF

GOLETA

PROGRAM REVIEW

ADMINISTRATIVE SERVICES/ EMPLOYEE RELATIONS - 2100

Program Expenditures Detail

GENERAL FUND - 101	G/L ACCOUNT	FY2005 Actual	FY2006 Actual	FY2007 Amended	FY2008 Adopted	FY2009 Adopted
Salaries - full time	5-2100-001	\$ 282,614	\$ 356,649	\$ 218,500	\$ 255,131	\$ 273,085
Salaries - overtime	5-2100-003	111	141	400	400	400
Retirement	5-2100-050	45,030	57,107	39,280	44,365	46,689
Medicare	5-2100-051	4,554	5,433	3,170	3,699	3,960
Dental	5-2100-054	-	68	-	-	-
Life Insurance	5-2100-056	1,012	1,281	860	689	737
Long-Term Disability	5-2100-057	1,078	1,378	980	1,240	1,327
Benefit Plan Allowance	5-2100-058	30,537	33,613	25,050	31,500	33,300
Auto Allowance	5-2100-060	4,038	4,442	4,200	4,830	4,830
Phone Allowance	5-2100-061	314	406	480	960	960
SALARIES & BENEFITS		\$ 369,288	\$ 460,518	\$ 292,920	\$ 342,814	\$ 365,288
Memberships & Dues	5-2100-101	\$ 2,037	\$ 4,705	\$ 3,000	\$ 3,200	\$ 3,200
Conferences, Meetings, & Travel	5-2100-102	3,154	2,799	2,500	2,500	2,500
Training	5-2100-103	-	167	1,000	5,000	3,000
Mileage Reimbursement	5-2100-104	101	36	300	300	300
Special Supplies	5-2100-111	-	100	500	500	500
Books & Subscriptions	5-2100-114	604	502	1,000	1,000	1,000
Printing & Copying	5-2100-115	8,252	6,469	4,000	3,500	3,500
Postage & Mailing	5-2100-116	2,384	124	500	500	500
Advertising	5-2100-117	3,749	1,637	2,000	2,000	2,000
Other Charges	5-2100-203	7,128	7,761	-	-	-
Maintenance - Computers	5-2100-407	-	-	2,000	-	-
Professional Services	5-2100-500	37,422	36,877	60,000	10,000	5,000
Professional Services - Temp Staff	5-2100-501	74,663	107,351	134,000	-	-
Contract Services - Other	5-2100-550	27,989	17,000	50,000	-	-
SERVICES AND SUPPLIES		\$ 167,483	\$ 185,528	\$ 260,800	\$ 28,500	\$ 21,500
TOTAL EXPENDITURES		\$ 536,770	\$ 646,046	\$ 553,720	\$ 371,314	\$ 386,788



PROGRAM REVIEW

ADMINISTRATIVE SERVICES/ EMPLOYEE RELATIONS - 2100

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PROGRAM REVIEW

SUPPORT SERVICES - 2200

Program Description:

The Support Services program provides overall operational support to the organization. Areas of focus for this program include information and communication systems management, supply purchasing and facilities management.

Objectives:

- Continue to implement improvements to the City website.
- Conduct an upgrade of the City's computer network infrastructure.
- Complete Phase III of the Computer Replacement Program.
- Conduct an update of all software licenses.
- Assist with the completion of the Council Chambers remodel project.
- Assist with the development of community outreach and marketing materials.
- Revise the City's Purchasing Policy and Procedures.



PROGRAM REVIEW

SUPPORT SERVICES - 2200

Program Expenditures Summary

	<u>FY2005 Actual</u>	<u>FY2006 Actual</u>	<u>FY2007 Amended</u>	<u>FY2008 Adopted</u>	<u>FY2009 Adopted</u>
EXPENDITURES					
SERVICES & SUPPLIES	\$ 620,732	\$ 579,493	\$ 641,700	\$ 760,011	\$ 747,211
CAPITAL OUTLAY	27,777	36,854	23,000	39,488	29,019
TOTAL EXPENDITURES	<u>\$ 648,509</u>	<u>\$ 616,347</u>	<u>\$ 664,700</u>	<u>\$ 799,499</u>	<u>\$ 776,230</u>

FY2008 and FY2009 Line-Item Detail

G/L ACCOUNT	EXPENDITURE	FY2008	FY2009
147	Leasing/Rental - Equipment	30,000	30,000
	Copiers, Postage Meter, & Misc Equip. Leases		
402	Maintenance - Facilities	21,596	21,596
	Janitorial Services Contract		
407	Maintenance - Computers	68,000	62,000
	System Maintenance Contract & Licensing Fees		
500	Professional Services	35,000	15,000
	Website Development & Ongoing Maintenance	30,000	10,000
	EAP - Employee Assistance Program	5,000	5,000
702	Computer Technology	39,488	29,019
	Desktop Leases	23,288	24,112
	New Servers	5,400	2,400
	Network Switch	3,000	-
	New Firewall	3,000	-
	Laptop	2,500	2,500
	Touch Screen System	2,300	-



PROGRAM REVIEW

SUPPORT SERVICES - 2200

Program Expenditures Detail

GENERAL FUND - 101	G/L ACCOUNT	FY2005 Actual	FY2006 Actual	FY2007 Amended	FY2008 Adopted	FY2009 Adopted
Conferences, Meetings, & Travel	5-2200-102	\$ -	\$ -	\$ -	\$ 50	\$ 50
Training	5-2200-103	4,626	-	5,000	1,000	1,000
Office Supplies	5-2200-110	46,798	42,154	50,000	50,000	50,000
Special Supplies	5-2200-111	-	4,028	5,000	5,000	5,000
Recognition & Awards	5-2200-113	-	-	-	5,000	5,000
Books & Subscriptions	5-2200-114	479	623	500	500	500
Printing & Copying	5-2200-115	-	21	1,000	5,200	5,200
Postage & Mailing	5-2200-116	22,792	19,872	25,000	25,000	25,000
Advertising	5-2200-117	3,118	3,670	2,000	4,500	4,500
Minor Equipment	5-2200-118	5,011	3,386	10,000	5,000	5,000
Utilities - Telephone	5-2200-140	20,711	18,084	25,000	22,000	25,000
Utilities - Electric	5-2200-142	29,922	38,845	30,000	40,000	40,000
Utilities - Gas	5-2200-143	-	650	200	600	600
Lease - City Hall	5-2200-145	296,445	299,190	350,000	433,565	443,765
Leasing/Rental- Equipment	5-2200-147	26,625	27,491	35,000	30,000	30,000
Other Charges	5-2200-203	63,718	26,414	-	-	-
Maintenance - Facilities	5-2200-402	11,350	14,120	18,000	21,596	21,596
Maintenance - Computers	5-2200-407	52,858	43,439	50,000	68,000	62,000
Maintenance - Office Equipment	5-2200-408	9,646	13,579	10,000	8,000	8,000
Professional Services	5-2200-500	26,633	23,927	25,000	35,000	15,000
Contract Services - Other	5-2200-550	-	-	-	-	-
Contract Services - Animal Control	5-2200-559	-	-	-	-	-
SERVICES AND SUPPLIES		<u>\$ 620,732</u>	<u>\$ 579,493</u>	<u>\$ 641,700</u>	<u>\$ 760,011</u>	<u>\$ 747,211</u>
Computer Technology	5-2200-707	27,777	36,854	23,000	39,488	29,019
CAPITAL OUTLAY		<u>\$ 27,777</u>	<u>\$ 36,854</u>	<u>\$ 23,000</u>	<u>\$ 39,488</u>	<u>\$ 29,019</u>
TOTAL EXPENDITURES		<u>\$ 648,509</u>	<u>\$ 616,347</u>	<u>\$ 664,700</u>	<u>\$ 799,499</u>	<u>\$ 776,230</u>



PROGRAM REVIEW

SUPPORT SERVICES - 2200

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PROGRAM REVIEW

RISK MANAGEMENT - 2300

Program Description:

The Risk Management program provides for the protection of the City's assets through risk identification, avoidance, resolution, and evaluation of public liability insurance, safety, and loss prevention activities and programs.

Objectives:

- Complete a comprehensive Risk Management Assessment.
- Improve the City's risk transfer and claims tracking systems.
- Continue management of the City's insurance programs.



PROGRAM REVIEW

RISK MANAGEMENT - 2300

Program Expenditures Summary

	<u>FY2005 Actual</u>	<u>FY2006 Actual</u>	<u>FY2007 Amended</u>	<u>FY2008 Adopted</u>	<u>FY2009 Adopted</u>
EXPENDITURES					
SERVICES & SUPPLIES	\$ 74,420	\$ 201,796	\$ 302,100	\$ 230,965	\$ 247,215
TOTAL EXPENDITURES	<u>\$ 74,420</u>	<u>\$ 201,796</u>	<u>\$ 302,100</u>	<u>\$ 230,965</u>	<u>\$ 247,215</u>

FY2008 and FY2009 Line-Item Detail

G/L ACCOUNT	EXPENDITURE	FY2008	FY2009
150	Insurance Premiums General Liability Crime Policy Environmental Policy Property Insurance	213,165	225,165



PROGRAM REVIEW

RISK MANAGEMENT - 2300

Program Expenditures Detail

<u>GENERAL FUND - 101</u>	<u>G/L ACCOUNT</u>	<u>FY2005 Actual</u>	<u>FY2006 Actual</u>	<u>FY2007 Amended</u>	<u>FY2008 Adopted</u>	<u>FY2009 Adopted</u>
Workers Compensation	5-2300-132	\$ 3,114	\$ 3,008	\$ 4,800	\$ 17,800	\$ 22,050
Insurance Premiums	5-2300-150	71,306	118,721	166,800	213,165	225,165
Damage Claims	5-2300-153	-	70,067	-	-	-
Risk Management Claims	5-2300-154	-	10,000	130,500	-	-
SERVICES AND SUPPLIES		<u>\$ 74,420</u>	<u>\$ 201,796</u>	<u>\$ 302,100</u>	<u>\$ 230,965</u>	<u>\$ 247,215</u>
TOTAL EXPENDITURES		<u>\$ 74,420</u>	<u>\$ 201,796</u>	<u>\$ 302,100</u>	<u>\$ 230,965</u>	<u>\$ 247,215</u>



PROGRAM REVIEW

RISK MANAGEMENT - 2300

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PROGRAM REVIEW

LIBRARY – 2400

Program Description:

The purpose of the Library program is to provide a channel through which the Special Tax for Enhanced Library Services is directed toward the administration, management, operation, and maintenance of the Goleta Valley Public Library. The Goleta Library is located at 500 North Fairview Avenue and consists of 15,437 square feet of building, and 1.68 acres of adjacent parking lot and grounds. Operation of the branch is achieved through a contract with the City of Santa Barbara.

Objectives:

- Continue to administer the Contract for Library Services with the City of Santa Barbara.
- Monitor and analyze the Library operating budget and assess future needs.
- Explore possible additional revenue sources to augment the existing special tax funds.



PROGRAM REVIEW

LIBRARY – 2400

Program Expenditures Summary

	<u>FY2005 Actual</u>	<u>FY2006 Actual</u>	<u>FY2007 Amended</u>	<u>FY2008 Adopted</u>	<u>FY2009 Adopted</u>
EXPENDITURES					
SERVICES & SUPPLIES	\$ 11,918	\$ 194,053	\$ 208,200	\$ 212,843	\$ 402,264
TOTAL EXPENDITURES	<u>\$ 11,918</u>	<u>\$ 194,053</u>	<u>\$ 208,200</u>	<u>\$ 212,843</u>	<u>\$ 402,264</u>

FY2008 and FY2009 Line-Item Detail

G/L ACCOUNT	EXPENDITURE	FY2008	FY2009
500	Professional Services Annual Benefit Assessment District Study	4,000	4,000
550	Contract Services - Other Library Services Contract with City of Santa Barbara	199,943	204,914



PROGRAM REVIEW

LIBRARY – 2400

Program Expenditures Detail

<u>GENERAL FUND - 101</u>	<u>G/L ACCOUNT</u>	<u>FY2005 Actual</u>	<u>FY2006 Actual</u>	<u>FY2007 Amended</u>	<u>FY2008 Adopted</u>	<u>FY2009 Adopted</u>
Contract Services - Other	5-2400-550	\$ -	\$ -	\$ -	\$ -	\$ 184,150
SERVICES AND SUPPLIES		<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 184,150</u>
TOTAL EXPENDITURES		<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 184,150</u>
<u>LIBRARY FUND - 501</u>	<u>G/L ACCOUNT</u>	<u>FY2005 Actual</u>	<u>FY2006 Actual</u>	<u>FY2007 Amended</u>	<u>FY2008 Adopted</u>	<u>FY2009 Adopted</u>
County Administration Fees	5-2400-202	\$ 8,333	\$ 8,321	\$ 8,500	\$ 8,900	\$ 9,200
Professional Services	5-2400-500	3,585	1,525	4,000	4,000	4,000
Contract Services - Other	5-2400-550	-	184,207	195,700	199,943	204,914
SERVICES AND SUPPLIES		<u>\$ 11,918</u>	<u>\$ 194,053</u>	<u>\$ 208,200</u>	<u>\$ 212,843</u>	<u>\$ 218,114</u>
TOTAL EXPENDITURES		<u>\$ 11,918</u>	<u>\$ 194,053</u>	<u>\$ 208,200</u>	<u>\$ 212,843</u>	<u>\$ 218,114</u>



PROGRAM REVIEW

LIBRARY – 2400

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