



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.

2011/12 – 2012/13 Objectives:

- Complete agreements with outside agencies - specifically with the City of Santa Barbara for Library Services, with the Institute for American Research for the Goleta Depot and with the Goleta Union School District for a facilities shared use agreement.
- Secure funding for the Goleta Library.
- Continue revision of the City's Personnel Manual.
- Conduct succession planning activities.
- Evaluate staffing structure and needs.
- Invest in upgraded technology and systems to enhance employee effectiveness.
- Develop expanded "Goleta Channel" cable programming.
- Participate in the implementation of a Fire Hazard Management Plan in City open spaces from a risk management perspective.
- Assist in Goleta Valley Community Center use discussions.
- 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

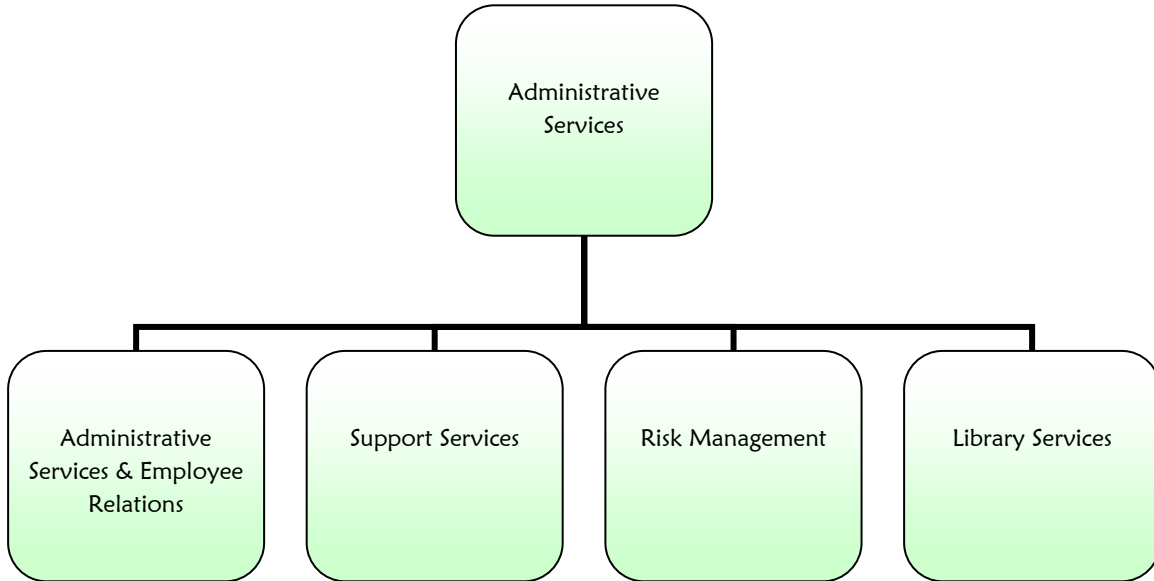
- Administrative Services / Employee Relations
- Support Services
- Risk Management
- Library Services



DEPARTMENT REVIEW

ADMINISTRATIVE SERVICES

Organizational Chart



Department Expenditure Summary:

| | FY 2008/09 Actual | FY 2009/10 Actual | FY 2010/11 Amended | FY 2011/12 Adopted | FY 2012/13 Adopted |
|-------------------------------------|----------------------|----------------------|-----------------------|-----------------------|-----------------------|
| SUMMARY OF POSITIONS (FTE's) | 4.0 | 4.0 | 4.8 | 4.8 | 4.8 |
| EXPENDITURES | | | | | |
| SALARIES | \$ 320,303 | \$ 326,960 | \$ 385,700 | \$ 412,720 | \$ 428,330 |
| BENEFITS & OVERHEAD | 110,998 | 111,898 | 117,152 | 117,360 | 114,780 |
| TOTAL SALARIES AND BENEFITS | <u>\$ 431,301</u> | <u>\$ 438,858</u> | <u>\$ 502,852</u> | <u>\$ 530,080</u> | <u>\$ 543,110</u> |
| SERVICES & SUPPLIES | 1,368,761 | 1,245,276 | 1,363,898 | 1,643,014 | 1,718,352 |
| CAPITAL OUTLAY | 39,551 | 20,252 | 283,273 | 114,343 | 84,200 |
| TOTAL EXPENDITURES: | <u>\$ 1,839,614</u> | <u>\$ 1,704,386</u> | <u>\$ 2,150,023</u> | <u>\$ 2,287,437</u> | <u>\$ 2,345,662</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:

- Continue the revision of the City's Personnel Manual.
- Expand the City's personnel training program.
- Maintain the City's employee benefit package.
- Create an alternative transportation incentive program.
- Maintain employee recognition and safety award programs.
- Maintain 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 Agreements with the Goleta Valley Historical Society for the Stow House and grounds, and the Institute for American Research for the Goleta Depot.



PROGRAM REVIEW

CITY OF GOLETA ADMINISTRATIVE SERVICES/ EMPLOYEE RELATIONS - 2100

Program Expenditures Summary

| | <u>FY 2008/09 Actual</u> | <u>FY 2009/10 Actual</u> | <u>FY 2010/11 Amended</u> | <u>FY 2011/12 Adopted</u> | <u>FY 2012/13 Adopted</u> |
|------------------------------------|------------------------------|------------------------------|-------------------------------|-------------------------------|-------------------------------|
| EXPENDITURES | | | | | |
| SALARIES | \$ 320,303 | \$ 326,960 | \$ 385,700 | \$ 412,720 | \$ 428,330 |
| BENEFITS & OVERHEAD | 110,998 | 111,898 | 117,152 | 117,360 | 114,780 |
| TOTAL SALARIES AND BENEFITS | <u>\$ 431,301</u> | <u>\$ 438,858</u> | <u>\$ 502,852</u> | <u>\$ 530,080</u> | <u>\$ 543,110</u> |
| SERVICES & SUPPLIES | 15,171 | 9,151 | 15,545 | 12,925 | 12,925 |
| TOTAL EXPENDITURES | <u>\$ 446,472</u> | <u>\$ 448,009</u> | <u>\$ 518,397</u> | <u>\$ 543,005</u> | <u>\$ 556,035</u> |

FY2011/12 and FY2012/13 Line-Item Detail

| G/L ACCOUNT | EXPENDITURE | FY2011/12 | FY2012/13 |
|--------------------|---|------------------|------------------|
| 203 | Other Charges CalPers Admin. & FSA Fees, Survivor Benefits | 6,500 | 6,500 |
| 500 | Professional Services Actuarial Services | 500 | 500 |



PROGRAM REVIEW

GOLETA ADMINISTRATIVE SERVICES/ EMPLOYEE RELATIONS - 2100

Program Expenditures Detail

| <u>GENERAL FUND - 101</u> | <u>G/L ACCOUNT</u> | <u>FY 2008/09 Actual</u> | <u>FY 2009/10 Actual</u> | <u>FY 2010/11 Amended</u> | <u>FY 2011/12 Adopted</u> | <u>FY 2012/13 Adopted</u> |
|---------------------------------|------------------------|------------------------------|------------------------------|-------------------------------|-------------------------------|-------------------------------|
| Salaries - full time | 5-2100-001 | \$ 320,303 | \$ 326,960 | \$ 385,700 | \$ 412,720 | \$ 428,330 |
| Retirement | 5-2100-050 | 53,574 | 52,751 | 57,480 | 57,550 | 54,690 |
| Medicare | 5-2100-051 | 5,119 | 5,054 | 6,112 | 6,530 | 6,750 |
| Life Insurance | 5-2100-056 | 931 | 845 | 1,060 | 960 | 990 |
| Long-Term Disability | 5-2100-057 | 1,174 | 1,047 | 1,350 | 1,170 | 1,200 |
| Benefit Plan Allowance | 5-2100-058 | 44,655 | 46,545 | 45,600 | 45,600 | 45,600 |
| Auto Allowance | 5-2100-060 | 4,830 | 4,923 | 4,830 | 4,830 | 4,830 |
| Phone Allowance | 5-2100-061 | 715 | 734 | 720 | 720 | 720 |
| SALARIES & BENEFITS | | \$ 431,301 | \$ 438,858 | \$ 502,852 | \$ 530,080 | \$ 543,110 |
| Memberships & Dues | 5-2100-101 | \$ 3,015 | \$ 3,105 | \$ 3,200 | \$ 3,375 | \$ 3,375 |
| Conferences, Meetings, & Travel | 5-2100-102 | 42 | 523 | 150 | 900 | 900 |
| Training | 5-2100-103 | 128 | 51 | 1,000 | 1,000 | 1,000 |
| Mileage Reimbursement | 5-2100-104 | - | - | 100 | 100 | 100 |
| Special Supplies | 5-2100-111 | 204 | - | - | - | - |
| Books & Subscriptions | 5-2100-114 | - | - | 100 | 100 | 100 |
| Printing & Copying | 5-2100-115 | - | - | 500 | 200 | 200 |
| Postage & Mailing | 5-2100-116 | 65 | 213 | 300 | 250 | 250 |
| Advertising | 5-2100-117 | - | - | 350 | - | - |
| Fuel - Vehicles | 5-2100-144 | 237 | (34) | - | - | - |
| Other Charges | 5-2100-203 | 798 | 901 | 1,000 | 6,500 | 6,500 |
| Maintenance - Other Equipment | 5-2100-409 | 445 | 678 | 445 | - | - |
| Maintenance - Vehicles | 5-2100-410 | 4,231 | 177 | - | - | - |
| Professional Services | 5-2100-500 | 3,180 | 3,536 | 8,400 | 500 | 500 |
| Contract Services - Other | 5-2100-550 | 2,826 | - | - | - | - |
| SERVICES AND SUPPLIES | | \$ 15,171 | \$ 9,151 | \$ 15,545 | \$ 12,925 | \$ 12,925 |
| TOTAL EXPENDITURES | | \$ 446,472 | \$ 448,009 | \$ 518,397 | \$ 543,005 | \$ 556,035 |



CITY OF

GOLETA

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 Phases IV and V of the Computer Replacement Program.
- Conduct an update of all software licenses.
- Conduct an upgrade of the City's Financial Management Software System.
- Complete replacement of the City's telephone system.
- Assist with the completion of the Council Chambers remodel project.
- Continue oversight of the City's facility lease agreements.



PROGRAM REVIEW

SUPPORT SERVICES - 2200

Program Expenditures Summary

| | FY 2008/09 Actual | FY 2009/10 Actual | FY 2010/11 Amended | FY 2011/12 Adopted | FY 2012/13 Adopted |
|---------------------------|----------------------|----------------------|-----------------------|-----------------------|-----------------------|
| EXPENDITURES | | | | | |
| SERVICES & SUPPLIES | \$ 803,605 | \$ 712,057 | \$ 792,449 | \$ 802,232 | \$ 812,635 |
| CAPITAL OUTLAY | 21,662 | 20,252 | 33,273 | 114,343 | 84,200 |
| TOTAL EXPENDITURES | \$ 825,267 | \$ 732,309 | \$ 825,722 | \$ 916,575 | \$ 896,835 |

FY2011/12 and FY2012/13 Line-Item Detail

| FY2011/12 AND FY2012/13 LINE-ITEM DETAIL | | | |
|--|--|----------------|----------------|
| G/L ACCOUNT | EXPENDITURE | FY2011/12 | FY2012/13 |
| 147 | Leasing/Rental-Equipment Copiers, Postage Meter, & misc | 20,977 | 21,792 |
| 402 | Maintenance - Facilities Janitorial & Security | 21,324 | 21,324 |
| 407 | Maintenance-Computers | 150,204 | 154,232 |
| | Incode Support | 17,453 | 19,806 |
| | Cox | 7,176 | 7,176 |
| | Synergy | 82,745 | 84,420 |
| | PTV America | 2,800 | 2,800 |
| | Digital Map Products | 23,375 | 23,375 |
| | Granicus | 16,655 | 16,655 |
| 408 | Maintenance-Office Equipment Copier and Microfiche | 6,500 | 6,500 |
| 500 | Professional Services | 12,550 | 12,550 |
| | Website Hosting | 2,450 | 2,450 |
| | EAP - Employee Assistance program | 4,500 | 4,500 |
| | City Assist | 5,600 | 5,600 |
| 702 | Machinery & Equipment Phone System | 80,000 | - |
| 707 | Computer Technology | 33,343 | 83,200 |
| | Workstations 15 (FY11/12) & 20 (FY12/13) | 17,300 | 23,000 |
| | Server Replacement | 6,200 | 19,700 |
| | Financial System Upgrade | - | 40,500 |
| | Computer Lease Payment | 9,843 | - |



PROGRAM REVIEW

SUPPORT SERVICES - 2200

Program Expenditures Detail

| <u>GENERAL FUND - 101</u> | <u>G/L ACCOUNT</u> | <u>FY 2008/09 Actual</u> | <u>FY 2009/10 Actual</u> | <u>FY 2010/11 Amended</u> | <u>FY 2011/12 Adopted</u> | <u>FY 2012/13 Adopted</u> |
|---------------------------------|--------------------|--------------------------|--------------------------|---------------------------|---------------------------|---------------------------|
| Membership and Dues | 5-2200-101 | \$ - | \$ - | \$ - | \$ 100 | \$ 100.00 |
| Conferences, Meetings, & Travel | 5-2200-102 | 124.00 | 66.00 | - | - | - |
| Office Supplies | 5-2200-110 | 34,238 | 28,104 | 40,000 | 35,000 | 35,000 |
| Special Supplies | 5-2200-111 | 593 | - | 500 | 500 | 500 |
| Recognition & Awards | 5-2200-113 | 4,871 | 1,000 | 1,000 | 5,000 | 5,000 |
| Books & Subscriptions | 5-2200-114 | 335 | 339 | 500 | 500 | 500 |
| Printing & Copying | 5-2200-115 | 1,399 | 3,493 | 4,000 | 4,500 | 4,500 |
| Postage & Mailing | 5-2200-116 | 24,275 | 20,200 | 24,400 | 15,000 | 15,000 |
| Advertising | 5-2200-117 | 1,022 | 1,722 | 2,000 | 2,000 | 2,000 |
| Minor Equipment | 5-2200-118 | 1,875 | 3,032 | 3,000 | 3,000 | 3,000 |
| Utilities - Telephone | 5-2200-140 | 28,517 | 23,061 | 25,000 | 25,000 | 25,000 |
| Utilities - Electric | 5-2200-142 | 30,740 | 28,242 | 43,000 | 39,200 | 39,200 |
| Utilities - Gas | 5-2200-143 | 391 | 360 | 500 | 500 | 500 |
| Vehicles - Fuel | 5-2200-144 | - | - | - | 1,800 | 1,800 |
| Lease - City Hall | 5-2200-145 | 451,333 | 396,499 | 441,820 | 456,427 | 461,987 |
| Leasing/Rental- Equipment | 5-2200-147 | 31,729 | 26,592 | 28,000 | 20,977 | 21,792 |
| Other Charges | 5-2200-203 | 1,846 | 1,852 | - | 1,400 | 1,400 |
| Maintenance - Facilities | 5-2200-402 | 28,575 | 20,254 | 23,280 | 21,324 | 21,324 |
| Maintenance - Computers | 5-2200-407 | 91,652 | 136,023 | 129,219 | 150,204 | 154,232 |
| Maintenance - Office Equipment | 5-2200-408 | 19,357 | 9,428 | 14,530 | 6,500 | 6,500 |
| Maintenance - Vehicles | 5-2200-410 | - | - | - | 750 | 750 |
| Professional Services | 5-2200-500 | 50,732 | 11,790 | 11,700 | 12,550 | 12,550 |
| SERVICES AND SUPPLIES | | <u>\$ 803,605</u> | <u>\$ 712,057</u> | <u>\$ 792,449</u> | <u>\$ 802,232</u> | <u>\$ 812,635</u> |
| Machinery & Equipment | 5-2200-702 | \$ 2,014 | \$ 18,774 | \$ 6,153 | \$ 80,000 | \$ - |
| Furnishings | 5-2200-703 | - | - | - | 1,000 | 1,000 |
| Computer Technology | 5-2200-707 | 19,648 | 1,478 | 27,120 | 33,343 | 83,200 |
| CAPITAL OUTLAY | | <u>\$ 21,662</u> | <u>\$ 20,252</u> | <u>\$ 33,273</u> | <u>\$ 114,343</u> | <u>\$ 84,200</u> |
| TOTAL EXPENDITURES | | <u>\$ 825,267</u> | <u>\$ 732,309</u> | <u>\$ 825,722</u> | <u>\$ 916,575</u> | <u>\$ 896,835</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:

- Improve the City's risk transfer and claims tracking systems.
- Continue management of the City's insurance programs.
- Continue oversight of claims management activities.



PROGRAM REVIEW

RISK MANAGEMENT - 2300

Program Expenditures Summary

| | <u>FY 2008/09 Actual</u> | <u>FY 2009/10 Actual</u> | <u>FY 2010/11 Amended</u> | <u>FY 2011/12 Adopted</u> | <u>FY 2012/13 Adopted</u> |
|---------------------------|------------------------------|------------------------------|-------------------------------|-------------------------------|-------------------------------|
| EXPENDITURES | | | | | |
| SERVICES & SUPPLIES | \$ 257,059 | \$ 284,157 | \$ 301,057 | \$ 478,957 | \$ 640,792 |
| CAPITAL OUTLAY | 17,889 | - | - | - | - |
| TOTAL EXPENDITURES | <u>\$ 274,947</u> | <u>\$ 284,157</u> | <u>\$ 301,057</u> | <u>\$ 478,957</u> | <u>\$ 640,792</u> |

FY2011/12 and FY2012/13 Line-Item Detail

| G/L ACCOUNT | EXPENDITURE | FY2011/12 | FY2012/13 |
|--------------------|----------------------|------------------|------------------|
| 132 | Workers Compensation | 219,768 | 65,345 |
| | Current Year | 61,646 | 65,345 |
| | Prior Years Payment | 158,122 | - |
| 150 | Insurance Premiums | 259,189 | 575,447 |
| | Current Year | 259,189 | 271,638 |
| | Prior Years Payment | - | 303,809 |



PROGRAM REVIEW

GOLETA RISK MANAGEMENT - 2300

Program Expenditures Detail

| <u>GENERAL FUND - 101</u> | <u>G/L ACCOUNT</u> | <u>FY 2008/09 Actual</u> | <u>FY 2009/10 Actual</u> | <u>FY 2010/11 Amended</u> | <u>FY 2011/12 Adopted</u> | <u>FY 2012/13 Adopted</u> |
|------------------------------|------------------------|------------------------------|------------------------------|-------------------------------|-------------------------------|-------------------------------|
| Special Department Supplies | 5-2300-111 | \$ 1,457 | \$ - | \$ - | \$ - | \$ - |
| Workers Compensation | 5-2300-132 | 35,717 | 6,428 | 49,317 | 219,768 | 65,345 |
| Insurance Premiums | 5-2300-150 | 217,520 | 277,729 | 251,740 | 259,189 | 575,447 |
| Professional Services | 5-2300-500 | 2,365 | - | - | - | - |
| SERVICES AND SUPPLIES | | <u>\$ 257,059</u> | <u>\$ 284,157</u> | <u>\$ 301,057</u> | <u>\$ 478,957</u> | <u>\$ 640,792</u> |
| Furnishings | 5-2300-703 | \$ 17,889 | \$ - | \$ - | \$ - | \$ - |
| CAPITAL OUTLAY | | <u>\$ 17,889</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> |
| | | | | | - | - |
| TOTAL EXPENDITURES | | <u>\$ 274,947</u> | <u>\$ 284,157</u> | <u>\$ 301,057</u> | <u>\$ 478,957</u> | <u>\$ 640,792</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

| | FY 2008/09 Actual | FY 2009/10 Actual | FY 2010/11 Amended | FY 2011/12 Adopted | FY 2012/13 Adopted |
|---------------------------|----------------------|----------------------|-----------------------|-----------------------|-----------------------|
| EXPENDITURES | | | | | |
| SERVICES & SUPPLIES | \$ 292,927 | \$ 239,911 | \$ 254,847 | \$ 348,900 | \$ 252,000 |
| CAPITAL OUTLAY | - | - | 250,000 | - | - |
| TOTAL EXPENDITURES | \$ 292,927 | \$ 239,911 | \$ 504,847 | \$ 348,900 | \$ 252,000 |

FY2011/12 and FY2012/13 Line-Item Detail

| G/L ACCOUNT | EXPENDITURE | FY2011/12 | FY2012/13 |
|-------------|---|----------------|----------------|
| 550 | Contract Services - Other Library Services Contract with City of Santa Barbara | 259,900 | 243,000 |



PROGRAM REVIEW

LIBRARY – 2400

Program Expenditures Detail

| GENERAL FUND - 101 | G/L ACCOUNT | FY 2008/09 Actual | FY 2009/10 Actual | FY 2010/11 Amended | FY 2011/12 Adopted | FY 2012/13 Adopted |
|-----------------------------------|------------------------|------------------------------|------------------------------|-------------------------------|-------------------------------|-------------------------------|
| Contract Services - Other | 5-2400-550 | \$ 71,991 | \$ - | \$ - | \$ - | \$ - |
| SERVICES AND SUPPLIES | | \$ 71,991 | \$ - | \$ - | \$ - | \$ - |
| TOTAL EXPENDITURES | | \$ 71,991 | \$ - | \$ - | \$ - | \$ - |
| | | | | | | |
| Library Facilities DIF-223 | G/L ACCOUNT | FY 2008/09 Actual | FY 2009/10 Actual | FY 2010/11 Amended | FY 2011/12 Adopted | FY 2012/13 Adopted |
| Books & Subscriptions | 5-2400-114 | \$ - | \$ - | \$ - | \$ 80,000 | \$ - |
| SERVICES AND SUPPLIES | | \$ - | \$ - | \$ - | \$ 80,000 | \$ - |
| Building Improvements | 5-2400-700 | \$ - | \$ - | \$ 250,000 | \$ - | \$ - |
| CAPITAL OUTLAY | | \$ - | \$ - | \$ 250,000 | \$ - | \$ - |
| | | \$ - | \$ - | \$ 250,000 | \$ 80,000 | \$ - |
| | | | | | | |
| LIBRARY FUND - 501 | G/L ACCOUNT | FY 2008/09 Actual | FY 2009/10 Actual | FY 2010/11 Amended | FY 2011/12 Adopted | FY 2012/13 Adopted |
| County Administration Fees | 5-2400-202 | \$ 8,653 | \$ 8,824 | \$ 8,666 | \$ 9,000 | \$ 9,000 |
| Professional Services | 5-2400-500 | 735 | 3,450 | 3,500 | - | - |
| Contract Services - Other | 5-2400-550 | 211,548 | 227,637 | 242,681 | 259,900 | 243,000 |
| SERVICES AND SUPPLIES | | \$ 220,936 | \$ 239,911 | \$ 254,847 | \$ 268,900 | \$ 252,000 |
| TOTAL EXPENDITURES | | \$ 220,936 | \$ 239,911 | \$ 254,847 | \$ 268,900 | \$ 252,000 |



PROGRAM REVIEW

LIBRARY – 2400

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