



DEPARTMENT REVIEW

GENERAL GOVERNMENT

Department Description:

General Government includes the City Council, City Manager, City Clerk, and City Attorney offices. The City Council serves as the legislative body of the City and formulates policies in response to the needs, values and interests of the citizens. The City Manager is appointed by the City Council to serve as the Chief Executive Officer of the organization. The City Manager is responsible for implementing the policies and programs established by the City Council; preparing and implementing the annual budget; and hiring all City employees. The Manager's office is also responsible for public outreach and education, including the dissemination of the city-wide newsletter, press releases and other City publications.

In the spring of 2013 the City Council authorized the consolidation of the City's Administrative Services Department with the City Manager's Department and established a new Deputy City Manager position. The new combined department now includes oversight of Support Services, Human Resources, Information Technologies support, Risk Management, and Library Services, and assists with policy implementation.

The office also includes the City Clerk and City Attorney. The City Clerk is responsible for the management and maintenance of all official City records; preparation of City Council and other special meeting agendas and minutes; preparation and certification of all official City documents; administration of City elections and ballot measures related to City issues; receiving and responding to public records request; and publishing notices and ordinances. The City Attorney is appointed by the City Council and works on all matters pertaining to litigation, legal advice, and the establishment of local policies, ordinances and contracts.

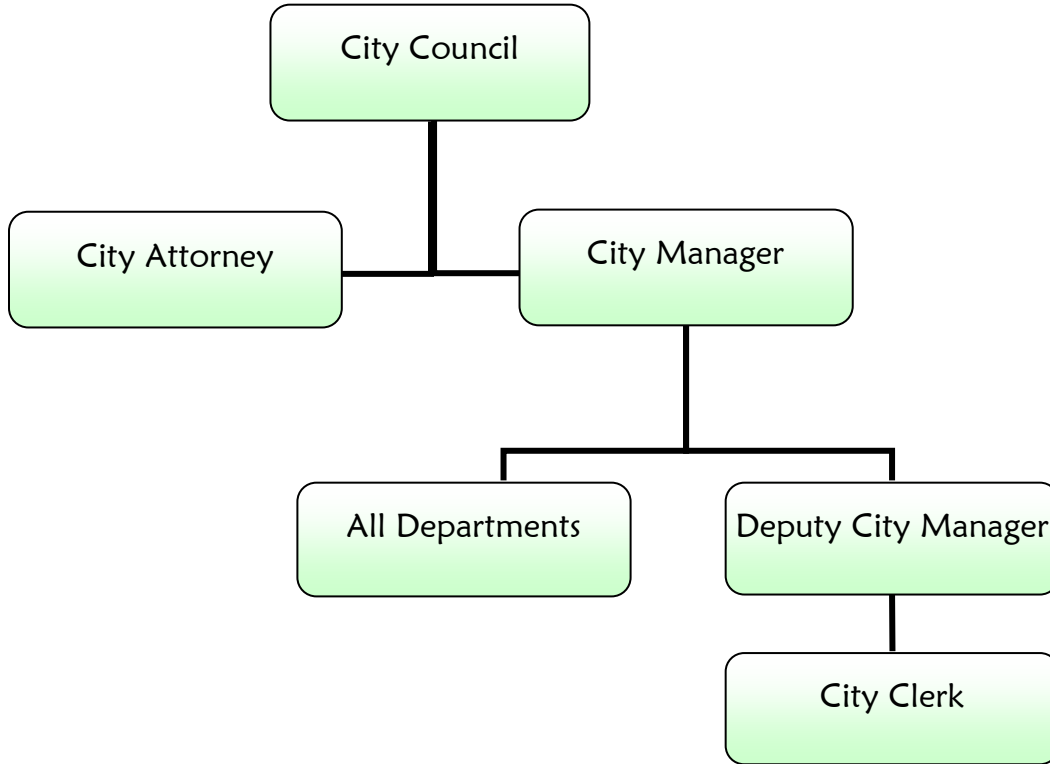
List of Programs

- City Council
- City Manager
- City Clerk
- City Attorney
- Community Outreach
- Support Services
- Library Services



DEPARTMENT REVIEW GENERAL GOVERNMENT

Organizational Chart



Department Expenditure Summary:

	FY 2010/11 Actual	FY 2011/12 Actual	FY 2012/13 Actual	FY 2013/14 Adopted	FY 2014/15 Adopted
SUMMARY OF POSITIONS (FTE's)	12.20	13.45	13.55	14.55	14.55
EXPENDITURES					
SALARIES	\$ 1,223,444	\$ 1,418,302	\$ 1,462,240	\$ 1,647,362	\$ 1,647,362
BENEFITS & OVERHEAD	\$ 428,657	\$ 471,986	\$ 468,178	\$ 518,408	\$ 525,015
TOTAL SALARIES & BENEFITS	<u>\$ 1,652,101</u>	<u>\$ 1,890,289</u>	<u>\$ 1,930,418</u>	<u>\$ 2,165,769</u>	<u>\$ 2,172,377</u>
SERVICES & SUPPLIES	\$ 1,706,486	\$ 2,127,996	\$ 2,551,292	\$ 2,318,602	\$ 2,399,247
CAPITAL OUTLAY	\$ 180,106	\$ 73,342	\$ 209,741	\$ 97,000	\$ 77,500
TOTAL EXPENDITURES:	<u><u>\$ 3,538,694</u></u>	<u><u>\$ 4,091,627</u></u>	<u><u>\$ 4,691,451</u></u>	<u><u>\$ 4,581,371</u></u>	<u><u>\$ 4,649,124</u></u>



PROGRAM REVIEW

CITY COUNCIL - 1100

Program Description:

The City Council, as the policy making body of City government, is charged by law with meeting all the obligations and responsibilities of the City through the use of its general legislative powers. The Council members are elected to at-large seats and bear ultimate responsibility for the competent, responsive, fiscally-sound functioning of the diverse offices, divisions, and departments which form the City government. The Council is directly responsible for the hiring and performance of the City Manager and the City Attorney.

Each year, the City Councilmembers elect a Mayor and Mayor ProTempore to serve for a one-year period. The Council also serves as the Public Financing Authority and on most matters acts as the hearing body for any appeals.

Objectives:

Through the formation of a Strategic Plan, the Council has articulated a series of strategic initiatives for the two years ahead. These objectives, and the many other objectives articulated in the Strategic Plan, include the following highlights:

- Ensure Financial Sustainability through enhanced revenue, policies that establish financial buffers, and the control of expenditures.
- Strengthen the Infrastructure, both the physical infrastructure and the laws and regulations that distinguish Goleta.
- Ensure Economic Vitality via support for entrepreneurial efforts and renegotiation of the City's Revenue Neutrality Agreement with the County of Santa Barbara.
- Return Old Town to be the Vital Center of the City and investigate opportunities to revitalize Old Town and consider locating City Hall there.
- Ensure that Goleta Remains a Safe Community through enhanced bicycle and pedestrian improvements, greater emergency service outreach, increased fire protection services, and sustainability of a strong police department.



PROGRAM REVIEW

CITY COUNCIL - 1100

Program Expenditures Summary

	<u>FY 2010/11 Actual</u>	<u>FY 2011/12 Actual</u>	<u>FY 2012/13 Amended</u>	<u>FY 2013/14 Adopted</u>	<u>FY 2014/15 Adopted</u>
EXPENDITURES					
SALARIES	\$ 25,306	\$ 26,475	\$ 27,750	\$ 26,450	\$ 26,450
BENEFITS & OVERHEAD	37,699	51,486	51,498	69,330	74,530
TOTAL SALARIES & BENEFITS	<u>\$ 63,004</u>	<u>\$ 77,962</u>	<u>\$ 79,248</u>	<u>\$ 95,780</u>	<u>\$ 100,980</u>
SERVICES & SUPPLIES	182,718	205,304	294,747	370,300	407,907
TOTAL EXPENDITURES	<u>\$ 245,723</u>	<u>\$ 283,266</u>	<u>\$ 373,995</u>	<u>\$ 466,080</u>	<u>\$ 508,887</u>

FY2013/14 and FY2014/15 Line-Item Detail

G/L ACCOUNT	EXPENDITURE	FY2013/14	FY2014/15
101	Memberships & Dues	9,000	9,500
	Membership - BEACON		
220	Community Projects	20,000	20,000
	Small Grant Program		
223	Support to Other Agencies	313,000	350,107
	Community Grants (FY 2014/15 Ongoing)	14,000	51,107
	Chamber of Commerce	100,000	100,000
	Goleta Valley Community Center-Senior Programs	25,000	25,000
	COAST (Ongoing)	6,000	6,000
	Warmer Centers (Ongoing)	5,000	5,000
	Goleta Valley Historical Society (Ongoing)	50,000	50,000
	Girsh Park (Ongoing)	100,000	100,000
	After School Program (Ongoing)	13,000	13,000



PROGRAM REVIEW

CITY COUNCIL - 1100

Program Expenditures Detail

<u>GENERAL FUND - 101</u>	<u>G/L</u> <u>ACCOUNT</u>	<u>FY 2010/11</u> <u>Actual</u>	<u>FY 2011/12</u> <u>Actual</u>	<u>FY 2012/13</u> <u>Amended</u>	<u>FY 2013/14</u> <u>Adopted</u>	<u>FY 2014/15</u> <u>Adopted</u>
Salaries - Full Time	5-1100-001	\$ 25,306	\$ 26,475	\$ 27,750	\$ 26,450	\$ 26,450
Retirement	5-1100-050	1,330	1,594	1,560	680	630
Medicare	5-1100-051	380	383	450	400	400
Benefit Plan Allowance	5-1100-058	35,989	49,435	49,488	68,250	73,500
Unemployment Insurance	5-1100-062	-	73	-	-	-
SALARIES & BENEFITS		<u>\$ 63,004</u>	<u>\$ 77,962</u>	<u>\$ 79,248</u>	<u>\$ 95,780</u>	<u>\$ 100,980</u>
Memberships & Dues	5-1100-101	\$ 7,650	\$ 8,050	\$ 9,000	9,000	9,500
Conferences, Meetings, & Travel	5-1100-102	5,587	12,283	35,718	25,000	25,000
Mileage Reimbursement	5-1100-104	778	889	1,000	1,000	1,000
Special Supplies	5-1100-111	485	3,914	1,000	1,500	1,500
Books & Subscriptions	5-1100-114	182	182	200	200	200
Printing & Copying	5-1100-115	97	165	200	200	200
Postage & Mailing	5-1100-116	29	-	100	100	100
Advertising	5-1100-117	83	-	150	-	-
Minor Equipment	5-1100-118	1,152	-	-	-	-
Other Charges	5-1100-203	533	-	500	300	300
Community Projects	5-1100-220	10,000	11,500	20,311	20,000	20,000
Support to Other Agencies	5-1100-223	154,660	165,532	226,568	313,000	350,107
Professional Services	5-1100-500	-	1,718	-	-	-
SERVICES & SUPPLIES		<u>\$ 181,237</u>	<u>\$ 204,232</u>	<u>\$ 294,747</u>	<u>\$ 370,300</u>	<u>\$ 407,907</u>
Furnishings	5-1100-703	\$ 1,481	\$ 1,072	\$ -	\$ -	\$ -
CAPITAL		<u>\$ 1,481</u>	<u>\$ 1,072</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
TOTAL EXPENDITURES		<u>\$ 245,723</u>	<u>\$ 283,266</u>	<u>\$ 373,995</u>	<u>\$ 466,080</u>	<u>\$ 508,887</u>



PROGRAM REVIEW CITY COUNCIL - 1100

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PROGRAM REVIEW

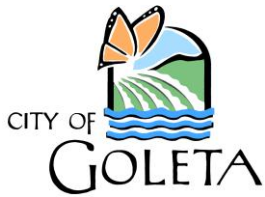
CITY MANAGER - 1200

Program Description:

The City Manager's Office is responsible for the implementation of City Council policy by directing and coordinating the operations of the City and providing leadership and direction to City departments in the administration of their operations. The City Manager is the Chief Executive Officer and is responsible for providing direct support to the City Council in developing and executing policy. The City Manager is responsible for managing the day-to-day operations of the City and ensuring sound fiscal and monetary practices and policies. The City Manager is supported by a newly appointed Deputy City Manager.

Objectives:

- Fulfill the City Council's goals and objectives as articulated in the General Plan, Strategic Plan and Economic Development Strategic Plan.
- Work with the City Council and Finance Director on revenue options and on sound fiscal policies for the City.
- Facilitate discussions on the future of the City's Old Town area in light of the loss of Redevelopment funding and the ownership of the Community Center property.



PROGRAM REVIEW

CITY MANAGER - 1200

Program Expenditures Summary

EXPENDITURES	FY 2010/11 <u>Actual</u>	FY 2011/12 <u>Actual</u>	FY 2012/13 <u>Amended</u>	FY 2013/14 <u>Adopted</u>	FY 2014/15 <u>Adopted</u>
SALARIES	\$ 622,024	\$ 671,840	\$ 695,200	\$ 769,589	\$ 769,589
BENEFITS & OVERHEAD	203,489	199,144	197,910	223,280	223,960
TOTAL SALARIES& BENEFITS	<u>\$ 825,513</u>	<u>\$ 870,984</u>	<u>\$ 893,110</u>	<u>\$ 992,869</u>	<u>\$ 993,549</u>
SERVICES & SUPPLIES	63,086	123,775	127,087	109,025	80,025
TOTAL EXPENDITURES	<u>\$ 888,599</u>	<u>\$ 994,759</u>	<u>\$ 1,020,197</u>	<u>\$ 1,101,894</u>	<u>\$ 1,073,574</u>

FY2013/14 and FY2014/15 Line-Item Detail

G/L ACCOUNT	EXPENDITURE	FY2013/14	FY2014/15
101	Memberships & Dues	29,375	30,375
	League of California Cities, National League of Cities, ICMA, CCMF, CAPIO, SBCAG , other		
500	Professional Services	60,500	30,500
	Personnel Rules - Upgrades	20,000	-
	Strategic Plan Implementation	40,000	30,000
	Miscellaneous Services (Ongoing)	500	500



PROGRAM REVIEW

CITY MANAGER - 1200

Program Expenditures Detail

<u>GENERAL FUND - 101</u>	G/L <u>ACCOUNT</u>	FY 2010/11 <u>Actual*</u>	FY 2011/12 <u>Actual*</u>	FY 2012/13 <u>Amended*</u>	FY 2013/14 <u>Adopted</u>	FY 2014/15 <u>Adopted</u>
Salaries - Full Time	5-1200-001	\$ 622,024	\$ 671,840	\$ 695,200	\$ 769,589	\$ 769,589
Retirement	5-1200-050	100,577	92,956	91,080	91,270	84,810
Medicare	5-1200-051	9,930	10,285	10,730	11,200	11,200
Deferred Compensation	5-1200-052	8,567	8,250	8,250	8,250	8,250
Life Insurance	5-1200-056	1,389	1,670	1,680	1,880	1,880
Long-Term Disability	5-1200-057	1,570	1,893	1,840	2,110	2,110
Benefit Plan Allowance	5-1200-058	65,705	68,340	68,580	92,820	99,960
Auto Allowance	5-1200-060	13,230	13,230	13,230	13,230	13,230
Phone Allowance	5-1200-061	2,520	2,520	2,520	2,520	2,520
SALARIES & BENEFITS		<u>\$ 825,513</u>	<u>\$ 870,984</u>	<u>\$ 893,110</u>	<u>\$ 992,869</u>	<u>\$ 993,549</u>
Memberships & Dues	5-1200-101	\$ 24,387	\$ 26,625	\$ 25,375	\$ 28,975	\$ 29,975
Conferences, Meetings, & Travel	5-1200-102	8,358	8,874	11,650	12,900	12,900
Training	5-1200-103	-	-	1,979	1,000	1,000
Mileage Reimbursement	5-1200-104	-	73	400	400	400
Special Supplies	5-1200-111	269	1,066	1,000	1,000	1,000
Books & Subscriptions	5-1200-114	-	75	600	500	500
Printing & Copying	5-1200-115	72	223	1,000	700	700
Postage & Mailing	5-1200-116	16	47	450	350	350
Other Charges	5-1200-203	667	1,143	11,857	1,500	1,500
Support to Other Agencies	5-1200-223	1,100	3,250	3,200	1,200	1,200
Maintenance- Other Equipment	5-1200-409	774	-	-	-	-
Professional Services	5-1200-500	27,444	82,400	68,576	60,500	30,500
Professional Services - Temp Staff	5-1200-501	-	-	1,000	-	-
SERVICES & SUPPLIES		<u>\$ 63,086</u>	<u>\$ 123,775</u>	<u>\$ 127,087</u>	<u>\$ 109,025</u>	<u>\$ 80,025</u>
TOTAL EXPENDITURES		<u>\$ 888,599</u>	<u>\$ 994,759</u>	<u>\$ 1,020,197</u>	<u>\$ 1,101,894</u>	<u>\$ 1,073,574</u>

*FY 2010/11, FY 2011/12, FY 2012/13 includes Program 2100 (formerly known as Administrative Services)



PROGRAM REVIEW

CITY MANAGER - 1200

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PROGRAM REVIEW

CITY CLERK - 1300

Program Description:

The City Clerk's Office maintains custody, control, filing, and storage of official City documents and records pertaining to the operation of City government. The City Clerk's Office is responsible for preserving and protecting public records, maintaining the City seal, certifying and attesting to official documents of the City, ensuring timely publication and posting of legal notices in compliance with the Ralph M. Brown Act and responding to public record requests in a timely manner as well as administering the City's General Municipal Elections. The City Clerk's Office also works with the City Council, City Manager, Department Directors, and the public. The Department is responsible for overseeing the preparation of the meeting agendas and minutes for the City Council, the Goleta RDA Successor Agency, the Parks and Recreation Commission and the Public Tree Advisory Commission. In addition, the City Clerk's Office follows up on all action taken by the City Council at the meeting. This includes arranging for approval and execution of all agreements, ordinances, resolutions and other official documents approved by the City Council. The department is also responsible for assisting in the recruitment of residents to serve on various City Council advisory boards, commissions, and committees.

Objectives:

- Provide ongoing support to City Council, Goleta RDA Successor Agency and various commission meetings.
- Manage the continuous updating of the Goleta Municipal Code.
- Coordinate outreach and tracking of appointments to the Planning Commission, Design Review Board, the Parks and Recreation Commission, and the Public Tree Advisory Commission,
- Develop and implement a Records Retention Program.
- Administer the provisions of the Political Reform Act, and manage the Statements of Economic Interests and Campaign Statements.
- Co-manage Goleta Channel 19 scroll content and the televising of government meetings.
- Conduct 2014 Consolidated General Municipal Election.



PROGRAM REVIEW

CITY CLERK - 1300

Program Expenditures Summary

	FY 2010/11 Actual	FY 2011/12 Actual	FY 2012/13 Amended	FY 2013/14 Adopted	FY 2014/15 Adopted
EXPENDITURES					
SALARIES	\$ 179,136	\$ 190,865	\$ 209,560	\$ 238,565	\$ 238,565
BENEFITS & OVERHEAD	64,251	66,395	58,670	59,750	59,890
TOTAL SALARIES & BENEFITS	\$ 243,388	\$ 257,260	\$ 268,230	\$ 298,315	\$ 298,455
SERVICES & SUPPLIES	27,736	22,708	50,307	25,120	41,520
TOTAL EXPENDITURES	\$ 271,123	\$ 279,968	\$ 318,537	\$ 323,435	\$ 339,975

FY2013/14 and FY2014/15 Line-Item Detail

G/L ACCOUNT	EXPENDITURE	FY2013/14	FY2014/15
500	Professional Services Video Taping of Council Meetings	16,220	16,220



PROGRAM REVIEW

CITY CLERK - 1300

Program Expenditures Detail

<u>GENERAL FUND - 101</u>	<u>G/L ACCOUNT</u>	<u>FY 2010/11 Actual</u>	<u>FY 2011/12 Actual</u>	<u>FY 2012/13 Amended</u>	<u>FY 2013/14 Adopted</u>	<u>FY 2014/15 Adopted</u>
Salaries - Full Time	5-1300-001	\$ 179,136	\$ 190,865	\$ 209,560	\$ 238,565	\$ 238,565
Retirement	5-1300-050	29,785	28,426	29,410	27,020	25,060
Medicare	5-1300-051	2,913	2,908	3,300	3,470	3,470
Life Insurance	5-1300-056	379	508	540	540	540
Long-Term Disability	5-1300-057	509	683	700	700	700
Benefit Plan Allowance	5-1300-058	20,900	22,800	24,000	27,300	29,400
Phone Allowance	5-1300-061	720	720	720	720	720
Unemployment Insurance	5-1300-062	9,045	10,350	-	-	-
SALARIES & BENEFITS		<u>\$ 243,388</u>	<u>\$ 257,260</u>	<u>\$ 268,230</u>	<u>\$ 298,315</u>	<u>\$ 298,455</u>
Memberships & Dues	5-1300-101	\$ 215	\$ 545	\$ 400	\$ 400	\$ 400
Conferences, Meetings, & Travel	5-1300-102	1,640	1,308	5,196	3,600	3,600
Mileage Reimbursement	5-1300-104	-	-	600	600	600
Special Supplies	5-1300-111	2,462	2,601	1,200	2,500	1,900
Books & Subscriptions	5-1300-114	53	93	300	300	300
Advertising	5-1300-117	546	301	1,000	1,000	1,000
Minor Equipment	5-1300-118	-	-	-	500	500
Election Costs	5-1300-120	6,175	2,155	15,000	-	17,000
Professional Services	5-1300-500	16,645	15,704	26,611	16,220	16,220
SERVICES & SUPPLIES		<u>\$ 27,736</u>	<u>\$ 22,708</u>	<u>\$ 50,307</u>	<u>\$ 25,120</u>	<u>\$ 41,520</u>
TOTAL EXPENDITURES		<u>\$ 271,123</u>	<u>\$ 279,968</u>	<u>\$ 318,537</u>	<u>\$ 323,435</u>	<u>\$ 339,975</u>



PROGRAM REVIEW

CITY CLERK - 1300

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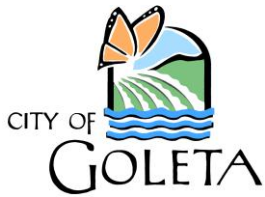


PROGRAM REVIEW

CITY ATTORNEY - 1400

Program Description:

The City Attorney's office provides the City with comprehensive legal services. Services include, but are not limited to, the writing of City ordinances, contracts and agreements; the review and advice on planning-related policies and development proposals and land-use issues; the tracking of pertinent laws, statutes, and legislative issues affecting the City; and assistance with personnel matters, code enforcement issues, and the establishment of Council policies and legal strategies.



PROGRAM REVIEW

CITY ATTORNEY - 1400

Program Expenditures Summary

	<u>FY 2010/11 Actual</u>	<u>FY 2011/12 Actual</u>	<u>FY 2012/13 Amended</u>	<u>FY 2013/14 Adopted</u>	<u>FY 2014/15 Adopted</u>
EXPENDITURES					
SALARIES	\$ 361,006	\$ 469,723	\$ 459,130	\$ 529,860	\$ 529,860
BENEFITS & OVERHEAD	122,087	140,038	139,340	144,380	144,840
TOTAL SALARIES & BENEFITS	<u>\$ 483,093</u>	<u>\$ 609,761</u>	<u>\$ 598,470</u>	<u>\$ 674,240</u>	<u>\$ 674,700</u>
SERVICES & SUPPLIES	106,985	155,465	145,766	119,050	118,950
CAPITAL OUTLAY	-	1,695	-	30,000	-
TOTAL EXPENDITURES	<u>\$ 590,079</u>	<u>\$ 766,921</u>	<u>\$ 744,236</u>	<u>\$ 823,290</u>	<u>\$ 793,650</u>

FY2013/14 and FY2014/15 Line-Item Detail

G/L ACCOUNT	EXPENDITURE	FY2013/14	FY2014/15
114	Books & Subscriptions Library- On-Line Services	9,000	9,000
502	Professional Services-Legal General Specialized Legal Support	75,000	75,000
503	Professional Services - Special Legal Planning Project Specific	25,000	25,000
707	Computer Technology Case Management Software	30,000	-



PROGRAM REVIEW

CITY ATTORNEY - 1400

Program Expenditures Detail

GENERAL FUND - 101	G/L ACCOUNT	FY 2010/11 Actual	FY 2011/12 Actual	FY 2012/13 Amended	FY 2013/14 Adopted	FY 2014/15 Adopted
Salaries - Full Time	5-1400-001	\$ 361,006	\$ 469,723	\$ 459,130	\$ 529,860	\$ 529,860
Retirement	5-1400-050	61,035	68,605	65,750	59,530	55,790
Medicare	5-1400-051	5,606	7,120	7,870	7,710	7,710
Deferred Compensation	5-1400-052	8,308	8,000	8,000	8,000	8,000
Life Insurance	5-1400-056	829	1,175	1,360	1,360	1,360
Long-Term Disability	5-1400-057	950	1,370	1,520	1,540	1,540
Benefit Plan Allowance	5-1400-058	34,200	42,275	43,200	54,600	58,800
Auto Allowance	5-1400-060	8,400	8,400	8,400	8,400	8,400
Phone Allowance	5-1400-061	2,760	3,092	3,240	3,240	3,240
SALARIES & BENEFITS		<u>\$ 483,093</u>	<u>\$ 609,761</u>	<u>\$ 598,470</u>	<u>\$ 674,240</u>	<u>\$ 674,700</u>
Membership & Dues	5-1400-101	\$ 1,764	\$ 1,790	\$ 1,500	\$ 1,600	\$ 1,600
Conferences, Meetings, & Travel	5-1400-102	3,951	5,057	5,500	5,500	5,500
Mileage Reimbursement	5-1400-104	-	-	100	100	100
Special Dept. Supplies	5-1400-111	470	812	400	-	-
Books & Subscriptions	5-1400-114	9,781	10,061	11,000	9,000	9,000
Printing & Copying	5-1400-115	108	550	500	500	500
Postage and Mailing	5-1400-116	38	175	-	50	50
Advertising	5-1400-117	-	858	-	100	100
Minor Equipment	5-1400-118	-	-	-	200	100
Other Charges	5-1400-203	102	86	-	-	-
Professional Services	5-1400-500	-	374	-	-	-
Professional Services - Legal	5-1400-502	88,056	135,703	124,766	75,000	75,000
Professional Services - Special Legal	5-1400-503	65	-	-	25,000	25,000
Professional Services - Other	5-1400-550	2,650	-	2,000	2,000	2,000
SERVICES & SUPPLIES		<u>\$ 106,985</u>	<u>\$ 155,465</u>	<u>\$ 145,766</u>	<u>\$ 119,050</u>	<u>\$ 118,950</u>
Furnishings	5-1400-703	\$ -	\$ 1,694.94	\$ -	\$ -	\$ -
Computer Technology	5-1400-707	-	-	-	30,000	-
CAPITAL OUTLAY		<u>\$ -</u>	<u>\$ 1,695</u>	<u>\$ -</u>	<u>\$ 30,000</u>	<u>\$ -</u>
TOTAL EXPENDITURES		<u>\$ 590,079</u>	<u>\$ 766,921</u>	<u>\$ 744,236</u>	<u>\$ 823,290</u>	<u>\$ 793,650</u>



PROGRAM REVIEW

CITY ATTORNEY - 1400

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PROGRAM REVIEW

COMMUNITY OUTREACH - 1500

Program Description:

The Public Information and Community Outreach Division is within the City Manager's Department and is responsible for developing and implementing Citywide public information initiatives involving media, marketing, outreach, and events related to the City's strategic goals. The Division is responsible for writing and producing the City's newsletter, The Monarch Press; managing community information and non-meeting programming on Goleta TV Channel 19; serving as media spokesperson and media contact, disseminating press releases, and keeping the public informed on City services, accomplishments and programs. The Division also assists the Support Services Department with website content.

The Division oversees and manages the annual State of the City event and coordinates with other department on events that will have an impact on the community as a whole (i.e. Santa Barbara International Marathon and Halloween).

Support is also provided to the Mayor and City Council with speeches, research, and community outreach activities.

Objectives:

- To keep the public informed of City activities, issues, and initiatives.
- Promote City activities, issues, and initiatives with the media and the larger community.
- Develop community information and programming on Goleta TV Channel 19.
- Develop and implement public information campaigns on emergency preparedness.
- Manage the City's social media presence.



PROGRAM REVIEW

COMMUNITY OUTREACH - 1500

Program Expenditures Summary

	<u>FY 2010/11 Actual</u>	<u>FY 2011/12 Actual</u>	<u>FY 2012/13 Amended</u>	<u>FY 2013/14 Adopted</u>	<u>FY 2014/15 Adopted</u>
EXPENDITURES					
SALARIES	\$ 35,973	\$ 59,400	\$ 70,600	\$ 70,598	\$ 70,598
BENEFITS & OVERHEAD	1,130	14,923	20,760	21,488	21,615
TOTAL SALARIES & BENEFITS	<u>\$ 37,103</u>	<u>\$ 74,323</u>	<u>\$ 91,360</u>	<u>\$ 92,085</u>	<u>\$ 92,213</u>
SERVICES & SUPPLIES	31,324	38,948	51,465	53,750	36,275
TOTAL EXPENDITURES	<u>\$ 68,427</u>	<u>\$ 113,271</u>	<u>\$ 142,825</u>	<u>\$ 145,835</u>	<u>\$ 128,488</u>

FY2013/14 and FY2014/15 Line-Item Detail

G/L ACCOUNT	EXPENDITURE	FY2013/14	FY2014/15
	500 Professional Services	48,000	28,000
	Monarch Press		



PROGRAM REVIEW

COMMUNITY OUTREACH - 1500

Program Expenditures Detail

GENERAL FUND - 101	G/L ACCOUNT	FY 2010/11 Actual	FY 2011/12 Actual	FY 2012/13 Amended	FY 2013/14 Adopted	FY 2014/15 Adopted
Salaries - Full Time	5-1500-001	\$ 35,973	\$ 59,400	\$ 70,600	\$ 70,598	\$ 70,598
Retirement	5-1500-050	530	6,653	9,910	9,070	8,410
Medicare	5-1500-051	-	965	1,150	1,030	1,030
Life Insurance	5-1500-056	-	73	180	180	180
Long-Term Disability	5-1500-057	-	100	250	250	250
Benefit Plan Allowance	5-1500-058	-	6,413	8,550	10,238	11,025
Phone Allowance	5-1500-061	600	720	720	720	720
SALARIES & BENEFITS		<u>\$ 37,103</u>	<u>\$ 74,323</u>	<u>\$ 91,360</u>	<u>\$ 92,085</u>	<u>\$ 92,213</u>
Memberships & Dues	5-1500-101	\$ 225	\$ 225	\$ 300	\$ 300	\$ 325
Conferences, Meetings, & Travel	5-1500-102	1,447	1,364	2,700	2,500	2,500
Mileage Reimbursement	5-1500-104	255	343	200	200	200
Special Supplies	5-1500-111	418	1,248	4,303	1,500	4,000
Employee Recognition & Awards	5-1500-113	2,725	119	-	-	-
Books & Subscriptions	5-1500-114	90	139	250	250	250
Printing & Copying	5-1500-115	10	59	250	250	250
Advertising	5-1500-117	-	-	500	750	750
Minor Equipment	5-1500-118	518	-	-	-	-
Professional Services	5-1500-500	25,636	35,451	42,962	48,000	28,000
SERVICES & SUPPLIES		<u>\$ 31,324</u>	<u>\$ 38,948</u>	<u>\$ 51,465</u>	<u>\$ 53,750</u>	<u>\$ 36,275</u>
TOTAL EXPENDITURES		<u>\$ 68,427</u>	<u>\$ 113,271</u>	<u>\$ 142,825</u>	<u>\$ 145,835</u>	<u>\$ 128,488</u>



PROGRAM REVIEW COMMUNITY OUTREACH - 1500

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PROGRAM REVIEW

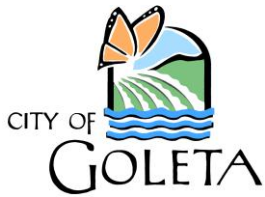
SUPPORT SERVICES – 1600

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, facilities management, and risk management. Risk management 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:

- Continue to implement improvements to the City website.
- Expand information technologies tools and resources.
- Conduct an upgrade of the City's computer network infrastructure.
- Complete the next phases of the Computer Replacement Program.
- Procure a management information software system for use throughout the organization.
- Conduct an upgrade of the City's Financial Management Software System.
- Complete an IT Strategic Plan.
- Assist with the completion of the Council Chambers remodel project.
- Assist with a Classification Plan study and compensation survey.
- Assist with a permanent City Hall feasibility study.
- Continue oversight of the City's facility lease agreements.
- 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

SUPPORT SERVICES – 1600

Program Expenditures Summary

	FY 2010/11 Actual	FY 2011/12 Actual	FY 2012/13 Amended	FY 2013/14 Adopted	FY 2014/15 Adopted
EXPENDITURES					
SALARIES	\$ -	\$ -	\$ -	\$ 12,300	\$ 12,300
BENEFITS & OVERHEAD	-	-	-	180	180
TOTAL SALARIES & BENEFITS	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 12,480</u>	<u>\$ 12,480</u>
SERVICES & SUPPLIES	1,045,349	1,260,202	1,578,144	1,344,150	1,460,482
CAPITAL OUTLAY	37,100	55,301	209,741	67,000	77,500
TOTAL EXPENDITURES	<u>\$ 1,082,449</u>	<u>\$ 1,260,202</u>	<u>\$ 1,578,144</u>	<u>\$ 1,423,630</u>	<u>\$ 1,550,462</u>

FY2013/14 and FY2014/15 Line-Item Detail

G/L ACCOUNT	EXPENDITURE	FY2013/14	FY2014/15
	132 Workers Compensation	108,778	172,118
	Current Year	108,778	144,923
	Prior Years Payment	-	36,145
	150 Insurance Premiums	279,511	314,906
	Current Year	259,511	264,906
	Prior Years Payment	20,000	50,000
	402 Maintenance - Facilities	26,956	26,956
	Janitorial & Security		
	407 Maintenance-Computers	165,732	168,732
	Incode-Support	22,806	25,806
	Cox	7,176	7,176
	Synergy	84,420	84,420
	PTV America	6,800	6,800
	Digital Map Products	23,375	23,375
	Granicus	16,655	16,655
	Performance Evaluation Software	4,500	4,500
	500 Professional Services	16,000	16,000
	Website Hosting	2,450	2,450
	EAP - Employee Assistance Program	4,500	4,500
	City Assist	5,600	5,600
	Website & GovQA - Upgrades	3,450	3,450
	707 Computer Technology	67,000	77,500
	Workstations 8 (FY13/14) & 18 (FY14/15)	8,000	23,500
	Server Replacement	18,000	-
	Financial System Upgrade	-	18,000
	IT Strategic Plan Items	35,000	35,000
	Firewall	5,000	-
	Miscellaneous	1,000	1,000



PROGRAM REVIEW

SUPPORT SERVICES – 1600

Program Expenditures Detail

GENERAL FUND - 101	G/L ACCOUNT	FY 2010/11 Actual	FY 2011/12 Actual	FY 2012/13 Amended	FY 2013/14 Adopted	FY 2014/15 Adopted
Salaries - Full Time	5-1600-001	\$ -	\$ -	\$ -	\$ 12,300	\$ 12,300
Medicare	5-1600-051	-	-	-	180	180
SALARIES & BENEFITS		\$ -	\$ -	\$ -	\$ 12,480	\$ 12,480
Commute Alternatives	5-1600-063	\$ -	\$ 4,730	\$ 5,270	\$ 7,800	\$ 7,800
Memberships & Dues	5-1600-101	-	-	100	100	100
Conferences, Meetings, & Travel	5-1600-102	5	440	550	1,400	1,400
Mileage Reimbursement	5-1600-104	-	-	-	-	-
Office Supplies	5-1600-110	26,717	26,340	45,000	35,000	35,000
Special Supplies	5-1600-111	-	50	500	500	500
Employee Recognition & Awards	5-1600-113	627	4,267	1,000	12,000	12,000
Awards & Recognition	5-1600-113.01	-	-	4,000	-	-
Books & Subscriptions	5-1600-114	-	-	500	500	500
Printing & Copying	5-1600-115	4,498	4,174	5,380	5,000	5,000
Postage & Mailing	5-1600-116	10,000	5,279	15,000	15,000	15,000
Advertising	5-1600-117	1,996	709	2,000	2,000	2,000
Minor Equipment	5-1600-118	627	3,985	6,306	3,000	3,000
Workers Compensation	5-1600-132	49,317	185,942	77,058	108,778	172,118
Utilities- Telephone	5-1600-140	21,687	21,404	26,419	42,366	42,366
Utilities- Electric	5-1600-142	41,002	34,146	42,140	39,200	39,200
Utilities- Gas	5-1600-143	471	541	500	500	500
Vehicles- Fuel	5-1600-144	-	581	1,800	1,800	1,800
Lease- City Hall	5-1600-145	442,235	430,982	518,769	546,361	560,958
Leasing/Rental- Equipment	5-1600-147	20,903	20,020	22,749	24,396	24,396
Insurance Premiums	5-1600-150	251,740	293,015	575,447	279,511	314,906
Risk Management Claims	5-1600-154	-	28,671	-	-	-
Other Charges	5-1600-203	1,407	3,577	1,400	3,000	3,000
Maintenance- Facilities	5-1600-402	21,200	21,444	21,324	26,956	26,956
Maintenance- Computers	5-1600-407	133,056	147,079	157,537	165,732	168,732
Maintenance- Office Equipment	5-1600-408	5,921	6,292	9,095	6,500	6,500
Maintenance- Vehicles	5-1600-410	-	563	750	750	750
Professional Services	5-1600-500	11,940	15,971	37,550	16,000	16,000
SERVICES & SUPPLIES		\$ 1,045,349	\$ 1,260,202	\$ 1,578,144	\$ 1,344,150	\$ 1,460,482
Machinery & Equipment	5-1600-702	\$ 6,325	\$ 6,833	\$ 89,909	\$ -	\$ -
Furnishings	5-1600-703	-	3,257	44,000	-	-
Computer Technology	5-1600-707	30,775	45,211	75,832	67,000	77,500
CAPITAL OUTLAY		\$ 37,100	\$ 55,301	\$ 209,741	\$ 67,000	\$ 77,500
TOTAL EXPENDITURES		\$ 1,082,449	\$ 1,315,503	\$ 1,787,885	\$ 1,423,630	\$ 1,550,462



PROGRAM REVIEW

SUPPORT SERVICES – 1600

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PROGRAM REVIEW

LIBRARY – 1700

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 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.
- Library tax measure study.



PROGRAM REVIEW

LIBRARY – 1700

Program Expenditures Summary

	FY 2010/11 Actual	FY 2011/12 Actual	FY 2012/13 Amended	FY 2013/14 Adopted	FY 2014/15 Adopted
EXPENDITURES					
SERVICES & SUPPLIES	\$ 249,288	\$ 321,594	\$ 303,776	\$ 297,207	\$ 254,088
CAPITAL OUTLAY	143,006	16,346	-	-	-
TOTAL EXPENDITURES	\$ 392,295	\$ 337,940	\$ 303,776	\$ 297,207	\$ 254,088

FY2013/14 and FY2014/15 Line-Item Detail

G/L ACCOUNT	EXPENDITURE	FY2013/14	FY2014/15
	402 Maintenance- Facilities	1,488	1,488
	Security Services		
	550 Contract Services-Other	241,000	243,400
	Library Services Contract with City of Santa Barbara		



PROGRAM REVIEW

LIBRARY – 1700

Program Expenditures Detail

<u>GENERAL FUND-101</u>	<u>G/L ACCOUNT</u>	<u>FY 2010/11 Actual</u>	<u>FY 2011/12 Actual</u>	<u>FY 2012/13 Amended</u>	<u>FY 2013/14 Adopted</u>	<u>FY 2014/15 Adopted</u>
Maintenance- Facilities	5-1700-402	\$ -	\$ -	\$ -	\$ 1,488	\$ 1,488
SERVICES & SUPPLIES		\$ -	\$ -	\$ -	\$ 1,488	\$ 1,488
TOTAL EXPENDITURES		<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,488</u>	<u>\$ 1,488</u>

<u>LIBRARY FACILITIES DIF-223</u>	<u>G/L ACCOUNT</u>	<u>FY 2010/11 Actual</u>	<u>FY 2011/12 Actual</u>	<u>FY 2012/13 Amended</u>	<u>FY 2013/14 Adopted</u>	<u>FY 2014/15 Adopted</u>
Books & Subscriptions	5-1700-114	\$ -	\$ 80,000	\$ 51,776	\$ 45,519	\$ -
SERVICES & SUPPLIES		\$ -	\$ 80,000	\$ 51,776	\$ 45,519	\$ -
Building Improvements	5-1700-700	\$ 143,006	\$ 16,346	\$ -	\$ -	\$ -
CAPITAL OUTLAY		\$ 143,006	\$ 16,346	\$ -	\$ -	\$ -
TOTAL EXPENDITURES		<u>\$ 143,006</u>	<u>\$ 96,346</u>	<u>\$ 51,776</u>	<u>\$ 45,519</u>	<u>\$ -</u>

<u>LIBRARY FUND - 501</u>	<u>G/L ACCOUNT</u>	<u>FY 2010/11 Actual</u>	<u>FY 2011/12 Actual</u>	<u>FY 2012/13 Amended</u>	<u>FY 2013/14 Adopted</u>	<u>FY 2014/15 Adopted</u>
County Administration Fees	5-1700-202	\$ 8,666	\$ 8,718	\$ 9,000	\$ 9,200	\$ 9,200
Contract Services - Other	5-1700-550	240,622	232,876	243,000	241,000	243,400
SERVICES & SUPPLIES		<u>\$ 249,288</u>	<u>\$ 241,594</u>	<u>\$ 252,000</u>	<u>\$ 250,200</u>	<u>\$ 252,600</u>
TOTAL EXPENDITURES		<u>\$ 249,288</u>	<u>\$ 241,594</u>	<u>\$ 252,000</u>	<u>\$ 250,200</u>	<u>\$ 252,600</u>



PROGRAM REVIEW

LIBRARY – 1700

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