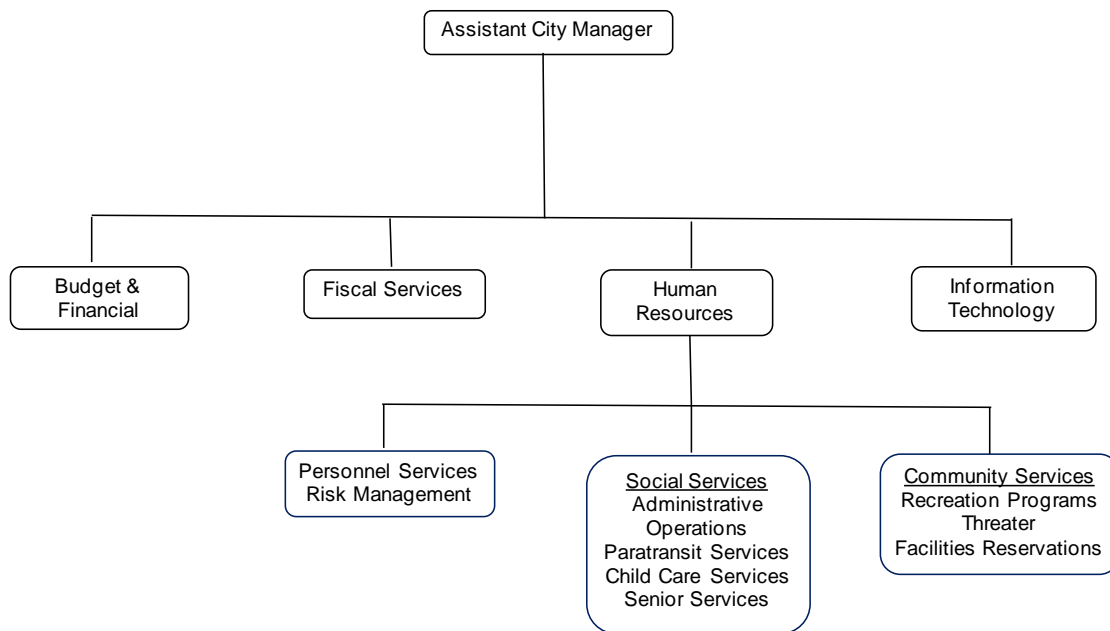


**ADMINISTRATIVE
SERVICES
DEPARTMENT**

ADMINISTRATIVE SERVICES DEPARTMENT



Regular Full Time	58.00
Regular Part Time	5.50
Temporary Part Time	55.70
Total FTE's	<u>119.20</u>

**ADMINISTRATIVE
SERVICES
DEPARTMENT****DEPARTMENT OVERVIEW**

This department provides administrative services to other departments and Community Services to the residents of Davis. The administrative arm of the department consists of finance, utility billing, budget, human resources and information systems services. The Community Services portion contains recreation programs, child care and social services. Finances' mission is to serve the public interest by providing sound financial management as the custodian of public funds; to perform reliable; detailed fiscal analysis; to maximize investment opportunities within the Council-adopted policy; and, to establish and maintain internal fiscal controls to ensure city assets are protected and to ensure compliance with all legal requirement. The Human Resources function enables city departments to appoint qualified persons to authorized vacant positions; monitors policies for compliance with federal and state mandates; provides training and enrichment opportunities for city employees; administers employee benefits and facilitates labor negotiations. Information Systems provides internal computing resources and technical support/training for city employees; customer services to residents through the use of information technology and telecommunications services. Community services assists in creating a better quality of life for Davis residents by providing a diverse array of recreation programs, social services, and community services.

FY 2012-13 DEPARTMENT ACCOMPLISHMENTS

- This department was formed in FY 2012-2013.
- Labor negotiations were completed for 5 of the 7 labor groups for three-year contracts.
- Review of Finance functions by an outside consultant.
- Began review of Community Service fees and methodology vis-à-vis industry norms.
- Began reviewing all City funds for accuracy and one-time use to offset budget demands.

FY 2013-14 DEPARTMENT GOALS

- Complete review of Community Services Programs and user fee policies vis-à-vis industry standards. Work with affected user groups to discuss finding and return to City Council for direction.
- As the City continues to trim its expenditures and staffing, using technology to provide information and options to residents will become an important part of delivering service to residents. Expanding the use of automation within the city organization will be a critical component for maintaining service delivery. The City's website will be revised and a mobile-phone based Citizen Request Form will be implemented. Through this technology, residents will be able to report problems like graffiti, abandoned cars, street trees, code violations and other quality of life issues. In addition, the City will begin the process of evaluating whether to upgrade or replace the current financial software.
- Conclude the review of all City funds for accuracy and one-time uses.

BUDGET HIGHLIGHTS**FY 2012-13**

- Personnel costs were projected with an assumed Total Compensation savings factor on the basis of bargaining contracts which were in negotiations. This meant that the adopted personnel costs were artificially low. A portion of these savings were achieved with mid-year contracts and two bargaining units still have not settled with the City.

FY 2013-14

- The overall personnel budget from 12/13 to 13/14 on a total personnel cost basis, does not show savings one would expect with the removal of 7.6 FTE equivalents. The savings from the positions is masked by the increased base cost of removing the savings factor assumed in total compensation calculations from FY 12/13 and replacing them with the new MOU's in the FY 13/14 projections.
- In addition to MOU's adjustments, increases were included to the city insurance costs such as Workers Compensation and Unemployment.

Administration

- An existing Administrative Aide position will now be shared between Human Resources and Finance. The 50% reduction of the position in Finance is reflected in this Division.

Human Resources and Risk Management

- In the Human Resources and Risk Management Division, there was a net increase of slightly less than \$1.1 million. This primarily due to the Davis City Employee Association (DCEA) Public Employee Personnel Board (PERB) settlement being removed (decrease of about \$1.1 million) and the retiree medical true-up with the actuarial report (increase of \$1.8 million), various increases in the self-insurance funds (long-term disability and unemployment) and the addition of \$60,000 in funding for citywide culture alignment training.
- A Human Resource Assistant position was transferred to the City Manager's Office.
- Reduced miscellaneous line item expenditures \$7,890.
- Include \$25,000 in General Fund Support of contract services to review Retiree Medical options.

Social Services

- The Senior Services programs decreased primarily as the result of the hours of a position being reduced from 100 percent to 75 percent. With the exception of the Community Services Supervisor, other staff members work seventy-five percent schedules.
- An Office Assistant II position will be changed from 100 percent to 75 percent in Senior Services. This schedule will be consistent with other coworkers at the Center.
- The Community Services Director position was eliminated. There are no savings as this position was removed before the FY 2013-14 budget was constructed.
- Executive management reduced various line items \$5,780
- Senior Services reduced various line items \$4,179

Child Care Services

- In the Child Care Division, which is paid for by State and federal grant funds, the amount was increased in the upcoming year by approximately \$381,000.
- A vacant Child Care Program Coordinator position was eliminated

Community Services

- A vacant Community Services Program Coordinator position was eliminated.
- A Community Services Supervisor position was transferred to Community Development to assist with the Cultural Arts.
- Reduced Temporary Part Time hours for Community events and Civic Arts and shift duties to full time Program Coordinator.
- The Community Services Director position was eliminated in this budget. It was removed as part of creating the FY 2013-14 budget.
- Funding for the continued exploration of the feasibility of the 50-meter pool has been budgeted. (\$20,000)

IS & Communications

- In Information Systems, the capital portion of the budget was decreased and funds were added for a consultant to assist in the determination of whether to upgrade or replace the city's current financial software. In addition, a half-time position from Media Services was transferred into IS Services and two positions are proposed for decreased hours.
- An existing position in Media Services will be reclassified to a Program Aide and will be transferred from Media Services to Information Systems.
- A MIS System Analyst position will be changed from 100 percent to 75 percent.
- A Support Service Technician position budgeted at 75 percent will be reduced to 50 percent.
- Funds have also been budgeted to revamp the public website and for webhosting (\$60,000)
- Reduction in maintenance fees through a new vendor (\$22,879)
- Include \$15,000 from the IS Services fund in support of contract services to assist in priority technology projects.

Budget & Financial Planning

- Salary costs decreased as a result of shifting staffing in support of Accounts Payable and Audit during peak workload times to offset the elimination of the Financial Supervisor position in the Fiscal Services division.

Fiscal Services Division

- The budget in Fiscal Services increased \$318,035 primarily as a result of the City transitioning from bi-monthly billing to monthly billing for utilities. The City will examine contracting the associated services and sending e-bills or e-notifications in the upcoming year.
- A vacant Financial Supervisor was deleted and the value converted to contract services.
- The salary of the Financial Manager position was modified.
- An existing Administrative Aide position will now be shared between Human Resources and Finance. The 50% reduction of the position in Finance is reflected in the Human Resources and Risk Management Division.
- Funding for 25% of a Financial Assistant II position has been shifted from Accounts Payable to Utility Billing to assist with increased processing of monthly utility bills.

DEPARTMENT SUMMARY

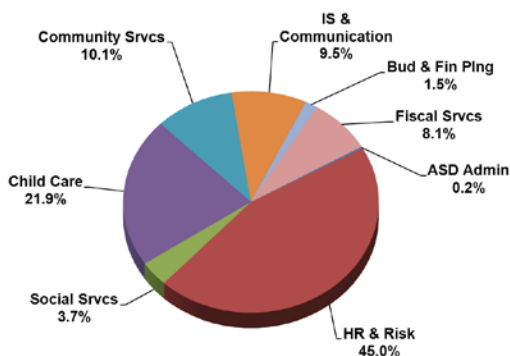
ADMINISTRATIVE SERVICES

Revenues by Fund				
<u>Source of Funds</u>	10-11 Actual	11-12 Actual	12-13 Adopted	13-14 Adopted
General Fund Support	3,865,222	3,905,470	4,419,908	3,731,647
Child Care Funds	7,702,836	6,377,569	6,225,009	6,606,620
Debt Service Funds	70,000	70,000	70,000	69,647
Development Impact Fees	93,496	94,574	91,104	119,216
Enterprise Funds	916,924	926,506	1,519,612	1,403,536
General Fund Fees & Charges	2,123,916	2,115,110	2,176,202	2,225,696
General Fund Grants/Designated Revenue	274,537	283,646	276,700	301,600
Internal Service Funds	9,856,961	10,427,458	13,672,263	15,588,551
Public Safety Srv Fee/Tax	61,060	63,955	66,151	47,001
Special Revenue Funds	22,641	36,586	26,819	116,170
Total Revenues	24,987,593	24,300,874	28,543,768	30,209,684

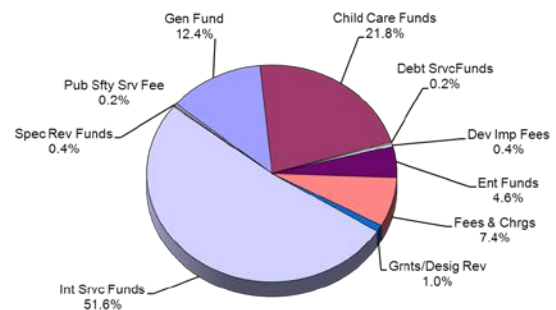
Expenses by Division				
<u>Division</u>	10-11 Actual	11-12 Actual	12-13 Adopted	13-14 Adopted
Administrative Services	0	0	86,910	74,376
Human Resources & Risk Management	8,257,598	8,885,312	12,502,312	13,595,174
Social Services	1,320,260	1,298,352	1,293,636	1,114,689
Child Care	7,703,036	6,377,569	6,225,009	6,606,620
Community Services	2,969,788	2,989,469	2,932,199	3,044,264
IS & Communications	2,419,073	2,331,983	2,960,072	2,877,146
Budget & Financial Planning	334,904	435,421	427,022	462,772
Fiscal Services	1,982,934	1,982,768	2,116,608	2,434,643
Total Expenditures	24,987,593	24,300,874	28,543,768	30,209,684

Expenses by Category				
<u>Expenditures</u>	10-11 Actual	11-12 Actual	12-13 Adopted	13-14 Adopted
Capital Expenditures	412,518	129,079	755,600	349,100
Operating Expenditures	16,615,300	16,092,258	18,656,150	21,752,306
Salaries and Benefits	7,959,775	8,079,537	9,132,018	8,108,278
Total	24,987,593	24,300,874	28,543,768	30,209,684

Expenses by Division



Source of Funds for 2013-14 Budget



DEPARTMENT SUMMARY

ADMINISTRATIVE SERVICES

 ADMINISTRATIVE SERVICES DEPARTMENT
 HUMAN RESOURCES FY 13/14

Position Title	10/11 FTE's	11/12 FTE's	12/13 FTE's	13/14 FTE's
ACCOUNTANT	0.00	1.00	1.00	1.00
ACCOUNTING ASST	0.00	6.00	5.00	5.00
ADMINISTRATIVE AIDE - CONF	1.00	1.00	1.00	1.00
ADMINISTRATIVE OPERATIONS SUPV	1.00	1.00	1.00	1.00
ASSISTANT CITY MANAGER	0.00	0.00	0.00	1.00
BUDGET MANAGER	1.00	1.00	1.00	1.00
BUDGET SPECIALIST II	0.00	1.00	1.00	1.00
COMM SERVICES PRGM COORD	3.00	3.00	5.00	4.00
COMM SVC THEATER COORD	0.00	0.00	1.00	1.00
COMMUNITY SERVICES DIRECTOR	1.00	1.00	1.00	0.00
COMMUNITY SERVICES MANAGER	1.00	1.00	0.00	0.00
COMMUNITY SERVICES SUPERVISOR	4.00	4.00	4.00	3.00
COMMUNITY SVCS SUPERINTENDENT	1.00	1.00	2.00	2.00
COMPUTER SUPPORT TECH II-CONF	2.00	2.00	2.00	2.00
FINANCE ADMINISTRATOR	0.00	0.00	1.00	1.00
FINANCIAL ANALYST II	1.00	1.00	0.00	0.00
FINANCIAL ASSISTANT II	6.00	0.00	0.00	0.00
FINANCIAL ASSOCIATE	2.00	0.00	0.00	0.00
FINANCIAL ASSOCIATE-CONF	1.00	0.00	0.00	0.00
FINANCIAL COORDINATOR	1.00	0.00	0.00	0.00
FINANCIAL PLANNING SPECIALIST	1.00	1.00	1.00	1.00
FINANCIAL SERVICES MANAGER	1.00	0.00	0.00	0.00
FINANCIAL SUPERVISOR -CONF	2.00	1.00	2.00	1.00
HUMAN RESOURCES ADMINISTRATOR	1.00	1.00	1.00	1.00
HUMAN RESOURCES ANALYST II	1.00	1.00	1.00	1.00
HUMAN RESOURCES ASST - CONF	1.00	1.00	2.00	1.00
HUMAN RESOURCES TECH - CONF	1.00	1.00	1.00	1.00
INFORMATION TECH ADMIN	1.00	1.00	1.00	1.00
IS ADMINISTRATIVE MANAGER	1.00	1.00	1.00	1.00
MIS SENIOR SYSTEM ANALYST	2.00	2.00	2.00	2.00
MIS SYSTEM ANALYST-CONF	2.00	2.00	2.00	1.00
OFFICE ASSISTANT II	3.00	3.00	3.00	2.00
SENIOR OFFICE ASSISTANT	1.00	1.00	1.00	1.00
SR ACCOUNTING ASSISTANT	0.00	3.00	4.00	4.00
TECHNICAL SERVICES MANAGER	1.00	1.00	1.00	1.00
TOTAL REGULAR FULL-TIME FTE'S	45.00	44.00	49.00	43.00
COMM SERVICES PRGM COORD	5.25	4.75	2.25	2.25
COMM SVC THEATER COORD - 50%	0.50	0.50	0.00	0.00
MIS SYSTEMS ANALYST CONT 75%	0.00	0.00	0.00	0.75
OFFICE ASSISTANT II	0.00	0.00	0.00	1.50
PROGRAM AIDE 50%	0.00	0.00	0.00	0.50
SUPPORT SVCS TECH 75% - CONF	0.75	0.75	0.75	0.00
SUPPORT SVCS TECH 50% - CONF	0.00	0.00	0.00	0.50
TOTAL REGULAR PART-TIME FTE'S	6.50	6.00	3.00	5.50

**ADMINISTRATIVE SERVICES DEPARTMENT
HUMAN RESOURCES FY 13/14**

Position Title	10/11 FTE's	11/12 FTE's	12/13 FTE's	13/14 FTE's
CHILD CARE COORDINATOR	0.00	0.00	0.00	1.00
CHILD CARE FIN ASSOC	1.00	0.00	0.00	0.00
CHILD CARE FIN ASST II	2.00	2.00	2.00	2.00
CHILD CARE FINANCIAL SUPERVISOR	1.00	0.00	1.00	1.00
CHILD CARE MANAGER	1.00	0.00	0.00	0.00
CHILD CARE PROGRAM ASSISTANT	1.00	2.00	0.00	0.00
CHILD CARE PROGRAM COORD	0.00	1.00	3.00	2.00
CHILD CARE SUPERVISOR	1.00	1.00	1.00	1.00
ELIGIBILITY WORKER I - SPANISH	1.00	0.00	0.00	0.00
ELIGIBILITY WORKER II - RUSSIAN	0.00	0.00	0.00	1.00
ELIGIBILITY WORKER II - SPANISH	0.00	1.00	1.00	0.00
ELIGIBILITY WORKER II	5.00	2.00	2.00	2.00
LEAD ELIGIBILITY WORKER	2.00	1.00	1.00	1.00
PARATRANSIT COORDINATOR	1.00	1.00	1.00	1.00
PARATRANSIT SPECIALIST	0.00	0.00	1.00	1.00
PARATRANSIT SUPERVISOR	1.00	1.00	1.00	1.00
PARATRANSIT VEHICLE OPERATOR	1.00	1.00	0.00	0.00
SENIOR CHILD CARE SUPERVISOR	0.00	1.00	1.00	1.00
TOTAL SP FUNDED REG FULL-TIME FTE'S	18.00	14.00	15.00	15.00
CHILD CARE FIN ASST II	0.50	0.00	0.00	0.00
CHILD CARE FINANCIAL SUPV	0.00	0.75	0.00	0.00
CHILD CARE PROGRAM ASSISTANT	1.25	0.50	0.75	0.00
CHILD CARE PROGRAM COORD	1.50	0.00	0.00	0.00
ELIGIBILITY WORKER I - RUSSIAN - 50%	0.50	0.50	0.50	0.00
ELIGIBILITY WORKER II	0.50	0.00	0.00	0.00
TOTAL SP FUNDED REG PART-TIME FTE'S	4.25	1.75	1.25	0.00
ACCOUNTING ASST	0.00	0.00	0.00	0.00
COMM SVCS SPEC III (BUDGET)	0.12	0.12	0.12	0.12
COMM SVCS SPEC IV (BUDGET)	53.35	50.94	53.20	50.36
MIS INTERN	0.24	0.24	0.24	0.24
PARATRANSIT SERVICE SPECIALIST	4.62	4.99	4.99	0.00
PARATRANSIT VEHICLE OPERATOR	0.00	0.00	0.00	4.98
TOTAL TEMPORARY PART-TIME FTE'S	58.33	56.29	58.55	55.70
TOTAL ASD FTE'S	132.08	122.04	126.80	119.20

Department/Program	EXPENDITURES BY CATEGORY						FUNDING SOURCES					Program Totals
	Salaries & Benefits w/ OT	Salaries & Benefits	Overtime	Professional Services	Other Expenses	Program Total	General Fund	General Fund Fees & Charges	General Fund Grants/ Designated Revenue	Total General Fund Support	Other Funds	
ADMINISTRATIVE SERVICES												
21 - Administration	73,437	73,437	0	0	939	74,376	74,376	0	0	74,376	0	74,376
22 - HR and Risk Mgmt	654,038	653,626	412	132,530	12,808,606	13,595,174	613,288	0	0	613,288	12,981,886	13,595,174
23 - Comm Svcs Mgmt	872,606	871,106	1,500	11,877	230,206	1,114,689	420,788	154,589	0	575,377	539,312	1,114,689
24 - Child Care Svcs	1,213,148	1,213,148	0	45,100	5,348,372	6,606,620	0	0	0	0	6,606,620	6,606,620
25 - Community Svcs	2,292,062	2,289,182	2,880	204,611	547,591	3,044,264	961,957	2,066,307	16,000	3,044,264	0	3,044,264
26 - IS & Comm	1,328,965	1,322,756	6,209	429,726	1,118,455	2,877,146	159,547	0	0	159,547	2,717,599	2,877,146
27 - Budget	367,218	367,218	0	50,000	45,554	462,772	398,191	0	0	398,191	64,581	462,772
28 - Finance	1,306,804	1,306,804	0	582,618	545,221	2,434,643	1,103,500	4,800	285,600	1,393,900	1,040,743	2,434,643
TOTAL ADMIN SVCS	8,108,278	8,097,277	11,001	1,456,462	20,644,944	30,209,684	3,731,647	2,225,696	301,600	6,258,943	23,950,741	30,209,684

DEPARTMENT SUMMARY

ADMINISTRATIVE SERVICES

Department/Program	EXPENDITURES BY CATEGORY						FUNDING SOURCES				
	Salaries & Benefits w/ot	Salaries & Benefits	Overtime	Professional Services	Other Expenses	Program Total	General Fund	General Fund Fees & Charges	General Fund Grants/ Designated Revenue	Total General Fund Support	Other Funds
ADMINISTRATIVE SERVICES											
2110 - ASD Administration	73,437	73,437	0	0	939	74,376	74,376	0	0	74,376	0
2201 - Human Resources Management	226,903	226,903	0	85,800	77,188	389,891	351,790	0	0	351,790	38,101
2215 - Personnel Services	89,486	89,074	412	21,730	20,449	131,665	131,665	0	0	131,665	0
2225 - HR Benefits Administration	92,383	92,383	0	0	37,450	129,833	129,833	0	0	129,833	0
2240 - Risk Management	245,266	245,266	0	50,000	12,648,519	12,943,785	12,943,785	0	0	12,943,785	0
2316 - Executive Management	82,226	82,226	0	10,100	41,292	133,618	132,344	1,274	0	133,618	0
2316 - Public Education	0	0	0	0	5,433	5,433	5,433	0	0	5,433	0
2320 - Senior Citizen Services	331,287	331,287	1,500	1,777	42,447	375,511	222,196	153,315	0	375,511	0
2325 - Davis Community Transit	401,288	399,788	0	0	138,024	539,312	60,815	0	0	60,815	539,312
2329 - Inclusive Participation	57,805	57,805	0	0	3,010	60,815	60,815	0	0	60,815	0
2410 - Child Care Advisory Support	143,909	143,909	0	3,100	72,489	219,498	0	0	0	0	219,498
2417 - Child Care Subsidies	134,452	134,452	0	6,000	842,627	983,079	0	0	0	0	983,079
2419 - Child Care Resource & Referral	21,259	21,259	0	100	7,930	29,289	0	0	0	0	29,289
2444 - Child Care General Services	0	0	0	3,000	8,800	11,800	0	0	0	0	11,800
2445 - Child Care Subsidy - Stage 1	320,911	320,911	0	12,000	2,077,089	2,410,000	0	0	0	0	2,410,000
2447 - Child Care Subsidy - Stage 2	233,365	233,365	0	9,000	1,491,169	1,733,530	0	0	0	0	1,733,530
2449 - Child Care Subsidy - Stage 3	121,815	121,815	0	5,000	779,309	906,124	0	0	0	0	906,124
2460 - Child Care Outreach - Yolo County	237,437	237,437	0	6,900	68,963	313,300	308,993	0	0	308,993	0
2501 - Recreation Division Administration	279,862	279,862	0	20,000	9,131	308,993	308,993	0	0	308,993	0
2502 - Community Collaboration	118,787	118,787	0	5,150	8,354	132,291	132,066	225	0	132,291	0
2503 - Registration & Scholarship	226,082	226,082	0	12,500	92,308	330,890	330,890	0	0	330,890	0
2512 - Aquatics	274,628	274,628	0	4,560	95,904	375,192	(36,258)	411,450	0	375,192	0
2516 - Community Events	30,799	27,919	2,880	25,500	16,216	72,515	7,567	48,948	16,000	72,515	0
2522 - Youth Sports	84,878	84,878	0	15,995	15,325	116,198	18,698	97,500	0	116,198	0
2524 - Teen Services	105,249	105,249	0	11,533	31,409	148,191	101,471	46,720	0	148,191	0
2525 - Outdoor Education	86,540	86,540	0	20,080	22,653	129,273	11,269	118,004	0	129,273	0
2527 - Playground Programs	193,497	193,497	0	21,100	57,240	271,837	(39,461)	311,298	0	271,837	0
2529 - Alternative/Inclusive Recreation	78,545	78,545	0	7,560	12,821	98,926	69,426	29,500	0	98,926	0
2532 - Gymnastics	198,045	198,045	0	1,025	41,338	240,408	(29,736)	270,144	0	240,408	0
2533 - Adult Sports	112,075	112,075	0	8,000	43,246	163,321	(24,649)	187,970	0	163,321	0
2536 - Youth Classes	64,986	64,986	0	45,000	13,665	123,651	5,893	117,758	0	123,651	0
2537 - Adult Classes	57,105	57,105	0	1,508	6,164	64,777	4,237	60,540	0	64,777	0
2550 - Performing Arts Support Services	75,168	75,168	0	3,500	35,885	114,553	49,753	64,800	0	114,553	0
2560 - Facility Use: Non Fee Mgmt	48,067	48,067	0	0	3,517	51,584	51,584	0	0	51,584	0
2562 - Facility Use: Rental Management	154,566	154,566	0	1,500	36,267	192,333	20,233	172,100	0	192,333	0
2564 - Athletic Facility Rental	103,183	103,183	0	0	6,148	109,331	(20,019)	129,350	0	109,331	0
2610 - IS & Telecommunication Services	1,268,092	1,261,903	6,189	391,926	334,523	1,994,541	0	0	0	1,994,541	0
2617 - Duplicating & Postal Services	60,873	60,853	20	0	219,728	280,601	0	0	0	0	280,601
2620 - Phone System	0	0	0	0	63,684	63,684	0	0	0	0	63,684
2624 - Citywide System Replacement	0	0	0	100,000	257,800	357,800	0	0	0	0	357,800
2626 - Citywide Radio System	0	0	0	0	159,547	159,547	159,547	0	0	159,547	0
2635 - I-Net	0	0	0	0	20,973	20,973	0	0	0	0	20,973
2710 - Budget & Financial Planning	287,408	287,408	0	50,000	30,200	367,608	367,608	0	0	367,608	0
2720 - Capital & Development Proj Planning	79,810	79,810	0	15,354	30,583	95,164	30,583	0	0	30,583	64,581
2801 - Financial Services General Admin	42,776	42,776	0	3,150	33,130	79,056	78,056	500	0	79,056	0
2815 - Financial Planning & Audit	403,304	403,304	0	1,100	62,327	466,731	337,213	0	0	337,213	129,518
2820 - Cost Accounting	155,020	155,020	0	0	65,987	221,007	217,007	4,000	0	221,007	0
2835 - Revenue & Collection Accounting	132,759	132,759	0	184,159	46,301	363,219	228,019	100	0	363,219	0
2845 - Business License Accounting & Audit	55,937	55,937	0	153,500	34,882	244,319	94,119	200	150,000	244,319	0
2850 - Utility Accounting	453,795	453,795	0	240,709	263,722	958,226	47,001	0	0	47,001	911,225
2865 - Parking Citations	63,213	63,213	0	0	38,872	102,085	102,085	0	0	102,085	0
TOTAL ADMINISTRATIVE SERVICES	8,108,278	8,097,277	11,001	1,543,662	20,557,744	30,209,684	3,731,647	2,225,696	301,600	6,258,943	23,950,741

ADMINISTRATIVE SERVICES – DIVISION 21

ADMINISTRATION – DIVISION 21

ASD Administration provides administrative oversight and assistance to the Divisions.

FY 2012-13 ACCOMPLISHMENTS



- Began review of finance work functions and systems. Started a systematic review of all city funds for accuracy and one-time use.
- Worked with the information technology division to begin process of revamping city website, community reporting/outreach and replacing/upgrading HTE (city financial and human resources)
- Began work with Pool groups concerning a potential 50 meter pool.

FY 2013-14 GOALS



- Complete review of finance work functions and systems as well as analysis all city funds.
- Work with the information Systems on the website, Citizen Response Manager and whether to replace/upgrade the city's financial and human resources software.
- Continue working with Pool groups concerning a potential 50 meter pool.

PERFORMANCE MEASURE

- Completion of fund review. Work with Manager's office on long-term funding options.
- New software being put into place. Work with City Manager's Office to conduct a contest for photographs by Davis citizens to be used on the public website.

ADMINISTRATIVE SERVICES – DIVISION 21
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Revenues by Fund

<u>Source of Funds</u>	10-11 Actual	11-12 Actual	12-13 Adopted	13-14 Adopted
General Fund Support	0	0	86,910	74,376
Total Revenues	0	0	86,910	74,376

Expenses by Category

<u>Expenditures</u>	10-11 Actual	11-12 Actual	12-13 Adopted	13-14 Adopted
Operating Expenditures	0	0	0	939
Salaries and Benefits	0	0	86,910	73,437
Total Expenditures	0	0	86,910	74,376

FY 12/13 to 13/14 Major Changes

Operating Expenditures:
No major changes

Salaries & Benefits:
An Administrative Aide position will now be shared between Human Resources and Finance. The 50% reduction of the position is reflected in this Division.

HUMAN RESOURCES & RISK MANAGEMENT – DIVISION 22

HUMAN RESOURCES AND RISK MANAGEMENT DIVISION 22

Facilitate city departments in appointing qualified persons to fill authorized vacant positions. Publish and update the city's Policies and Procedures Manual. Monitor policies for compliance with federal/state employee safety mandates. Administer employee benefits and facilitate all labor negotiations. Administer citywide training programs and negotiations. Administer city losses from liability claims, lawsuits, property damage and on-the-job employee injuries.



- Job Classifications, Descriptions & Compensation
- Workers' Compensation & Long Term Disability
- Recruitment & Testing
- Labor Negotiations
- Citywide Training
- Property Risk Management
- Personnel Board
- Liability Risk Management
- YCPARMIA Board
- Employee Benefits Administration
- Payroll Services

FY 2012-13 ACCOMPLISHMENTS

- Organized a health fair for all city employees.
- Completed negotiations with three labor groups.
- Recruited and successfully hired various executive management positions.
- Coordinated new training opportunities for city employees.
- Coordinated the addition of a new 457 plan for all city employees
- Assisted on the upgrade of the citywide scanning system.
- Organized and implemented the file management system for the utilities department.
- Complete the reorganization of city hall to allow for better customer service.

FY 2013-14 GOALS

- Complete negotiations with remaining bargaining groups.
- Continue working on Succession Planning.
- Continue to find ways to streamline payroll and human resource processes.
- Complete employee evaluations system.
- Continue to find training opportunities for city employees.
- Update and improve an internal employee webpage so employees have access to more information.
- Update of the City Employee Handbook.
- Audit employee benefits.
- Audit recruitment process.

PERFORMANCE MEASURE

- Continue to improve payroll accuracy.

HUMAN RESOURCES AND RISK MANAGEMENT – DIVISION 22

Revenues by Fund

<u>Source of Funds</u>	10-11 Actual	11-12 Actual	12-13 Adopted	13-14 Adopted
General Fund Support	630,428	579,432	1,047,164	613,288
Development Impact Fees	0	0	840	0
Enterprise Funds	0	0	543,220	0
Internal Service Funds	7,627,170	8,299,041	10,911,088	12,981,886
Special Revenue Funds	0	6,839	0	0
Total Revenues	8,257,598	8,885,312	12,502,312	13,595,174

Expenses by Category

<u>Expenditures</u>	10-11 Actual	11-12 Actual	12-13 Adopted	13-14 Adopted
Operating Expenditures	7,560,854	8,182,878	10,733,049	12,941,136
Salaries and Benefits	696,744	702,434	1,769,263	654,038
Total Expenditures	8,257,598	8,885,312	12,502,312	13,195,174

FY 12/13 to 13/14 Major Changes

Operating Expenditures:

In the Human Resources and Risk Management Division, there was a net increase of slightly less than \$1.1 million. This is primarily due to the Davis City Employee Association (DCEA) Public Employee Personnel Board (PERB) settlement being removed (decrease of about \$1.1 million) and the retiree medical true-up with the actuarial report (increase of \$1.8 million), various increases in the self-insurance funds (long-term disability and unemployment) and the addition of \$60,000 in funding for citywide culture alignment training.

Reduced miscellaneous line item expenditures \$7,890.

Include \$25,000 in General Fund Support of contract services to review Retiree Medical options.

Salaries & Benefits:

Salary costs are showing lower than FY12/13 Adopted due in part to the removal of the one-time expenditure in Human Resources to fulfill the employee reimbursements of over \$1.0 million to employees within the Davis City Employees Association on the basis of the June 2012 Public Employees Review Board findings.

Salaries and benefits decreased in this division because of the shift of a Human Resources Assistant position transferred to the City Manager's Office and the new shared 50% Administrative Aide position.

SOCIAL SERVICES – DIVISION 23



SOCIAL SERVICES – DIVISION 23

The Social Services division improves the quality of life of Davis' older adults, low-income, and disabled residents through a wide array of programs and services. Programs and services include paratransit services for residents with special needs, recreational and social activities, special events, and resource/referral services for seniors. This division is also responsible for the administrative adjudication program for the hearing and disposition of contested cases involving violations of the California Vehicle Code relating to vehicle parking and impoundment.

- Administrative Vehicle Code Hearings
- Community Paratransit
- Reasonable Accommodations
- Senior Services
- Senior Citizens' Commission

FY 2012-13 Accomplishments

- Established the Davis Senior Services Endowment Fund and Davis Senior Services Improvement Fund, in conjunction with the Yolo and Sacramento Region Community Foundations, to provide long term financial support to offset a portion of ongoing operational costs and a mechanism for funding facility improvements to the Davis Senior Center.
- Implemented new department organizational structure which combined adult, adaptive and senior services to improve organizational efficiency and cost effectiveness, focusing on core service delivery and City Council priorities.
- Decreased costs for monthly newsletter by encouraging online subscription and reduction of ongoing printing and postage expenses.
- Supported the membership of the Senior Citizens of Davis, Inc. in transitioning over to a new Board of Directors and to re-establish itself as a member-driven organization.
- Implemented a new summer Teen Camp specifically for teens with disabilities
- Obtained a fourth Davis Community Transit bus to meet spare vehicle ratio requirement
- Revised Davis Community Transit customer brochure to reflect changes in ADA policy.
- Implemented statistical data graphs to better capture trends and changes in Davis Community Transit service.

FY 2013-14 Goals & Initiatives

- Continue to develop and implement new strategies to improve upon the Adult & Adaptive Services program cost recovery consistent with the proposed Business Plan and Revenue & Cost Recovery Policy.
- Expand planned giving strategies to solicit and grow fund balances for the Senior Services Endowment and Improvement Funds. This work will be done in concert with the Davis Senior Citizens and other interested parties.
- Continue to seek additional partnerships and/or sponsorships with local assisted living facilities, home care agencies, and local businesses to assist with offsetting special event costs.
- Continue to work cooperatively with the Board of Directors of the Senior Citizens of Davis, Inc. and assist with the organization's repositioning and purpose.

- In collaboration with Yolobus, Unitrans, and other city entities, implement a sustainable travel training program for senior and disabled individuals in Davis.
- Continue to pursue taxi subsidy options under the guidance of service recommendations from the SACOG Short Range Transit Plan and the TDA Performance Audit
- Develop and standardize performance measures to evaluate Davis Community Transit's service

Performance Measure

- The Davis Senior Center continues to provide a comprehensive variety of programs and activities to meet the needs of active adults in Davis offering over 150 distinct activities, services, and programs annually
- Provided 1,752 direct support hours to individuals with disabilities through the City's Reasonable Accommodations Support Service
- Provided over 4,000 programming hours for teens and adults with disabilities, including bowling, trips, events and a new summer teen camp
- Davis Community Transit provided over 16,000 trips this last year and registered 100 new customers for the service.
- Conducted 68 Administrative Hearings for Parking Citation adjudication and two Code Enforcement hearings.

SOCIAL SERVICES – DIVISION 23

Revenues by Fund

<u>Source of Funds</u>	10-11 Actual	11-12 Actual	12-13 Adopted	13-14 Adopted
General Fund Support	720,278	695,975	654,171	420,788
Enterprise Funds	483,232	473,012	507,328	539,312
General Fund Fees & Charges	108,240	121,667	132,137	154,589
General Fund Grants/Designated Revenue	8,510	7,698	0	0
Total Revenues	1,320,260	1,298,352	1,293,636	1,114,689

Expenses by Category

<u>Expenditures</u>	10-11 Actual	11-12 Actual	12-13 Adopted	13-14 Adopted
Capital Expenditures	5,734	0	0	0
Operating Expenditures	220,588	219,405	262,760	242,083
Salaries and Benefits	1,093,938	1,078,947	1,030,876	872,606
Total Expenditures	1,320,260	1,298,352	1,293,636	1,114,689

FY 12/13 to 13/14 Major Changes**Operating Expenditures:**

Operating costs have seen a reduction in internal services charges, which reflect reduced costs for Fleet Services, IS Services, Stores and Duplicating/Postal service charges.
 Executive management reduced various line items \$5,780
 Senior Services reduced various line items \$4,179

Salaries & Benefits:

Salary costs are lower than the FY12/13 Adopted due in part to the reduction of an Office Assistant II from 100% to 75%, consistent with other Senior Center Staff working seventy-five percent schedules.

The Senior Services programs decreased primarily as the result of the hours of a position being reduced from 100 percent to 75 percent. With the exception of the Community Services Supervisor, other staff members work seventy-five percent schedules.

An Office Assistant II position will be changed from 100 percent to 75 percent in Senior Services. This schedule will be consistent with other coworkers at the Center.

The Community Services Director position was eliminated. There are no savings as this position was removed before the FY 2013-14 budget was constructed.

CHILD CARE SERVICES – DIVISION 24



CHILD CARE SERVICES – DIVISION 24

Child Care Services provides a wide range of services in Yolo County for child care providers and families with children. The Resource and Referral program provides workshops, on-site trainings, and technical assistance to family child care providers and child care centers enhancing the quality of child care in Yolo County. The Child Care Subsidy program offers subsidies to low income families to assist them with their child care costs.

- Resource and Referral
- Subsidy



FY 2012-13 Accomplishments

- Child Care Services Subsidy Program has served 642 children in FY 12-13.
- Child Care Resource & Referral received two new grants to improve the quality of early care and education programs over the next three years.
- Child Care Services Resource & Referral Program coordinated 50 hours of professional development training was provided to early childhood educators, and provided a parenting series on Healthy Habits for the Family.
- Child Care Services has strengthened our parenting support and resources by joining the Yolo Family Strengthening Network.
- The State Legislature allocated an additional \$10 million dollars to child care to prevent further cuts to the Stage 3 child care fund.

FY 2013-14 Goals

- Maintain quality child care services for all children and families.
- Provide child care data and impact reports to the community, legislators and policy makers.

Performance Measures

- The Child Care Subsidy Program provided funding for 642 children to attend child care programs while their parents worked or went to school.
- The Resource & Referral program provided 403 child care referrals to families who needed child care.
- With an increased need for child care financial assistance there are currently 156 children on the waiting list.
- The Resource & Referral provided 40 classrooms with training, support and classroom observations to increase the quality of early care and education provided to children.
- The child development conference participation increased from 250 to 350 participants.
- Child Care Services coordinated a family story time event, with author John Archambault, for 122 parents and children at the Davis Library.

CHILD CARE SERVICES – DIVISION 24

Revenues by Fund

<u>Source of Funds</u>	10-11 Actual	11-12 Actual	12-13 Adopted	13-14 Adopted
Child Care Funds	7,702,836	6,377,569	6,225,009	6,606,620
Enterprise Funds	200	0	0	0
Total Revenues	7,703,036	6,377,569	6,225,009	6,606,620

Expenses by Category

<u>Expenditures</u>	10-11 Actual	11-12 Actual	12-13 Adopted	13-14 Adopted
Operating Expenditures	6,300,458	5,168,261	5,023,579	5,393,472
Salaries and Benefits	1,402,578	1,209,308	1,201,430	1,213,148
Total Expenditures	7,703,036	6,377,569	6,225,009	6,606,620

FY 12/13 to 13/14 Major Changes

Operating Expenditures:

A portion of the savings have been offset by additional funding commitments of approximately \$381,000 for Child Care Services in FY 12/13 and continuing into FY 13/14.

Salaries & Benefits:

Salary costs are showing slightly higher than FY12/13 Adopted due in part to the removal of the savings cost factor as well as increases in City insurance costs like Worker's Compensation, Retiree Medical, Unemployment and others.

A portion of these costs have been offset by the elimination of a vacant Child Care Program Coordinator position.

COMMUNITY SERVICES – DIVISION 25



COMMUNITY SERVICES – DIVISION 25

The Community Services division provides a wide variety of recreational opportunities for Davis residents and coordinates facilities, fields, and pool rentals. The division also provides supports the City's arts and cultural services program. Programs and services include youth and adult recreation, youth and adult sports, alternative recreation for persons with disabilities, aquatics, community events, teen services, facility rentals, and oversight of the City's civic arts and art in public places programs.



- Community Event Planning and Coordination
- Community Gardens
- Facility Use Coordination and Operation
- Outdoor Education
- Performing & Visual Arts Support
- Recreation & Sports – Adult
- Recreation & Sports – Youth/Teens
- Volunteer Management
- Recreation & Park Commission

FY 2012-13 Accomplishments

- Completed an organizational assessment and implemented new department staffing structure to improve organizational efficiency and cost effectiveness, focusing on core service delivery and City Council priorities.
- Established the Davis Recreation & Community Services Program Fund, in conjunction with the Yolo and Sacramento Region Community Foundations, to provide an ongoing funding mechanism to assist in offsetting ongoing expenses for Community Services operations.
- Completed the Veterans' Memorial Center Feasibility Study.
- Provided \$20,000 in grant funding to teen service organizations through the Teen Services annual grant program.
- Implemented a Teen Leadership Council, consisting of 12 middle school participants, to assist in the planning and implementation of teen activities and to develop ongoing leadership skills –
- Secured \$5,200 in sponsorship from Woodland Healthcare in support of Veterans Memorial Theatre programming.
- Continued to strengthen relationships with DJUSD staff by facilitating quarterly meetings with Davis High Athletic Director
- Received GSSA grant in the amount of \$2,179 that will help to make aesthetic improvements to Playfields Park.

FY 2013-14 Goals & Initiatives

- Continue to develop and implement new strategies to improve upon the overall cost recovery for recreation and community service programs, consistent with the proposed Business Plan and Revenue & Cost Recovery Policy. This will be done in consultation with the City's community partners.
- Expand planned giving strategies to solicit and grow fund balance for the Recreation & Community Services Program Fund
- Continue to seek additional partnerships and/or sponsorships with local and regional businesses and service organizations to assist with offsetting program and facility costs
- Continue to expand and improve upon volunteer opportunities to assist in bridging the reality of shrinking resources and increased public demand
- Distribute a Request for Qualifications (RFQ) and select a new promotions designer to reduce ongoing design costs for the seasonal Recreation Schedule and other miscellaneous promotion materials
- Develop a community-initiated, pilot afterschool elementary program introducing bike education to young students in cooperation with City's Bicycle/Pedestrian Coordinator
- Continue to provide unique arts and cultural experiences through learning, discovery and creativity; and increasing public participation and support
- Complete the Community Pool Feasibility Study.
- Develop a City-wide sponsorship program that includes opportunities for local businesses to support various City programs and services.
- Restructure facility rental rates to increase number of rentals.

Performance Measure

- Over 4,000 registrants participated in gymnastic classes this past year.
- Over 2,600 registrants attended summer camps in summer 2012.
- Over 1,800 swim lessons were provided during summer 2012.
- Recreational swim had over 55,000 daily visits in summer 2012.
- Camp Putah was at 99% capacity during summer 2012.
- Teen Camp experienced a 26% increase in 2012.
- Facilitated 8,753 hours of field reservations for youth co-sponsored groups, which was a 9% increase over FY 11-12.
- Provided 7,174 hours of facility use to private rentals and internal city staff.

COMMUNITY SERVICES – DIVISION 25

Revenues by Fund

<u>Source of Funds</u>	10-11 Actual	11-12 Actual	12-13 Adopted	13-14 Adopted
General Fund Support	940,397	966,153	870,951	961,957
General Fund Fees & Charges	2,011,215	1,995,150	2,040,765	2,066,307
General Fund Grants/Designated Revenue	18,176	28,166	16,000	16,000
Internal Service Funds	0	0	4,483	0
Total Revenues	2,969,788	2,989,469	2,932,199	3,044,264

Expenses by Category

<u>Expenditures</u>	10-11 Actual	11-12 Actual	12-13 Adopted	13-14 Adopted
Operating Expenditures	669,739	674,809	744,783	752,202
Salaries and Benefits	2,300,049	2,314,660	2,187,416	2,292,062
Total Expenditures	2,969,788	2,989,469	2,932,199	3,044,264

FY 12/13 to 13/14 Major Changes**Operating Expenditures:**

Funding for the continued exploration of the feasibility of the 50-meter pool has been budgeted. (\$20,000)

Salaries & Benefits:

Salary costs are showing higher than FY12/13 Adopted due in part to the removal of the savings cost factor as well as increases in City insurance costs like Worker's Compensation, Retiree Medical, Unemployment and others.

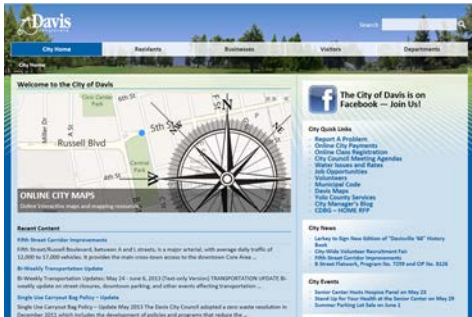
A vacant Community Services Program Coordinator position was eliminated.

A Community Services Supervisor position was transferred to Community Development to assist with the Cultural Arts.

Reduced Temporary Part Time hours for Community events and Civic Arts and shift duties to full time Program Coordinator.

The Community Services Director position was eliminated in this budget. It was removed as part of creating the FY 2013-14 budget.

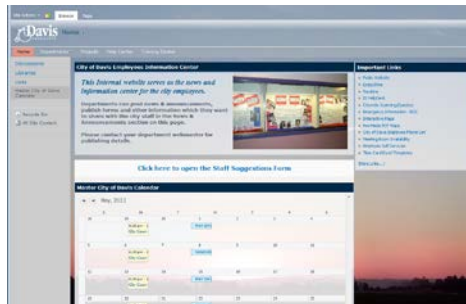
INFORMATION SYSTEMS & COMMUNICATIONS – DIVISION 26



INFORMATION SYSTEMS & COMMUNICATIONS DIVISION 26

The goal of Information Systems & Communications is to provide internal computing resources to streamline the business function of each city department. Provide technical support, troubleshooting, and training for all 450 city computers and their associated users and applications. Maintain the city's website to allow the public access to city systems and services at their convenience. Maintain the city's internal technical systems (servers, switches, routers) and

the city's GIS systems. Maintain and coordinate the city's phone systems (desk and cell) and the public safety radio system. Manage the city's mail and duplication operations.



- Systems Analysis and Design – Internal Consulting
- Computer systems, support, administration, and backup
- Enterprise Resource Planning (ERP) systems support
- Telecommunications Coordination (Phones and Radio)
- Computer Network Administration
- Geographic Information System (GIS)
- Specialized Computer Training
- City Centralized Mail and Duplication Services
- www.cityofdavis.org

FY 2012-13 ACCOMPLISHMENTS

- Completed replacement of 25 percent of City's current computers.
- Completed evaluation and selected vendor for police in-car system replacement.
- Completed evaluation, selection and installation of internet and intranet development tool set and began the migration of the city's web presence.
- Completed the Cisco VoIP installation and first major upgrade.
- Completed upgrade of citywide document archive system.
- Completed 27 major enterprise software upgrades.
- Completed the support to finance division for new bank transition.
- Completed installation of UC Davis Fire / City integration.
- Completed decommission of UC Davis Fire / City integration.

- Complete Police in-car computer and camera system.
- Complete Department of Justice Security review.
- Completed change to SunGardPS Click2Gov solution to accept automatic reoccurring payments and change account type allowing for a savings to the city of excess of \$75,000 annually in credit card processing fees.
- Completed WWTP SCADA system upgrade.
- Completed new video streaming system for City Council.
- Completed Evaluation and started the deployment of tablet solutions to reduce paper usages and replace larger and more expensive laptops.
- Began review of city wireless coverage at City Hall and PD.
- Began evaluation of the feasibility of Virtualization Desktop Infrastructure (VDI) in one major site as a solution to increasing the longevity of the city's current desktop computers.
- Began deployment of agenda document management system for City Council.

FY 2013-14 GOALS

- Complete implementation of new mobile phone citizen problem reporting application and city website revision.
- Begin software feasibility, evaluation and determine single solution vendor for an enterprise resource planning system.
- Complete implementation of new agenda document management system for City Council (Granicus).
- Complete Fire in-unity system replacement.
- Complete upgrade to Fire RMS system.
- Complete install of "CopLink" statewide crime reporting database.
- Complete determination of the feasibility of VDI in one major site, select vendor and begin pilot.
- Complete remaining desktop/laptop replacements and determine new schedule.
- Complete 27+ major enterprise software upgrades.
- Complete Phase 2 VoIP project reduction of unnecessary AT&T POTS lines.
- Complete MS Office 2010/2013 upgrade citywide.
- Continue increased server virtualization and consolidation.
- Complete citywide helpdesk upgrade/conversion to KACE.
- Complete Wireless network upgrade at City Hall and PD.
- Plan Core network switch replacement to include DJUSD.
- Complete the replacement postage processing system

PERFORMANCE MEASURE

Support/Manage/Maintain

- 18+ sites with 38+ buildings
- 35+ police/Fire/PW in-car systems
- 7 SANs (Storage Area Networks)
- 65 servers with over an 80% virtual server environment
- 85+ switches/routers
- 432 desktop/laptops
- 8 gateways
- 600+ single/multi line VoIP units/systems locally and remotely
- 3241 desktop software titles/versions
- 27+ major enterprise software solutions on multiple platforms
- Citywide Internet and Intranet web presence

**INFORMATION SYSTEMS & COMMUNICATIONS
– DIVISION 26**

Revenues by Fund

<u>Source of Funds</u>	10-11 Actual	11-12 Actual	12-13 Adopted	13-14 Adopted
General Fund Support	172,444	179,502	182,325	159,547
Internal Service Funds	2,229,791	2,128,417	2,756,692	2,606,665
Special Revenue Funds	16,838	24,064	21,055	110,934
Total Revenues	2,419,073	2,331,983	2,960,072	2,877,146

Expenses by Category

<u>Expenditures</u>	10-11 Actual	11-12 Actual	12-13 Adopted	13-14 Adopted
Capital Expenditures	406,784	129,079	755,600	349,100
Operating Expenditures	940,217	1,023,077	989,808	1,199,081
Salaries and Benefits	1,072,072	1,179,827	1,214,664	1,328,965
Total Expenditures	2,419,073	2,331,983	2,960,072	2,877,146

FY 12/13 to 13/14 Major Changes
Capital Expenditures:

In FY 12-13 most of the city’s computers were scheduled for replacement. It would be difficult to replace every City computer in a year. This list has been reduced to a more manageable number with a corresponding cost reduction in FY 13-14.

Operating Expenditures:

Operating costs have been adjusted in internal services charges, which reflect an increase in costs for Building Maintenance services due to additional space occupied by the IS division.

Funds (\$100,000) have been added for a consultant to evaluate the City’s software and \$60,000 for a remodel of the City’s Public Website and web hosting.

A reduction in maintenance fees through a new vendor has also been removed (\$22,879).

Appropriate an additional \$15,000 from the IS Services fund in support of contract services to assist in priority technology projects.

Salaries & Benefits:

Salary costs are showing higher than FY12/13 Adopted due in part to the transfer of a Program Aide from Media Services to Information Systems.

A MIS System Analyst position will be changed from 100 percent to 75 percent.

A Support Service Technician position budgeted at 75 percent will be reduced to 50 percent.

BUDGET & FINANCIAL PLANNING – DIVISION 27



BUDGET AND FINANCIAL PLANNING – DIVISION 27

Provide the City Council with thoughtful policy analysis and develop financially sound funding options. Help city departments implement their programs and fund city operations through budget development and management. Facilitate development of long range capital planning and the organized use of funds.

- Budget & Research
- Capital Improvement Plan
- Development Impact Fees
- Financial Planning
- Liaison to Finance and Budget Commission

FY 2012-13 ACCOMPLISHMENTS

- Expanded the Capital Improvement Scope in ongoing effort to refine the Five-Year Capital Improvement Plan and coordinated the development of project sheets for all projects submitted to the CIP.
- Presented quarterly budget updates to City Council based on monthly monitoring of multi-year forecast to strive for long term fiscal stability
- Continued to develop, update and refine the multi-year forecasting models for funds relevant to development and Capital Improvement Projects.
- Supported departments in working through budget related issues stemming from the reorganization and consolidation effort.
- Conducted City Council workshops - to discuss unfunded liabilities, e.g., pension obligations, retiree medical insurance.
- Coordinate the budget process so as to ensure that City resources are allocated consistent with Council priorities while maintaining the long-term fiscal health of the City.
- Continue development and update of multi-year forecasts – expand the model to encompass Enterprise Funds.
- Develop enhanced fiscal models to better project costs and revenues associated with new development.
- Put out a Request For Qualifications for the City's Development Impact Model and Fiscal model.
- Continue to enhance public outreach with updated reports on City Web pages.
- Establish summary of City Fiscal Goals & Policies.

FY 2013-14 GOALS

- Conduct user fee and cost-allocation plan update.
- Complete Fiscal Analysis model and development fee impact updates
- Determine whether a new budget module can be put in place to construct the FY 2015 budget. The current model is an access database that requires a significant amount of staff support.

PERFORMANCE MEASURE

- Completion of the user fee and cost-allocation plan updates.
- Completion of the Fiscal Analysis model and development fee impact models
- Make determination and, if possible, use potential new budget module.



BUDGET & FINANCIAL PLANNING – DIVISION 27

Revenues by Fund

<u>Source of Funds</u>	10-11 Actual	11-12 Actual	12-13 Adopted	13-14 Adopted
General Fund Support	275,080	374,951	370,941	398,191
Development Impact Fees	59,824	60,470	56,081	64,581
Total Revenues	334,904	435,421	427,022	462,772

Expenses by Category

<u>Expenditures</u>	10-11 Actual	11-12 Actual	12-13 Adopted	13-14 Adopted
Operating Expenditures	24,277	31,072	50,292	95,554
Salaries and Benefits	310,627	404,349	376,730	367,218
Total Expenditures	334,904	435,421	427,022	462,772

FY 12/13 to 13/14 Major Changes

Operating Expenditures:

Increased primarily as a result of adding funds for a fee study (\$35,000) and a cost-allocation plan (\$15,000). There have been a lot of changes in the organization and it is recommended that the City examine its fee cost structure in areas like development, public works and community development planning services. The cost-allocation plan is the methodology by which city-wide overhead costs are fairly allocated to users and an update is recommended.

Salaries & Benefits:

Salary costs decreased as a result of shifting staffing in support of Accounts Payable and Audit during peak workload times to offset the elimination of the Financial Supervisor position in the Fiscal Services division.

FISCAL SERVICES – DIVISION 28



FISCAL SERVICES – DIVISION 28

As the “Custodian of Public Funds,” manage and safeguard public financial resources. Provide prompt and courteous service to citizens and others having financial dealings with the city. Report the city’s financial activity in a clear and understandable manner. This division handles a variety of fiscal matters for the city.

- Account Receivable
- Business Licenses
- Cost Accounting
- Financial Reporting
- Account Payable
- Master Fee Schedule
- Debt Administration
- Parking Citations
- Utility Billing

FY 2012-13 ACCOMPLISHMENTS

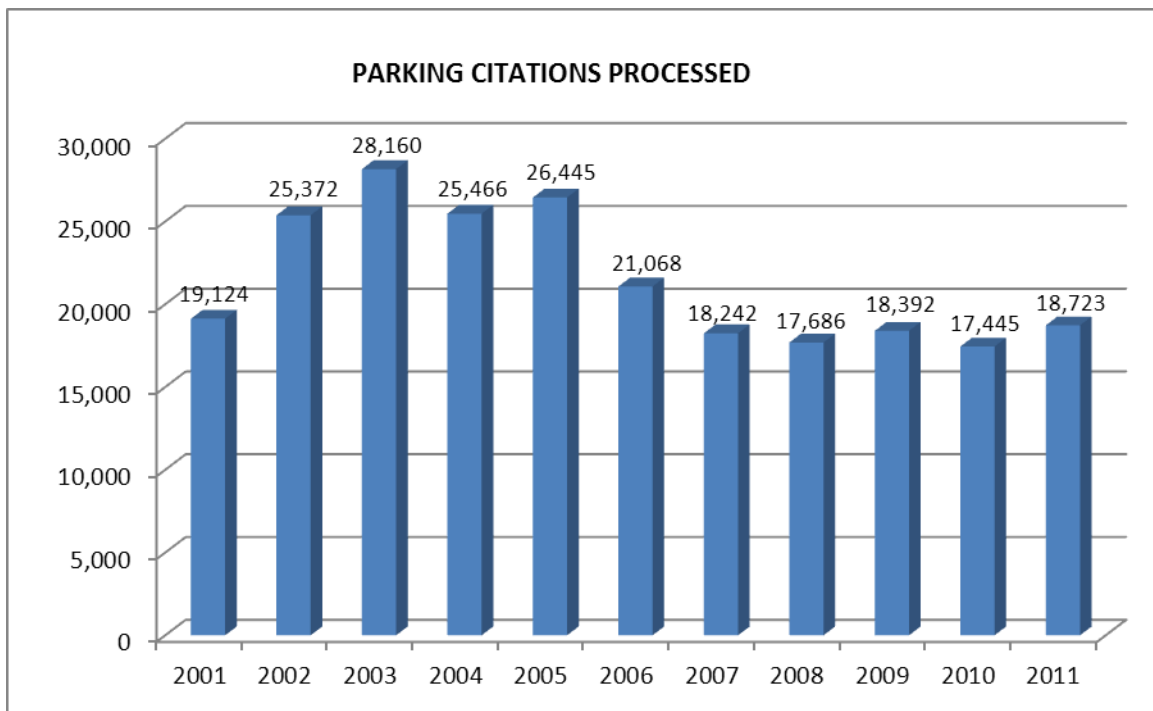
- Completed the transition to a more effective credit card rate structure.
- Published the Comprehensive Annual Financial Report (CAFR) for the fiscal year that ended June 30, 2012 in conformity with GASB requirements
- Transitioned the RDA to the Successor Agency, and worked with auditors on Due Diligence reviews
- Enhance customer service by cross training staff and improve access to information and extended counter hours.
- Develop and implement new Major Project Impact fee schedule
- Realign staff responsibilities and organization to increase efficiency, effectiveness and service to the community and other departments
- Implemented city utility services bill, including e-bills and recurring payments online
- Implement scanning of all parcel information
- Standardize processes to ensure timely and accurate fiscal year-end closes

FY2013-14 GOALS

- Transition to a monthly utility billing and examine ways to use e-notification and e-billing.
- Complete a review of all the City’s funds.
- Realign staff responsibilities and organization to increase efficiency, effectiveness and service to the community and other departments.
- Execute monthly billing for the city services bill.
- Ensure schedules and analysis are done in a timely manner.
- Update policies and procedures to incorporate all GASB and GAAP requirements.
- Implement low income program for water customers
- Expand our processes for electronic filing.

PERFORMANCE MEASURE

- Transition 16,259 accounts to monthly billing



FISCAL SERVICES – DIVISION 28

Revenues by Fund				
Source of Funds	10-11 Actual	11-12 Actual	12-13 Adopted	13-14 Adopted
General Fund Support	1,126,595	1,109,457	1,207,446	1,103,500
Debt Service Funds	70,000	70,000	70,000	69,647
Development Impact Fees	33,672	34,104	34,183	54,635
Enterprise Funds	433,492	453,494	469,064	864,224
General Fund Fees & Charges	4,461	(1,707)	3,300	4,800
General Fund Grants/Designated Revenue	247,851	247,782	260,700	285,600
Public Safety Srv Fee/Tax	61,060	63,955	66,151	47,001
Special Revenue Funds	5,803	5,683	5,764	5,236
Total Revenues	1,982,934	1,982,768	2,116,608	2,434,643

Expenses by Category				
Expenditures	10-11 Actual	11-12 Actual	12-13 Adopted	13-14 Adopted
Operating Expenditures	899,167	792,756	851,879	1,127,839
Salaries and Benefits	1,083,767	1,190,012	1,264,729	1,306,804
Total Expenditures	1,982,934	1,982,768	2,116,608	2,434,643

FY 12/13 to 13/14 Major Changes**Operating Expenditures:**

This category is increasing primarily as a result of converting a vacant Financial Services position to contract services as a result of transitioning to monthly billing. If contracting out the service is not less expensive than having existing staff perform the duties, staff will look at other alternatives such as temporary hours. In addition, staff will be examining e-notification and e-billing in the upcoming year. (\$318,035)

Salaries & Benefits:

Salary costs are showing slightly higher than FY12/13 Adopted due in part to the shifting of resources from Budget and Financial Planning division into Fiscal Services.

In addition, one vacant Financial Supervisor position has been eliminated, as well as modifying the salary of the Financial Manager position.

Funding for 25% of a Financial Assistant II position has been shifted from Accounts Payable to Utility Billing to assist with increased processing of monthly utility bills.

