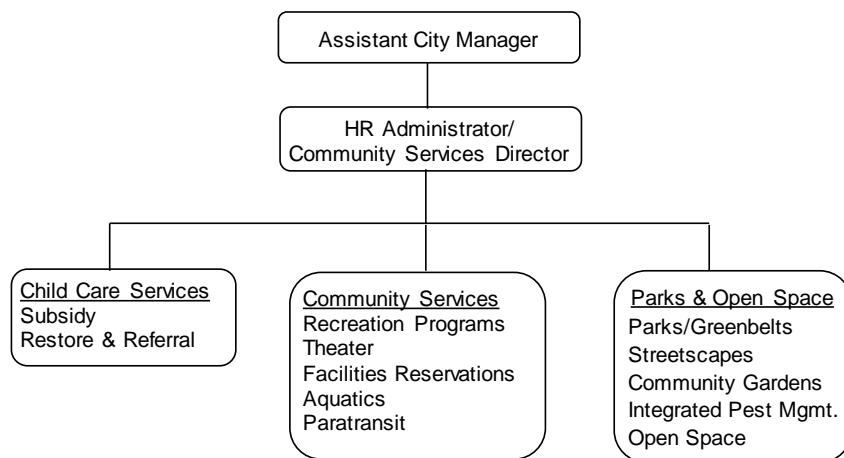
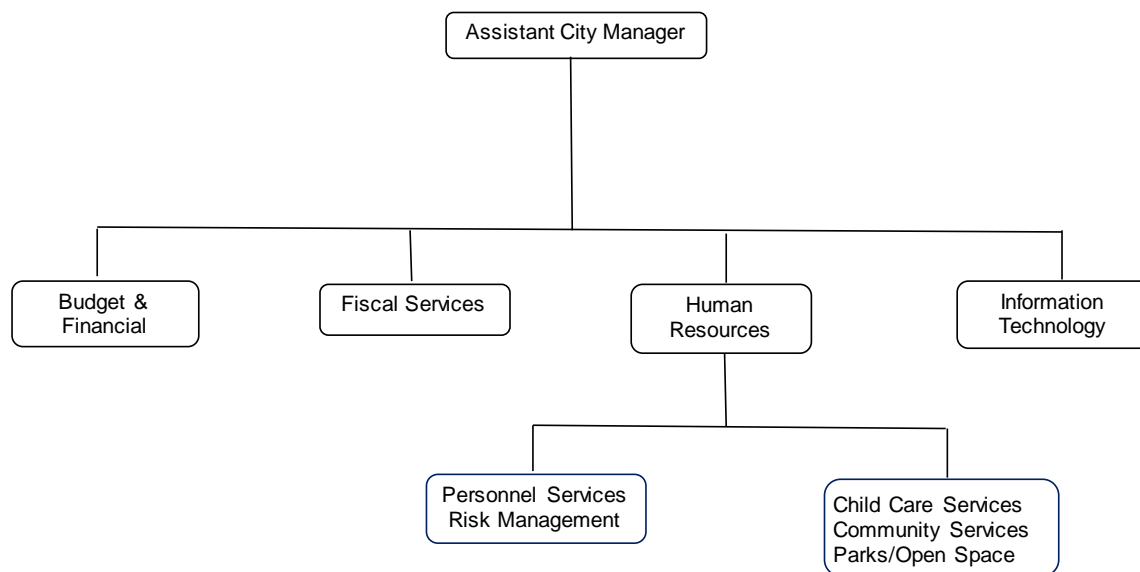


ADMINISTRATIVE SERVICES DEPARTMENT

ADMINISTRATIVE SERVICES DEPARTMENT



Regular Full Time	78.00
Regular Part Time	6.75
Temporary Part Time	63.32
Total FTE's	<u>148.07</u>

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

This department provides administrative services to other departments as well as Community Services and Parks 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, parks & open space, public facilities, pools, and social services. Finances' mission is to serve the public interest by providing financial management as the custodian of public funds; performing reliable; detailed fiscal analysis; maximizing investment opportunities within the Council-adopted policy; and, establishing and maintaining internal fiscal controls to ensure city assets are protected and ensuring compliance with all legal requirements. 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 and facilities, Parks and open space, social services, and community services.

FY 2013-14 DEPARTMENT ACCOMPLISHMENTS

- This department was formed in FY 2012-2013.
- Labor negotiations were completed for five of the seven labor groups for three-year contracts.
- Began review of Community Service fees and methodology vis-à-vis industry norms.
- The Parks Division transferred to Community Services.
- City funds were reviewed and also evaluated for potential one-time use.
- Began update of development impact fees and updated the cost-allocation plan.
- Started technology upgrades. The website redesign is about half done and the process of evaluating the City's financial software has begun. OpenGOV software will go live with the publication of the budget.

FY 2014-15 DEPARTMENT GOALS

- Complete review of Community Services Programs and user fee policies vis-à-vis industry standards. Work with affected user groups to discuss funding and return to City Council for direction.
- As the City continues to trim its expenditures and staffing, using technology to provide information 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 redesign will be completed as will the implementation of a mobile-phone based Citizen Request Form software. 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 continue the process of evaluating whether to upgrade or replace the current financial software.
- Begin review of all City user fees. Will work with affected user groups and return to Council for direction.

BUDGET HIGHLIGHTS

- The Administrative Services Department FY 13-14 to FY 14-15 is showing an overall decrease of \$315,317. This is primarily due to lower service contract costs in the Human Resources division for labor negotiations and lower contract service costs in Finance.
- Currently, the City is evaluating whether to transition child care services back to Yolo County for administration. This is a decision which will be discussed with Council. In the meantime, as vacancies occur in the Child Care division, they are being backfilled with temporary part-time staffing until the decision is made. In FY 14-15, this is reflected with the elimination of two full time Child Care positions changing to 2.4 Temporary part-time full-time equivalents.
- The City of Davis provides Community Transit supported by State Transit funds. In FY 14-15 Davis Community transit has included additional Temporary Part-time staffing hours (.56 FTE), to assist with current services needs for disabled individuals in Davis (\$15,000).
- In FY 13-14 the Operations and Maintenance of the department significantly increased primarily because of the following factors: the cost of water and sewer service for parks and greenbelts increased by \$1.5 million; Retiree Medical increased \$850,600 to reach full annual funding; employee medical was up \$832,228; professional services for labor agreements went up by \$125,725 due to extensive negotiations; and other insurance payments increased \$310,457 for the year. In addition, Child Care Grant payments were up \$829,000.
- Capital Outlay expenditures are largely equipment replacement and building maintenance costs. The Information Services division replaced computers citywide in FY 11-12 and 12-13. Parks, Aquatics and community services have annual Capital costs for replacement of landscaping equipment and Building repairs such as replastering Civic Pool, the replacement of the HVAC system at the Veteran's Memorial Center.
- In FY 12-13, a reorganization of the Parks Division began which resulted in the elimination or reassignment of five (5) Park Maintenance Workers and one (1) Pool Maintenance Worker. The total reduction in costs due to this reorganization was approximately \$480,000 for the Park Maintenance Workers and \$95,000 for the pool maintenance worker. Some of this was offset in FY 13-14 by adding \$365,682 in Contract Services for maintenance of Neighborhood and Community Parks, Greenbelts, Open Space and Athletic Facilities.
- Several measures have been taken in FY 14-15 to help to close the current structural deficit. Overtime and Temporary part time budgets have been reduced by \$11,500. Professional contracts budgets were reduced \$80,000 and cuts to postage, materials and other items save an additional \$35,000.

Revenues by Fund

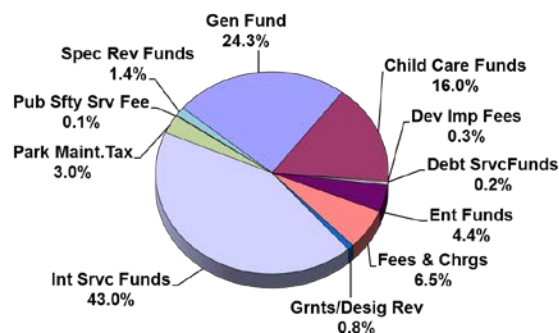
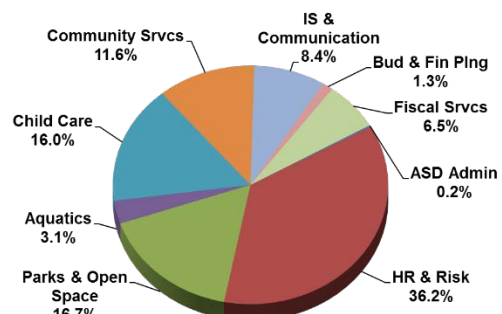
Source of Funds	11-12 Actual	12-13 Actual	13-14 Adjusted	14-15 Proposed
General Fund Support	8,519,707	8,469,782	9,283,262	9,096,017
Child Care Funds	6,377,569	5,390,653	6,089,316	6,017,894
Debt Service Funds	70,000	70,058	69,647	70,000
Development Impact Fees	131,939	152,755	160,450	129,140
Enterprise Funds	1,014,206	1,008,699	1,501,876	1,635,698
General Fund Fees & Charges	2,198,080	2,193,363	2,431,704	2,456,217
General Fund Grants/Designated Revenue	286,776	312,679	289,446	312,329
Internal Service Funds	10,503,493	13,545,907	16,243,476	16,135,030
Park Maintenance Tax	1,050,000	1,050,000	1,190,000	1,128,000
Public Safety Srv Fee/Tax	63,955	194,868	47,001	49,890
Special Revenue Funds	263,712	341,280	577,656	538,302
Total Revenues	30,479,437	32,730,044	37,883,834	37,568,517

Expenses by Division

Division	11-12 Actual	12-13 Actual	13-14 Adjusted	14-15 Proposed
Parks & Open Space	4,866,111	4,972,155	6,448,541	6,254,431
Administration	0	56,016	74,376	76,745
Human Resources & Risk Management	8,885,312	11,650,830	13,787,231	13,606,370
Aquatics	1,256,614	1,233,787	1,170,324	1,175,181
Child Care Services	6,377,569	5,390,653	6,089,316	6,017,894
Community Services	4,343,659	4,274,134	4,343,249	4,339,802
IS & Communications	2,331,983	2,710,125	3,026,429	3,170,066
Budget & Financial Planning	435,421	404,837	519,276	474,742
Fiscal Services	1,982,768	2,037,507	2,425,092	2,453,286
Total Expenditures	30,479,437	32,730,044	37,883,834	37,568,517

Expenses by Category

Expenditures	11-12 Actual	12-13 Actual	13-14 Adjusted	14-15 Proposed
Salaries & Benefits	11,721,649	11,629,585	11,120,690	11,165,767
Operations & Maintenance	16,364,728	18,379,275	24,063,517	23,502,802
Interdepartmental Charges	2,150,087	2,130,150	2,100,353	2,185,848
Capital Outlay	242,973	591,034	599,274	714,100
Total Expenditures	30,479,437	32,730,044	37,883,834	37,568,517

**Source of Funds for
2014-15 Budget****Expenses by Division
2014-15 Budget**

**ADMINISTRATIVE SERVICES DEPARTMENT
HUMAN RESOURCES FY 14/15**

Position Title	11/12 FTE's	12/13 FTE's	13/14 FTE's	14/15 FTE's
ACCOUNTANT	1.00	1.00	1.00	1.00
ACCOUNTING ASST	6.00	5.00	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	1.00	1.00
BUDGET MANAGER	1.00	1.00	1.00	1.00
BUDGET SPECIALIST I	1.00	0.00	0.00	0.00
BUDGET SPECIALIST II	1.00	1.00	1.00	1.00
COMM SERVICES PRGM COORD	3.00	5.00	4.00	5.00
COMM SVC THEATER COORD	0.00	1.00	1.00	0.00
COMMUNITY PROJECTS SPECIALIST	1.00	0.00	0.00	0.00
COMMUNITY SERVICES DIRECTOR	1.00	1.00	0.00	0.00
COMMUNITY SERVICES MANAGER	1.00	0.00	0.00	0.00
COMMUNITY SERVICES SUPERVISOR	4.00	4.00	3.00	3.00
COMMUNITY SVCS SUPERINTENDENT	1.00	2.00	2.00	2.00
COMPUTER SUPPORT TECH II-CONF	2.00	2.00	2.00	2.00
CUSTODIAN II	4.00	3.00	3.00	2.00
ENVIRONMENTAL RES SPECIALIST	1.00	1.00	1.00	1.00
ENVIRONMENTAL RES SUPERVISOR	1.00	1.00	1.00	1.00
FINANCE ADMINISTRATOR	0.00	1.00	1.00	1.00
FINANCIAL ANALYST II	1.00	0.00	0.00	0.00
FINANCIAL ASSISTANT II	0.00	0.00	0.00	0.00
FINANCIAL ASSOCIATE	0.00	0.00	0.00	0.00
FINANCIAL ASSOCIATE-CONF	0.00	0.00	0.00	0.00
FINANCIAL COORDINATOR	0.00	0.00	0.00	0.00
FINANCIAL PLANNING SPECIALIST	1.00	1.00	1.00	1.00
FINANCIAL SERVICES MANAGER	0.00	0.00	0.00	0.00
FINANCIAL SUPERVISOR -CONF	1.00	2.00	1.00	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	2.00	1.00	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
IPM SPECIALIST	0.00	1.00	1.00	1.00
IRRIGATION SPECIALIST	0.00	0.00	2.00	2.00
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	1.00	1.00
OFFICE ASSISTANT II	3.00	3.00	2.00	2.00
PARK MAINT CREW SUPERVISOR	3.00	3.00	3.00	3.00
PARK MAINT WORKER II	11.00	12.00	7.00	7.00
PARKS MANAGER	0.00	1.00	1.00	1.00

**ADMINISTRATIVE SERVICES DEPARTMENT
HUMAN RESOURCES FY 14/15**

Position Title	11/12 FTE's	12/13 FTE's	13/14 FTE's	14/15 FTE's
PARKS SUPERVISOR	2.00	2.00	2.00	2.00
POOL MAINTENANCE CREW SUPVR	1.00	1.00	1.00	1.00
POOL MAINTENANCE WORKER II	2.00	2.00	1.00	1.00
PROGRAM ASSISTANT	1.00	0.00	0.00	0.00
SENIOR OFFICE ASSISTANT	1.00	1.00	1.00	1.00
SR ACCOUNTING ASSISTANT	3.00	4.00	4.00	4.00
TECHNICAL SERVICES MANAGER	1.00	1.00	1.00	1.00
TOTAL REGULAR FULL-TIME FTE'S	72.00	76.00	66.00	65.00
COMM SERVICES PRGM COORD	4.75	2.25	2.25	2.25
COMM SVC THEATER COORD - 50%	0.50	0.00	0.00	0.00
CUSTODIAN II	1.25	1.25	1.25	0.75
MIS SYSTEMS ANALYST CONT 75%	0.00	0.00	0.75	0.75
OFFICE ASSISTANT II	1.00	0.00	1.50	0.75
PARK MAINT WORKER II - 75%	0.00	0.00	0.75	0.75
PARK MAINT WORKER II - 50%	0.00	0.50	0.50	0.50
PROGRAM AIDE 50%	0.00	0.00	0.50	0.50
SUPPORT SVCS TECH 75% - CONF	0.75	0.75	0.00	0.00
SUPPORT SVCS TECH 50% - CONF	0.00	0.00	0.50	0.50
TOTAL REGULAR PART-TIME FTE'S	8.25	4.75	8.00	6.75
CHILD CARE COORDINATOR	0.00	0.00	1.00	1.00
CHILD CARE FIN ASSOC	0.00	0.00	0.00	0.00
CHILD CARE FIN ASST II	2.00	2.00	2.00	2.00
CHILD CARE FINANCIAL SUPERVISOR	0.00	1.00	1.00	0.00
CHILD CARE MANAGER	0.00	0.00	0.00	0.00
CHILD CARE PROGRAM ASSISTANT	2.00	0.00	0.00	0.00
CHILD CARE PROGRAM COORD	1.00	3.00	2.00	2.00
CHILD CARE SUPERVISOR	1.00	1.00	1.00	0.00
ELIGIBILITY WORKER I - SPANISH	0.00	0.00	0.00	0.00
ELIGIBILITY WORKER II - RUSSIAN	0.00	0.00	1.00	1.00
ELIGIBILITY WORKER II - SPANISH	1.00	1.00	0.00	0.00
ELIGIBILITY WORKER II	2.00	2.00	2.00	2.00
LEAD ELIGIBILITY WORKER	1.00	1.00	1.00	1.00
PARATRANSIT COORDINATOR	1.00	1.00	1.00	1.00
PARATRANSIT SPECIALIST	0.00	1.00	1.00	1.00
PARATRANSIT SUPERVISOR	1.00	1.00	1.00	1.00
PARATRANSIT VEHICLE OPERATOR	1.00	0.00	0.00	0.00
SENIOR CHILD CARE SUPERVISOR	1.00	1.00	1.00	1.00
TOTAL SP FUNDED REG FULL-TIME FTE'S	14.00	15.00	15.00	13.00

**ADMINISTRATIVE SERVICES DEPARTMENT
HUMAN RESOURCES FY 14/15**

Position Title	11/12 FTE's	12/13 FTE's	13/14 FTE's	14/15 FTE's
CHILD CARE FIN ASST II	0.00	0.00	0.00	0.00
CHILD CARE FINANCIAL SUPV	0.75	0.00	0.00	0.00
CHILD CARE PROGRAM ASSISTANT	0.50	0.75	0.00	0.00
CHILD CARE PROGRAM COORD	0.00	0.00	0.00	0.00
ELIGIBILITY WORKER I - RUSSIAN - 50%	0.50	0.50	0.00	0.00
SENIOR OFFICE ASSISTANT - 50%	0.50	0.00	0.00	0.00
TOTAL SP FUNDED REG PART-TIME FTE'S	2.25	1.25	0.00	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)	50.94	53.20	50.36	48.66
CUSTODIAN AIDE II (BUDGET)	0.23	0.23	0.23	0.23
FINANCIAL ANALYST II	0.00	0.00	0.00	0.15
MAINTENANCE AIDE I (BUDGET)	2.22	2.22	2.22	2.22
MAINTENANCE AIDE II (BUDGET)	3.36	3.36	3.36	3.36
MIS INTERN	0.24	0.24	0.24	0.16
OFFICE ASSISTANT II	0.00	0.00	0.00	2.40
PARATRANSIT SERVICE SPECIALIST	4.99	4.99	0.00	0.00
PARATRANSIT VEHICLE OPERATOR	0.00	0.00	4.98	5.54
PARK MAINT WORKER I	0.48	0.48	0.48	0.48
TOTAL TEMPORARY PART-TIME FTE'S	62.58	64.84	61.99	63.32
TOTAL ASD FTE's	159.08	161.84	150.99	148.07

Division	EXPENDITURES BY CATEGORY					FUNDING SOURCES					
	Salaries & Benefits	Operations & Maintenance	Inter-departmental Charges	Capital Outlay	Program Total	General Fund	General Fund Fees & Charges	General Fund Grants/ Designated Revenue	Total General Fund Support	Other Funds	Program Total
19 - Parks & Open Space	2,573,681	3,084,744	546,006	50,000	6,254,431	4,414,532	299,591	0	4,714,123	1,540,308	6,254,431
21 - Administration	75,905	0	840	0	76,745	76,745	0	0	76,745	0	76,745
22 - Human Resources & Risk Management	696,107	12,796,693	113,570	0	13,606,370	588,227	0	0	588,227	13,018,143	13,606,370
23 - Aquatics	554,634	413,334	87,213	120,000	1,175,181	366,927	514,254	0	881,181	294,000	1,175,181
24 - Child Care Services	1,025,070	4,713,216	279,608	0	6,017,894	0	0	0	0	6,017,894	6,017,894
25 - Community Services	3,151,726	748,846	439,230	0	4,339,802	1,996,431	1,638,452	0	3,634,883	704,919	4,339,802
26 - IS & Communications	1,344,734	987,346	293,886	544,100	3,170,066	251,846	0	0	251,846	2,918,220	3,170,066
27 - Budget & Financial Planning	400,046	40,714	33,982	0	474,742	354,122	0	0	354,122	120,620	474,742
28 - Fiscal Services	1,343,864	717,909	391,513	0	2,453,286	1,047,187	3,920	312,329	1,363,436	1,089,850	2,453,286
Total ADMINISTRATIVE SERVICES	11,165,767	23,502,802	2,185,848	714,100	37,568,517	9,096,017	2,456,217	312,329	11,864,563	25,703,954	37,568,517

	EXPENDITURES BY CATEGORY					FUNDING SOURCES					
	Salaries & Benefits	Operations & Maintenance	Inter-departmental Charges	Capital Outlay	Program Total	General Fund	General Fund Fees & Charges	General Fund Grants/ Designated Revenue	Total General Fund Support	Other Funds	Program Total
1910 - Parks Division Admin	119,170	1,568,080	10,428	0	1,697,678	1,697,678	0	0	1,697,678	0	1,697,678
1911 - Arroyo Park	107,605	29,492	60,615	3,750	201,462	118,912	5,000	0	123,912	77,550	201,462
1912 - Central Park	122,705	29,880	15,296	3,750	171,631	86,681	7,400	0	94,081	77,550	171,631
1913 - Community Park	173,210	29,883	16,989	3,750	223,832	116,682	29,600	0	146,282	77,550	223,832
1914 - Mace Ranch Park	112,848	29,587	15,296	3,750	161,481	75,231	8,700	0	83,931	77,550	161,481
1915 - Walnut Park	120,397	29,587	15,296	3,750	169,030	84,480	7,000	0	91,480	77,550	169,030
1920 - North/West Neighborhood Parks	215,126	186,498	89,447	6,250	497,321	471,271	19,800	0	491,071	6,250	497,321
1921 - South/East Neighborhood Parks	275,407	163,531	33,431	6,250	478,619	462,569	9,800	0	472,369	6,250	478,619
1932 - Greenbelt Maintenance North/West	156,573	260,148	66,883	6,250	489,854	299,104	0	0	299,104	190,750	489,854
1933 - Greenbelt Maintenance South/East	144,710	263,148	21,375	6,250	435,483	244,733	0	0	244,733	190,750	435,483
1934 - Streetscapes & Misc Landscape Maint	227,259	234,460	63,009	6,250	530,978	334,728	0	0	334,728	196,250	530,978
1935 - Public Parking Lot Landscape Maint	24,675	26,251	25,834	0	76,760	47,350	0	0	47,350	29,410	76,760
1940 - Community Gardens	5,487	9,700	0	0	15,187	2,687	12,500	0	15,187	0	15,187
1941 - Toad Hollow /Dog Parks	22,698	1,029	0	0	23,727	23,727	0	0	23,727	0	23,727
1942 - Civic Center Athletic Field Maintenance	41,343	3,200	4	0	44,547	20,047	24,500	0	44,547	0	44,547
1943 - Little League Baseball Athletic Facility	4,536	11,330	15	0	15,881	-26,410	42,291	0	15,881	0	15,881
1944 - Playfields Park Maintenance	196,262	81,833	28,680	0	306,775	185,775	121,000	0	306,775	0	306,775
1950 - Integrated Pest Management	136,458	4,055	26,497	0	167,010	37,413	0	0	37,413	129,597	167,010
1951 - Open Space/Habitat Management	91,444	63,686	26,845	0	181,975	121,975	10,000	0	131,975	50,000	181,975
1952 - Open Space - Measure O	265,954	57,366	29,981	0	353,301	0	0	0	0	353,301	353,301
1953 - Grasslands Owl Mitigation	9,814	2,000	85	0	11,899	9,899	2,000	0	11,899	0	11,899
2110 - ASD Administration	75,905	0	840	0	76,745	76,745	0	0	76,745	0	76,745
2201 - Human Resources Management	236,514	63,295	66,252	0	366,061	326,646	0	0	326,646	39,415	366,061
2215 - Personnel Services	93,311	38,965	1,024	0	133,300	133,300	0	0	133,300	0	133,300
2225 - HR Benefits Administration	87,738	4,771	35,772	0	128,281	128,281	0	0	128,281	0	128,281
2240 - Risk Management	278,544	12,689,662	10,522	0	12,978,728	0	0	0	0	12,978,728	12,978,728
2312 - Aquatics	283,182	56,372	34,963	0	374,517	-14,983	389,500	0	374,517	0	374,517
2313 - Arroyo Pool Maintenance	48,774	119,787	12,249	0	180,810	105,810	16,000	0	121,810	59,000	180,810

Program	EXPENDITURES BY CATEGORY					FUNDING SOURCES					
	Salaries & Benefits	Operations & Maintenance	Inter-departmental Charges	Capital Outlay	Program Total	General Fund	General Fund Fees & Charges	General Fund Grants/ Designated Revenue	Total General Fund Support	Other Funds	Program Total
2314 - Civic Pool Maintenance	91,444	74,885	15,236	120,000	301,565	46,765	84,800	0	131,565	170,000	301,565
2315 - Community Pool Maintenance	52,110	49,715	7,921	0	109,746	101,792	7,954	0	109,746	0	109,746
2317 - Manor Pool Maintenance	79,124	112,575	16,844	0	208,543	127,543	16,000	0	143,543	65,000	208,543
2410 - Child Care Advisory/Support	118,472	17,993	68,342	0	204,807	0	0	0	0	204,807	204,807
2417 - Child Care Subsidies	119,706	806,203	30,964	0	956,873	0	0	0	0	956,873	956,873
2419 - Child Care Resource & Referral	20,640	6,822	2,436	0	29,898	0	0	0	0	29,898	29,898
2444 - Child Care General Services	0	11,800	0	0	11,800	0	0	0	0	11,800	11,800
2445 - Child Care Subsidy - Stage 1	265,071	2,027,880	75,047	0	2,367,998	0	0	0	0	2,367,998	2,367,998
2447 - Child Care Subsidy - Stage 2	144,578	1,005,753	47,804	0	1,198,135	0	0	0	0	1,198,135	1,198,135
2449 - Child Care Subsidy - Stage 3	111,259	777,211	28,792	0	917,262	0	0	0	0	917,262	917,262
2460 - Child Care Outreach - Yolo County	245,344	59,554	26,223	0	331,121	0	0	0	0	331,121	331,121
2501 - Division Administration	105,056	28,100	30,772	0	163,928	163,928	0	0	163,928	0	163,928
2502 - Community Collaboration	100,275	2,625	11,636	0	114,536	110,962	3,574	0	114,536	0	114,536
2503 - Registration & Scholarship	269,776	88,276	20,583	0	378,635	378,635	0	0	378,635	0	378,635
2516 - Nutcracker	37,596	13,091	5,345	0	56,032	-1,018	57,050	0	56,032	0	56,032
2522 - Youth Sports	125,896	6,200	7,325	0	139,421	65,921	73,500	0	139,421	0	139,421
2524 - Teen Services	119,441	30,531	9,531	0	159,503	102,803	56,700	0	159,503	0	159,503
2525 - Outdoor Education	98,020	33,759	9,974	0	141,753	16,288	125,465	0	141,753	0	141,753
2527 - Playground Programs	191,982	57,536	24,571	0	274,089	-25,770	299,859	0	274,089	0	274,089
2529 - Alternative/Inclusive Recreation	140,870	16,583	6,084	0	163,537	136,757	26,780	0	163,537	0	163,537
2532 - Gymnastics	230,390	60,487	28,581	0	319,458	25,656	281,802	0	307,458	12,000	319,458
2533 - Adult Sports	119,880	54,304	13,814	0	187,998	-17,302	205,300	0	187,998	0	187,998
2536 - Classes	91,683	52,271	8,116	0	152,070	10,548	141,522	0	152,070	0	152,070
2538 - Senior Center	595,926	149,020	50,242	0	795,188	520,288	190,900	0	711,188	84,000	795,188
2551 - Veteran's Memorial Center	290,250	72,662	56,269	0	419,181	297,181	105,000	0	402,181	17,000	419,181
2552 - Veteran's Memorial Theatre	141,853	43,160	17,922	0	202,935	136,935	63,000	0	199,935	3,000	202,935
2553 - Chestnut Roundhouse	6,875	27,395	1,750	0	36,020	13,020	1,000	0	14,020	22,000	36,020
2554 - Redwood Park Building	6,147	6,646	1,381	0	14,174	7,174	7,000	0	14,174	0	14,174

Program	EXPENDITURES BY CATEGORY					FUNDING SOURCES					
	Salaries & Benefits	Operations & Maintenance	Inter-departmental Charges	Capital Outlay	Program Total	General Fund	General Fund Fees & Charges	General Fund Grants/ Designated Revenue	Total General Fund Support	Other Funds	Program Total
2560 - Facility Use: Non Fee Mgmt	51,031	125	3,269	0	54,425	54,425	0	0	54,425	0	54,425
2590 - Davis Community Transit	428,779	6,075	132,065	0	566,919	0	0	0	0	566,919	566,919
2610 - IS & Telecommunication Services	1,283,013	654,366	138,076	36,300	2,111,755	107,082	0	0	107,082	2,004,673	2,111,755
2617 - Duplicating & Postal	61,721	92,716	44,624	0	199,061	0	0	0	0	199,061	199,061
2620 - Phone System	0	61,750	0	0	61,750	0	0	0	0	61,750	61,750
2624 - Citywide System Replacement	0	100,000	0	507,800	607,800	0	0	0	0	607,800	607,800
2626 - Citywide Radio System	0	58,514	86,250	0	144,764	144,764	0	0	144,764	0	144,764
2635 - I-Net	0	20,000	24,936	0	44,936	0	0	0	0	44,936	44,936
2710 - Budget & Financial Planning	311,761	40,714	19,104	0	371,579	323,915	0	0	323,915	47,664	371,579
2720 - Capital & Development Project Planning	88,285	0	14,878	0	103,163	30,207	0	0	30,207	72,956	103,163
2801 - General Administration	38,351	18,621	16,650	0	73,622	72,622	0	1,000	73,622	0	73,622
2815 - Financial Planning & Audit	416,267	10,262	55,793	0	482,322	338,018	0	0	338,018	144,304	482,322
2820 - Cost Accounting	161,354	7,156	61,414	0	229,924	224,924	5,000	0	229,924	0	229,924
2835 - Revenue & Collection Accounting	114,139	175,421	44,692	0	334,252	185,992	-1,740	150,000	334,252	0	334,252
2845 - Business License Accounting & Audit	69,476	151,750	34,336	0	255,562	93,573	660	161,329	255,562	0	255,562
2850 - Utility Accounting	501,906	345,899	147,413	0	995,218	49,672	0	0	49,672	945,546	995,218
2865 - Parking Citations	42,371	8,800	31,215	0	82,386	82,386	0	0	82,386	0	82,386
Total ADMINISTRATIVE SERVICES	11,165,767	23,502,802	2,185,848	714,100	37,568,517	9,096,017	2,456,217	312,329	11,864,563	25,703,954	37,568,517

ADMINISTRATIVE SERVICES – DIVISION 21

ADMINISTRATION – DIVISION 21

ASD Administration provides administrative oversight and assistance to the Divisions.

FY 2013-14 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 start the process of revamping the city website, community reporting/outreach and replacing/upgrading the city financial and human resources software.

FY 2014-15 GOALS



- Complete review of finance work functions and systems.
- Work with the information Systems to complete the redesign of the City website, implement the Citizen Response Manager (CRM) and determine whether to replace/upgrade the city's financial and human resources software.
- Work with staff, Finance and Budget Commission and other interested parties on City finances.

PERFORMANCE MEASURE

- Complete review of Finance work functions for potential outsourcing, streamlining and/or automation.
- Complete website redesign project and CRM.
- Move ahead with finance/human resources software upgrade or replacement.

ADMINISTRATIVE SERVICES – DIVISION 21

Revenues by Fund

<u>Source of Funds</u>	11-12 Actual	12-13 Actual	13-14 Adjusted	14-15 Proposed
General Fund Support	0	56,016	74,376	76,745

Total Revenues	0	56,016	74,376	76,745
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Expenses by Category

<u>Expenditures</u>	11-12 Actual	12-13 Actual	13-14 Adjusted	14-15 Proposed
Salaries & Benefits	0	53,852	73,437	75,905
Operations & Maintenance	0	2,151	0	0
Interdepartmental Charges	0	13	939	840
Capital Outlay	0	0	0	0
Total Expenditures	0	56,016	74,376	76,745

Major Budget Highlights

Salaries & Benefits:

This division was created in FY 12-13 to provide administrative oversight of the department. Salaries and benefits constitute a portion of the Assistant City Manager's time dedicated to this task.

Operating Expenditures:

No significant charges. FY 12-13 costs cover part of setting up the division.

Interdepartmental Charges:

No significant charges.

Capital Expenditures:

No capital expenditures.

PARKS & OPEN SPACE – DIVISION 19

PARKS & OPEN SPACE – DIVISION 19



The Parks & Open Space division provides comprehensive management of City-owned assets, including community and neighborhood parks, greenbelts, streetscapes, athletic fields and open space. The division performs a wide range of planning, maintenance, repair, and rehabilitation, along with managing the work of subcontractors to provide the public with safe, clean, functional, and aesthetic recreational facilities. The City's parks, greenbelts and recreational facilities serve thousands of residents and visitors each year, and play an important role in the physical, mental, social and environmental health of the City and its residents.

- Parks, Greenbelts, Streetscapes & Athletic Field Maintenance
- Parks Facility Rehabilitation and Planning
- Open Space Management
- Integrated Pest Management
- Community Gardens
- Volunteer Management
- Recreation & Park Commission

FY 2013-14 ACCOMPLISHMENTS



- Began implementing Best Management Practices as identified in the draft Parks & Open Space Maintenance Management Plan.
- Replaced 25 automated central irrigation controllers either by in-house staff or landscape contractors.
- Upgraded and replaced radio communications between central irrigation controllers and base station.
- Implemented additional water conservation measures per the 5-year Water Management Plan, including turf area reduction strategies, developing water budgets and conducting water audits for various park sites.
- Assisted Public Works with beginning the conversion of Community Park to well irrigation.
- Continuing to provide ongoing support for Central Park Universal Playground and Rainbow City Playground CIP projects.
- Over 1400 tons of green waste was recycled and placed as mulch throughout the City by city staff, volunteers and contractors.
- Continued implementation of the Integrated Pest Management Policy.
- Expanded use of sheep grazing in open spaces.
- Enhanced riparian and upland habitat in Putah Creek Corridor.
- Assisted with completion of the Mace Ranch Passive Recreation Area CIP.
- Continued city staff and contractor training on pesticide reduction and management techniques.
- Assessed IPM impact on service-level expectations and personnel & budgetary resources.

FY 2014-15 GOALS & OBJECTIVES

- Continued implementation of Best Management Practices as identified in the draft Parks & Open Space Maintenance Management Plan and Cost of Service Study.
- Replace an additional 75 automated central irrigation controllers either by in-house staff or landscape contractors.
- Implement additional water conservation measures per the 5-year Water Management Plan, including continuing turf area reduction strategies, developing additional water budgets and conducting additional water audits for various park sites.
- Provide ongoing support for approved CIP projects, including Rainbow City Playground renovation, Playfields flatwork repair, Redwood and Northstar Park Playground replacements, and annual capital and deferred maintenance projects.
- Continued enhancements to the City's IPM program and pesticide reduction techniques.

PERFORMANCE MEASURES

- Maintain 378 acres of active, developed park lands.
- Maintain 78 acres of streetscapes.
- Maintain 570 acres of open space lands.
- Maintain 15 restroom facilities.
- Conduct over 3,120 playground inspections annually.
- Manage over 120 picnic/park reservations annually.
- Average 29.43 of acres of park land maintained per Parks Maintenance FTE.
- Maintain and track parks irrigation maintenance tasks through Lucy system.
- Monitor water consumption monthly to assess impacts of water conservation measures.
- Reduce park maintenance per-acre costs through the implementation of the Parks & Open Space Maintenance Management Plan.
- Use Cost of Service data for comparison with other California cities and Park Districts.

PARKS & OPEN SPACE – DIVISION 19

Revenues by Fund

<u>Source of Funds</u>	11-12 Actual	12-13 Actual	13-14 Adjusted	14-15 Proposed
General Fund Support	3,540,791	3,519,719	4,537,592	4,414,532
Development Impact Fees	37,365	45,000	0	0
Enterprise Funds	87,700	76,443	98,340	112,839
General Fund Fees & Charges	103,202	100,850	211,948	299,591
General Fund Grants/Designated Revenue	3,230	400	3,846	0
Internal Service Funds	16,697	6,882	139,529	50,000
Park Maintenance Tax	850,000	900,000	1,040,000	978,000
Special Revenue Funds	227,126	322,861	417,286	399,469
Total Revenues	4,866,111	4,972,155	6,448,541	6,254,431

Expenses by Category

<u>Expenditures</u>	11-12 Actual	12-13 Actual	13-14 Adjusted	14-15 Proposed
Salaries & Benefits	2,972,365	2,821,744	2,704,738	2,573,681
Operations & Maintenance	1,282,222	1,525,482	3,103,084	3,084,744
Interdepartmental Charges	552,468	573,116	513,690	546,006
Capital Outlay	59,056	51,813	127,029	50,000
Total Expenditures	4,866,111	4,972,155	6,448,541	6,254,431

Major Budget Highlights

Salaries & Benefits:

A reorganization of the Parks Division began in FY 12-13 and resulted in the elimination or reassignment of five (5) Park Maintenance Workers and one (1) Pool Maintenance Worker. The total cost reduction due to this reorganization was approximately \$480,000 for the Park Maintenance Workers and \$95,000 for the Pool Maintenance Worker. These savings were partially realized in FY 12-13 and the balance was in FY 13-14. Retiree medical costs were gradually increased to full funding during this same time period and increased \$62,073 in FY 12-13 and \$36,480 in FY 13-14. FY 14-15 reflects of full year of savings from the imposed contract.

Parks Division was moved from Asset Management to the Administrative Service Department in FY 14-15. Eighty percent of the Community Services Superintendent position was transferred to this division while a number of positions remained in the Asset Management Division. Shifting these positions as well as a having full year of contract savings from the imposed MOU resulted in a decrease in salaries and benefits for a total of \$152,039. The first year of Leave fund repayments added \$20,982.

As a savings measure to help close the current General Fund structural deficit in FY 14/15, overtime was reduced by \$7,000.

Operating Expenditures:

Operations and maintenance costs were flat from FY 11-12 to FY 12-13. Contract Services for maintenance of Neighborhood and Community Parks, Greenbelts, Open Space and Athletic Facilities were added in FY 13-14 in the amount of \$365,682 to cover the cost of outside vendors performing park maintenance.

Water costs were added in FY 13-14 for City water and sewer services in the amount of \$1,479,992 with an increase in FY 14-15 of \$66,000 to \$1,545,992. Due to completion of Phase II of the Eoff Easement project, professional Services decreased \$25,633.

FY 14-15 budget savings measures reduced materials and supplies costs including fuel, pesticides, irrigation supplies and safety and equipment supplies of \$20,000.

Interdepartmental Charges:

Fleet related costs were reduced in FY 13-14 by \$78,513. An update to the citywide cost-allocation plan was implemented in FY 14-15, increasing citywide overhead \$29,944.

Capital Expenditures:

FY 13-14 shows an increase to Capital Expenditures for the following: Community Parks controller replacement and flow sensor upgrades; Neighborhood Parks replacement of miscellaneous playground and irrigation equipment; Greenbelts playground equipment at mini greenbelt park; and Little League Fields Irrigation controller upgrade (\$83,279). These one-time expenses were removed in FY 14-15. The \$500,000 for water conservation is located in the Capital Improvements section.

HUMAN RESOURCES & RISK MANAGEMENT – DIVISION 22

HUMAN RESOURCES AND RISK MANAGEMENT DIVISION 22

The Human Resources Division provides responsive employment and personnel services to the City's managers and employees as well as providing information and assistance to external customers and job applicants. The division is responsible for a full range of comprehensive human resources services and programs to enhance efficiency and effectiveness of the organization. Among the divisions responsibilities are recruitment and selection, benefit administration, classification and compensation, risk management, performance management, and conflict resolution. The Human Resources division mission includes:



- Enable the City to remain a pre-eminent public employer, and to develop and retain skilled, diverse, and service-oriented workforce.
- Maintain, develop and monitor department policies to ensure they are legally compliant and based upon sound Human Resources principles.
- Remain the primary contact and resource for all staff members and departments with employment related question and other concerns.

FY 2013-14 ACCOMPLISHMENTS

- Organized a health fair for all city employees.
- Recruited and successfully hired various city positions.
- Coordinated new training opportunities for city employees.
- Completed first phase of employee handbook policy updates.
- Completed first phase of cultural alignment training
- Provided additional supervisory training to all management staff.
- Implemented goals for safety training and Safety Committee.
- Implemented quarterly management meetings to foster interdepartmental communication.

FY 2014-15 GOALS

- Complete negotiations with remaining bargaining groups.
- Pursue technological advances that improve operating efficiencies
- Transfer City-wide evaluation management over to an online system.
- Implement a revised management training program for new supervisors.
- Update and improve an internal employee webpage so employees have access to more information.
- Continue comprehensive review of all City policies.
- Comprehensive review and update of all city job specifications.
- Implement an updated version of new employee orientation process.

PERFORMANCE MEASURE

- Recruit, hire and retain the most qualified people, who possess the necessary knowledge, skills and abilities, as well as a positive attitude and strong work ethic.
- Reduce costs of Liability and Workers' Compensation premiums through an aggressive return to work program to bring as many people back to work on light duty as possible and enhancing the safety committee's role to help reduce on the job injuries.

HUMAN RESOURCES AND RISK MANAGEMENT – DIVISION 22

Revenues by Fund

<u>Source of Funds</u>	11-12 Actual	12-13 Actual	13-14 Adjusted	14-15 Proposed
General Fund Support	579,432	625,079	652,503	588,227
Internal Service Funds	8,299,041	11,025,751	13,134,728	13,018,143
Special Revenue Funds	6,839	0	0	0
Total Revenues	8,885,312	11,650,830	13,787,231	13,606,370

Expenses by Category

<u>Expenditures</u>	11-12 Actual	12-13 Actual	13-14 Adjusted	14-15 Proposed
Salaries & Benefits	702,434	788,142	654,038	696,107
Operations & Maintenance	8,066,955	10,757,037	13,033,206	12,796,693
Interdepartmental Charges	115,923	105,651	99,987	113,570
Capital Outlay	0	0	0	0
Total Expenditures	8,885,312	11,650,830	13,787,231	13,606,370

Budget Highlights

Salaries & Benefits:

From FY 11-12 to 13-14, retiree medical was increased to reach annual full funding. The decrease in Salaries & Benefits category in FY 13-14 was the result of personnel shifts. A Human Resources Assistant position was moved to the City Manager's Office at the beginning of FY 13-14, resulting in savings to this division and an Administrative Aide from the Fiscal Services Division had a percentage of time shifted to Human Resources.

Operating & Maintenance:

Human Resources and Risk Management is responsible for the payment of costs related to pension, retiree medical and City insurance costs including, property and liability, worker's compensation, medical, dental and vision insurances. Money is collected citywide and is deposited into the Internal Service fund from where it is paid. This is why this category accounts for 94 percent of the costs of this division.

In FY 13-14 Professional Service contracts in place for contract negotiations account for a \$125,725 increase, while insurance payments for Dental, Life, Worker's Compensation and Vision were up \$208,513, Retiree Medical increased \$850,600, Employee Medical was up \$832,228. The premium for Auto Liability Insurance also saw an increase of \$101,944.

In FY 14-15, other Professional Services contracts have been reduced by \$161,183 in response to fewer planned executive recruitments and the expectation of completing negotiations with bargaining units.

As a savings measure to help close the current structural deficit in FY 14/15 Professional Services has been further reduced by \$40,000, General Office supplies and communications equipment has been reduced by \$1,600, and Recruitment advertising was reduced by \$2,000.

Interdepartmental Charges:

Interdepartmental service charge expenditures have been relatively constant over time. FY 12-13 saw a decrease in Building maintenance charges and Information Services decreased \$9,678 in FY 13-14. These charges returned to near 11-12 costs in FY 14-15 increasing in total \$12,893.

AQUATICS – DIVISION 23

The Aquatics Division is responsible for the maintenance of 4 pool complexes, including 9 bodies of water and one splash pad, including adhering to all State of California Health and Safety Code regulations. City Aquatics summer programming includes learn to swim programs, recreational swim opportunities, and instructional programs to train lifeguards and swim instructors. In addition, this division manages the Co-Sponsored agreements with 5 aquatic user groups and meets with the Aquatic Council on a quarterly basis.



- Arroyo Pool
- Civic Pool
- Community Pool
- Manor Pool
- Aquatics Programming
- Aquatic Council and Aquatic Co-Sponsored Groups

FY 2013-14 Accomplishments

- Negotiated an agreement with Davis Aquadarts for use of Community Pool for summer 2014 to provide pool space to Aquadarts without impacting other user groups or city programming.
- Continued exploration of a 50m pool at Community Pool by working with the Aquatic Co-Sponsored Groups and a consultant.
- Replacement of the heater at Civic Pool
- Repairs to Community Pool to meet Health and Safety Code regulations.
- Installation of new ADA chair lifts at all pool complexes to meet new ADA standards.
- Recruited and trained 100+ Temporary Part-time employees for Summer Aquatics Programming.
- Oversight and management of over 6,700 hours of pool use by Aquatic user groups and city programming.

FY 2014-15 Goals

- Negotiate an agreement with Davis Aquadarts for year-round lease of Community Pool for a 3-5 year period.
- Re-plaster Civic Lap and Dive pools to maintain Health and Safety code regulations.
- Replace the sand filter system at Civic Pool.
- Replace the pool covers at Civic and Manor pools to reduce loss of heat, keeping energy costs down.
- Implement a new Junior Swim Instructor program to increase future qualified applicants for Swim Instructor positions.

Performance Measure

- All pools passed all safety inspections by Yolo County Health Department and CAL/OSHA.
- All pool maintenance staff and the Community Services Superintendent are Certified Pool Operators.
- Provided swim lessons, aquatic camps, and aquatic certification classes to 1633 participants.
- There were 68,359 rec swim visits to Arroyo and Manor pool during Summer 2013.

AQUATICS – DIVISION 23

Revenues by Fund

<u>Source of Funds</u>	11-12 Actual	12-13 Actual	13-14 Adjusted	14-15 Proposed
General Fund Support	492,212	524,912	338,719	366,927
General Fund Fees & Charges	522,168	504,663	531,879	514,254
Internal Service Funds	42,234	54,212	149,726	144,000
Park Maintenance Tax	200,000	150,000	150,000	150,000
Total Revenues	1,256,614	1,233,787	1,170,324	1,175,181

Expenses by Category

<u>Expenditures</u>	11-12 Actual	12-13 Actual	13-14 Adjusted	14-15 Proposed
Salaries & Benefits	725,918	701,256	532,357	554,634
Operations & Maintenance	377,478	364,342	469,296	413,334
Interdepartmental Charges	110,984	109,642	89,671	87,213
Capital Outlay	42,234	58,547	79,000	120,000
Total Expenditures	1,256,614	1,233,787	1,170,324	1,175,181

Major Budget Highlights

This is a new division that merges the former Pool Maintenance budgets from Division 79 and the Aquatics Programming budget from Division 25 into one division.

Salaries & Benefits:

Decommissioning the Community Pool in FY 11-12 led to reduced staff costs for that pool. The FY 13-14 fluctuation in salaries and benefits is due to a combination of changes. A vacant full time Community Service Coordinator was eliminated; more programs were added to the Community Service Supervisor positions' responsibility thus reducing the amount of time charged to aquatics; and Temporary Part-Time (TPT) salaries were reduced due to less programming as well as the revamping the TPT training program to decrease costs.

FY 14-15 saw an increase in retiree medical costs as well as a slightly higher level of staff hours based on program needs.

Operations & Maintenance:

Materials and supplies realized \$13,798 in savings in FY 12-13. The increase in FY 13-14 is attributed to facility improvements at various pool locations. These improvements include the cost of repairing a chlorine tank and ADA lifts installed at all pool complexes to meet health and safety standards and legal requirements for a total \$70,726.

Interdepartmental Charges:

Interdepartmental charges relatively unchanged from FY 11-12 to 12-13. In FY 13-14 the Division realized reductions in Electrical Maintenance of \$13,208, IS Service of \$3,095 and Fleet costs of \$4,687. In FY 14-15 Building and Electrical Maintenance costs decreased, and non-vehicular replacement cost of \$3,800 were added.

Capital Outlay:

Capital Outlay in Division 23 is usually scheduled replacement expenditures based on the City's Replacement schedule. Capital outlay in FY 13-14 related to the repair of Community Pool and heater at Civil Pool. In FY 14-15 the city will re-plaster Civic Lap and Dive pools to maintain Health and Safety code regulations, replace the sand filter system, as well as other pool facility improvements such as lights, pool covers and chemical controller.

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 2013-14 Accomplishments

- Child Care Services Subsidy Program served 559 families and 933 children.
- Child Care Services Resource & Referral coordinated 16 hours of early childhood education training in Spanish for child care providers.
- Annual Child Development Conference was sold out, over 350 preschool teachers, child care providers and parents attended the event. Twenty-six workshops were offered on a variety of topics ranging from children's challenging behaviors to beginning handwriting skills.

FY 2014-15 Goals

- Provide quality rating scores for child care programs.
- Provide quality child care services to families and community members.
- Work with grant funders to provide a smooth transition of Child Care Services from the City of Davis to new grantees chosen by funders.

Performance Measures

- Child Care Services Subsidy Program provided funding to 559 families so they could go to work or attend school/training.
- Child Care Services Resource & Referral assisted 473 families who needed child care, including 341 parents who needed child care to continue working.
- Child Care Services Resource & Referral provided onsite classroom observations and support to 61 early childhood classrooms to increase the quality of care.



CHILD CARE SERVICES – DIVISION 24

Revenues by Fund

<u>Source of Funds</u>	11-12 Actual	12-13 Actual	13-14 Adjusted	14-15 Proposed
Child Care Funds	6,377,569	5,390,653	6,089,316	6,017,894
Enterprise Funds	0	0	0	0
Total Revenues	6,377,569	5,390,653	6,089,316	6,017,894

Expenses by Category

<u>Expenditures</u>	11-12 Actual	12-13 Actual	13-14 Adjusted	14-15 Proposed
Salaries & Benefits	1,209,308	1,234,228	1,105,484	1,025,070
Operations & Maintenance	4,903,975	3,884,305	4,713,257	4,713,216
Interdepartmental Charges	264,286	272,120	270,575	279,608
Capital Outlay	0	0	0	0
Total Expenditures	6,377,569	5,390,653	6,089,316	6,017,894

Major Budget Highlights

Salaries & Benefits:

From FY 12-13 to FY 13-14 a full-time Eligibility Worker was reduced to 50% and a 75% Child Care Program Assistant was eliminated. In FY 14-15 salary costs have been further reduced due to the elimination of Child Care Financial Supervisor and a Child Care Supervisor position that became vacant in FY 13/14. Some of these vacancies have been back filled with Temporary Part-Time staff.

In FY 14-15 the City will be working with Yolo County to evaluate whether to transition child care services back to Yolo County for administration. At the appropriate time, this decision will be brought before the City Council.

Operations & Maintenance:

FY 12-13 shows a decrease from the prior year in Child Care payments of \$1.1 million from Federal Block Grants, and other subsidies. Payments in FY 13-14 show an increase of \$829,000. The fluctuation in expenditures is directly related to the level of subsidies and grant funding received in support the Child Care programs.

Interdepartmental Charges:

Interdepartmental charges to the Child care program are generally flat from year-to-year.

Capital Outlay:

There are no Capital expenditures.

COMMUNITY SERVICES – DIVISION 25

The Community Services division enriches and enhances resident's lives by providing quality recreational, social and community services programs. The primary goal is to provide and maintain recreation facilities, programs and services that help make people's lives better and the community more healthy, livable and enjoyable.

The Community Services division provides a wide variety of recreational opportunities for residents of all ages, including alternative recreation for persons with disabilities, community events, gymnastics and dance programs, outdoor education, specialty camps, special interest classes, teen and senior services, youth and adult sports, and the rental management of community facilities, athletic fields, park and picnic areas. Community Services also manages the operation of the Davis Community Transit, providing Paratransit services required by the ADA.



- Administration & Emergency Operations
- Alternative Recreation for Persons with Disabilities
- Community Event Planning and Coordination
- Davis Community Transit
- Facility Use Coordination and Operation
- Outdoor Education
- Performing & Visual Arts
- Reasonable Accommodations for Persons with Disabilities
- Recreation & Sports – Adult
- Recreation & Sports – Youth/Teens
- Senior Services
- Volunteer Management
- Recreation & Park Commission
- Senior Citizens Commission



FY 2013-14 ACCOMPLISHMENTS

- Continued 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.
- Expanded planned giving strategies to solicit and grow fund balance for the Recreation & Community Services Program Fund
- Secured \$129,792 in alternative funding through the partnership planned giving program with Yolo and Sacramento Region Community Foundations to support future senior and recreational programming.
- Continued to seek additional partnerships and/or sponsorships with local and regional businesses and service organizations to assist with offsetting program and facility costs.

- Continued to expand and improve upon volunteer opportunities to assist in bridging the reality of shrinking resources and increased public demand.
- Distributed a Request for Qualifications (RFQ) and selected a new promotions designer to reduce ongoing design costs for the seasonal Recreation Schedule and other miscellaneous promotion materials.
- Designed and implemented a new Community Service Facebook page to encourage more interaction with customers.
- Developed a City-wide sponsorship program that includes opportunities for local businesses to support various City programs and services.
- Continued to work cooperatively with the Board of Directors of the Senior Citizens of Davis, Inc. and assist with the organization's repositioning and purpose.
- Davis Community Transit worked in collaboration with Yolobus, Unitrans, and other city entities, to implement a sustainable travel training program for senior and disabled individuals in Davis.

FY 2014-15 GOALS & OBJECTIVES

- Continue implementing additional 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, in conjunction with our community partners.
- Continue expanding planned giving opportunities to 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.
- Evaluate the facility fee rental structure with a goal of increasing the amount of paid rentals from the general public.
- Complete phase 1 of the renovation of Veterans' Memorial Center per the Feasibility Study recommendations.
- Davis Community Transit will work SACOG to update the Short Range Transit Plan.

PERFORMANCE MEASURES

- Increased the number of registrants participating in summer programming by 4% between summer 2012 and 2013.
- Provided over 1,400 hours of reasonable accommodations to 107 distinct individuals with disabilities.
- Provided over 40 financial scholarships to low income families.
- Provided over 3,000 hours of programming to teens and adults with disabilities.
- Over 3,600 registrants participated in gymnastic classes this past year.
- Over 2,600 registrants attended summer camps in summer 2013.
- Over 2,650 service hours were provided by volunteers in summer camps during 2013.
- Camp Putah was at 99% capacity during summer 2013.
- Teen Camp experienced a 20% increase in enrollment compared to summer of 2013.
- 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.
- Davis Community Transit provided over 16,000 trips and drove more than 70,000 service miles.

COMMUNITY SERVICES – DIVISION 25

Revenues by Fund

Source of Funds	11-12 Actual	12-13 Actual	13-14 Adjusted	14-15 Proposed
General Fund Support	2,243,262	2,124,055	2,013,115	1,996,431
Enterprise Funds	473,012	508,547	539,312	566,919
General Fund Fees & Charges	1,574,417	1,580,222	1,683,077	1,638,452
General Fund Grants/Designated Revenue	35,864	23,446	0	0
Internal Service Funds	17,104	37,864	107,745	138,000
Total Revenues	4,343,659	4,274,134	4,343,249	4,339,802

Expenses by Category

Expenditures	11-12 Actual	12-13 Actual	13-14 Adjusted	14-15 Proposed
Salaries & Benefits	3,337,437	3,186,955	3,077,649	3,151,726
Operations & Maintenance	556,527	606,675	794,374	748,846
Interdepartmental Charges	437,091	449,990	427,081	439,230
Capital Outlay	12,604	30,514	44,145	0
Total Expenditures	4,343,659	4,274,134	4,343,249	4,339,802

Major Budget Highlights

This division has been restructured merging some of the programs from the Social Services Division into the Community Services Division and moving the Aquatics programming into one division. In addition to most of the current programming Community Services will now include Senior Citizen Services, Davis Community Transit and Inclusive Participation. Civic Arts and Art in Public Places program has been moved to the Community Development & Sustainability Department.

Salaries & Benefits:

Salaries and benefits declined from FY 11-12 to FY 13-14 as programs were shifted from City staff to outside recreation contracts. The Community Services Manager position was eliminated in FY 12-13. FY 13-14 salaries are lower due to the reduction of a full time Office Assistant II to 75% part time and the elimination of the Community Services Director position.

FY 14-15 costs have increased over the prior year due to the elimination of the Youth Sports Recreational Contract. This change is being offset by additional temporary part-time hours. Davis Community Transit also has included additional temporary part-time staffing hours (\$15,000) made possible by special State transit funds to assist with current service needs for disabled individuals in Davis. In addition, changes to salaries and benefits are reflected in this budget consistent with current contracts with employee groups. Repayment of \$22,993 to the Leave Fund begins in FY 14-15.

Operating Expenditures:

FY 13-14 includes establishing an Endowed Agency Fund with the Sacramento Region Community Foundation for \$10,883 as well as the replacement of the batting cage machines at Playfields Park at a cost of \$19,600. A budget of \$29,000 was included in FY 13-14 for Facility improvements at Veteran's Memorial Theatre which paid for the exterior to be re-stained and the stage replaced. Programming in both Adult and Youth Sports was contracted out and increased the adjusted budget by \$45,049. A feasibility study for Community Pool cost \$11,080, and Webtrak, used for online registration, was updated and customized for \$4,800 following feedback from users.

The Youth Sports Recreational Contract of \$44,894 has been eliminated in FY 14-15. The program will continue to be provided with the help of Volunteers and Temporary Part-Time staff to offset program costs. As part of the budget cuts Professional Services has been reduced by \$10,000. Savings from a vacant custodial position was transferred to contractual services at the Senior Center (\$55,746).

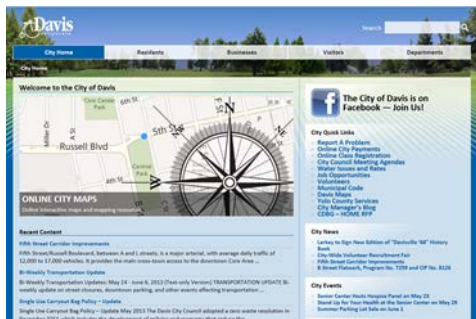
Interdepartmental Charges:

No significant changes.

Capital Outlay:

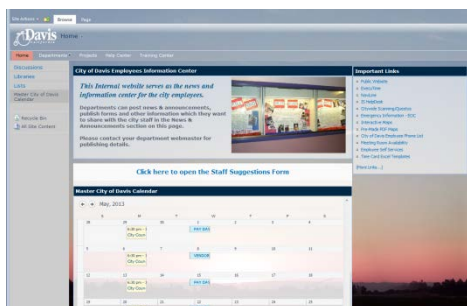
Facility replacement costs drive the Capital outlay expenditures in Community services. These are scheduled as part of a replacement schedule The Veterans' Memorial Center HVAC replacement and the Senior Center improvements were completed in FY 13/14.

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 2013-14 ACCOMPLISHMENTS

- Began software feasibility, evaluation and determine single solution vendor for an enterprise resource planning system
- Started citywide in house software training for Staff
- Completed Fire in-unity system replacement
- Completed installation of "CopLink" statewide crime reporting database
- Completed determination of the feasibility of VDI and begin pilot
- Completed 21+ major enterprise software upgrades
- Advanced Phase 2 VoIP project reduction of unnecessary AT&T POTS lines
- Continued increased server virtualization and consolidation
- Completed citywide helpdesk upgrade/conversion to KACE
- Completed wireless network upgrade at City Hall and PD
- Completed plan of core network switch replacement to include Davis Joint Unified School District
- Completed the replacement postage processing system
- Completed citywide printing and duplicating upgrade
- Start upgrade of expiring OS releases

- Upgraded City Hall Direct Access\Remote access servers
- Converted the city and PD file servers to version 2012 R2 and implemented Data Deduplications which saved 500 gigabytes of space
- Installed a new Cisco UCS blade server with a Nimble storage system
- Migrated Motorola radio server at PD to our virtual environment

FY 2014-15 GOALS

- Conduct operational review of Information Systems Division
- Complete upgrade of expiring OS releases
- Continue implementation of new website
- Continue implementation of CRM
- Continue process of examining/acquiring single solutions vendor for an enterprise resource planning system
 - Install IBM Cognos Business Intelligence reporting software
 - Upgrade Click2Gov Core
 - Install C2G Business License
 - Install C2G Building Permits
- Network upgrade
 - Replace core switch shared by DJUSD and the City
 - Reconfigure PD network to private addressing
- Move virtual desktops from Beta to production
- Complete wireless upgrade of Senior Center facility
- Complete technology upgrade of the Veterans Memorial Center facility
- Continue increased server virtualization and consolidation.
- Continue Phase 2 VoIP project reduction of unnecessary AT&T POTS lines
- Continue software feasibility, evaluation and determine single solution vendor for an enterprise resource planning system
- Continue citywide in house software training for Staff
- Transfer Fire RMS system to UCD
- Upgrade PD Direct Access\Remote access servers

PERFORMANCE MEASURE

Support/Manage/Maintain

- 18+ sites with 38+ buildings
- 35+ police/Fire/PW in-car systems
- 8 SANs (Storage Area Networks)
- 70 servers with over an 90% virtual server environment
- 85+ switches/routers
- 432 desktop/laptops/tablets
- 8 gateways
- 600+ single/multi line VoIP units/systems locally and remotely
- 3219 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>	11-12 Actual	12-13 Actual	13-14 Adjusted	14-15 Proposed
General Fund Support	179,502	149,337	159,547	251,846
Internal Service Funds	2,128,417	2,413,020	2,711,748	2,784,887
Public Safety Srv Fee/Tax	0	135,113	0	0
Special Revenue Funds	24,064	12,655	155,134	133,333
Total Revenues	2,331,983	2,710,125	3,026,429	3,170,066

Expenses by Category

<u>Expenditures</u>	11-12 Actual	12-13 Actual	13-14 Adjusted	14-15 Proposed
Salaries & Benefits	1,179,827	1,283,865	1,328,965	1,344,734
Operations & Maintenance	717,186	709,584	1,080,159	987,346
Interdepartmental Charges	305,891	266,516	268,205	293,886
Capital Outlay	129,079	450,160	349,100	544,100
Total Expenditures	2,331,983	2,710,125	3,026,429	3,170,066

Major Budget Highlights

Salaries & Benefits:

From FY 11-12 to 13-14 Retiree medical costs were increased in order to reach annual full funding. Salary costs are also higher in FY 13-14 due in part to the transfer of a Program Aide from Media Services to Information Systems. A MIS System Analyst position was changed from a full-time position to 75 percent; and a 75 percent Support Service Technician was reduced to 50 percent. Repayment of \$8,659 to the Leave Fund was also included in FY 14-15.

Temporary Part-Time hours used to hire specialized IT help of \$1,000 was eliminated as a savings measure to help close the current General Fund structural deficit in FY 14/15.

Operating Expenditures:

In FY 13-14 Professional Service contracts show an increase of \$240,000 over the prior year. A portion of this increase was added for the City's financial software and for the remodel of the City's Website. In addition, Maintenance and Repair service contracts increased \$122,000.

A reduction of Postage funding of \$31,271 was an additional cost reduction in FY 14-15 to help close the structural gap as well as the removal of some Public Works and Public Safety equipment from a maintenance contract for a savings of \$14,783.

In FY 14-15 a supplemental request for funding in the amount of \$82,000 was approved for the 'Click2Gov' software enhancement. This product allows for credit card processing in programs such as Utilities, Business Licenses and Building Permits.

Interdepartmental Charges:

Building maintenance charges decreased \$18,712 in FY 12-13, overhead support decreased \$10,810 and Fleet Services decreased \$4,583. Building maintenance costs were increased again in FY 14-15 by \$16,493 and fleet by \$6,149.

Capital Expenditures:

An increase in FY 12-13 of \$321,000 funded continued citywide personal computer, software and telephone replacements. PC replacement costs in FY 13-14 were \$170,800 with software replacement set at an annual amount of \$87,000. PC replacement costs are up \$250,000 from previous year amount as the City prepares a network upgrade replacing the core switch shared with Davis Joint Unified School District.

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 2013-14 ACCOMPLISHMENTS

- Completed an update of the Citywide cost allocation study that provided a current spread of citywide overhead from central service departments like Administrative Services and the City Manager's Office to those programs that use these services.
- Presented quarterly budget updates to City Council based on monthly monitoring of multi-year forecast to strive for long term fiscal stability
- Completed an update the Fiscal Model for new development and used this model to estimate the fiscal effects of a large new development project in the City.
- Supported departments in working through budget related issues stemming from reorganizations and the development of reduction scenarios to address the current structural shortfall.
- 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.
- Implemented the roll out of the City's budgetary information on the Opengov.com website with four years of budget data.
- Performed an update to the budget funding database to improve functionality and allow for automated creation of budget reports not previously available.

FY 2014-15 GOALS

- Conduct master fee update.
- Update the financial forecasting model used to estimate future revenue and expenditures.
- Update the look and organization of the budget document
- Complete the Development Impact Fee model update.

PERFORMANCE MEASURE

- Completion of the master fee updates
- Analysis of the financial forecasts for relative accuracy to actual results.

BUDGET & FINANCIAL PLANNING – DIVISION 27

Revenues by Fund

<u>Source of Funds</u>	11-12 Actual	12-13 Actual	13-14 Adjusted	14-15 Proposed
General Fund Support	374,951	331,342	413,461	354,122
Development Impact Fees	60,470	73,495	105,815	72,956
Enterprise Funds	0	0	0	47,664
Total Revenues	435,421	404,837	519,276	474,742

Expenses by Category

<u>Expenditures</u>	11-12 Actual	12-13 Actual	13-14 Adjusted	14-15 Proposed
Salaries & Benefits	404,349	355,497	367,218	400,046
Operations & Maintenance	1,793	26,139	118,237	40,714
Interdepartmental Charges	29,279	23,201	33,821	33,982
Capital Outlay	0	0	0	0
Total Expenditures	435,421	404,837	519,276	474,742

Major Budget Highlights

Salaries & Benefits:

FY 12-13 saw a decrease in salaries as a result of a shift in staffing to the Fiscal Services division in support of Accounts Payable. Overall costs in FY 14-15 have increased \$32,828. This is due to a change in 125 Plan elections by staff, salaries and benefits reflecting current contracts with employee groups, and the Leave Fund repayment.

In FY 14-15 the Budget Manager priorities have partially shifted from General Fund programs to provide additional financial support of major capital infrastructure projects such as the Alternative Water Supply and Wastewater Treatment Plant and support Public Works. This has resulted in a portion of funding for this position to be moved to various enterprise funds.

Operating Expenditures:

Operations and Maintenance costs have fluctuated due to a number of professional service contracts in support of updates to a series of key fiscal models. Beginning in FY 12-13 these projects have included funding for Professional Services contracts related to updates of the Development Impact Fee model, Fiscal Model, as well as updating the City's Cost Allocation Plan. In FY 14-15 the City's user fees will be updated.

Interdepartmental Charges:

Interdepartmental service charges have remained relatively steady.

Capital Outlay:

There are no Capital expenditures.

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 2013-14 ACCOMPLISHMENTS

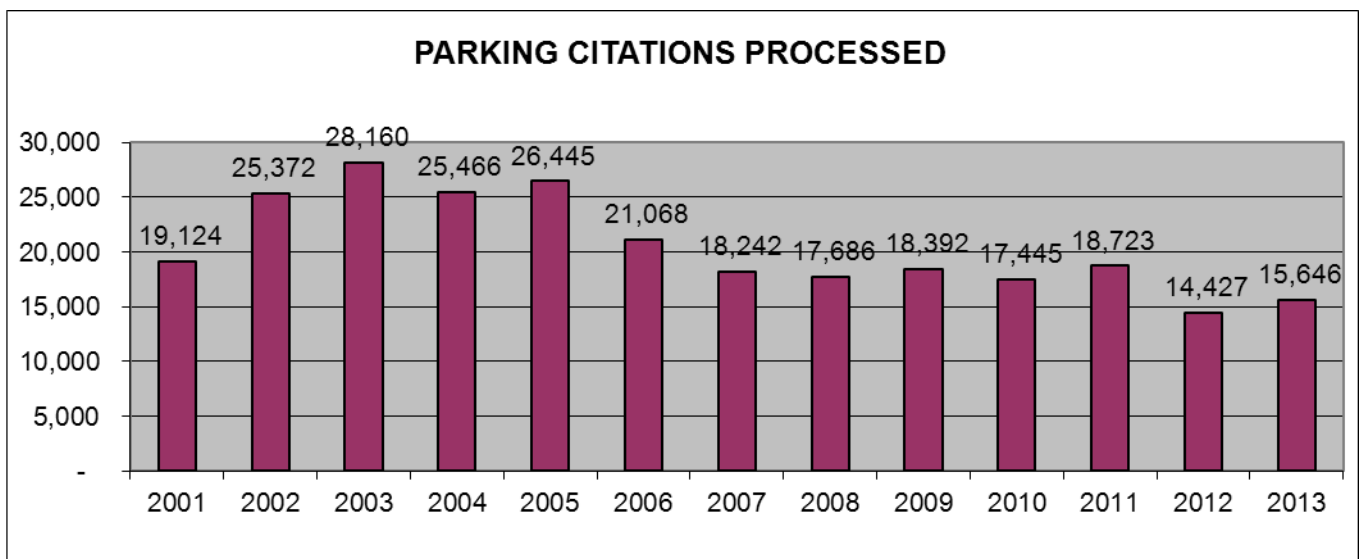
- Applied for Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting for the Fiscal Year 2012-2013 Comprehensive Annual Financial Report (CAFR).
- Transitioned to a monthly city services billing (16,259 accounts).
- Completed a review of all the City’s funds.
- Updated policies and procedures to incorporate all GASB and GAAP requirements.
- Implemented low income program for water customers.
- Reviewed banking relationship to improve efficiency through use of enhanced technology and reduced fees.

FY 2014-15 GOALS

- Examine ways to use e-notification and e-billing.
- Realign staff responsibilities and organization to increase efficiency, effectiveness and service to the community and other departments.
- Ensure schedules and analyses are done in a timely manner.
- Implement electronic funds transfers (EFT) for accounts payable payments to streamline City processes and reduce costs.
- Improve investment diversification and earnings in accordance with Investment Policy as market opportunities arise.
- Evaluate lockbox service city services billing to determine whether it could increase efficiency through use of automated systems while reducing costs.
- Implement online payment services available to citizens on City website to enhance customer service, streamline processes and reduce costs.
- Implement upgrade to financial information system software.
- Expand processes for electronic document retention.
- Continue to support City transparency through reporting and website.

PERFORMANCE MEASURE

- Maintain solid financial practices and a “clean” unqualified audit opinion in spite of reduced staffing levels by taking advantage of technological efficiencies and re-evaluating processes to meet current needs.
- Publish Comprehensive Annual Financial Report within 150 days following fiscal year end.
- Provide Quarterly Investment Report to City council within 30 days following the end of the quarter.
- Complete monthly bank reconciliations within 30 days of month end.
- Reduce accounts payable processing costs through electronic payment programs.
- Reduce postage and printing costs for city services billing through electronic billing.



FISCAL SERVICES – DIVISION 28

Revenues by Fund

<u>Source of Funds</u>	11-12 Actual	12-13 Actual	13-14 Adjusted	14-15 Proposed
General Fund Support	1,109,557	1,139,322	1,093,949	1,047,187
Debt Service Funds	70,000	70,058	69,647	70,000
Development Impact Fees	34,104	34,260	54,635	56,184
Enterprise Funds	453,494	423,709	864,224	908,276
General Fund Fees & Charges	(1,707)	7,628	4,800	3,920
General Fund Grants/Designated Revenue	247,682	288,833	285,600	312,329
Internal Service Funds	0	8,178	0	0
Public Safety Srv Fee/Tax	63,955	59,755	47,001	49,890
Special Revenue Funds	5,683	5,764	5,236	5,500
Total Revenues	1,982,768	2,037,507	2,425,092	2,453,286

Expenses by Category

<u>Expenditures</u>	11-12 Actual	12-13 Actual	13-14 Adjusted	14-15 Proposed
Salaries & Benefits	1,190,011	1,204,046	1,276,804	1,343,864
Operations & Maintenance	458,592	503,560	751,904	717,909
Interdepartmental Charges	334,165	329,901	396,384	391,513
Capital Outlay	0	0	0	0
Total Expenditures	1,982,768	2,037,507	2,425,092	2,453,286

Major Budget Highlights

Salaries & Benefits:

FY 12-13 saw an increase in salaries as a result of a shift in staffing from the Budget and Financial Planning division to support Accounts Payable. In FY 13-14 a Financial Supervisor position was eliminated. In addition, a budget adjustment transferred \$20,000 to Human Resources Division for the recruitment of the vacant Finance Administrator position, and \$10,000 was transferred to Community Development Department and used to fund a portion of a grant to Explorit Science Center.

FY 14-15 saw an increase in salaries and benefits reflecting current contracts with employee groups, and Leave Fund repayments began in FY 14-15 for an additional increase of \$8,295.

Operating Expenses:

In FY 13-14 Credit Card processing charges and the Professional Services contract with Alexander Enterprises for bill printing and mailing increased \$176,730 as a result of the transition to monthly utility billing.

A \$3,500 cost saving reduction in Contract Services for assistance in the Business License program during peak collections has been eliminated. Volunteers will be used in place of temporary part-time positions.

Costs for Sales Tax contractual auditing in FY 14-15 have been reduced by \$25,000. Also a decrease of \$20,000 in funding for contract services was made.

Interdepartmental Charges:

IS Service charges increased in FY 13-14 by \$36,908.

Capital Outlay:

There are no Capital expenditures.