

Operating Programs



OPERATING PROGRAMS

The core of the budget is presented within the operating programs. Appropriations for FY14-15 are detailed by operating programs within these pages.

For comparative purposes, the budget data is shown as Approved for FY14-15 along with the *Actual* data for FY11-12, FY12-13, and with the adopted budget and *Estimated* data for the current FY13-14.

Program Structure

Most citizens understand that their City government is organized into a number of departments, each rendering a particular service. For example, the Public Works Department maintains city streets and parks, while the Police Department provides a variety of police services. Each City department in turn is organized into a number of divisions or offices.

For budget purposes, each department consists of a number of operating programs, which serve as the basic units of the City's operating budget. Under the City's program budget, the budget is organized around programs, which focus upon particular services provided by the City. This arrangement of operating programs to build the operating budget is called the program structure. In this budget, the structure consists of departments, divisions, and the operating programs.

The City's budget is not organized by funding sources. Funding sources can extend across the departments and operating programs. However, separate tallies are made so that funding sources can be summarized at the citywide and departmental level.

Operating Budget Summary

The Operating Budget Summary on pages E3 and E4 show the total of the operating budget for FY14-15. Page E3 shows the operating budget by department. Page E4 shows the operating budget by objects and by funding sources respectively. Also, on page E3, a summary is provided of the Full-Time Equivalent (FTE) count of total City staffing by department.

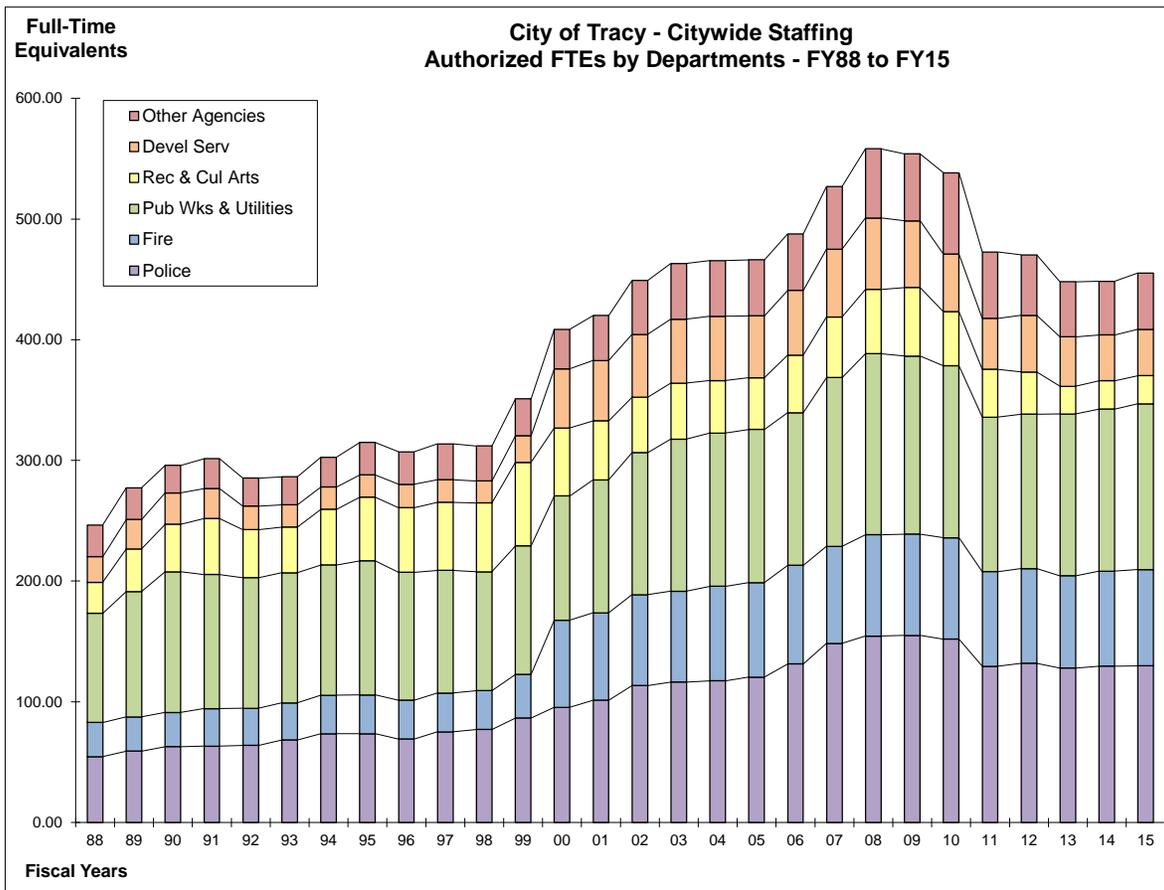
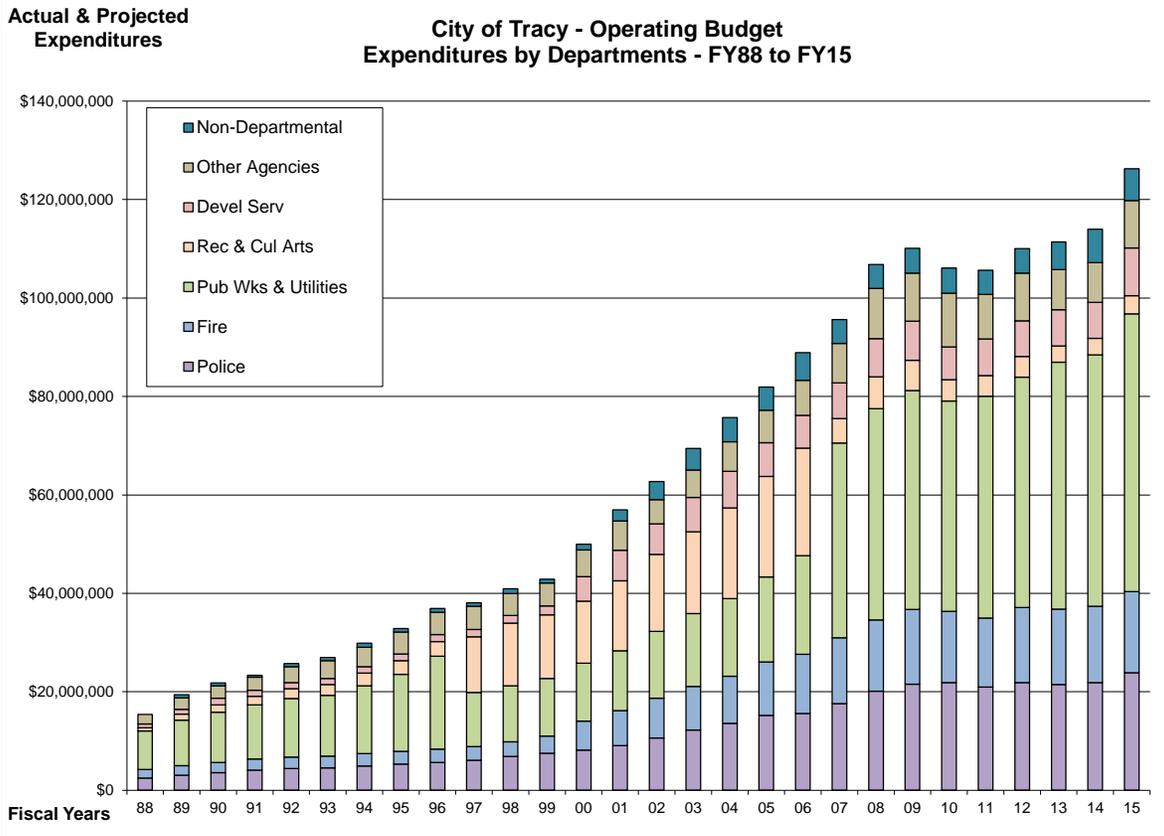
Operating Budget Graphs

Graphs are provided, showing the operating budget trends and proportional allocations by department, object category, funding sources, and staffing.

City Organizational Chart

Complementing the Operating Budget Summary, an organizational chart for the City government is provided on page E7.

OPERATING BUDGET HISTORY						
All Funds	Adopted Budget	Amended Budget	%	Actual Expenditures	%	% of Amended
			Change			
FY10-11	\$110,749,000	\$114,051,851	3.0%	\$105,630,921		92.6%
<i>Annual Change</i>	2.9%	0.6%		4.2%		
FY11-12	\$113,907,350	\$114,679,942	0.7%	\$110,037,962		96.0%
<i>Annual Change</i>	-0.1%	1.3%		1.3%		
FY12-13	\$113,836,710	\$116,195,848	2.1%	\$111,425,602		95.9%
<i>Annual Change</i>	4.07%	3.7%		2.3%		
FY 13-14	\$118,474,750	\$120,544,185	1.7%	\$113,987,940	1*	94.6%
<i>Annual Change</i>	6.6%					
FY14-15	\$126,270,560	2*				
General Fund						
FY10-11	\$47,504,540	\$48,832,531	2.8%	\$45,656,599		93.5%
<i>Annual Change</i>	4.0%	1.9%		5.3%		
FY11-12	\$49,408,150	\$49,779,317	0.8%	\$48,054,433		96.5%
<i>Annual Change</i>	0.6%	2.1%		0.7%		
FY12-13	\$49,703,820	\$50,845,495	2.3%	\$48,410,390		97.2%
<i>Annual Change</i>	2.2%	2.1%		.6%		
FY 13-14	\$50,775,440	\$51,900,281	2.2%	\$48,756,220	1*	93.7%
<i>Annual Change</i>	11.1%					
FY14-15	\$56,422,850	2*				
1* - Estimated Expenditures (year not yet completed)						
2* - Budget for New Year						

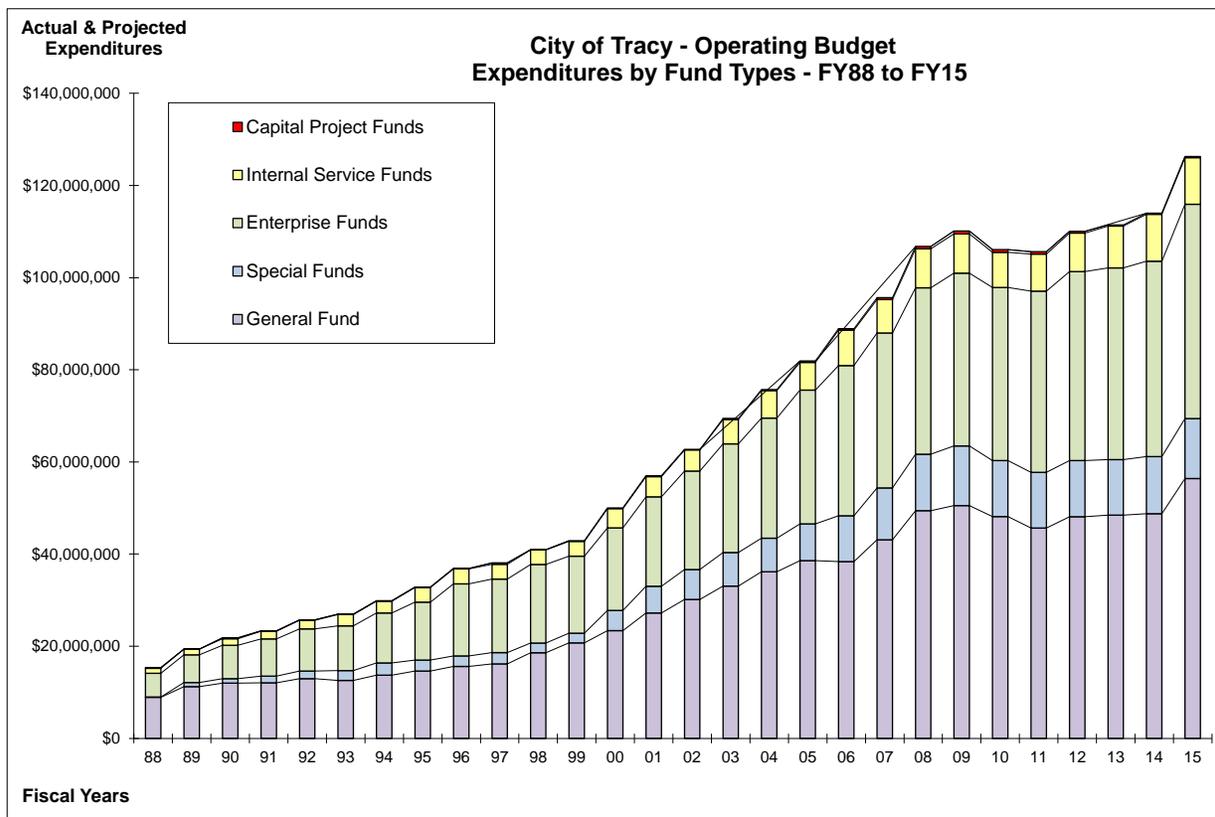
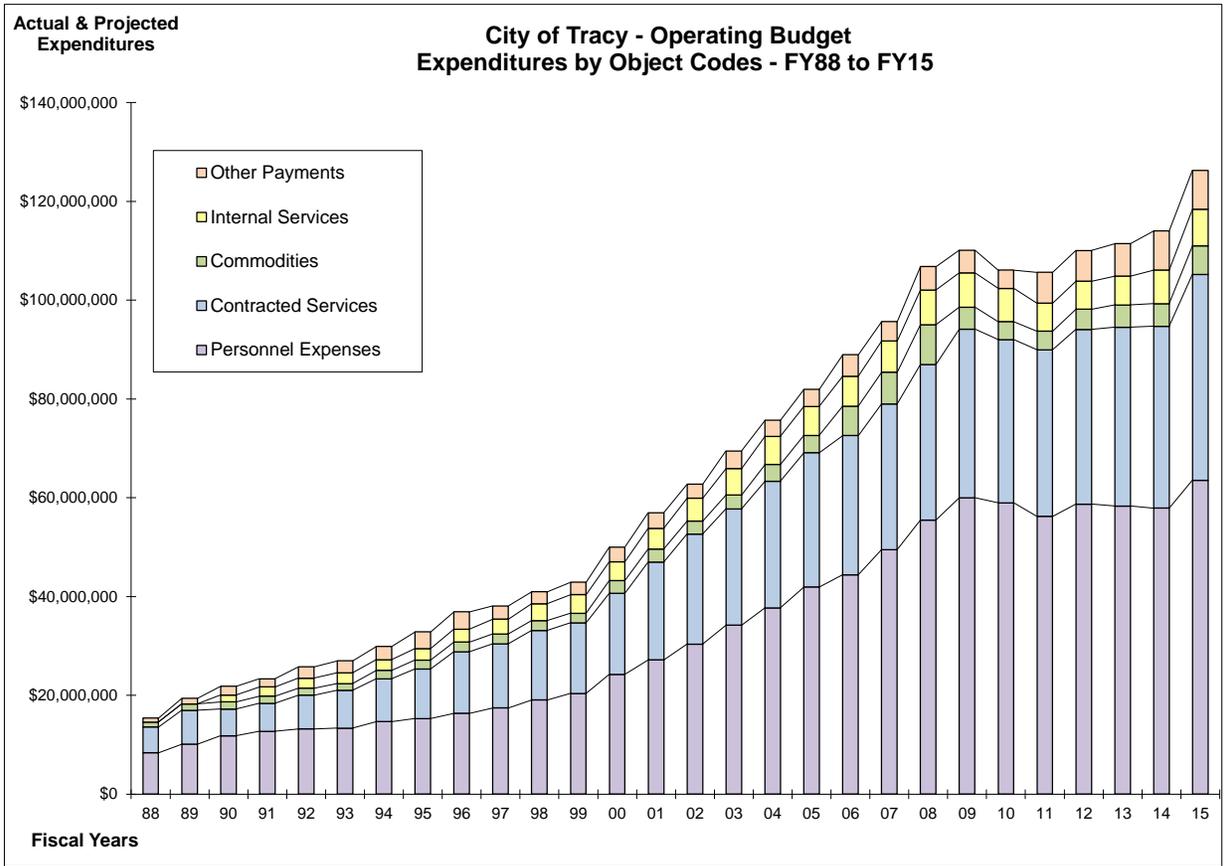


OPERATING EXPENDITURES BY DEPARTMENT	FY11-12 \$ Actual	FY12-13 \$ Actual	% Cost Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Cost Change	FY14-15 \$ Approved	% Budget Change
51000 - Police	21,893,215	21,487,012	-1.9%	22,805,350	21,876,490	95.9%	1.8%	23,883,090	4.7%
52000 - Fire	15,230,215	15,325,322	0.6%	15,582,200	15,483,320	99.4%	1.0%	16,456,970	5.6%
53000 - Public Works	33,498,788	36,312,791	8.4%	39,465,320	37,486,910	95.0%	3.2%	41,252,840	4.5%
54000 - Utilities	13,323,131	13,837,007	3.9%	14,354,010	13,588,910	94.7%	-1.8%	15,176,550	5.7%
55000 - Parks & Community Services	4,195,165	0	-100.0%	0	0			0	
56000 - Development Services	7,226,194	7,380,415	2.1%	7,696,830	7,299,780	94.8%	-1.1%	9,732,900	26.5%
58100 - City Council	90,644	93,529	3.2%	104,400	111,530	106.8%	19.2%	126,000	20.7%
58200 - City Attorney's Office	762,642	751,680	-1.4%	856,270	764,230	89.3%	1.7%	879,560	2.7%
58300 - City Manager's Office	3,014,185	1,852,239	-38.5%	1,841,010	1,782,570	96.8%	-3.8%	1,991,630	8.2%
58550 - Recreation & Cultural Arts	0	3,284,804		3,548,560	3,350,390	94.4%	2.0%	3,664,250	3.3%
58400 - Administrative Services	5,804,196	5,432,916	-6.4%	5,789,290	5,484,690	94.7%	1.0%	6,611,690	14.2%
59000 - Non-Departmental Group	4,999,587	5,667,887	13.4%	6,431,510	6,759,120	105.1%	19.3%	6,495,080	1.0%
Operating Budget Total	110,037,962	111,425,602	1.3%	118,474,750	113,987,940	96.2%	2.3%	126,270,560	6.6%
Amended Budget	114,679,942	116,195,848	1.3%		120,544,185		3.7%	over 2 years	8.7%
% of Amended Spent	95.95%	95.89%			94.56%				
						Base Budget >>		118,281,650	-0.2%
						Augmentations >>		7,988,910	6.8%
CITY STAFFING BY DEPARTMENT	FY11-12 Approved	FY12-13 Approved	% Cost Change	FY13-14 Adopted	FY13-14 Approved	% of Budget	% Cost Change	FY14-15 Approved	% Change
51000 - Police	131.94	127.95	-3.0%	129.51	129.51	100.0%	1.2%	129.86	0.3%
52000 - Fire	78.45	76.45	-2.5%	78.70	78.70	100.0%	2.9%	79.70	1.3%
53000 - Public Works	78.09	85.29	9.2%	85.09	85.09	100.0%	-0.2%	88.05	3.5%
54000 - Utilities	49.81	48.81	-2.0%	48.81	49.31	101.0%	1.0%	49.35	0.1%
55000 - Parks & Community Services	34.95	0.00	-100.0%	0.00	0.00			0.00	
56000 - Development Services	46.90	40.90	-12.8%	37.90	37.90	100.0%	-7.3%	38.35	1.2%
58100 - City Council	1.00	1.00	0.0%	1.00	1.00	100.0%	0.0%	1.00	0.0%
58200 - City Attorney's Office	4.00	4.00	0.0%	4.00	4.00	100.0%	0.0%	4.00	0.0%
58300 - City Manager's Office	15.25	9.15	-40.0%	9.00	9.00	100.0%	-1.6%	9.00	0.0%
58550 - Recreation & Cultural Arts	0.00	22.95		22.95	23.45	102.2%	2.2%	23.25	-0.9%
58400 - Administrative Services	29.95	31.45	5.0%	29.45	30.45	103.4%	-3.2%	32.70	7.4%
Total - Full-Time Equivalents	470.34	447.95	-4.8%	446.41	448.41	100.4%	0.1%	455.26	1.5%

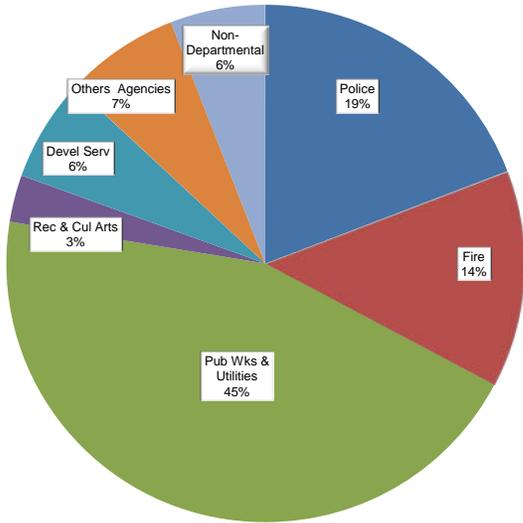
COMMENTARY**City Staffing**

	FY10-11	Full-Time Regulars	Others Staffing	Total FTEs
As adopted for FY13-14, the City operating budget represents a 6.3% increase over FY12-13 expenditures.	427.00	427.00	45.64	472.64
Net Change		2.00	-4.30	
As proposed for FY14-15, the City operating budget would increase about 6.6% over adopted budget for FY13-14. But also, it would represent 8.7% increase over the FY12-13 amended budget.	429.00	429.00	41.34	470.34
Net Change		-15.00	-7.39	
The base component of the proposed budget represents a 0.2% decrease from the adopted FY13-14 budget. Budget augmentations, including equipment acquisition items, total to \$7,988,910 and represent a 6.8% increase over the base component.	414.00	414.00	33.95	447.95
Net Change		0.00	0.46	
	413.00	413.00	33.41	446.41
Net Change		1.00	1.00	
	414.00	414.00	34.41	448.41
Net Change		6.00	0.85	
	420.00	420.00	35.26	455.26

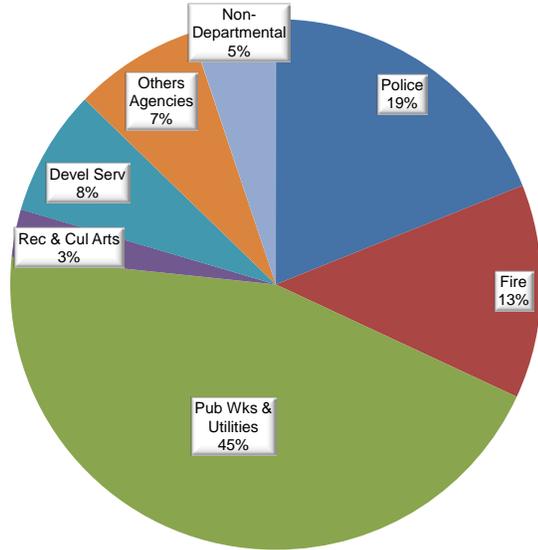
OPERATING EXPENDITURES BY OBJECT CATEGORY	FY11-12 \$ Actual	FY12-13 \$ Actual	% Cost Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Cost Change	FY14-15 \$ Approved	% Budget Change
Personnel Expenses	58,706,788	58,309,839	-0.7%	60,239,780	57,888,220	96.1%	-0.7%	63,540,980	5.5%
Contracted Services	35,367,572	36,218,864	2.4%	38,579,030	36,818,740	95.4%	1.7%	41,661,580	8.0%
Commodities	4,077,757	4,498,250	10.3%	4,943,280	4,570,350	92.5%	1.6%	5,770,270	16.7%
Internal Charges	5,655,793	5,814,111	2.8%	6,846,880	6,788,630	99.1%	16.8%	7,406,860	8.2%
Other Payments	6,230,052	6,584,538	5.7%	7,865,780	7,922,000	100.7%	20.3%	7,890,870	0.3%
Operating Budget Total	110,037,962	111,425,602	1.3%	118,474,750	113,987,940	96.2%	2.3%	126,270,560	6.6%
OPERATING EXPENDITURES BY FUNDING SOURCE	FY11-12 \$ Actual	FY12-13 \$ Actual	% Cost Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Cost Change	FY14-15 \$ Approved	% Budget Change
General Fund									
101 - General Fund	48,098,159	48,455,851	0.7%	50,775,440	48,756,220	96.0%	0.6%	56,422,650	11.1%
Special Revenue Funds									
211 - South County Fire Authority	6,815,688	6,767,408	-0.7%	6,726,440	6,798,600	101.1%	0.5%	6,811,420	1.3%
221 - Downtown Improvement Dist	117,144	113,974	-2.7%	117,200	114,150	97.4%	0.2%	117,200	0.0%
222 - Parking District	0	0		0	0			0	
231 - Asset Seizure Fund	21,784	79,008	262.7%	8,000	8,000	100.0%	-89.9%	16,900	111.3%
24x - TDA & Gas Tax Funds	2,602,309	2,843,796	9.3%	2,994,440	2,867,810	95.8%	0.8%	3,012,910	0.6%
26x - Com Devel Block Grant	77,599	173,036	123.0%	342,770	342,000	99.8%	97.6%	312,370	-8.9%
271 - Landscaping Districts	2,141,890	1,958,522	-8.6%	3,083,560	2,143,340	69.5%	9.4%	2,601,120	-15.6%
281 - CDA Housing & Successor	306,039	0	-100.0%	0	0			0	
295 - Pub ED/Govt Cable TV	102,628	118,340	15.3%	116,140	120,780	104.0%	2.1%	139,320	20.0%
Capital Project Funds									
318 - CDA & Suc Ag Funds 3xx	369,706	233,446	-36.9%	250,000	235,000	94.0%	0.7%	250,000	0.0%
3xx - Other Capital Projects Funds	10,000	0	-100.0%	0	0			0	
Enterprise Funds									
511 - Water Fund	12,582,255	12,889,979	2.4%	13,338,740	12,979,790	97.3%	0.7%	13,901,070	4.2%
521 - Wastewater Fund	7,325,116	7,314,805	-0.1%	8,198,520	7,520,320	91.7%	2.8%	8,525,070	4.0%
531 - Solid Waste Fund	18,584,710	18,822,159	1.3%	19,385,010	19,157,230	98.8%	1.8%	20,196,940	4.2%
541 - Drainage Fund	458,483	535,091	16.7%	629,790	489,010	77.6%	-8.6%	636,600	1.1%
561 - Airport Fund	409,951	357,186	-12.9%	366,550	374,440	102.2%	4.8%	882,050	140.6%
571 - Transit Fund	1,663,790	1,685,138	1.3%	1,961,850	1,899,020	96.8%	12.7%	2,330,210	18.8%
Internal Service Funds									
601 - Central Garage Fund	1,273,171	1,440,229	13.1%	1,491,620	1,464,230	98.2%	1.7%	1,566,760	5.0%
602 - Central Services Fund	1,352,140	1,500,122	10.9%	1,517,650	1,498,850	98.8%	-0.1%	1,647,710	8.6%
605 - Eqpt Acquisition Fund	146,992	207,774	41.4%	733,690	718,250	97.9%	245.7%	627,910	-14.4%
606 - Vehicle Acquisition Fund	458,217	665,221	45.2%	1,058,000	1,329,950	125.7%	99.9%	342,960	-67.6%
615 - Building Maintenance Fund	978,304	741,963	-24.2%	859,470	815,070	94.8%	9.9%	925,050	7.6%
627 - Self Insurance Fund	4,141,887	4,522,554	9.2%	4,519,870	4,355,880	96.4%	-3.7%	5,004,340	10.7%
Other Minor Funds	0	0		0	0			0	
Operating Budget Total	110,037,962	111,425,602	1.3%	118,474,750	113,987,940	96.2%	2.3%	126,270,560	6.6%



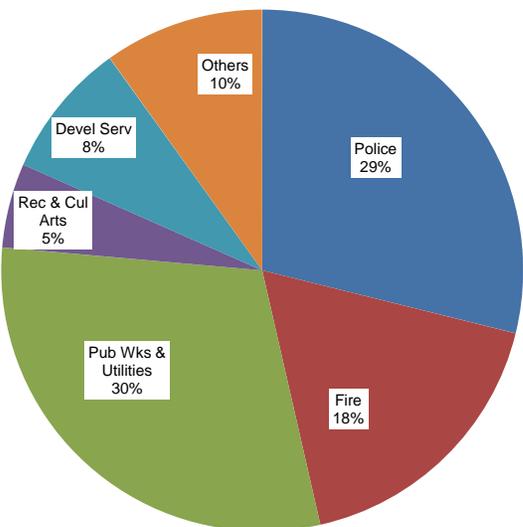
City of Tracy - Operating Budget Expenditures by Departments - FY13-14



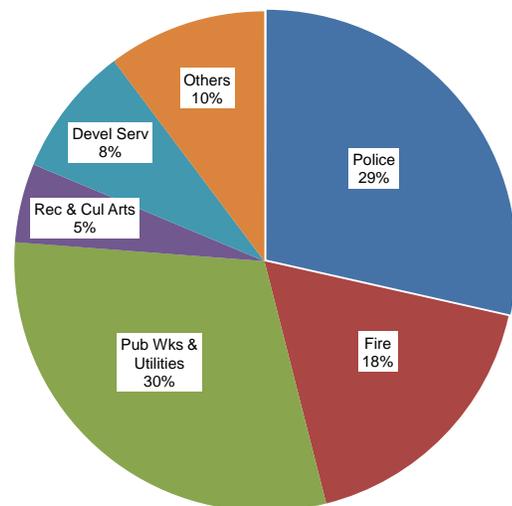
City of Tracy - Operating Budget Expenditures by Departments - FY14-15



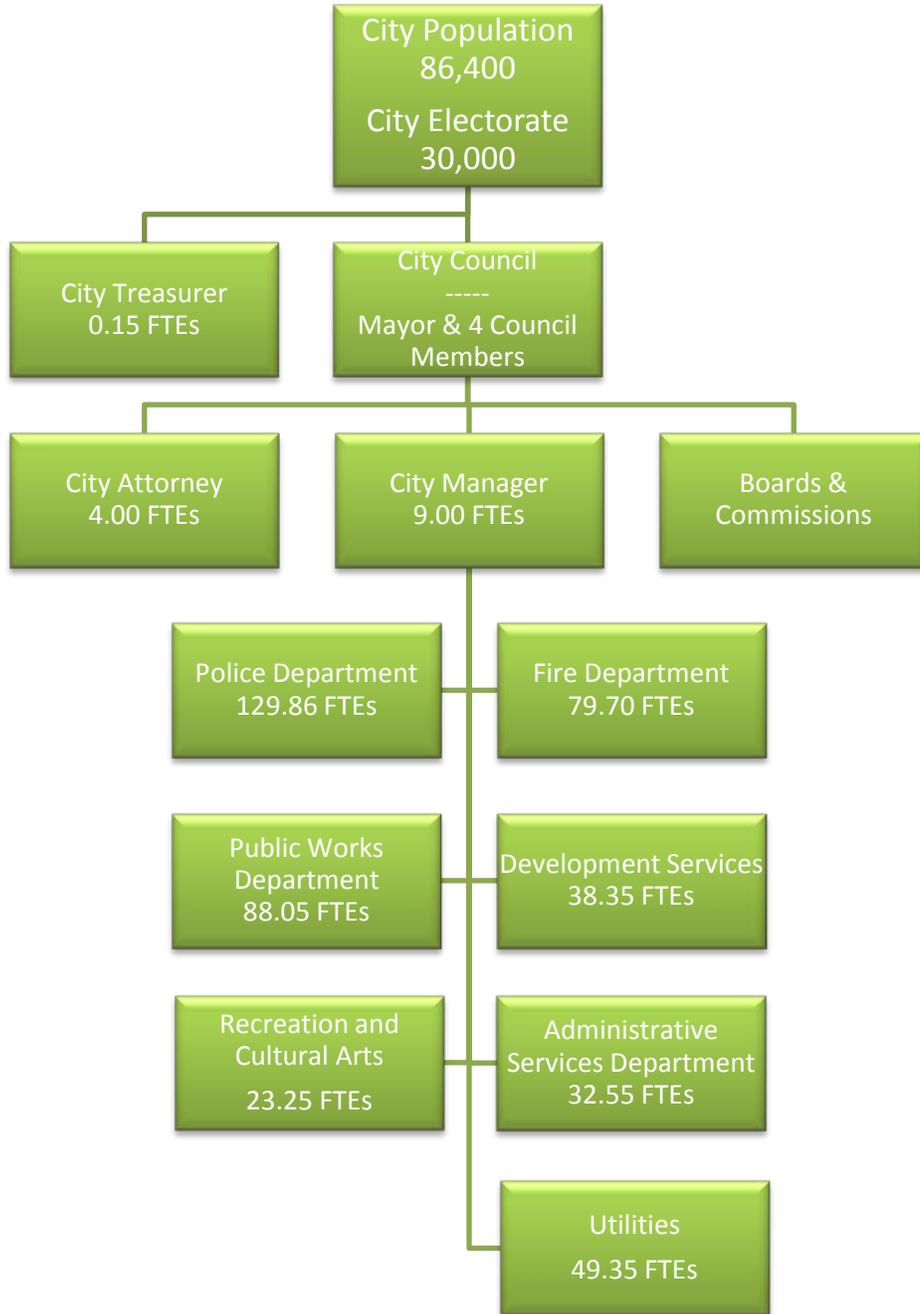
City of Tracy - Citywide Staffing Authorized FTEs - FY13-14



City of Tracy - Citywide Staffing Authorized FTEs - FY14-15



City of Tracy ORGANIZATIONAL CHART Fiscal Year 14-15



Operating Budget Analysis – Part A

The Operating Budget Analysis-Part A on page E9. This table shows the historical incremental growth/change of the City's operating budget from the FY11-12 adopted budget through to the adopted FY14-15 budget. It details the City's budget by objects showing annual increments in terms of base increments and augmentations which then become first the base budget and then the adopted budget. Also, it shows the actual budget used at year-end compared to the adopted budget.

The key elements of the increments are as follows:

- The base increment for personnel expenses represent annual pay raises and salary and benefit adjustments.
- The base increments for other objects represent annual cost adjustments for inflation and usage.
- Normally, operating budgets have annual increases. But, due to the economic downturn, the increment for FY11-12 and FY12-13 show cutbacks in base budget. However, in FY13-14 and FY14-15, there are increases in personnel expenses (PERS and Health Insurance, commodities (fuel), and internal charges).
- Base augmentation for personnel expenses represent the cost of new staffing, reclassifications, or added overtime or temporary hours.
- Base augmentations for other objects represent added monies for operational enhancements for program expansion, work improvements, and/or new activities.
- Negative figures mean base reductions. The negative figures for equipment outlays in the base reflect one- time major equipment purchases which are treated as augmentations.

Operating Budget Analysis - Part B

The Operating Budget Analysis - Part B on page E10. This table is similar to Part A. It shows the historical incremental growth/change of the City's operating budget from the FY11-12 adopted budget through to the adopted FY14-15 budget, but it details the budget by the fund groups of the City's operating budget, instead of by objects.

Operating Budget Analysis – Part C

The Operating Budget Analysis Part C on pages E11 and E12 is similar to Part A and Part B. However, the budget is detailed by department.

Operating Budget Analysis - Part D

The table on page E13 provides an analysis of the proposed budget which contrasts the base budget and budget augmentations which increase the budget beyond normal increment; and thus highlight the major changes in the proposed operating budget.

The table "Operating Budget Analysis-Part D" is organized by department, broken down by their key components, by object category, and by fund groups. The base budget figures for FY14-15 are shown along with the proposed budget augmentations and compared to the current year adopted budget and two prior fiscal years of actual expenditures. The analysis highlights the base budget of \$118,281,650 contrasted with \$7,988,910 in augmentations.

In FY14-15, as the analysis shows, the base budget for the total City operating budget represents a 0.2% decrease from the FY13-14 adopted budget. Usually, it is an increase. While personnel expenses, commodities, and internal charges are up; other costs are down. The base for the General Fund though is up 3.8%.

Budget augmentations for FY14-15 for the total City operating budget show a 6.8% increase over the base budget; personnel expenses will show a 1.6% increase. For the General Fund, budget augmentations show a 7% increase over the base. These increases are due to added positions.

As the table shows, the biggest augmentation for FY14-15 is for the Building Division followed by the solid waste and transit programs in the Public Works Department. In terms of objects, the biggest augmentation is contracted services and other payments. In terms of funding source, the biggest augmentations are in the General Fund.

Operating Budget - All Departments Historical Budget Increments, Augmentations, and Usage

Operating Budget By Object	Prior Year Adopted Budgets	<<<<< Base Increment & Augmentations >>>>>					New Year Adopted Budgets		Actual Budget Use	
		Base Increment	% Change	\$ Base Budget	\$ Budget Augments	% Base	FY11-12 \$ Budget	% Change	FY11-12 \$ Actual	% Used
FY11-12 Budget >>	FY10-11 \$ Budget									
Personnel Expenses	58,271,120	1,358,260	2.3%	59,629,380	219,070	0.4%	59,848,450	2.7%	58,706,788	98.1%
Contracted Services	36,434,320	1,120,620	3.1%	37,554,940	1,103,080	2.9%	38,658,020	6.1%	35,367,572	91.5%
Commodities	4,402,420	-27,500	-0.6%	4,374,920	405,280	9.3%	4,780,200	8.6%	4,077,757	85.3%
Internal Charges	5,853,070	-8,980	-0.2%	5,844,090	176,180	3.0%	6,020,270	2.9%	5,655,793	93.9%
Other Payments	5,593,970	-2,400,490	-42.9%	3,193,480	178,700	5.6%	3,372,180	-39.7%	5,206,887	154.4%
Equipment Outlays	1,194,100	-834,500	-69.9%	359,600	868,630	241.6%	1,228,230	2.9%	1,023,165	83.3%
Oper Budget Total	111,749,000	-792,590	-0.7%	110,956,410	2,950,940	2.7%	113,907,350	1.9%	110,037,962	96.6%
FY12-13 Budget >>	FY11-12 \$ Budget									
Personnel Expenses	59,848,450	1,445,500	2.4%	61,293,950	-1,818,800	-3.0%	59,475,150	-0.6%	58,309,839	98.0%
Contracted Services	38,658,020	-3,249,070	-8.4%	35,408,950	760,140	2.1%	36,169,090	-6.4%	36,218,864	100.1%
Commodities	4,780,200	-244,980	-5.1%	4,535,220	175,390	3.9%	4,710,610	-1.5%	4,498,250	95.5%
Internal Charges	6,020,270	-81,220	-1.3%	5,939,050	44,150	0.7%	5,983,200	-0.6%	5,814,111	97.2%
Other Payments	3,372,180	2,323,680	68.9%	5,695,860	174,940	3.1%	5,870,800	74.1%	5,286,766	90.1%
Equipment Outlays	1,228,230	-858,230	-69.9%	370,000	1,257,860	340.0%	1,627,860	32.5%	1,297,772	79.7%
Oper Budget Total	113,907,350	-664,320	-0.6%	113,243,030	593,680	0.5%	113,836,710	-0.1%	111,425,602	97.9%
FY13-14 Budget >>	FY12-13 \$ Budget									
Personnel Expenses	59,475,150	333,220	0.6%	59,808,370	431,410	0.7%	60,239,780	1.3%	57,888,220	96.1%
Contracted Services	36,169,090	-129,570	-0.4%	36,039,520	2,539,510	7.0%	38,579,030	6.7%	36,818,740	95.4%
Commodities	4,710,610	130,620	2.8%	4,841,230	102,050	2.1%	4,943,280	4.9%	4,570,350	92.5%
Internal Charges	5,983,200	853,880	14.3%	6,837,080	9,800	0.1%	6,846,880	14.4%	6,788,630	99.1%
Other Payments	5,870,800	-188,040	-3.2%	5,682,760	280,830	4.9%	5,963,590	1.6%	5,502,500	92.3%
Equipment Outlays	1,627,860	-1,245,860	-76.5%	382,000	1,520,190	398.0%	1,902,190	16.9%	2,419,500	127.2%
Oper Budget Total	113,836,710	-245,750	-0.2%	113,590,960	4,883,790	4.3%	118,474,750	4.1%	113,987,940	96.2%
FY14-15 Adopted Budget >>	FY13-14 \$ Budget									
Personnel Expenses	60,239,780	2,320,160	3.9%	62,559,940	981,040	1.6%	63,540,980	5.5%		
Contracted Services	38,579,030	-1,246,590	-3.2%	37,332,440	4,329,140	11.6%	41,661,580	8.0%		
Commodities	4,943,280	49,980	1.0%	4,993,260	777,010	15.6%	5,770,270	16.7%		
Internal Charges	6,846,880	339,840	5.0%	7,186,720	220,140	3.1%	7,406,860	8.2%		
Other Payments	5,963,590	-166,300	-2.8%	5,797,290	944,500	16.3%	6,741,790	13.0%		
Equipment Outlays	1,902,190	-1,490,190	-78.3%	412,000	737,080		1,149,080	-39.6%		
Oper Budget Total	118,474,750	-193,100	-0.2%	118,281,650	7,988,910	6.8%	126,270,560	6.6%		

Operating Budget - All Funds

Historical Budget Increments, Augmentations, and Usage

Operating Budget By Fund Groups	Prior Year Adopted Budgets	<<<<< Base Increment & Augmentations >>>>>					New Year Adopted Budgets		Actual Budget Use	
		Base Increment	% Change	\$ Base Budget	\$ Budget Augments	% Base	FY11-12 \$ Budget	% Change	FY11-12 \$ Actual	% Used
FY11-12 Budget >>	FY10-11 \$ Budget									
General Fund	47,504,540	1,072,860	2.3%	48,577,400	830,750	1.7%	49,408,150	4.0%	48,098,159	97.3%
Special Revenue Funds	12,944,060	-76,700	-0.6%	12,867,360	253,630	2.0%	13,120,990	1.4%	12,185,081	92.9%
Enterprise Funds	42,375,670	-1,205,850	-2.8%	41,169,820	1,075,360	2.6%	42,245,180	-0.3%	41,024,305	97.1%
Internal Service Funds	8,322,990	-476,980	-5.7%	7,846,010	813,200	10.4%	8,659,210	4.0%	8,350,711	96.4%
Capital & Other Funds	601,740	-105,920	-17.6%	495,820	-22,000	-4.4%	473,820	-21.3%	379,706	80.1%
Oper Budget Total	111,749,000	-792,590	-0.7%	110,956,410	2,950,940	2.7%	113,907,350	1.9%	110,037,962	96.6%
FY12-13 Budget >>	FY11-12 \$ Budget									
General Fund	49,408,150	453,040	0.9%	49,861,190	-157,370	-0.3%	49,703,820	0.6%	48,455,851	97.5%
Special Revenue Funds	13,120,990	68,000	0.5%	13,188,990	-585,600	-4.4%	12,603,390	-3.9%	12,054,084	95.6%
Enterprise Funds	42,245,180	-434,770	-1.0%	41,810,410	503,160	1.2%	42,313,570	0.2%	41,604,358	98.3%
Internal Service Funds	8,659,210	-632,750	-7.3%	8,026,460	939,470	11.7%	8,965,930	3.5%	9,077,863	101.2%
Capital & Other Funds	473,820	-117,840	-24.9%	355,980	-105,980	-29.8%	250,000	-47.2%	233,446	93.4%
Oper Budget Total	113,907,350	-664,320	-0.6%	113,243,030	593,680	0.5%	113,836,710	-0.1%	111,425,602	97.9%
FY13-14 Budget >>	FY12-13 \$ Budget									
General Fund	49,703,820	133,800	0.3%	49,837,620	937,820	1.9%	50,775,440	2.2%	48,756,220	96.0%
Special Revenue Funds	12,603,390	-70,590	-0.6%	12,532,800	855,750	6.8%	13,388,550	6.2%	12,394,680	92.6%
Enterprise Funds	42,313,570	276,460	0.7%	42,590,030	1,290,430	3.0%	43,880,460	3.7%	42,419,810	96.7%
Internal Service Funds	8,965,930	-585,420	-6.5%	8,380,510	1,799,790	21.5%	10,180,300	13.5%	10,182,230	100.0%
Capital & Other Funds	250,000	0	0.0%	250,000	0	0.0%	250,000	0.0%	235,000	94.0%
Oper Budget Total	113,836,710	-245,750	-0.2%	113,590,960	4,883,790	4.3%	118,474,750	4.1%	113,987,940	96.2%
FY14-15 Adopted Budget >>	FY13-14 \$ Budget									
General Fund	50,775,440	1,940,990	3.8%	52,716,430	3,706,220	7.0%	56,422,650	11.1%		
Special Revenue Funds	13,388,550	-979,070	-7.3%	12,409,480	601,760	4.8%	13,011,240	-2.8%		
Enterprise Funds	43,880,460	-190,060	-0.4%	43,690,400	2,781,540	6.4%	46,471,940	5.9%		
Internal Service Funds	10,180,300	-964,960	-9.5%	9,215,340	899,390	9.8%	10,114,730	-0.6%		
Capital & Other Funds	250,000	0	0.0%	250,000	0	0.0%	250,000	0.0%		
Oper Budget Total	118,474,750	-193,100	-0.2%	118,281,650	7,988,910	6.8%	126,270,560	6.6%		

Notes:

1. The Base Increment for personnel expenses represents annual **salary/benefit adjustments**.
2. The Base Increment for other objects represents the annual **Cost Adjustments** for inflation and usage.
3. Base Augments for personnel expenses represent the costs of **New Staffing** for the department or added overtime or temporary hours.
4. Base Augments for other objects represent **Operational Enhancements** for program expansion, work improvement, and new activities.

Operating Budget - All Departments Historical Budget Increments, Augmentations, and Usage

Operating Budget By Department	Prior Year Adopted Budgets	<<<< Base Increment & Augmentations >>>>					New Year Adopted Budgets		Actual Budget Use	
		Base Increment	% Change	\$ Base Budget	\$ Budget Augments	% Change	FY11-12 \$ Budget	% Change	FY11-12 \$ Actual	% Used
FY11-12 Budget >>	FY10-11 \$ Budget									
Police	20,999,790	1,086,700	5.2%	22,086,490	344,360	1.6%	22,430,850	6.8%	21,893,215	97.6%
Fire	14,613,400	582,430	4.0%	15,195,830	31,880	0.2%	15,227,710	4.2%	15,230,215	100.0%
Public Works	48,890,710	-1,288,480	-2.6%	47,602,230	972,270	2.0%	48,574,500	-0.6%	33,498,788	69.0%
Parks & Comm Serv	4,742,810	-72,400	-1.5%	4,670,410	126,130	2.7%	4,796,540	1.1%	4,195,165	87.5%
Development Services	7,963,910	-144,340	-1.8%	7,819,570	293,330	3.8%	8,112,900	1.9%	7,226,194	89.1%
City Manager's Office	3,107,220	-184,430	-5.9%	2,922,790	-15,310	-0.5%	2,907,480	-6.4%	3,014,185	103.7%
Human Resources	1,231,490	-23,000	-1.9%	1,208,490	0	0.0%	1,208,490	-1.9%	1,092,690	90.4%
Admin Services	4,429,930	-99,480	-2.2%	4,330,450	329,650	7.6%	4,660,100	5.2%	5,804,196	124.6%
Other Agencies	5,769,740	-649,590	-11.3%	5,120,150	868,630	17.0%	5,988,780	3.8%	18,083,314	302.0%
Oper Budget Total	111,749,000	-792,590	-0.7%	110,956,410	2,950,940	2.7%	113,907,350	1.9%	110,037,962	96.6%
FY12-13 Budget >>	FY11-12 \$ Budget									
Police	22,430,850	401,330	1.8%	22,832,180	-600,690	-2.6%	22,231,490	-0.9%	21,487,012	96.7%
Fire	15,227,710	186,570	1.2%	15,414,280	-185,080	-1.2%	15,229,200	0.0%	15,325,322	100.6%
Public Works	48,574,500	346,100	0.7%	48,920,600	2,406,370	4.9%	51,326,970	5.7%	36,312,791	70.7%
Parks & Comm Serv	4,796,540	-2,791,820	-58.2%	2,004,720	-2,004,720	#####	0	#####	0	
Devel & Engineering	8,112,900	-351,580	-4.3%	7,761,320	-484,740	-6.2%	7,276,580	-10.3%	7,380,415	101.4%
City Manager's Office	2,907,480	-13,200	-0.5%	2,894,280	-1,024,060	-35.4%	1,870,220	-35.7%	1,852,239	99.0%
Recreation & Cul Arts	0	2,422,750		2,422,750	967,320	39.9%	3,390,070		1,092,690	32.2%
Admin Services	5,868,590	195,560	3.3%	6,064,150	17,610	0.3%	6,081,760	3.6%	5,432,916	89.3%
Other Agencies	5,988,780	-1,060,030	-17.7%	4,928,750	1,501,670	30.5%	6,430,420	7.4%	22,542,217	350.6%
Oper Budget Total	113,907,350	-664,320	-0.6%	113,243,030	593,680	0.5%	113,836,710	-0.1%	111,425,602	97.9%
FY13-14 Budget >>	FY12-13 \$ Budget									
Police	22,231,490	394,480	1.8%	22,625,970	179,380	0.8%	22,805,350	2.6%	21,876,490	95.9%
Fire	15,229,200	170,830	1.1%	15,400,030	182,170	1.2%	15,582,200	2.3%	15,483,320	99.4%
Public Works	51,326,970	486,560	0.9%	51,813,530	2,005,800	3.9%	53,819,330	4.9%	37,486,910	69.7%
Devel & Engineering	7,276,580	-121,040	-1.7%	7,155,540	541,290	7.6%	7,696,830	5.8%	7,299,780	94.8%
City Manager's Office	1,870,220	-29,210	-1.6%	1,841,010	0	0.0%	1,841,010	-1.6%	1,782,570	96.8%
Recreation & Cul Arts	3,390,070	142,490	4.2%	3,532,560	16,000	0.5%	3,548,560	4.7%	3,273,490	92.2%
Admin Services	6,081,760	-345,730	-5.7%	5,736,030	53,260	0.9%	5,789,290	-4.8%	5,484,690	94.7%
Other Agencies	6,430,420	-944,130	-14.7%	5,486,290	1,905,890	34.7%	7,392,180	15.0%	21,300,690	288.2%
Oper Budget Total	113,836,710	-245,750	-0.2%	113,590,960	4,883,790	4.3%	118,474,750	4.1%	113,987,940	96.2%

FY14-15 Proposed Budget	FY13-14 \$ Budget	Base Increment	\$ Base Budget	\$ Budget Augments	% Change	FY 14-15 \$ Budget	% Change
Police	\$22,805,350	\$882,250	\$23,687,600	\$195,490	0.80%	\$23,883,090	4.70%
Fire	15,582,200	667,530	16,249,730	207,240	1.30%	16,456,970	5.60%
Public Works	39,465,320	-413,960	39,051,360	2,061,080	5.30%	41,252,840	4.20%
Utilities	14,354,010	81,760	14,435,770	630,580	4.40%	15,176,550	5.70%
Development Services	7,696,830	-460,440	7,236,390	2,476,710	34.20%	9,732,900	26.50%
City Manager's Office	1,841,010	33,270	1,874,280	117,350	6.30%	1,991,630	8.20%
Recreation & Cultural Arts	3,548,560	47,310	3,595,870	68,380	1.90%	3,664,250	3.30%
Administrative Services	5,789,290	139,070	5,928,360	683,330	11.50%	6,609,690	14.20%
Other Agencies	7,392,180	-1,169,890	6,222,290	1,418,350	22.80%	7,500,640	1.50%
Operating Budget Total	\$118,474,750	-\$193,1000	\$118,281,650	\$7,858,510	6.6%	\$126,720,560	6.6%

Operating Budget Carryovers

As mentioned on page C2, outstanding encumbrances from the prior fiscal year's operating budget are eligible to be carried over at the end of the fiscal year. However, the approved expenditure figures for FY14-15, shown on the following pages, reflect only new appropriations and do not include any such carryovers.

During the first quarter of the new fiscal year, a determination will be made as to what encumbrances must be carried forward in the financial system into the new fiscal year. Also, a separate determination is made for what amount of budget authority is to be carried forward for these encumbrances and then added to the approved operating budget. Generally, operating budget carry forwards of budget authority are allowed for only onetime items such as equipment purchases and special projects. Encumbrances for routine purchases and services are carried forward but without budget authority. They must be paid for out of the new appropriations of the new fiscal years.

It is anticipated that such carryovers, from FY13-14 into FY14-15 will not exceed \$750,000. Such carryovers are generally assumed within the estimated expenditure figures for FY13-14.

Budget authority, and their percent over the adopted budget, carried over for the operating budget into prior fiscal years, and their percent of the new adopted operating budget were as follows:

FY 07-08	\$1,608,184	1.40%
FY 08-09	\$1,031,207	0.85%
FY 09-10	\$1,298,363	1.08%
FY 10-11	\$733,391	0.66%
FY 11-12	\$526,923	0.46%
FY 12-13	\$184,883	0.16%
FY 13-14	\$842,415	0.71%

Operating Budget Supplementals

After adoption and after the carryovers have been made, the operating budget can be increased by supplemental appropriations. Supplementals are usually needed to cover expenses for unforeseen events, unanticipated grants, higher than expected work volumes and mid-year adjustments. Supplemental appropriations must be approved by the City Council. In prior years, supplemental appropriations, and their percent of the adopted operating budget, were as follows:

FY 07-08	\$2,524,779	2.20%
FY 08-09	\$1,237,469	1.00%
FY 09-10	\$980,707	0.80%
FY 10-11	\$1,569,460	1.40%
FY 11-12	\$203,930	0.18%
FY 12-13	\$2,152,855	1.90%
FY 13-14	\$1,253,840	1.06%

OPERATING BUDGET BY DEPARTMENTS	FY11-12	FY12-13	%	FY13-14	%	FY14-15	%	FY14-15	% over
	\$ Actual	\$ Actual	Change	\$ Adopted	Change	\$ Base Budget	Change	\$ Bud Augment	Base
51000 - Police	21,893,215	21,487,012	-1.9%	22,805,350	6.1%	23,687,600	3.9%	195,490	0.8%
52000 - Fire	15,230,215	15,325,322	0.6%	15,582,200	1.7%	16,249,730	4.3%	207,240	1.3%
53000 - Public Works									
Pub Wks Admin	604,216	836,520	38.4%	626,350	-25.1%	638,950	2.0%	30,180	4.7%
Internal Maintenance	2,135,805	2,087,462	-2.3%	2,206,350	5.7%	2,228,700	1.0%	143,660	6.4%
Street Maintenance	2,895,648	2,936,151	1.4%	3,275,790	11.6%	3,324,960	1.5%	156,300	4.7%
Parks & Ldsp Maintenance	4,468,743	4,771,218	6.8%	6,347,950	33.0%	5,763,080	-9.2%	96,480	1.7%
Water & Wastewater	5,432,280	5,660,833	4.2%	6,128,220	8.3%	6,189,170	1.0%	100,400	1.6%
Solid Waste	17,962,096	18,138,379	1.0%	18,703,130	3.1%	18,706,640	0.0%	832,660	4.5%
Airport & Transit	1,879,936	1,882,228	0.1%	2,177,530	15.7%	2,199,860	1.0%	841,800	38.3%
54000 - Utilities	13,323,133	13,837,007	3.9%	14,354,010	3.7%	14,435,770	0.6%	740,780	5.1%
56000 - Development Services									
Admin & Planning	1,417,199	1,411,326	-0.4%	1,350,440	-4.3%	1,386,690	2.7%	39,170	2.8%
Building & Code Enforce	1,784,622	1,983,912	11.2%	2,265,670	14.2%	2,008,570	-11.3%	1,257,140	62.6%
Engineering	3,120,210	3,171,271	1.6%	2,857,170	-9.9%	2,951,390	3.3%	867,840	29.4%
Economic Development	298,056	293,450	-1.5%	513,580	75.0%	522,540	1.7%	19,990	3.8%
CDA, Housing, & Downtowr	528,508	347,420	-34.3%	367,200	5.7%	367,200	0.0%	0	0.0%
CDBG Program	77,599	173,036	123.0%	342,770	98.1%	0	-100.0%	312,370	
58000 - Gen Govt Ag									
City Council	90,644	93,529	3.2%	104,400	11.6%	105,780	1.3%	20,220	19.1%
City Attorney's Office	762,642	751,680	-1.4%	856,270	13.9%	876,410	2.4%	3,150	0.4%
City Manager's Office	1,761,932	619,164	-64.9%	1,841,010	197.3%	1,874,280	1.8%	117,350	6.3%
Cultural Arts	1,252,253	1,233,075	-1.5%	1,499,890	21.6%	1,519,350	1.3%	131,710	8.7%
Recreation	2,315,229	3,284,804	41.9%	2,048,670	-37.6%	2,076,520	1.4%	-63,330	-3.0%
58400 - Administrative Services									
Human Resources	1,140,563	1,140,563	0.0%	1,220,920	7.0%	1,245,880	2.0%	246,630	19.8%
Finance	3,391,499	2,901,627	-14.4%	3,152,810	8.7%	3,241,170	2.8%	273,200	8.4%
Information Technology	1,272,134	1,390,726	9.3%	1,415,560	1.8%	1,441,310	1.8%	163,500	11.3%
59000 - Non-Departmental Group									
Equipment Acquisition	1,023,165	1,297,772	26.8%	1,902,190	46.6%	412,000	-78.3%	737,080	178.9%
Self-Insurance	2,967,004	3,443,483	16.1%	3,504,300	1.8%	3,704,300	5.7%	241,700	6.5%
Others	1,009,418	926,632	-8.2%	1,025,020	10.6%	1,123,800	9.6%	276,200	24.6%
Operating Budget Total	110,037,964	111,425,602	1.3%	118,474,750	6.3%	118,281,650	-0.2%	7,988,910	6.8%
OPERATING BUDGET BY OBJECTS	FY11-12	FY12-13	%	FY13-14	%	FY14-15	%	FY14-15	% over
	\$ Actual	\$ Actual	Change	\$ Adopted	Change	\$ Base Budget	Change	\$ Bud Augment	Base
Personnel Expenses	58,706,788	58,309,839	-0.7%	60,239,780	3.3%	62,559,940	3.9%	981,040	1.6%
Contracted Services	35,367,572	36,218,864	2.4%	38,579,030	6.5%	37,332,440	-3.2%	4,329,140	11.6%
Commodities	4,077,757	4,498,250	10.3%	4,943,280	9.9%	4,993,260	1.0%	777,010	15.6%
Internal Charges	5,655,793	5,814,111	2.8%	6,846,880	17.8%	7,186,720	5.0%	220,140	3.1%
Other Payments	6,230,052	6,584,538	5.7%	7,865,780	19.5%	6,209,290	-21.1%	1,681,580	27.1%
Operating Budget Total	110,037,962	111,425,602	1.3%	118,474,750	6.3%	118,281,650	-0.2%	7,988,910	6.8%

OPERATING BUDGET BY FUND GROUPS	FY11-12 \$ Actual	FY12-13 \$ Actual	% Change	FY13-14 \$ Actual	% Change	FY14-15 \$ Actual	% Change	FY14-15 Budget Augmentations	% Over Base
General Fund	\$48,098,159	\$48,455,851	0.7%	\$50,775,440	4.8%	\$52,716,430	3.8%	\$3,706,220	7.0%
Special Revenue Funds	12,185,081	12,054,084	-1.1%	13,388,550	11.1%	12,409,480	-7.3%	601,760	4.8%
Capital Projects Fund	379,706	233,446	-38.5%	250,000	7.1%	250,000	0.0%	0	0.0%
Enterprise Funds	41,024,305	41,604,358	1.4%	43,880,460	5.5%	43,690,400	-0.4%	2,781,540	6.4%
Internal Service Funds	8,350,711	9,077,863	8.7%	10,180,300	12.1%	9,215,340	-9.5%	899,390	9.8%
Operating Budget Total	\$110,037,962	\$111,425,602	1.3%	\$118,474,750	6.3%	118,281,650	-0.2%	7,988,910	6.8%

Departmental Sections

Each City department has its own section within this part of the budget document. A mission statement, a departmental budget summary, budget graph, an organizational chart, recent budget history, departmental accomplishments and projections, base analysis, and key indicators are provided. Afterward, program budget data forms for the departmental operating programs are presented.

Departmental Budget Summary

A Departmental Budget Summary for each department is presented which summarizes the total operating budget for the department for FY13-14. Expenditure data is shown for four fiscal years and detailed by operating program, object category, and funding sources. The summary also provides various graphs highlighting departmental expenditure trends. Also, it details the full-time equivalent count of departmental staffing by position and/or job series. Finally, through the use of meaningful and measurable objectives, each program may later be reviewed in order to determine what objectives were achieved.

Program Budget Data Forms

For each operating program, there is also a program budget data form. This form provides a program description and lists the program's performance objectives for FY 14-15. The form also provides fiscal and staffing data, and a commentary for the program.

Performance Objectives

Each program lists a number of performance objectives regarding the activities of that program. Performance objectives are to clearly set forth the goals and objectives of the program. Through the use of meaningful and measurable objectives, each program may later be reviewed in order to determine what objectives were achieved.

Commentary

The program budget data form provides a brief commentary on any budget trends and changes occurring in FY13-14 or anticipated for FY14-15 that would significantly affect the program.

Fiscal & Staffing Data

In addition to the performance objectives and commentary, the program budget data form provides fiscal and staffing data pertaining to the program. It summarizes the operating expenditures for the program by object category and funding sources. Also, it provides the equivalency factor for program expenditures. Then, it provides a listing of the program staffing.

Departmental Budget Analysis

The Departmental Budget Analysis-Part I tables are similar to the Operating Budget Analysis-Part A on page E9. These tables focus on the budgets showing the historical increment growth/change of the operating budgets of the various departments, detailed by objects.

Also, there are Departmental Budget Analysis-Part II tables included in this document. These tables are similar to the Operating Budget Analysis-Part D table on page E13. They detail a department's budget, broken down by its divisions and/or programs by objects, and funding sources. These tables provide an analysis which contrast the department's base budget and budget augmentations with current year adopted budget and two prior fiscal years of actual expenditures.

POLICE DEPARTMENT

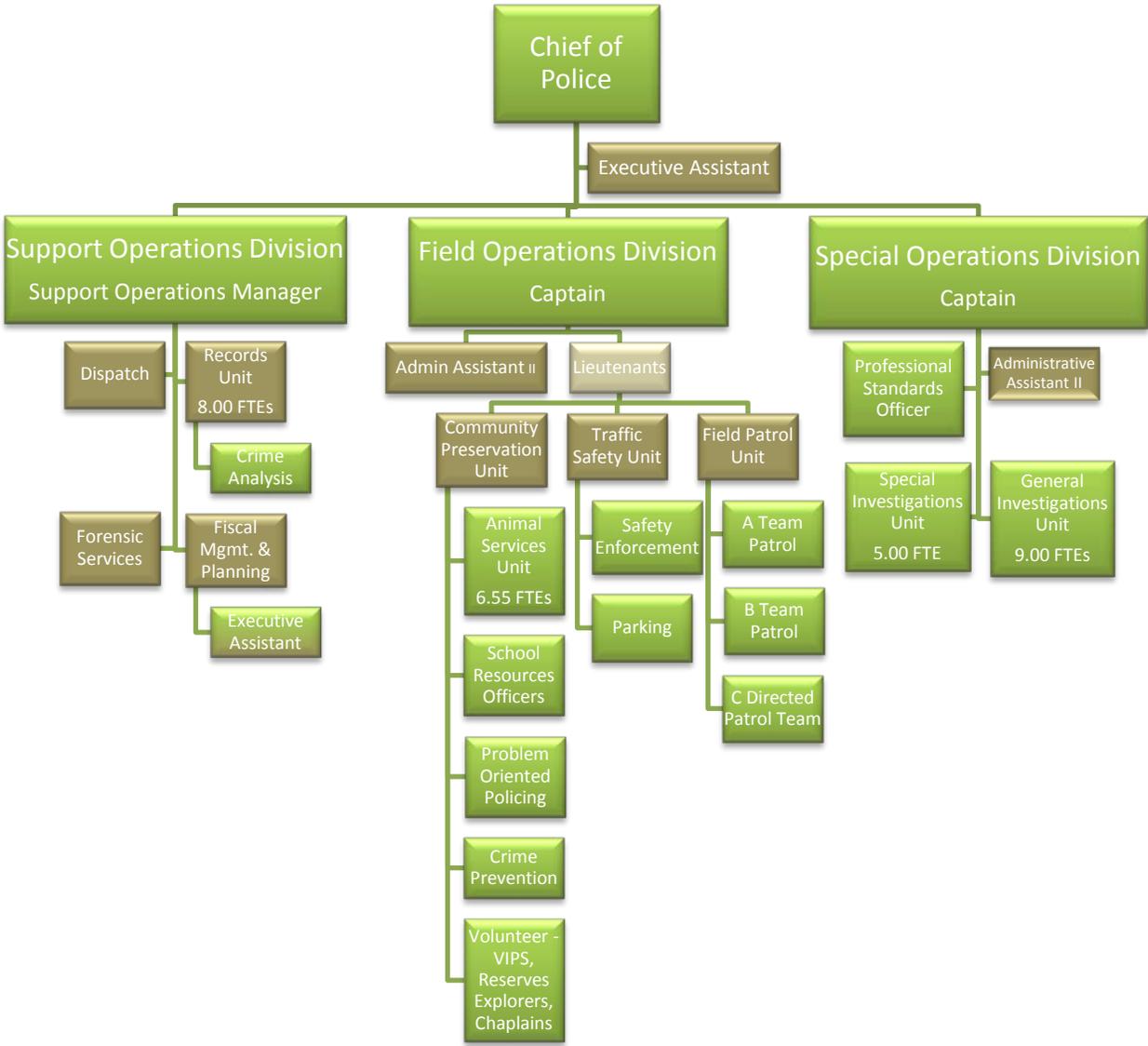
Mission Statement

Committed to Community Partnerships

Department Head

Gary Hampton, Police Chief

City of Tracy
POLICE DEPARTMENT
Fiscal Year 14-15



Department: **51000 - Police Department**

The Police Department provides for law enforcement and public safety within the City through patrol, traffic, investigations, animal control, and communication services.

COMMENTARY

As proposed for FY14-15, the departmental budget will increase about 4.7% over the current year adopted budget, and this represents a 6.7% increase over the FY12-13 amended budget.

The base component of the budget represents a 3.9% increase over the current year adopted budget, while budget augmentations will show a 0.8% increase over the base budget.

In FY12-13, departmental staffing added 1 full-time regular position and 0.56 FTEs in other staffing. In FY14-15, departmental staffing will add 0.35 FTEs of other staffing.

DEPARTMENTAL EXPENDITURES BY PROGRAM	FY11-12 \$ Actual	FY12-13 \$ Actual	% Cost Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Cost Change	FY14-15 \$ Approved	% Budget Change
Chief's Office									
51110 - Police Administration	976,461	680,834	-30.3%	645,770	654,880	101.4%	-3.8%	718,830	11.3%
Field Operations Division									
51210 - Patrol Force	10,313,367	11,108,227	7.7%	11,069,410	10,838,610	97.9%	-2.4%	11,489,970	3.8%
51220 - Traffic Enforcement	938,160	775,135	-17.4%	987,220	967,820	98.0%	24.9%	1,005,970	1.9%
51230 - Parking Enforcement	122,393	149,427	22.1%	187,200	162,350	86.7%	8.6%	191,130	2.1%
51240 - Police Reserves	0	0		0	0			31,000	
51260 - Animal Services	619,471	636,215	2.7%	675,110	607,510	90.0%	-4.5%	701,510	3.9%
51270 - Youth Services	647,800	569,391	-12.1%	662,540	645,160	97.4%	13.3%	679,340	2.5%
51280 - Crime Prevention	666,806	523,069	-21.6%	543,750	523,520	96.3%	0.1%	557,660	2.6%
51290 - School Crossing Guards	192,945	202,728	5.1%	230,000	203,000	88.3%	0.1%	240,000	4.3%
Special Operations Division									
51310 - General Investigations	1,862,244	1,886,934	1.3%	2,125,040	2,058,910	96.9%	9.1%	2,265,950	6.6%
51330 - Special Investigations	1,579,184	1,115,070	-29.4%	1,230,430	1,205,000	97.9%	8.1%	1,293,610	5.1%
51340 - Forensic Services	748,401	699,312	-6.6%	867,500	728,710	84.0%	4.2%	894,380	3.1%
Support Operations Division									
51410 - Police Records	1,143,936	962,903	-15.8%	1,159,350	1,058,890	91.3%	10.0%	1,238,600	6.8%
51460 - Communications	2,082,047	2,177,767	4.6%	2,422,030	2,222,130	91.7%	2.0%	2,575,140	6.3%
Department Total	21,893,215	21,487,012	-1.9%	22,805,350	21,876,490	95.9%	1.8%	23,883,090	4.7%
Amended Budget	22,338,267	22,378,102	0.2%		22,979,755		2.7%		
% of Amended Spent	98.01%	96.02%			95.20%			over 2 years	6.7%
						Base Budget >>		23,687,600	3.9%
						Augmentations >>		195,490	0.8%

Department: 51000 - Police Department (Continued)

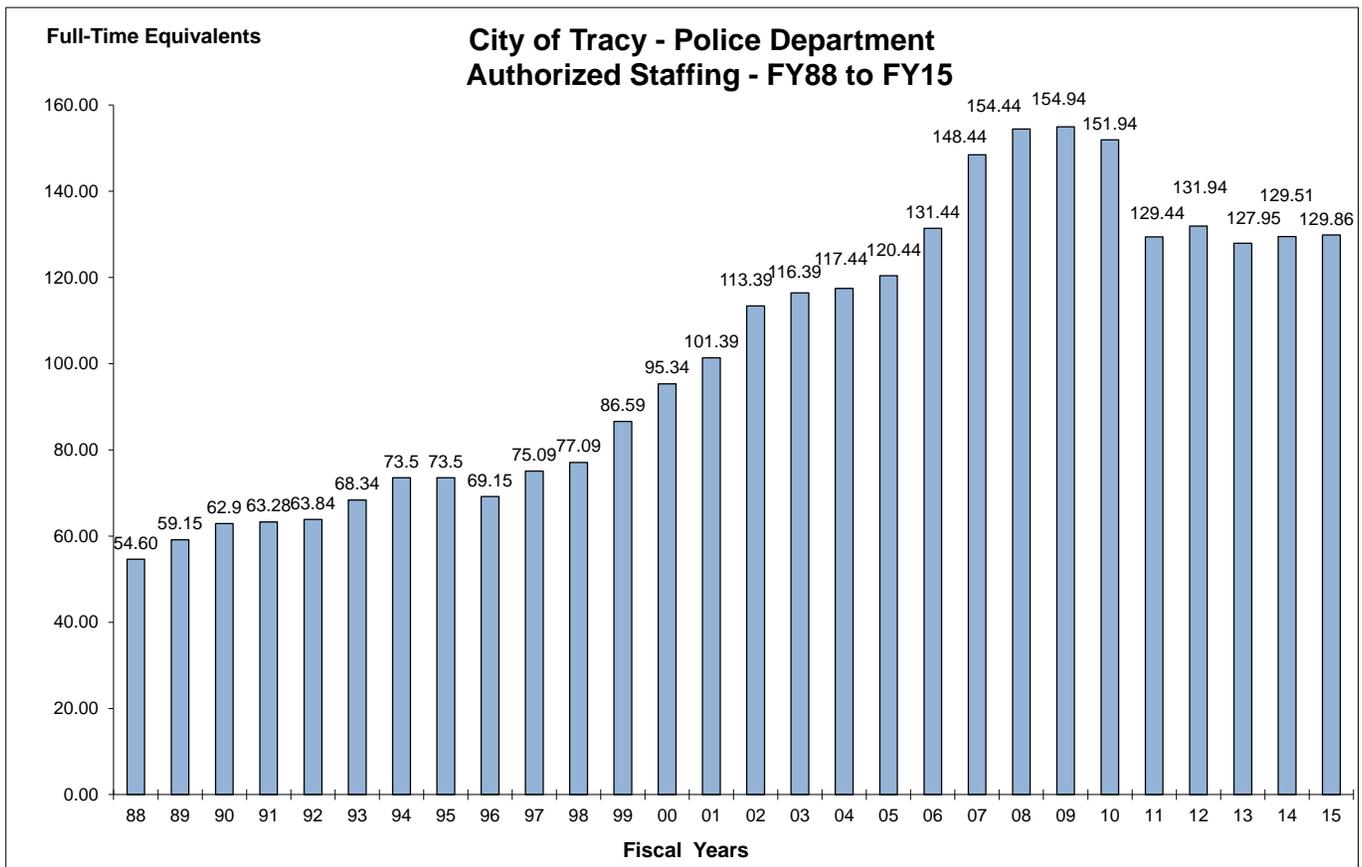
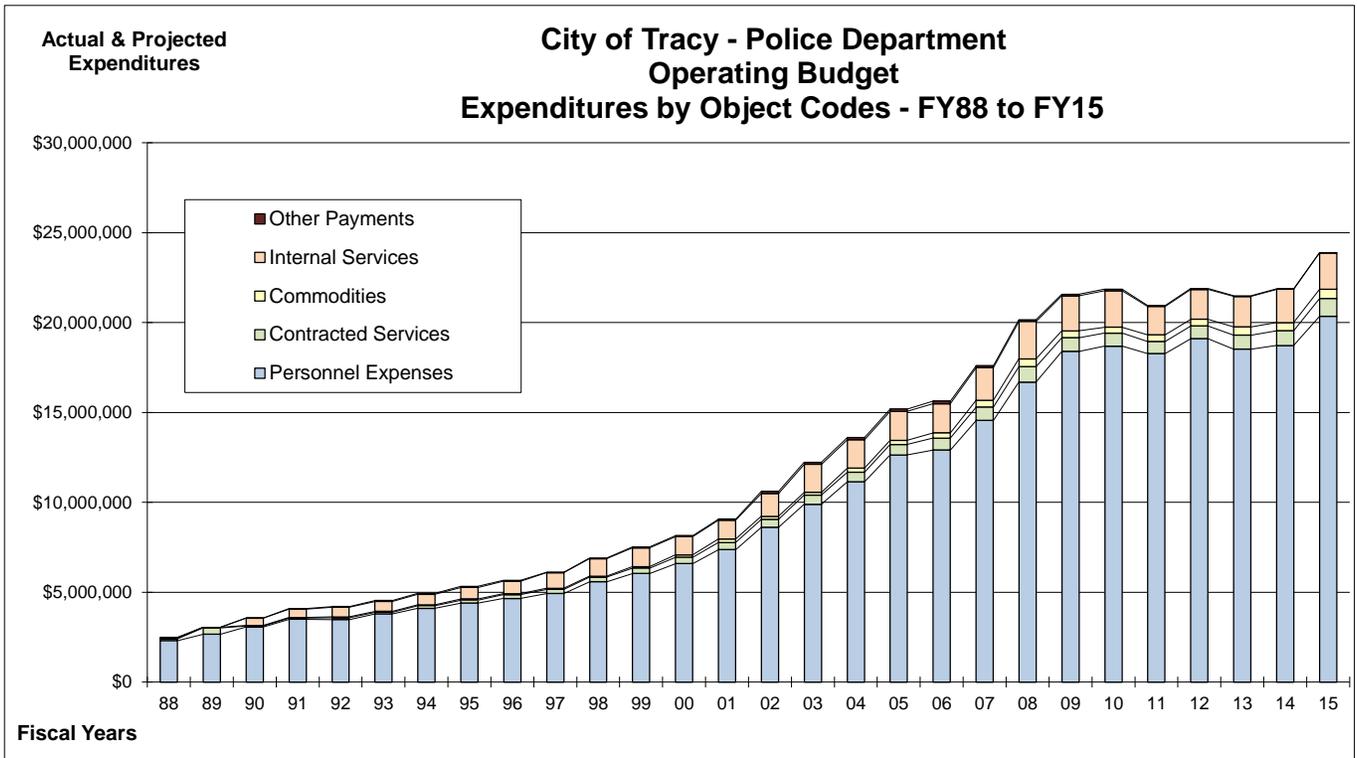
DEPARTMENTAL EXPENDITURES BY OBJECT CATEGORY	FY11-12 \$ Actual	FY12-13 \$ Actual	% Cost Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Cost Change	FY14-15 \$ Approved	% Budget Change
Personnel Expenses	19,109,447	18,519,784	-3.1%	19,547,600	18,722,420	95.8%	1.1%	20,343,620	4.1%
Contracted Services	723,063	784,334	8.5%	913,710	825,700	90.4%	5.3%	993,180	8.7%
Commodities	379,264	457,579	20.6%	480,080	451,750	94.1%	-1.3%	515,710	7.4%
Internal Charges	1,628,553	1,684,733	3.4%	1,856,460	1,849,900	99.6%	9.8%	2,023,080	9.0%
Other Payments	52,888	40,582	-23.3%	7,500	26,720	356.3%	-34.2%	7,500	0.0%
Department Total	21,893,215	21,487,012	-1.9%	22,805,350	21,876,490	95.9%	1.8%	23,883,090	4.7%

**DEPARTMENTAL EXPENDITURES
BY FUNDING SOURCES**

General Fund 101 - Taxes	21,016,806	20,659,850	-1.7%	21,975,880	21,058,794	95.8%	1.9%	23,084,450	5.0%
Fee Revenues	180,282	180,112	-0.1%	192,500	171,000	88.8%	-5.1%	171,000	-11.2%
Grant Revenues	457,168	437,748	-4.2%	421,970	441,696	104.7%	0.9%	392,740	-6.9%
Parking Assessments	89,085	57,294	-35.7%	70,000	60,000	85.7%	4.7%	70,000	0.0%
Traffic Fines Sub-fund 105	145,000	145,000	0.0%	145,000	145,000	100.0%	0.0%	148,000	2.1%
Asset Seizure Fund 231	4,874	7,008	43.8%	0	0		-100.0%	16,900	
Department Total	21,893,215	21,487,012	-1.9%	22,805,350	21,876,490	95.9%	1.8%	23,883,090	4.7%

DEPARTMENTAL STAFFING

	FY11-12 Approved	FY12-13 Approved	% Cost Change	FY13-14 Adopted	FY13-14 Approved	% of Budget	% Cost Change	FY14-15 Approved	% Change
<i>Regular Positions</i>									
Chief of Police	1.00	1.00		1.00	1.00			1.00	
Police Mid-Managers	6.00	7.00		7.00	7.00			7.00	
Police Sergeants	12.00	10.00		10.00	10.00			10.00	
Police Corporals	0.00	12.00		12.00	12.00			12.00	
Police Officers	67.00	56.00		56.00	56.00			56.00	
Auxiliaries	11.00	7.00		7.00	7.00			7.00	
Civilian Supervisors	5.00	5.00		5.00	5.00			5.00	
Communication Operators	12.00	13.00		14.00	14.00			14.00	
Secretarial & Clerical	12.00	11.00		11.00	11.00			11.00	
Animal Control	4.00	4.00		4.00	4.00			4.00	
<i>Other Staffing (Full-Time Equivalents)</i>									
Communication Operators	0.34	0.35		0.35	0.35			0.35	
Reserve Officers	0.00	0.00		0.00	0.00			0.35	
Parking Enforcement	1.00	1.00		1.00	1.00			1.00	
Auxiliaries	0.60	0.60		1.16	1.16			1.16	
Total - Full Time Equivalents	131.94	127.95	-3.0%	129.51	129.51	100.0%	1.2%	129.86	0.3%



Budget Narrative - Police Department

Recent Budget Changes

FY 10-11

- Reduction in base budget by \$2,891,420 or 12.1% from FY09-10 Adopted Budget.
- Departmental staffing reduced by 17 full-time regular positions.

FY 11-12

- Increase in base budget by \$1,086,700 or 5.2% over FY10-11 Adopted Budget.
- Departmental staffing reduced by 1 full-time regular position.
- Overtime budget of \$717,260, including a \$125,000 increase for gang enforcement efforts.
- Budget augmentations of \$344,360.
- Midyear reorganization into 3 divisions with 3.5 net new positions added: Captain, Lieutenant, and Support Operations Manager. A Records Supervisor, and a part-time Performance Standards Officer were added.
- An Administrative Assistant II Position was deleted.

FY 12-13

- Increase in base budget of \$401,330 or 1.8% over FY11-12 adopted budget.
- Departmental staffing was reduced by 5 positions.
- Budget savings of \$600,690 due to retirements of 5 employees.
- A Communications Operator II position was added while a CSO position was deleted.
- New Equipment of \$314,000, including \$280,000 for a special purpose vehicle.

FY 12-13 Continued

- Equipment Replacement of \$731,970 including \$375,000 for 10 patrol vehicles, and \$150,000 for in-car video systems.
- A temporary Police Officer Position added with grant funding.

FY 13-14

- Increase in base budget of \$394,480 or 1.8% over FY12-13 Adopted Budget.
- Departmental staffing to add 1 full-time regular and .56 FTEs of other staffing.
- Budget Augmentations of \$179,380.
- A Communication Dispatcher was added at mid-year, while 5 dispatcher positions were upgraded to Lead Dispatcher.
- A part-time Range Master and a DARE Officer were added.
- Equipment replacement of \$416,040 including \$164,000 for 4 patrol vehicles a \$93,380 for firearms.

Proposed Budget Changes for FY 14-15

- Increase in base budget of \$882,250 or 3.9% over FY13-14 Adopted Budget. Increase in personnel expenditures of \$781,020.
- Budget augmentation of \$195,490
- Department staffing will add .35 FTEs for Police Reserves.
- Equipment replacement of \$313,940

Major Non-Personnel Expenses	FY12-13	%Change	FY13-14	%Change	FY14-15
School Crossing Guards	\$230,000	0.00%	\$230,000	0.00%	\$230,000
Police Training	57,020	87.60%	107,020	0.00%	107,020
Vehicle Rental	33,680	0.00%	33,680	0.00%	33,680
Laboratory Testing	65,540	0.00%	65,540	0.00%	65,540
Computer System Maintenance	109,560	0.00%	109,560	45.00%	159,560
Data Services	63,880	0.00%	63,380	14.00%	73,880
Comm Systems Maintenance	52,780	9.50%	57,780	-8.00%	52,780
DARE Contract	45,000	-100.00%	0	0.00%	0
New Equipment Acquisition	\$314,000		\$13,000		\$57,660
Equipment Replacement	\$731,970		\$416,040		\$313,940

51000 - Police Department

Historical Budget Increments, Augmentations, and Usage

Department Budget By Object	Prior Year Adopted Budgets	<<<< Base Increment & Augmentations >>>>					New Year Adopted Budgets		Actual Budget Use	
		Base Increment	% Change	\$ Base Budget	\$ Budget Augments	% Base	FY11-12 \$ Budget	% Change	FY11-12 \$ Actual	% Used
FY11-12 Budget >>	FY10-11 \$ Budget									
Personnel Expenses	18,181,000	1,041,700	5.7%	19,222,700	125,000	0.7%	19,347,700	6.4%	19,109,447	98.8%
Contracted Services	837,070	0	0.0%	837,070	20,980	2.5%	858,050	2.5%	723,063	84.3%
Commodities	363,050	0	0.0%	363,050	0	0.0%	363,050	0.0%	379,264	104.5%
Internal Charges	1,611,170	0	0.0%	1,611,170	77,180	4.8%	1,688,350	4.8%	1,628,553	96.5%
Other Payments	7,500	45,000	600.0%	52,500	121,200	230.9%	173,700	2216.0%	52,888	30.4%
Department Total	20,999,790	1,086,700	5.2%	22,086,490	344,360	1.6%	22,430,850	6.8%	21,893,215	97.6%
FY12-13 Budget >>	FY11-12 \$ Budget	Base Increment	% Change	\$ Base Budget	\$ Budget Augments	% Change	FY12-13 \$ Budget	% Change	FY12-13 \$ Actual	% Used
Personnel Expenses	19,347,700	528,280	2.7%	19,875,980	-615,360	-3.1%	19,260,620	-0.5%	18,519,784	96.2%
Contracted Services	858,050	-3,250	-0.4%	854,800	14,670	1.7%	869,470	1.3%	784,334	90.2%
Commodities	363,050	-2,500	-0.7%	360,550	0	0.0%	360,550	-0.7%	457,579	126.9%
Internal Charges	1,688,350	0	0.0%	1,688,350	0	0.0%	1,688,350	0.0%	1,684,733	99.8%
Other Payments	173,700	-121,200	-69.8%	52,500	0	0.0%	52,500	-69.8%	40,582	77.3%
Department Total	22,430,850	401,330	1.8%	22,832,180	-600,690	-2.6%	22,231,490	-0.9%	21,487,012	96.7%
FY13-14 Budget >>	FY12-13 \$ Budget	Base Increment	% Change	\$ Base Budget	\$ Budget Augments	% Change	FY13-14 \$ Budget	% Change	FY13-14 \$ Estimated	% Used
Personnel Expenses	19,260,620	137,800	0.7%	19,398,420	149,180	0.8%	19,547,600	1.5%	18,722,420	95.8%
Contracted Services	869,470	-10,760	-1.2%	858,710	55,000	6.4%	913,710	5.1%	825,700	90.4%
Commodities	360,550	99,330	27.5%	459,880	20,200	4.4%	480,080	33.2%	451,750	94.1%
Internal Charges	1,688,350	168,110	10.0%	1,856,460	0	0.0%	1,856,460	10.0%	1,849,900	99.6%
Other Payments	52,500	0	0.0%	52,500	-45,000	-85.7%	7,500	-85.7%	26,720	356.3%
Department Total	22,231,490	394,480	1.8%	22,625,970	179,380	0.8%	22,805,350	2.6%	21,876,490	95.9%
FY14-15 Adopted Budget >>	FY13-14 \$ Budget	Base Increment	% Change	\$ Base Budget	\$ Budget Augments	% Change	FY14-15 \$ Budget	% Change		
Personnel Expenses	19,547,600	781,020	4.0%	20,328,620	15,000	0.1%	20,343,620	4.1%		
Contracted Services	913,710	-15,100	-1.7%	898,610	94,570	10.5%	993,180	8.7%		
Commodities	480,080	9,980	2.1%	490,060	25,650	5.2%	515,710	7.4%		
Internal Charges	1,856,460	106,350	5.7%	1,962,810	60,270	3.1%	2,023,080	9.0%		
Other Payments	7,500	0	0.0%	7,500	0	0.0%	7,500	0.0%		
Department Total	22,805,350	882,250	3.9%	23,687,600	195,490	0.8%	23,883,090	4.7%		

Notes:

1. The Base Increment for personnel expenses represents annual **salary/benefit adjustments**.
2. The Base Increment for other objects represents the annual **Cost Adjustments** for inflation and usage.
3. Base Augments for personnel expenses represent the costs of **New Staffing** for the department or added overtime or temporary hours.
4. Base Augments for other objects represent **Operational Enhancements** for program expansion, work improvement, and new activities.

51000 - Police Department

Department Budget By Program	FY11-12 \$ Actual	FY12-13 \$ Actual	% Change	FY13-14 \$ Adopted	% Change	FY14-15 \$ Base Budget	% Change	FY14-15 \$ Bud Augment	% over Base
51110 - Police Administration	976,461	680,834	-30.3%	645,770	-5.2%	711,010	10.1%	7,820	1.1%
51210 - Patrol Force	10,313,367	11,108,227	7.7%	11,069,410	-0.3%	11,482,610	3.7%	7,360	0.1%
51220 - Traffic Enforcement	938,160	775,135	-17.4%	987,220	27.4%	1,005,370	1.8%	600	0.1%
51230 - Parking Enforcement	122,393	149,427	22.1%	187,200	25.3%	190,730	1.9%	400	0.2%
51240 - Police Reserves	0	0		0		0		31,000	
51260 - Animal Services	619,471	636,215	2.7%	675,110	6.1%	698,710	3.5%	2,800	0.4%
51270 - Youth Services	647,800	569,391	-12.1%	662,540	16.4%	678,110	2.4%	1,230	0.2%
51280 - Crime Prevention	666,806	523,069	-21.6%	543,750	4.0%	556,350	2.3%	1,310	0.2%
51290 - School Crossing Guard	192,945	202,728	5.1%	230,000	13.5%	230,000	0.0%	10,000	4.3%
51340 - Forensic Services	748,401	699,312	-6.6%	867,500	24.1%	891,860	2.8%	2,520	0.3%
51310 - General Investigations	1,862,244	1,886,934	1.3%	2,125,040	12.6%	2,261,840	6.4%	4,110	0.2%
51330 - Special Investigations	1,579,184	1,115,070	-29.4%	1,230,430	10.3%	1,257,510	2.2%	36,100	2.9%
51410 - Police Records	1,143,936	962,903	-15.8%	1,159,350	20.4%	1,199,250	3.4%	39,350	3.3%
51460 - Communications	2,082,047	2,177,767	4.6%	2,422,030	11.2%	2,524,250	4.2%	50,890	2.0%
Department Total	21,893,215	21,487,012	-1.9%	22,805,350	6.1%	23,687,600	3.9%	195,490	0.8%

Department Budget by Object

Personnel Expenses	19,109,447	18,519,784	-3.1%	19,547,600	5.5%	20,328,620	4.0%	15,000	0.1%
Contracted Services	723,063	784,334	8.5%	913,710	16.5%	898,610	-1.7%	94,570	10.5%
Commodities	379,264	457,579	20.6%	480,080	4.9%	490,060	2.1%	25,650	5.2%
Internal Charges	1,628,553	1,684,733	3.4%	1,856,460	10.2%	1,962,810	5.7%	60,270	3.1%
Other Payments	52,888	40,582	-23.3%	7,500	-81.5%	7,500	0.0%	0	0.0%
Department Total	21,893,215	21,487,012	-1.9%	22,805,350	6.1%	23,687,600	3.9%	195,490	0.8%

Department Budget by Funding Source

General Fund 101 - Taxes	21,016,806	20,659,850	-1.7%	21,975,880	6.4%	22,986,600	4.6%	97,850	0.4%
Fee Revenues	180,282	180,112	-0.1%	192,500	6.9%	195,500	1.6%	-24,500	-12.5%
Grant Revenues	457,168	437,748	-4.2%	421,970	-3.6%	287,500	-31.9%	105,240	36.6%
Parking Assessments	89,085	57,294	-35.7%	70,000	22.2%	70,000	0.0%	0	0.0%
Traffic Fines Sub-fund 105	145,000	145,000	0.0%	145,000	0.0%	148,000	2.1%	0	0.0%
Asset Seizure Fund 231	4,874	7,008	43.8%	0	-100.0%	0		16,900	
Department Total	21,893,215	21,487,012	-1.9%	22,805,350	6.1%	23,687,600	3.9%	195,490	0.8%

Department Staffing

Total - Full Time Equivalent	131.94	127.95	-3.0%	129.51	1.2%	129.51	0.0%	0.35	0.3%
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Department Equipment Purchase

Replacement Equipment	164,436	619,613	276.8%	416,040	-32.9%	40,000	-90.4%	273,940	684.9%
New Equipment	88,548	370,591	318.5%	13,000	-96.5%	30,000	130.8%	27,660	

CORE MEASURES and Supporting Data for POLICE Department

from ICMA-CPM Data Templates	FY10-11 Actual	FY11-12 Actual	FY12-13 Actual	% Change	FY13-14 Projected	FY13-14 Estimate	% Change	FY14-15 Projected	% Change
Resident Population	83,242	83,562	84,466	1.08%	84,500	85,146	0.81%	86,400	1.47%
Area Served (Square Miles)	23.0	23.0	26.3	14.35%	23.0	29.1	10.65%	29.1	0.00%
Sworn and Civilian FTEs	129.44	131.94	127.95	-3.02%	129.51	129.51	1.22%	129.86	0.27%
per 1,000 Population	1.56	1.58	1.52	-3.60%	1.53	1.54	0.86%	1.53	-0.20%
Departmental Costs (\$1,000)	\$20,950	\$21,893	\$21,487	-1.85%	\$22,805	\$21,876	1.81%	\$23,883	9.17%
per Capita	\$251.68	\$262.00	\$254.39	-2.90%	\$269.88	\$256.92	1.00%	\$276.42	7.59%
Total Comm Center Calls	114,890	115,283	117,199	1.66%	129,876	121,558	3.72%	126,736	4.26%
Calls for Police Services	22,599	35,164	41,969	19.35%	41,761	43,608	3.91%	45,788	5.00%
Dispatched Police Calls	26,713	26,554	27,858	4.91%	29,873	28,750	3.20%	30,187	5.00%
Police Initiated Actions	22,318	21,089	17,354	-17.71%	24,115	18,464	6.40%	19,072	3.29%
Dispatched Calls/1,000 Populat	320.9	317.8	329.8	3.79%	353.5	337.7	2.38%	349.4	3.47%
# of Top Priority Calls	3,062	3,863	9,094	135.41%	6,438	10,138	11.48%	10,642	4.97%
as a % of all Dispatched Polir	11.46%	14.55%	32.64%	124.39%	21.55%	35.26%	8.02%	35.25%	-0.03%
per 1,000 Population	36.8	46.2	107.7	132.89%	76.2	119.1	10.59%	123.2	3.45%
Average Response Time (Seco	382	369	354	-4.07%	393	381	7.63%	390	2.36%
Receipt to Dispatch (Seconds)	121	118	112	-5.08%	122	126	12.50%	128	1.59%
Dispatch to Arrive (Seconds)	261	251	241	-3.98%	271	247	2.49%	250	1.21%
UCR Part I Crimes Reported	2,556	2,250	2,520	12.00%	2,722	2,646	5.00%	2,778	4.99%
Violent Crimes	128	139	153	10.07%	168	160	4.58%	168	5.00%
Property Crimes	2,428	2,111	2,367	12.13%	2,554	2,485	4.99%	2,609	4.99%
UCR Part I Crimes / 1,000 Popu	30.7	26.9	29.8	10.80%	32.2	31.1	4.16%	32.2	3.46%
assigned to Investigators	159	250	170	-32.00%	276	294	72.94%	276	-6.12%
% assigned to Investigators	6.22%	11.11%	6.75%	-39.29%	10.14%	11.11%	64.71%	9.94%	-10.58%
UCR Part I Crimes Cleared	497	447	400	-10.51%	492	325	-18.75%	402	23.69%
% of UCR Part I Crimes Clear	19.44%	19.87%	15.87%	-20.10%	18.07%	12.28%	-22.62%	14.47%	17.81%
UCR Part I Crimes Arrests	471	452	609	34.73%	547	639	4.93%	671	5.01%
Total Arrests	2,935	2,897	2,929	1.10%	3,505	3,075	4.98%	3,229	5.01%
Juvenile Arrests	437	383	212	-44.65%	463	222	4.72%	233	4.95%
Drug Arrests	550	365	341	-6.58%	441	358	4.99%	376	5.03%
DUI Arrests	232	126	150	19.05%	153	157	4.67%	165	5.10%
Total Arrests per 1,000 Populat	35.3	34.7	34.7	0.02%	41.5	36.1	4.15%	37.4	3.48%
Traffic Incidents	967	1,004	1,060	5.58%	943	1,113	5.00%	1,169	-19.10%
Fatal / Injuries	1 / 117	1 / 187	2 / 176	5.62%	1/195	1/184	0.02%	1/195	-39.80%
Citations Issued for Moving Violat	6,669	5,429	3,519	-35.18%	5,745	3,695	5.00%	3,880	-19.10%
Citizen Survey Ratings (Safe or Very Safe)									
Neighborhood Safety During Day					84.0%				
Neighborhood Safety After Dark					62.0%				
Business Area Safety During Day					87.0%				
Business Area Safety After Dark					49.0%				

DEPARTMENTAL ACCOMPLISHMENTS AND PROJECTIONS

Past Accomplishments: FY 12-13

1. Purchased and deployed the All Purpose Vehicle for critical incidents and enhanced officer safety.
2. Stabilized Part-1 Crimes.
3. Joined county-wide AB109 Task Force to address the prison realignment and impact on the community.
4. Joined the district Attorney's Office in the County Protocol Response Team for officer involved shootings.
5. Collaborated with county, state and federal law enforcement partners to interdict and prosecute offenders involved in drug, vice and human trafficking activities.
6. Added a part-time professional standards officer position to investigate citizen complaints and conduct administrative audits to ensure compliance with Department policy as a risk management strategy.
7. Completed the installation of a new video camera system within the police department's detention facility and building perimeter as a risk management effort.

Current Projections: FY 13-14

1. Implemented first phase of the CAD/RMS Project to provide the Department with a more efficient way to deploy officers in response to calls for service and to more efficiently and effectively manage police reports and records.
2. Completed the Firearms Range Facility CIP.
3. Enhanced community reporting of criminal activities, thereby improving focused deployment of proactive resources.
4. Continued collaboration with other county, state and federal law enforcement partners in the pursuit of criminals in Tracy by sharing resources during joint operations.
5. Completed the design of the new Animal Services Facility.
6. Adopt and implement year two of the department's Three Year Strategic Plan.

Future Projections: FY 14-15

1. Implement the second phase of the CAD/RMS Project to provide the Department with citation writers and automated field reporting to more efficiently and effectively manage reports and records.
2. Begin construction on Phase I of the new Animal Services Facility.
3. Continue to use crime analysis to collect and analyze criminal activities and to identify crime patterns and assist with active deployment of resources.
4. Continue with collaboration with other county, state, and federal law enforcement partners in the pursuit of criminal in Tracy by sharing resources during joint operations.
5. Complete year three of the department's Three Year Strategic Plan.

Department: 51000 - Police Department
 Division: 51100 - Chief's Office
 Program: 51110 - Police Administration

Administer and direct the Police Department and provide the necessary administrative support for its operations and activities.

PERFORMANCE OBJECTIVES

1. To administer the 13 programs of the department at an Admin cost cost of 3.0% or less of the department operating budget.
2. To oversee a departmental budget of over \$23,883,090 and with an authorized staffing of 129.86 full-time equivalents.
3. To implement Year Two of the Five Year Strategic Plan.
4. To increase the department's efficiency and effectiveness, thereby reducing crime and enhancing community safety.

COMMENTARY

This program provides for the Police Chief and supporting administrative staff for the Department.
 In FY11-12 and FY12-13, program staffing was reduced with reallocations to other departmental programs and staff retirements. So, program costs decrease, particularly personnel costs.
 In FY13-14, program costs are expected to show a modest decrease; this is due to a decrease in personnel costs.
 For FY14-15, no staffing changes are anticipated. The program budget provides for current staffing, some increases in internal charges and commodities, but maintains current funding for other cost items.

PROGRAM EXPENDITURES	FY11-12 \$ Actual	FY12-13 \$ Actual	% Cost Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Cost Change	FY14-15 \$ Approved	% Budget Change
Personnel Expenses	872,995	577,463	-33.9%	524,700	541,320	103.2%	-6.3%	586,940	11.9%
Contracted Services	17,664	12,454	-29.5%	28,590	21,560	75.4%	73.1%	32,090	12.2%
Commodities	28,541	29,080	1.9%	28,970	28,500	98.4%	-2.0%	29,970	3.5%
Internal Charges	57,261	61,837	8.0%	63,510	63,500	100.0%	2.7%	69,830	10.0%
Other Payments	0	0		0	0			0	
Program Total	976,461	680,834	-30.3%	645,770	654,880	101.4%	-3.8%	718,830	11.3%
Amended Budget	965,360	659,161			645,770				
% of Amended Spent	101.1%	103.3%			101.4%				
FUNDING SOURCES									
General Fund 101 - Taxes	976,461	680,834	-30.3%	645,770	654,880	101.4%	-3.8%	718,830	11.3%
State Grants	0	0		0	0			0	
Program Total	976,461	680,834	-30.3%	645,770	654,880	101.4%	-3.8%	718,830	11.3%
PROGRAM STAFFING									
<i>Regular Positions</i>									
Chief of Police	1.00	1.00		1.00	1.00			1.00	
Exec Asst II -Senior Secretary	1.20	1.20		1.20	1.20			1.20	
Police Sergeant	1.00	0.00		0.00	0.00			0.00	
Deputy Chief/Police Captain	0.00	0.00		0.00	0.00			0.00	
Police Lieutenant	0.00	0.00		0.00	0.00			0.00	
Support Ops Manager	0.20	0.20		0.20	0.20			0.20	
<i>Other Staffing (Full-Time Equivalents)</i>									
Prof Standards Officer	0.50	0.50		0.50	0.50			0.50	
Police Chaplain (Volunteer)	0.10	0.10		0.10	0.10			0.10	
Total - Full-Time Equivalents	4.00	3.00	-25.0%	3.00	3.00	100.0%	0.0%	3.00	0.0%

Department: **51000 - Police Department**
 Division: **51200 - Field Operations Division**
 Program: **51210 - Patrol Force**

Provide a uniformed patrol force for first level response to the community with emphasis on crime prevention & suppression, law enforcement, order maintenance, traffic flow, and public safety.

PERFORMANCE OBJECTIVES

1. To provide adequate levels of police coverage by deploying a minimum force to cover six beats, 24 hours per day, 7 days a week.
2. To respond to Priority 1 assignments with an average response time of 6 minutes.
3. To respond to 58,500 service calls and to handle 21,000 incidents requiring officer-initiated action.
4. To increase traffic safety through a collaborative effort between the Patrol Unit and Traffic Safety Unit by providing additional DUI patrols, DUI checkpoints, and directed traffic safety enforcement.
5. To increase our efforts towards property crime reduction through enforcement and directed patrols, and collaboration with the Special Operations Division and Crime Analysis.

COMMENTARY

In FY11-12, program staffing increased by 6.95 FTEs, with reallocations from other departmental programs. So, program costs increased. In FY12-13, program staffing decreased; while program costs showed a moderate increase. While personnel costs were less than budget, fuel charges and vehicle repairs were driving costs.

In FY13-14, program costs are expected to show a modest decrease; due to vacancies, personnel costs are down for the year.

For FY14-15, program staffing will remain at its current level. The program budget provides for current staffing, some cost increments for internal charges and for fuel.

PROGRAM EXPENDITURES	FY11-12 \$ Actual	FY12-13 \$ Actual	% Cost Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Cost Change	FY14-15 \$ Approved	% Budget Change
Personnel Expenses	9,160,194	9,804,905	7.0%	9,752,920	9,537,380	97.8%	-2.7%	10,082,620	3.4%
Contracted Services	84,056	162,175	92.9%	147,860	163,510	110.6%	0.8%	145,860	-1.4%
Commodities	252,264	329,569	30.6%	325,600	294,720	90.5%	-10.6%	345,500	6.1%
Internal Charges	813,643	811,578	-0.3%	843,030	843,000	100.0%	3.9%	915,990	8.7%
Other Payments	3,210	0		0	0			0	
Program Total	10,313,367	11,108,227	7.7%	11,069,410	10,838,610	97.9%	-2.4%	11,489,970	3.8%
Amended Budget	10,416,110	10,987,336			11,120,896				
% of Amended Spent	99.0%	101.1%			97.5%				

FUNDING SOURCES

General Fund 101 - Taxes	10,299,173	10,977,703	6.6%	10,909,190	10,711,654	98.2%	-2.4%	11,359,970	4.1%
State POST Reimbursements	14,194	83,260	486.6%	20,000	34,000	170.0%	-59.2%	30,000	50.0%
State Grants	0	47,264		140,220	92,956	66.3%	96.7%	100,000	-28.7%
Program Total	10,313,367	11,108,227	7.7%	11,069,410	10,838,610	97.9%	-2.4%	11,489,970	3.8%

PROGRAM STAFFING

Regular Positions

Deputy Chief/Police Captain	0.65	0.65		0.65	0.65			0.65	
Police Lieutenant	2.60	2.60		2.60	2.60			2.60	
Police Sergeant	7.00	7.00		7.00	7.00			7.00	
Police Corporals/Officers	46.00	47.00		47.00	47.00			47.00	
Police Asst/Comm Service Officer	4.00	1.00		1.00	1.00			1.00	
Executive Asst I/Admin Asst II	0.65	0.65		0.65	0.65			0.65	
Crime Analyst	0.30	0.30		0.30	0.30			0.30	

Other Staffing (Full-Time Equivalents)

Police Officer (Overhires)	0.00	0.00		0.00	0.00			0.00	
Range Master	0.00	0.00		0.11	0.11			0.11	
Total - Full-Time Equivalents	61.20	59.20	-3.3%	59.31	59.31	100.0%	0.2%	59.31	0.0%

Department: **51000 - Police Department**
 Division: **51200 - Field Operations Division**
 Program: **51220 - Traffic Enforcement**

Enforce Vehicle Code requirements and restrictions by uniformed vehicle and motorcycle patrol; investigate traffic accidents.

PERFORMANCE OBJECTIVES

1. To make 8,000 citizen contacts regarding traffic safety violations during vehicle and pedestrian stops.
2. To provide 50% of work hours to enforcement / patrol time.
3. To participate in four community events including the Annual Safety Fair and the Tracy Bean Festival to include an educational booth on traffic safety.
4. To conduct four Traffic Safety Public service announcements utilizing social media.
5. To conduct 550 hours of traffic safety enforcement in school zones, during peak traffic times.

COMMENTARY

This program provides for motorcycle traffic officers and their supervision. In FY11-12, program staffing increased supervisory hours. However, program costs showed a minor decrease, due to fewer hours spent on grant funded activities. In FY11-12, costs were down due to fewer hours.

In FY13-14, program costs will increase. While personnel costs are up, due to grant activities; they are below budget due to the vacancies.

For FY14-15, program staffing will remain at its current level. The program budget provides for current staffing, some cost increments for internal charges, but maintains current funding for other cost items.

PROGRAM EXPENDITURES	FY11-12 \$ Actual	FY12-13 \$ Actual	% Cost Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Cost Change	FY14-15 \$ Approved	% Budget Change
Personnel Expenses	881,437	717,859	-18.6%	913,800	880,830	96.4%	22.7%	931,550	1.9%
Contracted Services	594	795	33.8%	1,590	1,500	94.3%	88.7%	1,590	0.0%
Commodities	9,638	10,211	5.9%	12,750	14,190	111.3%	39.0%	12,750	0.0%
Internal Charges	46,491	46,270	-0.5%	59,080	59,000	99.9%	27.5%	60,080	1.7%
Other Payments	0	0		0	12,300			0	
Program Total	938,160	775,135	-17.4%	987,220	967,820	98.0%	24.9%	1,005,970	1.9%
Amended Budget	898,790	1,046,825			1,096,069				
% of Amended Spent	104.4%	74.0%			88.3%				
FUNDING SOURCES									
General Fund 101 - Taxes	916,812	758,677	-17.2%	980,220	907,820	92.6%	19.7%	997,970	1.8%
State Grant	21,348	16,458	-22.9%	7,000	60,000		264.6%	8,000	
Program Total	938,160	775,135	-17.4%	987,220	967,820	98.0%	24.9%	1,005,970	1.9%
PROGRAM STAFFING									
<i>Regular Positions</i>									
Deputy Chief/Police Captain	0.15	0.15		0.15	0.15			0.15	
Police Lieutenant	0.60	0.60		0.60	0.60			0.60	
Police Sergeant	0.75	0.75		0.75	0.75			0.75	
Police Corporals/Officers	4.00	4.00		4.00	4.00			4.00	
Admin Asst III-Secretary	0.15	0.15		0.15	0.15			0.15	
Executive Asst I	0.00	0.00		0.00	0.00			0.00	
<i>Other Staffing (Full-Time Equivalents)</i>									
Police Officer (Overhires)	0.00	0.00		0.00	0.00			0.00	
Total - Full-Time Equivalents	5.65	5.65	0.0%	5.65	5.65	100.0%	0.0%	5.65	0.0%

Department: **51000 - Police Department**
 Division: **51200 - Field Operations Division**
 Program: **51230 - Parking Enforcement**

Enforce regulations pertaining to parked vehicles on public streets and abandoned vehicle abatement on private properties. Contract for the collection of parking penalties.

PERFORMANCE OBJECTIVES

1. To conduct at least 150 vehicle abatements from private and public property reducing blight and traffic safety.
2. To attend six Crime Prevention events for educational purposes pertaining to Abandon Vehicle Abatement.
3. To conduct four Abandoned Vehicle Abatement sweeps in cooperation with Code Enforcement and Crime Prevention.
4. To conduct four public service announcements via social media regarding Abandon Vehicle Abatement.

COMMENTARY

The program provides for 2 half-time enforcement positions and the contracted collection of parking penalties. Also, a county grant provides funding for abandoned vehicle abatement.

In FY11-12, program costs showed a decrease, due to staff vacancies. In FY12-13, program costs increased, although they were less than budget. In FY13-14, program costs show a moderate increase.

For FY14-15, program staffing will remain at its current level. The program budget provides for current staffing, some cost increments for internal charges, but maintains current funding for other cost items.

PROGRAM EXPENDITURES	FY11-12 \$ Actual	FY12-13 \$ Actual	% Cost Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Cost Change	FY14-15 \$ Approved	% Budget Change
Personnel Expenses	92,317	120,038	30.0%	150,700	129,980	86.3%	8.3%	153,930	2.1%
Contracted Services	13,398	10,188	-24.0%	18,040	14,240	78.9%	39.8%	18,040	0.0%
Commodities	3,495	1,976	-43.5%	3,280	3,130	95.4%	58.4%	3,280	0.0%
Internal Charges	13,183	17,225	30.7%	15,180	15,000	98.8%	-12.9%	15,880	4.6%
Other Payments	0	0		0	0			0	
Program Total	122,393	149,427	22.1%	187,200	162,350	86.7%	8.6%	191,130	2.1%
Amended Budget	117,680	180,850			187,200				
% of Amended Spent	104.0%	82.6%			86.7%				

FUNDING SOURCES

General Fund 101 - Taxes	2,219	51,113	2203.4%	77,200	62,350	80.8%		81,130	5.1%
Parking Assessments	89,085	57,294	-35.7%	70,000	60,000	85.7%	4.7%	70,000	0.0%
County Grant	31,089	41,020	31.9%	40,000	40,000	100.0%	-2.5%	40,000	0.0%
Program Total	122,393	149,427	22.1%	187,200	162,350	86.7%	8.6%	191,130	2.1%

PROGRAM STAFFING

<i>Regular Positions</i>									
Deputy Chief/Police Captain	0.05	0.05		0.05	0.05			0.05	
Police Lieutenant	0.20	0.20		0.20	0.20			0.20	
Police Sergeant	0.25	0.25		0.25	0.25			0.25	
Admin Asst III-Secretary	0.05	0.05		0.05	0.05			0.05	
Executive Asst I	0.00	0.00		0.00	0.00			0.00	
<i>Other Staffing (Full-Time Equivalents)</i>									
Parking Enforcement Intern	1.00	1.00		1.00	1.00			1.00	
Total - Full-Time Equivalents	1.55	1.55		1.55	1.55	100.0%	0.0%	1.55	0.0%

Department: 51000 - Police Department
 Division: 51200 - Field Operations Division
 Program: 51240 - Police Reserves

PERFORMANCE OBJECTIVES

1. Provide 500 field hours of reserve officer service to supplement the patrol force.
2. To establish the number of POST certified reserve officers to five positions.
3. Use reserve officers at TUSD school sporting events and functions, as well as for parades, festivals and other special events.
4. To use reserve officers as transport units for prisoner bookings and transfers.

Provide a uniformed force of trained volunteer Reserve Officers to supplement the regular patrol force with deployment for special events, emergency circumstances, and selective preventive patrols.

COMMENTARY

In FY10-11, the Police Reserves program was discontinued. So, program staffing and budget were deleted.

For FY14-15, the program will be reactivated.

PROGRAM EXPENDITURES	FY11-12 \$ Actual	FY12-13 \$ Actual	% Cost Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Cost Change	FY14-15 \$ Approved	% Budget Change
Personnel Expenses	0	0		0	0			15,000	
Contracted Services	0	0		0	0			0	
Commodities	0	0		0	0			14,000	
Internal Charges	0	0		0	0			2,000	
Other Payments	0	0		0	0			0	
Program Total	0	0		0	0			31,000	
FUNDING SOURCES									
General Fund 101 - Taxes	0	0		0	0			31,000	
Fee Revenues	0	0		0	0			0	
Program Total	0	0		0	0			31,000	
PROGRAM STAFFING									
<i>Regular Positions</i>									
Police Captain	0.00	0.00		0.00	0.00			0.00	
Police Lieutenant	0.00	0.00		0.00	0.00			0.00	
Police Sergeant	0.00	0.00		0.00	0.00			0.00	
Police Corporal	0.00	0.00		0.00	0.00			0.00	
<i>Other Staffing (Full-Time Equivalents)</i>									
Police Reserve Officers	0.00	0.00		0.00	0.00			0.35	
Total - Full-Time Equivalents	0.00	0.00		0.00	0.00			0.35	

Department: **51000 - Police Department**
 Division: **51200 - Field Operations Division**
 Program: **51260 - Animal Services**

PERFORMANCE OBJECTIVES

1. To assist 2,250 animals during the year and provide shelter for 15,750 kennel days during the year.
2. To give a minimum of 8 presentations at local schools to promote animal care and bite prevention.
3. To increase dog license compliance by 5%.
4. To occupy the new Animal Shelter facility with complete transfer of operation, personnel and animal inventory.
5. To hold monthly shelter tours with the assistance of local scout troops.

Provide enforcement of the City's animal control ordinances and laws. Investigate complaints and issue licenses. Provide an animal shelter to handle impounded, stray and relinquished animals.

COMMENTARY

In FY11-12, program staffing increased supervisory hours, and program costs showed a moderate increase. In FY12-13, program costs showed a modest increase.

In FY13-14, program costs will show a modest decrease, due to staff vacancies.

For FY14-15, no staffing changes are anticipated. The program budget provides for current staffing, some increases in internal charges and fuel, but maintains current funding for other cost items.

PROGRAM EXPENDITURES	FY11-12 \$ Actual	FY12-13 \$ Actual	% Cost Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Cost Change	FY14-15 \$ Approved	% Budget Change
Personnel Expenses	504,712	523,935	3.8%	543,100	488,840	90.0%	-6.7%	563,700	3.8%
Contracted Services	41,065	39,272	-4.4%	51,040	40,720	79.8%	3.7%	51,040	0.0%
Commodities	19,316	18,271	-5.4%	21,240	18,950	89.2%	3.7%	22,240	4.7%
Internal Charges	54,378	54,737	0.7%	59,730	59,000	98.8%	7.8%	64,530	8.0%
Other Payments	0	0		0	0			0	
Program Total	619,471	636,215	2.7%	675,110	607,510	90.0%	-4.5%	701,510	3.9%
Amended Budget	619,420	662,520			675,110				
% of Amended Spent	100.0%	96.0%			90.0%				

FUNDING SOURCES	FY11-12 \$ Actual	FY12-13 \$ Actual	% Cost Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Cost Change	FY14-15 \$ Approved	% Budget Change
General Fund 101 - Taxes	579,089	594,172	2.6%	632,610	566,510	89.6%	-4.7%	660,510	4.4%
Fee Revenues	40,382	42,043	4.1%	42,500	41,000	96.5%	-2.5%	41,000	-3.5%
Program Total	619,471	636,215	2.7%	675,110	607,510	90.0%	-4.5%	701,510	3.9%

PROGRAM STAFFING	FY11-12 \$ Actual	FY12-13 \$ Actual	% Cost Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Cost Change	FY14-15 \$ Approved	% Budget Change
<i>Regular Positions</i>									
Deputy Chief/Police Captain	0.05	0.05		0.05	0.05			0.05	
Police Lieutenant	0.20	0.20		0.20	0.20			0.20	
Animal Control Supervisor	1.00	1.00		1.00	1.00			1.00	
Animal Control Officer	2.00	2.00		2.00	2.00			2.00	
Animal Control Assistant	2.00	2.00		2.00	2.00			2.00	
Exec Asst I/Admin Asst III	0.05	0.05		0.05	0.05			0.05	
Animal Control Aide - FT	0.00	0.00		0.00	0.00			0.00	
<i>Other Staffing (Full-Time Equivalents)</i>									
Animal Control Aide - PT	0.00	0.00		0.00	0.00			0.00	
Total - Full-Time Equivalents	5.30	5.30	0.0%	5.30	5.30	100.0%	0.0%	5.30	0.0%

Department: 51000 - Police Department
 Division: 51200 - Field Operations Division
 Program: 51270 - Youth Services

Conduct follow-up investigations on all cases involving juveniles as suspects or victims; coordinate efforts at juvenile delinquency prevention and truancy reduction.

PERFORMANCE OBJECTIVES

1. To provide 5,000 staff hours of field school site specific deployment throughout the year.
2. To participate in at least two "Stay In School" truancy detection programs throughout the year.
3. To participate in at least 90 hours of school related training to include scenario and skills based training.
4. To collaborate with site staff to provide district employee training and emergency planning/training as requested by TUSD.
5. To facilitate overtime police services as requested by the district for extra-curricular activities.

COMMENTARY

This program provides for School Resources Officers and their supervision.
 In FY11-12, program staffing increased supervisory hours; and program costs showed a moderate increase. In FY12-13, program costs showed a moderate decrease, due to staff vacancies.
 In FY13-14, DARE activities changed from a contract basis to a part-time DARE Officer. Program costs will show a major increase.
 For FY14-15, program staffing will remain at its current level. The program budget provides for current staffing, some cost increments for internal charges, but maintains current funding for other cost items.

PROGRAM EXPENDITURES	FY11-12 \$ Actual	FY12-13 \$ Actual	% Cost Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Cost Change	FY14-15 \$ Approved	% Budget Change
Personnel Expenses	568,754	500,359	-12.0%	607,100	582,360	95.9%	16.4%	621,820	2.4%
Contracted Services	2,445	605	-75.3%	3,970	3,580	90.2%	491.7%	2,470	-37.8%
Commodities	3,837	3,927	2.3%	19,800	19,200	97.0%	388.9%	19,800	0.0%
Internal Charges	27,764	28,918	4.2%	31,670	30,600	96.6%	5.8%	35,250	11.3%
Other Payments	45,000	35,582	-20.9%	0	9,420			0	
Program Total	647,800	569,391	-12.1%	662,540	645,160	97.4%	13.3%	679,340	2.5%
Amended Budget	626,180	640,380			671,940				
% of Amended Spent	103.5%	88.9%			96.0%				

FUNDING SOURCES

General Fund 101 - Taxes	421,142	362,708	-13.9%	455,840	438,470	96.2%	20.9%	472,650	3.7%
School District Grants	226,658	206,683	-8.8%	206,700	206,690	100.0%	0.0%	206,690	0.0%
County Grants	0	0		0	0			0	
Federal & State Grants	0	0		0	0			0	
Program Total	647,800	569,391	-12.1%	662,540	645,160	97.4%	13.3%	679,340	2.5%

PROGRAM STAFFING

<i>Regular Positions</i>									
Police Captain	0.05	0.05		0.05	0.05			0.05	
Police Lieutenant	0.20	0.20		0.20	0.20			0.20	
Police Officer (School Resources)	3.00	3.00		3.00	3.00			3.00	
Admin Asst II	0.05	0.05		0.05	0.05			0.05	
<i>Other Staffing (Full-Time Equivalents)</i>									
DARE Officer	0.00	0.00		0.45	0.45			0.45	
Total - Full-Time Equivalents	3.30	3.30	0.0%	3.75	3.75	100.0%	13.6%	3.75	0.0%

Department: **51000 - Police Department**
 Division: **51200 - Field Operations Division**
 Program: **51280 - Crime Prevention**

Coordinate public education involvement efforts to reduce crime and promote community awareness.

PERFORMANCE OBJECTIVES

1. To maintain and oversee the following department programs: VIPS, RUOK and Neighborhood Watch.
2. To organize and sponsor annual events - TPD Safety Fair, Volunteer Recognition Event, Citizen's Academy and National Night Out.
3. To increase Neighborhood Watch groups by 5% and the VIPS program by 5%.
4. To implement a Restorative Policing program (NRO UNIT) that was developed in FY 13-14.
5. To develop and implement a receivership program on abandoned and foreclosed homes that are causing blight in the neighborhoods. (NRO)

COMMENTARY

In FY10-11 and FY11-12, program costs, while less than budgeted, showed major increases, due to added staffing and increased program effort. In FY12-13, program costs showed a major decrease, due to the reduction of program staffing.

In FY13-14, program costs will show a minimal increase.

For FY14-15, no staffing changes are anticipated. The program budget provides for current staffing, some increases in internal charges and commodities, but maintains current funding for other cost items.

	FY11-12	FY12-13	% Cost	FY13-14	FY13-14	% of	% Cost	FY14-15	% Budget
PROGRAM EXPENDITURES	\$ Actual	\$ Actual	Change	\$ Adopted	\$ Estimated	Budget	Change	\$ Approved	Change
Personnel Expenses	613,980	459,474	-25.2%	488,400	468,420	95.9%	1.9%	500,100	2.4%
Contracted Services	2,669	2,575	-3.5%	2,630	2,600	98.9%	1.0%	2,630	0.0%
Commodities	9,734	9,635	-1.0%	10,540	10,500	99.6%	9.0%	10,540	0.0%
Internal Charges	40,423	51,385	27.1%	42,180	42,000	99.6%		44,390	5.2%
Other Payments	0	0		0	0			0	
Program Total	666,806	523,069	-21.6%	543,750	523,520	96.3%	0.1%	557,660	2.6%
Amended Budget	677,560	530,910			543,750				
% of Amended Spent	98.4%	98.5%			96.3%				
FUNDING SOURCES									
General Fund 101 - Taxes	666,806	523,069	-21.6%	543,750	523,520	96.3%	0.1%	557,660	2.6%
Federal Grants	0	0		0	0			0	
State Grants	0	0		0	0			0	
Program Total	666,806	523,069	-21.6%	543,750	523,520	96.3%	0.1%	557,660	2.6%
PROGRAM STAFFING									
<i>Regular Positions</i>									
Police Captain	0.05	0.05		0.05	0.05			0.05	
Police Lieutenant	0.20	0.20		0.20	0.20			0.20	
Police Officer	2.00	2.00		2.00	2.00			2.00	
Crime Prevention Specialist	2.00	1.00		1.00	1.00			1.00	
Exec Asst I/Admin Asst III	0.05	0.05		0.05	0.05			0.05	
<i>Other Staffing (Full-Time Equivalents)</i>									
Total - Full-Time Equivalents	4.30	3.30		3.30	3.30			3.30	0.0%

Department: 51000 - Police Department
 Division: 51200 - Field Operations Division
 Program: 51290 - School Crossing Guards

Provide adult crossing guards at school crossing sites.
 Since FY95-96, this service has been provided by a contractor.

PERFORMANCE OBJECTIVES

1. To provide Crossing Guard services at 26 posts for 37 weeks during the school year.
2. To ensure 100% of contract provisions are met by contractor.

COMMENTARY

Since FY95-96, program activities were contracted out, instead of using City employees. The increase in program costs over the year reflects a normal cost increment and added crossing being covered.

In FY12-13, program costs showed a moderate increase.

In FY13-14, program costs will show a modest increase.

For FY14-15, the program budget provides for 26 posts during the school year.

PROGRAM EXPENDITURES	FY11-12 \$ Actual	FY12-13 \$ Actual	% Cost Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Cost Change	FY14-15 \$ Approved	% Budget Change
Personnel Expenses	0	0		0	0			0	
Contracted Services	192,945	202,728	5.1%	230,000	203,000	88.3%	0.1%	240,000	4.3%
Commodities	0	0		0	0			0	
Internal Charges	0	0		0	0			0	
Other Payments	0	0		0	0			0	
Program Total	192,945	202,728	5.1%	230,000	203,000	88.3%	0.1%	240,000	4.3%
Amended Budget	200,000	230,000			230,000				
% of Amended Spent	96.5%	88.1%			88.3%				

FUNDING SOURCES	FY11-12 \$ Actual	FY12-13 \$ Actual	% Cost Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Cost Change	FY14-15 \$ Approved	% Budget Change
General Fund 101 - Taxes	1,807	10,684	491.3%	37,950	10,950	28.9%	2.5%	44,950	18.4%
Traffic Fines Sub-fund 105	145,000	145,000	0.0%	145,000	145,000	100.0%	0.0%	148,000	2.1%
School District Grants	46,138	47,044	2.0%	47,050	47,050	100.0%	0.0%	47,050	0.0%
Program Total	192,945	202,728	5.1%	230,000	203,000	88.3%	0.1%	240,000	4.3%

PROGRAM STAFFING	FY11-12 \$ Actual	FY12-13 \$ Actual	FY13-14 \$ Adopted	FY13-14 \$ Estimated	FY14-15 \$ Approved
<i>Regular Positions</i>					
Police Captain	0.00	0.00	0.00	0.00	0.00
Police Sergeant	0.00	0.00	0.00	0.00	0.00
<i>Other Staffing (Full-Time Equivalents)</i>					
School Crossing Guards	0.00	0.00	0.00	0.00	0.00
Total - Full-Time Equivalents	0.00	0.00	0.00	0.00	0.00

Department: **51000 - Police Department**
 Division: **51300 - Special Operations Division**
 Program: **51310 - General Investigations**

Conduct follow-up investigations on all Part I crimes, felonies, sex & pornography offenses, misdemeanors, and missing persons cases, not completed by patrol officers.

PERFORMANCE OBJECTIVES

1. To provide 16,000 work hours for general investigations reviewing 3,300 cases and work 560 cases assigned.
2. To increase the case clearance rate by 5% over the previous year.
3. To continue to partner with Countywide law enforcement agencies for development of information and collaboration on leads.
4. To initiate at least three public awareness campaigns to mitigate and help reduce property crime in Tracy.
5. To streamline investigative work processes through the integration of the new Spillman CAD/RMS system.

COMMENTARY

In FY11-12, while program staffing showed an increase in supervisory hours. However, program costs showed a minor decrease. In FY12-13, program costs will show a modest increase.

In FY13-14, program costs will show a major increase. While less than budgeted, cost are up in all categories. Full year staffing is driving up personnel costs.

For FY14-15, program staffing will remain at its current level. The program budget provides for full-year staffing for 8 Detectives, a Sergeant, a Crime Analyst, and supervisory and supporting staff. Also, budget provides cost increments for internal charges and other cost items.

PROGRAM EXPENDITURES	FY11-12 \$ Actual	FY12-13 \$ Actual	% Cost Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Cost Change	FY14-15 \$ Approved	% Budget Change
Personnel Expenses	1,721,435	1,726,201	0.3%	1,925,700	1,861,930	96.7%	7.9%	2,060,800	7.0%
Contracted Services	26,735	23,836	-10.8%	33,620	24,520	72.9%	2.9%	33,620	0.0%
Commodities	15,340	18,674	21.7%	20,910	27,960	133.7%	49.7%	17,710	-15.3%
Internal Charges	98,734	118,223	19.7%	144,810	144,500	99.8%	22.2%	153,820	6.2%
Other Payments	0	0		0	0			0	
Program Total	1,862,244	1,886,934	1.3%	2,125,040	2,058,910	96.9%	9.1%	2,265,950	6.6%
Amended Budget	1,955,460	1,996,700			2,125,040				
% of Amended Spent	95.2%	94.5%			96.9%				

FUNDING SOURCES	FY11-12 \$ Actual	FY12-13 \$ Actual	% Cost Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Cost Change	FY14-15 \$ Approved	% Budget Change
General Fund 101 - Taxes	1,844,169	1,861,591	0.9%	2,125,040	2,058,910	96.9%	10.6%	2,265,950	6.6%
County Grant	11,641	0	-100.0%	0	0		#DIV/0!	0	
Federal & State Grants	6,434	25,343		0	0			0	
Program Total	1,862,244	1,886,934	1.3%	2,125,040	2,058,910	96.9%	9.1%	2,265,950	6.6%

PROGRAM STAFFING	FY11-12 \$ Actual	FY12-13 \$ Actual	% Cost Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Cost Change	FY14-15 \$ Approved	% Budget Change
<i>Regular Positions</i>									
Police Captain	0.50	0.50		0.50	0.50			0.50	
Police Lieutenant	0.50	0.50		0.50	0.50			0.50	
Police Sergeant	1.00	1.00		1.00	1.00			1.00	
Police Officer (Detectives)	8.00	8.00		8.00	8.00			8.00	
Admin Asst II	0.50	0.50		0.50	0.50			0.50	
Crime Analyst	0.40	0.40		0.40	0.40			0.40	
<i>Other Staffing (Full-Time Equivalents)</i>									
Total - Full-Time Equivalents	10.90	10.90	0.0%	10.90	10.90	100.0%	0.0%	10.90	0.0%

Department: **51000 - Police Department**
 Division: **51300 - Special Operations Division**
 Program: **51330 - Special Investigations**

Prevention of gambling, prostitution, illegal sale and use of narcotics and alcoholic beverages. Investigation of human trafficking and commercialized vice. Departmental SWAT expenses.

PERFORMANCE OBJECTIVES

1. To conduct at least 6 internal and external presentations and training sessions on the topics of narcotics, vice and human trafficking.
2. To participate in the investigation of at least 12 multi-agency cases to promote and encourage interagency cooperation and information sharing.
3. Conduct at least 20 joint operations involving other Tracy PD units to encourage internal exchange of information and facilitate inter-unit planning.
4. Conduct at least 30 interdiction operations with regional entities in order to disrupt narcotics trafficking in our area.

COMMENTARY

In FY11-12, program staffing decreased by 4 Police Officers, but added supervisory hours. So, program costs showed a decrease. In FY12-13, program costs showed a major decrease, due to staff vacancies.

In FY13-14, program costs will show a moderate increase. Full year staffing is driving personnel costs up.

For FY14-15, no staffing changes are anticipated. The program budget provides for current staffing, some increases in internal charges and fuel, but maintains current funding with other cost items. But also, the budget provides new asset forfeiture funding.

<u>PROGRAM EXPENDITURES</u>	FY11-12 \$ Actual	FY12-13 \$ Actual	% Cost Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Cost Change	FY14-15 \$ Approved	% Budget Change
Personnel Expenses	1,421,132	978,118	-31.2%	1,071,000	1,057,500	98.7%	8.1%	1,108,900	3.5%
Contracted Services	36,495	30,625	-16.1%	44,730	37,380	83.6%	22.1%	61,300	37.0%
Commodities	21,350	17,462	-18.2%	16,660	14,820	89.0%	-15.1%	19,590	17.6%
Internal Charges	97,707	83,866	-14.2%	90,540	90,300	99.7%	7.7%	96,320	6.4%
Other Payments	2,500	5,000	100.0%	7,500	5,000	66.7%	0.0%	7,500	0.0%
Program Total	1,579,184	1,115,071	-29.4%	1,230,430	1,205,000	97.9%	8.1%	1,293,610	5.1%
Amended Budget	1,891,480	1,137,420			1,233,230				
% of Amended Spent	83.5%	98.0%			97.7%				

<u>FUNDING SOURCES</u>	FY11-12 \$ Actual	FY12-13 \$ Actual	% Cost Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Cost Change	FY14-15 \$ Approved	% Budget Change
General Fund 101 - Taxes	1,574,310	1,099,603	-30.2%	1,230,430	1,205,000	97.9%	9.6%	1,276,710	3.8%
County Grant	0	0		0	0			0	
Federal & State Grants	0	8,460		0	0			0	
Asset Seizure Fund 231	4,874	7,008	43.8%	0	0		-100.0%	16,900	
Program Total	1,579,184	1,115,071	-29.4%	1,230,430	1,205,000	97.9%	8.1%	1,293,610	5.1%

<u>PROGRAM STAFFING</u>	FY11-12 \$ Actual	FY12-13 \$ Actual	% Cost Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Cost Change	FY14-15 \$ Approved	% Budget Change
<i>Regular Positions</i>									
Police Captain	0.25	0.25		0.25	0.25			0.25	
Police Lieutenant	0.25	0.25		0.25	0.25			0.25	
Police Sergeant	1.00	1.00		1.00	1.00			1.00	
Police Officer	4.00	4.00		4.00	4.00			4.00	
Admin Asst II	0.25	0.25		0.25	0.25			0.25	
Crime Analyst	0.30	0.30		0.30	0.30			0.30	
Total - Full-Time Equivalents	6.05	6.05	0.0%	6.05	6.05	100.0%	0.0%	6.05	0.0%

Department: 51000 - Police Department
 Division: 51300 - Special Operations Division
 Program: 51340 - Forensic Services

Process and store departmental property, supplies, and evidence.
 Provide crime scene assistance in evidence collection and photography services.

PERFORMANCE OBJECTIVES

1. To work 120 crime scene investigations during the year and process 12,000 pieces of evidence.
2. To solve 20% more crimes through DNA and fingerprint evidence.
3. To purge and dispose of 20% more firearms, drugs and drug contraband evidence.

COMMENTARY

In FY11-12, the CSO position was transferred to another program, but the program added supervisory hours. Program costs showed a decrease. In FY12-13, program costs showed moderate decrease, due to staff vacancies.

In FY13-14, program costs will show a moderate increase. Full year staffing is driving personnel costs up, although they are below budget, still due to vacancies.

For FY14-15, no staffing changes are anticipated. The program budget provides for full-year staffing for 4 technicians and a supervisor. Also, the budget provides for some increases in internal charges.

PROGRAM EXPENDITURES	FY11-12 \$ Actual	FY12-13 \$ Actual	% Cost Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Cost Change	FY14-15 \$ Approved	% Budget Change
Personnel Expenses	654,244	594,881	-9.1%	722,500	607,650	84.1%	2.1%	745,060	3.1%
Contracted Services	38,987	41,747	7.1%	70,430	47,100	66.9%	12.8%	69,330	-1.6%
Commodities	7,839	8,530	8.8%	9,250	8,960	96.9%	5.0%	9,250	0.0%
Internal Charges	47,331	54,154	14.4%	65,320	65,000	99.5%	20.0%	70,740	8.3%
Other Payments	0	0		0	0			0	
Program Total	748,401	699,312	-6.6%	867,500	728,710	84.0%	4.2%	894,380	3.1%
Amended Budget	786,648	814,320			867,500				
% of Amended Spent	95.1%	85.9%			84.0%				

FUNDING SOURCES	FY11-12 \$ Actual	FY12-13 \$ Actual	% Cost Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Cost Change	FY14-15 \$ Approved	% Budget Change
General Fund 101 - Taxes	748,401	699,312	-6.6%	867,500	728,710	84.0%	4.2%	894,380	3.1%
Federal & State Grants	0	0		0	0			0	
Program Total	748,401	699,312	-6.6%	867,500	728,710	84.0%	4.2%	894,380	3.1%

PROGRAM STAFFING	FY11-12	FY12-13	% Cost Change	FY13-14	FY13-14	% of Budget	% Cost Change	FY14-15	% Budget Change
<i>Regular Positions</i>									
Police Captain	0.25	0.25		0.25	0.25			0.25	
Police Lieutenant	0.25	0.25		0.25	0.25			0.25	
Crime Scene Tech Supervisor	1.00	1.00		1.00	1.00			1.00	
Crime Scene Technician	4.00	4.00		4.00	4.00			4.00	
Admin Asst II	0.25	0.25		0.25	0.25			0.25	
Community Service Officer	0.00	0.00		0.00	0.00			0.00	
<i>Other Staffing (Full-Time Equivalent)</i>									
Total - Full-Time Equivalents	5.75	5.75	0.0%	5.75	5.75	100.0%	0.0%	5.75	0.0%

Department: 51000 - Police Department
 Division: 51300 - Support Operations Division
 Program: 51410 - Police Records

Process and maintain police records and reports. Provide information services for the public and other agencies and clerical assistance for other units of the Department.

PERFORMANCE OBJECTIVES

1. To provide 14,000 staff hours of records support for the department.
2. To assist and train officers and staff in the use of the new CAD/RMS system.
3. To purge documents per City approved retention schedule, thus saving labor costs and storage space.
4. To support patrol and investigations with statistical information and management of reports.
5. To update data, standards and work flow for new CAD/RMS system.

COMMENTARY

In FY11-12, program staffing increased supervisory hours. Internal charges increased due to added support for the CAD/RMS systems. In FY12-13, program staffing deleted a Sergeant. The program costs showed a major decrease; both personnel and contracted costs were down.

In FY13-14, program costs will show a major increase. Costs were up in all categories.

For FY14-15, no staffing changes are anticipated. The program budget for full-year staffing for 7 Records Assistants, a Records Supervisor, and supervisory/support staff. Also, the budget provides for increases in internal charges and data & computer systems charges.

PROGRAM EXPENDITURES	FY11-12 \$ Actual	FY12-13 \$ Actual	% Cost Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Cost Change	FY14-15 \$ Approved	% Budget Change
Personnel Expenses	920,379	735,882	-20.0%	889,600	784,910	88.2%	6.7%	919,500	3.4%
Contracted Services	76,035	74,509	-2.0%	74,380	79,110	106.4%	6.2%	98,380	32.3%
Commodities	4,240	6,242	47.2%	7,100	6,870	96.8%	10.1%	7,100	0.0%
Internal Charges	141,104	146,270	3.7%	188,270	188,000	99.9%	28.5%	213,620	13.5%
Other Payments	2,178	0		0	0			0	
Program Total	1,143,936	962,903	-15.8%	1,159,350	1,058,890	91.3%	10.0%	1,238,600	6.8%
Amended Budget	1,151,223	1,151,760			1,159,350				
% of Amended Spent	99.4%	83.6%			91.3%				

FUNDING SOURCES

General Fund 101 - Taxes	979,722	839,971	-14.3%	1,009,350	928,890	92.0%	10.6%	1,108,600	9.8%
Fee Revenues	126,651	122,932	-2.9%	150,000	130,000	86.7%	5.7%	130,000	-13.3%
Federal & State Grants	37,563	0		0	0			0	
Program Total	1,143,936	962,903	-15.8%	1,159,350	1,058,890	91.3%	10.0%	1,238,600	6.8%

PROGRAM STAFFING

<i>Regular Positions</i>									
Support Ops Manager	0.40	0.40		0.40	0.40			0.40	
Police Lieutenant	0.00	0.00		0.00	0.00			0.00	
Police Sergeant	1.00	0.00		0.00	0.00			0.00	
Records Supervisor	1.00	1.00		1.00	1.00			1.00	
Police Records Assts	7.00	7.00		7.00	7.00			7.00	
Admin Asst II-Secretary	0.00	0.00		0.00	0.00			0.00	
Executive Asst I	0.40	0.40		0.40	0.40			0.40	
<i>Other Staffing (Full-Time Equivalents)</i>									
Temp Clerk	0.00	0.00		0.00	0.00			0.00	
Total - Full-Time Equivalents	9.80	8.80	-10.2%	8.80	8.80	100.0%	0.0%	8.80	0.0%

Department: **51000 - Police Department**
 Division: **51300 - Support Operations Division**
 Program: **51460 - Communications**

Provides public safety communications by processing service requests, dispatch service responses, and providing information to field units. Maintains linkage with County's Criminal Justice Information System.

PERFORMANCE OBJECTIVES

1. To operate the public safety communication center 24 hours per day, 365 days in the year, at a costs of \$289.58 per hour or less.
2. To answer 121,538 Emergency and Non-emergency calls in the Communications Center and to dispatch 30,873 calls for service.
3. To handle and process 19,325 officer initiated service calls.
4. To continue to expand dispatch technology, training and accountability for the purposes of improved efficiency in officer safety.
5. To improve overall customer service and community education.

COMMENTARY

In FY10-11, program staffing has increased supervisory hours and added a Comm Operator. Contracted costs and internal charges increased due to support for the CAD/RMS systems. Also, Comm Operators were retitled Public Safety Dispatchers.

In both FY12-13 and FY13-14, program staffing added new positions, while program costs showed modest increases.

For FY14-15, no staffing changes are anticipated. The program budget provides for full-year staffing for 14 full-time Dispatchers, a Supervisor, and supervisory/support staff. The program budget provides for increases in internal charges and data & computer systems charges.

PROGRAM EXPENDITURES	FY11-12 \$ Actual	FY12-13 \$ Actual	% Cost Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Cost Change	FY14-15 \$ Approved	% Budget Change
Personnel Expenses	1,697,868	1,780,670	4.9%	1,958,080	1,781,300	91.0%	0.0%	2,053,700	4.9%
Contracted Services	166,465	182,825	9.8%	206,830	186,880	90.4%	2.2%	236,830	14.5%
Commodities	3,670	4,002	9.0%	3,980	3,950	99.2%	-1.3%	3,980	0.0%
Internal Charges	214,044	210,270	-1.8%	253,140	250,000	98.8%	18.9%	280,630	10.9%
Other Payments	0	0		0	0			0	
Program Total	2,082,047	2,177,767	4.6%	2,422,030	2,222,130	91.7%	2.0%	2,575,140	6.3%
Amended Budget	2,032,356	2,300,190			2,422,030				
% of Amended Spent	102.4%	94.7%			91.7%				
FUNDING SOURCES									
General Fund 101 - Taxes	2,044,484	2,177,767	6.5%	2,421,030	2,221,130	91.7%	2.0%	2,574,140	6.3%
State 911 Reimbursement	0	0		1,000	1,000	100.0%		1,000	0.0%
Fee Revenues	0	0		0	0			0	
Federal & State Grants	37,563	0		0	0			0	
Program Total	2,082,047	2,177,767	4.6%	2,422,030	2,222,130	91.7%	2.0%	2,575,140	6.3%
PROGRAM STAFFING									
<i>Regular Positions</i>									
Support Ops Manager	0.40	0.40		0.40	0.40			0.40	
Police Lieutenant	0.00	0.00		0.00	0.00			0.00	
Police Sergeant	0.00	0.00		0.00	0.00			0.00	
Admin Asst II-Secretary	0.00	0.00		0.00	0.00			0.00	
Lead Dispatcher/Supervisor	1.00	1.00		6.00	6.00			6.00	
Public Safety Dispatcher II	12.00	13.00		9.00	9.00			9.00	
Executive Asst I	0.40	0.40		0.40	0.40			0.40	
<i>Other Staffing (Full-Time Equivalents)</i>									
Public Safety Dispatcher I	0.34	0.35		0.35	0.35			0.35	
Total - Full-Time Equivalents	14.14	15.15	7.1%	16.15	16.15	100.0%	6.6%	16.15	0.0%

FIRE DEPARTMENT

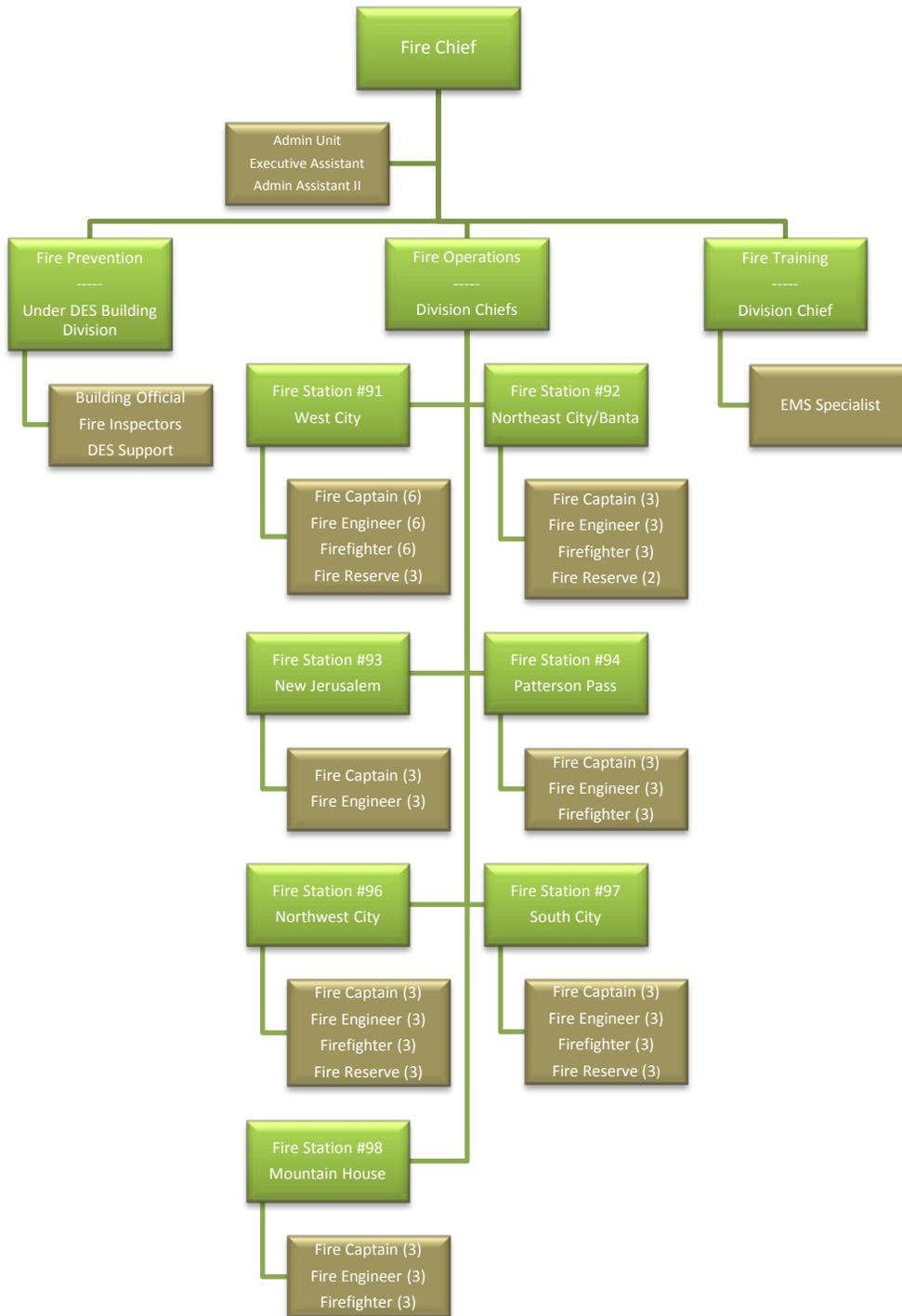
Mission Statement

Committed to Providing a Diversity of Services
for a Better Quality of Life

Department Head

Alford Nero, Fire Chief

City of Tracy FIRE DEPARTMENT Fiscal Year 14-15



Department: **52000 - Fire Department**

The Fire Department provides fire prevention, fire suppression and rescue services within the City limits.

Since 1999, the Department also provides services for the Tracy Rural Fire District (TRFD) and, since 2006, the Mountain House Community Services District (MHCSD). The total service area is 167 square miles, 26.3 in the City, and the populations served are about 84,500 in the City and 26,200 outside.

COMMENTARY

As proposed for FY14-15, the departmental budget will increase about 5.6% over the current year adopted budget, and this represents a 7.7% increase over FY12-13 amended budget.

The base component of the budget represents a 4.3% increase over the current year adopted budget, while budget augmentations will show a 1.3% increase over the base budget.

In FY13-14, departmental staffing added 2 full-time regular positions. In FY14-15, departmental staffing will add 1 full-time regular position.

DEPARTMENTAL EXPENDITURES BY PROGRAM	FY11-12 \$ Actual	FY12-13 \$ Actual	% Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Change	FY14-15 \$ Approved	% Change
52110 - Fire Administration	535,470	568,830	6.2%	557,920	579,840	103.9%	1.9%	607,060	8.8%
52150 - Fire Prevention & Education	346,181	355,538	2.7%	420,620	310,730	73.9%	-12.6%	429,840	2.2%
52210 - Fire Operations	14,133,024	14,174,379	0.3%	14,345,160	14,307,500	99.7%	0.9%	15,050,420	4.9%
52250 - Fire Training & Safety	215,540	226,575	5.1%	258,500	285,250	110.3%	25.9%	369,650	43.0%
Department Total	15,230,215	15,325,322	0.6%	15,582,200	15,483,320	99.4%	1.0%	16,456,970	5.6%
Amended Budget	15,294,710	15,285,700	-0.1%		15,618,964		2.2%	over 2 years	7.7%
% of Amended Spent	99.58%	100.26%			99.13%				
						Base Budget >>		16,249,730	4.3%
						Augmentations >>		207,240	1.3%

Department: 52000 - Fire Department (Continued)

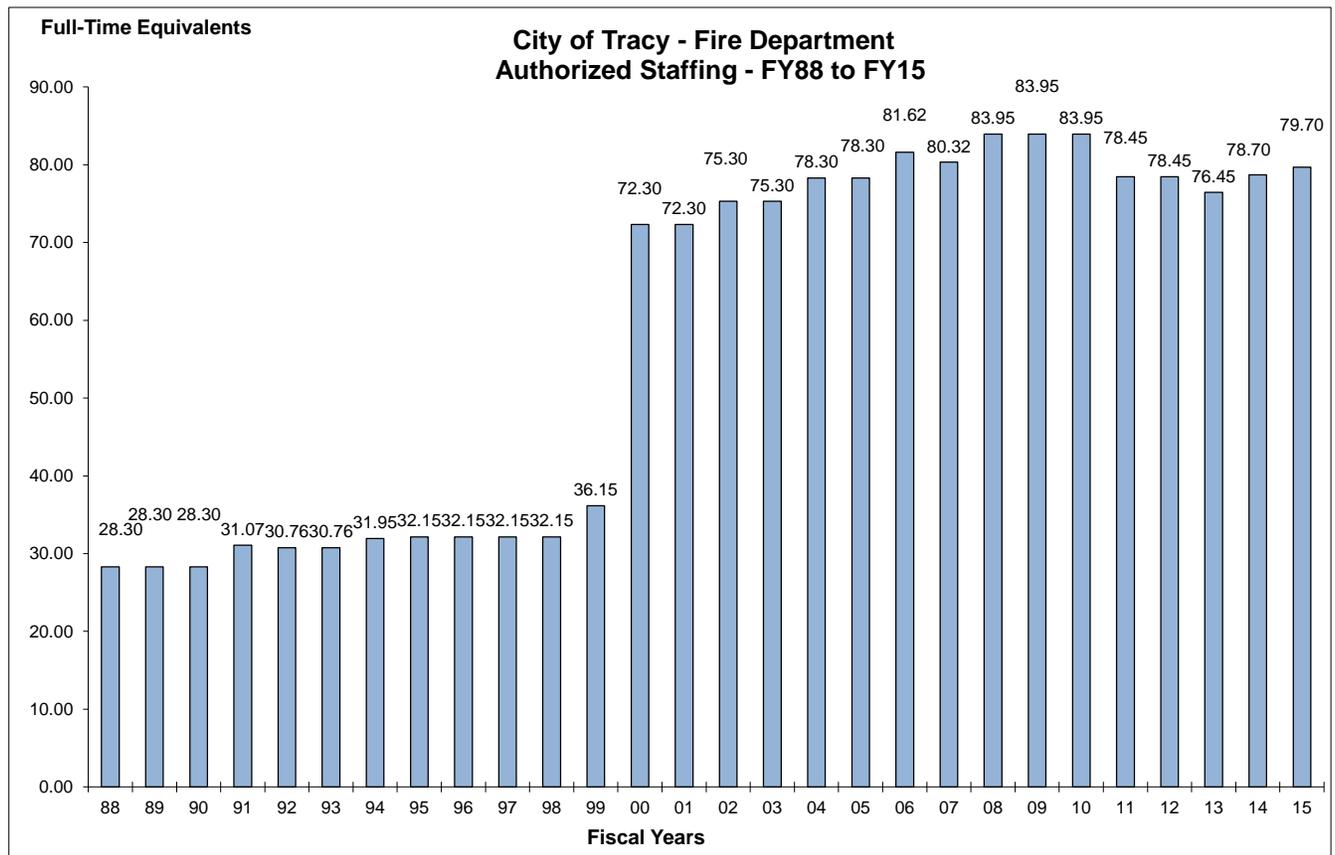
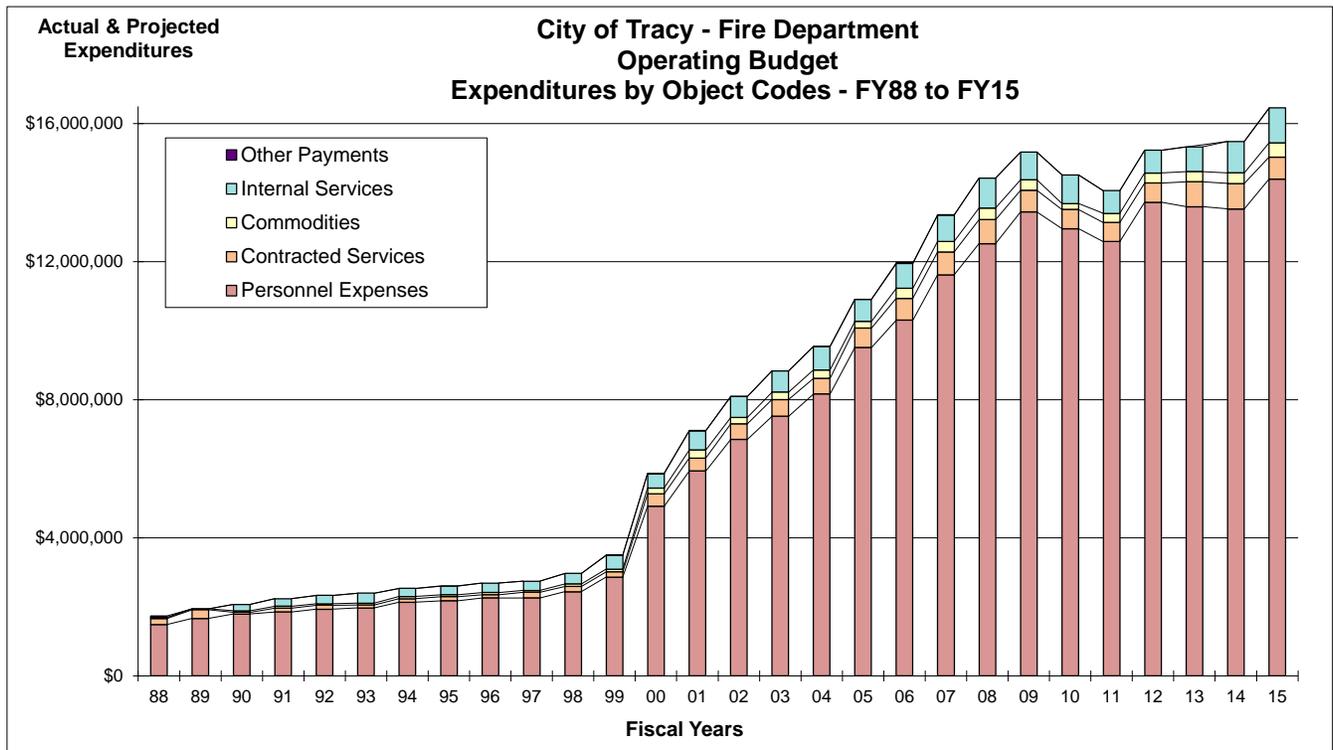
DEPARTMENTAL EXPENDITURES BY OBJECT CATEGORY	FY11-12 \$ Actual	FY12-13 \$ Actual	% Cost Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Cost Change	FY14-15 \$ Approved	% Budget Change
Personnel Expenses	13,724,233	13,592,085	-1.0%	13,722,770	13,530,640	98.6%	-0.5%	14,394,140	4.9%
Contracted Services	560,055	726,974	29.8%	638,360	736,670	115.4%	1.3%	638,960	0.1%
Commodities	289,982	294,047	1.4%	319,020	309,380	97.0%	5.2%	412,790	29.4%
Internal Charges	655,945	712,216	8.6%	902,050	906,630	100.5%	27.3%	1,011,080	12.1%
Other Payments	0	0		0	0			0	
Department Total	15,230,215	15,325,322	0.6%	15,582,200	15,483,320	99.4%	1.0%	16,456,970	5.6%

DEPARTMENTAL EXPENDITURES
BY FUNDING SOURCES

General Fund 101 - Taxes	8,736,518	8,751,942	0.2%	9,052,090	8,936,320	98.7%	2.1%	9,897,450	9.3%
Grant & Fee Revenues	0	0		0	0			0	
South County Fire Authority - Fund 211									
Fee Revenues	174,139	216,620	24.4%	175,500	197,800	112.7%	-8.7%	211,950	20.8%
Grant Revenues	0	102,391		206,000	215,000	104.4%	110.0%	212,000	2.9%
Mt House CSD	2,293,384	2,309,230	0.7%	2,313,290	2,307,870	99.8%	-0.1%	2,362,990	2.1%
Tracy Rural Fire District	4,026,174	3,945,139	-2.0%	3,835,320	3,826,330	99.8%	-3.0%	3,772,580	-1.6%
Department Total	15,230,215	15,325,322	0.6%	15,582,200	15,483,320	99.4%	1.0%	16,456,970	5.6%

DEPARTMENTAL STAFFING

	FY11-12 Approved	FY12-13 \$ Actual	% Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Change	FY14-15 \$ Approved	% Change
<i>Regular Positions</i>									
Fire Chief	1.00	1.00		1.00	1.00			1.00	
Executive Asst/Sr Secretary	1.00	1.00		1.00	1.00			1.00	
Fire Batt Chief	0.00	0.00		0.00	0.00			0.00	
Fire Captain	24.00	24.00		24.00	24.00			24.00	
Fire Engineer	24.00	24.00		24.00	24.00			24.00	
Firefighter	21.00	19.00		21.00	21.00			21.00	
Fire Inspector	2.00	2.00		2.00	2.00			2.00	
Admin Asst/Sr Admin Clerk	1.00	1.00		1.00	1.00			1.00	
Fire Division Chief	3.00	3.00		3.00	3.00			3.00	
EMS Specialist	0.00	0.00		0.00	0.00			1.00	
Allocation from Dev Services	0.30	0.30		0.30	0.30			0.30	
<i>Other Staffing (Full-Time Equivalents)</i>									
Firefighter Reserves	1.15	1.15		1.40	1.40			1.40	
Temp Clerk	0.00	0.00		0.00	0.00			0.00	
Fire Overhires	0.00	0.00		0.00	0.00			0.00	
Fire Inspector	0.00	0.00		0.00	0.00			0.00	
Total - Full Time Equivalents	78.45	76.45	-2.5%	78.70	78.70	100.0%	2.9%	79.70	1.3%



Budget Narrative - Fire Department

Historical Milestones

- Consolidation agreement with Tracy Rural Fire District (TRFD) approved and implemented on September 16, 1999.
- With consolidation, the department becomes the primary operating agency under the South County Fire Authority which serves both the City and the surrounding area, approximately 215 square miles.
- With consolidation, department staffing increased by 29 full-time regular positions.

Recent Budget Changes

FY 10-11

- Reduction in base budget by \$1,712,140 or 10.5% from FY09-10 Adopted Budget.
- Departmental staffing reduced by 3 full-time regular positions and .80 FTEs in other staffing.

FY 11-12

- Increase in base budget by \$582,040 or 4.0% over FY10-11 Adopted Budget, entirely in personnel expenses.
- Only \$31,880 in budget augmentations for other costs.
- No change in departmental staffing.
- Overtime budget \$1,281,000 for Fire Operations Program.

FY 12-13

- Increase in base budget of \$186,570 or 1.2% over FY11-12 Adopted Budget. This is in personnel expenses.
- Departmental staffing will delete 2 Firefighters. This reduction is due to a TRFD reduction in station manning due to their inability to provide funding.

FY 12-13 Continued

- Budget augmentations of \$129,520.
- New equipment for \$14,000 and \$146,680 for equipment replacements.
- Consolidated operating budget split changed to: 5.9% City, 27.5% TRFD, and 16.6% MHCSD.

FY 13-14

- Increase in base budget of \$486,560 or 0.9%. Major increase in internal service charges for equipment replacement.
- Budget augmentations of \$182,170.
- Departmental staffing added 2 Firefighters in the latter part of the year. Also, Fire Reserves hours were increased.
- Equipment replacements of \$636,950.
- During the year, the department initiated the lease purchase of two fire engines for \$948,750.
- Late in the year, the department will move into two new fire stations, #92 and #96, replacing older fire stations.

Proposed Budget Changes in FY 14-15

- Base budget increase of \$667,530 or 4.3% over the adopted FY13-14 budget. Increase in personnel expenses of \$553,670.
- Budget augmentations of \$207,240.
- Departmental staffing will add an EMS Specialist.
- Equipment replacement of \$131,730, including \$48,000 for a Records Management System.

Major Non Personnel Expense	FY 12-13	%Change	FY 13-14	%Change	FY 14-15
Vehicle Maintenance	\$207,000	0.00%	\$207,000	0.00%	\$207,000
Dispatch Service	113,550	0.00%	113,550	0.00%	113,550
Plan Checking	16,070	0.00%	16,070	0.00%	16,070
Weed Abatement	12,100	0.00%	12,100	0.00%	12,100
Utilities	103,140	0.00%	103,140	0.00%	103,140
Equipment Acquisition	\$14,000		\$0		\$73,000
Equipment Replacement	\$146,680		\$636,950		\$131,730

52000 - Fire Department

Historical Budget Increments, Augmentations, and Usage

Department Budget By Object	Prior Year Adopted Budgets	<<<< Base Increment & Augmentations >>>>					New Year Adopted Budgets		Actual Budget Use	
		Base Increment	% Change	\$ Base Budget	\$ Budget Augments	% Base	FY11-12 \$ Budget	% Change	FY11-12 \$ Actual	% Used
FY11-12 Budget >>	FY10-11 \$ Budget									
Personnel Expenses	13,050,500	582,430	4.5%	13,632,930	0	0.0%	13,632,930	4.5%	13,724,233	100.7%
Contracted Services	609,030	0	0.0%	609,030	6,330	1.0%	615,360	1.0%	560,055	91.0%
Commodities	284,370	0	0.0%	284,370	25,550	9.0%	309,920	9.0%	289,982	93.6%
Internal Charges	669,500	0	0.0%	669,500	0	0.0%	669,500	0.0%	655,945	98.0%
Other Payments	0	0		0	0		0		0	
Department Total	14,613,400	582,430	4.0%	15,195,830	31,880	0.2%	15,227,710	4.2%	15,230,215	100.0%
FY12-13 Budget >>	FY11-12 \$ Budget	Base Increment	% Change	\$ Base Budget	\$ Budget Augments	% Change	FY12-13 \$ Budget	% Change	FY12-13 \$ Actual	% Used
Personnel Expenses	13,632,930	214,570	1.6%	13,847,500	-259,500	-1.9%	13,588,000	-0.3%	13,592,085	100.0%
Contracted Services	615,360	-28,000	-4.6%	587,360	45,000	7.7%	632,360	2.8%	726,974	115.0%
Commodities	309,920	0	0.0%	309,920	-3,500	-1.1%	306,420	-1.1%	294,047	96.0%
Internal Charges	669,500	0	0.0%	669,500	32,920	4.9%	702,420	4.9%	712,216	101.4%
Other Payments	0	0		0	0		0		0	
Department Total	15,227,710	186,570	1.2%	15,414,280	-185,080	-1.2%	15,229,200	0.0%	15,325,322	100.6%
FY13-14 Budget >>	FY12-13 \$ Budget	Base Increment	% Change	\$ Base Budget	\$ Budget Augments	% Change	FY13-14 \$ Budget	% Change	FY13-14 \$ Estimated	% Used
Personnel Expenses	13,588,000	-28,800	-0.2%	13,559,200	163,570	1.2%	13,722,770	1.0%	13,530,640	98.6%
Contracted Services	632,360	0	0.0%	632,360	6,000	0.9%	638,360	0.9%	736,670	115.4%
Commodities	306,420	0	0.0%	306,420	12,600	4.1%	319,020	4.1%	309,380	97.0%
Internal Charges	702,420	199,630	28.4%	902,050	0	0.0%	902,050	28.4%	906,630	100.5%
Other Payments	0	0		0	0		0		0	
Department Total	15,229,200	170,830	1.1%	15,400,030	182,170	1.2%	15,582,200	2.3%	15,483,320	99.4%
FY14-15 Adopted Budget >>	FY13-14 \$ Budget	Base Increment	% Change	\$ Base Budget	\$ Budget Augments	% Change	FY14-15 \$ Budget	% Change		
Personnel Expenses	13,722,770	553,670	4.0%	14,276,440	117,700	0.8%	14,394,140	4.9%		
Contracted Services	638,360	-2,400	-0.4%	635,960	3,000	0.5%	638,960	0.1%		
Commodities	319,020	35,000	11.0%	354,020	58,770	16.6%	412,790	29.4%		
Internal Charges	902,050	81,260	9.0%	983,310	27,770	2.8%	1,011,080	12.1%		
Other Payments	0	0		0	0		0			
Department Total	15,582,200	667,530	4.3%	16,249,730	207,240	1.3%	16,456,970	5.6%		

Notes:

1. The Base Increment for personnel expenses represents annual **salary/benefit adjustments**.
2. The Base Increment for other objects represents the annual **Cost Adjustments** for inflation and usage.
3. Base Augments for personnel expenses represent the costs of **New Staffing** for the department or added overtime or temporary hours.
4. Base Augments for other objects represent **Operational Enhancements** for program expansion, work improvement, and new activities.

52000 - Fire Department

Department Budget By Program	FY11-12	FY12-13	%	FY13-14	%	FY14-15	%	FY14-15	% over
	\$ Actual	\$ Actual	Change	\$ Adopted	Change	\$ Base Budget	Change	\$ Bud Augment	Base
52110 - Fire Administration	535,470	568,830	6.2%	557,920	-1.9%	604,580	8.4%	2,480	0.4%
52150 - Fire Prevention & Educ	346,181	355,538	2.7%	420,620	18.3%	419,600	-0.2%	10,240	2.4%
52210 - Fire Operations	14,133,024	14,174,379	0.3%	14,345,160	1.2%	14,963,390	4.3%	87,030	0.6%
52250 - Fire Training & Safety	215,540	226,575	5.1%	258,500	14.1%	262,160	1.4%	107,490	41.0%
Department Total	15,230,215	15,325,322	0.6%	15,582,200	1.7%	16,249,730	4.3%	207,240	1.3%

Department Budget by Object

Personnel Expenses	13,724,233	13,592,085	-1.0%	13,722,770	1.0%	14,276,440	4.0%	117,700	0.8%
Contracted Services	560,055	726,974	29.8%	638,360	-12.2%	635,960	-0.4%	3,000	0.5%
Commodities	289,982	294,047	1.4%	319,020	8.5%	354,020	11.0%	58,770	16.6%
Internal Charges	655,945	712,216	8.6%	902,050	26.7%	983,310	9.0%	27,770	2.8%
Other Payments	0	0		0		0		0	
Department Total	15,230,215	15,325,322	0.6%	15,582,200	1.7%	16,249,730	4.3%	207,240	1.3%

Department Budget by Funding Source

General Fund 101 - Taxes	8,736,518	8,751,942	0.2%	9,052,090	3.4%	9,765,850	7.9%	131,600	1.3%
Grant & Fee Revenues	0	0		0		0		0	
South County Fire Authority - Fund 211									
Fee Revenues	174,139	216,620	24.4%	175,500	-19.0%	175,500	0.0%	36,450	20.8%
Grant Revenues	0	102,391		206,000	101.2%	206,000	0.0%	6,000	2.9%
Mt House CSD	2,293,384	2,309,230	0.7%	2,313,290	0.2%	2,292,210	-0.9%	70,780	3.1%
Tracy Rural Fire District	4,026,174	3,945,139	-2.0%	3,835,320	-2.8%	3,810,170	-0.7%	-37,590	-1.0%
Department Total	15,230,215	15,325,322	0.6%	15,582,200	1.7%	16,249,730	4.3%	207,240	1.3%

Department Staffing

Total - Full Time Equivalent	78.45	76.45	-2.5%	78.70	2.9%	78.70	0.0%	1.00	1.3%
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Department Equipment Purchase

Replacement Equipment	137,702	99,318	-27.9%	636,950	541.3%	40,000	-93.7%	91,730	229.3%
New Equipment	120,003	16,128	-86.6%	0		0		73,000	

CORE MEASURES and Supporting Data for FIRE Department

from ICMA-CPM Data Templates	FY10-11 Actual	FY11-12 Actual	FY12-13 Actual	% Change	FY13-14 Projected	FY13-14 Estimate	% Change	FY14-15 Projected	% Change
City Resident Population	83,242	83,562	84,466	1.08%	84,500	85,146	0.81%	86,400	1.47%
City Area Served (Square Miles)	23.0	23.0	26.3	14.35%	23.0	29.1	10.65%	29.1	0.00%
Outside City Resident Population	25,369	25,369	25,491	0.48%	26,341	25,614	0.48%	25,737	0.48%
Outside Area Served (Square Mil)	144.0	144.0	140.7	-2.29%	144.0	140.7	0.00%	140.7	0.00%
Sworn and Civilian FTEs	78.45	78.45	76.45	-2.55%	78.45	78.70	2.94%	79.70	1.27%
per 1,000 Population	0.72	0.72	0.70	-3.46%	0.71	0.71	2.20%	0.71	0.03%
Fire Stations / 1st Line Units	7 / 8	7 / 8	7 / 8		7 / 8	7 / 8	0.00%	7 / 8	0.00%
Departmental Costs (\$1,000)	\$14,058	\$15,230	\$15,325	0.62%	\$15,582	\$15,483	1.03%	\$16,456	6.28%
per Capita	\$129.43	\$139.81	\$139.37	-0.32%	\$140.58	\$139.79	0.30%	\$146.75	4.98%
Incidents									
Structural Fire	35	61	58	-4.92%	61	66	13.79%	66	0.00%
Non-Structural Fire	445	359	366	1.95%	356	417	13.93%	417	0.00%
Emergency Medical	3,034	3,196	3,190	-0.19%	3,428	3,075	-3.61%	3,075	0.00%
Others	2,212	2,330	2,709	16.27%	2,480	2,740	1.14%	2,740	0.00%
Fire Incidents / 1,000 Population	4.42	3.86	3.86	0.01%	3.76	4.36	13.09%	4.31	-1.23%
EMS Incidents / 1,000 Populatio	27.93	29.34	29.01	-1.12%	30.93	27.76	-4.30%	27.42	-1.23%
Other Incidents / 1,000 Populatio	20.37	21.39	24.64	15.18%	22.37	24.74	0.41%	24.43	-1.23%
Fire Incidents per Week	1.35	2.35	2.23	-4.92%	2.35	2.54	13.79%	2.54	0.00%
EMS Incidents per Day	8.31	8.76	8.74	-0.19%	9.39	8.42	-3.61%	8.42	0.00%
Other Incidents per Day	6.06	6.38	7.42	16.27%	6.79	7.51	1.14%	7.51	0.00%
% of Calls within a 5 Minute Re:	74.0%	70.0%	70.0%	0.00%	76.0%	76.0%	8.57%	76.0%	0.00%
Average EMS Response (Secor	235	240	260	8.33%	240	268	3.08%	268	0.00%
Fire Prevention									
Field Activities	3,498	3,492	8,202	99.56%	1,501	8,983	9.52%	9,453	5.23%
Field Activities per 1,000 popul:	32.21	32.06	74.59	86.49%	13.54	81.10	8.73%	84.30	3.94%
Citizen Survey Ratings									
Fire Services									
Quality: Good or Better					92.0%			92.0%	
Quality: Fair					6.5%			6.5%	
Timeliness: Good or Better					91.0%			91.0%	
Timeliness: Fair					6.1%			6.1%	
EMS Services									
Quality: Good or Better					96.0%			96.0%	
Quality: Fair					3.0%			3.0%	
Timeliness: Good or Better					93.0%			93.0%	
Timeliness: Fair					5.1%			5.1%	

DEPARTMENTAL ACCOMPLISHMENTS AND PROJECTIONS

Past Accomplishments: FY 12-13

1. Complete a comprehensive review of the Department's Training Program and implement changes as needed – completed January 2013.
2. Construction and relocation of Fire Stations 92 and 96. Construction to begin April 2013; carried over to FY13-14.
3. Review Strategic Plan and provide implementation strategy to the governing boards – on hold until Consolidation (Governance Plan is completed)
4. Review Consolidation (Governance) Plan and provide implementation strategy to the governing boards – ongoing; carried over to FY13-14.
5. Continue to update all Department Standard Operating Guidelines – Completed February 2013.
6. Complete a comprehensive fleet study evaluating apparatus, future needs, replacement program and maintenance; carried over to FY13-14.
7. Implement Advanced Life Support at Station 92 – completed July 2012.

Future Projections: FY 14-15

1. Implementation of Governance model.
2. Construction of quarter's modification at Fire Station 91.
3. Recruitment and hiring for four ranks within the department.
4. Oversee construction of 3 (2 City, 1 Rural) Type 1 triple combination fire pumps.
5. Implement Company Inspection program.
6. Implement inventory tracking system.

Current Projections: FY 13-14

1. Construction and relocation of Fire Stations 92 and 96 – construction began in April 2013.
2. Construction of quarter modification at Fire Station 91.
3. Implement the accepted governance model plan.
4. Recruit, hire and train new firefighters.
5. Implement Hydrant Maintenance program.
6. Implement Company Inspection program.

Department: **52000 - Fire Department**
 Division: **52100 - Chief's Office**
 Program: **52111 - Fire Administration**

Administer and direct the Fire Department and provide the necessary administrative support for its programs and operations.

PERFORMANCE OBJECTIVES

1. To oversee the 4 programs of the Department at an admin cost of 3.7% or less of the department operating budget.
2. To oversee a departmental budget of over \$16,456,970 and with an authorized staffing of 79.70 full-time equivalents.
3. To oversee construction of 3 Type 1 Triple Combination Fire pumbers values at \$1.4 million.
4. To oversee the recruitment and hiring of four ranks: Engineer, Captain, BC, and DC).

COMMENTARY

This program provides for the Fire Chief and secretarial support and for facility costs for the Fire Administration Building.
 In FY10-11, the Fire Chief position was vacant for part of year. In FY11-12 and FY12-13, program costs are up, with full year staffing.
 In FY13-14, program costs will show a modest increase.

For FY14-15, no staffing changes are anticipated. The program budget provides for current staffing, some increases in internal charges, and some enhancements in other cost items.

<u>PROGRAM EXPENDITURES</u>	FY11-12 \$ Actual	FY12-13 \$ Actual	% Cost Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Cost Change	FY14-15 \$ Approved	% Budget Change
Personnel Expenses	452,636	477,022	5.4%	460,300	473,240	102.8%	-0.8%	492,620	7.0%
Contracted Services	19,795	19,350	-2.2%	18,670	23,970	128.4%	23.9%	29,270	56.8%
Commodities	13,040	14,871	14.0%	19,650	16,500	84.0%	11.0%	20,150	2.5%
Internal Charges	49,999	57,587	15.2%	59,300	66,130	111.5%	14.8%	65,020	9.6%
Other Payments	0	0		0	0			0	
Program Total	535,470	568,830	6.2%	557,920	579,840	103.9%	1.9%	607,060	8.8%
Amended Budget	557,830	545,600			580,020				
% of Amended Spent	96.0%	104.3%			100.0%				

<u>FUNDING SOURCES</u>	FY11-12 \$ Actual	FY12-13 \$ Actual	% Cost Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Cost Change	FY14-15 \$ Approved	% Budget Change
General Fund 101 - Taxes	291,339	320,140	9.9%	317,080	329,330	103.9%	2.9%	363,770	14.7%
Grant & Fee Revenues	0	0		0	0			0	
Mt House CSD	83,650	93,986	12.4%	90,610	94,250	104.0%	0.3%	93,620	3.3%
Tracy Rural Fire District	160,481	154,704	-3.6%	150,230	156,260	104.0%	1.0%	149,670	-0.4%
Program Total	535,470	568,830	6.2%	557,920	579,840	103.9%	1.9%	607,060	8.8%

<u>PROGRAM STAFFING</u>	FY11-12 \$ Actual	FY12-13 \$ Actual	% Cost Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Cost Change	FY14-15 \$ Approved	% Budget Change
<i>Regular Positions</i>									
Fire Chief	1.00	1.00		1.00	1.00			1.00	
Exec Asst II-Senior Secretary	1.00	1.00		1.00	1.00			1.00	
Admin Asst II-Sr Admin Clerk	1.00	1.00		1.00	1.00			1.00	
<i>Other Staffing (Full-Time Equivalents)</i>									
Temp Clerk	0.00	0.00		0.00	0.00			0.00	
Total - Full-Time Equivalents	3.00	3.00	0.0%	3.00	3.00	100.0%	0.0%	3.00	0.0%

Department: **52000 - Fire Department**
 Division: **52100 - Chief's Office**
 Program: **52150 - Fire Prevention**

Conduct fire investigations and provide code enforcement, fire code plan checks, permit issuance, and business inspections. Provide fire safety education. Test and maintain fire hydrants.

PERFORMANCE OBJECTIVES

1. To conduct 3,000 Fire Code inspections in the South County Fire Authority's protection area.
2. To review, analyze, and provide comments on fire code reviews for new and existing property construction projects within 20 business days for initial submittals and 10 business days for resubmittals.

COMMENTARY

In FY10-11, program supervision was changed from a Division Chief to the DES Building Official. In FY11-12, program costs showed a minor increase; while staffing costs were up, contracted costs were down. In FY12-13 and FY13-14, personnel costs are down due to staff vacancies. Contracted inspectors are being used to back fill the vacancies and for extra work. For FY14-15, no staffing changes are anticipated. The program budget provides for current staffing, some increases in internal charges, but maintains current funding for other cost items.

PROGRAM EXPENDITURES	FY11-12 \$ Actual	FY12-13 \$ Actual	% Cost Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Cost Change	FY14-15 \$ Approved	% Budget Change
Personnel Expenses	268,732	170,252	-36.6%	289,300	76,000	26.3%	-55.4%	298,780	3.3%
Contracted Services	10,847	110,193	915.9%	38,330	147,800	385.6%	34.1%	29,230	-23.7%
Commodities	13,859	18,781	35.5%	24,710	18,930	76.6%	0.8%	29,710	20.2%
Internal Charges	52,742	56,312	6.8%	68,280	68,000	99.6%	20.8%	72,120	5.6%
Other Payments	0	0		0	0			0	
Program Total	346,180	355,538	2.7%	420,620	310,730	73.9%	-12.6%	429,840	2.2%
Amended Budget	379,280	419,330			436,100				
% of Amended Spent	91.3%	84.8%			71.3%				

FUNDING SOURCES

General Fund 101 - Taxes	15,177	(15,539)	-202.4%	64,830	(18,880)	-29.1%	21.5%	47,240	-27.1%
Fee Revenues	174,139	216,620	24.4%	175,500	197,800	112.7%	-8.7%	211,950	20.8%
Mt House CSD	53,749	58,373	8.6%	67,830	49,590	73.1%	-15.0%	65,670	-3.2%
Tracy Rural Fire District	103,115	96,084	-6.8%	112,460	82,220	73.1%	-14.4%	104,980	-6.7%
Program Total	346,180	355,538	2.7%	420,620	310,730	73.9%	-12.6%	429,840	2.2%

PROGRAM STAFFING

<i>Regular Positions</i>									
Fire Inspector	2.00	2.00		2.00	2.00			2.00	
Admin Asst II-Sr Admin Clerk	0.00	0.00		0.00	0.00			0.00	
Fire Division Chief	0.00	0.00		0.00	0.00			0.00	
Fire Marshal	0.00	0.00		0.00	0.00			0.00	
Allocation from Dev Serv	0.30	0.30		0.30	0.30			0.30	
<i>Other Staffing (Full-Time Equivalents)</i>									
Temp Clerk	0.00	0.00		0.00	0.00			0.00	
Fire Inspector	0.00	0.00		0.00	0.00			0.00	
Total - Full-Time Equivalents	2.30	2.30	0.0%	2.30	2.30	100.0%	0.0%	2.30	0.0%

Department: **52000 - Fire Department**
 Division: **52200 - Operations Division**
 Program: **52210 - Fire Operations**

Responds to fire and emergency calls to provide fire suppression, rescue, emergency medical, and hazardous materials reponse services.

PERFORMANCE OBJECTIVES

1. To operate and maintain 7 stations, 7 Engine and 1 Truck companies, 24 hours per day, 365 days per year, utilizing 3 platoons.
2. To respond to all emergency calls within the City of Tracy within 6.5 minutes, 90% of the time.
3. To respond to all emergency calls within the Tracy Rural Fire District within 10 minutes, 90% of the time.
4. To respond to all emergency calls within the Mountain House CSD within 6.5 minutes, 90% of the time.
5. To perform hydrant maintenance in the SCFA service area on a continual basis per NFPA standards.
6. To develop a Company Inspection Program.

COMMENTARY

In FY11-12 and FY12-13, program costs showed modest increases. Also, in FY12-13, program costs were reduced by 2.00 FTEs, due to a cutback in minimum staffing for Tracy Rural stations.

In FY13-14, program staffing will increase by 2.25 FTEs, with FS #92 relocating and going to 3 person staffing. Also, hours for Fire Reserves will be increase. Program costs will show a minimal increase for the year.

For FY14-15, no staffing changes are anticipated. The program budget provides for current staffing, some increases in internal charges, and some enhancements in other cost items.

PROGRAM EXPENDITURES	FY11-12 \$ Actual	FY12-13 \$ Actual	% Cost Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Cost Change	FY14-15 \$ Approved	% Budget Change
Personnel Expenses	12,840,178	12,800,995	-0.3%	12,826,270	12,794,900	99.8%	0.0%	13,337,950	4.0%
Contracted Services	503,986	554,356	10.0%	508,550	507,600	99.8%	-8.4%	517,550	1.8%
Commodities	251,364	239,908	-4.6%	258,550	255,000	98.6%	6.3%	345,820	33.8%
Internal Charges	537,497	579,119	7.7%	751,790	750,000	99.8%	29.5%	849,100	12.9%
Other Payments	0	0		0	0			0	
Program Total	14,133,025	14,174,378	0.3%	14,345,160	14,307,500	99.7%	0.9%	15,050,420	4.9%
Amended Budget	14,126,570	14,070,140			14,365,160				
% of Amended Spent	100.0%	100.7%			99.6%				

FUNDING SOURCES

General Fund 101 - Taxes	8,313,123	8,325,924	0.2%	8,524,340	8,473,470	99.4%	1.8%	9,266,970	8.7%
Grant Revenues - Mutual Aid	0	96,599		206,000	200,000	97.1%		212,000	2.9%
Fee Revenues	0	0		0	0			0	
Mt House CSD	2,122,179	2,174,241	2.5%	2,112,460	2,119,690	100.3%	-2.5%	2,145,910	1.6%
Tracy Rural Fire District	3,697,723	3,577,614	-3.2%	3,502,360	3,514,340	100.3%	-1.8%	3,425,540	-2.2%
Program Total	14,133,025	14,174,378	0.3%	14,345,160	14,307,500	99.7%	0.9%	15,050,420	4.9%

PROGRAM STAFFING

Regular Positions

Fire Battalion Chiefs	0.00	0.00		0.00	0.00			0.00	
Fire Captain	24.00	24.00		24.00	24.00			24.00	
Fire Engineer	24.00	24.00		24.00	24.00			24.00	
Firefighter	21.00	19.00		21.00	21.00			21.00	
Fire Division Chief	2.33	2.33		2.33	2.33			2.33	

Other Staffing (Full-Time Equivalents)

Firefighter/Reserves	1.15	1.15		1.40	1.40			1.40	
Total - Full-Time Equivalents	72.48	70.48	-2.8%	72.73	72.73	100.0%	3.2%	72.73	0.0%

Department: 52000 - Fire Department
 Division: 52200 - Operations Division
 Program: 52250 - Fire Training & Safety

Provide and manage training program for the Department for career, reserve, and volunteer personnel. Training involves all facets of departmental functions and operations.

PERFORMANCE OBJECTIVES

1. To ensure that all personnel are appropriately trained to do their jobs.
2. To meet all local and state mandated training requirements.
3. To provide public education to citizens through school programs, public events, meetings, service clubs, etc., on fire and life safety.
4. To oversee live fire training twice per year, utilizing the burn trailer, and wildland live fire training once per year.
5. To schedule department physicals for 69 employees to be completed over a 3 month period.

COMMENTARY

This program provides for a departmental Training Officer and budgets for staff training and physical fitness evaluations. In FY11-12 and FY12-13, program costs showed increases. But, in FY12-13, grant outlays for a child car seat program drove up program costs.

In FY13-14, program costs will show a major increase, with fire academy training for 3 new Firefighters

For FY14-15, program staffing will add a EMS Specialist. The program budget provides for added staffing, some increases in internal charges, but maintains current funding for other cost items.

PROGRAM EXPENDITURES	FY11-12 \$ Actual	FY12-13 \$ Actual	% Cost Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Cost Change	FY14-15 \$ Approved	% Budget Change
Personnel Expenses	162,687	143,816	-11.6%	146,900	186,500	127.0%	29.7%	264,790	80.3%
Contracted Services	22,535	43,075	91.1%	72,810	57,300	78.7%	33.0%	62,910	-13.6%
Commodities	11,718	20,486	74.8%	16,110	18,950	117.6%	-7.5%	17,110	6.2%
Internal Charges	18,600	19,198	3.2%	22,680	22,500	99.2%	17.2%	24,840	9.5%
Other Payments	0	0		0	0			0	
Program Total	215,540	226,575	5.1%	258,500	285,250	110.3%	25.9%	369,650	43.0%
Amended Budget	231,030	251,170			237,684				
% of Amended Spent	93.3%	90.2%			120.0%				

FUNDING SOURCES	FY11-12 \$ Actual	FY12-13 \$ Actual	% Cost Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Cost Change	FY14-15 \$ Approved	% Budget Change
General Fund 101 - Taxes	116,879	123,918	6.0%	145,840	152,400	104.5%	23.0%	219,470	50.5%
Grant Revenues	0	5,793		0	15,000			0	
Mt House CSD	33,806	36,607	8.3%	42,390	44,340	104.6%	21.1%	57,790	36.3%
Tracy Rural Fire District	64,855	60,257	-7.1%	70,270	73,510	104.6%	22.0%	92,390	31.5%
Program Total	215,540	226,575	5.1%	258,500	285,250	110.3%	25.9%	369,650	43.0%

PROGRAM STAFFING	FY11-12 \$ Actual	FY12-13 \$ Actual	% Cost Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Cost Change	FY14-15 \$ Approved	% Budget Change
<i>Regular Positions</i>									
Fire Battalion Chief	0.00	0.00		0.00	0.00			0.00	
Fire Division Chief	0.67	0.67		0.67	0.67			0.67	
Fire Captain	0.00	0.00		0.00	0.00			0.00	
EMS Specialist	0.00	0.00		0.00	0.00			1.00	
<i>Other Staffing (Full-Time Equivalents)</i>									
Secretary									
Total - Full-Time Equivalents	0.67	0.67	0.0%	0.67	0.67	100.0%	0.0%	1.67	149.3%

PUBLIC WORKS DEPARTMENT

Mission Statement

Maintain and operate Tracy's public facilities and infrastructure in an efficient and cost effective manner while preserving the health, safety, and aesthetics of our community

Department Head

David Ferguson, Public Works Director

City of Tracy
PUBLIC WORKS DEPARTMENT
 Fiscal Year 14-15



Department: **53000 - Public Works Department**

The Public Works Department provides maintenance services for City streets, traffic systems, parks, landscaping districts, buildings, and vehicles; and operates and maintains the water distribution, sewer collection, and drainage systems within the City. Also, it administers the City's solid waste and recycling programs.

In FY12-13, the Transit, Airport, and Community Facilities programs were transferred into the Department from P&CS. In FY14-15, the Utilities Division will be re-established as a new City Department.

COMMENTARY

As proposed for FY14-15, the departmental budget will increase about 4.5% over the current year adopted budget, and this represents a 10.6% increase over the FY12-13 amended budget.

The base component of the budget represents a 1.0% decrease from the current year adopted budget, while budget augmentations will show a 5.6% increase over the base budget.

In FY13-14, departmental staffing added 0.80 FTE's in other staffing. In FY14-15, staffing will add 1 new FT regular and 1.00 FTE's in other staffing.

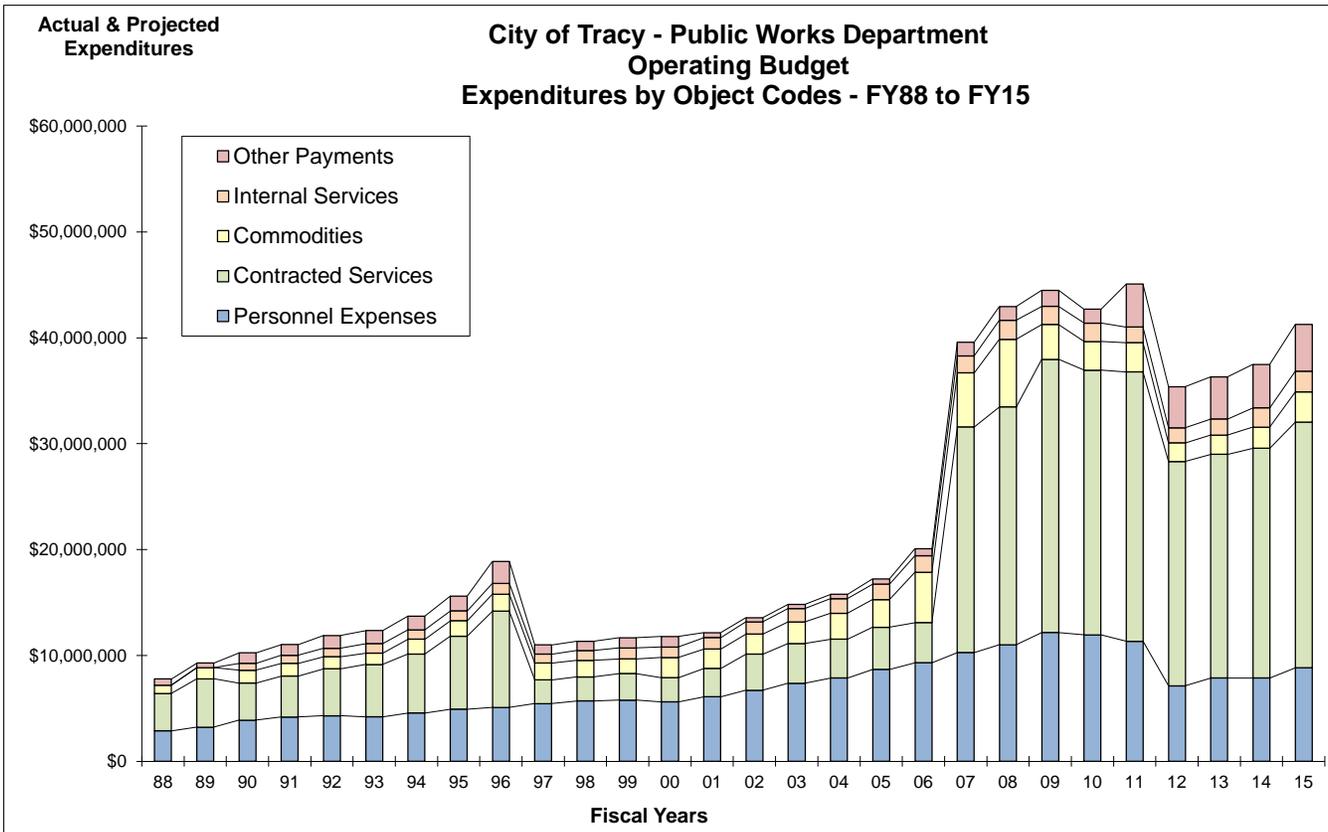
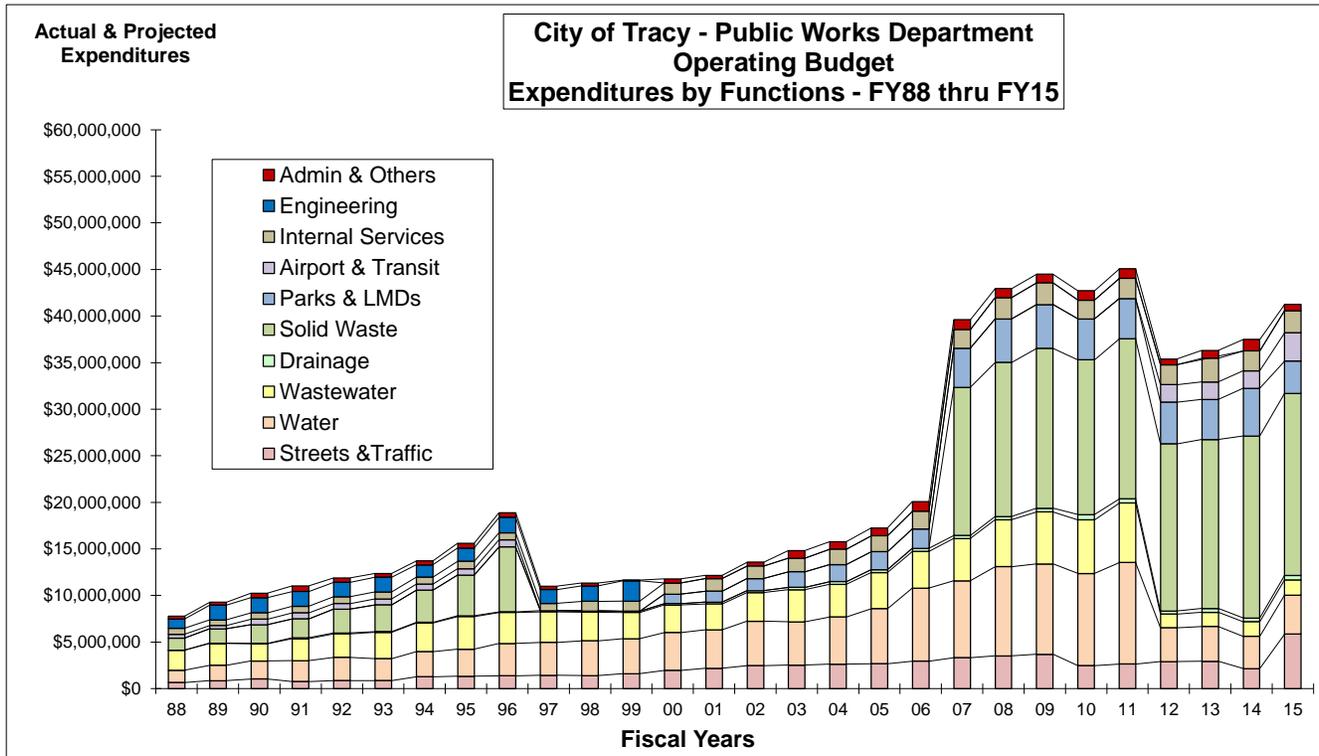
DEPARTMENTAL EXPENDITURES BY PROGRAM	FY11-12 \$ Actual	FY12-13 \$ Actual	% Cost Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Cost Change	FY14-15 \$ Approved	% Budget Change
Director's Office									
53110 - Public Works Administration	604,216	836,520	38.4%	626,350	657,830	105.0%	-21.4%	669,130	6.8%
53120 - Utilities Management	0	0		0	0			0	
Maintenance Division									
53310 - Central Garage	1,203,523	1,366,532	13.5%	1,419,730	1,401,490	98.7%	2.6%	1,492,460	5.1%
53320 - Building Maintenance	636,489	655,258	2.9%	683,090	659,770	96.6%	0.7%	768,070	12.4%
53330 - Custodial Maintenance	295,753	65,672	-77.8%	103,530	84,120	81.3%	28.1%	111,830	8.0%
53410 - Roadway Maintenance	769,050	798,567	3.8%	901,650	723,170	80.2%	-9.4%	941,860	4.5%
53420 - Sidewalk & Median Maint	431,175	417,936	-3.1%	491,220	404,100	82.3%	-3.3%	528,650	7.6%
53430 - Street Sweeping	358,995	419,215	16.8%	404,430	361,940	89.5%	-13.7%	409,330	1.2%
53440 - Traffic Maintenance	308,454	289,668	-6.1%	339,990	326,830	96.1%	12.8%	359,620	5.8%
53460 - Street Tree Maintenance	295,468	296,151	0.2%	329,770	325,550	98.7%	9.9%	333,430	1.1%
53470 - Graffiti Removal	73,661	80,556	9.4%	89,380	87,730	98.2%	8.9%	93,520	4.6%
53480 - Traffic & Lighting Electric	658,886	634,288	-3.7%	719,350	655,400	91.1%	3.3%	720,450	0.2%
53510 - Water Distribution	2,345,499	2,448,024	4.4%	2,598,260	2,672,160	102.8%	9.2%	2,650,150	2.0%
53520 - Water Meters	1,290,905	1,288,969	-0.1%	1,469,440	1,374,050	93.5%	6.6%	1,525,460	3.8%
53530 - Wastewater Collection	1,478,062	1,529,038	3.4%	1,583,520	1,583,130	100.0%	3.5%	1,648,580	4.1%
53540 - Storm Drain Maintenance	317,814	394,802	24.2%	477,000	390,430	81.9%	-1.1%	465,380	-2.4%
53710 - Parks Maintenance	1,603,090	1,591,937	-0.7%	1,897,990	1,733,290	91.3%	8.9%	1,962,000	3.4%
53720 - Sports Complex Maintenance	332,447	416,145	25.2%	404,150	382,660	94.7%	-8.0%	395,690	-2.1%
53730 - Legacy Fields Maintenance	0	0		0	16,430			79,650	
53750 - Landscaping Districts	2,533,205	2,308,314	-8.9%	3,509,430	2,502,970	71.3%	8.4%	2,920,190	-16.8%
Division Total	14,932,476	15,001,072	0.5%	17,421,930	15,685,220	90.0%	4.6%	17,406,320	-0.1%
Utilities Division									
53610 - WW Lift Stations	0	0		0	0			0	
53620 - Water Wells	0	0		0	0			0	
53630 - WWT Plant Maintenance	0	0		0	0			0	
53640 - Water Plant Maintenance	0	0		0	0			0	
53650 - Electrical Maintenance	0	0		0	0			0	
53660 - WWT Plant Operations	0	0		0	0			0	
53670 - Utilities Laboratory	0	0		0	0			0	
53680 - Water Plant Operations	0	0		0	0			0	
53690 - Water Management	0	0		0	0			0	
Division Total	0	0		0	0			0	

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Department: 53000 - Public Works Department (Continued)

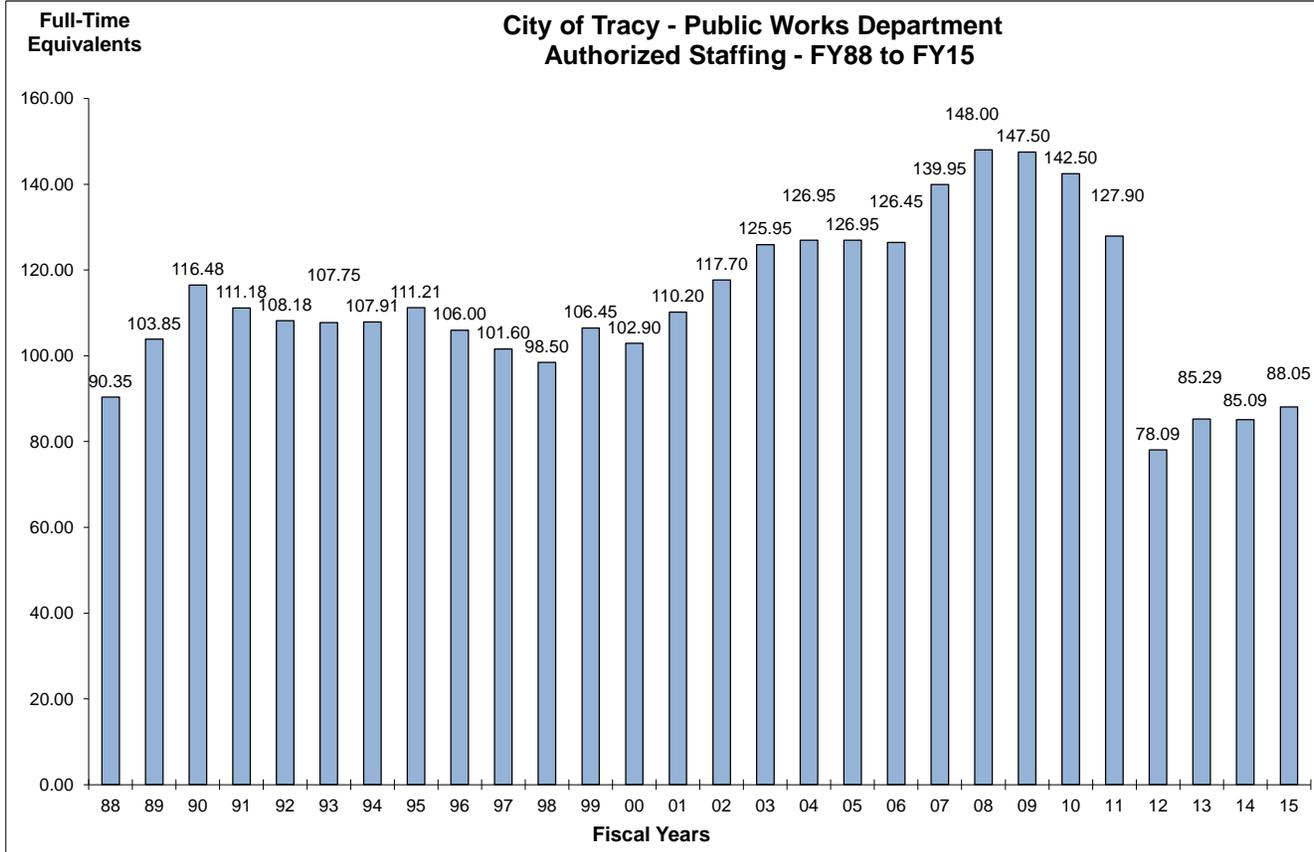
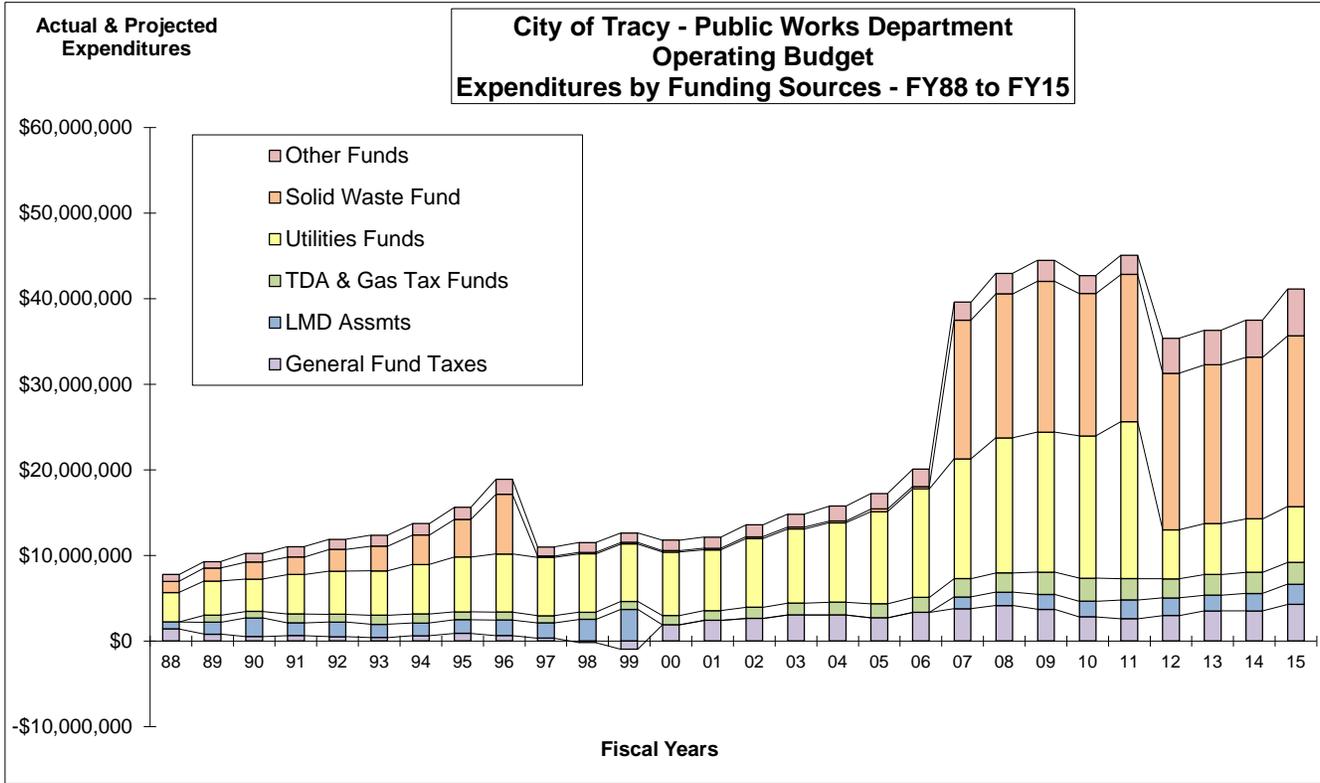
DEPARTMENTAL EXPENDITURES BY PROGRAM	FY11-12 \$ Actual	FY12-13 \$ Actual	% Cost Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Cost Change	FY14-15 \$ Approved	% Budget Change
Solid Waste Programs									
53810 - SW Collection & Disposal	15,310,805	15,692,609	2.5%	16,147,130	16,038,900	99.3%	2.2%	16,879,080	4.5%
53820 - SW Recycling	2,651,291	2,445,770	-7.8%	2,556,000	2,507,540	98.1%	2.5%	2,660,220	4.1%
Programs Total	17,962,096	18,138,379	1.0%	18,703,130	18,546,440	99.2%	2.2%	19,539,300	5.4%
Community Services Division									
55510 - Transit Operations	0	1,597,406		1,878,650	1,803,840	96.0%	12.9%	2,230,670	18.7%
55520 - Airport Operations	0	284,592		298,880	293,460	98.2%	3.1%	810,990	171.3%
55120 - Community Facilities	0	454,822		536,380	500,120	93.2%	10.0%	596,430	11.2%
Programs Total	0	2,336,820		2,713,910	2,597,420	95.7%	11.2%	3,638,090	34.1%
Department Total	33,498,788	36,312,791	8.4%	39,465,320	37,486,910	95.0%	3.2%	41,252,840	4.5%
Amended Budget	34,665,780	37,295,020	7.6%		39,530,086		6.0%		
% of Amended Spent	96.63%	97.37%			94.83%			over 2 years	10.6%
						Base Budget >>		39,051,360	-1.0%
						Augmentations >>		2,201,480	5.6%

DEPARTMENTAL EXPENDITURES BY FUNDING SOURCES	FY11-12 Approved	FY12-13 \$ Actual	% Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Change	FY14-15 \$ Approved	% Change
Personnel Expenses	6,573,600	7,867,292	19.7%	8,328,720	7,867,130	94.5%	0.0%	8,836,280	6.1%
Contracted Services	20,220,227	21,123,059	4.5%	22,982,030	21,704,310	94.4%	2.8%	23,198,710	0.9%
Commodities	1,655,001	1,832,135	10.7%	2,204,160	1,993,770	90.5%	8.8%	2,851,800	29.4%
Internal Charges	1,183,135	1,511,067	27.7%	1,840,590	1,814,200	98.6%	20.1%	1,949,130	5.9%
Other Payments	3,866,825	3,979,238	2.9%	4,109,820	4,107,500	99.9%	3.2%	4,416,920	7.5%
Department Total	33,498,788	36,312,791	8.4%	39,465,320	37,486,910	95.0%	3.2%	41,252,840	4.5%



Department: 53000 - Public Works Department (Continued)

DEPARTMENTAL EXPENDITURES BY FUNDING SOURCES	FY11-12 \$ Actual	FY12-13 \$ Actual	% Cost Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Cost Change	FY14-15 \$ Approved	% Budget Change
General Fund 101 - Taxes	2,897,541	3,187,451	10.0%	3,713,980	3,231,010	87.0%	1.4%	3,983,880	7.3%
Facility Fees	0	238,747		214,500	202,050	94.2%		222,050	3.5%
Traffic Fines Sub-fund 105	85,000	90,000	5.9%	90,000	90,000	100.0%	0.0%	90,000	0.0%
TDA & Gas Tax Funds 24x	2,233,383	2,420,457	8.4%	2,550,000	2,485,000	97.5%	2.7%	2,560,000	0.4%
Landscaping Districts Fund 271	2,065,140	1,846,492	-10.6%	2,966,440	2,030,980	68.5%	10.0%	2,479,090	-16.4%
Water Fund 511	3,793,152	3,919,143	3.3%	4,230,540	4,209,050	99.5%	7.4%	4,341,210	2.6%
Wastewater Fund 521	1,501,991	1,544,598	2.8%	1,608,380	1,607,990	100.0%	4.1%	1,673,880	4.1%
Solid Waste Fund 531	18,288,931	18,545,801	1.4%	19,076,550	18,893,670	99.0%	1.9%	19,932,630	4.5%
Drainage Fund 541	422,500	474,932	12.4%	552,740	416,170	75.3%	-12.4%	506,380	-8.4%
Airport Fund 561	0	284,592		298,880	293,460	98.2%	3.1%	810,990	171.3%
Transit Fund 571	0	1,597,406		1,878,650	1,803,840	96.0%	12.9%	2,230,670	18.7%
Central Garage Fund 601	1,238,623	1,417,252	14.4%	1,456,190	1,437,950	98.7%	1.5%	1,529,560	5.0%
Building Maintenance Fund 615	972,527	745,920	-23.3%	828,470	785,740	94.8%	5.3%	892,500	7.7%
Department Total	33,498,788	36,312,791	8.4%	39,465,320	37,486,910	95.0%	3.2%	41,252,840	4.5%
DEPARTMENTAL STAFFING	FY11-12 Approved	FY12-13 \$ Actual	% Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Change	FY14-15 \$ Approved	% Change
<i>Regular Positions</i>									
Director of Public Works	1.00	2.00		1.00	1.00			1.00	
Managers & Supervisors	6.00	7.00		7.00	7.00			8.00	
Secretarial & Clerical	2.00	4.00		4.00	4.00			4.00	
Street & Traffic Maintenance	12.00	12.00		12.00	12.00			12.00	
Parks & Landscape Maintenance	20.00	19.00		19.00	19.00			19.00	
Utilities Plant Maintenance	0.00	0.00		0.00	0.00			0.00	
Utilities Plant Operations	0.00	0.00		0.00	0.00			0.00	
Utilities Field Maintenance	23.00	21.00		21.00	21.00			21.00	
Laboratory	0.00	0.00		0.00	0.00			0.00	
Building & Eqpt Maintenance	9.00	9.00		9.00	9.00			9.00	
Custodial	0.00	0.00		0.00	0.00			0.00	
Water Conservation	0.00	0.00		0.00	0.00			0.00	
Solid Waste	1.00	1.00		1.00	1.00			1.00	
Transit	0.00	1.00		1.00	1.00			1.00	
Airport	0.00	2.00		2.00	2.00			2.00	
Allocated from Utilities	0.55	0.55		0.55	0.55			0.55	
Allocated to Utilities	-0.96	-0.96		-0.96	-0.96			0.00	
<i>Other Staffing (Full-Time Equivalents)</i>									
Parks & Landscape Maintenance	4.50	4.50		4.50	4.50			4.60	
Utilities Plant Maintenance	0.00	0.00		0.00	0.00			0.00	
Water Conservation	0.00	0.00		0.00	0.00			0.00	
Transportation Commissioners (7)	0.00	0.25		0.25	0.25			0.25	
Transit	0.00	0.25		0.25	0.25			0.25	
Facilities	0.00	2.70		3.50	3.50			4.40	
Total - Full Time Equivalents	78.09	85.29	9.2%	85.09	85.09	100.0%	-0.2%	88.05	3.5%



53000 - Public Works Department Historical Budget Increments, Augmentations, and Usage

Department Budget By Object	Prior Year Adopted Budgets	<<<< Base Increment & Augmentations >>>>					New Year Adopted Budgets		Actual Budget Use	
		Base Increment	% Change	\$ Base Budget	\$ Budget Augments	% Base	FY11-12 \$ Budget	% Change	FY11-12 \$ Actual	% Used
FY11-12 Budget >>	FY10-11 \$ Budget									
Personnel Expenses	12,867,410	-225,350	-1.8%	12,642,060	0	0.0%	12,642,060	-1.8%	6,573,600	52.0%
Contracted Services	27,233,070	-962,030	-3.5%	26,271,040	538,000	2.0%	26,809,040	-1.6%	20,220,227	75.4%
Commodities	3,146,950	-27,500	-0.9%	3,119,450	377,770	12.1%	3,497,220	11.1%	1,655,001	47.3%
Internal Charges	1,505,540	-2,000	-0.1%	1,503,540	24,000	1.6%	1,527,540	1.5%	1,183,135	77.5%
Other Payments	4,137,740	-71,600	-1.7%	4,066,140	32,500	0.8%	4,098,640	-0.9%	3,866,825	94.3%
Department Total	48,890,710	-1,288,480	-2.6%	47,602,230	972,270	2.0%	48,574,500	-0.6%	33,498,788	69.0%
FY12-13 Budget >>	FY11-12 \$ Budget									
Personnel Expenses	12,642,060	802,320	6.3%	13,444,380	437,120	3.3%	13,881,500	9.8%	7,867,292	56.7%
Contracted Services	26,809,040	-549,620	-2.1%	26,259,420	1,555,480	5.9%	27,814,900	3.8%	21,123,059	75.9%
Commodities	3,497,220	-202,950	-5.8%	3,294,270	313,200	9.5%	3,607,470	3.2%	1,832,135	50.8%
Internal Charges	1,527,540	24,230	1.6%	1,551,770	333,060	21.5%	1,884,830	23.4%	1,511,067	80.2%
Other Payments	4,098,640	-87,320	-2.1%	4,011,320	126,950	3.2%	4,138,270	1.0%	3,979,238	96.2%
Department Total	48,574,500	-13,340	0.0%	48,561,160	2,765,810	5.7%	51,326,970	5.7%	36,312,791	70.7%
FY13-14 Budget >>	FY12-13 \$ Budget									
Personnel Expenses	13,881,500	103,500	0.7%	13,985,000	31,520	0.2%	14,016,520	1.0%	7,867,130	56.1%
Contracted Services	27,814,900	1,000	0.0%	27,815,900	1,670,070	6.0%	29,485,970	6.0%	21,704,310	73.6%
Commodities	3,607,470	34,290	1.0%	3,641,760	78,390	2.2%	3,720,150	3.1%	1,993,770	53.6%
Internal Charges	1,884,830	347,770	18.5%	2,232,600	9,800	0.4%	2,242,400	19.0%	1,814,200	80.9%
Other Payments	4,138,270	0	0.0%	4,138,270	216,020	5.2%	4,354,290	5.2%	4,107,500	94.3%
Department Total	51,326,970	486,560	0.9%	51,813,530	2,005,800	3.9%	53,819,330	4.9%	37,486,910	69.7%
FY14-15 Adopted Budget >>	FY13-14 \$ Budget									
Personnel Expenses	8,328,720	288,870	3.5%	8,617,590	218,690	2.5%	8,836,280	6.1%		
Contracted Services	22,982,480	-775,870	-3.4%	22,206,610	992,100	4.5%	23,198,710	0.9%		
Commodities	2,204,160	5,000	0.2%	2,209,160	642,640	29.1%	2,851,800	29.4%		
Internal Charges	1,840,590	77,090	4.2%	1,917,680	31,450	1.6%	1,949,130	5.9%		
Other Payments	4,109,820	-9,500	-0.2%	4,100,320	316,600	7.7%	4,416,920	7.5%		
Department Total	39,465,770	-414,410	-1.1%	39,051,360	2,201,480	5.6%	41,252,840	4.5%		

Notes:

1. The Base Increment for personnel expenses represents annual **salary/benefit adjustments**.
2. The Base Increment for other objects represents the annual **Cost Adjustments** for inflation and usage.
3. Base Augments for personnel expenses represent the costs of **New Staffing** for the department or added overtime or temporary hours.
4. Base Augments for other objects represent **Operational Enhancements** for program expansion, work improvement, and new activities.

Budget Narrative- Public Works Department

Recent Budget Changes

FY 10-11

- 15 full-time positions were deleted from departmental staffing, but 0.40 FTEs in temporary staffing were added.
- Reduction in base budget of \$4,918,230 or 9.7% from FY09-10 Adopted Budget.
- Budget augmentation of \$2,241,060 for utilities and \$782,600 for solid waste. These include a \$2,025,000 increase in franchise fee payments for Utilities Funds and a \$782,600 increase for Solid Waste Fund.

FY 11-12

- Decrease in base budget of \$1,288,480 or 2.6% from the FY10-11 Adopted Budget. About \$225,350 of this decrease was in personnel expenses; while \$962,030 was in contracted services.
- Budget augmentations of \$939,770. These included \$500,000 for SSJID water supply, \$250,000 for water meters, and \$38,000 for a water fund rate study. Also, this included an added \$100,000 for fleet fuel purchase and an added \$23,270 for fleet vehicle repairs.
- Departmental staffing remained at its current level of 127.50 FTEs.

FY 12-13

- Decrease in base budget of \$13,340 from FY11-12 adopted budget.
- The Airport and Transit programs with a \$1,909,710 base budget and 4.50 FTEs transferred in from the Parks and Community Services Department.
- The Community Facilities program with a \$320,370 base budget and 2.70 FTEs also transferred in from the Parks and Community Services Department.
- The current Director of Parks and Community Services and department Executive Assistant were transferred to Public Works. The current Public Works Director retired during the year.
- The department transferred a Management Analyst to the Administrative Services Department.

FY 12-13 Continued

- During the year, 3 Maintenance Workers and Plant Mechanic positions will be deleted. Budget savings of \$398,130 due to retirements.
- Budget augmentations of \$224,090 for Transit, \$445,700 for Utilities, \$100,000 for fuel, and \$114,300 for other programs.
- Department will move into new administrative offices at renovated City Hall Annex.

FY 13-14

- Base budget increase of \$315,460 or 0.8% over the FY12-13 Adopted Budget. Increases in all categories particularly internal service charges.
- Budget augmentations of \$1,834,700. Increases particularly in contracted services for solid waste and landscaping district maintenance.
- Departmental staffing will lose 1 full-time regular position due to retirement. Although there will be a .80 FTEs increase in Community Facilities.
- Solid waste contract will show a 4.5% increase reflecting new contract level based upon recent rate increases.
- Landscaping districts maintenance contract will show major increases due to periodic maintenance requirements.

Proposed Budget Changes for FY 14-15

- Base budget decrease of \$413,860 or 1.0% from the FY12-13 Adopted Budget. However, personnel expenses increased \$288,870 or 3.5%. A major decrease of \$753,820 in landscaping district contracts offsets other increases in the department.
- Budget augmentations of \$2,061,080. These include \$837,660 for solid waste contracts, \$500,000 for airport fuel purchases, and \$338,890 for transit contracts.
- Departmental staffing will add 1 FTE in part-time staffing for the Community Facilities Program.

Public Works

Major Non-Personnel Expenses	FY 12-13	%Change	FY 13-14	%Change	FY14-15
Traffic and Street Light Electricity	\$670,000	3.79%	\$695,000	0.00%	\$695,000
Street Sweeping Contract	235,000	3.40%	243,000	6.00%	257,800
Street Trees Maintenance Contract	185,020	7.30%	198,520	0.00%	198,250
Sidewalk Maintenance Contracts	5,000	40.00%	7,000	0.00%	7,000
Street Maintenance Materials	136,310	0.00%	136,310	0.10%	136,450
Landscaping Districts Contracts	951,580	70.10%	1,625,120	-27.00%	438,820
LD Utilities	876,420	6.00%	882,150	6.80%	941,900
Utilities ROW Maintenance Fees	2,642,000	3.00%	2,721,400	0.00%	2,721,400
Solid Waste Contracts	16,392,600	4.50%	17,137,800	4.60%	17,923,000
Solid Waste Franchise Fees	1,148,000	3.50%	1,188,200	3.00%	1,224,000
Building Maintenance Repairs	50,000	0.00%	50,000	150.00%	75,000
Building Maintenance Materials	41,430	0.00%	41,430	0.00%	41,430
Fuel for City Fleet	610,000	0.00%	610,000	0.00%	610,000
Fleet Repair Parts	121,000	0.00%	121,000	4.10%	126,000
Fleet Repair Contracts	63,000	0.00%	63,000	0.00%	63,000
Transit Contracts	950,300	7.20%	1,018,430	33.00%	1,357,320
Transit Fuel	122,080	-26.20%	90,080	0.00%	90,080
Equipment Acquisition	\$25,000		\$33,000		\$48,000
Equipment Replacement	\$376,500		\$665,600		\$120,600

53000 - Public Works Department

Department Budget By Division	FY11-12 \$ Actual	FY12-13 \$ Actual	% Change	FY13-14 \$ Adopted	% Change	FY14-15 \$ Base Budget	% Change	FY14-15 \$ Bud Augment	% over Base
5311 - Pub Works Admin	604,216	836,520	38.4%	626,350	-25.1%	638,950	2.0%	30,180	4.7%
533x - PW - Internal Maint	2,135,805	2,087,462	-2.3%	2,206,350	5.7%	2,228,700	1.0%	143,660	6.4%
534x - PW - Street Maint	2,895,648	2,936,151	1.4%	3,275,790	11.6%	3,324,960	1.5%	156,300	4.7%
537x - PW - Park Maint	1,935,538	2,462,904	27.2%	2,838,520	15.3%	2,978,670	4.9%	-39,300	-1.3%
537x - PW - Ldsp Maint	2,533,205	2,308,314	-8.9%	3,509,430	52.0%	2,784,410	-20.7%	135,780	4.9%
535x - PW - Wtr & Swr Maint	5,432,280	5,660,833	4.2%	6,128,220	8.3%	6,189,170	1.0%	100,400	1.6%
538x - PW - Solid Waste	17,962,096	18,138,379	1.0%	18,703,130	3.1%	18,706,640	0.0%	832,660	4.5%
555x - PW - Transit & Airport	0	1,882,228		2,177,530		2,199,860	1.0%	841,800	38.3%
Department Total	33,498,788	36,312,791	8.4%	39,465,320	8.7%	39,051,360	-1.0%	2,201,480	5.6%
Department Budget by Object									
Personnel Expenses	6,573,600	7,867,292	19.7%	8,328,720	5.9%	8,617,590	3.5%	218,690	2.5%
Contracted Services	20,220,227	21,123,059	4.5%	22,982,030	8.8%	22,206,610	-3.4%	992,100	4.5%
Commodities	1,655,001	1,832,135	10.7%	2,204,160	20.3%	2,209,160	0.2%	642,640	29.1%
Internal Charges	1,183,135	1,511,067	27.7%	1,840,590	21.8%	1,917,680	4.2%	31,450	1.6%
Other Payments	3,866,825	3,979,238	2.9%	4,109,820	3.3%	4,100,320	-0.2%	316,600	7.7%
Department Total	33,498,788	36,312,791	8.4%	39,465,320	8.7%	39,051,360	-1.0%	2,201,480	5.6%
Department Budget by Funding Source									
General Fund 101 - Taxes	2,897,541	3,187,451	10.0%	3,713,980	16.5%	3,910,950	5.3%	72,930	1.9%
Facility Fees	0	0		214,500		137,400	-35.9%	84,650	61.6%
Traffic Fines Sub-fund 105	85,000	90,000	5.9%	90,000	0.0%	90,000	0.0%	0	0.0%
TDA & Gas Tax Funds 24x	2,233,383	2,420,457	8.4%	2,550,000	5.4%	2,560,000	0.4%	0	0.0%
Landscaping Districts Fund 271	2,065,140	1,846,492	-10.6%	2,966,440	60.7%	2,343,310	-21.0%	135,780	5.8%
Water Fund 511	3,793,152	3,919,143	3.3%	4,230,540	7.9%	4,291,710	1.4%	49,500	1.2%
Wastewater Fund 521	1,501,991	1,544,598	2.8%	1,608,380	4.1%	1,628,260	1.2%	45,620	2.8%
Solid Waste Fund 531	18,288,931	18,545,801	1.4%	19,076,550	2.9%	19,080,370	0.0%	852,260	4.5%
Drainage Fund 541	422,500	474,932	12.4%	552,740	16.4%	501,100	-9.3%	5,280	1.1%
Airport Fund 561	0	284,592		298,880	5.0%	309,750	3.6%	501,240	161.8%
Transit Fund 571	0	1,597,406		1,878,650	17.6%	1,890,110	0.6%	340,560	18.0%
Central Garage Fund 601	1,238,623	1,417,252	14.4%	1,456,190	2.7%	1,477,380	1.5%	52,180	3.5%
Building Maintenance Fund 615	972,527	745,920	-23.3%	828,470	11.1%	831,020	0.3%	61,480	7.4%
Department Total	33,498,788	36,074,044	7.7%	39,465,320	9.4%	39,051,360	-1.0%	2,201,480	5.6%
Department Staffing									
Total - Full Time Equivalent	78.09	85.29	9.2%	85.09	-0.2%	88.95	4.5%	-0.90	-1.0%
Department Equipment Purchase									
Replacement Equipment	173,299	89,341	-48.4%	376,500	321.4%	100,000	-73.4%	20,600	20.6%
New Equipment	0	0		25,000		0		48,000	

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Department: **53000 - Public Works Department**
 Division: **53100 - Director's Office**
 Program: **53110 - Public Works Administration**

PERFORMANCE OBJECTIVES

Administer and direct the Public Works Department and provide the necessary administrative support for its operations and activities.

1. To administer the 24 programs of the department at an admin costs of 1.6% or less of the department operating budget.
2. To oversee a departmental budget of over \$41,252,840 and with an authorized staffing of 88.05 full-time equivalents.
3. To install and implement a computerized work management system.
4. To obtain FAA grant for pavement rehabilitation at the Tracy Airport.
5. To negotiate with San Joaquin County for management of the solid waste disposal.

COMMENTARY

This program provided for the Director of Public Works and supporting staff. In FY11-12, program costs showed minor decreases, due to reduced staffing. In FY12-13, they showed a major increase, due to a temporary overhire in the Director position and other staffing changes.

In FY13-14, program staffing returned to a regular level. Program costs will show a major decrease.

For FY14-15, program staffing will show an increase, as positions formerly allocated to Utilities Management are reallocated back to this program. The program budget provides for added staffing, some increases in internal charges, but maintains current funding for other cost items.

<u>PROGRAM EXPENDITURES</u>	FY11-12	FY12-13	%	FY13-14	FY13-14	% of	%	FY14-15	% Budget
	\$ Actual	\$ Actual	Change	\$ Adopted	\$ Estimated	Budget	Change	\$ Approved	Change
Personnel Expenses	518,065	731,317	41.2%	510,900	546,350	106.9%	-25.3%	551,600	8.0%
Contracted Services	16,405	26,651	62.5%	20,300	20,000	98.5%	-25.0%	20,300	0.0%
Commodities	14,274	14,679	2.8%	15,790	12,180	77.1%	-17.0%	15,790	0.0%
Internal Charges	55,472	63,873	15.1%	79,360	79,300	99.9%	24.2%	81,440	2.6%
Other Payments	0	0		0	0			0	
Program Total	604,216	836,520	38.4%	626,350	657,830	105.0%	-21.4%	669,130	6.8%
Amended Budget	640,240	647,790			626,350				
% of Amended Spent	94.4%	129.1%			105.0%				

<u>FUNDING SOURCES</u>									
General Fund 101 - Taxes	269,193	433,020	60.9%	278,300	309,780	111.3%	-28.5%	315,130	13.2%
Landscaping Dist Fund 271	55,833	66,590	19.3%	58,010	58,010	100.0%	-12.9%	58,900	1.5%
Water Fund 511	156,745	206,410	31.7%	162,840	162,840	100.0%	-21.1%	165,600	1.7%
Wastewater Fund 521	23,930	15,560	-35.0%	24,860	24,860	100.0%	59.8%	25,300	1.8%
Solid Waste Fund 531	7,980	12,020	50.6%	8,290	8,290	100.0%	-31.0%	8,500	2.5%
Drainage Fund 541	15,150	27,210	79.6%	15,740	15,740	100.0%	-42.2%	16,000	1.7%
Central Garage Fund 601	35,100	50,720	44.5%	36,460	36,460	100.0%	-28.1%	37,100	1.8%
Bldg Maint Fund 615	40,285	24,990	-38.0%	41,850	41,850	100.0%	67.5%	42,600	1.8%
Program Total	604,216	836,520	38.4%	626,350	657,830	105.0%	-21.4%	669,130	6.8%

<u>PROGRAM STAFFING</u>									
<i>Regular Positions</i>									
Director of Public Works	1.00	2.00		1.00	1.00			1.00	
Exec Asst II-Admin/Sr Secretary	0.00	1.00		1.00	1.00			1.00	
Admin Assts	1.36	1.36		1.36	1.36			2.00	
Deputy Director - Maintenance	0.00	0.00		0.00	0.00			0.00	
Management Analyst	1.68	0.68		0.68	0.68			1.00	
Total - Full-Time Equivalents	4.04	5.04	24.8%	4.04	4.04	100.0%	-19.8%	5.00	23.8%

DIVISION ACCOMPLISHMENTS AND PROJECTIONS

Past Accomplishments: FY 12-13

1. Continued regular scheduled street sweeping every two weeks in the residential areas and twice a week in the downtown Business District.
2. Continued to provide Internal Services (Central Garage, Building Maintenance, and Custodial Services) to other city departments.
3. Continued the street and park tree trimming and replanting program and continued contract tree trimming.
4. The concrete division had several requests for concrete replacement due to the increased number of mature trees.
5. Continued maintaining the traffic control signage throughout the City.
6. A total of 277 street related requests were made.
7. The LMD division experienced 714 tree related service requests. The volume increased exceptionally this year possibly due to drought conditions or more spring-like conditions.
8. Update and amend expired MOU's and license agreements.

Current Projections: FY 13-14

1. Implement Phase II of Boyd Service Center renovations.
2. Continue to provide internal services (Central Garage, Building Maintenance, and Custodial Services) to other City departments.
3. Continue to provide service to the Development Services Department to stay abreast of any new improvements being made.

Current Projections FY 13-14 Continued

4. Continue regularly scheduled street sweeping every two weeks in the residential areas and twice a week in the Downtown Business District.
5. Continue to provide street and park tree maintenance and replanting.
6. Continue Park and sports field maintenance, including turf enhancement.
7. Continue removal and replacement of signage and thermal plastic in the City.

Future Projections: FY 14-15

1. Continue the replacement of walkways as needed or as indicated by Development Services.
2. Reduce customer calls by taking proactive measures.
3. Continue to replace traffic control signage as needed or as directed by Development Services.

CORE MEASURES and Supporting Data for CENTRAL GARAGE Program

from

ICMA-CPM Data Templates	FY10-11 Actual	FY11-12 Actual	FY12-13 Actual	% Change	FY13-14 Projected	FY13-14 Estimate	% Change	FY14-15 Projected	% Change
# of Vehicles & Equipment Pieces									
Police Vehicles	30	49	46	-6.12%	52	46	0.00%	43	-6.52%
Light I Vehicles	153	132	150	13.64%	150	150	0.00%	148	-1.33%
Medium Vehicles	38	31	32	3.23%	16	32	0.00%	32	0.00%
Heavy Vehicles	11	13	13	0.00%	26	13	0.00%	13	0.00%
Heavy Equipment	22	22	35	59.09%	18	35	0.00%	35	0.00%
Light Equipment	93	134	70	-47.76%	140	70	0.00%	70	0.00%
Total	347	381	346	-9.19%	402	346	0.00%	341	-1.45%
Vehicles Mileage									
Police Vehicles	414,324	452,621	459,208	1.46%	504,510	420,000	-8.54%	450,000	7.14%
Light I Vehicles	787,486	692,155	837,828	21.05%	813,208	806,754	-3.71%	763,000	-5.42%
Medium Vehicles	89,824	133,218	133,158	-0.05%	43,291	160,842	20.79%	140,000	-12.96%
Heavy Vehicles	9,513	6,650	5,700	-14.29%	9,675	6,735	18.16%	6,300	-6.46%
Total	1,301,147	1,284,644	1,435,894	11.77%	1,370,684	1,394,331	-2.89%	1,359,300	-2.51%
Equipment Hours Used									
Heavy Equipment	1,190	1,190	2,769	132.69%	750	3,770	36.15%	3,000	-20.42%
# of Work Orders Completed									
Police Vehicles	283	270	291	7.78%	331	283	-2.75%	300	6.01%
Light I Vehicles	543	403	477	18.36%	425	425	-10.90%	420	-1.18%
Medium Vehicles	131	102	78	-23.53%	60	77	-1.28%	78	1.30%
Heavy Vehicles	80	99	300	203.03%	87	84	-72.00%	90	7.14%
Heavy Equipment	83	88	235	167.05%	39	231	-1.70%	230	-0.43%
Light Equipment	522	527	536	1.71%	509	564	5.22%	560	-0.71%
Total	1,642	1,489	1,917	28.74%	1,451	1,664	-13.20%	1,678	0.84%
Program Costs (\$1,000)	\$1,227	\$1,204	\$1,367	13.54%	\$1,420	\$1,401	2.52%	\$1,492	6.50%
per Vehicle-Pieces	\$3,536.02	\$3,158.79	\$3,949.42	25.03%	\$3,531.59	\$4,049.13	2.52%	\$4,375.37	8.06%
Maintenance Costs (\$1,000)	\$618.7	\$574.5	\$657.6	14.46%	\$718.20	\$699.5	6.37%	\$790.5	13.01%
per Vehicle-Pieces	\$1,782.93	\$1,507.87	\$1,900.58	26.04%	\$1,786.57	\$2,021.68	6.37%	\$2,318.18	14.67%
per Work Order	\$376.78	\$385.83	\$343.04	-11.09%	\$494.97	\$420.37	22.54%	\$471.10	12.07%
Billable Hours	3,490	3,614	3,900	7.91%	3,751	3,667	-5.97%	3,800	3.63%
Maintenance Cost/Billable Hour	\$177.27	\$158.97	\$168.62	6.07%	\$191.47	\$190.76	13.13%	\$208.03	9.05%
Fuel Costs (\$1,000)	\$500.2	\$629.0	\$709.4	12.78%	\$701.5	\$701.5	-1.11%	\$701.5	0.00%
Fuel Purchased (Gallons)	127,865	153,531	153,928	0.26%	159,178	149,173	-3.09%	150,000	0.55%
Fuel Costs/Gallon	\$3.91	\$4.10	\$4.61	12.49%	\$4.41	\$4.70	2.04%	\$4.68	-0.55%
Fuel Costs/Mile	\$0.38	\$0.49	\$0.49	0.90%	\$0.51	\$0.50	1.83%	\$0.52	2.58%

Department: **53000 - Public Works Department**
 Division: **53300 - Maintenance >> Internal Services**
 Program: **53310 - Central Garage**

PERFORMANCE OBJECTIVES

Provide fuel, repairs, and preventative maintenance for City owned vehicles and equipment. Administer and monitor contracted repair work. Maintain vehicle operation & maintenance costs.

1. To provide vehicle maintenance for a fleet of 241 vehicles and equipment maintenance for 105 pieces of equipment.
2. To perform preventative maintenance and repairs on City vehicles and equipment, including fixed generators.
3. To complete annual smog & opacity tests on City vehicles and equipment.
4. To perform all life and crane inspections and certifications.
5. To maintain compliance with all State agencies.
6. To provide fuel valued at \$610,000 for City operations.

COMMENTARY

In FY08-09, a fleet utilization study was done; and fleet size was reduced to from about 282 to 211. But now, the size is back up to about 241.

In FY11-12, program costs showed a minimal decrease. While personnel and contracted costs were down, fuel and parts costs were up. In FY12-13, program costs increased, primarily due to full staffing and higher fuel costs.

In FY13-14, program costs will show a modest increase.

For FY14-15, the program budget provides for the current staffing, some increases for internal charges, and enhancement for other cost items.

<u>PROGRAM EXPENDITURES</u>	FY11-12 \$ Actual	FY12-13 \$ Actual	% Cost Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Cost Change	FY14-15 \$ Approved	% Budget Change
Personnel Expenses	371,342	458,878	23.6%	475,500	461,590	97.1%	0.6%	495,300	4.2%
Contracted Services	106,135	121,191	14.2%	124,560	124,400	99.9%	2.6%	163,960	31.6%
Commodities	680,526	741,383	8.9%	754,090	750,000	99.5%	1.2%	763,800	1.3%
Internal Charges	45,520	45,080	-1.0%	65,580	65,500	99.9%	45.3%	69,400	5.8%
Other Payments	0	0		0	0			0	
Program Total	1,203,523	1,366,532	13.5%	1,419,730	1,401,490	98.7%	2.6%	1,492,460	5.1%
Amended Budget	1,349,370	1,410,650			1,419,730				
% of Amended Spent	89.2%	96.9%			98.7%				
<u>FUNDING SOURCES</u>									
Central Garage Fund 601	1,203,523	1,366,532	13.5%	1,419,730	1,401,490	98.7%	2.6%	1,492,460	5.1%
Program Total	1,203,523	1,366,532	13.5%	1,419,730	1,401,490	98.7%	2.6%	1,492,460	5.1%
<u>PROGRAM STAFFING</u>									
<i>Regular Positions</i>									
Deputy Director of PW	0.00	0.00		0.00	0.00			0.00	
Pub Wks Superintendent	0.35	0.35		0.35	0.35			0.35	
Senior Equipment Mechanic	1.00	1.00		1.00	1.00			1.00	
Equipment Mechanic	2.00	2.00		2.00	2.00			2.00	
Equipment Service Worker	1.00	1.00		1.00	1.00			1.00	
<i>Other Staffing (Full-Time Equivalent)</i>									
Total - Full-Time Equivalent	4.35	4.35	0.0%	4.35	4.35	100.0%	0.0%	4.35	0.0%

CORE MEASURES and Supporting Data for BUILDING MAINTENANCE Programs

from

ICMA-CPM Data Templates	FY10-11 Actual	FY11-12 Actual	FY12-13 Actual	% Change	FY13-14 Projected	FY13-14 Estimate	% Change	FY14-15 Projected	% Change
# of Facilities Maintained									
Administrative Facilities	12	12	12	0.00%	12	12	0.00%	12	0.00%
Warehouse/Industrial Facilities	3	3	3	0.00%	3	3	0.00%	3	0.00%
Fire Stations	7	7	7	0.00%	8	8	14.29%	9	12.50%
Animal Care Facilities	1	1	1	0.00%	1	1	0.00%	1	0.00%
Library/Cultural Facilities	5	5	5	0.00%	5	5	0.00%	5	0.00%
Recreation/Community Facilities	5	5	5	0.00%	5	5	0.00%	5	0.00%
Others	1	1	1	0.00%	3	3	200.00%	4	33.33%
Total	34	34	34	0.00%	37	37	8.82%	39	5.41%
Facilities Square Footage									
Administrative Facilities	134,782	134,782	134,782	0.00%	134,782	134,782	0.00%	134,782	0.00%
Warehouse/Industrial Facilities	4,563	4,563	4,563	0.00%	4,563	4,563	0.00%	4,563	0.00%
Fire Stations	35,786	35,786	35,786	0.00%	35,786	46,058	28.70%	44,217	-4.00%
Animal Care Facilities	4,494	4,494	4,494	0.00%	4,494	4,494	0.00%	5,600	24.61%
Library/Cultural Facilities	67,989	67,989	67,989	0.00%	67,989	67,989	0.00%	67,989	0.00%
Recreation/Community Facilities	22,642	22,642	22,642	0.00%	21,296	21,296	-5.94%	21,296	0.00%
Others	1,000	1,000	1,000	0.00%	1,000	1,000	0.00%	1,000	0.00%
Total	271,256	271,256	271,256	0.00%	269,910	280,182	3.29%	279,447	-0.26%
Custodial Services									
Facilities In-house *1	0	0	0		0	0		0	
Facilities Contracted	27	27	27		25	24		24	
Square Footage In-house	0	0	0		0	0		0	
Square Footage Contracted	230,730	230,730	230,730	0.00%	207,000	207,000	-10.28%	207,000	0.00%
BM Program Costs (\$1,000)	\$929	\$1,032	\$983	-4.68%	\$1,054	\$1,012	2.94%	\$1,190	17.56%
per Square Foot	\$3.42	\$3.80	\$3.62	-4.68%	\$3.90	\$3.61	-0.34%	\$4.26	17.87%
Maintenance Costs (\$1,000)	\$610.2	\$636.5	\$655.2	2.94%	\$683.1	\$659.8	0.70%	\$798.0	20.95%
per Square Foot	\$2.25	\$2.35	\$2.42	2.94%	\$2.53	\$2.35	-2.51%	\$2.86	21.26%
Custodial Costs (\$1,000)	\$318.7	\$295.7	\$328.0	10.92%	\$370.5	\$352.3	7.41%	\$391.8	11.21%
per Square Foot	\$1.38	\$1.28	\$1.42	10.92%	\$1.79	\$1.70	19.72%	\$1.89	11.21%

*1 In-House Custodial Services for only 3 months in FY09-10.

Department: **53000 - Public Works Department**
 Division: **53300 - Maintenance >> Internal Services**
 Program: **53320 - Building Maintenance**

PERFORMANCE OBJECTIVES

Provide maintenance and repair services for all City buildings and facilities. Such services include: structural, electrical, plumbing, HVAC, and moving services.

1. To provide building maintenance for 52 City buildings and leased facilities, with over 251,914 square feet to be maintained.
2. To perform preventative maintenance on City buildings and maintain their HVAC and energy management systems.
3. To perform maintenance repairs on City buildings and other miscellaneous work tasks.
4. To establish a proactive maintenance system for facilities.
5. To maintain building repair cost data.

COMMENTARY

In both FY12-12 and FY12-13, program costs showed modest increases.

In FY13-14, program costs will show a minor increase. Contracted services are expected to exceed their budget.

For FY14-15, no staffing changes are anticipated. The program budget provides for current staffing, some increases in contracted services.

<u>PROGRAM EXPENDITURES</u>	FY11-12 \$ Actual	FY12-13 \$ Actual	% Cost Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Cost Change	FY14-15 \$ Approved	% Budget Change
Personnel Expenses	446,705	453,907	1.6%	478,900	437,840	91.4%	-3.5%	493,500	3.0%
Contracted Services	89,451	101,298	13.2%	71,730	95,530	133.2%	-5.7%	123,640	72.4%
Commodities	69,451	67,640	-2.6%	78,500	72,500	92.4%	7.2%	79,500	1.3%
Internal Charges	30,883	32,413	5.0%	44,460	44,400	99.9%	37.0%	41,430	-6.8%
Other Payments	0	0		9,500	9,500			30,000	
Program Total	636,490	655,258	2.9%	683,090	659,770	96.6%	0.7%	768,070	12.4%
Amended Budget	642,410	683,910			683,090				
% of Amended Spent	99.1%	95.8%			96.6%				

FUNDING SOURCES

General Fund 101 - Taxes	0	0		0	0			30,000	
Building Maintenance Fund 615	636,490	655,258	2.9%	683,090	659,770	96.6%	0.7%	738,070	8.0%
Capital Projects Funds	0	0		0	0			0	
Central Garage Fund 601	0	0		0	0			0	
Program Total	636,490	655,258	2.9%	683,090	659,770	96.6%	0.7%	768,070	12.4%

PROGRAM STAFFING*Regular Positions*

Deputy Director of PW	0.00	0.00		0.00	0.00			0.00	
Pub Wks Superintendent	0.25	0.25		0.25	0.25			0.25	
Building Maintenance Worker	3.00	3.00		3.00	3.00			3.00	
Maintenance Worker II	0.50	0.50		0.50	0.50			0.50	
Senior Building Maint Worker	1.00	1.00		1.00	1.00			1.00	

Other Staffing (Full-Time Equivalents)

Total - Full-Time Equivalents	4.75	4.75	0.0%	4.75	4.75	100.0%	0.0%	4.75	0.0%
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Department: **53000 - Public Works Department**
 Division: **53300 - Maintenance >> Internal Services**
 Program: **53330 - Custodial Maintenance**

PERFORMANCE OBJECTIVES

1. To provide custodial maintenance for 25 City buildings and leased facilities, with over 240,354 feet to be maintained.
2. To maintain 21 City facilities 5 days per week, and 4 facilities 7 days per week.
3. To clean carpets, wash windows, and wax floors semi-annually.
4. To purchase all paper products and chemicals for the contracted services.
5. To contract for all custodial services at City buildings, administering contract of about \$300,000.

Provide custodial service for City owned buildings: City Hall, Police Facility, Senior Center, Community Center, Library, Recreation Center, Old Jail, BSC, Tracy Trans, City Hall Annex, and others.

COMMENTARY

In FY09-10, 5 Custodian positions were deleted, while custodial work was contracted out. Since then, program costs have shown sizable decreases. In both FY11-12 and FY12-13, program costs have shown decreases. In FY12-13, the various custodial contracts were moved from this program to the budgets of the departments using the facilities. This program provides management of the contracts, and funds custodial supplies.

For FY14-15, no staffing changes are anticipated. The program budget provides for current staffing, some increases in internal charges, but maintains current funding for other cost items.

<u>PROGRAM EXPENDITURES</u>	FY11-12 \$ Actual	FY12-13 \$ Actual	% Cost Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Cost Change	FY14-15 \$ Approved	% Budget Change
Personnel Expenses	37,343	38,164	2.2%	41,800	38,640	92.4%	1.2%	43,100	3.1%
Contracted Services	239,026	0	-100.0%	20,490	7,600	37.1%		20,490	0.0%
Commodities	19,384	17,918	-7.6%	30,650	27,380	89.3%	52.8%	37,650	22.8%
Internal Charges	0	9,590		10,590	10,500	99.2%		10,590	0.0%
Other Payments	0	0		0	0			0	
Program Total	295,753	65,672	-77.8%	103,530	84,120	81.3%	28.1%	111,830	8.0%
Amended Budget	344,000	82,900			103,530				
% of Amended Spent	86.0%	79.2%			81.3%				

<u>FUNDING SOURCES</u>	FY11-12 \$ Actual	FY12-13 \$ Actual	% Cost Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Cost Change	FY14-15 \$ Approved	% Budget Change
General Fund 101 - Taxes	0	0		0	0			0	
Building Maintenance Fund 615	295,753	65,672	-77.8%	103,530	84,120	81.3%	28.1%	111,830	8.0%
Program Total	295,753	65,672	-77.8%	103,530	84,120	81.3%	28.1%	111,830	8.0%

<u>PROGRAM STAFFING</u>	FY11-12 \$ Actual	FY12-13 \$ Actual	% Cost Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Cost Change	FY14-15 \$ Approved	% Budget Change
<i>Regular Positions</i>									
Deputy Director of PW	0.00	0.00		0.00	0.00			0.00	
Pub Wks Superintendent	0.25	0.25		0.25	0.25			0.25	
Custodians	0.00	0.00		0.00	0.00			0.00	
Senior Custodian	0.00	0.00		0.00	0.00			0.00	
Parks Supervisor	0.00	0.00		0.00	0.00			0.00	
<i>Other Staffing (Full-Time Equivalents)</i>									
Custodial Aides	0.00	0.00		0.00	0.00			0.00	
Total - Full-Time Equivalents	0.25	0.25	0.0%	0.25	0.25	100.0%	0.0%	0.25	0.0%

CORE MEASURES and Supporting Data for STREET MAINTENANCE Programs
from

ICMA-CPM Data Templates	FY10-11 Actual	FY11-12 Actual	FY12-13 Actual	% Change	FY13-14 Projected	FY13-14 Estimate	% Change	FY14-15 Projected	% Change
Resident Population	83,242	83,562	84,466	1.08%	84,500	85,146	0.81%	86,400	1.47%
Area Served (Square Miles)	23.0	23.0	26.3	14.35%	23.0	29.1	10.65%	29.1	0.00%
Street System Characteristics									
Centerline Miles	241	241	241	0.00%	241	241	0.00%	241	0.00%
Lane Miles Maintained	533	536	536	0.00%	533	533	-0.56%	533	0.00%
Street Lights (City Owned)	4,300	4,350	4,350	0.00%	4,350	4,350	0.00%	4,350	0.00%
Street Lights (PG&E Owned)	1,080	1,080	1,080	0.00%	1,080	1,080	0.00%	1,080	0.00%
Signalized Intersections	68	68	68	0.00%	81	81	19.12%	87	7.41%
Traffic Signal Devices	2,250	2,250	2,250	0.00%	2,250	2,250	0	2,264	0.62%
Street Trees	43,308	43,308	43,308	0.00%	43,308	43,308	0.00%	39,053	-9.82%
Program Costs (\$1,000)	\$2,573	\$3,070	\$3,053	-0.55%	\$3,457	\$3,346	9.60%	\$3,530	5.50%
per Lane Mile	\$4,827.02	\$5,727.61	\$5,695.90	-0.55%	\$6,486.49	\$6,277.67	10.21%	\$6,622.89	5.50%
per Capita	\$30.91	\$36.74	\$36.14	-1.62%	\$40.91	\$39.30	8.72%	\$40.86	3.97%
Street Sweeping									
Linear Miles Swept	12,750	12,750	12,750	0.00%	12,750	12,750	0.00%	12,750	0.00%
Sweeping Costs (\$1,000)	\$276.2	\$263.5	\$330.9	25.58%	\$281.3	\$270.9	-18.13%	\$314.3	16.02%
per Mile Swept	\$21.66	\$20.67	\$25.95	25.58%	\$22.06	\$21.25	-18.13%	\$24.65	16.02%
per Capita	\$3.32	\$3.15	\$3.92	24.23%	\$3.33	\$3.18	-18.79%	\$3.64	14.34%
Road Conditions									
Paved Lane Miles Assessed	533								
Miles Assessed Satisfactory									
% of Mileage Assessed Satisfactory									
Citizen Survey Ratings									
Road Conditions: Good					87%			87%	
Street Sweeping: Good					66%			66%	
Street Sweeping: Fair					26%			26%	

Department: 53000 - Public Works Department
 Division: 53400 - Maintenance >> Streets
 Program: 53410 - Roadway Maintenance

PERFORMANCE OBJECTIVES

Maintenance and repair of the roadway surface on City streets and the cleaning of catch basins within street right-of-ways. Since FY98-99, City street mileage has increased 55% from 344 to 533 lane miles.

1. To maintain the roadway on 533 lane miles of City streets.
2. To respond to service requests within 2 business days and resolve within ten working days.
3. To respond to spills as soon as possible and remove debris within one business day.
4. To repair potholes within 2 business days.
5. To provide traffic control for special events.

COMMENTARY

In FY11-12, program costs showed a minimal decrease. While personnel costs were up, material costs and internal charges were down. In FY12-13, program costs showed a modest increase, primarily due to full and added staffing. In FY13-14, program costs will show a modest decrease. Personnel costs are down, due to vacancies; but also, material costs are running less than budget. For FY14-15, program staffing will increase supervisory hours. The program budget provides for the added staffing, some increases in internal charges, but maintains current funding for other cost items.

<u>PROGRAM EXPENDITURES</u>	FY11-12 \$ Actual	FY12-13 \$ Actual	% Cost Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Cost Change	FY14-15 \$ Approved	% Budget Change
Personnel Expenses	556,326	607,730	9.2%	627,800	499,850	79.6%	-17.8%	666,000	6.1%
Contracted Services	5,526	5,639	2.0%	11,730	9,700	82.7%	72.0%	11,230	-4.3%
Commodities	65,198	43,067	-33.9%	98,150	49,720	50.7%	15.4%	98,150	0.0%
Internal Charges	142,000	142,131	0.1%	163,970	163,900	100.0%	15.3%	166,480	1.5%
Other Payments	0	0		0	0			0	
Program Total	769,050	798,567	3.8%	901,650	723,170	80.2%	-9.4%	941,860	4.5%
Amended Budget	775,920	913,710			901,650				
% of Amended Spent	99.1%	87.4%			80.2%				

<u>FUNDING SOURCES</u>	FY11-12 \$ Actual	FY12-13 \$ Actual	% Cost Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Cost Change	FY14-15 \$ Approved	% Budget Change
General Fund 101 - Taxes	70,667	51,967	-26.5%	151,650	13,170	8.7%	-74.7%	191,860	26.5%
TDA & Gas Tax Funds 24x	698,383	746,600	6.9%	750,000	710,000	94.7%	-4.9%	750,000	
Program Total	769,050	798,567	3.8%	901,650	723,170	80.2%	-9.4%	941,860	4.5%

<u>PROGRAM STAFFING</u>	FY11-12	FY12-13	% Cost Change	FY13-14	FY13-14	% of Budget	% Cost Change	FY14-15	% Budget Change
<i>Regular Positions</i>									
Pub Wks Superintendent	0.20	0.20		0.20	0.20			0.30	
Pub Wks Field Supervisor	0.00	0.00		0.00	0.00			0.00	
Senior Maintenance Worker	1.00	1.50		1.50	1.50			1.50	
Maintenance Worker II	4.00	4.00		4.00	4.00			4.00	
Maintenance Worker I	0.80	0.80		0.80	0.80			0.80	
<i>Other Staffing (Full-Time Equivalents)</i>									
Total - Full-Time Equivalents	6.00	6.50	8.3%	6.50	6.50	100.0%	0.0%	6.60	1.5%

Department: **53000 - Public Works Department**
 Division: **53400 - Maintenance >> Streets**
 Program: **53420 - Sidewalk & Median Maintenance**

PERFORMANCE OBJECTIVES

Maintenance and repair of concrete surfaces of City streets, including sidewalks, curbs, and gutters.

1. To maintain the sidewalks, curbs, gutters on 533 lane miles of City streets.
2. To eliminate trip hazards within one business day of notification.
3. To respond to service requests within one business day and to resolve within 10 days.
4. To protect City trees where possible and minimize root damage.

COMMENTARY

Since FY98-99, City street mileage has increased 55% from 344 to 533 lane miles.
 In FY11-12, program costs showed a modest increase. In FY12-13, program staffing lost a Maintenance Worker. Program costs showed a modest decrease.
 In FY13-14, program costs will show a modest decrease. Personnel costs will show a decrease, due to vacancies.
 For FY14-15, program staffing will increase supervisory hours. The program budget provides the added staffing, some increases in internal charges and contracted services.

<u>PROGRAM EXPENDITURES</u>	FY11-12 \$ Actual	FY12-13 \$ Actual	% Cost Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Cost Change	FY14-15 \$ Approved	% Budget Change
Personnel Expenses	304,828	309,773	1.6%	334,100	289,650	86.7%	-6.5%	363,100	8.7%
Contracted Services	14,183	3,543	-75.0%	19,230	7,000	36.4%	97.6%	25,730	33.8%
Commodities	36,748	29,864	-18.7%	54,770	32,450	59.2%	8.7%	54,770	0.0%
Internal Charges	75,416	74,756	-0.9%	83,120	75,000	90.2%	0.3%	85,050	2.3%
Other Payments	0	0		0	0			0	
Program Total	431,175	417,936	-3.1%	491,220	404,100	82.3%	-3.3%	528,650	7.6%
Amended Budget	504,660	469,750			491,220				
% of Amended Spent	85.4%	89.0%			82.3%				

<u>FUNDING SOURCES</u>	FY11-12 \$ Actual	FY12-13 \$ Actual	% Cost Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Cost Change	FY14-15 \$ Approved	% Budget Change
General Fund 101 - Taxes	56,175	15,936	-71.6%	61,220	14,100	23.0%	-11.5%	98,650	61.1%
TDA & Gas Tax Funds 24x	375,000	402,000	7.2%	430,000	390,000	90.7%	-3.0%	430,000	0.0%
Drainage Fund 541	0	0		0	0			0	
Program Total	431,175	417,936	-3.1%	491,220	404,100	82.3%	-3.3%	528,650	7.6%

<u>PROGRAM STAFFING</u>	FY11-12	FY12-13	% Cost Change	FY13-14	FY13-14	% of Budget	% Cost Change	FY14-15	% Budget Change
<i>Regular Positions</i>									
Pub Wks Superintendent	0.22	0.22		0.22	0.22			0.30	
Pub Wks Field Supervisor	0.00	0.00		0.00	0.00			0.00	
Senior Maintenance Worker	1.00	1.00		1.00	1.00			1.00	
Maintenance Worker II	3.00	2.00		2.00	2.00			2.00	
Maintenance Worker I	0.10	0.10		0.10	0.10			0.10	
<i>Other Staffing (Full-Time Equivalent)</i>									
Total - Full-Time Equivalent	4.32	3.32	-23.1%	3.32	3.32	100.0%	0.0%	3.40	2.4%

Department: **53000 - Public Works Department**
 Division: **53400 - Maintenance >> Streets**
 Program: **53430 - Street Sweeping**

PERFORMANCE OBJECTIVES

Sweeping and cleaning of City streets, medians, and parking lots. Since 1-1-99, this service is carried out through a contractor. Staff costs for special events clean-ups and emergency spill clean-ups.

1. To sweep 12,800 miles of City streets annually.
2. To sweep all residential streets every 2 weeks.
3. To administer & monitor contract street sweeping.
4. To sweep all alleys and parking lots once each month.
5. To sweep the Downtown Business District twice a week.
6. To contract for \$200,000 worth of street sweeping and \$95,000 for the annual Leaf-Pick Up.

COMMENTARY

In FY98-99, program work was contracted out, and program workload has increased 77% from 7,230 miles up to 12,800 miles of streets swept annually. In FY12-13, program costs showed a major increase, due to higher contracted costs. Costs were over budget. In FY13-14, program costs will show a moderate decrease. Contracted costs are down for the year.

For FY14-15, the program budget provides for some added contracted costs. But otherwise, current funding is maintained.

<u>PROGRAM EXPENDITURES</u>	FY11-12 \$ Actual	FY12-13 \$ Actual	% Cost Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Cost Change	FY14-15 \$ Approved	% Budget Change
Personnel Expenses	38,714	41,890	8.2%	43,700	43,300	99.1%	3.4%	44,600	2.1%
Contracted Services	316,345	372,866	17.9%	351,870	311,800	88.6%	-16.4%	355,870	1.1%
Commodities	616	1,138	84.7%	5,540	3,540	63.9%		5,540	0.0%
Internal Charges	3,320	3,320	0.0%	3,320	3,300	99.4%	-0.6%	3,320	0.0%
Other Payments	0	0		0	0			0	
Program Total	358,995	419,214	16.8%	404,430	361,940	89.5%	-13.7%	409,330	1.2%
Amended Budget	377,700	382,030			404,430				
% of Amended Spent	95.0%	109.7%			89.5%				

<u>FUNDING SOURCES</u>	FY11-12 \$ Actual	FY12-13 \$ Actual	% Cost Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Cost Change	FY14-15 \$ Approved	% Budget Change
General Fund 101 - Taxes	40,140	23,812	-40.7%	39,300	23,000	58.5%	-3.4%	24,500	-37.7%
TDA & Gas Tax Funds 24x	0	0		0	0			0	
Solid Waste Fund 531	318,855	395,402	24.0%	365,130	338,940	92.8%	-14.3%	384,830	5.4%
Program Total	358,995	419,214	16.8%	404,430	361,940	89.5%	-13.7%	409,330	1.2%

<u>PROGRAM STAFFING</u>	FY11-12	FY12-13	% Cost Change	FY13-14	FY13-14	% of Budget	% Cost Change	FY14-15	% Budget Change
<i>Regular Positions</i>									
Pub Wks Superintendent	0.10	0.10		0.10	0.10			0.10	
Pub Wks Field Supervisor	0.00	0.00		0.00	0.00			0.00	
Senior Maintenance Worker	0.00	0.00		0.00	0.00			0.00	
Maintenance Worker II	0.00	0.00		0.00	0.00			0.00	
<i>Other Staffing (Full-Time Equivalents)</i>									
Total - Full-Time Equivalents	0.10	0.10	0.0%	0.10	0.10	100.0%	0.0%	0.10	0.0%

Department: **53000 - Public Works Department**
 Division: **53400 - Maintenance >> Streets**
 Program: **53440 - Traffic Maintenance**

PERFORMANCE OBJECTIVES

1. To maintain traffic signs and markings on 533 lane miles of City streets.
2. To evaluate traffic markings for reapplication of thermal plastic.
3. To replace damaged "critical" signs within two hours of receiving notification.
4. To respond to customers concerns/service requests within one business day.

To maintain proper traffic marking and signing on City streets.
 Since FY98-99, City street mileage has increased 55% from 344 to 533 lane miles.

COMMENTARY

In FY11-12, program costs showed a moderate increase. Both personnel and contracted costs were up. In FY12-13, program costs showed a moderate decrease with contracted work down for the year.

In FY13-14, program costs will show a moderate increase. Contracted costs are up for the year.

For FY14-15, program staffing will increase supervisory hours. The program budget provides for the added staffing, some increases in internal charges, but maintains current funding for other items.

<u>PROGRAM EXPENDITURES</u>	FY11-12 \$ Actual	FY12-13 \$ Actual	% Cost Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Cost Change	FY14-15 \$ Approved	% Budget Change
Personnel Expenses	210,065	217,299	3.4%	232,100	221,670	95.5%	2.0%	250,000	7.7%
Contracted Services	27,311	861	-96.8%	20,050	21,780	108.6%	2429.6%	19,350	-3.5%
Commodities	39,814	39,533	-0.7%	45,680	41,380	90.6%	4.7%	45,680	0.0%
Internal Charges	31,264	31,975	2.3%	42,160	42,000	99.6%	31.4%	44,590	5.8%
Other Payments	0	0		0	0			0	
Program Total	308,454	289,668	-6.1%	339,990	326,830	96.1%	12.8%	359,620	5.8%
Amended Budget	310,020	323,740			339,990				
% of Amended Spent	99.5%	89.5%			96.1%				

<u>FUNDING SOURCES</u>	FY11-12 \$ Actual	FY12-13 \$ Actual	% Cost Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Cost Change	FY14-15 \$ Approved	% Budget Change
General Fund 101 - Taxes	98,454	49,668	-49.6%	49,990	36,830	73.7%	-25.8%	69,620	39.3%
Traffic Fines Sub-fund 105	90,000	90,000	0.0%	90,000	90,000	100.0%	0.0%	90,000	0.0%
TDA & Gas Tax Funds 24x	120,000	150,000	25.0%	200,000	200,000	100.0%	33.3%	200,000	0.0%
Program Total	308,454	289,668	-6.1%	339,990	326,830	96.1%	12.8%	359,620	5.8%

<u>PROGRAM STAFFING</u>	FY11-12	FY12-13	% Change	FY13-14	FY13-14	% of Budget	% Change	FY14-15	% Budget Change
<i>Regular Positions</i>									
Pub Wks Superintendent	0.09	0.09		0.09	0.09			0.15	
Senior Maintenance Worker	1.00	1.00		1.00	1.00			1.00	
Maintenance Worker II	1.00	1.00		1.00	1.00			1.00	
Maintenance Worker I	0.10	0.10		0.10	0.10			0.10	
<i>Other Staffing (Full-Time Equivalents)</i>									
Total - Full-Time Equivalents	2.19	2.19	0.0%	2.19	2.19	100.0%	0.0%	2.25	2.7%

Department: 53000 - Public Works Department
 Division: 53400 - Maintenance >> Streets
 Program: 53460 - Street Tree Maintenance

PERFORMANCE OBJECTIVES

Maintenance of City owned trees, including inspections, trimming, replacements, removals, and new planting.

1. To provide maintenance for about 9,900 street trees.
5. To replant about 30 street trees during the year.
3. To remove hazardous trees as they are identified.
4. To establish a programmed pruning cycle for street trees.
5. To contract for \$198,520 worth of street tree trimming.

COMMENTARY

In FY09-10, maintenance crews were deleted, and tree trimming work was contracted out. In both FY11-12 and FY12-13, program costs show modest increase. Contracted work is significantly higher in FY12-13.

In FY13-14, program costs will show a moderate increase. Contracted costs are up for the year; while personnel costs are less than budgeted.

For FY14-15, program staffing provides for contract management and a contingent level for City staff for emergency work. The program budget provides for this staffing, as well as \$198,250 for contract tree trimming.

	FY11-12	FY12-13	% Cost	FY13-14	FY13-14	% of	% Cost	FY14-15	% Budget
<u>PROGRAM EXPENDITURES</u>	\$ Actual	\$ Actual	Change	\$ Adopted	\$ Estimated	Budget	Change	\$ Approved	Change
Personnel Expenses	93,750	50,344	-46.3%	76,100	36,880	48.5%	-26.7%	78,200	2.8%
Contracted Services	164,908	192,822	16.9%	200,650	236,400	117.8%	22.6%	200,650	0.0%
Commodities	3,565	1,549	-56.5%	4,700	4,270	90.9%	175.7%	4,700	0.0%
Internal Charges	33,245	51,436	54.7%	48,320	48,000	99.3%	-6.7%	49,880	3.2%
Other Payments	0	0		0	0			0	
Program Total	295,468	296,151	0.2%	329,770	325,550	98.7%	9.9%	333,430	1.1%
Amended Budget	315,470	327,650			367,141				
% of Amended Spent	93.7%	90.4%			88.7%				
<u>FUNDING SOURCES</u>									
General Fund 101 - Taxes	45,468	46,151	1.5%	29,770	35,550	119.4%	-23.0%	33,430	12.3%
TDA & Gas Tax Funds 24x	250,000	250,000	0.0%	300,000	290,000	96.7%	16.0%	300,000	0.0%
Program Total	295,468	296,151	0.2%	329,770	325,550	98.7%	9.9%	333,430	1.1%
<u>PROGRAM STAFFING</u>									
<i>Regular Positions</i>									
Parks Superintendent	0.45	0.15		0.15	0.15			0.15	
Pub Wks Field Supervisor	0.00	0.00		0.00	0.00			0.00	
Senior Maintenance Worker	0.00	0.10		0.10	0.10			0.10	
Maintenance Worker II	0.00	0.30		0.30	0.30			0.30	
Maintenance Worker I	0.00	0.00		0.00	0.00			0.00	
<i>Other Staffing (Full-Time Equivalents)</i>									
Maint Worker I (Seasonal)	0.00	0.00		0.00	0.00			0.00	
Total - Full-Time Equivalents	0.45	0.55	22.2%	0.55	0.55		0.0%	0.55	

Department: **53000 - Public Works Department**
 Division: **53400 - Maintenance >> Streets**
 Program: **53470 - Graffiti Removal**

PERFORMANCE OBJECTIVES

Daily patrol and removal of graffiti from public properties.

1. To remove identified graffiti from public property within 24 to 72 hours.
2. To report all graffiti to the Police Department for data recording.
3. To maintain adequate stock of paints & chemicals for graffiti removal.
4. To maintain graffiti removal cost data.
5. To recover clean-up costs whenever possible.

COMMENTARY

This program was established new in FY96-97 with a half-time Maintenance Worker as part of a special citywide effort devoted to the removal of graffiti from public properties.

In FY11-12, program costs showed an increase; both material costs and internal charges were up.

In FY13-14, program costs will show a moderate increase.

For FY14-15, no staffing changes are anticipated. The program budget provides for current staffing, some increases in internal charges, but maintains current funding for other cost items.

<u>PROGRAM EXPENDITURES</u>	FY11-12 \$ Actual	FY12-13 \$ Actual	% Cost Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Cost Change	FY14-15 \$ Approved	% Budget Change
Personnel Expenses	51,233	53,397	4.2%	54,500	53,690	98.5%	0.5%	56,150	3.0%
Contracted Services	162	307	89.5%	940	840	89.4%	173.6%	940	0.0%
Commodities	8,134	9,718	19.5%	15,980	15,600	97.6%	60.5%	15,980	0.0%
Internal Charges	14,132	17,134	21.2%	17,960	17,600	98.0%	2.7%	20,450	13.9%
Other Payments	0	0		0	0			0	
Program Total	73,661	80,556	9.4%	89,380	87,730	98.2%	8.9%	93,520	4.6%
Amended Budget	82,360	81,390			89,380				
% of Amended Spent	89.4%	99.0%			98.2%				

<u>FUNDING SOURCES</u>	FY11-12 \$ Actual	FY12-13 \$ Actual	% Cost Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Cost Change	FY14-15 \$ Approved	% Budget Change
General Fund 101 - Taxes	73,661	80,556	9.4%	89,380	87,730	98.2%	8.9%	93,520	4.6%
Program Total	73,661	80,556	9.4%	89,380	87,730	98.2%	8.9%	93,520	4.6%

<u>PROGRAM STAFFING</u>	FY11-12 \$ Actual	FY12-13 \$ Actual	% Cost Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Cost Change	FY14-15 \$ Approved	% Budget Change
<i>Regular Positions</i>									
Pub Wks Superintendent	0.05	0.05		0.05	0.05			0.05	
Maintenance Worker II	0.50	0.50		0.50	0.50			0.50	
Maintenance Worker I	0.00	0.00		0.00	0.00			0.00	
<i>Other Staffing (Full-Time Equivalents)</i>									
General Laborer	0.00	0.00		0.00	0.00			0.00	
Total - Full-Time Equivalents	0.55	0.55		0.55	0.55	100.0%		0.55	0.0%

Department: **53000 - Public Works Department**
 Division: **53400 - Maintenance >> Streets**
 Program: **53480 - Traffic & Lighting Electric**

PERFORMANCE OBJECTIVES

Electric costs for traffic signals and street lights. These costs are paid from the General, TDA, and Gas Tax Funds.

1. To pay electric bills for 68 City traffic signals and about 4,350 City-owned street lights and 1,080 PG&E owned street lights.

COMMENTARY

Program costs have increased over the last few years due to City growth, and the addition of new streets and subdivisions to the City. Since FY99-00, program workload has increased 56% from 3,583 up to 5,583 street lights.

In FY11-12, program costs showed a moderate increase; but in FY12-13, a modest decrease occurred.

In FY13-14, program costs will show a modest increase.

For FY14-15, the program budget provides a contingent amount to pay electric bills for traffic signals and street lights. As budgeted, program costs are expected to show a minor increase.

<u>PROGRAM EXPENDITURES</u>	FY11-12 \$ Actual	FY12-13 \$ Actual	% Cost Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Cost Change	FY14-15 \$ Approved	% Budget Change
Personnel Expenses	0	0		0	0			0	
Contracted Services	653,534	628,938	-3.8%	713,000	650,000	91.2%	3.3%	713,000	0.0%
Commodities	0	0		0	0			0	
Internal Charges	5,352	5,350	0.0%	6,350	5,400	85.0%	0.9%	7,450	17.3%
Other Payments	0	0		0	0			0	
Program Total	658,886	634,288	-3.7%	719,350	655,400	91.1%	3.3%	720,450	0.2%
Amended Budget	663,350	693,350			719,350				
% of Amended Spent	99.3%	91.5%			91.1%				

<u>FUNDING SOURCES</u>	FY11-12 \$ Actual	FY12-13 \$ Actual	% Cost Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Cost Change	FY14-15 \$ Approved	% Budget Change
General Fund 101 - Taxes	108,886	23,988	-78.0%	129,350	90,400	69.9%	276.9%	130,450	0.9%
TDA & Gas Tax Funds 24x	550,000	610,300	11.0%	590,000	565,000	95.8%	-7.4%	590,000	0.0%
Light & Landscape Dist Fund 271	0	0		0	0			0	
Program Total	658,886	634,288	-3.7%	719,350	655,400	91.1%	3.3%	720,450	0.2%

<u>PROGRAM STAFFING</u>	FY11-12 \$ Actual	FY12-13 \$ Actual	FY13-14 \$ Adopted	FY13-14 \$ Estimated	FY14-15 \$ Approved
<i>Regular Positions</i>					
<i>Other Staffing (Full-Time Equivalent)</i>					
Total - Full-Time Equivalent	0.00	0.00	0.00	0.00	0.00

Department: **53000 - Public Works Department**
 Division: **53500 - Maintenance >> Utilities**
 Program: **53510 - Water Distribution**

PERFORMANCE OBJECTIVES

Operate, maintain and repair the City's water distribution system including water mains, service connections, valves, and fire hydrants. Pays Right-of-Ways (ROWs) maintenance fee to the City.

1. To maintain a water distribution system of 420 miles of water lines and 23,450 water service connections.
2. To improve the system by repairing/replacing valves, and water services by performing 250 job orders.
3. To inspect and maintain approximately 2,000 fire hydrants.
4. To continue water main flushings and valve exercising.
5. To respond to water main breaks and service leaks within 1 hour.
6. To complete all USA (underground service alert) service requests.
7. To pay \$1,501,300 in ROW maintenance fees.

COMMENTARY

In FY11-12, program costs showed a small decrease. Personnel costs were less than budgeted and showed a decrease, due to staff vacancies. In FY12-13, program costs showed a modest increase, with personnel costs showing a major increase due to full-year staffing.

In FY13-14, program costs will show a moderate increase, again with personnel costs showing a major increase.

For FY14-15, no staffing changes are anticipated. The program budget provides for current staffing, some increases in internal charges, and some enhancements for other cost items.

	FY11-12	FY12-13	% Cost	FY13-14	FY13-14	% of	% Cost	FY14-15	% Budget
PROGRAM EXPENDITURE	\$ Actual	\$ Actual	Change	\$ Adopted	\$ Estimated	Budget	Change	\$ Approved	Change
Personnel Expenses	587,654	711,827	21.1%	770,800	852,530	110.6%	19.8%	799,840	3.8%
Contracted Services	17,526	11,781	-32.8%	13,610	12,850	94.4%	9.1%	18,170	33.5%
Commodities	172,724	124,093	-28.2%	151,570	149,780	98.8%	20.7%	164,070	8.2%
Internal Charges	152,595	142,824	-6.4%	160,980	157,000	97.5%	9.9%	166,770	3.6%
Other Payments	1,415,000	1,457,500	3.0%	1,501,300	1,500,000	99.9%	2.9%	1,501,300	0.0%
Program Total	2,345,499	2,448,025	4.4%	2,598,260	2,672,160	102.8%	9.2%	2,650,150	2.0%
Amended Budget	2,524,270	2,446,630			2,598,260				
% of Amended Spen	92.9%	100.1%			102.8%				

FUNDING SOURCES

Water Fund 511	2,345,499	2,448,025	4.4%	2,598,260	2,672,160	102.8%	9.2%	2,650,150	2.0%
Program Total	2,345,499	2,448,025	4.4%	2,598,260	2,672,160	102.8%	9.2%	2,650,150	2.0%

PROGRAM STAFFING

Regular Positions

Util Lines Maint (PW) Supt	0.40	0.40		0.40	0.40			0.40	
Pub Wks Field Supervisor	0.00	0.00		0.00	0.00			0.00	
Senior Maintenance Worker	2.00	2.00		1.00	1.00			1.00	
Maintenance Worker II	4.00	4.00		5.00	5.00			5.00	
Maintenance Worker I	1.00	1.00		1.00	1.00			1.00	

Other Staffing (Full-Time Equivalents)

Total - Full-Time Equivalents	7.40	7.40	0.0%	7.40	7.40	100.0%	0.0%	7.40	0.0%
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Department: **53000 - Public Works Department**
 Division: **53500 - Maintenance >> Utilities**
 Program: **53520 - Water Meters**

PERFORMANCE OBJECTIVES

Read, test, repair, and replace water meters on the City's water system and provide water turn-on & off services.

1. To read over 23,450 water meters on a monthly basis to provide data for regular service billing.
2. To improve the system by replacing about 2,000 meters with new standard meters, with radio read devices.
3. To replace meter registers within ten days of notification.
4. To complete all water service requests on a timely basis.
5. To retrofit 900 meters with flex net transmitters.
6. To purchase \$220,000 in meter replacements.

COMMENTARY

In FY11-12, program costs showed a minor decrease. Personnel costs were down due to staff vacancies; meter replacements costs were up.

In FY12-13, program staffing deleted a Maintenance Worker. Program costs showed a slight decrease.

In FY13-14, program costs will show a moderate increase, with personnel costs showing a moderate increase.

For FY14-15, no staffing changes are anticipated. The program budget provides for current staffing, some increases in internal charges, and some enhancements for other cost items.

	FY11-12	FY12-13	% Cost	FY13-14	FY13-14	% of	% Cost	FY14-15	% Budget
PROGRAM EXPENDITURE	\$ Actual	\$ Actual	Change	\$ Adopted	\$ Estimated	Budget	Change	\$ Approved	Change
Personnel Expenses	964,502	918,649	-4.8%	1,058,200	977,550	92.4%	6.4%	1,098,700	3.8%
Contracted Services	14,607	21,651	48.2%	37,060	26,500	71.5%	22.4%	34,760	-6.2%
Commodities	246,120	287,084	16.6%	288,280	285,000	98.9%	-0.7%	305,280	5.9%
Internal Charges	65,676	61,585	-6.2%	85,900	85,000	99.0%	38.0%	86,720	1.0%
Other Payments	0	0		0	0			0	
Program Total	1,290,905	1,288,969	-0.1%	1,469,440	1,374,050	93.5%	6.6%	1,525,460	3.8%
Amended Budget	1,509,980	1,486,090			1,469,440				
% of Amended Spen	85.5%	86.7%			93.5%				
FUNDING SOURCES									
Water Fund 511	1,290,905	1,288,969	-0.1%	1,469,440	1,374,050	93.5%	6.6%	1,525,460	3.8%
Program Total	1,290,905	1,288,969	-0.1%	1,469,440	1,374,050	93.5%	6.6%	1,525,460	3.8%
PROGRAM STAFFING									
<i>Regular Positions</i>									
Util Lines Maint (PW) Supt	0.25	0.25		0.25	0.25			0.25	
Pub Wks Field Supervisor	0.00	0.00		0.00	0.00			0.00	
Senior Maintenance Worker	1.00	1.00		1.00	1.00			1.00	
Maintenance Worker II	8.00	7.00		7.00	7.00			7.00	
Meter Reader	3.00	3.00		3.00	3.00			3.00	
<i>Other Staffing (Full-Time Equivalents)</i>									
Meter Reader	0.00	0.00		0.00	0.00			0.00	
Maintenance Worker I	0.00	0.00		0.00	0.00			0.00	
Total - Full-Time Equivalents	12.25	11.25	-8.2%	11.25	11.25	100.0%	0.0%	11.25	0.0%

Department: 53000 - Public Works Department
 Division: 53500 - Maintenance >> Utilities
 Program: 53530 - Wastewater Collection

PERFORMANCE OBJECTIVES

Maintain and repair the City's sewer collection system including sewer mains and service laterals. Pays the Right-of-Ways (ROWs) maintenance fee to the City.

1. To maintain a wastewater collection system of 410 miles of sewer lines and 23,450 sewer service connections.
2. To provide preventive maintenance of the collection system by cleaning 20 miles of sewer mains.
3. To respond to sewer system overflows within one hour.
4. To repair/unplug sewer laterals and mains on a timely basis.
5. To pay \$1,184,500 in ROW maintenance fees.

COMMENTARY

In FY11-12, program costs showed a minor decrease. In FY12-13, program costs showed a modest increase.

In FY13-14, program costs will show a modest increase, with personnel costs showing a moderate increase.

For FY14-15, no staffing changes are anticipated. The program budget provides for current staffing, some increases in internal charges, and some enhancements for other cost items.

PROGRAM EXPENDITURE	FY11-12 \$ Actual	FY12-13 \$ Actual	% Cost Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Cost Change	FY14-15 \$ Approved	% Budget Change
Personnel Expenses	224,321	236,567	5.5%	225,000	230,280	102.3%	-2.7%	233,000	3.6%
Contracted Services	12,418	18,285	47.2%	15,980	15,850	99.2%	-13.3%	15,280	-4.4%
Commodities	28,914	19,411	-32.9%	33,040	32,000	96.9%	64.9%	87,740	165.6%
Internal Charges	62,409	70,275	12.6%	89,400	85,000	95.1%	21.0%	92,460	3.4%
Other Payments	1,150,000	1,184,500	3.0%	1,220,100	1,220,000	100.0%	3.0%	1,220,100	0.0%
Program Total	1,478,062	1,529,038	3.4%	1,583,520	1,583,130	100.0%	3.5%	1,648,580	4.1%
Amended Budget	1,496,600	1,524,690			1,583,520				
% of Amended Spen	98.8%	100.3%			100.0%				

FUNDING SOURCES

Wastewater Fund 521	1,478,062	1,529,038	3.4%	1,583,520	1,583,130	100.0%	3.5%	1,648,580	4.1%
Program Total	1,478,062	1,529,038	3.4%	1,583,520	1,583,130	100.0%	3.5%	1,648,580	4.1%

PROGRAM STAFFING

Regular Positions

Util Lines Maint (PW) Supt	0.20	0.20		0.20	0.20			0.20	
Pub Wks Field Supervisor	0.00	0.00		0.00	0.00			0.00	
Senior Maintenance Worker	0.60	0.60		0.60	0.60			0.60	
Maintenance Worker II	2.20	1.20		1.20	1.20			1.20	
Maintenance Worker I	0.00	0.00		0.00	0.00			0.00	

Other Staffing (Full-Time Equivalents)

Total - Full-Time Equivalents	3.00	2.00	-33.3%	2.00	2.00	100.0%	0.0%	2.00	0.0%
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Department: **53000 - Public Works Department**
 Division: **53500 - Maintenance >> Utilities**
 Program: **53540 - Drainage Maintenance**

PERFORMANCE OBJECTIVES

Maintain and repair the City's storm drainage system including storm drains, catch basins, channels, ditches, and ponds. Program expenses includes electric costs for drainage pumps.

1. To maintain 150 miles of storm drains and and 20 miles of channels.
2. To keep storm drains, catch basins, and channels clear of debris.
3. To maintain routine weed abatement of all storm drain ponds and channels.
4. To respond to hazardous spills/dumping on a timely basis.
5. To inspect storm drain lines on a routine basis via TV.

COMMENTARY

In FY11-12, program costs showed a minor increase. Personnel costs showed a decrease, due to staff vacancies. In FY12-13, program staffing was increased, and program costs showed a major increase.

In FY13-14, program costs will show a slight decrease, with personnel costs decreasing due to staff vacancies.

For FY14-15, no staffing changes are anticipated. The program budget provides for current staffing, some increases in internal charges, and some enhancements for other cost items. The budget will show a modest decrease; a one-time items was budgeted in the prior year.

	FY11-12	FY12-13	% Cost	FY13-14	FY13-14	% of	% Cost	FY14-15	% Budget
PROGRAM EXPENDITURE	\$ Actual	\$ Actual	Change	\$ Adopted	\$ Estimated	Budget	Change	\$ Approved	Change
Personnel Expenses	205,227	256,398	24.9%	283,900	239,250	84.3%	-6.7%	294,200	3.6%
Contracted Services	60,210	75,713	25.7%	111,020	76,780	69.2%	1.4%	75,020	-32.4%
Commodities	16,962	21,958	29.5%	30,900	25,400	82.2%	15.7%	33,900	9.7%
Internal Charges	31,498	36,743	16.7%	41,880	40,000	95.5%	8.9%	52,960	26.5%
Other Payments	3,917	3,990	1.9%	9,300	9,000	96.8%	125.6%	9,300	0.0%
Program Total	317,814	394,802	24.2%	477,000	390,430	81.9%	-1.1%	465,380	-2.4%
Amended Budget	349,590	426,450			477,000				
% of Amended Spen	90.9%	92.6%			81.9%				
<u>FUNDING SOURCES</u>									
Drainage Fund 541	267,814	324,802	21.3%	387,000	300,430	77.6%	-7.5%	375,380	-3.0%
TDA & Gas Tax Funds 24x	50,000	70,000	40.0%	90,000	90,000	100.0%		90,000	0.0%
Program Total	317,814	394,802	24.2%	477,000	390,430	81.9%	-1.1%	465,380	-2.4%
<u>PROGRAM STAFFING</u>									
<i>Regular Positions</i>									
Util Lines Maint (PW) Supt	0.15	0.15		0.15	0.15			0.15	
Pub Wks Field Supervisor	0.00	0.00		0.00	0.00			0.00	
Senior Maintenance Worker	0.40	0.80		0.80	0.80			0.80	
Maintenance Worker II	0.80	1.20		1.20	1.20			1.20	
Plant Mechanic	0.25	0.25		0.25	0.25			0.25	
Maintenance Supervisor/Mar	0.10	0.10		0.10	0.10			0.10	
Senior Electrician	0.05	0.05		0.05	0.05			0.05	
Instrumentation Technician	0.05	0.05		0.05	0.05			0.05	
Admin Asst II-P&PM Clerk	0.10	0.10		0.10	0.10			0.10	
<i>Other Staffing (Full-Time Equivalents)</i>									
Total - Full-Time Equivalents	1.90	2.70	42.1%	2.70	2.70	100.0%	0.0%	2.70	0.0%

CORE MEASURES and Supporting Data for PARKS & RECREATION Programs

from ICMA-CPM Data Templates	FY10-11 Actual	FY11-12 Actual	FY12-13 Actual	% Change	FY13-14 Projected	FY13-14 Estimate	% Change	FY14-15 Projected	% Change
Resident Population	83,242	83,562	84,466	1.08%	84,500	85,146	0.81%	86,400	1.47%
Area Served (Square Miles)	23.0	23.0	26.3	14.35%	23.0	29.1	10.65%	29.1	0.00%
Park System Characteristics									
Park Sites	70	70	70	0.00%	70	72	2.86%	72	0.00%
Park Acreage	260	260	260	0.00%	260	272	4.62%	272	0.00%
Recreation/Community Facilitie	5	5	5	0.00%	5	5	0.00%	5	0.00%
Playgrounds	85	85	85	0.00%	85	85	0.00%	85	0.00%
Playfields	30	30	30	0.00%	30	30	0.00%	30	0.00%
Maintenance Program Costs (\$1,000)	\$3,584	\$3,709	\$3,624	-2.29%	\$4,759	\$3,884	7.18%	\$4,481	15.38%
per Acre	\$13,783.85	\$14,264.23	\$13,938.08	-2.29%	\$18,303.85	\$14,279.41	2.45%	\$16,475.74	15.38%
per Capita	\$43.05	\$44.38	\$42.90	-3.33%	\$56.32	\$45.62	6.32%	\$51.87	13.71%
Recreation Program Costs (\$1,000)	\$1,703	\$1,639	\$1,876	14.47%	\$2,150	\$1,975	5.32%	\$2,086	5.58%
per Capita	\$20.46	\$19.61	\$22.21	13.24%	\$25.44	\$23.20	4.47%	\$24.14	4.05%
Citizen Survey Ratings									
Range of Activities: Good or Better					77.0%			77.0%	
Range of Activities: Fair					19.4%			19.4%	
Recreation Programs: Good or Better					72.8%			72.8%	
Recreation Programs: Fair					22.0%			22.0%	
Facility Appearance: Good or Better					68.9%			68.9%	
Facility Appearance: Fair					24.6%			24.6%	
Facility Safety: Good or Better					61.6%			61.6%	
Facility Safety: Fair					30.7%			30.7%	
Overall Rating: Good or Better					67.9%			67.9%	
Overall Rating: Fair					27.0%			27.0%	

Department: **53000 - Public Works Department**
 Division: **53700 - Maintenance >> Parks**
 Program: **53710 - Park Maintenance**

PERFORMANCE OBJECTIVES

Maintenance of City parks, grounds, and landscaped medians including trash pick-up, restroom cleaning, turf mowing, irrigation, vegetation care, and weed abatement.

1. To maintain 23 City parks and other landscaped areas and medians, consisting of over 200 acres.
2. To inspect, maintain, and repair equipment at 27 playgrounds, in a safe condition and in adherence with all State and Federal guidelines.
3. To continue the programmed tree pruning cycle in City parks.
4. To increase irrigation efficiency in city parks.
5. To reduce pesticide usage through the utilization of technological advances in equipment, materials, and IPM practices.
6. To provide landscaping maintenance for the Civic Center complex and the new Downtown Plaza.

COMMENTARY

Since FY97-98, park acreage has increased from 131 up to over 200 acres. But since FY08-09, program staffing has been reduced by 6.35 FTEs. In FY11-12, program costs showed a modest increase. In FY12-13, program costs showed a slight decrease.

In FY13-14, program costs will show a moderate increase. Costs are up in most categories.

For FY14-15, program staffing will add part-time hours but reduce supervisory hours. The program budget provides for revised staffing, some increases in internal charges, and some enhancements for other cost items.

PROGRAM EXPENDITURES	FY11-12 \$ Actual	FY12-13 \$ Actual	% Cost Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Cost Change	FY14-15 \$ Approved	% Budget Change
Personnel Expenses	1,069,941	1,063,762	-0.6%	1,295,280	1,168,430	90.2%	9.8%	1,276,200	-1.5%
Contracted Services	133,187	101,631	-23.7%	140,210	121,400	86.6%	19.5%	149,730	6.8%
Commodities	161,366	192,293	19.2%	232,700	209,460	90.0%	8.9%	261,810	12.5%
Internal Charges	238,596	234,251	-1.8%	229,800	234,000	101.8%	-0.1%	274,260	19.3%
Other Payments	0	0		0	0			0	
Program Total	1,603,090	1,591,937	-0.7%	1,897,990	1,733,290	91.3%	8.9%	1,962,000	3.4%
Amended Budget	1,787,330	1,779,370			1,897,990				
% of Amended Spent	89.7%	89.5%			91.3%				

FUNDING SOURCES

General Fund 101 - Taxes	1,603,090	1,591,937	-0.7%	1,897,990	1,733,290	91.3%	8.9%	1,962,000	3.4%
Capital Project Funds	0	0		0	0			0	
Program Total	1,603,090	1,591,937	-0.7%	1,897,990	1,733,290	91.3%	8.9%	1,962,000	3.4%

PROGRAM STAFFING*Regular Positions*

Parks Superintendent	0.45	0.75		0.75	0.75			0.50	
Pub Wks Field Supervisor	0.00	0.00		0.00	0.00			0.00	
Senior Maintenance Worker	3.75	3.70		3.70	3.70			3.70	
Maintenance Worker II	7.90	6.75		6.75	6.75			6.75	
Maintenance Worker I	0.00	0.00		0.00	0.00			0.00	

Other Staffing (Full-Time Equivalents)

Maint Worker (Part-time)	1.50	1.50		1.50	1.40			1.50	
Maint Worker I (Seasonal)	1.50	1.50		1.50	1.50			1.50	

Total - Full-Time Equivalents	15.10	14.20	-6.0%	14.20	14.10	99.3%	-0.7%	13.95	-1.1%
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Department: **53000 - Public Works Department**
 Division: **53700 - Maintenance >> Parks**
 Program: **53720 - Sports Field Maintenance**

PERFORMANCE OBJECTIVES

Maintenance of Tracy Sports Complex and other playing fields, including trash pick-up, restroom cleaning, turf mowing, irrigation, vegetation care, and weed abatement.

1. To maintain 48 acres of sports facility turf and infields at the highest standard of safety and appearance.
2. To implement a quantitative measure of sports field conditions through the use of Sports Turf Managers Association "Playing Condition Index" (PCI)
3. To increase bermuda grass cover at Placencia Fields and Tracy Sports Complex.
4. To build the reputation of our sports fields among the best in the region.
5. To build stronger lines of communications with various sports leagues throughout the City.

COMMENTARY

This program was established in FY02-03 to account for the maintenance of the Tracy Sports Complex.
 Since FY08-09, program staffing has been reduced by 1.15 FTEs. In both FY11-12 and FY12-13, they will show major increases, particularly staffing costs. In FY13-14, program costs will show a moderate decrease. Some costs are being reallocated to the new Legacy Fields program.
 For FY14-15, some program staffing is being reallocated to the new Legacy Fields program. The program budget provides for revised staffing, some increases in internal charges and commodities.

PROGRAM EXPENDITURES	FY11-12 \$ Actual	FY12-13 \$ Actual	% Cost Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Cost Change	FY14-15 \$ Approved	% Budget Change
Personnel Expenses	196,723	247,629	25.9%	195,600	201,860	103.2%	-18.5%	211,800	8.3%
Contracted Services	61,436	71,679	16.7%	60,880	65,800	108.1%	-8.2%	48,980	-19.5%
Commodities	40,002	47,029	17.6%	60,580	53,000	87.5%	12.7%	66,620	10.0%
Internal Charges	34,287	49,808	45.3%	62,760	62,000	98.8%	24.5%	68,290	8.8%
Other Payments	0	0		0	0			0	
Program Total	332,448	416,145	25.2%	379,820	382,660	100.7%	-8.0%	395,690	4.2%
Amended Budget	335,060	380,020			379,820				
% of Amended Spent	99.2%	109.5%			100.7%				

FUNDING SOURCES

General Fund 101 - Taxes	332,448	416,145	25.2%	379,820	382,660	100.7%	-8.0%	395,690	3.4%
Capital Project Funds	0	0		0	0			0	
Program Total	332,448	416,145	25.2%	379,820	382,660	100.7%	-8.0%	395,690	4.2%

PROGRAM STAFFING

Regular Positions

Parks Superintendent	0.10	0.10		0.10	0.08			0.08	
Senior Maintenance Worker	0.25	0.25		0.25	0.22			0.18	
Maintenance Worker II	2.10	1.55		1.55	1.52			1.48	
Maintenance Worker I	0.00	0.00		0.00	0.00			0.00	
<i>Other Staffing (Full-Time Equivalents)</i>									
General Laborer (Part-time)	0.00	0.00		0.00	0.00			0.00	
General Laborer (Seasonal)	0.00	0.00		0.00	0.00			0.00	
Total - Full-Time Equivalents	2.45	1.90	-22.4%	1.90	1.82	95.8%	-4.2%	1.74	-4.4%

Department: **53000 - Public Works Department**
 Division: **53700 - Maintenance >> Parks**
 Program: **53730 - Legacy Fields Maintenance**

PERFORMANCE OBJECTIVES

1. To maintain landscaped areas of Legacy Fields at a base level, ensuring that the existing landscaping survives.
2. To keep weeds under control in non-landscape areas of the facility.

Maintenance of the Legacy Fields Complex and other playing fields, including trash pick-up, restroom cleaning, turf mowing, irrigation, vegetation care, and weed abatement.

COMMENTARY

This program was established in FY13-14 to account for the maintenance of the new Legacy Fields Sports Complex.

In FY13-14, program costs are being reallocated from the Sports Field maintenance program.

For FY14-15, program staffing provides for added hours. The program budget provides for added staffing and basic budget for maintenance.

<u>PROGRAM EXPENDITURES</u>	FY11-12 \$ Actual	FY12-13 \$ Actual	% Cost Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Cost Change	FY14-15 \$ Approved	% Budget Change
Personnel Expenses	0	0		8,030	2,430	30.3%		26,150	976.1%
Contracted Services	0	0		13,000	12,000	92.3%		46,000	283.3%
Commodities	0	0		3,300	2,000	60.6%		7,500	275.0%
Internal Charges	0	0		0	0			0	
Other Payments	0	0		0	0			0	
Program Total	0	0		24,330	16,430	67.5%		79,650	384.8%
Amended Budget	0	0			24,330				
% of Amended Spent					67.5%				

<u>FUNDING SOURCES</u>	FY11-12 \$ Actual	FY12-13 \$ Actual	% Cost Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Cost Change	FY14-15 \$ Approved	% Budget Change
General Fund 101 - Taxes	0	0		24,330	16,430	67.5%		79,650	384.8%
Capital Project Funds	0	0		0	0			0	
Program Total	0	0		24,330	16,430			79,650	

<u>PROGRAM STAFFING</u>	FY11-12 \$ Actual	FY12-13 \$ Actual	% Cost Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Cost Change	FY14-15 \$ Approved	% Budget Change
<i>Regular Positions</i>									
Parks Superintendent	0.00	0.00		0.00	0.02			0.02	
Pub Wks Field Supervisor	0.00	0.00		0.00	0.00			0.00	
Senior Maintenance Worker	0.00	0.00		0.00	0.03			0.07	
Maintenance Worker II	0.00	0.00		0.00	0.03			0.07	
Maintenance Worker I	0.00	0.00		0.00	0.00			0.00	
<i>Other Staffing (Full-Time Equivalents)</i>									
General Laborer (Part-time)	0.00	0.00		0.00	0.10			0.10	
General Laborer (Seasonal)	0.00	0.00		0.00	0.00			0.00	
Total - Full-Time Equivalents	0.00	0.00		0.00	0.18			0.26	

Department: **53000 - Public Works Department**
 Division: **53700 - Maintenance >> Parks**
 Program: **53750 - Landscaping Districts**

PERFORMANCE OBJECTIVES

1. To manage the Consolidated Landscaping Districts with 41 zones maintaining 51 mini-parks with 220 park acres.
2. To maintain Channel ways.
3. To repair irrigation controllers and mainlines in 41 zones.
4. To trim trees as needed to remove hazards.
5. To contract for \$306,730 or less for grounds maintenance and \$129,560 or less for tree maintenance in the City Landscaping Districts.
6. To levy and collect \$2,640,190 in District special assessments.

Maintenance of landscaping within the City's newer subdivisions, including street trees, parkways, medians, and mini-parks. Administer special assessment districts for landscaping.

COMMENTARY

In FY11-12, program costs showed a moderate increase. But, in FY12-13, In FY12-13, program costs showed a moderate decrease. Both contracted costs and internal charges were down.

In FY13-14, program costs will show a moderate increase. However, costs will be much less than budget.

For FY14-15, program staffing will add a Management Analyst. The program budget provides for added staffing, some increases in internal charges, and a major decrease for contracted work. The budget includes \$941,540 for utilities and \$568,380 for contracted maintenance.

	FY11-12	FY12-13	% Cost	FY13-14	FY13-14	% of	% Cost	FY14-15	% Budget
PROGRAM EXPENDITURES	\$ Actual	\$ Actual	Change	\$ Adopted	\$ Estimated	Budget	Change	\$ Approved	Change
Personnel Expenses	583,333	590,948	1.3%	679,000	655,930	96.6%	11.0%	835,800	23.1%
Contracted Services	1,767,839	1,547,145	-12.5%	2,574,040	1,646,040	63.9%	6.4%	1,565,370	-39.2%
Commodities	41,843	52,294	25.0%	117,750	65,000	55.2%	24.3%	121,800	3.4%
Internal Charges	105,675	89,515	-15.3%	112,220	110,000	98.0%	22.9%	120,000	6.9%
Other Payments	34,515	28,412	-17.7%	26,420	26,000	98.4%	-8.5%	277,220	949.3%
Program Total	2,533,205	2,308,314	-8.9%	3,509,430	2,502,970	71.3%	8.4%	2,920,190	-16.8%
Amended Budget	2,780,500	2,790,360			3,509,430				
% of Amended Spent	91.1%	82.7%			71.3%				

FUNDING SOURCES

General Fund 101 - Taxes	194,361	239,756	23.4%	261,000	240,000	92.0%	0.1%	185,000	-29.1%
Landscape Dist Fund 271	2,009,308	1,779,902	-11.4%	2,908,430	1,972,970	67.8%	10.8%	2,420,190	-16.8%
TDA & Gas Tax Funds 24x	190,000	190,000	0.0%	190,000	190,000	100.0%	0.0%	200,000	5.3%
Drainage Enterprise Fund 541	139,536	98,656	-29.3%	150,000	100,000	66.7%	1.4%	115,000	-23.3%
Program Total	2,533,205	2,308,314	-8.9%	3,509,430	2,502,970	71.3%	8.4%	2,920,190	-16.8%

PROGRAM STAFFING*Regular Positions*

Pub Wks Superintendent	0.49	0.49		0.49	0.49			0.50	
Senior Maintenance Worker	1.00	1.00		1.05	1.05			1.05	
Maintenance Worker	5.00	5.00		5.00	5.00			5.00	
Management Analyst II	0.00	0.00		0.00	0.00			1.00	

Other Staffing (Full-Time Equivalents)

Laborers	1.50	1.50		1.50	1.50			1.50	
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Total - Full-Time Equivalents	7.99	7.99	0.0%	8.04	8.04	100.0%	0.6%	9.05	12.6%
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Department: **53000 - Public Works Department**
 Division: **53000 - Maintenance Division**
 Program: **53780 - Community Facilities**

PERFORMANCE OBJECTIVES

To offer a clean, usable, and safe facilities for community use.
 These facilities include: the Community Center and the Historical Museum, and meeting and assembly areas at other City facilities.

1. To coordinate and schedule use of 6 meeting rooms, 2 banquet halls, 15 athletic sites, park sites, and sports fields for permitted use.
2. To manage 13 MOU's with local non-profits groups.
3. To provide customer service at the City Hall for Facility and Park rentals and Recreation class registration.
4. To coordinate the routing of special event requests and applications to City departments for review and approval.
5. To generate over \$135,000 in program revenues.

COMMENTARY

In FY11-12, program costs showed a minimal decrease. In FY12-13, program staffing added 2.50 FTEs. So, program costs showed a major increase; both personnel and contracted costs were up.

In FY13-14, program costs will show a moderate increase. However, program revenues are down for the year.

For FY14-15, program staffing will show a 0.90 FTEs increase. The program budget provides for this added staffing, some increases in internal charges, but some reduction in other cost items. Program revenues will show an increase.

In FY12-13, this program was transferred from the Parks and Community Services Department to the Public Works Department.

<u>PROGRAM EXPENDITURES</u>	FY11-12	FY12-13	%	FY13-14	FY13-14	% of	%	FY14-15	% Budget
	\$ Actual	\$ Actual	Change	\$ Adopted	\$ Estimated	Budget	Change	\$ Approved	Change
Personnel Expenses	162,994	301,903	85.2%	345,610	316,880	91.7%	5.0%	407,940	18.0%
Contracted Services	39,947	62,380	56.2%	70,910	68,900	97.2%	10.5%	64,580	-8.9%
Commodities	4,752	2,095	-55.9%	9,650	8,740	90.6%	317.2%	8,980	-6.9%
Internal Charges	86,831	88,444	1.9%	110,210	105,600	95.8%	19.4%	114,930	4.3%
Other Payments	0	0		0	0			0	
Program Total	294,524	454,822	54.4%	536,380	500,120	93.2%	10.0%	596,430	11.2%
Amended Budget	338,320	486,380			540,580				
% of Amended Spent	87.1%	93.5%			92.5%				

<u>FUNDING SOURCES</u>									
General Fund 101 - Taxes	204,066	216,075	5.9%	321,880	298,070	92.6%	37.9%	374,380	16.3%
Facility Fees	90,458	99,069	9.5%	135,000	72,900	54.0%	-26.4%	92,900	-31.2%
Ballfield Fees	0	139,678		79,500	129,150	162.5%	-7.5%	129,150	62.5%
Program Total	294,524	454,822	54.4%	536,380	500,120	93.2%	10.0%	596,430	11.2%

<u>PROGRAM STAFFING</u>									
<i>Regular Positions</i>									
Recreation Supervisor	1.00	0.00		0.00	0.00			0.00	
Management Analyst	0.00	1.00		1.00	1.00			1.00	
Admin Asst II-Sr Admin Clerk	0.00	1.00		1.00	1.00			1.00	
<i>Other Staffing (Full-Time Equivalents)</i>									
Recreation Program Coordinator	0.00	0.00		0.00	0.00			0.75	
Facility Attendant II	0.80	0.00		0.00	1.90			2.15	
Recreation Leader III	0.00	0.75		0.65	0.65			0.00	
Recreation Leader II	0.20	1.20		1.90	0.00			0.00	
Recreation Leader I	0.20	0.00		0.00	0.00			0.00	
Clerical	0.00	0.75		0.95	0.95			1.50	
Total - Full-Time Equivalents	2.20	4.70	113.6%	5.50	5.50	100.0%	17.0%	6.40	16.4%

CORE MEASURES and Supporting Data for SOLID WASTE Programs

from

ICMA-CPM Data Templates

	FY10-11	FY11-12	FY12-13	%	FY13-14	FY13-14	%	FY14-15	%
	Actual	Actual	Actual	Change	Projected	Estimate	Change	Projected	Change
Resident Population	83,242	83,562	84,466	1.08%	84,500	85,146	0.81%	86,400	1.47%
Area Served (Square Miles)	23.0	23.0	26.3	14.35%	23.0	29.1	10.65%	29.1	0.00%
Solid Waste Collection									
Residential Customers	21,503	21,521	20,647	-4.06%	21,500	21,803	5.60%	22,000	0.90%
Tons of Refuse Collected	22,454	22,202	22,300	0.44%	22,300	23,300	4.48%	22,400	-3.86%
Average Ton/Customer	1.04	1.03	1.08	4.69%	1.04	1.07	-1.06%	1.02	-4.72%
Other Customers	786	786	758	-3.56%	850	732	-3.43%	750	2.46%
Tons of Refuse Collected	28,103	29,314	29,200	-0.39%	29,200	31,500	7.88%	33,400	6.03%
Average Ton/Customer	35.75	37.30	38.52	3.29%	34.35	43.03	11.71%	44.53	3.49%
Collection Costs (\$1,000)	\$4,063	\$4,253	\$4,368	2.70%	\$4,670	\$4,628	5.96%	\$4,795	3.59%
per Customer	\$182.29	\$190.66	\$204.06	7.03%	\$208.95	\$205.39	0.65%	\$210.75	2.61%
per Capita	\$48.81	\$50.90	\$51.71	1.60%	\$55.27	\$54.36	5.12%	\$55.49	2.09%
per Ton Collected	\$80.36	\$82.56	\$84.82	2.74%	\$90.68	\$84.46	-0.42%	\$85.93	1.73%
Recycling Activities									
Residential Customers	20,893	21,521	20,647	-4.06%	21,500	21,803	5.60%	22,000	0.90%
Tons of Material Collected	17,156	16,535	18,000	8.86%	18,000	17,200	-4.44%	16,900	-1.74%
Average Ton/Customer	0.82	0.77	0.87	13.47%	0.84	0.79	-9.51%	0.77	-2.62%
Recycling Costs (\$1,000)	\$2,016	\$2,569	\$2,709	5.45%	\$2,402	\$2,380	-12.13%	\$2,493	4.73%
per Customer	\$96.49	\$119.37	\$131.21	9.91%	\$111.72	\$109.18	-16.79%	\$113.32	3.79%
per Ton Collected	\$117.51	\$155.37	\$150.50	-3.13%	\$133.44	\$138.40	-8.04%	\$147.52	6.59%
Material Recovery Facility (MRF)									
Tons of Refuse from City	67,713	68,051	69,500	2.13%	69,500	72,000	3.60%	72,700	0.97%
Tons of Refuse from Others	42,985	39,771	43,500	9.38%	43,500	40,800	-6.21%	39,700	-2.70%
Tons of Refuse Diverted	28,001	20,822	27,700	33.03%	27,700	27,500	-0.72%	27,900	1.45%
MRF Costs (\$1,000)	\$6,993	\$7,370	\$7,553	2.48%	\$7,691	\$7,623	0.92%	\$7,927	4.00%
per Ton Processed	\$63.17	\$68.35	\$66.84	-2.21%	\$68.06	\$67.58	1.10%	\$70.53	4.37%
Waste Diposal from MRF									
Tons of Refuse to Landfill	82,697	81,404	85,300	4.79%	85,300	85,300	0.00%	84,500	-0.94%
Diposal Costs (\$1,000)	\$2,643	\$2,647	\$2,709	2.34%	\$2,741	\$2,717	0.29%	\$3,090	13.75%
per Ton Disposed of	\$31.96	\$32.52	\$31.76	-2.33%	\$32.13	\$31.85	0.29%	\$36.57	14.82%
Citizen Survey Ratings									
Residential Collection									
Good or Better					90.4%			90.4%	
Fair					8.2%			8.2%	
Recycling									
Good or Better					87.8%			87.8%	
Fair					9.6%			9.6%	

DIVISION ACCOMPLISHMENTS AND PROJECTIONS

Current Projections: FY 12-13

1. Completed and submitted the final report for a Multi-family Beverage Container Recycling Program.
2. Implemented a Commercial and Multi-family Recycling Program.
3. City-wide garage sales, electronic waste events, and household hazardous waste event continued to be held for Tracy residents.
4. Redesigned and launched the annual clean-up for Tracy residents.

Current Projections: FY 13-14

1. Continued battery recycling, tire disposal programs, and other waste reduction events offered through the Solid Waste & Recycling Division.
2. City-wide garage sales for residents continue to be held to encourage reuse and recycling of old items.
3. Increase the number of sharps drop off locations for City residents.
4. A Paint Care Program continues to be available at a few retailers in Tracy for pain take back.

Future Projections: FY 14-15

1. Continue to promote recycling and waste reduction programs through the Solid Waste and Recycling Division, such as battery recycling and tire disposal.
2. Provide advertising for city-wide garage sales.
3. Host quarterly electronic waste events for residents and businesses.
4. Continue to help coordinate the National Drug Drop-Off events for Tracy residents.
5. Create an Environmentally Preferable Purchasing Policy.
6. New agreement between the City and Tracy Material Recovery and Solid Waste Transfer Inc.
7. New three-way and four-way agreements between the City, County, Material Recovery Facility, and Mountain House.
8. Increase recycling program outreach at Tracy schools.
9. Pilot Big Belly Solar Compactors and Recycling Units in various locations in Tracy.
10. A Household Hazardous Waste Drop off event will be held on September 6, 2014 in Tracy.

Department: **53000 - Public Works Department**
 Division: **53800 - Solid Waste Programs**
 Program: **53810 - Solid Waste Collection & Disposal**

PERFORMANCE OBJECTIVES

Contracted services for the collection and disposal of solid waste from within the City. Coordinate of the City's solid waste collection and disposal. Pay the City's franchise fee for solid waste.

1. To provide solid waste collection service to over 21,214 residences, 589 multi-family complexes, and 732 businesses within the City.
2. To collect and dispose of 72,700 tons of solid waste, while recycling 16,900 tons through curbside and yard waste programs and 55,800 tons through the transfer station.
3. To administer solid waste contracts as follows:
 \$4,760,000 for waste collection by franchise hauler,
 \$7,870,000 for solid waste processing at Tracy MRF, and
 \$3,068,000 for waste disposal at County landfills.
4. To provide \$1,224,000 for City franchise fees.

COMMENTARY

In May 1995, a new material recovery facility came on-line. Since then, program costs have increased modestly reflecting community growth. In both FY11-12 and FY12-13, program costs showed modest increases. Contracted costs are driving program costs.

In FY13-14, program costs will show a modest increase.

For FY14-15, the program budget provides for a modest increase in solid waste contracts. The budget includes \$1,200,000 to pay the City franchise fee.

<u>PROGRAM EXPENDITURES</u>	FY11-12 \$ Actual	FY12-13 \$ Actual	% Cost Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Cost Change	FY14-15 \$ Approved	% Budget Change
Personnel Expenses	7,212	6,852	-5.0%	10,100	8,100	80.2%	18.2%	9,600	-5.0%
Contracted Services	14,033,571	14,384,543	2.5%	14,788,180	14,683,000	99.3%	2.1%	15,484,180	4.7%
Commodities	499	1,739	248.5%	4,020	3,300	82.1%	89.8%	4,020	0.0%
Internal Charges	6,130	5,426	-11.5%	6,630	6,500	98.0%	19.8%	7,280	9.8%
Other Payments	1,263,393	1,294,049	2.4%	1,338,200	1,338,000	100.0%	3.4%	1,374,000	2.7%
Program Total	15,310,805	15,692,609	2.5%	16,147,130	16,038,900	99.3%	2.2%	16,879,080	4.5%
Amended Budget	15,503,620	15,556,330			16,147,130				
% of Amended Spent	98.8%	100.9%			99.3%				

FUNDING SOURCES

Solid Waste Fund 53x	15,310,805	15,692,609	2.5%	16,147,130	16,038,900	99.3%	2.2%	16,879,080	4.5%
Program Total	15,310,805	15,692,609	2.5%	16,147,130	16,038,900	99.3%	2.2%	16,879,080	4.5%

PROGRAM STAFFING

Regular Positions

Solid Waste Coordinator	0.05	0.05		0.05	0.05			0.05	
Deputy Director	0.00	0.00		0.00	0.00			0.00	

Other Staffing (Full-Time Equivalents)

Total - Full-Time Equivalents	0.05	0.05		0.05	0.05		0.0%	0.05	0.0%
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Department: **53000 - Public Works Department**
 Division: **53800 - Solid Waste Programs**
 Program: **53820 - Solid Waste Recycling**

PERFORMANCE OBJECTIVES

Contracted services for the collection and disposal of recycleable materials from within the City. Coordinate of the City's recycling and waste reduction efforts.

1. To inform businesses and multi-family complexes about AB341, mandatory commercial recycling requirements.
2. To increase diversion by piloting the Big Beelly Solare trash and Recycling compactors in select locations in Tracy.
3. To promote environmental stewardship throughout the City, an Environmentally Preferable Purchasing Policy will be created.
4. To provide events promoting waste reduction, reuse, and recycling.
5. To administer recycling contract for \$2,475,000.

COMMENTARY

Program costs increase reflecting community growth with modest annual increases over the years.

In both FY11-12 and FY12-13, program costs showed decreases.

In FY13-14, program costs will show a modest increase.

For FY14-15, no staffing changes are anticipated. The program budget provides for the current staffing but with a modest increase for the solid waste recycling contracts.

PROGRAM EXPENDITURES	FY11-12 \$ Actual	FY12-13 \$ Actual	% Cost Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Cost Change	FY14-15 \$ Approved	% Budget Change
Personnel Expenses	106,318	111,979	5.3%	113,500	111,540	98.3%	-0.4%	116,900	3.0%
Contracted Services	2,527,188	2,321,200	-8.2%	2,404,060	2,362,600	98.3%	1.8%	2,504,060	4.2%
Commodities	8,861	1,021	-88.5%	16,740	12,400	74.1%	1114.5%	16,740	0.0%
Internal Charges	8,924	11,570	29.7%	16,700	16,000	95.8%	38.3%	17,520	4.9%
Other Payments	0	0		5,000	5,000	100.0%		5,000	0.0%
Program Total	2,651,291	2,445,770	-7.8%	2,556,000	2,507,540	98.1%	2.5%	2,660,220	4.1%
Amended Budget	2,383,150	2,385,050			2,556,000				
% of Amended Spent	111.3%	102.5%			98.1%				
<u>FUNDING SOURCES</u>									
Solid Waste Fund 53x	2,651,291	2,445,770	-7.8%	2,556,000	2,507,540	98.1%	2.5%	2,660,220	4.1%
Program Total	2,651,291	2,445,770	-7.8%	2,556,000	2,507,540	98.1%	2.5%	2,660,220	4.1%
<u>PROGRAM STAFFING</u>									
<i>Regular Positions</i>									
Solid Waste Coordinator	0.95	0.95		0.95	0.95			0.95	
Community Services Supervisor	0.00	0.00		0.00	0.00			0.00	
Deputy Director	0.00	0.00		0.00	0.00			0.00	
<i>Other Staffing (Full-Time Equivalents)</i>									
Recycling Coordinator	0.00	0.00		0.00	0.00			0.00	
Total - Full-Time Equivalents	0.95	0.95	0.0%	0.95	0.95	100.0%	0.0%	0.95	0.0%

DIVISION ACCOMPLISHMENTS AND PROJECTIONS

Current Projections: FY12-13

1. Completed construction of Phase II of bus stop improvements utilizing federal stimulus funding.
2. Completed runway repairs and fencing project at New Jerusalem Airport.
3. Completed Pavement Maintenance and Management Plan (PMMP) for the Tracy Airport.
4. Began the design and engineering for pavement reconstruction at the Tracy Airport.
5. Installed of new Paratransit dispatching software.

Future Projections: FY 14-15

1. Complete reconstruction of runway 12/30 and associated taxiways at the Tracy Airport.
2. Purchase two replacement fixed route buses.
3. Expand fixed route service.

Future Projections: FY 13-14

1. Installation of security cameras at the Tracy Transit Station.
2. Complete installation of electric vehicle charging station at Tracy Transit Station.
3. Complete updated Airport Layout Plan for Tracy Airport.
4. Complete fiber optic installation from City Hall to the Tracy Transit Station.
5. Finalize design and engineering for reconstruction of runway 12/30 and associated taxiways at the Tracy Airport.

Department: **53000 - Public Works Department**
 Division: **55500 - Community Services Division**
 Program: **55510 - Transit Operations**

PERFORMANCE OBJECTIVES

Provide Tracy area residents with public transit, involving fixed route, modified dial-a-ride, and subsidized taxi services. Provide support for the commute based trip reduction efforts. Operate Tracy Center.

1. To operate a fixed route and paratransit systems providing service 6 days per week for 12 hours per day, Monday through Friday, and 10 hours on Saturday.
2. To provide fixed route service for over 100,000 riders traveling over 145,000 service and paratransit service for over 25,000 riders traveling over 75,000 service miles.
3. To contract for \$1,014,422 in transit operating and bus maintenance services.
4. To operate the new Tracy Transit Center.
5. To generate at least \$35,000 in revenue from rentals at the Tracy Transit Center.

COMMENTARY

In FY11-12, program costs showed a modest increase. In FY12-13, program costs again show a modest increase. Contracted costs were less than budgeted.

In FY13-14, program costs will show a major increase.

For FY14-15, no staffing changes are anticipated. The program budget provides for current staffing but increases in funding for both contracted services and internal charges.

PROGRAM EXPENDITURES	FY11-12	FY12-13	%	FY13-14	FY13-14	% of	%	FY14-15	% Budget
	\$ Actual	\$ Actual	Change	\$ Adopted	\$ Estimated	Budget	Change	\$ Approved	Change
Personnel Expenses	346,962	284,023	-18.1%	299,300	294,840	98.5%	3.8%	309,600	3.4%
Contracted Services	911,817	1,001,249	9.8%	1,141,870	1,075,000	94.1%	7.4%	1,480,760	29.7%
Commodities	80,408	99,291	23.5%	123,450	120,000	97.2%	20.9%	123,450	0.0%
Internal Charges	205,361	205,050	-0.2%	314,030	314,000	100.0%	53.1%	316,860	0.9%
Other Payments	0	7,793		0	0			0	
Program Total	1,544,548	1,597,406	3.4%	1,878,650	1,803,840	96.0%	12.9%	2,230,670	18.7%
Amended Budget	1,552,400	1,724,830			1,878,650				
% of Amended Spent	99.5%	92.6%			96.0%				

FUNDING SOURCES

Transit Fund 571 - Taxes	643,759	781,395	21.4%	900,100	932,590	103.6%	19.3%	1,225,420	36.1%
Transit Operating Grants	785,121	699,241	-10.9%	860,000	744,000	86.5%	6.4%	878,000	2.1%
Transit Fares	80,891	81,420	0.7%	83,550	87,250	104.4%	7.2%	87,250	4.4%
Transit Center Rentals	34,777	35,350	1.6%	35,000	40,000	114.3%	13.2%	40,000	14.3%
Program Total	1,544,548	1,597,406	3.4%	1,878,650	1,803,840	96.0%	12.9%	2,230,670	18.7%

PROGRAM STAFFING*Regular Positions*

Sr Maintenance Worker	0.50	0.50		0.50	0.50			0.50	
Recreation Program Coordinator	1.00	1.00		1.00	1.00			1.00	
Management Analyst II	0.90	0.90		0.90	0.90			0.90	
Exec Asst II-Admin/Sr Secretary	0.20	0.00		0.00	0.00			0.00	
Admin Asst II-Sr Admin Clerk	0.00	0.00		0.00	0.00			0.00	
Parks & Comm Services Director	0.30	0.00		0.00	0.00			0.00	

Other Staffing (Full-Time Equivalents)

Facility Attendant II	0.25	0.25		0.25	0.25			0.25	
Transportation Commissioners (7)	0.13	0.13		0.13	0.13			0.13	

Total - Full-Time Equivalents	3.28	2.78	-15.2%	2.78	2.78	100.0%	0.0%	2.78	0.0%
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Department: **53000 - Public Works Department**
 Division: **55500 - Community Services Division**
 Program: **55520 - Airport Operations**

PERFORMANCE OBJECTIVES

Operate and maintain the Tracy Municipal Airport and the airfield at New Jerusalem. Administer contract with the Fixed Base Operator (FBO) and leases with various airport tenants.

1. To provide airport space for 100 tiedowns, 51 city hangars, and 24 private hangars.
2. To contract for Fixed Base Operations to provide service 7 days a week and for 10 hours per day.
3. To construct an additional 42 T-hangars at the Tracy Airport to be rented by the public.
4. To purchase \$350,000 in aviation fuel for resale.
5. To generate at least \$300,000 in direct use airport fees.

COMMENTARY

In FY11-12, program costs showed a major increase; with both staffing and material costs were up. In FY12-13, program staffing reduced overhead hours. Program costs showed a major decrease, particularly for personnel costs.

In FY13-14, program costs will show a modest increase. During the year, the City had to terminate the FBO contractor and assume day-to-day operations, including the sale of airport fuel.

For FY14-15, no staffing changes are anticipated. The program budget provides for current staffing, some increases in internal charges, and maintains current funding for other items. The budget adds \$500,000 for fuel purchases.

PROGRAM EXPENDITURES	FY11-12	FY12-13	%	FY13-14	FY13-14	% of	%	FY14-15	% Budget
	\$ Actual	\$ Actual	Change	\$ Adopted	\$ Estimated	Budget	Change	\$ Approved	Change
Personnel Expenses	212,783	174,054	-18.2%	169,000	178,050	105.4%	2.3%	175,000	3.6%
Contracted Services	61,625	51,686	-16.1%	56,660	52,540	92.7%	1.7%	56,660	0.0%
Commodities	19,318	17,339	-10.2%	28,330	18,670	65.9%	7.7%	528,330	1764.9%
Internal Charges	35,552	38,518	8.3%	44,890	44,200	98.5%	14.8%	51,000	13.6%
Other Payments	6,111	2,994		0	0		-100.0%	0	
Program Total	335,389	284,591	-15.1%	298,880	293,460	98.2%	3.1%	810,990	171.3%
Amended Budget	314,820	291,950			298,880				
% of Amended Spent	106.5%	97.5%			98.2%				

FUNDING SOURCES

General Fund 101 - Taxes	0	0		0	0			0	
Airport Fund 561	(43,251)	(95,373)	120.5%	(61,670)	(76,590)	124.2%	-19.7%	(65,850)	6.8%
Direct Use Fees	285,386	267,335	-6.3%	286,550	291,050	101.6%	8.9%	791,840	176.3%
State Grants	42,252	60,000	42.0%	20,000	20,000	100.0%	-66.7%	20,000	0.0%
Agricultural Leases	51,002	52,629	3.2%	54,000	59,000	109.3%	12.1%	65,000	20.4%
Program Total	335,389	284,591	-15.1%	298,880	293,460	98.2%	3.1%	810,990	171.3%

PROGRAM STAFFING*Regular Positions*

Sr Maintenance Worker	0.50	0.50		0.50	0.50			0.50	
Airport Coordinator	1.00	1.00		1.00	1.00			1.00	
Management Analyst II	0.10	0.10		0.10	0.10			0.10	
Parks & Comm Services Director	0.20	0.00		0.00	0.00			0.00	
<i>Other Staffing (Full-Time Equivalents)</i>									
FBO Attendants	0.00	0.00		0.00	0.00			0.00	
Transportation Commissioners (7)	0.12	0.12		0.12	0.12			0.12	
Total - Full-Time Equivalents	1.92	1.72	-10.4%	1.72	1.72	100.0%	0.0%	1.72	0.0%

UTILITIES DEPARTMENT

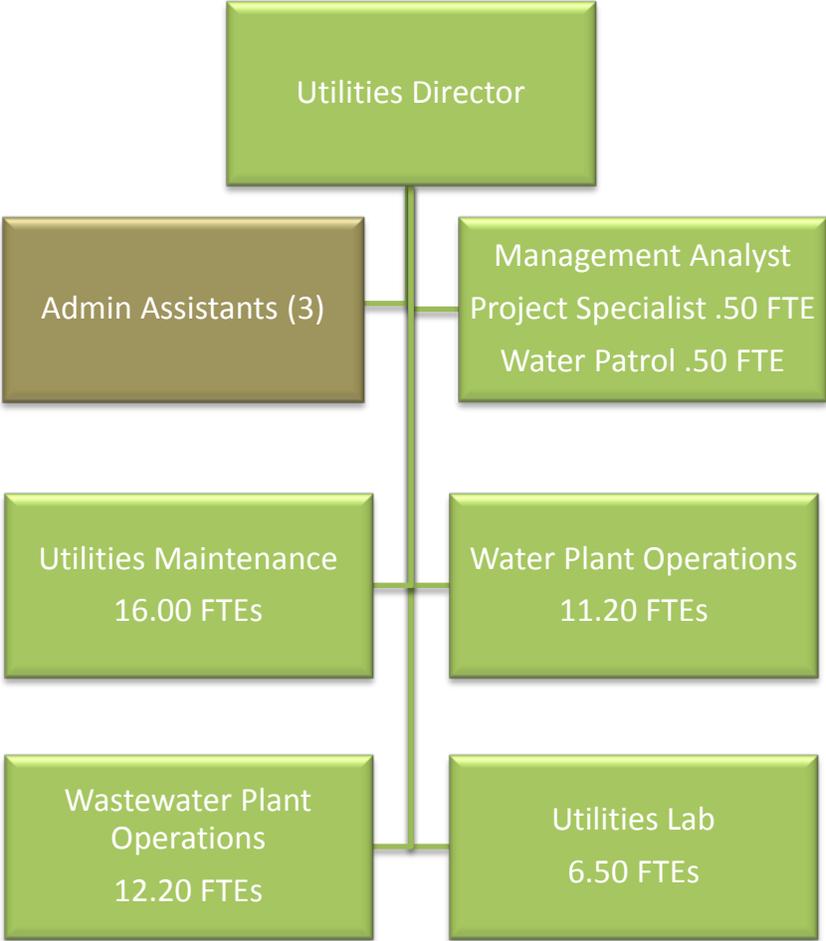
Mission Statement

Maintain and operate Tracy's public facilities and infrastructure in an efficient and cost effective manner while preserving the health, safety, and aesthetics of our community

Department Head

Kul Sharma, Utilities Director

City of Tracy
UTILITIES DEPARTMENT
Fiscal Year 14-15



Department: **54000 - Utilities Department**

The Utilities Department operates and maintains the City's water wells, water treatment plant, sewer lift stations, and wastewater plant.

In FY14-15, the Utilities Division was re-established as a City Department.

COMMENTARY

As proposed for FY14-15, the departmental budget will increase about 5.7% over the current year adopted budget, and this represents a 6.4% increase over the FY12-13 amended budget.

The base component of the budget represents a 0.6% increase over the current year adopted budget, while budget augmentations will show a 5.1% increase over the base budget.

In FY13-14, departmental staffing added a temporary position. In FY14-15, departmental staffing will add 1 full-time regular position.

DEPARTMENTAL EXPENDITURES BY PROGRAM	FY11-12 \$ Actual	FY12-13 \$ Actual	% Cost Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Cost Change	FY14-15 \$ Approved	% Budget Change
Director's Office									
53120 - Utilities Management	391,797	416,912	6.4%	465,690	349,790	75.1%	-16.1%	637,330	36.9%
53690 - Water Management	160,772	191,447	19.1%	219,860	211,030	96.0%	10.2%	265,920	20.9%
53610 - WW Lift Stations	96,511	132,997	37.8%	179,260	126,260	70.4%	-5.1%	149,570	-16.6%
53620 - Water Wells	481,850	553,011	14.8%	653,820	572,940	87.6%	3.6%	688,030	5.2%
53630 - WWT Plant Maintenance	1,323,333	1,231,479	-6.9%	1,361,540	1,180,570	86.7%	-4.1%	1,443,120	6.0%
53640 - Water Plant Maintenance	717,341	760,854	6.1%	782,860	720,670	92.1%	-5.3%	828,130	5.8%
53650 - Electrical Maintenance	249,421	284,541	14.1%	386,990	319,580	82.6%	12.3%	338,280	-12.6%
53660 - WWT Plant Operations	3,059,821	3,014,840	-1.5%	3,238,960	3,077,090	95.0%	2.1%	3,407,670	5.2%
53670 - Utilities Laboratory	883,132	1,051,945	19.1%	1,147,780	1,053,420	91.8%	0.1%	1,175,100	2.4%
53680 - Water Plant Operations	5,959,153	6,198,981	4.0%	5,917,250	5,977,560	101.0%	-3.6%	6,243,400	5.5%
Department Total	13,323,131	13,837,007	3.9%	14,354,010	13,588,910	94.7%	-1.8%	15,176,550	5.7%
Amended Budget	13,940,990	14,267,213	2.3%		14,568,470		2.1%		
% of Amended Spent	95.57%	96.98%			93.28%			over 2 years	6.4%
						Base Budget >>		14,435,770	0.6%
						Augmentations >>		740,780	5.1%

Department: **54000 - Utilities Department (Continued)**

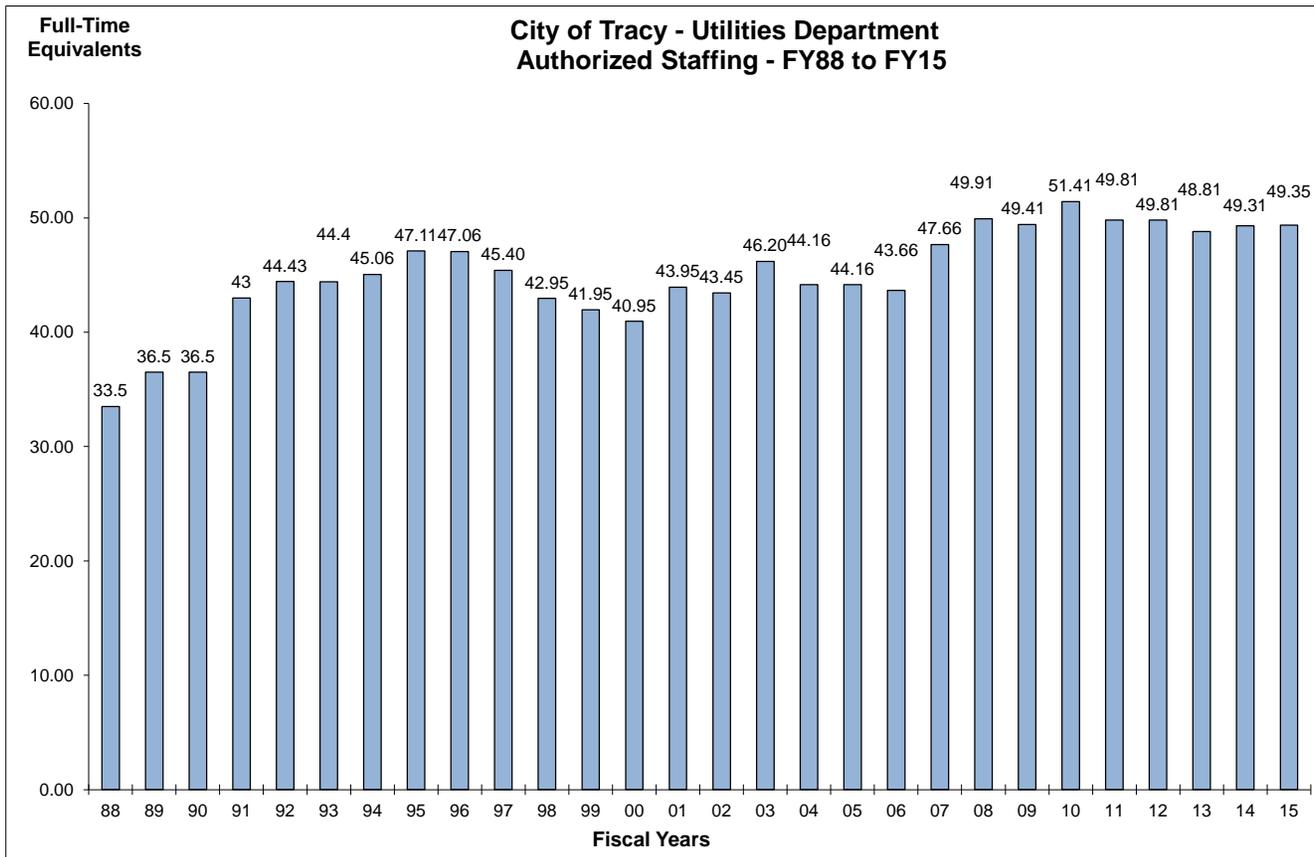
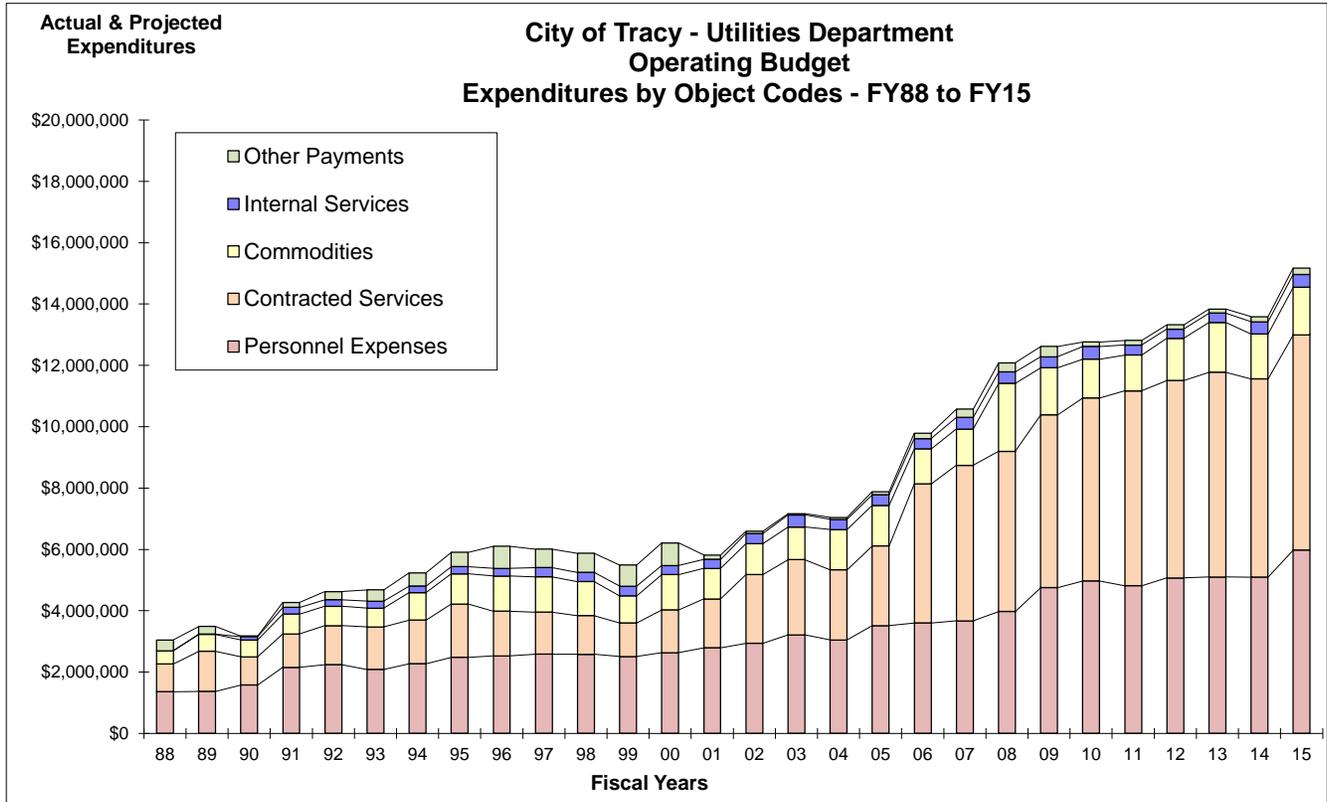
DEPARTMENTAL EXPENDITURES BY OBJECT CATEGORY	FY11-12 \$ Actual	FY12-13 \$ Actual	% Cost Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Cost Change	FY14-15 \$ Approved	% Budget Change
Personnel Expenses	5,070,104	5,098,178	0.6%	5,687,800	5,095,470	89.6%	-0.1%	5,978,360	5.1%
Contracted Services	6,434,655	6,677,781	3.8%	6,503,940	6,463,160	99.4%	-3.2%	7,014,190	7.8%
Commodities	1,375,883	1,623,705	18.0%	1,515,990	1,464,360	96.6%	-9.8%	1,555,990	2.6%
Internal Charges	301,701	307,223	1.8%	401,810	399,500	99.4%	30.0%	418,540	4.2%
Other Payments	140,788	130,120	-7.6%	244,470	166,420	68.1%	27.9%	209,470	-14.3%
Department Total	13,323,131	13,837,007	3.9%	14,354,010	13,588,910	94.7%	-1.8%	15,176,550	5.7%

**DEPARTMENTAL EXPENDITURES
BY FUNDING SOURCES**

General Fund 101 - Taxes	99,421	86,540	-13.0%	186,990	169,580	90.7%	96.0%	138,280	-26.0%
TDA & Gas Tax Funds 24x	150,000	198,000	32.0%	200,000	150,000	75.0%	-24.2%	200,000	0.0%
Water Fund 511	7,788,808	8,219,885	5.5%	8,091,930	7,960,200	98.4%	-3.2%	8,630,130	6.7%
Wastewater Fund 521	5,284,902	5,332,582	0.9%	5,855,090	5,289,130	90.3%	-0.8%	6,143,140	4.9%
Drainage Fund 541	0	0		20,000	20,000	100.0%	#DIV/0!	65,000	225.0%
Department Total	13,323,131	13,837,007	3.9%	14,354,010	13,588,910	94.7%	-1.8%	15,176,550	5.7%

DEPARTMENTAL STAFFING

	FY11-12 Approved	FY12-13 \$ Actual	% Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Change	FY14-15 \$ Approved	% Change
<i>Regular Positions</i>									
Utilities Director	0.00	0.00		0.00	1.00			1.00	
Managers & Supervisors	5.32	5.32		5.32	4.32			4.00	
Secretarial & Clerical	2.64	2.64		2.64	2.64			3.00	
Street & Traffic Maintenance	2.00	2.00		2.00	2.00			2.00	
Utilities Plant Maintenance	16.00	15.00		15.00	15.00			15.00	
Utilities Plant Operations	17.00	17.00		17.00	17.00			17.00	
Laboratory	5.00	5.00		5.00	5.00			5.00	
Water Conservation	1.00	1.00		1.00	1.00			1.00	
Allocated to Pub Works Dept	-0.55	-0.55		-0.55	-0.55			-0.55	
<i>Other Staffing (Full-Time Equivalents)</i>									
Utilities Plant Maintenance	0.90	0.90		0.90	0.90			0.90	
Water Conservation	0.50	0.50		0.50	0.50			0.50	
Project Specialist	0.00	0.00		0.00	0.50			0.50	
Total - Full Time Equivalents	49.81	48.81	-2.0%	48.81	49.31	101.0%	1.0%	49.35	0.1%



Budget Narrative - Utilities Department

Recent Budget Changes

FY 13-14

- Utilities Division re-established as a separate City department.
- Deputy Director position converted to Utilities Director. Former Deputy Director still employed as a part-time Project Specialist.
- Base budget increase was \$171,100 or 1.3%
- Budget augmentations were \$102,000

Proposed Budget Changes for FY 14-15

- Base budget increase of \$81,760 or 0.6% over the adopted FY12-13 budget. Personnel expenses increased \$200,400 or 3.5%. Reductions in other categories offset these increases.
- Budget augmentation for \$740,780.
- Departmental staffing will add an Administrative Assistant position.

Major Non-Personnel Expenses	FY 12-13	%Change	FY 13-14	%Change	FY 14-15
Utilities Systems Electricity	\$1,846,200	0.00%	\$1,846,200	9.70%	\$2,026,200
Bulk Water Purchase	3,655,000	0.00%	3,655,000	5.20%	3,847,000
Utilities Plant Chemicals	495,000	0.00%	495,000	8.00%	535,200
Utilities Lab Testing	163,260	0.00%	163,260	0.00%	163,260
Equipment Acquisition	\$0		\$8,000		\$35,000
Equipment Replacement	\$48,199		\$289,000		\$134,000

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54000 - Utilities Department

Department Budget By Division	FY11-12 \$ Actual	FY12-13 \$ Actual	% Change	FY13-14 \$ Adopted	% Change	FY14-15 \$ Base Budget	% Change	FY14-15 \$ Bud Augment	% over Base
53120 - Utilities Management	391,797	416,912	6.4%	465,690	11.7%	475,490	2.1%	161,840	34.0%
53690 - Water Management	160,772	191,447	19.1%	219,860	14.8%	219,040	-0.4%	46,880	21.4%
53610 - WW Lift Stations	96,511	132,997	37.8%	179,260	34.8%	129,160	-27.9%	20,410	15.8%
53620 - Water Wells	481,850	553,011	14.8%	653,820	18.2%	657,620	0.6%	30,410	4.6%
53630 - WWT Plant Maintenanc	1,323,333	1,231,479	-6.9%	1,361,540	10.6%	1,402,040	3.0%	41,080	2.9%
53640 - Water Plant Maintenanc	717,341	760,854	6.1%	782,860	2.9%	807,150	3.1%	20,980	2.6%
53650 - Electrical Maintenance	249,421	284,541	14.1%	386,990	36.0%	337,520	-12.8%	760	0.2%
53660 - WWT Plant Operations	3,059,821	3,014,840	-1.5%	3,238,960	7.4%	3,284,160	1.4%	123,510	3.8%
53670 - Utilities Laboratory	883,132	1,051,945	19.1%	1,147,780	9.1%	1,173,270	2.2%	1,830	0.2%
53680 - Water Plant Operations	5,959,153	6,198,981	4.0%	5,917,250	-4.5%	5,950,320	0.6%	293,080	4.9%
Department Total	13,323,131	13,837,007	3.9%	14,354,010	3.7%	14,435,770	0.6%	740,780	5.1%
Department Budget by Object									
Personnel Expenses	5,070,104	5,098,178	0.6%	5,687,800	11.6%	5,888,200	3.5%	90,160	1.5%
Contracted Services	6,434,655	6,677,781	3.8%	6,503,940	-2.6%	6,476,440	-0.4%	537,750	8.3%
Commodities	1,375,883	1,623,705	18.0%	1,515,990	-6.6%	1,515,990	0.0%	40,000	2.6%
Internal Charges	301,701	307,223	1.8%	401,810	30.8%	405,670	1.0%	12,870	3.2%
Other Payments	140,788	130,120	-7.6%	244,470	87.9%	149,470	-38.9%	60,000	40.1%
Department Total	13,323,131	13,837,007	3.9%	14,354,010	3.7%	14,435,770	0.6%	740,780	5.1%
Department Budget by Funding Source									
General Fund 101 - Taxes	99,421	86,540	-13.0%	186,990		137,520	-26.5%	760	0.6%
TDA & Gas Tax Funds 24x	150,000	198,000	32.0%	200,000		200,000	0.0%	0	0.0%
Water Fund 511	7,788,808	8,219,885	5.5%	8,091,930		8,165,980	0.9%	464,150	5.7%
Wastewater Fund 521	5,284,902	5,332,582	0.9%	5,855,090		5,912,270	1.0%	230,870	3.9%
Drainage Fund 541	0	0		20,000		20,000	0.0%	45,000	225.0%
Department Total	13,323,131	13,837,007	3.9%	14,354,010	3.7%	14,435,770	0.6%	740,780	5.1%
Department Staffing									
Total - Full Time Equivalent:	49.81	48.81	-2.0%	48.81	0.0%	49.31	1.0%	0.04	0.1%
Department Equipment Purchase									
Replacement Equipment	189,479	48,199	-74.6%	289,000	499.6%	80,000	-72.3%	134,000	167.5%
New Equipment	1,187	0	-100.0%	8,000		0		35,000	

CORE MEASURES and Supporting Data for UTILITIES Programs

	FY10-11 Actual	FY11-12 Actual	FY12-13 Actual	% Change	FY13-14 Projected	FY13-14 Estimate	% Change	FY14-15 Projected	% Change
Water System Characteristics									
Water System Customers	23,450	23,508	23,670	0.69%	23,490	23,553	-0.49%	23,770	0.92%
Miles of Water Lines	410	415	420	1.20%	415	420	0.00%	420	0.00%
Potable Water Produced (MG)									
from Water Wells	200	137	100	-27.01%	100	300	200.00%	400	33.33%
Purchased from Others	5,500	5,900	6,000	1.69%	5,300	6,000	0.00%	6,000	0.00%
Water Program Costs (\$1,000)	\$9,477	\$9,830	\$10,327	5.06%	\$10,201	\$10,345	0.17%	\$10,999	6.33%
per Customer	\$404.14	\$418.15	\$436.30	4.34%	\$434.27	\$439.22	0.67%	\$462.75	5.36%
per MG Produced	\$1,662.65	\$1,628.28	\$1,692.98	3.97%	\$1,889.09	\$1,642.06	-3.01%	\$1,718.66	4.66%
Water Distribution Costs (\$1,000)	\$2,261	\$2,221	\$2,279	2.61%	\$2,475	\$2,545	11.64%	\$2,674	5.09%
per Customer	\$96.43	\$94.50	\$96.30	1.91%	\$105.37	\$108.05	12.20%	\$112.51	4.13%
per Mile of Water Line	\$5,515.12	\$5,352.77	\$5,427.14	1.39%	\$5,964.34	\$6,059.05	11.64%	\$6,367.38	5.09%
Water Production Costs (\$1,000)	\$7,216	\$7,609	\$8,048	5.77%	\$7,726	\$7,800	-3.08%	\$8,325	6.73%
per Customer	\$307.71	\$323.66	\$340.00	5.05%	\$328.90	\$331.18	-2.60%	\$350.24	5.76%
per MG Produced	\$1,265.95	\$1,260.31	\$1,319.31	4.68%	\$1,430.72	\$1,238.13	-6.15%	\$1,300.80	5.06%
Wastewater System Characteristics									
Wastewater System Customer:	22,830	22,840	22,840	0.00%	22,870	22,290	-2.41%	23,071	3.50%
Miles of Wastewater Lines	410	415	415	0.00%	415	415	0.00%	415	0.00%
Wastewater Treated (MG)	3,300	3,300	3,300	0.00%	3,000	3,300	0.00%	3,000	-9.09%
Wastewater Program Costs (\$1,000)	\$5,241	\$5,401	\$5,432	0.57%	\$5,837	\$5,462	0.55%	\$6,239.30	14.22%
per Customer	\$229.56	\$236.49	\$237.84	0.57%	\$255.23	\$245.06	3.03%	\$270.44	10.36%
per MG Produced	\$69.56	\$71.66	\$72.07	0.57%	\$85.08	\$74.26	3.03%	\$90.15	21.39%
WW Collection Costs (\$1,000)	\$335.0	\$328.0	\$344.5	5.03%	\$340.2	\$363.0	5.37%	\$428.5	18.04%
per Customer	\$14.67	\$14.36	\$15.08	5.03%	\$14.88	\$16.29	7.97%	\$18.57	14.05%
per Mile of Wastewater Line	\$817.07	\$790.36	\$830.12	5.03%	\$819.76	\$874.70	5.37%	\$1,032.53	18.04%
WW Treatment Costs (\$1,000)	\$4,906	\$5,073	\$5,088	0.28%	\$5,497	\$5,099	0.23%	\$5,811	13.95%
per Customer	\$214.89	\$222.13	\$222.76	0.28%	\$240.35	\$228.77	2.70%	\$251.87	10.09%
per MG Treated	\$1,486.64	\$1,537.39	\$1,541.76	0.28%	\$1,832.27	\$1,545.25	0.23%	\$1,936.93	25.35%
Drainage System Characteristics									
Miles of Drainage Pipes	170	170	170	0.00%	172	170	0.00%	170	0.00%
Miles of Drainage Channels	10	10	10	0.00%	10	10	0.00%	10	0.00%
Drainage Program Costs (\$1,000)	\$316.9	\$317.8	\$394.8	24.23%	\$426.5	\$390.4	-1.11%	\$465.4	19.21%
per Capita	\$3.81	\$3.80	\$4.67	22.90%	\$5.05	\$4.59	-1.90%	\$5.39	17.48%

DIVISION ACCOMPLISHMENTS AND PROJECTIONS

Past Accomplishments: FY 12-13

1. Secured permits for new Wastewater Treatment Plant outfall pipeline.
2. Rehabilitated two production wells.
3. Completed Phase II ASR project and commenced Phase III.
4. Placed 2,000 acre-feet in Semitropic Water Storage Banking.
5. Completed paving sludge drying beds at Wastewater Treatment Plant.

Current Projections: FY 13-14

1. Secure additional water supply from South San Joaquin Irrigation District.
2. Secure additional water supply from Byron-Bethany Irrigation District.
3. Secure additional water supply from the West Side Irrigation District.
4. Obtain approval from the RWQCB for a permanent Aquifer Storage and Recovery Program.
5. Secure right-of-way for new Wastewater Treatment Plant outfall pipeline.

Future Projections: FY 14-15

1. Remain in compliance with all NPDES permits.
2. Maintain streetlights and traffic signals.
3. Secure additional water supply from South San Joaquin Irrigation District.
4. Commence construction of new Wastewater Treatment Plant outfall pipeline.
5. Renew 40-year US Bureau of Reclamation water supply contract.
6. Construction by others of Wastewater Desalination Facility.

Department: **54000 - Utilities Department**
 Division: **54100 - Director's Office**
 Program: **53120 - Utilities Management**

Administer and direct the Utilities Department and provide the necessary administrative support for its operations and activities.

PERFORMANCE OBJECTIVES

1. To administer the 10 programs of the department at an admin cost of 3.6% or less of the department operating budget.
2. To oversee a department budget of over \$15,176,550 and with an authorized staffing of 49.35 full-time equivalents.
3. To establish water supplies through the Semitropic and Aquifer Storage and Recovery programs.
4. To research methods of reducing salinity in the City's wastewater effluent in order to meet Delta salinity standards.
5. To update and maintain Utilities data in the GIS.
6. To ensure regulatory reporting requirements related to water, wastewater, and storm water are met.

COMMENTARY

This program provided for the Deputy Director for Utilities and an allocation of support staff. Program costs have shown moderate increases over the years. However, they may fluctuate from year-to-year due to legal, financial, and engineering costs for the utility systems.

In FY13-14, the City re-established the Utilities Department. The Deputy Director position was converted to a Director, while the former is still employed as a part-time consultant. However, program costs will show a major decrease.

For FY14-15, program staffing will add full-time Administrative Assistant. The program budget provides for the new staffing, some increases in internal charges, and added funding for contracted services.

PROGRAM EXPENDITURES	FY11-12 \$ Actual	FY12-13 \$ Actual	% Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Change	FY14-15 \$ Approved	% Budget Change
Personnel Expenses	307,751	290,945	-5.5%	310,400	224,590	72.4%	-22.8%	408,560	31.6%
Contracted Services	67,334	106,248	57.8%	129,370	100,000	77.3%	-5.9%	201,370	55.7%
Commodities	0	0		700	700	100.0%		700	0.0%
Internal Charges	16,712	19,720	18.0%	25,220	24,500	97.1%	24.2%	26,700	5.9%
Other Payments	0	0		0	0			0	
Program Total	391,797	416,913	6.4%	465,690	349,790	75.1%	-16.1%	637,330	36.9%
Amended Budget	463,610	511,650			465,690				
% of Amended Spent	84.5%	81.5%			75.1%				

FUNDING SOURCES

General Fund 101 - Taxes	0	0		0	0			0	
Water Fund 511	180,265	172,106	-4.5%	183,160	160,000	87.4%	-7.0%	304,980	66.5%
Wastewater Fund 521	211,532	244,807	15.7%	282,530	189,790	67.2%	-22.5%	332,350	17.6%
Program Total	391,797	416,913	6.4%	465,690	349,790	75.1%	-16.1%	637,330	36.9%

PROGRAM STAFFING*Regular Positions*

Utilities Director	0.00	0.00		0.00	1.00			1.00	
Deputy Director - Utilities	1.00	1.00		1.00	0.50			0.50	
Admin Asst II-Sr Admin Clerk	0.32	0.32		0.32	0.32			1.00	
Admin Asst III-Secretary	0.32	0.32		0.32	0.32			0.00	
Management Analyst	0.32	0.32		0.32	0.32			0.00	
Total - Full-Time Equivalents	1.96	1.96	0.0%	1.96	2.46	125.5%	25.5%	2.50	1.6%

Department: **54000 - Utilities Department**
 Division: **54200 - Facilities Maintenance Division**
 Program: **53610 - WW Lift Stations**

PERFORMANCE OBJECTIVES

Operate, maintain, and repair the City's wastewater lift stations and provide safe sanitary services. Program expenses include electric costs for lift stations.

1. To operate and maintain 4 wastewater lift stations.
2. To operate lift stations for 35,040 operating hours during the year.
3. To minimize lift station downtime to no more than 1/2 hour.
4. To reduce call-outs after normal work hours.
5. To keep stations clean and operational.

COMMENTARY

Program costs can vary due to staffing allocations, the need for contracted repairs, and utilities for lift stations. Program staffing and personnel costs have remained stable over the past few years, while other costs have fluctuated.

In FY11-12, program costs were down; while in FY12-13, they went up. In FY13-14, they are expected to decrease due to reduced contracted repairs.

For FY14-15 program budget provides for a contingent level of maintenance and operations and includes \$46,200 for electric.

	FY11-12	FY12-13	% Cost	FY13-14	FY13-14	% of	% Cost	FY14-15	% Budget
PROGRAM EXPENDITURES	\$ Actual	\$ Actual	Change	\$ Adopted	\$ Estimated	Budget	Change	\$ Approved	Change
Personnel Expenses	46,862	47,121	0.6%	53,100	47,500	89.5%	0.8%	55,200	4.0%
Contracted Services	30,476	75,017	146.2%	72,270	42,380	58.6%	-43.5%	67,270	-6.9%
Commodities	13,703	5,373	-60.8%	14,450	9,780	67.7%	82.0%	14,450	0.0%
Internal Charges	5,220	5,220	0.0%	11,690	11,600	99.2%	122.2%	12,400	6.1%
Other Payments	250	266	6.4%	27,750	15,000	54.1%	5539.1%	250	-99.1%
Program Total	96,511	132,997	37.8%	179,260	126,260	70.4%	-5.1%	149,570	-16.6%
Amended Budget	161,860	138,260			166,780				
% of Amended Spent	59.6%	96.2%			75.7%				
FUNDING SOURCES									
Wastewater Fund 521	96,511	132,997	37.8%	179,260	126,260	70.4%	-5.1%	149,570	-16.6%
Program Total	96,511	132,997	37.8%	179,260	126,260	70.4%	-5.1%	149,570	-16.6%
PROGRAM STAFFING									
<i>Regular Positions</i>									
Maintenance Supervisor/Manager	0.06	0.06		0.06	0.06			0.06	
Senior Electrician	0.06	0.06		0.06	0.06			0.06	
Instrumentation Technician	0.06	0.06		0.06	0.06			0.06	
Plant Mechanic	0.30	0.30		0.30	0.30			0.30	
Maintenance Worker II	0.00	0.00		0.00	0.00			0.00	
Admin Asst II-P&PM Clerk	0.12	0.12		0.12	0.12			0.12	
<i>Other Staffing (Full-Time Equivalents)</i>									
Total - Full-Time Equivalents	0.60	0.60	0.0%	0.60	0.60	100.0%	0.0%	0.60	0.0%

Department: **54000 - Utilities Department**
 Division: **54200 - Facilities Maintenance Division**
 Program: **53620 - Water Wells & Pumping**

PERFORMANCE OBJECTIVES

Maintain and repair the City's water wells and booster water pump stations. Program expenses include electric costs for the water wells and pump stations.

1. To operate and maintain 9 water system wells.
2. To operate water wells for 35,040 operating hours during the year.
3. To flush water system wells on a monthly basis.
4. To carry out Phase II of the Aquifer Storage and Recovery demo project at the Tidewater Well.
5. To operate wells during the off-peak hours as a means of saving energy.

COMMENTARY

In FY11-12, program costs showed a modest increase; but in FY12-13, they showed a major increase, due to higher electric costs.

In FY13-14, program costs will show a modest increase. All costs are less than budgeted but will show increases.

For FY13-14, program budget provides for a contingent level of maintenance and operations, and includes \$340,000 for electric.

<u>PROGRAM EXPENDITURES</u>	FY11-12 \$ Actual	FY12-13 \$ Actual	% Cost Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Cost Change	FY14-15 \$ Approved	% Budget Change
Personnel Expenses	156,334	157,197	0.6%	170,000	156,560	92.1%	-0.4%	177,500	4.4%
Contracted Services	290,502	348,153	19.8%	387,560	356,780	92.1%	2.5%	417,560	7.7%
Commodities	21,215	29,101	37.2%	70,990	34,500	48.6%	18.6%	70,990	0.0%
Internal Charges	13,633	18,354	34.6%	21,100	21,000	99.5%	14.4%	21,810	3.4%
Other Payments	166	206	24.1%	4,170	4,100			170	-95.9%
Program Total	481,850	553,011	14.8%	653,820	572,940	87.6%	3.6%	688,030	5.2%
Amended Budget	674,120	628,840			653,820				
% of Amended Spent	71.5%	87.9%			87.6%				

<u>FUNDING SOURCES</u>									
Water Fund 511	481,850	553,011	14.8%	653,820	572,940	87.6%	3.6%	688,030	5.2%
Program Total	481,850	553,011	14.8%	653,820	572,940	87.6%	3.6%	688,030	5.2%

<u>PROGRAM STAFFING</u>									
<i>Regular Positions</i>									
Maintenance Supervisor/Manager	0.20	0.20		0.20	0.20			0.20	
Senior Electrician	0.20	0.20		0.20	0.20			0.20	
Instrumentation Technician	0.20	0.20		0.20	0.20			0.20	
Plant Mechanic	1.00	1.00		1.00	1.00			1.00	
Maintenance Worker II	0.00	0.00		0.00	0.00			0.00	
Admin Asst II-P&PM Clerk	0.40	0.40		0.40	0.40			0.40	
<i>Other Staffing (Full-Time Equivalents)</i>									
Laborer	0.00	0.00		0.00	0.00			0.00	
Total - Full-Time Equivalents	2.00	2.00	0.0%	2.00	2.00	100.0%	0.0%	2.00	0.0%

Department: **54000 - Utilities Department**
 Division: **54200 - Facilities Maintenance Division**
 Program: **53630 - WWT Plant Maintenance**

Maintain, repair, and replace the mechanical and electrical systems and equipment at the City's Wastewater Treatment Plant (WWTP).

PERFORMANCE OBJECTIVES

1. To perform maintenance and repair on plant equipment so the plant can operate 24 hours a day, 365 days a year.
2. To ensure plant equipment is running safely and efficiently.

COMMENTARY

Program costs can vary due to staffing allocations and the need for repair work at the WWTP. Also, whether repairs are contracted out or done in-house can vary annual changes in contracted repairs versus parts/materials costs.

Program costs were up in FY11-12; but they were down in FY11-12, when program staffing lost 0.50 of a Plant Mechanic.

In FY13-14, program costs will show a modest decrease.

For FY14-15, the program budget provides for current staffing, some increases in internal charges, but maintains current funding for other costs items. But also, it provides \$40,000 for capital outlays.

<u>PROGRAM EXPENDITURES</u>	FY11-12 \$ Actual	FY12-13 \$ Actual	% Cost Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Cost Change	FY14-15 \$ Approved	% Budget Change
Personnel Expenses	920,585	887,382	-3.6%	922,800	796,990	86.4%	-10.2%	963,500	4.4%
Contracted Services	164,659	116,186	-29.4%	177,180	125,980	71.1%	8.4%	177,180	0.0%
Commodities	174,552	177,780	1.8%	184,880	181,000	97.9%	1.8%	184,880	0.0%
Internal Charges	63,537	50,131	-21.1%	71,680	71,600	99.9%	42.8%	77,560	8.2%
Other Payments	0	0		5,000	5,000			40,000	
Program Total	1,323,333	1,231,479	-6.9%	1,361,540	1,180,570	86.7%	-4.1%	1,443,120	6.0%
Amended Budget	1,383,680	1,363,910			1,359,680				
% of Amended Spent	95.6%	90.3%			86.8%				

FUNDING SOURCES

Wastewater Fund 521	1,323,333	1,231,479	-6.9%	1,361,540	1,180,570	86.7%	-4.1%	1,443,120	6.0%
Program Total	1,323,333	1,231,479	-6.9%	1,361,540	1,180,570	86.7%	-4.1%	1,443,120	6.0%

PROGRAM STAFFING*Regular Positions*

Maintenance Supervisor/Manager	0.40	0.40		0.40	0.40			0.40	
Senior Electrician	1.00	1.00		1.00	1.00			1.00	
Instrumentation Technician	1.00	1.00		1.00	1.00			1.00	
Plant Mechanic	3.50	3.00		3.00	3.00			3.00	
Maintenance Worker II	1.00	1.00		1.00	1.00			1.00	
Admin Asst II-P&PM Clerk	1.00	1.00		1.00	1.00			1.00	
Custodian	0.66	0.66		0.66	0.66			0.66	
<i>Other Staffing (Full-Time Equivalents)</i>									
Laborer	0.00	0.00		0.00	0.00			0.00	
Total - Full-Time Equivalents	8.56	8.06	-5.8%	8.06	8.06	100.0%	0.0%	8.06	0.0%

Department: **54000 - Utilities Department**
 Division: **54200 - Facilities Maintenance Division**
 Program: **53640 - Water Plant Maintenance**

Maintain, repair, and replace the mechanical and electrical systems and equipment at the City's Water Treatment Plant (WTP).

PERFORMANCE OBJECTIVES

1. To perform maintenance and repair on plant equipment so the plant can operate 24 hours a day, 365 days a year.
2. To ensure plant equipment is running safely and efficiently.

COMMENTARY

Program costs can vary due to staffing allocations, the need for repair work at the WTP. Also, whether repairs are contracted out or done in-house can vary annual changes in contracted repairs versus parts and materials costs. Program costs increased in both FY11-12 and FY12-13. In FY12-13, program staffing lost 0.50 of a Plant Mechanic. In FY13-14, program costs will show a modest decrease. For FY14-15, the program budget provides for current staffing, some increases in internal charges, but maintains current funding for other costs items. But also, it provides \$20,000 for capital outlays.

<u>PROGRAM EXPENDITURES</u>	FY11-12 \$ Actual	FY12-13 \$ Actual	% Cost Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Cost Change	FY14-15 \$ Approved	% Budget Change
Personnel Expenses	646,095	661,087	2.3%	645,000	614,130	95.2%	-7.1%	668,600	3.7%
Contracted Services	16,285	22,593	38.7%	69,780	38,740	55.5%	71.5%	69,780	0.0%
Commodities	39,769	49,463	24.4%	43,240	43,000	99.4%	-13.1%	43,240	0.0%
Internal Charges	15,192	15,190	0.0%	24,840	24,800	99.8%	63.3%	26,510	6.7%
Other Payments	0	12,521		0	0			20,000	
Program Total	717,341	760,854	6.1%	782,860	720,670	92.1%	-5.3%	828,130	5.8%
Amended Budget	776,310	787,890			782,860				
% of Amended Spent	92.4%	96.6%			92.1%				

<u>FUNDING SOURCES</u>	FY11-12 \$ Actual	FY12-13 \$ Actual	% Cost Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Cost Change	FY14-15 \$ Approved	% Budget Change
Water Fund 511	717,341	760,854	6.1%	782,860	720,670	92.1%	-5.3%	828,130	5.8%
Program Total	717,341	760,854	6.1%	782,860	720,670	92.1%	-5.3%	828,130	5.8%

<u>PROGRAM STAFFING</u>	FY11-12 \$ Actual	FY12-13 \$ Actual	% Cost Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Cost Change	FY14-15 \$ Approved	% Budget Change
<i>Regular Positions</i>									
Maintenance Supervisor/Manager	0.19	0.19		0.19	0.19			0.19	
Senior Electrician	0.69	0.69		0.69	0.69			0.69	
Instrumentation Technician	0.69	0.69		0.69	0.69			0.69	
Plant Mechanic	1.95	1.45		1.45	1.45			1.45	
Maintenance Worker II	1.00	1.00		1.00	1.00			1.00	
Admin Asst II-P&PM Clerk	0.38	0.38		0.38	0.38			0.38	
Custodian	0.34	0.34		0.34	0.34			0.34	
<i>Other Staffing (Full-Time Equivalents)</i>									
Total - Full-Time Equivalents	5.24	4.74	-9.5%	4.74	4.74	100.0%	0.0%	4.74	0.0%

Department: **54000 - Utilities Department**
 Division: **54200 - Facilities Maintenance Division**
 Program: **53650 - Electrical Maintenance**

PERFORMANCE OBJECTIVES

Maintenance and repair of the City's traffic signals and street lights. Support to building maintenance for electrical systems in City Buildings.

1. To maintain 68 City traffic signals and over 4,350 City-owned street lights.
2. To report and replace stolen traffic signal equipment in a timely manner.
3. To traffic signal outages in a timely manner.

COMMENTARY

In FY11-12, program costs were down, although personnel costs are up. In FY12-13, program costs showed a major increase. Program staffing returned to full-time. Both personnel and material costs were up.

In FY13-14, program costs will show major increases, due to personnel costs and capital outlays.

For FY14-15, no staffing changes are anticipated. The program budget provides for current staffing, some increases in internal charges, but maintains current funding for other cost items.

	FY11-12	FY12-13	% Cost	FY13-14	FY13-14	% of	% Cost	FY14-15	% Budget
<u>PROGRAM EXPENDITURES</u>	\$ Actual	\$ Actual	Change	\$ Adopted	\$ Estimated	Budget	Change	\$ Approved	Change
Personnel Expenses	167,648	200,080	19.3%	235,000	223,280	95.0%	11.6%	243,500	3.6%
Contracted Services	435	140	-67.8%	1,970	1,800	91.4%	1185.7%	1,970	0.0%
Commodities	24,220	31,464	29.9%	26,220	26,000	99.2%	-17.4%	26,220	0.0%
Internal Charges	57,118	51,500	-9.8%	65,300	65,000	99.5%	26.2%	66,590	2.0%
Other Payments	0	1,356		58,500	3,500	6.0%		0	-100.0%
Program Total	249,421	284,540	14.1%	386,990	319,580	82.6%	12.3%	338,280	-12.6%
Amended Budget	293,240	327,640			386,990				
% of Amended Spent	85.1%	86.8%			82.6%				

<u>FUNDING SOURCES</u>									
General Fund 101 - Taxes	99,421	86,540	-13.0%	186,990	169,580	90.7%	96.0%	138,280	-26.0%
TDA & Gas Tax Funds 24x	150,000	198,000	32.0%	200,000	150,000	75.0%	-24.2%	200,000	0.0%
Light & Landscaping Dist Fund 271	0	0		0	0			0	
Program Total	249,421	284,540	14.1%	386,990	319,580	82.6%	12.3%	338,280	-12.6%

<u>PROGRAM STAFFING</u>									
<i>Regular Positions</i>									
Senior Electrician	1.00	1.00		1.00	1.00			1.00	
Electrician	1.00	1.00		1.00	1.00			1.00	
General Laborer	0.00	0.00		0.00	0.00			0.00	
Maintenance Supervisor/Manager	0.05	0.05		0.05	0.05			0.05	
<i>Other Staffing (Full-Time Equivalents)</i>									
Total - Full-Time Equivalents	2.05	2.05	0.0%	2.05	2.05	100.0%	0.0%	2.05	0.0%

Department: **54000 - Utilities Department**
 Division: **54300 - Wastewater Treatment Division**
 Program: **53660 - WWT Plant Operations**

PERFORMANCE OBJECTIVES

Operate the City's Wastewater Treatment Plant to treat and dispose of the wastewater collected from within the City. Program expenses include plant electric and chemical costs.

1. To operate the City's wastewater treatment plant for 365 days for 24 hours per day.
2. To treat and disposal of 3,300 million gallons of wastewater during the year.
3. To ensure wastewater effluent is meeting State discharge standards.
4. To ensure proper treatment and disposal of waste solids.
5. To operate the plant in an energy efficient manner.

COMMENTARY

In FY11-12, program costs showed a modest increase. In FY12-13, program costs show a slight decrease. Personnel costs were down but contracted costs were up.

In FY13-14, program costs will show modest increase, due to personnel costs and internal charges.

For FY14-15, the program budget provides for current staffing, but with some augmentations for other items. The budget includes \$1,100,000 for electric, \$260,000 for chemicals, \$180,700 for sludge removals, and \$151,800 for State permits.

PROGRAM EXPENDITURES	FY11-12 \$ Actual	FY12-13 \$ Actual	% Cost Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Cost Change	FY14-15 \$ Approved	% Budget Change
Personnel Expenses	1,117,207	1,042,668	-6.7%	1,288,400	1,137,490	88.3%	9.1%	1,330,300	3.3%
Contracted Services	1,456,846	1,506,097	3.4%	1,478,620	1,470,000	99.4%	-2.4%	1,556,470	5.3%
Commodities	323,586	296,650	-8.3%	300,110	298,600	99.5%	0.7%	340,110	13.3%
Internal Charges	58,984	63,580	7.8%	67,830	67,000	98.8%	5.4%	76,790	13.2%
Other Payments	103,198	105,845	2.6%	104,000	104,000	100.0%	-1.7%	104,000	0.0%
Program Total	3,059,821	3,014,840	-1.5%	3,238,960	3,077,090	95.0%	2.1%	3,407,670	5.2%
Amended Budget	3,109,490	3,206,074			3,238,960				
% of Amended Spent	98.4%	94.0%			95.0%				

FUNDING SOURCES	FY11-12 \$ Actual	FY12-13 \$ Actual	% Cost Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Cost Change	FY14-15 \$ Approved	% Budget Change
Wastewater Fund 521	3,059,821	3,014,840	-1.5%	3,238,960	3,077,090	95.0%	2.1%	3,407,670	5.2%
Program Total	3,059,821	3,014,840	-1.5%	3,238,960	3,077,090	95.0%	2.1%	3,407,670	5.2%

PROGRAM STAFFING	FY11-12 \$ Actual	FY12-13 \$ Actual	% Cost Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Cost Change	FY14-15 \$ Approved	% Budget Change
<i>Regular Positions</i>									
Deputy Director - Utilities	0.00	0.00		0.00	0.00			0.00	
Plant Supervisor	0.00	0.00		0.00	0.00			0.00	
WW Oper Manager	1.00	1.00		1.00	1.00			1.00	
Utility Plant Operator	9.00	9.00		9.00	9.00			9.00	
Maintenance Worker I	1.00	1.00		1.00	1.00			1.00	
<i>Other Staffing (Full-Time Equivalents)</i>									
Safety Specialist	0.20	0.20		0.20	0.20			0.20	
Total - Full-Time Equivalents	11.20	11.20	0.0%	11.20	11.20	100.0%	0.0%	11.20	0.0%

Department: **54000 - Utilities Department**
 Division: **54400 - Laboratory Division**
 Program: **53670 - Utilities Laboratory**

PERFORMANCE OBJECTIVES

Provide laboratory and environmental control services for the City Utilities and other Departments. Laboratory testing is done both in-house and through contracted work.

1. To perform routine lab analysis to ensure wastewater, biosolids, and receiving water are meeting State standards.
2. To ensure safe laboratory hazardous materials management.
3. To work closely with operations staff to address plant process optimization.

COMMENTARY

The need for contracted lab testing varies from year to year; so, program costs can go up and down reflecting this need. In FY11-12, program costs showed only a minimal increase. But, in FY12-13, program costs showed a major increase. Personnel costs were up with full staffing and increased contract lab testing.

In FY13-14, program costs will show a minimal increase. For FY14-15, the program budget provides for current staffing, with some increases for internal charges, but maintains current funding for other items, and includes \$228,190 for contracted testing and \$75,490 for lab supplies.

<u>PROGRAM EXPENDITURES</u>	FY11-12 \$ Actual	FY12-13 \$ Actual	% Cost Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Cost Change	FY14-15 \$ Approved	% Budget Change
Personnel Expenses	568,710	673,792	18.5%	704,100	641,840	91.2%	-4.7%	728,300	3.4%
Contracted Services	190,603	232,718	22.1%	286,790	254,780	88.8%	9.5%	286,790	0.0%
Commodities	92,211	102,307	10.9%	103,020	103,000	100.0%	0.7%	103,020	0.0%
Internal Charges	31,608	43,128	36.4%	53,870	53,800	99.9%	24.7%	56,990	5.8%
Other Payments	0	0		0	0			0	
Program Total	883,132	1,051,945	19.1%	1,147,780	1,053,420	91.8%	0.1%	1,175,100	2.4%
Amended Budget	1,157,150	1,134,244			1,147,780				
% of Amended Spent	76.3%	92.7%			91.8%				

<u>FUNDING SOURCES</u>	FY11-12 \$ Actual	FY12-13 \$ Actual	% Cost Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Cost Change	FY14-15 \$ Approved	% Budget Change
Water Fund 511	289,427	343,486	18.7%	354,980	338,000	95.2%	-1.6%	364,670	2.7%
Wastewater Fund 521	593,705	708,459	19.3%	792,800	715,420	90.2%	1.0%	810,430	2.2%
Program Total	883,132	1,051,945	19.1%	1,147,780	1,053,420	91.8%	0.1%	1,175,100	2.4%

<u>PROGRAM STAFFING</u>	FY11-12	FY12-13	% Change	FY13-14	FY13-14	% of Budget	% Change	FY14-15	% Budget Change
<i>Regular Positions</i>									
Laboratory Supervisor	1.00	1.00		1.00	1.00			1.00	
Envir Control Inspector	1.00	1.00		1.00	1.00			1.00	
Laboratory Technician	4.00	4.00		4.00	4.00			4.00	
WW Oper Manager	0.00	0.00		0.00	0.00			0.00	
<i>Other Staffing (Full-Time Equivalents)</i>									
Laborer	0.50	0.50		0.50	0.50			0.50	
Total - Full-Time Equivalents	6.50	6.50	0.0%	6.50	6.50	100.0%	0.0%	6.50	0.0%

Department: **54000 - Utilities Department**
 Division: **54500 - Water Treatment Division**
 Program: **53680 - Water Plant Operations**

Operate the City's Water Treatment Plant to provide a potable water supply for the City. Program expenses include plant electric and chemicals costs, and bulk water purchases from other agencies.

PERFORMANCE OBJECTIVES

1. To operate the City's water treatment plant for 365 days for 24 hours per day.
2. To treat and produce 6,100 million gallons of water during the year.
3. To treat and produce 100 million gallons of potable water during the year from the JJ Water Treatment Plant.
4. To purchase 6,000 million gallons of treated potable water from the South San Joaquin Irrigation District.
5. To ensure drinking water meets CA Department of Public Health water quality standards.
6. To operate the plant in an energy efficient manner.

COMMENTARY

In FY11-12, program costs showed a moderate increase. In FY12-13, they also show a moderate increase, with a major increase in bulk water purchases.

In FY13-14, even though the adopted budget has been increased, program costs will show a modest decrease from the prior year. Personnel costs will up but contracted costs will be down.

For FY14-15, no staffing changes are anticipated. The program budget provides for current staffing but with some increases for internal charges and contracted services, and includes \$500,000 for electric, \$275,200 for chemicals, \$56,000 for sludge removal, and \$4,122,200 for bulk water purchases.

<u>PROGRAM EXPENDITURES</u>	FY11-12 \$ Actual	FY12-13 \$ Actual	% Cost Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Cost Change	FY14-15 \$ Approved	% Budget Change
Personnel Expenses	1,023,587	1,003,354	-2.0%	1,226,800	1,115,140	90.9%	11.1%	1,265,800	3.2%
Contracted Services	4,204,706	4,235,638	0.7%	3,868,670	4,041,000	104.5%	-4.6%	4,159,770	7.5%
Commodities	682,756	930,193	36.2%	765,740	762,300	99.6%	-18.0%	765,740	0.0%
Internal Charges	30,112	29,796	-1.0%	40,040	40,000	99.9%	34.2%	36,090	-9.9%
Other Payments	17,992	0	-100.0%	16,000	19,120	119.5%		16,000	0.0%
Program Total	5,959,153	6,198,981	4.0%	5,917,250	5,977,560	101.0%	-3.6%	6,243,400	5.5%
Amended Budget	5,670,990	5,958,810			6,090,750				
% of Amended Spent	105.1%	104.0%			98.1%				

FUNDING SOURCES

Water Fund 511	5,959,153	6,198,981	4.0%	5,917,250	5,977,560	101.0%	-3.6%	6,243,400	5.5%
Program Total	5,959,153	6,198,981	4.0%	5,917,250	5,977,560	101.0%	-3.6%	6,243,400	5.5%

PROGRAM STAFFING

Regular Positions

Deputy Director - Utilities	0.00	0.00		0.00	0.00			0.00	
Plant Supervisor	1.00	1.00		1.00	1.00			1.00	
Utility Plant Operator	8.00	8.00		8.00	8.00			8.00	
Maintenance Worker I	1.00	1.00		1.00	1.00			1.00	
General Laborer	0.00	0.00		0.00	0.00			0.00	

Other Staffing (Full-Time Equivalents)

Safety Specialist	0.20	0.20		0.20	0.20			0.20	
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Total - Full-Time Equivalents	10.20	10.20	0.0%	10.20	10.20	100.0%	0.0%	10.20	0.0%
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Department: **54000 - Utilities Department**
 Division: **54100 - Director's Office**
 Program: **53690 - Water Management**

Plan and coordinate City water conservation and stormwater management efforts, including public education and monitoring and enforcement activities.

PERFORMANCE OBJECTIVES

1. To promote water conservation to meet the requirements of the State 20 X 2020 Plan.
2. To provide \$29,050 in rebates for residential toilets and washing machine retrofits.

COMMENTARY

Program costs vary depending upon the annual need for water conservation. In FY04-05, stormwater management was added to program activities. Program costs increase annually; but are less than budget. Major cost outlays are for program advertising and water conservation rebates.

For FY14-15, no staffing changes are anticipated. The program budget provides for current staffing, some increases in internal charges, and a major increase in contracted services. The budget will be augmented by \$45,000 for storm water compliance.

PROGRAM EXPENDITURES	FY11-12 \$ Actual	FY12-13 \$ Actual	% Cost Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Cost Change	FY14-15 \$ Approved	% Budget Change
Personnel Expenses	115,325	134,552	16.7%	132,200	137,950	104.3%	2.5%	137,100	3.7%
Contracted Services	12,809	34,991	173.2%	31,730	31,700	99.9%	-9.4%	76,030	139.6%
Commodities	3,871	1,374	-64.5%	6,640	5,480	82.5%	298.8%	6,640	0.0%
Internal Charges	9,585	10,604	10.6%	20,240	20,200	99.8%	90.5%	17,100	-15.5%
Other Payments	19,182	9,926	-48.3%	29,050	15,700	54.0%	58.2%	29,050	0.0%
Program Total	160,772	191,447	19.1%	219,860	211,030	96.0%	10.2%	265,920	20.9%
Amended Budget	220,540	209,895			224,160				
% of Amended Spent	72.9%	91.2%			94.1%				

FUNDING SOURCES

Water Fund 511	160,772	191,447	19.1%	199,860	191,030	95.6%	-0.2%	200,920	0.5%
Drainage Fund 541	0	0		20,000	20,000	100.0%		65,000	225.0%
Program Total	160,772	191,447	19.1%	219,860	211,030	96.0%	10.2%	265,920	20.9%

PROGRAM STAFFING

<i>Regular Positions</i>									
Water Resources Coordinator	1.00	1.00		1.00	1.00			1.00	
<i>Other Staffing (Full-Time Equivalents)</i>									
Stormwater Inspector - PT	0.00	0.00		0.00	0.00			0.00	
Water Patrol	0.50	0.50		0.50	0.50			0.50	
Total - Full-Time Equivalents	1.50	1.50	0.0%	1.50	1.50	100.0%	0.0%	1.50	0.0%

PARKS & COMMUNITY SERVICES DEPARTMENT

Mission Statement

Working together to Enhance our Quality of Life

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Department **55000 - Parks & Community Services Department**

The Parks & Community Services Department conducts and provides the City's recreation programs, operates community facilities, operates and maintains the City's airports, and coordinates transit operations. Also, contracts for operations at the City's Library.

In FY09-10, the Cultural Arts Division and five programs were transferred to the City Manager's Office.

COMMENTARY

In FY12-13, the Department was disbanded. The Transit, Airport, and Community Facilities programs were transferred to the Public Works Department. The Recreation Division and all other programs went to the City Manager's Office.

In FY12-13, the Department transferred 8.7 FTE's to the Public Works Department and 14.81 FTE's to the City Manager's Office.

DEPARTMENTAL EXPENDITURES BY PROGRAM	FY11-12 \$ Actual	FY12-13 \$ Actual	% Cost Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Cost Change	FY14-15 \$ Approved	% Budget Change
Director's Office									
55110 - Pks & Comm Ser Admin	474,685	0	-100.0%	0	0			0	
55120 - Community Facilities	294,524	0	-100.0%	0	0			0	
55130 - Library	160,822	0	-100.0%	0	0			0	
Recreation Division									
55410 - Special Interest Classes	242,937	0	-100.0%	0	0			0	
55420 - Aquatics/Community Pool	300,665	0	-100.0%	0	0			0	
55430 - Athletics	146,860	0	-100.0%	0	0			0	
55440 - Youth Development	167,301	0	-100.0%	0	0			0	
55450 - Senior Citizens	228,624	0	-100.0%	0	0			0	
55460 - Mayor's Comm Youth Suppr	18,816	0		0	0			0	
55470 - Pre-school	0	0		0	0			0	
55480 - Community Events	190,782	0	-100.0%	0	0			0	
55490 - Teen Recreation	89,213	0	-100.0%	0	0			0	
Community Services Division									
55510 - Transit Operations	1,544,547	0	-100.0%	0	0			0	
55520 - Airport Operations	335,389	0	-100.0%	0	0			0	
Cultural Arts Division									
55610 - Cultural Arts	0	0		0	0			0	
55620 - Arts Education	0	0		0	0			0	
55630 - Art Gallery	0	0		0	0			0	
55640 - Theatre Presentations	0	0		0	0			0	
55650 - Theatre Rentals	0	0		0	0			0	
Department Total	4,195,165	0	-100.0%	0	0			0	
Amended Budget	4,789,590	0	-100.0%		0			over 2 years	
% of Amended Spent	87.59%								
						Base Budget >>		0	
						Augmentations >>		0	

Department: 55000 - Parks & Community Services Department (Continued)

DEPARTMENTAL EXPENDITURES BY OBJECT CATEGORY	FY11-12 \$ Actual	FY12-13 \$ Actual	% Cost Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Cost Change	FY14-15 \$ Approved	% Budget Change
Personnel Expenses	1,694,530	0	-100.0%	0	0			0	
Contracted Services	1,616,002	0	-100.0%	0	0			0	
Commodities	180,740	0	-100.0%	0	0			0	
Internal Charges	599,761	0	-100.0%	0	0			0	
Other Payments	104,132	0	-100.0%	0	0			0	
Department Total	4,195,165	0	-100.0%	0	0			0	

**DEPARTMENTAL EXPENDITURES
BY FUNDING SOURCES**

General Fund 101 - Taxes	1,494,595	0	-100.0%	0	0			0	
Recreation Fees	779,434	0	-100.0%	0	0			0	
Recreation Grants	0	0		0	0			0	
Cultural Art Fees	0	0		0	0			0	
TDA & Gas Tax Funds 24x	0	0		0	0			0	
Comm Devel Block Gt Fund 269	0	0		0	0			0	
Landscaping Districts Fund 271	0	0		0	0			0	
Solid Waste Fund 531	0	0		0	0			0	
Drainage Fund 541	0	0		0	0			0	
Airport Fund 561	335,389	0	-100.0%	0	0			0	
Transit Fund 571	1,585,747	0	-100.0%	0	0			0	
Capital Projects Funds	0	0		0	0			0	
Department Total	4,195,165	0	-100.0%	0	0			0	

DEPARTMENTAL STAFFING

	FY11-12 Approved	FY12-13 \$ Actual	% Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Change	FY14-15 \$ Approved	% Change
<i>Regular Positions</i>									
Parks & Comm Services Director	1.00	0.00		0.00	0.00			0.00	
Managers & Supervisors	4.00	0.00		0.00	0.00			0.00	
Secretarial & Clerical	1.50	0.00		0.00	0.00			0.00	
Landscaping Maintenance	0.00	0.00		0.00	0.00			0.00	
Facilities Operations	2.00	0.00		0.00	0.00			0.00	
Recreation	1.50	0.00		0.00	0.00			0.00	
Cultural Arts	0.00	0.00		0.00	0.00			0.00	
Transit	1.00	0.00		0.00	0.00			0.00	
Solid Waste	0.00	0.00		0.00	0.00			0.00	
<i>Other Staffing (Full-Time Equivalents)</i>									
Parks & Com Serv Commissioners (7)	0.25	0.00		0.00	0.00			0.00	
Transportation Commissioners (7)	0.25	0.00		0.00	0.00			0.00	
Transit	0.25	0.00		0.00	0.00			0.00	
Recreational	23.20	0.00		0.00	0.00			0.00	
Cultural Arts	0.00	0.00		0.00	0.00			0.00	
Airport	0.00	0.00		0.00	0.00			0.00	
Total - Full Time Equivalents	34.95	0.00	-100.0%	0.00	0.00			0.00	

DEVELOPMENT SERVICES DEPARTMENT

Previously, Community Development Department
& Development & Engineering Services

Mission Statement

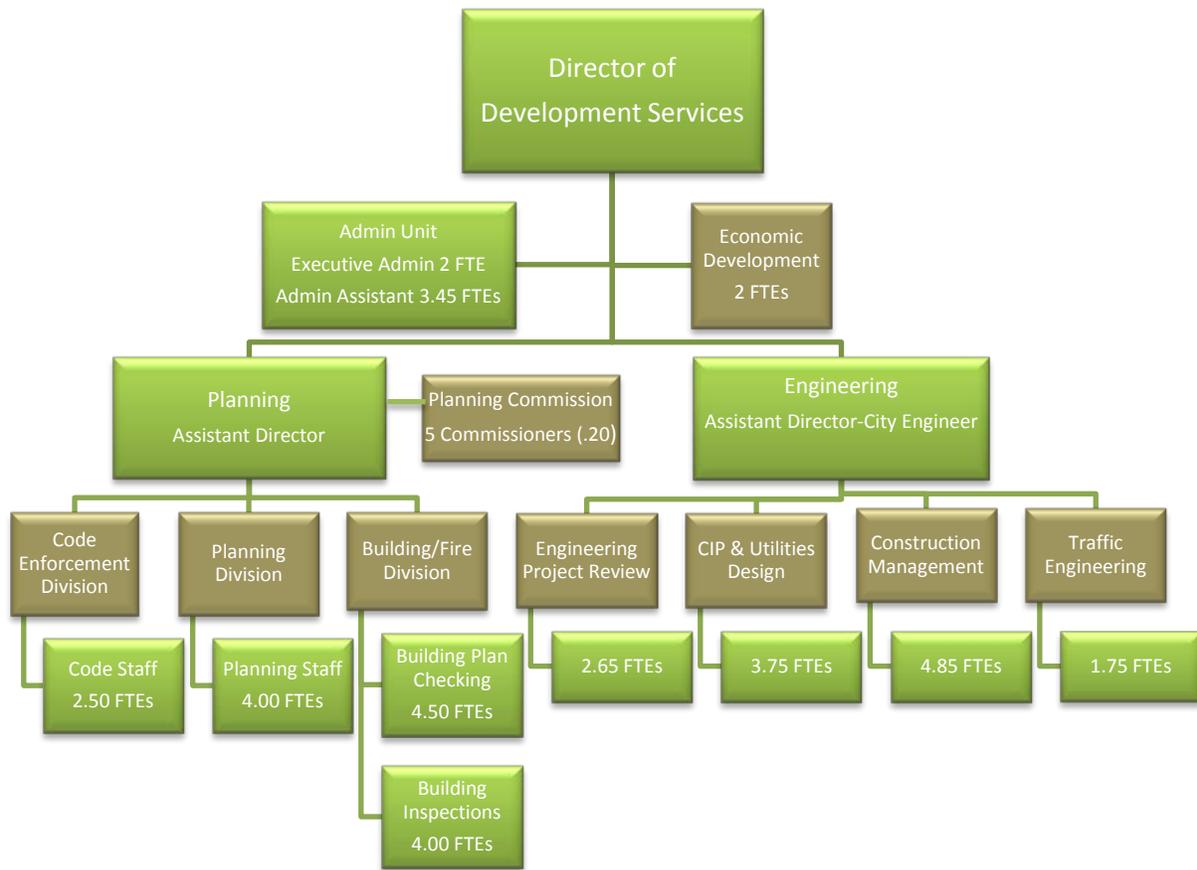
Through High Quality Service, Protect Public Health and
Safety and Enhance Long-Term Development Character

Department Head

Andrew Malik

Development Services Director

City of Tracy
DEVELOPMENT SERVICES
Fiscal Year 14-15



Department: **56000 - Development Services**

The Development Services Department provides planning and development services for the City including advance and current planning, building plan review and inspections, code enforcement, engineering services, and economic development.

Economic Development included redevelopment and housing. But, since the State abolished redevelopment agencies, these activities were discontinued.

COMMENTARY

As proposed for FY14-15, the departmental budget will increase about 26.5% over the current year adopted budget, and this represents a 16.8% increase over the FY12-13 amended budget.

The base component of the budget represents a 6.0% decrease over the current year adopted budget, while budget augmentations will show a 34.5% increase over the base budget.

In FY13-14, departmental staffing lost 3 full-time regular positions, due to retirements. In FY14-15, departmental staffing will add part-time hours.

DEPARTMENTAL EXPENDITURES BY PROGRAM	FY11-12 \$ Actual	FY12-13 \$ Actual	% Cost Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Cost Change	FY14-15 \$ Approved	% Budget Change
Director's Office									
56110 - Development Services Administration	381,685	383,053	0.4%	377,940	375,190	99.3%	-2.1%	411,230	8.8%
Planning Division									
56210 - Advanced Planning	0	0		0	0			0	
56220 - Current Planning	0	0		0	0			0	
56230 - Planning Services	1,035,514	1,028,273	-0.7%	972,500	875,250	90.0%	-14.9%	1,014,630	4.3%
Building Division									
56410 - Building Plans Checking	643,057	783,655	21.9%	705,960	789,450	111.8%	0.7%	1,231,380	74.4%
56420 - Building Inspections	653,543	821,065	25.6%	1,121,870	1,108,350	98.8%	35.0%	1,506,560	34.3%
Code Enforcement Division									
56510 - Code Enforcement	488,022	379,192	-22.3%	437,840	435,180	99.4%	14.8%	527,770	20.5%
Engineering Division									
56610 - Engineering Review	680,093	735,724	8.2%	687,080	583,700	85.0%	-20.7%	1,343,560	95.5%
56620 - Capital Project Design	1,120,967	1,085,318	-3.2%	761,800	710,550	93.3%	-34.5%	804,470	5.6%
56630 - Utilities Engineering	101,086	111,675	10.5%	186,220	132,070	70.9%	18.3%	199,530	7.1%
56640 - Traffic Engineering	235,084	255,571	8.7%	340,340	284,020	83.5%	11.1%	344,930	1.3%
56650 - Construction Management	982,980	982,983	0.0%	881,730	835,520	94.8%	-15.0%	1,126,740	27.8%
Economic Development Division									
56810 - Economic Development	298,056	293,450	-1.5%	513,580	479,350	93.3%	63.3%	542,530	5.6%
56820 - Redevelopment	171,735	0	-100.0%	0	0			0	
56830 - Housing	239,629	0	-100.0%	0	0			0	
56840 - Comm Dev Block Grant	77,599	173,036	123.0%	342,770	342,000	99.8%	97.6%	312,370	-8.9%
56850 - Downtown Promotion	117,144	113,974	-2.7%	117,200	114,150	97.4%	0.2%	117,200	0.0%
56860 - Downtown Parking	0	0		0	0			0	
641xx - CDA-Succesor Agency	0	233,446		250,000	235,000			250,000	
Department Total	7,226,194	7,380,415	2.1%	7,696,830	7,299,780	94.8%	-1.1%	9,732,900	26.5%
Amended Budget	8,194,015	8,333,333	1.7%		8,291,880		-0.5%	over 2 years	16.8%
% of Amended Spent	88.19%	88.56%			88.04%				
						Base Budget >>		7,236,390	-6.0%
						Augmentations >>		2,496,510	34.5%

Department: 56000 - Development Services Department (Continued)

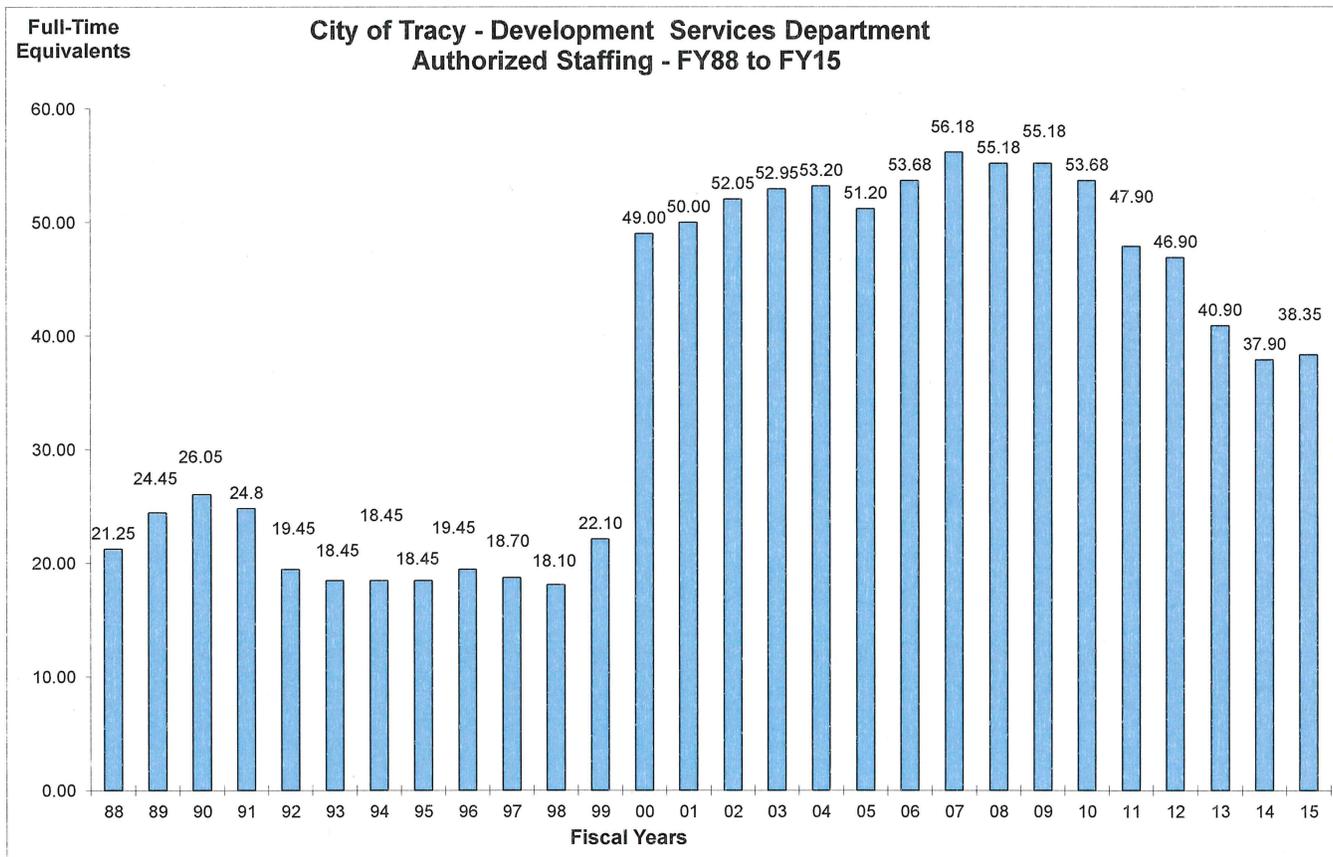
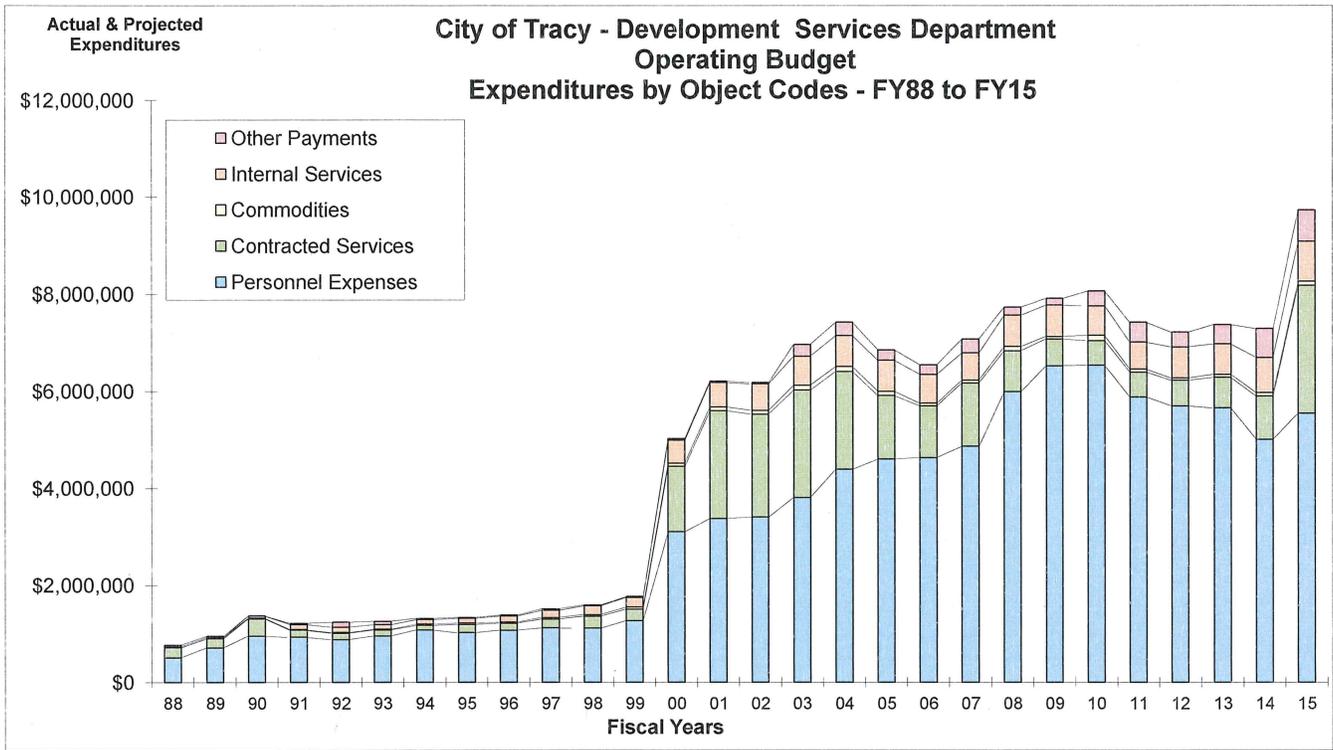
DEPARTMENTAL EXPENDITURES BY OBJECT CATEGORY	FY11-12 \$ Actual	FY12-13 \$ Actual	% Cost Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Cost Change	FY14-15 \$ Approved	% Budget Change
Personnel Expenses	5,701,312	5,659,662	-0.7%	5,356,000	5,012,880	93.6%	-11.4%	5,550,010	3.6%
Contracted Services	589,959	632,103	7.1%	913,720	891,640	97.6%	41.1%	2,634,550	188.3%
Commodities	45,968	61,603	34.0%	80,210	70,690	88.1%	14.8%	80,210	0.0%
Internal Charges	560,104	630,427	12.6%	746,030	729,100	97.7%	15.7%	823,160	10.3%
Other Payments	328,851	396,620	20.6%	600,870	595,470	99.1%	50.1%	644,970	7.3%
Department Total	7,226,194	7,380,415	2.1%	7,696,830	7,299,780	94.8%	-1.1%	9,732,900	26.5%

**DEPARTMENTAL EXPENDITURES
BY FUNDING SOURCES**

General Fund 101 - Taxes	2,079,060	1,375,024	-33.9%	2,285,810	1,058,060	46.3%	-23.1%	2,156,070	-5.7%
Planning Fees	469,396	688,999	46.8%	329,960	629,000	190.6%	-8.7%	272,860	-17.3%
Building Fees	643,459	1,264,380	96.5%	1,030,000	1,372,000	133.2%	8.5%	1,910,000	85.4%
Engineering Fees	557,838	617,677	10.7%	622,470	1,036,500	166.5%	67.8%	2,206,500	254.5%
Capital Project Offset	2,505,021	2,631,916	5.1%	2,357,400	2,206,000	93.6%	-16.2%	2,128,370	-9.7%
Downtown Impvmt Dist Fund 221	117,144	113,974		117,200	114,150	97.4%	0.2%	117,200	0.0%
Parking District Fund 222	0	0		0	0			0	
TDA & Gas Tax Funds 24x	151,176	170,289	12.6%	175,000	175,000	100.0%	2.8%	180,000	2.9%
Com Devel Block Gt Fund 26x	77,599	173,036	123.0%	342,770	342,000	99.8%	97.6%	312,370	-8.9%
CDA Housing & Successor Fund 28x	239,629	0	-100.0%	0	0			0	
CDA & Suc Ag Project Fund 3xx	274,786	233,446	-100.0%	250,000	235,000	94.0%	0.7%	250,000	0.0%
Water Fund 511	45,544	55,018	-15.0%	76,700	59,500	77.6%	-74.5%	78,000	1.7%
Wastewater Fund 521	45,542	46,656	20.8%	84,520	57,570	68.1%	23.4%	96,530	14.2%
Drainage Fund 541	10,000	10,000	2.4%	25,000	15,000	60.0%	50.0%	25,000	0.0%
Other Funds	10,000	0		0	0			0	
Department Total	7,226,194	7,380,415	2.1%	7,696,830	7,299,780	94.8%	-1.1%	9,732,900	26.5%

DEPARTMENTAL STAFFING

	FY11-12 Approved	FY12-13 \$ Actual	% Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Change	FY14-15 \$ Approved	% Change
<i>Regular Positions</i>									
Department Director	2.00	1.00		1.00	1.00			1.00	
Planners	5.00	5.00		5.00	5.00			5.00	
Engineers	10.00	10.00		9.00	9.00			9.00	
Program Analysts	2.00	1.00		2.00	2.00			2.00	
Engineering Technical	7.00	7.00		5.00	5.00			5.00	
Building Official	1.00	1.00		1.00	1.00			1.00	
Building Regulation	7.00	6.00		6.00	6.00			6.00	
Code Enforcement	2.00	2.00		2.00	2.00			2.00	
Secretarial & Clerical	10.00	8.00		7.00	7.00			7.00	
Allocated to Fire Dept	-0.30	-0.30		-0.30	-0.30			-0.30	
<i>Other Staffing (Full-Time Equivalents)</i>									
Commission & Board Members	0.20	0.20		0.20	0.20			0.20	
Project Manager/Project Specialist	1.00	0.00		0.00	0.00			0.00	
Temp Clerk	0.00	0.00		0.00	0.00			0.45	
Total - Full Time Equivalents	46.90	40.90	-12.8%	37.90	37.90	100.0%	-7.3%	38.35	1.2%



Budget Narrative - Development Services

Historical Milestones

FY 10-11

- Departmental staffing deleted 5.5 full-time regular positions. About 0.60 of staff time was allocated to other departments.
- Reduction in base budget of \$986,160 compared to FY09-10 Adopted Budget.

FY 11-12

- Decrease in base budget of \$10,340 or 0.2% below the FY10-11 Adopted Budget, entirely in personnel expenses.
- \$95,000 in budget augmentations included \$20,000 for graffiti abatement and \$75,000 for system charges.
- The department was renamed Development Services.
- During the year, the department lost 4 full-time positions and 1.00 FTEs in temporary help.

FY 12-13

- Decrease in base budget of \$225,590 or 2.8% from the FY11-12 adopted budget.
- Departmental staffing deleted 4 positions.
- Savings of \$322,550 in the department budget due to retirements.
- No major budget augmentations. During the year, an Engineering Technician position was converted to a Junior Engineer.

FY 13-14

- Base budget decrease of \$121,040 or 1.7%. Decreases in all categories except internal service charges. Decreases in personnel expenses reflect staff retirements.
- Budget augmentations of \$541,290. The major increase is \$360,000 for temporary building inspectors. In addition, \$66,320 was added for economic development activities.
- Departmental staffing showed a net decrease of 3.00 FTEs: 2 Associate Engineers, 1 Engineering Technician, and 1 Executive Assistant. While 4 positions were deleted due to retirement; one new Analyst position was added in the Economic Development Division.

Proposed Budget Changes in FY 14-15

- Decrease in the base budget of \$460,440 or 6.0% over the adopted FY13-14 budget. The decrease was in contracted services and grant outlays. However, personnel expenses did increase \$162,210 or 3.0%.
- Budget augmentations of \$2,496,510. These include: \$500,000 for building plan checks, \$670,000 for building inspectors, \$625,000 for engineering plan checks, \$160,000 for engineering inspectors, and \$56,030 for project testing.
- Departmental staffing will increase by .45 FTEs for added part-time clerical help.
- Community Development Block Grant (CDBG) allocation of \$312,370.

Major Non Personnel Expense	FY 12-13	%Change	FY 13-14	%Change	FY 14-15
Building Plan Check	\$50,000	0.00%	\$50,000	1100%	\$550,000
Building Inspections	0	0.00%	360,000	200%	720,000
Engineering Plan Check	25,000	0.00%	25,000	2600%	650,000
Project Contract Testing	43,970	0.00%	43,970	227%	100,000
Project Contract Inspections	40,000	0.00%	40,000	500%	200,000
Economic Development Contracts	57,000	87.70%	107,000	117%	125,000
Economic Development Grants	98,900	0.00%	98,900	0.00%	98,900
Equipment Acquisition	\$20,000		\$20,000		\$15,000
Equipment Replacement	\$0		\$0		\$53,060

56000 - Development Services

Historical Budget Increments, Augmentations, and Usage

Department Budget By Object	Prior Year Adopted Budgets	<<<< Base Increment & Augmentations >>>>					New Year Adopted Budgets		Actual Budget Use	
		Base Increment	% Change	\$ Base Budget	\$ Budget Augments	% Change	FY11-12 \$ Budget	% Change	FY11-12 \$ Actual	% Used
FY11-12 Budget >>	FY10-11 \$ Budget									
Personnel Expenses	5,383,220	-10,340	-0.2%	5,372,880	0	0.0%	5,372,880	-0.2%	5,701,312	106.1%
Contracted Services	459,830	0	0.0%	459,830	15,000	3.3%	474,830	3.3%	589,959	124.2%
Commodities	64,650	0	0.0%	64,650	5,000	7.7%	69,650	7.7%	45,968	66.0%
Internal Charges	567,120	0	0.0%	567,120	75,000	13.2%	642,120	13.2%	560,104	87.2%
Other Payments	42,000	0	0.0%	42,000	0	0.0%	42,000	0.0%	328,851	783.0%
Department Total	6,516,820	-10,340	-0.2%	6,506,480	95,000	1.5%	6,601,480	1.3%	7,226,194	109.5%
FY12-13 Budget >>	FY11-12 \$ Budget									
Personnel Expenses	5,372,880	-203,140	-3.8%	5,169,740	268,940	5.2%	5,438,680	1.2%	5,659,662	104.1%
Contracted Services	474,830	-125,140	-26.4%	349,690	171,330	49.0%	521,020	9.7%	632,103	121.3%
Commodities	69,650	-5,500	-7.9%	64,150	20,060	31.3%	84,210	20.9%	61,603	73.2%
Internal Charges	642,120	0	0.0%	642,120	11,450	1.8%	653,570	1.8%	630,427	96.5%
Other Payments	42,000	-17,800	-42.4%	24,200	554,900		579,100	1278.8%	396,620	68.5%
Department Total	6,601,480	-351,580	-5.3%	6,249,900	1,026,680	16.4%	7,276,580	10.2%	7,380,415	101.4%
FY13-14 Budget >>	FY12-13 \$ Budget									
Personnel Expenses	5,438,680	-132,460	-2.4%	6,279,640	49,780	0.8%	5,356,000	-1.5%	5,012,880	93.6%
Contracted Services	521,020	-10,000	-1.9%	922,290	402,700	43.7%	913,720	75.4%	891,640	97.6%
Commodities	84,210	-3,000	-3.6%	99,990	-1,000	-1.0%	80,210	-4.8%	70,690	88.1%
Internal Charges	653,570	92,460	14.1%	748,790	0	0.0%	746,030	14.1%	729,100	97.7%
Other Payments	579,100	-68,040	-11.7%	130,000	89,810	69.1%	600,870		595,470	99.1%
Department Total	7,276,580	-121,040	-1.7%	8,180,710	541,290	6.6%	7,696,830	5.8%	7,299,780	94.8%
FY14-15 Adopted Budget >>	FY13-14 \$ Budget									
Personnel Expenses	5,356,000	162,210	3.0%	5,518,210	31,800	0.6%	5,550,010	3.6%		
Contracted Services	913,720	-302,960	-33.2%	610,760	2,023,790	331.4%	2,634,550	188.3%		
Commodities	80,210	0	0.0%	80,210	0	0.0%	80,210	0.0%		
Internal Charges	746,030	30,520	4.1%	776,550	46,610	6.0%	823,160	10.3%		
Other Payments	600,870	-350,210	-58.3%	250,660	394,310	157.3%	644,970	7.3%		
Department Total	7,696,830	-460,440	-6.0%	7,236,390	2,496,510	34.5%	9,732,900	26.5%		

Economic Development Prog
with \$1,415,350 added to D
for FY12-13

Notes:

1. The Base Increment for personnel expenses represents annual **salary/benefit adjustments**.
2. The Base Increment for other objects represents the annual **Cost Adjustments** for inflation and usage.
3. Base Augments for personnel expenses represent the costs of **New Staffing** for the department or added overtime or temporary hours.
4. Base Augments for other objects represent **Operational Enhancements** for program expansion, work improvement, and new activities.

56000 - Development Services

Historical Budget Increments, Augmentations, and Usage

Department Budget By Object	Prior Year Adopted Budgets	<<<< Base Increment & Augmentations >>>>					New Year Adopted Budgets		Actual Budget Use	
		Base Increment	% Change	\$ Base Budget	\$ Budget Augments	% Change	FY11-12 \$ Budget	% Change	FY11-12 \$ Actual	% Used
FY11-12 Budget >>	FY10-11 \$ Budget									
Personnel Expenses	5,383,220	-10,340	-0.2%	5,372,880	0	0.0%	5,372,880	-0.2%	5,701,312	106.1%
Contracted Services	459,830	0	0.0%	459,830	15,000	3.3%	474,830	3.3%	589,959	124.2%
Commodities	64,650	0	0.0%	64,650	5,000	7.7%	69,650	7.7%	45,968	66.0%
Internal Charges	567,120	0	0.0%	567,120	75,000	13.2%	642,120	13.2%	560,104	87.2%
Other Payments	42,000	0	0.0%	42,000	0	0.0%	42,000	0.0%	328,851	783.0%
Department Total	6,516,820	-10,340	-0.2%	6,506,480	95,000	1.5%	6,601,480	1.3%	7,226,194	109.5%
FY12-13 Budget >>	FY11-12 \$ Budget									
Personnel Expenses	5,372,880	-203,140	-3.8%	5,169,740	268,940	5.2%	5,438,680	1.2%	5,659,662	104.1%
Contracted Services	474,830	-125,140	-26.4%	349,690	171,330	49.0%	521,020	9.7%	632,103	121.3%
Commodities	69,650	-5,500	-7.9%	64,150	20,060	31.3%	84,210	20.9%	61,603	73.2%
Internal Charges	642,120	0	0.0%	642,120	11,450	1.8%	653,570	1.8%	630,427	96.5%
Other Payments	42,000	-17,800	-42.4%	24,200	554,900		579,100	1278.8%	396,620	68.5%
Department Total	6,601,480	-351,580	-5.3%	6,249,900	1,026,680	16.4%	7,276,580	10.2%	7,380,415	101.4%
FY13-14 Budget >>	FY12-13 \$ Budget									
Personnel Expenses	5,438,680	-132,460	-2.4%	6,279,640	49,780	0.8%	5,356,000	-1.5%	5,012,880	93.6%
Contracted Services	521,020	-10,000	-1.9%	922,290	402,700	43.7%	913,720	75.4%	891,640	97.6%
Commodities	84,210	-3,000	-3.6%	99,990	-1,000	-1.0%	80,210	-4.8%	70,690	88.1%
Internal Charges	653,570	92,460	14.1%	748,790	0	0.0%	746,030	14.1%	729,100	97.7%
Other Payments	579,100	-68,040	-11.7%	130,000	89,810	69.1%	600,870		595,470	99.1%
Department Total	7,276,580	-121,040	-1.7%	8,180,710	541,290	6.6%	7,696,830	5.8%	7,299,780	94.8%
FY14-15 Adopted Budget >>	FY13-14 \$ Budget									
Personnel Expenses	5,356,000	162,210	3.0%	5,518,210	31,800	0.6%	5,550,010	3.6%		
Contracted Services	913,720	-302,960	-33.2%	610,760	2,023,790	331.4%	2,634,550	188.3%		
Commodities	80,210	0	0.0%	80,210	0	0.0%	80,210	0.0%		
Internal Charges	746,030	30,520	4.1%	776,550	46,610	6.0%	823,160	10.3%		
Other Payments	600,870	-350,210	-58.3%	250,660	394,310	157.3%	644,970	7.3%		
Department Total	7,696,830	-460,440	-6.0%	7,236,390	2,496,510	34.5%	9,732,900	26.5%		

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for FY12-13

Notes:

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4. Base Augments for other objects represent **Operational Enhancements** for program expansion, work improvement, and new activities.

56000 - Development Services

Department Budget By Program	FY11-12 \$ Actual	FY12-13 \$ Actual	% Change	FY13-14 \$ Adopted	% Change	FY14-15 \$ Base Budget	% Change	FY14-15 \$ Bud Augment	% over Base
5611 - Devel Services Admin	381,685	383,053	0.4%	377,940	-1.3%	387,690	2.6%	23,540	6.1%
56230 - Planning	1,035,514	1,028,273	-0.7%	972,500	-5.4%	999,000	2.7%	15,630	1.6%
564x0 - Building	1,296,600	1,604,720	23.8%	1,827,830	13.9%	1,558,630	-14.7%	1,179,310	75.7%
56510 - Code Enforcement	488,022	379,192	-22.3%	437,840	15.5%	449,940	2.8%	77,830	17.3%
56610 - Engineering Review	680,093	735,724	8.2%	687,080	-6.6%	713,240	3.8%	630,320	88.4%
56620 - Capital Project Design	1,120,967	1,085,318	-3.2%	761,800	-29.8%	798,700	4.8%	5,770	0.7%
56630 - Utilities Engineering	101,086	111,675	10.5%	186,220	66.8%	193,870	4.1%	5,660	2.9%
56640 - Traffic Engineering	235,084	255,571	8.7%	340,340	33.2%	341,370	0.3%	3,560	1.0%
56650 - Construction Managem	982,980	982,983	0.0%	881,730	-10.3%	904,210	2.5%	222,530	24.6%
56810 - Economic Development	298,056	293,450	-1.5%	513,580	75.0%	522,540	1.7%	19,990	3.8%
568x0 - CDA, Housing & Others	606,107	520,456	-14.1%	709,970	36.4%	367,200	-48.3%	312,370	85.1%
Department Total	7,226,194	7,380,415	2.1%	7,696,830	4.3%	7,236,390	-6.0%	2,496,510	34.5%

Department Budget by Object

Personnel Expenses	5,701,312	5,659,662	-0.7%	5,356,000	-5.4%	5,518,210	3.0%	31,800	0.6%
Contracted Services	589,959	632,103	7.1%	913,720	44.6%	610,760	-33.2%	2,023,790	331.4%
Commodities	45,968	61,603	34.0%	80,210	30.2%	80,210	0.0%	0	0.0%
Internal Charges	560,104	630,427	12.6%	746,030	18.3%	776,550	4.1%	46,610	6.0%
Other Payments	328,851	396,620	20.6%	600,870	51.5%	250,660	-58.3%	394,310	157.3%
Department Total	7,226,194	7,380,415	2.1%	7,696,830	4.3%	7,236,390	-6.0%	2,496,510	34.5%

Department Budget by Funding Source

General Fund 101 - Taxes	2,079,060	1,375,024	-33.9%	2,285,810	66.2%	2,388,970	4.5%	-232,900	-9.7%
Planning Fees	469,396	688,999	46.8%	329,960	-52.1%	335,600	1.7%	-62,740	-18.7%
Building Fees	643,459	1,264,380	96.5%	1,030,000	-18.5%	790,750	-23.2%	1,119,250	141.5%
Engineering Fees	557,838	617,677	10.7%	622,470	0.8%	633,600	1.8%	1,572,900	248.2%
Capital Project Offset	2,505,021	2,631,916	5.1%	2,357,400	-10.4%	2,346,400	-0.5%	-218,030	-9.3%
CDA Project Fund 31x	274,786	233,446	-15.0%	250,000	7.1%	250,000	0.0%	0	0.0%
CDA Housing/Sucessor Fund 28:	239,629	0	-100.0%	0		0		0	
Com Devel Block Gt Fund 26x	77,599	173,036	123.0%	342,770	98.1%	0	-100.0%	312,370	
Downtown Impt Dist Fund 221	117,144	113,974	-2.7%	117,200	2.8%	117,200	0.0%	0	0.0%
TDA & Gas Tax Funds 24x	151,176	170,289	12.6%	175,000	2.8%	180,000	2.9%	0	0.0%
Enterprise Funds	101,086	111,674	10.5%	186,220	66.8%	193,870	4.1%	5,660	2.9%
Other Funds	10,000	0	-100.0%	0		0		0	
Department Total	7,226,194	7,380,415	2.1%	7,696,830	4.3%	7,236,390	-6.0%	2,496,510	34.5%

Department Staffing

Total - Full Time Equivalent	46.90	40.90	-12.8%	37.90	-7.3%	37.90	0.0%	0.45	1.2%
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Department Equipment Purchase

Replacement Equipment	0	0		20,000		20,000	0.0%	53,060	265.3%
New Equipment	6,700	3,575		0		0		15,000	

Department: **56000 - Development Services**
 Division: **56100 - Director's Office**
 Program: **56110 - Development Services Administration**

PERFORMANCE OBJECTIVES

Administer and direct the Development & Engineering Department and provide the necessary administrative support for its operations and activities. Provide secretarial support to the Planning Commission.

1. To administer the 14 programs of the department at an admin cost of 5.0% or less of the department operating budget.
2. To oversee a departmental budget about \$9,732,900 and with an authorized staffing of 38.35 full-time equivalents.
3. To complete 90% of all plan reviews and permit inspections within the department's time standards.
4. To receive a rating of good or better on 90% of our customer satisfaction surveys.
5. To design and construction of all full funded CIP projects within schedule and budget.

COMMENTARY

This program provides for the departmental Director, clerical support, and the City Planning Commission.
 In FY09-10 and FY10-11, program costs decreased, reflecting furloughs and absences. In FY11-12, normal program costs were down, although costs for temporary help and professional services were up.
 In FY13-14, program costs will show a minimum decrease.
 For FY14-15, program staffing will show an increase in support hours. The budget provides for current and added staffing, some increases in internal charges, but maintains current funding for other cost items.

<u>PROGRAM EXPENDITURES</u>	FY11-12	FY12-13	% Cost	FY13-14	FY13-14	% of	% Cost	FY14-15	% Budget
	\$ Actual	\$ Actual	Change	\$ Adopted	\$ Estimated	Budget	Change	\$ Approved	Change
Personnel Expenses	290,960	318,241	9.4%	318,900	319,690	100.2%	0.5%	349,400	9.6%
Contracted Services	57,780	35,965	-37.8%	21,450	21,000	97.9%	-41.6%	21,450	0.0%
Commodities	4,247	4,658	9.7%	8,880	5,800	65.3%	24.5%	8,880	0.0%
Internal Charges	28,698	24,189	-15.7%	28,710	28,700	100.0%	18.6%	31,500	9.7%
Other Payments	0	0		0	0			0	
Program Total	381,685	383,053	0.4%	377,940	375,190	99.3%	-2.1%	411,230	8.8%
Amended Budget	385,430	375,090			377,940				
% of Amended Spent	99.0%	102.1%			99.3%				
<u>FUNDING SOURCES</u>									
General Fund 101 - Taxes	168,885	36,213	-78.6%	82,340	83,590	101.5%	130.8%	110,530	34.2%
Building Fees	70,800	174,520	146.5%	147,800	145,800	98.6%	-16.5%	150,300	1.7%
Engineering Fees	71,000	86,160	21.4%	73,900	72,900	98.6%	-15.4%	75,200	1.8%
Capital Project Offset	71,000	86,160	21.4%	73,900	72,900	98.6%	-15.4%	75,200	1.8%
CDA Project Fund 381	0	0		0	0			0	
Program Total	381,685	383,053	0.4%	377,940	375,190	99.3%	-2.1%	411,230	8.8%
<u>PROGRAM STAFFING</u>									
<i>Regular Positions</i>									
Director of Development Servs	1.00	1.00		1.00	1.00			1.00	
Exec Asst II-Admin Secretary	0.00	0.00		0.00	0.00			0.50	
Admin Assts-Sr Admin Clerk	0.55	0.55		0.50	0.50			0.00	
<i>Other Staffing (Full-Time Equivalents)</i>									
Planning Commissioners (5)	0.20	0.20		0.20	0.20			0.20	
Temp Clerk	0.00	0.00		0.00	0.00			0.45	
Total - Full-Time Equivalents	1.75	1.75	0.0%	1.70	1.70	100.0%	-2.9%	2.15	26.5%

DIVISION ACCOMPLISHMENTS AND PROJECTIONS

Past Accomplishments: FY 12-13

1. Completed and adopted the City's Roadways, Water, Wastewater, Storm Drainage, Parks, Public/Facilities, and Public Safety Infrastructure Master Plans with DS, Engineering Division, Public Works Department, the City Manager's Recreation Division, Police and Fire Departments.
2. Prepared Zoning Code Updates to implement Housing Element requirements.
3. Prepared Growth Management ordinance amendment to address Housing Element Requirements for RHNA allocation.
4. Completed the Ellis Specific Plan, CA, EIR and Annexation.
5. Completed final review and permits for Amazon.com.
6. Completed Specific Plan, Draft EIR and Development Agreement and annexation of the 1,790 Cordes Ranch project.
7. Initiated work on Draft Amendment to Tracy Hills Specific Plan and environmental document.
8. Approved over 150 land use permit actions, including more than 15 major projects requiring Commission or Council action (such as Amazon.com, Prime Shine, McDonald's and three apartment projects) in the I-205 Corridor Specific Plan, Infill, Northeast Industrial Area, and South Industrial Specific Plan areas.
9. Completed a comprehensive update to the Growth Management Ordinance Guidelines.

Current Projections: FY 13-14

1. Complete development and building permits for one major employer in the Cordes Ranch project.
2. Publish Amendment to the Tracy Hills Specific Plan and environmental documents for public review.
3. Oversee preparation and monitoring of environmental documents such as Environmental Impact Reports and Negative Declarations in support of General Plan and specific development applications.
4. Approve over 150 land use permit actions, including more than 15 major projects requiring Commission or Council action in the I-205 Corridor Specific Plan, Infill, Cordes Ranch, Northeast Industrial Area, and South Industrial Specific Plan areas.

Current Projections: FY 13-14 Continued

5. Complete SB610 Water Supply Assessments for new development projects.
6. Conduct Planning Commission workshops on development under the General Plan.
7. Initiate review of 130-acre proposed senior housing project at Corral Hollow and Valpico Road.
8. Initiate review of proposed 250-unit single family neighborhood on Lammers Road.
9. Participate in San Joaquin County projects and processes including Regional Housing Needs Allocation process, Habitat Conservation Technical Advisory Committee, and Regional Transportation Plan/Sustainable Communities Strategy.

Future Projections: FY 14-15

1. Amend the I-205 Specific Plan to further streamline development approvals.
2. Complete review of various infill subdivision maps, including San Marco infill project.
3. Complete review of major apartment projects at Middlefield Road, Joe Pombo Parkway, and Grant Line Road.
4. Complete development permits for two major employers within the Cordes Ranch project.
5. Complete review of development permits for one major employer at Tracy Gateway.
6. Complete review of subdivision maps within the Tracy Hills project, and Ellis project.
7. Complete review of 130-acre senior housing community at Corral Hollow and Valpico Road.
8. Complete review of 250-unit single family neighborhood on Lammers Road.
9. Initiate work on land use entitlements for General Plan Area Urban Reserve 3.
10. Approve over 150 land use permit actions, including more than 15 major projects requiring Commission or council action in the I-205 Corridor Specific Plan, Infill, Cordes Ranch, Northeast Industrial Areas, and south Industrial Specific Plan areas.
11. Continue participating in San Joaquin County projects and processes.

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Department: **56000 - Development Services**
 Division: **56200 - Planning Division**
 Program: **56230 - Planning Services**

Coordinate long-range planning activities related to the General Plan, specific plans, rezoning, and annexations. Process and review plans and applications for zoning, subdivisions, and growth management.

PERFORMANCE OBJECTIVES

1. To process 125 land use permit applications, including 15 major projects
2. To provide accurate, timely information to the public regarding City land-use and development policies and standards.
3. To prepare and coordinate Planning Commission agenda and report preparation and distribution; and prepare and maintain Commission minutes and Reports of Action.
4. To complete amendment to Tracy Hills Specific Plan, zoning document for 2 major residential projects, development permits for 2 major employers at Cordes Ranch, 3 subdivisions, and apartment complexes throughout the City.
5. To generate \$407,660 in program revenues and recover 40% of program costs.

COMMENTARY

In FY10-11, the Advanced Planning and the Current Planning programs were consolidated into this new program. In FY11-12 and FY12-13, program costs showed a modest decrease, while personnel costs were up, contracted costs were down.

In FY13-14, program costs will show a major decrease, due to a decrease in support hours and personnel costs.

For FY14-15, no staffing changes are anticipated. The program budget provides for current staffing, some increases in internal charges, but maintains current funding for other cost items.

	FY11-12	FY12-13	% Cost	FY13-14	FY13-14	% of	% Cost	FY14-15	% Budget
<u>PROGRAM EXPENDITURES</u>	\$ Actual	\$ Actual	Change	\$ Adopted	\$ Estimated	Budget	Change	\$ Approved	Change
Personnel Expenses	790,855	845,420	6.9%	820,300	724,460	88.3%	-14.3%	852,700	3.9%
Contracted Services	134,559	58,833	-56.3%	20,490	20,000	97.6%	-66.0%	19,490	-4.9%
Commodities	1,254	2,005	59.9%	5,250	4,570	87.0%	127.9%	5,250	0.0%
Internal Charges	72,668	83,540	15.0%	94,960	93,900	98.9%	12.4%	105,690	11.3%
Other Payments	36,177	38,475	6.4%	31,500	32,320	102.6%	-16.0%	31,500	0.0%
Program Total	1,035,513	1,028,273	-0.7%	972,500	875,250	90.0%	-14.9%	1,014,630	4.3%
Amended Budget	1,064,516	1,035,100			972,500				
% of Amended Spent	97.3%	99.3%			90.0%				
<u>FUNDING SOURCES</u>									
General Fund 101 - Taxes	470,460	240,250	-48.9%	542,540	96,250	17.7%	-59.9%	601,770	10.9%
Planning Fees	500,984	587,028	17.2%	329,960	629,000	190.6%	7.1%	272,860	-17.3%
Capital Project Offset	64,069	200,995	213.7%	100,000	150,000	150.0%	-25.4%	140,000	40.0%
Program Total	1,035,513	1,028,273	-0.7%	972,500	875,250	90.0%	-14.9%	1,014,630	4.3%
<u>PROGRAM STAFFING</u>									
<i>Regular Positions</i>									
Senior Planner	2.00	2.00		2.00	2.00			2.00	
Associate Planner	0.70	1.00		1.00	1.00			1.00	
Assistant Planner	1.00	1.00		1.00	1.00			1.00	
Admin Assts	0.45	0.45		0.50	0.50			0.00	
Exec Assts-Sr Secretary/Secretary	1.00	1.00		0.50	0.50			1.00	
Assistant Director	1.00	1.00		1.00	1.00			1.00	
<i>Other Staffing (Full-Time Equivalents)</i>									
Total - Full-Time Equivalents	6.15	6.45		6.00	6.00			6.00	

DIVISION ACCOMPLISHMENTS AND PROJECTIONS

Past Accomplishments: FY 12-13

1. Completed 6,147 building inspections.
2. Processed and issued 1,435 building permits.
3. Generated \$1,299,742 in building permit/plan revenue.
4. Completed 2,533 fire code inspections.
5. Processed 57 fire construction permits.
6. Generated \$235,644 in fire permit (construction and operational)/plan review revenue.
7. Continued to develop capabilities and skills of plans examiners with mentoring process. Specialized instruction included building accessibility for persons with disabilities and plan review based upon the Fire Code including proprietary engineered fire suppression systems for commercial kitchen hoods and residential sprinkler systems, fire alarm plan review and development review applications.
8. Continued weekly in-house training for plans examiners, fire and building inspectors, and permit technicians.
9. Continued to digitize building plan archives. Goal - 85% by fiscal year's end.
10. Goal of digitizing 30% of fire prevention plans met. The department also met the goal of digitizing 5% of the fire prevention files.
11. Continued to implement the goal of reaching 65% of all permits to be over the counter (OTC) permits via expanded plan review processes by Permit Technicians and to expand additional permit types for the OTC process through training and modified forms. 57.7% of issued permits were either OTC 48.7%) or instant permits over the internet (9%). Permit Technicians have been trained to perform OTC plan review in gas line sizing, residential swimming pools and most commercial signs in addition to reviewing and approving SOQ's for special inspection agencies.
12. Continued to play an active role in the development of the Building Division's share of the city-wide update to the website.
13. Continued to involve inspection staff in plan review for larger projects.
14. Continued to involve inspection staff in plan review for larger projects.
15. Completed 71% of all plan reviews targeted for a maximum of a 20-day review on time. Goal is 90%.
16. Completed 77% of all plan review targeted for a maximum of a 10-day review on time. Goal is 90%.
17. Completed 99.65% of all plan review targeted for same day service within that given day. Goal is 95%.
18. Goal was met to receive an "Excellent" or "Good" rating for services performed from 90% of our customers via the Building Safety Division Customer Satisfaction Survey. The goal was met 100% of the time.
19. Assisted Code Enforcement with combined inspections within 24 hours or received request. Our objective is to meet this target 95% of the time.

Past Accomplishments: FY 12-13 Continued

20. Continued the "Green Review" process wherein the Building Safety and Fire Prevention Division can implement the newly purchased Laserfiche modules of Workflow and Autotrail. Three additional Laserfiche licenses and 30" dual monitors have been purchased and set up to allow electronic plan review for both the Fire Prevention Division and Building Division. The goal was not met by the Planning and Engineering Divisions to accommodate electronic review by end of 2013 calendar year.

Current Projections FY 13-14

1. Continue to develop capabilities of plan examiners with the mentoring process.
2. Continue to provide weekly in-house training for Plans Examiners, Fire and Building Inspectors and Permit Technicians.
3. Reinstate bi-weekly process system review meetings.
4. Continue to help Code Enforcement with combined inspections within 24 hours of the request being received.
5. Continue to expand the use of the tracking software reporting systems to include Engineering, Planning, and Fire Prevention.
6. OTC has been expanded to include plot plan submittals with the training of Permit Technicians.
7. Complete 90% of all plan review targeted for a maximum of a 20-day review on time.
8. Complete 90% of all plan review targeted for a maximum of a 10-day review on time.
9. Complete 95% of all plan review targeted for same day service within that given day.
10. Continue to receive an "Excellent" or "Good" rating for services performed and processing time from 90% of our customers who complete our survey.
11. Complete 8,000 building inspections. 4,322 have been completed at the mid-point of the current fiscal year.
12. Process 2,000 building permits. 928 have been processed at the mid-point of the current fiscal year.
13. Generate \$1,100,000 in building permit/plan review revenue. \$856,122 has been collected at the mid-point of the current fiscal year.
14. Perform 2,500 fire code inspections. 1,180 have been completed at the mid-point of the current fiscal year.
15. Process 60 fire construction permits. 30 have been processed at the mid-point of the current fiscal year.
16. Generate \$400,000 in fire permit (construction and operational)/plan review revenue. \$217,657 has been collected at the mid-point of the current fiscal year.
17. Continue to digitize Fire Prevention files. Thus far, 75% of the rolled plans have been digitized.

Current Projections: FY 13-14 Continued

18. Completed digitizing 100% of building plan archives (plans and files).
19. Continue to exercise the efficiencies created to meet the goal of 65% of all permits to be issued over the counter (OTC) or instantly through on-line permitting.
20. Completed redesign of the Building Division's website as it no encompasses Fire Prevention.
21. Completed post-disaster building evaluation and assessment kit.
22. Develop list of historical dates associated with building code adoption dates mandated by the State and/or adopted locally by the City. Project is 50% complete.
23. Meet with SB1608 provisions to ensure that a "sufficient number" of inspectors/plan reviewers are certified as CASp. Currently, out of six, three are certified.
24. Continue to adjust performance objectives for various listed construction projects as on-going training and processes allow for more efficient reviews.

Future Projections: FY 14-15

1. Continue to develop capabilities of plan examiners, fire and building inspectors and permit technicians.
2. Continue to provide weekly in-house training of staff.
3. Continue weekly process system review meetings with a team building component.
4. Begin implementation of new tracking software (Tyler) and reporting systems for the benefit of Building, Engineering, Planning, Code Enforcement, and Fire Prevention.
5. Continue to exercise the efficiencies created to meet the goal of 65% of all permits to be issued over the counter or instantly online.
6. Complete 90% of all plan review targeted for a maximum of a 20-day review on time.

Future Projections: FY 14-15 Continued

7. Complete 90% of all plan review targeted for a maximum of a 10-day review on time.
8. Complete 95% of all plan review targeted for same day service within that given day.
9. Continue to receive an "Excellent" or "Good" rating for services performed and processing time from 90% of our customers who complete our survey.
10. Complete 8,000 building inspections.
11. Process 2,000 building permits.
12. Generate \$1,900,000 in building permit and plan review revenue.
13. Perform 2,500 fire code inspections.
14. Process 60 fire construction permits.
15. Generate \$400,000 in fire permit (construction and operational)/plan review revenue.
16. Continue to digitize the remainder of the Fire Prevention files.
17. Continue to ensure that two out of the three inspection staff and plan examiners become Certified Access Specialists (CASp) per SB1608 that specifies a "sufficient number" of both examiners and inspectors are certified as CASp.
18. Complete 'Green Review' process wherein the Development Services Department will be able to perform electronic plan review.
19. Consider expanding permit types that are currently being offered online to include other simple permits.
20. Continue to conduct semi-annual meetings with our stakeholders to ensure quality services are being provided to our customer base and to make process adjustments where possible.

CORE MEASURES and Supporting Data for Building & Code Enforcement Programs

from

ICMA-CPM Data Templates

	FY10-11 Actual	FY11-12 Actual	FY12-13 Actual	% Change	FY13-14 Projected	FY13-14 Estimate	% Change	FY14-15 Projected	% Change
Resident Population	83,242	83,562	84,466	1.08%	84,500	85,146	0.81%	86,400	1.47%
Area Served (Square Miles)	23.0	23.0	26.3	14.35%	23.0	29.1	10.65%	29.1	0.00%
Building Division									
Building Permits - New Homes	9	15	47	213.33%	20	50	6.38%	300	500.00%
Building Permits - others	1,412	1,278	1,388	8.61%	1,480	1,390	0.14%	1,700	22.30%
Building Valuation (\$1,000)	\$29,775	\$44,551	\$138,840	211.64%	\$48,700	\$50,000	-63.99%	\$65,000	30.00%
Permitting Program Costs (\$1,000)	\$649	\$643	\$784	21.87%	\$706	\$789	0.74%	\$1,231	55.99%
Costs/Permit	\$456.72	\$497.29	\$546.06	9.81%	\$470.60	\$548.19	0.39%	\$615.70	12.31%
Building Inspections	5,353	4,568	6,189	35.49%	5,000	6,190	0.02%	8,000	29.24%
Inspection Program Costs (\$1,000)	\$714	\$654	\$821	25.54%	\$1,122	\$1,108	34.99%	\$1,507	35.93%
Costs/Inspection	\$133.38	\$143.17	\$132.65	-7.34%	\$224.36	\$179.05	34.97%	\$188.31	5.17%
Building Revenues (\$1,000)	\$538	\$644	\$1,264	96.49%	\$1,030	\$1,372	8.51%	\$1,910	39.21%
per Permit	\$378.89	\$497.68	\$881.11	77.04%	\$686.67	\$952.78	8.13%	\$955.00	0.23%
as a % of Valuation	1.8%	1.4%	0.9%	-36.95%	2.1%	2.7%	201.31%	2.9%	7.09%
Code Enforcement Division									
Code Enforcement Complaints									
Housing	0	0	0		1,500	0		1,500	
Zoning	0	0	0		0	0		0	
Nuisance	0	0	0		0	0		0	
Dangerous Buildings	0	0	0		0	0		0	
Total	0	0	0		1,500	0		1,500	
Field Inspections					875			875	
Cases with Violations									
Program Costs (\$1,000)	\$500	\$488	\$379	-22.30%	\$438	\$435	14.74%	\$528	21.28%
Costs/Inspection					\$291.9			\$351.8	
Costs/Violation					\$500.3			\$603.1	
Citizen Survey Ratings-Community Conditions									
Not a Problem					28.2%			29.0%	
A Small Problem					36.1%			37.0%	
Somewhat of a Problem					26.2%			25.0%	
Major Problem					9.5%			9.0%	

Department: **56000 - Development Services**
 Division: **56400 - Building Division**
 Program: **56410 - Building Plans Checking**

PERFORMANCE OBJECTIVES

Process and review plans and applications for building and construction projects within the City. Issue building permits and maintain the plans and records for such projects.

1. To issue 2,000 building permits, including 300 for single family homes.
2. To complete 90% of plan checks for major permits within 20 working days for initial review. and 10 days for all subsequent reviews.
3. To receive a "good" or better ratings from 90% of customers.
4. To complete 90% of plan checks for major permits within 10 working days for subsequent reviews.
5. To generate at least \$800,000 in program revenues and recover 65% of program costs.

COMMENTARY

In FY11-12, program costs showed a minor decrease; but revenues were up. In FY12-13, due to a pick-up in workload, program costs and revenues showed a major increase, particularly for contracted plan check costs. In FY13-14, program costs will show a slight increase, with a reduction in in contracted costs compared to FY12-13. For FY14-15, no staffing changes are anticipated. The program budget provides for current staffing, some increases in internal charges, and provides for major increases in contracted work. Workload and revenues are expected to increase significantly.

<u>PROGRAM EXPENDITURES</u>	FY11-12 \$ Actual	FY12-13 \$ Actual	% Cost Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Cost Change	FY14-15 \$ Approved	% Budget Change
Personnel Expenses	544,014	531,191	-2.4%	563,200	553,270	98.2%	4.2%	581,300	3.2%
Contracted Services	30,976	181,882	487.2%	63,380	157,030	247.8%	-13.7%	562,380	787.3%
Commodities	4,228	7,495	77.3%	5,200	5,150	99.0%	-31.3%	5,200	0.0%
Internal Charges	63,839	63,087	-1.2%	74,180	74,000	99.8%	17.3%	82,500	11.2%
Other Payments	0	0		0	0			0	
Program Total	643,057	783,655	21.9%	705,960	789,450	111.8%	0.7%	1,231,380	74.4%
Amended Budget	641,140	1,054,870			811,840				
% of Amended Spent	100.3%	74.3%			97.2%				
<u>FUNDING SOURCES</u>									
General Fund 101 - Taxes	480,804	229,360	-52.3%	379,860	162,350	42.7%	-29.2%	506,530	33.3%
Building Fees	162,253	554,295	241.6%	326,100	627,100	192.3%	13.1%	724,850	122.3%
Program Total	643,057	783,655	21.9%	705,960	789,450	111.8%	0.7%	1,231,380	74.4%
<u>PROGRAM STAFFING</u>									
<i>Regular Positions</i>									
Building Official	0.50	0.50		0.50	0.50			0.50	
Plan Examiner	2.00	2.00		2.00	2.00			2.00	
Admin Assts-Sr Admin Clerk	0.50	0.50		0.50	0.50			0.50	
Building Permit Technician	2.00	2.00		2.00	2.00			2.00	
Allocated to Fire Dept	-0.20	-0.20		-0.20	-0.20			-0.20	
<i>Other Staffing (Full-Time Equivalents)</i>									
Temp Clerk	0.00	0.00		0.00	0.00			0.00	
Project Specialist	0.00	0.00		0.00	0.00			0.00	
Total - Full-Time Equivalents	4.80	4.80	0.0%	4.80	4.80	100.0%	0.0%	4.80	0.0%

Department: **56000 - Development Services**
 Division: **56400 - Building Division**
 Program: **56420 - Building Inspections**

PERFORMANCE OBJECTIVES

Perform field inspections on permitted building and construction projects to ensure compliance to adopted codes and ordinances. Perform enforcement against any unpermitted projects.

1. To perform & record results of 8,000 building inspections.
2. To provide combination inspections within 24 hours of request.
3. To receive a "good" or better rating from 90% of customers.

COMMENTARY

In FY11-12, program costs showed decreases; but revenues were up. In FY12-13, due to a pick-up in workload, program costs and revenues showed major increases, particularly for contracted inspection costs.

In FY13-14, program costs will show a another increase, with increases again for contracted inspection costs.

For FY14-15, no staffing changes are anticipated. The program budget provides for current staffing, some increases in internal charges, and provides for major increases in contracted work. Workload and revenues are expected to increase significantly.

4. To generate at least \$1,100,000 in program revenues, and recover 73% of program costs.

PROGRAM EXPENDITURES	FY11-12 \$ Actual	FY12-13 \$ Actual	% Cost Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Cost Change	FY14-15 \$ Approved	% Budget Change
Personnel Expenses	562,951	620,619	10.2%	621,100	623,250	100.3%	0.4%	640,800	3.2%
Contracted Services	18,825	118,815	531.2%	399,900	386,270	96.6%	225.1%	759,400	89.9%
Commodities	5,120	14,265	178.6%	10,920	9,830	90.0%	-31.1%	10,920	0.0%
Internal Charges	66,647	67,366	1.1%	89,950	89,000	98.9%	32.1%	95,440	6.1%
Other Payments	0	0		0	0			0	
Program Total	653,543	821,065	25.6%	1,121,870	1,108,350	98.8%	35.0%	1,506,560	34.3%
Amended Budget	698,539	836,300			1,472,840				
% of Amended Spent	93.6%	98.2%			75.3%				

FUNDING SOURCES

General Fund 101 - Taxes	301,870	115,385	-61.8%	565,770	509,250	90.0%	341.3%	471,710	-16.6%
Building Fees	351,673	705,680	100.7%	556,100	599,100	107.7%	-15.1%	1,034,850	86.1%
Program Total	653,543	821,065	25.6%	1,121,870	1,108,350	98.8%	35.0%	1,506,560	34.3%

PROGRAM STAFFING*Regular Positions*

Building Official	0.50	0.50		0.50	0.50			0.50	
Building Inspector	2.50	2.50		2.50	2.50			2.50	
Admin Asst II-Sr Admin Clerk	0.75	0.75		0.70	0.70			0.70	
Building Inspector Supervisor	1.00	1.00		1.00	1.00			1.00	
Allocated to Fire Dept	-0.10	-0.10		-0.10	-0.10			-0.10	

Other Staffing (Full-Time Equivalents)

Building Inspector	0.00	0.00		0.00	0.00			0.00	
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Total - Full-Time Equivalents	4.65	4.65	0.0%	4.60	4.60	100.0%	-1.1%	4.60	0.0%
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DIVISION ACCOMPLISHMENTS AND PROJECTIONS

Past Accomplishments FY 12-13

1. Continued participating in the Public Safety Strategy Program's implementation.
2. Conducted the City's 5th annual Free Mosquito Fish Program.
3. Continued working with Tracy Police Department's Street Crimes Unit with back-up assistance when inspecting substandard units, marijuana grow houses, and methamphetamine labs.
4. Conducted four IDEA Team meetings and neighborhood walkthroughs.
5. Worked with the City's Finance Division on loss prevention methods as a result of water theft.
6. Established more aggressive enforcement of illegally removed shopping carts.
7. Worked with disabled adults program and court ordered community service individuals on volunteer opportunities regarding removal of illegal signage, neighborhood clean-ups and vegetation abatement.
8. Continued education of Code Enforcement staff for building inspection and code enforcement certification.
9. Continued education on trends in code enforcement, with an emphasis on abandoned buildings, foreclosed properties, drug house abatements, officer and certification.

Current Projections: FY 13-14

1. Participated in the Public Safety Strategy Program implementation.
2. Promote community education on code enforcement issues by way of literature, public service announcements on Access Channel 26, and presenting information to civic organizations and watch programs.
3. Conduct the City's 6th annual Free Mosquito Fish Program.
4. Implement a volunteer-based Graffiti Paint-Out Program to abate graffiti on private property (with owner's consent).
5. Continue education on trends in code enforcement, with an emphasis on abandoned buildings, foreclosed properties, drug house abatements, officer safety and certification.

Current Projections: FY 13-14 Continued

6. Continue working with the Tracy Police Department's Street Crimes Unit with back-up assistance when inspecting substandard units, marijuana grow houses, and methamphetamine labs.
7. Conduct four IDEA Team meetings and neighborhood walkthroughs.
8. Continuing education of Code Enforcement staff for building inspection and code enforcement certification.
9. Work with receivership attorneys on receiver methods for problem properties.
10. Establish more aggressive enforcement of illegally removed shopping carts.

Future Projections: FY 14-15

1. Conduct the City's 7th annual Free Mosquito Fish Program.
2. Provide education to elementary school aged children on building construction hazards, public nuisances, and graffiti.
3. Continue education on trends in code enforcement, with an emphasis on abandoned buildings, foreclosed properties, drug house abatements, officer safety and certification.
4. Continue working with the Tracy Police Department's Street Crimes Unit with back-up assistance when inspecting substandard units, marijuana grow houses, and methamphetamine labs.
5. Conduct four IDEA Team meetings and neighborhood walkthroughs.
6. Continue education of Code Enforcement staff for building inspection and code enforcement certification.
7. Work with receivership attorneys on receiver methods for problem properties.

Department: **56000 - Development Services**
 Division: **56500 - Code Enforcement Division**
 Program: **56510 - Code Enforcement**

PERFORMANCE OBJECTIVES

Perform field inspections and respond to complaints to enforce codes and ordinances related to zoning, land-use, and sub-standard dwellings.

1. To respond to 900 complaints within 48 hours of receipt.
2. To perform 1,200 field inspections.
3. To resolve 98% of the violations without court action.
4. To achieve voluntary compliance of 95% of code enforcement

COMMENTARY

In FY11-12, program costs showed modest decreases. In FY12-13, program staffing was reduced by 1.5 FTEs in both field and support staffing. Program costs showed a moderate decrease due to this staff reduction.

In FY13-14, program costs will show an increase, due to contract work for abatements.

For FY13-14, no staffing changes are anticipated. The program budget provides for current staffing, some increases in internal charges, and increases for court costs. The budget includes \$30,500 for abatements and \$75,000 for court costs.

	FY11-12	FY12-13	% Cost	FY13-14	FY13-14	% of	% Cost	FY14-15	% Budget
PROGRAM EXPENDITURES	\$ Actual	\$ Actual	Change	\$ Adopted	\$ Estimated	Budget	Change	\$ Approved	Change
Personnel Expenses	432,476	322,936	-25.3%	337,200	338,950	100.5%	5.0%	347,800	3.1%
Contracted Services	5,720	7,366	28.8%	32,830	30,000	91.4%	307.3%	34,030	3.7%
Commodities	4,135	7,404	79.1%	11,220	9,730	86.7%	31.4%	11,220	0.0%
Internal Charges	43,816	39,830	-9.1%	46,090	46,000	99.8%	15.5%	49,720	7.9%
Other Payments	1,875	1,656	-11.7%	10,500	10,500	100.0%	534.1%	85,000	709.5%
Program Total	488,022	379,192	-22.3%	437,840	435,180	99.4%	14.8%	527,770	20.5%
Amended Budget	549,840	420,750			446,840				
% of Amended Spent	88.8%	90.1%			97.4%				
FUNDING SOURCES									
General Fund 101 - Taxes	384,971	379,192	-1.5%	437,840	435,180	99.4%	14.8%	527,770	20.5%
CDA Project Fund	103,051	0	-100.0%	0	0		#DIV/0!	0	
Program Total	488,022	379,192	-22.3%	437,840	435,180	99.4%	14.8%	527,770	20.5%
PROGRAM STAFFING									
<i>Regular Positions</i>									
Comm Preservation Mgr	1.00	1.00		1.00	1.00			1.00	
Code Enforcement Officer	1.00	1.00		1.00	1.00			1.00	
Admin Asst II-Sr Admin Clerk	1.20	0.20		0.20	0.20			0.20	
Building Inspector	1.00	0.50		0.50	0.50			0.50	
<i>Other Staffing (Full-Time Equivalents)</i>									
Total - Full-Time Equivalents	4.20	2.70	-35.7%	2.70	2.70	100.0%	0.0%	2.70	0.0%

DIVISION ACCOMPLISHMENTS AND PROJECTIONS

Past Accomplishments Projections: FY 12-13

1. EIR study for Lammers Road/I-205 Interchange, CIP 73084.
2. I-205/Chrisman Road new interchange (Product Study Report-PSR/PDS), CIP 73109.
3. Bike improvements, Phase II.
4. Construction of park equipment replacement.
5. Construction of Public Works facility expansion.
6. Construction of Holly Drive and 11th Street signal replacement.
7. Construction of water and wastewater lines at Corral Hollow Road and mall entry.
8. Construction of eastside drainage channel improvement Phase II, CIP 76036.
9. Water & Wastewater line replacement - annual program, CIP 75111/CIP 74092.
10. Construction of storm drainage pipe replacement (annual program).
11. Constructions of Firearms Training Facility, Phase I, CIP 76061.
12. Construction of sludge drying beds Phase II.
13. Construction of Lincoln Park Improvements.
14. Construction of Dr. Power Park renovations.
15. Construction of traffic signal at Byron and Lammers Road.
16. Installation of CCTV cameras on Grant Line Road.
17. Construction of traffic signal coordination on Grant Line Road and Tracy Boulevard.
18. Construction of street patch overlay of various streets (annual program).
19. MacArthur Road and Schulte Road sidewalk improvements, CIP 73132.
20. Reconstruction of railroad crossings, CIP 73137.
21. Construction of Lincoln Well rehabilitation.

Current Projections: FY 13-14

1. Construction of Fire Station #96 and #92, CIP 74061/CIP 71062.
2. Design, environmental study and right of way- Eleventh Street bridge replacement. Completed EIR, right of way in progress, CIP 730963
3. Design of Corral Hollow Road widening to 6 lanes from Eleventh Street to Schulte Road, CIP 73103.

Current Projections: FY 13-14 Continued

4. Design of right of way-Valpico Road widening (Tracy Blvd. to Pebblebrook), CIP 73095.
5. Design and right of way-Valpico Road widening (Pebblebrook to MacArthur Drive), CIP 73061.
6. Traffic loop replacement in various locations.
7. Design, right of way and EIR-MacArthur Drive widening (Valpico Road to Schulte Road), CIP 73126.
8. Complete traffic signal at Lammers Road and Schulte Road intersection, CIP 72068.
9. Design I-205 and Chrisman Road interchange-EIR, CIP 73109.
10. Design of Corral Hollow Road widening between Byron Road and Grant Line Road, CIP 73102.
11. Eleventh Street and Old MacArthur intersection improvements-environmental and design, CIP72069.
12. Larch Road reconstruction-Holly Drive to Tracy Boulevard., CIP 73125.
13. Design of Wastewater Treatment Plant Expansion-Phase IIA, CIP 74107.
14. Wastewater line upgrade-Eastside, design, CIP 74084.
15. Construction of Holly sugar Sports Complex, CIP 78115.
16. Construction of Lincoln Well Rehabilitation, CIP 75076.
17. Corral Hollow Road and Golden Leaf Drive intersection improvements, CIP 72071.
18. Airport hangar improvements, CIP 77027.
19. Energy efficient street light conversion, CIP 72085.
20. Construction of street patch and overlay FY13-14, CIP 73138.
21. Construction of sidewalk, curb and gutter repairs, CIP 73134.
22. Wastewater recycling pipeline-Phase I, CIP 74091.
23. Wastewater collection system upgrade-Hansen Road, CIP 74097.
24. Wastewater line replacement FY13-14, CIP 74098.
25. Water line replacement FY13-14, CIP 75117.

Future Projections: FY 14-15

1. Continue working on FY13-14 projects including multi-year projects.
2. Street patch and overlay.
3. Sidewalk replacement, CIP73PP-00.
4. Wastewater line replacement.

Future Projections: FY 14-15 Continued

5. Design of wastewater line replacement on Bessie Avenue) Emerson to Grant Line Road).
6. Water line replacement.
7. Design of Fabian Road improvements.
8. Storm drainage pipe replacement.
9. Arbor Avenue drainage improvement.
10. Chaparral Pump Station Rehabilitation.
11. Design of Bessie Avenue Reconstruction (Eaton Avenue to Grant Line Road).
12. Lowell Avenue detention basin right of way.
13. City buildings including library building door modification.
14. Traffic signal at Tracy Boulevard and Linne Road.
15. Tracy Boulevard advance traffic signal, CIP 72-PP-112.

Department: 56000 - Development Services
 Division: 56600 - Engineering Division
 Program: 56610 - Engineering Project Review

PERFORMANCE OBJECTIVES

Process and review applications and plans for the private development of subdivisions and for permits pertaining to the use of the City's right-of-ways.

1. To review and process applications for 12 final subdivision maps and 3 final parcel maps, 4 lot line adjustments, and 3 vacation of ROWs.
2. To review and process 24 preliminary site plans, grading, drainage and utility improvement plans and offsite improvement plans.
3. To review and process 14 development review, preliminary/final development plans and conditional use permit applications, lot line adjustment, and vacation of right of way.
4. To review and process 14 grading permits, 420 encroachment permits, 415 transportation permits, 36 residential building permits, 24 commercial building permits and 18 tenant improvement permits.
5. To generate at least \$2,024,000 in program revenues.

COMMENTARY

In FY11-12, program costs showed a moderate increase, but revenues were down. In FY12-13, program costs will show a moderate increase, with added contract costs, while revenues were up.

In FY13-14, program costs will show a major decrease, reflecting staff reductions due to retirements. Also, contracted costs are down, but program revenues will show a increase.

For FY14-15, no staffing changes are anticipated. The program budget provides for current staffing, some increases for internal charges, and added contracted costs. The budget provides a contingent \$660,800 for contracted plan check work. Program revenues will show a significant increase.

PROGRAM EXPENDITURES	FY11-12 \$ Actual	FY12-13 \$ Actual	% Cost Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Cost Change	FY14-15 \$ Approved	% Budget Change
Personnel Expenses	590,595	569,541	-3.6%	549,960	466,630	84.8%	-18.1%	573,400	4.3%
Contracted Services	12,685	99,167	681.8%	54,200	34,500	63.7%	-65.2%	676,700	1148.5%
Commodities	2,931	2,469	-15.8%	5,730	5,570	97.2%	125.6%	5,730	0.0%
Internal Charges	73,882	64,546	-12.6%	77,190	77,000	99.8%	19.3%	87,730	13.7%
Other Payments	0	0		0	0			0	
Program Total	680,093	735,723	8.2%	687,080	583,700	85.0%	-20.7%	1,343,560	95.5%
Amended Budget	944,020	763,870			687,080				
% of Amended Spent	72.0%	96.3%			85.0%				

FUNDING SOURCES	FY11-12 \$ Actual	FY12-13 \$ Actual	% Cost Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Cost Change	FY14-15 \$ Approved	% Budget Change
General Fund 101 - Taxes	423,840	358,926	-15.3%	370,810	34,730	9.4%	-90.3%	(103,800)	-128.0%
Engineering Fees	256,253	376,797	47.0%	316,270	548,970	173.6%	45.7%	1,447,360	357.6%
Capital Project Offset	0	0		0	0			0	
Program Total	680,093	735,723	8.2%	687,080	583,700	85.0%	-20.7%	1,343,560	95.5%

PROGRAM STAFFING	FY11-12 \$ Actual	FY12-13 \$ Actual	% Cost Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Cost Change	FY14-15 \$ Approved	% Budget Change
<i>Regular Positions</i>									
Assistant Director of DES	0.45	0.45		0.45	0.45			0.45	
Senior Civil Engineer	1.00	1.00		1.00	1.00			1.00	
Associate Civil Engineer	0.55	0.55		0.55	0.55			0.55	
Junior/Assistant Civil Engineer	1.00	1.00		0.05	0.05			0.05	
Engineering Technician	1.50	1.50		1.05	1.05			1.05	
Exec Assts	0.85	0.85		0.45	0.45			0.45	
Admin Assts	0.55	0.55		0.50	0.50			0.50	
<i>Other Staffing (Full-Time Equivalents)</i>									
Total - Full-Time Equivalents	5.90	5.90	0.0%	4.05	4.05	100.0%	-31.4%	4.05	0.0%

Department: 56000 - Development Services
 Division: 56600 - Engineering Division
 Program: 56620 - Capital Projects Design

PERFORMANCE OBJECTIVES

Plan and design City capital improvement projects. Coordinate land acquisition activities necessary for City capital improvement projects; and prepare assessments maps.

1. To complete design on 4 major and 10 minor projects.
2. To prepare construction documents and award construction contracts for 10 projects.
3. To complete environmental work for the MacArthur Drive Widening and and I205/Chrisman Road Interchange projects.
4. To complete the design on the I205/Lammers Road Interchange project and on 11th Street Bridge project.
5. To complete the design and construction of all fully-funded street maintenance CIP's within the year they are approved.
6. To generate at least \$1,000,000 in program revenues from CIP charges and recover program costs and some overhead costs.

COMMENTARY

In FY11-12, program costs showed a moderate increase. In FY12-13, program costs showed a modest decrease.

In FY13-14, program costs will show a major decrease, reflecting staff reductions due to retirements. Also, program revenues will show a decrease.

For FY14-15, no staffing changes are anticipated. The program budget provides for current staffing, some increases for internal charges, but maintains current funding for other cost items. Program revenues however are projected to show a significant increase.

PROGRAM EXPENDITURES	FY11-12	FY12-13	% Cost	FY13-14	FY13-14	% of	% Cost	FY14-15	% Budget
	\$ Actual	\$ Actual	Change	\$ Adopted	\$ Estimated	Budget	Change	\$ Approved	Change
Personnel Expenses	1,011,900	976,967	-3.5%	627,920	583,500	92.9%	-40.3%	661,780	5.4%
Contracted Services	3,397	5,126	50.9%	14,370	9,470	65.9%	84.7%	14,370	0.0%
Commodities	3,856	2,869	-25.6%	8,650	7,580	87.6%	164.2%	8,650	0.0%
Internal Charges	101,814	100,356	-1.4%	110,860	110,000	99.2%	9.6%	119,670	7.9%
Other Payments	0	0		0	0			0	
Program Total	1,120,967	1,085,318	-3.2%	761,800	710,550	93.3%	-34.5%	804,470	5.6%
Amended Budget	866,860	855,750			776,800				
% of Amended Spent	129.3%	126.8%			91.5%				

FUNDING SOURCES

General Fund 101 - Taxes	(432,271)	(235,158)	-45.6%	(445,370)	(189,920)	42.6%	-19.2%	(151,090)	-66.1%
Capital Project Offset	1,551,798	1,315,487	-15.2%	1,205,670	898,970	74.6%	-31.7%	947,360	-21.4%
Engineering Fees	1,440	4,989	246.5%	1,500	1,500	100.0%	-69.9%	8,200	446.7%
Program Total	1,120,967	1,085,318	-3.2%	761,800	710,550	93.3%	-34.5%	804,470	5.6%

PROGRAM STAFFING

Regular Positions

Assistant Director of DES	0.30	0.30		0.30	0.30			0.30	
Senior Civil Engineer	1.10	1.10		1.10	1.10			1.10	
Associate Civil Engineer	1.25	1.25		1.25	1.25			1.25	
Junior/Assistant Civil Engineer	0.80	0.80		0.05	0.05			0.05	
Engineering Technician	1.30	1.30		0.85	0.85			0.85	
Exec Assts	0.15	0.15		0.15	0.15			0.15	
Admin Assts	0.45	0.45		0.45	0.45			0.45	

Other Staffing (Full-Time Equivalents)

Intern/Project Specialist	0.00	0.00		0.00	0.00			0.00	
Total - Full-Time Equivalents	5.35	5.35	0.0%	4.15	4.15	100.0%	-22.4%	4.15	0.0%

Department: **56000 - Development Services**
 Division: **56600 - Engineering Division**
 Program: **56630 - Utilities Engineering**

PERFORMANCE OBJECTIVES

Conduct engineering studies and coordinate capital improvement projects for the City's water, sewer, and drainage systems.
 Contract production of utilities systems mapping.

1. To complete the design and construction documents for annual water and wastewater line replacement projects.
2. To complete water, wastewater, and storm drainage improvements for major roadways.
3. To complete the design and construction documents for the water line on MacArthur Drive from Linne Road to Valpico Road.
4. To complete the design and construction documents for the eastside wastewater trunk line (south of Grant Line Rd).
5. To complete the design and construction documents for the Larch Rd. Force Main, upgrade of Corral Hollow Road pump station.
6. To complete the design and construction documents for the South MacArthur Storm Channel.

COMMENTARY

This program provides staffing for engineering studies and work related to the City's water, wastewater, & drainage systems. Less hours are usually spent on the program than are budgeted, so program costs are less than budgeted, and staffing costs get charged to other programs or capital projects.

In FY13-14, as usually happens, program costs are less than budgeted, although they will show an increase over the prior fiscal year.

For FY14-15, no staffing changes are anticipated. The program budget provides for current staffing, some increases for internal charges, but maintains current funding for other cost items.

<u>PROGRAM EXPENDITURES</u>	FY11-12 \$ Actual	FY12-13 \$ Actual	% Cost Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Cost Change	FY14-15 \$ Approved	% Budget Change
Personnel Expenses	58,190	60,775	4.4%	110,900	68,150	61.5%	12.1%	115,550	4.2%
Contracted Services	14,208	10,380	-26.9%	23,330	12,460	53.4%	20.0%	23,330	0.0%
Commodities	0	0		1,590	1,460	91.8%		1,590	0.0%
Internal Charges	28,688	40,520	41.2%	50,400	50,000	99.2%	23.4%	59,060	17.2%
Other Payments	0	0		0	0			0	
Program Total	101,086	111,675	10.5%	186,220	132,070	70.9%	18.3%	199,530	7.1%
Amended Budget	203,020	208,730			186,220				
% of Amended Spent	49.8%	53.5%			70.9%				

FUNDING SOURCES

Water Fund 511	45,544	55,018	20.8%	76,700	59,500	77.6%	8.1%	78,000	1.7%
Wastewater Fund 521	45,542	46,657	2.4%	84,520	57,570	68.1%	23.4%	96,530	14.2%
Drainage Fund 541	10,000	10,000	0.0%	25,000	15,000	60.0%	50.0%	25,000	0.0%
Program Total	101,086	111,675	10.5%	186,220	132,070	70.9%	18.3%	199,530	7.1%

PROGRAM STAFFING

Regular Positions

Assistant Director of DES	0.05	0.05		0.05	0.05			0.05	
Senior Civil Engineer	0.20	0.20		0.20	0.20			0.20	
Associate Civil Engineer	0.20	0.20		0.20	0.20			0.20	
Assistant Civil Engineer	0.20	0.20		0.00	0.00			0.00	
Engineering Technician	0.20	0.20		0.10	0.10			0.10	
Admin Assts	0.05	0.05		0.05	0.05			0.05	

Other Staffing (Full-Time Equivalents)

Total - Full-Time Equivalents	0.90	0.90	0.0%	0.60	0.60	100.0%	-33.3%	0.60	0.0%
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Department: **56000 - Development Services**
 Division: **56600 - Engineering Division**
 Program: **56640 - Traffic Engineering**

Conduct traffic and parking studies; coordinate the implementation of approved traffic and parking control measures.

PERFORMANCE OBJECTIVES

1. To maintain and update the Pavement Management System with 1,663 street segments and update the Traffic Collision Management System.
2. To acknowledge traffic complaints within 72 hours and respond with a traffic analysis within 45 days.
3. To update speed zone surveys as required to meet compliance for enforcement.
4. To respond to approximately 100 street addressing inquiries in a timely manner.
5. To update signal timings and upgrade the traffic control center.
6. To complete traffic related projects.
7. To implement the Traffic Calming Program in residential areas as new complaints are received.
8. To review development plans for traffic related issues and compliance with Transportation Master Plan.

COMMENTARY

This program provides engineering staff and contracts for traffic studies. In FY11-12, program costs showed a minor decrease. In FY12-13, program costs showed an increase.

In FY13-14, as usually happens, program costs are less than budgeted, although they will show an increase over the prior fiscal year. Staff hours are some times charged to capital projects.

For FY14-15, no staffing changes are anticipated. The program budget provides for current staffing, some increases for internal charges, but maintains current funding for other cost items.

<u>PROGRAM EXPENDITURES</u>	FY11-12 \$ Actual	FY12-13 \$ Actual	% Cost Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Cost Change	FY14-15 \$ Approved	% Budget Change
Personnel Expenses	204,486	209,808	2.6%	272,970	218,640	80.1%	4.2%	271,500	-0.5%
Contracted Services	1,048	1,177	12.3%	17,580	15,780	89.8%	#####	17,580	0.0%
Commodities	439	1,455	231.4%	1,670	1,600	95.8%	10.0%	1,670	0.0%
Internal Charges	29,112	37,790	29.8%	48,120	48,000	99.8%	27.0%	54,180	12.6%
Other Payments	0	5,341		0	0			0	
Program Total	235,085	255,571	8.7%	340,340	284,020	83.5%	11.1%	344,930	1.3%
Amended Budget	314,510	336,320			335,510				
% of Amended Spent	74.7%	76.0%			84.7%				

FUNDING SOURCES

General Fund 101 - Taxes	83,909	95,571	13.9%	165,340	109,020	65.9%	14.1%	164,930	-0.2%
Engineering Fees	0	0		0	0			0	
TDA & Gas Tax Funds 24x	151,176	160,000	5.8%	175,000	175,000	100.0%	9.4%	180,000	2.9%
Program Total	235,085	255,571	8.7%	340,340	284,020	83.5%	11.1%	344,930	1.3%

PROGRAM STAFFING

Regular Positions

Assistant Director of DES	0.05	0.05		0.05	0.05			0.05	
Senior Civil Engineer	0.85	0.85		0.85	0.85			0.85	
Associate Civil Engineer	0.00	0.00		0.00	0.00			0.00	
Engineering Technician	1.00	1.00		0.90	0.90			0.90	
Admin Assts	0.00	0.00		0.00	0.00			0.00	

Other Staffing (Full-Time Equivalents)

Total - Full-Time Equivalents	1.90	1.90	0.0%	1.80	1.80	100.0%	-5.3%	1.80	0.0%
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Department: **56000 - Development Services**
 Division: **56600 - Engineering Division**
 Program: **56650 - Construction Management**

Management of City capital improvement projects under construction; monitor and inspect private construction in new subdivisions and work done in the City's right-of-ways. Coordinate contracted inspections.

PERFORMANCE OBJECTIVES

1. To provide construction inspections for 10 subdivisions and 10 private development projects.
2. To provide construction management and inspections for 5 major and 15 minor Capital Improvement Projects.
3. To perform 15 daily inspections on private projects and 15 daily inspections on City projects.
4. To provide inspections on 300 encroachment permits.
5. To coordinate status of construction with other departments through quarterly or as needed CIP meetings.
6. To generate at least \$3,170,000 in program revenues in Engineering permit and/or inspection fees and CIP charges.

COMMENTARY

In FY11-12, program costs showed a major increase. Both staffing and contracted costs were up. In FY12-13, program costs were about the same, although staffing costs were up, while contracted costs were down.

In FY13-14, program costs will show an decrease. While staffing costs are down, contracted costs are up.

For FY14-15, no staffing changes are anticipated. The program budget provides for current staffing, some increases for internal charges, and added contracted costs. The budget provides a contingent \$300,000 contracted testing and inspections. Program revenues will show a moderate increase.

<u>PROGRAM EXPENDITURES</u>	FY11-12 \$ Actual	FY12-13 \$ Actual	% Cost Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Cost Change	FY14-15 \$ Approved	% Budget Change
Personnel Expenses	809,025	843,007	4.2%	652,350	678,570	104.0%	-19.5%	671,280	2.9%
Contracted Services	72,761	38,454	-47.2%	112,720	54,350	48.2%	41.3%	328,750	191.7%
Commodities	8,196	7,769	-5.2%	9,040	7,600	84.1%	-2.2%	9,040	0.0%
Internal Charges	92,997	93,753	0.8%	107,620	95,000	88.3%	1.3%	117,670	9.3%
Other Payments	0	0		0	0			0	
Program Total	982,979	982,983	0.0%	881,730	835,520	94.8%	-15.0%	1,126,740	27.8%
Amended Budget	1,016,790	842,000			881,730				
% of Amended Spent	96.7%	116.7%			94.8%				

FUNDING SOURCES

General Fund 101 - Taxes	(163,605)	(280,522)	71.5%	(326,900)	(661,740)	202.4%	135.9%	(514,810)	57.5%
Engineering Fees	296,429	189,039	-36.2%	230,800	413,130	179.0%	118.5%	675,740	192.8%
Capital Projects Offset	850,155	1,074,466	26.4%	977,830	1,084,130	110.9%	0.9%	965,810	-1.2%
Program Total	982,979	982,983	0.0%	881,730	835,520	94.8%	-15.0%	1,126,740	27.8%

PROGRAM STAFFING*Regular Positions*

Assistant Director of DES	0.15	0.15		0.15	0.15			0.15	
Senior Civil Engineer	0.85	0.85		0.85	0.85			0.85	
Associate Civil Engineer	1.00	1.00		1.00	1.00			1.00	
Construction Inspector	3.00	3.00		3.00	3.00			3.00	
Admin Assts	0.50	0.50		0.50	0.50			0.50	

Other Staffing (Full-Time Equivalents)

Project Manager	0.00	0.00		0.00	0.00			0.00	
Temp Clerk	0.00	0.00		0.00	0.00			0.00	
Total - Full-Time Equivalents	5.50	5.50	0.0%	5.50	5.50	100.0%	0.0%	5.50	0.0%

DIVISION ACCOMPLISHMENTS AND PROJECTIONS

Current Projections: FY 12-13

1. Conducted 45+ business retention visits to local businesses.
2. Conducted a business forum event in conjunction with the Tracy Chamber – included an ED update, Grow Tracy Fund & Enterprise Zone presentations, as well as economist John Mitchell as the keynote speaker.
3. Conducted a marketing workshop for local businesses, in conjunction with the Tracy Chamber.
4. Attend 8 national trade shows focused on outreach and recruitment of industrial/office/retail businesses.
5. Continued to work with and support the Tracy City Center Association; and assisted in recruitment of business attraction specialist.
6. Issued a \$100,000 Grow Tracy loan to a local manufacturing business, with an additional loan in underwriting.
7. Completed the FY13-14 Economic Development Strategic Plan which was adopted by City Council.
8. Conducted Economic Development presentations to CVAR, Sunrise & Noon Rotary, and various Chamber events.
9. Represented the City at multiple Chamber ribbon cutting events, mixers and coffees.
10. Worked with Amazon representatives to assist with hiring needs and product procurement.
11. Conducted multiple presentations and tours to Cal Lutheran University.
12. Negotiated ENRA for two City-owned sites for potential retail/restaurant development.

Current Projections: FY 13-14

1. Conduct 45+ business retention visits.
2. Conduct a business forum event.
3. Conduct an Enterprise Zone workshop.
4. Conduct a small business workshop.
5. Attend 4-6 trade shows focused on outreach and recruitment.
6. Develop and implement marketing and outreach plan for business recruitment of businesses in target industries.
7. Develop a business recognition program for top sales tax generators in the City.

Current Projections: FY 13-14 Continued

8. Conduct co-op advertising with development partners for retail and industrial attraction.
9. Focus on higher education recruitment.
10. Develop a business tech incubator in the community and attract Silicon Valley start-ups.
11. Secure successful restaurant for Westside Market building.
12. Complete negotiations for retail and restaurant development on City-owned parcel adjacent to Texas Roadhouse & park-and-ride lot.
13. Continue to work with and support the Tracy City Center Association.
14. Issue a minimum of \$500,000 in Grow Tracy Fund loans.
15. Work with West Valley Mall to attract restaurants and retailers for vacant properties.

Future Projections: FY 14-15

1. Complete renewal of TCCA Community Benefit District for downtown Tracy.
2. Conduct various business education workshops in conjunction with the Chamber of Commerce.
3. Conduct annual Business Forum event to include: ED update, along with guest speaker.
4. Conduct 45+ business retention visits to local businesses.
5. Attend 4-6 tradeshow focused on outreach and recruitment of industrial and retail businesses.
6. Continue focus on higher educational recruitment.
7. Complete negotiations for tenant(s) at City-owned Westside Market property.
8. Finalize sale of City-owned I-205 properties for restaurant use.
9. Issue a minimum of two Grow Tracy Fund Loans.
10. Continue pursuit of Regional Waterpark for Tracy, finalize negotiations with development partner.
11. Finalize marketing material related to tourism, and industrial recruitment.
12. Partner with West Valley Mall leasing agents for retail recruitment efforts.

Department: **56000 - Development Services**
 Program: **56810 - Economic Development**

Promote and coordinate business attraction, expansion, and retention for the City. Evaluate the local business environment. Provide City grants supporting County and local economic development activities.

PERFORMANCE OBJECTIVES

1. To increase overall job growth by 5% citywide annually;
2. To approve 2 Grow Tracy Fund loans to new/existing businesses;
3. To attract 5 unique retailers that are not currently in the trade area;
4. To increase sales tax revenue by 8%;
5. To decrease downtown vacancy rate by 5%.

COMMENTARY

For FY13-14, program staffing will add a new Analyst position. The program In FY11-12, staffing costs were down, due to a vacant Director position, but contracted costs increased. In FY12-13, with the close out of the Tracy CDA, all remaining ED activities and staff were consolidated into this program.

In FY13-14, program staffing added a new Analyst position. Program costs will show a significant increase, due to staffing costs, contracted services and grants.

For FY14-15, no staffing changes are anticipated. The program budget provides for current staffing, some increases for internal charges, but maintains current funding for other items.

PROGRAM EXPENDITURES	FY11-12	FY12-13	% Cost	FY13-14	FY13-14	% of	% Cost	FY14-15	% Budget
	\$ Actual	\$ Actual	Change	\$ Adopted	\$ Estimated	Budget	Change	\$ Approved	Change
Personnel Expenses	84,322	138,082	63.8%	241,200	217,770	90.3%	57.7%	249,500	3.4%
Contracted Services	134,406	64,567	-52.0%	143,470	135,780	94.6%	110.3%	162,070	13.0%
Commodities	11,537	11,213	-2.8%	12,060	11,800	97.8%	5.2%	12,060	0.0%
Internal Charges	15,580	15,450	-0.8%	17,950	17,500	97.5%	13.3%	20,000	11.4%
Other Payments	52,211	64,138	22.8%	98,900	96,500	97.6%	50.5%	98,900	0.0%
Program Total	298,056	293,450	-1.5%	513,580	479,350	93.3%	63.3%	542,530	5.6%
Amended Budget	435,690	397,420			532,610				
% of Amended Spent	68.4%	73.8%			90.0%				

FUNDING SOURCES

General Fund 101 - Taxes	288,056	293,450	1.9%	513,580	479,350	93.3%	63.3%	542,530	5.6%
Project Reimbursement	0	0		0	0			0	
CDA Project Fund 381	0	0		0	0			0	
Capital Project Fund	10,000	0		0	0			0	
Program Total	298,056	293,450	-1.5%	513,580	479,350	93.3%	63.3%	542,530	5.6%

PROGRAM STAFFING*Regular Positions*

Economic Development Director	0.50	0.00		0.00	0.00			0.00	
Economic Development Analyst	0.50	1.00		2.00	2.00			2.00	
Admin Assts-Sr Admin Clerk	0.00	0.00		0.00	0.00			0.00	

Other Staffing (Full-Time Equivalents)

Total - Full-Time Equivalents	1.00	1.00		2.00	2.00	100.0%	100.0%	2.00	0.0%
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Department: **56000 - Development Services**
 Program: **56820 - Redevelopment**

Effective January 31st, 2012, all redevelopment agencies in the State were disbanded by State legislation. A Successor Agency was established to close out of the Tracy Community Development Agency and oversee the payoff of its outstanding debt.

PERFORMANCE OBJECTIVES

1. To make debt service payments as scheduled on the outstanding debt of the closed Tracy Community Development Agency.
2. To completed the close out process for the Tracy CDA.

COMMENTARY

In FY11-12, program costs were down, due to reduced staffing and a vacant Director position, and close out of reduced program activities.

In FY12-13 and FY13-14, program costs are for the Successor Agency activities to oversee the CDA close out and debt management.

As proposed for FY14-15, the program budget provides a contingency of \$250,000 for the Successor Agency to continue its activities. Staffing for the Agency is provided by City staff.

PROGRAM EXPENDITURES	FY11-12	FY12-13	% Cost	FY13-14	FY13-14	% of	% Cost	FY14-15	% Budget
	\$ Actual	\$ Actual	Change	\$ Adopted	\$ Estimated	Budget	Change	\$ Approved	Change
Personnel Expenses	115,312	218,923	89.9%	240,000	220,000	91.7%	0.5%	235,000	-2.1%
Contracted Services	25,394	14,522	-42.8%	10,000	15,000	150.0%	3.3%	15,000	50.0%
Commodities	0	0		0	0			0	
Internal Charges	11,469	0	-100.0%	0	0			0	
Other Payments	19,560	0	-100.0%	0	0			0	
Program Total	171,735	233,445	35.9%	250,000	235,000	94.0%	0.7%	250,000	0.0%
Amended Budget	256,270	250,000			250,000				
% of Amended Spent	67.0%	93.4%			94.0%				

FUNDING SOURCES

CDA Project Fund	171,735	233,445	35.9%	250,000	235,000	94.0%	0.7%	250,000	0.0%
Project Reimbursement	0	0		0	0			0	
	0	0		0	0			0	
Program Total	171,735	233,445	35.9%	250,000	235,000	94.0%	0.7%	250,000	0.0%

PROGRAM STAFFING*Regular Positions*

Redevelopment & Housing Mgr	0.00	0.00		0.00	0.00			0.00	
Comm Devel Analyst	0.00	0.00		0.00	0.00			0.00	
Admin Assts-Sr Admin Clerk	0.25	0.00		0.00	0.00			0.00	
Economic Development Director	0.35	0.00		0.00	0.00			0.00	
Economic Development Analyst	0.40	0.00		0.00	0.00			0.00	
Associate Planner	0.20	0.00		0.00	0.00			0.00	

Other Staffing (Full-Time Equivalents)

Project Specialist	0.00	0.00		0.00	0.00			0.00	
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Total - Full-Time Equivalents	1.20	0.00	-100.0%	0.00	0.00			0.00	
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Department: 56000 - Development Services
 Program: 56830 - Housing

PERFORMANCE OBJECTIVES

Effective January 31st, 2012, all redevelopment agencies in the State were disbanded by State legislation. Program activities were transferred to the City. However, without any source of funding, program activities have been discontinued.

COMMENTARY

In FY10-11, program staffing reduced Housing Inspector hours but added Planner hours. Program showed a major decrease, with cost reductions again primarily due to lower personnel costs.

In FY11-12, program costs were down, due to reduced staffing and a vacant Director position, and reduced program activities.

Effective January 31st, 2012, all redevelopment agencies in the State were disbanded by State legislation. So, all program activities were phased out.

There are no program activities planned after FY11-12.

	FY11-12	FY12-13	% Cost	FY13-14	FY13-14	% of	% Cost	FY14-15	% Budget
<u>PROGRAM EXPENDITURES</u>	\$ Actual	\$ Actual	Change	\$ Adopted	\$ Estimated	Budget	Change	\$ Approved	Change
Personnel Expenses	206,224	0	-100.0%	0	0			0	
Contracted Services	20,160	0	-100.0%	0	0			0	
Commodities	26	0	-100.0%	0	0			0	
Internal Charges	13,219	0	-100.0%	0	0			0	
Other Payments	0	0		0	0			0	
Program Total	239,629	0	-100.0%	0	0			0	
Amended Budget	341,560	0							
% of Amended Spent	70.2%								
<u>FUNDING SOURCES</u>									
CDA Housing/Sucessor Fund 28x	239,629	0	-100.0%	0	0			0	
Program Total	239,629	0	-100.0%	0	0			0	
<u>PROGRAM STAFFING</u>									
<i>Regular Positions</i>									
Admin Assts-Sr Admin Clerk	0.70	0.00		0.00	0.00			0.00	
Comm Devel Analyst	0.00	0.00		0.00	0.00			0.00	
Housing Program Specialist	1.00	0.00		0.00	0.00			0.00	
Housing Program Inspector	0.50	0.00		0.00	0.00			0.00	
Economic Development Director	0.15	0.00		0.00	0.00			0.00	
Economic Development Analyst	0.10	0.00		0.00	0.00			0.00	
Associate Planner	0.10	0.00		0.00	0.00			0.00	
<i>Other Staffing (Full-Time Equivalents)</i>									
Project Specialist	0.00	0.00		0.00	0.00			0.00	
Total - Full-Time Equivalents	2.55	0.00	-100.0%	0.00	0.00			0.00	

Department: **56000 - Development Services**
 Program: **56840 - Community Development Block Grant**

PERFORMANCE OBJECTIVES

Administer the City's participation in the federal CDBG program.
 Provide support to community agencies for social services
 with Community Development Block Grant funds.

1. To administer the program in accordance with the Federal guidelines
2. To assist outside agencies in making the best use of program funds.
3. To assist funded departments in the proper expenditure of funds.
4. To disburse \$312,370 to community groups.
5. To utilize CDBG to better serve the needs of the City, particularly for infrastructure.

COMMENTARY

Program outlays can vary from year-to-year depending upon how CDBG grants are allocated for the year. The City is a sub-grantee of the County for CDBG. In FY01-02, the County adopted a procedure where they make direct payments to City sub-grantees, instead of passing them through the City financial system. However, the City's auditor still requires that the transactions be recorded on the City's books.

For FY14-15, the program budget includes \$312,370 for CDBG grants.

	FY11-12	FY12-13	% Cost	FY13-14	FY13-14	% of	% Cost	FY14-15	% Budget
<u>PROGRAM EXPENDITURES</u>	\$ Actual	\$ Actual	Change	\$ Adopted	\$ Estimated	Budget	Change	\$ Approved	Change
Personnel Expenses	0	0		0	0			0	
Contracted Services	0	0		0	0			0	
Commodities	0	0		0	0			0	
Internal Charges	0	0		0	0			0	
Other Payments	77,599	173,036	123.0%	342,770	342,000	99.8%	97.6%	312,370	-8.9%
Program Total	77,599	173,036	123.0%	342,770	342,000	99.8%	97.6%	312,370	-8.9%
Amended Budget	340,830	840,023			342,770				
% of Amended Spent	22.8%	20.6%			99.8%				
<u>FUNDING SOURCES</u>									
CDBG Fund 26x	77,599	173,036	123.0%	342,770	342,000	99.8%	97.6%	312,370	-8.9%
CDA Project Fund 381	0	0		0	0			0	
Program Total	77,599	173,036	123.0%	342,770	342,000	99.8%		312,370	-8.9%
<u>PROGRAM STAFFING</u>									
<i>Regular Positions</i>									
Redevelopment & Housing Mgr	0.00	0.00		0.00	0.00			0.00	
Comm Devel Analyst	0.05	0.00		0.00	0.00			0.00	
Admin Assts-Sr Admin Clerk	0.00	0.15		0.00	0.00			0.00	
Economic Development Analyst	0.00	0.15		0.00	0.00			0.00	
<i>Other Staffing (Full-Time Equivalents)</i>									
Total - Full-Time Equivalents	0.05	0.30		0.00	0.00			0.00	

Department: **56000 - Development Services**
 Program: **56850 - Downtown Promotion**

PERFORMANCE OBJECTIVES

The Downtown Tracy Public Business Improvement District (DTPBID) promotes the economic viability and historical value of the Central Business District (CBD) of the City. This program is funded through special assessments collected by the County on properties located in the City's downtown core area.

1. To pass through to the Downtown Tracy PBID the special assessments collected by the County for its activities.

COMMENTARY

In FY10-11, the DTBIA was disbanded and replaced by a new Public Business Improvement District to serve the downtown area. The City now receives the assessments collected by the County and pass them forward to the new PBID. The City is not involved in the fiscal affairs of the PBID.

For FY14-15, the program budget provides for the pass thru of collected assessments to the Tracy PBID.

<u>PROGRAM EXPENDITURES</u>	FY11-12 \$ Actual	FY12-13 \$ Actual	% Cost Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Cost Change	FY14-15 \$ Approved	% Budget Change
Personnel Expenses	0	0		0	0			0	
Contracted Services	0	0		0	0			0	
Commodities	0	0		0	0			0	
Internal Charges	0	0		0	0			0	
Other Payments	117,144	113,974		117,200	114,150			117,200	0.0%
Program Total	117,144	113,974	-2.7%	117,200	114,150	97.4%	0.2%	117,200	0.0%
Amended Budget	135,000	117,200			117,200				
% of Amended Spent	86.8%	97.2%			97.4%				
<u>FUNDING SOURCES</u>									
DID Fund 221 - Assessments	117,144	113,974	-2.7%	117,200	114,150	97.4%	0.2%	117,200	0.0%
Promotional Income	0	0		0	0			0	
General Fund 101 - Taxes	0	0		0	0			0	
Program Total	117,144	113,974	-2.7%	117,200	114,150	97.4%	0.2%	117,200	0.0%
<u>PROGRAM STAFFING</u>									
<i>Regular Positions</i>									
<i>Other Staffing (Full-Time Equivalents)</i>									
DTBIA Coordinator	0.00	0.00		0.00	0.00			0.00	
Total - Full-Time Equivalents	0.00	0.00		0.00	0.00			0.00	

CITY COUNCIL

Brent Ives, Mayor

Michael Macial, Mayor pro Tem

Robert Rickman, Council Member

Nancy Young, Council Member

Charles Manne, Council Member

KEY INDICATORS Citywide	FY10-11 Actual	FY11-12 Actual	FY12-13 Actual	% Change	FY13-14 Projected	FY13-14 Estimated	% Change	FY14-15 Projected	% Change
City Population as of Jan 1st	83,242	83,562	84,466	1.1%	84,500	85,146	0.8%	86,400	1.5%
City Area (Square Miles)	23.0	23.0	26.3	14.3%	23.0	29.1	10.6%	29.1	0.0%
Businesses within City	4,437	4,343	4,410	1.5%	4,500	4,430	0.5%	4,500	1.6%
Employment within City	25,300	25,600	25,600	0.0%	26,100	25,600	0.0%	26,500	3.5%
Registered Voters	28,100	29,100	29,500	1.4%	29,300	29,800	1.0%	30,000	0.7%
KEY INDICATORS City Budget	FY10-11 Actual	FY11-12 Actual	FY12-13 Actual	% Change	FY13-14 Projected	FY13-14 Estimated	% Change	FY14-15 Projected	% Change
Operating Budget (\$ million)	\$114.1	\$114.6	\$116.2	1.4%	\$117.7	\$115.8	-0.4%	\$127.0	9.7%
Capital Budget (\$ million)	\$115.4	\$107.7	\$94.3	-12.4%	\$94.6	\$106.3	12.7%	\$134.3	26.4%
Debt Budget (\$ million)	\$24.9	\$38.4	\$27.2	-29.2%	\$21.1	\$27.2	0.0%	\$26.9	-1.1%
Authorized Staffing (Full-Time Equivalents)	472.64	470.34	447.95	-4.8%	446.41	448.41	0.1%	455.26	1.5%
KEY INDICATORS City Staffing	FY10-11 Actual	FY11-12 Actual	FY12-13 Actual	% Change	FY13-14 Projected	FY13-14 Estimated	% Change	FY14-15 Projected	% Change
Authorized Staffing (Full-Time Equivalents)									
Full-Time Regular Employees	427.00	429.00	414.00	-3.5%	413.00	414.00	0.0%	420.00	1.4%
Other Staffing (FTEs)	45.64	41.34	33.95	-17.9%	33.41	34.41	1.4%	35.26	2.5%
KEY INDICATORS City Expenditures	FY10-11 Actual	FY11-12 Actual	FY12-13 Actual	% Change	FY13-14 Projected	FY13-14 Estimated	% Change	FY14-15 Projected	% Change
Operating Expenditures (\$ million)	\$105.9	\$109.9	\$111.4	1.4%	\$115.0	\$113.9	2.2%	\$125.5	10.2%
as % of Operating Budget	92.8%	95.9%	95.9%	0.0%	97.7%	98.4%	2.6%	98.8%	0.4%
Capital Expenditures (\$ million)	\$31.8	\$32.2	\$27.5	-14.6%	\$50.0	\$44.1	60.4%	\$50.0	13.4%
as % of Capital Budget	27.6%	29.9%	29.2%	-2.5%	52.8%	41.5%	42.3%	37.2%	-10.3%
Debt Expenditures (\$ million)	\$25.1	\$38.3	\$24.3	-36.6%	\$20.7	\$20.6	-15.2%	\$26.8	30.1%
as % of Debt Budget	100.7%	99.7%	89.3%	-10.4%	98.1%	75.7%	-15.2%	99.6%	31.5%

Department: **58100 - City Council**

The City Council, consisting of a Mayor and 4 Council Members, is the City's governing body and enacts City legislation and policies.

COMMENTARY

As proposed for FY14-15, the departmental budget will increase about 20.7% over the current year adopted budget, and this represents a 25.5% increase over the FY12-13 amended budget.

The base component of the budget represents a 1.3% increase over the current year adopted budget, while budget augmentations will show a 19.1% increase over the base budget.

DEPARTMENTAL EXPENDITURES BY PROGRAM	FY11-12 \$ Actual	FY12-13 \$ Actual	% Cost Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Cost Change	FY14-15 \$ Approved	% Budget Change
City Council									
58110 - Legislation & Policy	90,644	93,529	3.2%	104,400	111,530	106.8%	19.2%	126,000	20.7%
Department Total	90,644	93,529	3.2%	104,400	111,530	106.8%	19.2%	126,000	20.7%
Amended Budget	99,900	100,400	0.5%		118,400		17.9%	over 2 years	25.5%
% of Amended Spent	90.73%	93.16%			94.20%				
						Base Budget >>		105,780	1.3%
						Augmentations >>		20,220	19.1%
DEPARTMENTAL EXPENDITURES BY OBJECT CATEGORY	FY11-12 \$ Actual	FY12-13 \$ Actual	% Cost Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Cost Change	FY14-15 \$ Approved	% Budget Change
Personnel Expenses	39,114	38,605	-1.3%	39,150	48,060	122.8%	24.5%	57,410	46.6%
Contracted Services	12,359	7,830	-36.6%	11,210	10,100	90.1%	29.0%	11,210	0.0%
Commodities	1,798	5,764	220.6%	5,710	5,570	97.5%	-3.4%	5,710	0.0%
Internal Charges	37,373	41,330	10.6%	48,330	47,800	98.9%	15.7%	51,670	6.9%
Other Payments	0	0		0	0			0	
Department Total	90,644	93,529	3.2%	104,400	111,530	106.8%	19.2%	126,000	20.7%
DEPARTMENTAL EXPENDITURES BY FUNDING SOURCES									
General Fund 101	90,644	93,529	3.2%	104,400	111,530	106.8%	19.2%	126,000	20.7%
Department Total	90,644	93,529	3.2%	104,400	111,530	106.8%	19.2%	126,000	20.7%
DEPARTMENTAL STAFFING	FY11-12 Approved	FY12-13 \$ Actual	% Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Change	FY14-15 \$ Approved	% Change
<i>Elected Officials</i>									
Mayor & 4 Council Members	1.00	1.00		1.00	1.00			1.00	
Total - Full Time Equivalents	1.00	1.00	0.0%	1.00	1.00	100.0%	0.0%	1.00	0.0%

PERFORMANCE OBJECTIVES

Department: **58100 - City Council**
 Program: **58110 - Legislation & Policy**

The City Council, consisting of a Mayor and 4 Council Members, is the City's governing body and has primary responsibility for enacting City legislation and policies.

1. To enact legislation and policies which protect the health, safety, and general welfare of the citizenry.
2. To protect the City's environment while providing growth and economic development.
3. To oversee the financial affairs of the City.
4. To participate in regional issues.
5. To enhance the quality of life through recreational and cultural activities.

COMMENTARY

Most program costs are fairly stable from year-to-year. With the paperless agenda, there was a decrease in copying costs but an increase for computer system charges. Contracted costs increase when professional facilitators are hired for Council activities.

In FY12-13, program costs showed a moderate increase. In FY13-14, program costs will show a major increase.

In FY14-15, program costs will again show a major increase. The program budget provides added personnel costs, some increases in internal charges but maintains current funding for other cost items.

	FY11-12	FY12-13	% Cost	FY13-14	FY13-14	% of	% Cost	FY14-15	% Budget
	\$ Actual	\$ Actual	Change	\$ Adopted	\$ Estimated	Budget	Change	\$ Approved	Change
<u>PROGRAM EXPENDITURES</u>									
Personnel Expenses	39,114	38,605	-1.3%	39,150	48,060	122.8%	24.5%	57,410	46.6%
Contracted Services	8,404	7,830	-6.8%	11,210	10,100	90.1%	29.0%	11,210	0.0%
Commodities	1,798	5,764	220.6%	5,710	5,570	97.5%	-3.4%	5,710	0.0%
Internal Charges	41,328	41,330	0.0%	48,330	47,800	98.9%	15.7%	51,670	6.9%
Other Payments	0	0		0	0			0	
Program Total	90,644	93,529	3.2%	104,400	111,530	106.8%	19.2%	126,000	20.7%
Amended Budget	99,900	100,400			109,400				
% of Amended Spent	90.7%	93.2%			101.9%				
<u>FUNDING SOURCES</u>									
Central Admin Fund 125	90,644	93,529	3.2%	104,400	111,530	106.8%	19.2%	126,000	20.7%
Program Total	90,644	93,529	3.2%	104,400	111,530	106.8%	19.2%	126,000	20.7%
<u>PROGRAM STAFFING</u>									
<i>Elected Officials</i>									
Mayor (1)	0.20	0.20		0.20	0.20			0.20	
Council Members (4)	0.80	0.80		0.80	0.80			0.80	
<i>Full-Time Equivalents</i>									
Mayor & Council	1.00	1.00		1.00	1.00			1.00	
Total - Full-Time Equivalents	1.00	1.00	0.0%	1.00	1.00	100.0%	0.0%	1.00	0.0%

CITY ATTORNEY'S OFFICE

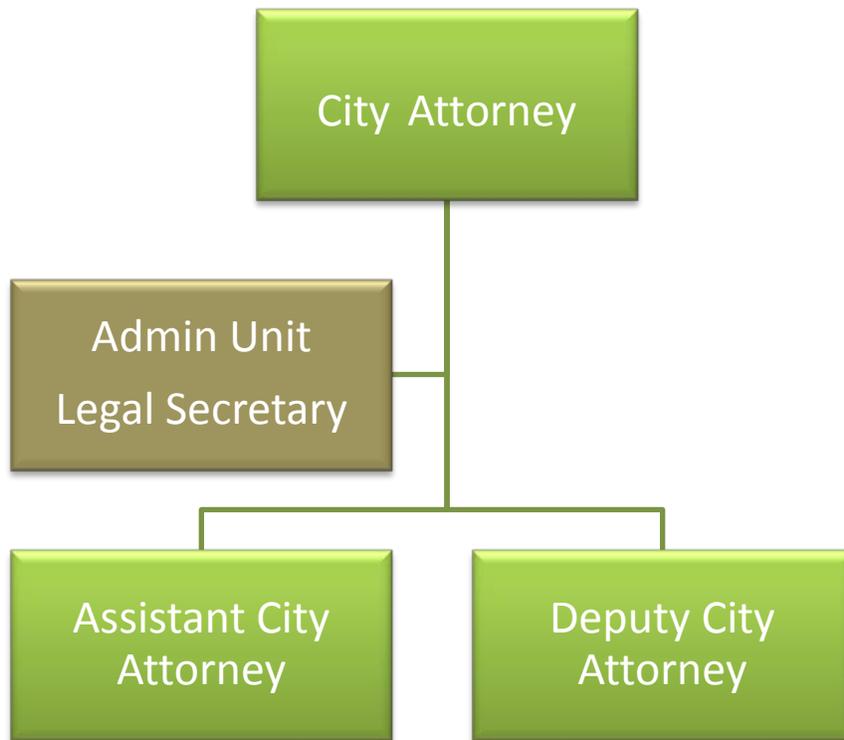
Mission Statement

Safeguarding the Rights and Interests of Our Community

Department Head

Dan Sodergren, City Attorney

City of Tracy
CITY ATTORNEY'S OFFICE
Fiscal Year 14-15



Department: **58200 - City Attorney's Office**

The City Attorney provides legal counsel to the City Council, the Planning Commission, and City Staff.

COMMENTARY

As proposed for FY14-15, the departmental budget will increase about 2.7% over the current year adopted budget, and this represents a 2.1% increase over the FY12-13 amended budget.

The base component of the budget represents a 2.4% increase over the current year adopted budget, while budget augmentations will show a 0.4% increase over the base budget.

In FY12-13, FY13-14, and as proposed for FY14-15, departmental staffing will leave one full-time regular position vacant but backfill with temporary help.

DEPARTMENTAL EXPENDITURES BY PROGRAM	FY11-12 \$ Actual	FY12-13 \$ Actual	% Cost Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Cost Change	FY14-15 \$ Approved	% Budget Change
City Attorney's Office									
58210 - Legal Counsel	762,642	751,680	-1.4%	856,270	764,230	89.3%	1.7%	879,560	2.7%
Department Total	762,642	751,680	-1.4%	856,270	764,230	89.3%	1.7%	879,560	2.7%
Amended Budget	829,630	861,540	3.8%		856,270		-0.6%	over 2 years	2.1%
% of Amended Spent	91.93%	87.25%			89.25%				
						Base Budget >>		876,410	2.4%
						Augmentations >>		3,150	0.4%
DEPARTMENTAL EXPENDITURES BY OBJECT CATEGORY	FY11-12 \$ Actual	FY12-13 \$ Actual	% Cost Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Cost Change	FY14-15 \$ Approved	% Budget Change
Personnel Expenses	646,645	644,049	-0.4%	727,700	644,540	88.6%	0.1%	746,280	2.6%
Contracted Services	69,692	63,626	-8.7%	75,210	67,890	90.3%	6.7%	74,630	-0.8%
Commodities	13,233	12,945	-2.2%	14,450	13,800	95.5%	6.6%	14,450	0.0%
Internal Charges	33,072	31,060	-6.1%	38,910	38,000	97.7%	22.3%	44,200	13.6%
Other Payments	0	0		0	0			0	
Department Total	762,642	751,680	-1.4%	856,270	764,230	89.3%	1.7%	879,560	2.7%
DEPARTMENTAL EXPENDITURES BY FUNDING SOURCES	FY11-12 \$ Actual	FY12-13 \$ Actual	% Cost Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Cost Change	FY14-15 \$ Approved	% Budget Change
General Fund 101	762,642	751,680	-1.4%	856,270	764,230	89.3%	1.7%	879,560	2.7%
Department Total	762,642	751,680	-1.4%	856,270	764,230	89.3%	1.7%	879,560	15.1%
DEPARTMENTAL STAFFING	FY11-12 Approved	FY12-13 \$ Actual	% Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Change	FY14-15 \$ Approved	% Change
<i>Regular Positions</i>									
City Attorney	1.00	1.00		1.00	1.00			1.00	
Assistant & Deputy City Attorneys	2.00	2.00		2.00	2.00			2.00	
Secretarial & Clerical	1.00	1.00		1.00	1.00			1.00	
Total - Full Time Equivalents	4.00	4.00	0.0%	4.00	4.00	100.0%	0.0%	4.00	0.0%

Budget Narrative - City Attorney's Office

Recent Budget Changes

FY 10-11

- The department budget showed a 18.3% decrease from the adjusted budget for FY10-11
- The Deputy City Attorney position remained vacant but temporary help was used to backfill the position.

FY 11-12

- Increase in base budget of \$10,710 or 1.3% over the FY10-11 Adopted Budget. This increase was personnel expenses; other costs were held at the FY10-11 base level.
- No budget augmentations.
- No changes in departmental staffing.

FY 12-13

- Increase in base budget of \$44,510 or 5.4% over the FY11-12 Adopted Budget. This increase was personnel expenses; other costs were held at the FY11-12 base level.
- No budget augmentations.
- No changes in departmental staffing.

FY 13-14

- Base budget decrease of \$5,270 or 0.6% from the adopted FY12-13 Budget. This decrease was in personnel expenses; other costs were held at the FY12-13 level.
- No budget augmentations.
- No changes in departmental staffing.

Proposed Budget Changes for FY 14-15

- Base budget decrease of \$20,140 or 2.4% over the adopted FY13-14 budget.
- Budget augmentations of \$3,150 for internal systems charges.
- No changes in departmental staffing.

DIVISION ACCOMPLISHMENTS AND PROJECTIONS

Past Accomplishments FY 12-13

1. Processed over 625 document reviews with a turnaround time of ten days or less.
2. Reviewed and commented on over 300 staff reports.
3. Attended all City Council, Planning Commission, Community Development Agency, and Fire Authority meetings.
4. Prepared and/or assisted in the preparation of all contracts.
5. Provided legal advice to City Council, Commissions, Boards, and City staff.
6. Prosecuted Tracy Municipal Code Violations.
7. Coordinated and supervised outside counsel.
8. Provided training on the Public Records Act, Brown Act, CEQA, Ethics (AB1234), Firefighters Procedural Bill of Rights Act (FBOR), and other regulatory statutes as needed and/or requested.

Current Projections FY 13-14

1. Process over 650 document reviews.
2. Review and comment on over 300 staff reports.
3. Attend all City Council, Planning Commission, Successor Agency, and Fire Authority meetings.
4. Prepare, assist and/or review all legal documents such as ordinances, resolutions, and leases.
5. Prepare and/or assist in the negotiation of all contracts.
6. Provide legal advice to the City Council, Commissions, Boards and City staff.
7. Prosecute Tracy Municipal Code violations.
8. Coordinate and supervise outside counsel.
9. Provide training on Public Records Act, Brown Act, CEQA, Ethics (AB1234), Firefighters Procedural Bill of Rights Act (FBOR), and other regulatory statutes as needed and/or requested.

Future Projections: FY 14-15

1. Process over 650 document reviews.
2. Review and comment on over 300 staff reports.
3. Attend all City Council, Planning Commission, Successor Agency, and Fire Authority meetings.
4. Prepare, assist and/or review all legal documents such as ordinances, resolutions, and leases.
5. Prepare and/or assist in the negotiation of all contracts.
6. Provide legal advice to the City Council, Commissions, Boards, and City staff.
7. Prosecute Tracy Municipal Code violations. Coordinate and supervise outside counsel.
8. Provide training on Public Records Act, Brown Act, CEQA, Ethics (AB1234), Firefighters Procedural Bill of Rights Act (FBOR), and other regulatory statutes as needed and/or requested.

Department: **58200 - City Attorney's Office**
 Program: **58210 - Legal Counsel**

CITY ATTORNEY'S OFFICE
MISSION STATEMENT

The City Attorney provides legal counsel to the City Council, Planning Commission, and all City staff.

Safeguarding the Rights and Interests of Our Community

COMMENTARY

This program provides for a City Attorney, with one Assistant CA, one Deputy CA, and a Legal Secretary.

In FY10-11, program staffing left a Deputy City Attorney position vacant but backfilled with temporary help. Since then, program staffing has remain the same with temporary help backfilling. In FY12-13, program costs showed a minor increase.

In FY13-14, program costs will show a minor increase.

For FY14-15, no staffing changes are anticipated. The program budget provides for current staffing, some increases in internal charges, but maintains current funding for other cost items.

PERFORMANCE OBJECTIVES

1. To attend all City Council, Planning Commission, and Successor Agency meetings.
2. To prepare and/or assist in the preparation of and/or review of all legal documents: ordinances, resolutions, and leases.
3. To prepare and/or assist in the negotiation of all contracts.
4. To give legal advice to the City Council, Commissions, Boards and City staff.
5. To prosecute Tracy Municipal Code violations.
6. To assist in the coordination and supervision of special counsel.
7. To provide training on Public Records Act, Brown Act, CEQA, and other regulatory statues as needed and/or requested.

<u>PROGRAM EXPENDITURES</u>	FY11-12	FY12-13	% Cost	FY13-14	FY13-14	% of	% Cost	FY14-15	% Budget
	\$ Actual	\$ Actual	Change	\$ Adopted	\$ Estimated	Budget	Change	\$ Approved	Change
Personnel Expenses	646,645	644,049	-0.4%	727,700	644,540	88.6%	0.1%	746,280	2.6%
Contracted Services	66,696	63,626	-4.6%	75,210	67,890	90.3%	6.7%	74,630	-0.8%
Commodities	13,233	12,945	-2.2%	14,450	13,800	95.5%	6.6%	14,450	0.0%
Internal Charges	36,068	31,060	-13.9%	38,910	38,000	97.7%	22.3%	44,200	13.6%
Other Payments	0	0		0	0			0	
Program Total	762,642	751,680	-1.4%	856,270	764,230	89.3%	1.7%	879,560	2.7%
Amended Budget	829,630	861,540			856,270				
% of Amended Spent	91.9%	87.2%			89.3%				

<u>FUNDING SOURCES</u>									
Central Admin Fund 125	762,642	751,680	-1.4%	841,270	749,230	89.1%	-0.3%	864,560	2.8%
Project Reimbursement	0	0		15,000	15,000	100.0%		15,000	
Program Total	762,642	751,680	-1.4%	856,270	764,230	89.3%	1.7%	879,560	2.7%

<u>PROGRAM STAFFING</u>									
<i>Regular Positions</i>									
City Attorney	1.00	1.00		1.00	1.00			1.00	
Senior Secretary	0.00	0.00		0.00	0.00			0.00	
Assistant/Deputy City Attorney	2.00	2.00		2.00	2.00			2.00	
Legal Secretary	1.00	1.00		1.00	1.00			1.00	
<i>Other Staffing (Full-Time Equivalents)</i>									
Total - Full-Time Equivalents	4.00	4.00	0.0%	4.00	4.00	100.0%	0.0%	4.00	0.0%

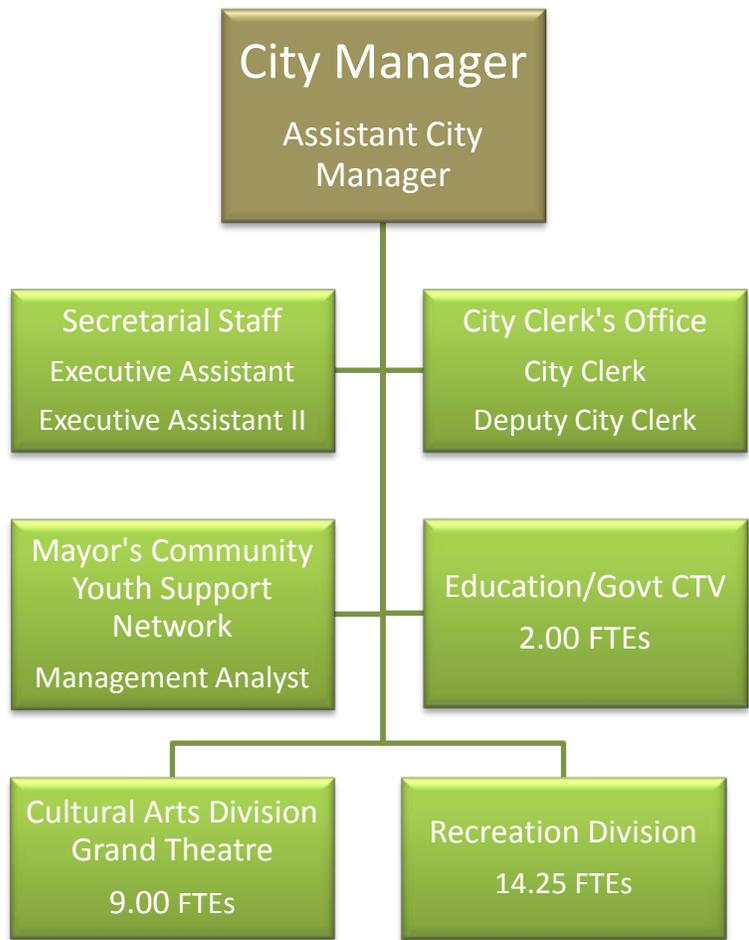
CITY MANAGER'S OFFICE

Department Head

Maria Hurtado, Interim City Manager

Gary Hampton, Interim Assistant City Manager

City of Tracy
CITY MANAGER'S OFFICE
Fiscal Year 14-15



Department: **58300 - City Manager's Office**

The City Manager manages City affairs supervising policy and program implementation and enforcement activities and provides policy and program development support to the City Council.

Also, the CM Office supervises the City Clerk, Community Promotions, the City's Cable TV program, and the Recreation and Cultural Arts programs.

COMMENTARY

As proposed for FY14-15, the departmental budget will increase about 8.2% over the current year adopted budget, and this represents a 1.7% decrease from the FY12-13 amended budget.

The base component of the budget represents a 1.8% increase over the current year adopted budget, while budget augmentations will show a 6.3% increase over the base budget.

In FY13-14, departmental staffing was reduced when an elected part-time position was deleted. In FY14-15, departmental staffing will remain at its current level.

DEPARTMENTAL EXPENDITURES BY PROGRAM	FY11-12 \$ Actual	FY12-13 \$ Actual	% Cost Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Cost Change	FY14-15 \$ Approved	% Budget Change
City Manager's Office									
58310 - City Administration	868,639	880,330	1.3%	913,990	869,250	95.1%	-1.3%	939,740	2.8%
58320 - City Clerk	280,821	367,316	30.8%	306,590	282,630	92.2%	-23.1%	419,720	36.9%
58350 - Education/Govt CTV	79,572	82,240	3.4%	94,430	82,880	87.8%	0.8%	100,970	6.9%
58360 - Mayor's Community Youth C	415,403	377,111	-9.2%	366,850	380,310	103.7%	0.8%	372,050	1.4%
58370 - Cultural Arts	1,233,075	0	-100.0%	0	0			0	
58380 - Community Promotions	136,675	145,242	6.3%	159,150	167,500	105.2%	15.3%	159,150	0.0%
Department Total	3,014,185	1,852,239	-38.5%	1,841,010	1,782,570	96.8%	-3.8%	1,991,630	8.2%
Amended Budget	3,168,509	2,025,510	-36.1%		2,005,090		-1.0%	over 2 years	-1.7%
% of Amended Spent	95.13%	91.45%			88.90%				
						Base Budget >>		1,874,280	1.8%
						Augmentations >>		117,350	6.3%

Department: **58300 - City Manager's Office (Continued)**

DEPARTMENTAL EXPENDITURES BY OBJECT CATEGORY	FY11-12 \$ Actual	FY12-13 \$ Actual	% Cost Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Cost Change	FY14-15 \$ Approved	% Budget Change
Personnel Expenses	1,636,951	1,189,109	-27.4%	1,231,200	1,185,580	96.3%	-0.3%	1,264,120	2.7%
Contracted Services	755,435	279,458	-63.0%	240,190	231,290	96.3%	-17.2%	239,590	-0.2%
Commodities	85,010	25,721	-69.7%	25,530	24,200	94.8%	-5.9%	25,530	0.0%
Internal Charges	242,881	117,330	-51.7%	128,590	126,000	98.0%	7.4%	144,890	12.7%
Other Payments	293,908	240,621	-18.1%	215,500	215,500	100.0%	-10.4%	317,500	47.3%
Department Total	3,014,185	1,852,239	-38.5%	1,841,010	1,782,570	96.8%	-3.8%	1,991,630	8.2%

**DEPARTMENTAL EXPENDITURES
BY FUNDING SOURCES**

General Fund 101	2,668,066	1,769,999	-33.7%	1,746,580	1,699,690	97.3%	-4.0%	1,890,660	8.2%
Cultural Arts Fees	266,547	0	-100.0%	0	0			0	
Self Insurance Fund 627	0	0		0	0			0	
Cable TV Fund 295	79,572	82,240	3.4%	94,430	82,880	87.8%	0.8%	100,970	6.9%
Department Total	3,014,185	1,852,239	-38.5%	1,841,010	1,782,570	96.8%	-3.8%	1,991,630	8.2%

DEPARTMENTAL STAFFING

	FY11-12 Approved	FY12-13 \$ Actual	% Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Change	FY14-15 \$ Approved	% Change
<i>Regular Positions</i>									
City Manager	1.00	1.00		1.00	1.00			1.00	
Assistant/Deputy City Manager	1.00	1.00		1.00	1.00			1.00	
Mid Managers	2.00	2.00		2.00	2.00			2.00	
Secretarial & Clerical	3.50	3.00		3.00	3.00			3.00	
Cultural Arts	2.50	0.00		0.00	0.00			0.00	
<i>Other Staffing (Full-Time Equivalents)</i>									
Elected Officials	0.15	0.15		0.00	0.00			0.00	
Clerical	0.50	0.00		0.00	0.00			0.00	
CCTV	2.00	2.00		2.00	2.00			2.00	
Cultural Arts	2.50	0.00		0.00	0.00			0.00	
Cultural Arts Commissioners (7)	0.10	0.00		0.00	0.00			0.00	
Total - Full Time Equivalents	15.25	9.15	-40.0%	9.00	9.00	100.0%	-1.6%	9.00	0.0%

Budget Narrative - City Manager's Office

Recent Budget Changes

FY 10-11

- Departmental staffing reduced by 5 full-time regular positions and 1.00 FTE in other staffing.
- Reduction in the base budget of \$1,105,500 compared to the FY09-10 Adopted Budget.

FY 11-12

- Decrease in base budget of \$184,430 or 5.9% from FY10-11 Adopted Budget. The major decrease is \$150,000 for municipal elections. No elections were planned or anticipated in FY11-12. The balance of the decrease was in personnel expenses; other costs were held at the FY10-11 base level.
- No budget augmentations.
- No change in departmental staffing.

FY 12-13

- Increase in the base budget of \$1,630 or 0.1% over the FY11-12 Adopted Budget.
- No change in staffing in the City Manager's Office proper.
- \$80,000 budgeted for November 2012 municipal election.
- \$11,000 augmentation for upgrade of the City Council meeting display system.

FY 13-14

- Base budget decrease of \$29,210 or 1.6% from adopted FY12-13 budget. While personnel expenses and internal service charges are up; contracted services are down.

Proposed Budget Changes FY 14-15

- Base budget increase of \$33,270 or 1.8% from adopted FY13-14 budget.
- Budget augmentation for \$117,350, including \$102,000 for November, 2014 municipal elections.
- Equipment replacement of \$9,540 for a copier, and \$15,550 for new CTU equipment.

Major Non-Personnel Expenses	FY12-13	%Change	FY13-14	%Change	FY14-15
City Manager's Professional Services	\$20,400	0.00%	\$20,400	0.00%	\$20,400
Municipal Elections*	80,000	0.00%	0	0.00%	102,000
MCYSN Professional Services	10,000	0.00%	10,000	0.00%	10,000
MCYSN Grants	200,000	0.00%	200,000	0.00%	200,000
Chamber Support	15,500	0.00%	15,500	0.00%	15,500
Lobbyist Contract	27,700	59.00%	44,000	0.00%	44,000
Equipment Acquisition	\$0		\$24,000		\$49,090

*every second year

58300 - City Manager's Office

Historical Budget Increments, Augmentations, and Usage

Department Budget By Object	Prior Year Adopted Budgets	<<<<< Base Increment & Augmentations >>>>>					New Year Adopted Budgets		Actual Budget Use	
		Base Increment	% Change	\$ Base Budget	\$ Budget Augments	% Base	FY11-12 \$ Budget	% Change	FY11-12 \$ Actual	% Used
FY11-12 Budget >>	FY10-11 \$ Budget									
Personnel Expenses	1,207,010	-34,430	-2.9%	1,172,580	-15,310	-1.3%	1,157,270	-4.1%	1,175,974	101.6%
Contracted Services	413,010	-150,000	-36.3%	263,010	0	0.0%	263,010	-36.3%	208,449	79.3%
Commodities	24,210	0	0.0%	24,210	0	0.0%	24,210	0.0%	38,531	159.2%
Internal Charges	117,330	0	0.0%	117,330	0	0.0%	117,330	0.0%	89,337	76.1%
Other Payments	215,500	10,000	4.6%	225,500	0	0.0%	225,500	4.6%	292,479	129.7%
Department Total	1,977,060	-174,430	-8.8%	1,802,630	-15,310	-0.8%	1,787,320	-9.6%	1,804,770	101.0%
FY12-13 Budget >>	FY11-12 \$ Budget	Base Increment	% Change	\$ Base Budget	\$ Budget Augments	% Change	FY12-13 \$ Budget	% Change	FY12-13 \$ Actual	% Used
Personnel Expenses	1,157,270	34,400	3.0%	1,191,670	0	0.0%	1,191,670	3.0%	1,189,109	99.8%
Contracted Services	263,010	58,500	22.2%	321,510	0	0.0%	321,510	22.2%	279,458	86.9%
Commodities	24,210	0	0.0%	24,210	0	0.0%	24,210	0.0%	25,721	106.2%
Internal Charges	117,330	0	0.0%	117,330	0	0.0%	117,330	0.0%	117,330	100.0%
Other Payments	225,500	-10,000	-4.4%	215,500	0	0.0%	215,500	-4.4%	240,621	111.7%
Department Total	1,787,320	82,900	4.6%	1,870,220	0	0.0%	1,870,220	4.6%	1,852,239	99.0%
FY13-14 Budget >>	FY12-13 \$ Budget	Base Increment	% Change	\$ Base Budget	\$ Budget Augments	% Change	FY13-14 \$ Budget	% Change	FY13-14 \$ Estimated	% Used
Personnel Expenses	1,191,670	39,530	3.3%	1,231,200	0	0.0%	1,231,200	3.3%	1,185,580	96.3%
Contracted Services	321,510	-81,320	-25.3%	240,190	0	0.0%	240,190	-25.3%	231,290	96.3%
Commodities	24,210	1,320	5.5%	25,530	0	0.0%	25,530	5.5%	24,200	94.8%
Internal Charges	117,330	11,260	9.6%	128,590	0	0.0%	128,590	9.6%	126,000	98.0%
Other Payments	215,500	0	0.0%	215,500	0	0.0%	215,500	0.0%	215,500	100.0%
Department Total	1,870,220	-29,210	-1.6%	1,841,010	0	0.0%	1,841,010	-1.6%	1,782,570	96.8%
FY14-15 Adopted Budget >>	FY13-14 \$ Budget	Base Increment	% Change	\$ Base Budget	\$ Budget Augments	% Change	FY14-15 \$ Budget	% Change		
Personnel Expenses	1,231,200	24,870	2.0%	1,256,070	8,050	0.6%	1,264,120	2.7%		
Contracted Services	240,190	-600	-0.2%	239,590	0	0.0%	239,590	-0.2%		
Commodities	25,530	0	0.0%	25,530	0	0.0%	25,530	0.0%		
Internal Charges	128,590	9,000	7.0%	137,590	7,300	5.3%	144,890	12.7%		
Other Payments	215,500	0	0.0%	215,500	102,000	47.3%	317,500	47.3%		
Department Total	1,841,010	33,270	1.8%	1,874,280	117,350	6.3%	1,991,630	8.2%		

Notes:

1. The Base Increment for personnel expenses represents annual **salary/benefit adjustments**.
2. The Base Increment for other objects represents the annual **Cost Adjustments** for inflation and usage.
3. Base Augments for personnel expenses represent the costs of **New Staffing** for the department or added overtime or temporary hours.
4. Base Augments for other objects represent **Operational Enhancements** for program expansion, work improvement, and new activities.

DEPARTMENTAL ACCOMPLISHMENTS AND PROJECTIONS

Past Accomplishments: FY 12-13

1. Implemented the 8-Point Fiscal Plan that moved the City forward towards addressing the structural budget deficit.
2. Successfully implemented the FY11-12 and FY12-13 Council 2-Year Strategic Priorities and Business Plans which included the four priority strategies: (1) Economic Development, (2) Public Safety, (3) Organizational Efficiencies, and (4) Livability.
3. Completed a feasibility study for a business incubator.
4. Successfully merged the Finance and Administrative Services Department with the Human Resources. Department to create a new Administrative Services Department which includes three divisions (Finance, Information Technology, and Human Resources) as part of the City's organizational restructure.
5. Successfully transferred the Transit and Airport divisions into the Public Works Department as part of the City's organizational restructure.
6. Successfully recruited, interviewed and hired a Public Works Director to oversee the restructured Public Works Department which includes the addition of the Transit and airport divisions.
7. Successfully held a Council retreat which resulted in the identification of four strategy priority areas for the upcoming two years.

Current Projections: FY 13-14

1. Successfully implement the FY13-14 two-year Council Strategies Priorities and Business Plans which include the four priorities strategies: (1) Economic Development, (2) Public Safety, (3) Quality of Life, and (4) Governance.
2. Began the research to attract a higher education institution to provide college level class options in Tracy by completing the Capacity Analysis.
3. Obtained administrative commitments from California Lutheran University and Notre Dame de Namur to establish satellite campuses in Tracy. Final decisions res with their respective boards of trustees. In addition, communication was established with Santa Clara University. Collaborated with community in establishing non-profit organization and fundraising infrastructure.
4. Prepared agenda/minutes for 24 regular Council meetings and any special meetings of the Council, the South County Fire Authority, or the TOPJPA.
5. As part of the continued reorganization structure of the City, we successfully merged the Recreation Division and the Grand Theatre functions for enhanced program coordination, maximization of resources, centralized oversight and marketing within the City Manager's Office.

Current Projections: FY 13-14 Continued

6. Hosted three parent education workshops on the topics of substance abuse, suicide and bullying through the Mayor's Community Youth Support Network (MCYSN).
7. Partnered with San Joaquin County Behavioral Health to work with local non-profits in creating awareness of mental health needs in Tracy through the MCYSN collaborative.
8. Completed a corporate training and development program (Tracy WINS). Increased percentage of internal promotions and employee readiness. This program is considered best in class in California and nationally, by Dr. Frank Benest.
9. Permits up in 2013 by 20%, value up by 56%. Building valuations up compared to 2012, b 130%. Forty housing construction permits issued in 2013. Ellis was successfully annexed and completed entitlements. A timetable has been agreed upon with Tracy Hills for its DA, EIP, and specific plan amendments. Next two phases of Wastewater Treatment Plan upgrades are fully subscribed from the development community, and the third and final phase subscriptions have begun.
10. Senior Center expanded patio recreational area improvements and upgrades were completed.

Future Projections: FY 14-15

1. Hold a council retreat with new Council to identify the Strategic Priorities for the upcoming two years.
2. Convert files to the File/Pro system to improve management of the City Clerk's filing system.
3. Prepare agenda/minutes for 24 regular Council meetings and any special meetings of the Council, the South County Fire Authority, or the TOPJPA.
4. Open the animal shelter by the end of the 2014 calendar year.
5. Pursue higher education options and work with the Tracy Consortium to continue momentum with California Lutheran University and Notre Dame de Namur to establish a satellite campus in Tracy.
6. Fully implement the FY14-15 Council Strategic Priorities and Business Plans which include the four priorities strategies: (1) Economic Development, (2) Public Safety, (3) Quality of life, and (4) Governance.
7. Install a Computerized Maintenance Management System (CMMS) tracking service requests and routing work orders.
8. Increase head of household jobs by 5%.
9. Ensure 90% satisfaction rates for all development review and building permit applications. Process 4 projects in the Cordes Ranch development.
10. Process 500 new single family/multi-family residential units to include infill, Tracy Hills, and Ellis.

Department: **58300 - City Manager's Office**
 Program: **58310 - City Administration**

The City Manager manages City affairs supervising policy and program implementation and enforcement activities and provides policy and program development support to the City Council.

PERFORMANCE OBJECTIVES

1. To manage City affairs while supervising policy and program implementation and enforcement activities.
2. To oversee and administer the various services provided by operational and support departments.
3. To provide policy and program development support to the City Council. Recommend action on legislation.
4. To respond to Council and constituency inquiries.
5. To manage the allocation of City's resources and administer a comprehensive and equitable personnel system.
6. To provide the fiscal foundation for municipal services through planning, budgeting, and reporting.

COMMENTARY

This program provides for a City Manager, an Assistant City Manager, and their support staff.

In both FY11-12 and FY12-13, program costs showed modest increases.

In FY13-14, program costs will show a modest decrease. This will be due a vacant City Manager position for at least 3 months.

For FY14-15, no staffing changes are anticipated. The program budget provides for current staffing, some increases in internal charges, but maintains current funding for other cost items.

<u>PROGRAM EXPENDITURES</u>	FY11-12	FY12-13	% Cost	FY13-14	FY13-14	% of	% Cost	FY14-15	% Budget
	\$ Actual	\$ Actual	Change	\$ Adopted	\$ Estimated	Budget	Change	\$ Approved	Change
Personnel Expenses	759,246	764,799	0.7%	793,000	751,450	94.8%	-1.7%	812,000	2.4%
Contracted Services	41,713	45,872	10.0%	52,610	50,200	95.4%	9.4%	52,610	0.0%
Commodities	7,956	9,939	24.9%	6,660	6,600	99.1%	-33.6%	6,660	0.0%
Internal Charges	59,724	59,720	0.0%	61,720	61,000	98.8%	2.1%	68,470	10.9%
Other Payments	0	0		0	0			0	
Program Total	868,639	880,330	1.3%	913,990	869,250	95.1%	-1.3%	939,740	2.8%
Amended Budget	846,990	881,190			908,990				
% of Amended Spent	102.6%	99.9%			95.6%				
<u>FUNDING SOURCES</u>									
Central Admin Fund 125	868,639	880,330	1.3%	913,990	869,250	95.1%	-1.3%	939,740	2.8%
Program Total	868,639	880,330	1.3%	913,990	869,250	95.1%	-1.3%	939,740	2.8%
<u>PROGRAM STAFFING</u>									
<i>Regular Positions</i>									
City Manager	1.00	1.00		1.00	1.00			1.00	
Assistant City Manager	1.00	1.00		1.00	1.00			1.00	
Exec Asst-Secretary to the City Mgr	1.00	1.00		1.00	1.00			1.00	
Exec Asst II-Sr Secretary	1.00	1.00		1.00	1.00			1.00	
Admin Asst II-Admin Clerk	0.00	0.00		0.00	0.00			0.00	
Admin Asst III-Sr Admin Clerk	0.00	0.00		0.00	0.00			0.00	
Public Affairs Officer	0.00	0.00		0.00	0.00			0.00	
<i>Other Staffing (Full-Time Equivalents)</i>									
Temp Clerk	0.00	0.00		0.00	0.00			0.00	
Total - Full-Time Equivalents	4.00	4.00	0.0%	4.00	4.00	100.0%	0.0%	4.00	0.0%

Department: **58300 - City Manager's Office**
 Program: **58320 - City Clerk**

PERFORMANCE OBJECTIVES

The City Clerk prepares Council and agendas and minutes, maintains official records and documents, and provides general administrative support for the Mayor and City Council. The City Clerk also coordinates City elections.

1. To prepare agendas/minutes for 24 regular Council meetings and any special meetings of the Council or SCFA.
2. To convert files to the FilePro system to improve management of the City Clerk's filing system.
3. To conduct recruitments for all City boards and commissions and ensure compliance with the Maddy Act.
4. To consolidate with San Joaquin County the November 2014 election

COMMENTARY

Program costs vary from year-to-year depending upon whether or not a general and/or a special election is held. In FY11-12, program costs were down with no elections being held. But, in FY12-13, costs were up with increases for contracted services and \$66,235 spent on the November 2012 election.

In FY13-14, program costs will show a decrease again, with no elections. For FY14-15, no staffing changes are anticipated. The program budget provides for current staffing and funding, with some increases in internal charges; and provides \$102,000 for the November 2014 elections.

	FY11-12	FY12-13	% Cost	FY13-14	FY13-14	% of	% Cost	FY14-15	% Budget
	\$ Actual	\$ Actual	Change	\$ Adopted	\$ Estimated	Budget	Change	\$ Approved	Change
<u>PROGRAM EXPENDITURES</u>									
Personnel Expenses	248,263	255,904	3.1%	250,400	232,000	92.7%	-9.3%	259,150	3.5%
Contracted Services	6,648	18,549	179.0%	25,610	20,230	79.0%	9.1%	25,610	0.0%
Commodities	1,782	2,498	40.2%	1,450	1,400	96.6%	-44.0%	1,450	0.0%
Internal Charges	24,128	24,130	0.0%	29,130	29,000	99.6%	20.2%	31,510	8.2%
Other Payments	0	66,235		0	0			102,000	
Program Total	280,821	367,316	30.8%	306,590	282,630	92.2%	-23.1%	419,720	36.9%
Amended Budget	282,230	383,610			306,590				
% of Amended Spent	99.5%	95.8%			92.2%				
<u>FUNDING SOURCES</u>									
Central Admin Fund 125	280,821	367,316	30.8%	306,590	282,630	92.2%	-23.1%	419,720	36.9%
Program Total	280,821	367,316	30.8%	306,590	282,630	92.2%	-23.1%	419,720	36.9%
<u>PROGRAM STAFFING</u>									
<i>Elected Officials</i>									
City Clerk (1)	0.15	0.15		0.00	0.00			0.00	
<i>Regular Positions</i>									
City Clerk	0.00	0.00		0.00	0.42			1.00	
Assistant City Clerk	1.00	1.00		1.00	0.58			0.00	
Admin Asst II-Admin Clerk	0.00	0.00		0.00	0.00			0.00	
Deputy City Clerk	1.00	1.00		1.00	1.00			1.00	
<i>Other Staffing (Full-Time Equivalents)</i>									
Total - Full-Time Equivalents	2.15	2.15	0.0%	2.00	2.00	100.0%	-7.0%	2.00	0.0%

Department: **58300 - City Manager's Office**
 Program: **58350 - Education/Government CTV**

PERFORMANCE OBJECTIVES

Manage and coordinate the City's public education/government cable television activities. Record and televise City Council meetings. Funding is provided by the City's cable franchise fee.

1. To provide quality public access programs for the Tracy community.
2. To assist community organizations in the production of programs through the use of Community Access facilities and equipment.

COMMENTARY

In FY11-12, program costs showed a modest decrease. In FY12-13, they showed a modest increase, although personnel expenses were down.

In FY13-14, program costs will show a minimal increase.

For FY14-15, no staffing changes are anticipated. The program budget provides for current staffing, some increases in internal charges, but maintains current funding for other cost items.

<u>PROGRAM EXPENDITURES</u>	FY11-12 \$ Actual	FY12-13 \$ Actual	% Cost Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Cost Change	FY14-15 \$ Approved	% Budget Change
Personnel Expenses	56,834	51,362	-9.6%	57,700	47,980	83.2%	-6.6%	59,170	2.5%
Contracted Services	352	3,696	950.0%	4,190	3,900	93.1%	5.5%	4,190	0.0%
Commodities	3,354	8,153	143.1%	9,750	9,000	92.3%	10.4%	9,750	0.0%
Internal Charges	19,032	19,030	0.0%	22,790	22,000	96.5%	15.6%	27,860	22.2%
Other Payments	0	0		0	0			0	
Program Total	79,572	82,241	3.4%	94,430	82,880	87.8%	0.8%	100,970	6.9%
Amended Budget	91,166	90,470			94,430				
% of Amended Spent	87.3%	90.9%			87.8%				

FUNDING SOURCES

General Fund 101 - Taxes	0	0		0	0			0	
Cable TV Fund 295	79,572	82,241	3.4%	94,430	82,880	87.8%	0.8%	100,970	6.9%
Program Total	79,572	82,241	3.4%	94,430	82,880	87.8%		100,970	6.9%

PROGRAM STAFFING*Regular Positions*

Assistant City Clerk	0.00	0.00		0.00	0.00			0.00	
Public Affairs Officer	0.00	0.00		0.00	0.00			0.00	

Other Staffing (Full-Time Equivalents)

Comm Access Coordinator	0.50	0.50		0.50	0.50			0.50	
Intern & Program Asst	1.50	1.50		1.50	1.50			1.50	
	2.00	2.00	0.0%	2.00	2.00	100.0%	0.0%	2.00	0.0%

Department: **58300 - City Manager's Office**
 Program: **58360 - Mayor's Community Youth Support**

PERFORMANCE OBJECTIVES

Coordinate the Mayor's Community Youth Support Network (MCYSN) multi-departmental and interagency efforts of prevention, intervention, and suppression. Administer MCYSN contracts and grants.

1. To complete a comprehensive community gang assessment in partnership with Tracy Police.
2. To open the "Reconnecting Our Youth" grant program, cycle 4, for local service providers who can fill gaps in services.
3. To coordinate at least two parent workshops, open to the public on social impacts like bullying, gangs, and drug abuse.
4. To identify service gaps and needs through the gang assessment process and update the ROY RFQ to mirror those needs.
5. To produce an updated youth & family guide both in print and on the web.

COMMENTARY

In both FY11-12 and FY12-13, program costs showed modest decreases, while grant outlays also dropped.

In FY13-14, program costs will show a modest increase, but again a drop is expected for grant outlays.

For FY14-15, no staffing changes are anticipated. The program budget provides for current staffing, some increases in internal charges, but maintains current funding for other items, including \$200,000 for grant funding.

<u>PROGRAM EXPENDITURES</u>	FY11-12 \$ Actual	FY12-13 \$ Actual	% Cost Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Cost Change	FY14-15 \$ Approved	% Budget Change
Personnel Expenses	111,631	117,044	4.8%	130,100	154,150	118.5%	31.7%	133,800	2.8%
Contracted Services	14,386	19,130	33.0%	17,300	8,060	46.6%	-57.9%	16,700	-3.5%
Commodities	6,881	2,291	-66.7%	4,500	4,100	91.1%	79.0%	4,500	0.0%
Internal Charges	14,456	14,450	0.0%	14,950	14,000	93.6%	-3.1%	17,050	14.0%
Other Payments	268,049	224,196	-16.4%	200,000	200,000	100.0%	-10.8%	200,000	0.0%
Program Total	415,403	377,111	-9.2%	366,850	380,310	103.7%	0.8%	372,050	1.4%
Amended Budget	575,113	511,090			534,850				
% of Amended Spent	72.2%	73.8%			71.1%				

FUNDING SOURCES

General Fund 101 - Taxes	236,731	227,345	-4.0%	366,850	380,310	103.7%	67.3%	372,050	1.4%
County Grant	178,672	149,766	-16.2%	0	0		-100.0%	0	
Program Total	415,403	377,111	-9.2%	366,850	380,310	103.7%	0.8%	372,050	1.4%

PROGRAM STAFFING*Regular Positions*

Management Analyst I	1.00	1.00		1.00	1.00			1.00	
Admin Asst II	0.00	0.00		0.00	0.00			0.00	

Other Staffing (Full-Time Equivalents)

Total - Full-Time Equivalents	1.00	1.00	0.0%	1.00	1.00			1.00	
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Department: **58300 - City Manager's Office**
 Program: **58380 - Community Promotions**

PERFORMANCE OBJECTIVES

City support for promotional activities and events to enhance the City's image and prosperity.

1. To support community activities through fiscal contributions.
2. To support community activities through use of safety personnel.
3. To promote city services and awareness through various community functions.

COMMENTARY

Program outlays can vary from year-to-year depending upon community events and promotions. For FY13-14, the program budget includes:

- \$15,500 for City promotions through Chamber of Commerce
- \$15,800 for City Pride newsletters printing
- \$50,000 for City lobbyist.
- \$44,000 for City grant writer.
- \$23,700 for City membership in League of CA Cities

<u>PROGRAM EXPENDITURES</u>	FY11-12	FY12-13	% Cost	FY13-14	FY13-14	% of	% Cost	FY14-15	% Budget
	\$ Actual	\$ Actual	Change	\$ Adopted	\$ Estimated	Budget	Change	\$ Approved	Change
Personnel Expenses	0	0		0	0			0	
Contracted Services	117,347	125,976	7.4%	140,480	148,900	106.0%	18.2%	140,480	0.0%
Commodities	3,828	2,840	-25.8%	3,170	3,100	97.8%	9.2%	3,170	0.0%
Internal Charges	0	0		0	0			0	
Other Payments	15,500	16,425	6.0%	15,500	15,500	100.0%	-5.6%	15,500	0.0%
Program Total	136,675	145,241	6.3%	159,150	167,500	105.2%	15.3%	159,150	0.0%
Amended Budget	147,600	159,150			169,230				
% of Amended Spent	92.6%	91.3%			99.0%				
<u>FUNDING SOURCES</u>									
General Fund 101 - Taxes	136,675	145,241	6.3%	159,150	167,500	105.2%	15.3%	159,150	0.0%
Central Services Fund 602	0	0		0	0			0	
Comm Devel Block Gt Fund 269	0	0		0	0			0	
Project Reimbursement	0	0		0	0			0	
Program Total	136,675	145,241	6.3%	159,150	167,500	105.2%	15.3%	159,150	0.0%
<u>PROGRAM STAFFING</u>									
<i>Regular Positions</i>									
<i>Other Staffing (Full-Time Equivalents)</i>									
Total - Full-Time Equivalents	0.00	0.00		0.00	0.00			0.00	

Department: **55000 - Recreation & Cultural Arts Programs**

The City Manager's Office oversees the City's Recreation and Cultural Arts Divisions, operates community facilities, and contract for the operations at the City's Library.

Prior to FY12-13, the Recreation Division was under the Parks & Community Services Department. The Cultural Arts Division has been under the City Manager's Office since FY09-10.

COMMENTARY

As proposed for FY14-15, the departmental budget will increase about 3.3% over the current year adopted budget, and this represents a 6.2% increase over the FY12-13 amended budget.

The base component of the budget represents a 1.3% increase over the current year adopted budget, while budget augmentations will show a 1.9% increase over the base budget.

In FY13-14, programs staffing showed a temporary increase. As proposed for FY14-15, programs staffing will show an increase of 1 new regular position but a decrease of 1.20 FTEs in other staffing.

DEPARTMENTAL EXPENDITURES BY PROGRAM	FY11-12 \$ Actual	FY12-13 \$ Actual	% Cost Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Cost Change	FY14-15 \$ Approved	% Budget Change
Recreation Division									
55150 - Recreation Management	474,685	171,789	-63.8%	252,670	251,290	99.5%	46.3%	340,670	34.8%
55120 - Community Facilities	0	0		0	0			0	
55130 - Library	160,822	212,324	32.0%	182,870	173,770	95.0%	-18.2%	183,360	0.3%
55410 - Special Interest Classes	242,937	255,882	5.3%	270,690	261,510	96.6%	2.2%	240,760	-11.1%
55420 - Aquatics/Community Pool	300,665	264,677	-12.0%	304,360	295,390	97.1%	11.6%	304,780	0.1%
55430 - Athletics	146,860	129,367	-11.9%	169,550	157,640	93.0%	21.9%	151,410	-10.7%
55440 - Youth Development	167,301	188,700	12.8%	222,980	185,980	83.4%	-1.4%	224,670	0.8%
55450 - Senior Citizens	228,624	245,877	7.5%	250,550	238,320	95.1%	-3.1%	249,820	-0.3%
55460 - Community Youth Support	18,816	16,170	-14.1%	24,440	20,720	84.8%	28.1%	25,660	5.0%
55480 - Community Events	190,782	219,808	15.2%	244,070	220,860	90.5%	0.5%	186,240	-23.7%
55490 - Teen Recreation	89,213	100,388	12.5%	126,490	94,980	75.1%	-5.4%	105,820	-16.3%
Division Total	2,020,705	1,804,982	-10.7%	2,048,670	1,900,460	92.8%	5.3%	2,013,190	-1.7%
Cultural Arts Division									
58371 - Cultural Arts	569,259	679,393	19.3%	689,130	621,420	90.2%	-8.5%	713,780	3.6%
58372 - Arts Education	353,497	293,992	-16.8%	336,030	328,370	97.7%	11.7%	402,260	19.7%
58373 - Art Gallery	84,730	110,761	30.7%	82,140	90,310	109.9%	-18.5%	110,200	34.2%
58374 - Theatre Presentations	102,466	256,605	150.4%	235,680	248,610	105.5%	-3.1%	263,570	11.8%
58375 - Theatre Rentals	123,123	139,071	13.0%	156,910	161,220	102.7%	15.9%	161,250	2.8%
Division Total	1,233,075	1,479,822	20.0%	1,499,890	1,449,930	96.7%	-2.0%	1,651,060	10.1%
Department Total	3,253,780	3,284,804	1.0%	3,548,560	3,350,390	94.4%	2.0%	3,664,250	3.3%
Amended Budget	3,809,460	3,451,546	-9.4%		3,558,560		3.1%	over 2 years	6.2%
% of Amended Spent	85.41%	95.17%			94.15%				
						Base Budget >>		3,595,870	1.3%
						Augmentations >>		68,380	1.9%

Department: 55000 - Recreation & Cultural Arts Programs (Continued)

DEPARTMENTAL EXPENDITURES BY OBJECT CATEGORY	FY11-12 \$ Actual	FY12-13 \$ Actual	% Cost Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Cost Change	FY14-15 \$ Approved	% Budget Change
Personnel Expenses	0	1,314,145		1,431,920	1,319,500	92.1%	0.4%	1,497,840	4.6%
Contracted Services	0	1,416,293		1,379,900	1,310,130	94.9%	-7.5%	1,389,100	0.7%
Commodities	0	119,515		145,530	134,540	92.4%	12.6%	161,730	11.1%
Internal Charges	0	331,451		455,780	450,900	98.9%	36.0%	480,150	5.3%
Other Payments	0	103,400		135,430	135,320	99.9%	30.9%	135,430	0.0%
Department Total	0	3,284,804		3,548,560	3,350,390	94.4%	2.0%	3,664,250	3.3%

DEPARTMENTAL EXPENDITURES BY FUNDING SOURCES	FY11-12 \$ Actual	FY12-13 \$ Actual	% Cost Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Cost Change	FY14-15 \$ Approved	% Budget Change
General Fund 101 - Taxes	0	2,375,884		2,533,260	2,455,330	96.9%	3.3%	2,606,390	2.9%
Recreation Fees	0	638,853		668,800	610,150	91.2%	-4.5%	681,500	1.9%
Recreation Grants	0	27,687		0	0			0	
Cultural Art Fees	0	242,380		346,500	284,910	82.2%	17.5%	376,360	8.6%
Capital Projects Funds	0	0		0	0			0	
Department Total	0	3,284,804		3,548,560	3,350,390	94.4%	2.0%	3,664,250	3.3%

DEPARTMENTAL STAFFING	FY11-12 Approved	FY12-13 \$ Actual	% Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Change	FY14-15 \$ Approved	% Change
<i>Regular Positions</i>									
Parks & Comm Services Director	1.00	0.00		0.00	0.00			0.00	
Managers & Supervisors	3.00	3.00		3.00	2.00			3.00	
Secretarial & Clerical	2.00	2.00		2.00	1.00			1.00	
Recreation	1.50	2.00		2.00	2.00			2.00	
Cultural Arts	2.50	1.00		1.00	3.00			3.00	
<i>Other Staffing (Full-Time Equivalents)</i>									
Parks & Com Serv Commissioners (7)	0.25	0.25		0.25	0.25			0.25	
Cultural Arts Commissioners (7)	0.10	0.10		0.10	0.10			0.10	
Part-time Recreational	23.20	10.95		10.95	10.95			9.50	
Part-time Cultural Arts	3.00	3.65		3.65	4.15			4.40	
Total - Full Time Equivalents	36.55	22.95	-37.2%	22.95	23.45	102.2%	2.2%	23.25	-0.9%

Budget Narrative - Recreation and Cultural Arts Program

Recent Budget Changes

FY 10-11

- Department deleted 4 full-time regular positions and 1.07 FTEs in other staffing
- Reduction in base budget of \$939,880 or 17% from FY09-10 adopted Budget

FY 11-12

- Decrease in base budget by \$72,400 or 1.5% below the FY10-11 Adopted Budget. This is entirely in personnel expenses.
- There was \$126,130 in budget augmentations. These included \$19,000 for West High School Pool annual rent, which now will be \$49,000 per year, \$25,000 contingent for any repairs for West High Pool, and \$75,000 for community events.
- Parks & Community Services staffing was reduced by 4.80 FTEs in temporary staffing.
- The Cultural Arts Division staffing was reduced by 3.00 FTEs.

FY 12-13

- The Parks & Community Service Department was disbanded and the Recreation Division was transferred to the City Manager's Office
- The base budget for the Recreation Division is \$2,326,230, which is an 8.8% decrease from its FY11-12 adopted budget
- The base budget for the Cultural Arts Division is \$1,201,250, which is a 2% decrease from its FY11-12 adopted budget. Its base staffing was 6.10 FTEs.
- Budget augmentations for the Cultural Arts Division are \$234,970 and include 0.90 FTEs. The FTEs are transferred from other departments.

FY 13-14

- Base budget increase of \$142,490 or 4.29%, due primarily to personnel expenses.
- Budget augmentations of \$16,000.
- An Administrative Assistant position was re-classed to a Box Office Coordinator.
- An Arts Manager was deleted, while a second Theatre Technician was added.
- During the year, staffing temporarily increased by 0.50 FTEs.

Proposed Budget Changes for FY 14-15

- Base budget increase of \$47,310 or 1.3% over adopted FY13-14 budget. Increase primarily in personnel expenses.
- Budget augmentations of \$68,380.
- Departmental staffing will show a net increase of 0.30 FTEs over FY12-13. A new Recreation Supervisor will be added, while hourly staffing is reduced by 1.20 FTEs.
- There will be an increase of \$38,400 for Senior Center operations and staffing.
- 2 Recreation Coordinators will be re-classed to Recreation Specialists.
- There will be a \$43,060 increase for arts education.

55000 - Recreation & Cultural Arts Programs

Department Budget By Program	FY11-12 \$ Actual	FY12-13 \$ Actual	% Change	FY13-14 \$ Adopted	% Change	FY14-15 \$ Base Budget	% Change	FY14-15 \$ Bud Augment	% over Base
55150 - Recreation Managemer	474,685	171,789	-63.8%	252,670	47.1%	259,650	2.8%	81,020	31.2%
55130 - Library	160,822	212,324	32.0%	182,870	-13.9%	183,070	0.1%	290	0.2%
55410 - Special Interest Classe:	242,937	255,882	5.3%	270,690	5.8%	274,560	1.4%	-33,800	-12.3%
55420 - Aquatics/Community Pr	300,665	264,677	-12.0%	304,360	15.0%	304,170	-0.1%	610	0.2%
55430 - Athletics	146,860	129,367	-11.9%	169,550	31.1%	171,790	1.3%	-20,380	-11.9%
55440 - Youth Development	167,301	188,700	12.8%	222,980	18.2%	226,860	1.7%	-2,190	-1.0%
55450 - Senior Citizens	228,624	245,877	7.5%	250,550	1.9%	255,840	2.1%	-6,020	-2.4%
55460 - Community Youth Supp	18,816	16,170	-14.1%	24,440	51.1%	25,240	3.3%	420	1.7%
55480 - Community Events	190,782	219,808	15.2%	244,070	11.0%	247,600	1.4%	-61,360	-24.8%
55490 - Teen Recreation	89,213	100,388	12.5%	126,490	26.0%	127,740	1.0%	-21,920	-17.2%
58371 - Cultural Arts	569,259	679,393	19.3%	689,130	1.4%	697,660	1.2%	16,120	2.3%
58372 - Arts Education	353,497	293,992	-16.8%	336,030	14.3%	338,170	0.6%	64,090	19.0%
58373 - Art Gallery	84,730	110,761	30.7%	82,140	-25.8%	83,700	1.9%	26,500	31.7%
58374 - Theatre Presentations	102,466	256,605	150.4%	235,680	-8.2%	238,570	1.2%	25,000	10.5%
58375 - Theatre Rentals	123,123	139,071	13.0%	156,910	12.8%	161,250	2.8%	0	0.0%
Department Total	3,253,780	3,284,804	1.0%	3,548,560	8.0%	3,595,870	1.3%	68,380	1.9%

Department Budget by Object

Personnel Expenses	1,432,768	1,314,145	-8.3%	1,431,920	9.0%	1,470,830	2.7%	27,010	1.8%
Contracted Services	1,149,600	1,416,293	23.2%	1,379,900	-2.6%	1,375,900	-0.3%	13,200	1.0%
Commodities	137,471	119,515	-13.1%	145,530	21.8%	145,530	0.0%	16,200	11.1%
Internal Charges	425,561	331,451	-22.1%	455,780	37.5%	468,180	2.7%	11,970	2.6%
Other Payments	108,380	103,400	-4.6%	135,430	31.0%	135,430	0.0%	0	0.0%
Department Total	3,253,780	3,284,804	1.0%	3,548,560	8.0%	3,595,870	1.3%	68,380	1.9%

Department Budget by Funding Source

General Fund 101 - Taxes	2,298,257	2,375,884	3.4%	2,533,260	6.6%	2,495,270	-1.5%	111,120	4.5%
Recreation Fees	688,976	638,853	-7.3%	668,800	4.7%	747,500	11.8%	-66,000	-8.8%
Recreation Grants	0	27,687		0		0		0	
Cultural Arts Fees	266,547	242,380		346,500	43.0%	353,100	1.9%	23,260	6.6%
Department Total	3,253,780	3,284,804	1.0%	3,548,560	8.0%	3,595,870	1.3%	68,380	1.9%

Department Staffing

Total - Full Time Equivalent	36.55	22.95	-37.2%	22.95	0.0%	22.95	0.0%	0.30	1.3%
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Department Equipment Purchase

Replacement Equipment	0	5,415		30,000		30,000		0	0.0%
New Equipment	0	1,871		0		0		0	

DEPARTMENTAL ACCOMPLISHMENTS AND PROJECTIONS

Past Accomplishments: FY 12-13

1. The City of Tracy contracted the YMCA to facilitate the Youth Hoops program. There were 229 participants and 38 volunteer coaches who participated in the league.
2. Partnered with the Tracy City Center Association to host a new downtown family event the "Then and Now Care Show" engaging over 3,000 participants and 45 local business owners.

Current Projections: FY 13-14

1. Host two Girls Night Out events with 600 in attendance at each event and generate over \$23,000 in revenue.
2. The Senior Center will utilize the Senior Center outdoor Recreation Area to expand recreational and education classes and increase participation by 20%.

Future Projections: FY 14-15

1. The Aquatics program will offer a new Senior Water Exercise class and will increase new participants by 10%.
2. The Athletics program will continue to offer Flag Football and reach over 180 youth and generate at least \$14,000 in revenue.
3. The Senior Center will increase their recreational and Health & Wellness programs to increase participation by 20%.
4. Host two additional Summer Downtown Block Party Parties for a total of 7 and increase participation by 15%.

Department: **58300 - City Manager's Office**
 Division: **55400 - Recreation Division**
 Program: **55130 - Library**

PERFORMANCE OBJECTIVES

Maintain City owned facility and coordinate Library activities with City functions. Library operations are provided under contract with the City of Stockton. City contributions to library operations.

1. To maintain Library facility and provide for operations for 42 hours per week.
2. To provide a \$15,000 contribution for Library materials and \$44,360 for Library operations.
3. To liaison with San Joaquin County and the City of Stockton on Tracy branch library matters.

COMMENTARY

The City provide facility maintenance and pays utilities costs. Since FY96-97, the City also provides funds for Library operations and materials. In FY11-12, program costs decreased, due to a reduction in contributions for operations and materials, while internal charges were increasing. In FY12-13, program costs showed a moderate increase, with custodial and electric costs going up. In FY13-14, program costs will show a modest increase.

For FY14-15, the program budget will remain at its current level, but with some increases in internal charges. Contributions will be at the same level.

<u>PROGRAM EXPENDITURES</u>	FY11-12 \$ Actual	FY12-13 \$ Actual	% Cost Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Cost Change	FY14-15 \$ Approved	% Budget Change
Personnel Expenses	57	0		0	0			0	
Contracted Services	36,996	58,237	57.4%	68,040	59,500	87.4%	2.2%	68,040	0.0%
Commodities	2,511	2,558	1.9%	3,290	2,950	89.7%	15.3%	3,290	0.0%
Internal Charges	63,060	51,680	-18.0%	52,180	52,000	99.7%	0.6%	52,670	0.9%
Other Payments	58,198	59,314	1.9%	59,360	59,320	99.9%	0.0%	59,360	0.0%
Program Total	160,822	171,789	6.8%	182,870	173,770	95.0%	1.2%	183,360	0.3%
Amended Budget	193,750	182,370			182,870				
% of Amended Spent	83.0%	94.2%			95.0%				
<u>FUNDING SOURCES</u>									
General Fund 101 - Taxes	160,822	171,789	6.8%	182,870	173,770	95.0%	1.2%	183,360	0.3%
Program Total	160,822	171,789	6.8%	182,870	173,770	95.0%	1.2%	183,360	0.3%
<u>PROGRAM STAFFING</u>									
<i>Regular Positions</i>									
Recreation Supervisor	0.00	0.00		0.00	0.00			0.00	
<i>Other Staffing (Full-Time Equivalents)</i>									
Custodial Aides	0.00	0.00		0.00	0.00			0.00	
Bldg Maint Staff	0.00	0.00		0.00	0.00			0.00	
Total - Full-Time Equivalents	0.00	0.00		0.00	0.00			0.00	

Department: **58300 - City Manager's Office**
 Division: **55400 - Recreation Division**
 Program: **55401 - Recreation Management**

Manage and direct the Recreation Division and provide the necessary administrative support for its programs and activities. Pay advertising, registration, and software costs. Recreation fee rebates.

PERFORMANCE OBJECTIVES

1. To administer the 10 programs of the department at an admin cost of 10.2% or less of the department operating budget.
2. To oversee a Divisiona budget of over \$3,664,250 and with an authorized staffing of 23.25 full-time equivalents.
3. To provide staff support to 3 City advisory Commissions/Boards.
4. To support the Downtown Tracy City Center Association and to collaborate with them on downtown events.
5. To coordinate park planning, design, and programming.

COMMENTARY

In FY12-13, with the transfer of the Recreation Division and its programs to the City Manager's Office, this program was established to provide a cost center for the overhead costs of the Division.

In FY13-14, program costs will show a major increase, reflecting a full-year of operations.

For FY14-15, program staffing will add 0.50 of the Division Manager. The program budget provides for this added staffing, some increases in internal charges, but maintains current funding for other cost items. maintains current funding for other cost items.

	FY11-12	FY12-13	% Cost	FY13-14	FY13-14	% of	% Cost	FY14-15	% Budget
PROGRAM EXPENDITURES	\$ Actual	\$ Actual	Change	\$ Adopted	\$ Estimated	Budget	Change	\$ Approved	Change
Personnel Expenses	0	72,016		88,200	91,080	103.3%	26.5%	170,550	93.4%
Contracted Services	0	60,122		86,360	83,870	97.1%	39.5%	84,660	-2.0%
Commodities	0	13,660		10,610	8,940	84.3%	-34.6%	10,610	0.0%
Internal Charges	0	27,020		26,430	26,400	99.9%	-2.3%	33,780	27.8%
Other Payments	0	39,506		41,070	41,000	99.8%	3.8%	41,070	0.0%
Program Total	0	212,324		252,670	251,290	99.5%	18.4%	340,670	34.8%
Amended Budget	0	166,889			252,670				
% of Amended Spent					99.5%				
FUNDING SOURCES									
General Fund 101 - Taxes	0	212,324		159,580	251,290	157.5%	18.4%	340,670	113.5%
Recreation Fees	0	0		0	0			0	
Capital Project Funds	0	0		0	0			0	
Landscape Dist Fund 271	0	0		0	0			0	
Solid Waste Fund 531	0	0		0	0			0	
Transit Fund 571	0	0		0	0			0	
Program Total	0	212,324		159,580	251,290	157.5%		340,670	113.5%
PROGRAM STAFFING									
<i>Regular Positions</i>									
Admin Asst II-Sr Admin Clerk	0.00	1.00		1.00	1.00			1.00	
Division Manager	0.00	0.00		0.00	0.00			0.50	
<i>Other Staffing (Full-Time Equivalents)</i>									
Parks & Rec Commissioners (7)	0.00	0.25		0.25	0.25			0.25	
Total - Full-Time Equivalents	0.00	1.25		1.25	1.25			1.75	

Department: **58300 - City Manager's Office**
 Division: **55400 - Recreation Division**
 Program: **55410 - Special Interest Classes**

Manage and provide special interest recreation classes through contracted services at city facilities and local school sites.

PERFORMANCE OBJECTIVES

1. To offer 700 recreational classes and serve 3,600 participants.
2. To increase the number of class offerings 15% from 600 to 700 annual by recruiting instructors to offer classes that the community wants as expressed through interest surveys.
3. To increase our customer base and number of participants by 5% from 2,000 to 2,100 with an average participation rate of 2 classes per year.
4. To expose class offering to a larger audience through increased marketing and advertising.
5. To generate at least \$237,000 in program revenues and recover 96% of program costs.

COMMENTARY

In FY11-12, program costs will show a moderate increase. Staffing costs were up, but contracted costs were down, as were program revenues. In FY12-13, program costs showed a moderate increase. Both staffing and contracted costs were up, as were program revenues.

In FY13-14, program costs will show a modest increase. While personnel costs are up, they are less than budget. Revenues though are down.

For FY14-15, supervisory hours will be reduced. The program budget provides for this reduced staffing, some increases in internal charges, but maintains current funding for other cost items. Revenues are projected to increase.

PROGRAM EXPENDITURES	FY11-12 \$ Actual	FY12-13 \$ Actual	% Cost Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Cost Change	FY14-15 \$ Approved	% Budget Change
Personnel Expenses	88,101	91,540	3.9%	105,100	98,680	93.9%	7.8%	73,300	-30.3%
Contracted Services	129,339	137,891	6.6%	137,250	134,730	98.2%	-2.3%	137,250	0.0%
Commodities	373	331	-11.3%	1,220	1,100	90.2%	232.3%	1,220	0.0%
Internal Charges	25,124	26,120	4.0%	27,120	27,000	99.6%	3.4%	28,990	6.9%
Other Payments	0	0		0	0			0	
Program Total	242,937	255,882	5.3%	270,690	261,510	96.6%	2.2%	240,760	-11.1%
Amended Budget	273,520	265,230			270,690				
% of Amended Spent	88.8%	96.5%			96.6%				

FUNDING SOURCES

General Fund 101 - Taxes	48,476	54,393	12.2%	39,690	75,510	190.2%	38.8%	3,760	-90.5%
Recreation Fees	194,461	201,489	3.6%	231,000	186,000	80.5%	-7.7%	237,000	2.6%
Recreation Grants	0	0		0	0			0	
Capital Project Funds	0	0		0	0			0	
Program Total	242,937	255,882	5.3%	270,690	261,510	96.6%	2.2%	240,760	-11.1%

PROGRAM STAFFING*Regular Positions*

Recreation Manager	0.00	0.25		0.25	0.25			0.00	
Recreation Supervisor	0.25	0.00		0.00	0.00			0.20	
Recreation Specialist	0.00	0.00		0.00	0.00			0.50	
Recreation Program Coordinator	0.50	0.50		0.50	0.50			0.00	

Other Staffing (Full-Time Equivalents)

Recreation Leader III	0.00	0.40		0.40	0.40			0.40	
Recreation Leader II	0.00	0.10		0.10	0.10			0.10	
Clerical	0.50	0.00		0.00	0.00			0.00	

Total - Full-Time Equivalents	1.25	1.25	0.0%	1.25	1.25	100.0%	0.0%	1.20	-4.0%
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Department: **58300 - City Manager's Office**
 Division: **55400 - Recreation Division**
 Program: **55420 - Aquatics/Community Pool**

PERFORMANCE OBJECTIVES

Operate and maintain the Community Pool; provide swimming lessons, recreational swimming, aquatics special events and pool rentals. Provide staffing & programming at the new West High pool.

1. To offer 200 aquatic classes and teach 3,000 participants.
2. To offer 240 hours for recreational swimming and serve 4,000 participants.
3. To administer the agreement with the YMCA to operate the West High Pool.
4. To offer summer family events to educate families about swim safety and the benefits of basic swimming skills.
5. To generate at least \$170,000 in program revenues and recover 59% of program costs.

COMMENTARY

In FY11-12, most part-time workers were contracted out, so program staffing was reduced. Program costs showed a major decrease, while staffing costs were down, contracted costs were up. In FY12-13, program costs again showed major decrease, although program revenues were up.

In FY13-14, program costs will show a moderate increase. While staffing costs are up, contracted costs are down.

For FY14-15, supervisory hours will be increased. The program budget provides for this added staffing, some increases in internal charges, but maintains current funding for other cost items. Revenues are projected to increase.

<u>PROGRAM EXPENDITURES</u>	FY11-12	FY12-13	% Cost	FY13-14	FY13-14	% of	% Cost	FY14-15	% Budget
	\$ Actual	\$ Actual	Change	\$ Adopted	\$ Estimated	Budget	Change	\$ Approved	Change
Personnel Expenses	50,848	7,302	-85.6%	20,300	13,210	65.1%	80.9%	21,300	4.9%
Contracted Services	210,646	217,113	3.1%	211,320	210,780	99.7%	-2.9%	211,320	0.0%
Commodities	8,007	9,102	13.7%	13,960	13,400	96.0%	47.2%	13,960	0.0%
Internal Charges	31,164	31,160	0.0%	33,780	33,000	97.7%	5.9%	33,200	-1.7%
Other Payments	0	0		25,000	25,000	100.0%		25,000	0.0%
Program Total	300,665	264,677	-12.0%	304,360	295,390	97.1%	11.6%	304,780	0.1%
Amended Budget	458,840	306,180			304,360				
% of Amended Spent	65.5%	86.4%			97.1%				
<u>FUNDING SOURCES</u>									
General Fund 101 - Taxes	154,319	95,701	-38.0%	158,360	125,390	79.2%	31.0%	134,780	-14.9%
Recreation Fees	146,346	168,976	15.5%	146,000	170,000	116.4%	0.6%	170,000	16.4%
Program Total	300,665	264,677	-12.0%	304,360	295,390	97.1%	11.6%	304,780	0.1%
<u>PROGRAM STAFFING</u>									
<i>Regular Positions</i>									
Recreation Manager	0.00	0.00		0.00	0.00			0.00	
Recreation Supervisor	0.55	0.00		0.00	0.00			0.05	
Senior Maintenance Worker	0.00	0.00		0.00	0.00			0.00	
Recreation Specialist	0.00	0.00		0.00	0.00			0.10	
Recreation Program Coordinator	0.00	0.10		0.10	0.10			0.00	
<i>Other Staffing (Full-Time Equivalents)</i>									
RS III/Pool Manager	1.10	0.25		0.25	0.25			0.25	
RS II/Senior Lifeguard	1.20	0.00		0.00	0.00			0.00	
RS I/Lifeguard	5.80	0.00		0.00	0.00			0.00	
Total - Full-Time Equivalents	8.65	0.35	-96.0%	0.35	0.35	100.0%	0.0%	0.40	14.3%

Department: **58300 - City Manager's Office**
 Division: **55400 - Recreation Division**
 Program: **55430 - Athletics**

Conduct youth and adult sporting events, manage contracts, coordinate league & team scheduling, at the Tracy Ballpark and Tracy Sports Complex.

PERFORMANCE OBJECTIVES

1. To conduct an adult softball league with 3 seasons, 75 teams, and 15 leagues, serving 1,200 participants.
2. To conduct our annual Youth Hoops basketball program and increase participation to serve over 275 participants.
3. To conduct a Youth and Adult Flag Football program to serve over 200 participants.
4. To conduct our Jr. Giants youth baseball program with over 500 participants and 75 volunteer coaches.
5. To generate at least \$164,000 in program revenues and recover 97% of program costs.

Program costs and revenues DO NOT cover the costs of sports field maintenance provided by the Public Works Department.

COMMENTARY

In FY11-12, program staffing had a decrease in hours; so, program costs showed a major decrease. Costs were down in all categories, but program revenues were up. In FY12-13, program costs and revenues showed major decreases. Staffing costs were down but contracted costs were up.

In FY13-14, program costs will show a major increase. Costs are up in all categories. Program revenues will show a modest increase.

For FY14-15, program staffing will show reductions. The program budget provides for reduced staffing, some increases in internal charges, but maintains current funding for other cost items. Revenues will remain at their current level.

PROGRAM EXPENDITURES	FY11-12	FY12-13	% Cost	FY13-14	FY13-14	% of	% Cost	FY14-15	% Budget
	\$ Actual	\$ Actual	Change	\$ Adopted	\$ Estimated	Budget	Change	\$ Approved	Change
Personnel Expenses	83,655	47,630	-43.1%	76,410	68,340	89.4%	43.5%	56,970	-25.4%
Contracted Services	29,081	56,120	93.0%	65,010	62,000	95.4%	10.5%	62,510	-3.8%
Commodities	15,580	6,287	-59.6%	7,800	7,000	89.7%	11.3%	9,300	19.2%
Internal Charges	18,544	19,330	4.2%	20,330	20,300	99.9%	5.0%	22,630	11.3%
Other Payments	0	0		0	0			0	
Program Total	146,860	129,367	-11.9%	169,550	157,640	93.0%	21.9%	151,410	-10.7%
Amended Budget	213,290	168,700			169,550				
% of Amended Spent	68.9%	76.7%			93.0%				

FUNDING SOURCES

General Fund 101 - Taxes	(35,034)	57,710	-264.7%	85,050	78,640	92.5%	36.3%	72,410	-14.9%
Recreation Fees	181,894	71,657	-60.6%	84,500	79,000	93.5%	10.2%	79,000	-6.5%
Program Total	146,860	129,367	-11.9%	169,550	157,640	93.0%	21.9%	151,410	-10.7%

PROGRAM STAFFING*Regular Positions*

Recreation Manager	0.00	0.00		0.00	0.00			0.00	
Recreation Supervisor	0.45	0.00		0.00	0.00			0.10	
Recreation Specialist	0.00	0.00		0.00	0.00			0.40	
Recreation Program Coordinator	0.00	0.20		0.20	0.20			0.00	

Other Staffing (Full-Time Equivalents)

Recreation Leader III	0.40	0.80		0.80	0.80			0.00	
Recreation Leader II	0.35	0.45		0.45	0.45			0.55	
Recreation Leader I	0.45	0.20		0.20	0.20			0.00	

Total - Full-Time Equivalents	1.65	1.65	0.0%	1.65	1.65	100.0%	0.0%	1.05	-36.4%
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Department: **58300 - City Manager's Office**
 Division: **55400 - Recreation Division**
 Program: **55440 - Youth Development**

PERFORMANCE OBJECTIVES

Provide recreation activities at school sites before and after school hours during the school year. Provide day camps at schools and on City park sites during the school closures.

1. To offer supervised after school recreational activities at 3 sites during the school year for 18 hours per week, serving 1,000 registrants.
2. To offer at least 2 art and fitness activities to the afterschool program and summer camp.
3. To offer summer camp for 8 weeks serving 30 participants per camp.
4. To generate at least \$155,000 in program revenues and recover 69% of program costs.

COMMENTARY

In FY11-12, program staffing was reduced. Program costs showed a minimal decrease, while program revenues showed an increase. In FY12-13, program costs showed a major increase. Staffing costs were up, as were revenues.

In FY13-14, program costs will show a minor decrease. Staffing costs are down, as are revenues.

For FY14-15, supervisory hours will be increased. The program budget provides for the added staffing, some increases in internal charges, but maintains current funding for other cost items. Revenues are projected to increase.

<u>PROGRAM EXPENDITURES</u>	FY11-12 \$ Actual	FY12-13 \$ Actual	% Cost Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Cost Change	FY14-15 \$ Approved	% Budget Change
Personnel Expenses	122,515	142,125	16.0%	165,340	133,180	80.5%	-6.3%	165,280	0.0%
Contracted Services	3,840	4,885	27.2%	11,510	9,100	79.1%	86.3%	10,710	-7.0%
Commodities	10,879	11,220	3.1%	14,660	12,700	86.6%	13.2%	14,660	0.0%
Internal Charges	30,066	30,470	1.3%	31,470	31,000	98.5%	1.7%	34,020	8.1%
Other Payments	0	0		0	0			0	
Program Total	167,300	188,700	12.8%	222,980	185,980	83.4%	-1.4%	224,670	0.8%
Amended Budget	251,620	218,710			222,980				
% of Amended Spent	66.5%	86.3%			83.4%				

<u>FUNDING SOURCES</u>	FY11-12 \$ Actual	FY12-13 \$ Actual	% Cost Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Cost Change	FY14-15 \$ Approved	% Budget Change
General Fund 101 - Taxes	45,311	55,183	21.8%	67,980	76,670	112.8%	38.9%	100,670	48.1%
Recreation Fees	121,989	133,517	9.5%	155,000	109,310	70.5%	-18.1%	124,000	-20.0%
Recreation Grant	0	0		0	0			0	
Com Devel Block Gt Fund 269	0	0		0	0			0	
Program Total	167,300	188,700	12.8%	222,980	185,980	83.4%	-1.4%	224,670	0.8%

<u>PROGRAM STAFFING</u>	FY11-12 \$ Actual	FY12-13 \$ Actual	% Cost Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Cost Change	FY14-15 \$ Approved	% Budget Change
<i>Regular Positions</i>									
Recreation Manager	0.10	0.10		0.10	0.10			0.00	
Recreation Supervisor	0.00	0.00		0.00	0.00			0.20	
Recreation Specialist	0.00	0.00		0.00	0.00			0.25	
Recreation Program Coordinator	0.20	0.25		0.25	0.25			0.00	
<i>Other Staffing (Full-Time Equivalents)</i>									
Recreation Leader III	0.50	0.50		0.50	0.50			0.50	
Recreation Leader II	2.65	1.25		1.25	1.25			1.25	
Recreation Leader I	1.70	2.15		2.15	2.15			2.15	
Total - Full-Time Equivalents	5.15	4.25	-17.5%	4.25	4.25	100.0%	0.0%	4.35	2.4%

Department: **58300 - City Manager's Office**
 Division: **55400 - Recreation Division**
 Program: **55450 - Senior Citizens**

Provide recreational, educational, and social service activities for the senior citizen population of the City and its environs. Operate and maintain the City's Senior Center.

PERFORMANCE OBJECTIVES

1. To operate the Senior Center for 5 days and 30 hours per week, serving on the average 160 participants per day.
2. To continue to offer quarterly safety presentation in partnership with the Tracy Fire Department and other community agencies and increase participation by 10%
3. To provide recreational and educational programs utilizing the Senior Center Outdoor Recreation Area.
4. To offer recreation programs and special events that are successful and generate revenue and increase participation by 20%.
5. To generate at least \$21,000 in program revenues and recover 8.4% of program costs.

In FY11-12, program staffing was reduced; but program costs show a moderate increase, although costs were less than budgeted. In FY12-13, program costs again showed a moderate increase. Both staffing and contracted costs were up.

In FY13-14, program costs will show a modest decrease. Staffing costs are expected to show a decrease.

For FY14-15, staffing will reduce supervisory hours but increase program hours. The program budget provides for the revised staffing, some increases in internal charges and some enhancement in other cost items.

PROGRAM EXPENDITURES	FY11-12 \$ Actual	FY12-13 \$ Actual	% Cost Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Cost Change	FY14-15 \$ Approved	% Budget Change
Personnel Expenses	146,611	153,835	4.9%	155,270	147,740	95.2%	-4.0%	131,840	-15.1%
Contracted Services	25,924	33,128	27.8%	33,920	31,500	92.9%	-4.9%	48,320	42.5%
Commodities	6,253	5,764	-7.8%	6,210	6,080	97.9%	5.5%	10,710	72.5%
Internal Charges	49,836	53,150	6.6%	55,150	53,000	96.1%	-0.3%	58,950	6.9%
Other Payments	0	0		0	0			0	
Program Total	228,624	245,877	7.5%	250,550	238,320	95.1%	-3.1%	249,820	-0.3%
Amended Budget	237,610	237,660			260,550				
% of Amended Spent	96.2%	103.5%			91.5%				

FUNDING SOURCES	FY11-12 \$ Actual	FY12-13 \$ Actual	% Cost Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Cost Change	FY14-15 \$ Approved	% Budget Change
General Fund 101 - Taxes	208,105	224,571	7.9%	229,550	217,320	94.7%	-3.2%	225,820	-1.6%
Recreation Fees	20,519	21,306	3.8%	21,000	21,000	100.0%	-1.4%	24,000	14.3%
Recreation Grants	0	0		0	0			0	
Program Total	228,624	245,877	7.5%	250,550	238,320	95.1%	-3.1%	249,820	-0.3%

PROGRAM STAFFING	FY11-12 \$ Actual	FY12-13 \$ Actual	% Cost Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Cost Change	FY14-15 \$ Approved	% Budget Change
<i>Regular Positions</i>									
Recreation Manager	0.30	0.30		0.30	0.30			0.00	
Recreation Supervisor	0.00	0.00		0.00	0.00			0.25	
Recreation Program Coordinator	0.50	0.30		0.30	0.30			0.00	
<i>Other Staffing (Full-Time Equivalents)</i>									
Recreation Leader III	0.70	0.70		0.70	0.70			0.70	
Recreation Leader II	1.20	1.45		1.45	1.45			1.75	
Clerical	0.00	0.00		0.00	0.00			0.00	
Total - Full-Time Equivalents	2.70	2.75	1.9%	2.75	2.75	100.0%	0.0%	2.70	-1.8%

Department: **58300 - City Manager's Office**
 Division: **55400 - Recreation Division**
 Program: **55460 - Mayor's Community Youth Support**

PERFORMANCE OBJECTIVES

To develop and administer recreational youth activities that focus on the Youth Continuum of Care (Prevention and Intervention), as part of the Mayor's Community Youth Support Network.

1. To continue to offer an Arts Education, Leadership and Recreation program serving over 45 participants twice a week at SAFE.
2. To expose and engage youth in art, leadership and recreation programming by offering on site classes 2 times a week taught by professionals and accessibility to additional off site locations at least once a month.
3. To offer recreation program support at community events to increase community awareness of Parks and Community Services programming
4. To offer a community event that inspires youth to make healthy choices.

COMMENTARY

The Mayor's Community Youth Support Network (MCYSN) provides youth services involving prevention, intervention and suppression activities. Program costs generally are less than anticipated. In FY11-12 and FY12-13, program costs were again less than budgeted and showed decreases.

In FY13-14, program costs will show an increase. However, costs will still be less than budgeted.

For FY14-15, no staffing changes are anticipated. The program budget provides for current staffing, some increases in internal charges, but maintains current funding for other cost items.

<u>PROGRAM EXPENDITURES</u>	FY11-12 \$ Actual	FY12-13 \$ Actual	% Cost Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Cost Change	FY14-15 \$ Approved	% Budget Change
Personnel Expenses	6,630	5,376	-18.9%	10,200	7,060	69.2%	31.3%	10,700	4.9%
Contracted Services	3,468	995	-71.3%	1,500	1,460	97.3%	46.7%	1,500	0.0%
Commodities	14	1,559	11035.7%	4,000	3,500	87.5%	124.5%	4,000	0.0%
Internal Charges	9,401	8,240	-12.3%	8,740	8,700	99.5%	5.6%	9,460	8.2%
Other Payments	0	0		0	0			0	
Program Total	19,513	16,170	-17.1%	24,440	20,720	84.8%	28.1%	25,660	5.0%
Amended Budget	102,090	26,360			24,440				
% of Amended Spent	19.1%	61.3%			84.8%				

<u>FUNDING SOURCES</u>	FY11-12 \$ Actual	FY12-13 \$ Actual	% Cost Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Cost Change	FY14-15 \$ Approved	% Budget Change
General Fund 101 - Taxes	19,513	16,170	-17.1%	24,440	20,720	84.8%	28.1%	25,660	5.0%
Recreation Fees	0	0		0	0			0	
Recreation Grant	0	0		0	0			0	
Program Total	19,513	16,170	-17.1%	24,440	20,720	84.8%	28.1%	25,660	5.0%

<u>PROGRAM STAFFING</u>	FY11-12 \$ Actual	FY12-13 \$ Actual	FY13-14 \$ Adopted	FY13-14 \$ Estimated	FY14-15 \$ Approved
<i>Regular Positions</i>					
Recreation Supervisor	0.00	0.00	0.00	0.00	0.00
Recreation Specialist	0.00	0.00	0.00	0.00	0.05
Recreation Program Coordinator	0.05	0.05	0.05	0.05	0.00
<i>Other Staffing (Full-Time Equivalents)</i>					
Recreation Leader III	0.00	0.05	0.00	0.05	0.05
Recreation Leader II	1.80	0.10	0.10	0.10	0.10
Recreation Leader I	0.00	0.00	0.05	0.00	0.00
Total - Full-Time Equivalents	1.85	0.20	0.20	0.20	0.20

Department: **58300 - City Manager's Office**
 Division: **55400 - Recreation Division**
 Program: **55480 - Community Events**

Plan, develop, and coordinate community events that encompass activities for children and adults and increase community pride and involvement.

PERFORMANCE OBJECTIVES

1. To increase the attendance at the 2 scheduled Girls Night Out events by 20% and increase sponsorship opportunities for local businesses.
2. To increase attendance at the Summer Block Party Series by 20% which will be held in the new Downtown Plaza at 6th St. and Central Ave.
3. To continue to offer and expand events in partnership with the Tracy City Center Association and the Tracy Chamber of Commerce.
4. To offer one new event and engage over 20 local businesses and 300 community members in Tracy to participate.
5. To continue to offer quality family entertainment at the Movies on the Civic Center Plaza and increase participation by 20%.

COMMENTARY

In FY11-12, program costs showed a major increase, due to increased activities in the downtown area. Program staffing showed a minor increase. In FY12-13, program staffing was increased by 0.30 FTEs. Program costs showed a major increase, with staffing costs going over budget.

In FY13-14, program costs will show a minimal increase. While staffing costs are down, other costs are up.

For FY14-15, staffing will increase supervisory hours but reduce other hours. The program budget provides for the revised staffing, some increases in internal charges but maintaining current funding for other cost items.

PROGRAM EXPENDITURES	FY11-12 \$ Actual	FY12-13 \$ Actual	% Cost Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Cost Change	FY14-15 \$ Approved	% Budget Change
Personnel Expenses	102,502	133,461	30.2%	129,100	126,060	97.6%	-5.5%	70,470	-45.4%
Contracted Services	63,928	54,591	-14.6%	78,560	61,000	77.6%	11.7%	78,560	0.0%
Commodities	13,665	20,716	51.6%	24,900	22,300	89.6%	7.6%	24,900	0.0%
Internal Charges	10,687	11,040	3.3%	11,510	11,500	99.9%	4.2%	12,310	7.0%
Other Payments	0	0		0	0			0	
Program Total	190,782	219,808	15.2%	244,070	220,860	90.5%	0.5%	186,240	-23.7%
Amended Budget	226,300	233,100			244,070				
% of Amended Spent	84.3%	94.3%			90.5%				

FUNDING SOURCES	FY11-12 \$ Actual	FY12-13 \$ Actual	% Cost Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Cost Change	FY14-15 \$ Approved	% Budget Change
General Fund 101 - Taxes	171,721	185,712	8.1%	219,070	183,480	83.8%	-1.2%	146,240	-33.2%
Recreation Fees	19,061	34,096		25,000	37,380	149.5%		40,000	60.0%
Capital Project Funds	0	0		0	0			0	
	0	0		0	0			0	
Program Total	190,782	219,808	15.2%	244,070	220,860	90.5%	0.5%	186,240	-23.7%

PROGRAM STAFFING	FY11-12 FTEs	FY12-13 FTEs	% Cost Change	FY13-14 FTEs	FY13-14 FTEs	% of Budget	% Cost Change	FY14-15 FTEs	% Budget Change
<i>Regular Positions</i>									
Recreation Manager	0.25	0.25		0.25	0.25			0.00	
Recreation Supervisor	0.00	0.00		0.00	0.00			0.20	
Recreation Specialist	0.00	0.00		0.00	0.00			0.50	
Recreation Program Coordinator	0.00	0.40		0.40	0.40			0.00	
<i>Other Staffing (Full-Time Equivalents)</i>									
Recreation Leader III	0.85	0.85		0.85	0.85			0.00	
Recreation Leader II	0.50	0.40		0.40	0.40			0.40	
Total - Full-Time Equivalents	1.60	1.90	18.8%	1.90	1.90	100.0%	0.0%	1.10	-42.1%

Department: **58300 - City Manager's Office**
 Division: **55400 - Recreation Division**
 Program: **55490 - Teen Recreation**

PERFORMANCE OBJECTIVES

Provide programs and activities for Tracy teens, including operations of a Teen Center and collaboration with other community youth-serving organizations. Provide support to the Youth Advisory Commission.

1. To offer an on-campus middle school afterschool program with art, recreational activities, tutoring, and physical fitness programs serving at least 40 participants a day.
2. To maintain current participation at capacity at SAFE by offering a leadership component to increase leadership skills and self-esteem.
3. To offer 3 teen summer camps that are recreational and educational that engar teens to live a healthy lifestyle.
4. To increase the Youth Advisory Commission visibility in the community to assist in marketing teen programs to teens in Tracy, and to conduct several service projects in Tracy that benefit the community.

COMMENTARY

In FY11-12, program staffing was reduced; and, program costs showed a modest decrease. In FY12-13, program costs showed a major increase, although they were less than budgeted.

In FY13-14, program costs will show a modest decrease. Staffing costs will decrease.

For FY14-15, supervisory hours will be reduced. The program budget provides for reduced staffing, some increases in internal charges, but maintains current funding for other cost items.

<u>PROGRAM EXPENDITURES</u>	FY11-12 \$ Actual	FY12-13 \$ Actual	% Cost Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Cost Change	FY14-15 \$ Approved	% Budget Change
Personnel Expenses	64,332	73,268	13.9%	81,840	66,090	80.8%	-9.8%	60,220	-26.4%
Contracted Services	5,527	7,451	34.8%	21,470	8,950	41.7%	20.1%	21,470	0.0%
Commodities	6,417	6,239	-2.8%	9,250	6,940	75.0%	11.2%	9,250	0.0%
Internal Charges	12,937	13,430	3.8%	13,930	13,000	93.3%	-3.2%	14,880	6.8%
Other Payments	0	0		0	0			0	
Program Total	89,213	100,388	12.5%	126,490	94,980	75.1%	-5.4%	105,820	-16.3%
Amended Budget	125,990	118,960			126,490				
% of Amended Spent	70.8%	84.4%			75.1%				
<u>FUNDING SOURCES</u>									
General Fund 101 - Taxes	84,078	96,375	14.6%	120,190	87,520	72.8%	-9.2%	98,320	-18.2%
Recreation Fees	5,135	4,013	-21.9%	6,300	7,460	118.4%	85.9%	7,500	19.0%
Recreation Grant	0	0		0	0			0	
Program Total	89,213	100,388	12.5%	126,490	94,980	75.1%	-5.4%	105,820	-16.3%
<u>PROGRAM STAFFING</u>									
<i>Regular Positions</i>									
Recreation Manager	0.10	0.10		0.10	0.10			0.00	
Recreation Supervisor	0.00	0.00		0.00	0.00			0.00	
Recreation Specialist	0.00	0.00		0.00	0.00			0.20	
Recreation Program Coordinator	0.25	0.20		0.20	0.20			0.00	
<i>Other Staffing (Full-Time Equivalents)</i>									
Recreation Leader II	1.30	1.30		1.30	1.30			1.30	
Total - Full-Time Equivalents	1.65	1.60	-3.0%	1.60	1.60	100.0%	0.0%	1.50	-6.3%

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Department: **58300 - City Manager's Office**
 Division: **58370 - Cultural Arts Division**
 Program: **58371 - Cultural Arts**

PERFORMANCE OBJECTIVES

Manage and coordinate the City's cultural arts activities, including the planning and development of a new Cultural Arts Center for the City. Provide staff support to the City's Cultural Arts Commission.

1. To effectively manage business systems of the Division resulting in a high level of internal and external communications.
2. To provide Division level budget oversight, identifying expenditure and revenue trends and goals.
3. To provide a high level of internal and external customer service utilizing staff and users feedback systems.
4. To assess program development in relationship to overall Division-wide goals and facility operational plan.
5. To provide stewardship of the Center.
6. To maintain the Center as a celebrated arts re-development project in historic downtown Tracy.

COMMENTARY

In FY11-12, program costs showed a major increase for contracted services and internal charges. In FY12-13, program staffing was increased, and program costs again showed a major increase. Both personnel and contracted costs went up.

In FY13-14, program staffing decrease, and program costs will show a moderate decrease, due to the reallocation of internal charges to other programs

For FY14-15, minor staffing changes are anticipated. The program budget provides for revised staffing, some increases in internal charges, and some reallocation of other costs to other programs.

<u>PROGRAM EXPENDITURES</u>	FY11-12 \$ Actual	FY12-13 \$ Actual	% Cost Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Cost Change	FY14-15 \$ Approved	% Budget Change
Personnel Expenses	84,103	131,795	56.7%	199,790	142,120	71.1%	7.8%	245,530	22.9%
Contracted Services	297,485	369,098	24.1%	384,540	375,000	97.5%	1.6%	349,330	-9.2%
Commodities	25,197	21,780	-13.6%	22,660	22,300	98.4%	2.4%	32,660	44.1%
Internal Charges	153,544	152,140	-0.9%	72,140	72,000	99.8%	-52.7%	76,260	5.7%
Other Payments	8,930	4,580	-48.7%	10,000	10,000	100.0%	118.3%	10,000	0.0%
Program Total	569,259	679,393	19.3%	689,130	621,420	90.2%	-8.5%	713,780	3.6%
Amended Budget	568,470	696,040			666,130				
% of Amended Spent	100.1%	97.6%			93.3%				

<u>FUNDING SOURCES</u>	FY11-12 \$ Actual	FY12-13 \$ Actual	% Cost Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Cost Change	FY14-15 \$ Approved	% Budget Change
General Fund 101 - Taxes	561,021	678,147	20.9%	689,130	617,820	89.7%	-8.9%	710,080	3.0%
Cultural Arts Fees	8,238	1,246		0	3,600		188.9%	3,700	
ALA Contribution	0	0		0	0			0	
Program Total	569,259	679,393	19.3%	689,130	621,420	90.2%	-8.5%	713,780	3.6%

<u>PROGRAM STAFFING</u>	FY11-12 \$ Actual	FY12-13 \$ Actual	% Cost Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Cost Change	FY14-15 \$ Approved	% Budget Change
<i>Regular Positions</i>									
Division Manager	0.00	0.00		0.00	0.00			0.50	
Box Office Coordinator	0.00	0.00		0.00	0.50			0.50	
Admin Asst II	0.25	0.50		0.50	0.00			0.00	
Theatre Coordinator	0.25	0.50		0.50	0.00			0.00	
Cul Arts Mgr-Visual Arts	0.25	0.40		0.40	0.40			0.10	
Theatre Oper& Tech Asst	0.00	0.25		0.25	0.00			0.00	
<i>Other Staffing (Full-Time Equivalents)</i>									
Cultural Arts Commissioner	0.10	0.10		0.10	0.10			0.10	
Program Assistant	0.50	0.00		0.00	0.00			0.00	
Clerical	0.00	0.50		0.50	1.00			1.00	
	1.35	2.25	66.7%	2.25	2.00	88.9%	-11.1%	2.20	10.0%

Department: **58300 - City Manager's Office**
 Division: **58370 - Cultural Arts Division**
 Program: **58372 - Arts Education**

Manage and provide arts education classes through contracted services at the Grand Theatre, city facilities and local school sites. Classes are offered in visual arts, ceramics, dance, drama, and music.

PERFORMANCE OBJECTIVES

1. To annually provide 100's of classes to 1,000's of students.
2. To provide high quality life-long learning opportunities in specialized studio environments.
3. To serve a diverse student population including children, teens, adults, seniors, and the disabled.
4. To compliment and supplement youth arts education in Tracy, in collaboration with the Tracy Unified School District.
5. To emulate the State of California's Visual & Performing Arts (VAPA) Standards within curriculum content.

COMMENTARY

In FY11-12, program costs showed a major increase; both staffing and contracted costs were up. In FY12-13, program staffing was increased, but program costs showed a major decrease, with a reduction in contracted services.

In FY13-14, program costs will show a major increase. While personnel costs are down, contracted costs are up. Also, the program started picking up a share of building maintenance charges. Program revenues are down.

For FY14-15, program staffing will show an increase. The program budget provides for the added staffing, some increases in internal charges and contracted services. Revenues are projected to decrease.

PROGRAM EXPENDITURES	FY11-12 \$ Actual	FY12-13 \$ Actual	% Cost Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Cost Change	FY14-15 \$ Approved	% Budget Change
Personnel Expenses	167,581	188,492	12.5%	160,260	158,270	98.8%	-16.0%	216,280	35.0%
Contracted Services	168,118	100,154	-40.4%	129,520	125,000	96.5%	24.8%	139,530	7.7%
Commodities	16,369	5,346	-67.3%	13,250	12,100	91.3%	126.3%	13,450	1.5%
Internal Charges	0	0		33,000	33,000	100.0%		33,000	0.0%
Other Payments	1,429	0	-100.0%	0	0			0	
Program Total	353,497	293,992	-16.8%	336,030	328,370	97.7%	11.7%	402,260	19.7%
Amended Budget	382,220	344,840			336,030				
% of Amended Spent	92.5%	85.3%			97.7%				
FUNDING SOURCES									
General Fund 101 - Taxes	225,713	184,000	-18.5%	196,030	248,370	126.7%	35.0%	282,260	44.0%
Arts Education Fees	127,784	109,992	-13.9%	140,000	80,000	57.1%	-27.3%	120,000	-14.3%
Program Total	353,497	293,992	-16.8%	336,030	328,370	97.7%	11.7%	402,260	19.7%
PROGRAM STAFFING									
<i>Regular Positions</i>									
Recreation Program Coordinator	0.50	0.00		0.00	0.00			0.00	
Cul Arts Mgr-Visual Arts	0.25	0.25		0.25	0.25			0.35	
Box Office Coordinator	0.00	0.00		0.00	0.25			0.25	
Admin Asst II	0.25	0.25		0.25	0.00			0.00	
<i>Other Staffing (Full-Time Equivalents)</i>									
Recreation Leaders	1.00	1.40		1.40	1.40			1.40	
Arts Education Coordinator	0.00	0.75		0.75	0.75			1.00	
Program Assistant	0.00	0.00		0.00	0.00			0.00	
	2.00	2.65	32.5%	2.65	2.65	100.0%	0.0%	3.00	13.2%

Department: **58300 - City Manager's Office**
 Division: **58370 - Cultural Arts Division**
 Program: **58373 - Arts Gallery**

Manage and provide arts exhibitions at the Grand Theatre and other City facilities.

PERFORMANCE OBJECTIVES

1. To provide a diverse, professional Exhibition Season in relationship to rank, geography, media and content.
2. To collaborate with Artists, Arts Educators, Arts Organizations, Curators, Collectors and Lenders.
3. To present five exhibitions annually in the Grand Galleries, with opportunities for community inreach and outreach.
4. To operate a curated, co-operative in the Matthews Gallery offering original art, editions and products at low price points.
5. To provide training and mentorship to Gallery Staff, Docents and Interns utilizing the Galleries as a learning environment.

COMMENTARY

FY11-12, program costs showed a moderate increase. In FY12-13, program staffing was decreased; but program costs showed a major increase with both personnel and contracted costs were up.

In FY13-14, program costs will show a major decrease. Both personnel and contracted costs are up. Also, the program started picking up a share of building maintenance charges from other programs.

For FY14-15, program staffing will show an increase. The program budget provides for added staffing, some increases in internal charges, but maintains current funding for other cost items.

<u>PROGRAM EXPENDITURES</u>	FY11-12 \$ Actual	FY12-13 \$ Actual	% Cost Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Cost Change	FY14-15 \$ Approved	% Budget Change
Personnel Expenses	69,017	75,905	10.0%	48,940	57,310	117.1%	-24.5%	77,000	57.3%
Contracted Services	12,725	32,737	157.3%	11,230	11,100	98.8%	-66.1%	11,230	0.0%
Commodities	2,988	2,119	-29.1%	1,970	1,900	96.4%	-10.3%	1,970	0.0%
Internal Charges	0	0		20,000	20,000	100.0%		20,000	0.0%
Other Payments	0	0		0	0			0	
Program Total	84,730	110,761	30.7%	82,140	90,310	109.9%	-18.5%	110,200	34.2%
Amended Budget	80,150	109,787			82,140				
% of Amended Spent	105.7%	100.9%			109.9%				

<u>FUNDING SOURCES</u>	FY11-12 \$ Actual	FY12-13 \$ Actual	% Cost Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Cost Change	FY14-15 \$ Approved	% Budget Change
General Fund 101 - Taxes	80,463	104,739	30.2%	80,640	84,000	104.2%	-19.8%	100,850	25.1%
Gallery Fees	4,267	6,022	41.1%	1,500	6,310		4.8%	9,350	
Program Total	84,730	110,761	30.7%	82,140	90,310	109.9%	-18.5%	110,200	34.2%

<u>PROGRAM STAFFING</u>	FY11-12	FY12-13	% Change	FY13-14	FY13-14	% of Budget	% Change	FY14-15	% Budget
<i>Regular Positions</i>									
Cul Arts Mgr-Visual Arts	0.50	0.35		0.35	0.35			0.55	
<i>Other Staffing (Full-Time Equivalents)</i>									
	0.50	0.35	-30.0%	0.35	0.35	100.0%	0.0%	0.55	57.1%

Department: **58300 - City Manager's Office**
 Division: **58370 - Cultural Arts Division**
 Program: **58374 - Theatre Presentations**

Manage and present theatre presentations at the Grand Theatre and other City facilities.

PERFORMANCE OBJECTIVES

1. To provide a professional Presenting Season that brands the Center as a quality venue and a Downtown anchor.
2. To increase the audience base for presentations by 10%.
3. To collaborate with other performing arts organizations to strengthen community co-present opportunities.
4. To diversify marketing strategies that will increase attendance and visibility in our region.
5. To increase the number of performances in the season by 25%.

COMMENTARY

In FY11-12, program costs showed a modest increase. In FY12-13, program staffing was increased, and program costs showed a major increase. Both staffing and contracted costs were up, as were revenues.

In FY13-14, program staffing was further increased. But, program costs will show a modest decrease. While personnel costs and internal service charges are up contracted costs are down. Program revenues are expected to increase.

For FY14-15, no staffing changes are anticipated. The program budget provides for the current staffing, some increases in internal charges and contracted services. Revenues are projected to increase.

	FY11-12	FY12-13	% Cost	FY13-14	FY13-14	% of	% Cost	FY14-15	% Budget
	\$ Actual	\$ Actual	Change	\$ Adopted	\$ Estimated	Budget	Change	\$ Approved	Change
PROGRAM EXPENDITURES									
Personnel Expenses	37,426	61,455	64.2%	82,010	94,930	115.8%	54.5%	84,900	3.5%
Contracted Services	53,724	188,143	250.2%	127,420	125,670	98.6%	-33.2%	152,420	19.6%
Commodities	11,316	7,007	-38.1%	6,250	8,010	128.2%	14.3%	6,250	0.0%
Internal Charges	0	0		20,000	20,000	100.0%		20,000	0.0%
Other Payments	0	0		0	0			0	
Program Total	102,466	256,605	150.4%	235,680	248,610	105.5%	-3.1%	263,570	11.8%
Amended Budget	97,900	212,660			258,680				
% of Amended Spent	104.7%	120.7%			96.1%				
FUNDING SOURCES									
General Fund 101 - Taxes	56,472	121,070	114.4%	95,680	88,610	92.6%	-26.8%	88,570	-7.4%
Presentation Fees	45,994	135,535	194.7%	140,000	160,000	114.3%	18.1%	175,000	25.0%
Program Total	102,466	256,605	150.4%	235,680	248,610	105.5%	-3.1%	263,570	11.8%
PROGRAM STAFFING									
<i>Regular Positions</i>									
Theatre Coordinator	0.25	0.25		0.25	0.00			0.00	
Box Office Coordinator	0.00	0.00		0.00	0.25			0.25	
Theatre Oper & Tech Asst	0.00	0.25		0.25	1.00			1.00	
<i>Other Staffing (Full-Time Equivalents)</i>									
Program Assistant	0.17	0.30		0.30	0.30			0.30	
	0.42	0.80	90.5%	0.80	1.55	193.8%	93.8%	1.55	0.0%

Department: **58300 - City Manager's Office**
 Division: **58370 - Cultural Arts Division**
 Program: **58375 - Theatre Rentals**

Manage theatre rentals at the Grand Theatre for performance and and community events, when otherwise available for usage.

PERFORMANCE OBJECTIVES

1. To provide facility usage for community and commercial uses.
2. To increase marketing efforts to attract various types of user and rentals.
3. To provide technical assistance to our clients.
4. To increase commercial rentals by 10%.

COMMENTARY

In FY11-12, program costs showed a major increase, particularly for staffing. In FY12-13, program staffing was decreased by 0.13 FTEs. Program costs though show a major increase; but program revenues decreased.

In FY13-14, program costs will show a major increase. Both personnel and contracted costs are up. Also, the program started picking up a share of building maintenance charges from other programs. Revenues are down.

For FY14-15, no staffing changes are anticipated. The program budget provides for current staffing, some increases in internal charges, but maintains current funding for other cost items. Revenues are projected to increase.

<u>PROGRAM EXPENDITURES</u>	FY11-12 \$ Actual	FY12-13 \$ Actual	% Cost Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Cost Change	FY14-15 \$ Approved	% Budget Change
Personnel Expenses	102,850	129,945	26.3%	109,160	115,430	105.7%	-11.2%	113,500	4.0%
Contracted Services	14,934	3,299	-77.9%	12,250	10,470	85.5%	217.4%	12,250	0.0%
Commodities	5,339	5,827	9.1%	5,500	5,320	96.7%	-8.7%	5,500	0.0%
Internal Charges	0	0		30,000	30,000	100.0%		30,000	0.0%
Other Payments	0	0		0	0			0	
Program Total	123,123	139,071	13.0%	156,910	161,220	102.7%	15.9%	161,250	2.8%
Amended Budget	96,670	164,060			156,910				
% of Amended Spent	127.4%	84.8%			102.7%				
<u>FUNDING SOURCES</u>									
General Fund 101 - Taxes	42,859	88,131	105.6%	91,910	126,220	137.3%	43.2%	92,940	1.1%
Rental Fees	80,264	50,940	-36.5%	65,000	35,000	53.8%	-31.3%	68,310	5.1%
Program Total	123,123	139,071		156,910	161,220	102.7%	15.9%	161,250	2.8%
<u>PROGRAM STAFFING</u>									
<i>Regular Positions</i>									
Theatre Coordinator	0.50	0.25		0.25	0.00			0.00	
Theatre Oper & Tech Asst	0.00	0.50		0.50	1.00			1.00	
Admin Asst II	0.00	0.25		0.25	0.00			0.00	
<i>Other Staffing (Full-Time Equivalents)</i>									
Program Assistant	1.33	0.70		0.70	0.70			0.70	
	1.83	1.70		1.70	1.70	100.0%	0.0%	1.70	0.0%

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ADMINISTRATIVE SERVICES DEPARTMENT

formerly the Human Resources and
Finance Departments

Mission Statement

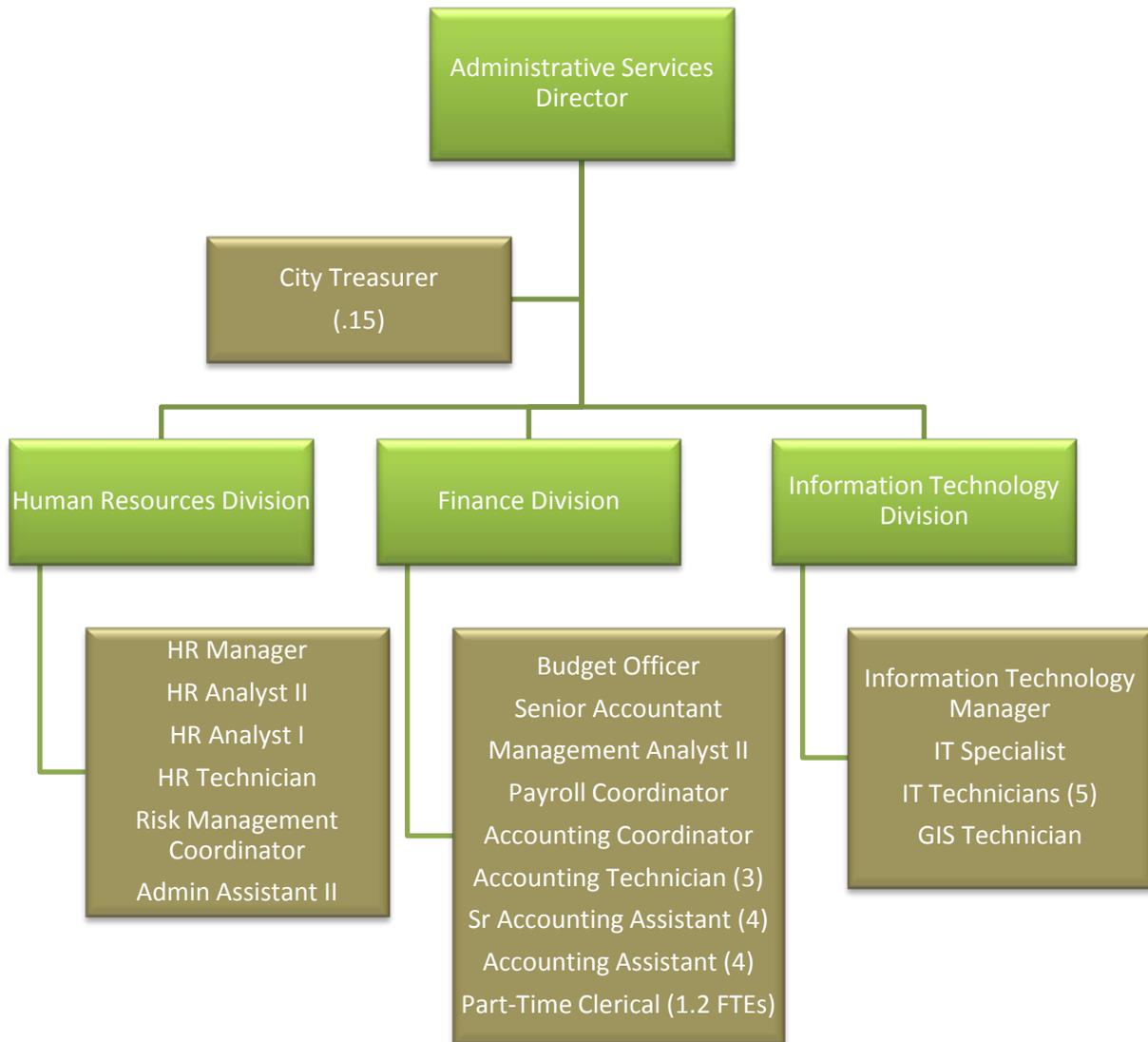
To Ensure the Fiscal Foundation and Information Systems
Necessary to Deliver Community Services

Department Head

Jenny Haruyama

Administrative Services Director

City of Tracy
 ADMINISTRATIVE SERVICES DEPARTMENT
 Fiscal Year 14-15



Department: **58400 - Administrative Services Department**

The **Human Resources Division** provides central personnel, employment, and risk management services for City Departments and employees. The **Finance Division** administers the City's financial system providing financial management, budget coordination, fiscal operations, accounting, and revenue collection services. The **Information Technology Division** provides computer and telecommunications services.

COMMENTARY

As proposed for FY14-15, the departmental budget will increase about 14.2% over the current year adopted budget, and this represents a 7.8% increase over the FY12-13 amended budget.

The base component of the budget represents a 2.4% increase over current year adopted budget, while budget augmentations will show a 11.5% increase over the base budget.

In FY13-14, departmental staffing lost two full-time regular position, but then added back one. As proposed for FY14-15, departmental staffing will add two full-time regular positions and 0.25 FTEs of a temporary position.

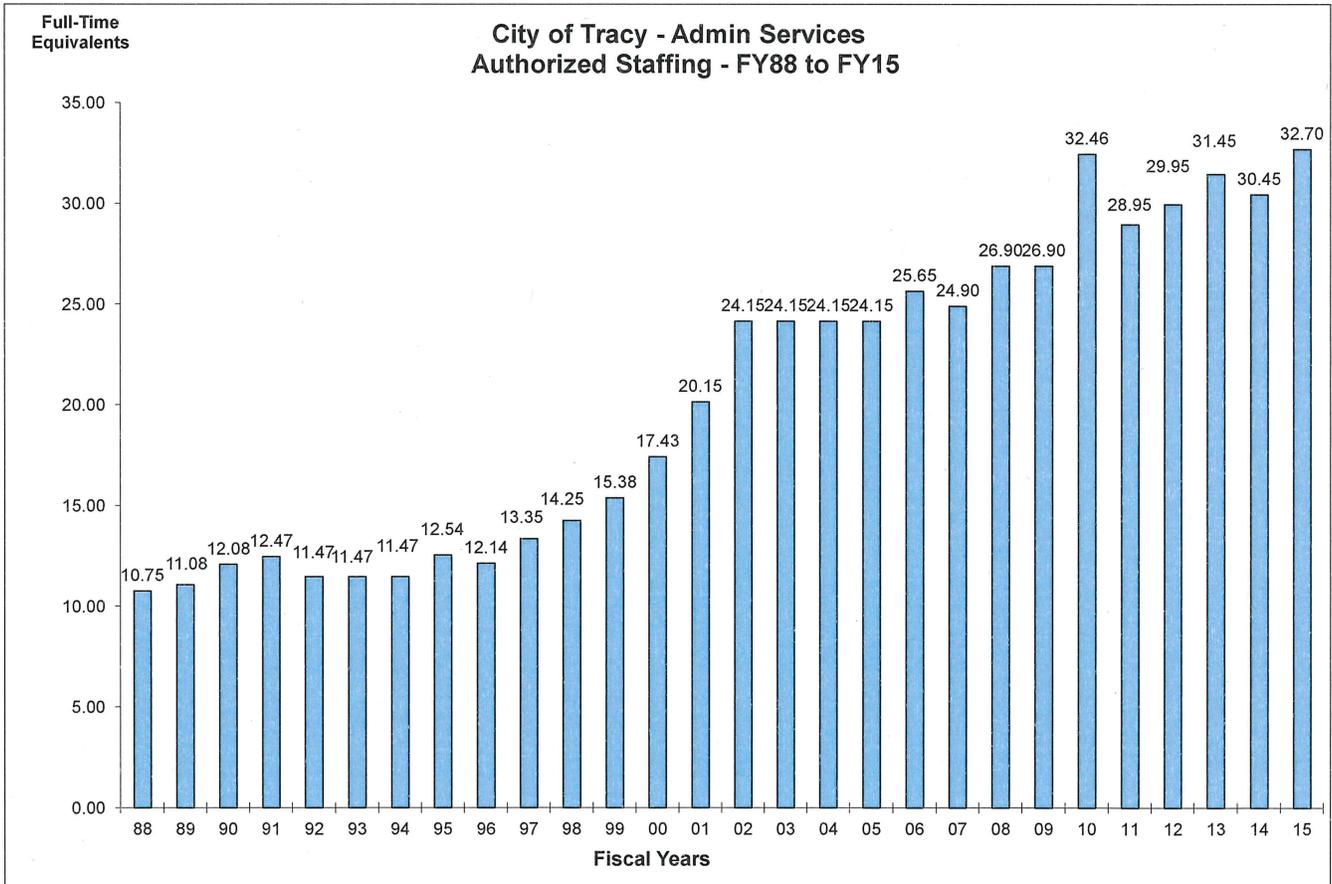
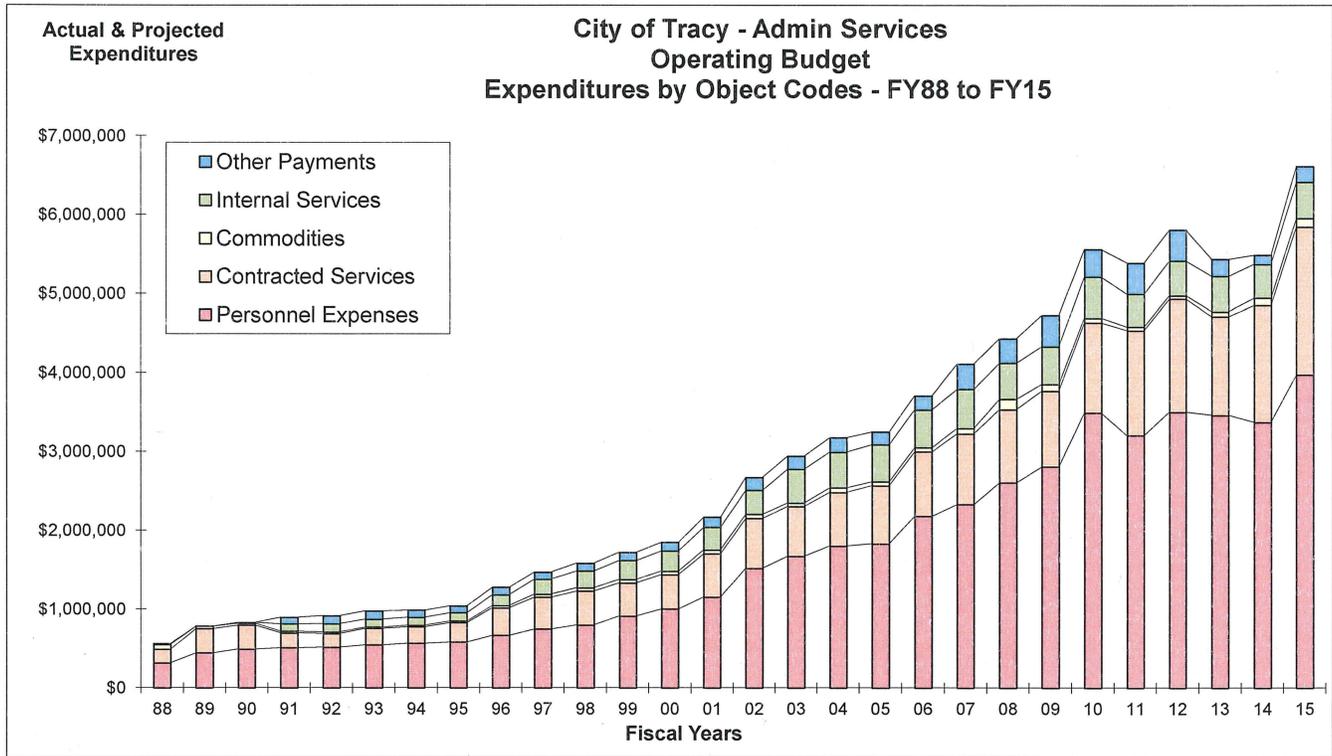
DEPARTMENTAL EXPENDITURES BY PROGRAM	FY11-12 \$ Actual	FY12-13 \$ Actual	% Cost Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Cost Change	FY14-15 \$ Approved	% Budget Change
Human Resources Division									
58410 - Human Resources	655,324	552,013	-15.8%	705,350	623,740	88.4%	13.0%	889,170	26.1%
58420 - Risk Management	485,239	458,378	-5.5%	515,570	486,260	94.3%	6.1%	603,340	17.0%
Finance Division									
58710 - Central Services	89,137	93,115	4.5%	102,090	91,580	89.7%	-1.6%	102,900	0.8%
58720 - Cash Management	340,237	302,156	-11.2%	337,670	294,840	87.3%	-2.4%	342,970	1.6%
58730 - Budget Coordination	288,484	340,968	18.2%	334,490	330,610	98.8%	-3.0%	433,370	29.6%
58740 - Fiscal Operations	513,582	418,929	-18.4%	482,070	510,860	106.0%	21.9%	563,690	16.9%
58750 - Accounting Services	311,925	270,097	-13.4%	279,160	274,490	98.3%	1.6%	317,590	13.8%
58760 - Revenue Collection	1,848,134	1,606,534	-13.1%	1,617,330	1,465,040	90.6%	-8.8%	1,753,850	8.4%
Information Technology Division									
58770 - Information Technology	1,272,134	1,390,726	9.3%	1,415,560	1,407,270	99.4%	1.2%	1,604,810	13.4%
Department Total	5,804,196	5,432,916	-6.4%	5,789,290	5,484,690	94.7%	1.0%	6,611,690	14.2%
Amended Budget	5,961,750	6,135,754	2.9%		5,922,860		-3.5%	over 2 years	7.8%
% of Amended Spent	97.36%	88.55%			92.60%				
						Base Budget >>		5,928,360	2.4%
						Augmentations >>		683,330	11.5%

Department: **58400 - Administrative Services Department (Continued)**

DEPARTMENTAL EXPENDITURES BY OBJECT CATEGORY	FY11-12 \$ Actual	FY12-13 \$ Actual	% Cost Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Cost Change	FY14-15 \$ Approved	% Budget Change
Personnel Expenses	3,501,434	3,460,298	-1.2%	3,391,900	3,370,700	99.4%	-2.6%	3,972,920	17.1%
Contracted Services	1,448,778	1,248,467	-13.8%	1,666,460	1,479,550	88.8%	18.5%	1,871,460	12.3%
Commodities	49,101	62,777	27.9%	102,600	92,290	90.0%	47.0%	106,350	3.7%
Internal Charges	413,268	447,274	8.2%	428,330	426,600	99.6%	-4.6%	460,960	7.6%
Other Payments	391,615	214,100	-45.3%	200,000	115,550	57.8%	-46.0%	200,000	0.0%
Department Total	5,804,196	5,432,916	-6.4%	5,789,290	5,484,690	94.7%	1.0%	6,611,690	14.2%

DEPARTMENTAL EXPENDITURES BY FUNDING SOURCES	FY11-12 \$ Actual	FY12-13 \$ Actual	% Cost Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Cost Change	FY14-15 \$ Approved	% Budget Change
General Fund 101	2,920,034	2,617,264	-10.4%	2,646,870	2,664,580	100.7%	1.8%	3,392,440	28.2%
Com Devel Block Gt Fund 26x	0	0		0	0			0	
Landscaping Districts Fund 271	0	38,350		35,000	35,000	100.0%	-8.7%	35,800	2.3%
CDA & Suc Ag Project Fund 3xx	0	0		0	0			0	
Water Fund 511	525,230	395,690	-24.7%	542,400	400,000	73.7%	1.1%	457,200	-15.7%
Wastewater Fund 521	236,510	187,760	-20.6%	239,700	180,000	75.1%	-4.1%	221,500	-7.6%
Solid Waste Fund 531	266,110	227,110	-14.7%	275,500	210,000	76.2%	-7.5%	229,700	-16.6%
Drainage Fund 541	9,800	24,570	150.7%	16,600	10,000	60.2%	-59.3%	24,000	44.6%
Central Services Fund 602	1,361,273	1,483,841	9.0%	1,517,650	1,498,850	98.8%	1.0%	1,647,710	8.6%
Self Insurance Fund 627	485,239	458,331	-5.5%	515,570	486,260	94.3%	6.1%	603,340	17.0%
Department Total	5,804,196	5,432,916	-6.4%	5,789,290	5,484,690	94.7%	1.0%	6,611,690	14.2%

DEPARTMENTAL STAFFING	FY11-12 Approved	FY12-13 \$ Actual	% Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Change	FY14-15 \$ Approved	% Change
<i>Elected Officials</i>									
City Treasurer	[1.00]	[1.00]		[1.00]	[1.00]			[1.00]	
<i>Regular Positions</i>									
Directors	2.00	2.00		1.00	1.00			1.00	
HR Professionals	2.00	3.00		3.00	3.00			4.00	
Finance Professionals	2.00	3.00		3.00	3.00			3.00	
Technicians & Clerks	16.00	15.00		14.00	15.00			15.00	
Information Technology	7.00	7.00		7.00	7.00			8.00	
<i>Other Staffing (Full-Time Equivalents)</i>									
Elected Officials	0.15	0.15		0.15	0.15			0.15	
Temp Clerk/Intern	0.80	1.30		1.30	1.30			1.55	
Total - Full Time Equivalents	29.95	31.45	5.0%	29.45	30.45	103.4%	-3.2%	32.70	7.4%



Budget Narrative – Administrative Services Department - Human Resources Division

Recent Budget Changes

FY 10-11

- Departmental staffing was reduced by 1 full-time regular and 0.71 FTEs in other staffing.
- Reduction in base budget of \$371,910 or 23.5% compared to FY09-10 Adopted Budget.

FY 11-12

- Decrease in base budget of \$23,000 or 1.9% from FY10-11 Adopted Budget. This decrease is in personnel expenses; other costs were held at the FY10-11 base level.
- No budget augmentations.
- No change in departmental staffing.

FY 12-13

- The department will become a division in the new Administrative Services Department.
- Increase in base budget of \$70,000 or 5.8% over the FY11-12 adopted budget.
- The new Director will have to spend part of her time overseeing and supporting a larger department.
- Division staffing will show only a 0.50 FTE reduction for the year.
- For the year, the department will show a savings of \$107,920.
- No budget augmentations.

FY 13-14

- Base budget increase of \$19,480 or 1.6%.
- Budget augmentation of \$23,360 primarily for contracted services.
- The Director will have to spend more time overseeing other programs of the Department, .50 FTE will be lost from the divisional staffing.

Proposed Budget Changes for FY 14-15

- Increase in base budget of \$24,960 or 2.0%.
- Budget augmentation of \$244,630.
- Division staffing will add new Risk Management Coordinator.
- \$100,000 increase in professional services costs.

Major Non-Personnel Expenses	FY11-12	%Change	FY12-13	%Change	FY13-14	%Change	FY14-15
Human Resources Advertising	\$20,000	0.00%	\$20,000	0.00%	\$20,000	0.00%	\$20,000
Human Resources Consultants	175,440	0.00%	175,440	3.90%	182,280	55.00%	282,380
Human Resources Training	64,000	0.00%	64,000	0.00%	64,000	26.00%	80,500
Risk Management Insurance Premium*1	2,722,500	0.00%	2,722,500	10.1%	2,998,300	8.00%	3,240,000
Claims and Litigation*2	506,000	0.00%	506,000	19.8%	606,000	16.00%	706,000
Equipment Acquisition	\$0		\$0		\$0		\$0
Equipment Replacement	\$0		\$0		\$0		\$0

*1 Budgeted Separately. See Program 59410

*2 Budgeted Separately. See Program 59420

Budget Narrative - Administrative Services Department - Finance & IT Divisions

Recent Budget Changes

FY 10-11

- Departmental staffing reduced by 1.95 FTEs in other staffing. While one full-time regular position was deleted, another was added.
- Reduction in base budget of \$453,760 or 9.5% compared to FY09-10 Adopted Budget.
- Budget augmentations were \$57,000 for software licensing and \$55,820 to convert a part-time position to full-time for the new GIS system.

FY 11-12

- Decrease in base budget of \$99,480 or 2.2% from FY10-11 Adopted Budget. This decrease is in personnel expenses; other costs were held at the FY10-11 base level.
- Budget augmentations of \$329,650 included \$95,250 for a new position, \$100,000 for sales tax auditing, \$79,000 for GIS software, and \$55,400 for other software licenses and maintenance.
- Departmental staffing added one full-time regular position in the Information Systems Division for the Police CAD/RMS development.
- During the year, added 3 over hire positions in anticipation of upcoming retirements. These were a Senior Accountant and 2 clerical positions.

FY 12-13

- The department will become part of the new Administrative Services Department, as the Finance Division and the Information Technology Division.
- Increase in base budget of \$118,050 or 2.5% over the adopted budget for FY11-12.

FY 12-13 Continued

- Three retirements are anticipated in June 2012.
- The Senior Accountant will replace the Accounting Officer.
- The current Finance Director will remain with the City through January 2013. This will result in a half-year over hire.
- Departmental staffing will add a Management Analyst position being transferred over from Public Works.

FY 13-14

- Base budget decrease of \$365,210 or 7.4%. Decrease in personnel costs and tax administration fees.
- Budget augmentations of \$59,900 for contracted services fee to Information Technology Division and \$20,000 for audit costs in Finance Division.
- Division staffing will lose 2.00 FTEs due to retirements: the former Finance Director and a Payroll Technician.

Proposed Budget Changes for FY 14-15

- Increase in base budget of \$115,110 or 2.5, primarily personnel expenses.
- Budget augmentations of \$436,700.
- Division staffing will add an Accounting Coordinator for development and a GIS Technician. Also, added temporary hours and overtime added for implementation of the new financial software.
- \$45,000 increase for a cost of service study.
- \$37,200 increase for IT contracted service costs.

Major Non-Personnel Expenses	FY 12-13	%Change	FY13-14	%Change	FY14-15
Citywide Systems Maintenance	\$258,450	18.70%	\$306,850	9.80%	\$336,850
Finance Systems Maintenance	83,740	0.00%	83,740	17.60%	98,540
Data/Telecom Lines	139,990	29.60%	181,490	4.00%	188,690
Treasurer's Investment Fees	256,000	0.00%	256,000	0.00%	256,000
Property Tax Collection Fee	400,000	-50.0%	200,000	0.00%	200,000
Citywide Postage	45,000	-2.20%	44,000	-5.20%	41,700
Audit Fees	58,640	0.00%	75,140	20.00%	90,140
Utilities Billing Services	134,860	0.00%	134,860	-11.30%	119,660
Other Financial Services	144,100	-3.10%	139,600	-7.20%	129,600
Equipment Acquisition	\$0		\$0		\$0
Equipment Replacement	\$52,500		\$0		\$0

58700 - Administrative Services Historical Budget Increments, Augmentations, and Usage

Department Budget By Object	Prior Year Adopted Budgets	<<<< Base Increment & Augmentations >>>>					New Year Adopted Budgets		Actual Budget Use	
		Base Increment	% Change	\$ Base Budget	\$ Budget Augments	% Base	FY11-12 \$ Budget	% Change	FY11-12 \$ Actual	% Used
FY11-12 Budget >>	FY10-11 \$ Budget									
Personnel Expenses	2,634,260	-99,480	-3.8%	2,534,780	95,250	3.8%	2,630,030	-0.2%	3,501,434	133.1%
Contracted Services	1,015,380	0	0.0%	1,015,380	234,400	23.1%	1,249,780	23.1%	1,448,778	115.9%
Commodities	76,250	0	0.0%	76,250	0	0.0%	76,250	0.0%	49,101	64.4%
Internal Charges	348,040	0	0.0%	348,040	0	0.0%	348,040	0.0%	413,268	118.7%
Other Payments	356,000	0	0.0%	356,000	0	0.0%	356,000	0.0%	391,615	110.0%
Department Total	4,429,930	-99,480	-2.2%	4,330,450	329,650	7.6%	4,660,100	5.2%	5,804,196	124.6%
FY12-13 Budget >>	FY11-12 \$ Budget	Base Increment	% Change	\$ Base Budget	\$ Budget Augments	% Change	FY12-13 \$ Budget	% Change	FY12-13 \$ Actual	% Used
Personnel Expenses	2,630,030	237,010	9.0%	2,867,040	738,890	25.8%	3,605,930	37.1%	3,460,298	96.0%
Contracted Services	1,249,780	-22,500	-1.8%	1,227,280	307,330	25.0%	1,534,610	22.8%	1,248,467	81.4%
Commodities	76,250	-19,000	-24.9%	57,250	43,940	76.8%	101,190	32.7%	62,777	62.0%
Internal Charges	348,040	0	0.0%	348,040	91,990	26.4%	440,030	26.4%	447,274	101.6%
Other Payments	356,000	0	0.0%	356,000	44,000	12.4%	400,000	12.4%	214,100	53.5%
Department Total	4,660,100	195,510	4.2%	4,855,610	1,226,150	25.3%	6,081,760	30.5%	5,432,916	89.3%
FY13-14 Budget >>	FY12-13 \$ Budget	Base Increment	% Change	\$ Base Budget	\$ Budget Augments	% Change	FY13-14 \$ Budget	% Change	FY13-14 \$ Estimated	% Used
Personnel Expenses	3,605,930	-214,030	-5.9%	3,391,900	0	0.0%	3,391,900	-5.9%	3,370,700	99.4%
Contracted Services	1,534,610	0	0.0%	1,534,610	131,850	8.6%	1,666,460	8.6%	1,479,550	88.8%
Commodities	101,190	0	0.0%	101,190	1,410	1.4%	102,600	1.4%	92,290	90.0%
Internal Charges	440,030	-11,700	-2.7%	428,330	0	0.0%	428,330	-2.7%	426,600	99.6%
Other Payments	400,000	-120,000	-30.0%	280,000	-80,000	-28.6%	200,000	-50.0%	115,550	57.8%
Department Total	6,081,760	-345,730	-5.7%	5,736,030	53,260	0.9%	5,789,290	-4.8%	5,484,690	94.7%
FY14-15 Adopted Budget >>	FY13-14 \$ Budget	Base Increment	% Change	\$ Base Budget	\$ Budget Augments	% Change	FY14-15 \$ Budget	% Change	Human Resources Programs with \$1,208,490 added to Department for FY12-13	
Personnel Expenses	3,391,900	126,650	3.7%	3,518,550	454,370	12.9%	3,972,920	17.1%		
Contracted Services	1,666,460	-2,500	-0.2%	1,663,960	207,500	12.5%	1,871,460	12.3%		
Commodities	102,600	0	0.0%	102,600	3,750	3.7%	106,350	3.7%		
Internal Charges	428,330	14,920	3.5%	443,250	17,710	4.0%	460,960	7.6%		
Other Payments	200,000	0	0.0%	200,000	0	0.0%	200,000	0.0%		
Department Total	5,789,290	139,070	2.4%	5,928,360	683,330	11.5%	6,611,690	14.2%		

Notes:

1. The Base Increment for personnel expenses represents annual **salary/benefit adjustments**.
2. The Base Increment for other objects represents the annual **Cost Adjustments** for inflation and usage.
3. Base Augments for personnel expenses represent the costs of **New Staffing** for the department or added overtime or temporary hours.
4. Base Augments for other objects represent **Operational Enhancements** for program expansion, work improvement, and new activities.

58400 - Administrative Services Department

Department Budget By Program	FY11-12 \$ Actual	FY12-13 \$ Actual	% Change	FY13-14 \$ Adopted	% Change	FY14-15 \$ Base Budget	% Change	FY14-15 \$ Bud Augment	% over Base
58410 - Human Resources	655,324	552,013	-15.8%	705,350	27.8%	718,000	1.8%	171,170	23.8%
58420 - Risk Management	485,239	458,378	-5.5%	515,570	12.5%	527,880	2.4%	75,460	14.3%
58710 - Central Services	89,137	93,115	4.5%	102,090	9.6%	102,900	0.8%	0	0.0%
58720 - Cash Management	340,237	302,156	-11.2%	337,670	11.8%	342,240	1.4%	730	0.2%
58730 - Budget Coordination	288,484	340,968	18.2%	334,490	-1.9%	344,490	3.0%	88,880	25.8%
58740 - Fiscal Operations	513,582	418,929	-18.4%	482,070	15.1%	496,840	3.1%	66,850	13.5%
58750 - Accounting Services	311,925	270,097	-13.4%	279,160	3.4%	285,750	2.4%	31,840	11.1%
58760 - Revenue Collection	1,848,134	1,606,534	-13.1%	1,617,330	0.7%	1,668,950	3.2%	84,900	5.1%
58770 - Information Technology	1,272,134	1,390,726	9.3%	1,415,560	1.8%	1,441,310	1.8%	163,500	11.3%
Department Total	5,804,196	5,432,916	-6.4%	5,789,290	6.6%	5,928,360	2.4%	683,330	11.5%
Department Budget by Object									
Personnel Expenses	3,501,434	3,460,298	-1.2%	3,391,900	-2.0%	3,518,550	3.7%	454,370	12.9%
Contracted Services	1,448,778	1,248,467	-13.8%	1,666,460	33.5%	1,663,960	-0.2%	207,500	12.5%
Commodities	49,101	62,777	27.9%	102,600	63.4%	102,600	0.0%	3,750	3.7%
Internal Charges	413,268	447,274	8.2%	428,330	-4.2%	443,250	3.5%	17,710	4.0%
Other Payments	391,615	214,100	-45.3%	200,000	-6.6%	200,000	0.0%	0	0.0%
Department Total	5,804,196	5,432,916	-6.4%	5,789,290	6.6%	5,928,360	2.4%	683,330	11.5%
Department Budget by Funding Source									
General Fund 101	2,920,034	2,617,264	-10.4%	2,646,870	1.1%	3,000,470	13.4%	391,970	13.1%
Landscaping Districts Fund 271	0	0		35,000		35,800	2.3%	0	0.0%
Water Fund 511	525,230	395,690	-24.7%	542,400	37.1%	410,000	-24.4%	47,200	11.5%
Wastewater Fund 521	236,510	187,760	-20.6%	239,700	27.7%	184,000	-23.2%	37,500	20.4%
Solid Waste Fund 531	266,110	227,110	-14.7%	275,500	21.3%	215,000	-22.0%	14,700	6.8%
Drainage Fund 541	9,800	24,570	150.7%	16,600	-32.4%	11,000	-33.7%	13,000	118.2%
Central Services Fund 602	1,361,273	1,483,841	9.0%	1,517,650	2.3%	1,544,210	1.8%	103,500	6.7%
Self Insurance Fund 627	485,239	458,331	-5.5%	515,570	12.5%	527,880	2.4%	75,460	14.3%
Department Total	5,804,196	5,394,566	-7.1%	5,789,290	7.3%	5,928,360	2.4%	683,330	11.5%
Department Staffing									
Total - Full Time Equivalent:	29.95	31.45	5.0%	29.45	-6.4%	29.45	0.0%	3.25	11.0%
Department Equipment Purchase									
Replacement Equipment	16,120	2,394	-85.1%	61,700		50,000	-19.0%	20,000	40.0%
New Equipment	5,156	0	-100.0%	0		0		0	

DIVISION ACCOMPLISHMENTS AND PROJECTIONS

Past Accomplishments: FY 12-13

1. Complete merger of Finance and Administrative Services and Human Resources Departments into three (3) Divisions in an Administrative Services Department. The new department will consist of Finance, Information Technology, and Human Resources. Continue evaluation of streamlining opportunities where possible.

In August 2012, the merger of Finance and Administrative Services and Human Resources departments was completed with the hiring of the new Administrative Services Director. The Administrative Services Director has spent the last few months evaluating each of the divisions and continues to work with staff to identify opportunities to streamline processes.

2. Develop and implement the Talent Development dimension in the City's performance evaluation form.

During FY11-12, the Workforce Readiness Initiative's (WRI) Leadership Development Team Subcommittee worked toward incorporating a Talent Development dimension into the City's Performance Evaluation form. Hailed as one of the successful outcomes of WRI, the City provided workshops for managers related to coaching, mentoring, and communication skills. This was done to better equip managers to proactively develop and grow talent within their respective units. This proactive, self-initiated input by managers, toward the professional development of employees, was then addressed as part of the revised evaluation tool. The evaluation tool will further augment the connection to the City's Mission, Vision and Values. This form will be in use by all City departments by July 1, 2013.

3. Develop training curriculum for Leadership Academy in conjunction with Leadership Development Team. In January 2013, personnel witnessed the inauguration of the City's Tracy Performance Institute (TPI); the commitment and endorsement by the City to develop talent within the organization. TPI will offer 11 workshops on various topics in 2013 and there will be a repeat of those workshops in 2014 to allow those pursuing certification an opportunity to attend all workshops.

4. Continue further implementation of additional modules in the web based application software to further increase efficiency.

Implementation of additional modules has been delayed due to staffing priorities. With continued use of the web based application software by staff, it was suggested that the priority be redirected to provide staff with additional formalized training on current modules to maximize efficiency and use of current modules. In FY13-14 specialized training was provided to some staff members and division wide training is currently ongoing.

Current Projections: FY 13-14

1. Research and offer three (3) seminars in professional development with an emphasis on resume writing, interviewing skills and providing employees with tools and techniques to better demonstrate their preparedness for advancement.

Due to a shift in Division priorities and workload, these seminars have been temporarily tabled and timelines will be reviewed at a later date.

2. Implementation of new performance evaluation form to streamline the process of annual employee evaluations for supervisors.

The Talent Development dimension has been fully implemented and is available on the City's intranet: <http://iwww.ci.tracy.ca.us>, under "Documents/Human Resources." This evaluation tool further augments the connection to the City's Mission, Vision and Values.

3. Continue formalized staff training in web based application software to further increase efficiency and continually improve recruitment timelines.

In October 2013 staff attended targeted training on the web based application to further utilize software modules and automate and streamline recruitment processes. In-house and web-based training of modules is ongoing.

Future Projections: FY 14-15

1. Complete labor negotiations to secure new collective bargaining agreements or Compensation and Benefits plans for 12 employee group.
2. Update and distribute five Administrative Policies and Procedures to employees.
3. Conduct risk Review assessment to determine most cost effective provider for Workers Compensation & Liability Insurance programs.

CORE MEASURES and Supporting Data for Human Resources Programs

from

ICMA-CPM Data Templates

	FY10-11 Actual	FY11-12 Actual	FY12-13 Actual	% Change	FY13-14 Projected	FY13-14 Estimate	% Change	FY14-15 Projected	% Change
Resident Population	83,242	83,562	84,466	1.08%	84,500	85,146	0.81%	86,400	1.47%
Area Served (Square Miles)	23.0	23.0	26.3	14.35%	23.0	29.1	10.65%	29.1	0.00%
Authorized Staffing (Full-Time Equivalants)									
Full-time Regular Employees	427.00	429.00	414.00	-3.50%	413.00	414.00	0.00%	420.00	1.45%
Other Staffing FTEs	45.64	41.34	33.95	-17.88%	33.41	34.41	1.35%	35.26	2.47%
Total	472.64	470.34	447.95	-4.76%	446.41	448.41	0.10%	455.26	1.53%
Total Personnel Costs (\$1,000)	\$56,223	\$58,707	\$58,307	-0.68%	\$60,240	\$57,888	-0.72%	\$63,541	9.76%
Personnel Costs/FTE	\$118,955	\$124,818	\$130,164	4.28%	\$134,943	\$129,097	-0.82%	\$139,571	8.11%
Personnel Costs/Capita	\$675.42	\$702.56	\$690.30	-1.74%	\$712.90	\$679.87	-1.51%	\$735.43	8.17%
Human Resources Program									
Program Costs (\$1,000)	\$639	\$655	\$552	-15.76%	\$705	\$624	12.99%	\$889	42.56%
Program Costs/FTE	\$1,352	\$1,393	\$1,232	-11.55%	\$1,579	\$1,391	12.87%	\$1,953	40.42%
Program Costs/Capita	\$7.68	\$7.84	\$6.54	-16.67%	\$8.34	\$7.33	12.09%	\$10.29	40.49%
Risk Management Program									
Program Costs (\$1,000)	\$3,479	\$3,452	\$3,902	13.04%	\$4,120	\$3,675	-5.83%	\$4,549	23.81%
Program Costs/FTE	\$7,361	\$7,339	\$8,711	18.69%	\$9,229	\$8,195	-5.93%	\$9,993	21.94%
Program Costs/Capita	\$41.79	\$41.31	\$46.20	11.83%	\$48.76	\$43.16	-6.58%	\$52.65	22.01%
Worker' Compensation Claims		34	34		33			33	
WC Claims/FTE		0.07	0.08		0.07			0.07	
General Liability Claims		54	61		75			75	
GL Claims/FTE		0.11	0.14		0.17			0.16	
GL Claims/10,000 Population		6.5	7.2		8.9			8.7	
Average Days to Settlement		239	159		165			165	

Department: 58700 - Administrative Services
 Program: 58410 - Human Resources

PERFORMANCE OBJECTIVES

Provide central personnel services including compensation review, recruitment, examinations, transaction processing, employee development, and records maintenance.

1. To provide support to City departments for 419 full-time regular positions and for 35.26 FTEs of other staffing.
2. To perform progressive outreach and timely recruitments that assure a well-qualified and diverse City workforce.
3. To provide leadership and expertise in identifying, evaluating, and resolving departmental personnel issues.
4. To enhance a variety of training opportunities at all levels of the organization and continue City-wide high performance training.
5. To implement a City wellness program that promotes employee health and well-being.

COMMENTARY

In FY11-12, program costs showed a modest increase. In FY12-13, program costs will show a major decrease, due to staff changes and lower contract costs.

In FY13-14, program costs will show a major increase. Costs will be up in all categories.

In FY14-15, program staffing will add 0.20 FTEs. The program budget provides for the added staffing and increases in other cost items. The budget includes \$20,000 for advertising, \$300,600 for legal and professional services, and \$10,000 for system implementation.

	FY11-12	FY12-13	% Costs	FY13-14	FY13-14	% of	% Costs	FY14-15	% Budget
PROGRAM EXPENDITURES	\$ Actual	\$ Actual	Change	\$ Adopted	\$ Estimated	Budget	Change	\$ Approved	Change
Personnel Expenses	358,345	315,614	-11.9%	350,600	335,710	95.8%	6.4%	395,700	12.9%
Contracted Services	228,058	154,086	-32.4%	259,840	195,630	75.3%	27.0%	386,640	48.8%
Commodities	5,297	18,693	252.9%	25,290	22,800	90.2%	22.0%	28,290	11.9%
Internal Charges	63,624	63,620	0.0%	69,620	69,600	100.0%	9.4%	78,540	12.8%
Other Payments	0	0		0	0			0	
Program Total	655,324	552,013	-15.8%	705,350	623,740	88.4%	13.0%	889,170	26.1%
Amended Budget	742,620	725,088			708,040				
% of Amended Spent	88.2%	76.1%			88.1%				

FUNDING SOURCES

Central Admin Fund 125	655,324	552,013	-15.8%	705,350	623,740	88.4%	13.0%	889,170	26.1%
Program Total	655,324	552,013	-15.8%	705,350	623,740	88.4%	13.0%	889,170	26.1%

PROGRAM STAFFING

Regular Positions

Admin Services Director	0.50	0.50		0.25	0.25			0.25	
Human Resources Manager	0.00	0.00		0.00	0.00			0.60	
Senior Human Resources Analyst	0.40	0.40		0.40	0.40			0.00	
Human Resources Analyst	0.30	0.80		0.80	0.80			0.80	
Human Resources Technician	0.80	0.75		0.75	0.75			0.75	
Risk Management Coordinator	0.00	0.00		0.00	0.00			0.25	
Admin Asst II-Sr Admin Clerk	0.50	0.50		0.50	0.50			0.50	
Executive Asst	0.50	0.00		0.00	0.00			0.00	

Other Staffing (Full-Time Equivalents)

Total - Full-Time Equivalents	3.00	2.95	-1.7%	2.70	2.70	100.0%	-8.5%	3.15	16.7%
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Department: **58700 - Administrative Services**
 Program: **58420 - Risk Management**

PERFORMANCE OBJECTIVES

Manage workers compensation, public liability insurance, and safety and loss prevention activities. Costs covered by the Self-Insurance Fund, which is funded by charges against other City programs based upon their staffing and proportional risks.

1. To provide support to City departments for 419 full-time regular positions and for 35.26 FTEs of other staffing.
2. To actively pursue cost recovery through subrogation.
3. To increase safety awareness and enhance safe work practices which decrease the number of injuries in the workplace.
4. To provide risk management education in order to prevent or reduce potential litigation.
5. To actively participate on the Board of Directors of the Risk Management Authority and provide the Authority timely reports of injury.

COMMENTARY

In FY11-12, program costs showed a moderate increase. In FY12-13, they showed a moderate decrease. Personnel costs were down, but contracted costs were up.

In FY13-14, program costs will show a moderate increase.

In FY14-15, program staffing will add 0.80 FTEs. The program budget provides for the added staffing and increases in other cost items. The budget includes \$67,280 for legal and professional services.

	FY11-12	FY12-13	% Costs	FY13-14	FY13-14	% of	% Costs	FY14-15	% Budget
<u>PROGRAM EXPENDITURES</u>	\$ Actual	\$ Actual	Change	\$ Adopted	\$ Estimated	Budget	Change	\$ Approved	Change
Personnel Expenses	402,849	361,705	-10.2%	380,700	364,560	95.8%	0.8%	468,990	23.2%
Contracted Services	50,562	65,576	29.7%	82,180	73,000	88.8%	11.3%	78,180	-4.9%
Commodities	3,456	2,727	-21.1%	19,320	15,400	79.7%	464.7%	20,070	3.9%
Internal Charges	28,372	28,370	0.0%	33,370	33,300	99.8%	17.4%	36,100	8.2%
Other Payments	0	0		0	0			0	
Program Total	485,239	458,378	-5.5%	515,570	486,260	94.3%	6.1%	603,340	17.0%
Amended Budget	493,970	511,000			544,450				
% of Amended Spent	98.2%	89.7%			89.3%				

FUNDING SOURCES

Self Insurance Fund 627	485,239	458,378	-5.5%	515,570	486,260	94.3%	6.1%	603,340	17.0%
Program Total	485,239	458,378	-5.5%	515,570	486,260	94.3%	6.1%	603,340	17.0%

PROGRAM STAFFING*Regular Positions*

Admin Services Director	0.50	0.50		0.25	0.25			0.25	
Human Resources Manager	0.00	0.00		0.00	0.00			0.40	
Senior Human Resources Analyst	0.60	0.60		0.60	0.60			0.00	
Human Resources Analyst	0.70	1.20		1.20	1.20			1.20	
Human Resources Technician	0.20	0.25		0.25	0.25			0.25	
Risk Management Coordinator	0.00	0.00		0.00	0.00			0.75	
Admin Asst II-Sr Admin Clerk	0.50	0.50		0.50	0.50			0.50	
Executive Asst	0.50	0.00		0.00	0.00			0.00	

Other Staffing (Full-Time Equivalents)

Total - Full-Time Equivalents	3.00	3.05	1.7%	2.80	2.80	100.0%	-8.2%	3.35	19.6%
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DIVISION ACCOMPLISHMENTS AND PROJECTIONS

Past Accomplishments: FY 12-13

1. Prepare award winning CAFR and Budget.
2. Identify and implement long-term budget strategies to balance the City's budget in 2016 without Measure E Revenue.
3. Work with new organizational structure of the Administrative Services Department and coordinate matters between retiring Finance Director and new Administrative Services Director.
4. Provide fiscal guidance for labor negotiations.
5. Work on formation of new financing districts and methods as the City begins next phase of industrial and commercial development associated with upcoming proposed annexations.
6. Complete close out of the Tracy Community Development Agency.
7. Complete training of all personnel necessary to assume new responsibilities as long term City employees retire.
8. Upgrade Cisco Telephone Infrastructure (Call Manager, Unity, Call Center).
9. Completed Phases 1 and 2 of the Citywide new computer rollout (including upgrade to Windows 7).
10. Completed initial test deployment of Wifi.
11. Installation and begin testing of CAD/RMS.
12. Installation, configuration, and testing of new RouteMatch software for Transit Division.
13. Update GIS to comply with NENA standards.
14. Complete infrastructure upgrade for new Admin Building in BSC.
15. Replaced aging SAN infrastructure.
16. Standardized on a single video camera infrastructure.
17. Assist PD with 17 camera surveillance system and integrate with current infrastructure.
18. Initiate changes to Payroll and Human Resource systems for statutory changes due to pension reform legislation.
19. Initiate changes to business license process due to legislative changes.

Current Projections: FY 13-14

1. Begin acquisition and installation of new Enterprise Resource Planning (ERP) software.
2. Continue close out of Tracy Community Development Agency.
3. Initiate direct vendor payments through ACH processing.

Current Projection: FY13-14 Continued

4. Phase 3 (final phase) of the new computer rollout (including Window 7 upgrade).
5. Deploy Wifi to most City buildings.
6. Move new CAD/RMS from test phase to live.
7. Replace aging server infrastructure.
8. Upgrade Microsoft Exchange infrastructure.
9. Consolidate and upgrade various internal websites into a single "Intranet".
10. Upgrade VMWare Infrastructure.
11. Continue development of budget strategies to address City's long term fiscal condition.

Future Projections: FY 14-15

1. Implement phases Enterprise Resource Planning (ERP) system.
2. Complete Internal Control Review Plan including city-wide Administrative Policy update.
3. Develop budget strategies to address the expiration of Measure E.
4. Update and implement a General Fund Reserve Policy.
5. Support Development through the creation of Community Facilities Districts (CFDs) and Assessment Districts (Ads).
6. Develop Request for Proposals (RFP) for new City auditors for FY14-15 including an independent auditor report.
7. Provide fiscal guidance to Labor Negotiation Team.
8. Coordinate with City Attorney's Office to develop City-wide contract review and routing practices.
9. Complete Solid Waste Franchise Negotiations.
10. Implement Open Government Web Page.
11. Update City budget development processes and document.
12. Continue deploy Wifi to most City buildings.
13. Replace backup infrastructure.
14. Deploy Microsoft Sharepoint City-wide.
15. Replace internal Help Desk software.
16. Update all systems to meet PCI compliance standards.
17. Migrate internal/external GIS websites to ESRI's ArcGIS Online.
18. Upgrade network connectivity to remote City buildings.
19. Implement Mobile Device Management (MDM).
20. Create a policy for mobile devices.

PERFORMANCE OBJECTIVES

Department: **58700 - Administrative Services**
 Program: **58710 - Central Services**

Provide central duplicating and mail services for City Departments.
 Also, provides an overhead cost center for programs located at
 at City Hall. Program costs are reimbursed by user departments.

1. To process all incoming and outgoing mail prior to postal deadlines.
2. To account for telephone expenses in such a way as to provide effective control, identification, and review of the expenditures.
3. To account for duplicating expenses in such a way as to provide effective control, identification, and review of the expenditures.

COMMENTARY

Program costs have increased due to increased Citywide postage costs and electric costs for City Hall.

In FY11-12, program costs showed a decrease, particularly for contracted services. In FY12-13, program costs will show a modest increase, while personnel costs are down, contracted services and commodities are down.

In FY13-14, while program staffing is decreasing, program cost will show a modest decrease.

For FY14-15, the program budget provides continued current operations, which includes \$44,000 for City postage.

PROGRAM EXPENDITURES	FY11-12 \$ Actual	FY12-13 \$ Actual	% Costs Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Costs Change	FY14-15 \$ Approved	% Budget Change
Personnel Expenses	22,169	14,866	-32.9%	18,700	14,170	75.8%	-4.7%	19,510	4.3%
Contracted Services	39,910	42,329	6.1%	50,120	44,510	88.8%	5.2%	50,120	0.0%
Commodities	10,388	19,250	85.3%	14,600	14,300	97.9%	-25.7%	14,600	0.0%
Internal Charges	16,670	16,670	0.0%	18,670	18,600	99.6%	11.6%	18,670	0.0%
Other Payments	0	0		0	0			0	
Program Total	89,137	93,115	4.5%	102,090	91,580	89.7%	-1.6%	102,900	0.8%
Amended Budget	108,830	99,940			102,090				
% of Amended Spent	81.9%	93.2%			89.7%				

FUNDING SOURCES

General Fund 101 - Taxes	0	0		0	0			0	
Central Services Fund 602	89,137	93,115	4.5%	102,090	91,580	89.7%	-1.6%	102,900	0.8%
Program Total	89,137	93,115	4.5%	102,090	91,580	89.7%	-1.6%	102,900	0.8%

PROGRAM STAFFING*Regular Positions*

Admin Services Director	0.05	0.05		0.02	0.02			0.02	
Executive Asst I	0.05	0.00		0.00	0.00			0.00	

Other Staffing (Full-Time Equivalents)

Temp Clerk	0.15	0.15		0.15	0.15			0.15	
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Total - Full-Time Equivalents	0.25	0.20	-20.0%	0.17	0.17	100.0%	-15.0%	0.17	0.0%
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PERFORMANCE OBJECTIVES

Department: **58700 - Administrative Services**
 Program: **58720 - Cash Management**

The City Treasurer is responsible for the management of the City's cash and investment portfolio. Banking, Investment, and Credit Card charges are recorded as expenses of this program.

1. To invest City funds, with a portfolio of over \$150 million, in accordance with sound treasury management, California Government Code, and City policy.
2. To insure safety of funds first, liquidity to meet cash flows second, and yield consistent with these others.
3. To make a monthly report of treasury activities within 45 days of the close of the month.
4. To realize investment earnings of at least \$6,000,000. of the close of the year.

COMMENTARY

Program costs are offset by charges deducted from the City's investment earnings. The major expense items are banking, investment advisors, and credit card charges. These charges may vary reflecting on fluctuations in the City's cash portfolio.

In FY12-13, program costs showed a moderate decrease. In FY13-14, program costs will show a modest decrease. These decreases reflects a reduction in the City's cash portfolio, but also reduced staffing.

For FY14-15 the program budget provides continued current operations, which includes \$256,000 for investment and banking charges.

PROGRAM EXPENDITURES	FY11-12 \$ Actual	FY12-13 \$ Actual	% Costs Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Costs Change	FY14-15 \$ Approved	% Budget Change
Personnel Expenses	51,075	45,533	-10.9%	50,900	46,970	92.3%	3.2%	54,950	8.0%
Contracted Services	281,661	243,348	-13.6%	269,300	231,670	86.0%	-4.8%	269,300	0.0%
Commodities	409	545	33.3%	1,740	1,200	69.0%	120.2%	1,740	0.0%
Internal Charges	7,092	12,730	79.5%	15,730	15,000	95.4%	17.8%	16,980	7.9%
Other Payments	0	0		0	0			0	
Program Total	340,237	302,156	-11.2%	337,670	294,840	87.3%	-2.4%	342,970	1.6%
Amended Budget	330,240	335,315			337,670				
% of Amended Spent	103.0%	90.1%			87.3%				
FUNDING SOURCES									
Central Admin Fund 125	340,237	302,156	-11.2%	337,670	294,840	87.3%	-2.4%	342,970	1.6%
Program Total	340,237	302,156	-11.2%	337,670	294,840	87.3%	-2.4%	342,970	1.6%
PROGRAM STAFFING									
<i>Elected Officials</i>									
City Treasurer (1)	0.15	0.15		0.15	0.15			0.15	
<i>Regular Positions</i>									
Admin Services Director	0.05	0.05		0.03	0.03			0.03	
Executive Asst I	0.05	0.05		0.00	0.00			0.00	
Accounting Technicians	0.00	0.00		0.05	0.05			0.05	
Account Assts-Clerks	0.00	0.00		0.00	0.00			0.00	
<i>Other Staffing (Full-Time Equivalents)</i>									
Total - Full-Time Equivalents	0.25	0.25	0.0%	0.23	0.23	100.0%	-8.0%	0.23	0.0%

Department: **58700 - Administrative Services**
 Program: **58730 - Budget Coordination**

Coordinate the preparation, review, and control of the City's operating budget and Capital Improvement Program; monitor fiscal transactions and trends; provide internal fiscal reports; and perform fiscal analysis.

PERFORMANCE OBJECTIVES

1. To prepare a FY15-16 program budget and capital improvement program, while maintaining GFOA & CSMFO award's status.
2. To prepare and distribution monthly and quarterly budget reports.
3. To prepare long-range forecasts and other analyses pertaining to the City's fiscal condition.
4. To develop and implement a scheduling and monitoring system for the Capital Improvement Program, which budgets over \$100 million for capital projects in FY15-16.
5. To process 150 budget adjustments; and to audit 1,500 budget related fiscal transactions.

COMMENTARY

Program costs usually show modest year-to-year increases, which reflect rising staffing and printing costs. In FY12-13, program staffing added 0.60 of a Management Analyst position. Program costs will show a major increase, due to personnel and professional studies costs.

In FY13-14, program staffing lost 0.55 FTEs. Program costs will show a modest decrease.

For FY14-15, program staffing will add 0.25 FTEs. The program budget provides for added staffing, some increases in internal charges, \$45,000 for a major study, and overtime for finance system implementation.

PROGRAM EXPENDITURES	FY11-12 \$ Actual	FY12-13 \$ Actual	% Costs Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Costs Change	FY14-15 \$ Approved	% Budget Change
Personnel Expenses	255,279	304,511	19.3%	285,700	284,500	99.6%	-6.6%	336,910	17.9%
Contracted Services	10,823	12,443	15.0%	20,710	18,210	87.9%	46.3%	65,710	217.3%
Commodities	1,229	2,864	133.0%	2,930	2,900	99.0%	1.3%	2,930	0.0%
Internal Charges	21,152	21,150	0.0%	25,150	25,000	99.4%	18.2%	27,820	10.6%
Other Payments	0	0		0	0			0	
Program Total	288,483	340,968	18.2%	334,490	330,610	98.8%	-3.0%	433,370	29.6%
Amended Budget	302,950	404,580			359,990				
% of Amended Spent	95.2%	84.3%			91.8%				

FUNDING SOURCES

Central Admin Fund 125	288,483	340,968	18.2%	334,490	330,610	98.8%	-3.0%	433,370	29.6%
CDA Project Fund 381	0	0		0	0			0	
Program Total	288,483	340,968	18.2%	334,490	330,610	98.8%	-3.0%	433,370	29.6%

PROGRAM STAFFING*Regular Positions*

Budget Officer	0.60	0.60		0.60	0.60			0.60	
Admin Services Director	0.10	0.30		0.15	0.15			0.15	
Accounting Technicians	1.00	0.95		0.55	0.80			0.80	
Executive Asst I	0.25	0.00		0.00	0.00			0.00	
Account Assts-Clerks	0.00	0.10		0.10	0.10			0.10	
Management Analyst II	0.00	0.60		0.60	0.60			0.60	
<i>Other Staffing (Full-Time Equivalents)</i>									
Temp Clerk	0.05	0.05		0.05	0.05			0.05	
Total - Full-Time Equivalents	2.00	2.60	30.0%	2.05	2.30	112.2%	-11.5%	2.30	0.0%

PERFORMANCE OBJECTIVES

Department: **58700 - Administrative Services**
 Program: **58740 - Fiscal Operations**

Process the City's payroll and payables; maintain supporting fiscal records; disburse City checks for employees, vendors, contractors, and other payees.

1. To process fiscal transactions disbursing over \$150,000,000 authorized by the City's budget.
2. To process the City's payroll twice a month and issue over 8,500 payroll checks.
3. To process the City's payables weekly and process 21,000 invoices.

COMMENTARY

In FY11-12, program costs showed a moderate increase. In FY12-13, program staffing added 0.20 FTEs in technical and clerical hours. But, program costs showed a major decrease.

In FY13-14, program staffing lost 0.25 FTEs. Program costs will show a major increase.

For FY14-15, program staffing will add 0.35 FTEs. The program budget provides for added staffing, some increases in internal charges and contracted services, and overtime for finance system implementation.

PROGRAM EXPENDITURES	FY11-12 \$ Actual	FY12-13 \$ Actual	% Costs Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Costs Change	FY14-15 \$ Approved	% Budget Change
Personnel Expenses	410,401	320,700	-21.9%	377,700	406,960	107.7%	26.9%	449,060	18.9%
Contracted Services	53,921	46,349	-14.0%	45,370	45,300	99.8%	-2.3%	51,570	13.7%
Commodities	6,104	5,730	-6.1%	7,850	7,500	95.5%	30.9%	7,850	0.0%
Internal Charges	43,156	46,150	6.9%	51,150	51,100	99.9%	10.7%	55,210	7.9%
Other Payments	0	0		0	0			0	
Program Total	513,582	418,929	-18.4%	482,070	510,860	106.0%	21.9%	563,690	16.9%
Amended Budget	504,780	505,770			482,070				
% of Amended Spent	101.7%	82.8%			106.0%				

FUNDING SOURCES

Central Admin Fund 125	513,582	418,929	-18.4%	482,070	510,860	106.0%	21.9%	563,690	16.9%
CDA Project Fund 381	0	0		0	0			0	
Program Total	513,582	418,929	-18.4%	482,070	510,860	106.0%	21.9%	563,690	16.9%

PROGRAM STAFFING*Regular Positions*

Budget Officer	0.40	0.40		0.40	0.40			0.40	
Admin Services Director	0.20	0.20		0.10	0.10			0.10	
Account Assts-Clerks	1.00	0.00		0.00	0.00			0.00	
Payroll/Accounting Technicians	1.25	1.25		1.10	1.45			1.45	
Executive Asst I	0.40	0.00		0.00	0.00			0.00	
Senior Account Assts-Clerks	0.00	1.60		1.60	1.60			1.60	

Other Staffing (Full-Time Equivalents)

Temp Clerk	0.00	0.00		0.00	0.00			0.00	
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Total - Full-Time Equivalents	3.25	3.45	6.2%	3.20	3.55	110.9%	2.9%	3.55	0.0%
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PERFORMANCE OBJECTIVES

Department: **58700 - Administrative Services**
 Program: **58750 - Accounting Services**

Maintain the City's accounting records; prepare the City's financial reports; and coordinate the audits of the City's finances.

1. To prepare the City's annual comprehensive financial report (CAFR).
2. To maintain CSMFO and GFOA award winning status for financial reporting.
3. To prepare other financial and accounting reports as required by auditors, the State of California, and other agencies.
4. To prepare cash reconciliations monthly.

COMMENTARY

In FY11-12, program costs showed a moderate increase. A new Senior Accountant was hired to replace the Accounting Officer, and this resulted in a 2.5 months temporary overhire. In FY12-13, program staffing added 0.10 FTEs in technical and clerical hours. But, program costs show a decreased.

In FY13-14, program staffing lost 0.35 FTEs. Program costs will show a modest increase, although personnel costs will be down.

For FY14-15, program staffing will remain the same. The program budget provides for current staffing, some increases in internal charges and contracted services, and overtime for finance system implementation.

PROGRAM EXPENDITURES	FY11-12 \$ Actual	FY12-13 \$ Actual	% Costs Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Costs Change	FY14-15 \$ Approved	% Budget Change
Personnel Expenses	212,297	158,985	-25.1%	146,500	147,490	100.7%	-7.2%	166,800	13.9%
Contracted Services	73,193	80,401	9.8%	97,040	92,000	94.8%	14.4%	112,040	15.5%
Commodities	1,771	1,952	10.2%	2,860	2,600	90.9%	33.2%	2,860	0.0%
Internal Charges	24,664	28,760	16.6%	32,760	32,400	98.9%	12.7%	35,890	9.6%
Other Payments	0	0		0	0			0	
Program Total	311,925	270,098	-13.4%	279,160	274,490	98.3%	1.6%	317,590	13.8%
Amended Budget	318,300	300,090			314,860				
% of Amended Spent	98.0%	90.0%			87.2%				

FUNDING SOURCES

Central Admin Fund 125	311,925	270,098	-13.4%	279,160	274,490	98.3%	1.6%	317,590	13.8%
Comm Devel Block Gt Fund 269	0	0		0	0			0	
CDA Project Fund 381	0	0		0	0			0	
Program Total	311,925	270,098	-13.4%	279,160	274,490	98.3%	1.6%	317,590	13.8%

PROGRAM STAFFING*Regular Positions*

Accounting Officer/Senior Accountant	0.50	0.65		0.65	0.65			0.65	
Accounting Technicians	0.50	0.50		0.25	0.25			0.25	
Admin Services Director	0.20	0.20		0.10	0.10			0.10	
Executive Asst I	0.15	0.00		0.00	0.00			0.00	
Account Assts-Clerks	0.00	0.10		0.10	0.10			0.10	
<i>Other Staffing (Full-Time Equivalents)</i>									
Temp Clerk	0.00	0.00		0.00	0.00			0.00	
Total - Full-Time Equivalents	1.35	1.45	7.4%	1.10	1.10	100.0%	-24.1%	1.10	0.0%

PERFORMANCE OBJECTIVES

Department: **58700 - Administrative Services**
 Program: **58760 - Revenue Collection**

Receipt of all revenues received by the City including utility billings, delinquencies, business licenses, miscellaneous accounts receivables (MARS). City fee for County property tax collection.

1. To identify and bill all businesses that required licenses and collect all fees and taxes billed. Estimate about 4,700 businesses.
2. To accurately and timely prepare 291,000 utility bills to utility system customers.
3. To maintain collection of active utility accounts at 98% of current bills.
4. To courteously assist customers regarding their utility accounts, other receivable accounts, or other inquiries of municipal services.

COMMENTARY

In FY11-12, program costs showed a moderate increase, due to a 3 months overhire of 2.5 positions. In FY12-13, program staffing added 0.55 FTEs, but program costs show a major decrease. While personnel costs were up, contracted costs and the property tax collection fee were down.

In FY13-14, program staffing lost 0.30 FTEs. Program costs will show a moderate decrease, with lower personnel costs.

For FY14-15, program staffing will add 0.40 FTEs. The program budget provides for the added staffing, some increases in internal charges and commodities, and overtime for finance system implementation.

PROGRAM EXPENDITURES	FY11-12	FY12-13	% Costs	FY13-14	FY13-14	% of	% Costs	FY14-15	% Budget
	\$ Actual	\$ Actual	Change	\$ Adopted	\$ Estimated	Budget	Change	\$ Approved	Change
Personnel Expenses	1,033,512	1,108,862	7.3%	950,400	925,390	97.4%	-16.5%	1,099,820	15.7%
Contracted Services	307,668	177,074	-42.4%	344,990	303,400	87.9%	71.3%	323,790	-6.1%
Commodities	9,595	6,772	-29.4%	17,750	16,700	94.1%	146.6%	17,750	0.0%
Internal Charges	106,932	99,726	-6.7%	104,190	104,000	99.8%	4.3%	112,490	8.0%
Other Payments	390,428	214,100	-45.2%	200,000	115,550	57.8%	-46.0%	200,000	0.0%
Program Total	1,848,135	1,606,534	-13.1%	1,617,330	1,465,040	90.6%	-8.8%	1,753,850	8.4%
Amended Budget	1,834,770	1,859,360			1,658,130				
% of Amended Spent	100.7%	86.4%			88.4%				

FUNDING SOURCES

Central Admin Fund 125	420,057	518,954	23.5%	308,130	514,490	167.0%	-0.9%	485,650	57.6%
General Fund 101 - Property Taxes	390,428	214,100	-45.2%	200,000	115,550	57.8%	-46.0%	300,000	50.0%
Landscaping Districts Fund 271	0	38,350		35,000	35,000	100.0%	-8.7%	35,800	2.3%
Enterprise Funds	1,037,650	835,130	-19.5%	1,074,200	800,000	74.5%	-4.2%	932,400	-13.2%
Program Total	1,848,135	1,606,534	-13.1%	1,617,330	1,465,040	90.6%	-8.8%	1,753,850	8.4%

PROGRAM STAFFING*Regular Positions*

Senior Account Assts-Clerks	2.00	2.20		2.20	2.20			2.20	
Account Assts-Clerks	4.00	4.00		4.00	4.00			4.00	
Admin Services Director	0.40	0.20		0.10	0.10			0.10	
Accounting Officer/Senior Accountant	0.50	0.35		0.35	0.35			0.35	
Accounting Technicians	2.25	2.25		2.05	2.45			2.45	
Executive Asst I	0.10	0.00		0.00	0.00			0.00	
Management Analyst II	0.00	0.40		0.40	0.40			0.40	
<i>Other Staffing (Full-Time Equivalents)</i>									
Temp Clerk	0.60	1.10		1.10	1.10			1.35	
Total - Full-Time Equivalents	9.85	10.50	6.6%	10.20	10.60	103.9%	1.0%	10.85	2.4%

Department: **58700 - Administrative Services**
 Program: **58770 - Information Technology**

Provide central coordination for the development and implementation of City information systems to support data and communications needs. System costs for City's computer and telephone systems.

PERFORMANCE OBJECTIVES

1. To maintain and enhance citywide networks, including all hardware and software.
2. To maintain and support City computer, telephone, and voice mail systems.
3. To assist the Police Department with county information systems and new mobile data terminals.
4. To assist the Fire Department with software for performance measurement.

COMMENTARY

Program costs have increased due to added staffing, higher operational and maintenance costs, and the leasing costs for many of City computers.

In FY11-12, program staffing added a new full-time position, and program costs showed a major increase. In FY12-13, program costs showed a moderate increase, due to full staffing and added contract costs.

In FY13-14, program costs will show a modest increase.

For FY14-15, program staffing will add a GIS Technician. The program budget provides for the added staffing, increases in contracted services, and some increases in internal charges.

PROGRAM EXPENDITURES	FY11-12 \$ Actual	FY12-13 \$ Actual	% Costs Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Costs Change	FY14-15 \$ Approved	% Budget Change
Personnel Expenses	755,507	829,523	9.8%	830,700	844,950	101.7%	1.9%	981,180	18.1%
Contracted Services	383,132	426,861	11.4%	496,910	475,830	95.8%	11.5%	534,110	7.5%
Commodities	4,253	4,244	-0.2%	10,260	8,890	86.6%	109.5%	10,260	0.0%
Internal Charges	128,056	130,098	1.6%	77,690	77,600	99.9%	-40.4%	79,260	2.0%
Other Payments	1,187	0		0	0			0	
Program Total	1,272,135	1,390,726	9.3%	1,415,560	1,407,270	99.4%	1.2%	1,604,810	13.4%
Amended Budget	1,325,290	1,394,610			1,415,560				
% of Amended Spent	96.0%	99.7%			99.4%				

FUNDING SOURCES

General Fund 101 - Taxes	0	0		0	0			0	
Central Services Fund 602	1,272,135	1,390,726	9.3%	1,415,560	1,407,270	99.4%	1.2%	1,544,810	9.1%
Enterprise Funds	0	0		0	0			60,000	
Program Total	1,272,135	1,390,726	9.3%	1,415,560	1,407,270	99.4%		1,604,810	13.4%

PROGRAM STAFFING*Regular Positions*

Information Technology Manager	0.00	0.00		0.00	0.00			1.00	
Information Systems Administrator	1.00	1.00		1.00	1.00			0.00	
Information Systems Technicians	6.00	6.00		6.00	6.00			7.00	

Other Staffing (Full-Time Equivalents)

Intern	0.00	0.00		0.00	0.00			0.00	
Webmaster	0.00	0.00		0.00	0.00			0.00	

	7.00	7.00		7.00	7.00	100.0%	0.0%	8.00	14.3%
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Department: **59000 - Non-Departmental Group**

The Non-Departmental Group provides a miscellaneous category for indirect costs, equipment acquisition, special projects, and special reserves.

COMMENTARY

As proposed for FY14-15, the departmental budget will increase about 1.0% over the current year adopted budget, and this represents a 7.1% increase over the FY12-13 amended budget.

The base component of the budget represents a 18.5% decrease from current year adopted budget, while budget augmentations will show a 23.9% increase over the base budget.

Equipment acquisitions, including replacement, generally range above \$1,200,000 per year.

DEPARTMENTAL EXPENDITURES BY PROGRAM	FY11-12 \$ Actual	FY12-13 \$ Actual	% Cost Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Cost Change	FY14-15 \$ Approved	% Budget Change
59210 - Indirect Costs	1,166,955	1,018,252	-12.7%	1,084,810	1,055,210	97.3%	3.6%	1,139,070	5.0%
593x0 - Equipment Acquisition	1,023,165	1,297,772	26.8%	1,902,190	2,419,500	127.2%	86.4%	1,149,080	-39.6%
59410 - Insurance	2,596,313	2,945,815	13.5%	2,998,300	2,741,800	91.4%	-6.9%	3,240,000	8.1%
59420 - Claims & Litigation	370,691	497,668	34.3%	606,000	446,520	73.7%	-10.3%	706,000	16.5%
59510 - Special Reserves	1,009,418	926,632	-8.2%	925,020	1,151,300	124.5%	24.2%	1,400,000	51.3%
Indirect Costs Reimbursements	(1,166,955)	(1,018,252)	-12.7%	(1,084,810)	(1,055,210)	97.3%	3.6%	(1,139,070)	5.0%
Department Total	4,999,587	5,667,887	13.4%	6,431,510	6,759,120	105.1%	19.3%	6,495,080	1.0%
Amended Budget	5,396,801	6,061,731	12.3%		7,097,690		17.1%	over 2 years	7.1%
% of Amended Spent	92.64%	93.50%			95.23%				
						Base Budget >>		5,240,100	-18.5%
						Augmentations >>		1,254,980	23.9%

Department: **59000 - Non-Departmental Group (Continued)**

DEPARTMENTAL EXPENDITURES BY OBJECT CATEGORY	FY11-12 \$ Actual	FY12-13 \$ Actual	% Cost Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Cost Change	FY14-15 \$ Approved	% Budget Change
Personnel Expenses	1,009,418	926,632	-8.2%	775,020	1,091,300	140.8%	17.8%	900,000	16.1%
Contracted Services	2,937,347	3,258,939	10.9%	3,254,300	3,098,300	95.2%	-4.9%	3,596,000	10.5%
Commodities	1,777	2,459	38.4%	50,000	10,000	20.0%	306.7%	40,000	-20.0%
Capital Outlay	1,021,388	1,348,435	32.0%	1,902,190	2,419,500	127.2%	79.4%	1,149,080	-39.6%
Other Payments	1,196,612	1,149,674	-3.9%	1,534,810	1,195,230	77.9%	4.0%	1,949,070	27.0%
Indirect Costs Reimbursements	(1,166,955)	(1,018,252)	-12.7%	(1,084,810)	(1,055,210)	97.3%	3.6%	(1,139,070)	5.0%
Department Total	4,999,587	5,667,887	13.4%	6,431,510	6,759,120	105.1%	19.3%	6,495,080	1.0%
DEPARTMENTAL EXPENDITURES BY FUNDING SOURCES									
General Fund 101									
Expenditures	321,557	544,147	69.2%	269,020	414,000	153.9%	-23.9%	737,160	174.0%
Indirect Costs Reimbursements	(1,166,955)	(1,018,252)	-12.7%	(1,084,810)	(1,055,210)	97.3%	3.6%	(1,139,070)	5.0%
SC Fire Authority - Fund 211	321,991	194,028	-39.7%	196,330	251,600	128.2%	29.7%	251,900	28.3%
Transp Development Fund 241	33,000	25,360	-23.2%	35,020	26,630	76.0%	5.0%	36,770	5.0%
Gas Tax Fund 247	34,750	29,690	-14.6%	34,420	31,180	90.6%	5.0%	36,140	5.0%
Com Devel Block Gt Fund 269	0	0		0	0			0	
Landscaping Districts Fund 271	76,750	73,680	-4.0%	82,120	77,360	94.2%	5.0%	86,230	5.0%
CDA Housing & Successor Fund 28x	66,410	0	-100.0%	0	0			0	
Comm Access CTV Fund 295	23,056	36,100	56.6%	21,710	37,900	174.6%	5.0%	38,350	76.6%
CDA & Suc Ag Project Fund 3xx	94,920	0	-100.0%	0	0			0	
Water Fund 511	429,521	300,243	-30.1%	397,170	351,040	88.4%	16.9%	394,530	-0.7%
Wastewater Fund 521	256,171	203,209	-20.7%	410,830	385,630	93.9%	89.8%	390,020	-5.1%
Solid Waste Fund 531	29,669	49,248	66.0%	32,960	53,560	162.5%	8.8%	34,610	5.0%
Drainage Fund 541	16,183	25,589	58.1%	15,450	27,840	180.2%	8.8%	16,220	5.0%
Airport Fund 561	74,562	72,594	-2.6%	67,670	80,980	119.7%	11.6%	71,060	5.0%
Transit Fund 571	78,043	87,732	12.4%	83,200	95,180	114.4%	8.5%	99,540	19.6%
Central Garage Fund 601	34,548	22,977	-33.5%	35,430	26,280	74.2%	14.4%	37,200	5.0%
Central Services Fund 602	(9,133)	16,281	-278.3%	0	0		-100.0%	0	
Equipment Acquisition Fund 605	146,992	207,774	41.4%	733,690	718,250	97.9%	245.7%	627,910	-14.4%
Vehicle Acquisition Fund 605	458,217	665,221	45.2%	1,058,000	1,329,950	125.7%	99.9%	342,960	-67.6%
Building Maintenance Fund 615	5,777	(3,957)	-168.5%	31,000	29,330		-841.2%	32,550	
Self Insurance Fund 627	3,656,648	4,064,223	11.1%	4,004,300	3,869,620	96.6%	-4.8%	4,401,000	9.9%
Other Minor Funds	16,910	72,000	325.8%	8,000	8,000	100.0%	-88.9%	0	-100.0%
Department Total	4,999,587	5,667,887	13.4%	6,431,510	6,759,120	105.1%	19.3%	6,495,080	1.0%

Department: **59000 - Non-Departmental Group**
 Program: **59210 - Indirect Costs**

PERFORMANCE OBJECTIVES

Indirect costs are payments made by City Departments & programs for their share of the cost of Citywide overhead and support activities. Overall, they have a net effect of zero on the total City budget. But, they are charges to the Funds involved, and are reimbursements to the General Fund for General Government programs and activities.

- To make indirect costs payments for FY14-15 as budgeted with the appropriate adjustment for FY13-14 actual cost figures.

For FY13-14, estimate a 8.0% increase
 For FY14-15, estimate a 5.0% increase

Indirect costs change proportionate primarily to personnel costs and relative share of non-General Funds as a part of the total City operating budget.

Note: Worksheets showing the calculation of the indirect costs charges are included in the Appendix of this budget document.

COMMENTARY

In FY97-98, a cost study was done to determine and validate City charges for indirect costs. An update of the calculations was done early in FY00-01. Since then, cost calculations have been maintained and updated yearly. In FY12-13, program costs decreased 16.3%. In FY13-14, an 8.0% increase is expected. For FY14-15, a 5.0% increase is budgeted.

PROGRAM EXPENDITURES	FY11-12 \$ Actual	FY12-13 \$ Actual	% Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Change	FY14-15 \$ Approved	% Budget Change
Personnel Expenses	0	0		0	0			0	
Contracted Services	0	0		0	0			0	
Commodities	0	0		0	0			0	
Internal Charges	0	0		0	0			0	
Other Payments	1,166,952	977,020	-16.3%	1,084,810	1,055,210	97.3%	8.0%	1,139,070	5.0%
Program Total	1,166,952	977,020	-16.3%	1,084,810	1,055,210	97.3%	8.0%	1,139,070	5.0%
Amended Budget	1,154,000	1,144,240			1,084,810				
% of Amended Spent	101.1%	85.4%			97.3%				
<u>FUNDING SOURCES</u>									
SC Fire Authority Fund 211	199,552	159,810	-19.9%	181,330	167,800	92.5%	5.0%	190,400	5.0%
Transp Development Fund 241	33,000	25,360	-23.2%	35,020	26,630	76.0%	5.0%	36,770	5.0%
Gas Tax Fund 247	34,750	29,690	-14.6%	34,420	31,180	90.6%	5.0%	36,140	5.0%
Comm Devel Block Grant Fund 269	0	0		0	0			0	
Landscaping Districts Fund 271	76,750	73,680	-4.0%	82,120	77,360	94.2%	5.0%	86,230	5.0%
CDA Housing & Successor Fund 28	66,410	0	-100.0%	0	0			0	
Community Access CTV Fund 295	17,900	36,100	101.7%	21,710	37,900	174.6%	5.0%	22,800	5.0%
CDA Project Fund 3xx	94,920	0	-100.0%	0	0			0	
Water Fund 511	252,790	224,800	-11.1%	277,170	236,040	85.2%	5.0%	291,030	5.0%
Wastewater Fund 521	170,610	176,310	3.3%	213,830	185,130	86.6%	5.0%	224,520	5.0%
Solid Waste Fund 531	29,610	51,010	72.3%	32,960	53,560	162.5%	5.0%	34,610	5.0%
Drainage Fund 541	14,750	26,510	79.7%	15,450	27,840	180.2%	5.0%	16,220	5.0%
Airport Fund 561	74,560	77,120	3.4%	67,670	80,980	119.7%	5.0%	71,060	5.0%
Transit Fund 571	69,050	71,600	3.7%	56,700	75,180	132.6%	5.0%	59,540	5.0%
Central Garage Fund 601	32,300	25,030	-22.5%	35,430	26,280	74.2%	5.0%	37,200	5.0%
Central Services Fund 602	0	0		0	0			0	
Building Maintenance Fund 615	0	0		31,000	29,330	94.6%		32,550	5.0%
Program Total	1,166,952	977,020	-16.3%	1,084,810	1,055,210	97.3%	8.0%	1,139,070	5.0%

Department: **59000 - Non-Departmental Group**
 Program: **593x0 - Equipment Acquisition**

PERFORMANCE OBJECTIVES

Acquisition of new and replacement furniture, vehicles, and equipment for use by City Departments.

1. To provide funding to acquire new and replacement equipment for City Departments, as follows:

	<u>Replacement</u>	<u>New</u>	<u>Total</u>
Police Department	\$313,940	\$57,660	\$371,600
Fire Department	131,730	73,000	204,730
Public Works Department	120,600	8,000	128,600
Airport & Transit	0	40,000	40,000
Utilities Department	134,000	35,000	169,000
Development Services	73,060	15,000	88,060
Administrative Services	70,000	0	70,000
General Govt Agencies	31,540	15,550	47,090
Recreation & Cultural Arts	30,000	0	30,000
Total	\$904,870	\$244,210	\$1,149,080

Replacement items for governmental funded programs comes from the Equipment Acquisition Fund, which provides a reserve for replacements. New items are funded out of their primary program funding source. Enterprise programs use their own funds for both new and replacement items.

As proposed for FY14-15, equipment acquisitions will consist of \$904,870 for replacement items and \$244,210 for new equipment. The following pages provide a list of the equipment items by departments.

Program outlays generally exceed the adopted budget due to carryovers from the prior year and new acquisitions approved during the fiscal year.

<u>PROGRAM EXPENDITURES</u>	FY11-12 \$ Actual	FY12-13 \$ Actual	% Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Change	FY14-15 \$ Approved	% Budget Change
for Police Department	252,984	990,204	291.4%	429,040	460,000	107.2%	-53.5%	371,600	-13.4%
for Fire Department	257,705	115,446	-55.2%	636,950	1,195,000	187.6%	935.1%	204,730	-67.9%
for Public Works Department	173,299	89,341	-48.4%	375,000	375,000	100.0%	319.7%	128,600	-65.7%
for PWD, Utilities Division	189,480	48,199	-74.6%	297,000	314,500	105.9%	552.5%	169,000	-43.1%
for Airport & Transit	6,650	27,311	310.7%	26,500	25,000	94.3%	-8.5%	40,000	50.9%
for Development Services	6,700	3,575	-46.6%	20,000	0	0.0%	-100.0%	88,060	340.3%
for Administrative Services	21,275	16,410	-22.9%	65,790	50,000	76.0%	204.7%	70,000	6.4%
for General Government Agencies	100,000	0		21,910	0	0.0%		47,090	114.9%
for Recreation & Cultural Arts	15,071	7,286	-51.7%	30,000	0	0.0%	-100.0%	30,000	0.0%
Program Total	1,023,164	1,297,772	26.8%	1,902,190	2,419,500	127.2%	86.4%	1,149,080	-39.6%
Amended Budget	1,497,041	1,910,791			2,509,100				
% of Amended Spent	68.3%	67.9%			96.4%				

<u>FUNDING SOURCES</u>	FY11-12 \$ Actual	FY12-13 \$ Actual	% Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Change	FY14-15 \$ Approved	% Budget Change
General Fund 101	99,869	312,598	213.0%	9,000	9,000	100.0%	-97.1%	117,160	1201.8%
SC Fire Authority Fund 211	100,592	8,661	-91.4%	0	68,800		694.4%	36,500	
Landscaping Districts Fund 271	0	0		0	0			0	
Water Fund 511	133,978	831	-99.4%	95,000	90,000	94.7%	10730.3%	53,500	-43.7%
Wastewater Fund 521	55,501	47,368	-14.7%	172,000	175,500	102.0%	270.5%	115,500	-32.8%
Solid Waste Fund 531	0	0		0	0			0	
Drainage Fund 541	0	0		0	0			0	
Airport Fund 561	0	0		0	0			0	
Transit Fund 571	6,650	27,311	310.7%	26,500	20,000	75.5%	-26.8%	40,000	50.9%
Central Garage Fund 601	0	0		0	0			0	
Equipment Acquisition Fund 605	148,068	163,782	10.6%	633,690	718,250	113.3%	338.5%	527,910	-16.7%
Vehicle Acquisition Fund 606	458,217	665,221	45.2%	958,000	1,329,950	138.8%	99.9%	242,960	-74.6%
Building Maintenance Fund 615	0	0		0	0			0	
Other Minor Funds	20,289	72,000	254.9%	8,000	8,000	100.0%	-88.9%	15,550	94.4%
Program Total	1,023,164	1,297,772	26.8%	1,902,190	2,419,500	127.2%	86.4%	1,149,080	-39.6%

CITY OF TRACY
APPROVED EQUIPMENT LIST
for FY14-15

Date: 01-Jul-14

<u>Acct #</u>	<u>Equipment Items</u>	<u>\$ Amount</u>	Estimated Equipment Allocations	
			General	Vehicles
Department 58200 - City Attorney				
605-59380 -6xx-E8	R x	\$0		
605-59380	R x	\$0		
101-59380	N x	\$0		
101-59380	N x	\$0		
		\$0		
Department 58030 - City Manager's Office				
605-59380 -671-E8008	R Copier	\$9,540		
605-59380	R x	\$0		
605-59380	R	\$0		
295-59380 -67x-E8009	N CTV Equipment	\$15,550		
101-59380	N	\$0		
295-59380	N	\$0		
605-59380 -679-ER083	R Emergency Reserve - CMO	\$22,000		
		\$0		
		\$47,090		
Department 58040 - Human Resources				
605-59380 -6xx-E8	R X	\$0		
605-59380	R X	\$0		
605-59380	R X	\$0		
627-59380	N x	\$0		
101-59380	N	\$0		
		\$0		
Department 58050 - Finance				
605-59380 -671-E8709	R Copiers	\$20,000		
605-59380	R X	\$0		
605-59380	R X	\$0		
605-59380	R X	\$0		
605-59380	R X	\$0		
602-59380	N X	\$0		
5xx-59380	N X	\$0		
101-59380	N X	\$0		
605-59380 -679-ER087	R Emergency Reserve - Fin	\$20,000		
605-59380 -679-ER088	R Emergency Reserve - IS	\$30,000		
		\$0		
		\$70,000		
	Department Total	\$117,090		

	CC, CA, & CMO	Begin Balances	\$180,110	\$0
		FY14-15 Allocations	\$34,700	\$0
		Lease Obligations	\$0	\$0
		CIP Purchase	\$0	\$0
		Available Balances	\$214,810	\$0
		Proposed Outlays	\$31,540	\$0
		Remaining Balances	\$183,270	\$0
	Cent Serv Fund 602	Begin Balances	\$373,200	\$19,130
		FY14-15 Allocations	\$41,210	\$2,200
		Lease Obligations	\$0	\$0
		CIP	(\$200,000)	
		Available Balances	\$214,410	\$21,330
		Proposed Outlays	\$30,000	\$0
		Remaining Balances	\$184,410	\$21,330

	HR Div	Begin Balances	\$129,280	\$0
		FY14-15 Allocations	\$22,920	\$0
		Lease Obligations	\$0	\$0
		CIP Purchase	\$0	\$0
		Available Balances	\$152,200	\$0
		Proposed Outlays	\$0	\$0
		Remaining Balances	\$152,200	\$0

	Fin Dept	Begin Balances	\$269,290	\$0
		FY14-15 Allocations	\$57,350	\$0
		Lease Obligations	\$0	\$0
		Available Balances	\$326,640	\$0
		Proposed Outlays	\$20,000	\$0
		Remaining Balances	\$306,640	\$0

CITY OF TRACY
APPROVED EQUIPMENT LIST
for FY14-15

Date: 01-Jul-14

Acct #	Equipment Items	\$ Amount	Estimated Equipment Allocations	
			General	Vehicles
<u>Department 56000 - Development Services</u>				
	Dev Serv	Begin Balances	\$322,100	\$233,240
605-59360 -67S-E6009	R Software Upgrades	\$27,100	FY14-15 Allocations	\$62,440
605-59360 -681-E6010	R Sedan	\$25,960	Lease Obligations	\$0
605-59360	R x	\$0	CIP Purchase	\$0
605-59360	R x	\$0		
605-59360	R x	\$0	Available Balances	\$384,540
605-59360	R x	\$0		\$262,640
281-59360	R x	\$0	Proposed Outlays	\$47,100
101-59360 -671-E6011	N Furnitures/Fixtures	\$15,000		\$25,960
101-59360	N X	\$0	Remaining Balances	\$337,440
112-59360	N X	\$0		\$236,680
281-59360	N X	\$0		
541-59360	N X	\$0		
605-59360 -679-ER061	R Emergency Reserve	\$20,000		
Department Total		\$88,060		
<u>Department 53000 - Public Works</u>				
606-59330 -676-E3710	R Infield Grommer	\$20,600	PW Gen	Begin Balances
606-59330	R x	\$0	Fund	FY14-15 Allocations
605-59330	R x	\$0		\$314,890
606-59330	R x	\$0		\$658,730
606-59330	R x	\$0	Lease Obligations	\$0
571-59330	R x	\$0	CIP Purchase	\$0
606-59330	R x	\$0		
606-59330	R x	\$0	Available Balances	\$390,930
605-59330	R x	\$0		\$864,930
605-59330	R x	\$0	Proposed Outlays	\$60,600
605-59330	R x	\$0		\$30,000
605-59330	R x	\$0	Remaining Balances	\$330,330
605-59330	R x	\$0		\$834,930
605-59330	R x	\$0		
605-59330	R x	\$0	Drainage	Begin Balances
605-59330	R x	\$0	Fund	FY14-15 Allocations
605-59330	R x	\$0		\$89,360
605-59330	R x	\$0		\$258,370
605-59330	R x	\$0	Lease Obligations	\$0
605-59330	R x	\$0		\$0
101-59330 -676-E3711	N Laser Grader	\$8,000	Available Balances	\$92,700
101-59330	N X	\$0		\$274,570
101-59330	N X	\$0		
101-59330	N X	\$0	Solid Waste	Begin Balances
101-59330	N X	\$0	Fund	FY14-15 Allocations
101-59330	N X	\$0		\$33,437
101-59330	N X	\$0		\$17,520
101-59330	N X	\$0	Lease Obligations	\$0
247-59330	N X	\$0		\$0
247-59330	N X	\$0	Available Balances	\$37,787
101-59330	N X	\$0		\$19,820
101-59330	N X	\$0		
101-59330	N X	\$0	Cen Garage	Begin Balances
101-59330	N X	\$0	Fund	FY14-15 Allocations
571-59330 -681-E3901	N Transit Vehicle	\$40,000		\$169,490
601-59330	N X	\$0		\$4,820
601-59330	N X	\$0	Lease Obligations	\$0
615-59330	N X	\$0		\$0
615-59330	N X	\$0	Available Balances	\$178,650
605-59340 -679-ER044	R Emergency Reserve - F541	\$30,000		\$6,320
606-59310 -679-ER031	R Emergency Reserve	\$30,000		
605-59330 -679-ER031	R Emergency Reserve	\$40,000		
Department Total		\$168,600		

CITY OF TRACY
APPROVED EQUIPMENT LIST
for FY14-15

Date: 01-Jul-14

Acct #	Equipment Items	\$ Amount	Estimated Equipment Allocations			
			General	Vehicles		
<u>Department 54000 - Utilities</u>						
	Water		Begin Balances	\$327,160	\$506,490	
	Fund		FY14-15 Allocations	\$37,630	\$73,000	
			Lease Obligations	\$0	\$0	
			Available Balances	\$364,790	\$579,490	
			Proposed Outlays	\$51,000	\$0	
			Remaining Balances	\$313,790	\$579,490	
511-59340 -674-E4021	R SCADA Computers (6)	\$18,000				
511-59340 -674-E4022	R Laptop Computers (1)	\$3,000				
511-59340	R x	\$0				
511-59340	R x	\$0				
511-59340 -678-E4023	N Milling Machine	\$2,500				
511-59340 -679-ER041	R Emergency Reserve - F511	\$30,000				
511-59340	N X	\$0				
521-59340 -677-E4551	R x Laboratory Eqpt	\$23,000				
521-59340 -683-E4552	R Pick-up Truck, 1/2 ton	\$25,000				
521-59340 -678-E4553	R Dissolved Oxygen Probes (8)	\$24,000				
521-59340 -674-E4554	R Laptop Computers (2)	\$6,000				
521-59340 -671-E4555	R Copier Machine @ Ut Lab	\$2,000				
521-59340 -678-E4023	N Milling Machine	\$2,500				
521-59340 -678-E4556	N Ice Machine	\$3,000				
521-59340		\$0				
521-59340		\$0				
521-59340 -679-ER045	R Emergency Reserve - F521	\$30,000				
	Department Total	\$169,000				
<u>Department 55000 - Recreation & Cultural Arts</u>						
	Recreation		Begin Balances	\$459,922	\$15,610	
			FY14-15 Allocations	\$26,540	\$4,800	
			Lease Obligations	\$0	\$0	
			CIP Purchase	\$0		
			Available Balances	\$486,462	\$20,410	
			Proposed Outlays	\$30,000	\$0	
			Remaining Balances	\$456,462	\$20,410	
605-59350 -6xx-5xxx	R x	\$0				
605-59350	R x	\$0				
605-59350	R x	\$0				
605-59350	R x	\$0				
605-59350	R x	\$0				
605-59350	R x	\$0				
605-59350	R x	\$0				
101-59350	R x	\$0				
101-59350	N X	\$0				
101-59350	N X	\$0				
101-59350	N X	\$0				
101-59350	N X	\$0				
101-59350	N X	\$0				
101-59350	N X	\$0				
101-59350	N X	\$0				
561-59350	N X	\$0				
561-59350	N X	\$0				
571-59350	N X	\$0				
571-59350	N X	\$0				
571-59350	N X	\$0				
571-59350	N X	\$0				
571-59350	N X	\$0				
605-5935 -679-ER51	R Emergency Reserve	\$30,000				
	Department Total	\$30,000				
	City Total	\$1,149,080				
	new	\$307,210				
	replacement	\$841,870				
			Wastewater	Begin Balances	\$575,260	\$441,090
			Fund	FY14-15 Allocations	\$49,560	\$71,900
				Lease Obligations	\$0	\$0
				Available Balances	\$624,820	\$512,990
				Proposed Outlays	\$90,500	\$25,000
				Remaining Balances	\$534,320	\$487,990
			LMD	Begin Balances	\$52,190	\$229,080
				FY14-15 Allocations	\$7,090	\$24,100
				Lease Obligations	\$0	\$0
				Available Balances	\$59,280	\$253,180
				Proposed Outlays	\$0	\$0
				Remaining Balances	\$59,280	\$253,180
			Airport	Begin Balances	\$50,960	\$49,380
			Fund	FY14-15 Allocations	\$4,700	\$9,700
				Lease Obligations	\$0	
				Available Balances	\$55,660	\$59,080

Department: **59000 - Non-Departmental Group**
 Program: **59420 - Claims & Litigation**

PERFORMANCE OBJECTIVES

Outlays for claims and litigation not covered through the Risk Management Authority. Costs are paid from the Self-Insurance Fund.

1. To minimize the number of claims through risk management analysis and improvements.
2. To address all recommendations from the RMA with regard to hazard reduction or improved programs and practices.

COMMENTARY

Program costs can vary from year-to-year due to claims and litigation on different cases. Program costs for recent years are much less than they were previously.
 In FY11-12 program costs showed a major increase, although they remained within budget. In FY12-13, they again show a major increase.
 In FY13-14, program expenditures will show a moderate decrease.
 For FY14-15, the program's budget provides a contingency to meet any new claims, emergency equipment replacement, and/or any new and on-going litigation.

<u>PROGRAM EXPENDITURES</u>	FY11-12 \$ Actual	FY12-13 \$ Actual	% Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Change	FY14-15 \$ Approved	% Budget Change
Personnel Expenses	0	0		0	0			0	
Contracted Services	341,034	313,124	-8.2%	256,000	356,500	139.3%	13.9%	356,000	39.1%
Commodities	29,657	0		0	0			0	
Internal Charges	0	0		0	0			0	
Other Payments	0	184,544		350,000	90,020			350,000	0.0%
Program Total	370,691	497,668	34.3%	606,000	446,520	73.7%	-10.3%	706,000	16.5%
Amended Budget	506,000	506,000			806,000				
% of Amended Spent	73.3%	98.4%			55.4%				

<u>FUNDING SOURCES</u>	FY11-12 \$ Actual	FY12-13 \$ Actual	% Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Change	FY14-15 \$ Approved	% Budget Change
Self Insurance Fund 627	370,691	453,676	22.4%	406,000	446,520	110.0%	-1.6%	506,000	24.6%
Equipment Acquisition Fund 605	0	43,992		100,000	0	0.0%		100,000	0.0%
Vehicle Acquisition Fund 606	0	0		100,000	0			100,000	
Program Total	370,691	497,668	34.3%	606,000	446,520	73.7%	-10.3%	706,000	16.5%

<u>PROGRAM STAFFING</u>	FY11-12 \$ Actual	FY12-13 \$ Actual	% Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Change	FY14-15 \$ Approved	% Budget Change
<i>Regular Positions</i>									
<i>Other Staffing (Full-Time Equivalents)</i>									
Total - Full-Time Equivalents	0.00	0.00		0.00	0.00			0.00	

Department: **59000 - Non-Departmental Group**
 Program: **59510 - Special Reserves**

PERFORMANCE OBJECTIVES

This program accounts for any reserves set aside for any special purposes or needs. Also, it is used to show any accounting adjustments effecting prior year expenditure figures.

1. To provide a sufficient reserve to cover any increase in the City's liability for uncompensated absences.

2. To provide funding for special purposes as follows:

- \$245,000 for compensated absences, including \$120,000 in the General Fund.
- \$40,000 reserve for fuel purchases.
- \$100,000 reserve for General Fund.
- \$360,000 reserve for LIRA support.
- \$655,000 for Medical Leave Bank outlays.

COMMENTARY

This program provides a reserve for any unexpected adjustments or other special outlays. It provides a budget for any increases in uncompensated absences, and medical leave bank (MLB) outlays.

In FY11-12, program outlays showed a modest increase. In FY12-13, they are expected to show a moderate decrease. In FY13-14, they are expected to show a minor increase.

For FY14-15, \$245,000 has been reserved for compensation absences, \$655,000 for MLB outlays, and \$360,000 for LIRA support. Also, reserves have been budgeted added fuel costs.

<u>PROGRAM EXPENDITURES</u>	FY11-12 \$ Actual	FY12-13 \$ Actual	% Change	FY13-14 \$ Adopted	FY13-14 \$ Estimated	% of Budget	% Change	FY14-15 \$ Approved	% Budget Change
Personnel Expenses	1,009,419	926,633	-8.2%	775,020	1,091,300	140.8%	17.8%	900,000	16.1%
Contracted Services	0	0		0	0			0	
Commodities	0	0		50,000	10,000	20.0%		40,000	-20.0%
Other Payments	0	0		100,000	50,000	50.0%		460,000	360.0%
Prior Year Adjustments	0	0		0	0			0	
Program Total	1,009,419	926,633	-8.2%	925,020	1,151,300	124.5%	24.2%	1,400,000	51.3%
Amended Budget	671,160	615,020			957,020				
% of Amended Spent	150.4%	150.7%			120.3%				
<u>FUNDING SOURCES</u>									
General Fund 101	222,386	190,318	-14.4%	260,020	405,000	155.8%	112.8%	620,000	138.4%
SC Fire Authority Fund 211	21,847	25,557	17.0%	15,000	15,000	100.0%	-41.3%	25,000	66.7%
Water Fund 511	42,753	74,612	74.5%	25,000	25,000	100.0%	-66.5%	50,000	100.0%
Wastewater Fund 521	30,060	(20,469)	-168.1%	25,000	25,000	100.0%	-222.1%	50,000	100.0%
Solid Waste Fund 531	59	(1,762)	-3086.4%	0	0			0	
Central Garage Fund 601	2,248	(2,052)	-191.3%	0	0			0	
Medical Leave Bank	668,149	664,732	-0.5%	600,000	681,300	113.6%	2.5%	655,000	9.2%
Other Funds	21,917	(4,303)	-119.6%	0	0			0	
Program Total	1,009,419	926,633	-8.2%	925,020	1,151,300	124.5%	24.2%	1,400,000	51.3%

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