

CITY MANAGER'S OFFICE

STATEMENT OF PURPOSE

Implement the policy direction of the City Council and to provide professional expertise in the management of a municipal corporation. Develop, advise and make recommendations to the City Council on policies, programs and various city business matters. Oversee the functions of the City Clerk, General Management, Affordable Housing, the Human Resource and Risk Management Division and the Information and Communication Systems Division. Coordinate the activities of seven city departments in providing direct services to the community.

The City Manager's Office is distinguished by the following distinct Divisions: General Management, City Clerk, Affordable Housing, Human Resources, and Information Systems.

GENERAL MANAGEMENT - DIVISION 11

Provide support to members of the City Council to enable them to concentrate on policy matters. As the City's chief executive officer, provide administrative direction to city departments consistent with Council policies. Serve as city's primary representative to other government agencies and private organizations. Ensure sound financial management and compliance with applicable ordinances and regulations. Develop personnel practices that result in a highly qualified and professional staff.

CITY MANAGEMENT

- City Council Policy Implementation
- Department Oversight & Direction
- Administrative Procedures & Policies
- Organizational Effectiveness & Efficiency
- International Relations
- Budget Review
- Policy Analysis & Special Studies
- Customer Service

CITY COUNCIL SUPPORT

- Issue Analysis
- Citizen Inquiry & Assistance
- Coordination of Issues & Meetings
- Correspondence on behalf of Council
- Commissions & Task Forces Liaison
- Secretarial & Administrative Support
- Research Council issues

INTERNATIONAL RELATIONS

Foster international relations between Davis and its sister cities and assist international guests to the community.

- Support to International House
- Participation in Sister Cities International
- Coordination of international visits/delegations to the city





PROMOTIONS

Provide information about the city of Davis to residents, businesses and visitors. Promote Davis locally, within the region and beyond.

- Support to Yolo County Visitors Bureau
- Provision of promotions and information to residents, visitors and businesses
- Publication of City publications
- Coordination of citywide promotional events



CITY CLERK - DIVISION 20

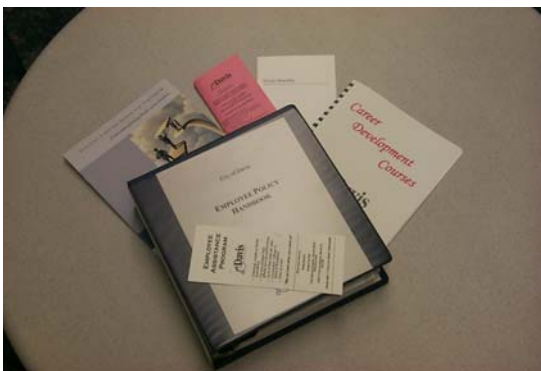
Coordinate the administrative activities of the City Council and all other legislative efforts. Maintain and amend the Municipal Code. Coordinate the activity of advisory boards and commissions. Administer the city's records management and retention system. Serve as the local Elections Official and coordinate municipal elections.

- Prepare Council Agendas and Minutes
- Assist Citizens with Inquiries
- Maintain Official and Historical Records for City
- Coordinate, Recruit and Train Commissions
- Implement Brown Act and Political Reform Act
- Undertake Research for Council
- Act as Local Elections Official
- Oversee Municipal Code
- Advocate for an open and fair political process.

HUMAN RESOURCES AND RISK MANAGEMENT – DIVISION 22

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

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





BUDGET AND FINANCIAL PLANNING – DIVISION 27

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

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



FISCAL SERVICES – DIVISION 28

As the "Custodian of Public Funds," manage and safeguard public financial resources. Provide prompt and courteous service to citizens and others having financial dealings with the city. Report the city's financial activity in a clear and understandable manner.

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

DEPARTMENT
SUMMARY

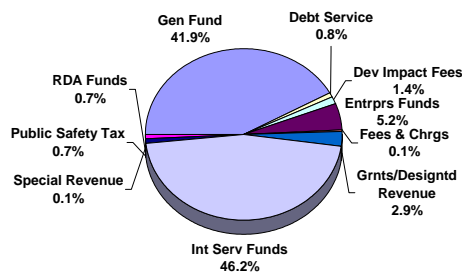
CITY MANAGER'S OFFICE

Revenues by Fund	Actual <u>2006-07</u>	Actual <u>2007-08</u>	Budget <u>2008-09</u>	Budget <u>2009-10</u>
<u>Source of Funds</u>				
General Fund Support	3,636,335	3,859,523	4,009,938	3,548,001
Capital Project Funds	0	0	100,000	0
Debt Service Funds	66,965	70,000	70,000	70,000
Development Impact Fees	79,753	86,685	116,232	117,588
Enterprise Funds	369,738	401,584	450,944	439,065
General Fund Fees & Charges	18,404	55,482	3,363	4,460
General Fund Grants/Designated Revenue	245,494	120,104	244,999	247,747
Internal Service Funds	4,503,720	3,500,618	3,777,027	3,913,067
Public Safety Srv Fee/Tax	50,027	53,927	61,480	59,804
RDA Funds	0	5,035	0	60,519
Special Revenue Funds	5,140	6,701	5,662	9,142
Revenues	8,975,576	8,159,659	8,839,645	8,469,393

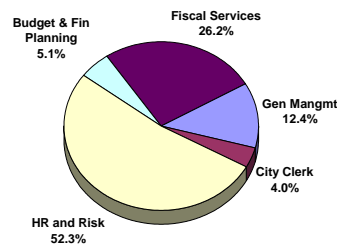
Expenses by Division	Actual <u>2006-07</u>	Actual <u>2007-08</u>	Budget <u>2008-09</u>	Budget <u>2009-10</u>
<u>Division</u>				
General Management	1,120,587	1,074,158	1,290,146	1,048,687
City Clerk	363,675	345,637	395,140	340,516
Human Resources & Risk Management	5,035,185	4,104,926	4,405,562	4,432,215
Budget & Financial Planning	74,110	70,419	379,981	429,205
Fiscal Services	2,382,019	2,564,519	2,368,816	2,218,770
Total Expenditures	8,975,576	8,159,659	8,839,645	8,469,393

Expenses by Category	Actual <u>2006-07</u>	Actual <u>2007-08</u>	Budget <u>2008-09</u>	Budget <u>2009-10</u>
<u>Expenditures</u>				
Capital Expenditures	14,805	0	0	0
Operating Expenditures	5,953,500	4,995,838	5,487,507	5,322,452
Salaries and Benefits	3,007,271	3,163,821	3,352,138	3,146,941
Total Expenditures	8,975,576	8,159,659	8,839,645	8,469,393

Source of Funds for
2009-10 Budget

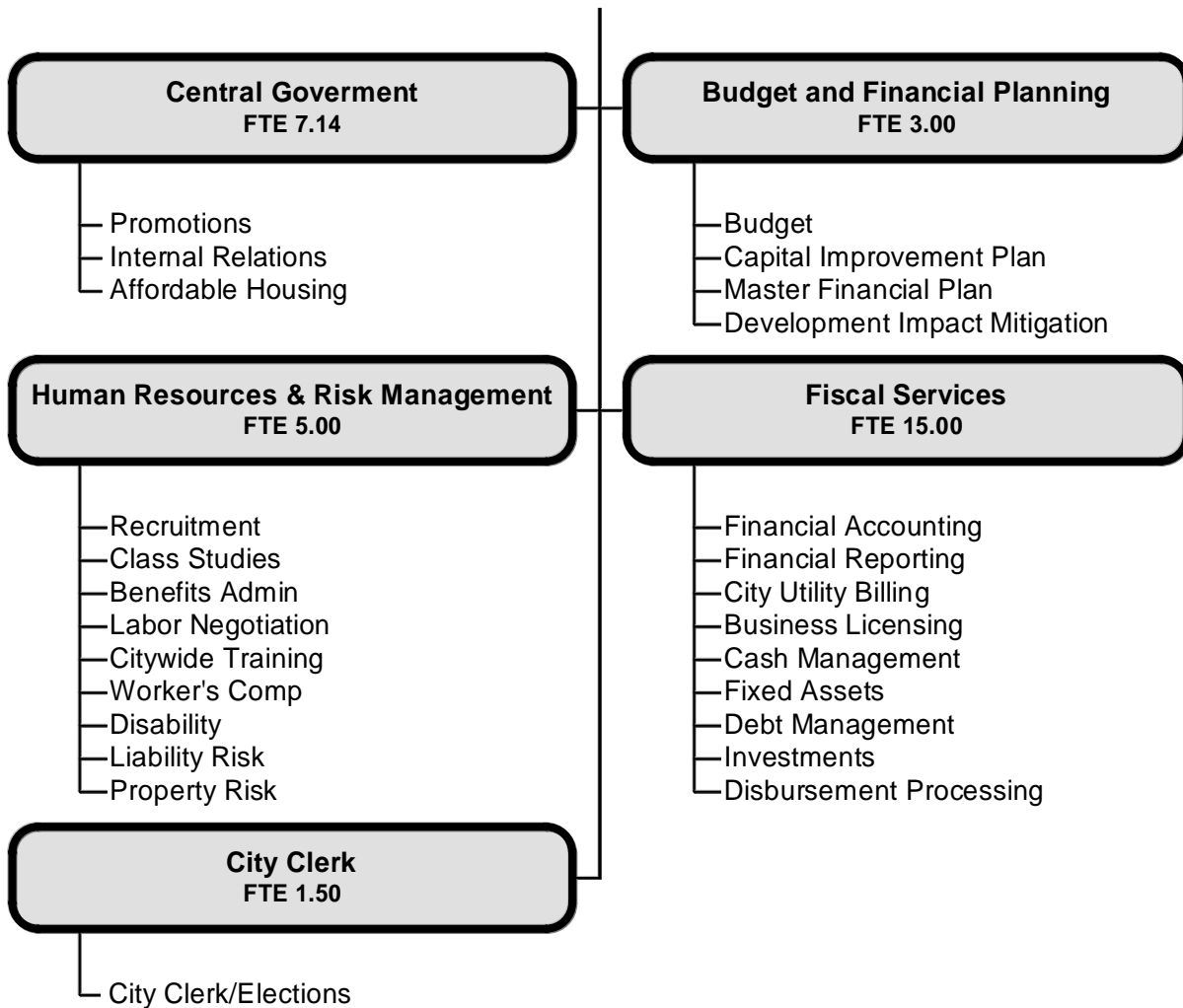


Expenses by Division



City Manager's Office

FTE's 31.64



GENERAL MANAGEMENT – DIVISION 11

Major Accomplishments in FY 2008-09

City Management

- Provided direction to seven city departments
- Worked to market and implement Council Goals within organization.
- Worked with departments to seek citywide solutions to issues.
- Addressed citizen complaints and inquiries.
- Continued communication with employees and with City Council via meetings, written correspondence and other interactions.
- Worked with other jurisdictions, including the Davis Joint Unified School District, the University of California, Davis, Yolo County and others on issues of shared interest for the City.
- Participated in citywide events, including the UCD Centennial Celebration and the Amgen Tour of California
- Continued discussions with downtown property owners to explore downtown infill projects to increase parking, retail, office and housing capacity.



Promotions

- Produced Martin Luther King Jr. Day, Amgen Tour of California, Cesar Chavez Day, and other citywide events. Assisted with coordination of July 4th, Celebrate UC Davis and Celebrate Davis.
- Facilitated ceremonial openings and activities citywide.
- Maintained citywide informational and promotional literature, including the citywide Focus and the Centennial Gazette.
- Worked with the Yolo County Visitor Bureau to enhance the city's ability to attract visitors, conferences and other transient occupancy tax generators.
- Worked with DJUSD to coordinate Youth in Government program.

Plans / Goals for FY 2009-10

City Management

- Continue to seek short and long-term solutions to the City's fiscal issues.
- Explore potential downtown infill projects to increase parking availability and expand retail, office and residential options.

Promotions

- Continue existing publications and develop program to deliver city news via email.
- Work with the Yolo County Visitors Bureau and the Downtown Business Association to promote Davis as a destination for visitors, businesses and others.
- Oversee programming, commercial and promotional activities in public spaces, particularly in the downtown.

How We Measure Up

City Management

- Respond to citizen inquiries within 48 hours 90% of the time.
- Make initial response to Council requests within one business day

Promotions

- Show steady increases in the transient occupancy tax and the sales tax, particularly downtown.
- Coordinate city response to requests for public awareness and event publicity and document process.

GENERAL MANAGEMENT DIVISION

Revenues by Fund				
<u>Source of Funds</u>	Actual <u>2006-07</u>	Actual <u>2007-08</u>	Budget <u>2008-09</u>	Budget <u>2009-10</u>
General Fund Support	1,104,055	1,049,558	1,174,271	970,668
Capital Project Funds	0	0	100,000	0
Enterprise Funds	15,000	15,000	15,000	15,000
General Fund Grants/Designated Revenue	1,532	4,565	875	2,500
RDA Funds	0	5,035	0	60,519
Total Revenues	1,120,587	1,074,158	1,290,146	1,048,687

Expenses by Category				
<u>Expenditures</u>	Actual <u>2006-07</u>	Actual <u>2007-08</u>	Budget <u>2008-09</u>	Budget <u>2009-10</u>
Operating Expenditures	456,787	448,048	592,360	468,895
Salaries and Benefits	663,800	626,110	697,786	660,073
Total Expenditures	1,120,587	1,074,158	1,290,146	1,048,687

**SUMMARY OF MAJOR
BUDGET CHANGES**

There are no major budget changes.

CITY CLERK – DIVISION 20

Major Accomplishments in FY 2008-09

- Hired new City Clerk in Fall 2008.
- Provided information to citizens on a variety of issues and ordinances and responded to Public Records Requests.
- Administered city's role in two elections and updated Elections Chapter in the Municipal Code.
- Provided information, including staff reports, on-line via the Internet.
- Advised and assisted city staff on the Records Management Plan, including a comprehensive Records Retention Schedule.
- Continued digitizing records for better cataloguing.
- Chose vendor for Municipal Code management and worked with vendor to provide editorial and legal review of Municipal Code.

Plans / Goals for FY 2009-10

- Work with Municipal Code management vendor to complete re-codification process and develop system to monitor city code updates and changes for easier Internet access.
- Update the city's Biannual Conflict of Interest Code.
- Analyze current local election requirements, rules and regulations for additional clarification.
- Develop a procedure for scanning of all official and historical documents.
- Develop a disaster recovery plan for vital records.
- Expand use of technology to provide information via Imaging System to the public.

How We Measure Up

- Have minutes ready for council approval no later than two meetings following the date of the meeting (95%)
- Limit turnaround time for filling information requests to two days (95%)
- Updates to the on-line Municipal Code completed within 5 days of effective date (95%)

Revenues by Fund				
<u>Source of Funds</u>	<u>Actual 2006-07</u>	<u>Actual 2007-08</u>	<u>Budget 2008-09</u>	<u>Budget 2009-10</u>
General Fund Support	283,092	344,827	394,030	339,406
General Fund Fees & Charges	0	0	10	10
General Fund Grants/Designated	80,583	810	1,100	1,100
Total Revenues	363,675	345,637	395,140	340,516

Expenses by Category				
<u>Expenditures</u>	<u>Actual 2006-07</u>	<u>Actual 2007-08</u>	<u>Budget 2008-09</u>	<u>Budget 2009-10</u>
Operating Expenditures	153,530	116,145	138,155	141,288
Salaries and Benefits	210,145	229,492	256,985	271,934
Total Expenditures	363,675	345,637	395,140	340,516

**SUMMARY OF MAJOR
BUDGET CHANGES**

Additional funding has been included to cover the increased city costs to hold an election.

HUMAN RESOURCES & RISK MANAGEMENT – DIVISION 22

Major Accomplishments in FY 2008-09

- Implemented a new internal web page for employees to find information, forms and policies
- Produced Employee Service Awards event
- Updated a number of city policies and procedures
- Organized a health fair for all city employees
- Organized various training opportunities for city employees
- Recruited for positions

Plans/Goals for FY 2009-10

- Negotiate with bargaining groups for new contracts
- Succession Planning
- Update City's safety program
- Implement a new employee evaluation system
- Continue to increase automation of Human Resources practices, focusing on forms
- Continue with the implementation of profession growth training to help our managers and supervisors
- Develop and implement a wellness program.



How We Measure Up

- Complete recruitment process within six weeks (98%)
- Increased training opportunities for employees
- Reduced Workers Compensation cost

No. 22

Revenues by Fund				
<u>Source of Funds</u>	<u>Actual 2006-07</u>	<u>Actual 2007-08</u>	<u>Budget 2008-09</u>	<u>Budget 2009-10</u>
General Fund Support	546,270	604,308	628,535	519,148
Internal Service Funds	4,488,915	3,500,618	3,777,027	3,913,067
Total Revenues	5,035,185	4,104,926	4,405,562	4,432,215

Expenses by Category				
<u>Expenditures</u>	<u>Actual 2006-07</u>	<u>Actual 2007-08</u>	<u>Budget 2008-09</u>	<u>Budget 2009-10</u>
Operating Expenditures	4,487,722	3,489,111	3,741,418	3,848,062
Salaries and Benefits	547,463	615,815	664,144	584,153
Total Expenditures	5,035,185	4,104,926	4,405,562	4,432,215

**SUMMARY OF MAJOR
BUDGET CHANGES**

There are no major budget changes.

BUDGET AND FINANCIAL PLANNING – DIVISION 27

Major Accomplishments in FY 2008-09

- Established preliminary five year capital improvement.
- Completed annual review of Development Impact Fee Schedule.
- Made updates and refinements to five-year forecast.
- Developed preliminary forecast models for additional funds, including Redevelopment, Construction Tax, and Impact Fees.
- Received the California Society of Municipal Finance Officers award for Budgetary Excellence.

Plans / Goals for FY 2009-10



- Coordinate citywide budget process so as to ensure that City resources are allocated consistent with City Council priorities while maintaining long-term fiscal health of the City.
- Assess the benefits and develop a work plan for alternative budgeting practices including moving to a multi-year budget.
- Continue to update and refine our five-year forecast to further ensure long term fiscal stability.
- Continue to develop, update and refine multi year forecasts for funds relevant to development and Capital Improvement Projects.
- Develop enhanced fiscal models to better project costs and revenues associated with new development.
- Continue to refine Five-Year Capital Improvement Plan.
- Continue to enhance public outreach with updated reports on City Web pages.
- Establish summary of City Fiscal Goals & Policies.

How We Measure Up

- The City of Davis Operating Budget has won the CSMFO Excellence Award each year since FY 2003-04.

No. 27

Revenues by Fund				
<u>Source of Funds</u>	<u>Actual 2006-07</u>	<u>Actual 2007-08</u>	<u>Budget 2008-09</u>	<u>Budget 2009-10</u>
General Fund Support	25,197	23,942	298,124	346,037
Development Impact Fees	48,913	46,477	81,857	83,168
Total Revenues	74,110	70,419	379,981	429,205

Expenses by Category				
<u>Expenditures</u>	<u>Actual 2006-07</u>	<u>Actual 2007-08</u>	<u>Budget 2008-09</u>	<u>Budget 2009-10</u>
Operating Expenditures	2,503	2,767	58,202	56,641
Salaries and Benefits	71,607	67,652	321,779	372,564
Total Expenditures	74,110	70,419	379,981	429,205

**SUMMARY OF MAJOR
BUDGET CHANGES**

FISCAL SERVICES – DIVISION 28

Major Accomplishments in FY 2008-09

- Posted Comprehensive Annual Financial Report (CAFR) for the fiscal year that ended June 30, 2008 on Finance web site.
- Began process to allow accounts payable to move towards paperless processing through the use of scanning technology.
- Implemented structural change to sewer rate billing structure.

Plans / Goals for FY 2009-10

- Complete implementation of scanning process for accounts payable processing and begin moving towards paperless processing for other finance processes.
- Post City's Quarterly Treasurer's report on the Finance section of the website.
- Publish Comprehensive Annual Financial Reports in conformity with GASB requirements and submit for consideration of Award for Excellence to Government Finance Officers Association (GFOA).
- Prepare Requests for Proposals for annual financial audits and arbitrage service contracts.
- Begin review and update of capitalization, escheat and accounts payable policies.

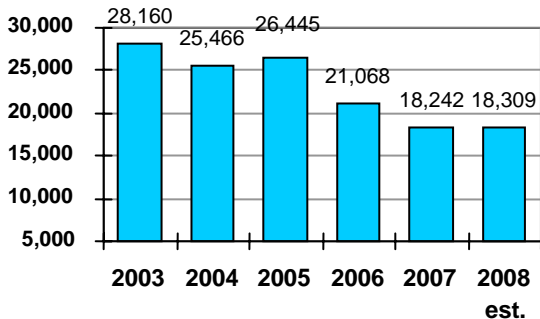
How We Measure Up

Business licenses are renewed annually, while new applications are processed year-round. The City also collects an assessment for business located in the Downtown Business Improvement District.

The City pools all cash funds not held by fiscal agents. Internal control is rigorously maintained to provide accountability and to protect the city's cash assets. Investments are conservatively managed with three primary objectives: 1) safety of principal; 2) liquidity to meet cash flow needs; and 3) maximize investment yield.

Though parking citations are issued by Parking Enforcement Officers in Davis Police Department, it is Fiscal Services that collects and processes the citation payments

PARKING CITATIONS PROCESSED



FISCAL SERVICES
DIVISION

Revenues by Fund				
<u>Source of Funds</u>	<u>Actual 2006-07</u>	<u>Actual 2007-08</u>	<u>Budget 2008-09</u>	<u>Budget 2009-10</u>
General Fund Support	1,677,721	1,836,888	1,514,978	1,372,742
Debt Service Funds	66,965	70,000	70,000	70,000
Development Impact Fees	30,840	40,208	34,375	34,420
Enterprise Funds	354,738	386,584	435,944	424,065
General Fund Fees & Charges	18,404	55,482	3,353	4,450
General Fund Grants/Designated Revenue	163,379	114,729	243,024	244,147
Internal Service Funds	14,805	0	0	0
Public Safety Srv Fee/Tax	50,027	53,927	61,480	59,804
Special Revenue Funds	5,140	6,701	5,662	9,142
Total Revenues	2,382,019	2,564,519	2,368,816	2,218,770

Expenses by Category				
<u>Expenditures</u>	<u>Actual 2006-07</u>	<u>Actual 2007-08</u>	<u>Budget 2008-09</u>	<u>Budget 2009-10</u>
Capital Expenditures	14,805	0	0	0
Operating Expenditures	852,958	939,767	957,372	873,486
Salaries and Benefits	1,514,256	1,624,752	1,411,444	1,345,284
Total Expenditures	2,382,019	2,564,519	2,368,816	2,218,770

SUMMARY OF MAJOR
BUDGET CHANGES