

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 and the city's economic development program. Coordinate the activities of seven city departments in providing direct services to the community.

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, to 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
- Intergovernmental Relations
- Budget Review
- Policy Analysis & Special Studies
- Customer Service

CITY COUNCIL SUPPORT

- Issue Analysis
- Research for Council Members
- Analysis of State Legislation
- Citizen Inquiry & Assistance
- Coordination of Issues & Meetings
- Correspondence on behalf of Council
- Commissions & Task Forces Liaison



ECONOMIC DEVELOPMENT

Develop activities and strategies to attract, retain and expand businesses in keeping with those policies outlined in the city's Economic Development Strategic Plan. Market the city's resources to prospective employers and development interests. Enhance the city's economic vitality by attracting businesses, creating jobs and enhancing the city's revenue base.

- Business Attraction
- Business Retention
- Ombudsman to Business Community
- Liaison to Davis Downtown Business Association & Chamber
- Customer Service Improvements
- Staff Business and Economic Development Commission

CITY CLERK - DIVISION 20

Coordinate the administration 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 and maintain the city's records management and retention system. Coordinate municipal elections.

- Agenda & Minutes Preparation
- Citizen Inquiry & Assistance
- Historical Record-Keeping
- Official Records for City
- Commission Coordination & Membership
- Research for Council
- Election Support
- Municipal Code
- Records Retention Systems

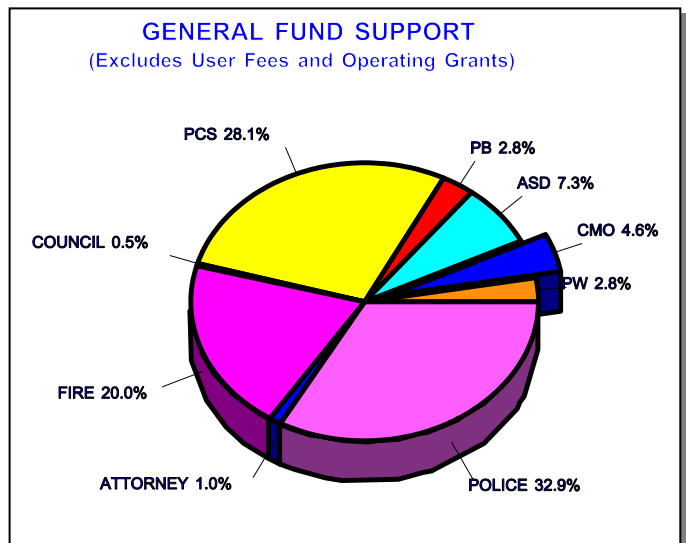
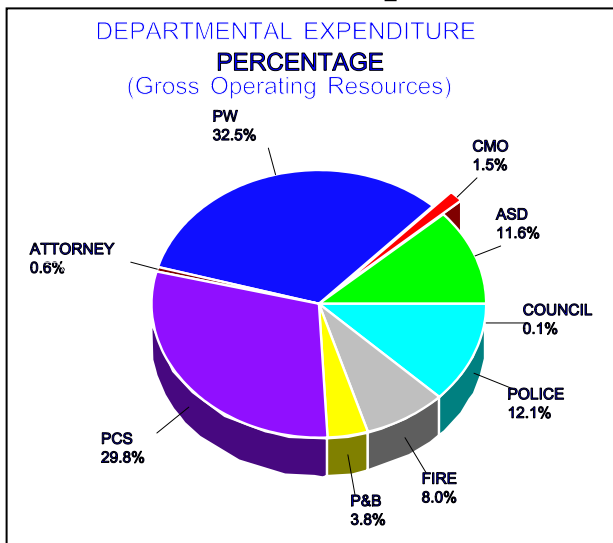


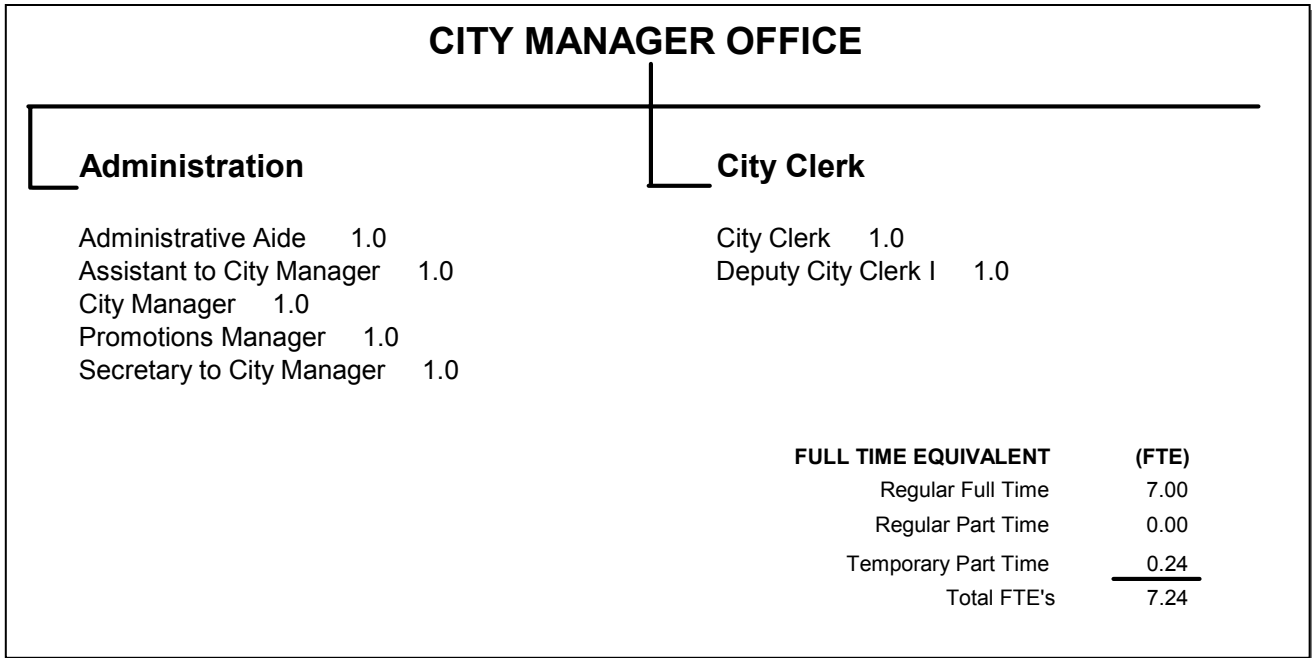
DEPARTMENT
SUMMARY

CITY MANAGER'S OFFICE

<u>Source of Funds</u>	<u>Actual 2001-02</u>	<u>Budget 2002-03</u>	<u>Estimated 2002-03</u>	<u>Budget 2003-04</u>
General Fund Support	882,976	932,908	957,968	1,153,111
Enterprise Funds	0	0	0	15,000
Fees & Charges	10	620	2,640	0
RDA Funds	11,626	18,471	16,709	16,972
Total Revenues	894,612	951,999	977,317	1,185,083

<u>Expenditures</u>	<u>Actual 2001-02</u>	<u>Budget 2002-03</u>	<u>Estimated 2002-03</u>	<u>Budget 2003-04</u>
Operating Expenditures	363,989	422,544	453,063	554,118
Salaries and Benefits	530,623	529,455	524,254	630,965
Total Expenditures	894,612	951,999	977,317	1,185,083





GENERAL MANAGEMENT – DIVISION 11

Major Accomplishments in FY 2002-03

City Management

- Transferred the responsibility for the Human Relations Commission to the City Manager's Office
- Moved the Promotions program to the City Manager's Office and restructured the Promotions position to include Public Information Officer duties.
- Secured 25 GEM neighborhood electric vehicle cars for citywide use and to promote alternative vehicles.
- Oversaw the Police Chief recruitment process and supported increased use of volunteers for community policing.
- Revised and published three editions of the citywide Focus newsletter and updated the citywide A to Z Guide.



Economic Development

- Researched information to help create the Business and Economic Development Commission and staffed the Commission.
- Continued collaborative effort with Yolo County, West Sacramento, Woodland and UCD to recruit biotech firms to the region.
- Continued support of successful Entrepreneurial Training Program.
- Worked with auto dealers, small businesses, prospective businesses and others to retain existing businesses and recruit new businesses.

Promotions

- Assisted in production of Martin Luther King, Jr. Day and Cesar Chavez Day.
- Worked with Davis Conference and Visitor Bureau to develop additional promotional materials and services.
- Facilitated ceremonial openings and activities citywide.

Plans / Goals for FY 2003-04

City Management

- Work with UCD to provide City input to their Long Range Development Plan.
- Seek short- and long-term solutions to the City's future budget shortfalls.
- Implement a successful community-oriented policing program.
- Complete successful negotiations with City's bargaining groups.

Economic Development

- Gather citywide data on sales tax leakage and retail wants and needs.
- Hold economic development workshops through the Business and Economic Development Commission.
- Analyze commercial uses along the I-80 Corridor and provide recommendations to the City Council.
- Work with existing and prospective auto dealers to increase sales of vehicles in Davis.

Promotions

- Oversee and publish three editions of the citywide Focus newsletter
- Work with the Davis Conference and Visitor Bureau and the Downtown Business Association to promote Davis as a destination for visitors, businesses and others.
- Oversee ADA renovations of the Veterans Memorial Theater.
- Formalize the process for public donations to the City.

How We Measure Up

City Management

- Compile weekly FYI's for Council 95% of the time
- Make initial response to Council requests within one business day

Economic Development

- Process all business inquiries within 48 hours. Provide timetables within 48 hours for those requests that will take longer than 2 days to process.
- Make business outreach visits at least once a month.

City Management

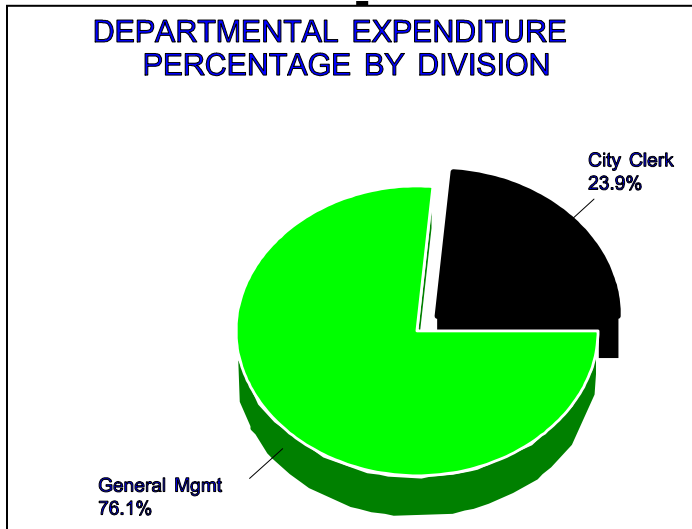
- Mail out the Focus in October, January and May.
- Coordinate city response to requests for public awareness and event publicity and document process.



No. 11

<u>Source of Funds</u>	<u>Actual 2001-02</u>	<u>Budget 2002-03</u>	<u>Estimated 2002-03</u>	<u>Budget 2003-04</u>
General Fund Support	685,006	665,677	686,224	870,235
Enterprise Funds	0	0	0	15,000
Fees & Charges	0	0	2,640	0
RDA Funds	11,626	18,471	16,709	16,972
Total Revenues	696,632	684,148	705,573	902,207

<u>Expenditures</u>	<u>Actual 2001-02</u>	<u>Budget 2002-03</u>	<u>Estimated 2002-03</u>	<u>Budget 2003-04</u>
Operating Expenditures	302,468	300,139	330,641	430,321
Salaries and Benefits	394,164	384,009	374,932	471,886
Total Expenditures	696,632	684,148	705,573	902,207



**SUMMARY OF MAJOR
BUDGET CHANGES**

No major budget changes.

CITY CLERK – DIVISION 20

Major Accomplishments in FY 2002-03

- Continued to provide e-mail access to the City Council agendas.
- Continued to provide information to citizens on a variety of issues and ordinances.
- Administered city's role in elections.
- Continued to provide information on-line via the Internet.
- Received staff reports via electronic transfer.
- Participated in analysis of proposals for campaign reforms.
- Made staff reports available on-line for public view.

Plans / Goals for FY 2003-04

- Scan all City documents
- Analyze revisions to Citywide Records and Retention Plan

MINUTES OF THE MEETING OF THE DAVIS CITY COUNCIL
June 6, 2000

The City Council of the City of Davis met in regular session at 5:30 p.m. in the Community Chambers, 23 Russell Boulevard, Davis, California. The meeting was called to order by Mayor Ken Wagstaff.

Roll Call	Councilmembers Present:	Susie Boyd, Sheryl Freeman, Sue Greenwald, Mike Harrington, Ken Wagstaff.
	Councilmembers Absent:	None.
	Other Officers Present:	Interim City Manager Jeanie Hippler, City Attorney Harriet Steiner, City Clerk Bette Racki.

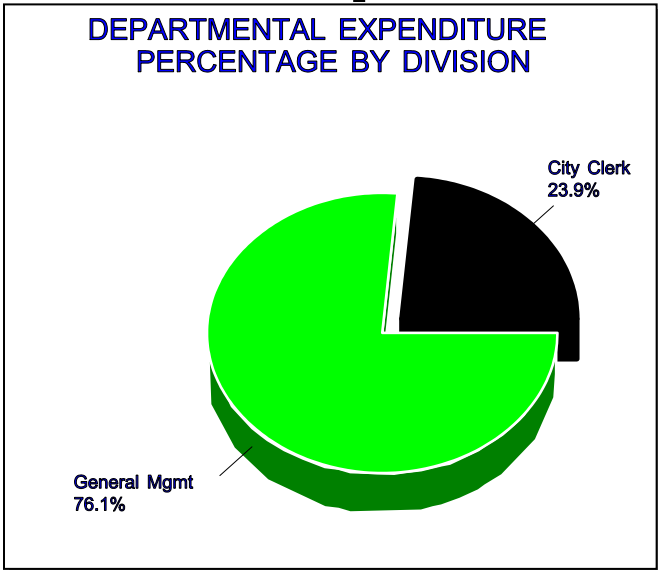
How We Measure Up

- Have minutes ready for council approval no later than two meetings following the date of the meeting (90%)
- Limit turnaround time for filling information requests to two days (95%)

No. 20

<u>Source of Funds</u>	<u>Actual 2001-02</u>	<u>Budget 2002-03</u>	<u>Estimated 2002-03</u>	<u>Budget 2003-04</u>
General Fund Support	197,970	267,231	271,744	282,876
Fees & Charges	10	620	0	0
Total Revenues	197,980	267,851	271,744	282,876

<u>Expenditures</u>	<u>Actual 2001-02</u>	<u>Budget 2002-03</u>	<u>Estimated 2002-03</u>	<u>Budget 2003-04</u>
Operating Expenditures	61,521	122,405	122,422	123,797
Salaries and Benefits	136,459	145,446	149,322	159,079
Total Expenditures	197,980	267,851	271,744	282,876



**SUMMARY OF MAJOR
BUDGET CHANGES**

No major budget changes.

