

Draft Goals and Key Objectives 2004-2006

The City Council has initiated a process of establishing goals and priorities to focus city efforts over the next two years. At a full-day retreat, held on May 1st, 2004, the City Council reached consensus on overall City priorities as well as establishment of the 7 “Top Priorities”. A sub-committee was convened to develop draft objectives within each of the goal areas which were approved by the full council at their meeting of May 18, 2004.

Over the next few months, the Council, with input from Commissions, City staff and the public, will be refining the goals and specific objectives. This exercise will necessitate a sound assessment of current resource capacity as well as identification of goals which will require additional funding in order to complete. Upon conclusion of this process, in the fall of 2004, the Council will have provided significant and clear direction that will form the basis for development of the F2005/06 budget.

1. Fiscal Stability

- Ensure fiscal stability to meet the short- and long-term needs of the community, without reliance on housing growth.
- Provide long-term sustainability matching revenues with expenditures over the long term while maintaining 15% reserve
- Develop a long term financial plan and a budget process to assure that the city can pay today’s bills and will be able to pay tomorrow’s bills
- Ensure that the city’s fiscal stability doesn’t require growth and that any growth pays for itself
- Continue to provide high quality city services that meet the needs of residents

General Plan References: ALL

Objective

- 1.1 Review and update the General Fund Five-year Budget Forecast and develop complementary five-year forecasts for all Special Revenue, Enterprise and Internal Service Funds.
- 1.2 Implement a system of Quarterly Budget Updates for the City Council.
- 1.3 Conduct a systematic review of all fees and rates charged by the city to identify subsidies and most appropriate levels.
- 1.4 Update the budget adoption calendar.
- 1.5 Establish approach to review fiscal impacts of any significant application for growth and infill projects, including major UC Davis projects.
- 1.6 Review options for renewal of the parcel tax or other revenue source.

2. Economic Development

- Provide economic development to satisfy the needs of the community, including retail development and diverse job opportunities, and to assist in the fiscal stability of the city.
- Increase retail shopping consistent with BEDC survey to meet community demand
- Pursue economic development that balances the pursuit of new NET revenue with maintaining and enhancing the community's unique character
- Develop a business attraction program to attract higher paid employment opportunities (such as high tech/bio tech) that will provide economic growth for the community
- Reduce need for new taxes through increased economic activity
- Pursue opportunities to promote Davis as a destination for visitors.

General Plan References: Vision Statement 7

Objective

- 2.1 Pursue high demand retail stores such as Target, Trader Joes, and electronics consistent with BEDC survey. Work to mitigate impacts on neighborhoods and existing downtown businesses.
- 2.2 Adopt a plan to redevelop Davis Manor Shopping Center. Consider rezoning. Explore inclusion in RDA. Develop specific reuse plans. Work with neighborhood groups.
- 2.3 Take action to advance the redevelopment of a downtown block (e.g. 3rd/4th/E/F) to provide mixed use retail and service along with significant addition to parking. Develop overall plan and identify funding approach for this project.
- 2.4 Review possibility of adding at-grade rail crossings to improve access to downtown and UCD.
- 2.5 Review and take action on work plan of Business and Economic Development Commission.
- 2.6 Support existing auto dealers and hoteliers and work to expand both industries.

3. Public Safety

- Assure top quality fire, police and emergency service for all residents and neighborhoods.
- Five minute fire and emergency response time to all neighborhoods
- Efficient and highly trained staff

General Plan References: Vision Statement 1

Objective

- 3.1 Provide a reliable public safety radio system that serves all areas of the community. Identify funds and implement this high priority objective.

- 3.2 Assure five-minute response time to all neighborhoods, including review of need for a fourth fire station.
- 3.3 Plan for location of firing range and public safety training facility
- 3.4 Explore need for city-owned ladder truck and feasibility of acquisition
- 3.5 Review possibility of adding at-grade rail crossings to improve access to downtown and UCD.

4. Parks and Recreation

- Provide a comprehensive parks and recreation system, with both passive and active features, that addresses the needs of resident youth and adults, as well as income-generating elements for visitors.
- Youth programs are a major part of life for many families. We should continue to provide adequate facilities to assure the high quality character and livability of the community.
- We should promote recreation and sports destination activities in Davis
- Passive open space remains a valuable component of a livable city
- Positive programs help address at-risk behaviors and keep kids out of trouble
- Healthy lifestyles for all ages

General Plan References: Vision Statements 1, 5, 12

Objective

- 4.1 Actively pursue the development of a youth sports complex on city owned land
- 4.2 Review options for renewal of the parcel tax (Measure D) or other revenue sources.
- 4.3 Develop a city-maintained dog park.

5. Downtown

- Further enhance the downtown to allow for more arts and entertainment, housing and commercial activity, recognizing that our downtown is the heart of the community and one of our greatest potential net revenue generators.
- Downtown should continue to blossom as a regional center and destination for arts/entertainment
- Downtown should continue to have residential uses
- Downtown is a vital commercial center. The actions of the city should continue to support this function and reduce potential for blight
- Downtown should serve as a vibrant social center

General Plan References: Vision Statement 2, 4, 7

Objective

- 5.1 Take action to advance the redevelopment of a downtown block (e.g. 3rd/4th/E/F) to provide mixed use retail and service along with significant addition to parking. Develop overall plan and identify funding approach for this project.

- 5.2 Facilitate and encourage well-designed condos and townhouses near downtown
- 5.3 Complete acquisition of Varsity Theater and establish management structure to increase use of that venue as a performing arts space.
- 5.4 Establish plan to use Hunt Boyer Mansion and pump house plaza for increased activity and synergy downtown.
- 5.5 Establish a City Council Subcommittee on Arts and Entertainment to enhance the downtown as an arts and entertainment destination and other city wide arts issues
- 5.6 Develop plan for intensified use of the Boy Scout Cabin.

6. Housing and Growth

- Advance an array of housing options targeting affordability, internal growth, University related needs and housing needs of special populations.
- Provide slow, steady additions to housing stock, consistent with Council set goals and General Plan.
- Provide SACOG fair share growth, natural growth, and growth to provide internal support for the University.
- Ensure special needs housing – for seniors, for those who have accessibility issues, and for people who work but don't currently live in Davis.
- Work to establish permanent affordability of housing provided through city programs and requirements for inclusion
- Provide an array of housing to meet needs of citizens.
- Maintain permanent affordability through affordable housing requirements.
- Provide housing for people who live/work in Davis.
- Develop multi-family housing near downtown.
- Ensure positive any new housing benefits community.

General Plan References: Vision Statements 1, 2, 3, 6, 13

Objective

- 6.1 Act on recommendations of Affordable Housing Task Force, including consideration of the middle income inclusionary requirement and permanent affordability
- 6.2 Adopt Phased Allocation Ordinance and General Plan amendment as needed to implement council set growth ceiling of 250 housing units per year
- 6.3 Facilitate and encourage well-designed condos and townhouses near downtown (also objective in Housing/Growth)
- 6.4 Attain a certified Housing Element from the California Community Development Department
- 6.5 Advance the redevelopment of the downtown to provide mixed use residential, retail and service along with significant addition to parking.
- 6.6 Establish approach to review fiscal impacts of any application for growth and/or infill projects

6.7 Continuously update and assess opportunities for infill and mixed-use projects within city limits.

7. Interjurisdictional

- Establish and maintain strong positive relationships between the City of Davis and other jurisdictions in order to pursue shared interests and assure that actions of one entity do not adversely impact the interests of others.
- The City of Davis must work collaboratively with UC Davis, Associated Students of UC Davis, Davis Joint Unified School District, Yolo County, Dixon, Woodland, West Sacramento, Winters, etc. in order to provide effective and efficient services to the public
- The City of Davis should enter into long lasting relationships to work toward “mutually acceptable outcomes”.
- The City of Davis should employ a variety of strategies to assure that the underlying interests of the city of Davis are advanced in any interaction with other jurisdictions.

General Plan References: Vision Statements 11, 12, 13

Objective

- 7.1 Establish a 2x2 committee in conjunction with the City of Dixon
- 7.2 Work with UCD to develop and implement a comprehensive citywide parking strategy
- 7.3 Actively pursue resolution of all issues pertaining to the UCD Long Range Development Plan
- 7.4 Actively participate in regional planning activities in the areas of transit, air quality, water resources, land use and agricultural and open space conservation

TIER II GOALS

Process/Governance

- Seek ways to maximize governing potential by conducting the public’s business in civil, constructive processes.
- Conduct council meetings in a civil, respectful and organized manner. Conduct council retreats twice a year
- Pursue charter cities—flexibility. Consider district elections to provide more involvement
- Consider when and how to start General plan update
- Revisit campaign finance issues
- Improve self-governance
- Adhere to community and social standards
- Review charges and functioning of commissions

Diversity

- All programs and policies should be implemented with respect to diversity.
- Equality for housing, jobs, etc.

Natural Resource Conservation

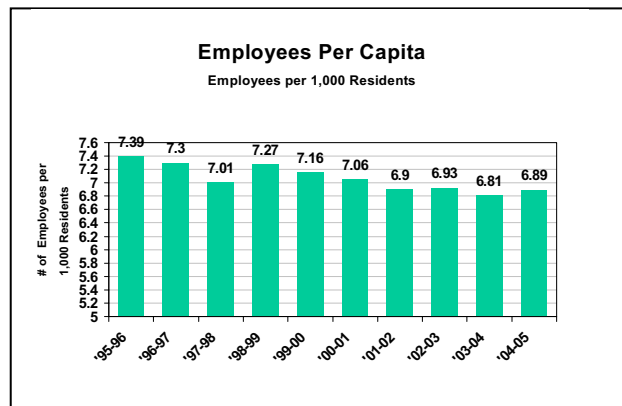
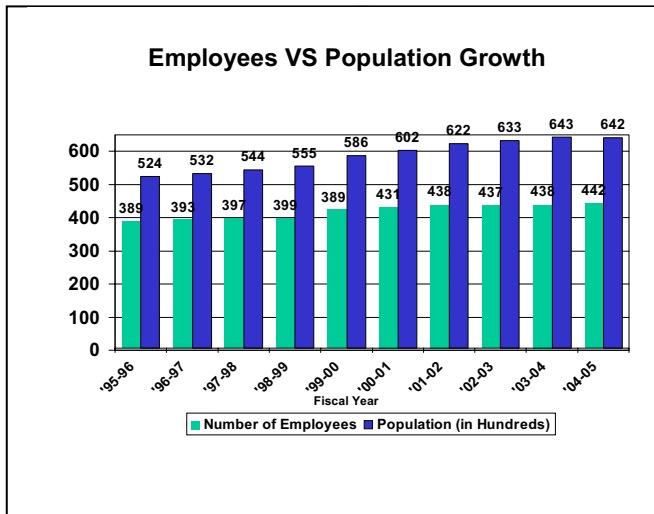
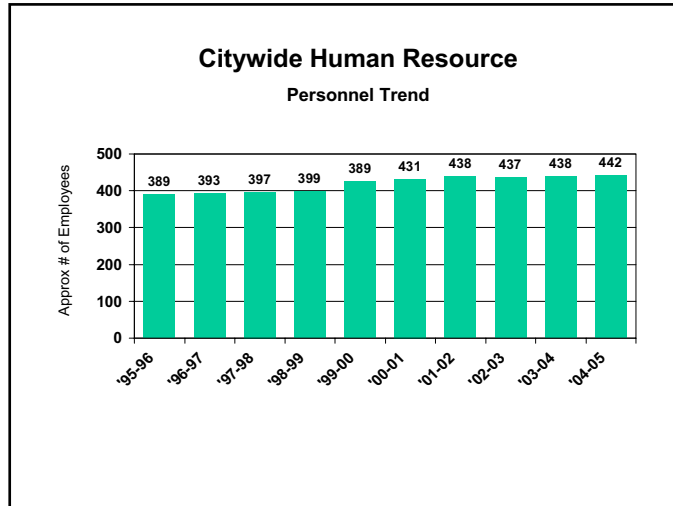
- Davis should remain a leader in green energy and natural resource conservation.
- Green energy and conservation

Telecommunications

- Davis should offer high tech communications options.
- Comcast contract
- Cable modems
- I-Net

The City Organization

A citywide organizational chart appears in this section, while the graphs below summarize historical citywide staffing changes. The first graph shows a ten-year personnel trend for the city, combining the following positions: all Regular Full Time, Regular Part Time and Special Funded. Temporary positions are not included in this discussion.





**Citywide
Human Resources FY 04/05**

Position Title	2003-04	2004-05	Step 1	Step 5
	FTE	FTE		
Administrative Aide - Conf	3.00	3.00	35,606	43,280
Administrative Analyst I	1.00	1.00	48,558	59,023
Administrative Analyst II	2.00	2.00	53,414	64,926
Administrative Secretary -Conf	1.00	1.00	35,606	43,280
Administrative Services Manager	1.00	1.00	75,889	92,243
Arborist	0.00	1.00	53,382	64,887
Assistant Chief Building Official	1.00	1.00	64,097	77,911
Assistant City Engineer	1.00	1.00	76,211	92,635
Assistant City Manager	1.00	1.00	99,740	121,234
Assistant Engineer	1.00	1.00	52,113	63,344
Assistant Planner	2.00	1.00	43,568	52,956
Assistant To City Manager	1.00	1.00	64,097	77,911
Assistant To The Director	4.00	4.00	64,097	77,911
Associate Civil Engineer	2.00	2.00	57,325	69,679
Associate Civil Engineer - Traffic	1.00	0.00	63,057	76,647
Associate Engineer - Pavement Mgmt	1.00	1.00	60,191	73,163
Associate Planner	2.00	0.00	47,924	58,252
Associate Planner/Zoning Specialist	0.00	1.00	50,321	61,165
Bicycle/Pedestrian Coordinator	1.00	1.00	47,924	58,252
Building and Planning Technician I	1.00	1.00	33,238	40,401
Building and Planning Technician II	1.00	2.00	36,562	44,441
Building Inspector I	0.00	2.00	40,218	48,885
Building Inspector II	4.00	2.00	44,240	53,773
Building Maintenance Crew Supervisor	1.00	1.00	41,634	50,606
Building Maintenance Worker I	1.00	0.00	32,912	40,005
Building Maintenance Worker II	3.00	4.00	36,203	44,006
Chief Building Official	1.00	1.00	75,889	92,243
City Clerk	1.00	1.00	72,275	87,851
City Electrician	1.00	1.00	64,674	78,612
City Engineer	1.00	1.00	86,730	105,421
City Manager	1.00	1.00	127,296	127,296
Code Compliance Coordinator	1.00	1.00	44,240	53,773
Community Development Administrator	1.00	1.00	75,889	92,243
Community Development Director	1.00	1.00	91,067	110,692
Community Partnership Coordinator	1.00	1.00	62,429	75,883
Community Services Administrator	1.00	1.00	75,889	92,243
Community Services Program Coord	1.00	1.00	37,764	45,902
Community Services Superintendent	1.00	1.00	64,097	77,911



The City Organization

Position Title	2003-04	2004-05	Step 1	Step 5
	FTE	FTE		
Community Services Supervisor	5.00	5.00	45,317	55,083
Community Services Theater Technician	1.00	1.00	37,764	45,902
Computer Support Technician I-Conf	0.00	1.00	32,409	39,393
Computer Support Technician II-Conf	0.00	1.00	35,650	43,333
Custodial Crew Supervisor	1.00	1.00	37,946	46,124
Custodian I	1.00	0.00	24,492	29,770
Custodian II	5.00	5.00	26,942	32,748
Deputy City Clerk I	1.00	1.00	35,606	43,280
Economic Development Specialist	0.00	1.00	47,924	58,252
Economic Development Coordinator	0.00	1.00	62,429	75,883
Electrical Inspector II	2.00	2.00	46,452	56,462
Electrician	4.00	5.00	48,903	59,442
Electrician's Helper	1.00	1.00	34,931	42,459
Engineering Assistant	2.00	0.00	47,376	57,586
Engineering Technician I	2.00	2.00	33,499	40,719
Engineering Technician II	1.00	1.00	36,849	44,791
Environmental Resource Specialist	1.00	1.00	34,646	42,113
Environmental Resource Supervisor	1.00	1.00	39,843	48,430
Equipment Maintenance Crew Supervisor	1.00	1.00	45,341	55,113
Equipment Mechanic II	3.00	3.00	39,427	47,924
Evid/Property/Crime Scene Technician	1.00	0.00	36,795	44,725
Facilities Superintendent	1.00	1.00	64,097	77,911
Finance Director	1.00	1.00	91,067	110,692
Financial Analyst II	3.00	3.00	53,414	64,926
Financial Assistant II	8.00	8.00	29,218	35,515
Financial Assistant II-Conf	1.00	1.00	29,218	35,515
Financial Associate	1.00	1.00	32,140	39,066
Financial Associate-Conf	1.00	1.00	32,140	39,066
Financial Coordinator	2.00	2.00	36,961	44,926
Financial Planning Specialist	0.00	1.00	42,505	51,665
Financial Supervisor -Conf	2.00	1.00	42,505	51,665
Fire Business Manager	1.00	1.00	75,889	92,243
Fire Captain	10.00	10.00	42,279	51,390
Fire Chief	1.00	1.00	99,263	120,655
Fire Division Chief	3.00	3.00	82,719	100,545
Firefighter I	11.00	11.00	33,419	40,622
Firefighter II	25.00	25.00	36,765	44,687
General Services Administrator	1.00	1.00	75,889	92,243
Grants & Evaluation Coordinator	1.00	1.00	58,755	71,418
Housing Programs Coordinator	1.00	1.00	47,924	58,252
Human Resources Administrator	1.00	1.00	75,889	92,243
Human Resources Analyst I	2.00	2.00	48,558	59,023
Information Technology Administrator	1.00	1.00	75,889	92,243
Junior Planner	1.00	2.00	37,885	46,049

The City Organization

Position Title	2003-04	2004-05	Step 1	Step 5
	FTE	FTE		
Lead Public Safety Dispatcher	2.00	2.00	40,475	49,198
Media Services Specialist	1.00	1.00	43,400	52,753
Mediation/Dispute Resolution Officer	1.00	1.00	58,755	71,418
MIS Project Manager	1.00	1.00	64,097	77,911
MIS Senior System Analyst	3.00	3.00	63,136	76,742
MIS System Analyst-Conf	1.00	2.00	49,910	60,666
MIS System Specialist - Conf	2.00	1.00	57,396	69,766
Office Assistant II	9.00	8.00	26,752	32,517
Office Assistant II - Conf	1.00	1.00	26,752	32,517
Open Space Resource Planner	1.00	1.00	62,429	75,883
Operations Administrator	1.00	1.00	75,889	92,243
Park Maintenance Crew Supervisor	5.00	5.00	37,946	46,124
Park Maintenance Worker I	4.00	4.00	29,997	36,461
Park Maintenance Worker II	11.00	11.00	32,996	40,108
Parking Enforcement Officer	3.00	4.00	30,409	36,963
Parks & Comm Services Director	1.00	1.00	91,067	110,692
Parks & Open Space Administrator	1.00	1.00	75,889	92,243
Parks Supervisor	1.00	1.00	46,419	56,423
Planning & Building Services Coordinator	1.00	1.00	47,924	58,252
Plans Examiner II	1.00	1.00	44,240	53,773
Police Captain	1.00	1.00	82,719	100,545
Police Chief	1.00	1.00	99,263	120,655
Police Lieutenant	3.00	3.00	69,551	84,540
Police Officer	40.00	42.00	47,469	57,698
Police Records Specialist II	4.00	5.00	27,538	33,473
Police Secretary	1.00	1.00	33,321	40,502
Police Senior Records Specialist	1.00	1.00	30,292	36,820
Police Sergeant	10.00	10.00	55,641	67,632
Police Service Specialist	7.00	7.00	30,409	36,963
Pool Maintenance Crew Supervisor	1.00	1.00	39,843	48,430
Pool Maintenance Worker I	1.00	1.00	31,496	38,284
Pool Maintenance Worker II	2.00	1.00	34,646	42,113
Principal Engineer	1.00	1.00	75,889	92,243
Principal Planner	0.00	2.00	71,794	87,266
Principal Utility Program Supervisor	1.00	1.00	58,733	71,392
Program Aide-Courier Conf	1.00	1.00	24,320	29,561
Promotions Manager	1.00	1.00	52,115	63,346
Public Safety Dispatch Supervisor	1.00	1.00	46,546	56,577
Public Safety Dispatcher I	3.00	5.00	33,450	40,659
Public Safety Dispatcher II	7.00	5.00	36,795	44,725
Public Works Crew Supervisor	5.00	4.00	37,946	46,124
Public Works Director	1.00	1.00	91,067	110,692
Public Works Inspection Supervisor	1.00	1.00	50,876	61,839
Public Works Inspector	2.00	1.00	44,240	53,773

The City Organization

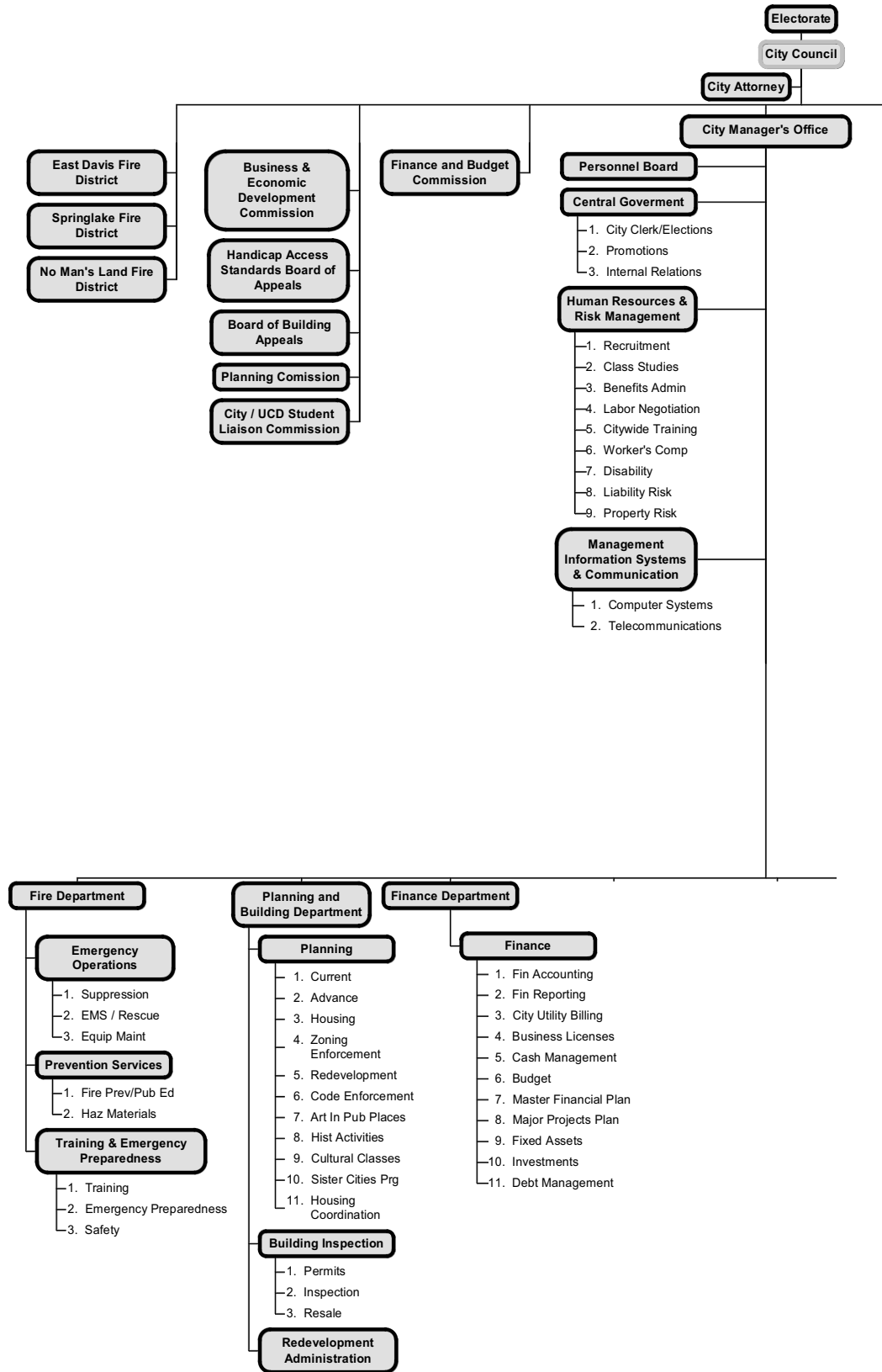
Position Title	2003-04	2004-05	Step 1	Step 5
	FTE	FTE		
Public Works Maintenance Worker I	8.00	7.00	29,997	36,461
Public Works Maintenance Worker II	17.00	14.00	32,996	40,108
Public Works Supervisor	1.00	0.00	46,419	56,423
Records And Communications Manager	1.00	1.00	53,414	64,926
Records Supervisor	1.00	1.00	38,468	46,758
Redevelopment Project Manager	1.00	0.00	65,267	79,333
Residential Resale Inspector I	1.00	0.00	44,240	53,773
Residential Resale Inspector II	1.00	2.00	44,240	53,773
Secretary - Conf	2.00	3.00	32,370	39,345
Secretary To City Manager-Conf	1.00	1.00	39,167	47,608
Senior Building Inspector	1.00	1.00	53,419	64,931
Senior Civil Engineer	1.00	2.00	69,283	84,214
Senior Electrician	1.00	1.00	56,238	68,358
Senior Engineering Assistant	1.00	2.00	52,113	63,344
Senior Office Assistant	3.00	4.00	29,427	35,768
Senior Office Assistant - Conf	4.00	2.00	29,427	35,768
Senior Parks Supervisor	2.00	1.00	53,382	64,887
Senior Planner - Management	1.00	0.00	65,267	79,333
Senior Public Works Supervisor	3.00	2.00	53,382	64,887
Senior Utility Program Tech	1.00	1.00	43,400	52,753
Senior Utility Resource Specialist	2.00	2.00	54,482	66,224
Senior Water Division Supervisor	0.00	1.00	56,051	68,131
Small Tree Specialist	1.00	1.00	35,902	43,639
Sports Field Maintenance Specialist	1.00	1.00	34,646	42,113
Stock Clerk	1.00	1.00	27,127	32,973
Storekeeper	1.00	1.00	31,521	38,314
Support Services Technician- Conf	1.00	1.00	30,020	36,489
Technical Services Supervisor	1.00	1.00	38,468	46,758
Transportation Program Crew Supervisor	1.00	1.00	39,843	48,430
Tree Maintenance Crew Supervisor	1.00	1.00	39,321	47,795
Tree Trimmer II	2.00	2.00	34,192	41,561
Utility Program Coordinator	2.00	2.00	46,614	56,660
Utility Resource Specialist	1.00	1.00	47,376	57,586
Volunteer Coordinator	1.00	1.00	35,606	43,280
Wastewater Administrator	1.00	1.00	75,889	92,243
Water & Sewer Service Worker	1.00	1.00	34,646	42,113
Water Distribution Crew Supervisor	0.00	1.00	39,843	48,430
Water Distribution Maintenance Worker	0.00	5.00	34,646	42,113
Water Distribution Program Supervisor	0.00	1.00	41,835	50,851
Water Division Supervisor	0.00	1.00	48,740	59,244
Water Production Crew Supervisor	1.00	0.00	39,843	48,430
Water Production System Operator	0.00	1.00	36,378	44,219
Water Production System Supervisor	0.00	1.00	41,835	50,851
Water Program Crew Supervisor	1.00	0.00	39,843	48,430

Position Title	2003-04	2004-05	Step 1	Step 5
	FTE	FTE		
Water System Maintenance Worker	1.00	1.00	36,378	44,219
Water System Operator	2.00	1.00	34,646	42,113
Wildlife Resource Specialist	1.00	1.00	47,924	58,252
WWTP Laboratory Analyst	2.00	2.00	40,909	49,725
WWTP Lead Operator	5.00	5.00	45,732	55,587
WWTP Maintenance Technician	1.00	1.00	41,574	50,534
WWTP Quality Control Coordinator	1.00	1.00	51,750	62,903
WWTP Senior Lab Analyst	1.00	1.00	47,045	57,184
WWTP Senior Maintenance Technician	2.00	2.00	47,810	58,114
WWTP Senior Operator	2.00	2.00	52,591	63,925
WWTP Supervisor	1.00	1.00	60,480	73,514
Youth Intervention Specialist	0.00	1.00	30,409	36,963
Total Regular Full-Time FTE'S	399.00	404.00		
Administrative Analyst II	1.00	1.00	53,414	64,926
Child Care Coordinator	0.00	1.00	37,764	45,902
Child Care Program Assistant	1.00	1.00	26,752	32,517
Child Care Referral Coordinator	1.00	1.00	37,764	45,902
Child Care Supervisor	2.00	2.00	45,317	55,083
Eligibility Worker I	3.00	0.00	26,752	32,517
Eligibility Worker II	5.00	6.00	29,427	35,768
Financial Assistant II	2.00	2.00	29,218	35,515
Financial Associate	1.00	1.00	32,140	39,066
Financial Supervisor	1.00	1.00	42,505	51,665
Lead Eligibility Worker	4.00	4.00	33,841	41,134
Paratransit Coordinator	1.00	1.00	37,764	45,902
Paratransit Supervisor	1.00	1.00	45,317	55,083
Program Assistant	2.00	2.00	26,752	32,517
Senior Child Care Supervisor	1.00	1.00	52,115	63,346
Senior Office Assistant	1.00	1.00	29,427	35,768
Social Services Administrator	1.00	1.00	75,889	92,243
Total Special Funded Full-Time FTE'S	28.00	27.00		
Administrative Aide	0.75	0.75	35,606	43,280
Comm Services Program Coordinator	3.50	3.50	37,764	45,902
Comm Services Video Technician	0.50	0.50	26,752	32,517
Custodian II	1.25	1.25	26,942	32,748
Office Assistant I	0.00	0.75	24,320	29,561
Office Assistant II - Conf	0.75	0.75	26,752	32,517
Park Maintenance Worker I	0.50	0.50	29,997	36,461
Program Assistant	0.50	0.50	26,752	32,517
Recycling Coordinator	0.50	0.50	47,924	58,252

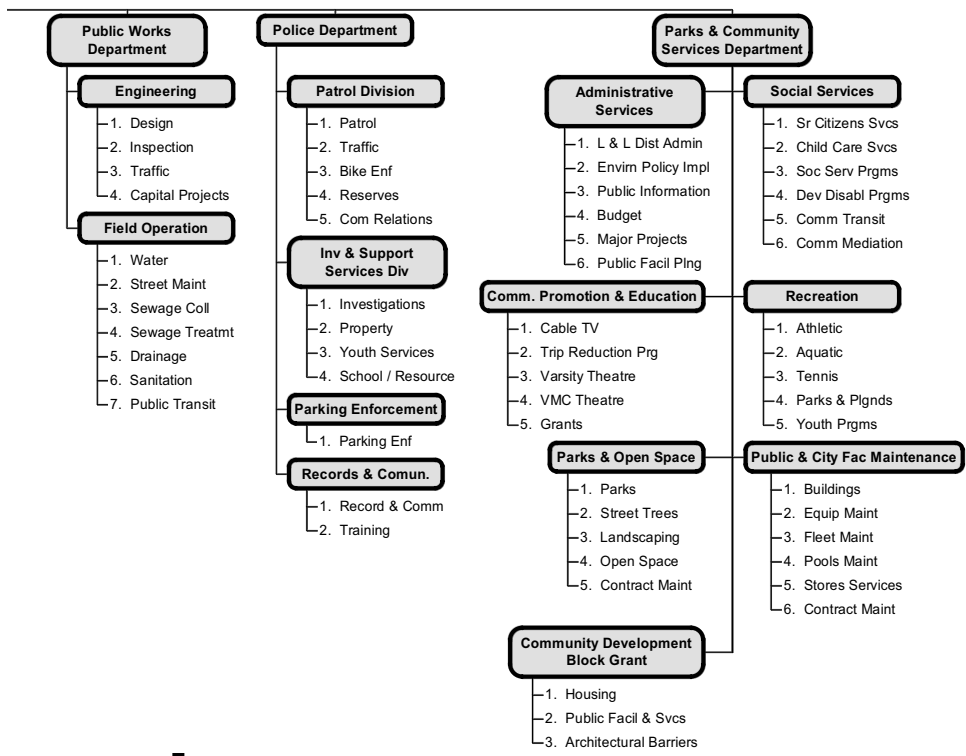
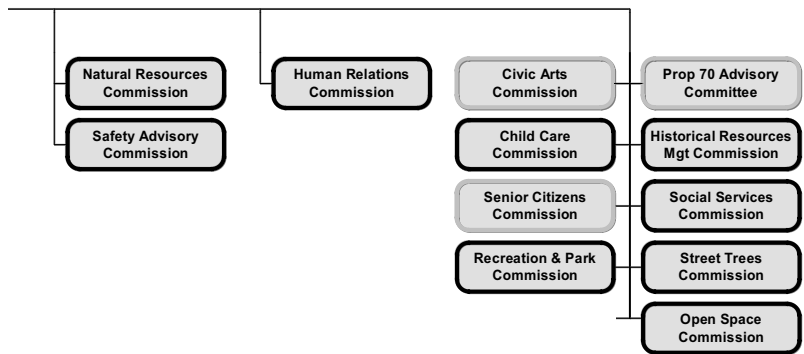
Position Title	2003-04 FTE	2004-05 FTE	Step 1	Step 5
Total Regular Part-Time FTE'S	8.25	9.00		
Eligibility Worker II	0.00	0.75	29,426	35,768
Financial Assistant I	1.00	1.00	26,562	32,286
Paratransit Vehicle Operator	1.00	0.00	24,320	29,561
Program Aide	0.50	0.50	24,320	29,561
Program Assistant	0.00	0.50	26,752	32,517
Total Special Funded Part-Time FTE'S	2.50	2.75		
Administrative Aide	1.23	0.00	35,607	43,280
Chief Building Official	0.07	0.00	75,889	92,243
Community Services Officer	4.33	4.81	21,627	26,288
Community Services Specialist III	1.23	1.23	14,742	17,919
Community Services Specialist IV	57.19	55.24	16,253	19,756
Community Services Specialist V	4.42	4.85	17,919	21,781
Community Services Specialist VI	0.66	0.29	19,756	24,013
Computer Support Technician	0.96	0.00	32,409	39,393
Custodian Aide II	1.21	1.21	21,781	26,474
Electrician	0.48	0.48	48,903	59,442
Engineering Intern	1.44	1.92	19,385	23,576
Intern	1.09	0.41	15,065	18,299
IS Intern	0.00	0.48	19,756	24,013
Maintenance Aide I	4.43	3.52	19,756	24,013
Maintenance Aide II	6.49	7.88	21,781	26,474
Office Assistant I	0.48	0.34	24,320	29,561
Office Assistant II	0.61	1.30	26,752	32,517
Park Maintenance Worker I	0.48	0.48	29,997	36,461
Planning Intern	0.00	0.57	18,396	22,360
Police Records Specialist II	0.00	0.48	27,538	33,473
Program Aide	0.05	0.05	24,320	29,561
Program Assistant	0.50	0.00	26,752	32,517
Public Safety Dispatcher I	0.96	0.48	33,450	40,659
Public Safety Dispatcher II	0.10	0.10	36,795	44,725
Public Works Maintenance Worker I	2.40	4.81	29,997	36,461
Public Works Maintenance Worker II	0.96	0.00	32,996	40,108
Senior Planner - Management	0.04	0.11	65,267	79,333
Total Temporary Part-Time FTE'S	91.81	91.03		
Total Citywide - All FTE'S	529.56	533.78		



City of Davis



Organizational Chart



FOCUS ON DEPARTMENTS

HIGHLIGHTS OF CITY DEPARTMENTAL SERVICES FUNCTIONS

CITY COUNCIL

The Davis City Council consists of five members, elected at-large for four-year terms (two members at one election, three members at the following election). Council members must be residents of the city. After each council election, the Councilmember receiving the highest number of votes in the previous election is appointed to serve as Mayor. The Mayor conducts the council meetings, and represents the city on ceremonial occasions.

The council appoints the City Manager, City Attorney and all members of the various boards and commissions which serve in an advisory capacity to the City Council, with the council having final authority. The council sets policy on all public matters relating to the city of Davis, and adopts an annual budget in which the year's approved programs, projects, and services are financed. The City Council periodically establishes citywide goals. The council periodically updates the General Plan and Zoning Ordinance.

Role of the City Commissions

The primary role of a City Commission is to review and make recommendations to the council on matters within the commission's scope of responsibility, and to promote increased public awareness, public input, and citizen participation in determination of city policies. On specific matters referred to them by the City Council, commissions serve as the principal reviewing body of the city. All recommendations, however, are subject to approval and revision by the City Council.

Building Board of Appeals

The Building Board of Appeals determines the suitability of alternate materials and methods of construction and provides for reasonable interpretations of the several building codes enforced by the city of Davis.

Business and Economic Development Commission

The primary role of the Business and Economic Development Commission is to advise the City Council and staff on matters relating to business and economic development. In looking at economic development, the Commission shall work with the Economic Development Strategic Plan as approved by the City. The Commission's activities shall also include: identification of constraints and incentives to economic development, direction on business recruitment, representation on business outreach visits to existing businesses, education to the community on the importance of economic development appropriate to Davis, monitoring of sales tax leakage, and other activities as directed by the City Council. Finally this Commission shall serve as a focal point for the community and City Government on economic development projects and issues. Work cooperatively with the Planning Commission, the Finance and Budget Commission and community groups on economic issues of mutual interest.

Child Care Commission

The Child Care Commission has the responsibility to review and make recommendations to the City Council on the child care needs and parent concerns related to childcare issues in Davis.

City/UCD Student Liaison Commission.

This commission develops, reviews, and updates a comprehensive listing of impacts created in the city by new UCD student residents. It develops, recommends, and updates an action program for council consideration to deal with these impacts. Emphasis is placed on a preventive and educational approach, and contains a recommended allocation of program costs, if any, between the city, UCD and Rental Property Owners/Managers.

Civic Arts Commission

The city of Davis encourages and supports a variety of arts programs and facilities. The Civic Arts Commission considers and makes recommendations to the City Council on cultural and artistic matters by: 1) generating public input concerning the arts; 2) reviewing arts contract proposals; and 3) recommending art intended for public places. The Civic Arts Commission may also review and make recommendations on the city of Davis budgets for arts programs, and facilities, and on the incorporation of art into the city's capital improvement projects.

Finance and Budget Commission

The Finance and Budget Commission advises the City Council and staff on issues pertaining to the implementation of the Development Impact Fee Study and on other financial and budget issues which may from time to time be requested of the Commission by the City Council.

Handicapped Access Standards Board of Appeals

This board of appeals determines the suitability of alternate materials and methods of construction, and provides for reasonable interpretations of the several building codes enforced by the city of Davis, as these relate to handicapped accessibility.

Historical Resources Management Commission

This commission advises the City Council on matters pertaining to historical resources, maintains an inventory of historical resources, reviews and recommends designation of historical resources, and reviews applications for alternation permits for historical structures.

Human Relations Commission

The Human Relations Commission works to promote cohesiveness and understanding among members of the community by advising the City Council on the development of programs related to mediating disputes, investigating complaints, and preparing reports on discrimination of all kinds in the city.

Natural Resources Commission

The commission's mission is to provide the City Council with recommendations on natural resource issues facing the city of Davis. Some of the issues under the commission's purview include water conservation, air pollution, waste management, recycling, and monitoring the clean-up of hazardous waste sites.

Open Space Commission

The Open Space Commission serves as the focal point for the community and city government for open space projects and issues. They advise the council on all matters relating to open space, monitor and facilitate implementation of open space objectives, and identify solutions to implementation problems.

Personnel Board

The function of the Personnel Board is to hear appeals submitted by any city employee involving any disciplinary action, dismissal, demotion, interpretation or alleged violation of the city's personnel rules, and to certify its findings and recommendations as provided in the personnel system rules. The board,

when requested by the City Council or the City Manager, shall investigate and make recommendations on any matter of personnel policy. The board also reviews on a quarterly basis the city's workforce statistics.

Planning Commission

In accordance with City Code, the Planning Commission is the city's planning agency authorized by state statutes. As such, this commission hears matters relating to zoning regulations (i.e., annexations, rezoning, development agreements, final planned developments, use permits, variances, zoning interpretations and ordinance amendments) and subdivision matters. It also hears General Plan amendment applications associated with development applications. The Planning Commission develops and implements the General Plan and specific plans as necessary. It reviews capital improvement programs and other Public Works projects, and it reports on transportation, open space and housing policies.

Recreation and Park Commission

The Recreation and Park Commission advises the City Council on matters pertaining to public recreation and park planning.

Safety Advisory Commission

The Safety Advisory Commission approves the installation of signs, markings and other safety devices to improve safety. The commission recommends improvements and appropriate ordinances to the City Council for safety and parking issues. The commission also reviews plans for new streets, traffic control devices, and bus routes to ensure that safety considerations are incorporated into these improvements.

Senior Citizens Commission

The primary function of the Senior Citizens Commission is to advise the City Council and city staff on all matters relating to policies and programs that will serve senior citizens in their community, including identifying needs, to create a citizen awareness of needs, to render advice and assistance to other city departments and private agencies on matters affecting seniors.

Social Services Commission

The commission acts in an advisory capacity to the City Council on matters pertaining to social issues which affect the citizens of Davis, including but not limited to the issues of social services in health, affordable housing, homelessness, hunger, transit and low income needs, and serves as a liaison between community groups organized around issues of social services and city government.

Street Tree Commission

The Street Tree Commission establishes rules and regulations relating to the planting, care and maintenance of trees and other plants which overhang public streets, and makes recommendations to the City Council on all street removal requests.

CITY ATTORNEY

General legal services and litigation services are provided primarily through a contract with the law firm of McDonough, Holland & Allen and have been since 1986-87. This firm has significant public law and municipal experience. We have a designated City Attorney and recourse to draw on any number of lawyers at the firm depending upon the number and variety of legal issues to be addressed each month. Attorney hours required each month vary from as little as 101 in December 1998 to as many as 325 hours in October 1997.

Contracted legal services provide three main benefits over hiring several attorneys to be on staff:

1. Provides varied expertise on demand – as needed.
2. The ability to expand/contract the use of legal services each month without the dependent personnel costs.
3. Removes any perception of impartiality.

The city has used the expertise of various attorneys in the past on such diverse subjects as: land use, environment, toxics, conflict of interest, election law, employee discipline, condemnation, contracts, to prepare bid documents, real estate transactions, cable television, affordable housing, child care programs, property damage subrogation, assist in forming tax exempt, non-profit corporations, bankruptcy for litigation/creditor's issues, construction issues, financing issues, ordinances, and general business advise.



CITY MANAGER'S OFFICE

A principal purpose of the City Manager's Office is to provide support to members of the City Council so to

enable them to concentrate on policy matters and to provide administrative direction to city departments consistent with council policies. The City Manager coordinates the establishment of goals and objectives for each department and monitors progress toward accomplishing them. Primary department responsibilities include General Management, Economic Development, Promotions, and City Clerk

General Management

The City Manager acts as Chief Executive Officer over the municipal corporation with seven departments and a budget of over \$90 million. In this capacity, the City Manager's Office oversees activities in the following manner:

- Develop, advise and make recommendations to the City Council on policies, programs and various city business matters.
- Implement policies and programs approved by the Council.
- Periodically update council on the city's financial condition and other issues.
- Provide administrative direction and supervision to city departments.
- Develop and recommend a viable annual city budget that fulfills approved goals and General Plan implementation.
- Work with other governmental agencies to encourage cooperation.
- Provide staff liaison support to commissions, task forces, and committees as assigned.

 CITY OF DAVIS

Economic Development



Economic Development

The city's economic development program's mission is to enhance the economic vitality of the City of Davis through activities and

strategies designed to attract and retain desired commercial and industrial uses, to enhance sales tax revenue, to create jobs, and to market the city's resources to prospective companies.

Promotions

The promotions department provides support to develop, market and maintain community and city promotions and performing arts programs. This includes:

- Providing technical assistance in marketing, revenue raising and special events.
- Overseeing programs such as the Gift Catalogue and memorial benches.
- Providing coordination with Davis Area Chamber of Commerce, Davis Downtown Business Association, UCD and other organizations relating to utilizing Davis as a conference center.
- Coordinating "Welcome to Davis" and community signage programs.
- Developing Davis promotional videos and activity calendars.

City Clerk

The City Clerk coordinates the administrative activities of the City Council and all other legislative efforts. Specifically, the City Clerk is responsible to:

- Assemble, distribute, and post agenda for council and other city public meetings.
- Record minutes and actions at City Council meetings; maintain and amend the Municipal Code in a timely manner.
- Prepare legislation, proclamations, notices for consideration, and other official documents; respond to requests for information regarding city policies and legislation.
- Coordinate the activity of advisory boards and commissions.
- Analyze proposed state legislation for its effect on city operations.
- Assist candidates, city staff and officials with filing financial disclosure and/or campaign statements as required.
- Administer and maintain a records management and retention system for all official city records.
- Coordinate municipal elections and any general election with the Yolo County Election Office to help ensure that all Davis residents are aware of how to exercise their right to vote and to ensure that the elections are conducted in a legal manner.

Human Resources & Risk Management

Through Human Resources & Risk Management, the Administrative Services Department enables city departments to appoint qualified persons to authorized vacant positions. The division assists in increasing diversity through recruitment outreach. They administer employee benefits and facilitate all labor negotiations. In adhering to the tenet of continued employee professional development, they provide employee access to training opportunities. In addition the Human Resources function performs the following services:

- Implement and monitor city personnel policies; foster performance reviews, execute merit increases; maintain personnel records.
- Staff support to the Personnel Board and conduct classification audits on request.
- Provide personnel recruitment services; draft job classifications; advertise and outreach; process applications; conduct interviews, tests, establish lists; arrange employee physicals, conduct new employee orientation.
- Administer employee benefits: leave policies, deferred compensation, unemployment, and benefit insurance plans (life, medical, dental, vision, prepaid legal).

- Organize annual employee service awards program to recognize employees.
- Assist employees entering retirement, or upon termination of employment with their changes in benefits, options they may have, etc.

The Risk Management function of this division administers the city's liability, property, workers' compensation, disability, and return to duty programs to reduce the frequency and magnitude of financial losses due to claims.

They administer the citywide Safety Program; promote workplace safety and wellness; advise on federal/state safety mandates; guide departments in their employee safety programs; monitor policies for compliance with federal/state employee safety mandates, and coordinate required occupational health testing.

Information Systems & Communications

Information Systems provides the city's internal computing resources to automate the business function of each department including technical support and training for all city computer applications. Their charge is to improve customer services through the implementation and use of information technology and data processing, encompassing computer networks, voice telecommunications services, and in developing electronic democracy.



FINANCE DEPARTMENT

It is the special duty of the Finance Department to serve the public interest by providing sound, financial management services as the custodian of public funds – To perform reliable, detailed fiscal analysis for financial planning – To maximize investment opportunities – It is our responsibility to establish and maintain internal fiscal controls to ensure city assets are protected from loss, theft or misuse and maintain budgetary control to ensure compliance with legal provisions as approved by the City Council in the annual budget.

Finance

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. 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. Report the city's financial activity in a clear and understandable manner.

- Generate city utility service bills, maintain records of charges/payments, inform citizens of services, options and costs.
- Administer the city's business license ordinance.
- Perform reliable, high quality financial services with due regard for the fiduciary trust placed upon the department.
- Maximize investment opportunities; invest and manage city funds as needed within legal parameters and city policies, coordinate investments with cash flow needs.
- Receipt payments for all city services.

- Administer parking citation collection.
- Manage the city's fixed assets, records, valuation and insurance coverage.
- Provide high quality financial planning services for city's future expansion needs.
- Debt service management: respond to the city's financing needs through debt service, bond financing, and establishment of community facilities districts.
- Financial accounting for parking and Mello-Roos districts.
- Report on city's financial status, results of operation, coordinate annual independent audit.
- Produce the Comprehensive Annual Financial Report.
- Coordinate development of annual budget and implementation as adopted by Council.
- Provide sound fiscal analysis/advice, and assist council/departments in responding to budget issues.
- Produce periodic reports of financial activities, service costs, and budget and financial status.
- Centralized revenue collection.
- Vendor payment services.
- Establish and maintain internal financial and budgetary controls.
- Payroll services: process/dispurse paychecks and direct deposit payroll; execute payroll deductions, tax withholding; generate/distribute W-2s; provide information upon request.
- Bank liaison, deposit all revenues received, monitor city funds, reconcile city transactions with the bank statements.
- Provide financial services to the Davis Redevelopment Agency, the Davis Public Financing Authority, and the Davis Downtown Business Association.
- Update and maintain both parts of the city's master financial plan – the Five Year Capital Improvement Projects Master Plan and the city's annual budget document.
- Maintain parcel land use identification for assessing and collecting development impact fees, tax increment, general obligation, Mello-Roos bonds and assessment districts.
- Assist departments in applying for grants and provide auditing services.
- Monitor city acquisition of goods and services to ensure all legal requirements are met and that purchases made by departments are in accordance with city policies.



FIRE DEPARTMENT

The purpose of the Fire Department is to provide pre-hospital emergency medical services at the EMT-1D level; minimize losses from fires, hazardous materials incidents and natural disasters and other emergency services; provide fire and life safety inspections, plan review services for commercial and multi-family occupancies; and to ensure that the community's emergency service resources are effectively and efficiently managed.

The Emergency Services Management Division manages and coordinates all the resources of the department. These activities include personnel management, budget preparation and implementation, research and development, record management and special services (provide services to city departments and other outside agencies). This division is also responsible for coordinating citywide Emergency Operations. Representatives from each department are assigned to this last function, to provide a plan for the city of Davis in cases of natural or man made disasters.

The Operations Division provides for the emergency response and management of medical emergencies, fires, hazardous materials spills, public assistance and other emergencies. The following activities comprise the operations division:

- Management of the emergency equipment and apparatus for safe, effective delivery of emergency services and to ensure the maximum useful life of all equipment.
- Pre-fire planning in targeted commercial and residential occupancies, and enhancements of emergency maps produced in the Public Works department to provide street/address/hydrant maps, apartment complex maps, and pre-fire plan maps for use in emergency response.
- Station Operations is the management of the fire stations to maximize the facility's useful life through appropriate maintenance and utility use.

Fire Prevention

This division ensures enforcement of state and local building and fire codes. The activities include supervising and/or participating in Plan Review, Weed Abatement, Fire Investigation, Public Education, Fire Safety Inspections, Prevention Administration, Water Supply, and assisting the Fire Chief with various research and administrative duties.

Training

The Training Division is responsible for the continuing education of the city's fire, rescue, and prevention forces. Each Davis firefighter, from Fire Captains to the fire engine driver, is mandated by Federal, State, Council and local legislation to receive continued training each year of their career.

PARKS & COMMUNITY SERVICES DEPARTMENT



The purpose of the department is to plan, schedule, organize, coordinate and evaluate a diverse array of leisure, environmental, social,

human service, general service, educational, cultural and recreational activities; to operate and maintain facilities and equipment to support recreation, park, open space, social and other activities; to provide and complete parks and community service activities and projects. The broad range of services and programs provided through the department dictates numerous new parks and projects which develop as the community grows.

Executive Management Division

This division is responsible for oversight of the entire department including development and implementation of department policies and procedures, budget development and coordination and departmental communications. Other services provided by this division are the planning and development of parks and facilities and the acquisition and management of property.

Community and Neighborhood Services Division

Neighborhood Services

Improve interactions between city government, the school district and residents. One tool is providing assistance with the formation of neighborhood

■ associations. Residents are provided with the education and resources needed to resolve issues and problems that affect them.

■ **Grants Coordination and Administration**

■ The city of Davis receives grants from the federal and state government and other groups to pay for a variety of activities and programs such as bike lanes, public transportation, trees and parks, child care, law enforcement and roads.

■ **Varsity Theatre**

■ The department books presentations at the Varsity Theatre, maintains theatre equipment, provides technical support to users and contracts for box office operations. The Varsity Theatre is used over 300 days per year with over 165 performances and events annually. Productions include events by UCD Presents, The Palms, D.M.T.C., Davis Downtown Business Association, children's theatre groups, local non-profit agencies and groups, UCD Music department and independent producers.

■ **Veteran's Memorial Theatre**

■ This theatre is booked for community performances and events, and is home to Davis' annual Children's Nutcracker. The department books and maintains the theatre, provides technical assistance and supervision to user groups and coordinates use of other performance-related equipment including portable staging, portable lighting and sound systems, and the mobile stage.

■ **Environmental Policy**

■ The city's Environmental Policy was established to assist with determining policy and developing implementation strategies for the city's wide range of environmental programs. Such environmental assistance includes policy level and implementation involvement in air quality and related trip reduction programs, environmental land management and integrated pest management.

■ **Trip Reduction Implementation**

■ The goal is to reduce the number of single-occupant vehicle trips made by city employees traveling to and from work. Implementation includes: car and van pool programs, improving bicycle storage areas; participation in major alternative transportation promotional events (Rideshare Week, Cyclebration); development of flextime and telecommuting policies; and incentive programs for use of alternative transportation.

■ **Government Cable Programming**

■ The City Council, Planning Commission meetings, and other governmental programming for public information and educational purposes, are broadcast on the cable television government channel. The department administers the purchase, operation, and maintenance of all city-owned cable TV equipment, coordinates presentation technology needs for all city departments, produces special broadcasts such as School Board Meetings, General Plan Committee meetings, city sponsored public forums and special meetings.

■ **Social Services Division**

■ **Child Care Services**

■ Child development programs administered by the city are jointly funded by the California Department of Education, University of California, Davis, Yolo County Department of Social Services and the city of Davis. The city of Davis administers eight different child care subsidy programs to help parents pay for child care in the child care setting of their choice. These programs serve low income families who need child care for employment, training, or to seek employment. They provide child care for families involved in the "CalWorks" program and funding to prevent child abuse or neglect. The child care subsidy programs have grown significantly in the last few years.

Services include referrals, provider assistance, parenting information and workshops. A toy, book and video lending library is provided for public use. A newsletter SMALLTALK is distributed bimonthly. Sponsored events include the Family Child Care Provider recognition dinner and the Childhood mini-conference. The Special Needs Program is designed to support providers caring for children who need special accommodations and Infant/Toddler Training. Resource and Referral program staff attends a variety of county-wide meetings to facilitate coordination of community resources and social services. The Child Care Commission is staffed by the supervisor for the Resource Referral program.

Senior Citizen Activities

Senior Services provides a wide variety of services and activities at the Davis Senior Citizens Center to promote the physical, emotional, social and economic well-being of adults 55 years and older. The center also serves as a community resource and county-wide focal point for information on aging. Information and Referral provides information and assistance to individuals and groups about resources, programs, services and entitlements; provides arrangements to link clients with appropriate community services, and implements educational programs and services.

Senior Citizens Nutrition provides clerical and supervisory support to the county-wide nutrition program; helps recruit and train volunteers to help with congregate and Meals-on-Wheels; and organizes theme related activities.

Time Off for Caregivers is a recreational respite program for frail elderly persons offered on alternate Saturdays and is funded and managed by a community organization, Citizens Who Care.

Community Transit

Davis Community Transit provides curb-to-curb services seven days a week for seniors and disabled, and to the general public as space permits. Fares range from \$1.00 - \$1.25 one way. Transit vehicles are twelve passenger wheelchair-accessible buses. Twice a month we provide transportation for the Time Off program at the Senior Center. The fare is \$1.00 each way. One twelve-passenger wheelchair accessible bus is used.

Community Mediation

Community Mediation Service (CMS) is a conflict resolution program that trains community members, groups and organizations, in mediation, conciliation, case development, outreach and related skills. CMS provides speakers and workshops on various conflict resolution topics, and meaningful volunteer opportunities. With staff support, trained mediators offer a low cost, informal and confidential forum for the resolution of a wide variety of disputes and problems. The program is administered by the city of Davis.

CMS decreases the number of cases that must be litigated in the courts while integrating mediation as an effective alternative dispute resolution option.

Administrative Hearings

This is an administrative adjudication program, established by the city in response to state legislation, for the hearing and disposition of contested cases involving violations of the California Vehicle Code relating to vehicle parking and impoundment. Local legislation also provides an administrative adjudication process for violations of the Davis City Code relating to nuisance abatement. The office of administrative hearings works in cooperation with, but independent of, the Davis Police and Fire Departments.

Fair Housing

The Community Mediation Service coordinates fair housing services, providing fair housing counseling and training to landlords and a mediation-based investigation of fair housing complaints.

Parks & Open Space Management Division

Park Development

The city has experienced a 50% increase in parkland during the past six years. This division is involved in consultant selection, public design process, commission/council approvals, design process, construction inspection, and maintenance responsibilities.

Open Space Management

City owned open space varies to include vegetation within the urban retention ponds to undeveloped riparian habitat along Putah Creek. Planning, management and stewardship of these diverse areas is accomplished through staff efforts, volunteer services and the Open Space Commission. Awareness related to habitat management and the urban-agricultural interface is important features of the public education component.

Tree Maintenance

City street trees and trees within public facilities are maintained in a healthy, vigorous condition to provide numerous benefits including shading, wind barriers, improved air quality and visual relief. The city's comprehensive urban tree management plan provides ecologically and horticulturally sound plant, pest and disease controls; a high standard of pruning; proper planting and establishment methods, and timely response to complaints and safety concerns. Continued contracting of block trimming is expected.

Landscape Maintenance

Development and implementation of comprehensive landscape and facility management programs maximizes recreational, aesthetic and functional value while minimizing interference with users. Sound horticultural practices including integrated pest management, irrigation technology, preventive maintenance, maintenance activities which emphasize public health and safety, and well-informed, trained staff are key ingredients.

Contract Maintenance

As city-owned landscape areas increase, the use of contracted maintenance has been implemented to off-set the additional labor requirements. Currently this division administers contracts for large tree work, greenbelt maintenance, streetscape and median maintenance, and landscape renovation work.

Vandalism and Graffiti Abatement

City-owned facilities which have been vandalized are promptly repaired. Repairs may include the performance of carpentry, plumbing, glazing, and painting; replacement of damaged plant materials and turf; and repair of play apparatus. The department assists with analysis of vandalism incidents, development of cost-effective ways of reducing the number of incidents and/or the amount of damages, and staffs the Graffiti Abatement Program for repair/restoration and public education.

Renovation/Rehabilitation Projects

The maintenance and operation of all public facilities within this division requires ongoing structural and landscape renovation and rehabilitation to extend longevity and ensure safety of all components. Within the structural category are landscape furnishings (benches, tables, and BBQ's), shade trellises/arbors, picnic areas, play apparatus (including resilient surfacing) and backstops and goals. Landscape-related features which require upgrading and replacement include irrigation systems, turf renovation, plant replacement

and general re-landscaping. Accomplishments of this work are by contractor or volunteer efforts as funding, on a project by project basis, is approved.

Public Facilities Maintenance Division

Public Facilities Maintenance provides a full range of building repairs, equipment repairs, emergency calls, and preventive maintenance. Duties include painting, carpentry, plumbing, lock and key service, hazardous material abatement, and concrete work. Services are provided to all publicly used buildings within city control. These include maintenance, security, and cleaning of approximately 108,000 square feet. Swimming Pool maintenance provides maintenance on four pool complexes with several multi-use pools. The work involves equipment repairs, grounds maintenance, and both house maintenance.

City Administrative Facility Maintenance Division

This division is responsible for the management and maintenance of city administrative buildings utilized by all city departments. Services include a wide range of building and equipment repairs, emergency calls, preventive maintenance, and building alternations. This division also manages the work of private vendors who provide specialized maintenance and construction services. Janitorial services are provided to all departments to ensure a safe and clean environment.

Recreation Division

Parks & Recreation Facilities Master Plan

Oversee the Parks and Recreation Facilities Master Plan to assess current and future facility needs and develop a fiscally sound implementation plan. The master plan includes an analysis of existing facilities, a comparison of current and planned facilities with comparable communities, a demographic study, a community-wide survey, identification of funding alternatives, and a financing plan.

Recreation – Youth and Adult

Plan, conduct, supervise and evaluate varied recreation programs including swimming, playgrounds, dance, drama, athletics, outdoors education, tennis, teen programs, special interest classes, skateboard, community events, and athletic instruction for children, youth and adults. Administer a fee-waiver program that provides subsidies to individuals and families who could not afford to participate in programs without assistance. Provide administrative assistance to non-profits planning special events. Prepare Parks & Community Services recreation schedule twice a year.

Co-sponsored Athletic Groups

Assist the following groups in scheduling, program development, conflict resolution and facility improvements: American Youth Soccer Association, Davis Youth Soccer League, Davis Adult Recreational Soccer League, Jr. Blue Devils Football program, Little League, High School and Jr. High Athletic Teams, Adult Baseball, Davis Youth Softball, Babe Ruth, Youth Rugby, Davis In-Line Hockey Association, Davis Aquadarts, Davis Aquatic Masters, Davis Divers and Davis Tennis Club.

Recreation and Park Commission Support

Provide administrative support to the Recreation and Park Commission in forming recommendations for the City Council in all matters that affect

■ planning, development and maintenance of community services programs and public recreation and park services.

■ **Facility Use**

■ Schedule, supervise, and coordinate the use of the following city facilities: Veteran's Memorial Center, Senior Center, Teen Center, Alternative Recreation Building, Hattie Weber Museum, Chestnut Roundhouse, Civic Center Gym and the Community Pool Building. Administer the facility fee waiver program that provides waivers to individuals and organizations based on financial need.

■ **General Services Division**

■ **Fleet Services & Administration**

■ Management and maintenance of the city's centralized vehicle and equipment fleet is provided to all city departments. Activities include purchasing and maintaining vehicles and equipment to assist departments to effectively carryout programs; routinely monitoring vehicle utilization levels; operating the Fleet Services maintenance shop to provide vehicle and equipment inspection, maintenance and repair; managing the work of private vendors providing specialized maintenance and repair services; managing the city's fleet to obtain safe and economical vehicle and equipment operation; and disposing of surplus vehicles and equipment.

■ **Fuel Facility**

■ The city's fuel facility provides refueling for city-owned vehicles and equipment 24 hours per day, 7 days per week. The facility also provides fuel for the Davis Joint Unified School District and some Yolo County programs.

■ **Stores Services**

■ Provides centralized purchasing, receiving, storage and distribution of selected materials and supplies used by all city departments. Stores Services also administers the disposal of surplus city property as required.

■ **Duplicating and Postal Services**

■ Provides centralized duplicating, postal and courier services for all departments and facilities.

■ **Community Development Block Grants**

■ Also known as CDBG, they are an annual grant made by the U.S. Department of Housing and Urban Development. The CDGB function is designed to assist low-income residents, improve economic development and prevent slums and urban decay. The city of Davis generally uses the grant to increase affordable housing, improve public services to low income residents, expand accessibility for disabled residents and expand job development for low-income residents.

■ Administration costs include staff, equipment, supplies and professional services (legal, accounting, etc.) to meet federal requirements to participate in the CDBG program. Administrative funds are also used for coordination of homeless services, special needs assessment, fair employment, and fair housing and mediation services.

■ **Housing**

■ CDBG housing activities have combined public and private resources to expand and enhance housing for low income Davis residents. Generally, the housing activities have combined contributions from developers, CDBG and other local grant funds, the community and private housing finance to meet affordable housing needs. In 1999 and 2000, CDBG funds supported projects

by Community Housing Opportunities Corporation (CHOC) and Davis Mutual Housing Association (DMHA).

Public Facilities

Since the CDBG program began in 1984, public facilities funds have been used to build the Senior Center and the Inclusive Recreation Facility on Anderson Road, rehabilitate the playground at the Children's Center, and establish a homeless shelter and transitional housing sites in Davis. Last year, CDBG funds were used for the new Sexual Assault and Domestic Violence Center and to renovate the county-wide children's shelter.

Public Services

Public services include meal programs, health services, emergency shelter, counseling, in-home support and child care. In the past, public service funds have supported organizations such as Davis Community Meals, Communicare Health Clinic, Short-term Emergency Aid Committee (STEAC) and a job coaching program for mentally-ill residents operated by Pine Tree Gardens.

Architectural Barriers

CDBG funds can be used to remove architectural barriers for disabled residents from public buildings. Since 1992, CDBG funds have been used to improve accessibility in City Hall, the Varsity Theatre, the Veterans' Memorial Theatre and grounds, and several other city buildings. Decisions about which facilities to improve are made by an ADA Advisory Committee composed of staff, residents and representatives of the disabled community.



COMMUNITY DEVELOPMENT DEPARTMENT

The Community Development Department is responsible for planning

and building-related activities. These include: prepare, revise, and implement the General Plan and specific plans; conduct environmental impact studies; work on housing policy and affordable housing issues; maintain and enforce zoning regulations; process subdivision and development projects; issue building permits and related resale activities; conduct code enforcement activities; manage cultural services such as art in public places and the sister cities program; and provide public information. Through its long-term policy planning and day-to-day permit processing, the department strives to provide equitable, efficient and timely service which involves and reflects community values. Through the building permit and resale programs, the city is able to promote a safe and healthy housing stock. The department advises Council and commissions on regional land use, agricultural protection habitat, and air quality planning, transportation and housing issues, and coordinates with Yolo County, UCD, Air District, SACOG, County Flood Control and other agencies. The department provides a full range of staff assistance to the city's Redevelopment Agency.

Planning

- Ensure responsiveness to public counter and telephone requests for information and assistance concerning planning and zoning information and questions regarding existing, proposed and new development.
- Implement the city's adopted California Environmental Quality Act Ordinance (CEQA) and procedures.

- Complete a series of public projects including design of downtown amenities, zoning ordinance amendments, sign ordinance, and implementing General Plan and Specific Plan programs.
- Ensure that all buildings and uses are in conformance with the city's General Plan, zoning and other applicable ordinances.
- Periodically update the General Plan and EIR.
- Identify the city's long-range goals, objectives, policies; incorporate them into general and specific plans and other appropriate documents.
- Process current planning and design review applications and plan checks, including residential, commercial and other development, in a comprehensive, timely and professional manner.
- Ensure that all environmental effects of proposed projects are identified and that recommended mitigation measures are provided.
- Assist with departmental and city projects.
- Prepare, implement and monitor the division's budget.
- Update and implement the Subdivision and Zoning Ordinances to be consistent with General Plan modifications.
- Monitor approximately 400 units of designated owner occupancy housing. Owner-occupied units originally approved as low-priced units are required to be owner occupied a minimum of two years upon resale.
- Implement the Affordable Housing Ordinance and continue to process affordable housing plans for current developments.
- Art in Public Places
Funded by the city's Municipal Arts Fund, Art in Public Places comprises a set-aside of 1% construction costs for city capital improvement projects. There are currently forty pieces in the city's collection. New pieces are commissioned annually.
- Arts Contracts
Arts contracts are competitively awarded annually to studio and performing artists, writers, film and video producers, community groups, galleries and non-profit agencies. Funding is offered to outstanding applicants for projects of high artistic quality and significant community visibility.
- Civic Arts Commission Support
The Civic Arts Commission advises the City Council on all matters relating to art and culture in the community, and selects art to include in the city's art in public places collection. The commission encourages programs and methods that support creative activities to the highest standards, as well as increase public understanding, appreciation and enjoyment of a variety of art forms.
- Historical Resources Management
The Historical Resources Management Commission is mandated to approve alternation permits requested for any of the city's designated historical resources. Staffing requires intakes, analysis and coordination with the city's Community Development Department to handle the permit process. The staff's responsibilities also include assisting the commission with updating the Historical Resources inventory, advising the City Council on issues related to Historical Resources Management, designating new resources, undertaking special projects to promote community awareness of Davis' past, and assisting with developing and implementing historic district guidelines.
- Sister Cities Coordination
The city contracts with International House to provide meeting space and technical support to Davis' three Sister City organizations: Davis/Uman; Davis Qufu; and Davis/Rutilio Grande.
- Special Projects
Examples of special projects undertaken by the Division are the Davis History book update, the Historical Resources inventory update, the Historic District overlay, and the Hattie Weber Museum of Davis, operated on behalf of the city of Davis Library Club.

Building Division

- Ensure responsiveness to public counter and telephone requests for information and assistance concerning specific and general building code requirements.
- Provide and maintain current handouts that are needed and helpful to the public.
- Ensure zoning and handicap compliance.
- Assist Community Development Director, and other city staff, with departmental and city projects.
- Continue training and improve utilization of the building permit computerization.
- Prepare, implement and monitor the division's budget.
- Ensure that all plans submitted are adequately examined for compliance with structural and safety provisions required by applicable codes and regulations and processed in a timely manner.
- Ensure that all new, remodeled and additions to residential, and new and remodeled commercial/industrial buildings in the city, are constructed in conformance with applicable health and safety codes. Process all permits and inspections in a thorough and timely manner.
- Ensure that all existing residential properties continue to comply with applicable health, safety and zoning regulations.
- Help preserve the existing housing supply and conserve energy use in the city.



POLICE DEPARTMENT

The Davis Police Department provides first-line emergency response to crimes in progress, accidents and tactical situations, handles major criminal investigations of all types, and prepares cases for prosecution. The department enforces all federal, state and local ordinances including traffic regulations. Other services include noise enforcement and specialized responses such as SWAT and bomb disposal. Proactive community services include crime prevention, drug/alcohol awareness, and bicycle safety.

PUBLIC WORKS DEPARTMENT

Ensure that city-owned facilities, city-owned transportation facilities, contract solid waste management service, contract transit services and capital improvement programs are designed, constructed, maintained and/or modified in a manner consistent with approved policies. Operate, maintain, repair, replace city's transportation system, water production/ distribution system, sewage collection/treatment system, drainage collection/disposal

system, administer the contract for garbage, yard refuse, recycling and street sweeping services; administer the contract for intra-city/inter-city public transit; provide engineering design/assistance, and construction inspection services for public improvements in private subdivisions and city capital improvement projects; provide staff for the Safety Advisory Commission, and Natural Resources Commission, Ad Hoc Bicycle Task Force, and Unitrans Advisory Committee.



