

Draft Goals and Key Objectives 2004-2006

CITY COUNCIL GOALS AND PRIORITIES

The City Council initiated a process leading to the establishment of goals and priorities to focus city efforts through 2006. 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”. The following objectives within each of the goal areas were approved:

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.

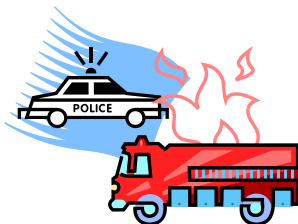
3. Public Safety

- 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

Open Space

- Provide open space for habitat mitigation, to enhance quality of life for residents, and to utilize natural resources.
- Secure community separation through acquisition of Conway Ranch and Kidwell properties
- Habitat mitigation/preservation
- Livability
- Compact urban city—urban limit line
- Agricultural land preservation
- Community separation
-

Water Supply and Quality

- Assure long-term water quality and reliability.
- Assure long-term drinking water quality and reliability
- Assure quality of wastewater
- Assure that requirements for discharge levels are appropriate
- Avoid financial liability due to non-compliance

Neighborhood Preservation/Enhancement

- Recognize that neighborhoods are important sectors of the community and work to enhance them while preserving their positive aspects.
- Provide amenities to new neighborhoods
- Protect character of old neighborhoods
- Ensure diversity in neighborhood style
- Obey golden rule for neighborhood changes/zoning

Transportation

- Ensure a traffic system that emphasizes alternative transportation while acknowledging issues that are related to vehicle use.
- Decrease traffic
- Improve air quality
- Decrease travel time
- Increase safety
- Provide safer railroad crossings
- Utilize Capital Corridor better
- Provide GEM maps
- Develop comprehensive parking plan for the whole city

Arts and Entertainment

- Recognize the community as a regional arts and entertainment destination.
- Increase arts and entertainment, particularly in the downtown.
- Buy the Varsity and start programming

Community Aesthetics

- Encourage innovative and high-quality building and landscaping design throughout the city.
- Improve architectural standards
- Improve identity of Davis from the I-80

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

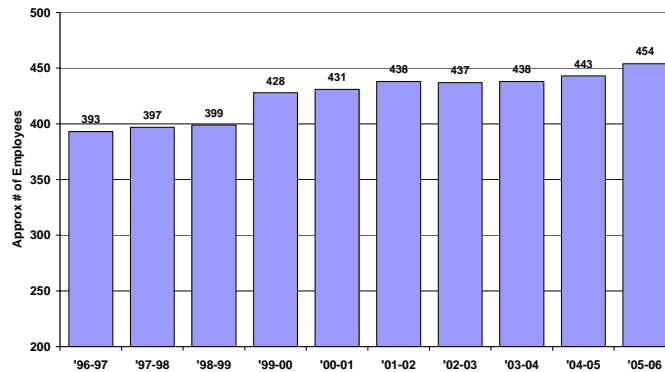
Telecommunications

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

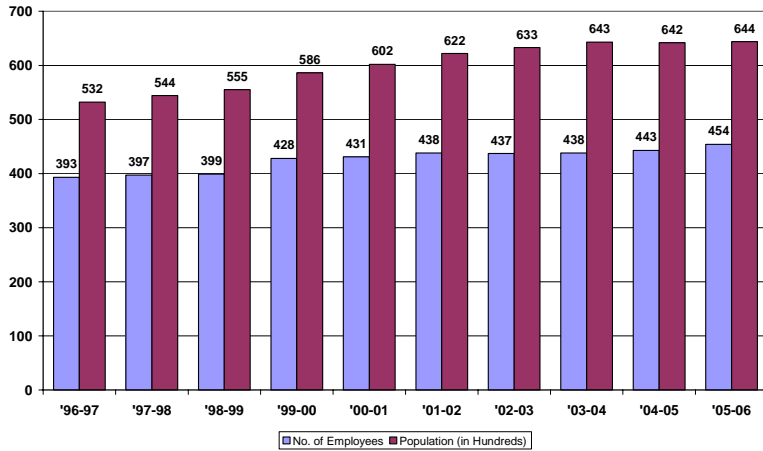
The City Organization

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.

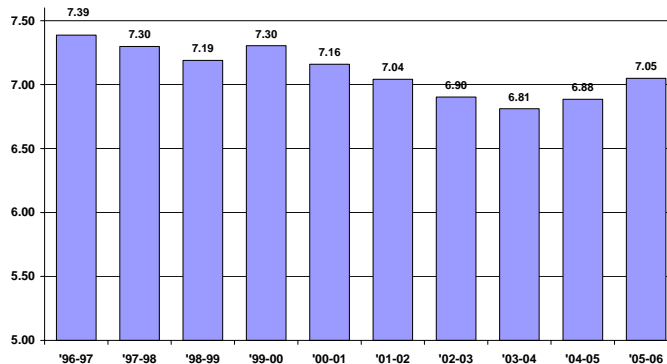
Citywide Staffing Trends
Permanent FTE's



Employees vs. Population Growth



Employees Per Capita
Employees per 1,000 Residents





**Citywide
Human Resources FY 05/06**

Position Title	2004-05	2005-06
	FTE	FTE
	(positions with changes in bold)	
Administrative Aide - Conf	3.00	5.00
Administrative Analyst I	1.00	1.00
Administrative Analyst II	2.00	2.00
Administrative Secretary	1.00	0.00
Administrative Services Managr	1.00	1.00
Arborist	1.00	0.00
Assistant Chief Bldg Official	1.00	1.00
Assistant City Engineer	1.00	1.00
Assistant Engineer	1.00	1.00
Assistant Planner	1.00	3.00
Assistant To City Manager	1.00	1.00
Assistant To The Director	4.00	3.00
Assoc Engineer - Pavement Mgmt	1.00	1.00
Associate Civil Engineer	2.00	2.00
Associate Planner/Zoning Spec	1.00	1.00
Asst City Manager	1.00	1.00
Bicycle/Pedestrian Coordinator	1.00	1.00
Building Inspector I	2.00	1.00
Building Inspector II	2.00	3.00
Building Maintenance Crew Supervisor	1.00	1.00
Building Maintenance Worker II	4.00	4.00
Building/Planning Tech I	1.00	1.00
Building/Planning Tech II	2.00	2.00
Chief Building Official	1.00	1.00
City Clerk	1.00	1.00
City Electrician	1.00	1.00
City Engineer	1.00	1.00
City Manager	1.00	1.00
Code Compliance Coordinator	1.00	1.00
Collection System Worker	0.00	1.00
Collections System Supervisor	0.00	1.00
Collections Systems Technician	0.00	3.00
Community Development Admin	1.00	1.00
Community Development Director	1.00	1.00
Community Partnership Coordinator	1.00	1.00
Community Services Administrator	1.00	0.00
Community Services Program Coordinator	1.00	1.00
Community Services Superintendent	1.00	2.00
Community Services Supervisor	5.00	5.00
Community Svcs Theater Technician	1.00	1.00
Community Svrs Manager	0.00	1.00
Computer Support Tech I-Conf	1.00	1.00
Computer Support Tech II-Conf	1.00	1.00
Conservation Coordinator	0.00	1.00
Crime Analyst	0.00	1.00





**Citywide
Human Resources FY 05/06**

Position Title	2004-05 FTE	2005-06 FTE
	<small>(positions with changes in bold)</small>	
Custodial Crew Supervisor	1.00	1.00
Custodian II	5.00	4.00
Deputy City Clerk I	1.00	0.00
Deputy City Clerk II	0.00	1.00
Deputy Director	0.00	1.00
Econ Development Specialist	1.00	1.00
Economic Development Coordinator	1.00	1.00
Electrical Inspector II	2.00	1.00
Electrician	5.00	5.00
Electrician's Helper	1.00	1.00
Engineering Technician I	2.00	2.00
Engineering Technician II	1.00	1.00
Environmental Compliance Coordinator	0.00	1.00
Environmental Res Specialist	1.00	1.00
Environmental Res Supervisor	1.00	1.00
Equip Maintenance Crew Suprvsr	1.00	1.00
Equipment Mechanic II	3.00	3.00
Facilities Manager	0.00	1.00
Facilities Superintendant	1.00	0.00
Finance Director	1.00	1.00
Financial Analyst II	3.00	2.00
Financial Assistant II	8.00	8.00
Financial Assistant II-Conf	1.00	0.00
Financial Associate	1.00	2.00
Financial Associate-Conf	1.00	2.00
Financial Coordinator	2.00	3.00
Financial Planning Specialist	1.00	1.00
Financial Supervisor	1.00	0.00
Fire Business Manager	1.00	1.00
Fire Captain	10.00	10.00
Fire Chief	1.00	1.00
Fire Division Chief	3.00	3.00
Firefighter I	11.00	11.00
Firefighter II	25.00	25.00
Fleet Manager	0.00	1.00
General Services Manager	1.00	0.00
Grants & Evaluation Coordinator	1.00	1.00
Housing Programs Coordinator	1.00	1.00
Human Resources Administrator	1.00	1.00
Human Resources Analyst I	2.00	0.00
Human Resources Analyst II	0.00	2.00
Human Resources Asst - Conf	0.00	1.00
Information Tech Admin	1.00	1.00
Junior Planner	2.00	0.00
Lead Public Safety Dispatcher	2.00	2.00





**Citywide
Human Resources FY 05/06**

Position Title	2004-05 FTE	2005-06 FTE
	<small>(positions with changes in bold)</small>	
Media Services Specialist	1.00	1.00
Mediation/Dispute Resolution Officer	1.00	0.00
MIS Project Manager	1.00	1.00
MIS Senior System Analyst	3.00	3.00
MIS System Analyst-Conf	2.00	2.00
MIS System Specialist - Conf	1.00	1.00
Office Assistant II	8.00	8.00
Office Assistant II - Conf	1.00	1.00
Open Space Resource Planner	1.00	1.00
Operations Administrator	1.00	1.00
Park Maintenance Crew Supervisor	5.00	5.00
Park Maintenance Worker I	4.00	2.00
Park Maintenance Worker II	11.00	16.00
Parking Enforcement Officer	4.00	4.00
Parks & Community Svcs Director	1.00	1.00
Parks and Open Space Administrator	1.00	0.00
Parks Manager	0.00	1.00
Parks Supervisor	1.00	2.00
Parks/Gen Svcs Superintendent	0.00	1.00
Planning/Bldg Services Coordinator	1.00	1.00
Plans Examiner II	1.00	1.00
Police Captain	1.00	1.00
Police Chief	1.00	1.00
Police Lieutenant	3.00	3.00
Police Officer	42.00	45.00
Police Records Specialist II	5.00	5.00
Police Secretary	1.00	1.00
Police Senior Records Specialist	1.00	1.00
Police Sergeant	10.00	10.00
Police Service Specialist	7.00	6.00
Pool Maintenance Crew Suprvr	1.00	1.00
Pool Maintenance Worker I	1.00	1.00
Pool Maintenance Worker II	1.00	1.00
Principal Engineer	1.00	1.00
Principal Planner	2.00	2.00
Principal Utility Program Supervisor	1.00	1.00
Program Aide-Courier Conf	1.00	1.00
Promotions Manager	1.00	1.00
Public Safety Dispatch Superv	1.00	1.00
Public Safety Dispatcher I	5.00	6.00
Public Safety Dispatcher II	5.00	4.00
Public Works Crew Supervisor	4.00	2.00
Public Works Director	1.00	1.00
Public Works Inspection Supervisor	1.00	1.00





**Citywide
Human Resources FY 05/06**

Position Title	2004-05 FTE	2005-06 FTE
	(positions with changes in bold)	
Public Works Inspector	1.00	1.00
Public Works Maintenance Worker I	7.00	8.00
Public Works Maintenance Worker II	14.00	11.00
Records And Communications Mgr	1.00	1.00
Records Supervisor	1.00	1.00
Residential Resale Inspector II	2.00	2.00
Secretary - Conf	3.00	3.00
Secretary To City Manager-Conf	1.00	1.00
Senior Building Inspector	1.00	1.00
Senior Civil Engineer	2.00	2.00
Senior Electrician	1.00	1.00
Senior Engineering Assistant	2.00	3.00
Senior Office Assistant	4.00	3.00
Senior Office Assistant - Conf	2.00	3.00
Senior Parks Supervisor	1.00	0.00
Senior Plans Examiner	0.00	1.00
Senior Public Works Supervisor	2.00	1.00
Senior PW Collections Supervisor	0.00	1.00
Senior Utility Program Tech	1.00	1.00
Senior Utility Resource Specialist	2.00	2.00
Senior Water Division Supervisor	1.00	1.00
Shop Clerk	0.00	1.00
Small Tree Specialist	1.00	1.00
Sports Field Maintenance Specialist	1.00	1.00
Stock Clerk	1.00	1.00
Storekeeper	1.00	1.00
Support Services Technician- Conf	1.00	1.00
Technical Services Supervisor	1.00	1.00
Transportation Program Crew Sup	1.00	1.00
Tree Maint. Crew Supervisor	1.00	0.00
Tree Trimmer II	2.00	1.00
Urban Forest Manager	0.00	1.00
Urban Forest Supervisor	0.00	1.00
Utility Program Coordinator	2.00	2.00
Utility Resource Specialist	1.00	0.00
Volunteer Coordinator	1.00	1.00
Wastewater Administrator	1.00	1.00
Water & Sewer Service Worker	1.00	1.00
Water Distribution Crew Supervisor	1.00	2.00
Water Distribution Maintenance Worker	5.00	5.00
Water Distribution Program Supervisor	1.00	1.00
Water Division Supervisor	1.00	1.00
Water Production System Oper	1.00	2.00
Water Production System Supervisor	1.00	1.00
Water System Maintenance Worker	1.00	1.00





**Citywide
Human Resources FY 05/06**

Position Title	2004-05 FTE	2005-06 FTE
	<small>(positions with changes in bold)</small>	
Water System Operator	1.00	0.00
Wildlife Resource Specialist	1.00	1.00
WWTP Laboratory Analyst	2.00	2.00
WWTP Lead Operator	5.00	5.00
WWTP Maintenance Technician	1.00	1.00
WWTP Quality Control Coordinator	1.00	1.00
WWTP Senior Maintenance Technician	2.00	2.00
WWTP Senior Operator	2.00	2.00
WWTP Senior. Lab Analyst	1.00	1.00
WWTP Supervisor	1.00	1.00
Youth Intervention Specialist	1.00	1.00
Total Regular Full-Time FTE's	404.00	416.00
Administrative Aide	0.75	0.75
Community Services Program Coordinator	3.50	4.00
Community Svcs Video Technician	0.50	0.50
Custodian II	1.25	2.50
Office Assistant I	0.75	0.50
Office Assistant II - Conf	0.75	0.75
Park Maintenance Worker I	0.50	0.50
Program Assistant	0.50	0.50
Recycling Coordinator	0.50	0.00
Total Regular Part-Time FTE's	9.00	10.00
Administrative Analyst II	1.00	1.00
Child Care Coordinator	1.00	1.00
Child Care Program Assistant	1.00	1.00
Child Care Referral Coordinator	1.00	1.00
Child Care Supervisor	2.00	2.00
Eligibility Worker II	6.00	6.00
Financial Assistant II	2.00	2.00
Financial Associate	1.00	1.00
Financial Supervisor	1.00	1.00
Lead Eligibility Worker	4.00	2.00
Paratransit Coordinator	1.00	1.00
Paratransit Supervisor	1.00	1.00
Program Assistant	2.00	2.00
Senior Child Care Supervisor	1.00	1.00
Senior Office Assistant	1.00	1.00
Social Services Administrator	1.00	0.00
Total Special Funded Full-Time FTE's	27.00	24.00





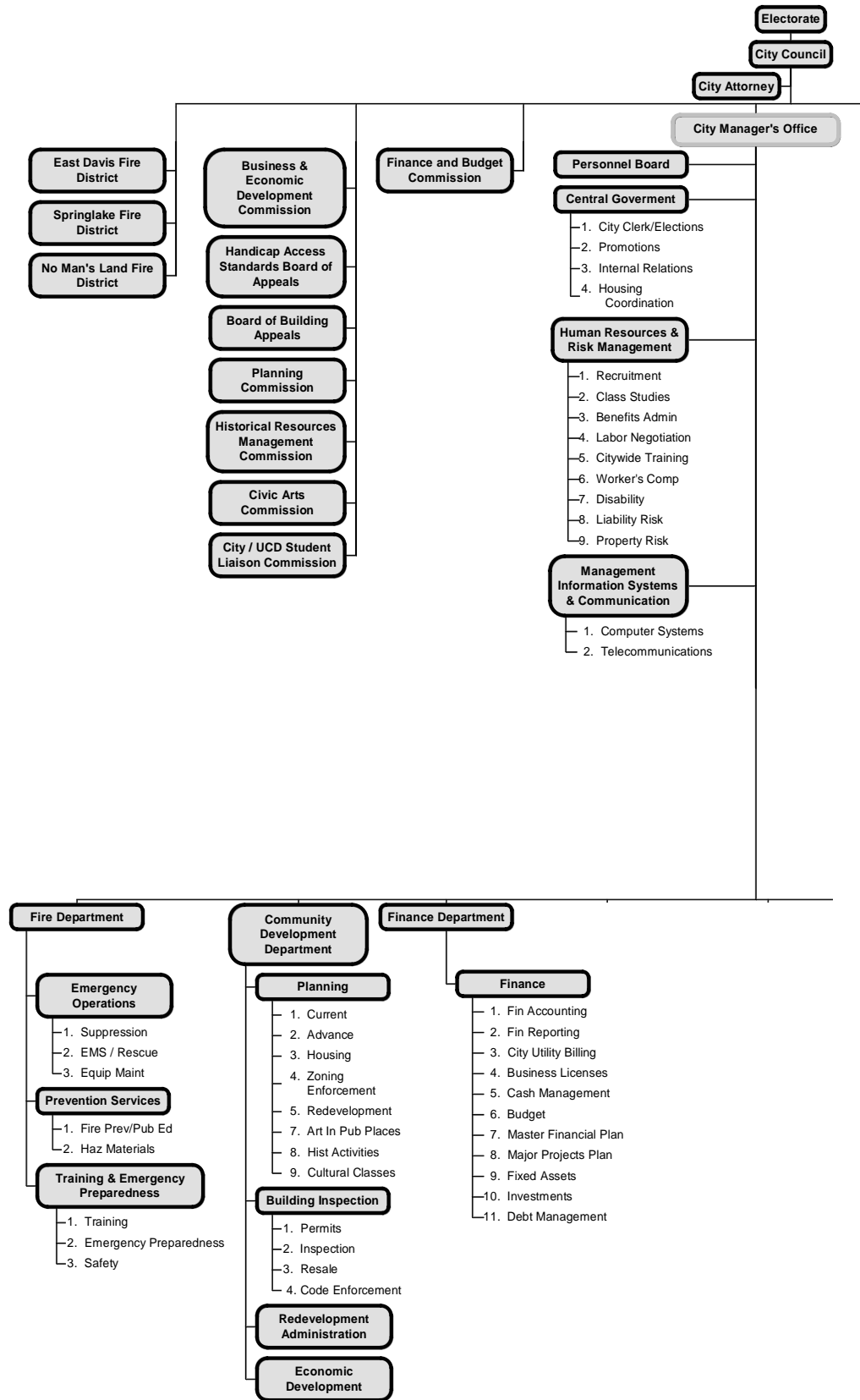
**Citywide
Human Resources FY 05/06**

Position Title	2004-05 FTE	2005-06 FTE
	(positions with changes in bold)	
Child Care Program Assistant	0.00	0.50
Eligibility Worker II	0.75	1.25
Financial Assistant I	1.00	1.00
Program Aide	0.50	0.00
Program Assistant	0.50	0.50
Total Special Funded Part-Time FTE's	2.75	3.25
Total Permanent Employees	442.75	453.25
Building/Planning Tech I	0.00	1.83
Bus Monitor I	0.00	0.24
Community Services Spec III	1.23	1.23
Community Services Spec IV	55.24	58.65
Community Services Spec V	4.85	4.54
Community Services Spec VI	0.29	0.23
Community Srvc Offcr	4.81	4.80
Custodian Aide II	1.21	0.23
Electrician	0.48	0.48
Engineering Intern	1.92	1.92
Intern	0.41	0.41
IS Intern	0.48	0.48
Maintenance Aide I	3.52	4.57
Maintenance Aide II	7.88	7.89
Office Assistant I	0.34	0.34
Office Assistant II	1.30	1.42
Park Maintenance Worker I	0.48	0.48
Planning Intern	0.57	0.57
Police Records Specialist II	0.48	0.00
Program Aide	0.05	0.17
Public Safety Dispatcher I	0.48	0.13
Public Safety Dispatcher II	0.10	0.15
Public Works Maintenance Worker I	4.81	3.84
Public Works Maintenance Worker II	0.00	0.96
Senior Planner - Management	0.11	0.11
Total Temporary Part-Time FTE's	91.04	95.67
Total Citywide - All FTE's	533.79	548.92

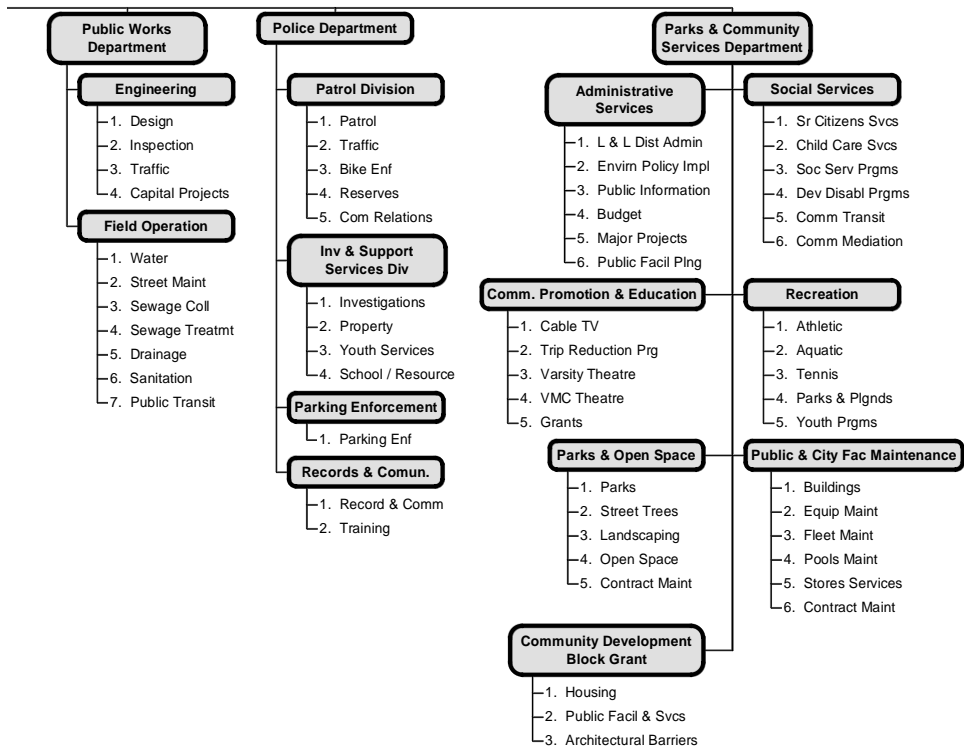
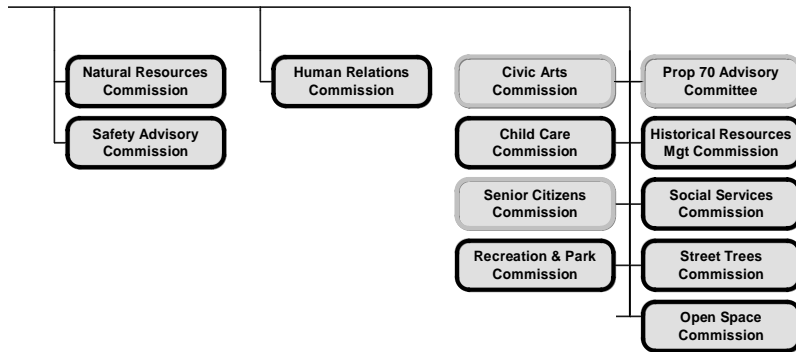




City of Davis



Organizational Chart



**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.

Bicycle Advisory Commission

The Bicycle Advisory Commission serves as a focal point for the community and city government regarding all issues that relate to bicycling. The emphasis will be on bicycling for everyday transportation, but it will also address bicycling for fitness and recreation. The commission advises City Council on all matters relating to bicycling, specifically in the areas of education, engineering, enforcement, and encouragement.

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.

■
■
■ 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.

Tree Commission

The 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.

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 partiality.

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, City Clerk, Human Resources & Risk Management, Information Services and Communication, Housing Coordination, and International relations.

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.
- 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.

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," Finance manages and safeguards public financial resources. They 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. They also help city departments implement their programs through budget development and management and report the City's financial activity in a clear and understandable manner. Additionally the Finance Department staff:

- 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 the City's future expansion needs.
- Respond to the City's financing needs through debt service, bond financing, and establishment of community facilities districts.
- Handle financial accounting for parking and Mello-Roos districts.
- Report on the City's financial status, results of operation, and 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.
- Conduct centralized revenue collection.
- Perform vendor payment services.
- Establish and maintain internal financial and budgetary controls.
- Administer payroll services including: process/disburse paychecks and direct deposit payroll; execute payroll deductions, tax withholding; generate/distribute W-2s; provide information upon request.
- Act as 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 and recreational activities; to operate and maintain facilities, fleet and equipment; to support recreation, parks, open space, social and human services; 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

The Executive Management division is responsible for the cost-effective and accountable operation of the Parks & Community Services Department which is accomplished through management of the department's budget, coordination and communication of policies, procedures and best practices, maintenance of appropriate records, and timely communication with the public, council, commissions and staff. The division is also responsible for the planning and development of parks and facilities and the acquisition and management of property, including fee titles, easements, leases and franchises.

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, 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.

Public Education

Department plans, events, services and programs are communicated to the public through the use of media, mailings, meetings, government channel and website postings, as well as through community and special events. Park master planning and development is achieved, in part, through public meetings, focus groups and committees formed of community members. The acquisition and use of 27 donated Global Electric Motorcars (GEMs) reflects the city's commitment to the citizens of Davis and their belief in energy efficiency, energy conservations and livable communities.

Government Cable Programming

City Council, Planning Commission and other governmental meetings, as well as educational and information programs, are televised on the city's cable television channel. The department administers the purchase, operation and maintenance of all city-owned cable television equipment; coordinates presentation technology needs for all city departments; and works with all city departments on training, information and public education projects. The department also works with outside organizations such as the Davis Joint Unified School District and Davis Community Television to produce coverage of school board meetings and special public meetings and forums.

Social Services Division

Child Care Services

Child care subsidies and resource and referral services are provided to families in Yolo County. The child care subsidy program helps low-income families pay for child care based on a sliding fee scale. Parents must need care to work or attend school. Families can choose a child care provider that best meets their needs. The city is also contracted to provide child care services to families enrolled in the CalWorks program. The Resource and Referral program provides assistance to all parents and child care providers in Yolo County by providing technical assistance and training to providers and by helping families locate the child care services and resources they need. The program has two vans, funded by Yolo County First Five, which are able to bring resources right to the provider's front doors. All of these programs are funded by the California Department of Education, Child Development Division, Yolo County Department of Employment and Social Services, Yolo County First Five, University of California at Davis and supported by the City of Davis.

Senior Citizen Services

The Senior Services Program provides a variety of activities and services which help strengthen our community and create a sense of place. As a county-wide focal point for information on aging, the Davis Senior Center strives to provide the highest quality recreational, social and supportive services for mature adults and their family members. Through its versatile programming, older adults are encourage to continue personal development and lifelong learning, healthy lifestyles through fitness and nutrition, as well as

■ promotion of inclusiveness, accessibility, spirituality, and most of all, fun and celebration of life.

■ The Davis Senior Center also partners with several non-profit community based organizations in order to provide specialized services to older adults in the community, such as the Elderly Nutrition program and Citizens Who Care. The Elderly Nutrition program provides both congregate and Meals On Wheels food service, Monday through Friday, and assists with theme related activities. Citizens Who Care manages the Time Off for Caregivers program, which is a recreational respite program for frail elderly offered on alternating Saturdays. These types of services, combined with our own Information and Assistance program, links participants to the vital array of county-wide resources needed to keep our older adults living productive and independent lives.

■ Community Transit

■ Davis Community Transit provides curb-to-curb paratransit services seven days a week to those who qualify under the Americans with Disabilities Act (ADA). The general public may ride when time and space permit. Fares for ADA customers are \$1.00 1-way and \$1.25 1-way for the general public. The paratransit vehicles are 12 passenger wheelchair accessible buses with two wheelchair stations. Two vehicles operate daily, seven days a week. Transportation is provided to the Time Off for Caregivers program (twice a month when needed) and every Tuesday to the Davis Community Meals program.

■ Community Mediation

■ Community Mediation Service (CMS) provides conflict management, resolution and prevention services to Davis residents through mediation, facilitation and training. CMS staff supports nearly 50 trained volunteer mediators who help people find ways of resolving their differences before conflicts escalate and without having to go to court or call the police. CMS staff and volunteers serve the Davis community by providing help with disputes involving neighbors, tenants and landowners, consumers, roommates, co-workers, businesses, non-profit organizations and fair employment and housing issues. Through educational services such as communication and conflict management training, group presentations, and publications, CMS works to enhance community understanding and use of constructive conflict resolution methods.

■ 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

■ Fair Housing Services works to prevent illegal discrimination in Davis in all areas of employment and housing through education, mediation, investigation and enforcement referrals. Educational services include distribution of instructional brochures, training seminars for housing consumers and providers, individual consultations and presentations with community groups and organizations. Fair housing Services staff conducts assessment, mediation, and investigation of housing discrimination complaints as well as referral and follow up of cases referred to State and Federal enforcement agencies. Fair Housing services staff work with other City departments to monitor compliance with fair employment and housing laws in all projects that use Community Development Block Grant and Home Investment Partnership Grant funds.

services at all facilities while focusing in-house efforts in those extremely high use areas.

The tree maintenance contracts are mostly used for block trimming of street trees on a routine, scheduled basis while in-house crews concentrate on small tree planting and trimming as well as work orders, removals of sick or dead trees and clearing streets for vehicles and pedestrians.

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.

Volunteer Programs

The Adopt-a-Park program allows individuals and groups to assist in keeping our parks beautiful. Volunteers help by planting trees, shrubs and flowers, picking up litter, pulling weeds and mulching with wood chips. Volunteers have also spruced up play areas, painted tables and installed benches. Graffitibuster volunteers adopt their neighborhood park or greenbelt area and are provided with the supplies necessary to keep them graffiti free.

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 116,500 square feet. Swimming Pool maintenance is provided on four pool complexes with multi-use pools. The work involves equipment repairs, grounds maintenance, and restroom/shower 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, skatepark, 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 three times 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, Davis Tennis Club, and Davis Waterpolo 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, Redwood Park Community 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 policy criteria.

■ **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.

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.

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 economic development as well as planning and building-related activities. Planning and Building includes: 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, resale programs and code enforcement, 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.

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.

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, and 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.
- 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 alteration 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.
- 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 and code enforcement.
- Provide and maintain current handouts that are needed and helpful to the public.
- Ensure zoning and building accessibility compliance.
- Assist Community Development Director, and other city staff, with departmental and city projects.
- Continue training and improve utilization of the building permit computerization and code enforcement.
- 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 through code enforcement and resale program.
- 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.

