

**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 develops options to achieve the goals of the City's Comprehensive Bicycle Plan, and to recommend changes to the plan, as necessary to achieve its purpose.

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.

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■ City/UCD Student Liaison Commission.

■ This commission develops, reviews, and updates a comprehensive listing of
■ impacts created in the city by UCD student residents. It develops,
■ recommends, and updates an action program for City 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 budget and the implementation of the Development
■ Impact Fee Study recommendations. In addition, advice on other financial and
■ economic issues may be requested of the commission by the City Council
■ including, but not limited to, a broad review of the city's financial structure, the
■ comparative analysis of tax burdens in Davis, redevelopment and the
■ promotion of increased understanding of the city budget.

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■ 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.

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■ 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
■ alteration permits for historical structures.

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■ Human Relations Commission

■ The Human Relations Commission is to concentrate their efforts on the
■ promotion of positive human relations for the purpose of ensuring public
■ peace, health, safety and general welfare for all residents of Davis. They
■ foster mutual respect, understanding and tolerance among all groups and
■ individuals in the community and inquire into incidents of tension and conflict
■ among or between various groups and make recommendations to the City
■ Council.

■
■ 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.

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. Enables the city 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, Affordable Housing Promotions, City Clerk, Human Resources and Risk Management, and Information Systems and Communications.

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.

Affordable Housing

The city maintains an Affordable Housing Manager who oversees existing and pending affordable housing projects.

- Monitors existing affordable housing stock.
- Provides information to the public on affordable housing options.
- Ensures that the city's Affordable and Middle Income Housing Ordinances are followed.

Promotions

The promotions division provides support to develop, market and maintain community and city promotions. This includes:

- Coordinating special events related to social justice, visitor attraction, and business promotion.
- Providing technical assistance in marketing, revenue raising and special events.
- Working with the Yolo County Conference and Visitors Bureau to enhance Davis' ability to host conferences and visitors.
- 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.
- 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

The Human Resources & Risk Management division 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 both the city's internal computing resources to automate the business function of each department but also works to develop systems designed to directly serve the public via the City's web site. Internal support includes technical support, development, coordination, and training for all city computer applications. Web site support includes the development of internet web based systems and working to insure the web page information is accurate and timely. Their charge is to improve customer services through the implementation and use of information systems, technology, computer networks, website development, mapping systems, voice telecommunications services – all aimed at helping to develop an 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/disburse 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 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 of 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, as well as 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 city owns and leases the Varsity Theatre. The operator has assumed maintenance responsibility for most of the building. A portion of the building is subleased out for a retail food business.

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 and Outreach

A goal of the Parks and Community Services Department is to provide exceptional customer service and outreach to the public, helping to promote increased public awareness, public input and community participation.

Department plans, events, services and programs are communicated to the public through the use of local and regional media, community 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.

Government Media 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.

Cable Franchise Administration

The administration of the franchise with the current cable provider and the evaluation and negotiation of new or renewed franchises is administered in the Parks and Community Services Department. The recent cable franchise negotiations included the coordination of a Telecommunications Task Force, the creation of a Telecommunications Ordinance, the development of an assessment of cable-related needs and interests, and the completion of negotiation of franchise terms. Ongoing franchise oversight includes coordination of audits of cable revenues and inspections of cable infrastructure, distribution of franchise fees for community media, monitoring regulatory and legislative changes in the cable industry that would impact Davis and responding to complaints and inquiries from residents about cable services.

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. Families can choose a child care provider that best meets their needs. 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 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. The city also contracts with the Department of Employment and Social Services to provide child care services to families enrolled in the CalWORKS program. UC Davis contracts with the city to provide child care referrals and subsidies for students.

Older Adult Activities

The Older Adult Services Program provides a wide variety of services and activities 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 encouraged 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 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 services seven days a week to those who qualify under the American with Disabilities Act (ADA). The general public may ride when space and time permit. Fares for ADA customers are \$1.25 1-way and \$2.00 1-way for the general public. Transit vehicles are twelve passenger wheelchair-accessible buses. Twice a month transportation is provided for the Time Off for Caregivers program at the Senior Center 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 trainings, 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 conduct 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.

Shelter and other Federal Housing Programs

The Parks and Community Services Department serves as the fiscal agent and administrative officer for an ongoing program to provide transitional housing for homeless men, women and families through a partnership with Davis Community Meals. The department also administers the Housing Investment Partnership (HOME) program which funds construction of permanently affordable units in cooperation with local housing nonprofit groups. Last year, the HOME program funds helped to complete the Moore Village Mutual Housing Project in the Wildhorse subdivision.

Parks & Open Space Management Division

Park Development

The city has over 200 acres of community, neighborhood and special use parks. The process for developing a new park includes: consultant selection, public design process, commission/council approvals, design process, construction inspection, and maintenance responsibilities.

Open Space Acquisition and Management

City open space protects a wide range of natural and cultural resources, including prime farmland, community greenbelts, riparian corridors and rural view-scapes. Planning, management and stewardship of these diverse areas is accomplished through staff efforts and volunteer services. Awareness related to habitat management and the urban-agricultural interface are important features of the public education component of the program. The Open Space Commission advises staff and the City Council on open space related policy issues.

Urban Forest Management

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.

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

The City has contracted out a portion of landscape and tree maintenance for a number of years. The department currently maintains 476 total acres of non-open space landscaping. Areas maintained by contractors represent 46% of the total. Contracted areas include some smaller neighborhood parks, small greenbelts, streetscapes, public parking lots and landscapes surrounding public buildings. The remaining 54%, which is not contracted out, are larger greenbelts, larger neighborhood parks, community parks and citywide facilities. This splitting of areas has enabled the department to provide high quality

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 staff, 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.

Facilities Maintenance Division

Public Facilities

Facilities maintenance provides a full range of building repairs, equipment repairs, emergency calls, and preventive maintenance to publicly used buildings within city control totaling 116,328 square feet. Duties include painting, carpentry, plumbing, lock and key service, hazardous material abatement, and concrete work. 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 Facilities

Facilities maintenance provides a wide range of services to city administrative facilities including building and equipment repairs, emergency calls, preventive maintenance, and building alternations. City administrative facilities total 170,123 square feet. This division also manages the work of private vendors who provide specialized maintenance and construction services. Janitorial services are provided to departments to ensure a safe and clean environment.

■
■ Park Facilities

■ Facilities maintenance also provides services to the facilities in the city's parks.
■ These facilities total 10,243 square feet. Services provided include building
■ repairs and preventative maintenance

■ **Recreation Division**

■ Parks & Recreation Facilities Master Plan

■ The Parks and Recreation Facilities Master Plan is used 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

■ A wide variety of recreational opportunities for youth and adult are provided
■ and include swimming, playgrounds, dance, drama, athletics, outdoors
■ education, tennis, teen programs, special interest classes, skateboard,
■ community events, and athletic instruction for children, youth and adults. A
■ fee-waiver program provides subsidies to individuals and families who can not
■ afford to participate in programs without assistance. The Parks & Community
■ Services recreation schedule is produced three times a year.

■ Co-sponsored Athletic Groups

■ The division assists the following co-sponsored athletic 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

■ Administrative support is provided 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

■ The division schedules, supervises, and coordinates the use of city facilities
■ available to the public. The facilities available for public use include: 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. A facility fee waiver program is administered to
■ provide 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, Davis Cemetery District and some Yolo County
■ programs.

■ **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 CDBG 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, to provide funding for a basic safety net of food, shelter and health
■ services, improve preventive social 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 (e.g. legal, accounting) 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, fair housing
■ and mediation services.

■ Housing Financing

■ 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 financial institutions
■ 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 to assist in completion of the Davis Senior Center
■ Expansion.

■ 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 first
■ response domestic violence response project through the Sexual Assault and
■ Domestic Violence Center.

■ Architectural Barriers

■ CDBG funds can be used to remove architectural barriers from public buildings
■ for disabled residents. 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. Last year, the
■ program funded the first audible traffic signals in the city and improved curb
■ access on Davis city streets.



COMMUNITY DEVELOPMENT DEPARTMENT

The Community Development Department is responsible for planning, economic development 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; enhance economic vitality in Davis, 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 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 staff assistance to the city's Redevelopment Agency, economic development and housing programs.

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 state law and 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 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.
- 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.



The logo for the City of Davis Economic Development department. It features a blue header with the text "Davis CITY OF DAVIS" on the left and a green and white "DAVIS OPEN for Business" logo on the right. Below the header, the words "Economic Development" are written in a large, black, serif font.

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 desires

commercial and industrial uses, to enhance sales tax revenue, to create jobs, and to market the city's resources to prospective companies. Economic development employees serve as staff to the Business and Economic Development Commission and advise the City Council on matters relating to business and economic development issues.

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.



