

# CITY MANAGER'S OFFICE

## STATEMENT OF PURPOSE



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

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

### GENERAL MANAGEMENT - DIVISION 11

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

#### CITY MANAGEMENT

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

#### CITY COUNCIL SUPPORT

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

#### INTERNATIONAL RELATIONS

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

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



**PROMOTIONS**

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

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



**CITY CLERK - DIVISION 20**

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

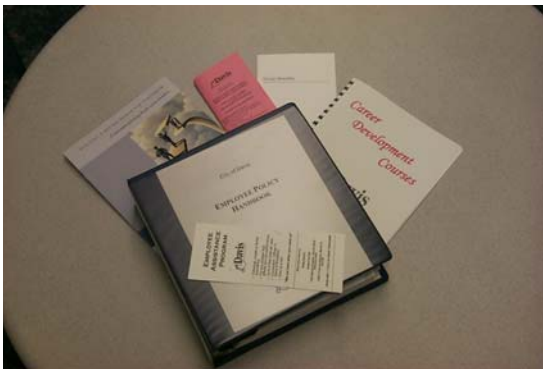


- Prepare Council Agendas and Minutes
- Assist Citizens with Inquiries
- Maintain Official and Historical Records for City
- Coordinate, Recruit and Train Commissions
- Implement Brown Act and Political Reform Act
- Undertake Research for Council
- Act as Local Elections Official
- Oversee Municipal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



**HUMAN RESOURCES AND RISK MANAGEMENT – DIVISION 22**

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



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





### **BUDGET AND FINANCIAL PLANNING – DIVISION 27**

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

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



### **FISCAL SERVICES – DIVISION 28**

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

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

DEPARTMENT  
SUMMARY

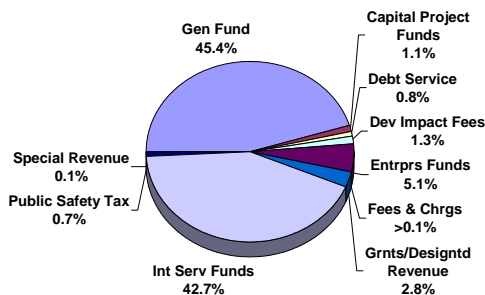
CITY MANAGER'S OFFICE

<b>Revenues by Fund</b>	Actual	Actual	Budget	Budget
<u>Source of Funds</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>
General Fund Support	3,118,968	3,636,335	4,101,073	4,010,185
Capital Project Funds	0	0	0	100,000
Debt Service Funds	50,243	66,965	70,000	70,000
Development Impact Fees	55,629	79,753	92,725	116,232
Enterprise Funds	364,622	369,738	452,751	450,944
Fees & Charges	14,854	18,404	16,381	3,216
Grants/Designated Revenue	52,036	245,494	152,520	244,899
Internal Service Funds	1,973,187	4,503,720	3,546,395	3,777,027
Public Safety Srv Fee/Tax	49,306	50,027	61,734	61,480
Special Revenue Funds	164,335	5,140	6,701	5,662
<b>Total Revenues</b>	<b>5,843,180</b>	<b>8,975,576</b>	<b>8,500,280</b>	<b>8,839,645</b>

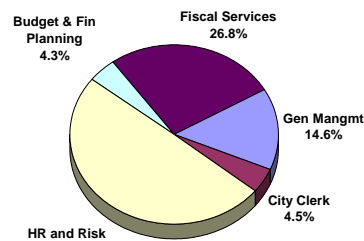
<b>Expenses by Division</b>	Actual	Actual	Budget	Budget
<u>Division</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>
General Management	932,928	1,120,587	1,324,356	1,290,146
City Clerk	333,503	363,675	386,422	395,140
Human Resources & Risk Management	2,467,224	5,035,185	4,141,907	4,405,562
Budget & Financial Planning	50,048	74,110	79,571	379,981
Fiscal Services	2,059,477	2,382,019	2,568,024	2,368,816
<b>Total Expenditures</b>	<b>5,843,180</b>	<b>8,975,576</b>	<b>8,500,280</b>	<b>8,839,645</b>

<b>Expenses by Category</b>	Actual	Actual	Budget	Budget
<u>Expenditures</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>
Capital Expenditures	0	14,805	0	0
Operating Expenditures	3,048,884	5,953,500	5,133,645	5,487,507
Salaries and Benefits	2,794,296	3,007,271	3,366,635	3,352,138
<b>Total Expenditures</b>	<b>5,843,180</b>	<b>8,975,576</b>	<b>8,500,280</b>	<b>8,839,645</b>

Source of Funds for  
Final Budget 2008-09

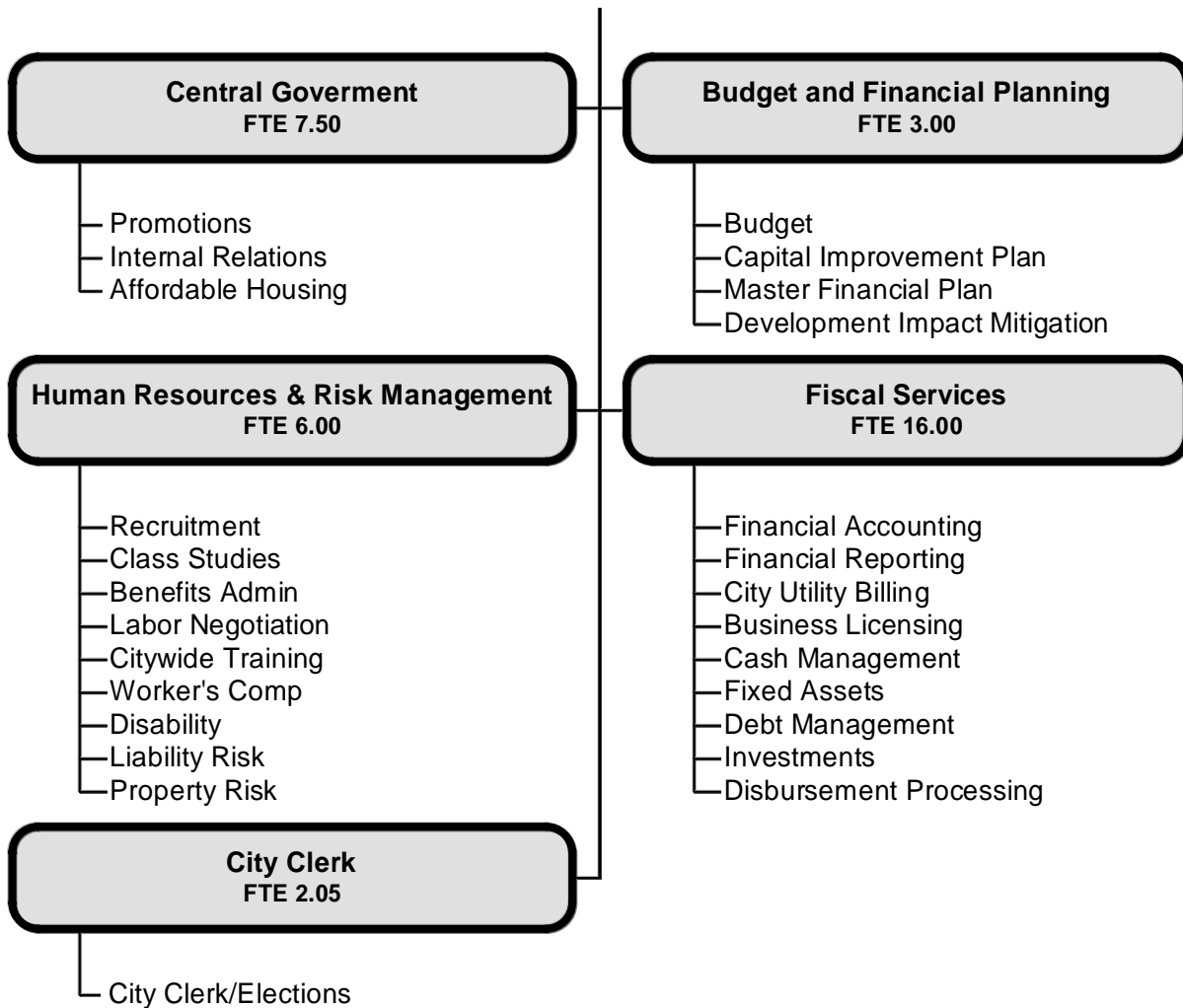


Expenses by Division



# City Manager's Office

FTE's 34.55



## GENERAL MANAGEMENT – DIVISION 11

### Major Accomplishments in FY 2007-08

#### City Management

- Provided direction to seven city departments
- Completed major reorganization of city departments.
- Worked to market and implement Council Goals within organization.
- Worked with departments to seek citywide solutions to issues.
- Addressed citizen complaints and inquiries.
- Continued communication with employees and with City Council via meetings, written correspondence and other interactions.
- Worked with other jurisdictions, including the Davis Joint Unified School District, the University of California, Davis, Yolo County and others on issues of shared interest for the City.
- Began planning for City's participation in the UCD Centennial Celebration during 08-09.
- Continued discussions with downtown property owners to explore downtown infill projects to increase parking, retail, office and housing capacity.



#### Promotions

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

**Plans / Goals for FY 2008-09**

City Management

- Continue to seek short and long-term solutions to the City's fiscal issues.
- Explore potential downtown infill projects to increase parking availability and expand retail, office and residential options.
- Implement ongoing system to gauge citizen satisfaction with city services.

Promotions

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

**How We Measure Up**

City Management

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

Promotions

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

GENERAL MANAGEMENT DIVISION

<b>Revenues by Fund</b>	Actual <u>2005-06</u>	Actual <u>2006-07</u>	Budget <u>2007-08</u>	Budget <u>2008-09</u>
<u>Source of Funds</u>				
General Fund Support	917,044	1,104,055	1,308,586	1,174,271
Capital Project Funds	0	0	0	100,000
Enterprise Funds	15,000	15,000	15,000	15,000
Grants/Designated Revenue	884	1,532	770	875
<b>Total Revenues</b>	<b>932,928</b>	<b>1,120,587</b>	<b>1,324,356</b>	<b>1,290,146</b>

<b>Expenses by Category</b>	Actual <u>2005-06</u>	Actual <u>2006-07</u>	Budget <u>2007-08</u>	Budget <u>2008-09</u>
<u>Expenditures</u>				
Operating Expenditures	342,047	456,787	576,433	592,360
Salaries and Benefits	590,881	663,800	747,923	697,786
<b>Total Expenditures</b>	<b>932,928</b>	<b>1,120,587</b>	<b>1,324,356</b>	<b>1,290,146</b>

**SUMMARY OF MAJOR  
BUDGET CHANGES**

There are no major budget changes.

## CITY CLERK – DIVISION 20

### Major Accomplishments in FY 2007-08

- Provided information to citizens on a variety of issues and ordinances.
- Administered city's role in two elections and updated Elections Chapter in the Municipal Code.
- Provided information, including staff reports, on-line via the Internet.
- Advised and assisted city staff on the Records Management Plan, including a comprehensive Records Retention Schedule.
- Continued digitizing records for better cataloguing.
- Chose vendor for Municipal Code management and worked with vendor to provide editorial and legal review of Municipal Code.
- Implements changes to improve agenda packet preparation process.
- Updated City Council Procedures Manual.

### Plans / Goals for FY 2008-09

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

### How We Measure Up

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

<b>Revenues by Fund</b>				
<u>Source of Funds</u>	<u>Actual 2005-06</u>	<u>Actual 2006-07</u>	<u>Budget 2007-08</u>	<u>Budget 2008-09</u>
General Fund Support	285,682	283,092	385,312	394,030
Fees & Charges	15	0	10	10
Grants/Designated Revenue	47,806	80,583	1,100	1,100
<b>Total Revenues</b>	<b>333,503</b>	<b>363,675</b>	<b>386,422</b>	<b>395,140</b>

<b>Expenses by Category</b>				
<u>Expenditures</u>	<u>Actual 2005-06</u>	<u>Actual 2006-07</u>	<u>Budget 2007-08</u>	<u>Budget 2008-09</u>
Operating Expenditures	163,601	153,530	143,969	138,155
Salaries and Benefits	169,902	210,145	242,453	256,985
<b>Total Expenditures</b>	<b>333,503</b>	<b>363,675</b>	<b>386,422</b>	<b>395,140</b>

**SUMMARY OF MAJOR  
BUDGET CHANGES**

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

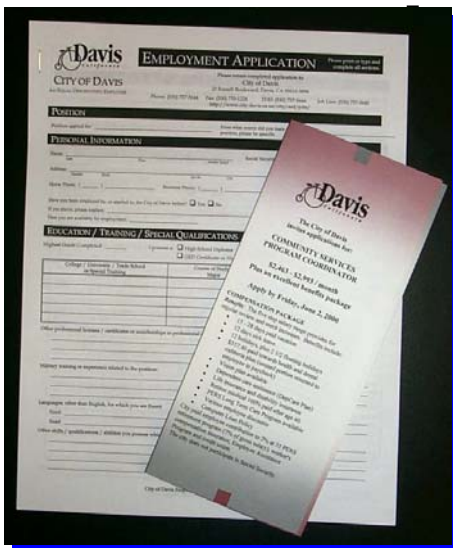
## HUMAN RESOURCES & RISK MANAGEMENT – DIVISION 22

### Major Accomplishments in FY 2007-08

- Implemented new recruiting software that allows applicants to apply on-line
- Implemented a new internal web page for employees to find information, forms and policies
- Implemented enhanced retirement benefit
- Updated a number of city policies and procedures
- Organized a health fair for all city employees
- Organized various training opportunities for city employees
- Completed the document management system for the human resource division (all human resource documents have been scanned so if there was a major disaster the human resource division would be up and running quickly with very little data loss)
- Recruited for 64 positions

### Plans/Goals for FY 2008-09

- Negotiate with 4 out of the 7 bargaining groups for new contracts
- Succession Planning
- Update City's safety program
- Implement a new employee evaluation system
- Continue to increase automation of Human Resources practices, focusing on forms
- Continue with the implementation of profession growth training to help our managers and supervisors
- Develop and implement a wellness program.



### How We Measure Up

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

**No. 22**

<b>Revenues by Fund</b>				
<u>Source of Funds</u>	<u>Actual 2005-06</u>	<u>Actual 2006-07</u>	<u>Budget 2007-08</u>	<u>Budget 2008-09</u>
General Fund Support	494,037	546,270	595,512	628,535
Internal Service Funds	1,973,187	4,488,915	3,546,395	3,777,027
<b>Total Revenues</b>	<b>2,467,224</b>	<b>5,035,185</b>	<b>4,141,907</b>	<b>4,405,562</b>

<b>Expenses by Category</b>				
<u>Expenditures</u>	<u>Actual 2005-06</u>	<u>Actual 2006-07</u>	<u>Budget 2007-08</u>	<u>Budget 2008-09</u>
Operating Expenditures	1,967,159	4,487,722	3,541,993	3,741,418
Salaries and Benefits	500,065	547,463	599,914	664,144
<b>Total Expenditures</b>	<b>2,467,224</b>	<b>5,035,185</b>	<b>4,141,907</b>	<b>4,405,562</b>

**SUMMARY OF MAJOR  
BUDGET CHANGES**

There are no major budget changes.

## BUDGET AND FINANCIAL PLANNING – DIVISION 27

### Major Accomplishments in FY 2007-08

- Developed a draft five year capital improvement plan and preliminary criteria for the prioritizing of capital projects.
- Implemented new Development Impact Fee Schedule.
- Completed a merging of the Finance Department with the City Manager's office and reorganized staffing to improve efficiency and cost savings.
- Created a Budget Manager position to oversee all aspects of the budget process and coordinate the financial planning responsibilities for the City.

### Plans / Goals for FY 2008-09

- Coordinate citywide budget process so as to ensure that City resources are allocated consistent with City Council priorities while maintaining long-term fiscal health of the City.
- Assess the benefits and develop a work plan for moving to a multi-year budget.
- Continue to update and refine our five-year forecast to further ensure long term fiscal stability.
- Develop enhanced fiscal models to better project costs and revenues associated with new development.
- Establish Five-Year Capital Improvement Plan.



### How We Measure Up

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

**No. 27**

<b>Revenues by Fund</b>				
<u>Source of Funds</u>	<u>Actual 2005-06</u>	<u>Actual 2006-07</u>	<u>Budget 2007-08</u>	<u>Budget 2008-09</u>
General Fund Support	17,537	25,197	27,054	298,124
Development Impact Fees	32,511	48,913	52,517	81,857
<b>Total Revenues</b>	<b>50,048</b>	<b>74,110</b>	<b>79,571</b>	<b>379,981</b>

<b>Expenses by Category</b>				
<u>Expenditures</u>	<u>Actual 2005-06</u>	<u>Actual 2006-07</u>	<u>Budget 2007-08</u>	<u>Budget 2008-09</u>
Operating Expenditures	2,544	2,503	2,941	58,202
Salaries and Benefits	47,504	71,607	76,630	321,779
<b>Total Expenditures</b>	<b>50,048</b>	<b>74,110</b>	<b>79,571</b>	<b>379,981</b>

**SUMMARY OF MAJOR  
BUDGET CHANGES**

## FISCAL SERVICES – DIVISION 28

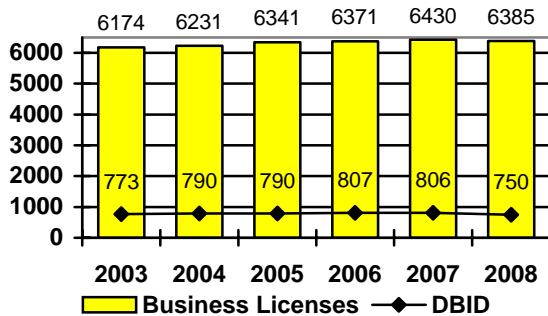
### Major Accomplishments in FY 2007-08

- Solicited proposals from qualified firms and awarded contract for indirect cost allocation study.
- Posted Comprehensive Annual Financial Report (CAFR) for the fiscal years that ended June 30, 2005, 2006 and 2007 on Finance web site.
- Realigned staff responsibilities and organization to increase efficiency, effectiveness and service to the community.
- Completed final phase of GASB 34 implementation.

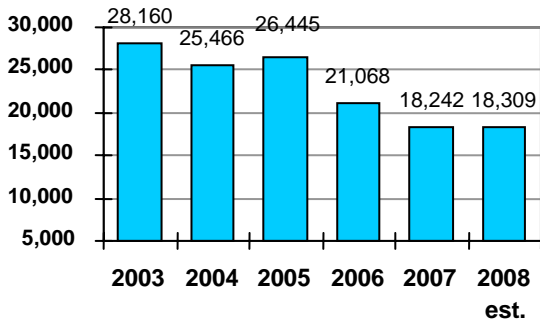
### Plans / Goals for FY 2008-09

- Begin process to allow accounts payable and other finance processes to move towards paperless processing through use of scanning technology.
- Begin review and update purchasing policy.
- Post City's Quarterly Treasurer's report on the Finance section of the website.
- Begin implementation of the GASB 45 OPEB reporting.
- Submit published FY 2007-08 Adopted Budget for consideration of awards for excellence to the California Society of Municipal Finance Officers (CSMFO).
- Publish Comprehensive Annual Financial Reports in conformity with GASB requirements and submit for consideration of Award for Excellence to Government Finance Officers Association (GFOA).

#### BUSINESS LICENSE RENEWALS



#### PARKING CITATIONS PROCESSED



### How We Measure Up

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

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

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

FISCAL SERVICES  
DIVISION

<b>Revenues by Fund</b>				
<u>Source of Funds</u>	<u>Actual 2005-06</u>	<u>Actual 2006-07</u>	<u>Budget 2007-08</u>	<u>Budget 2008-09</u>
General Fund Support	1,404,668	1,677,721	1,784,609	1,515,225
Debt Service Funds	50,243	66,965	70,000	70,000
Development Impact Fees	23,118	30,840	40,208	34,375
Enterprise Funds	349,622	354,738	437,751	435,944
Fees & Charges	14,839	18,404	16,371	3,206
Grants/Designated Revenue	3,346	163,379	150,650	242,924
Internal Service Funds	0	14,805	0	0
Public Safety Srv Fee/Tax	49,306	50,027	61,734	61,480
Special Revenue Funds	164,335	5,140	6,701	5,662
<b>Total Revenues</b>	<b>2,059,477</b>	<b>2,382,019</b>	<b>2,568,024</b>	<b>2,368,816</b>

<b>Expenses by Category</b>				
<u>Expenditures</u>	<u>Actual 2005-06</u>	<u>Actual 2006-07</u>	<u>Budget 2007-08</u>	<u>Budget 2008-09</u>
Capital Expenditures	0	14,805	0	0
Operating Expenditures	573,533	852,958	868,309	957,372
Salaries and Benefits	1,485,944	1,514,256	1,699,715	1,411,444
<b>Total Expenditures</b>	<b>2,059,477</b>	<b>2,382,019</b>	<b>2,568,024</b>	<b>2,368,816</b>

SUMMARY OF MAJOR  
BUDGET CHANGES