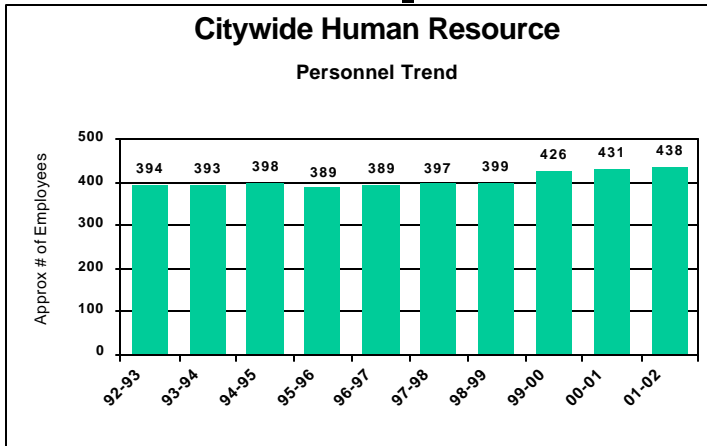


The City Organization

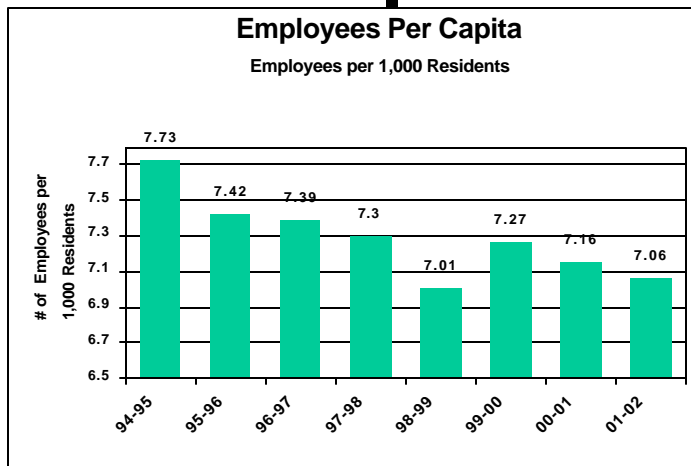
A citywide organizational chart appears on the following two pages, while the graphs below summarize historical citywide staffing changes. The first graph shows a ten-year personnel trend for the city, combining the following positions: all Regular Full Time, Regular Part Time and Special Funded. Temporary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



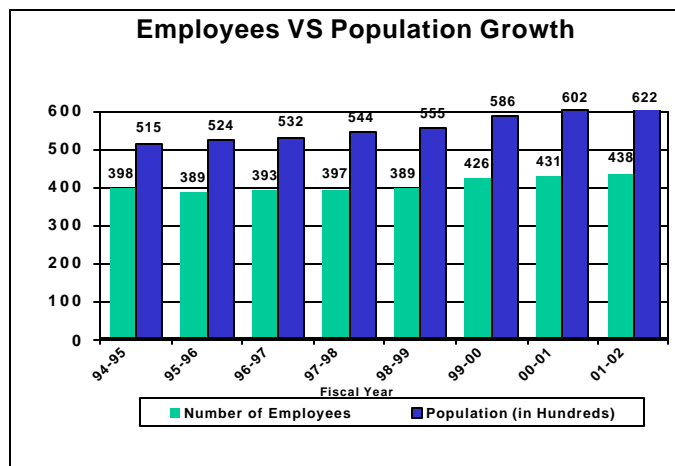
During the past year, several departments were reorganized resulting in deleting of 4 positions and reclassification and promotions of various other positions.

In addition to these reorganizations Council approved the addition of 10 new positions in the final budget. They included 1 Public Works Maintenance Worker II for the water division, 1 Custodian II for the new police facility, 1 Building Maintenance Worker II for the police facility and Arroyo park, 1 Parks Maintenance Worker II for Arroyo park, 1 Pool Maintenance Worker II for Arroyo pool and 1 Program Aide for a new child care grant that the city received. The Police Department underwent a departmental audit, which lead to a

reorganization of the records and communications division. A number of job titles and duties were changed and 4 new positions were added. The positions include 1 Lead Public Safety Dispatcher, 1 Police Senior Records Specialist, 1 Records Supervisor and 1 Police Records Specialist II.



The next two graphs compare the number of employees over time relative to the city's increasing population.



FOCUS ON DEPARTMENTS

HIGHLIGHTS OF CITY DEPARTMENTAL SERVICES FUNCTIONS

CITY COUNCIL

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

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

Role of the City Commissions

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

Building Board of Appeals

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

Child Care Commission

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

City/UCD Student Liaison Commission.

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

Civic Arts Commission

The city of Davis encourages and supports a variety of arts programs and facilities. The Civic Arts Commission considers and makes recommendations to the City Council on cultural and artistic matters by: 1) generating public input concerning the arts; 2) reviewing arts contract proposals; and

3) recommending art intended for public places. The Civic Arts Commission may also review and make recommendations on the city of Davis budgets for arts programs, and facilities, and on the incorporation of art into the city's capital improvement projects.

Finance and Economics Commission

The Finance and Economics Commission advises the City Council and staff on issues pertaining to implementation of the Impact Fee Study and Five Year Capital Improvement Projects Master Plan. The commission also advises the City Council and staff on other financial and economic issues as requested by the council. Such issues may include, but are not limited to, broad review of the city's financial structure, comparative analysis of tax burdens in Davis compared to other communities, identification of financial constraints to economic development, redevelopment, and promotion of increased understanding of the city budget.

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, 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 which will serve senior citizens in their community, including to identify needs, to create a citizen awareness of needs, to render advice and assistance to other city departments and private agencies on matters affecting seniors.

Social Services Commission

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

Street Tree Commission

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

CITY ATTORNEY

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

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

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

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



CITY MANAGER'S OFFICE

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

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

General Management

The City Manager acts as Chief Executive Officer over the municipal corporation with seven departments and a budget of over \$92 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.

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.

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 City Manager's Office 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 physical's, 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 their 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. To this end, the department provides the following services:

- 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 major projects financing 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.

published twice a year with articles from all departments. Parks and Community Services provides writing and editorial support, and oversees the layout, design and printing. This department also provides citywide, planning and review services for special-topic publications and communications.

Environmental Policy

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

Trip Reduction Implementation

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

Promotions

The department provides support to develop, market and maintain community and city promotions and performing arts programs; provides technical assistance in marketing, revenue raising and special events; oversees programs such as the Gift Catalogue and memorial benches; provides coordination with Davis Area Chamber of Commerce, Davis Downtown Business Association, UCD and other organizations relating to utilizing Davis as a conference center; coordinates "Welcome to Davis" and community signage programs; develops Davis promotional videos and activity calendars.

Government Cable Programming

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

Social Services

Child Care Services

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

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

meetings to facilitate coordination of community resources and social services. The Child Care Commission is staffed by the supervisor for the Resource Referral program.

Senior Citizen Activities

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

Senior Citizens Nutrition provides clerical and supervisory support to the county-wide nutrition program; helps recruit and train volunteers to help with congregate and Meals-on-Wheels; and organizes theme related activities. Time Off for Caregivers is a recreational respite program for frail elderly persons offered on alternate Saturdays and is funded and managed by a community organization, Citizens Who Care.

Community Transit

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

Community Mediation

Community Mediation Service (CMS) is a conflict resolution program that trains community members, groups and organizations, in mediation, conciliation, case development, outreach and related skills. CMS provides speakers and workshops on various conflict resolution topics, and meaningful volunteer opportunities. With staff support, trained mediators offer a low cost, informal and confidential forum for the resolution of a wide variety of disputes and problems. The program is administered by the city of Davis and funded in part by Yolo County under the alternative Dispute Resolution Programs Act. CMS has implemented a Court Mediation Program with a major overall objective to maximize the use of county and city resources by decreasing the number of cases that must be litigated in the courts while integrating mediation as an effective alternative dispute resolution option. CMS has also entered into a contract to provide training and services to Yolo County residents and has undertaken extensive outreach activities.

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.

Countywide Fair Housing

The Community Mediation Service coordinates fair housing services throughout Yolo County, providing fair housing counseling and training to landlords and a mediation-based investigation of fair housing complaints. These services necessitate CMS staff keeping office hours in West

Sacramento and Woodland, as well as Davis. The cost of these services is fully reimbursed by Yolo County.

Parks & Open Space Management

Park Development

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

Open Space Management

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

Trees Maintenance

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

Landscape Maintenance

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

Contract Maintenance

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

Vandalism and Graffiti Abatement

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

Renovation/Rehabilitation Projects

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

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

Public Facilities Maintenance

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

City Administrative Facility Maintenance

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

Parks & Recreation Facilities Master Plan

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

Recreation – Youth and Adult

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

Co-sponsored Athletic Groups

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

Recreation and Park Commission Support

Provide administrative support to the Recreation and Park Commission in forming recommendations for the City Council in all matters that affect planning, development and maintenance of community services programs and public recreation and park services.

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■
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■ Facility Use

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

■
■
■ **Cultural Services**

■ 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
■ Planning and Building Department to handle the permit process. The staff’s
■ responsibilities also include assisting the commission with updating the
■ Historical Resources inventory, advising the City Council on issues related to
■ Historical Resources Management, designating new resources, undertaking
■ special projects to promote community awareness of Davis’ past, and assisting
■ with developing and implementing historic district guidelines.

■ Sister Cities Coordination

■ The city contracts with International House to provide meeting space and
■ technical support to Davis’ three Sister City organizations: Davis/Uman; Davis
■ Qufu; and Davis/Rutilio Grande.

■ Special Projects

■ Examples of special projects undertaken by the Division are the Davis History
■ book update, the Historical Resources inventory update, the Historic District
■ overlay, and the Hattie Weber Museum of Davis, operated on behalf of the city
■ of Davis Library Club.

■ **General Services Division**

■ Fleet Services & Administration

■ Management and maintenance of the city’s centralized vehicle and equipment
■ fleet is provided to all city departments. Activities include purchasing and
■ maintaining vehicles and equipment to assist departments to effectively
■ carryout programs; routinely monitoring vehicle utilization levels; operating the

Fleet Services maintenance shop to provide vehicle and equipment inspection, maintenance and repair; managing the work of private vendors providing specialized maintenance and repair services; managing the city's fleet to obtain safe and economical vehicle and equipment operation; and disposing of surplus vehicles and equipment.

Fuel Facility

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

Stores Services

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

Duplicating and Postal Services

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

Community Development Block Grants

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

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

Housing

CDBG housing activities have combined public and private resources to expand and enhance housing for low income Davis residents. Generally, the housing activities have combined contributions from developers, CDBG and other local grant funds, the community and private housing finance to meet affordable housing needs. In 1999 and 2000, CDBG funds supported projects by Community Housing Opportunities Corporation (CHOC) and Davis Mutual Housing Association (DMHA).

Public Facilities

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

Public Services

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

Architectural Barriers

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



PLANNING & BUILDING DEPARTMENT

The Planning and Building Department is responsible for planning and building-

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

Planning

- Ensure responsiveness to public counter and telephone requests for information and assistance concerning planning and zoning information and questions regarding existing, proposed and new development.
- Implement the city's adopted California Environmental Quality Act Ordinance (CEQA) and procedures.
- Complete a series of public projects including design of downtown amenities, zoning ordinance amendments, sign ordinance, and implementing General Plan and Specific Plan programs.
- Ensure that all buildings and uses are in conformance with the city's General Plan, zoning and other applicable ordinances.
- Periodically update the General Plan and EIR.
- Identify the city's long-range goals, objectives, policies; incorporate them into general and specific plans and other appropriate documents.
- Process current planning and design review applications and plan checks, including residential, commercial and other development, in a comprehensive, timely and professional manner.
- Ensure that all environmental effects of proposed projects are identified and that recommended mitigation measures are provided.
- Assist with departmental and city projects.
- Prepare, implement and monitor the division's budget.
- Update and implement the Subdivision and Zoning Ordinances to be consistent with General Plan modifications.
- Monitor approximately 400 units of designated owner occupancy housing. Owner-occupied units originally approved as low-priced units are required to be owner occupied a minimum of two years upon resale.

- Implement the Affordable Housing Ordinance and continue to process affordable housing plans for current developments.

Building Division

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



POLICE DEPARTMENT

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

PUBLIC WORKS DEPARTMENT

Ensure that city-owned facilities, city-owned transportation facilities, contract solid waste management service, contract transit services and capital improvement programs are designed, constructed, maintained and/or modified in a manner consistent with approved policies. Operate, maintain, repair, replace city's transportation system, water production/ distribution system, sewage collection/treatment system, drainage collection/disposal system, administer the contract for garbage, yard refuse, recycling and street sweeping services; administer the contract for intra-city/inter-city public transit; provide engineering design/assistance, and construction inspection services for public improvements in private subdivisions and city capital improvement projects; provide staff for the Safety Advisory Commission, and Natural Resources Commission, Ad Hoc Bicycle Task Force, and Unitrans Advisory Committee.





City Wide Human Resources

Position Title	2000/01 FTE	2001/02 FTE	Annual Salary Range	
			Step 1	Step 5
Accounting Manager	1	1	67,798	82,409
Administrative Aide	1	0	33,566	40,799
Administrative Aide - Parking Enforcement	1	0	33,566	40,799
Administrative Aide-Conf	2	2	33,566	40,799
Administrative Analyst I	0	1	39,187	47,632
Administrative Analyst II	5	2	43,102	52,391
Administrative Secretary - Conf	4	4	33,566	40,799
Administrative Services Manager	1	1	67,798	82,409
Assistant Chief Building Official	1	1	55,154	67,040
Assistant City Engineer	0	1	67,377	81,898
Assistant City Manager	1	1	89,107	108,310
Assistant Engineer	2	2	49,126	59,714
Assistant Planner	1	1	41,071	49,921
Assistant Planner - Code Compliance	1	1	41,071	49,921
Assistant to the Director	2	3	51,724	62,870
Associate Civil Engineer	5	3	54,039	65,685
Associate Planner	2	2	45,178	54,913
Associate Planner - Downtown Coordinator	1	0	47,436	57,659
Bicycle/Pedestrian Coordinator	1	1	45,178	54,913
Budget Analyst II	1	0	43,102	52,391
Building and Planning Technician I	0	1	31,333	38,086
Building and Planning Technician II	2	1	34,467	41,894
Building Inspector II	3	3	41,704	50,692
Building Maintenance Crew Supervisor	1	1	36,432	44,283
Building Maintenance Worker I	1	1	28,800	35,006
Building Maintenance Worker II	2	3	31,680	38,507
Chief Building Inspector	1	1	59,685	72,547
City Clerk	1	1	64,570	78,474
City Electrician	1	1	57,719	70,157
City Engineer	1	1	77,484	94,182
City Manager	1	1	113,725	113,725
Communications Dispatch Supervisor	1	0	43,035	52,309
Communications Dispatcher I	5	0	30,927	37,592
Communications Dispatcher II	6	0	34,020	41,351
Community Partnership Coordinator	1	1	51,947	63,141
Community Service Supervisor	4	5	42,720	51,926
Community Services Administrator	1	1	67,798	82,409
Community Services Program Coordinator	4	1	35,600	43,272
Community Services Superintendent	0	1	58,955	71,600
Community Services Theater Technician	1	1	35,600	43,272
Community Services Video Technician	1	1	25,218	30,653
Computer Support Tech I	1	0	30,608	37,204
Custodial Crew Supervisor	1	1	34,928	42,456
Custodian II	5	6	25,218	30,653
Customer Service Coordinator	1	0	31,675	38,501
Economic Development Coordinator	1	1	51,947	63,141
Electrical Inspector II	2	2	41,704	50,692

Electrician	3	4	43,643	53,049
Electrician's Helper	2	1	31,174	37,892
Engineering Assistant	4	4	44,661	54,285
Engineering Technician I	0	1	31,579	38,385
Engineering Technician II	2	1	34,737	42,223
Environmental Resource Specialist	1	1	31,891	38,765
Environmental Resource Supervisor	0	1	36,675	44,579
Equipment Maintenance Crew Supervisor	1	1	41,156	50,026
Equipment Mechanic	3	3	35,788	43,501
Evid/Property/Crime Scene Tech	1	1	34,020	41,351
Facilities Superintendent	1	1	58,955	71,660
Finance Director	1	1	81,358	98,891
Financial Analyst II	0	3	43,101	52,390
Financial Assistant II	8	8	27,544	33,479
Financial Associate	1	1	30,298	36,827
Financial Associate - Conf.	1	1	30,298	36,827
Financial Coordinator	0	1	34,843	42,351
Financial Supervisor - Conf.	3	2	40,069	48,704
Fire Business Manager	1	1	67,798	82,409
Fire Captain	9	9	54,491	66,233
Fire Chief	1	1	88,688	107,801
Fire Division Chief	3	3	73,907	89,835
Firefighter I	5	7	44,225	53,757
Firefighter II	31	29	48,653	59,137
General Services Administrator	1	1	67,798	82,409
Human Resources Analyst I	1	1	39,187	47,632
Human Resources Technical - Conf	2	2	33,566	40,799
Information Technology Administrator	1	1	67,798	82,409
Junior Planner	1	1	35,714	43,410
Lead Public Safety Dispatcher	0	2	37,422	45,486
Mediation/Dispute Resolution Officer	1	1	47,420	57,640
MIS Senior System Analyst	3	3	59,517	72,344
MIS System Analyst- Conf	1	1	47,049	57,189
MIS System Specialist - Conf	2	3	54,107	65,767
Office Assistant II	18	13	25,218	30,653
Office Assistant II - Conf.	4	3	25,218	30,653
Open Space Resource Coordinator	1	0	47,436	57,659
Open Space Resource Planner	0	1	51,947	63,141
Operations Administrator	1	2	67,798	82,409
Park Maintenance Crew Supervisor	5	5	34,928	42,456
Park Maintenance Worker I	5	4	27,611	33,562
Park Maintenance Worker II	13	11	30,373	36,919
Parking Enforcement Officer	3	3	28,115	34,174
Parks & Community Services Director	1	1	81,358	98,891
Parks & Open Space Administrator	1	1	67,798	82,409
Parks Supervisor	1	1	43,301	52,633
Planning and Building Director	1	1	81,358	98,891
Planning and Building Services Coordinator	0	1	45,178	54,913
Planning and Redevelopment Administrator	1	1	62,727	76,246
Plans Examiner II	2	2	41,704	50,692
Police Captain	2	2	70,735	85,978

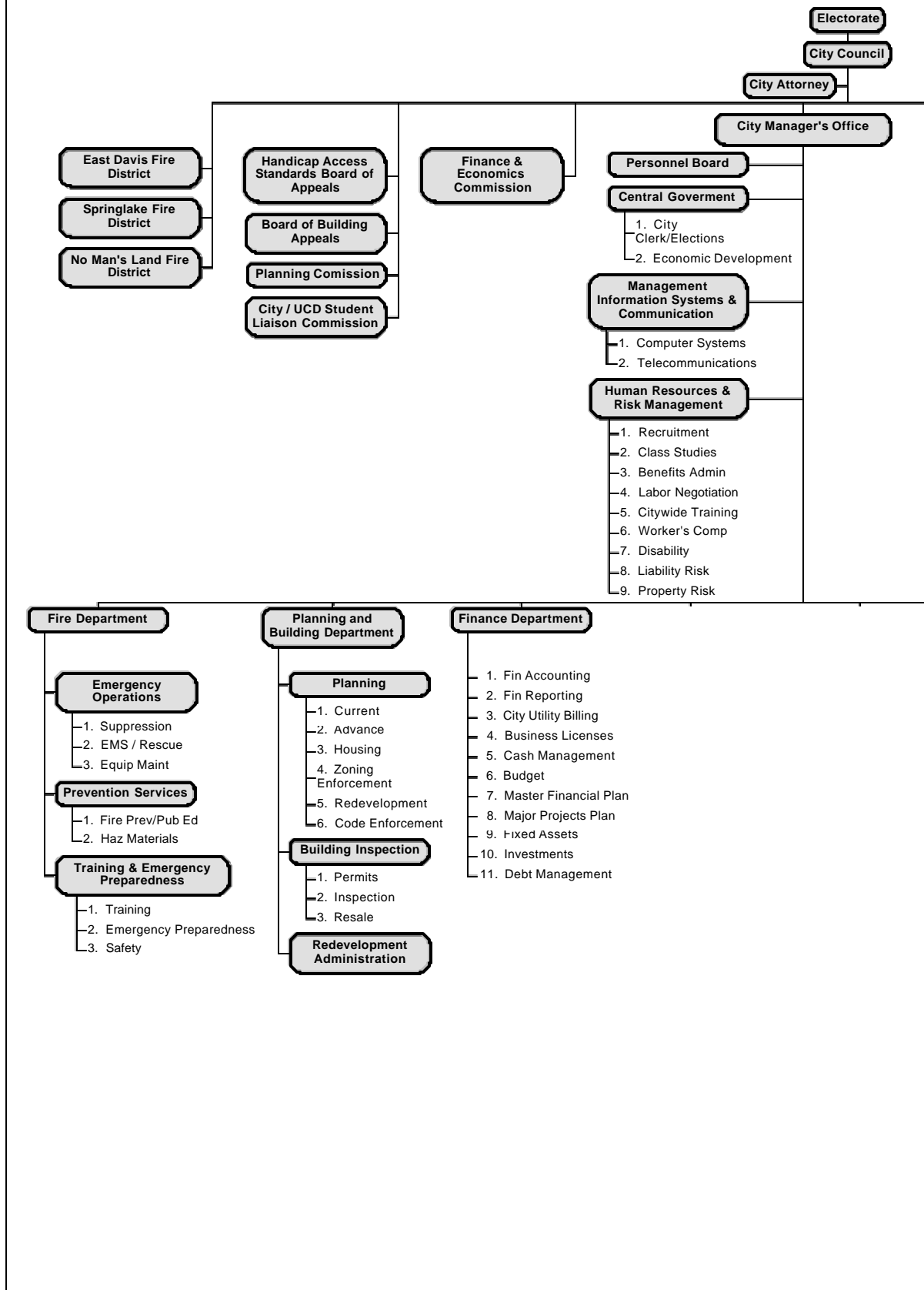
Police Chief	1	1	88,688	107,801
Police Lieutenant	3	3	64,304	78,162
Police Officer	39	39	43,888	53,346
Police Records Specialist II	0	5	25,461	30,948
Police Secretary	1	1	30,808	37,447
Police Senior Records Specialist	0	1	28,007	34,043
Police Sergeant	9	9	51,443	62,530
Police Service Specialist	4	5	28,115	34,174
Pool Maintenance Crew Supervisor	1	1	36,675	44,579
Pool Maintenance Worker I	0	1	28,992	35,240
Pool Maintenance Worker II	0	2	31,891	38,765
Principal Engineer	1	1	64,529	78,435
Principal Utility Program Supervisor	1	1	52,731	64,095
Program Aid-Courier	1	1	22,926	27,866
Promotions Manager	1	1	49,128	59,715
Public Safety Dispatch Supervisor	0	2	43,035	52,309
Public Safety Dispatcher I	0	3	30,927	37,592
Public Safety Dispatcher II	0	6	34,020	41,351
Public Works Crew Supervisor	5	6	34,928	42,456
Public Works Director	1	1	81,358	98,891
Public Works Inspector	2	2	41,704	50,692
Public Works Maintenance Worker I	4	4	27,611	33,562
Public Works Maintenance Worker II	17	18	30,373	36,919
Public Works Supervisor	1	1	43,301	52,633
Records and Communications Manager	1	0	40,986	49,818
Records Supervisor	0	1	35,566	43,231
Redevelopment Project Manager	0	1	50,915	61,888
Residential Resale Inspector I	1	1	37,913	46,083
Residential Resale Inspector II	1	1	41,704	50,692
Revenue Analyst	1	0	43,102	52,391
Secretary	1	1	30,514	37,090
Secretary - Conf	0	1	30,514	37,090
Secretary to the City Manager- Conf	1	1	36,922	44,879
Senior Building Inspector	1	1	47,960	58,296
Senior Civil Engineer	2	1	55,438	67,385
Senior Electrician	1	1	50,190	61,006
Senior Office Assistant	1	2	27,740	33,718
Senior Office Assistant - Conf.	1	1	27,740	33,718
Senior Parks Supervisor	2	2	50,322	61,168
Senior Planner	1	0	51,954	63,150
Senior Planner - Management	0	1	51,947	63,141
Senior Public Works Supervisor	3	3	50,322	61,168
Senior Utility Program Technician	1	2	38,210	46,446
Senior Utility Resource Specialist	1	1	51,359	62,428
Small Tree Specialist	1	1	33,410	40,610
Sports Field Maintenance Specialist	0	1	31,891	38,765
Stock Clerk	1	1	24,511	29,793
Storekeeper	1	1	28,713	34,901
Support Services Technician	1	1	28,713	34,901
Technical Service Supervisor	0	1	35,566	43,231
Transportation Crew Supervisor	1	1	36,675	44,579

Tree Maintenance Crew Supervisor	1	1	35,437	43,074
Tree Trimmer II	2	2	30,815	37,456
Utility Program Coordinator	1	1	43,942	53,413
Utility Program Technician II	1	0	34,737	42,223
Utility Resource Specialist	1	1	44,661	54,285
Volunteer Coordinator	1	1	33,566	40,799
Wastewater Administrator	1	1	67,798	82,409
Water & Sewer Crew Supervisor	1	0	34,928	42,456
Water & Sewer Service Worker	1	1	31,891	38,765
Water Meter Coordinator	1	1	30,373	36,919
Water Production Crew Supervisor	1	1	36,675	44,579
Water Program Crew Supervisor	1	1	36,675	44,579
Water System Maintenance Worker	2	2	31,891	38,765
Water System Operator	2	2	31,891	38,765
Wildlife Resource Specialist	1	1	44,661	54,285
WWTP Laboratory Analyst	2	2	36,985	44,956
WWTP Lead Operator	4	4	39,547	48,070
WWTP Maintenance Technician	2	2	35,952	43,700
WWTP Operator I	1	0	32,684	39,727
WWTP Operator II	0	1	35,952	43,700
WWTP Senior Laboratory Analyst	1	1	40,683	49,451
WWTP Senior Maintenance Technician	1	1	39,547	48,070
WWTP Senior Operator	2	2	43,502	52,877
WWTP Supervisor	1	1	50,027	60,809
Youth Intervention Specialist	1	1	30,927	37,592
Total Full-time FTE'S	386	392		
Administrative Analyst I	1	1	39,187	47,632
Child Care Program Assistant	0	1	25,218	30,653
Child Care Referral Coordinator	0	1	33,496	40,715
Child Care Supervisor	0	2	40,196	48,858
Community Service Program Coordinator	2	0	35,600	43,272
Eligibility Worker I	0	6	25,218	30,653
Eligibility Worker II	0	2	27,740	33,718
Financial Assistant I	2	2	25,040	30,436
Financial Assistant II	1	0	27,544	33,479
Financial Associate	1	1	30,298	36,827
Financial Supervisor	0	1	40,069	48,704
Lead Eligibility Worker	0	3	31,901	38,776
Office Assistant II	1	0	25,218	30,653
Paratransit Coordinator	0	1	35,600	43,272
Paratransit Supervisor	0	1	42,720	51,926
Program Aide	5	0	22,926	27,866
Program Assistant	11	1	25,218	30,653
Senior Child Care Supervisor	0	1	46,225	56,186
Senior Office Assistant	0	1	27,740	33,718
Social Services Administrator	1	1	67,798	82,409
Total Special Funded Full-time FTE'S	25	26		

Administrative Aide	0.75	0.75	33,566	40,799
Community Services Program Coordinator	3.25	3.5	35,600	43,272
Community Services Video Technician	0.5	0.5	25,218	30,653
Custodian I	1.25	0.75	22,926	27,866
Custodian II	0.5	0.5	25,218	30,653
Police Service Specialist	0.75	0	28,115	34,174
Program Assistant	0.5	0.5	25,218	30,653
Public Safety Dispatcher I	0	1	30,927	37,592
Recycling Coordinator	0.5	0.5	45,178	54,913
Total Regular Part-time FTE's	8	8		
Eligibility Worker II	0	0.75	27,740	33,718
Financial Assistant I	0.5	1	25,040	30,436
Paratransit Vehicle Operator	0	1	25,218	30,653
Program Aide	1	0.5	22,926	27,866
Program Assistant	1.25	0.75	25,218	30,653
Total Special Funded Part-time FTE'S	2.75	4		
Bike Enforcement Officer	0.5	0.5	23,435	28,486
Building Inspector II	2	0.82	41,704	50,692
Community Service Officer - Budget	2.74	3	21,627	26,288
Community Service Special IV	49.05	57.34	15,651	19,024
Community Service Special V	4.42	4.42	17,255	20,974
Community Service Specialist III	1.47	1.47	14,196	17,255
Computer Support Technician	1.5	0.58	30,608	37,204
Custodial Aide II	1.2	1.2	20,974	25,494
Electrician	0.64	0.5	43,643	53,049
Engineering Intern	1.5	1.44	19,385	23,576
Intern	1.8	1.8	15,065	18,299
Maintenance Aide II	7.96	8.61	20,974	25,494
Office Assistant I	0.5	0.48	22,926	27,866
Office Assistant II	1.5	0.94	25,218	30,653
Park Maintenance Worker II	0.48	0.48	30,373	36,919
Program Aide	0.53	0.53	22,926	27,866
Public Works Maintenance Worker I	1.2	1.2	27,611	33,562
Total Temporary Part-time FTE's	78.94	85.26		
Total City-Wide Human Resources	500.69	515.26		



City of Davis



Organizational Chart

