IMPLIMENT 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, THE HUMAN RESOURCE AND RISK MANAGEMENT DIVISION, MEDIA SERVICES 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, MEDIA SERVICES, CITY CLERK, 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 ORDNANCES 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
- 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
- Coordination of citywide promotional events

CABLE AND MEDIA SERVICES - DIVISION 15
The division is also responsible for the programming of the Government Channel, cable franchise oversight, public education and outreach, and City Administrative Hearings for parking citation and code enforcement hearings.
- Government Cable Programming

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
- Job Classifications, Descriptions & Compensation
- Workers’ Compensation & Long Term Disability
- Recruitment & Testing
- Labor Negotiations
- Citywide Training
INFORMATION SYSTEMS & COMMUNICATIONS – DIVISION 26

The goal of Information Systems & Communications is to provide internal computing resources to streamline the business function of each city department. Provide technical support, troubleshooting, and training for all 415 city computers and their associated users and applications. Maintain the city’s website to allow the public access to city systems and services at their convenience. Coordination of the city’s phone systems (desk and cell) and the public safety radio system. Oversee the operations of the city’s copier, courier, and mail division.

- Systems Analysis and Design – Internal Consulting
- Computer systems, support, administration, and backup
- HTE Financial Systems support
- Telecommunications Coordination (Phones and Radio)
- Computer Network Administration
- Geographic Information System (GIS)
- Specialized Computer Training
- City Copier/Courier/Mail Room
- Telecommunication Commission
- www.cityofdavis.org

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. This division also acquires grant funds and provides grantseeking, coordination, and grants management services to all departments to assist in the delivery and/or improvement of city services and to supplement limited city resources.

- Accounts Receivable
- Accounts Payable
- Business Licenses
- Master Fee Schedule
- Cost Accounting
- Debt Administration
- Financial Reporting
- Parking Citations
- Payroll Services
- Utility Billing
- Grant seeking, coordination and grant management assistance to all city departments
### Revenues by Fund

<table>
<thead>
<tr>
<th>Source of Funds</th>
<th>07-08 Actual</th>
<th>08-09 Actual</th>
<th>09-10 Budget</th>
<th>10-11 Budget</th>
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<tbody>
<tr>
<td>General Fund Support</td>
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<td>3,716,973</td>
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<td>Enterprise Funds</td>
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<td>437,806</td>
<td>439,065</td>
<td>448,558</td>
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<td>15,775</td>
<td>4,460</td>
<td>3,860</td>
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<td>General Fund Grants/Designated Revenue</td>
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<td>297,274</td>
<td>247,747</td>
<td>256,247</td>
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<td>Internal Service Funds</td>
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<td>5,498,473</td>
<td>6,240,009</td>
<td>6,184,890</td>
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<td>59,804</td>
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<td>RDA Funds</td>
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<td>43,241</td>
<td>60,519</td>
<td>63,233</td>
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<td>Special Revenue Funds</td>
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<td>573,394</td>
<td>625,849</td>
<td>556,152</td>
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<td><strong>Revenues</strong></td>
<td><strong>12,195,964</strong></td>
<td><strong>10,827,673</strong></td>
<td><strong>11,662,303</strong></td>
<td><strong>11,426,412</strong></td>
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</table>

### Expenses by Division

<table>
<thead>
<tr>
<th>Division</th>
<th>07-08 Actual</th>
<th>08-09 Actual</th>
<th>09-10 Budget</th>
<th>10-11 Budget</th>
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</thead>
<tbody>
<tr>
<td>General Management</td>
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<td>1,234,941</td>
<td>1,048,687</td>
<td>980,511</td>
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<td>Cable &amp; Media Services</td>
<td>1,102,414</td>
<td>560,922</td>
<td>599,262</td>
<td>528,563</td>
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<td>City Clerk</td>
<td>345,637</td>
<td>239,848</td>
<td>340,516</td>
<td>361,670</td>
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<tr>
<td>Human Resources &amp; Risk Management</td>
<td>4,104,926</td>
<td>3,963,655</td>
<td>4,432,215</td>
<td>4,378,942</td>
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<tr>
<td>IS &amp; Communications</td>
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<td>2,163,499</td>
<td>2,514,387</td>
<td>2,460,617</td>
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<td>Budget &amp; Financial Planning</td>
<td>70,419</td>
<td>457,074</td>
<td>429,205</td>
<td>399,231</td>
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<td>Fiscal Services</td>
<td>2,739,604</td>
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<td>2,298,031</td>
<td>2,316,878</td>
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<td><strong>Total Expenditures</strong></td>
<td><strong>12,195,964</strong></td>
<td><strong>10,827,673</strong></td>
<td><strong>11,662,303</strong></td>
<td><strong>11,426,412</strong></td>
</tr>
</tbody>
</table>

### Expenses by Category

<table>
<thead>
<tr>
<th>Expenditures</th>
<th>07-08 Actual</th>
<th>08-09 Actual</th>
<th>09-10 Budget</th>
<th>10-11 Budget</th>
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</thead>
<tbody>
<tr>
<td>Capital Expenditures</td>
<td>404,608</td>
<td>117,944</td>
<td>325,300</td>
<td>334,800</td>
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<td>Operating Expenditures</td>
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<td>Salaries and Benefits</td>
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<td>4,563,517</td>
<td>4,674,174</td>
<td>4,427,426</td>
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<tr>
<td><strong>Total Expenditures</strong></td>
<td><strong>12,195,964</strong></td>
<td><strong>10,827,673</strong></td>
<td><strong>11,662,303</strong></td>
<td><strong>11,426,412</strong></td>
</tr>
</tbody>
</table>

### Source of Funds for 2010-11 Budget

- Gen Fund 32.3%
- RDA Funds 0.6%
- Public Safety Tax 0.5%
- Fees & Crgs 0.1%
- Dev Impact Fees 0.6%
- Entrprfs Funds 3.8%
- Gmts/Designtd Revenue 2.2%
- Int Serv Funds 54.1%
- Special Revenue 4.9%

### Expenses by Division

- HR and Risk 38.3%
- Budget & Fin Planning 3.5%
- Fiscal Services 20.3%
- Gen Mangmt 8.8%
- Cable & Media Services 4.6%
- City Clerk 3.2%
## City Manager’s Office

### Expenditures by Category

<table>
<thead>
<tr>
<th>Department/Program</th>
<th>Salaries &amp; Benefits w/ot Overtime</th>
<th>Salaries &amp; Benefits</th>
<th>Professional Services</th>
<th>Other Expenses</th>
<th>Program Total</th>
<th>General Fund</th>
<th>General Fund Fees &amp; Charges</th>
<th>General Fund Grants/Designated Revenue</th>
<th>Total General Fund Support</th>
<th>Other Funds</th>
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<tbody>
<tr>
<td>CITY MANAGER’S OFFICE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>1110 - General Management</td>
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<td>393,107</td>
<td>25</td>
<td>145,440</td>
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<td>1190 - Promotions</td>
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<td>1523 - Cable Franchise Management</td>
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<td>2090 - City Clerk</td>
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<td>2610 - IS &amp; Telecommunication Services</td>
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</table>

**TOTAL CITY MANAGER’S OFFICE** 4,427,426 4,419,955 7.471 840,740 6,158,246 11,426,412 3,688,831 3,860 256,247 3,948,938 7,477,474
<table>
<thead>
<tr>
<th>Position</th>
<th>FTE 08/09</th>
<th>FTE 09/10</th>
<th>FTE 10/11</th>
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<tbody>
<tr>
<td>ADMINISTRATIVE AIDE - CONF</td>
<td>1.00</td>
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<tr>
<td>ASSISTANT TO THE DIRECTOR</td>
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<td>ASST CITY MANAGER</td>
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<tr>
<td>BUDGET MANAGER</td>
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<tr>
<td>CITY CLERK</td>
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<td>1.00</td>
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<tr>
<td>CITY MANAGER</td>
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</tr>
<tr>
<td>DEPUTY CITY CLERK II</td>
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<tr>
<td>DEPUTY CITY MANAGER</td>
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</tr>
<tr>
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<tr>
<td>FINANCIAL ASSISTANT II</td>
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**Total Regular Full-Time FTE's**: 47.00 43.00 40.00

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<tr>
<th>Position</th>
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<th>FTE 09/10</th>
<th>FTE 10/11</th>
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<td>0.50</td>
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<td>PROGRAM AIDE-COURIER CONF</td>
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<td>SUPPORT SVCS TECH 75% - CONF</td>
<td>0.00</td>
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**Total Regular Part-Time FTE's**: 1.25 2.25 1.75

<table>
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<tr>
<th>Position</th>
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<th>FTE 10/11</th>
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<td>0.14</td>
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<td>COMM SVCS SPEC X</td>
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<td>OFFICE ASSISTANT II</td>
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</tbody>
</table>

**Total Temporary Part-Time FTE's**: 0.89 0.48 0.48

**Total City Manager's Office**: 49.14 45.73 42.23
GENERAL MANAGEMENT – DIVISION 11

Major Accomplishments in FY 2009-10

City Management

- Provided direction to seven 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.
- Oversaw reorganization of city structure to achieve cost savings.

Promotions

- Produced Martin Luther King Jr. Day, Amgen Tour of California, Cesar Chavez Day, and other citywide events. Assisted with coordination of July 4th, Celebrate Davis.
- Facilitated ceremonial openings and activities citywide.
- 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.
- Assisted the US Bicycling Hall of Fame to open their location in Davis.

Plans / Goals for FY 2010-11

City Management

- Continue to seek short and long-term solutions to the City’s fiscal issues.
- Ensure a smooth transition for all departments post-reorganization.
- Work with city staff to implement Council policy.

Promotions

- Continue existing publications and develop program to deliver city news via electronic formats.
• 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.

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.
### Revenues by Fund

<table>
<thead>
<tr>
<th>Source of Funds</th>
<th>07-08 Actual</th>
<th>08-09 Actual</th>
<th>09-10 Budget</th>
<th>10-11 Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund Support</td>
<td>1,049,558</td>
<td>1,112,063</td>
<td>970,668</td>
<td>901,278</td>
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<tr>
<td>Enterprise Funds</td>
<td>15,000</td>
<td>15,000</td>
<td>15,000</td>
<td>15,000</td>
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<tr>
<td>General Fund Grants/Designated Revenue</td>
<td>4,565</td>
<td>59,187</td>
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<td>RDA Funds</td>
<td>5,035</td>
<td>43,241</td>
<td>60,519</td>
<td>63,233</td>
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<tr>
<td>Special Revenue Funds</td>
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<td>5,450</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td><strong>1,074,158</strong></td>
<td><strong>1,234,941</strong></td>
<td><strong>1,048,687</strong></td>
<td><strong>980,511</strong></td>
</tr>
</tbody>
</table>

### Expenses by Category

<table>
<thead>
<tr>
<th>Expenditures</th>
<th>07-08 Actual</th>
<th>08-09 Actual</th>
<th>09-10 Budget</th>
<th>10-11 Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Expenditures</td>
<td>448,048</td>
<td>517,769</td>
<td>410,970</td>
<td>407,670</td>
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<tr>
<td>Salaries and Benefits</td>
<td>626,110</td>
<td>717,172</td>
<td>637,717</td>
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<tr>
<td><strong>Total Expenditures</strong></td>
<td><strong>1,074,158</strong></td>
<td><strong>1,234,941</strong></td>
<td><strong>1,048,687</strong></td>
<td><strong>980,511</strong></td>
</tr>
</tbody>
</table>

### SUMMARY OF MAJOR BUDGET CHANGES

There are no major budget changes.
CABLE & MEDIA SERVICES – DIVISION 15

Major Accomplishments in FY 2009-10

- Worked with PEG partners on contract renewal.
- Ensured provision of Davis PEG channels on new AT&T U-Verse television service.

Plans / Goals for FY 2010-11

- Increase the variety of programming produced for both internal and external purposes on Government Channel 16.
- Continue the next cycle of media equipment replacement/upgrade for field production and editing equipment.

How We Measure Up

- Produced over 250 hours of live original programming for the Government channel and our media partners (DJUSD and DMA), including meetings, workshops, community events and other programs.
- Media Services completed 16 program production requests, from PSA’s to training videos.
## Revenues by Fund

<table>
<thead>
<tr>
<th>Source of Funds</th>
<th>07-08 Actual</th>
<th>08-09 Actual</th>
<th>09-10 Budget</th>
<th>10-11 Budget</th>
</tr>
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<tr>
<td>Internal Service Funds</td>
<td>6,200</td>
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<td>12,500</td>
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<tr>
<td>Special Revenue Funds</td>
<td>1,096,214</td>
<td>560,922</td>
<td>586,762</td>
<td>528,563</td>
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<td><strong>Total Revenues</strong></td>
<td><strong>1,102,414</strong></td>
<td><strong>560,922</strong></td>
<td><strong>599,262</strong></td>
<td><strong>528,563</strong></td>
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## Expenses by Category

<table>
<thead>
<tr>
<th>Expenditures</th>
<th>07-08 Actual</th>
<th>08-09 Actual</th>
<th>09-10 Budget</th>
<th>10-11 Budget</th>
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<tbody>
<tr>
<td>Capital Expenditures</td>
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<td>Operating Expenditures</td>
<td>971,975</td>
<td>387,665</td>
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<td>Salaries and Benefits</td>
<td>120,983</td>
<td>134,831</td>
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<td><strong>Total Expenditures</strong></td>
<td><strong>1,102,414</strong></td>
<td><strong>560,922</strong></td>
<td><strong>599,262</strong></td>
<td><strong>528,563</strong></td>
</tr>
</tbody>
</table>
Major Accomplishments in FY 2009-10

- Appointed full-time Deputy City Clerk.
- Provided information to citizens on a variety of issues and ordinances and responded to Public Records Requests.
- Administered city’s role in November 2009 and June 2010 elections.
- Provided information, including staff reports, on-line via the Internet.
- Coordinated training for employees to meet statutory requirements.
- 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.

Plans / Goals for FY 2010-11

- Complete process 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.

How We Measure Up

- Have minutes ready for council approval no later than two meetings following the date of the meeting.
- Limit turnaround time for filling information requests to two days.
- Updates to the on-line Municipal Code completed within 5 days of effective date.
SUMMARY OF MAJOR BUDGET CHANGES

Additional funding has been included to cover the increased city costs to hold an election and to increase the 50% Deputy City Clerk position to a 100% position.

### Human Resources & Risk Management – Division 22

<table>
<thead>
<tr>
<th>Expenditures</th>
<th>07-08 Actual</th>
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<tr>
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<td>239,848</td>
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### Revenues by Fund

<table>
<thead>
<tr>
<th>Source of Funds</th>
<th>07-08 Actual</th>
<th>08-09 Actual</th>
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<tbody>
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<tr>
<td>Total Revenues</td>
<td>345,637</td>
<td>239,848</td>
<td>340,516</td>
<td>361,670</td>
</tr>
</tbody>
</table>
Major Accomplishments in FY 2009-10

- Continued improvements for internal web page for employees to find information, forms and polices, including online open enrollment process
- Updated a number of city policies and procedures
- Organized a health fair for all city employees
- Organized various training opportunities for city employees, including bi-monthly orientations for new employees.
- Recruited for positions
- Participated in labor negotiation process

Plans/Goals for FY 2010-11

- Negotiate with bargaining groups whose new contracts are due
- 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 professional growth training to help our managers and supervisors

How We Measure Up

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

<table>
<thead>
<tr>
<th>Source of Funds</th>
<th>07-08 Actual</th>
<th>08-09 Actual</th>
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<tbody>
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<td>519,148</td>
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<td>Internal Service Funds</td>
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<td>3,913,067</td>
<td>3,916,193</td>
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Total Revenues: 4,104,926

Expenses by Category

<table>
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<tr>
<th>Expenditures</th>
<th>07-08 Actual</th>
<th>08-09 Actual</th>
<th>09-10 Budget</th>
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<tbody>
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<td>Operating Expenditures</td>
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<td>3,741,418</td>
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<td>547,463</td>
<td>615,815</td>
<td>664,144</td>
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</table>

Total Expenditures: 4,104,926

SUMMARY OF MAJOR BUDGET CHANGES

There are no major budget changes.
IS & COMMUNICATIONS – DIVISION 26

Major Accomplishments FY 2009-10
- Upgraded the servers and data storage systems for the Police Department making them easier to support, more reliable, and less expensive to operate.
- Virtualized more than ½ of the City’s computer servers to enhance performance, save money and space, and allow for additional flexibility and capacity.
- Developed internal electronic city forms with appropriate routing and approval processes (examples: key request, financial forms, open-enrollment forms).
- Analyzed the need, and developed a Request for Proposal for a new citywide phone system which is to be implemented at the end of 2009/10 and into 2010/11.
- Implemented an updated redundant email system to insure the availability of the city’s email system.
- Working to implement the housing of the City’s Financial systems on an off-site hosted computer system to lower costs and enhance the City’s ability to maintain key operations in case of a disaster.
- Started training course for City staff on using the web based tools for accessing the City’s financial and land management systems.

Plans / Goals for FY 2010-11
- Fully implement a new citywide phone system to obtain greater functionality and achieve cost savings to the city.
- Implement an automated timecard/time reporting process for all City employees.
- Fully implement off-site hosting of the City’s minicomputer based financial systems.
- Move the IS Division back into the City Manager’s office.
- Continue to enhance web based systems which allow the public and city staff to easily search for and retrieve needed information.
- Upgrade internal city systems to give city staff the tools necessary to effectively carry out their duties.
- Continue to cross train IS staff.
- Provide IS staff with 20 hours of training per year.
- Add new web based systems that allow the public to access city information 7 days a week, 24 hours a day.
- Offer customized computer/system training to city employees.
- Integrate GIS with all city mapping functions.
### Revenues by Fund

<table>
<thead>
<tr>
<th>Source of Funds</th>
<th>07-08 Actual</th>
<th>08-09 Actual</th>
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<td>Internal Service Funds</td>
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<td>2,037,897</td>
<td>2,314,442</td>
<td>2,268,697</td>
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<td>Special Revenue Funds</td>
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<td>21,920</td>
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Total Revenues: 2,758,806

### Expenses by Category

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<th>09-10 Budget</th>
<th>10-11 Budget</th>
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</thead>
<tbody>
<tr>
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<td>312,800</td>
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<td>Operating Expenditures</td>
<td>1,250,077</td>
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<td>952,493</td>
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<td>1,158,900</td>
<td>1,312,728</td>
<td>1,173,324</td>
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<td>2,758,806</td>
<td>2,163,499</td>
<td>2,514,387</td>
<td>2,460,617</td>
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</tbody>
</table>

### SUMMARY OF MAJOR BUDGET CHANGES

The major changes in the 2010/11 IS budget are:

1) Continue the 50% reduction in the dollars collected from departments for the PC replacement fund (this is possible due to PC price decreases and bulk purchasing);
2) No longer collect dollars for the AS400 operating and replacement funds;
3) Loss of 1 FTE, Sr Analyst position
Major Accomplishments in FY 2009-10

- Established preliminary five year capital improvement.
- Completed annual review of Development Impact Fee Schedule.
- Made updates and refinements to five-year forecast.
- Developed preliminary forecast models for additional funds, including Redevelopment, Construction Tax, and Impact Fees.
- Received the California Society of Municipal Finance Officers award for Budgetary Excellence.

Plans / Goals for FY 2010-11

- 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 alternative budgeting practices including moving to a multi-year budget.
- Continue to update and refine our five-year forecast to further ensure long term fiscal stability.
- Continue to develop, update and refine multi year forecasts for funds relevant to development and Capital Improvement Projects.
- Develop enhanced fiscal models to better project costs and revenues associated with new development.
- Continue to refine Five-Year Capital Improvement Plan.
- Continue to enhance public outreach with updated reports on City Web pages.
- Establish summary of City Fiscal Goals & Policies.

How We Measure Up

- The City of Davis Operating Budget has won the CSMFO Excellence Award each year since FY 2003-04.
### SUMMARY OF MAJOR BUDGET CHANGES

#### Revenues by Fund

<table>
<thead>
<tr>
<th>Source of Funds</th>
<th>07-08 Actual</th>
<th>08-09 Actual</th>
<th>09-10 Budget</th>
<th>10-11 Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund Support</td>
<td>23,942</td>
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<td>346,037</td>
<td>339,405</td>
</tr>
<tr>
<td>Development Impact Fees</td>
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<td>81,569</td>
<td>83,168</td>
<td>59,826</td>
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<tr>
<td><strong>Total Revenues</strong></td>
<td><strong>70,419</strong></td>
<td><strong>457,074</strong></td>
<td><strong>429,205</strong></td>
<td><strong>399,231</strong></td>
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</table>

#### Expenses by Category

<table>
<thead>
<tr>
<th>Expenditures</th>
<th>07-08 Actual</th>
<th>08-09 Actual</th>
<th>09-10 Budget</th>
<th>10-11 Budget</th>
</tr>
</thead>
<tbody>
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<td>Operating Expenditures</td>
<td>2,767</td>
<td>44,597</td>
<td>56,641</td>
<td>31,572</td>
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<tr>
<td>Salaries and Benefits</td>
<td>67,652</td>
<td>412,477</td>
<td>372,564</td>
<td>367,659</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td><strong>70,419</strong></td>
<td><strong>457,074</strong></td>
<td><strong>429,205</strong></td>
<td><strong>399,231</strong></td>
</tr>
</tbody>
</table>
Major Accomplishments in FY 2009-10

- Posted Comprehensive Annual Financial Report (CAFR) for the fiscal year that ended June 30, 2009 on Finance website.
- Began process to allow accounts payable to move towards paperless processing through the use of scanning technology.
- Implemented structural change to sewer rate billing structure.

Plans / Goals for FY 2010-11

- Complete implementation of scanning process for accounts payable processing and begin moving towards paperless processing for other finance processes.
- Post City’s Quarterly Treasurer’s report on the Finance section of the website.
- Publish Comprehensive Annual Financial Reports in conformity with GASB requirements and submit for consideration of Award for Excellence to Government Finance Officers Association (GFOA).
- Prepare Requests for Proposals for annual financial audits and arbitrage service contracts.
- Begin review and update of capitalization, escheat and accounts payable policies.

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.
## Revenues by Fund

<table>
<thead>
<tr>
<th>Source of Funds</th>
<th>07-08 Actual</th>
<th>08-09 Actual</th>
<th>09-10 Budget</th>
<th>10-11 Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund Support</td>
<td>2,011,973</td>
<td>1,373,764</td>
<td>1,452,003</td>
<td>1,454,839</td>
</tr>
<tr>
<td>Debt Service Funds</td>
<td>70,000</td>
<td>70,000</td>
<td>70,000</td>
<td>70,000</td>
</tr>
<tr>
<td>Development Impact Fees</td>
<td>40,208</td>
<td>33,540</td>
<td>34,420</td>
<td>33,672</td>
</tr>
<tr>
<td>Enterprise Funds</td>
<td>386,584</td>
<td>422,806</td>
<td>424,065</td>
<td>433,558</td>
</tr>
<tr>
<td>General Fund Fees &amp; Charges</td>
<td>55,482</td>
<td>5,246</td>
<td>4,450</td>
<td>3,850</td>
</tr>
<tr>
<td>General Fund Grants/Designated Revenue</td>
<td>114,729</td>
<td>237,088</td>
<td>244,147</td>
<td>254,147</td>
</tr>
<tr>
<td>Public Safety Srv Fee/Tax</td>
<td>53,927</td>
<td>59,628</td>
<td>59,804</td>
<td>61,143</td>
</tr>
<tr>
<td>Special Revenue Funds</td>
<td>6,701</td>
<td>5,662</td>
<td>9,142</td>
<td>5,669</td>
</tr>
</tbody>
</table>

Total Revenues                       | 2,739,604   | 2,207,734   | 2,298,031    | 2,316,878    |

## Expenses by Category

<table>
<thead>
<tr>
<th>Expenditures</th>
<th>07-08 Actual</th>
<th>08-09 Actual</th>
<th>09-10 Budget</th>
<th>10-11 Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Expenditures</td>
<td>947,223</td>
<td>834,183</td>
<td>884,301</td>
<td>911,284</td>
</tr>
<tr>
<td>Salaries and Benefits</td>
<td>1,792,381</td>
<td>1,373,551</td>
<td>1,413,730</td>
<td>1,405,594</td>
</tr>
</tbody>
</table>

Total Expenditures                    | 2,739,604   | 2,207,734   | 2,298,031    | 2,316,878    |

## Summary of Major Budget Changes