

# CITY MANAGER'S OFFICE

## STATEMENT OF PURPOSE

Implement the policy direction of the City Council and 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 general management of the city. Coordinate the activities of six departments in providing direct services to the community.

The functions of the City Manager's Office are distinguished by the following distinct Divisions: General Management, Media Services, City Clerk, Human Resources and Risk Management, Information and Communications Systems, Budget and Financial Planning, and Fiscal Services.



### 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, the City Manager provides administrative direction to city departments consistent with Council policies. The office serves as city's primary representative to other government agencies and private organizations. Ensure sound financial management and compliance with applicable ordinances and regulations. Develop personnel practices that result in a highly qualified and professional staff.

#### CITY MANAGEMENT

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

#### CITY COUNCIL SUPPORT

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

#### INTERNATIONAL RELATIONS

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

- Support International House
- Participate in Sister Cities International
- Collaborate with the Sister City Ambassador
- Assist in 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 Yolo County Visitors Bureau
- Provide promotions and information to residents, visitors and businesses
- Coordinate citywide promotional events
- Coordinate downtown beautification, promotion and marketing activities

### CABLE AND MEDIA SERVICES - DIVISION 15

Responsible for the operation and programming of the City of Davis Government Channel, cable franchise oversight, public education and outreach, and for providing a variety of other audio-visual and media-related services to the City organization.

- Develop and oversee Government Cable Programming
- Works cooperatively with other organizations to provide Public, Education, and Governmental Access (PEG) services to the Davis community.
- Work with City departments to produce training and educational programs for internal City use and public education programs, and to train City staff on the use of media and media equipment.
- Maintain and work to enlarge and improve the City's digital image library, documenting City programs, services, facilities, special events, and history.
- Work with IS Division staff to create, maintain and improve content on the City's web site.



### CITY CLERK - DIVISION 20

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

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



## HUMAN RESOURCES AND RISK MANAGEMENT DIVISION 22

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

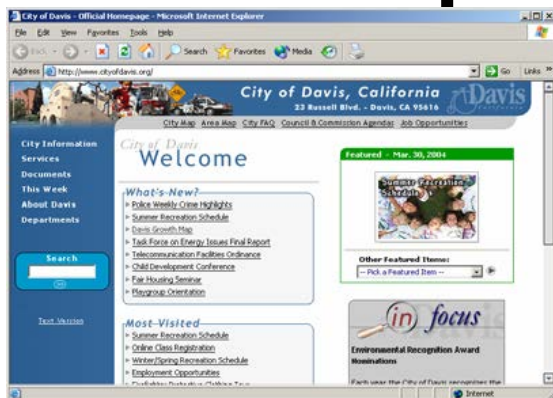
- Job Classifications, Descriptions & Compensation
- Workers' Compensation & Long Term Disability
- Recruitment & Testing
- Labor Negotiations
- Citywide Training
- Property Risk Management
- Personnel Board
- Liability Risk Management
- YCPARMIA Board
- Employee Benefits Administration



## 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 450 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. Maintain the city's internal technical systems (servers, switches, routers) and the city's GIS systems. Coordinate the city's phone systems (desk and cell) and the public safety radio system. Oversee the city's copier, courier, and mail operations.

- 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](http://www.cityofdavis.org)





### BUDGET AND FINANCIAL PLANNING – DIVISION 27

Provide the City Council with thoughtful policy analysis and develop financially sound funding options. Help city departments implement their programs and fund city operations through budget development and management. Facilitate 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.



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

#### LED Street Light Retrofits (Federal Stimulus Funds)



Manor Pool Renovation



Arroyo Park Climbing Wall

**Grant Funded Project**

All Weather Soccer Field



DEPARTMENT  
SUMMARY

CITY MANAGER'S OFFICE

Revenues by Fund

Source of Funds	08-09 Actual	09-10 Actual	10-11 Budget	11-12 Budget
General Fund Support	3,716,973	3,569,770	3,688,831	3,835,278
Debt Service Funds	70,000	70,000	70,000	70,000
Development Impact Fees	115,109	101,724	93,498	96,636
Enterprise Funds	437,806	406,064	448,558	463,877
General Fund Fees & Charges	15,775	4,808	3,860	3,300
General Fund Grants/Designated Revenue	297,274	563,097	256,247	263,327
Internal Service Funds	5,498,473	8,993,008	6,184,890	10,812,244
Public Safety Srv Fee/Tax	59,628	55,150	61,143	63,304
RDA Funds	43,241	61,121	63,233	67,468
Special Revenue Funds	573,394	560,543	556,152	597,117
<b>Revenues</b>	<b>10,827,673</b>	<b>14,385,285</b>	<b>11,426,412</b>	<b>16,272,551</b>

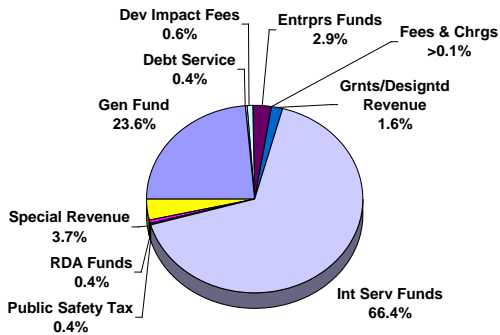
Expenses by Division

Division	08-09 Actual	09-10 Actual	10-11 Budget	11-12 Budget
General Management	1,234,941	1,057,331	980,511	1,140,559
Cable & Media Services	560,922	567,662	528,563	550,448
City Clerk	239,848	572,056	361,670	364,308
Human Resources & Risk Management	3,963,655	7,535,079	4,378,942	8,504,698
IS & Communications	2,163,499	2,030,220	2,460,617	2,943,943
Budget & Financial Planning	457,074	435,507	399,231	420,578
Fiscal Services	2,207,734	2,187,430	2,316,878	2,348,017
<b>Total Expenditures</b>	<b>10,827,673</b>	<b>14,385,285</b>	<b>11,426,412</b>	<b>16,272,551</b>

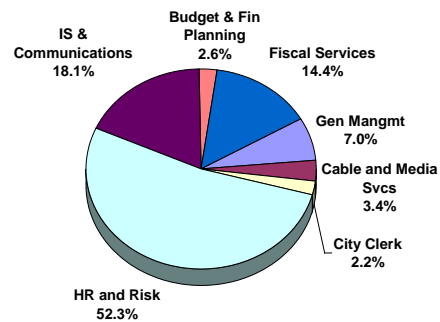
Expenses by Category

Expenditures	08-09 Actual	09-10 Actual	10-11 Budget	11-12 Budget
Capital Expenditures	117,944	52,730	334,800	770,600
Operating Expenditures	6,146,212	10,008,035	6,664,186	10,977,606
Salaries and Benefits	4,563,517	4,324,520	4,427,426	4,524,345
<b>Total Expenditures</b>	<b>10,827,673</b>	<b>14,385,285</b>	<b>11,426,412</b>	<b>16,272,551</b>

Source of Funds for  
2011-12 Budget

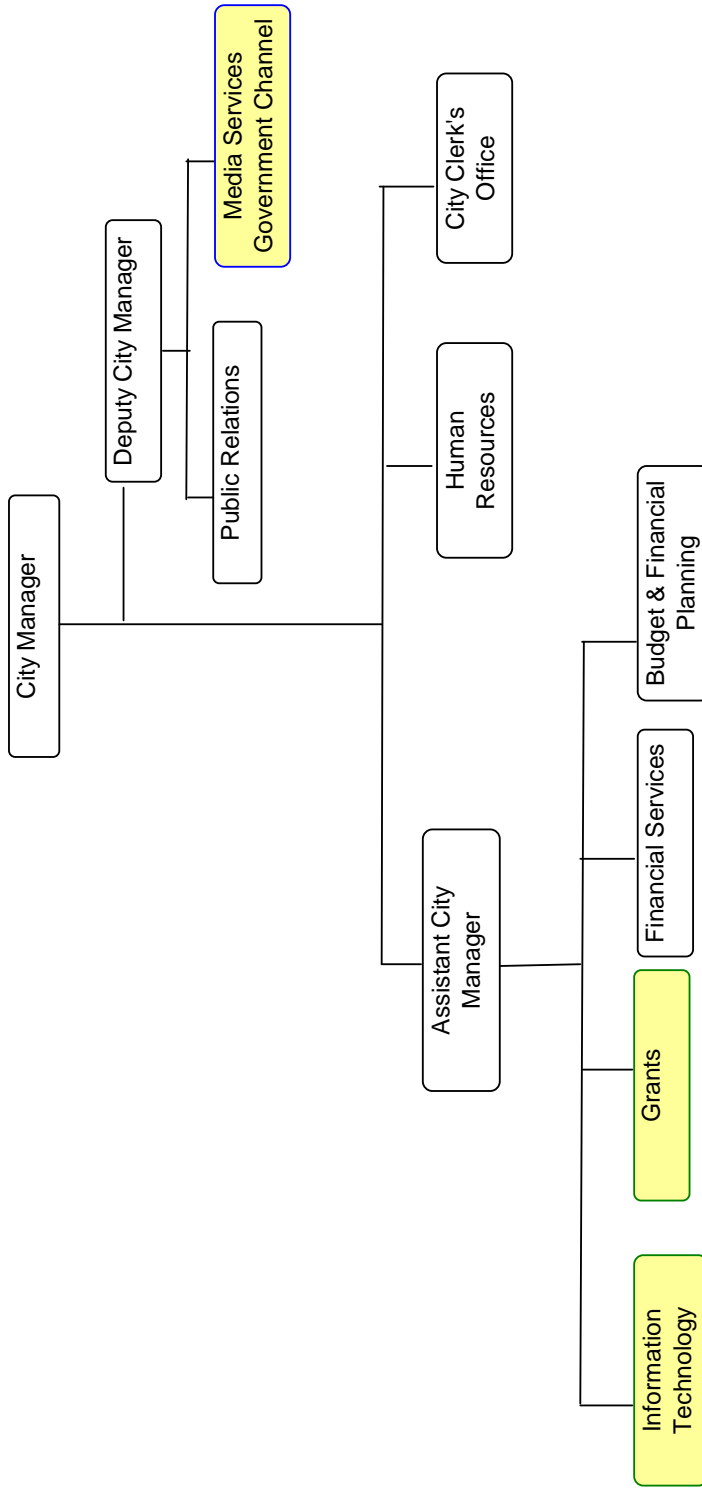


Expenses by Division



Department/Program	EXPENDITURES BY CATEGORY						FUNDING SOURCES				
	Salaries & Benefits w/out	Salaries & Benefits	Overtime	Professional Services	Other Expenses	Program Total	General Fund	General Fund Fees & Charges	General Fund Grants/ Designated Revenue	Total General Fund Support	Other Funds
<b>CITY MANAGER'S OFFICE</b>											
1110 - General Management	390,986	390,736	250	134,400	369,557	894,943	894,943	0	0	894,943	0
1150 - International Relations	8,673	8,673	0	0	1,577	10,250	9,750	0	500	10,250	0
1160 - Promotions	185,038	184,438	600	10,850	39,478	235,366	151,548	0	1,350	152,898	82,468
1518 - Government Cable Programming	146,290	146,290	0	0	62,803	209,093	0	0	0	0	209,093
1523 - Cable Franchise Management	7,192	7,192	0	3,050	331,113	341,355	0	0	0	0	341,355
2050 - City Clerk	215,342	215,342	0	14,736	46,853	276,931	276,431	0	500	276,931	0
2055 - Elections	27,541	27,541	0	0	59,836	87,377	87,377	0	0	87,377	0
2201 - Human Resources Management	235,903	235,903	0	800	88,150	324,853	271,318	0	0	271,318	53,535
2215 - Personnel Services	116,621	116,209	412	29,620	20,279	166,520	166,520	0	0	166,520	0
2240 - Risk Management	202,901	202,901	0	35,000	7,775,424	8,013,325	0	0	0	0	8,013,325
2610 - IS & Telecommunication Services	1,109,474	1,103,285	6,189	312,814	330,395	1,752,683	(4,454)	0	0	(4,454)	1,757,137
2617 - Duplicating & Postal Services	72,019	71,999	20	0	201,747	273,766	0	0	0	0	273,766
2624 - Citywide System Replacement	0	0	0	0	719,300	719,300	0	0	0	0	719,300
2626 - Citywide Radio System	0	0	0	3,277	173,750	177,027	177,027	0	0	177,027	0
2635 - FNet	0	0	0	0	21,167	21,167	0	0	0	0	21,167
2710 - Budget & Financial Planning	295,025	295,025	0	0	31,389	326,414	326,414	0	0	326,414	0
2720 - Capital & Development Proj Planning	85,643	85,643	0	0	8,521	94,164	31,632	0	0	31,632	62,532
2801 - Financial Services General Admin	160,845	160,845	0	3,150	46,038	210,033	192,356	0	2,677	195,033	15,000
2815 - Financial Planning & Audit	292,589	292,589	0	1,400	60,205	354,194	244,407	0	0	244,407	109,787
2820 - Cost Accounting	151,023	151,023	0	0	63,567	214,590	211,590	3,000	0	214,590	0
2825 - Human Resource Accounting	82,503	82,503	0	0	44,090	126,593	126,593	0	0	126,593	0
2835 - Revenue & Collection Accounting	254,032	254,032	0	157,359	42,271	453,662	345,262	100	108,300	453,662	0
2845 - Business License Accounting & Audit	56,244	56,244	0	153,500	30,149	239,893	89,693	200	150,000	239,893	0
2850 - Utility Accounting	301,674	301,674	0	60,000	213,811	575,485	63,304	0	0	63,304	512,181
2865 - Parking Citations	52,115	52,115	0	0	37,009	89,124	89,124	0	0	89,124	0
2870 - Grants Coordination	74,672	74,672	0	0	9,771	84,443	84,443	0	0	84,443	0
<b>TOTAL CITY MANAGER'S OFFICE</b>	<b>4,524,345</b>	<b>4,516,874</b>	<b>7,471</b>	<b>919,956</b>	<b>10,828,250</b>	<b>16,272,551</b>	<b>3,835,278</b>	<b>3,300</b>	<b>263,327</b>	<b>4,101,905</b>	<b>12,170,646</b>

# CITY MANAGER'S OFFICE



Regular Full Time	40.00
Regular Part Time	1.25
Temporary Part Time	0.49
<b>Total FTE's</b>	<b>41.74</b>

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**City Manager's Office**

Position	FTE 09/10	FTE 10/11	FTE 11/12
ACCOUNTANT	0.00	0.00	1.00
ACCOUNTING ASST	0.00	0.00	6.00
ADMINISTRATIVE AIDE - CONF	1.00	1.00	1.00
ASSISTANT TO THE DIRECTOR	1.00	1.00	1.00
ASST CITY MANAGER	1.00	1.00	1.00
BUDGET MANAGER	1.00	1.00	1.00
BUDGET SPECIALIST I	0.00	0.00	1.00
BUDGET SPECIALIST II	0.00	0.00	1.00
CITY CLERK	1.00	1.00	1.00
CITY MANAGER	1.00	1.00	1.00
COMPUTER SUPPORT TECH II-CONF	2.00	2.00	2.00
DEPUTY CITY CLERK I	0.00	1.00	1.00
DEPUTY CITY MANAGER	2.00	1.00	1.00
FINANCIAL ANALYST II	1.00	1.00	1.00
FINANCIAL ASSISTANT II	6.00	6.00	0.00
FINANCIAL ASSOCIATE	2.00	2.00	0.00
FINANCIAL ASSOCIATE-CONF	2.00	1.00	0.00
FINANCIAL COORDINATOR	1.00	1.00	0.00
FINANCIAL PLANNING SPECIALIST	1.00	1.00	1.00
FINANCIAL SERVICES MANAGER	1.00	1.00	0.00
FINANCIAL SUPERVISOR -CONF	2.00	2.00	1.00
HUMAN RESOURCES ADMINISTRATOR	1.00	1.00	1.00
HUMAN RESOURCES ANALYST II	1.00	1.00	1.00
HUMAN RESOURCES ASST - CONF	2.00	1.00	1.00
HUMAN RESOURCES TECH - CONF	1.00	1.00	1.00
INFORMATION TECH ADMIN	1.00	1.00	1.00
IS ADMINISTRATIVE MANAGER	1.00	1.00	1.00
MEDIA SERVICES SPECIALIST	1.00	1.00	1.00
MIS SENIOR SYSTEM ANALYST	3.00	2.00	2.00
MIS SYSTEM ANALYST-CONF	2.00	2.00	2.00
OFFICE ASSISTANT II - CONF	1.00	1.00	1.00
PUBLIC RELATIONS MANAGER II	1.00	1.00	1.00
SECRETARY TO CITY MANAGER-CONF	1.00	1.00	1.00
SR ACCOUNTING ASSISTANT	0.00	0.00	3.00
TECHNICAL SERVICES MANAGER	1.00	1.00	1.00
<b>Total Regular Full-Time FTE's</b>	<b>43.00</b>	<b>40.00</b>	<b>40.00</b>
DEPUTY CITY CLERK I - 50%	0.50	0.00	0.00
MEDIA SERVICE PRODUCTION ASST	0.50	0.50	0.5
PROGRAM AIDE-COURIER CONF	0.50	0.50	0.00
SUPPORT SVCS TECH 75% - CONF	0.75	0.75	0.75
<b>Total Regular Part-Time FTE's</b>	<b>2.25</b>	<b>1.75</b>	<b>1.25</b>
COMM SVCS SPEC VI	0.14	0.14	0.15
COMM SVCS SPEC X	0.10	0.10	0.10
MIS INTERN	0.24	0.24	0.24
<b>Total Temporary Part-Time FTE's</b>	<b>0.48</b>	<b>0.48</b>	<b>0.49</b>
<b>Total City Manager's Office</b>	<b>45.73</b>	<b>42.23</b>	<b>41.74</b>



## GENERAL MANAGEMENT – DIVISION 11

### Major Accomplishments in FY 2010-11

#### City Management



- Provided direction to six 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.
- Engaged Yolo County, UC Davis, and other Yolo cities in discussions and plans related to joint use and partnership possibilities.
- Oversaw organizational review of the Public Works Department.
- Coordinated process to fill Council vacancy.
- Transferred responsibility for support of Davis' eight sister cities to the Sister City Ambassador and other community volunteers.
- Co-established the Woodland-Davis Clean Water Agency.



#### Promotions



- Produced Martin Luther King Jr. Day, Cesar Chavez Day, Huynh Awards, UNAFF (human rights) film festival, 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.
- Coordinated Youth in Government program (photo to left).
- Secured and coordinated the 2011 Livestrong Challenge ride to be held in Davis on July 9, 2011.
- Assisted the U.S. Bicycling Hall of Fame in their first full year located in Davis.

## Plans / Goals for FY 2011-12

### City Management

#### Administrative / Process Measures

- Staffing
- Public review process
- Staff reports
- Findings
- Conditions
- Automation

- Work with the City Council and City staff to address Council Goals and adjust goals if necessary.
- Continue to seek short and long-term solutions to the City's fiscal issues.
- Coordinate review and analysis of fiscal options due to the expiration of the Park Tax in 2012.
- Review two city departments annually utilizing a zero-based review process.
- Work with city staff to implement Council policy.
- Continue to work with other agencies/jurisdictions to consolidate common services where it is mutually beneficial and where resources can be maximized.

### Promotions



- Continue existing publications and develop program to deliver city news via electronic formats.
- Work with the Yolo County Visitors Bureau, the Downtown Business Association, and the Davis Chamber of Commerce to promote Davis as a destination for visitors, businesses and others.
- Oversee programming, commercial and promotional activities in public spaces, particularly in the downtown.
- Work with the U.S. Bicycling Hall of Fame to keep Davis in the spotlight of the cycling world.

## 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.

<b>Revenues by Fund</b>				
<u>Source of Funds</u>	<b>08-09 Actual</b>	<b>09-10 Actual</b>	<b>10-11 Budget</b>	<b>11-12 Budget</b>
General Fund Support	1,112,063	905,553	901,278	1,056,241
Development Impact Fees	0	20,100	0	0
Enterprise Funds	15,000	15,000	15,000	15,000
General Fund Grants/Designated Revenue	59,187	55,557	1,000	1,850
RDA Funds	43,241	61,121	63,233	67,468
Special Revenue Funds	5,450	0	0	0
<b>Total Revenues</b>	<b>1,234,941</b>	<b>1,057,331</b>	<b>980,511</b>	<b>1,140,559</b>

<b>Expenses by Category</b>				
<u>Expenditures</u>	<b>08-09 Actual</b>	<b>09-10 Actual</b>	<b>10-11 Budget</b>	<b>11-12 Budget</b>
Operating Expenditures	517,769	388,723	407,670	555,862
Salaries and Benefits	717,172	668,608	572,841	584,697
<b>Total Expenditures</b> <b>980.511</b>	<b>1,234,941</b>	<b>1,057,331</b>	<b>980,511</b>	<b>1,140,559</b>

**SUMMARY OF MAJOR  
BUDGET CHANGES**

There are no major budget changes.



## CABLE & MEDIA SERVICES – DIVISION 15

### Major Accomplishments in FY 2010-11

- Continued regular communications with PEG partners to ensure maximization of services to the community.
- Completed 8 program production requests, from PSA's to training videos.
- 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.
- Developed a Community Technology and Media Grant program and made two grant awards.



### Plans / Goals for FY 2011-12

- Work with Davis Media Access and the Yolo County Library to establish a new system for archiving programming.
- Evaluate replacement options for internet streaming video system.
- Assist with information and outreach efforts to harness social media and electronic communication to improve public outreach (Facebook page, Wiki collaboration, etc.).
- Continue a second round of the Community Technology and Media Grants.

### How We Measure Up

- Tapes of all City Council meetings since September 1995 are available for viewing in the government documents section of the Davis Branch of the Yolo County Library.
- Copies of master recordings of all City meetings televised on the government channel and of all Board of Education meetings televised on the education channel by the Davis Media Services Division are kept for 90 days after each meeting and the public may purchase copies of these recordings.
- Cable & Media Services partners with DJUSD (Davis Joint Unified School District) and Davis Media Access to provide programming on the education channel (Comcast Channel 17) and works with Woodland-Davis Clean Water Agency to televise WDCWA Board meetings.



<b>Revenues by Fund</b>				
<b>Source of Funds</b>	<b>08-09 Actual</b>	<b>09-10 Actual</b>	<b>10-11 Budget</b>	<b>11-12 Budget</b>
Internal Service Funds	0	12,449	0	0
Special Revenue Funds	560,922	555,213	528,563	550,448
<b>Total Revenues</b>	<b>560,922</b>	<b>567,662</b>	<b>528,563</b>	<b>550,448</b>

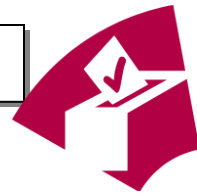
<b>Expenses by Category</b>				
<b>Expenditures</b>	<b>08-09 Actual</b>	<b>09-10 Actual</b>	<b>10-11 Budget</b>	<b>11-12 Budget</b>
Capital Expenditures	38,426	17,858	0	0
Operating Expenditures	387,665	420,876	383,305	396,966
Salaries and Benefits	134,831	134,831	145,258	153,482
<b>Total Expenditures</b>	<b>560,922</b>	<b>567,662</b>	<b>528,563</b>	<b>550,448</b>

**SUMMARY OF MAJOR  
BUDGET CHANGES**

There are no major budget changes.



## CITY CLERK – DIVISION 20



### Major Accomplishments in FY 2010-11

- Responded to citizen inquiries, Public Records Act requests and subpoenas.
- Conducted recruitment and coordinated appointment process for boards, commissions and committees.
- Administered City's role in filling a City Council vacancy.
- Administered State Political Reform Act and City Conflict of Interest and Election Code requirements related to Statements of Economic Interests and candidate/committee campaign statements.
- Coordinated training for officials and employees to meet statutory requirements.
- Continued to provide information on the City's Internet website, including City Council Agenda packets.
- Continued cataloging and digitizing records for better retrieval.
- Completed the migration of the Municipal Code to an off-site web service provider and worked with the vendor to finalize legal review of the Municipal Code.

### Plans / Goals for FY 2011-12

- Continue digitizing official and historical documents.
- Increase provision of records via city's website.
- Coordinate updates and revisions to the Municipal Code as needed in response to findings of legal review.
- Update the City's Conflict of Interest Code.
- Administer the City's role in June 2012 election.
- Develop a disaster recovery plan for vital records.
- Update City Council and Commission Manuals to reflect current city policies and Council goals/objectives.

### How We Measure Up

- Assembled, distributed and posted agendas for over 45 City Council meetings.
- Coordinated commission recruitment efforts and appointment process for 18 commissions (130+ applicants).
- Responded to 200+ Public Records Act requests.
- Administered financial disclosure filings for 165 employees and officials.

**No. 20**

**Revenues by Fund**

<u>Source of Funds</u>	<b>08-09 Actual</b>	<b>09-10 Actual</b>	<b>10-11 Budget</b>	<b>11-12 Budget</b>
General Fund Support	238,839	328,010	360,560	363,808
General Fund Fees & Charges	10	732	10	0
General Fund Grants/Designated Revenue	999	243,314	1,100	500
<b>Total Revenues</b>	<b>239,848</b>	<b>572,056</b>	<b>361,670</b>	<b>364,308</b>

**Expenses by Category**

<u>Expenditures</u>	<b>08-09 Actual</b>	<b>09-10 Actual</b>	<b>10-11 Budget</b>	<b>11-12 Budget</b>
Operating Expenditures	81,437	372,763	133,343	121,425
Salaries and Benefits	158,411	199,293	228,327	242,883
<b>Total Expenditures</b>	<b>239,848</b>	<b>572,056</b>	<b>361,670</b>	<b>364,308</b>



**SUMMARY OF MAJOR  
BUDGET CHANGES**

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

# HUMAN RESOURCES & RISK MANAGEMENT – DIVISION 22

## Major Accomplishments in FY 2010-11

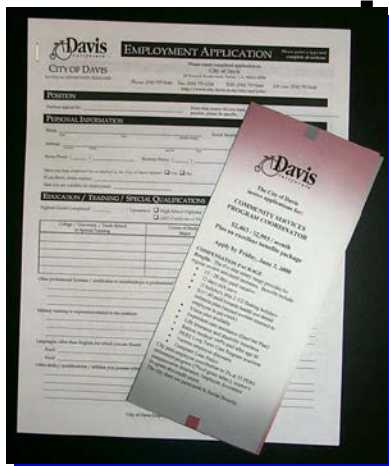
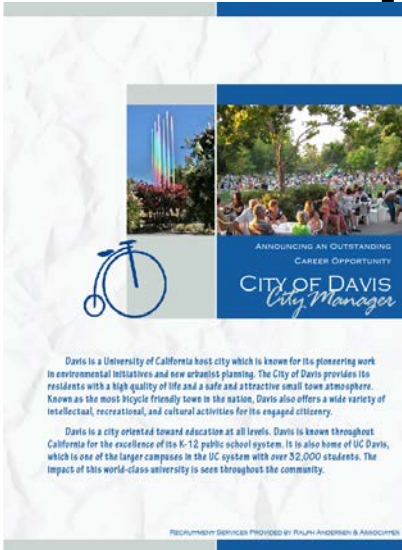
- Continued improvements for internal web page for employees to find information, forms and polices, including online open enrollment process.
- Updated the City Employee Administrative Handbook which contains all city policies and procedures.
- Organized a health fair for all city employees.
- Organized various training opportunities for city employees, including bi-monthly orientations for new employees.
- Recruited for positions.
- Participated in labor negotiation process.
- Assumed responsibility for city payroll processing.
- Coordinated City Council selection of consultant for City Manager recruitment.

## Plans/Goals for FY 2011-12

- Negotiate with bargaining groups whose contracts expire June 2012.
- Assess city needs and develop Succession Planning.
- Update the City's safety program.
- Implement a new employee evaluation system.
- Continue to increase automation of Human Resources practices - implement automated employee timecards.
- Utilizing current staff to offset budget cuts, provide professional growth training opportunities to help our managers and supervisors.

## How We Measure Up

- Complete recruitment process within six weeks 98% of the time.
- Increased training opportunities for employees.
- Reduced the City's liability insurance premium costs.



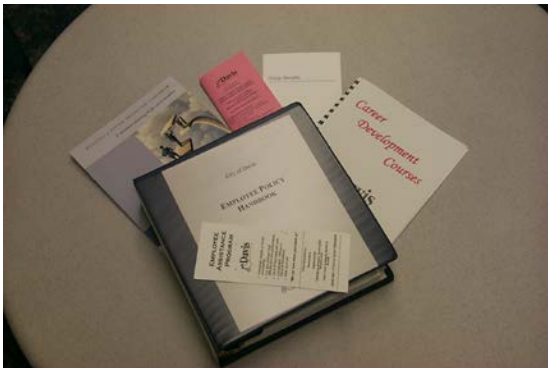
2010 Employee Health Fair





<b>Revenues by Fund</b>				
<u>Source of Funds</u>	<b>08-09 Actual</b>	<b>09-10 Actual</b>	<b>10-11 Budget</b>	<b>11-12 Budget</b>
General Fund Support	503,079	411,839	462,749	437,838
Internal Service Funds	3,460,576	7,123,240	3,916,193	8,047,041
Special Revenue Funds	0	0	0	19,819
<b>Total Revenues</b>	<b>3,963,655</b>	<b>7,535,079</b>	<b>4,378,942</b>	<b>8,504,698</b>

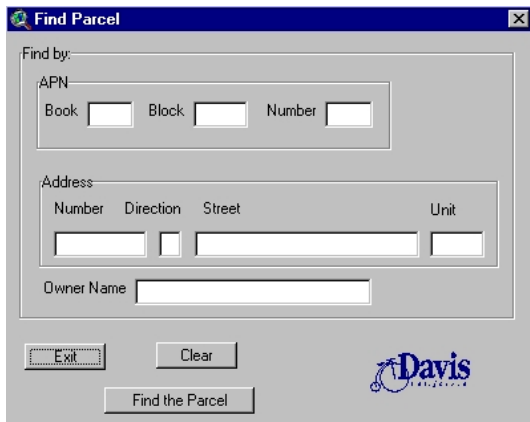
<b>Expenses by Category</b>				
<u>Expenditures</u>	<b>08-09 Actual</b>	<b>09-10 Actual</b>	<b>10-11 Budget</b>	<b>11-12 Budget</b>
Operating Expenditures	3,355,480	7,010,898	3,844,519	7,949,273
Salaries and Benefits	608,175	524,181	534,423	555,425
<b>Total Expenditures</b>	<b>3,963,655</b>	<b>7,535,079</b>	<b>4,378,942</b>	<b>8,504,698</b>



**SUMMARY OF MAJOR BUDGET CHANGES**

There is an expected increase in the payout for medical benefits due to a greater number of retirees than in years past and the premiums have increased. The Workers ' Compensation program is seeing a steady increase in premiums, even though the number of claims is down, due to numerous factors beyond the City's control causing premiums to rise. There will be a modest cost increase in CalPERS Retirement premiums, but a large portion is offset by employees picking up the first 3% of rate increases.

## IS & COMMUNICATIONS – DIVISION 26



### Major Accomplishments FY 2010-11

- Began integration of the GIS software with all city mapping functions.
- Moved the IS Division back into the City Manager's Office Department.
- Fully implemented off-site hosting of the City's minicomputer based financial system to lower costs and enhance the City's ability to maintain key operations in case of a disaster.
- Implemented a new citywide phone system to obtain greater functionality and achieve a cost savings to the city.
- Welcomed Jason Best to the city as our new IS Administrator.

### Plans / Goals for FY 2011-12

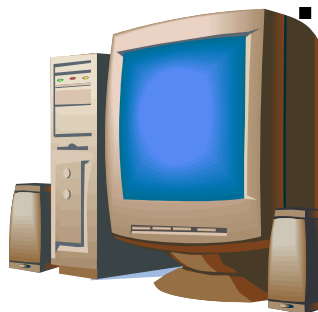
- Implement an automated timecard/timesheet reporting process for all City employees.
- Continue to enhance web based systems which allow the public and city staff to easily search for and retrieve needed information.
- Upgrade internal city systems to give city staff the tools necessary to effectively 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.
- Continue to harness social media and electronic communications to facilitate city efforts to improve outreach to the public.
- Facilitate adoption of other technology to be utilized to allow for communications during Public Comment at City Council meetings.
- Assist Fiscal Services staff in technology and software changes associated with the conversion of the city banking services to a new provider.



Web based systems

### How We Measure Up

- Provided computer/phone/system training for employees.
- IS manages about 50 windows servers, about 100 network devices, about 100 Cisco switches, routers and firewalls, plus over 450 PCs and laptops.
- Help Desk staff support currently 1 FTE to 150 desktops vs. industry standard of 1 FTE for every 60-120 desktops, depending upon environment complexity, resulting in long wait times for Help Desk issues to be resolved. City goal is to complete 85% of Help Desk requests within 48 hours.

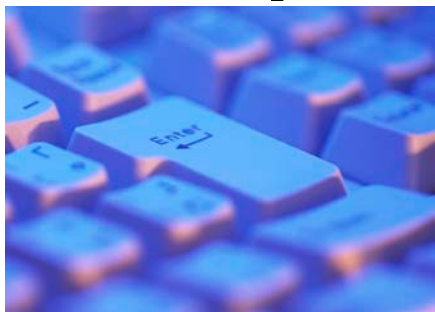


**Revenues by Fund**

<u>Source of Funds</u>	<b>08-09 Actual</b>	<b>09-10 Actual</b>	<b>10-11 Budget</b>	<b>11-12 Budget</b>
General Fund Support	113,723	171,170	170,000	172,573
General Fund Fees & Charges	10,519	0	0	0
Internal Service Funds	2,037,897	1,857,319	2,268,697	2,750,203
Special Revenue Funds	1,360	1,731	21,920	21,167
<b>Total Revenues</b>	<b>2,163,499</b>	<b>2,030,220</b>	<b>2,460,617</b>	<b>2,943,943</b>

**Expenses by Category**

<u>Expenditures</u>	<b>08-09 Actual</b>	<b>09-10 Actual</b>	<b>10-11 Budget</b>	<b>11-12 Budget</b>
Capital Expenditures	79,518	34,872	334,800	755,600
Operating Expenditures	925,081	915,803	952,493	1,006,850
Salaries and Benefits	1,158,900	1,079,545	1,173,324	1,181,493
<b>Total Expenditures</b>	<b>2,163,499</b>	<b>2,030,220</b>	<b>2,460,617</b>	<b>2,943,943</b>



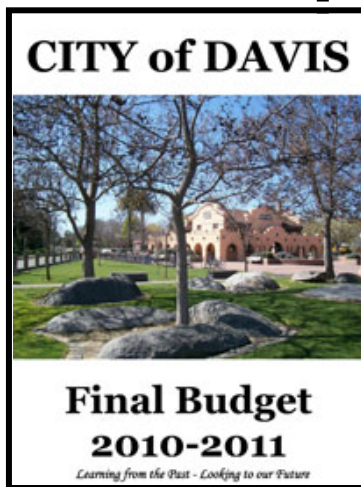
**SUMMARY OF MAJOR  
BUDGET CHANGES**

There are no major changes to report.

## BUDGET & FINANCIAL PLANNING – DIVISION 27

### Major Accomplishments in FY 2010-11

- Expanded our Capital Improvement Scope in ongoing effort to refine the Five-Year Capital Improvement Plan.
- Presented quarterly budget updates to City Council based on monthly monitoring of multi-year forecast to strive for long term fiscal stability
- Continued to develop, update and refine our multi-year forecasting models for funds relevant to development and Capital Improvement Projects.
- Increased posting of quarterly budget reports, more recent budget workshops, and added a 'Budget in Brief' section to the Finance Website.
- Conducted City Council workshops - winter 2010-11 - to discuss unfunded liabilities, e.g., pension obligations, retiree medical insurance.
- Provided a Council workshop to discuss options for renewal or replacement of the Park Tax which expires June 2012.
- Received the California Society of Municipal Finance Officers award for Budgetary Excellence.



### Plans / Goals for FY 2011-12

- Coordinate the budget process so as to ensure that City resources are allocated consistent with Council priorities while maintaining the long-term fiscal health of the City.
- Continue to assess the benefits and develop a work plan for alternative budgeting practices including moving to a multi-year budget format in FY 2012-13.
- Review performance based budgeting.
- Conduct Council workshop winter 2011-12 on the topics of Transportation Needs and Park Master Planning.
- Continue development and update of multi year forecasts – expand the model to encompass Enterprise Funds.
- 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.

No. 27

<b>Revenues by Fund</b>				
<u>Source of Funds</u>	<b>08-09 Actual</b>	<b>09-10 Actual</b>	<b>10-11 Budget</b>	<b>11-12 Budget</b>
General Fund Support	375,505	353,883	339,405	358,046
Development Impact Fees	81,569	81,624	59,826	62,532
<b>Total Revenues</b>	<b>457,074</b>	<b>435,507</b>	<b>399,231</b>	<b>420,578</b>

<b>Expenses by Category</b>				
<u>Expenditures</u>	<b>08-09 Actual</b>	<b>09-10 Actual</b>	<b>10-11 Budget</b>	<b>11-12 Budget</b>
Operating Expenditures	44,597	45,287	31,572	39,910
Salaries and Benefits	412,477	390,220	367,659	380,668
<b>Total Expenditures</b>	<b>457,074</b>	<b>435,507</b>	<b>399,231</b>	<b>420,578</b>

**SUMMARY OF MAJOR  
BUDGET CHANGES**

There are no major changes to these programs.



# FISCAL SERVICES – DIVISION 28

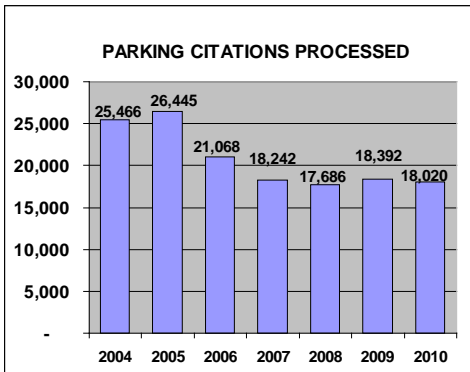
## Major Accomplishments in FY 2010-11



- Published the Comprehensive Annual Financial Report (CAFR) for the fiscal year that ended June 30, 2010 in conformity with GASB requirements and submitted it to Government Finance Officers Association (GFOA) for consideration of Award for Excellence. CAFR was also posted on the City's Finance website.
- Prepared Requests for Proposals (RFP) for annual financial audits and arbitrage service contracts.
- Implemented scanning process for accounts payable, eliminating the need to retain paper files and broadening access of accounts payable records to all city departments.
- Posted the City's Quarterly Treasurer's reports on the Finance section of the City's website.
- Reviewed and updated the City's capitalization policy, escheat and accounts payable policies.
- Periodically the city conducts a Request for Proposals for banking services. This process, begun late last fiscal year, continued this year. Staff started the transition of City banking services from one provider to another.
- Complied with all Federal American Recovery and Reinvestment Act quarterly reporting requirements.
- Coordinated accounting for over \$7 million in Federal Stimulus Funds awarded to the City, including pass-through of over \$4 million to Unitrans for purchase of new fuel efficient busses.

## Plans / Goals for FY 2011-12

- Complete transition of banking services.
- Move towards paperless processing for other finance processes.
- Implement electronic timesheet entry and approvals to reduce the impact to staff time citywide in processing paper timesheets.
- Post City's Quarterly Treasurer's report on Finance web page.
- Publish Comprehensive Annual Financial Reports in conformity with GASB requirements and submit for consideration of Award for Excellence to Government Finance Officers Association (GFOA).
- Review proposals, recommend to Council and execute agreements for annual financial audits and arbitrage services based on Council award.
- Implement monthly sewer rate billing.
- Review and update escheat and accounts payable policies.
- Facilitate Questys training for all departments to access scanned accounts payable documents, increasing efficiency of city staff.





### Online City Payments

#### Make Secure Online Payments



- [Pay City Services Online](#)
- [Pay Parking Tickets Online](#)
- [Online Class Registration](#)

## How We Measure Up

Parking citations are issued by Davis Police Department Parking Enforcement Officers while citation payments are collected and processed by Fiscal Services.

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

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



No. 28

**Revenues by Fund**

<u>Source of Funds</u>	<b>08-09 Actual</b>	<b>09-10 Actual</b>	<b>10-11 Budget</b>	<b>11-12 Budget</b>
General Fund Support	1,373,764	1,399,315	1,454,839	1,446,772
Debt Service Funds	70,000	70,000	70,000	70,000
Development Impact Fees	33,540	0	33,672	34,104
Enterprise Funds	422,806	391,064	433,558	448,877
General Fund Fees & Charges	5,246	4,076	3,850	3,300
General Fund Grants/Designated Revenue	237,088	264,226	254,147	260,977
Internal Service Funds	0	0	0	15,000
Public Safety Srv Fee/Tax	59,628	55,150	61,143	63,304
Special Revenue Funds	5,662	3,599	5,669	5,683
<b>Total Revenues</b>	<b>2,207,734</b>	<b>2,187,430</b>	<b>2,316,878</b>	<b>2,348,017</b>

**Expenses by Category**

<u>Expenditures</u>	<b>08-09 Actual</b>	<b>09-10 Actual</b>	<b>10-11 Budget</b>	<b>11-12 Budget</b>
Capital Expenditures	0	0	0	15,000
Operating Expenditures	834,183	853,685	911,284	907,320
Salaries and Benefits	1,373,551	1,333,745	1,405,594	1,425,697
<b>Total Expenditures</b>	<b>2,207,734</b>	<b>2,187,430</b>	<b>2,316,878</b>	<b>2,348,017</b>

**SUMMARY OF MAJOR  
BUDGET CHANGES**

There are no major budget changes.