

CITY MANAGER'S OFFICE

STATEMENT OF PURPOSE

Implement the policy direction of the City Council and to provide professional expertise in the management of a municipal corporation. Develop, advise and make recommendations to the City Council on policies, programs and various city business matters. Oversee the functions of the City Clerk, General Management, 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 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
- 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.

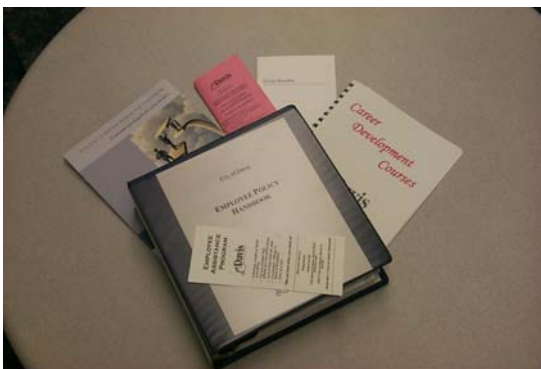
- Prepare Council Agendas and Minutes
- Assist Citizens with Inquiries
- Maintain Official and Historical Records for City
- Coordinate, Recruit and Train Commissions
- Implement Brown Act and Political Reform Act
- Undertake Research for Council
- Act as Local Elections Official
- Oversee Municipal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



HUMAN RESOURCES AND RISK MANAGEMENT – DIVISION 22

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 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

<u>Source of Funds</u>	07-08 Actual	08-09 Actual	09-10 Budget	10-11 Budget
General Fund Support	4,218,657	3,716,973	3,797,262	3,688,831
Debt Service Funds	70,000	70,000	70,000	70,000
Development Impact Fees	86,685	115,109	117,588	93,498
Enterprise Funds	401,584	437,806	439,065	448,558
General Fund Fees & Charges	55,482	15,775	4,460	3,860
General Fund Grants/Designated Revenue	120,104	297,274	247,747	256,247
Internal Service Funds	6,081,575	5,498,473	6,240,009	6,184,890
Public Safety Srv Fee/Tax	53,927	59,628	59,804	61,143
RDA Funds	5,035	43,241	60,519	63,233
Special Revenue Funds	1,102,915	573,394	625,849	556,152
Revenues	12,195,964	10,827,673	11,662,303	11,426,412

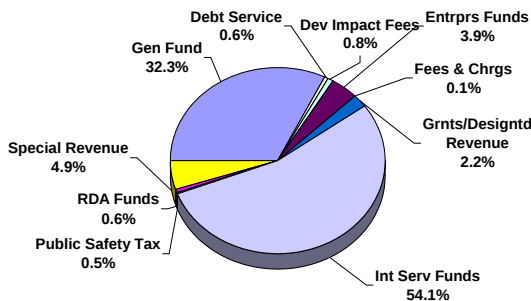
Expenses by Division

<u>Division</u>	07-08 Actual	08-09 Actual	09-10 Budget	10-11 Budget
General Management	1,074,158	1,234,941	1,048,687	980,511
Cable & Media Services	1,102,414	560,922	599,262	528,563
City Clerk	345,637	239,848	340,516	361,670
Human Resources & Risk Management	4,104,926	3,963,655	4,432,215	4,378,942
IS & Communications	2,758,806	2,163,499	2,514,387	2,460,617
Budget & Financial Planning	70,419	457,074	429,205	399,231
Fiscal Services	2,739,604	2,207,734	2,298,031	2,316,878
Total Expenditures	12,195,964	10,827,673	11,662,303	11,426,412

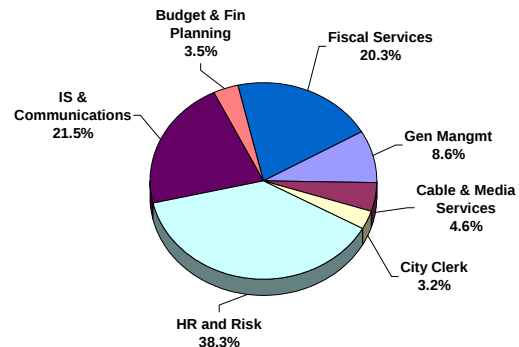
Expenses by Category

<u>Expenditures</u>	07-08 Actual	08-09 Actual	09-10 Budget	10-11 Budget
Capital Expenditures	404,608	117,944	325,300	334,800
Operating Expenditures	7,225,346	6,146,212	6,662,829	6,664,186
Salaries and Benefits	4,566,010	4,563,517	4,674,174	4,427,426
Total Expenditures	12,195,964	10,827,673	11,662,303	11,426,412

**Source of Funds for
2010-11 Budget**

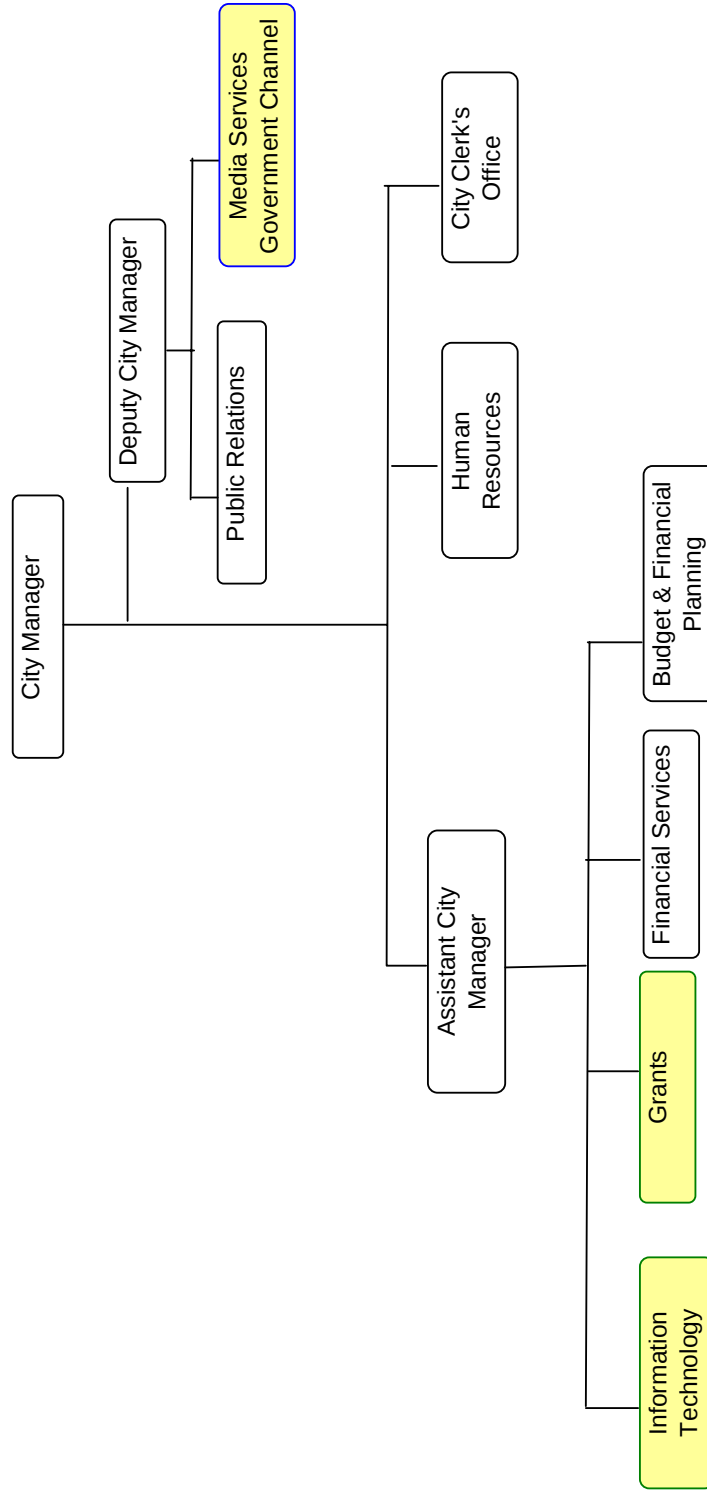


Expenses by Division



Department/Program		EXPENDITURES BY CATEGORY					FUNDING SOURCES				
		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
CITY MANAGER'S OFFICE											
Salaries & Benefits w.o.t	393,357	393,107	250	145,440	155,986	694,783	694,783	0	0	694,783	0
11110 - General Management	8,138	8,138	0	16,000	1,574	25,712	25,712	0	500	25,712	0
11150 - International Relations	171,346	170,746	600	19,950	68,720	260,016	181,283	0	500	181,783	78,233
1160 - Promotions	138,544	138,544	0	0	61,061	199,605	0	0	0	0	199,605
1518 - Government Cable Programming	6,714	6,714	0	3,050	319,194	328,958	0	0	0	0	328,958
1523 - Cable Franchise Management	203,470	203,470	0	16,236	57,313	277,019	276,009	10	1,000	277,019	0
2050 - City Clerk	24,857	24,857	0	0	59,794	84,651	84,651	0	100	84,651	0
2055 - Elections	233,399	233,399	0	800	95,537	329,736	296,762	0	0	296,762	32,974
2201 - Human Resources Management	110,475	110,063	412	29,620	25,892	165,987	165,987	0	0	165,987	0
2215 - Personnel Services	190,549	190,549	0	21,506	3,671,164	3,883,219	0	0	0	0	3,883,219
2240 - Risk Management	1,078,042	1,071,853	6,189	241,749	378,204	1,697,995	0	0	0	0	1,697,995
2610 - IS & Telecommunication Services	95,282	95,262	20	0	196,920	292,202	0	0	0	0	292,202
2617 - Duplicating & Postal Services	0	0	0	0	278,500	278,500	0	0	0	0	278,500
2624 - Citywide System Replacement	0	0	0	0	170,000	170,000	170,000	0	0	170,000	0
2626 - Citywide Radio System	0	0	0	0	21,920	21,920	0	0	0	0	21,920
2635 - I-Net	279,582	279,582	0	0	28,919	308,501	308,501	0	0	308,501	0
2710 - Budget & Financial Planning	88,077	88,077	0	0	2,653	90,730	30,904	0	0	30,904	59,826
2720 - Capital & Development Proj Planning	186,469	186,469	0	3,150	33,433	223,052	220,375	0	2,677	223,052	0
2801 - Financial Services General Admin	286,723	286,723	0	2,330	61,543	350,596	241,255	0	#	241,255	109,341
2815 - Financial Planning & Audit	164,055	164,055	0	0	67,391	228,246	228,246	3,200	0	231,446	0
2820 - Cost Accounting	80,392	80,392	0	0	47,257	127,649	127,649	0	0	127,649	0
2825 - Human Resource Accounting	212,308	212,308	0	157,359	44,653	414,320	292,600	250	121,470	414,320	0
2835 - Revenue & Collection Accounting	77,224	77,224	0	123,500	31,843	232,567	102,167	400	130,000	232,567	0
2845 - Business License Accounting & Audit	266,201	266,201	0	60,050	229,593	555,844	61,143	0	0	61,143	494,701
2850 - Utility Accounting	61,057	61,057	0	0	38,883	99,940	99,940	0	0	99,940	0
2865 - Parking Citations	71,165	71,165	0	0	10,299	81,464	81,464	0	0	81,464	0
2870 - Grants Coordination	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
TOTAL CITY MANAGER'S OFFICE											

CITY MANAGER'S OFFICE



Regular Full Time	40.00
Regular Part Time	1.75
Temporary Part Time	0.48
Total FTE's	42.23

Information Technology and Grants transferred from Parks and General Services

Media Services Transferred from Community Services

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City Manager's Office

Position	FTE 08/09	FTE 09/10	FTE 10/11 FINAL
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
CITY CLERK	1.00	1.00	1.00
CITY MANAGER	1.00	1.00	1.00
COMPUTER SUPPORT TECH I-CONF	1.00	0.00	0.00
COMPUTER SUPPORT TECH II-CONF	2.00	2.00	2.00
DEPUTY CITY CLERK I	0.00	0.00	1.00
DEPUTY CITY CLERK II	1.00	0.00	0.00
DEPUTY CITY MANAGER	2.00	2.00	1.00
FINANCIAL ANALYST II	1.00	1.00	1.00
FINANCIAL ASSISTANT II	7.00	6.00	6.00
FINANCIAL ASSOCIATE	3.00	2.00	2.00
FINANCIAL ASSOCIATE-CONF	1.00	2.00	1.00
FINANCIAL COORDINATOR	2.00	1.00	1.00
FINANCIAL PLANNING SPECIALIST	1.00	1.00	1.00
FINANCIAL SERVICES MANAGER	1.00	1.00	1.00
FINANCIAL SUPERVISOR -CONF	1.00	2.00	2.00
HUMAN RESOURCES ADMINISTRATOR	1.00	1.00	1.00
HUMAN RESOURCES ANALYST II	2.00	1.00	1.00
HUMAN RESOURCES ASST - CONF	3.00	2.00	1.00
HUMAN RESOURCES TECH - CONF	0.00	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	3.00	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
TECHNICAL SERVICES MANAGER	1.00	1.00	1.00
Total Regular Full-Time FTE's	47.00	43.00	40.00
DEPUTY CITY CLERK I - 50%	0.00	0.50	0.00
MEDIA SERVICE PRODUCTION ASST	0.50	0.50	0.50
PROGRAM AIDE-COURIER CONF	0.75	0.50	0.50
SUPPORT SVCS TECH 75% - CONF	0.00	0.75	0.75
Total Regular Part-Time FTE's	1.25	2.25	1.75
COMM SVCS SPEC VI	0.14	0.14	0.14
COMM SVCS SPEC X	0.10	0.10	0.10
INTERN (BUDGET)	0.36	0.00	0.00
MIS INTERN	0.24	0.24	0.24
OFFICE ASSISTANT II	0.05	0.00	0.00
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.

No. 15

Revenues by Fund

<u>Source of Funds</u>	07-08 Actual	08-09 Actual	09-10 Budget	10-11 Budget
General Fund Support	1,049,558	1,112,063	970,668	901,278
Enterprise Funds	15,000	15,000	15,000	15,000
General Fund Grants/Designated Revenue	4,565	59,187	2,500	1,000
RDA Funds	5,035	43,241	60,519	63,233
Special Revenue Funds	0	5,450	0	0
Total Revenues	1,074,158	1,234,941	1,048,687	980,511

Expenses by Category

<u>Expenditures</u>	07-08 Actual	08-09 Actual	09-10 Budget	10-11 Budget
Operating Expenditures	448,048	517,769	410,970	407,670
Salaries and Benefits	626,110	717,172	637,717	572,841
Total Expenditures	1,074,158	1,234,941	1,048,687	980,511

**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				
<u>Source of Funds</u>	07-08 Actual	08-09 Actual	09-10 Budget	10-11 Budget
Internal Service Funds	6,200	0	12,500	0
Special Revenue Funds	1,096,214	560,922	586,762	528,563
Total Revenues	1,102,414	560,922	599,262	528,563

Expenses by Category				
<u>Expenditures</u>	07-08 Actual	08-09 Actual	09-10 Budget	10-11 Budget
Capital Expenditures	9,456	38,426	12,500	0
Operating Expenditures	971,975	387,665	440,703	383,305
Salaries and Benefits	120,983	134,831	146,059	145,258
Total Expenditures	1,102,414	560,922	599,262	528,563

CITY CLERK – DIVISION 20

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

HUMAN RESOURCES & RISK MANAGEMENT – DIVISION 22

Expenses by Category

<u>Expenditures</u>	07-08 Actual	08-09 Actual	09-10 Budget	10-11 Budget
Operating Expenditures	116,145	81,437	133,293	133,343
Salaries and Benefits	229,492	158,411	207,223	228,327
Total Expenditures	345,637	239,848	340,516	361,670

Total Revenues	345,637	239,848	340,516	361,670
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SUMMARY OF MAJOR BUDGET CHANGES

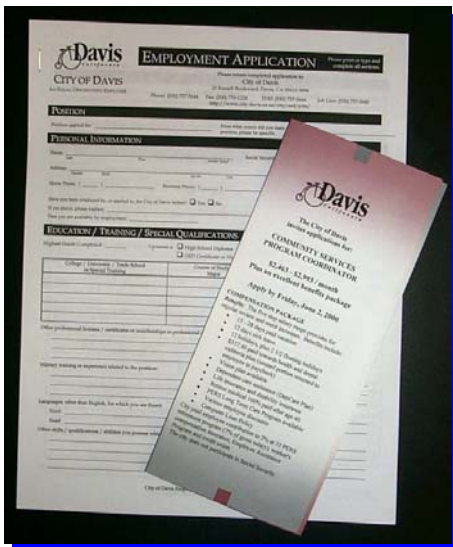
Additional funding has been included to cover the increased city costs to hold an election and to increase the 50% Deputy City Clerk position to a 100% position.

Major Accomplishments in FY 2009-10

- Continued improvements for internal web page for employees to find information, forms and policies, 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

HUMAN RESOURCES & RISK MANAGEMENT DIVISION

Revenues by Fund

<u>Source of Funds</u>	07-08 Actual	08-09 Actual	09-10 Budget	10-11 Budget
General Fund Support	604,308	503,079	519,148	462,749
Internal Service Funds	3,500,618	3,460,576	3,913,067	3,916,193

Total Revenues	4,104,926	3,963,655	4,432,215	4,378,942
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Expenses by Category

<u>Expenditures</u>	07-08 Actual	08-09 Actual	09-10 Budget	10-11 Budget
Operating Expenditures	4,487,722	3,489,111	3,741,418	3,848,062
Salaries and Benefits	547,463	615,815	664,144	584,153

Total Expenditures	4,104,926	3,963,655	4,432,215	4,378,942
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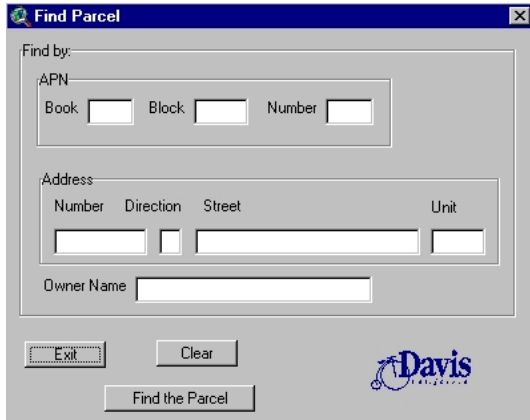
**SUMMARY OF MAJOR
BUDGET CHANGES**

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 that 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.



Web based systems

Plans / Goals for FY 2010-11

- Fully implement a new citywide phone system to obtain greater functionality and achieve a 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

<u>Source of Funds</u>	07-08 Actual	08-09 Actual	09-10 Budget	10-11 Budget
General Fund Support	184,049	113,723	170,000	170,000
General Fund Fees & Charges	0	10,519	0	0
Internal Service Funds	2,574,757	2,037,897	2,314,442	2,268,697
Special Revenue Funds	0	1,360	29,945	21,920

Total Revenues	2,758,806	2,163,499	2,514,387	2,460,617
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Expenses by Category

<u>Expenditures</u>	07-08 Actual	08-09 Actual	09-10 Budget	10-11 Budget
Capital Expenditures	395,152	79,518	312,800	334,800
Operating Expenditures	1,250,077	925,081	888,859	952,493
Salaries and Benefits	1,113,577	1,158,900	1,312,728	1,173,324
Total Expenditures	2,758,806	2,163,499	2,514,387	2,460,617

**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

BUDGET & FINANCIAL PLANNING – DIVISION 27

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.

No. 27

Revenues by Fund

<u>Source of Funds</u>	07-08 Actual	08-09 Actual	09-10 Budget	10-11 Budget
General Fund Support	23,942	375,505	346,037	339,405
Development Impact Fees	46,477	81,569	83,168	59,826
Total Revenues	70,419	457,074	429,205	399,231

Expenses by Category

<u>Expenditures</u>	07-08 Actual	08-09 Actual	09-10 Budget	10-11 Budget
Operating Expenditures	2,767	44,597	56,641	31,572
Salaries and Benefits	67,652	412,477	372,564	367,659
Total Expenditures	70,419	457,074	429,205	399,231

**SUMMARY OF MAJOR
BUDGET CHANGES**

FISCAL SERVICES – DIVISION 28

Major Accomplishments in FY 2009-10

- Posted Comprehensive Annual Financial Report (CAFR) for the fiscal year that ended June 30, 2009 on Finance web site.
- 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

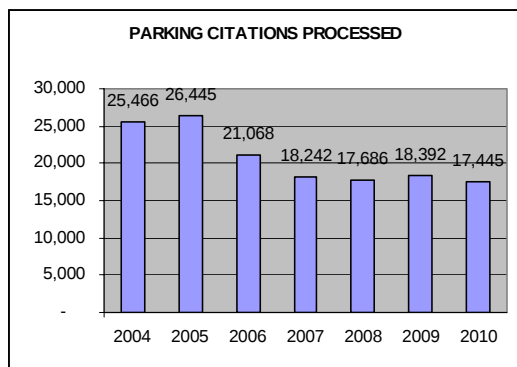
- Complete implementation of scanning process for accounts payable processing and begin moving towards paperless processing for other finance processes.
- Post City's Quarterly Treasurer's report on the Finance section of the website.
- Publish Comprehensive Annual Financial Reports in conformity with 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



No. 28

Revenues by Fund

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

Total Revenues	2,739,604	2,207,734	2,298,031	2,316,878
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Expenses by Category

<u>Expenditures</u>	07-08 Actual	08-09 Actual	09-10 Budget	10-11 Budget
Operating Expenditures	947,223	834,183	884,301	911,284
Salaries and Benefits	1,792,381	1,373,551	1,413,730	1,405,594
Total Expenditures	2,739,604	2,207,734	2,298,031	2,316,878

**SUMMARY OF MAJOR
BUDGET CHANGES**

