

**HIGHLIGHTS OF CITY DEPARTMENTAL SERVICES
FUNCTIONS**

CITY COUNCIL

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

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

Role of the City Commissions

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

Bicycle Advisory Commission

The Bicycle Advisory Commission develops options to achieve the goals of the City's Comprehensive Bicycle Plan, and to recommend changes to the plan, as necessary to achieve its purpose.

Building Board of Appeals

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

Business and Economic Development Commission

The primary role of the Business and Economic Development Commission is to advise the City Council and staff on matters relating to business and economic development. In looking at economic development, the Commission shall work with the Economic Development Strategic Plan as approved by the City. The Commission's activities shall also include: identification of constraints and incentives to economic development, direction on business recruitment, representation on business outreach visits to existing businesses, education to the community on the importance of economic development appropriate to Davis, monitoring of sales tax leakage, and other activities as directed by the City Council. Finally this Commission shall serve as a focal point for the community and City Government on economic development projects and issues and shall work cooperatively with the Planning Commission, the Finance and Budget Commission and community groups on economic issues of mutual interest.

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■ City/UCD Student Liaison Commission.

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

■ Civic Arts Commission

■ The City of Davis encourages and supports a variety of arts programs and facilities. The Civic Arts Commission considers and makes recommendations to the City Council on cultural and artistic matters by: 1) generating public input concerning the arts; 2) reviewing arts contract proposals; and 3) recommending art intended for public places. The Civic Arts Commission may also review and make recommendations on the city of Davis budgets for arts programs, and facilities, and on the incorporation of art into the city's capital improvement projects.

■ Finance and Budget Commission

■ The Finance and Budget Commission advises the City Council and staff on issues pertaining to the budget and the implementation of the Development Impact Fee Study recommendations. In addition, advice on other financial and economic issues may be requested of the commission by the City Council including, but not limited to, a broad review of the city's financial structure, the comparative analysis of tax burdens in Davis, redevelopment and the promotion of increased understanding of the city budget.

■ Handicapped Access Standards Board of Appeals

■ This board of appeals determines the suitability of alternate materials and methods of construction, and provides for reasonable interpretations of the several building codes enforced by the city of Davis, as these relate to handicapped accessibility.

■ Historical Resources Management Commission

■ This commission advises the City Council on matters pertaining to historical resources, maintains an inventory of historical resources, reviews and recommends designation of historical resources, and reviews applications for alteration permits for historical structures.

■ Human Relations Commission

■ The Human Relations Commission shall promote mutual respect, understanding and tolerance among all persons. The Commission shall seek to build a community where relationships among diverse peoples are valued by all, discrimination and hate are not tolerated, the voices of the voiceless are heard, and where citizens can address issues dealing with hatred, discrimination and alienation through education, outreach, studies and recommendations to the City Council.

■ Natural Resources Commission

■ The commission's mission is to provide the City Council with recommendations on natural resource issues facing the City of Davis. Some of the issues under the commission's purview include water conservation, air pollution, waste management, recycling, and monitoring the clean-up of hazardous waste sites.

■ Open Space and Habitat Commission

■ The Open Space and Habitat Commission serves as the focal point for the community and city government for open space and habitat projects and issues.

They advise the council on all matters relating to open space and habitat, monitor and facilitate implementation of open space objectives, and identify solutions to implementation problems.

Personnel Board

The function of the Personnel Board is to hear appeals submitted by any city employee involving any disciplinary action, dismissal, demotion, interpretation or alleged violation of the City's personnel rules, and to certify its findings and recommendations as provided in the personnel system rules. The board, when requested by the City Council or the City Manager, shall investigate and make recommendations on any matter of personnel policy.

Planning Commission

In accordance with City Code, the Planning Commission is the city's planning agency authorized by state statutes. As such, this commission hears matters relating to zoning regulations (i.e., annexations, pre-zoning, rezoning, development agreements, final planned developments, use permits, variances, zoning interpretations and ordinance amendments) and subdivision matters. It also hears General Plan amendment applications associated with development applications. The Planning Commission develops the General Plan and specific plans as necessary.

Recreation and Park Commission

The Recreation and Park Commission advises City Council on matters pertaining to recreation programs, parks, and other public use facilities. The Commission provides recommendations and feedback on park and public facilities policies, amenities, use, cost recovery and planning. Similarly the Commission advises City Council on recreation program development, strategic planning and cost recovery. Also the Commission provides the community with a forum to share information, make requests, and voice concerns related to the Commission's charge.

Safety Advisory Commission

The Safety Advisory Commission is to report to the city council on the local accident situation in the areas of traffic, home, school, commerce and industry and makes to the city council on appropriate courses of action to reduce accidents; to periodically make recommendations to the city council on matters relating to bicycle, pedestrian and auto safety, including such items as speed limits and appropriate regulatory warning devices; to review all traffic safety proposals and make recommendations to the city council and to approve the acts of the traffic engineer whenever the requirements of this chapter require such approval by the safety advisory commission or the traffic committee.

Senior Citizens Commission

The primary function of the Senior Citizens Commission is to advise the City Council and city staff on all matters relating to policies and programs that will serve senior citizens in the community, including identifying needs, to create a citizen awareness of needs, to render advice and assistance to other city departments and private agencies on matters affecting seniors.

Social Services Commission

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

representatives of the disabled community and advises the Commission and Council in matters related to the needs of individuals who are disabled and accessibility issues in regards to City facilities, programs, and services.

Tree Commission

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

CITY ATTORNEY

General legal services and litigation services are provided primarily through a contract with the law firm of Best, Best and Krieger. This firm has significant public law and municipal experience. We have a designated City Attorney and recourse to draw on any number of lawyers at the firm depending upon the number and variety of legal issues to be addressed each month.

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

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

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



CITY MANAGER'S OFFICE

The principal purposes of the City Manager's Office are to provide support to members of the City Council to enable them to concentrate on policy matters and to provide administrative direction to city departments consistent with council policies. The City Manager coordinates the establishment of goals and objectives for each department and monitors progress toward accomplishing them. Primary department responsibilities include General Management, Government Media Programming, Promotions, City Clerk, and Housing and Human Services.

General Management

The City Manager acts as Chief Executive Officer over the municipal corporation with seven departments and a budget of over \$140 million. In this capacity, the City Manager's Office has the following oversight responsibilities:

- Develop, advise and make recommendations to the City Council on policies, programs and various city business matters.
- Implement policies and programs approved by the Council.
- Keep the City Council informed on the city's financial condition and other issues.
- Provide administrative direction and supervision to city departments.
- Develop and recommend a viable annual city budget that fulfills approved goals and General Plan implementation.
- Work with other governmental agencies to encourage cooperation.
- Provide staff liaison support to commissions, task forces, and committees as assigned.
- Coordinate ceremonial City Council events.

Government Media Programming

City Council, Planning Commission and other governmental meetings, educational, and informational programs are televised on the city's cable television channel. The City Manager's Office administers the purchase, operation and maintenance of all city-owned cable television equipment; coordinates presentation technology needs for all city departments; and works with all city departments on training, information and public education projects. The department also works with other Davis organizations such as the Davis Joint Unified School District and Davis Media Access to produce coverage of school board meetings, special public meetings and forums, and local election coverage.

Cable Franchise Administration

The administration of the franchise with the current cable provider and the evaluation and negotiation of new or renewed franchises is administered in the City Manager's Office. Ongoing franchise oversight includes coordination of audits of cable revenues and inspections of cable infrastructure, distribution of franchise fees for community media, monitoring regulatory and legislative changes in the cable industry that would impact Davis and responding to complaints and inquiries from residents about cable services.

Grants Coordination and Administration

The City of Davis receives grants from the federal and state government and other groups to pay for a variety of activities and programs such as bike lanes, public transportation, trees and parks, child care, law enforcement and roads, and to help construct public facilities or obtain specialized equipment or vehicles. The City Manager's Office provides grant services to all departments. These services include grant research, grant seeking, grant writing, assistance with grant contracts, recordkeeping and reporting during project implementation, and assistance with grant close-out.

Promotions

The promotions division works to market the community, promote visitor attraction, coordinate citywide events and provide public information. The Promotions program is responsible to do the following:

- Coordinate special events related to social justice, visitor attraction, and business promotion.
- Provide technical assistance in marketing, revenue raising and special events.

- Work with the Yolo County Visitors Bureau to enhance Davis' ability to host conferences and attract visitors.
- Develop publications to provide information citywide.

International Relations

The International Relations program assists with outreach to Davis' Sister Cities, as well as to the international community residing in or visiting Davis.

- Support international visitors, residents and official delegations to Davis.
- Promote Davis' Sister Cities.

Community Development Block Grant & Housing

The City of Davis receives Community Development Block Grant (CDBG) funding through the U.S. Department of Housing and Urban Development (HUD). CDBG funds are used to implement a wide range of community development activities directed toward revitalizing neighborhoods, economic development, and providing improved community facilities and services principally for low and moderate-low income persons. The City of Davis reviews CDBG funding priorities annually and generally uses the grant to increase availability of affordable housing, provide funding for a basic safety net of food, shelter and health services, improve preventive social services to low income residents, expand accessibility of facilities and services for disabled residents and expand job development for low income residents. The City allocates the major part of its CDBG grant to local non-profit groups who provide a wide variety of housing and social services in several major categories:

Housing Financing

CDBG housing activities have combined public and private resources to expand and enhance housing for low income Davis residents. Generally, the housing activities have combined contributions from developers, CDBG and other local grant funds, the community and private housing financial institutions to meet affordable housing needs.

Public Facilities and Removal of Architectural Barriers

Since the CDBG program began in 1984, public facilities funds have been used to assist in the improvement, expansion and development of a variety of facilities throughout the city. These projects include the Senior Center expansion project, Veteran's Memorial Center Theater lobby and restrooms, Municipal Gold Course restrooms, accessibility of public parking areas at Central Park, homeless shelter and resource center, cold-weather shelter and transitional housing sites in Davis. Last Year CDBG funds were used to support the Manor Pool improvements, install audible pedestrian signals in two heavily used intersections, install concrete pads across planter strips at major intersections and continued curb access improvements on Davis city streets. Other activities and facility improvements last year include completing the ADA Self-Assessment and Transition Plan, improvements to the cold-weather shelter, Vets' Annex building, power assist doors, dog park accessible path and play equipment resurfacing at three Davis parks.

Public Services

Public services include meal programs, health services, emergency shelter, counseling, in-home support and child care. In the past, public service funds have supported organizations such as Davis Community Meals, CommuniCare Health Centers, Short-term Emergency Aid Committee (STEAC) and a first



■ response domestic violence response project through the Sexual Assault and Domestic Violence Center.

■ Program Administration

■ HUD authorized the City to use CDBG funds for program administration costs necessary to ensure compliance with all federal funding requirements, including project and program monitoring, technical assistance to service providers, managing the grant award process, preparing required records and reports, monitoring implementation of Consolidated Plan and Annual Plan goals and objectives, ensuring ADA compliance, ensuring fair employment housing compliance, coordination homeless services planning and delivery, and conducting necessary special needs assessments.

■ Affordable Housing

■ The City maintains an Affordable Housing program, which oversees existing and pending affordable housing projects. The Affordable Housing program is responsible to do the following:

- • Monitor existing affordable housing stock, including approximately 400 units of designated owner occupancy housing.
- • Work with other city departments, outside agencies and housing organizations to develop new affordable housing projects.
- • Provide information to the public on affordable housing options.
- • Ensure that the city's Affordable and Middle Income Housing Ordinances are followed.

■ Shelter and other Federal Housing Programs

■ The Community Services Department serves as the fiscal agent and administrative officer for an ongoing program to provide transitional housing for homeless men, women and families through a partnership with Davis Community Meals. The department also administers the Housing Investment Partnership (HOME) program which funds construction of permanently affordable units in cooperation with local housing nonprofit groups. In fiscal year 2007-2008, HOME program funds helped to complete the Eleanor Roosevelt Circle affordable housing project for seniors and assisted with predevelopment activities for the New Harmony-Owendale II affordable housing project.

■ Parks & Recreation Facilities Master Plan

■ The Parks and Recreation Facilities Master Plan is used to assess current and future facility needs and develop a fiscally sound implementation plan. The master plan includes an analysis of existing facilities, a comparison of current and planned facilities with comparable communities, a demographic study, a community-wide survey, identification of funding alternatives, and a financing plan. The department is currently completing an update and incorporating the Housing Element Update information into the planning document which will be the blue print for parks and facilities projects for the next ten years.

■ **City Clerk**

■ The City Clerk coordinates the administrative activities of the City Council and other legislative efforts. Specifically, the City Clerk is responsible to:

- • Assemble, distribute, and post agendas for the City Council and post agenda for all city public meetings.
- • Record minutes and actions at City Council meetings and maintain and amend the Municipal Code in a timely manner.

- Prepare legislation, notices for consideration, and other official documents and respond to requests for information regarding city policies and legislation.
- Assist candidates, city staff and officials with filing financial disclosure and/or campaign statements as required.
- Administer and maintain a records management and retention system for all official city records.
- Coordinate municipal elections and any general election with the Yolo County Election Office to ensure that the elections are conducted in a legal manner.



ADMINISTRATIVE SERVICES

The administrative services department works to serve the public interest by providing sound financial management as the custodian of public funds, perform reliable, detailed fiscal analysis for financial planning, and maximize investment opportunities and establish and maintain internal fiscal controls to ensure city assets are protected and to ensure compliance with all legal provisions. To enable city departments to appoint qualified persons to authorized vacant positions, monitor policies for compliance with federal and state employee safety mandates, provide training and enrichment opportunities for all city employees, administer

employee benefits and facilitate labor negotiations. Provide internal computing resources and provide technical support and training for city employees, improve customer services through the use of information technology and provide quality telecommunications services. To create quality of life for Davis residents by providing a diverse array of recreation programs and services.

Human Resources & Risk Management

The Human Resources & Risk Management division enables city departments to appoint qualified persons to authorized vacant positions. The division assists in increasing diversity through recruitment outreach. It administers employee benefits and facilitates labor negotiations. In adhering to the tenet of continued employee professional development, it provides employee access to training opportunities. In addition, the Human Resources function performs the following services:

- Implement and monitor city personnel policies, foster performance reviews, execute merit increases and maintain personnel records.
- Assist city departments with discipline as necessary.
- Support the Personnel Board.
- Provide personnel recruitment services, including drafting job classifications, advertising, processing applications, conducting interviews and tests, establishing eligibility lists, arranging employee physicals and conducting new employee orientation.
- Administer employee benefits, including leave policies, deferred compensation, unemployment, and benefit insurance plans (life, medical, dental, vision, prepaid legal).
- Assist employees entering retirement, or upon termination of employment with their changes in benefits, options they may have, etc.

The Risk Management function of this division administers the city's liability, property, workers' compensation, disability, and return to duty programs to reduce the frequency and magnitude of financial losses due to claims. Responsibilities include the following:

- Administer the citywide Safety Program, guide departments in their employee safety programs, promote workplace safety and wellness and advise departments on federal/state safety mandates.
- Monitor policies for compliance with federal/state employee safety mandates.
- Coordinate required occupational health testing.

Social Services Division

Older Adult Services

The Older Adult Services Program provides a wide variety of services and activities which help strengthen our community and create a sense of place. As a county-wide focal point for information on aging, the Davis Senior Center strives to provide the highest quality recreational, social, and supportive services for mature adults and their family members. Through its versatile programming, older adults are encouraged to continue personal development and lifelong learning, healthy lifestyles through fitness and nutrition, as well as promotion of inclusiveness, accessibility, spirituality, and most of all, fun and celebration of life.

The Davis Senior Center also partners with several non-profit community based organizations in order to provide specialized services to older adults in the community, such as the Elderly Nutrition program and Citizens Who Care. The Elderly Nutrition program provides both congregate and Meals on Wheels food service, Monday through Friday, and assists with related activities. Citizens Who Care manages the Time Off for Caregivers program, which is a recreational respite program for frail elderly offered on alternating Saturdays. These types of services, combined with our own Information and Assistance program, links participants to the vital array of county-wide resources needed to keep our older adults living productive and independent lives.

Community Transit

Davis Community Transit provides curb-to-curb services seven days a week to those who qualify under the American with Disabilities Act (ADA). The general public may ride only when space and time permit. One-way fares are \$1.75 for ADA Customers and \$3.50 for the general public. Paratransit vehicles are twelve passenger wheelchair-accessible buses. Every Tuesday, transportation is provided to the Davis Community Meals program from designated points.

Community Mediation

Community Mediation Service (CMS) provides conflict management, resolution and prevention services to Davis residents through mediation, facilitation and training. CMS staff supports nearly 50 trained volunteer mediators who help people find ways of resolving their differences before conflicts escalate and without having to go to court or call the police. CMS staff and volunteers serve the Davis community by providing help with disputes involving neighbors, tenants and landowners, consumers, roommates, co-workers, businesses, non-profit organizations and fair employment and housing issues. Through educational services such as communication and conflict management trainings, group presentations, and publications, CMS works to enhance community understanding and use of constructive conflict resolution methods.

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■ Administrative Hearings

■ This is an administrative adjudication program, established by the City in
■ response to state legislation, for the hearing and disposition of contested
■ cases involving violations of the California Vehicle Code relating to vehicle
■ parking and impoundment. Local legislation also provides an administrative
■ adjudication process for violations of the Davis City Code relating to nuisance
■ abatement. The office of administrative hearings works in cooperation with,
■ but independent of, the Davis Police Department, Fire Department, and the
■ Code Compliance Division of Community Development.

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■ Fair Housing

■ Fair Housing Services works to prevent illegal discrimination in Davis in all
■ areas of employment and housing through education, mediation, investigation
■ and enforcement referrals. Educational services include distribution of
■ instructional brochures, training seminars for housing consumers and
■ providers, individual consultations and presentations with community groups
■ and organizations. Fair Housing Services staff conduct intake and assessment
■ of housing discrimination complaints and refer appropriate cases to State and
■ Federal enforcement agencies for investigation and enforcement. In addition,
■ all fair housing cases are offered mediation services as an option for effective
■ resolution of their complaint. Fair Housing Services staff work with other City
■ departments to monitor compliance with fair employment and housing laws in
■ all projects that use Community Development Block Grant and Home
■ Investment Partnership Grant funds.

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■ **Child Care Services**

■ Child Care Services

■ Child Care Services provides a wide range of services for child care providers
■ and families with children. The Resource and Referral program provides
■ workshops, on-site trainings, and technical assistance to family child care
■ providers and child care centers enhancing the quality of child care in Yolo
■ County. Resource and Referral also hosts a yearly Child Development
■ Conference that offers the community the latest information on best practices
■ in child development. The Child Care Subsidy program offers subsidies to low
■ income families to assist them with their child care costs. Separate subsidies
■ are also available to families participating in the CalWORKS program and
■ students attending UC Davis. These subsidies help strengthen the community
■ by allowing families to continue to work and attend training programs.

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■ **Community Services**

■ Recreation – Youth and Adult

■ A wide variety of recreational opportunities for youth and adult are provided
■ and include swimming, playgrounds, dance, drama, athletics, outdoors
■ education, tennis, teen programs, special interest classes, skateboard,
■ community events, and athletic instruction for children, youth and adults. A
■ fee-waiver program provides subsidies to individuals and families who can not
■ afford to participate in programs without assistance. The Community Services
■ recreation schedule is produced three times a year.

■ Co-sponsored Field and Facility Use

■ Staff liaisons are provided to co-sponsored users in this division to assist with
■ the planning and use of city facilities to support the recreational programs
■ offered by these groups. The groups meet regularly with the liaison to plan use

of city facilities, discuss maintenance and plan for future needs. Aquatics Co-sponsored users participate in the Aquatics Council meetings quarterly. Field co-sponsored groups participate in the Field Users meeting three times per year; other co-sponsored groups meeting with staff as needed to plan and meet their needs. Staff also reviews applications for Co-sponsored Status and per the Co-sponsorship policy and maintains agreements associated with their use.

Recreation and Park Commission Support

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

Facility Use

The division schedules, supervises, and coordinates the use of city facilities available to the public. The facilities available for public use include: Veteran's Memorial Center, Senior Center, Teen Center, Redwood Park Community Building, Hattie Weber Museum, Chestnut Roundhouse, Civic Center Gym and the Community Pool Building. A facility fee waiver program is administered to provide waivers to individuals and organizations based on financial need.

Varsity Theatre

The city owns and leases the Varsity Theatre. The operator has assumed maintenance responsibility for most of the building. A portion of the building is subleased out for a retail food business.

Veterans Memorial Theatre

This theatre is booked for community performances and events, and is home to Davis' annual Children's Nutcracker. The Community Services department books and maintains the theatre, provides technical assistance and supervision to user groups and coordinates use of other performance-related equipment including portable staging, portable lighting and sound systems, and the mobile stage.

Art in Public Places

Funded by the city's Municipal Arts Fund, Art in Public Places comprises a set-aside of 1% construction costs for city capital improvement projects. There are currently forty pieces in the City's collection. New pieces are commissioned annually.

Arts Contracts

Arts contracts are competitively awarded annually to studio and performing artists, writers, film and video producers, community groups, galleries and non-profit agencies. Funding is offered to outstanding applicants for projects of high artistic quality and significant community visibility.

Civic Arts Commission Support

The Civic Arts Commission advises the City Council on all matters relating to art and culture in the community, and selects art to include in the city's art in public places collection. The commission encourages programs and methods that support creative activities to the highest standards, as well as increase public understanding, appreciation and enjoyment of a variety of art forms.

Information Systems & Communications

Information Systems provides the City's internal computing resources to automate the business function of each department as well as works to

develop systems designed to serve the public directly via the City's web site. The division improves customer services through the implementation and use of information systems, technology, computer networks, website development, mapping systems, and voice telecommunications systems. The Information Systems and Communications Division provides technical support, development, coordination, and training for all city computer applications; maintains the City's web site, including the provision of accurate and timely web page information and the development of internet web-based systems. They also oversee the operations of the Telecommunications Commission, the city mailroom functions, city copy center, and citywide networks; and they support citywide telecommunications needs (cell tower leases, phone system coordination, and radio system coordination).

Budget and Financial Planning

Budget and Financial Planning is an important part of any organization. It is the special duty of this division to serve the public interest by providing sound financial management services. This includes performing detailed fiscal analysis for financial and capital planning and help city departments implement their programs through budget development and management.

- Provide high quality financial planning services for city's future expansion needs.
- Coordinate development of annual budget and implementation as adopted by Council.
- Provide sound fiscal analysis/advice, and assist council/departments in responding to budget issues.
- Produce periodic reports of financial activities, service costs, and budget and financial status.
- Update and maintain both parts of the city's master financial plan – the Five Year Capital Improvement Projects Master Plan and the City's annual budget document.
- Monitor city acquisition of goods and services to ensure all legal requirements are met and that purchases made by departments are in accordance with city policies.

Fiscal Services

Along with the Budget and Financial Planning division, act as the "Custodian of Public Funds," to manage and safeguard public financial resources. Provide prompt and courteous service to citizens and others having financial dealings with the City. Provide the City Council with thoughtful policy analysis and development of financially sound funding options. Report the City's financial activity in a clear and understandable manner. It is our responsibility to establish and maintain internal fiscal controls to ensure city assets are protected from loss, theft or misuse.

- Generate city utility service bills, maintain records of charges/payments, inform citizens of services, options and costs.
- Administer the city's business license ordinance.
- Perform reliable, high quality financial services with due regard for the fiduciary trust placed upon the department.
- Maximize investment opportunities; invest and manage city funds as needed within legal parameters and city policies, coordinate investments with cash flow needs.

- Receipt payments for all city services.
- Administer parking citation collection.
- Manage the city's fixed assets, records, valuation and insurance coverage.
- Debt service management: respond to the city's financing needs through debt service, bond financing, and establishment of community facilities districts.
- Financial accounting for parking and Mello-Roos districts.
- Report on city's financial status, results of operation, coordinate annual independent audit.
- Produce the Comprehensive Annual Financial Report.
- Centralized revenue collection.
- Vendor payment services.
- Establish and maintain internal financial and budgetary controls.
- Payroll services: process/disburse paychecks and direct deposit payroll; execute payroll deductions, tax withholding; generate/distribute W-2s; provide information upon request.
- Bank liaison, deposit all revenues received, monitor city funds, reconcile city transactions with the bank statements.
- Provide financial services to the Davis Redevelopment Agency, the Davis Public Financing Authority, and the Davis Downtown Business Association.
- Maintain parcel land use identification for assessing and collecting development impact fees, tax increment, general obligation, Mello-Roos bonds and assessment districts.
- Assist departments in applying for grants and provide auditing services.

FIRE DEPARTMENT



The purpose of the Fire Department is to provide pre-hospital emergency medical services at the EMT-1D level; minimize losses from fires, hazardous materials incidents and natural disasters and other emergency services; provide fire and life safety inspections, plan review services for commercial and multi-family occupancies; and to ensure that the community's emergency service resources are effectively and efficiently managed.

The Emergency Services Management Division manages and coordinates all the resources of the department. These activities include personnel management, budget preparation and implementation, research and development, record management and special services (provide services to city departments and other outside agencies). This division is also responsible for coordinating citywide Emergency Operations. Representatives from each department are assigned to this last function, to provide a plan for the City of Davis in cases of natural or man made disasters.

The Operations Division provides for the emergency response and management of medical emergencies, fires, hazardous materials spills, public assistance and other emergencies. The following activities comprise the operations division:

- Management of the emergency equipment and apparatus for safe, effective delivery of emergency services and to ensure the maximum useful life of all equipment.
- Pre-fire planning in targeted commercial and residential occupancies, and enhancements of emergency maps produced in the Public Works department to provide street/address/hydrant maps, apartment complex maps, and pre-fire plan maps for use in emergency response.

- Station Operations is the management of the fire stations to maximize the facility's useful life through appropriate maintenance and utility use.

Fire Prevention

This division ensures enforcement of state and local building and fire codes. The activities include supervising and/or participating in Plan Review, Weed Abatement, Fire Investigation, Public Education, Fire Safety Inspections, Prevention Administration, Water Supply, and assisting the Fire Chief with various research and administrative duties.

Training

The Training Division is responsible for the continuing education of the City's fire, rescue, and prevention forces. Each Davis firefighter, from Fire Captains to the fire engine driver, is mandated by Federal, State, Council and local legislation to receive continued training each year of their career.



DEPARTMENT OF COMMUNITY DEVELOPMENT & SUSTAINABILITY

The Department of Community Development & Sustainability is

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

Neighborhood Services

The neighborhood services program strives to improve interactions between city government, the school district and residents. One tool is providing assistance with the formation of neighborhood associations. Residents are provided with the education and resources needed to resolve issues and problems that affect their neighborhoods.

Property Acquisition & Management

The City and Redevelopment Agency are the owners of some of the most significant buildings in Downtown Davis. This division, in conjunction with the Redevelopment Agency, has transformed under-utilized buildings into a positive revenue stream, while at the same time attracting more visitors to the downtown resulting in support for downtown business and sales tax generation. Successful conversions to date include the SP Depot, Varsity Theater, Historic City Hall and Pence Gallery. Projects currently being

analyzed include the Hunt-Boyer Mansion, Third and B, and the Civic Center Gym. The successful partnership of the City and Agency has proven to be a major catalyst in transforming downtown Davis over the last 10-15 years. At the same time the building reuses have generated over 150,000 annual visitors to the downtown. Other results include: a reduction of over \$300,000 annually in General Fund support; generated over \$171,000 in rent revenue annually; and future ownership of the Pence Gallery building. The division also oversees a number of smaller leases of property throughout the city that benefits the community.

Planning

- Ensure responsiveness to public counter and telephone requests for information and assistance concerning planning and zoning information and questions regarding existing, proposed and new development.
- Implement the city's adopted California Environmental Quality Act (CEQA) Ordinance and procedures.
- Complete a series of public projects including design of downtown amenities, zoning ordinance amendments, sign ordinance, and implementing General Plan and Specific Plan programs.
- Ensure that all buildings and uses are in conformance with the city's General Plan, zoning and other applicable ordinances.
- Periodically update the General Plan and EIR.
- Identify the City's long-range goals, objectives, policies; incorporate them into general and specific plans and other appropriate documents.
- Process current planning and design review applications and plan checks, including residential, commercial and other development, in a comprehensive, timely and professional manner.
- Ensure that all environmental effects of proposed public and private projects are identified and that recommended mitigation measures are provided.
- Assist with departmental and city projects.
- Prepare, implement and monitor the division's budget.
- Update and implement the Subdivision and Zoning Ordinances to be consistent with state law and General Plan modifications.
- Implement the Affordable Housing Ordinance and continue to process affordable housing plans for current developments.
- Historical Resources Management
The Historical Resources Management Commission is mandated to approve alternation permits requested for any of the City's designated historical resources. Staffing requires intakes, analysis and coordination with the City's Community Development Department to handle the permit process. The staff's responsibilities also include assisting the commission with updating the Historical Resources inventory, advising the City Council on issues related to Historical Resources Management, designating new resources, undertaking special projects to promote community awareness of Davis' past, and assisting with developing and implementing historic district guidelines.
- Special Projects
Examples of special projects undertaken by the Division are the Davis History book update, the Historical Resources inventory update, the Historic District overlay, and the Hattie Weber Museum of Davis, operated by the Yolo County Historical Society.
- Open Space Acquisition and Management
City open space protects a wide range of natural and cultural resources, including prime farmland, community greenbelts, riparian corridors and rural view-scapes. Planning, management and stewardship of these



diverse areas is accomplished through staff efforts and volunteer services. Awareness related to habitat management, and the urban-agricultural interface, are important features of the public education component of the program. The Open Space and Habitat Commission, advises staff and the City Council on open space and habitat related policy issues. A total of 4,500 acres have been set-aside as Open Space Conversation Acres. The division maintains 569 acres of Open Space.

Sustainability Implementation and Management

The City recognizes the importance of sustainable communities and is dedicated to reducing the City's impact on the environment through a reduction in greenhouse gas emissions, improved access to alternative modes of transportation, greater efficiency and production of local renewable energy, reduction in local consumption and waste, innovation in land use policies and green building standards, protection of natural resources and prime farmland, improved water conservation, enhanced recycling efforts, use of cleaner reusable products and more. The Climate Action Team and the Sustainability Working Group were developed to focus on this effort.

Economic Development

The City's economic development program's mission is to enhance the economic vitality of the City of Davis through activities and strategies designed to attract and retain desires

commercial and industrial uses, to enhance sales tax revenue, to create jobs, and to market the city's resources to prospective companies. Economic development employees serve as staff to the Business and Economic Development Commission and advise the City Council on matters relating to business and economic development issues.

Building Division

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





POLICE DEPARTMENT

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

PUBLIC WORKS DEPARTMENT

Ensure that city-owned facilities, city-owned transportation facilities, contract solid waste management service, contract transit services and capital improvement programs are designed, constructed, maintained and/or modified in a manner consistent with approved policies. Operate, maintain, repair, replace city's transportation system, water production/ distribution system, sewage collection/treatment system, drainage collection/disposal



system, administer the contract for garbage, yard refuse, recycling and street sweeping services; administer the contract for intra-city/inter-city public transit; provide engineering design/assistance, and construction inspection services for public

improvements in private subdivisions and city capital improvement projects; provide staff for the Safety Advisory Commission, and Natural Resources Commission, Ad Hoc Bicycle Task Force, and Unitrans Advisory Committee.

Fleet Services Division

Fleet Services & Acquisition

Management and maintenance of the City's centralized vehicle and equipment fleet is provided to all city departments. Activities include purchasing and maintaining vehicles and equipment to assist departments to effectively carryout programs; routinely monitoring vehicle utilization levels; operating the Fleet Services maintenance shop to provide vehicle and equipment inspection, maintenance and repair; managing the work of private vendors providing specialized maintenance and repair services; managing the city's fleet to obtain safe and economical vehicle and equipment operation; and disposing of surplus vehicles and equipment.



Fuel Facility

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

Parks and Urban Forest Management

Urban Forest Management

City street trees and park trees within public facilities are maintained in a healthy, vigorous condition to provide numerous benefits including shading, wind barriers, improved air and water quality and visual relief. The City's community forest management plan provides ecologically and horticulturally



■ sound plans, pest and disease controls; a high standard of pruning; proper planting and establishment methods, and timely response to complaints and safety concerns.

■ The two in-house City of Davis tree crews concentrate on small tree planting and maintenance, work orders for off-cycle pruning, removal of hazardous, dead, and unhealthy trees, mistletoe removal, and pruning trees for road and sidewalk clearance.

■ Landscape Maintenance

■ Development and implementation of comprehensive landscape and facility management programs maximizes recreational, aesthetic and functional value while minimizing interference with users. Sound horticultural practices including integrated pest management, irrigation technology, preventive maintenance, maintenance activities which emphasize public health and safety, and well-informed, trained staff are key ingredients. The division is responsible for the maintenance of 494 acres of landscaping.

■ Volunteer Programs



■ The Adopt-a-Park program allows individuals and groups to assist in keeping our parks beautiful. Volunteers help by planting trees, shrubs and flowers, pruning roses, picking up litter, pulling weeds and mulching with wood chips. Volunteers spruce up play areas and painted tables. Downtown area amenities are cleaned up and repaired by volunteers, most notably during the City's annual Make a Difference Day. Gardening volunteers are creating and maintaining a mile long herb and wildlife garden in the Mace Ranch Drainage area, a rosemary labyrinth in Mace Ranch Park, a butterfly/hummingbird garden next to the West Pond, and the Central Park Gardens. Yolo Hospice is also working with the City on a project to modify the Commemorative Grove in Covell Park. Graffitibuster volunteers adopt their neighborhood park or greenbelt area and are provided with the supplies necessary to keep them graffiti free.

■ Contract Maintenance

■ The City has contracted out a portion of landscape and tree maintenance for a number of years. Of the 494 total acres, 44% is maintained by landscape contractors. Contracted areas include some neighborhood parks, most greenbelts, and all streetscapes. The remaining 56%, which is not contracted out, are high-use greenbelts, larger neighborhood parks, community parks and citywide facilities. This splitting of areas has enabled the department to provide high quality services at all facilities while focusing in-house efforts in those extremely high public use areas.



■ The tree maintenance contracts are mostly used for block trimming of street trees on a routine, scheduled basis in specific sections of the city. The area specific, block pruning allows the City of Davis to maintain a 7-year pruning cycle on the street and streetscape trees. The contract also allows for some mistletoe removal of City street trees.

■ Renovation/Rehabilitation Projects

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

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

■ **Public Facilities Maintenance Division**



■ **Public Facilities**

■ Facilities maintenance provides a full range of building repairs, equipment repairs, emergency calls, and preventive maintenance to publicly used buildings within city control totaling 119,909 square feet. Duties include painting, carpentry, plumbing, custodial, lock and key service, hazardous material abatement, and concrete work. Swimming Pool maintenance is provided on four pool complexes with multi-use pools. The work involves equipment repairs, grounds maintenance, and restroom/shower maintenance. Examples of public facilities include: the Senior Center, Vets Memorial Center & Theatre, and the Teen Center.

■ **Park Facilities**

■ Park Facilities maintenance provides the full range of maintenance services to buildings and structures located within the city's park facilities. These park facilities total 10,393 square feet. Services provided include painting, carpentry, plumbing, custodial, lock and key service, hazardous material abatement, and concrete work.



■ **City Administrative Facilities Maintenance**

■ **City Administrative Facilities**

■ Facilities maintenance provides a wide range of services to city administrative facilities including building and equipment repairs, emergency calls, preventive maintenance, and building alterations. City administrative facilities total 174,791 square feet. This division also manages the work of private vendors who provide specialized maintenance and construction services. Janitorial services are provided to departments to ensure a safe and clean environment. Examples of city administrative facilities include: City Hall, the Police Department, and the Fire Stations.

