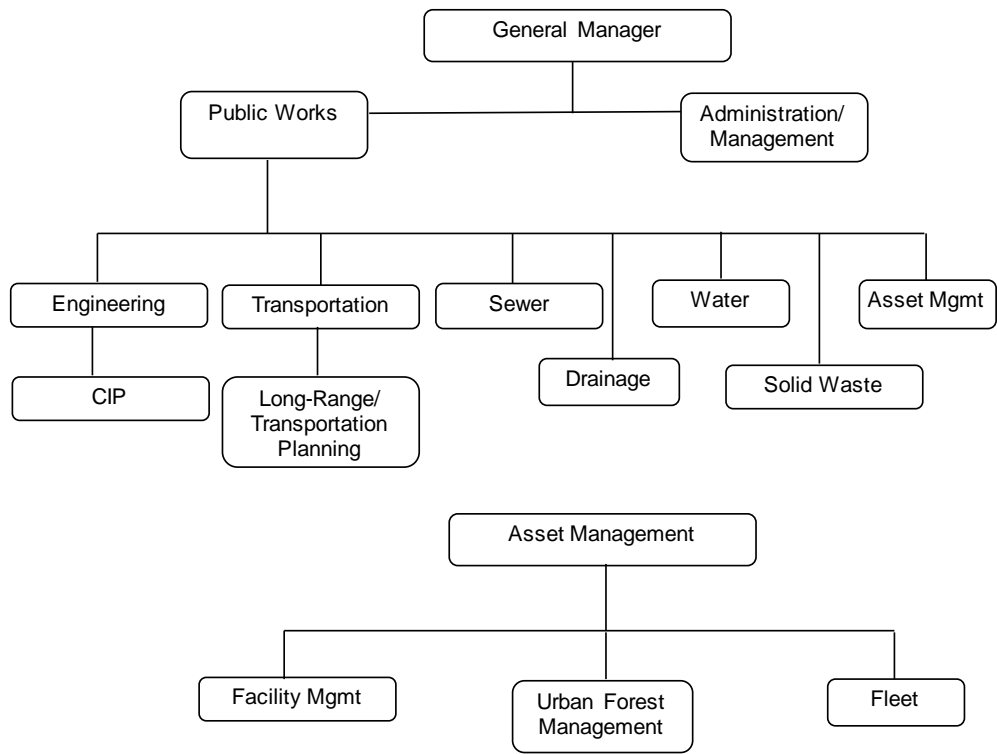


# PUBLIC WORKS DEPARTMENT

## PUBLIC WORKS DEPARTMENT



Regular Full Time	100.00
Regular Part Time	-
Temporary Part Time	9.06
Total FTE's	<u>109.06</u>

## PUBLIC WORKS DEPARTMENT

### DEPARTMENT OVERVIEW



2014 American Public Works Association Poster

To ensure that City owned facilities and infrastructure, City owned fleet, City utility operations, contract solid waste management service, contract transit services and capital improvement programs are managed in a manner that is consistent with approved policies and City Council goals.

Activities include:

- Operations, maintenance and repair of City's transportation system, water production/distribution system, sewage collections/treatment system, and drainage collection/disposal system.
- Provide engineering design/assistance, and construction inspection services for public improvements in private subdivisions and city capital improvement projects.
- Contract administration for garbage, yard refuse, recycling and street sweeping services; and intra-city/inter-city public transit.
- Provide centralized purchasing and receiving for city and department needs, and storage of inventoried materials and supplies used by all city departments.
- Provide planning, inspection, and public outreach for environmental regulatory compliance programs.
- Manage and maintain the City's centralized vehicle and equipment fleet and fuel facility.
- Maintain all City facilities and the City's urban forest.
- Provide staff support to related commissions.

### FY 2013-14 DEPARTMENT ACCOMPLISHMENTS



- Completed survey of city streets/bike path conditions to update the pavement management program.
- Developed and implemented Coyote Management and Coexistence Plan.
- Conducted five safety audits of Public Works facilities
- WWTP achieved zero net power use from PG&E through use of cogeneration at plant and solar energy.
- Conducted a stormwater detention basin clean-up event with the help of community volunteers.
- Updated city inventory of all public and private project sites containing post construction stormwater treatment control measures. All sites mapped in GIS.
- Facilitated Water Advisory Committee meetings as they worked on a recommendation to the City Council to maintain Woodland partnership and move forward with surface water project and adopt innovative rate design.
- Integrated water consumption data from the HTE software system to WaterSmart.
- Constructed Central Park Restrooms and Mace Ranch Passive Park.
- Completed Drummond Bicycle Undercrossing along with the New Harmony development.



*2013 Apartment Move Out Waste Reduction Poster*

- Designed and constructed SACOG funded projects: pavement of First Street (from A-G) and B Street flatwork (from 5<sup>th</sup>-14<sup>th</sup>); Fifth Street Improvements project; and bicycle-enhancement at Drexel Drive (from J –L).
- Completed the 5<sup>th</sup> Street Road Diet Project.
- Initiated conversion of all street lights to LED lights.
- Completed the Integrated Water Resource Study.
- Completed review of tree inventory.
- Received 1,507 facility work requests and completed 1,421 facility work orders.

## FY 2014-15 DEPARTMENT GOALS

- Conduct management audit of Stores to assess service level expectations and organizational effectiveness.
- Implement Lucity Webmaps and Lucity GIS for department and public use; and integrate the SCADA and LabWorks software systems data.
- Develop traffic signal maintenance and upgrade plan.
- Implement Beyond Platinum Bicycle Action Plan's projects and safety education programs.
- Complete Pavement Management Plan to ensure City streets and pathways are sustainably maintained in a safe and cost effective manner.
- Assess and modify collection system operation and maintenance to conform to adopted Sewer System Management Plan.
- Begin automated meter reading project.
- Design of SACOG funded/partial funded projects: Mace Boulevard and L Street.
- Complete construction of SACOG partially funded Eighth Street project.
- Implement high priority programs recommended in the City's draft Integrated Waste Management Plan.
- Respond to State of California declared drought by increasing water conservation measures.
- Continue support to Woodland Davis Clean Water Agency as it works with CH2M Hill for the Design Build Operate contract for the water treatment plant.
- Design large, multi-million dollar paving project for streets and bike paths based on results from ongoing Pavement Management Strategy.
- Conduct solid waste rate study.
- Pass Fuel Facility SB989 secondary containment testing requirements.
- Replace all vehicle exhaust systems at the Fire Stations.
- Block pruning in West Davis to maintain 7-yr street tree pruning cycle.

**BUDGET HIGHLIGHTS**

- FY 14-15 decreased from FY 13-14 by \$4.7 million. The main factor to the decrease was the removal of a one-time loan between the Wastewater and the Water funds for the purpose of repaying a Department of Water Resources loan for \$2.8 million. In addition \$1.5 million in one-time projects were removed from the budget including the PG&E LED lighting retrofit and B Street improvements. FY 14-15 also shifted the Parks & Open Space Maintenance portion of the Assets Management division to the Administrative Services Department (ASD) which are described in greater detail below.
- From FY 11-12 to FY 12-13 salaries and benefits expenditures decreased from reorganization of two divisions, Water and Asset Management. The Asset Management reorganization included the elimination of a tree crew; a Small Tree Specialist, a Tree Grounds Person and a Tree Trimmer. A portion of the value of these positions was put into contract services.
- Retiree medical costs were increased to full funding with \$195,677 in FY 12-13 and an additional \$266,802 in FY 13-14. Personnel costs increased in FY 13-14 as with additional Electrician, Senior Electrician and Maintenance Worker time was added for rehabilitation work on the H Street pump station.
- FY 12-13 increased due to the addition of City water costs and contractual services for city tree maintenance which totaled approximately \$1.5 million. Beginning in FY 13-14 land lease costs of \$600,000 were added to reflect city land occupied by water infrastructure. These costs were moved to Administrative Services Department - Parks Administration in FY 14-15.
- In FY 13-14 saw the addition of the one-time cost of repayment of a Department of Water Resources loan for \$2,839,000, while professional services contracts of wastewater permitting assistance and other items accounted for a \$253,000 carry over from FY 12-13 while the Wastewater Treatment Plant permit was being negotiated. Lab analysis cost of \$150,000 were carried over from FY 12-13 while preparing for one-time studies for the Wastewater Treatment Plant upgrade project. FY 14-15 saw most of these costs removed as they were one-time charges.
- Several one-time construction contracts were added to the FY 13-14 budget totaling nearly \$1.5 million and City Hall Re-roofing project for \$350,000. In FY 14-15, a large portion of the street maintenance contract costs were moved from Street and Maintenance repair to CIP 8250 - Transportation Infrastructure Rehabilitation.
- The City has made a series of Citywide General Fund saving measures in order to help close the current structural deficit for FY 14-15. These cuts have included of expenditure reductions and reorganizations of City operations. General Fund savings in the Public Works department from these changes is approximately \$264,000.
- Interdepartmental charges have stayed relatively flat in the Public Works department with the exception of Citywide overhead which has fluctuated year to year. FY 14-15 is reflecting costs for the first of a seven year plan to re-balance the fleet replacement fund.
- Capital outlays in this department are primarily in the fleet division and are based on an annual fleet replacement schedule.

**Revenues by Fund**

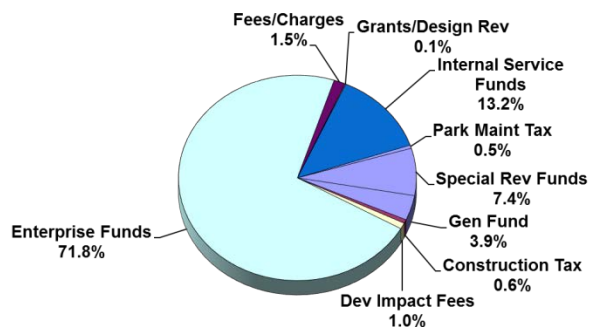
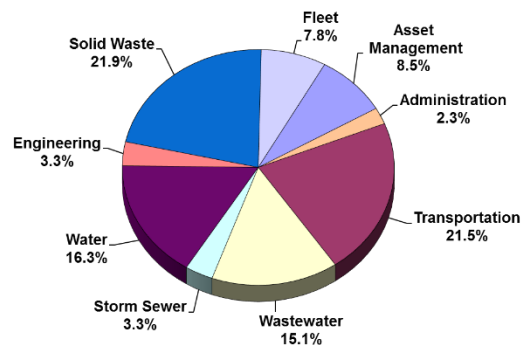
<b>Source of Funds</b>	<b>11-12 Actual</b>	<b>12-13 Actual</b>	<b>13-14 Adjusted</b>	<b>14-15 Proposed</b>
General Fund Support	1,256,867	2,354,930	2,308,701	1,618,490
Construction Tax	493,165	370,268	190,294	242,950
Development Impact Fees	399,282	264,435	976,134	395,205
Enterprise Funds	25,847,578	26,299,370	32,978,782	29,664,051
General Fund Fees & Charges	567,028	535,756	520,855	637,109
General Fund Grants/Designated Revenue	18,135	69,760	50,000	50,000
Internal Service Funds	3,597,009	4,038,248	5,575,942	5,443,712
Park Maintenance Tax	318,826	278,032	246,710	210,000
Special Revenue Funds	2,118,516	1,759,862	3,214,737	3,072,098
<b>Total Revenues</b>	<b>34,616,406</b>	<b>35,970,661</b>	<b>46,062,155</b>	<b>41,333,615</b>

**Expenses by Division**

<b>Division</b>	<b>11-12 Actual</b>	<b>12-13 Actual</b>	<b>13-14 Adjusted</b>	<b>14-15 Proposed</b>
Administration	679,990	695,370	755,880	941,503
Transportation	7,097,022	7,541,734	10,018,034	8,879,189
Wastewater	5,541,060	5,584,853	9,479,465	6,238,710
Storm Drainage	1,153,602	1,210,672	1,642,399	1,381,950
Water	5,684,779	5,748,844	6,959,967	6,756,881
Engineering Services	1,217,833	1,172,637	1,382,509	1,352,549
Solid Waste	8,311,020	8,578,051	8,871,531	9,037,207
Fleet Services Division	1,886,664	2,431,594	3,162,361	3,210,813
Asset Management Division	3,044,436	3,006,906	3,790,009	3,534,813
<b>Total Expenditures</b>	<b>34,616,406</b>	<b>35,970,661</b>	<b>46,062,155</b>	<b>41,333,615</b>

**Expenses by Category**

<b>Expenditures</b>	<b>11-12 Actual</b>	<b>12-13 Actual</b>	<b>13-14 Adjusted</b>	<b>14-15 Proposed</b>
Salaries & Benefits	12,233,856	11,777,836	12,548,453	12,429,037
Operations & Maintenance	17,906,770	19,188,444	27,970,406	22,585,964
Interdepartmental Charges	3,997,590	4,054,267	3,673,841	4,526,100
Capital Outlay	478,190	950,114	1,869,455	1,792,514
<b>Total Expenditures</b>	<b>34,616,406</b>	<b>35,970,661</b>	<b>46,062,155</b>	<b>41,333,615</b>

**Source of Funds for  
2014-15 Budget****Expenses by Division  
2014-15 Budget**

**PUBLIC WORKS DEPARTMENT  
HUMAN RESOURCES FY 14/15**

<b>Position Title</b>	<b>11/12 FTE's</b>	<b>12/13 FTE's</b>	<b>13/14 FTE's</b>	<b>14/15 FTE's</b>
ADMINISTRATIVE AIDE - CONF	3.00	3.00	2.00	2.00
ADMINISTRATIVE ANALYST II	0.00	0.00	1.00	1.00
ASSET MANAGER	0.00	1.00	0.00	0.00
ASSISTANT CITY ENGINEER	1.00	0.00	1.00	1.00
ASSISTANT PUBLIC WORKS DIR.	1.00	1.00	1.00	1.00
ASSISTANT TO THE DIRECTOR	3.00	1.00	1.00	1.00
ASSOCIATE CIVIL ENGINEER	3.00	3.00	2.00	2.00
BICYCLE/PEDESTRIAN COORDINATOR	1.00	1.00	1.00	1.00
BUILDING MAINT CREW SUPV	0.00	0.00	1.00	1.00
BUILDING MAINT WORKER II	3.00	2.00	2.00	2.00
CITY ELECTRICIAN	1.00	0.00	0.00	0.00
CITY ENGINEER	1.00	1.00	1.00	0.00
COLLECTIONS SYSTEM SUPERVISOR	1.00	1.00	1.00	1.00
COLLECTIONS SYSTEMS TECHNICIAN	3.00	3.00	3.00	3.00
COLLECTIONS SYSTEM WORKER	2.00	3.00	3.00	3.00
CONSERVATION COORDINATOR	1.00	1.00	1.00	2.00
CUSTODIAL CREW SUPERVISOR	1.00	0.00	0.00	0.00
DEPARTMENT SYSTEMS ANALYST	1.00	1.00	1.00	1.00
ELECTRICIAN	6.00	5.00	5.00	5.00
ENGINEERING ASSISTANT	1.00	1.00	0.00	0.00
ENGINEERING TECHNICIAN II	2.00	2.00	2.00	1.00
ENVIRONMENTAL COMPLIANCE COORD	1.00	1.00	0.00	0.00
ENVIRONMENTAL PROGRAM SPECIALIST	0.00	0.00	2.00	2.00
EQUIPMENT MECHANIC II	3.00	2.00	2.00	2.00
FACILITIES MANAGER	0.00	0.00	1.00	0.00
FACILITIES SUPERVISOR	1.00	1.00	0.00	0.00
FLEET MANAGER	1.00	1.00	1.00	1.00
GENERAL MANAGER	0.00	1.00	1.00	1.00
GENERAL SERVICES CLERK	1.00	1.00	1.00	0.00
OFFICE ASSISTANT II	2.00	2.00	2.00	2.00
PARK MAINT WORKER I	3.00	1.00	0.00	0.00
PARKS & URBAN FOREST MGR	1.00	0.00	0.00	0.00
PARKS/GEN SRVS SUPERINTENDENT	1.00	0.00	1.00	1.00
PRINCIPAL CIVIL ENGINEER	2.00	2.00	3.00	3.00
PROJECT MANAGER	0.00	0.00	1.00	1.00
PUBLIC WORKS CREW SUPERVISOR	1.00	1.00	0.00	0.00
PUBLIC WORKS DIRECTOR	1.00	0.00	0.00	1.00
PUBLIC WORKS INSPECTION SUPV	1.00	1.00	1.00	1.00
PUBLIC WORKS INSP I	1.00	1.00	1.00	1.00
PUBLIC WORKS INSP II	2.00	2.00	1.00	1.00
PUBLIC WORKS MAINT WKR II	11.00	5.00	7.00	6.00
SENIOR CIVIL ENGINEER	3.00	3.00	1.00	1.00
SENIOR ELECTRICIAN	1.00	1.00	1.00	1.00
SENIOR ENGINEERING ASSISTANT	2.00	2.00	2.00	3.00
SENIOR OFFICE ASSISTANT	1.00	1.00	1.00	2.00
SENIOR OFFICE ASSISTANT - CONF	2.00	2.00	2.00	3.00

**PUBLIC WORKS DEPARTMENT  
HUMAN RESOURCES FY 14/15**

<b>Position Title</b>	<b>11/12 FTE's</b>	<b>12/13 FTE's</b>	<b>13/14 FTE's</b>	<b>14/15 FTE's</b>
SENIOR PUBLIC WORKS SUPVR	1.00	1.00	1.00	1.00
SMALL TREE SPECIALIST	1.00	0.00	0.00	0.00
SPORTS FIELD MAINT SPECIALIST	1.00	1.00	0.00	0.00
SR PW COLLECTIONS SUPERVISOR	1.00	1.00	1.00	1.00
SR UTILITY RESOURCE SPECIALIST	1.00	1.00	1.00	1.00
SR WATER DIVISION SUPERVISOR	1.00	1.00	0.00	0.00
STOCK CLERK	1.00	0.00	0.00	0.00
STOREKEEPER	1.00	1.00	1.00	1.00
TRANSPORTATION PLANNER	0.00	1.00	1.00	1.00
TRANSPORTATION PROG CREW SUP	1.00	1.00	1.00	1.00
TREE GROUNDS PERSON	1.00	0.00	0.00	0.00
TREE TRIMMER II	1.00	0.00	0.00	0.00
URBAN FOREST MANAGER	0.00	1.00	1.00	1.00
URBAN FOREST SUPERVISOR	1.00	0.00	0.00	0.00
UTILITIES ENGINEER	1.00	0.00	0.00	0.00
UTILITIES MANAGER	1.00	1.00	1.00	0.00
UTILITY PROGRAM COORDINATOR	2.00	2.00	2.00	2.00
WATER DISTRIBUTION CREW SUPV	2.00	1.00	1.00	1.00
WATER DISTRIBUTION MAINT WKR	6.00	5.00	4.00	5.00
WATER DISTRIBUTION PRGM SUPV	1.00	1.00	1.00	1.00
WATER DIVISION MANAGER	0.00	0.00	1.00	1.00
WATER DIVISION SUPERVISOR	1.00	0.00	0.00	0.00
WATER PRODUCTION SYSTEM OPER	3.00	3.00	3.00	3.00
WATER PRODUCTION SYSTEM SUPV	1.00	1.00	1.00	1.00
WATER SYSTEM MAINT WORKER	2.00	2.00	2.00	2.00
WILDLIFE RES SPECIALIST	1.00	1.00	1.00	1.00
WW DIV WATER QUALITY SUP	1.00	1.00	1.00	1.00
WWTP LABORATORY ANALYST	2.00	1.00	1.00	1.00
WWTP LEAD LAB ANALYST	1.00	1.00	1.00	1.00
WWTP LEAD OPERATOR	5.00	5.00	5.00	5.00
WWTP MAINTENANCE TECH I	1.00	0.00	0.00	0.00
WWTP MAINTENANCE TECHNICIAN II	2.00	3.00	3.00	3.00
WWTP QUALITY CONTROL COORD	0.00	0.00	0.00	0.00
WWTP SENIOR OPERATOR	2.00	1.00	1.00	1.00
WWTP SR MAINTENANCE TECHNICIAN	2.00	2.00	2.00	2.00
WWTP SUPERINTENDENT	1.00	1.00	1.00	1.00
<b>TOTAL REGULAR FULL-TIME FTE'S</b>	<b>127.00</b>	<b>102.00</b>	<b>100.00</b>	<b>100.00</b>
ADMINISTRATIVE AIDE 50%	0.00	0.00	0.50	0.00
EQUIPMENT MECHANIC - 75%	0.00	0.75	0.75	0.00
IPM SPECIALIST 50%	0.50	0.00	0.00	0.00
OFFICE ASSISTANT II - 75%	0.00	0.75	0.00	0.00
STOCK CLERK - 50%	0.00	0.00	0.50	0.00
STOCK CLERK - 75%	0.00	0.75	0.00	0.00
<b>TOTAL REGULAR PART-TIME FTE'S</b>	<b>0.50</b>	<b>2.25</b>	<b>1.75</b>	<b>0.00</b>

**PUBLIC WORKS DEPARTMENT  
HUMAN RESOURCES FY 14/15**

<b>Position Title</b>	<b>11/12 FTE's</b>	<b>12/13 FTE's</b>	<b>13/14 FTE's</b>	<b>14/15 FTE's</b>
ADMINISTRATIVE ANALYST I	0.00	0.00	0.48	0.48
COMM SVCS SPEC VI	0.13	0.13	0.14	0.14
COMM SVCS SPEC X	0.48	0.48	0.48	0.48
ELECTRICIAN	0.24	0.24	0.24	0.24
ENGINEERING INTERN (BUDGET)	0.83	0.83	0.83	1.80
MAINTENANCE AIDE II (BUDGET)	3.11	3.11	1.93	1.44
OFFICE ASSISTANT I	0.00	0.00	0.00	0.50
OFFICE ASSISTANT II	0.48	0.48	0.48	0.48
PROGRAM ASSISTANT	0.48	0.48	0.48	0.48
PUBLIC WORKS MAINT WKR I	3.84	3.84	0.96	2.88
PUBLIC WORKS MAINT WKR II	0.96	0.96	0.96	0.00
SENIOR UTILITY PROGRAM TECH	0.14	0.14	0.14	0.14
<b>TOTAL TEMPORARY PART-TIME FTE'S</b>	<b>10.69</b>	<b>10.69</b>	<b>7.12</b>	<b>9.06</b>
<b>TOTAL PUBLIC WORKS FTE's</b>	<b>138.19</b>	<b>114.94</b>	<b>108.87</b>	<b>109.06</b>



	EXPENDITURES BY CATEGORY					FUNDING SOURCES					
	Salaries & Benefits	Operations & Maintenance	Inter-departmental Charges	Capital Outlay	Program Total	General Fund	General Fund Fees & Charges	General Fund Grants/ Designated Revenue	Total General Fund Support	Other Funds	Program Total
71 - Administration	445,664	60,411	408,428	27,000	941,503	133,218	412	0	133,630	807,873	941,503
72 - Transportation	1,972,884	6,318,179	568,126	20,000	8,879,189	266,647	5,000	50,000	321,647	8,557,542	8,879,189
73 - Wastewater	3,575,795	1,928,450	584,465	150,000	6,238,710	0	0	0	0	6,238,710	6,238,710
74 - Storm Drainage	817,433	363,256	201,261	0	1,381,950	0	0	0	0	1,381,950	1,381,950
75 - Water	2,892,271	3,042,311	822,299	0	6,756,881	0	0	0	0	6,756,881	6,756,881
76 - Engineering Services	1,012,477	126,756	213,316	0	1,352,549	172,270	418,450	0	590,720	761,829	1,352,549
77 - Solid Waste	349,428	8,381,743	306,036	0	9,037,207	0	0	0	0	9,037,207	9,037,207
78 - Fleet Services Division	510,524	963,489	181,286	1,555,514	3,210,813	0	0	0	0	3,210,813	3,210,813
79 - Asset Management Division	852,561	1,401,369	1,240,883	40,000	3,534,813	1,046,355	213,247	0	1,259,602	2,275,211	3,534,813
Total PUBLIC WORKS DEPARTMENT	12,429,037	22,585,964	4,526,100	1,792,514	41,333,615	1,618,490	637,109	50,000	2,305,599	39,028,016	41,333,615

Program	EXPENDITURES BY CATEGORY					FUNDING SOURCES					
	Salaries & Benefits	Operations & Maintenance	Inter-departmental Charges	Capital Outlay	Program Total	General Fund	General Fund Fees & Charges	General Fund Grants/Designated Revenue	Total General Fund Support	Other Funds	Program Total
71101 - General Administration	193,175	49,284	172,615	27,000	442,074	77,338	0	0	77,338	364,736	442,074
71109 - Special Services: Other	18,445	1,100	65,128	0	84,673	10,406	412	0	10,818	73,855	84,673
71116 - Stores Services	151,443	5,258	74,609	0	231,310	0	0	0	0	231,310	231,310
71149 - Vandalism Repair: Other	33,833	2,965	44,271	0	81,069	36,621	0	0	36,621	44,448	81,069
71150 - Natural Resources Commission	48,768	1,804	51,805	0	102,377	8,853	0	0	8,853	93,524	102,377
7234 - Transportation Planning	215,283	0	0	0	215,283	215,283	0	0	215,283	0	215,283
7244 - Corporation Yard Facility	49,258	11,179	62,649	0	123,086	21,430	0	0	21,430	101,656	123,086
7245 - Electrical Maintenance Services	52,657	33,092	35,228	0	120,977	3,178	1,500	0	4,678	116,299	120,977
7249 - Haz Mat Clean Up	41,693	12,193	24,949	0	78,835	0	0	0	0	78,835	78,835
7251 - Bicycle/Pedestrian Transportation	184,031	138,117	16,932	0	339,080	0	2,000	50,000	52,000	287,080	339,080
7252 - Street Maintenance & Repair	587,453	199,540	192,498	0	979,491	0	1,500	0	1,500	977,991	979,491
7253 - Street Sweeping/Cleaning	14,916	732,127	20,962	0	768,005	0	0	0	0	768,005	768,005
7256 - Signing & Striping	357,829	152,873	103,548	0	614,250	26,725	0	0	26,725	587,525	614,250
7257 - Street Lighting	212,017	459,744	44,177	0	715,938	0	0	0	0	715,938	715,938
7258 - Traffic Signals	162,845	111,046	38,970	20,000	332,861	0	0	0	0	332,861	332,861
7259 - Sidewalk/Curb/Gutter Maint	79,458	4,899	23,752	0	108,109	0	0	0	0	108,109	108,109
7263 - Public Transportation	15,444	4,463,369	4,461	0	4,483,274	31	0	0	31	4,483,243	4,483,274
7312 - Wastewater Coll-Pump Station	866,489	277,830	248,426	0	1,392,745	0	0	0	0	1,392,745	1,392,745
7313 - Water Pollution Control Plant	1,569,543	1,125,487	175,410	150,000	3,020,440	0	0	0	0	3,020,440	3,020,440
7314 - Indt'l Wastewater Pretreatment	198,998	110,861	6,968	0	316,827	0	0	0	0	316,827	316,827
7320 - Utility Resource Management - Waste Water	367,312	246,872	12,513	0	626,697	0	0	0	0	626,697	626,697
7321 - Laboratory Services	426,353	111,400	10,155	0	547,908	0	0	0	0	547,908	547,908
7322 - Wetlands Management	147,100	56,000	5,078	0	208,178	0	0	0	0	208,178	208,178
7365 - Wastewater Inter-Dept Charges	0	0	125,915	0	125,915	0	0	0	0	125,915	125,915
7411 - El Macero Maintenance District	30,803	68,050	8,545	0	107,398	0	0	0	0	107,398	107,398
7414 - Storm Drain Facility Maintenance	576,132	207,195	111,600	0	894,927	0	0	0	0	894,927	894,927
7420 - Utility Resource Management - Storm Sewer	210,498	88,011	16,309	0	314,818	0	0	0	0	314,818	314,818
7465 - Drainage Inter-Dept Charges	0	0	64,807	0	64,807	0	0	0	0	64,807	64,807

	Program	EXPENDITURES BY CATEGORY					FUNDING SOURCES					
		Salaries & Benefits	Operations & Maintenance	Inter-departmental Charges	Capital Outlay	Program Total	General Fund	General Fund Fees & Charges	General Fund Grants/Designated Revenue	Total General Fund Support	Other Funds	Program Total
	7520 - Utility Resource Management - Water	444,668	195,907	18,998	0	659,573	0	0	0	0	659,573	659,573
	7522 - Water Production	941,076	2,300,054	161,548	0	3,402,678	0	0	0	0	3,402,678	3,402,678
	7523 - Water Distribution	1,225,885	447,950	190,795	0	1,864,630	0	0	0	0	1,864,630	1,864,630
	7526 - Cross Connection Control	43,461	4,239	36,329	0	84,029	0	0	0	0	84,029	84,029
	7527 - Fire Hydrant Maintenance	120,949	56,230	53,561	0	230,740	0	0	0	0	230,740	230,740
	7529 - New Service/Meter Installation	978	526	5,867	0	7,371	0	0	0	0	7,371	7,371
	7531 - North Davis Meadows I	63,717	35,211	7,210	0	106,138	0	0	0	0	106,138	106,138
	7536 - Water Support, City Facilities	51,537	2,194	6,521	0	60,252	0	0	0	0	60,252	60,252
	7565 - Water Inter-Dept Charges	0	0	341,470	0	341,470	0	0	0	0	341,470	341,470
	7602 - Planning & Preliminary Engineering	188,188	34,792	45,510	0	268,490	176,504	0	0	176,504	91,986	268,490
	7605 - Development Review : Private	135,226	1,500	29,929	0	166,655	0	60,450	0	60,450	106,205	166,655
	7642 - Construction Review : Private	94,519	19,643	66,195	0	180,357	-4,234	168,000	0	163,766	16,591	180,357
	7643 - Public Works Permits	269,937	2,181	33,014	0	305,132	0	190,000	0	190,000	115,132	305,132
	7654 - Traffic Engineering	324,607	68,640	38,668	0	431,915	0	0	0	0	431,915	431,915
	7701 - Solid Waste	349,428	8,381,743	53,832	0	8,785,003	0	0	0	0	8,785,003	8,785,003
	7765 - Solid Waste Inter-Dept Charges	0	0	252,204	0	252,204	0	0	0	0	252,204	252,204
	7810 - Fleet Service Center	405,439	948,030	140,136	0	1,493,605	0	0	0	0	1,493,605	1,493,605
	7811 - Fleet Purchase & Disposal	80,770	200	613	1,555,514	1,637,097	0	0	0	0	1,637,097	1,637,097
	7812 - Fuel Facility	24,315	15,259	40,537	0	80,111	0	0	0	0	80,111	80,111
	7901 - Division Administration	326,653	24,931	52,187	0	403,771	139,636	0	0	139,636	264,135	403,771
	7908 - Division Capital Improvement	10,341	20,000	614,707	0	645,048	334,148	0	0	334,148	310,900	645,048
	7910 - Building Alteration Services	66,913	978	28,940	0	96,831	0	0	0	0	96,831	96,831
	7911 - City Administrative Offices Maintenance	50,676	97,673	33,047	0	181,396	0	0	0	0	181,396	181,396
	7912 - Community Chambers Maintenance	5,143	25,764	21,685	0	52,592	0	0	0	0	52,592	52,592
	7913 - County Health & Justice Bldg Main.	15,949	1,615	1,267	0	18,831	18,831	0	0	18,831	0	18,831
	7914 - Police Administrative Office Maintenance	27,260	166,520	39,694	0	233,474	0	0	0	0	233,474	233,474
	7915 - Fire Station Maintenance - Headquarters	6,697	75,855	25,614	0	108,166	0	0	0	0	108,166	108,166
	7916 - Fire Station Maintenance - Station #2	5,430	46,289	23,677	0	75,396	0	0	0	0	75,396	75,396

	EXPENDITURES BY CATEGORY					FUNDING SOURCES					
	Salaries & Benefits	Operations & Maintenance	Inter-departmental Charges	Capital Outlay	Program Total	General Fund	General Fund Fees & Charges	General Fund Grants/Designated Revenue	Total General Fund Support	Other Funds	Program Total
7917 - Fire Station Maintenance - Station #3	6,420	57,983	24,881	0	89,284	0	0	0	0	89,284	89,284
7918 - Public Works Admin Office Maintenance	14,618	88,859	24,892	0	128,369	0	0	0	0	128,369	128,369
7919 - Pw Corporate Yard Facility Maintenance	4,678	5,477	22,513	0	32,668	0	0	0	0	32,668	32,668
7920 - Wastewater Treatment Facility Maintenance	4,809	11,920	36,500	40,000	93,229	0	0	0	0	93,229	93,229
7921 - Water/Sewer Facility Maintenance	11,642	12,290	19,361	0	43,293	0	0	0	0	43,293	43,293
7922 - General Services Corp Yard Facility Maint	2,213	7,829	19,028	0	29,070	0	0	0	0	29,070	29,070
7923 - PC&S Corp Yard Facility Maintenance	4,222	26,898	25,666	0	56,786	0	0	0	0	56,786	56,786
7924 - Corp Yard Annex Maintenance	21,248	109,299	25,965	0	156,512	0	0	0	0	156,512	156,512
7946 - Hattie Weber Museum Maintenance	2,401	9,427	1,526	0	13,354	13,354	0	0	13,354	0	13,354
7950 - Facilities Vandalism Repair	13,518	17,806	40,695	0	72,019	40,909	0	0	40,909	31,110	72,019
7960 - 510 - 5th Street Building Maintenance	3,108	0	419	0	3,527	3,527	0	0	3,527	0	3,527
7961 - SP Substation Facility Maintenance	1,147	8,600	355	0	10,102	-3,998	8,100	0	4,102	6,000	10,102
7962 - Intermodal Facility Maintenance	4,434	7,786	3,128	0	15,348	15,348	0	0	15,348	0	15,348
7963 - Varsity Theatre Maintenance	2,161	2,900	1,905	0	6,966	6,966	0	0	6,966	0	6,966
7964 - Pence Gallery Maintenance	0	0	759	0	759	759	0	0	759	0	759
7970 - Downtown Parking Structure Maintenance	5,565	33,454	3,428	0	42,447	34,108	8,339	0	42,447	0	42,447
7971 - Historic City Hall Maintenance	1,768	1,000	84,530	0	87,298	-95,708	183,006	0	87,298	0	87,298
7972 - Hunt Boyer Maintenance	9,232	51,550	6,109	0	66,891	38,990	901	0	39,891	27,000	66,891
7973 - Third And B Maintenance	9,510	68,900	3,875	0	82,285	23,284	1	0	23,285	59,000	82,285
7986 - Street Tree Planting & Maintenance	214,805	419,766	54,530	0	689,101	476,201	12,900	0	489,101	200,000	689,101
Total PUBLIC WORKS DEPARTMENT	12,429,037	22,585,964	4,526,100	1,792,514	41,333,615	1,618,490	637,109	50,000	2,305,599	39,028,016	41,333,615

## ADMINISTRATIVE – DIVISION 71

### ADMINISTRATIVE – DIVISION 71

Ensure the development and implementation of approved department goals, objectives, and annual budget; review and improve department operational procedures.



- Personal Administration
- Policy Analysis & Research
- Budget Preparation
- Departmental Safety Training
- Emergency Preparedness
- Work Order Processing
- Vandalism Response/Repair
- Support to the Natural Resources Commission
- Stores Services: Purchase, Receive, Warehouse, Surplus Disposal
- Departmental Administrative and Clerical Support Services
- Oversee Administrative Support and Clerical Services for the Department of Community Development and Sustainability

### FY 2013-14 ACCOMPLISHMENTS

- Coordinated department participation in Yolo County OES Continuity Planning Process covering the first 30 days after an emergency incident, identifying essential PW functions, as defined by FEMA.
- Worked with Water Division staff to determine their needs for top quality water production from the current well sites during retro fitting and converting chlorine pumps, i.e., parts to carry, what's working – what's not. Ensured needed parts were ready and available so the well sites were not down, but were functioning at proper levels.
- Coordinated equipment and parts supply needs with Collections Division staff on their current project putting cleanouts and access boxes on backyard easements.
- Contributed to development of a new, citywide, web-based Citizen Response Management system soon to be deployed to generate feedback from the public, for public works, street lights and tree related issues.
- Moved the PW Website over from the ColdFusion site to the new Orchard site.
- Facilitated upgrade to the LabWorks analysis software at the WWTP.
- Integrated water consumption data from the HTE software system to WaterSmart.
- Assisted in roll out of Lucity Equipment and set-up GIS sign inventory in Lucity system.
- Attended training demonstrations on the city's existing systems and potential software upgrade to determine compatibility with existing department operations and identify any issues that may adversely impact those operations.



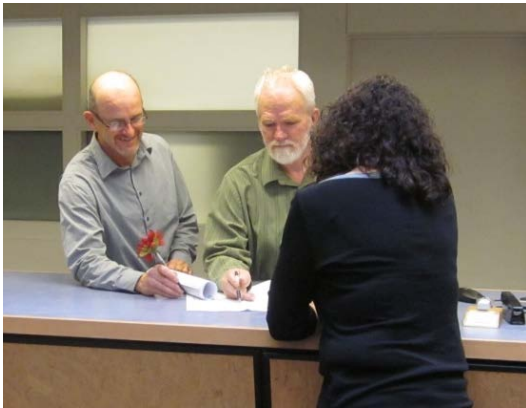
- Coordinated the recruitment process, filling department vacancies.
- Conducted five safety audits of Public Works department facilities.
- Consulted with staff on future city water meter retrofit with the goal to deplete older stock while evaluating future equipment needs. Worked with Parks staff about irrigation supply needs for both city staff and contractual services.
- Department position changes during FY 13-14: one employee retired while three left the city for other employment; four employees were reclassified due to reassignment; one TPT employee was appointed to a vacant permanent position, and three employees were promoted through internal promotional recruitments.

### **FY 2014-15 GOALS**

- Plan, organize and direct the activities of the department's divisions.
- Coordinate the recruitment process for vacancies within the department.
- Implement potential budget, staffing and service reductions should the sales tax measure not pass. Evaluate department operational impacts of any required budget and/or staffing reductions.
- Coordinate, administer and monitor the department's budget; provide training for managers and supervisors in the city's budgeting process and procedures and use of the financial system software to expand budgeting skills and improve organizational effectiveness.
- Provide support to the Natural Resources Commission liaison and cross train clerical staff to assist in commission support.
- Expand department utilization of electronic media in public outreach efforts.
- Implement Lucity Webmaps and Lucity GIS for department and public use.
- Integrate the SCADA and LabWorks software systems data.
- Facilitate implementation of the new website for the department.
- Implement "Gung Ho!" management principles as written by Ken Blanchard and Sheldon Bowles, throughout the department.
- Conduct management audit of Stores to assess service level expectations and organizational effectiveness.
- Meet with key staff in each department to determine their centralized purchase and warehousing needs for the fiscal year, and the timing of same to improve Stores Services utilization, specifically targeting the city's electricians and parks management needs in upcoming projects.
- Evaluate clerical support tasks, processes and assignments to increase effectiveness and efficiency while expanding utilization of shared resources within the department and with the Department of Community Development and Sustainability; consolidate services/functions when viable and expand cross-training to improve organizational flexibility.
- Promote National Public Works Week among city staff and Davis citizens to increase public awareness and understanding of the public works function within the city organization.

**PERFORMANCE MEASURE**

- The Division held monthly Department-wide Safety Meetings throughout FY 13/14 covering different safety training topics. For FY 14/15 hold 12 monthly Department-wide Safety Meetings addressing key safety training topics.
- The Public Works Safety Committee convened nine times during 2013. Hold 10 Safety Committee meetings in 2014.
- Conducted five safety audits of Public Works facilities in FY 13/14; 40 minor deficiencies were identified and corrected.
- Held Quarterly Supervisor/Manager meetings to improve communication and organizational effectiveness. Facilitate Quarterly Supervisor/Manager meetings in FY 14/15 with focused training on budget monitoring and generating reports utilizing the financial system software.
- Stores Services auctioned over \$3,400 in surplus items and recycled 6,849 pounds of scrap metal (a 42.5% increase over FY 12/13) for \$2,221.



## ADMINISTRATIVE – DIVISION 71

### Revenues by Fund

<u>Source of Funds</u>	11-12 Actual	12-13 Actual	13-14 Adjusted	14-15 Proposed
General Fund Support	101,759	104,911	127,535	133,218
Enterprise Funds	269,187	256,376	316,203	458,612
General Fund Fees & Charges	441	431	412	412
Internal Service Funds	236,194	305,351	274,236	303,899
Special Revenue Funds	72,409	28,301	37,494	45,362
<b>Total Revenues</b>	<b>679,990</b>	<b>695,370</b>	<b>755,880</b>	<b>941,503</b>

### Expenses by Category

<u>Expenditures</u>	11-12 Actual	12-13 Actual	13-14 Adjusted	14-15 Proposed
Salaries & Benefits	387,394	399,069	430,516	445,664
Operations & Maintenance	66,575	52,570	67,256	60,411
Interdepartmental Charges	226,021	243,731	231,108	408,428
Capital Outlay	0	0	27,000	27,000
<b>Total Expenditures</b>	<b>679,990</b>	<b>695,370</b>	<b>755,880</b>	<b>941,503</b>

### Major Budget Highlights

#### Salaries & Benefits

Salaries and benefits in the Administrative Division have stayed relatively flat over time; however from FY 11-12 to 13-14 retiree medical was increased incrementally in order to reach full funding.

Repayment of the leave fund is a new charge for FY14-15 of \$23,365. A shift of personnel resources to division 71 accounts for an additional \$10,600 in wages.

#### Operations & Maintenance

FY 11-12 had \$19,500 assigned for the recruitment of a new Public Works Director. This was removed in FY 12-13. Materials and Supplies costs are \$4,600 lower in FY14-15. In FY 13-14 and 14-15 Professional services budget is set at \$20,000. The sum of \$1,700 in one-time money to repair vandalism in the Cowell bike tunnel was removed from budget in FY 14-15.

#### Interdepartmental Charges

An update to the Citywide cost allocation model is in the FY14-15 budget. This model updated and reallocated the overhead costs in the City based on the most recent budget and use data. This update allocated increased overhead to the administrative division by \$161,000. Building Maintenance internal service costs increased \$7,900.

#### Capital Expenditures

\$27,000 for replacement of office equipment was not spent in FY13-14 and is being carried over to FY14-15.



## TRANSPORTATION – DIVISION 72



### TRANSPORTATION – DIVISION 72

Operate and maintain the city's transportation infrastructure for the safe and efficient use by bicyclists, pedestrians, automobiles, and public transit.

- Street and bike path maintenance
- Sidewalk/curb & gutter maintenance
- Signing and striping
- City parking lot maintenance
- Provide assets for City sponsored special events
- Weed abatement, in conjunction with Parks and Fire Department programs
- Bike rack installation and maintenance
- Hazardous materials clean-up and disposal
- Street, parking lot, bike path and park lighting
- Traffic signal maintenance
- Electrical maintenance of all city facilities
- Staff Unitrans Advisory Committee
- Administer Unitrans and YoloBus contracts
- Graffiti abatement for Public Works assets
- Staff Safety and Parking Advisory Committee
- Staff Bicycle Advisory Committee

### FY 2013-14 ACCOMPLISHMENTS

- Completed City wide survey of city streets and bike paths used to update the pavement management program for street and bike path conditions.
- Provided traffic control services for special events, including; Picnic Day, Fourth of July, Celebrate Davis, Saturday Farmer's Market and other smaller events.
- Installed 2 Rectangular Rapid Flashing Beacons (RRFB).
- Issued a contract for traffic signal upgrades.
- Adopted the 2014 Beyond Platinum Bike Plan.
- Worked with the Downtown Parking Task Force to develop the Downtown Parking and Implementation Plan.
- Completed the 5<sup>th</sup> Street Road Diet Project.
- Initiated a project in which Siemens Corporation will re-lamp all street lights with energy efficient LED lights.
- Maintained 6,000 street, pathway and greenbelt lights.
- Installed an All-Way Stop at the intersection of Pole Line Road and Moore Blvd.
- Installed, repaired and replaced numerous bike racks at various locations throughout the City.
- Installed 25 new Neighborhood Watch signs as requested by the Davis Police Department.
- Completed patching on 38 utility patches, using 108 tons of hot asphalt.
- Completed annual ASUCD bus stop change order, which included 61 signs.
- Completed major homeless camp clean-up located on City property behind the North East corner of Olive Drive and Richards Boulevard.
- Refreshed all school zone markings.
- Refreshed curb markings for all parking enforced areas in the downtown core area, using 54 gallons of red paint, 19 gallons of white paint, 19 gallons of green paint and 3 gallons of blue paint for all ADA handicap stalls.



- Refreshed the paint on City of Davis 12 mile bike loop.
- Installed 30 Street Smart signs in bus shelters and replaced 15 Street Smart banners.
- Completed the fabrication of decals for 30 City vehicles.
- Repaired/skin patched numerous City streets, using 44 tons of Topeka Fines asphalt.
- Removed sidewalk and tree at 227 1<sup>st</sup> Street for 1<sup>st</sup> Street Project.
- Responded to 9 Hazmat incidents/spills.
- Replaced sidewalk, curb and gutter at the corner of Cowell and La Vida.
- Completed General Plan Transportation Element Update.
- Awarded 3 SACOG grants totaling \$5.2 million for road rehabilitation and complete street upgrades:
  - L Street Safety (and access) Improvements - \$1.4 million
  - Third Street Improvements - \$1.9 million
  - Mace Blvd. Safety (and access) Improvements - \$1.9 million
- Held two Senior/Disabled Travel Training Workshops
- Supported engineering for Third Street Improvements Phase 2 – Utility Undergrounding.
- Supported restriping and resurfacing of the First & F Street parking structure.
- Awarded Bicycle Wayfinding and Data Collection grant - \$192,000 and Bicycle Friendly Business Transportation Demand Management grant \$15,000.
- Completed 47 work orders regarding sidewalk work requests; 165 work orders for sign requests; 56 work orders for street cleaning and illegal dumping; 31 work orders for red curb painting, using 40 gallons of red traffic paint; and completed 25 work orders for pothole repairs.
- Removed and replaced asphalt on bike path located on the west side of Lake Blvd.
- Crack sealed entrance road to West Area Water Tank.
- Installation and maintenance of all solar powered signs and beacons.
- Repaired and installed Auto Center directional sign located on the south side of Chiles Road.



**FY 2014-15 GOALS**

- Continue assisting the Fire Department with hazmat clean-up.
- Continue street repairs after in-ground utility problems.
- Continue asphalt repairs on all streets and bike paths.
- Continue in-house program to clean street areas that Davis Waste Removal's street sweeping activity is not able to clean.
- Continue weed control efforts on non-landscaped medians and edge of roadway.
- Maintain Street Pavement Condition Index of 70 or better.
- Continue to implement Dark Sky Ordinance via a multi-year project to retrofit bike path and city street lights with fully shielded fixtures.
- Continue research and pilot testing on the use of LED lights for street and park lighting as a cost saving and energy efficiency measure.
- Establish sidewalk preventative maintenance program designed to reduce safety hazards.
- Establish preventative maintenance schedule for solar powered flashing beacons.
- Continue to maintain over 20,000 traffic signs.
- Initiate a citywide restriping project.
- Prepare a scope and budget for the Southeast Davis Drainage Area Study.
- Continue electrical support for all City utilities and facilities.
- Implement Beyond Platinum – Bicycle Action Plan's projects and safety education programs.
- Implement 2014/15 funded SACOG grants.
- Implement Active Transportation improvements at Davis Train Station with Capitol Corridor Joint Powers Authority (secure bike parking and bike share).



*Safe Routes to Schools*

**PERFORMANCE MEASURES**

- Prioritize and plan for striping and markings that need to be refreshed.
- Develop a plan for street light maintenance.
- Replace the existing HPS street lights with LED efficient lights.
- Develop a plan for traffic signal maintenance and upgrade.

## TRANSPORTATION – DIVISION 72

### Revenues by Fund

<u>Source of Funds</u>	11-12 Actual	12-13 Actual	13-14 Adjusted	14-15 Proposed
General Fund Support	38,496	920,902	939,295	266,647
Construction Tax	365,327	244,279	43,253	59,825
Development Impact Fees	385,641	264,435	976,134	395,205
Enterprise Funds	4,535,404	4,513,698	5,237,305	5,544,637
General Fund Fees & Charges	5,692	5,240	10,532	5,000
General Fund Grants/Designated Revenue	0	69,760	50,000	50,000
Internal Service Funds	164,302	153,013	99,225	106,737
Special Revenue Funds	1,602,160	1,370,407	2,662,290	2,451,138
<b>Total Revenues</b>	<b>7,097,022</b>	<b>7,541,734</b>	<b>10,018,034</b>	<b>8,879,189</b>

### Expenses by Category

<u>Expenditures</u>	11-12 Actual	12-13 Actual	13-14 Adjusted	14-15 Proposed
Salaries & Benefits	1,402,071	1,756,540	1,884,622	1,972,884
Operations & Maintenance	5,083,099	5,187,836	7,588,662	6,318,179
Interdepartmental Charges	581,979	574,493	540,318	568,126
Capital Outlay	29,873	22,865	4,432	20,000
<b>Total Expenditures</b>	<b>7,097,022</b>	<b>7,541,734</b>	<b>10,018,034</b>	<b>8,879,189</b>

### Major Budget Highlights

#### Salaries & Benefits

From FY 11/12 to 13/14, incremental increases were made to retiree medical to reach annual full funding. The payment of the PERB liability settlement added another \$83,700 to FY 12-13 costs.

In FY 13/14, the transfer of the Bicycle /Pedestrian and Transportation Planning from the Community Development Department to Public Works added \$300,000 to the personnel costs.

Repayment of the leave fund is a new charge for FY14-15 of \$12,400. Temporary part time hours eliminated from signing and striping program in FY 14-15 (\$101,000).

#### Operations & Maintenance

In FY 13/14 one-time construction contract money for traffic signal upgrades, curb and gutter repairs (total 410,000), was added to the budget; SACOG grant funds for work on B street was an increase of \$313,000. In all, the various construction and outside contract work added to the FY 13/14 budget totaled nearly \$1.5 Million.

#### Interdepartmental Charges

FY 13/14 saw a decrease in the Overhead cost for the division of \$9,861 as well as a reduction in Fleet charges. FY 14-15 Liability Insurance costs increased \$20,000, Vehicle replacement costs increased \$31,000 and Citywide overhead went down \$25,000.

#### Capital Expenditures

In the upcoming year, \$20,000 is budgeted for purchase of traffic signal electronic equipment. This is an annual cost that was deleted in FY 13/14 as a temporary cost-saving measure.



## WASTEWATER – DIVISION 73

### WASTEWATER - DIVISION 73



Operate and maintain the City's sanitary sewer system in accordance with federal, state, and local regulations to protect public health and ensure the efficient, economical, and environmentally sound collection, treatment, and disposal of the City's treated wastewater.

- Operate and maintain Wastewater Collections System and Treatment Plant
- Operate and maintain City of Davis restoration treatment wetlands.
- Administer Industrial Wastewater Pretreatment Program.
- Administer the National Pollutant Discharge Elimination System Permit and Compliance Program.
- Special districts operation & maintenance for El Macero and North Davis Meadows
- Wildlife and habitat management
- Provide public outreach regarding pollution prevention and wildlife habitat relationships

### FY 2013-14 ACCOMPLISHMENTS

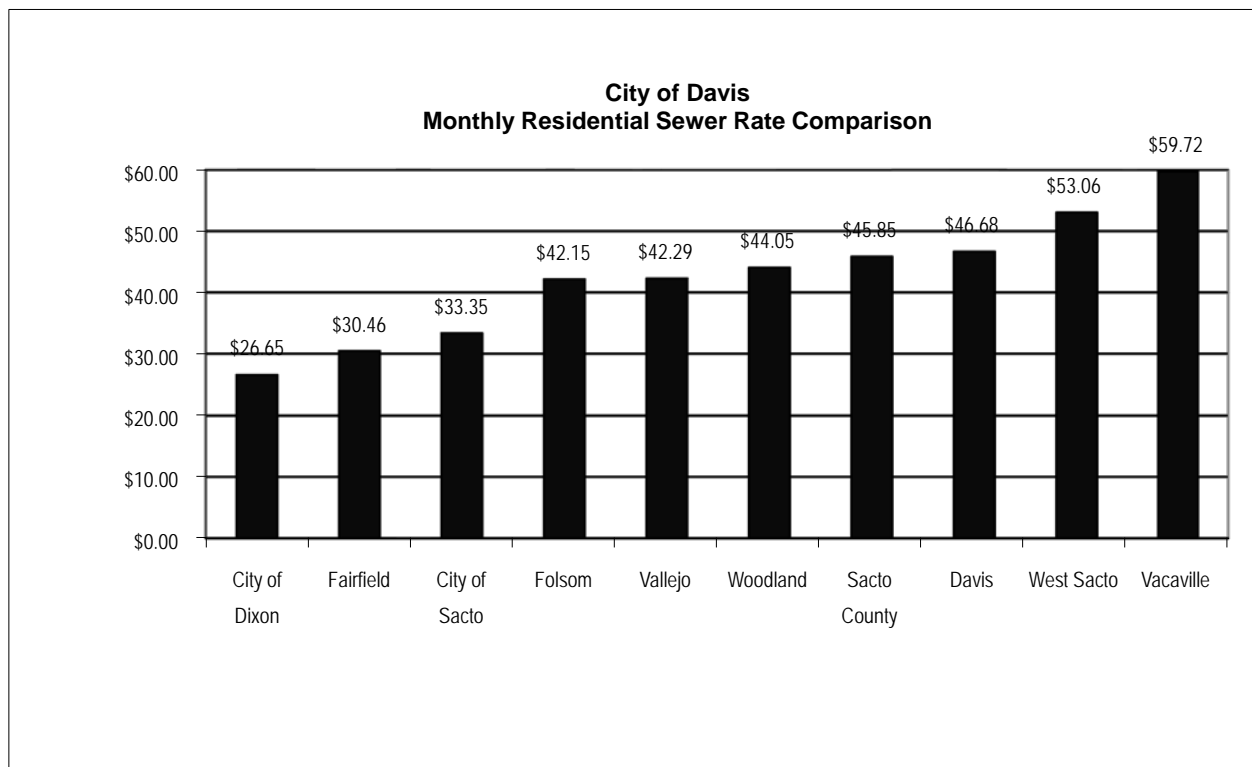


- Conducted Wetlands, open space and habitat public education programs including in-class presentations, field trips and docent led tours.
- Continued to manage the Davis Wetlands as high quality wildlife habitat.
- WWTP NPDES discharge permit was adopted by Regional Board in 2013. New permit contains fewer special study requirements and less required monitoring.
- Collaborate with Community Development in researching regulations for new business locating in Davis.
- Conducted extended monitoring of wastewater characteristics in support of the Wastewater Improvements Project.
- Construction began on first phase of upgrade project for the WWTP.
- Staff supported construction efforts.



### **FY 2014-15 GOALS**

- Continue to advance upgrade project at WWTP to meet NPDES Permit requirements.
- Maintain compliance with WWTP permit limitations for discharge of treated wastewater to Willow Slough Bypass or Yolo Bypass.
- Improve data collection methods and reporting of internal process performance at WWTP.
- Assess and modify collections system operation and maintenance program to conform to the adopted Sewer System Management Plan.
- Develop research partnerships with UC Davis students and faculty regarding urban wildlife management.
- Expand the urban wildlife public outreach and conflict resolution program.
- Begin study to assess all lift stations and storm stations, then prepare workplan to improve as necessary.
- Continue to work with 14 other local agencies to conduct required Control Studies for Mercury/Methylmercury load reduction goals for the Delta.
- Actively working with CV-SALTS, CVCWA and other local agencies on regulatory concerns that can affect future requirements placed on the City.

**PERFORMANCE  
MEASURE**

## WASTEWATER - DIVISION 73

### Revenues by Fund

<u>Source of Funds</u>	11-12 Actual	12-13 Actual	13-14 Adjusted	14-15 Proposed
Enterprise Funds	5,541,060	5,584,853	9,479,465	6,238,710
<b>Total Revenues</b>	<b>5,541,060</b>	<b>5,584,853</b>	<b>9,479,465</b>	<b>6,238,710</b>

### Expenses by Category

<u>Expenditures</u>	11-12 Actual	12-13 Actual	13-14 Adjusted	14-15 Proposed
Salaries & Benefits	3,518,504	3,448,767	3,626,118	3,575,795
Operations & Maintenance	1,433,836	1,530,117	5,305,303	1,928,450
Interdepartmental Charges	522,155	554,116	339,044	584,465
Capital Outlay	66,565	51,853	209,000	150,000
<b>Total</b>	<b>5,541,060</b>	<b>5,584,853</b>	<b>9,479,465</b>	<b>6,238,710</b>

### Major Budget Highlights

#### Salaries & Benefits

Personnel costs in division 73 have stayed relatively flat. Periodic position vacancies and changes to personnel costs like Retiree medical account for the variation over time.

#### Operations & Maintenance

In FY 13/14 saw the addition of the one-time cost for a loan between the Wastewater fund and the Water for the purpose of repayment of a Department of Water Resources loan for \$2.8 million; and \$253,000 was carried over from FY 12/13 in professional services contracts for wastewater permitting assistance and other items while the Wastewater Treatment Plant permit was being negotiated. Also, lab analysis costs of \$150,000 were carried over from FY 12/13 while preparing for one-time studies for the Wastewater Treatment Plant upgrade project. FY 14/15 saw most of these costs removed as they were one-time charges.

#### Interdepartmental Charges

Citywide overhead decreased \$202,972 in FY 13-14; however an update to the citywide cost allocation model was performed which changed the overhead charges. This model updated and reallocated the overhead costs in the City based on the most recent budget and use data. As a result, costs increased to the wastewater division by \$204,956. Fleet services costs are up \$26,000 in FY 14-15.

#### Capital Expenditures

Capital outlays in all years primarily cover the costs of lab equipment and vehicle needs. FY 14/15, for example, has \$50,000 budgeted for ongoing vehicle needs and \$100,000 annual budget for shop and lab equipment.



## STORM WATER – DIVISION 74

### STORM WATER - DIVISION 74

Operate and maintain the City's storm sewer infrastructure to ensure stormwater is collected and discharged in accordance with federal, state, and local environmental regulations while protecting life and property from flooding.

- Maintain stormwater conveyance system.
- Operate and maintain El Macero Maintenance District Stormwater Pump Station.
- Develop, implement and administer Stormwater Quality Management Program.
- Manage and maintain wildlife and stormwater basin habitat.
- Conduct Outreach and Education Regarding Pollution Prevention and Wildlife Habitat Relationships.
- Assist in Federal Flood Insurance Program.



### MAJOR BUDGET CHANGES

- El Macero - \$20,000 to repair pump station discharge lines.
- Davis Stormwater system - \$90,000 to rebuild two critical diesel motors and pumps for central Davis Stormwater drainage.



*El Macero Drainage*

**FY 2013-14 ACCOMPLISHMENTS**

- Performed inspection, cleaning, and repairs of 2,700 storm drain inlets.
- Conducted a stormwater detention basin clean-up event with the help of community volunteers.
- Monitored health and diversity of wildlife within stormwater habitat ponds.
- Conducted inspections of stormwater ponds and channel inlets/outlets.
- Repaired and modified the pump operation at the West Area Pond to better support habitat.
- Performed inspection by closed circuit TV for 10 miles of stormwater system.



- Staff performed 166 inspections on 17 different construction sites year to date.
- Staff investigated and resolved 31 separate illicit discharges.
- Staff reviewed 14 building permit plans and provided detailed plan check comments on 4 projects.
- Developed or helped develop two new public outreach brochures to help enhance public awareness of pollution prevention.
- Provided comments related to stormwater treatment control measures for development review on 5 discretionary applications.
- Updated the inventory of all City public and private project sites that contain post construction stormwater treatment control measures. The City has 38 private sites and 17 public sites that have measures. All sites have been mapped in GIS.
- Continued to participate in the CASQA Phase II subcommittee, the State Stormwater Coalition, and the regional Stormwater Coordination Committee.

- Three miles of stormwater main lines were inspected and hydro cleaned.
- Cleaned and inspected 6 stormwater detention ponds and 15 miles of drainage channels.
- Partnered with the Putah Creek Council to improve habitat along the Channel A drainage corridor using state Urban Greening funding.
- Updated and modified the SW webpage to reflect the modifications made last fiscal year prior to change over.
- Completed State Phase II General Permit renewal along with the Stormwater Program Guidance Document.
- Completed a City-wide policy and SOP for staff on SW plan check review and field inspection.
- Completed the development of two SWPPPs for the City's PW and Parks Corporation Yards.
- Documented the procedure for citizens to complain about construction sites for stormwater concerns.
- Inspected all the industrial facilities within the City's boundaries and made corrections in compliance with the requirements of the State's Industrial General Permit.
- Participated in development meeting for the Delta Regional Monitoring Plan (Delta RMP).

**FY 2014-15 GOALS**

- Establish framework for departmental reporting procedures involving state mandated stormwater quality annual reporting.
- Continue to establish/update tracking through computer maintenance management system.
- Continue to automate documentation procedures associated with stormwater quality management program.
- Further develop best management practices (BMPs) associated with food service establishments.
- Further develop and market the Partners for a Greener Davis Program.
- Continue to conduct- stormwater detention basin clean-up events with the help of community volunteers.
- Continue assessment of stormwater drainage systems.
- Continue to promote the Our Water Our World program that informs the public of less toxic pest controls in order to protect water quality.
- Continue to enforce the Stormwater Ordinance.
- Continue to monitor and maintain the stormwater detention basin/habitat areas to attract a high abundance and diversity of wildlife species.
- Continue to develop new SW public outreach trifold.
- Continue to train Municipal Operations staff on SW BMPs.
- Modify the existing Down the Drain comic book and distribute this outreach piece to the public, posting on the web and making it available for public events.
- Create a City of Davis Stormwater Facebook page.
- Continue to make efforts to comply with newly adopted State SW Phase II General Permit standards, such as:
  - develop and implement a sampling plan,
  - complete development of an Enforcement Response Plan,
  - implement the SWPPPs for the City's corporation yards,
  - work with Fire to develop a city wide spill response plan,
  - develop and track a construction site inventory for all projects subject to the SWO.
- Work with Asset Management staff on developing a green waste bark grinding process for the Parks Corp Yard. Basic premise, keep our wood waste here in Davis, make it cleaner in terms of storage, currently it's a stormwater problem. We can use our own wood waste as IPM mulch and reduce our indirect GHG emissions, and save on our volume of solid waste delivered to DWR.
- Continue to participate in development meeting for the Delta Regional Monitoring Plan (Delta RMP).
- Participate in the regional permit development process put on by the Central Valley Regional Water Resources Control Board (Regional Board).







***West Area Pond***

#### **PERFORMANCE MEASURES**

- Choose an option with Regional Board approval and direction to either develop and implement a sampling plan or participate in a regional sampling plan such as the Delta RMD in compliance with the requirements of the General Permit.
- Complete development of an enforcement response plan.
- Complete development of a Facebook page for the SW program.
- Implement the SWPPPs for the City's corporation yards,
- Work with the Fire Department to complete a city wide spill response plan by July 1, 2014.
- Complete development and tracking of a construction site inventory for all projects subject to the SWO by July 1, 2014.
- Complete a video inspection of the City's stormwater mains.
- Complete hydro jetting of the entire stormwater piping system.

## STORM WATER – DIVISION 74

### Revenues by Fund

<u>Source of Funds</u>	11-12 Actual	12-13 Actual	13-14 Adjusted	14-15 Proposed
Enterprise Funds	1,153,602	1,210,672	1,642,399	1,381,950
<b>Total Revenues</b>	<b>1,153,602</b>	<b>1,210,672</b>	<b>1,642,399</b>	<b>1,381,950</b>

### Expenses by Category

<u>Expenditures</u>	11-12 Actual	12-13 Actual	13-14 Adjusted	14-15 Proposed
Salaries & Benefits	732,868	723,745	926,362	817,433
Operations & Maintenance	171,880	232,501	463,214	363,256
Interdepartmental Charges	236,113	254,426	249,823	201,261
Capital Outlay	12,741	0	3,000	0
<b>Total Expenditures</b>	<b>1,153,602</b>	<b>1,210,672</b>	<b>1,642,399</b>	<b>1,381,950</b>

### Major Budget Highlights

#### Salaries & Benefits

Personnel costs saw a jump in FY 13-14 with the full cost of retiree medical charges and as rehabilitation work was done on the H Street pump station. Additional Electrician and Senior Electrician time, as well as Maintenance worker time was added to this program in that fiscal year. As a result, personnel hours in Division are down 9.8% in FY 14-15.

#### Operations & Maintenance

Costs related to the work on the H Street pump state rehabilitation were added to the budget for FY 13-14 including equipment rental and repair costs, and maintenance and repair services costs of \$87,000 as well as one-time construction contract costs (\$24,000) were removed. In FY 14-15, equipment rental costs of \$15,000 were removed..

#### Interdepartmental Charges

In FY's 11-12 to 13-14 interdepartmental charges were relatively flat. FY 14-15 saw fleet services costs up \$9,400, insurance liability costs up \$2,100 and Building Maintenance costs \$4,500; however, citywide overhead costs were down \$63,000.

#### Capital Expenditures

Capital outlay in FY 11-12 was for communication and electrical equipment. In FY 13-14 funds were included for the purchase of a 3-Point Hitch Boom Mower

## WATER – DIVISION 75

### WATER - DIVISION 75



Manganese Filter Tanks

Operate and maintain the water production and distribution infrastructure in order to deliver clean, reliable potable water for use by Davis citizens.

- Water Production, Distribution and Storage
- Water Meter Reading/Maintenance
  - Water Conservation
  - Water Quality Monitoring
- Permitting/Regulatory Compliance
- Regional and State-Wide Water Issues
- Long Range Utility and Resource Planning

### MAJOR BUDGET CHANGES

- Increased chemical costs due to increased cost of chlorine.
- Increase in PG&E costs due to the Manganese Treatment facility.

### FY 2013-14 ACCOMPLISHMENTS

- Promptly responded to all water main and service line breaks to avoid extended periods of water off to customers.
- Maintained wells and tanks such that peak flow requirements and water quality standards were met all year.
- Facilitated the Water Advisory Committee in the bi-weekly meetings as they worked towards a recommendation to the City Council to both maintain our partnership with Woodland and move forward with the surface water project, and adopt an innovative rate design. This met the Infrastructure Council Goals of “Evaluate water and rate reduction strategies and include community participation” and “Support the Woodland Davis Clean Water Agency to further the surface water project”.
- Participated in several Chromium 6 testing programs. One was in support of a study through the American Water Research Foundation and another was a Pilot Test project held at City facilities and partially funded with grant money from the Yolo County Water Resources Association and from the Regional Water Quality Control Board.
- Completed the Integrated Water Resource Study, meeting the Council goal of “Develop integrated water management plan”.



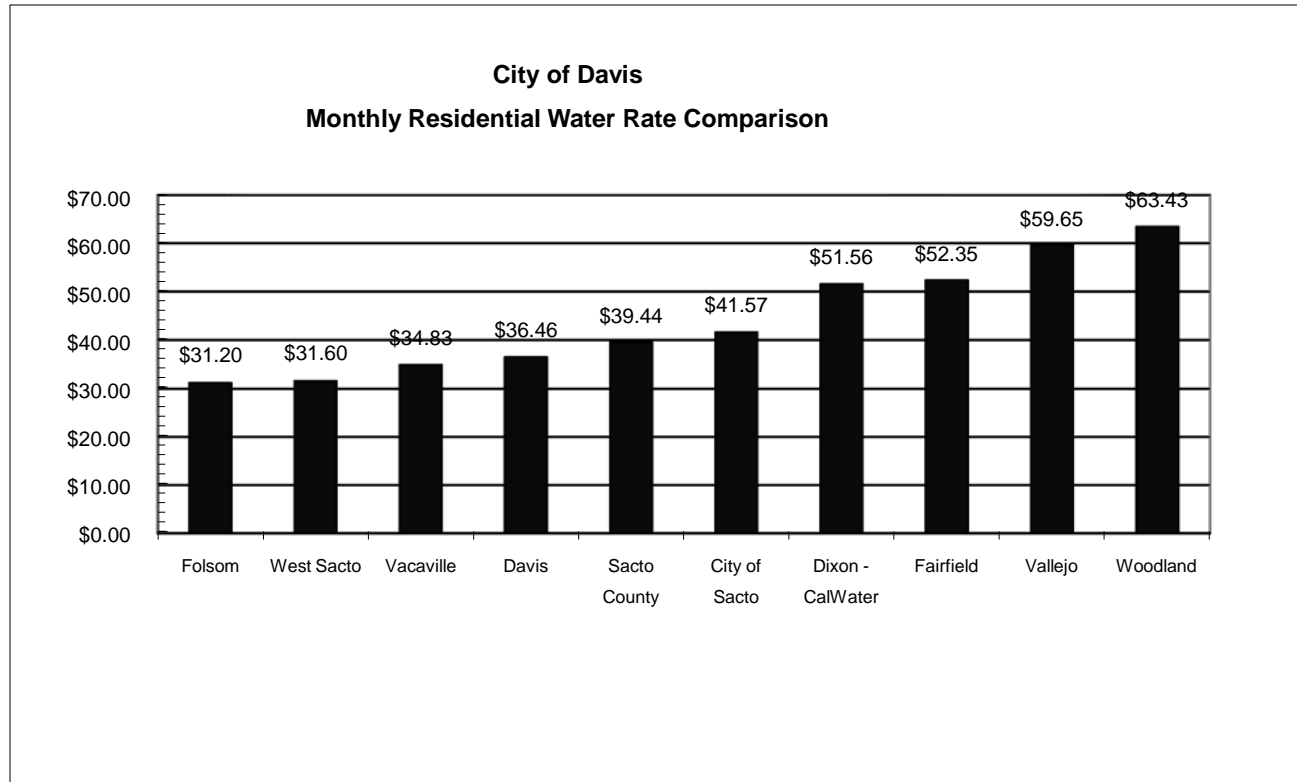
*Clean-up Crew for Water Tanks*



***Elevated Storage Tank***

#### **FY 2014-15 GOALS**

- Continue to provide the lowest water rates possible to consumers, pursue low interest rate State Revolving Fund opportunities for various water projects.
- Maintain a quick response time for leaking water mains and services.
- Pursue the capital projects that had been deferred due to budget constraints, specifically water main replacements, corrosion prevention, installation of pump station at Well 34 and begin the automated meter reading project.
- Clean all three water storage tanks.
- Continue to operate the water system to meet all California Department of Public Health requirements and provide adequate water pressure during peak demand.

**PERFORMANCE MEASURE**



## WATER – DIVISION 75

### Revenues by Fund

<u>Source of Funds</u>	11-12 Actual	12-13 Actual	13-14 Adjusted	14-15 Proposed
Enterprise Funds	5,633,927	5,648,847	6,959,967	6,756,881
Special Revenue Funds	50,852	99,997	0	0
<b>Total Revenues</b>	<b>5,684,779</b>	<b>5,748,844</b>	<b>6,959,967</b>	<b>6,756,881</b>

### Expenses by Category

<u>Expenditures</u>	11-12 Actual	12-13 Actual	13-14 Adjusted	14-15 Proposed
Salaries & Benefits	3,184,157	2,655,980	2,890,461	2,892,271
Operations & Maintenance	1,812,582	2,460,595	3,543,114	3,042,311
Interdepartmental Charges	688,040	632,269	526,392	822,299
Capital Outlay	0	0	0	0
<b>Total Expenditures</b>	<b>5,684,779</b>	<b>5,748,844</b>	<b>6,959,967</b>	<b>6,756,881</b>

### Major Budget Highlights

#### Salaries & Benefits

A reorganization of the Water Division is reflected in the reduction to salaries and benefits in FY 12-13. In this reorganization the following positions were either eliminated or reassigned: Water Distribution Crew Supervisor, Water Distribution Maintenance Worker, Water Division Supervisor, and 3 Public Works Maintenance Workers. The General Manager of Utilities, Development and Operations was also filled in FY 12-13.

In FY 14-15, the division is also adding a Conservation Coordinator to assist the City in its ongoing water conservation efforts for cost of \$124,516.

#### Operations & Maintenance

From FY 11-12 to 12-13 PG&E charges increased by \$237,000, one-time costs for an Integrated Water Management Plan were incurred totaling \$157,000 and one-time costs for a Chromium 6 treatment study were \$150,000. In FY 13-14 cost increases for water conservation efforts, water rate analysis and doubling the frequency of meter reading increased costs by \$370,000, while a one-time expense of \$193,000 was incurred for the repair/replacement of city facility water meters. The inclusion of the land lease cost for City water facilities was estimated at \$720,000 in the FY 13/14 budget. It has been revised to \$465,826 FY 14-15 shows savings of \$254,174 from the lower land lease amount and the removal of one-time costs for parks water meter retrofits \$186,000.

#### Interdepartmental Charges

Overhead support went down \$64,000 in FY 12-13 and another \$64,555 in FY 13-14. An update to the Citywide cost allocation model was completed in FY 13-14. This model updated and reallocated the overhead costs in the City based on the most recent information available which increased overhead to the water division by \$236,000 in FY 14-15. Fleet services costs increased \$46,000.

#### Capital Expenditures

No capital expenditures in FY14-15

## Engineering SERVICES – DIVISION 76

### ENGINEERING SERVICES - DIVISION 76



Provide engineering services for capital improvement projects (CIP's), private development, the Permit Center, Traffic Engineering, and general engineering to the Water, Wastewater, Transportation, Parks, Facilities and other divisions or groups within the City.

- Review of planning and building permits
- Process and approve encroachment and other permits
- New development planning and final engineering review
- New development construction inspection
- Subdivision map review and administration
- Support and staff the Subdivision Committee
- Prepare contract documents, plans and specifications for the construction of city improvements
- Staff Safety and Parking Advisory Commission (SPAC)
- Staff Unitrans Advisory Committee annual meeting
- Oversee the Annual Street and Bike Path Pavement Management Program.
- Manage the Street Smarts Program and other traffic safety education activities.
- Speed and traffic volume surveys and record keeping
- Maintenance of citywide address atlas
- Maintain citywide maps of infrastructure, including: water, sewer, drainage and lighting systems
- Respond to public information requests
- CIP construction management and inspection
- New water and sewer connection permits
- Parking Ordinance management
- Floodplain Ordinance management, response to public inquiries regarding flood hazard information



### FY 2013-14 ACCOMPLISHMENTS

- Completed a sanitary sewer sliplining project in the main north of the City.
- Completed a water main replacement project along Third Street and Oeste Drive.
- Inspected construction of public and site improvements for the Verona project including street and utility improvements.
- Completion of the Street Smarts Poster Contest at elementary schools.
- Completed the streetscape improvements along F Street, between First and Second Streets.
- Participated in the Davis Downtown Parking Committee monthly meetings and the Downtown Davis Parking Task Force monthly meetings.
- Held bi-monthly Safety and Parking Advisory Commission meetings.
- Began construction of the Fifth Street Corridor Improvements project.
- Completed the Drummond Bicycle Undercrossing along with the New Harmony development.

- Completed the City Hall HVAC project.
- Completed the design and installation of the pathway light smart bollards along the First Street bike path, between B and D Streets.
- Conducted citywide pavement survey for paving condition (PCI) and began a Pavement Management Strategy to maintain a healthy street and bike path infrastructure.
- Designed two SACOG funded pavement projects: First Street, between A and G, and B Street, between Fifth and Fourteenth.



***Central Park Restroom City Improvement Project***

- Designed the SACOG funded bicycle-enhancement project at Drexel Drive, between J and L Streets.
- Designed and began repair of the Waste Water Treatment Plant industrial water well.
- Completed the Charrette Implementation Plan for the Secondary and Tertiary Improvements (STI) Phase of the Wastewater Treatment Plant Improvements Project.
- Published the Request for Proposals (RFP) to the shortlisted Design-Build Teams for the Secondary and Tertiary Improvements Phase of the Wastewater Project.
- Evaluated design-build proposals for the STI Phase and negotiated the final terms and conditions of the project.
- The Wastewater Rehabilitation and Replacement (R&R) Phase construction was 75% completed.
- Designed and constructed the City Hall Roof Replacement project.
- Completed Central Park Restroom construction.
- Began construction of the Mace Ranch Passive Park.
- Began Rule 20A undergrounding project along Third Street, between A and B Streets, with PG&E and other utilities.
- Began the process to decommission Well 29.
- Participated in the work for the Cannery Development application.
- Issued over 450 permits to citizens and contractors.
- Continued Street Smarts traffic safety educational campaign efforts through the SRTS Cycle 1 and Cycle 3 grant funds.
- Retained a consultant to start the walk/bike audit at the 11 public elementary and junior high schools in Davis. Completed the audits with safety recommendation for each of the 11 elementary and junior high schools.
- Attended a neighborhood meeting with the Oeste Manor residents. Provided for the crossing improvements at the intersection of Anderson Road and Amherst Drive.



***Drexel Drive City Improvement Project***

- Installed a Rapid Rectangular Flashing Beacon at DaVinci High School crossing on E. Eighth Street.
- Retained a consultant to design the three emergency generators at three city facilities.
- Coordinated with UCD on the design of the emergency vehicle access and intersection improvements at Arthur/Russell Boulevard (as part of the UCD West Village project).
- Held quarterly oversight meetings with Unitrans to review the FTA grant funds expenditures.
- Participated in the study efforts for the Covell Boulevard Corridor Improvements.
- Continued supporting the WDCWA and the award to CH2MHill for the design, construction and operation of the regional facilities.

#### **FY 2014-15 GOALS**

- Pursue all viable grant funding sources to support implementation of CIP projects.
- Complete re-drawing city maps to integrate the city and county GIS systems, and maintain the maps as changes occur.
- Continue to implement and expand the Street Smarts Program.
- Pursue grant funding sources to support construction of the improvements proposed at the 11 school sites that were audited as part of the Street Smarts program.
- Construction of a major pavement project, including streets, bike paths and sidewalk.
- Design and construct another sanitary sewer sliplining project in the main north of the City.
- Complete construction of the Wastewater Rehabilitation and Replacement Phase.
- Complete the design and begin construction of the Secondary and Tertiary Improvements (STI) Phase of the Wastewater Project.
- Design and construct another water main replacement project.
- Design of Well 34.
- Award a DB contract for the Wastewater Treatment Plant and begin construction in summer of 2015..
- Manage the construction of emergency generator installations at three City facilities.
- Construction of SACOG funded projects: First Street and B Street.
- Manage studies of the Walnut Creek tennis courts and Community Pool.
- Continue collecting bicycle counts and collision data citywide.
- Continue collecting vehicle counts citywide.
- Continue review of the citywide collision data.
- Continue efforts to expand the multi-year Capital Improvement Program budget process to incorporate more detailed data for project planning.
- Modify permit processing procedures to improve efficiency.
- Collaborate with other city divisions to implement and enforce stormwater quality requirements, particularly related to development.
- Participate in the continuing review of proposed development projects, including Cannery and Chiles Ranch subdivisions.



- Continue to develop and revise the documentation of processes and provide training opportunities, as part of 'succession planning' efforts.
- Participate in the implementation of the new Digital Flood Insurance Rate Maps (DFIRM's) and disseminate information on the implementation of these to the public and the development community.
- Continue to ensure development projects are compliant with State and local laws and regulations.
- Ensure that public improvements are designed in a sustainable manner to accommodate development/redevelopment.
- Examine and modify as necessary - design standards, standard specifications, and plans to conform to State law and complete street principles.



### PERFORMANCE MEASURE

- Increase number of school aged children walking and biking to school by providing traffic safety education and physical improvements through the Street Smarts Program.
- Improve traffic safety citywide through traffic calming measures and educational campaigns.
- Provide for citywide speed zone surveys to update the posted speed limits.

## ENGINEERING SERVICES – DIVISION 76

### Revenues by Fund

<u>Source of Funds</u>	11-12 Actual	12-13 Actual	13-14 Adjusted	14-15 Proposed
General Fund Support	41,240	332,632	174,044	172,270
Development Impact Fees	13,641	0	0	0
Enterprise Funds	419,752	337,627	429,841	203,983
General Fund Fees & Charges	365,819	278,357	281,423	418,450
General Fund Grants/Designated Revenue	3,850	0	0	0
Special Revenue Funds	373,531	224,021	497,201	557,846
<b>Total Revenues</b>	<b>1,217,833</b>	<b>1,172,637</b>	<b>1,382,509</b>	<b>1,352,549</b>

### Expenses by Category

<u>Expenditures</u>	11-12 Actual	12-13 Actual	13-14 Adjusted	14-15 Proposed
Salaries & Benefits	1,006,086	942,966	968,849	1,012,477
Operations & Maintenance	56,911	71,648	244,233	126,756
Interdepartmental Charges	154,769	158,023	169,427	213,316
Capital Outlay	67	0	0	0
<b>Total Expenditures</b>	<b>1,217,833</b>	<b>1,172,637</b>	<b>1,382,509</b>	<b>1,352,549</b>

### Major Budget Highlights

#### Salaries & Benefits

An Assistant City Engineer position was eliminated in FY 12-13 providing salary savings to the division. Over time, incremental increases were made to retiree medical to reach annual full funding status. In FY 14-15, the first year of the leave fund repayment is beginning (\$7,800) and an additional \$14,000 is budgeted for overtime costs.

#### Operations & Maintenance

Safe Routes to Schools grant is a multi-year program spanning FY 12-13 through 14-15. The annual non-personnel expenditure to the grant has fluctuated significantly adding \$36,000 in FY 12-13, \$150,000 in FY 13-14 and declining to a planned \$50,000 in FY 14-15.

#### Interdepartmental Charges

Information Systems-related internal service costs increased \$14,106 from FY 12-13 to FY 14-15. An update to the Citywide cost allocation model is included in the FY 14-15 budget. This model updated and reallocated the overhead costs in the City which increased overhead to the Engineering division by \$37,000. Fleet services costs increased \$3,900.

#### Capital Expenditures

No capital expenditures in this division.

## SOLID WASTE – DIVISION 77

### SOLID WASTE - DIVISION 77



Provide administration of the City's refuse, recycling, and street sweeping contract to ensure efficient, economical and environmentally sound operation. Provide outreach to promote recycling, reduce, and reuse with a goal towards zero waste.

- Davis Waste Removal Contract Administration for Refuse and Recycling
- Source Reduction and Recycling Programs
- Long Range Resource Planning
- Monitor the Old Davis Landfill
- Regional and Statewide Issues and Regulations
- Commercial/Residential Recycling Outreach
- Utility Rate Setting and Customer Service
- Collaborate with UCD, Yolo County and Others on Recycling and Hazardous Waste Disposal Issues

### FY 2013-14 ACCOMPLISHMENTS

- State Calculated Residential Per Capita Disposal Rates:
  - 2011: 2.6 pounds per person per day
  - 2012: 2.7 pounds per person per day
  - 2020: 1.9 pounds per person per day (future target)
- Variable residential curbside garbage cart rate.
- Single Use Carry Out Bag Ordinance.
- Anti-Scavenging Ordinance.
- Standardizing of bins at City facilities.
- Began work in contract hauler services agreement.
- Maintained current staffing levels and use of UCD student interns.
- Maintained existing weekly refuse service levels.



**You have options!**  
**Right size your garbage cart**



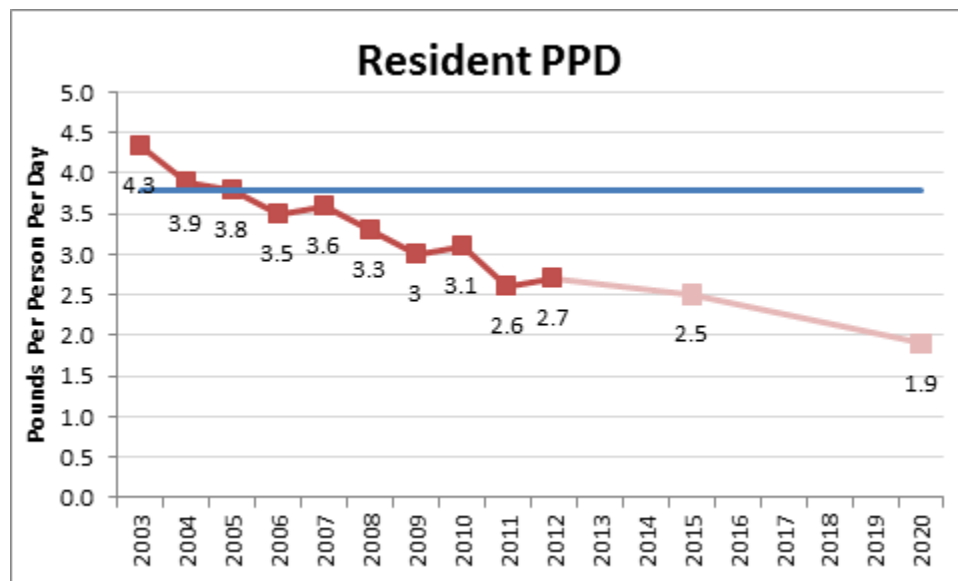
Is your garbage cart too full or do you have extra space? Choose the garbage cart that fits your household's needs.

**FY 2014-15 GOALS**

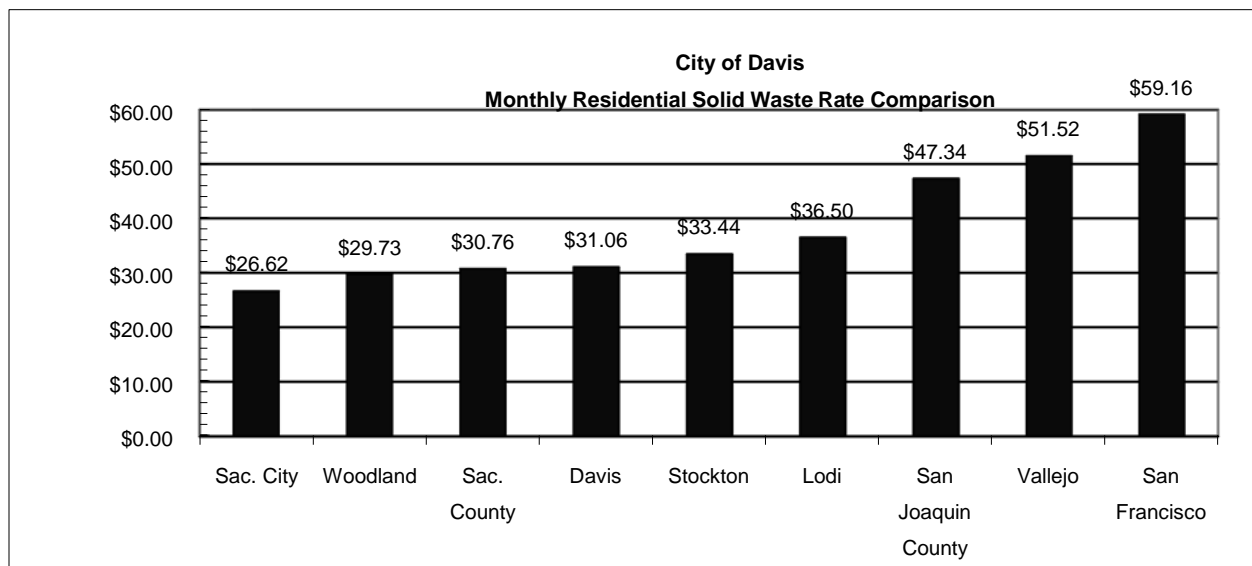
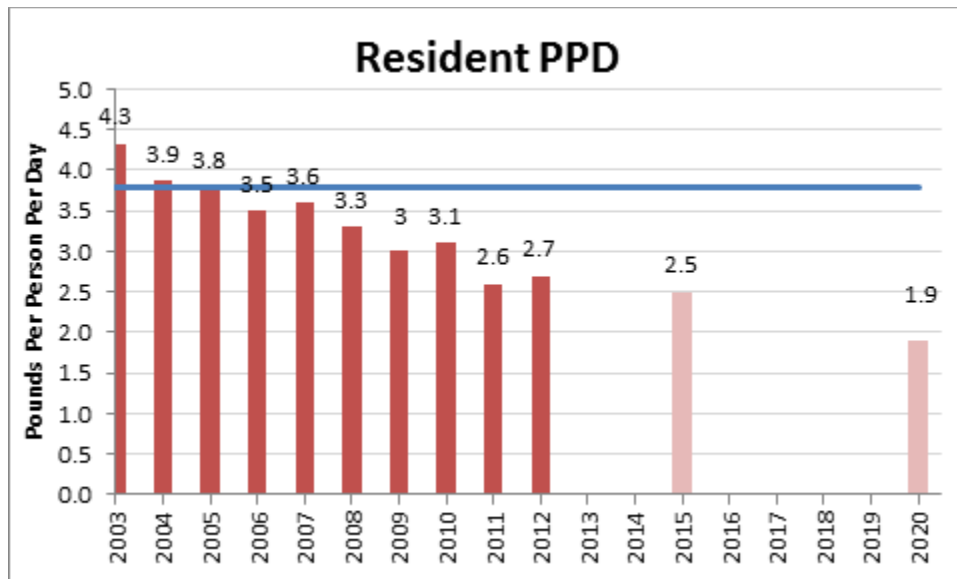
- Implement recommended high priority programs included in the City's draft Integrated Waste Management Plan.
- Conduct solid waste rate study
- Expand participation in residential and commercial composting
- Increase collection and diversion of organic material using cart systems
- Update Construction & Demolition waste ordinance
- Continue to encourage backyard composting by providing classes and compost bins to residents.
- Review and update recycling ordinances as needed to meet goals.

**PERFORMANCE MEASURE**

- Budget Expenditures
- 2020 Landfill Diversion Targets (see graphs below)







## SOLID WASTE – DIVISION 77

### Revenues by Fund

<u>Source of Funds</u>	11-12 Actual	12-13 Actual	13-14 Adjusted	14-15 Proposed
Enterprise Funds	8,291,480	8,561,978	8,853,779	9,019,455
Special Revenue Funds	19,540	16,073	17,752	17,752
<b>Total Revenues</b>	<b>8,311,020</b>	<b>8,578,051</b>	<b>8,871,531</b>	<b>9,037,207</b>

### Expenses by Category

<u>Expenditures</u>	11-12 Actual	12-13 Actual	13-14 Adjusted	14-15 Proposed
Salaries & Benefits	259,480	328,748	312,480	349,428
Operations & Maintenance	7,696,141	7,861,385	8,188,698	8,381,743
Interdepartmental Charges	355,399	387,918	370,353	306,036
Capital Outlay	0	0	0	0
<b>Total Expenditures</b>	<b>8,311,020</b>	<b>8,578,051</b>	<b>8,871,531</b>	<b>9,037,207</b>

### Major Budget Highlights

#### Salaries & Benefits

In FY 12-13 contract negotiations with Davis Waste removal began, which increased the time spent on this function by the new General Manager position. In addition, ramping up of retiree medical contributions to reach annual full funding status in FY 13-14 has contributed to the increase in costs. Incremental increases were \$14,000 in FY 13-14 and \$10,000 in FY 14-15.

In FY 14-15, the supervision of the Solid Waste program and contract management has been shifted to a Principal Civil Engineer who has moved additional hours into the program, slightly increasing costs.

#### Operations & Maintenance

Davis Waste Removal contract costs constitute the largest portion of Operation costs in Solid Waste. Based on contractual agreement, this service has experienced annual increases ranging from \$125,000 FY 12-13, \$300,000 FY 13-14 and \$178,000 FY 14-15.

#### Interdepartmental Charges

The Citywide cost allocation model spreads overhead costs to the Solid Waste division for this funds annual incremental share for services. The overhead cost has seen some significant annual changes over the past three years increasing \$30,000 in FY 12-13, and decreasing in FY 13-14 (\$21,000) and FY 14-15 (\$67,000).

#### Capital Expenditures

No capital expenditures in this division.

## FLEET – DIVISION 78



### FLEET - DIVISION 78

Fleet Services, an integral part of the Asset Management Division (see Division 79), manages and maintains the City's diverse, centralized vehicle and equipment fleet comprised of 244 diverse units, along with the City's fuel facility which provides 24/7 refueling capabilities. Fleet Services' primary purpose is to provide efficient and cost effective services to all City departments, and to maximize fleet availability in support of crucial City functions. Estimated fleet replacement value is \$14,318,741, annual miles driven are 998,330, and annual fuel consumption is 117,157 gallons.

- Fleet Vehicle and Equipment Inspection, Maintenance, and Repair
- Fleet Specification Development, Bid Evaluation, and Acquisitions
- Surplus Vehicle and Equipment Disposition
- Vehicle and Equipment Lifecycle Costing
- City Vehicle Policy Management
- Fuel Facility Management
- Fleet-Related Regulation & Compliance Management

### FY 2013-14 ACCOMPLISHMENTS

- Replaced two Yolo County Explosive Ordinance Disposal Vans.
- Replaced two Police Patrol Vehicles and two Investigations vehicles.
- Replaced one Fire Department Crown Victoria sedan with a new SUV Command Vehicle, and 1 Regular Cab 4X4 Pickup with a Crew Cab 4X4 Pickup.
- Replaced 11 Public Works utility trucks, one passenger van, one Parks turf sweeper, one 4X2 Parks turf vehicle, and one 10-ton utility trailer.
- Continued purchase of US EPA certified Low Emission Vehicles (LEV) or better when replacing current fleet vehicles.
- One mechanic attended the California Fire Mechanic Academy class and passed the State certification test.
- The Fleet Manager passed State testing requirements and renewed his Fuel Facility Designated Operator License.
- Removed two vehicles from service due to low utilization, plus three 2001 GEM cars due to high maintenance costs because they had exceeded their viable vehicle life cycle.
- Accomplished our goal to Increase mechanic productive labor hours (billable hours on specific job orders) from 70% to 75%.
- Outsourced preventive maintenance and repair of 8 City emergency stationary generators, 13 Police patrol and 14 investigations vehicles due to a staff reduction of the unfilled 75% Mechanic position.



**FY 2014-15  
GOALS**

- Replace one Community Development Pickup.
- Replace one Community Services ParaTransit Bus w/wheelchair lift for Davis Community Transit. FTA grant funding will provide 80% (\$60,000) for the purchase of this vehicle.
- Replace four Community Services utility pickups and one passenger van.
- Replace one Fire Department Type I fire apparatus and one Crown Victoria sedan.
- Replace one Information Services 30Kw stationary generator.
- Replace one Police Department K-9 vehicle.
- Replace five Public Works utility trucks, one heavy duty three-axle sewer drain cleaner, one asphalt roller with trailer, and one off-road tractor/loader.
- Pass Fuel Facility SB989 secondary containment testing requirements.
- Continue to purchase US EPA certified Low Emission Vehicles (LEV) or better, when replacing current fleet vehicles.
- Continue mechanic training on Fire Emergency Vehicles leading to eventual ASE certification, and revised EPA requirements for air conditioning refrigerant recharging, recycling & recovery methods.

**PERFORMANCE MEASURE**

- Continue to implement BMP's to increase mechanic productive labor hours (billable hours on specific job orders).
- Review and implement best management practices to improve fleet utilization and eliminate underutilized vehicles and equipment.
- Enhance data entry and report generation through Fleet Maintenance module in AS400 to provide performance-based data.

## FLEET – DIVISION 78

### Revenues by Fund

<u>Source of Funds</u>	11-12 Actual	12-13 Actual	13-14 Adjusted	14-15 Proposed
General Fund Support	0	0	12,306	0
Enterprise Funds	0	175,318	59,823	59,823
Internal Service Funds	1,886,640	2,235,213	3,090,232	3,150,990
Special Revenue Funds	24	21,063	0	0
<b>Total Revenues</b>	<b>1,886,664</b>	<b>2,431,594</b>	<b>3,162,361</b>	<b>3,210,813</b>

### Expenses by Category

<u>Expenditures</u>	11-12 Actual	12-13 Actual	13-14 Adjusted	14-15 Proposed
Salaries & Benefits	535,240	608,745	600,440	510,524
Operations & Maintenance	815,835	784,760	896,242	963,489
Interdepartmental Charges	184,394	203,821	225,252	181,286
Capital Outlay	351,195	834,268	1,440,427	1,555,514
<b>Total Expenditures</b>	<b>1,886,664</b>	<b>2,431,594</b>	<b>3,162,361</b>	<b>3,210,813</b>

### Major Budget Highlights

#### Salaries & Benefits

In FY 14-15, a part-time Equipment Mechanic position was eliminated (\$90,000), with a portion of the savings added to Contract services for outsourcing Police fleet maintenance, resulting in a net savings of \$10,000.

#### Operations & Maintenance

Operations & Maintenance costs can fluctuate annually based on the economic conditions for parts & supplies. Fuel is a good example of this fluctuation and showed a decline in FY 12-13 of \$64,000 and increased again in FY 13-14 by \$70,000. Other consumables (parts and tires) have seen a \$17,000 increase in FY 13-14.

Contract services to outsource Police vehicle maintenance began mid FY 13-14 and is showing full funding for that outsourced service in FY 14-15 (\$80,000).

#### Interdepartmental Charges

An update to the Citywide cost allocation model is included in the FY14-15 budget. This model updated and reallocated the overhead costs in the City which decreased overhead to the Fleet Services division by \$21,000. Also decreasing in FY 14-15 where non-vehicular replacement which decreased by \$33,000. Building Maintenance costs, however, increased \$5,800.

#### Capital Expenditures

Capital Expenditure for Fleet replacement is budgeted based on an annual replacement schedule, and therefore the amount budgeted from year to year can fluctuate significantly.

## ASSET MANAGEMENT – DIVISION 79

### ASSET MANAGEMENT - DIVISION 79

Comprehensive management of City-owned assets, including our urban forest, City facilities, and the City fleet (see Division 78). The division performs a wide range of maintenance, repair, and rehabilitation planning, along with managing the work of subcontractors to provide City staff and the public with safe, clean, functional, and aesthetic facilities.



#### Urban Forest Division

Tree Preservation, Pruning, Removal, and Replanting  
Davis Tree Commission  
Tree Davis program  
Greenprint Program

#### Facility Services Division

Facility Maintenance and Repair  
Facility Rehabilitation Planning  
Equipment and Systems  
Replacement

### FY 2013-14 ACCOMPLISHMENTS

#### Urban Forest Division

- Recertified City of Davis as a Tree City USA for the 36th consecutive year.
- Achieved a 7th Growth Award from the Arbor Day Foundation for program improvements in the areas of professional workshops and public/private partnership improvements.
- Maintained a 2:1 planting-to-removal ratio for the community forest.
- Completed review of updated tree inventory for street and streetscape trees.
- Completed Mace Ranch Passive Recreation area CIP.
- Completed a Parking Lot Shade Ordinance review with the Tree Commission.

#### Facility Services Division

- Civic Center-Completed reroof project at City Hall, replaced boiler in Civic Pool locker rooms, and repainted hallway in Civic gym.
- Senior Center - Replaced nine skylights, one commercial dishwasher and oversaw a women's restroom rehab project following a vehicle accident.
- Police Department - Replaced both entrance gate operators and south Sally Port operator. Also installed new water filtration system in break room.
- 1818 5th Street - Replaced air compressor in Fleet Services shop.



***Trees at Chestnut Park***





- 1717 5th Street - Replaced 2 HVAC split systems in building A, and replaced flooring in building B.
- Fire Station 32 - Repainted exterior of building and replaced 210' feet of fencing.
- Fire Station 33 - Replaced concrete pad in rear of building.
- Hunt-Boyer Mansion – repaired roof.
- Received 1,507 work requests.
- Completed 1,421 work orders.

### **FY 2014-15 GOALS**

#### **Urban Forest Division**

- Maintain funding levels for tree maintenance services contract to improve park tree maintenance, cover increased tree removal costs, and restore mistletoe removal to prior levels.
- Perform block pruning in west Davis to maintain the 7-year street tree pruning cycle.
- Achieve the Tree City USA certification for the 37<sup>th</sup> year and an 8th Growth Award
- Prepare draft Tree Protection, Planting, and Preservation Ordinance update.
- Prepare draft revisions to the Parking Lot Shade Ordinance.

#### **Facility Services Division**

- Veterans Memorial Center - Replace kitchen water heater, automatic door operators on lobby restrooms, and sump pump for theatre.
- Senior Center - Replace double oven and 3-door refrigerator; paint exterior, and reroof building.
- Chestnut Roundhouse - Replace built-up roofing system.
- Hunt-Boyer Mansion - Repaint exterior.
- Bicycle Hall of Fame - Replace 3 HVAC units.
- Fire Stations - Replace all vehicle exhaust systems.
- 1818 5th Street - Repaint exterior of buildings A, B, and C.



***Tree Roots***

### **PERFORMANCE MEASURE**

#### **Urban Forest Division**

- Identify tree pruning areas and tree quantities in parks to achieve Council's goal of a 7-year pruning cycle.
- Maintain Community Forest Management Plan mature tree pruning service level by pruning 2,600 street trees.
- Achieve 75% survival rate for new and replacement trees.

#### **Facility Services Division**

- Track all facility maintenance tasks through computerized maintenance management system to provide accurate future performance data.
- Adopt best management practices in order to perform more efficiently and effectively.

## ASSET MANAGEMENT – DIVISION 79

### Revenues by Fund

<u>Source of Funds</u>	11-12 Actual	12-13 Actual	13-14 Adjusted	14-15 Proposed
General Fund Support	1,075,372	996,485	1,055,521	1,046,355
Construction Tax	127,838	125,989	147,041	183,125
Development Impact Fees	0	0	0	0
Enterprise Funds	3,166	10,001	0	0
General Fund Fees & Charges	195,076	251,728	228,488	213,247
General Fund Grants/Designated Revenue	14,285	0	0	0
Internal Service Funds	1,309,873	1,344,671	2,112,249	1,882,086
Park Maintenance Tax	318,826	278,032	246,710	210,000
<b>Total Revenues</b>	<b>3,044,436</b>	<b>3,006,906</b>	<b>3,790,009</b>	<b>3,534,813</b>

### Expenses by Category

<u>Expenditures</u>	11-12 Actual	12-13 Actual	13-14 Adjusted	14-15 Proposed
Salaries & Benefits	1,208,056	913,276	908,605	852,561
Operations & Maintenance	769,911	1,007,032	1,673,684	1,401,369
Interdepartmental Charges	1,048,720	1,045,470	1,022,124	1,240,883
Capital Outlay	17,749	41,128	185,596	40,000
<b>Total Expenditures</b>	<b>3,044,436</b>	<b>3,006,906</b>	<b>3,790,009</b>	<b>3,534,813</b>

#### Salaries & Benefits

FY 12-13 reflects a reorganization within the division. The tree crew, which included a Small Tree Specialist, a Tree Grounds Person and a Tree Trimmer was eliminated. A portion of the value of these positions was put into contract services. A Building Maintenance Worker position was eliminated. An Asset Manager position was hired to oversee facilities, fleet programs and urban forestry. This division's salaries and benefits also reflect the cost to the city for the Public Employees Relations Board settlement with Davis City Employees Association.

In FY 13-14, the Facilities Supervisor position was reclassified to a Building Maintenance Crew Supervisor; the Asset Manager position was reclassified to a Parks and General Services Superintendent; and a Park Maintenance Worker Sports Field Maintenance Specialist were eliminated.

Parks & Open Space Maintenance was moved from Asset Management to the Administrative Service Department (ASD). Several programs in Asset management had a portion of their budget move to ASD. This accounts for the reduction in salaries and benefits as those costs will now show in new programs in ASD in FY 14-15.

#### Operations & Maintenance

FY 12-13 shows an increase due to the addition of City water costs, and contractual services for city tree maintenance. City Hall Re-roofing project was completed in FY13-14. This one-time cost of \$350,000 was removed from 14-15 budget.

#### Interdepartmental Charges

An update to the Citywide cost allocation model is included in the FY14-15 budget. This model updated and reallocated the overhead costs in the City based on the most recent budget and user-group information which increased overhead to the Asset Management division by \$218,000.

#### Capital Expenditures

FY 11-12 through FY 13-14 capital outlay costs have increased for facility replacement work done for the Police Department, two Fire stations, Public Works Administration and Corp Yard, as well as Third & B and the Varsity Theater.

Capital Expenditure for FY14-15 is a carryover of \$40,000 to provide roof repair on wastewater treatment plant admin building.