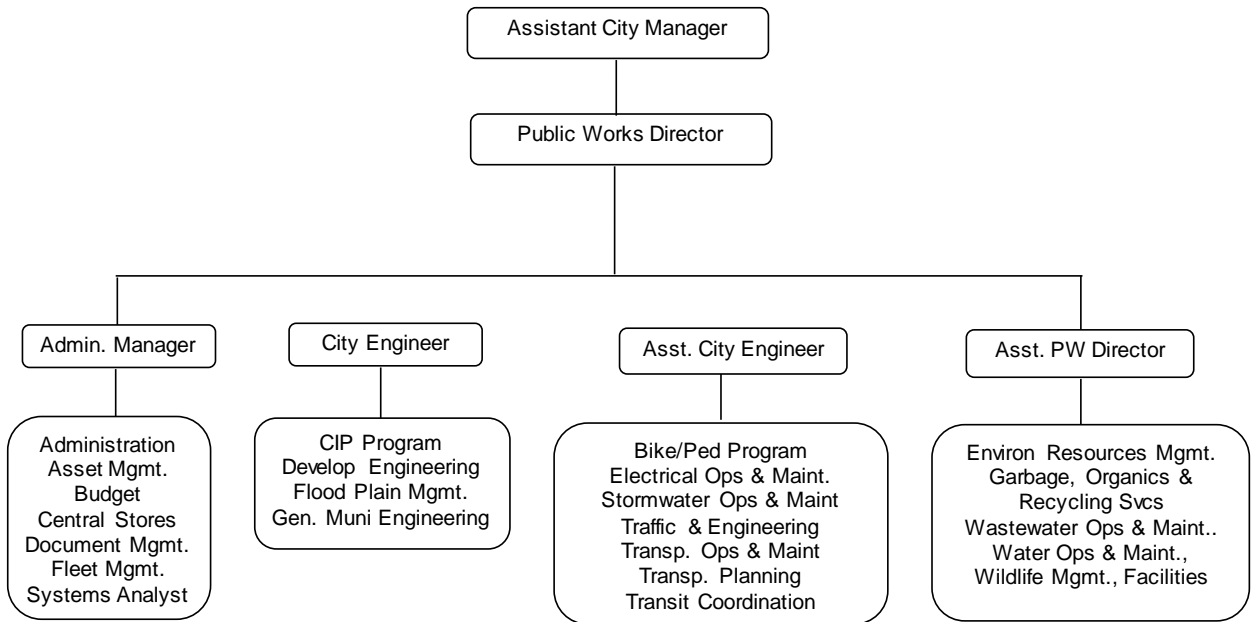


PUBLIC WORKS DEPARTMENT

PUBLIC WORKS DEPARTMENT



Regular Full Time	100.50
Regular Part Time	-
Temporary Part Time	<u>12.51</u>
Total FTE's	<u><u>113.01</u></u>

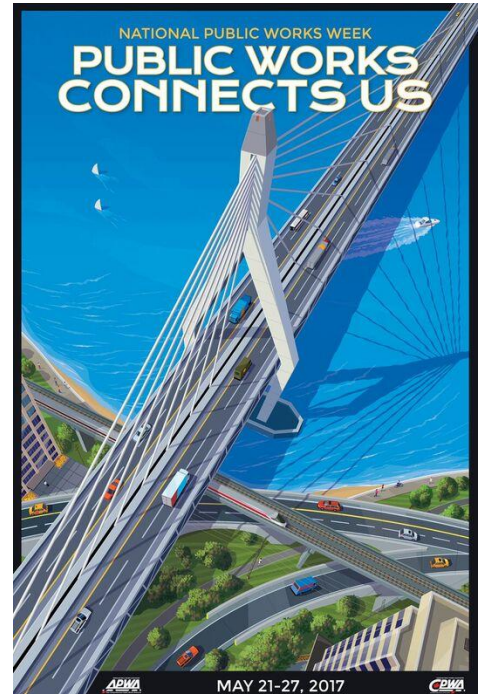
PUBLIC WORKS DEPARTMENT

DEPARTMENT OVERVIEW

To ensure that City owned equipment, facilities and infrastructure, the Capital Improvement Program, and contract solid waste and transit services are managed in a manner consistent with Council approved policies and adopted 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 and construction inspection services for public improvements in private subdivisions and for 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 to meet the needs of city departments, and storage of inventoried materials and supplies used by all departments.
- Provide planning, inspection, and public outreach for environmental regulatory compliance programs.
- Manage and maintain the City's centralized vehicle and equipment fleet and the fuel facility.
- Maintain all City building facilities.
- Provide staff support to related commissions.



2017 American Public Works Association Poster

FY 2016-2017 DEPARTMENT ACCOMPLISHMENTS

- Completed the Davis-Woodland Water Supply Project, including the Sacramento River intake structure. This project won the following awards in 2016:
 - Design Build Institute of America National Best Project Award
 - American Public Works Association Northern Best Project Award
 - ASCE Sacramento Section Outstanding Water Project Award
- Implemented a City-wide Organics Collection Program. Collection data from Davis Waste Removal (DWR) shows that from July – December 2016, DWR collected 223 tons more organics for composting (yard waste and food scraps) and 358 tons less trash compared to the same time period in 2015.
- Continued water conservation efforts and had a 22.7% reduction in water usage for 2016 as compared to 2013.
- Completed the utility rate studies for Water Connection Fees and Sewer Rates and initiated studies for Solid Waste Rates, Sewer Connection Fees and Drainage Fees.
- Completed the Cost of Service and Fee Study for the South Davis Drainage Area.
- Completed Buildings and Parks Condition Assessment.
- Drafted 5-year Capital Plans for each City infrastructure Division.
- Continued the multi-year efforts to complete asset inventory work to incorporate all Department assets into our Asset Management Database and develop cost effective maintenance and replacement plans.
- Facilitated the negotiation of the JPA agreement for the City's inclusion in a Yolo Sub-basin Groundwater Sustainability Agency.

- Completed the Richards Blvd / Olive Drive Corridor Study.
- Obtained Caltrans approval of the Project Study Report (PSR) for the Richards / I-80 Interchange project and initiated design efforts.
- Completed Street Design Standards Update.
- Completed the revamping of over 4,500 street and pathway lights with LED lights.
- Created Work Plans for each Division identifying unique metrics and goals for the upcoming year.
- Accepted subdivision public improvements for The Cannery Development.
- Approved final subdivision maps for six developments creating nearly 200 new residential parcels.
- Consolidated three separate janitorial contracts with two vendors into one new contract serving all City facilities.
- Purchased 9 US EPA-Certified Low Emissions Vehicles (LEV) as replacements for current Fleet Vehicles.
- Completed the required five year update to the Sewer System Management Plan which included the development of a collection system hydraulic dynamic model.
- Achieved a 99.86% compliance rate with NPDES permit requirements for effluent discharge from our wastewater treatment plant.
- Constructed the new local water pipelines to deliver surface water to the City and successfully integrated surface water as an additional potable water supply.

FY 2017-18 DEPARTMENT GOALS

- Implement an Environmental Preferable Food Packaging Ordinance.
- Upgrade the Asset Management Database System and integrate the WebApp to facilitate information sharing with the public and GIS capabilities.
- Conduct community surveys to guide Public Works long term planning, service levels and priorities related to infrastructure needs.
- Complete PW Corporation Yard Site fiscal assessment to seek Council determination of preference for long-term location of the facility.
- Complete the Cost of Service Studies for Solid Waste Rates and Drainage Fees.
- Launch the AquaHawk Customer Water Portal to provide hourly water usage and leak alerts for Davis water users as part of the Automated Meter Infrastructure improvement project.
- Install the downtown parking guidance system to facilitate visitor's finding available parking spaces.
- Install paid parking infrastructure in City-owned downtown surface parking lots.
- Implement the regional bike share program.
- Initiate and complete a citywide Pedestrian Master Plan.
- Complete construction of Capital Program projects for Third St, L Street, H Street, Cowell/Drummond Roundabout, Automated Water Meter Reading Infrastructure and the Wastewater Treatment Plant.
- Complete the Electrical System Assessment of City buildings.
- Replace thirty vehicles and pieces of equipment that have reached the end of their service life and upgrade nine vehicles to US EPA-Certified Low Emission Vehicle standards.
- Perform studies to evaluate the storm water system's operating capacity and determine a multi-year capital improvement plan to maintain and enhance the system to meet community needs.
- Complete a City-wide update of the Drainage Fee Study and pursue requesting a Fee adjustment to generate revenues necessary to operate, maintain and replace the storm water infrastructure.
- Complete the Solid Waste Rate Study.
- Decommission up to 10 water wells no longer needed to supply potable water.
- Complete the installation of new residential water meters capable of being read by an Automated Meter Infrastructure (AMI) system.
- Design and launch the AMI platform to collect, bill for, and view water use data, including providing access to data for individual customers in real time.

BUDGET HIGHLIGHTS

- FY 17/18 decreased from FY 16/17 by \$280,678. Many factors discussed below have attributed to this minor change of less than 1% of the total department annual appropriation.

Beginning FY 17/18 the Public Works Department will be implementing organizational structuring aligning most of the clerical support staff and other key department managers from other divisions to administration. Expenditures associated with this change show increases in the Administration division offset by reductions in other divisions.

- Salaries and Benefits had a minimal increase of approximately \$290,751 (2%) throughout the department in FY 17/18. Citywide pension costs have increased in line with actuarial estimates, as well as annual changes in basic employee benefits.

Organizational changes to authorized positions in the department include the reclassification of a vacant Principal Civil Engineer to Construction Manager, WWTP Superintendent to WWTP Division Manager, PW Supervisor to Transportation Program Crew Supervisor, WWTP Senior Operator to Collections System Supervisor and Environmental Program Specialist to Sr. Utility Resource Specialist. In addition, temporary part-time resources have been allocated to continue maintenance efforts on the City's Storm Drainage infrastructure.

- Increases in Operations and Maintenance costs include one-time Federal grant funding for Unitrans (\$1,140,000) which flows through City accounts, Arc Flash Training (\$12,500), Bike/Ped program marketing (\$43,800), Ped/Bike Counts for Traffic (\$10,000), and annual increase for Yolo bus pass-thru funding of (\$580,067) and Unitrans (\$25,000). Wastewater division experienced changes to incremental costs for the new plant (\$260,000), one-time funding for a Wetlands Infrastructure Assessment (\$30,000) and contract services of \$250,000 for annual maintenance, which was previously included in the Capital Improvement project 8231. Other departmental increases include \$1.8 million in contractual agreements for Solid Waste services received from Davis Waste Removal and Facility increases for routine janitorial maintenance at various City Facilities \$17,590 and annual replacement projects for FY 17/18.

A portion of the department increases were offset by reductions of \$1.1 million in Woodland/Davis Clean Water agency operating costs. These costs are lower due to one-time costs associated with first year start-up, and other FY 16/17 one-time funding allocations.

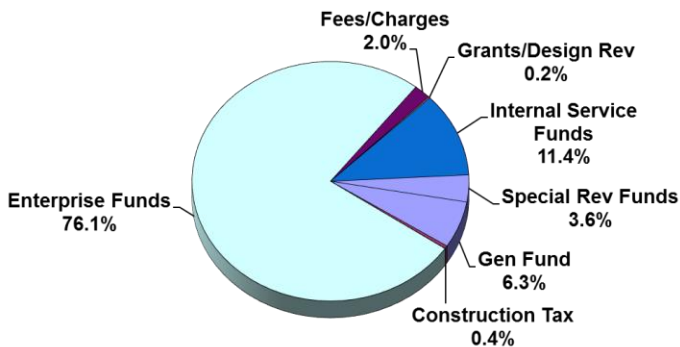
- Interdepartmental costs show a decrease of \$2.3 million from FY 16/17 to FY 17/18. This is due to the removal of one-time support of Facility and Park Maintenance and improvements.
- Capital Expenditures for Fleet replacement is budgeted based on an annual replacement schedule which is down \$840,328 from FY 16/17.

Revenues by Fund				
<u>Source of Funds</u>	14/15 Actual	15/16 Actual	16/17 Adopted	17/18 Adopted
General Fund Support	545,237	606,798	4,345,493	3,334,799
Construction Tax	309,733	166,650	182,577	203,789
Debt Service Funds	0	0	23,600	0
Development Impact Fees	543,528	594,047	336,020	13,161
Enterprise Funds	28,723,439	28,300,269	37,968,316	40,191,587
General Fund Fees & Charges	1,519,034	1,579,735	751,795	1,046,192
General Fund Grants/Designated Revenue	79,032	221,552	72,573	84,478
Internal Service Funds	4,543,663	4,448,783	6,691,255	6,036,557
Park Maintenance Tax	10,000	10,000	11,126	0
Special Revenue Funds	2,780,970	2,797,018	2,725,682	1,917,196
Total Revenues	39,054,636	38,724,852	53,108,437	52,827,759

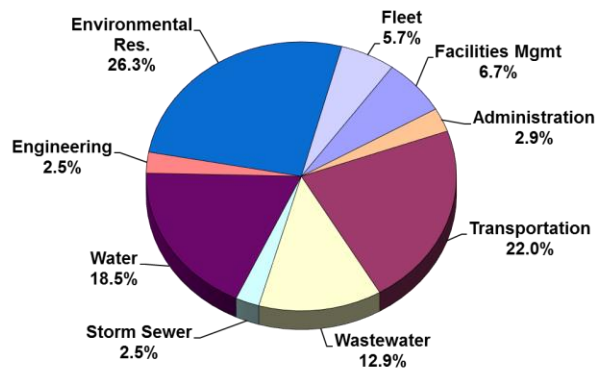
Expenses by Division				
<u>Division</u>	14/15 Actual	15/16 Actual	16/17 Adopted	17/18 Adopted
Administration	818,953	1,363,956	1,093,133	1,520,546
Transportation	9,813,624	6,873,535	9,488,093	11,633,631
Wastewater	4,502,922	4,855,948	6,071,635	6,793,008
Storm Drainage	1,020,918	1,199,993	1,241,629	1,313,837
Water	5,703,818	6,185,987	11,231,835	9,751,105
Engineering	1,986,456	2,199,729	1,979,175	1,326,406
Environmental Resources	10,183,543	10,504,042	12,237,862	13,905,755
Fleet Services	2,549,643	2,911,338	3,865,581	3,032,856
Facilities Management	2,474,759	2,630,324	5,899,494	3,550,615
Total Expenditures	39,054,636	38,724,852	53,108,437	52,827,759

Expenses by Category				
<u>Expenditures</u>	14/15 Actual	15/16 Actual	16/17 Adopted	17/18 Adopted
Salaries & Benefits	10,973,519	11,765,810	13,264,816	13,555,567
Operations & Maintenance	22,438,566	20,551,139	29,718,149	32,400,686
Interdepartmental Charges	4,470,066	4,767,854	7,086,283	4,798,058
Capital Outlay	1,172,485	1,640,049	3,039,189	2,073,448
Total Expenditures	39,054,636	38,724,852	53,108,437	52,827,759

Source of Funds for 2017-18 Budget



Expenses by Division 2017-18 Budget



**PUBLIC WORKS DEPARTMENT
HUMAN RESOURCES FY 17/18**

Position Title	14/15 FTE's	15/16 FTE's	16/17 FTE's	17/18 FTE's
ADMINISTRATIVE AIDE	2.00	3.00	2.00	2.00
ADMINISTRATIVE ANALYST I	0.00	0.00	2.00	2.00
ADMINISTRATIVE ANALYST II	1.00	1.00	0.00	0.00
ASSISTANT CITY ENGINEER TRAFFIC	1.00	1.00	1.00	1.00
ASSISTANT PUBLIC WORKS DIR.	1.00	1.00	1.00	1.00
ASSISTANT TO THE DIRECTOR	1.00	1.00	0.00	0.00
ASSOCIATE CIVIL ENGINEER	2.00	1.00	3.00	3.00
ASSOCIATE ENGINEER - PAVEMENT MGMT	0.00	1.00	0.00	0.00
BICYCLE/PEDESTRIAN COORDINATOR	1.00	1.00	1.00	1.00
BUILDING MAINT CREW SUPV	1.00	1.00	1.00	1.00
BUILDING MAINT WORKER II	2.00	2.00	2.00	2.00
CITY ENGINEER	0.00	1.00	1.00	1.00
COLLECTIONS SYSTEM SUPERVISOR	1.00	1.00	1.00	2.00
COLLECTIONS SYSTEMS TECHNICIAN	3.00	3.00	3.00	3.00
COLLECTIONS SYSTEM WORKER	3.00	2.00	2.00	2.00
CONSERVATION COORDINATOR	2.00	2.00	2.00	2.00
CONSTRUCTION MANAGER	0.00	0.00	0.00	1.00
DEPARTMENT SR SYSTEMS ANALYST	1.00	1.00	1.00	1.00
ELECTRICIAN	5.00	4.00	4.00	4.00
ENGINEERING TECHNICIAN II	1.00	1.00	0.00	0.00
ENVIRONMENTAL LAB SUPERVISOR	0.00	0.00	1.00	1.00
ENVIRONMENTAL PROGRAM SPECIALIST	2.00	2.00	2.00	3.00
ENVIRONMENTAL RESOURCES MANAGER	0.00	0.00	1.00	1.00
EQUIPMENT MECHANIC II	2.00	2.00	2.00	2.00
FACILITIES MANAGER	0.00	1.00	1.00	1.00
FLEET MANAGER	1.00	1.00	1.00	1.00
GENERAL MANAGER	1.00	0.00	0.00	0.00
OFFICE ASSISTANT II	2.00	2.00	3.00	3.00
OFFICE ASSISTANT II *	0.00	0.00	0.00	0.50
PARKS/GEN SRVS SUPERINTENDENT	1.00	0.00	0.00	0.00
PRINCIPAL CIVIL ENGINEER	3.00	3.00	2.00	1.00
PROJECT MANAGER	1.00	1.00	1.00	1.00
PUBLIC WORKS ADMINISTRATION MANAGER	0.00	0.00	1.00	1.00
PUBLIC WORKS DIRECTOR	1.00	1.00	1.00	1.00
PUBLIC WORKS INSPECTION SUPV	1.00	1.00	1.00	1.00
PUBLIC WORKS INSP I	1.00	1.00	0.00	1.00
PUBLIC WORKS INSP II	1.00	1.00	2.00	1.00
PUBLIC WORKS MAINT WKR I	0.00	2.00	2.00	2.00
PUBLIC WORKS MAINT WKR II	6.00	5.00	5.00	5.00
PUBLIC WORKS SUPERVISOR	0.00	0.00	0.00	1.00
SENIOR CIVIL ENGINEER	1.00	1.00	1.00	1.00
SENIOR ELECTRICIAN	1.00	2.00	2.00	2.00
SENIOR ENGINEERING ASSISTANT	3.00	3.00	3.00	3.00
SENIOR OFFICE ASSISTANT	2.00	2.00	2.00	2.00
SENIOR OFFICE ASSISTANT - CONF	3.00	2.00	0.00	0.00

**PUBLIC WORKS DEPARTMENT
HUMAN RESOURCES FY 17/18**

Position Title	14/15 FTE's	15/16 FTE's	16/17 FTE's	17/18 FTE's
SENIOR PUBLIC WORKS SUPVR	1.00	1.00	1.00	1.00
SR PW COLLECTIONS SUPERVISOR	1.00	1.00	1.00	1.00
SR TRANSPORTATION PLANNER	0.00	0.00	1.00	1.00
SR UTILITY RESOURCE SPECIALIST	1.00	1.00	1.00	0.00
STOREKEEPER	1.00	1.00	1.00	1.00
TRANSPORTATION PLANNER	1.00	1.00	0.00	0.00
TRANSPORTATION PROG CREW SUP	1.00	1.00	1.00	0.00
UTILITY PROGRAM COORDINATOR	2.00	1.00	1.00	1.00
UTILITY/SCADA CONTROL SYS TECH	0.00	1.00	2.00	2.00
WATER DISTRIBUTION CREW SUPV	1.00	1.00	1.00	1.00
WATER DISTRIBUTION MAINT WKR	5.00	0.00	0.00	0.00
WATER DISTRIBUTION OPERATOR I	0.00	3.00	4.00	3.00
WATER DISTRIBUTION OPERATOR II	0.00	2.00	2.00	3.00
WATER DISTRIBUTION PRGM SUPV	1.00	1.00	1.00	1.00
WATER DIVISION MANAGER	1.00	1.00	1.00	1.00
WATER PRODUCTION SYSTEM OPER	3.00	3.00	2.00	2.00
WATER PRODUCTION SYSTEM SUPV	1.00	1.00	1.00	1.00
WATER QUALITY COORDINATOR	0.00	0.00	0.00	2.00
WATER QUALITY PERMITTING SPEC	0.00	2.00	2.00	0.00
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	0.00	0.00	0.00
WWTP DIVISION MANAGER	0.00	0.00	0.00	1.00
WWTP LABORATORY ANALYST	1.00	1.00	1.00	1.00
WWTP LEAD LAB ANALYST	1.00	1.00	0.00	0.00
WWTP LEAD OPERATOR	5.00	4.00	4.00	4.00
WWTP MAINTENANCE TECHNICIAN II	3.00	3.00	3.00	3.00
WWTP SENIOR OPERATOR	1.00	2.00	2.00	1.00
WWTP SR MAINTENANCE TECHNICIAN	2.00	2.00	2.00	2.00
WWTP SUPERINTENDENT	1.00	1.00	1.00	0.00
TOTAL REGULAR FULL-TIME FTE'S	99.00	100.00	100.00	100.50
OFFICE ASSISTANT II	0.00	0.00	0.50	0.00
TOTAL REGULAR PART-TIME FTE'S	0.00	0.00	0.50	0.00
ADMINISTRATIVE ANALYST I	0.48	0.00	0.00	0.00
COMM SVCS SPEC VI (BUDGET)	0.14	0.14	0.14	0.00
COMM SVCS SPEC X	0.48	0.48	0.48	0.00
ELECTRICIAN	0.24	0.24	0.24	0.24
ENGINEERING INTERN (BUDGET)	1.80	1.82	1.80	1.80
MAINTENANCE AIDE II (BUDGET)	1.44	1.44	1.44	1.44

**PUBLIC WORKS DEPARTMENT
HUMAN RESOURCES FY 17/18**

Position Title	14/15 FTE's	15/16 FTE's	16/17 FTE's	17/18 FTE's
OFFICE ASSISTANT I	0.50	0.50	0.50	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	2.88	2.88	3.85	6.59
PUBLIC WORKS MAINT WKR II	0.00	0.96	0.00	0.00
SENIOR UTILITY PROGRAM TECH	0.14	0.14	0.14	0.00
WWTP OPERATOR IN TRAINING	0.00	0.00	0.98	0.98
TOTAL TEMPORARY PART-TIME FTE'S	9.06	9.56	10.53	12.51
TOTAL PUBLIC WORKS FTE's	108.06	109.56	111.03	113.01

* Shared position between City Manager's Office and Public Works

Division	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	1,039,686	86,556	394,304	-	1,520,546	357,314	-	-	357,314	1,163,232	1,520,546
72 - Transportation	2,221,266	8,743,513	648,852	20,000	11,633,631	1,961,456	8,608	84,478	2,054,542	9,579,089	11,633,631
73 - Wastewater	3,198,434	2,772,386	803,688	18,500	6,793,008	-	-	-	-	6,793,008	6,793,008
74 - Storm Drainage	743,089	399,075	171,673	-	1,313,837	-	-	-	-	1,313,837	1,313,837
75 - Water	2,454,518	6,392,297	885,790	18,500	9,751,105	-	-	-	-	9,751,105	9,751,105
76 - Engineering	994,706	163,587	168,113	-	1,326,406	229,633	766,000	-	995,633	330,773	1,326,406
77 - Environmental Resources	1,801,677	11,571,973	532,105	-	13,905,755	127,539	-	-	127,539	13,778,216	13,905,755
78 - Fleet Services	497,649	964,775	190,446	1,379,986	3,032,856	-	-	-	-	3,032,856	3,032,856
79 - Facilities Management	604,542	1,306,524	1,003,087	636,462	3,550,615	658,857	271,584	-	930,441	2,620,174	3,550,615
Total PUBLIC WORKS DEPARTMENT	13,555,567	32,400,686	4,798,058	2,073,448	52,827,759	3,334,799	1,046,192	84,478	4,465,469	48,362,290	52,827,759

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
7101 - General Administration	546,556	81,431	281,838	-	909,825	238,458	-	-	238,458	671,367	909,825
7116 - Stores Services	180,351	5,125	112,466	-	297,942	-	-	-	-	297,942	297,942
7160 - Public Works Information Management	312,779	-	-	-	312,779	118,856	-	-	118,856	193,923	312,779
7210 - Transportation Management	123,150	2,500	11,407	-	137,057	137,057	-	-	137,057	-	137,057
7234 - Transportation Planning	241,449	-	5,415	-	246,864	246,864	-	-	246,864	-	246,864
7244 - Corporation Yard Facility	12,475	11,179	17,633	-	41,287	6,481	-	-	6,481	34,806	41,287
7245 - Building Electrical Maintenance	75,933	39,623	37,493	-	153,049	4,455	-	-	4,455	148,594	153,049
7246 - Pathway Lighting Maintenance	60,217	8,965	10,694	-	79,876	76,152	-	-	76,152	3,724	79,876
7247 - Pathway Maintenance	72,090	25,000	455	-	97,545	97,545	-	-	97,545	-	97,545
7248 - Surface Parking Lot Maintenance	27,196	8,050	97	-	35,343	35,343	-	-	35,343	-	35,343
7249 - Haz Mat Clean Up	24,391	12,193	8,555	-	45,139	-	-	-	-	45,139	45,139
7251 - Bicycle/Pedestrian Transportation	165,027	181,748	11,553	-	358,328	22,670	4,700	84,478	111,848	246,480	358,328
7252 - Street Maintenance & Repair	284,057	180,463	267,315	-	731,835	571,336	1,954	-	573,290	158,545	731,835
7253 - Street Sweeping/Cleaning	22,325	774,074	23,171	-	819,570	-	-	-	-	819,570	819,570
7254 - Traffic Engineering	286,296	172,252	35,208	-	493,756	267,011	-	-	267,011	226,745	493,756
7255 - Sign Maintenance	145,985	62,511	14,430	-	222,926	-	-	-	-	222,926	222,926
7256 - Striping & Pavement Markings	100,598	84,426	87,890	-	272,914	131,122	-	-	131,122	141,792	272,914
7257 - Street Lighting	202,621	459,946	52,064	-	714,631	176,914	1,954	-	178,868	535,763	714,631
7258 - Traffic Signals	242,379	110,668	38,224	20,000	411,271	79,711	-	-	79,711	331,560	411,271
7259 - Sidewalk/Curb/Gutter Maint	112,183	4,894	24,595	-	141,672	27,755	-	-	27,755	113,917	141,672
7263 - Public Transportation	22,894	6,605,021	2,653	-	6,630,568	81,040	-	-	81,040	6,549,528	6,630,568
7312 - Wastewater Coll-Pump Station	1,156,346	610,620	298,829	-	2,065,795	-	-	-	-	2,065,795	2,065,795
7313 - Water Pollution Control Plant	1,661,003	2,002,766	306,607	18,500	3,988,876	-	-	-	-	3,988,876	3,988,876
7321 - Laboratory Services	261,922	101,000	4,004	-	366,926	-	-	-	-	366,926	366,926
7322 - Wetlands Management	119,163	58,000	1,620	-	178,783	-	-	-	-	178,783	178,783

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	
7365 - Wastewater Inter-Dept Charges	-	-	192,628	-	192,628	-	-	-	-	192,628	192,628	
7411 - El Macero Maintenance District	62,897	136,800	12,705	-	212,402	-	-	-	-	212,402	212,402	
7414 - Storm Drain Facility Maintenance	680,192	262,275	113,821	-	1,056,288	-	-	-	-	1,056,288	1,056,288	
7465 - Storm Drainage Inter-Dept Charges	-	-	45,147	-	45,147	-	-	-	-	45,147	45,147	
7522 - Water Production	911,957	5,523,126	202,511	18,500	6,656,094	-	-	-	-	6,656,094	6,656,094	
7523 - Water Distribution	1,374,353	815,563	373,118	-	2,563,034	-	-	-	-	2,563,034	2,563,034	
7526 - Cross Connection Control	65,815	13,347	46,818	-	125,980	-	-	-	-	125,980	125,980	
7531 - North Davis Meadows	70,000	40,261	15,690	-	125,951	-	-	-	-	125,951	125,951	
7536 - Water Support, City Facilities	32,393	-	1,257	-	33,650	-	-	-	-	33,650	33,650	
7565 - Water Inter-Dept Charges	-	-	246,396	-	246,396	-	-	-	-	246,396	246,396	
7602 - Planning & Preliminary Engineering	152,137	33,890	35,250	-	221,277	152,063	-	-	152,063	69,214	221,277	
7605 - Development Review : Private	181,482	105,500	36,120	-	323,102	(48,091)	364,000	-	315,909	7,193	323,102	
7642 - Construction Review : Private	210,785	17,270	52,198	-	280,253	69,568	47,000	-	116,568	163,685	280,253	
7643 - Public Works Permits	379,656	1,927	40,056	-	421,639	-	355,000	-	355,000	66,639	421,639	
7655 - Public Information	31,386	-	987	-	32,373	22,660	-	-	22,660	9,713	32,373	
7660 - Mapping	39,260	5,000	3,502	-	47,762	33,433	-	-	33,433	14,329	47,762	
7701 - Solid Waste	383,392	10,932,269	369,769	-	11,685,430	-	-	-	-	11,685,430	11,685,430	
7720 - Habitat Management	91,882	22,000	13,657	-	127,539	127,539	-	-	127,539	-	127,539	
7725 - Wastewater Regulatory Management	249,736	227,627	31,133	-	508,496	-	-	-	-	508,496	508,496	
7730 - Stormwater Regulatory Management	247,518	93,650	17,563	-	358,731	-	-	-	-	358,731	358,731	
7735 - Water Regulatory Management	333,958	99,750	50,732	-	484,440	-	-	-	-	484,440	484,440	
7740 - Water Conservation	287,786	93,800	26,877	-	408,463	-	-	-	-	408,463	408,463	
7745 - Wastewater Pretreatment	207,405	102,877	22,374	-	332,656	-	-	-	-	332,656	332,656	
7810 - Fleet Service Center	417,125	949,316	175,918	-	1,542,359	-	-	-	-	1,542,359	1,542,359	
7811 - Fleet Purchase & Disposal	63,385	200	1,106	1,379,986	1,444,677	-	-	-	-	1,444,677	1,444,677	

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
7812 - Fuel Facility	17,139	15,259	13,422	-	45,820	-	-	-	-	45,820	45,820
7901 - Asset Management Division Administration	305,048	369,575	72,699	-	747,322	91,666	-	-	91,666	655,656	747,322
7908 - Division Capital Improvement	25	20,000	608,133	-	628,158	334,035	-	-	334,035	294,123	628,158
7910 - Building Alteration Services	15,780	776	8,677	-	25,233	-	-	-	-	25,233	25,233
7911 - City Hall Maintenance	98,181	335,469	36,037	-	469,687	200,000	-	-	200,000	269,687	469,687
7912 - Community Chambers Maintenance	3,872	-	3,082	2,007	8,961	-	-	-	-	8,961	8,961
7914 - Police Administrative Office Maintenance	49,281	189,154	29,608	407,760	675,803	-	-	-	-	675,803	675,803
7915 - Fire Station Maintenance - Headquarters	13,136	39,865	10,734	-	63,735	-	-	-	-	63,735	63,735
7916 - Fire Station Maintenance - Station #2	9,439	23,289	8,423	7,453	48,604	-	-	-	-	48,604	48,604
7917 - Fire Station Maintenance - Station #3	9,516	24,783	10,434	8,600	53,333	-	-	-	-	53,333	53,333
7918 - 1717 Public Works Corp Yard Maintenance	26,543	95,476	37,824	-	159,843	-	-	-	-	159,843	159,843
7920 - Wastewater Treatment Facility Maintenance	3,848	1,920	28,079	-	33,847	-	-	-	-	33,847	33,847
7921 - Water/Sewer Facility Maintenance	5,197	12,290	2,690	-	20,177	-	-	-	-	20,177	20,177
7924 - 1818 Corp Yard Maintenance	15,493	64,147	19,497	-	99,137	5,058	-	-	5,058	94,079	99,137
7946 - Hattie Weber Museum Maintenance	3,169	9,796	1,884	-	14,849	14,849	-	-	14,849	-	14,849
7950 - Facilities Vandalism Repair	12,723	16,392	16,665	-	45,780	39,329	-	-	39,329	6,451	45,780
7960 - 510 - 5th Street Building Maintenance	1,404	-	537	-	1,941	1,941	-	-	1,941	-	1,941
7961 - SP Substation Facility Maintenance	3,786	2,600	564	-	6,950	(1,150)	8,100	-	6,950	-	6,950
7962 - Intermodal Facility Maintenance	7,539	7,786	4,135	-	19,460	19,460	-	-	19,460	-	19,460
7963 - Varsity Theatre Maintenance	5,539	2,900	2,668	207,775	218,882	11,107	-	-	11,107	207,775	218,882
7970 - Downtown Parking Structure Maintenance	8,926	68,929	3,916	2,867	84,638	10,719	71,052	-	81,771	2,867	84,638
7971 - Historic City Hall Maintenance	124	1,000	85,253	-	86,377	(104,254)	190,631	-	86,377	-	86,377
7972 - Hunt Boyer Maintenance	56	12,550	6,506	-	19,112	17,311	1,801	-	19,112	-	19,112
7973 - Third And B Maintenance	5,917	7,827	5,042	-	18,786	18,786	-	-	18,786	-	18,786
Total PUBLIC WORKS DEPARTMENT	13,555,567	32,400,686	4,798,058	2,073,448	52,827,759	3,334,799	1,046,192	84,478	4,465,469	48,362,290	52,827,759

ADMINISTRATIVE – DIVISION 71

The Public Works Administration Division provides policy administration and management of the overall operation of the Public Works Department. The Administration Division provides department leadership, support, information and expertise in the following areas:

- Departmental financial and budget management.
- Public communication, response and engagement.
- Human Resources coordination.
- Public Works Information Systems Management.
- Purchasing of consumable materials and disposal of surplus materials.
- Executive and management team support.

FY 2016-17 ACCOMPLISHMENTS

- The Public Works Front Office Staff (FOS) received an average of 320 calls each week, over 16,000 in FY 2016/17, with 90% of those calls coming from the public.
- The Admin team processed Human Resource forms for over 25 recruitments, including 16 regular full-time positions and nine temporary part time positions.
- Central Stores performed the annual inventory in a record time of two days
- The Admin team created a protocol for individuals visiting the 1717 Corp Yard, with Visitor's badges and a sign-in sheet, making the Corp Yard safer for employees and their guests.
- Contributed historical documents of the City's infrastructure for the Centennial timeline.
- Administrative staff brought our asset database software consultants to Public Works for a system utilization assessment and to meet with Public Works staff to identify areas of improvement in using the database software.
- A new format for standard operating procedures (SOP's) was created and is being used across all divisions in Public Works. Divisions continue to update and create SOP's on an annual basis.
- Each Division created a Work Plan identifying unique metrics and goals for the upcoming year.
- In a comprehensive review of Public Works Internal Service Charges, the calculation for Central Stores was updated for FY2017/18 to reflect current levels of service. Staff anticipates further modifications of other PW Internal Service Charges in the coming year.
- Facilitated the negotiation of the JPA agreement for the City's inclusion in a Yolo Sub-basin Groundwater Sustainability Agency as required by State Law.
- Completed the utility rate studies for Water Connection Fees and Sewer Rates. Initiated studies for Solid Waste Rates, Sewer Connection Fees and Drainage Fees.



FY 2017-18 GOALS

- Continue to organize the Standard Operating Procedure (SOP) library and manuals for Admin to incorporate clear and standardized processes for major and routine tasks and to provide a model for other divisions.
- 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's organization. [City Council Goal 5.4.A]
- Update Emergency Operation Center procedures and policies to ensure effective response in the event of an emergency.
- Complete an inventory of existing files, identify retention requirements and prepare documents for scanning to be stored digitally. [City Council Goal 5.2.C]
- Upgrade the Lucity System and integrate the Lucity WebApp
- Use surveys to determine Public Works long term needs, desires, and priorities related to infrastructure needs. [City Council Goal 5.1.E]
- Work with Human Resources on items related to City Council Goal 8 – Foster Positive Workplace Dynamics.
- Complete PW Corporation Yard Site fiscal assessment to seek Council determination of preference for long-term location of the facility.
- Complete the Studies for Solid Waste Rates and Drainage Fees.

**PERFORMANCE MEASURES**

- Frequency and types of incoming calls to the front office.
- Frequency and type of PW Web e-mails.
- Distribution of public inquiries.
- Frequency and type of GO Requests/Work Orders processed by the FOS.
- Number of SOPs written or reviewed.
- Budget trends and analysis over the year.
- PO's Created
- Invoices Processed
- Time from recruitment request to filling vacancy
- Number of Policies/Ordinances reviewed and updated

ADMINISTRATIVE – DIVISION 71

Revenues by Fund

<u>Source of Funds</u>	14/15 Actual	15/16 Actual	16/17 Adopted	17/18 Adopted
General Fund Support	96,770	156,314	157,041	357,314
Enterprise Funds	411,991	816,173	571,985	720,798
General Fund Fees & Charges	326	112	200	0
Internal Service Funds	268,281	334,616	304,591	428,376
Special Revenue Funds	41,585	56,741	59,316	14,058
Total Revenues	818,953	1,363,956	1,093,133	1,520,546

Expenditures

<u>Expenditures</u>	14/15 Actual	15/16 Actual	16/17 Adopted	17/18 Adopted
Salaries & Benefits	375,679	483,251	554,438	1,039,686
Operations & Maintenance	34,606	58,843	85,882	86,556
Interdepartmental Charges	408,668	814,127	452,813	394,304
Capital Outlay	0	7,735	0	0
Total Expenditures	818,953	1,363,956	1,093,133	1,520,546

Major Budget Highlights**Salaries & Benefits**

Salaries and Benefits experienced a significant shift of \$485,000. This is due to a change in organizational structuring of the Public Works Department aligning most of the clerical support staff and other key department managers from other divisions to administration. In addition, citywide pension costs have increased in line with actuarial estimates, as well as annual changes in basic employee benefits.

Operations & Maintenance

Operations and Maintenance costs remained flat for FY 17/18.

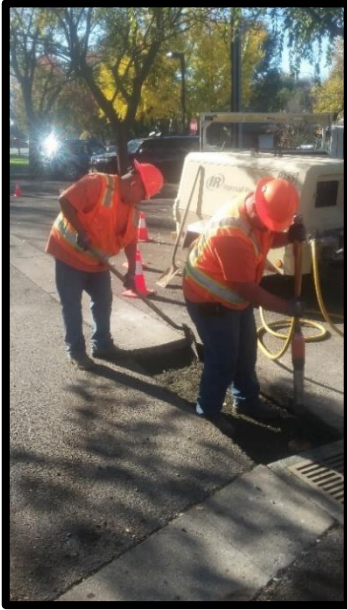
Interdepartmental Charges

Interdepartmental costs are down \$58,500. A large portion of this comes from building maintenance services costs that decreased over the prior year.

Capital Expenditures

There are no capital expenditures expected in this division for this fiscal year.

TRANSPORTATION – DIVISION 72



Transportation Staff repair a damaged section of asphalt.

The City's Transportation Division maintains, operates, and plans for improvements to the City's transportation infrastructure for the safe and efficient use by pedestrians, bicyclists, automobile drivers, and public transit users. Davis' transportation infrastructure consists of 162 miles of streets, 275 miles of sidewalks, 54 miles of on-street bike lanes, 55 miles of separate mixed-use paths, 29 grade-separated bicycle/pedestrian crossings, 67 traffic signals, over 4,500 street and path lights, over 200 lane miles of striping and pavement markings, and over 20,000 signs.

The division consists of five units comprised of 18 FTE staff members, including Traffic Engineering, Transportation Planning, Bike/Ped Program, Street Maintenance, and Electrical Maintenance. Transportation Division staffs the Bicycling, Transportation, and Street Safety Commission (BTSSC), and the Unitrans Advisory Committee.

The division responsibilities include:

- Traffic engineering studies.
- Transportation corridor advance planning.
- Bicycle education, safety, and promotion.
- Bike rack/locker installation and maintenance.
- Interagency coordination with UC Davis Transportation and Parking Services, Yolo County Transportation District, Yolo Transportation Management Association, Sacramento Area Council of Governments, Caltrans, Unitrans, and non-governmental organizations.
- Administer Unitrans and Yolobus contracts and pass-through grants.
- Transportation design review of new development.
- Downtown & neighborhood parking policy.
- Grant writing.
- Street, parking lot, bike path and park lighting.
- Traffic signal maintenance.
- City street and parking lot maintenance.
- Electrical maintenance of all city facilities.
- Provide traffic control assets for City sponsored special events.
- Hazardous materials clean-up and disposal.
- Graffiti abatement for Public Works assets.
- Maintain City Landfill and former WWTP property.



Lane improvements on Fifth Street with a dedicated right turn lane.

FY 2016-17 ACCOMPLISHMENTS

- Completed the Richards Blvd / Olive Drive Corridor Study.
- Completed Project Study Report (PSR) for Richards / I-80 Interchange.
- Completed Street Design Standards Update.
- Updated Transportation Implementation Plan.
- Facilitated expansion of four Zipcar vehicles to local fleet.
- Held annual Travel Training workshop for seniors & mobility challenged to help access fixed route transit, paratransit, and ridesharing.
- Completed bike map update.
- Installed electronic bike lockers (e-lockers) at the Amtrak Station.
- Initiated Biking with Confidence class through Parks & Community Services.
- Launched Light the Night and Lights in a Pinch campaigns to help improve bicycling safety at night.
- Certified 7 Davis residents as League of American Bicyclists League Certified Instructors (LCIs).
- Supported regional May is Bike Month campaign.
- Held Car Free October campaign.
- Refreshed all school zone markings.
- Replaced 150 parking signs downtown for the double parking ordinance.
- Implemented new signal timing plan for the Richards Boulevard Corridor to improve traffic movement throughout the corridor.
- Completed the re-lamping of over 4,500 street and pathway lights with LED lights.



New electronic bike lockers at the Amtrak Station.



Rectangular Rapid Flashing Beacons (RRFBs) installed at Cowell and the Dave Pelz Bike Overcrossing.

FY 2017-18 GOALS

- Implement downtown parking guidance system (PGS).
- Implement downtown paid parking in City-owned surface lots.
- Implement regional bike share.
- Complete Bike/Ped Wayfinding project.
- Construct Third Street Improvements (A Street to B Street).
- Construct Mace Blvd Improvements (Cowell Boulevard to Redbud Drive).
- Begin design of Richards / I-80 interchange.
- Complete design and initiate construction of the F Street undercrossing to Cannery.
- Initiate and complete citywide Pedestrian Master Plan.

- Complete the sidewalk preventative maintenance plan to implement an ongoing program to reduce tripping hazards.
- Establish a multi-use path preventative maintenance program to reduce safety hazards.
- Complete the update of the asset inventory and fully integrate the data into the Lucity asset management database.

PERFORMANCE MEASURE

- Responded to 38 illegal dumping requests and 96 street cleaning work orders, including 22 dead animal removal requests.
- Installed 3 Rectangular Rapid Flashing Beacons (RRFB) at crosswalks.
- Installed 6 solar powered speed boards City-wide to calm traffic.
- Completed 65 utility patches using 195 tons of hot asphalt.
- Completed annual ASUCD bus stop change order, which included 58 sign changes.
- Completed 356 sign work requests.
- Completed 28 pavement marking work requests.
- Completed 31 bike path repair work orders.
- Responded to 157 street work requests, including 15 skin patches, and repairing over 1,000 potholes using 18 tons of Perma Patch.
- Installed, repaired, and replaced numerous bike racks at various locations throughout the City, adding 12 more bike parking stalls, and repaired/cleaned 5 bike lockers.
- Responded to 50 sidewalk work requests, eliminating 41 tripping hazards.



This No Turn On Red signal was installed at Russell Boulevard and the CA-113 off ramp.

TRANSPORTATION – DIVISION 72

Revenues by Fund

<u>Source of Funds</u>	14/15 Actual	15/16 Actual	16/17 Adopted	17/18 Adopted
General Fund Support	114,730	38,321	755,637	1,961,456
Construction Tax	38,624	3,561	4,171	21,747
Development Impact Fees	543,528	436,147	336,020	6,624
Enterprise Funds	6,714,676	4,019,369	6,190,248	7,579,811
General Fund Fees & Charges	3,970	4,635	4,620	8,608
General Fund Grants/Designated Revenue	66,184	221,052	72,573	84,478
Internal Service Funds	147,225	123,656	112,749	143,730
Special Revenue Funds	2,184,687	2,026,794	2,012,075	1,827,177
Total Revenues	9,813,624	6,873,535	9,488,093	11,633,631

Expenses by Category

<u>Expenditures</u>	14/15 Actual	15/16 Actual	16/17 Adopted	17/18 Adopted
Salaries & Benefits	1,859,122	1,739,838	1,823,026	2,221,266
Operations & Maintenance	7,385,497	4,535,373	7,021,860	8,743,513
Interdepartmental Charges	569,005	573,924	623,207	648,852
Capital Outlay	0	24,400	20,000	20,000
Total Expenditures	9,813,624	6,873,535	9,488,093	11,633,631

Major Budget Highlights

Salaries & Benefits

Salaries and benefits have increased \$398,240 in this division. The majority of increases are due to a Public Works re-organization and shifting three programs from other divisions into transportation. The personnel for these programs totals (\$354,193). In addition, citywide pension costs have increased in line with actuarial estimates, as well as annual changes in basic employee benefits.

Operations & Maintenance

Operations and Maintenance is up \$1,721,000 from last fiscal year primarily due to the addition of one-time Federal grant funding for Unitrans (\$1,140,000) which flows through City accounts. Also included is funding for the Arc Flash Training (\$12,500), Bike/Ped program marketing (\$43,800), Ped/Bike Counts for Traffic (\$10,000), and annual increase for Yolobus pass-thru funding of (\$580,067) and Unitrans (\$25,000). A portion of these added costs were offset by the removal of one-time allocations from FY 16/17 (\$30,000).

Interdepartmental Charges

Interdepartmental charges increased \$25,000. The largest changes were in Fleet Maintenance \$23,149, Stores Services \$17,578, MIS Services \$27,440, Liability Insurance \$29,164 and an offsetting decrease in Building Maintenance (\$72,874).

Capital Expenditures

There are no new capital outlay expenses expected in FY 16/17.

WASTEWATER – DIVISION 73



An aerial view of the Wastewater Treatment Plant as of March 2017.

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 the Wastewater Collections System and Treatment Plant.
- Operate and maintain the City of Davis restoration treatment wetlands. Maintain compliance with all State permits associated with wastewater treatment. Special districts operation & maintenance for El Macero and North Davis Meadows.

FY 2016-17 ACCOMPLISHMENTS

- Completed the required five-year update to the Sewer System Management Plan which included the development of a collection system hydraulic dynamic model.
- Completed the first phase of a 3 year phased CCTV inspection/assessment of the City's collections system to provide the Engineering Division with accurate information for prioritizations and development of a comprehensive pipe repair and replacement program.
- Implemented the City's Computer Maintenance Management Software at the Wastewater Treatment Plant for improved asset management, preventative maintenance scheduling, and record keeping.
- The Wastewater Improvements Project met all critical milestones for design and construction and is planning for an August 2017 completion date.
- Completed the cleaning of all backyard easement sewer lines.
- Hydro-cleaned 30 miles of sewer mains.
- Completed the WWTP piping replacement project for anaerobic digester #2
- Met all state requirements for sanitary sewer overflow reporting and responses.
- Increased certification levels of two WWTP operations staff from grade I to grade III.
- Completed the repair of the WWTP primary clarifier concrete walkways.
- Completed the installation of the WWTP scum skimmers on primary clarifiers 1 and 2.
- 99.86% compliance with NPDES permit requirements for effluent discharge.
- Obtained ELAP certification and passed the annual proficiency test for the City's environmental laboratory.
- Completion of the Laboratory Chemical Hygiene Plan required by OSHA standards.



The Plant's secondary clarifier, which uses sedimentation to remove solids.



Collections Staff repair a 6" sewer main on Rice Lane.

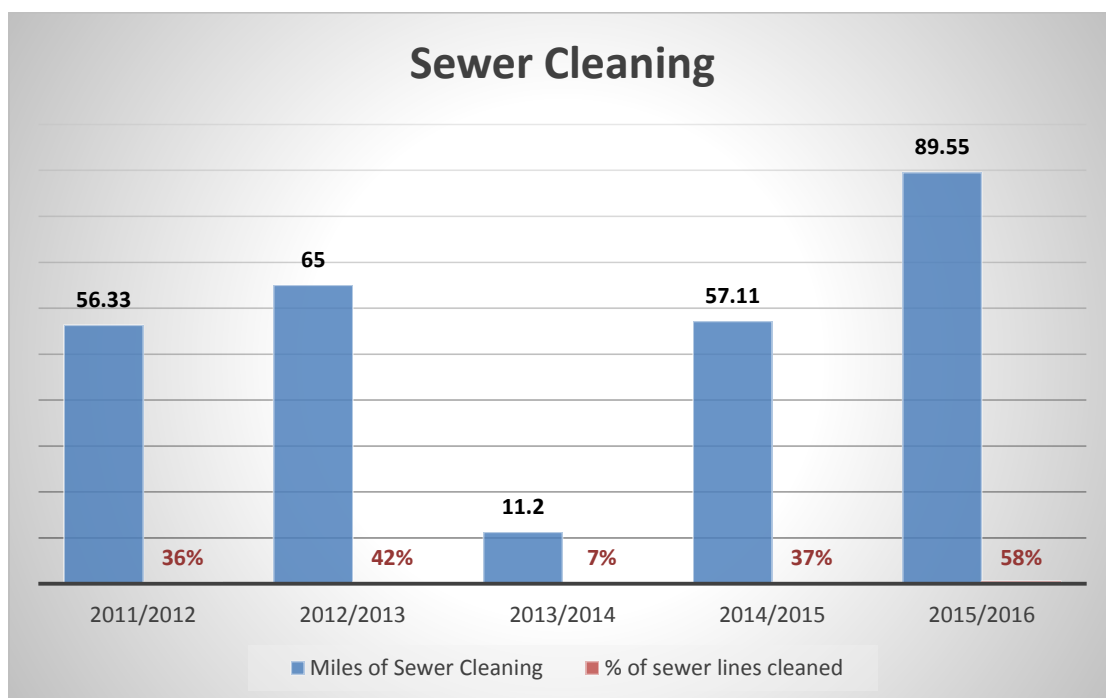
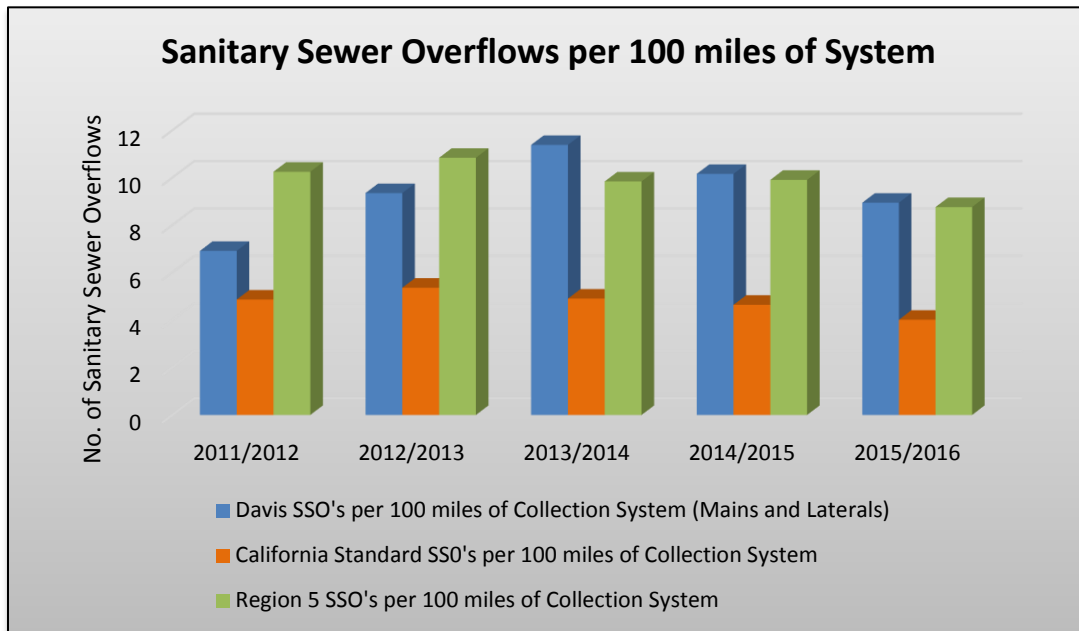
FY 2017-18 GOALS

- Meet 100% compliance with WWTP permit limitations for discharge of treated wastewater to Willow Slough Bypass or Yolo Bypass.
- Evaluate modifications to the Davis Wetlands storm water conveyance channel to improve capacity and research grant funding to support these efforts.
- Upgrade and incorporate the City GIS computerized maintenance management system for the collection system.
- Assess and modify the collections system operation and maintenance program to conform to the adopted Sewer System Management Plan.
- Work with 14 other local agencies to conduct required control studies for mercury and methylmercury load reduction goals for the Delta.
- Reduce the instances of sewer main blockages by increasing hydro-cleaning efforts, followed by video inspections.
- Participate in interdepartmental studies of the treatment ponds, overland flow, wetlands, and recycled water reuse.



WWTP aeration basins at work.

PERFORMANCE MEASURE



WASTEWATER - DIVISION 73

Revenues by Fund

<u>Source of Funds</u>	14/15 Actual	15/16 Actual	16/17 Adopted	17/18 Adopted
Enterprise Funds	4,502,922	4,855,948	6,071,635	6,793,008
Total Revenues	4,502,922	4,855,948	6,071,635	6,793,008

Expenses by Category

<u>Expenditures</u>	14/15 Actual	15/16 Actual	16/17 Adopted	17/18 Adopted
Salaries & Benefits	2,712,918	2,790,648	3,192,847	3,198,434
Operations & Maintenance	1,156,593	1,394,764	2,198,722	2,772,386
Interdepartmental Charges	565,307	622,589	630,066	803,688
Capital Outlay	68,104	47,947	50,000	18,500
Total Expenditures	4,502,922	4,855,948	6,071,635	6,793,008

Major Budget Highlights

Salaries & Benefits

Salaries and benefits had a minor increase of \$5,587 in this division. Citywide pension costs have increased in line with actuarial estimates, as well as annual changes in basic employee benefits.

Operations & Maintenance

O&M in the Wastewater Division is up \$573,000 and is due largely to the treatment plant incremental costs for the new plant (\$260,000). Other significant changes in this division include the addition of one time funding for a Wetlands Infrastructure Assessment (\$30,000) and contract services of \$250,000 for annual maintenance, which was previously included in the Capital Improvement project 8231.

Interdepartmental Charges

ID Charges have increased from FY 16/17 with the most significant changes in Fleet Services \$121,791 and fleet replacement \$47,989.

Capital Expenditures

Capital outlays primarily cover the costs of maintenance equipment for the Water Pollution Control Plant, the equipment needs for FY 17/18 have decreased by \$31,500.

STORM WATER – DIVISION 74

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

- Maintain storm water conveyance system.
- Operate and maintain the El Macero Maintenance District Storm Water Pump Station.
- Develop, implement, and administer the Storm Water Quality Management Program.
- Assist in processing Federal flood insurance requests.

FY 2016-17 ACCOMPLISHMENTS

- Upgraded storm drain station (SDS) #3 at H Street with a new touch screen control system.
- Integrated existing Program Logic Controllers to Public Works central ignition gateway at SDS #9, located in the Cannery, in order to integrate it into SCADA.
- Rebuilt diesel engine installed at storm water drainage station #3 at H Street.
- Installed security cameras at storm drainage station # 5 at the levee in south Davis.
- Hydro-cleaned over 2,000 feet of drainage pipe in North Davis.
- Staff performed 14 inspections on 21 different construction sites to approve new storm drainage infrastructure.
- Staff reviewed 9 development permit plans to date and provided detailed plan check comments.
- Updated the inventory of all City public and private project sites that contain post-construction storm water treatment control measures. The City has 46 private sites and 18 public sites that have permanent control measures. All sites have been mapped in GIS and are inspected annually.
- Completed the Storm Water Maintenance Operations Plan.
- Completed the Cost of Service and Fee Study for the South Davis Drainage Area.



Staff removing storm debris surrounding a pump station.

FY 2017-18 GOALS

- Increase staffing, or contract services budget to improve hydro-cleaning and CCTV level of service from 1 mile of pipe per year in a long term effort to attain an industry standard of 13 miles per year.
- Obtain and install a replacement air compressor for level controls at storm drainage station #3.
- Over the next Fiscal Year staff will work to refine the Lucity work order system to provide more information on Work Orders and to incorporate more GIS mapping information.
- Add security cameras at SDS #3 and SDS #9.
- Initiate addition of Remote Terminal Unit (RTU) at SDS #6.

- Replace the hardwired electrical power source at the H Street pump station with a lower voltage system and a battery backup.
- Increase staffing, or contract services budget to improve the level of service for maintenance of 16 miles of open channels and 7 detention ponds totaling 75.2 acres.
- Develop a hydraulic cleaning program scaled and prioritized based on available resources.
- Complete the update to the asset management database to ensure accurate inventory of all stormwater assets.
- Perform studies to evaluate the storm water system's operating capacity and determine a multi-year capital improvement plan to maintenance and enhance the system to meet community needs.
- Complete a City-wide update of the Drainage Fee Study and pursue requesting a Fee adjustment to generate revenues necessary to operate, maintain and replace the storm water infrastructure.



Storm Water Staff hydro-clean storm water mains as part of preventative maintenance.

PERFORMANCE MEASURE

- Clear and maintain approximately 14 of the City's 16 miles of channels annually.
- Completion of clearing over 3,100 drainage inlets prior to the rainy season in September.
- Increase the amount of pipe hydro cleaned and CCTV'd annually from approximately 1 mile towards the long term goal of meeting the industry standard of 13 miles per year in order to obtain a 10-year preventative maintenance program for the City's 126 miles of pipe.
- Maintain approximately 5 of the 11 miles of maintenance access roads on an annual basis.



Staff take measurements as part of a survey of downtown drainage pipes.

STORM WATER – DIVISION 74

Revenues by Fund

<u>Source of Funds</u>	14/15 Actual	15/16 Actual	16/17 Adopted	17/18 Adopted
Enterprise Funds	1,020,918	1,199,993	1,241,629	1,313,837
Total Revenues	1,020,918	1,199,993	1,241,629	1,313,837

Expenses by Category

<u>Expenditures</u>	14/15 Actual	15/16 Actual	16/17 Adopted	17/18 Adopted
Salaries & Benefits	575,024	738,179	637,392	743,089
Operations & Maintenance	260,942	278,239	399,094	399,075
Interdepartmental Charges	184,952	182,575	205,143	171,673
Capital Outlay	0	1,000	0	0
Total Expenditures	1,020,918	1,199,993	1,241,629	1,313,837

Major Budget Highlights

Salaries & Benefits

Salaries and benefits in the Storm Water Division have increased \$105,697. This increase includes rising Pension costs which have increased in line with actuarial estimates, as well as annual changes in basic employee benefits. In addition \$44,717 in temporary part time hours were added to continue maintenance efforts on the City's Storm Drainage infrastructure.

Operations & Maintenance

O & M costs have remained flat from 16/17.

Interdepartmental Charges

Overall interdepartmental charges have decreased \$33,470 from last fiscal year. The decrease is related to fleet replacement costs.

Capital Expenditures

There is no capital outlay in FY 17/18.

WATER – DIVISION 75

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

- Water production – Operating Wells and coordinating deliveries of surface water from the Regional Water Plant
- Water Distribution – Maintain distribution and transmission mains
- Water Storage – Operate 3 storage tanks totaling 8.2 million gallons
- Water meter reading and maintenance
- Operate and Maintain Irrigation well for The Cannery



Water Division Staff repair a broken water main.

FY 2016-17 ACCOMPLISHMENTS

- Cleaned 65 miles of water distribution piping and began injecting orthophosphate as a pipeline corrosion inhibitor prior to the introduction of surface water.
- Completed development pumping and cleaning of Well 34, along with the completion of the well site surface improvements in preparation for the surface improvement construction contract.
- Provided same day repair and restoration of service for all reported water main breaks and leaks.
- Completed the replacement of 480 water service connection points.
- Successfully integrated surface water as an additional potable water supply. This integration included modifications to our computerized monitoring system and operational strategy for water well use.
- Worked with the State Division of Drinking Water to successfully permit the addition of surface water and Well 34 as new sources of water supply for the City.
- Completed the Supervisory Control and Data Acquisition (SCADA) Master Plan.



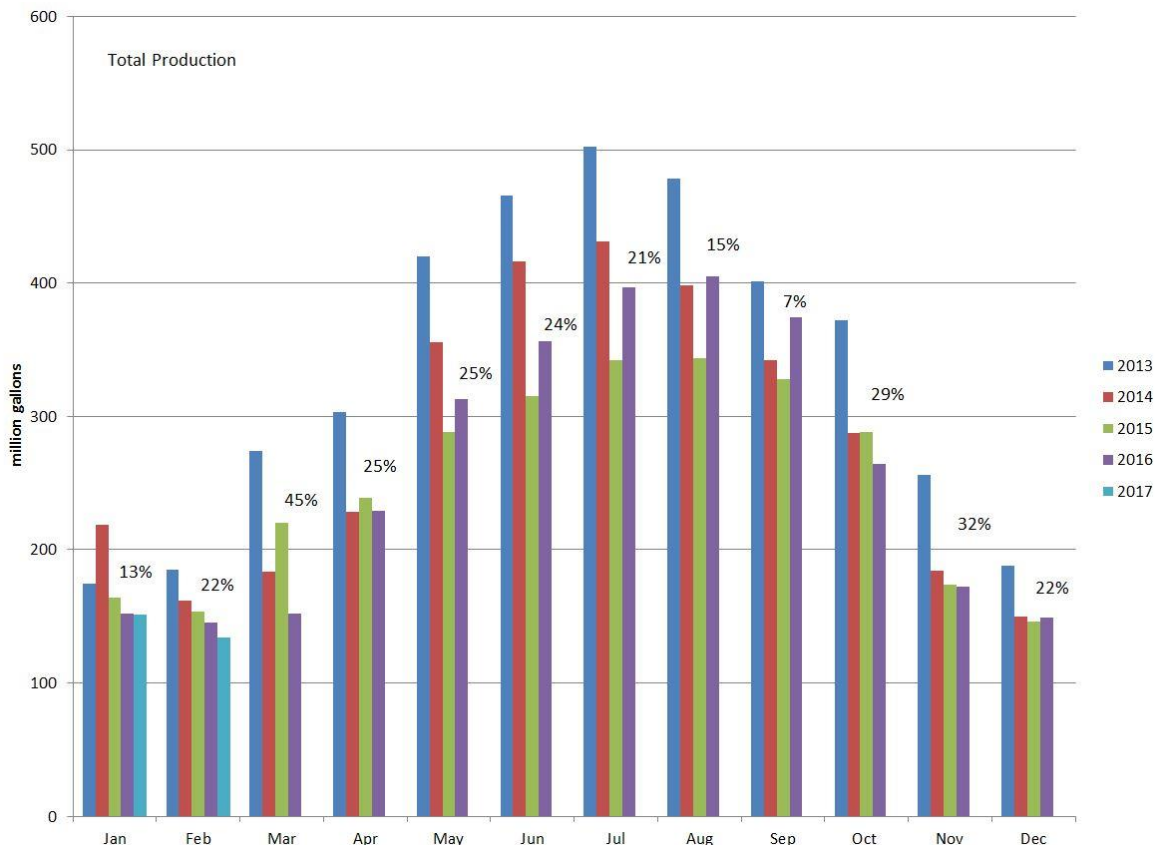
FY 2017-18 GOALS

- Completion and closeout of the Surface Water Pipeline project.
- Replace up to 400 corroded service connection points through Capital Improvement Program.
- Decommission up to 10 water wells no longer suitable to supply potable water.
- Complete the installation of new residential water meters capable of being read by an Automated Meter Infrastructure (AMI) system.
- Design and launch the AMI platform to collect, bill for, and view water use data, including providing access to data for individual customers in real time.
- Continue development of standards and improvements for SCADA infrastructure based on Master Plan recommendations.
- Maintain a quick response time for leaking water mains and services.
- Operate the water system to meet all California Department of Water Resources operational and regulatory requirements.
- Implement the City's Urban Water Management Plan and Integrated Water Resources Study.



Surface water piping being lowered over John Jones Road before being installed underground.

PERFORMANCE MEASURE



WATER – DIVISION 75

Revenues by Fund

<u>Source of Funds</u>	14/15 Actual	15/16 Actual	16/17 Adopted	17/18 Adopted
Enterprise Funds	5,703,818	6,157,401	11,231,767	9,751,105
Internal Service Funds	0	0	68	0
Special Revenue Funds	0	28,586	0	0
Total Revenues	5,703,818	6,185,987	11,231,835	9,751,105

Expenses by Category

<u>Expenditures</u>	14/15 Actual	15/16 Actual	16/17 Adopted	17/18 Adopted
Salaries & Benefits	2,397,399	2,697,559	2,610,220	2,454,518
Operations & Maintenance	2,484,144	2,671,826	7,693,553	6,392,297
Interdepartmental Charges	822,275	812,490	882,062	885,790
Capital Outlay	0	4,112	46,000	18,500
Total Expenditures	5,703,818	6,185,987	11,231,835	9,751,105

Major Budget Highlights

Salaries & Benefits

Salaries and benefits show a decrease of \$155,702. This is due to organizational re-structuring of the Public Works Department aligning most of the clerical support staff and other key department managers from other divisions to administration division 71. In addition, citywide pension costs have increased in line with actuarial estimates, as well as annual changes in basic employee benefits.

Operations & Maintenance

Operations and Maintenance costs have decreased \$1.3 million which is largely attributed to the reduction of \$1.1 million in Woodland/Davis Clean Water agency operating costs. These cost are lower due to one-time costs associated with first year start-up.

Interdepartmental Charges

Overall Interdepartmental charges have remained flat over FY 16/17.

Capital Expenditures

Capital outlay costs have reduced by \$27,500 to reflect capital purchases needed in FY 17/18.

ENGINEERING SERVICES – DIVISION 76

The Engineering Division strives to enhance the quality of life for residents by planning, designing and constructing reliable and cost-effective public works facilities and systems in a manner that emphasizes longevity and good stewardship of environmental and fiscal resources. This includes managing construction of new infrastructure by developers to ensure the same goals are accomplished. This mission is accomplished through the prudent use of resources, technology, innovation, teamwork, and coordination with other service providers in the City.

- Construct public infrastructure.
- Review and inspect private impacts to public infrastructure authorized via approved permits.
- Economical and efficient use of public funds.
- Innovative use of resources and technology.
- Collaboration with other City Divisions and Departments to achieve City goals.



Aerial view of Rainbow City post-completion.

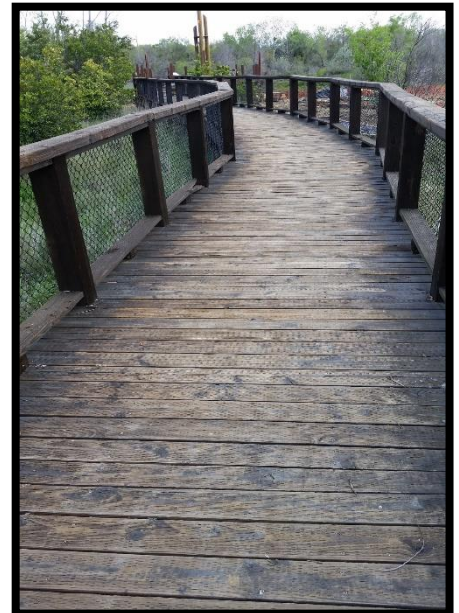
FY 2016-17 ACCOMPLISHMENTS

General Engineering

- Filled two staff vacancies, both Associate Civil Engineers
- Reorganized inspection staffing to include a Senior Inspector and a Construction Manager. Senior Inspector position filled this fiscal year and the Construction Manager to be filled next fiscal year.
- Participated in FEMA Community Inspection and initiated a hydraulic study to evaluate the H Street Drainage Pump station watershed and determine the current 100 year flood zone.
- Staff training for Federal and State grant funding requirements for capital improvement projects and subdivision related issues.
- Created several Standard Operating Procedures to describe in detail Engineering work flow processes.

Capital Improvement Projects

- Completed rebuild of Rainbow City playground.
- Street and bike path repaving
- Completed Central Park stage renovation.
- Completed the Water Saddle Replacement project – 418 completed this year.
- Progress on the multi-year Waste Water Treatment Plant upgrade up to 90% complete.
- Completed the Davis-Woodland Water Supply Project, including the Sacramento River intake structure. This project won the following awards in 2016:
 - Design Build Institute of America National Best Project Award
 - American Public Works Association Northern Best Project Award
 - ASCE Sacramento Section Outstanding Water Project Award
- Completed the new water pipelines to deliver surface water to the entire City.
- Well 34 surface improvements were completed.

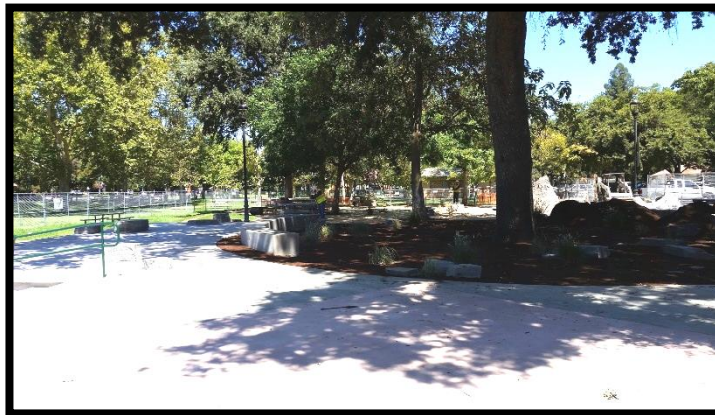


The newly-constructed Northstar Deck.

- Installed a new HVAC system at Varsity Theatre.
- Finished construction of the North Star Observation Deck.
- Designed and began construction on 2nd street frontage between G and H Streets.
- Began construction of the multi-year effort to replace 16,731 water meters citywide and incorporate upgraded automated meter reading technology. This automation will allow customers to look at their water use on a daily basis through web-based software.
- Replacement of the scum skimmers at the Waste Water Treatment Plant.
- Sanitary Sewer slip lining project was bid and awarded.
- Third Street Utilities and surface treatment project phases both bid and awarded.

Development and Permitting

- Villages of Willow Creek, 35 lots located in South Davis at the South East corner of Drummond and Cowell, final map and subdivision agreement approval and inspection of construction.
- Berrybridge Development, 8 low income lots located in South Davis on Hackberry Place final map and subdivision agreement approval and inspection of construction.
- PM 5100 Oakshade 6 Remainder Parcel Map completion at the northwest and northeast corner of Cowell and Research Park Drive in South Davis.
- Grande Subdivision final map and subdivision agreement approval and inspection of construction.
- Paso Fino final map and subdivision agreement approval and inspection of construction.
- Accepted subdivision public improvements for The Cannery Development.
- Plan Check review for 22 commercial building applications.
- Issued 678 Encroachment permits for work in the public right of way



The rebuilt stage at Central Park.

FY 2017-18 GOALS

Capital Improvement Projects

- Improve the format and content of the Capital Project Worksheets.
- Third Street Improvements: continue and complete construction on underground utility work and surface improvements.
- Automated Meter Infrastructure: project is beginning in 16/17 and will take 18 months to complete.
- Roundabout at Drummond/Chiles/Cowell Intersection: construction will begin in 16/17 and will be completed in 17/18.
- H Street project including Davis Little League Parking and Bike Tunnel: project includes ADA compatible access along the fields, resurfacing H Street, and improvements to the tunnel.
- L Street Improvements including sewer laterals, a water main, and surface improvements.
- Mace Blvd Corridor: resurfacing and restriping entire corridor.

- Fifth Street Maintenance Holes: address the height difference of the maintenance holes and the pavement.
- Davis Senior Center Improvements: improvements to the outside courtyard and the multi-purpose room.
- Tim Spencer Alley: reconstruction including new water, sewer, pavement and drainage.
- Cannery Bike Connection: under Covell Boulevard near the little league fields.
- East Covell Bike Path: install path on the north side of Covell Boulevard from the Cannery to Pole Line Road.

Development and Permitting

- Paso Fino: public improvements and residential construction for this development will be well underway in 17/18.
- Chiles Ranch: this development should be near completion of the final map, subdivision agreements, and beginning of construction.
- Encroachment permits: training two additional staff members on issuing permits.

PERFORMANCE MEASURE

- Percent Change Orders: For CIPs, track the percentage of the project that results in change orders.
- Contract Bid vs Engineer's Estimate: Track degree of accuracy of engineer's estimates.
- CIP Jobs Bid on Time: Quantity of jobs awarded per the master schedule for projects approved during the budget process.
- CIP Jobs Completed on Time: Determine if CIPs were completed within the given working days per each contract.
- Mapping: Set a schedule for updating maps and track ability to adhere to this schedule.
- Track quantity of new developments being processed (TM, FM, Construction).
- Track number of encroachment permits issued.
- Track amount of time spent responding to public information requests.
- Compare anticipated revenue with actual revenue collected and with actual staff costs to determine if fees are set appropriately.

ENGINEERING SERVICES – DIVISION 76

Revenues by Fund

<u>Source of Funds</u>	14/15 Actual	15/16 Actual	16/17 Adopted	17/18 Adopted
General Fund Support	(56,003)	(90,239)	430,491	229,633
Enterprise Funds	190,099	263,280	369,532	271,951
General Fund Fees & Charges	1,295,592	1,353,853	542,000	766,000
General Fund Grants/Designated Revenue	12,848	500	0	0
Internal Service Funds	6,000	0	0	0
Special Revenue Funds	537,920	672,335	637,152	58,822
Total Revenues	1,986,456	2,199,729	1,979,175	1,326,406

Expenses by Category

<u>Expenditures</u>	14/15 Actual	15/16 Actual	16/17 Adopted	17/18 Adopted
Salaries & Benefits	1,072,644	1,269,802	1,358,626	994,706
Operations & Maintenance	700,496	663,694	339,569	163,587
Interdepartmental Charges	213,316	266,233	280,980	168,113
Capital Outlay	0	0	0	0
Total Expenditures	1,986,456	2,199,729	1,979,175	1,326,406

Major Budget Highlights

Salaries & Benefits

Salaries and benefits have decreased \$200,858 which includes the movement of traffic engineering to the transportation division (\$309,986), offset by rising Pension costs which have increased in line with actuarial estimates, as well as annual changes in basic employee benefits.

Operations & Maintenance

O&M has decreased \$175,982 over the FY 16/17 Adopted Budget. This decrease is associated with the movement of traffic engineering to the transportation division (\$180,000) and the addition of \$4,000 for legal services used for the review of private development project.

Interdepartmental Charges

Interdepartmental charges have declined from FY 16/17. The increase of \$112,867 is a combination of the movement of all expenses related to traffic engineering moving to the transportation division (\$50,912), and citywide overhead to the division decreasing \$58,625.

Capital Expenditures

No capital expenditures in this division.

ENVIRONMENTAL RESOURCES – DIVISION 77

The Division's mission is to serve as stewards for the responsible use of environmental resources by promoting conservation and pollution prevention, while ensuring regulatory compliance through fiscally stable planning and program implementation in the following areas;

- Long range resource planning
- Regional and statewide issues and regulations
- Water conservation and quality
- Wastewater and storm water quality
- Wildlife and habitat conservation, planning, and management
- Solid waste and recycling
- Environmental resource outreach
- Conservation and pollution prevention promotion



FY 2016-17 ACCOMPLISHMENTS

- Implemented a City-wide Organics Collection Program. Collection data from Davis Waste Removal (DWR) shows that from July – December 2016, DWR collected 223 tons more organics for composting (yard waste and food scraps) and 358 tons less trash compared to the same time period in 2015.
- Offered 10 environmental workshops covering a variety of topics related to the primary functions of the division.
- Developed and distributed the 2017 Environmental Resource Division Guide to all residents.
- Developed and published GreenerDavis.org, the ERD division homepage.
- Received \$197,851 in CalRecycle grant funds for improving recycling in the downtown core area and parks.
- Completed and submitted the 2015 Urban Water Management Plan to the State Department of Water Resources.

- Developed the Save Davis Water online water conservation game for school children and launched it with the Davis Joint Unified School District.
- Continued water conservation efforts and had a 22.7% reduction in water usage for 2016 as compared to 2013.
- Updated and implemented the Urban Wild Turkey Management Plan including the successful trap and relocation of local wild turkeys.
- Received CalRecycle award for the best use of technology for outreach and education of hazardous waste and used oil recycling. **(Picture to right)**
- Conducted storm water detention basin trash clean-up events with participation from over 80 community volunteers.
- Responded to and mitigated an avian cholera outbreak on the City's Clayton Ranch property. Nearly 4000 coot carcasses were collected and incinerated helping to prevent the spread of the disease to adjacent areas.
- Participated collaboratively through Central Valley Clean Water Association (CVCWA) with numerous Publicly Owned Treatment Works (POTWs) within the Central Valley (CV) region on various special studies for National Pollutant Discharge Elimination System (NPDES) and storm water regulatory permit compliance.



FY 2017-18 GOALS

- Implement an Environmental Preferable Food Packaging Ordinance.
- Assist Parks staff to upgrade and improve the recycling and trash bins in the downtown core area.
- Develop and upload web-based educational recycling games.
- Increase participation in the Partners for a Greener Davis green business program.
- Continue reducing waste generation to reach 75% waste diversion by 2020 (as calculated by CalRecycle, an equivalent of 1.9 pounds of waste generated per person per day).
- Provide environmental school assemblies promoting water conservation, storm water, recycling, and other conservation topics to the public elementary schools in Davis.
- Develop water quality projects for inclusion in the County Storm Water Master Plan.
- Launch the AquaHawk Customer Water Portal to provide hourly water usage and leak alerts for Davis water users.
- Submit 2016 Water Loss Audit to the State in October 2017 as required by law.
- Continue implementation of the Urban Wild Turkey Management Plan with the trap and relocation of additional turkeys.
- Finalize and bring to City Council a draft ordinance prohibiting the feeding of wildlife.
- Continue to participate and provide technical expertise and leadership to various Special Study



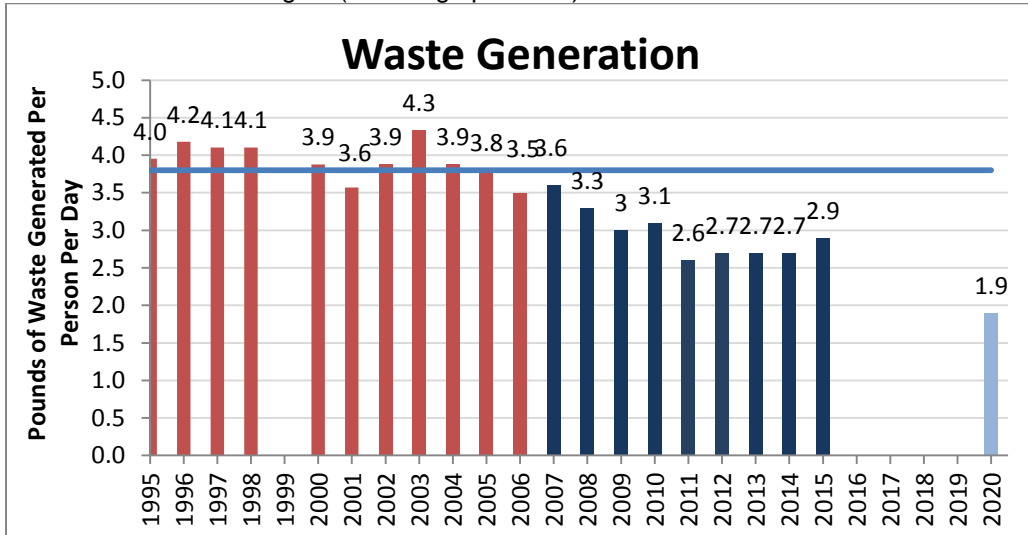
Kids learn how to make water conservation bracelets at the 2017 Children's Summer Faire.

Groups through the CVCWA.

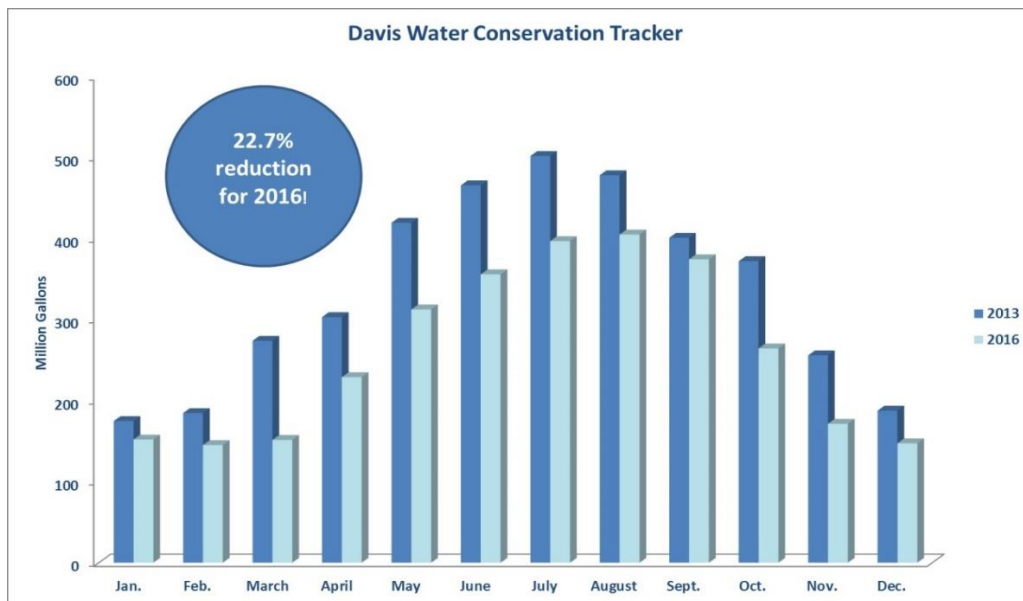
- Continue to assist and support the Wastewater Division on various activities such as: NPDES permit renewal, Recycled Water Application, Sampling and Analysis Plans (SAPs) related to various upcoming site-specific studies, regulatory and compliance reporting on toxicity issues, etc.

PERFORMANCE MEASURE

- Budget Expenditures
- 2020 Landfill Diversion Targets (see the graph below)



- Water usage comparison for 2016 as compared to 2013 (see graph below)



ENVIRONMENTAL RESOURCES – DIVISION 77

Revenues by Fund

<u>Source of Funds</u>	14/15 Actual	15/16 Actual	16/17 Adopted	17/18 Adopted
General Fund	0	0	117,485	127,539
Enterprise Funds	10,179,015	10,491,480	12,103,238	13,761,077
Special Revenue Funds	4,528	12,562	17,139	17,139
Total Revenues	10,183,543	10,504,042	12,237,862	13,905,755

Expenses by Category

<u>Expenditures</u>	14/15 Actual	15/16 Actual	16/17 Adopted	17/18 Adopted
Salaries & Benefits	959,956	1,039,015	2,045,760	1,801,677
Operations & Maintenance	8,883,612	9,360,556	9,759,920	11,571,973
Interdepartmental Charges	339,975	104,471	432,182	532,105
Capital Outlay	0	0	0	0
Total Expenditures	10,183,543	10,504,042	12,237,862	13,905,755

Major Budget Highlights

Salaries & Benefits

The Salaries and Benefits for this division show a decrease of \$244,083. This is due to organizational re-structuring of the Public Works Department aligning most of the clerical support staff and other key department managers from other divisions to administration division 71. In addition, citywide pension costs have increased in line with actuarial estimates, as well as annual changes in basic employee benefits.

Operations & Maintenance

Operations and Maintenance has increased a total of \$1.8 million. This increase is directly related to contractual agreements for Solid Waste services received from Davis Waste Removal.

Interdepartmental Charges

Interdepartmental Charge costs are increasing \$99,923. The majority of this increase is associated to Building Maintenance \$80,292, and fleet maintenance \$10,135.

Capital Expenditures

No capital expenditures in this division.

FLEET SERVICES – DIVISION 78

Fleet Services manages and maintains the City's centralized vehicle and equipment fleet, which is comprised of 243 diverse units and 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 the fleet's availability in support of crucial City functions.

- 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/fuel related environmental regulation & compliance management

FY 2016-17 ACCOMPLISHMENTS

- Replaced one Community Services van and one ½ ton pickup truck for Open Spaces.
- Removed four higher emitting rotary mowers and replaced them with two rotary mowers which generate lower emissions.
- Replaced one tractor, which was a higher polluting vehicle, with a lower polluting tractor, which meets all EPA final standards for off-road emission requirements, and is equipped with a front mounted flail mower. This will be shared amongst several departments.
- Replaced four Police Department (PD) patrol vehicles, four investigative units, two motorcycles, and two new Parking Enforcement vehicles.
- Procured one trailer-mounted portable pump for the Wastewater Division.
- Currently replacing five various styles of service-bodied trucks for Public Works.
- Completed required annual pump testing for 10 fire engines per standards established by the National Insurance Service Office Rating System (ISO).
- Replaced existing High Pressure Sodium Lighting in the service bays with more energy efficient 4000 Kelvin LED lighting, which uses approximately half the amount of energy.
- Purchased 9 US EPA-Certified Low Emissions Vehicles (LEV) or better as replacements for current Fleet Vehicles.
- Continued to outsource preventive maintenance and repair of 11 City emergency stationary generators, 15 Police patrol vehicles, 8 investigations units, 5 Admin vehicles and 3 police motorcycles.
- Coordinated the cleaning and servicing of the underground storage tank (UST)
- Removed and sent to auction 34 various pieces of City-owned equipment.
- Completed the required smog inspections for 32 City-owned vehicle.
- One new Fleet Shop roll-up door skin, and one motor was replaced as the door was peeling and hard to operate, and the existing motor was out of compliance. Also installed two new motors where none were present previously.



Parking Enforcement staff receive a tour of the new Smart car. Two were acquired for PD in FY 16/17.



Fleet Staff inspect the new Aebi tractor, which will be used to mow and control growth in all drainage areas, open spaces, and wetlands.

FY 2017-18 GOALS

- Replace one squad truck for the Fire Department.
- Replace two PD patrol vehicles and one investigative unit.
- Replace six Community Services utility trucks, one flatbed vehicle with a dump bed, three John Deere mowers, and one Para Transit bus.
- Replace one 200 kilowatt generator, one forklift, one 30 horsepower pump, eleven service / utility style trucks, and one pool vehicle for Public Works.
- Document mechanic productivity labor hours (billable hours on specific job orders).
- Anticipate purchase of 9 US EPA-certified Low Emission Vehicles (LEV) or better, when replacing current Fleet vehicles during the 17-18 FY replacement time frame.
- Continue mechanic training on Fire Emergency vehicles leading to eventual Automotive Service Excellence (ASE) certification.
- Replace the previously cut mechanic position to provide more efficient service overall better service.

PERFORMANCE MEASURES

- Utilize best management practices (BMPs) to increase and document mechanic productive labor hours (billable hours on specific job orders).
- Review and implement BMPs 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.

Metrics

Performance Metrics are a tool we use to examine our function as a Fleet Management Team. Data is collected from our Fleet Management software program and other sources, and translated into charts and graphs that illustrate trends and the result of our work efforts.

The Maintenance/Repair Ratio below shows the percentage of total scheduled maintenance and repair work costs compared to other classifications of work, IE: unscheduled maintenance, Road Call, In-Service, remove from service and admin

FY 15/16 Fleet Mechanic Job Work Orders by Work Class

Job Orders by Work Class		
Admin - (Indirect Labor) Safety Meeting, Training, Shop Clean up etc.	29	1%
Road Calls	50	3%
Scheduled Maintenance /Repairs	1235	65%
Non-Scheduled Maintenance /Repairs/Accidents	528	28%
New Vehicle Preparation/In Service	35	2%
Old Vehicle De-Identify/Remove from Service	27	1%
Total Job Orders	1904	100%
Total Mechanic Hours for FY 15-16	Total Job Orders	Average Hrs. per Job Order
2796	1904	1.47

Outsourcing PD Vehicles and Generators began 11-1-2013

The FY 15/16 Fleet Mechanic Hours by Department chart below shows the number of miles/hours a piece of equipment is having maintenance or repairs performed compared to other equipment in the City's active Fleet inventory

FY 15/16 Fleet Mechanic Hours by Department

FY 15-16 Hrs by Dept.	Fleet Service	Community Services	Planning & Building	Fire	Police	Public Works	I/S	City Manager's Office	Total
Total Hrs. by Dept.	81	647.3	18	580	324.50	1122.30	4.5	19.5	2797

Outsourcing PD Vehicles and Generators began 11-1-2013

The Breakdown of Mechanics Labor is used to measure a Mechanic's productivity. Performance measurement may be done annually to improve accountability, performance and possibly policy decision making, or done more frequently to improve management and program effectiveness.

Breakdown of Mechanics Labor			
	Total Paid Hours on Timecard (Available Hours)	Total Labor Hours on Job Orders (Billed Hours)	Percentage of Available Time captured on Job Orders
	7-1-15 to 6-30-16		
Mechanic II Full Time	1425.00	1108.05	78%
Mechanic II Full Time	1807.00	1688.55	93%
All Mechanics	3232.00	2796.60	86%

FLEET SERVICES – DIVISION 78

Revenues by Fund

<u>Source of Funds</u>	14/15 Actual	15/16 Actual	16/17 Adopted	17/18 Adopted
General Fund Support	0	0	0	0
Enterprise Funds	0	496,625	68,282	0
Internal Service Funds	2,537,393	2,414,713	3,797,299	3,032,856
Special Revenue Funds	12,250	0	0	0
Total Revenues	2,549,643	2,911,338	3,865,581	3,032,856

Expenses by Category

<u>Expenditures</u>	14/15 Actual	15/16 Actual	16/17 Adopted	17/18 Adopted
Salaries & Benefits	520,409	451,762	484,644	497,649
Operations & Maintenance	743,523	719,356	963,532	964,775
Interdepartmental Charges	181,330	185,365	197,091	190,446
Capital Outlay	1,104,381	1,554,855	2,220,314	1,379,986
Total Expenditures	2,549,643	2,911,338	3,865,581	3,032,856

Major Budget Highlights

Salaries & Benefits

Salary and Benefit costs have a minimal increase of \$13,005 which includes rising Pension costs, as well as annual changes in basic employee benefits

Operations & Maintenance

Operations & Maintenance costs are flat in FY 17/18.

Interdepartmental Charges

Interdepartmental costs are not changing significantly in FY 17/18.

Capital Expenditures

Capital Expenditure for Fleet replacement is budgeted based on an annual replacement schedule which is down \$840,328 from FY 16/17.

FACILITIES MANAGEMENT – DIVISION 79

This division performs a wide range of maintenance, repair, and rehabilitation of City-owned building assets to provide City staff and the public with safe, clean, and functional facilities.

Key Functions

- Maintain a comprehensive preventive maintenance, repair, and replacement program for building assets with 84 buildings totaling 354,140 square feet.
- Respond to and execute service requests received from City departments and community groups.
- Participate in the programming of building renovations and rehabilitations.

FY 2016-17 ACCOMPLISHMENTS

- Completed Buildings and Parks Condition Assessment.
- Drafted 5-year Repair/Replacement Plan.
- Contracted single source janitorial service.
- Prepped Central Park Farmer's Market Pavilion for 40th Anniversary celebration.
- Replaced east side roof section at the Southern Pacific Train Station.
- Replaced the Varsity Theater's rooftop HVAC unit with a higher efficiency unit.
- Replaced floors and carpet in break room, rear entry, and east restroom at the Police Department.
- Installed emergency generator security fence at the Veteran's Memorial Center (VMC).
- Completed citywide 5-year fire system regulatory inspections.
- Painted City Manager's Office work areas.
- Painted Civic Gym interior walls.
- Refurbished Redwood Park restroom, which had been vandalized.
- Completed renovation of the men's locker room and training room storage closet at 1717 5th Street.
- Completed 1018 workorder requests.
- Completed 84 Preventive Maintenance workorders.



Varsity Theater receives a much-anticipated upgrade to their HVAC system. Staff delivered the unit in the early morning hours to minimize traffic disruption.

FY 2017-18 GOALS

- Execute FY 17-18 funded priority 1 building repair and replacement projects.
- Input a comprehensive building preventive maintenance (PM) and repair schedule into Lucity.
- Input the attributes and condition of assessed buildings and equipment into Lucity.
- Update the 5-year Repair/Replacement Plan.
- Develop next 3-5 year professional development goals.
- Develop and publish relevant objective operations metrics.
- Distribute janitorial service survey and publish results.

PERFORMANCE MEASURE

- Work order compliance (% completed on-time).
- Preventative maintenance schedule compliance (% completed per schedule).
- Preventative maintenance backlog.
- Work orders listed on backlog.
- % of funded projects completed.
- Expenses managed within 10% of budget.



Facilities Staff pressure wash the Central Park awning just in time for the 40th Anniversary of the Davis Farmer’s Market.

FACILITIES MANAGEMENT – DIVISION 79

Revenues by Fund

<u>Source of Funds</u>	14/15 Actual	15/16 Actual	16/17 Adopted	17/18 Adopted
General Fund Support	389,740	502,402	2,884,839	658,857
Construction Tax	271,109	163,089	178,406	182,042
Debt Service Funds	0	0	23,600	0
Development Impact Fees	0	157,900	0	6,537
Enterprise Funds	0	0	120,000	0
General Fund Fees & Charges	219,146	221,135	204,975	271,584
Internal Service Funds	1,584,764	1,575,798	2,476,548	2,431,595
Park Maintenance Tax	10,000	10,000	11,126	0
Total Revenues	2,474,759	2,630,324	5,899,494	3,550,615

Expenses by Category

<u>Expenditures</u>	14/15 Actual	15/16 Actual	16/17 Adopted	17/18 Adopted
Salaries & Benefits	500,368	555,756	557,863	604,542
Operations & Maintenance	789,153	868,488	1,256,017	1,306,524
Interdepartmental Charges	1,185,238	1,206,080	3,382,739	1,003,087
Capital Outlay	0	0	702,875	636,462
Total Expenditures	2,474,759	2,630,324	5,899,494	3,550,615

Major Budget Highlights

Salaries & Benefits

Salary and Benefit costs have an increase of \$46,679 which includes rising Pension costs, as well as annual changes in basic employee benefits.

Operations & Maintenance

Operations and maintenance increased \$50, 507. This is attributed to the addition of funds for routine janitorial maintenance at various City Facilities \$17,590 and annual replacement projects for FY 17/18.

Interdepartmental Charges

Interdepartmental charges show a decrease of \$2.38 million from FY 16/17 to FY 17/18. This is primarily due to the removal of one-time support in FY 16/17 for Facility and Park replacement and improvements as discussed in the Kitchell Capital Expenditure Managers, Inc. assessment report.

Capital Expenditures

Capital Outlay for this division has decreased \$64,413 for the coming fiscal year which is a result of planned funding for improvements at various city facilities.

