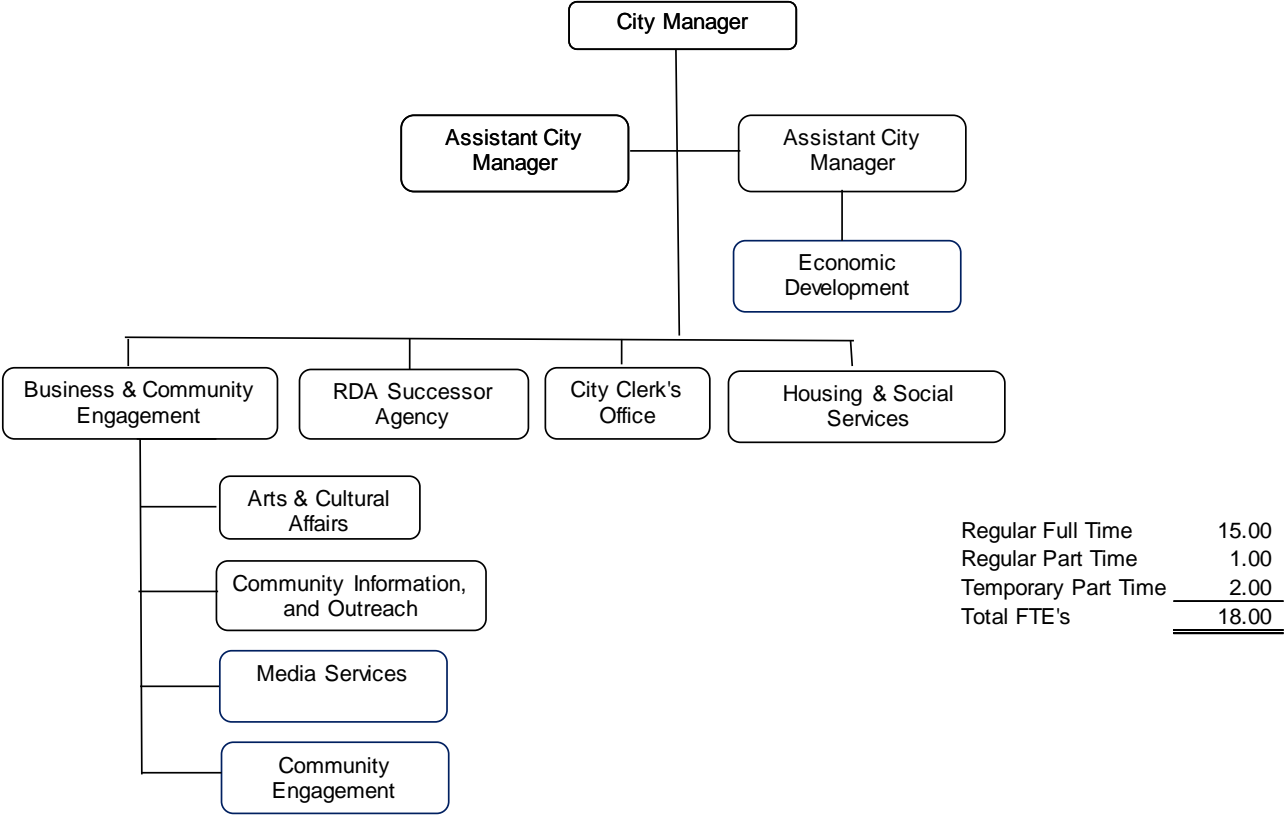


# CITY MANAGER'S OFFICE



## **CITY MANAGER'S OFFICE**

### **DEPARTMENT OVERVIEW**

Implement the policy direction of the City Council and provide professional expertise in the management of a municipal corporation. Develop, advise and make recommendations to the City Council on policies, programs and various city business matters. Oversee the general management of the city. Coordinate the activities of six departments in providing direct services to the community.

The functions of the City Manager's Office are distinguished by the following distinct divisions: General Management; Community Information, Outreach & Engagement; Economic Development; Arts & Cultural Affairs; Media Services; Housing & Social Services; and City Clerk.

<b>Budget Descriptions</b>	<b>FY 2017/18 Actual</b>	<b>FY 2018/19 Actual</b>	<b>FY 2019/20 Estimate</b>	<b>FY 2020/21 Adopted</b>
<b>Source of Funds</b>				
Construction Tax	9,500	3,000	10,000	10,000
General Fund Support	2,912,159	3,430,167	4,263,866	3,924,556
Enterprise Funds	15,000	-	40,000	15,000
Internal Service Funds	269,873	284,382	226,046	227,352
Special Revenue Funds	2,747,846	1,537,109	2,660,327	2,054,067
<b>Total Revenue Source</b>	<b>5,954,378</b>	<b>5,254,658</b>	<b>7,200,239</b>	<b>6,230,975</b>
<b>Expenses by Division</b>				
Division				
Cable and Media Services	647,209	712,453	983,992	757,906
City Clerk	472,731	628,637	697,064	600,386
General Management	2,593,442	2,980,843	3,291,228	2,884,656
Housing and Grants Management	2,240,996	932,725	2,227,955	1,988,027
<b>Total Expenditures</b>	<b>5,954,378</b>	<b>5,254,658</b>	<b>7,200,239</b>	<b>6,230,975</b>
<b>Expenses by Category</b>				
<i>Personnel Costs</i>				
Salaries/Wages	1,045,425	1,182,743	1,539,379	1,499,597
Retirement- PERS	321,461	369,454	480,218	483,290
Cafeteria Benefits	204,250	217,577	263,577	242,386
Retiree Health (OPEB)	285,694	296,026	287,945	275,490
Other Pays	405,634	411,351	123,077	106,853
<b>Total Personnel</b>	<b>2,262,464</b>	<b>2,477,151</b>	<b>2,694,196</b>	<b>2,607,616</b>
<i>Operations and Maintenance</i>				
Operating Expenditures	1,172,229	1,172,153	2,182,991	1,684,867
Contracts/Professional Services	2,063,611	1,123,144	1,915,749	1,534,501
Interdepartment Charges	456,074	482,210	407,303	403,991
<b>Total Operations and Maintenance</b>	<b>3,691,914</b>	<b>2,777,507</b>	<b>4,506,043</b>	<b>3,623,359</b>
<b>Total Appropriations</b>	<b>5,954,378</b>	<b>5,254,658</b>	<b>7,200,239</b>	<b>6,230,975</b>

## Fiscal Year 2020/21 Adopted Budget

Program	EXPENDITURES BY CATEGORY					FUNDING SOURCES		
	Salaries & Benefits	Operations & Maintenance	Contracts & Professional Services	Inter-departmental Charges	Capital Outlay	Program Total	General Fund	Other Funds
11 - General Management	1,710,983	464,439	504,716	204,518	-	2,884,656	2,607,462	277,194
13 - City Clerk	416,084	84,279	53,015	47,008	-	600,386	573,371	27,015
15 - Cable and Media Services	216,714	465,941	53,050	22,201	-	757,906	-	757,906
16 - Housing and Grants Management	263,835	712,731	923,720	87,741	-	1,988,027	743,723	1,244,304
TOTAL CITY MANAGER'S OFFICE	2,607,616	1,727,390	1,534,501	361,468	-	6,230,975	3,924,556	2,306,419

Program	FISCAL YEAR 2020/21 EXPENDITURES BY CATEGORY					FUNDING SOURCES		
	Salaries & Benefits	Operations & Maintenance	Contracts & Professional Services	Inter-departmental Charges	Capital Outlay	Program Total	General Fund	Other Funds
1110 - General Management	407,867	233,561	284,793	59,394	-	985,615	960,615	25,000
1115 - Community Info & Outreach	314,870	21,280	22,700	32,479	-	391,329	383,403	7,926
1116 - Community Engagement	244,238	33,797	26,753	22,083	-	326,871	308,718	18,153
1117 - Duplicating & Postal	76,060	91,750	-	13,542	-	181,352	-	181,352
1140 - Economic Development	361,420	41,000	11,750	26,272	-	440,442	440,442	-
1150 - International Relations	20,869	1,500	-	710	-	23,079	23,079	-
1170 - Arts & Community Outreach	142,455	12,500	117,120	22,652	-	294,727	293,107	1,620
1171 - Art In Public Places	143	-	35,000	-	-	35,143	-	35,143
1172 - Veteran Memorial Theater	143,061	29,051	6,600	27,386	-	206,098	198,098	8,000
1350 - City Clerk	274,108	7,679	48,015	42,619	-	372,421	345,406	27,015
1355 - Elections	141,976	76,600	5,000	4,389	-	227,965	227,965	-
1518 - Government Cable Programming	202,121	62,901	50,000	21,120	-	336,142	-	336,142
1523 - Cable Franchise Management	14,593	403,040	3,050	1,081	-	421,764	-	421,764
1610 - CDBG Administration	15,994	11,550	65,210	5,238	-	97,992	10,551	87,441
1612 - CDBG Public Facilities	-	151,000	-	-	-	151,000	-	151,000
1613 - CDBG Public Service	-	106,208	-	-	-	106,208	-	106,208
1620 - Home Federal Grant	14,504	453	432,113	5,611	-	452,681	-	452,681
1621 - Supportive Housing Program	-	-	77,200	-	-	77,200	14,000	63,200
1622 - Housing Coordination	60,413	142,961	80,000	6,836	-	290,210	30,000	260,210
1623 - Housing Management Pacifico	-	862	25,000	5,475	-	31,337	-	31,337
1625 - Housing Management Pacifico	14,504	11,764	15,500	50,459	-	92,227	-	92,227
1625 - Housing Management Dachha	92,147	251,033	70,000	6,319	-	419,499	419,499	-
1630 - Grants Coordination	66,273	5,900	6,000	7,803	-	85,976	85,976	-
1631 - Rental Inspection	-	31,000	152,697	-	-	183,697	183,697	-
1632 - Homelessness Respite Center	-	-	-	-	-	-	-	-
TOTAL CITY MANAGER'S OFFICE	2,607,616	1,727,390	1,534,501	361,468	-	6,230,975	3,924,556	2,306,419

## GENERAL MANAGEMENT – DIVISION 11



Provides support to members of the City Council to enable them to concentrate on policy matters. As the City's chief executive officer, the City Manager provides administrative direction to city departments consistent with Council policies. The office serves as the city's primary representative to other government agencies and private organizations. Ensures sound financial management and compliance with applicable ordinances and regulations. Develops personnel practices that result in a highly qualified and professional staff.

### CITY MANAGEMENT

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

### CITY COUNCIL SUPPORT

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

### COMMUNITY INFORMATION & OUTREACH

Provide framework for robust internal and external engagement reaching staff, community members, business leaders and visitors.

- Provide valuable information in a timely, efficient, effective and respectful manner to residents, businesses and visitors of Davis.
- Actively seek input and feedback from the community using a variety of traditional and interactive communication tools to inform, educate, engage and interact with residents & businesses.
- Promote Davis locally, within the region and beyond.
- Assist and encourage media outlets with their coverage of Davis events and visitor attraction.
- Serve as the City's liaison to neighborhoods and encourage expansive participation in the planning and implementation of City policies and programs.
- Support Yolo County Visitors Bureau, the Arts Alliance Davis, and U.S. Bicycling Hall of Fame efforts to make Davis a destination for visitors.
- Coordinate downtown beautification, promotion and marketing activities.

### COMMUNITY ENGAGEMENT

Planning and implementation of Citywide events including: the annual 4<sup>th</sup> of July celebration, Holiday Tree Lighting, Youth in Government Day, Davis Neighbors Night Out, City Hall @ Farmers Market and Human Relations Commission events including the Martin Luther King Celebration and the Cesar Chavez Celebration.

Provide co-sponsorship and/or assistance to the Chamber of Commerce, Downtown Davis, UC Davis and other organizations and events, including Celebrate Davis, Halloween Treat Trail, Picnic Day, the UpStander Carnival, Pride Festival, Juneteenth and others as they are developed.

**ECONOMIC DEVELOPMENT**

To support and retain existing businesses, while attracting new business with a particular focus on industries that are compatible with community strengths. Develop effective policies and implement strategies for the growth of a healthy and sustainable economy for the betterment of the overall community.

**INTERNATIONAL RELATIONS (SISTER CITIES)**

Foster international relations between Davis and its eight sister cities and provide ambassador role to international guests to the community.

- Communicate with Davis' sister city groups, both locally and in the home countries.
- Collaborate with the Sister City Ambassador.
- Assist in coordination of international visits/delegations to the city.
- Outreach to the International House and UC Davis Global Affairs.



*Gateway Shovel Sculpture by Christopher Fennell*

**ARTS & CULTURAL AFFAIRS**

Arts & Cultural Affairs supports community-based arts programs, cultural opportunities, and education initiatives that foster excellence, diversity, and vitality in the arts. City staff provide analysis, development, and implementation of Civic Arts programs and initiatives, support the Civic Arts Commission, and undertake special projects. The Art in Public places program is responsible for the management of the Municipal Art Fund, oversight of new public art installations and the maintenance and conservation of the City's public art inventory, which includes over 50 artworks throughout the City.

<b>GENERAL MANAGEMENT – DIVISION 11</b>
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<b>Budget Descriptions</b>	<b>FY 2017/18 Actual</b>	<b>FY 2018/19 Actual</b>	<b>FY 2019/20 Projected</b>	<b>FY 2020/21 Adopted</b>
<b>Revenues</b>				
Construction Tax	9,500	3,000	10,000	10,000
Enterprise Funds	15,000	-	40,000	15,000
General Fund Support	2,252,952	2,721,494	2,985,918	2,607,462
Internal Service Funds	216,026	230,530	188,046	189,352
Special Revenue Funds	99,964	25,819	67,264	62,842
<b>Total Revenues</b>	<b>2,593,442</b>	<b>2,980,843</b>	<b>3,291,228</b>	<b>2,884,656</b>
<b>Appropriations</b>				
<i>Personnel Costs</i>				
Salaries/Wages	698,388	827,098	1,070,415	1,016,607
Retirement- PERS	195,681	247,424	309,462	299,090
Cafeteria Benefits	139,678	149,288	180,615	149,942
Retiree Health (OPEB)	189,285	206,808	190,166	174,543
Other Pays	269,565	287,644	83,232	70,801
<b>Total Personnel</b>	<b>1,492,597</b>	<b>1,718,262</b>	<b>1,833,890</b>	<b>1,710,983</b>
<i>Operations and Maintenance</i>				
Operating Expenditures	375,505	485,225	557,771	464,439
Contracts/Professional Services	545,335	583,095	698,843	504,716
Interdepartment Charges	180,005	194,261	200,724	204,518
<b>Total Operations and Maintenance</b>	<b>1,100,845</b>	<b>1,262,581</b>	<b>1,457,338</b>	<b>1,173,673</b>
<b>Total Appropriations</b>	<b>2,593,442</b>	<b>2,980,843</b>	<b>3,291,228</b>	<b>2,884,656</b>

## CITY CLERK'S OFFICE – DIVISION 13

- Coordinate the administrative activities of the City Council and all other legislative efforts
- Serve as the local Elections Official and administer Local Elections
- Prepare City Council and Planning Commission Agendas and Minutes
- Maintain and amend the Municipal Code
- Maintain Official and Historical Records for City
- Administer the city's records management and retention system
- Coordinate recruitment for and activity of advisory boards and commissions
- Implement Brown Act and Political Reform Act
- Assist Citizens with Inquiries

Budget Descriptions	FY 2017/18 Actual	FY 2018/19 Actual	FY 2019/20 Projected	FY 2020/21 Adopted
<b>Revenues</b>				
General Fund Support	428,660	585,575	664,854	573,371
Internal Service Funds	25,892	16,537	-	-
Special Revenue Funds	18,179	26,525	32,210	27,015
<b>Total Revenues</b>	<b>472,731</b>	<b>628,637</b>	<b>697,064</b>	<b>600,386</b>
<b>Appropriations</b>				
<i>Personnel Costs</i>				
Salaries/Wages	176,905	184,100	219,059	225,697
Retirement- PERS	60,366	62,178	81,306	87,761
Cafeteria Benefits	30,391	34,697	42,658	42,968
Retiree Health (OPEB)	48,790	45,456	39,918	41,417
Other Pays	73,691	62,971	20,594	18,241
<b>Total Personnel</b>	<b>390,143</b>	<b>389,402</b>	<b>403,535</b>	<b>416,084</b>
<i>Operations and Maintenance</i>				
Operating Expenditures	3,181	141,185	189,315	84,279
Contracts/Professional Services	30,438	40,999	58,210	53,015
Interdepartment Charges	48,969	57,051	46,004	47,008
<b>Total Operations and Maintenance</b>	<b>82,588</b>	<b>239,235</b>	<b>293,529</b>	<b>184,302</b>
<b>Total Appropriations</b>	<b>472,731</b>	<b>628,637</b>	<b>697,064</b>	<b>600,386</b>



## CABLE AND MEDIA SERVICES – DIVISION 15

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

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

Budget Descriptions	FY 2017/18 Actual	FY 2018/19 Actual	FY 2019/20 Projected	FY 2020/21 Adopted
<b>Revenues</b>				
Internal Service Funds	22,539	31,443	38,000	38,000
Special Revenue Funds	624,670	681,010	945,992	719,906
<b>Total Revenues</b>	<b>647,209</b>	<b>712,453</b>	<b>983,992</b>	<b>757,906</b>
<b>Appropriations</b>				
<i>Personnel Costs</i>				
Salaries/Wages	96,387	102,126	104,947	112,514
Retirement- PERS	35,497	39,022	42,377	46,263
Cafeteria Benefits	19,481	20,567	20,943	21,110
Retiree Health (OPEB)	27,298	27,399	26,314	28,173
Other Pays	38,127	39,896	9,368	8,654
<b>Total Personnel</b>	<b>216,790</b>	<b>229,010</b>	<b>203,949</b>	<b>216,714</b>
<i>Operations and Maintenance</i>				
Operating Expenditures	359,592	398,101	663,955	438,955
Contracts/Professional Services	11,544	18,151	59,350	53,050
Interdepartment Charges	59,283	67,191	56,738	49,187
<b>Total Operations and Maintenance</b>	<b>430,419</b>	<b>483,443</b>	<b>780,043</b>	<b>541,192</b>
<b>Total Appropriations</b>	<b>647,209</b>	<b>712,453</b>	<b>983,992</b>	<b>757,906</b>

## HOUSING AND GRANTS MANAGEMENT– DIVISION 16

The Housing and Grants Management division provides public services through local non-profit groups, improves access for disabled residents to all public facilities, improves economic development, provides affordable housing, and coordinates fair housing and fair employment programs. Community Development Block Grant funds are awarded annually through the Department of Housing and Urban Development. The funds provide a safety net for low-income residents, maximize independence among disabled residents, and strengthen neighborhoods and families.



- Affordable Housing
- Architectural Barriers
- Grants Management
- Support of Non-profit Public Services
- Accessibility to Public Facilities
- Social Services Commission

## HOUSING AND GRANTS MANAGEMENT– DIVISION 16

Budget Descriptions	FY 2017/18 Actual	FY 2018/19 Actual	FY 2019/20 Projected	FY 2020/21 Adopted
<b>Revenues</b>				
General Fund Support	230,547	123,098	613,094	743,723
Internal Service Funds	5,416	5,872	-	-
Special Revenue Funds	2,005,033	803,755	1,614,861	1,244,304
<b>Total Revenues</b>	<b>2,240,996</b>	<b>932,725</b>	<b>2,227,955</b>	<b>1,988,027</b>
<b>Appropriations</b>				
<i>Personnel Costs</i>				
Salaries/Wages	74,852	69,419	144,958	144,779
Retirement- PERS	29,917	20,830	47,073	50,176
Cafeteria Benefits	14,700	13,025	19,361	28,366
Retiree Health (OPEB)	20,321	16,363	31,547	31,357
Other Pays	23,144	20,840	9,883	9,157
<b>Total Personnel</b>	<b>162,934</b>	<b>140,477</b>	<b>252,822</b>	<b>263,835</b>
<i>Operations and Maintenance</i>				
Operating Expenditures	433,951	147,642	771,950	697,194
Contracts/Professional Services	1,476,294	480,899	1,099,346	923,720
Interdepartment Charges	167,817	163,707	103,837	103,278
<b>Total Operations and Maintenance</b>	<b>2,078,062</b>	<b>792,248</b>	<b>1,975,133</b>	<b>1,724,192</b>
<b>Total Appropriations</b>	<b>2,240,996</b>	<b>932,725</b>	<b>2,227,955</b>	<b>1,988,027</b>

