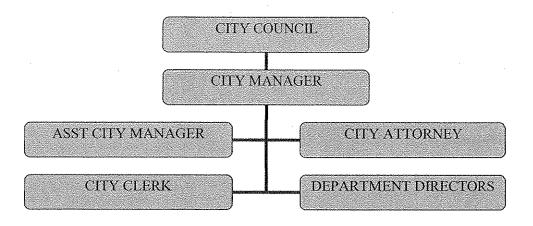
ADMINISTRATION DEPARTMENT



General Administration consists of five divisions: City Council, City Attorney, City Clerk, City Manager and Human Resources.

DEPARTMENT GOALS

The three goals for General Administration within the City of Woodland continue to be those reflected in the City's Strategic Plan:

- 1. Quality of Life
- 2. Community Vitality
- 3. Government Effectiveness

Administration Department

Division 11; City Council - The City of Woodland, first incorporated in 1871, is a general law City under provisions of the State of California. A directly elected five-member City Council represents citizens in determining services and regulations to be provided by the City. In performing this role, the City Council holds regular and special public meetings and investigates various matters pertaining to the health, safety and welfare of all Woodland citizens and businesses. This division contains the costs incurred by the City Council in the course of its work as well as the City's dues in various organizations, and the City's contributions to other agencies and organizations.

Division 14; City Attorney - The City Attorney is appointed by and responsible to the City Council and serves as the City's legal advisor and advocate. City Attorney services are currently being performed under contract with the Sacramento law firm of Best, Best and Krieger, LLP. The work involves preparation and review of contracts, agreements, ordinances, resolutions and other legal documents and providing legal advice to the City organization on a variety of matters. This division contains the expenses incurred by the City Attorney services retainer, reimbursable expenses and other related legal expenses.

Division 12; City Clerk - City Clerk Division is primarily responsible for maintaining records of proceedings of Council meetings. Other duties include assisting in preparation of Council agendas, preparing agenda material, causing ordinances to be codified, maintaining files in connection with City contracts and agreements, publishing legal notices, serving as filing officer for various statements of economic interest and campaign statements, conducting municipal elections, and performing duties specified in various State Codes. Serve as liaison between staff, community and others with the Council. Respond to requests from the public for information regarding City functions and contacts.

DIVISION GOALS/OBJECTIVES

- Provide accurate record of City Council actions.
- Offer accessibility of City of Woodland public records.
- 3. Maintain indexing system of legislative history.
- 4. Apprise elected officials and appointed officials of filings for Fair Political Practices Commission requirements in a timely manner.
- Provide candidates running for elected office in City of Woodland with information and materials necessary.
- Keep candidates apprised of filing obligations for municipal election.
- 7. Secure professional services for accurate canvass of election results for municipal election.

Division 15; City Manager -Council/Manager form of government, the City Manager is appointed by and responsible to the City Council to serve as the administrative head of the municipal organization and to direct the overall performance and coordination of all City services and programs. Pursuant to the City Code, the City Manager is responsible for the enforcement of all City ordinances and the implementation of City policies. The City Manager prepares administers the City's budgets, appoints evaluates department heads, and keeps the City Council advised as to the needs of the City. This division contains the expenditures for the City Manager's Office. This City Manager's Office is comprised of the City Manager, Assistant City Manager and Secretary.

Administration Department

DIVISION GOALS/OBJECTIVES

Accountability – Making Woodland a More Friendly Place:

- 1. Improve the "corporate culture" of the City of Woodland
 - Vision Values Mission of the City of Woodland
 - Recognize and honor our employees and their support of the Community
- Do a better job in customer service at the intake point – the City's first contact with the public
 - Service Improvement Plan Seven Pillars; customer service skills training;
- 3. Focus on the use of technology within existing resources
 - Technology Strategic Plan;
 CityWorks; Pentamation upgrade;
 eGOV Plus web portal;
- 4. Make as much information as possible available to the community we serve
 - eNewsletter, Website, Yolo County Fair Booth; Outreach (Toters, ULL, Chamber); Community Programs (DARE, School Fire Safety); emailing of Council Agenda
- 5. Improve our administrative processes
 - Process Improvement Team; Vehicle Recovery Program; preparation/adoption of Master Plans;

Division 16; Human Resources - Human Resources is a support division to the seven departments in the City organization and is primarily responsible for recruitment, testing and selection; records management, position control, classification and compensation, benefit and retirement administration, employee and labor relations, centralized training; development and monitoring of the City's personnel rules and policies; enforcement of labor related federal/state laws and regulations, monitoring City-wide performance evaluations:

coordination of worker's compensation claims; and promotion of safety in the workplace.

DIVISION GOALS/OBJECTIVES

- Provide Quality Recruitment and Selection
 - Customize recruitment techniques appropriate to departmental needs and timelines
 - Revise and update examinations and assessments to conduct fair and appropriate selections
 - Expand government job advertisements and Internet sites for recruiting program
 - Continue to oversee management of temporary workers and independent contractors
- 2. Provide Customer-Oriented Employee Services
 - Provide a rewarding Service Awards
 Program combined with Employee
 Appreciation Day
 - Provide employee training programs through the Employee Relations Consortium, EAP, YCPARMIA and City training
 - Continue to conduct research for employee benefit level of service and cost analysis
 - Provide specific training to departments as needed
- 3. Maintain and Improve Human Resources
 Systems
 - Update position control and job descriptions as needed
 - Create and update centralized forms for Citywide use
 - Maintain and improve Intranet web page for employee information
- 4. Ensure Current and Comprehensive Policy Development
 - Update Personnel Rule policies and incorporate into City policy
 - Monitor employment related federal and state legislation and incorporate into City policy as required
 - Monitor pension reform activities

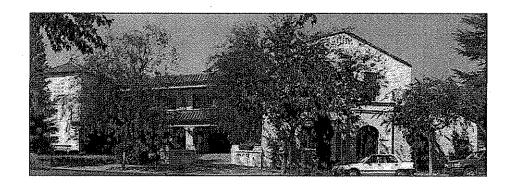
ADMINISTRATION Expenses by Major Category

Category				
	FY 06 Actual	FY 07 Budget	FY 08 Budget	
Labor & Fringes	\$978,490	\$1,082,527	\$1,112,562	
Machinery and Equipment	\$0	\$590	\$0	
Materials & Supplies	\$251,800	\$269,085	\$308,080	
Miscellaneous	\$15,856	-\$120,267	-\$14,484	
Professional & Other Services	\$447,516	\$510,444	\$545,849	
Utilities	\$8,537	\$17,263	\$16,332	
	\$1,702,199	\$1,759,642	\$1,968,339	

Staffing by Department	FY 06 Authorized Positions	FY 07 Authorized Positions	FY 08 Proposed
City Manager	2.5	2.5	2.5
Human Resources	3.5	3.5	. 4
City Clerk	1	1	1.5
City Attorney	Contracted	Contracted	Contracted
Department Total	7	7	8

ADMINISTRATION DEPARTMENT BY DIVISION

Summary	Division	08		
		FY 06 Actual	FY 07 Budget	FY 08 Budget
Division	11	\$254,476	\$281,190	\$338,114
Division	12	\$141,838	\$180,562	\$228,847
Division	14	\$299,900	\$202,330	\$272,800
Division	15	\$457,303	\$519,467	\$509,896
Division	16	\$538,327	\$558,447	\$618,682
Division	17	\$10,356	\$17,644	\$0
		\$1,702,199	\$1,759,642	\$1,968,339



ADMINISTRATION PROGRAMS

Budget Unit	Budget Unit Title				
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101117101	CITY COUNCIL	\$254,476	\$281,190	\$338,114	
101127102	CITY CLERK	\$140,150	\$178,462	\$181,697	
101127103	ELECTIONS	\$1,688	\$2,100	\$47,150	
101147104	CITY ATTORNEY	\$299,734	\$202,330	\$272,800	
101148746	SPRECKELS/TRUE VALUE PROJ	\$0	\$0	\$0	
101148748	WDLD MARKET PLACE PROJECT	\$0	\$0	\$0	
101148750	SPRING LAKE SP IMPLEMENT	\$166	\$0	\$0	
101148770	AUTOMALL FEASIBILITY STDY	\$0	\$0	\$0	
101148771	GATEWAY AUTOMALL STAFF	\$0	. \$0	\$0	
101157105	CITY MANAGER-ADMIN	\$457,303	\$519,467	\$509,896	
101158750	SPRING LAKE SP IMPLEMENT	. \$0	\$0	\$0	
101167107	NEGOTIATIONS	\$30,013	\$33,370	\$34,470	
101167108	HUMAN RESOUCES	\$508,313	\$525,077	\$584,212	
101177170	MHFPC ADMINISTRATION	\$10,356	\$17,644	\$0	
870148750	CFD#2 SP LEGAL EXPENSE	\$0	\$0	\$0	
		\$1,702,199	\$1,759,642	\$1,968,339	