

# ADMINISTRATIVE SERVICES DEPT.

SEMI-ANNUAL REPORT  
TO THE TOWN COUNCIL

DECEMBER 17, 2019



DANVILLE  
*live locally*

# OUR TEAM

**Strongest Values:  
Teamwork & Collaboration**

Respect

Communication

Dependability

Uniqueness/Talents



# FINANCE DIVISION

## Major Initiatives

Budgets – 2019/20 Operating  
and Capital Improvement  
Program

FY 2018/19 Comprehensive  
Annual Financial Report (CAFR)





The most dangerous phrase in the language  
is "we've always done it this way."  
- Rear Admiral Grace Hopper



# HUMAN RESOURCES DIVISION

## Major Initiatives

SurveyMonkey Engage 2<sup>nd</sup> Year

Open Enrollment for 2020

Recruitments



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# SurveyMonkey Engage

Engagement starts and ends with people - people who want to be understood, supported, and empowered to be at their best.

## **Strongest Areas of Engagement**

Organizational Purpose

Valued Voice

Meaningful Work

Visible Impact

Autonomy

Role Fit

Recognition

Work-Life Balance

Cohesion and Leadership

Psychological Safety

## **Opportunities for Improvement**

Path for Advancement

Personal Stress



# Health Benefits & Enrollments



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## Technical Specialist - GIS

Danville, CA

Part-Time - \$25.73 - \$35.35 Hourly

TECHNICAL SPECIALIST - GIS Salary Range: \$25.73 - \$35.35 (part-time/non-  
The position of Technical Specialist – GIS, will develop, support, and maintain  
Information System) layers and GIS user applications in a LAN/WAN and cloud  
Information Technology Division, this position provides Town-wide GIS support  
on the Administrative Services Department (Economic Development and Community  
Services Department (Planning, Engineering, and Transportation Divisions).  
CHARACTERISTICS This class is distinguished from the other positions in...

Posted 1 week ago | Closes in 3 weeks | [Share](#)

## Program Supervisor (Youth & Teens)

Danville, CA

Full-Time - \$5,632.00 - \$7,715.00 Monthly

PROGRAM SUPERVISOR (YOUTH & TEEN PROGRAMS) Salary Range: \$5,632.00 - \$7,715.00 Monthly  
of Danville is seeking a Program Supervisor in Recreation, Arts & Community Services. The candidate  
will possess effective leadership skills; a non-traditional supervisor who develops a  
dynamic team environment. The candidate for this position is expected to provide  
outstanding customer service. The Program Supervisor oversees and participates in  
implementation and evaluation of a broad range of youth, teen and recreation programs.  
recruits, supervises and evaluates program staff;...

Posted 1 week ago | Closes in 5 days | [Share](#)

**GovernmentJobs**

recreation supervisor × Danville, CA × [Find Jobs](#)

**Find by Category** **Find by Location**

- 911 Telecommunications
- Accounting and Finance
- Administration
- Administrative Assistant
- Agriculture
- Airports
- Allied Health
- Faculty - History
- Faculty - Math & Technology
- Faculty - Other
- Faculty - Science
- Financial Aid & Services
- Fire & EMS
- Fleet Services
- Payroll/Benefits Administration
- Performing Arts
- Pharmacy
- Physicians
- Planning and Development
- Probation
- Professional

# INFORMATION TECHNOLOGY DIVISION

## Major Initiatives

New MITEL Voicemail System

Door Entry System Upgrades

MUNIS/Purchasing Card  
Training

IT Security Enhancements

Customer Service Evaluations



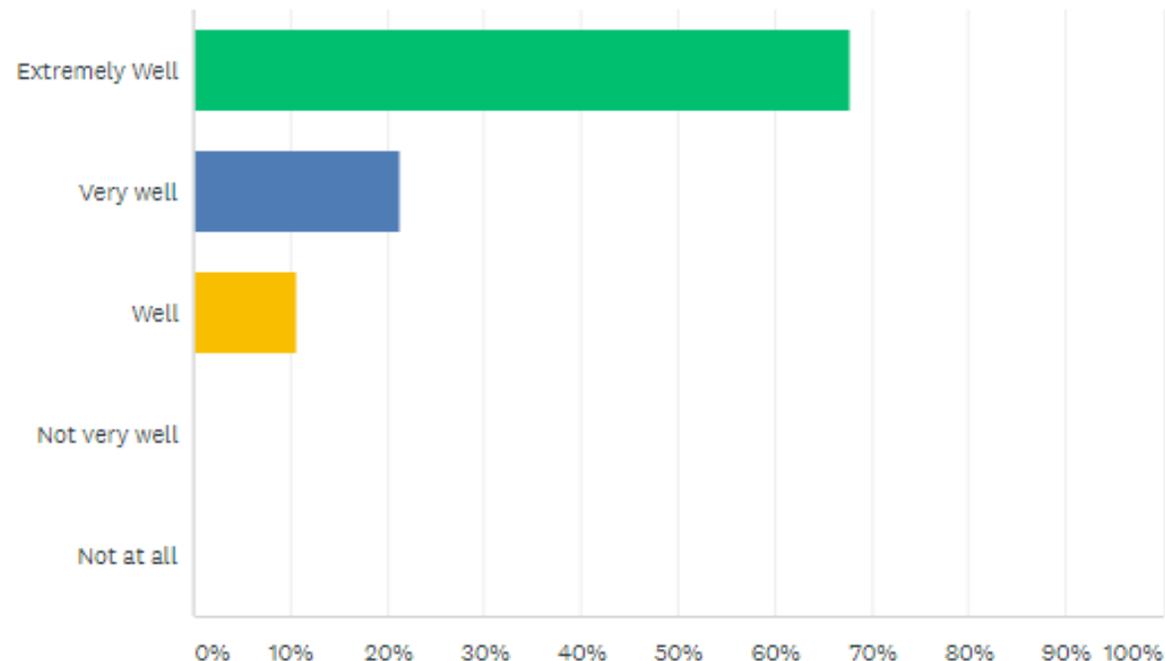
# Cybersecurity



# IT Customer Service Evaluation

How well does our IT Division meet your needs?

Answered: 28 Skipped: 0



## 247 User Accounts

Full and Part-Time Staff

Police Personnel

Town Council & Commissioners

**Over 1500 completed HelpDesk requests with another 200-300 requests addressed via drop-ins and "hallway" conversations not logged as a CRM.**

# ECONOMIC DEVELOPMENT PROGRAM

## Major Initiatives

Program Collaboration

Education & Outreach

Branding Strategy Session

Holiday Gift Giving Guide



## Program Collaboration

Dogs of Danville

Business Promotion

Eugene O'Neill Festival

Wines and Steins

Semi Annual Sale

D.A.M.E

Relic's on Railroad

and more...



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## Education and Outreach

MMANC/CALED Summer Symposium

Tri-Valley Small Business Workshop

Chamber Lunch and Learns

Government 101



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# Branding and Strategy

Strategic Workshop

Expanded Branding

Programs

Publications

Social Media

Six Pillar Tagline Development



# Holiday Gift and Live Locally Guide

THIS  
*holiday season*  
*shop locally*



**Patrick James Men's Clothing**  
Reserve Windowpane Sport Coat \$595  
Cole Haan Zerogrand Stitchlite Oxfords \$180  
Reserve Cashmere Touch Jeans \$285  
200 Railroad Ave. Ste. E. • 925-776-0787



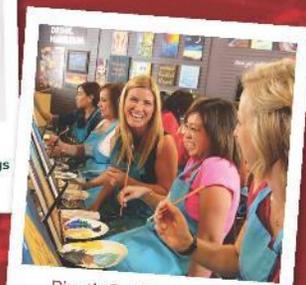
**Edible Arrangements**  
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Fresh Fruit Arrangements  
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CALIFORNIA

*live locally*  
guide

2019

# COMMUNITY OUTREACH PROGRAM

## Major Initiatives

Live Locally Newsletter

Website Enhancements

PG&E PSPS Events



FALL 2019

# live locally,

TOWN OF DANVILLE  
QUARTERLY NEWSLETTER



## WHAT'S INSIDE...

Video Detection Helps  
Keep Cyclists Safe  
PAGE 3

Danville  
Annual Report  
PAGES 6-7

## Message from the Town Council



Happy fall! Welcome to the Town of Danville's *Live Locally* Newsletter. Our fall edition is where we give you a snapshot of the previous year. The center spread (pgs 6-7) gives you an overview of what has been happening in Danville, so we thought we'd also take a retrospective look at our just-ended summer and all that went on.

Summer is an incredibly active time in Danville, with many exciting events and programs. The season got underway at the Town Green as we kicked off our Moonlight Movies series. Hundreds of residents enjoyed films under the stars. The Town Green also played host to one of the great performances of our Music in the Park series. Between Oak Hill Park and the Town Green, there was plenty of outstanding music to enjoy.

Tens of thousands converged on our downtown for the annual Kiwanis July 4 parade. Hundreds came out the night before to enjoy our local restaurants and shops as well as putting their chairs out for the big parade. Over 150 entrants marched down the 1.5 mile parade route, with displays of martial arts, dancing, acrobatics, and music.

Dozens of families appreciated being in the great outdoors at our Family Campouts. Families got a taste of urban camping at Oak Hill Park, while others enjoyed the more traditional experience during an overnight up on Mt. Diablo.

And no summer would be complete without our fantastic Hot Summer Sundays car shows. This year we got to add an amazing classic element with the inclusion of the Horseless Carriage Club of America showing off their pre-1918 autos.

We had a phenomenal summer, and now we're heading into a great fall. Check out all the great things coming up inside this edition as we show you how we like to *Live Locally*.

## ANNUAL REPORT

A snapshot of how the Town of Danville functions. A look at the program and service areas provided to the community and how they operate.



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## QUARTERLY NEWSLETTER

As a means of reaching out to our community, the Town of Danville has re-instituted the practice of putting out a quarterly printed newsletter. The newsletter, focuses on programs, projects and events, and features vibrant photos, informative articles and graphics.



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I'm Looking for...



# *live locally:*

SMALL TOWN ATMOSPHERE,  
OUTSTANDING QUALITY OF LIFE.





## INFORMATIONAL SHEET

Updated August 30, 2018

### VILLAGE THEATRE PARKING LOT IMPROVEMENTS, CIP B-597



**LOCATION**  
279 Front Street and the surrounding area of the Village Theatre Parking Lot.

**TIMELINE**  
September 2018 - December 2018

**PROJECT COST**  
Land Acquisition: \$5,850,000  
Construction: \$3,022,790  
Other: \$335,910  
**Total: \$9,208,700**

This Capital Improvement Project (CIP) will expand and renovate current public parking for the Village Theatre and the Town Meeting Hall as well as surrounding businesses. Land acquisition and improvements in the efficiency of the parking layout in the Village Theatre Parking lot will provide 130 additional parking spaces for a total of 200 spaces.

#### Project Features

The improvements will include new curb and gutter, brick banded sidewalk, street trees, asphalt concrete roadway rehabilitation, asphalt concrete parking lot, bio-filtration planters for storm water treatment, new landscape plantings, LED parking lot lights, road signage and pavement markings. Four electric vehicle (EV) charging ports will also be installed as part of the project, bringing the total of number of downtown EV charging ports to nine.

#### During Construction

The work will commence at 279 Front Street with progression to the surrounding area of the Village Theatre parking area, starting with abatement and demolition of the existing building (former Gagen McCoy Law Offices). Parking and access changes may occur throughout the project. During construction days, construction trucks will be using Front Street and Diablo Road. Traffic delays and noise in the construction zone should be expected. Caution should be taken for pedestrians and vehicles utilizing Front Street. Only 20 parking spaces will be available in the existing Village Theatre Parking Lot during construction. Employees are encouraged to participate in the Downtown Employee Parking Permit Program and use the Railroad Avenue Parking Lot for all-day parking. Patrons may use the Library/Community Center, Front Street, and Clocktower Parking Lot for short-term parking.

#### PROJECT LOCATION



#### STAFF CONTACT

Steven Jones  
City Engineer  
925-314-3339  
sjones@danville.ca.gov

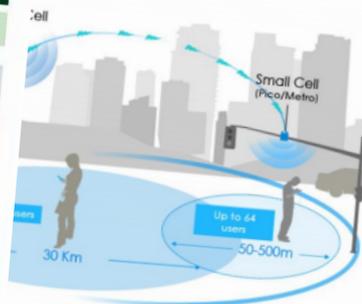
For more information, visit [www.danville.ca.gov/villagetheatreparking](http://www.danville.ca.gov/villagetheatreparking)



## FACT SHEET

Updated: November 16, 2018  
Page 1

### SMALL CELL WIRELESS FACILITIES



#### STAFF CONTACT

David Crompton  
Principal Planner  
925-314-3349  
dcrompton@danville.ca.gov

#### MORE INFORMATION

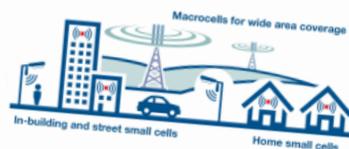
This Fact Sheet and other information on small cell wireless facilities and applications can be found at the Town's website: [www.danville.ca.gov/wireless](http://www.danville.ca.gov/wireless)

For more information, visit [www.danville.ca.gov/wireless](http://www.danville.ca.gov/wireless)

#### WHO DECIDES WHAT

##### What is a small cell wireless facility?

Small cell wireless facilities are a type of wireless broadband technology that typically take the form of small towers (often called femtocells) that are placed on existing utility poles and are accompanied by antennas. They are designed to be installed lower on the pole. They are taking the place of cell towers (macrocells), which can reach up to nearly 100 kilometers and are designed to cover larger geographic areas.



##### How does the Town decide on the location of wireless facilities?

The Town Council reviews and approves the location of individual wireless applications, it must do so within parameters set by federal and state laws that limit the Town's discretion. A summary of these laws can be found in the Town Council by Telecom Law Firm available at [www.danville.ca.gov/wireless](http://www.danville.ca.gov/wireless)

For more information, visit [www.danville.ca.gov/wireless](http://www.danville.ca.gov/wireless)



## FACT SHEET

Updated: September 25, 2018  
Page 1

### PRIVATE DEVELOPMENT PROPOSAL: MAGEE PRESERVE



#### STAFF CONTACT

David Crompton  
Principal Planner  
925-314-3349  
dcrompton@danville.ca.gov

#### LOCATION

The property is located on the south side of Diablo Road and Blackhawk Road extending approximately two miles east from the intersection of Diablo Road/Green Valley Road/McCauley Road.

For more information, visit [www.danville.ca.gov/wireless](http://www.danville.ca.gov/wireless)

#### What is the project?

The project is to develop approximately 29 acres (or 7% of the 410-acre project site with 69 secondary dwelling units (a.k.a. "casitas" or "in-law units"). As shown on the map, the 29 acres are shown in blue while the remaining 381 acres (shown in white) would be preserved.

#### What is the purpose of the project?

The purpose of the project is to preserve the Magee Preserve. If approved, the project site as permanent open space. However, at this time the property is being developed based on General Plan and zoning regulations.

Most of the proposed homes (66 units) would be situated behind existing Blackhawk Road. The remaining three homes would be located off of McCauley Road.

For more information, visit [www.danville.ca.gov/639/Magee-Preserve](http://www.danville.ca.gov/639/Magee-Preserve)



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# COMMUNITY EVENTS PROGRAM

## Major Events this Period

Danville Farmers' Market

July 4<sup>th</sup> Parade

Hot Summer Sundays Car Show

Ridge Hike

Fallfest

Run for Education

D.A.M.E

Danville d'Elegance

Lighting of the Old Oak Tree



# Danville

## FARMERS' MARKET



TOTAL NUMBER  
OF PRODUCERS

**63**

FARMERS: 40  
ARTISAN: 5  
SPECIALTY FOOD: 18



CUSTOMERS SERVED

**62,120**

AVG: 1,412



TOTAL BENEFITS  
REDEEMED

CALFRESH:  
\$1,389

MARKET MATCH:  
\$631

WIC:  
\$889

### MARKETING EFFORTS - TOTAL REACH

**18,789**

EMAIL NEWSLETTER	5,911
OUTSIDE ARTICLES	600
SOCIAL MEDIA POSTS	12,278



## 2019 YEAR IN REVIEW

PACIFIC COAST FARMERS' MARKET ASSOCIATION



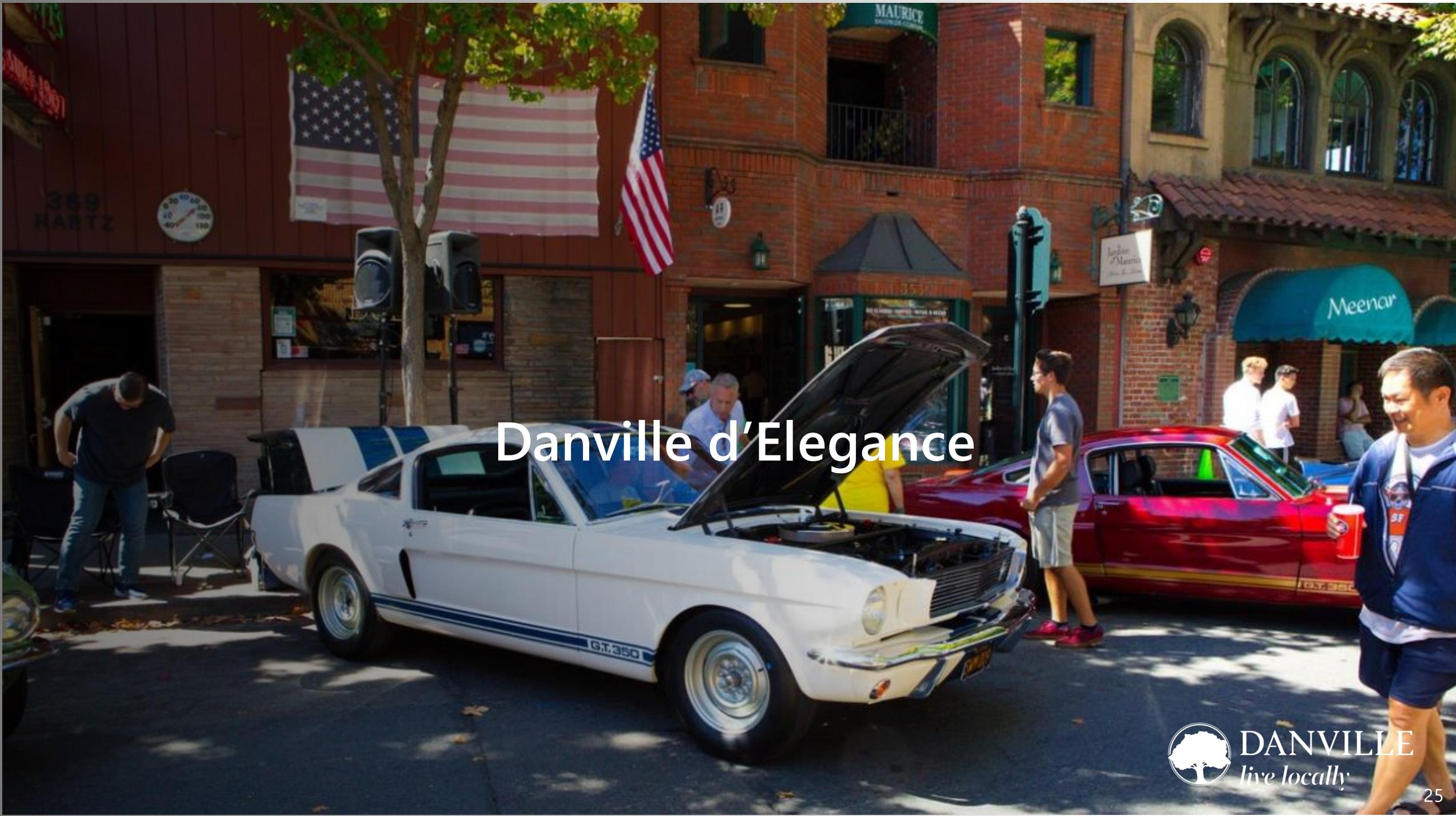
# Hot Summer Sundays Car Show



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# Ridge Hike



# Danville d'Elegance

**THANK YOU!**

QUESTIONS OR MORE INFO  
**JJOHNSON@DANVILLE.CA.GOV**  
**925 314 3328**



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