

SECTION 3:

CITY MANAGEMENT

City Management provides overall policy and administrative direction of the City organization. This department acts as the central liaison to the public and provides leadership and direction to all departments in the ongoing operations of the City. City Management is ultimately responsible for ensuring the implementation of City Council policy direction and the adopted El Cerrito Strategic Plan.

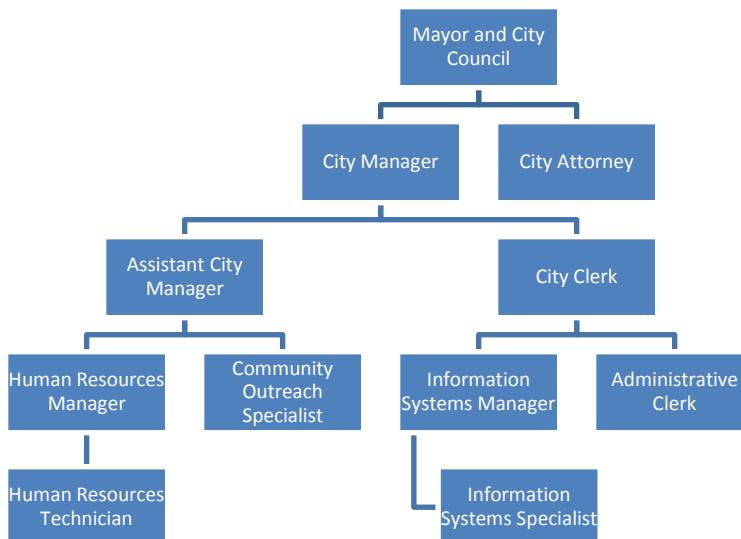
CITY MANAGEMENT OVERVIEW

City Management is the general government function of the City of El Cerrito and its other entities. This section covers six operating components and specific discussion regarding their tasks are shown in their sections:

- City Council
- City Manager’s Office
- City Attorney
- City Clerk
- Information Systems
- Human Resources

An organization chart reflecting City Management operating units and their relationships is provided in **Chart 3-1**.

Chart 3-1
City Management Organizational Structure



The position listing in **Table 3-1** shows the positions included within City Management.

Table 3-1
City Management Position Listing

CITY MANAGEMENT	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
Account Clerk	0.8	0.8	0	0	0
Community Outreach Specialist	1	1	1	1	1
Assistant City Manager	1	1	1	1	1
Administrative Clerk	1	1	1	1	1
City Manager	1	1	1	1	1
City Clerk	1	1	1	1	1
Human Resources Manager	1	1	1	1	1
Human Resources Technician	1	1	1	1	1
Information Systems Manager	1	1	1	1	1
Information Systems Specialist	1	1	1	1	1
CITY MANAGEMENT TOTAL	9.8	9.8	9	9	9

CITY MANAGEMENT BUDGET SUMMARY

City Management Department Expenditures (1020, 1040, 1060, 1070)

All Funds	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Amended	FY 2014-15 Proposed	FY 2015-16 Proposed
Personnel Services	\$1,436,280	\$1,458,532	\$1,447,228	\$1,303,714	\$1,343,964
Purchased Professional & Technical Services	184,411	219,542	146,500	249,500	146,500
Purchased Property Services	922	1,749	4,800	4,800	4,800
Other Purchased Services	549,757	679,016	744,450	679,825	695,375
Supplies	36,125	40,176	39,800	34,300	41,300
Property & Capital	24,453	28,242	36,000	37,000	37,500
Total Expenditures	\$2,231,948	\$2,427,258	\$2,418,778	\$2,309,139	\$2,269,439
General Fund (101)	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Amended	FY 2014-15 Proposed	FY 2015-16 Proposed
Personnel Services	\$1,365,307	\$1,388,146	\$1,315,926	\$1,241,707	\$1,280,418
Purchased Professional & Technical Services	184,411	219,542	146,500	249,500	146,500
Purchased Property Services	922	1,749	4,800	4,800	4,800
Other Purchased Services	549,757	679,016	744,450	679,825	695,375
Supplies	36,125	40,176	39,800	34,300	41,300
Property & Capital	24,453	28,242	36,000	37,000	37,500
Total Expenditures	\$2,160,976	\$2,356,872	\$2,287,476	\$2,247,132	\$2,205,893
Federal, State & Local Grants (221)	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Amended	FY 2014-15 Proposed	FY 2015-16 Proposed
Personnel Services			\$69,715		
Total Expenditures	\$0	\$0	\$69,715	\$0	\$0
Integrated Waste Management (501)	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Amended	FY 2014-15 Proposed	FY 2015-16 Proposed
Personnel Services	\$70,973	\$70,386	\$61,587	\$62,007	\$63,546
Total Expenditures	\$70,973	\$70,386	\$61,587	\$62,007	\$63,546
City Management Department Revenues					
General Fund (101)	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Amended	FY 2014-15 Proposed	FY 2015-16 Proposed
Charges for Services	\$10,725	\$19,454	\$15,800	\$14,300	\$15,750
Other Revenue	\$120	\$200			
Total Revenues	\$10,845	\$19,654	\$15,800	\$14,300	\$15,750

CITY COUNCIL

The overall goal of the City Council is to improve the quality of life for the residents of El Cerrito and to set broad policy goals for implementation by City staff based on the needs and desires of the community. The City Council consists of five members of the community—one rotating Mayor and four Councilmembers. The City Council is the official legislative body of the City. Its duties include:

- Set policy by ordinance, resolution, or motion
- Review and approve reports, proposals and contracts for new programs and services
- Appoint Board and Commission members
- Review and approve the budget as prepared by the City Manager
- Serve as Board Members for the El Cerrito Employees’ Pension Board, Public Financing Authority, and the El Cerrito Redevelopment Agency Successor Agency

In 2013, the City Council adopted the El Cerrito Strategic Plan 2013-2017, outlining the mission, vision, values, goals and strategies to guide the City into the future. This Plan is incorporated into the budget document and will inform the departments as to allocation of resources and service efforts.

CITY COUNCIL BUDGET SUMMARY

City Council Expenditures (1010)					
All Funds	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Amended	FY 2014-15 Proposed	FY 2015-16 Proposed
Personnel Services	\$34,155	\$34,637	\$34,414	\$33,363	\$33,973
Purchased Professional & Technical Services	24,094	13,286	9,000	9,000	9,000
Other Purchased Services	36,678	30,615	24,200	18,700	24,200
Supplies	851	1,203	1,300	1,300	1,300
Total Expenditures	\$95,778	\$79,740	\$68,914	\$62,363	\$68,473
General Fund (101)	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Amended	FY 2014-15 Proposed	FY 2015-16 Proposed
Personnel Services	\$33,905	\$34,387	\$34,164	\$33,113	\$33,723
Purchased Professional & Technical Services	24,094	13,286	9,000	9,000	9,000
Other Purchased Services	36,678	30,615	24,200	18,700	24,200
Supplies	851	1,203	1,300	1,300	1,300
Total Expenditures	\$95,528	\$79,490	\$68,664	\$62,113	\$68,223
Financing Authority Debt Service (834)	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Amended	FY 2014-15 Proposed	FY 2015-16 Proposed
Personnel Services	\$250	\$250	\$250	\$250	\$250
Total Expenditures	\$250	\$250	\$250	\$250	\$250
City Council Department Revenues					
General Fund (101)	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Amended	FY 2014-15 Proposed	FY 2015-16 Proposed
Charges for Services	\$4,100	\$100			
Total Revenues	\$4,100	\$100	\$0	\$0	\$0

CITY ATTORNEY

The City Attorney supports the City Council and City organization with legal advice and services. The City Attorney, whose services are retained by the City through a contract with the law firm Meyers Nave, is responsible for the following services:

- Provide legal advice and information to the City Council, Boards and Commissions, City Manager and staff
- Develop legally acceptable alternatives for accomplishing policy objectives
- Prepare legal documents including ordinances, leases and agreements
- Review resolutions and contracts
- Represent the City in court and before administrative agencies
- Advise City staff on Municipal Code enforcement issues
- Update the El Cerrito Municipal Code

Staff continues to control assignment of work to the City Attorney as a method of containing costs.

CITY ATTORNEY BUDGET SUMMARY

General Fund (101)	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Amended	FY 2014-15 Proposed	FY 2015-16 Proposed
Purchased Professional & Technical Services	\$357,541	\$315,687	\$275,000	\$275,000	\$285,000
Total Expenditures	\$357,541	\$315,687	\$275,000	\$275,000	\$285,000

CITY MANAGER

Under the policies established by the City Council, the City Manager is responsible for the efficient management of all affairs and departments operating within the City and serves as the Executive Director of the City's Municipal Finance Authority. The City Manager is the City's chief executive officer, employed by and directly responsible to the City Council. The City Manager organizes and directs an executive team that consists of the Assistant City Manager, City Clerk and Department Directors to implement programs and deliver public services.

The primary duties and services the City Manager performs include the following:

- Support the City Council and implement policies and directives from the City Council including the Strategic Plan
- Provide leadership and manage City staff in their development and provide services and programs to all City departments
- Build and develop a strong management team
- Prepare a budget that identifies all the revenues and expenditures anticipated in the forthcoming fiscal year in a fiscally sound manner
- Oversee the process for development of capital and infrastructure projects and strive to ensure that capital projects are successfully accomplished on-time
- Ensure the highest level of customer service to residents and businesses
- Engage residents, foster community partnerships and interagency collaborations
- Ensure that City Hall provides a professional and environmentally friendly work environment for our customers and employees, maintaining the building as a symbol of pride for residents

FY 2013-14 ACCOMPLISHMENTS

Hosted four community budget meetings in neighborhoods throughout the City in March 2014 to provide information on the City's budget and receive feedback and input from residents

Launched "Open El Cerrito" with Peak Democracy in April 2014 to increase online community engagement

Launched e-payment module on City website to accept online donations to the Madera Open Space Fund

Developed Administrative Policy for website and social media

Initiated community process to develop and present to City Council proposed regulations on smoking, assisted by EC STARS City Management intern Amel Alkaheli

Mailed four Citywide newsletters, including "Budget-in-Brief", assisted with departmental outreach including press releases, meetings and events

Oversaw installation of "12 Wind Sculptures", the City's first commissioned public art project, and design and installation of new street banners

In partnership with KCRT, produced short documentary, "Sundar Shadi's Gifts"

Strategic Plan Alignment

Table 3-2 shows the services performed by the City Manager’s Office as aligned to the Strategic Plan.

Table 3-2
City Manager Strategic Plan Alignment

Program or Service	Strategic Plan Goal	Activity Required By:	Duration
Public Information & Outreach, including newsletter, website, press releases, events	Sense of Place & Identity	No	Ongoing
Implement Strategic Plan Action Plan	Exemplary Services	City	Multi Year
Maintain the City website, Open El Cerrito, social media accounts and support use of social media	Exemplary Services	No	Ongoing
Staff the Arts & Culture Commission; Administer the Art in Public Places Program & other programs/events	Sense of Place & Identity	City	Ongoing
Disaster preparedness: be ready and able to carry out EOC functions as necessary in a disaster	Public Health & Safety	City	Ongoing
Represent City with other agencies; community groups and residents; Gauge public sentiment through surveys, etc; Support the City Council (agenda packet management; analysis; attend Council meetings	Exemplary Services	No	Onetime FY14-15
Implement new tobacco smoke protection ordinance, if adopted	Public Health & Safety	City	Onetime
Ensure completion of facilities assesment and feisibility of facility reno or replacement	Public Facilities	City	Onetime
Implement policies and directives from the City Council	Exemplary Services	City	Ongoing
Oversee the Successor Agency	Financial Sustainability	State	Ongoing
Participate in recruitment of senior staff; Assist with various employee events and meetings;	Exemplary Services	City	Ongoing
Prepare annual budget; Oversee financial planning, capital and infrastructre projects	Financial Sustainability	City	Ongoing
Provide organizational leadership and oversee municipal operations and services	Exemplary Services	City	Ongoing
Liase with WCCUSD	Sense of Place & Identity	City	Ongoing
Lead organization and ensure continued emphasis on providing excellent customer service	Exemplary Services	City	Ongoing
Administer contract for City Attorney	Exemplary Services	City	Ongoing

CITY CLERK

The City Clerk seeks to provide the best possible service to the residents of El Cerrito, the City Council, City Staff and all public agencies; strengthen public trust in government; and facilitate the democratic process. In particular, the City Clerk provides legislative support to the City Council; provides election support to officeholders, candidates and ballot measure proponents and opponents; exercises diligence in carrying out federal, state and local legal mandates; and enhances records management for the efficient and accurate delivery of information to residents and City staff.

Division Overview

The City Clerk performs all mandated functions under the United States Constitution, the Constitution of the State of California, the California Government and Election Codes, El Cerrito Municipal Code and other policies established by the City Council. The City Clerk serves as Clerk of the City Council and the governing board of the El Cerrito Redevelopment Agency Successor Agency, oversees preparation and noticing of City Council and Successor Agency agendas, records legislative history, maintains official City records, and acts as Filing Officer for the Fair Political Practices Commission. The City Clerk acts as the primary Elections Official during the local candidate nomination period and measure and initiative process and also provides administrative support during municipal elections. The City Clerk performs a variety of other administrative duties for the City and is one of the main communication points between the residents and businesses of El Cerrito and the City Council. City Clerk functions include:

- Supporting the City Council
- Administrative support for Boards, Commissions and Committees
- Recording, preserving and maintaining the City's legislative history
- Public Information and Citywide records management
- Reviewing and monitoring FPPC Campaign Disclosure and Conflict of Interest Statements and ethics training
- Administering municipal elections
- Assisting the City Manager

The primary goal of the City Clerk is to ensure residents' trust in government by supporting the City's legislative process by providing open, accurate and timely legislative history, safeguarding all official records of the City, administering impartial and ethical elections, and delivering information and services efficiently and accurately to the City Council, City staff and the public. The City Clerk also operates a Passport Acceptance Office on behalf of the United States Department of State at City Hall.

The City's Information Technology Division partners with and reports to the City Clerk. The City Clerk is supported by a part-time administrative clerk who assists in the advancement of program automation and division goals, processes passport applications, assists with records and information management and automation, preserves the City's legislative history and participates actively in website maintenance and development.

FY 2013-14 ACCOMPLISHMENTS

Inventoried and managed records eligible for destruction in accordance with the City's records retention schedule and began update of the records retention schedule and all records policies
Maintained a busy Passport Acceptance Office on behalf of the United States Department of State at City Hall, with approximately 470 passport applications this fiscal year and 1600 since the program's inception in August 2011; completed training and recertification
Coordinated the 61 st Annual Commission Recognition Dinner; the Dinner was a landfill-free event
Coordinated hosting of the Contra Costa County Mayors Conference in El Cerrito
Conducted two Commission staff liaison trainings, began preparation for commission-wide training and ethics training.
Coordinated hosting, noticing of agendas and preparation of minutes for the West Contra Costa Mayors and Supervisors Association meetings July – December 2013.
Upgraded meeting encoder to allow viewing of live and archived meetings on an iPad or other tablets, allowing the public and staff to launch staff reports while viewing the webcast within the Granicus viewer both live and on a 24/7 on-demand basis
Researched, received training and beta tested the Granicus iLegislate paperless agenda application for deployment on mobile devices
Fulfilled all requirements and achieved Master Municipal Clerk certification from the International Institute of Municipal Clerks; only 11% of IIMC members have achieved MMC certification
Installed as a Fellow into the IIMC Athenian Leadership Society; one of 51 Fellows throughout the United States and one of four in California.

Strategic Plan Alignment

Table 3-3 shows the services performed by the City Clerk as aligned to the Strategic Plan.

Table 3-3
City Clerk Strategic Plan Alignment

Program or Service	Strategic Plan Goal	Activity Required By:	Duration
Agenda Management & Transparency	Exemplary Services	State	Ongoing
Board and Commission Administration	Sense of Place & Identity	City	Ongoing
FPPC Conflict of Interest Administration	Financial Sustainability	State	Ongoing
FPPC Campaign Disclosure Administration	Financial Sustainability	State	Ongoing
Records Management & Public Records Act	Financial Sustainability	State	Ongoing
Elections Administration	Exemplary Services	State	Onetime FY14-15
City Council Events and Support	Exemplary Services	City	Ongoing
Passport Acceptance Office	Exemplary Services	No	Ongoing
City Manager Support / Public Information / Resident Relations	Exemplary Services	City	Ongoing
Maintain and Update Municipal Code	Exemplary Services	State	Ongoing

HUMAN RESOURCES DIVISION

The newly titled Human Resources Division (formerly Employee Services) is part of the City's overall reorganization efforts to align the division with the evolution from a personnel-based focus to a human resources-based focus. Human Resources is a stand-alone division that reports to City Management.

Human Resources develops, implements, supports and manages a comprehensive human resources and risk management function to ensure quality service to the organization and to the community. A variety of central services are also provided. These services are accomplished by:

- Developing and maintaining human resource policies to support the effective and efficient operations and to maintain legal compliance
- Determining and coordinating unbiased recruitment and selection processes
- Maintaining the City's classification and compensation plans
- Leading and/or supporting the meet and confer process with employee organizations
- Providing labor relations oversight to promote equitable and ethical treatment of the workforce and to reduce liability
- Coordinating/monitoring Citywide training and the City's central safety program
- Maintaining personnel and related records
- Providing professional staff support to commissions and committees
- Performing general purchasing and supply functions
- Performing the City's risk management function including maintaining insurance coverage and processing/monitoring Workers' Compensation and liability claims

Risk Management

The City is a member of the Municipal Pooling Authority (MPA), a Joint Powers Authority (JPA) that is both a loss control/risk management consortium and a fund-pooling mechanism for excess coverage of self-insured risks. The Division oversees this program.

FY 2013-14 ACCOMPLISHMENTS

Initiated a contract with Keenan as the City's new insurance broker/consultant in light of the Health Care Reform Act to provide specialized and innovative solutions to keep healthcare costs down

Initiated the EC STARS Intern Program for El Cerrito High School Students in collaboration with the WCCUSD to link students to local government, beginning its second year

Completed recruitments and established viable eligible list to fill current and future vacancies

Initiated, in collaboration with the line departments and MPA, an update to the City's Illness and Injury Prevention Program (IIPP)

Strategic Plan Alignment

Table 3-4 shows the services performed by the Human Resources Division as aligned to the Strategic Plan.

Table 3-4
Human Resources Strategic Plan Alignment

Program or Service	Strategic Plan Goal	Activity Required By:	Duration
Develop and maintain human resources policies and procedures	Exemplary Services	City	Ongoing
Maintain the City's Classification and compensation plans	Exemplary Services	City	Ongoing
Process personnel actions and maintain personnel records	Exemplary Services	City	Ongoing
Provide consultation and guidance to staff	Exemplary Services	City	Ongoing
Professional development: Stay abreast of federal/state laws and best practices, current industry trends	Exemplary Services	City	Ongoing
Provide staff support to the Civil Service and Human Relations Commissions	Exemplary Services	City	Ongoing
Manage contract negotiations, contract administration and interpretation, meet and confer process, grievance resolution and discipline matters	Exemplary Services	City	Ongoing
Provide oversight to promote equitable and ethical treatment of the workforce and reduce liability	Exemplary Services	City	Ongoing
Coordinate/monitor Citywide training	Exemplary Services	City	Ongoing
Develop and train staff on HR processes	Exemplary Services	City	Ongoing
Manage recruitment process	Exemplary Services	City	Ongoing
Manage employee benefit programs	Exemplary Services	City	Ongoing
Oversee the annual open enrollment process	Exemplary Services	City	Ongoing
Oversee the City's general liability, worker's comp, property, vehicle and other insurance programs	Exemplary Services	City	Ongoing
Evaluate risk exposures and provide recommendations to reduce risks	Exemplary Services	City	Ongoing
Implement the EC STARS Intern Program in collaboration with the WCCUSD	Sense of Place & Identity	City	Ongoing
Complete conversion of HRIS	Exemplary Services	City	Onetime FY14-15
Implement Position Control	Exemplary Services	City	Duration
Manage employee wellness program	Exemplary Services	City	Ongoing

INFORMATION SYSTEMS DIVISION

The Information Systems Division seeks to provide and maintain information services including data, voice, video, hardware, and software to serve city residents and businesses, departments and City facilities. The Division works with multiple technologies to choose the appropriate solution for the City's needs. The Division's challenge is to work within the budget to stay current and provide solutions as technology continues to change.

The Information Systems Services Division performs the following tasks:

- Maximizes the use of the City's information and telecommunications systems resources
- Assists all computer and telephone users in gaining access to user systems and resolve user problems as they arise
- Plans for and facilitates the growth of the information and telecommunication systems in terms of both hardware and software
- Facilitates the increased productivity of all City departments through the use of the City's data processing and telecommunication resources
- Enhances the City's ability to reach out to its residents through information technology
- Provides 24/7 on-demand webcast and live TV broadcast of City Council Meetings
- Troubleshooting and maintenance of the City's HVAC, Alarm, Light and Surveillance systems

The overall goal is to provide and maintain efficient, cost effective and reliable information systems to City offices and departments that serve the public in El Cerrito.

FY 2013-14 ACCOMPLISHMENTS

Maintained an efficient and effective technology infrastructure with zero interruption or downtime of servers, data and voice systems

Strengthened security throughout the City's technology infrastructure and ensured that baseline technology systems are recoverable in disaster situations

Performed a major upgrade to the Police Departments records and communications software

Ensured that all technical aspects of new software initiatives are implemented on time

Acted as lead technical personnel in troubleshooting complex integration issues with multiple vendors while assisting the Fire Department with its implementation of a patient care report system that allows paramedics in the field to upload AED and medical information to the County and hospital prior to a patient's arrival at the hospital

Strategic Plan Alignment

Table 3-5 shows the services performed by the Information Systems Division as aligned to the Strategic Plan.

Table 3-5
Information Systems Strategic Plan Alignment

Program or Service	Strategic Plan Goal	Activity Required By:	Duration
Maximize use of the City's information and telecommunications systems resources; plan for and facilitate the growth of IT systems (hardware & software)	Exemplary Services	No	Ongoing
Assist users and trouble shoot computer and telephone systems	Exemplary Services	No	Ongoing
Strengthen internal controls and security throughout the City's technology infrastructure	Exemplary Services	State	Ongoing
Standardize, integrate and consolidate IT resources to achieve a scaleable technology infrastructure that maximizes return on investment	Exemplary Services	No	Ongoing
Enhance public outreach/communication through information technology	Exemplary Services	No	Ongoing
Maintain efficient, cost effective and reliable information systems	Exemplary Services	No	Ongoing
Troubleshoot video surveillance systems	Public Health & Safety	No	Ongoing
Continued monitoring of the HVAC system, lighting and alarm systems	Public Facilities	City	Ongoing
Consult with departments regarding initiatives to enhance efficiency through process improvement, software implementation, expanded online services, enhanced civic engagement and more sophisticated data analysis with an eye toward standardization, integration and consolidation across departments to maximize return on investment.	Financial Sustainability	City	Ongoing
Ensure baseline technology systems are recoverable in disaster situations.	Exemplary Services	State	Ongoing
Create/continually review policies re: protecting the City's information and technology assets from threats associated with unauthorized access, inappropriate use, information leakage, data integrity and natural disasters.	Exemplary Services	No	Ongoing

SECTION 4:

COMMUNITY DEVELOPMENT DEPARTMENT

The Community Development Department's mission is to deliver services, projects and programs that provide a safe, connected, environmentally-focused and high quality of life in El Cerrito. The Department achieves this mission through planning and implementing programs and private and public projects that promote community, health and safety, environmental quality and economic vitality.

DEPARTMENT OVERVIEW

The Community Development Department provides the community with innovative and practical solutions to enhance a prosperous, well-connected, healthy and sustainable city. Through the integration of the divisions of current and advanced Planning, Building, Economic Development, Housing and Sustainability, the Department strives to maintain and enhance the City as a healthy, attractive, and resilient community. To attain these goals, the Department's primary responsibilities are to:

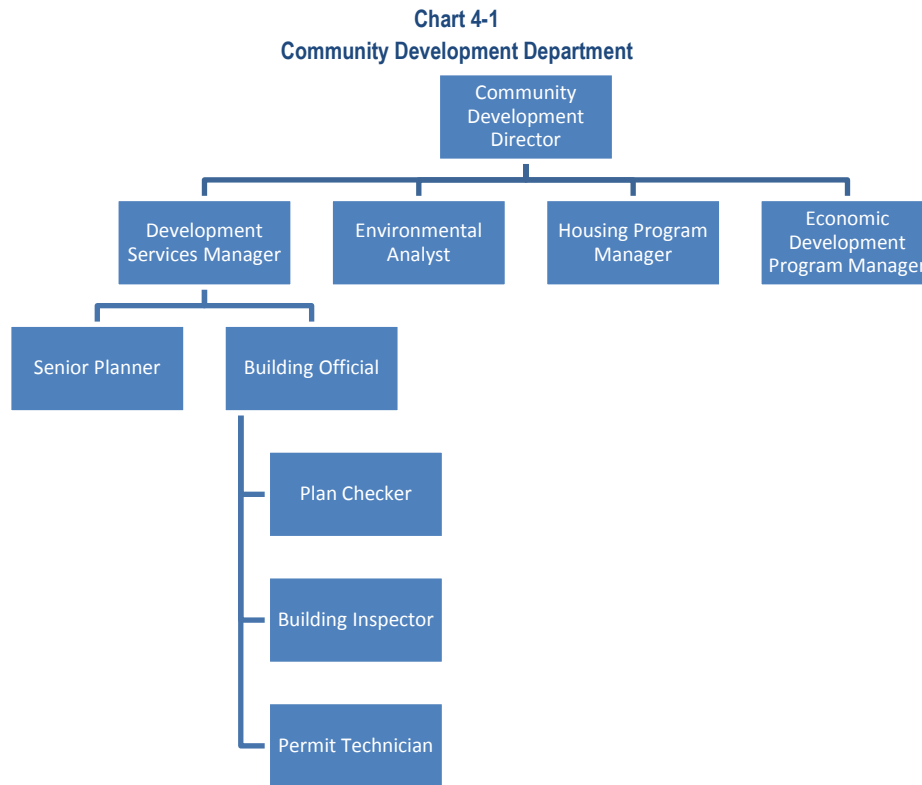
- Implement and help develop the vision of the City Council and residents of El Cerrito through implementing existing plans and policies and leading the ongoing development and implementation of the General Plan, Specific Plans, and other long-range comprehensive planning documents such as the Climate Action Plan, Complete Streets Plan, Active Transportation Plan and Urban Greening Plan
- Monitor and assure compliance with other regional and State policies such as those articulated in Plan Bay Area, the Bay Area's Sustainable Community Strategy
- Ensure the creation and maintenance of an attractive, safe community with a high quality, balanced and appropriate mix of land uses and amenities
- Enhance the existing built environment by supporting and encouraging investment in our homes, neighborhoods, businesses and public places in a safe and efficient manner
- Provide programs that are inclusive and engage, involve and educate the community
- Collaborate with other departments, regional agencies and the private sector to leverage resources and assure that programs and projects are consistent with the City's vision, mission and adopted Plans
- Identify and pursue projects, policies and programs that improve the overall environmental sustainability and economic vitality of El Cerrito
- Provide customer-friendly, responsive, efficient, collaborative and accurate services to all

Organizational Structure

The Community Development Department includes the Planning and Building Division and the Community Sustainability Division. Together the two divisions work on current and advanced private and public development planning efforts and projects. The Planning and Building Division encompasses the City's current and comprehensive Planning and Building functions and Code

Enforcement. Community Sustainability includes Environmental Sustainability, Economic Development, Housing, and Special Programs, Plans and Projects. The Department provides staff to the City’s Planning Commission, Design Review Board, Environmental Quality Committee and Economic Development Board.

Chart 4-1 shows the organizational structure of the Department:



Position Listing

Table 4-1 shows the position listing for the Department:

Table 4-1
Community Development Department Position Listing

COMMUNITY DEVELOPMENT DEPARTMENT	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
Environmental Analyst	1	1	1	1	1
Administrative Clerk	1	0	0	0	0
Building Inspector I	1	1	0.5	0.5	0.5
Building Inspector II	2	1	1	1	1
Building Inspector II (underfill Building Inspector I)	0	1	1	1	1
Building Official	1	1	1	1	1
Building Plan Checker II	1	1	1	1	1
Community Development Director	1	1	1	1	1
Development Services Manager	1	1	1	1	1
Permit Technician I	2	2	1	1	1
Permit Technician III	0	1	1	1	1
Senior Planner	2	2	2	2	2
Senior Program Manager	2	2	2	2	2
COMMUNITY DEVELOPMENT TOTAL	15	15	13.5	13.5	13.5

Strategic Plan Alignment

Table 4-2 shows the services performed by the Community Development Department as aligned to the Strategic Plan.

Table 4-2
Community Development Department
Strategic Plan Alignment

Program or Service	Strategic Plan Goal	Activity Required By:	Duration
Provide "front counter" customer service (technical assistance, information, education) for Planning and Building projects and general frontline City Hall customers	Exemplary Services	City	Ongoing
Provide Plan Check and Permits for Building and Planning projects	Exemplary Services	State	Ongoing
Provide Plan Review/Entitlement for development projects	Exemplary Services	State	Ongoing
Increase availability of online services for Building and Planning	Exemplary Services	No	Multi Year
Assure all built projects satisfy health and safety regulations and the California Building Code	Exemplary Services	State	Ongoing
Assure all City and private projects are consistent with the California Environmental Quality Act	Environmental Sustainability	State	Ongoing
Coordinate and perform Code Enforcement Activities	Public Health & Safety	City	Ongoing
Develop policy to regulate rental properties (short-term, vacation and long-term)	Public Health & Safety	No	Onetime FY14-15
Staff Planning Commission and Design Review Boards	Sense of Place & Identity	City	Ongoing
Conduct (& implement) Advanced Planning (General Plan, Housing Element and Special Plans such as Climate Action, Specific Plans, and Master Plans)	Sense of Place & Identity	State	Ongoing
Update Housing Element	Sense of Place & Identity	State	Onetime FY14-15
Develop funding to update General Plan	Sense of Place & Identity	State	
Foster citywide sustainability through development and implementation of policies, projects, programs and community involvement activities	Environmental Sustainability	City	Ongoing
Investigate feasibility of a Community Choice Aggregation	Environmental Sustainability	City	Onetime FY14-15
Develop outdoor lighting ordinance to establish dark sky requirements	Environmental Sustainability	No	Onetime FY14-15
Develop mechanisms to streamline solar and other energy and water efficiency related permit processes	Environmental Sustainability	City	Multi Year

Staff the Environmental Quality Committee	Environmental Sustainability	No	Ongoing
Staff the Economic Development Committee	Financial Sustainability	No	Ongoing
Complete the San Pablo Avenue Specific Plan and Complete Streets Planning effort (incl. GP Amendment, Zoning Ordinance, EIR etc.)	Sense of Place & Identity	City	Multi Year
Catalyze TOD development and improvements at del Norte and EC Plaza	Sense of Place & Identity	No	Ongoing
Work with regional trip reduction programs to develop trip reduction and parking demand management programs	Environmental Sustainability	City	Ongoing
Lead development of the Urban Greening Plan	Sense of Place & Identity	No	Multi Year
Seek and develop outside funding to achieve City goals	Financial Sustainability	No	Ongoing
Coordinate with Public Works to update the City's Bicycle and Pedestrian/Circulation Plan(Active Transportation Plan)	Environmental Sustainability	City	Multi Year
Complete Economic Development Action Plan	Financial Sustainability	City	Onetime FY14-15
Complete entitlement and DDA for TOD at Mayfair	Sense of Place & Identity	No	Multi Year
Administer DDLA for Eden Senior Housing on San Pablo	Sense of Place & Identity	No	Multi Year
Manage the City's Affordable Housing program	Sense of Place & Identity	State	Ongoing
Review and make recommendation pertaining to the City's Historic Preservation policy	Sense of Place & Identity	No	Onetime FY14-15
Complete Acquisition of Hillside Natural Area property	Sense of Place & Identity	City	Onetime FY14-15
Complete Ohlone Greenway Natural Area project	Public Facilities	No	Onetime FY14-15
Initiate development of Del Norte Precise Plan	Sense of Place & Identity	No	Multi Year
Develop first CAP implementation report and updated GHG emissions inventory	Environmental Sustainability	City	Onetime FY14-15
Serve on the Oversight Board of the El Cerrito Redevelopment Successor Agency	Financial Sustainability	No	Ongoing
Participate in regional and statewide committees	Exemplary Services		Ongoing
Administer grants and consultant contracts	Financial Sustainability		Ongoing

COMMUNITY DEVELOPMENT DEPARTMENT

BUDGET SUMMARY

Community Development Department Expenditures					
All Funds	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Amended	FY 2014-15 Proposed	FY 2015-16 Proposed
Personnel Services	\$1,567,991	\$1,364,845	\$1,549,771	\$1,505,770	\$1,566,896
Purchased Professional & Technical Services	75,967	334,876	1,072,625	323,500	259,500
Purchased Property Services	32,400	10,094	19,980	14,700	19,300
Other Purchased Services	36,665	49,163	113,718	94,328	75,320
Supplies	15,312	21,005	25,800	20,300	19,800
Property & Capital	6,845	893,482	5,700	5,700	5,700
Financing Costs	2,418,523				
Other Financing Uses	4,956,360		3,391,152	35,000	
Total Expenditures	\$9,110,064	\$2,673,464	\$6,178,746	\$1,999,298	\$1,946,516
<hr/>					
General Fund (101)	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Amended	FY 2014-15 Proposed	FY 2015-16 Proposed
Personnel Services	\$1,304,645	\$1,275,243	\$1,101,988	\$1,418,562	\$1,475,244
Purchased Professional & Technical Services	57,478	256,550	322,500	213,500	219,500
Purchased Property Services	13,548	2,039	9,500	5,000	9,500
Other Purchased Services	35,313	47,392	37,000	64,500	71,000
Supplies	14,502	19,855	15,000	19,000	18,500
Property & Capital	6,845	3,482	5,700	5,700	5,700
Other Financing Uses	3,950,000				
Total Expenditures	\$5,382,331	\$1,604,559	\$1,491,688	\$1,726,262	\$1,799,444
<hr/>					
Federal, State & Local Grants (221)	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Amended	FY 2014-15 Proposed	FY 2015-16 Proposed
Personnel Services			\$357,945		
Purchased Professional & Technical Services			292,125	100,000	
Other Purchased Services			73,498	26,498	
Supplies			9,500		
Other Financing Uses				35,000	
Total Expenditures	\$0	\$0	\$733,068	\$161,498	\$0
<hr/>					
City LMI Housing Fund (232)	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Amended	FY 2014-15 Proposed	FY 2015-16 Proposed
Personnel Services	\$43,294	\$89,602	\$89,838	\$87,208	\$91,652
Purchased Professional & Technical Services	3,458	4,763	36,000	10,000	40,000
Purchased Property Services	3,782	8,056	10,480	9,700	9,800
Other Purchased Services	840	1,771	3,220	3,330	4,320
Supplies	497	1,151	1,300	1,300	1,300
Property & Capital		890,000			
Other Financing Uses	(5,463,441)		531,152		
Total Expenditures	(\$5,411,570)	\$995,342	\$671,990	\$111,538	\$147,072
<hr/>					
City Housing Trust Fund (231)	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Amended	FY 2014-15 Proposed	FY 2015-16 Proposed
Other Financing Uses			\$2,860,000		
Total Expenditures	\$0	\$0	\$2,860,000	\$0	\$0
<hr/>					
Capital Improvement Fund (301)	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Amended	FY 2014-15 Proposed	FY 2015-16 Proposed
Purchased Professional & Technical Services	\$4,305	\$73,563	\$422,000		
Total Expenditures	\$4,305	\$73,563	\$422,000	\$0	\$0

Redevelopment Agency (801)	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Amended	FY 2014-15 Proposed	FY 2015-16 Proposed
Personnel Services	\$176,309				
Purchased Professional & Technical Services	7,818				
Purchased Property Services					
Other Purchased Services					
Supplies					
Financing Costs	507,493				
Other Financing Uses	2,070,500				
Total Expenditures	\$2,762,120	\$0	\$0	\$0	\$0

Redevelopment LMI Housing Fund (802)	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Amended	FY 2014-15 Proposed	FY 2015-16 Proposed
Personnel Services	\$43,744				
Purchased Professional & Technical Services	2,908				
Purchased Property Services	15,070				
Other Purchased Services	512				
Supplies	314				
Financing Costs					
Other Financing Uses	4,369,595				
Total Expenditures	\$4,432,142	\$0	\$0	\$0	\$0

Redevelopment 1997/1998 TAB Debt Service Fund (804)	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Amended	FY 2014-15 Proposed	FY 2015-16 Proposed
Purchased Professional & Technical Services					
Financing Costs	\$773,485				
Other Financing Uses	29,705				
Total Expenditures	\$803,190	\$0	\$0	\$0	\$0

Redevelopment 2004 TAB Debt Service Fund (814)	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Amended	FY 2014-15 Proposed	FY 2015-16 Proposed
Financing Costs	\$1,137,545				
Other Financing Uses	\$1				
Total Expenditures	\$1,137,546	\$0	\$0	\$0	\$0

Community Development Department Revenues All Funds	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Amended	FY 2014-15 Proposed	FY 2015-16 Proposed
Property & Other Taxes	\$2,711,196	\$205	\$4,900	\$1,000	\$1,000
Licenses & Permits	518,276	516,703	606,000	531,000	593,000
Use of Money & Property	83,511	149			
Intergovernmental Revenues	166	31,093	3,079,498	141,998	35,000
Charges for Services	500,860	866,740	951,984	755,550	803,250
Other Revenue	40	3,019	41,000	137,284	306,000
Other Financing Sources	4,383,108		598,957	35,000	
Total Revenues	\$8,197,157	\$1,417,909	\$5,282,339	\$1,601,832	\$1,738,250

General Fund (101)	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Amended	FY 2014-15 Proposed	FY 2015-16 Proposed
Property & Other Taxes	\$414	\$205	\$4,900	\$1,000	\$1,000
Licenses & Permits	518,276	516,703	606,000	531,000	593,000
Intergovernmental Revenues	166	31,093	28,000	15,500	35,000
Charges for Services	500,860	866,740	951,984	755,550	803,250
Other Revenue	40	2,019	41,000	62,000	56,000
Other Financing Sources				35,000	
Total Revenues	\$1,019,755	\$1,416,760	\$1,631,884	\$1,400,050	\$1,488,250

Federal, State & Local Grants (221)	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Amended	FY 2014-15 Proposed	FY 2015-16 Proposed
Intergovernmental Revenues			\$191,498	\$126,498	
Other Financing Sources			598,957		
Total Revenues	\$0	\$0	\$790,455	\$126,498	\$0
<hr/>					
City LMI Housing Fund (232)	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Amended	FY 2014-15 Proposed	FY 2015-16 Proposed
Property & Other Taxes					
Use of Money & Property	\$306	\$149			
Other Revenue	0	1,000		\$75,284	\$250,000
Total Revenues	\$306	\$1,149	\$0	\$75,284	\$250,000
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City HousingTrust Fund (231)	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Amended	FY 2014-15 Proposed	FY 2015-16 Proposed
Intergovernmental Revenues			\$2,860,000		
Total Revenues	\$0	\$0	\$2,860,000	\$0	\$0
<hr/>					
Redevelopment Agency (801)	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Amended	FY 2014-15 Proposed	FY 2015-16 Proposed
Property & Other Taxes	\$2,168,626				
Use of Money & Property	83,202				
Other Financing Sources	1,820,000				
Total Revenues	\$4,071,828	\$0	\$0	\$0	\$0
<hr/>					
Redevelopment LMI Housing Fund (802)	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Amended	FY 2014-15 Proposed	FY 2015-16 Proposed
Property & Other Taxes	\$542,157				
Other Financing Sources	2,130,000				
Total Revenues	\$2,672,157	\$0	\$0	\$0	\$0
<hr/>					
Redevelopment 1997/1998 TAB Debt Service Fund (804)	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Amended	FY 2014-15 Proposed	FY 2015-16 Proposed
Use of Money & Property	\$2				
Other Financing Sources	107,417				
Total Revenues	\$107,419	\$0	\$0	\$0	\$0
<hr/>					
Redevelopment 2004 TAB Debt Service Fund (814)	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Amended	FY 2014-15 Proposed	FY 2015-16 Proposed
Use of Money & Property	\$2				
Other Financing Sources	325,691				
Total Revenues	\$325,692	\$0	\$0	\$0	\$0

PLANNING AND BUILDING DIVISION

The Planning and Building Division's mission is to promote safety and livability through efficient and collaborative application of building and development codes.

The Planning section guides all interested stakeholders through the phases of the development review process. From home additions and remodels to new multi-family, mixed-use structures, planning staff guides project applicants through the planning entitlement process. The framework for these processes are found in the policy documents and the municipal code sections that implement community goals and protect and enhance community resources while considering new development. They also lead the city efforts in the compliance of California Environmental Quality Act.

The Building section provides plan review and inspection services as well as educational outreach to businesses and property owners wishing to improve their property. From kitchen remodels to new multistory construction, staff oversees the construction of our built environment. They meet with community members at the counter and in the field to assure their improvements comply with existing fire and building code. They identify work being done without permit and resolve unsafe construction. They are the stewards of life safety, earthquake safety, accessibility, energy efficiency, and code enforcement throughout the city.

Responsibilities of the Planning and Building Division include:

- Provide a clear process for the review of new development projects
- Implement and enforce all local and state regulations pertaining to development for new construction, additions to and changes of use for existing buildings
- Coordinate Citywide staff review (Engineering, Police, Fire, Environmental Services) of all development proposals as early as possible to give integrated information to project proponents
- Serve as staff to the Planning Commission and Design Review Board
- Review Planning and Building policies, procedures, fees, and codes; recommend and update same to provide highest standards and compliance with State and Regional laws and City Council policies, goals and objectives
- Lead and coordinate the development and implementation of the City's General Plan and Housing Element and other comprehensive planning efforts
- Manage citywide Residential Rental Housing Inspection program
- Serve as Zoning and CEQA Administrator for the City and ensure all departments are compliant with local and state laws
- Perform and coordinate Code Enforcement activities

FY 2013-14 ACCOMPLISHMENTS

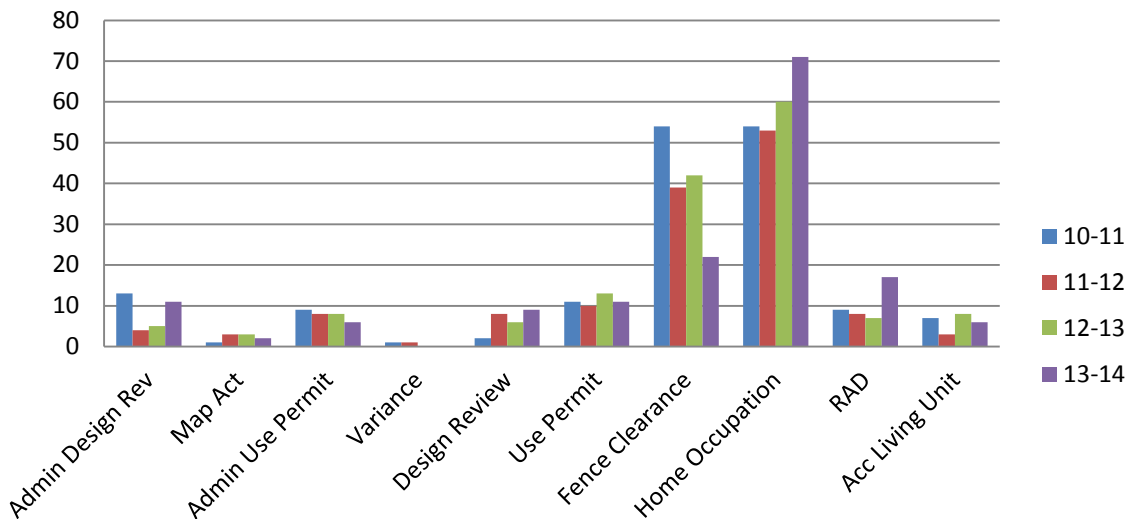
Processed entitlements, including Environmental Impact Report, for the Eden Senior Housing project
Performed Plan Check, issued Building permits and provided construction inspection for the Ohlone Gardens affordable housing project
Provided major projects coordination for processing of Creekside Walk 120-unit residential project building permit submittal, including coordination and implementation of the complex conditions of approval. Permit conditions include contributions to affordable housing and public safety, creek daylighting, offsite circulation improvements.
Completed and released for review the San Pablo Avenue Specific Plan, Complete Streets Plan and Programmatic Environmental Impact Report in coordination with Public Works
Coordinated adoption and customized new Building Code
Developed written standard conditions to minimize offsite impacts during construction of new complex projects
Coordinated the on-going rental inspection program, which inspected 500 rental units this year to assure safe and sanitary conditions of rental housing units
Initiated 2014-2022 update to the Housing Element of the General Plan

Service Indicators

Chart 4-2 and Table 4-3 depict the workload statistics of the Planning and Building Division for the last four fiscal years. The number of applications that require more complex review, including Planning Commission or Design Review Board review, have increased this year. Items including administrative design review, Residential Accessory Design Review (RAD), appeals of Planning Commission or Design Review decisions, and over-the-counter permits such as Home Occupations and Fence Clearances are also showing increases in activity.

The overall number of building permits has continued to rise every year. This fiscal year includes many permits for small projects. Also included in this fiscal year's revenue projections are the 57-unit Ohlone Gardens affordable housing project and five new single family dwellings.

**Chart 4-2
Planning Permits by Fiscal Year**

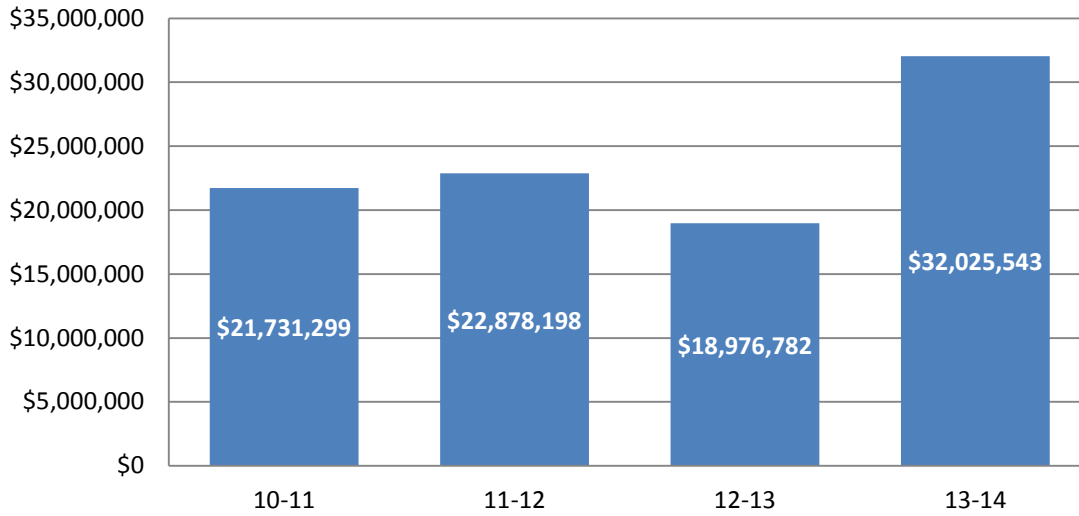


**Table 4-3
Permit Issuances and Construction Value**

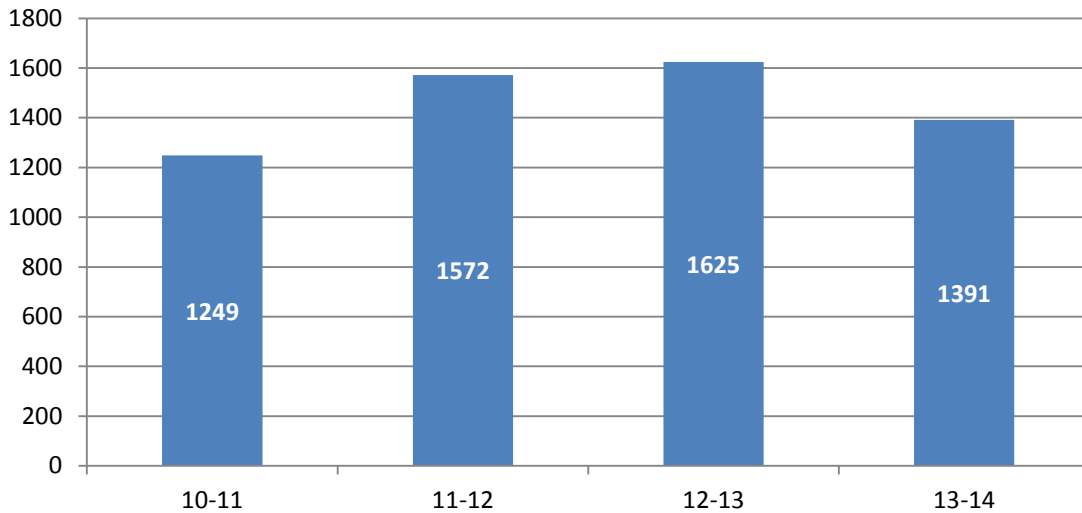
Fiscal Year	Total Permits Issued	Total Const. Valuation
2010-2011	1,249	\$21,731,299
2011-2012	1,572	\$22,878,198
2012-2013	1,625	\$18,976,782
2013-2014*	1,391	\$32,025,543*

** Total as of May 2014*

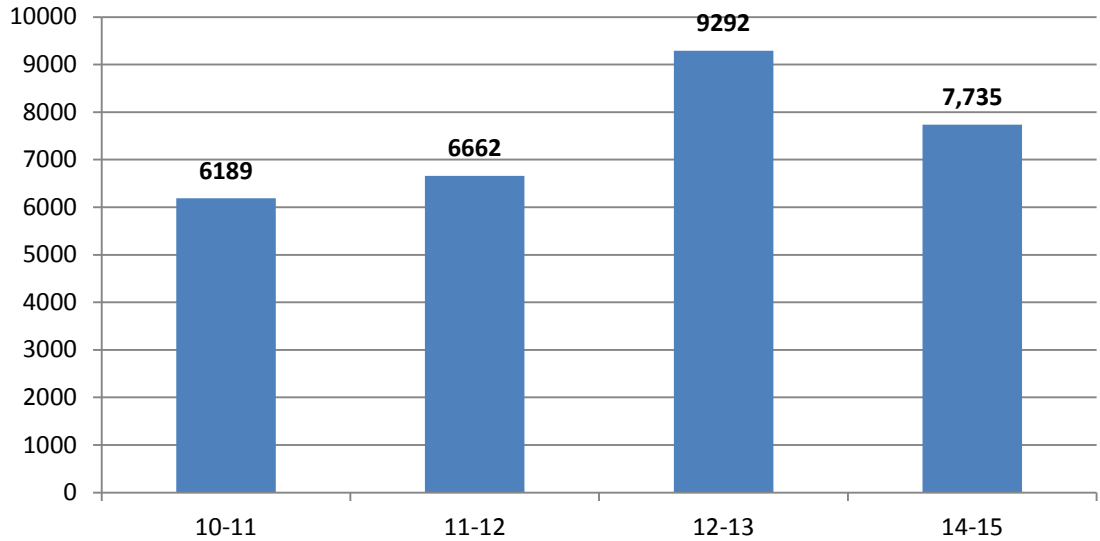
**Chart 4-4
Building Permit Total Construction Valuation**



**Chart 4-5
Building Permits Issued by Fiscal Year**



**Chart 4-6
Annual Inspections**



**Table 4-4
Inspection Activity**

Fiscal Year	Average Monthly Inspections	Annual Inspections
2010-2011	515	6,189
2011-2012	555	6,662
2012-2013	744	9,292
2013-2014*	644	7,735

*Total as of May 2014

COMMUNITY SUSTAINABILITY DIVISION

The Community Sustainability Division plays a leadership role in promoting the long-term economic and environmental well-being of the City, developing and implementing programs and projects that deepen the City’s identity as an environmentally-focused and economically-vibrant and inclusive community. The Division accomplishes its mission through developing, supporting and managing a broad array of activities related to economic development, housing, advanced planning, and environmental sustainability including:

- Develops and implements programs and policies that seek to foster a strong, diverse, equitable and sustainable economic base that provides employment and business opportunities, supports businesses and increases tax revenues
- Strengthens relationships with public and private partners, residents, businesses, schools, and community groups
- Develops and implements policies and programs to conserve and improve El Cerrito’s existing housing supply and encourage the development of a range of housing types to meet the needs of our diverse population
- Develops, implements and monitors the City’s sustainability initiatives and policies, including the Climate Action Plan
- Provides public engagement, educational opportunities and innovative programs to involve the public in creating a connected, sustainable and economically vibrant community

- Seeks funding and partnerships to develop and build place-making and community improvements
- Provides lead staff, project management and community involvement for special projects and planning efforts
- Provides staff to the Environmental Quality Committee and Economic Development Committee
- Coordinates interdepartmentally on community development and sustainability projects
- Actively participates in regional and state working groups to promote and support legislation and funding opportunities to realize Council goals

FY 2013-14 ACCOMPLISHMENTS

Developed an Exclusive Negotiating Rights Agreement (ENRA), first Amendment to the ENRA and a Term Sheet for the purchase and development of Transit-Oriented Development on the MSC-owned Mayfair Block and initiated project planning

Managed and completed construction of five municipal solar projects, installed the City's first public Electric Vehicle Charging Station at City Hall, and managed the Ohlone Greenway Natural Area and Rain Garden Project

Provided major project coordination and negotiated final terms of City's housing loan to the Ohlone Gardens, a new affordable mixed-use development which broke ground in April and successfully entitled and executed a Disposition Development and Loan Agreement for Eden Senior Housing Project at 10848-10860 San Pablo Avenue

Initiated development of the grant-funded Citywide Urban Greening Plan, including administration of the \$239,498 Proposition 84 Planning Grant and oversaw the development of the Active Transportation plan in coordination with Public Works

Secured outside grant funds to further City place making and mode shift efforts, including \$100,000 in Safe Routes to Transit funding to further design the San Pablo Avenue Complete Streets Project and \$3.4 million in One Bay Area Grant (OBAG) funding to design and construct the Ohlone Greenway Station Access, Safety and Placemaking Improvement projects in coordination with Public Works

Oversaw execution of a Purchase and Sale Agreement with the Trust for Public Land to purchase 8.08 acres of Hillside Natural Area property and secured \$251,525 in Land Water Conservation Funding for the acquisition

Submitted grant applications to further advanced planning and economic development efforts. Awarded \$302,500 to complete a Del Norte Area Precise Plan from the Metropolitan Transportation Commission

Oversaw the reorganization of the Economic Development Board into the Economic Development Committee and the update of the 2007 Economic Development Action Plan

In partnership with regional partners (ABAG, PG&E, and EBMUD), hosted a Green Home Workshop Series to educate residents on best practices in home energy efficiency, water conservation and re-use, and solar energy systems

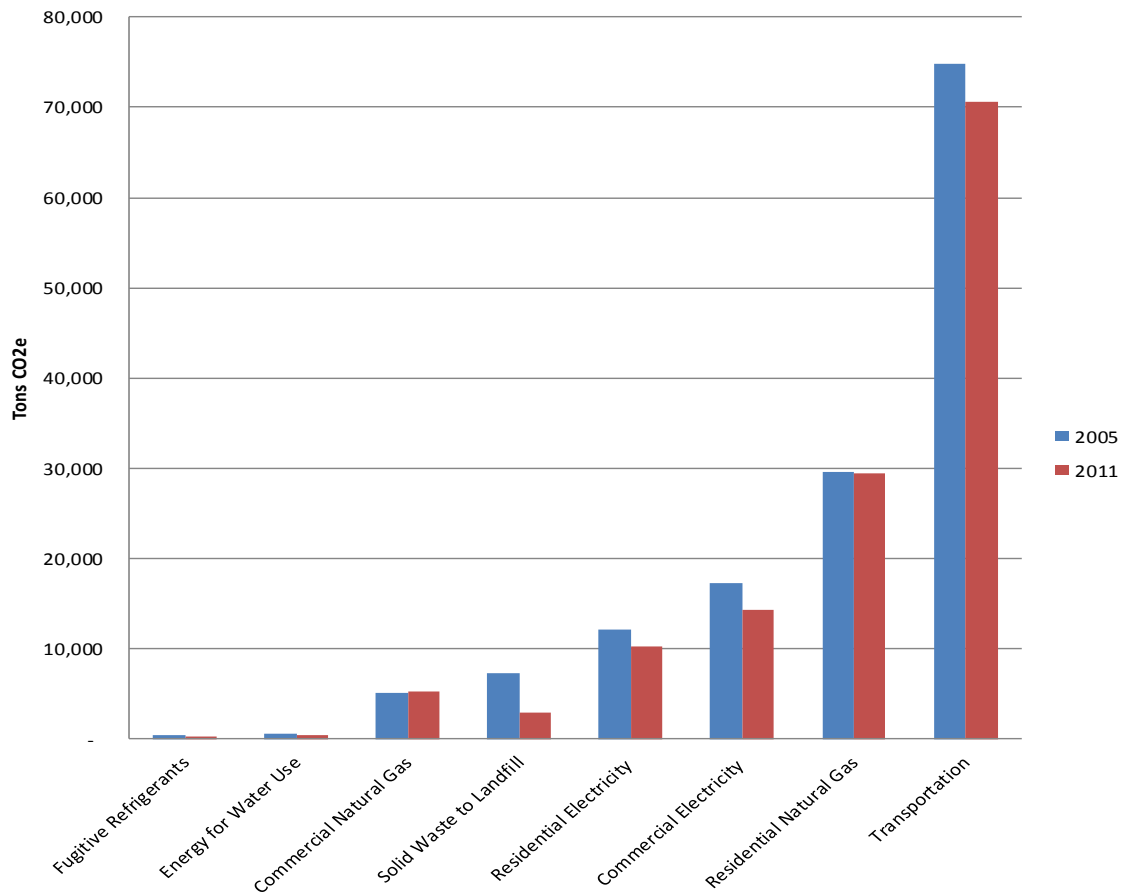
Service Indicators

In its work to promote the long-term economic and environmental well-being of El Cerrito, the Community Sustainability Division tracks various indicators related to economic development, community engagement, and environmental sustainability.

Environmental Sustainability

The Community Sustainability Division is the lead in implementing the El Cerrito Climate Action Plan (CAP), adopted May 2013. This year the Division began work on monitoring progress towards achieving the City's CAP goal of reducing greenhouse gas (GHG) emissions by 15% below 2005 levels by 2020. GHG emissions, as measured using pounds of equivalent carbon dioxide (CO₂e), are a good indicator of environmental impact, as CO₂e measures resource use and efficiency across key economic sectors. **Chart 4-7** compares total annual GHG emissions by source of emissions for the years 2005 and 2011, indicating that El Cerrito's community emissions are down 9% from 2005, well on target to meet the 2020 goal of 15% reductions. All sources of emissions, except natural gas use in both the commercial and residential sectors, declined significantly. The largest reductions in GHGs came from less waste going to the landfill, lower vehicle miles traveled coupled with the increased efficiency of the cars in California, and commercial electrical use. The recession may have played a role in these declines; further monitoring of emissions in rebound years will help determine the extent of the recession's effect on GHG emissions.

Chart 4-7
Community Greenhouse Gas Reductions 2005-2011



Community Engagement

Educational workshops, community input opportunities, and public information are key to the City meeting its economic and environmental stewardship goals, as well as to helping El Cerrito strengthen its relationships with public and private partners, residents, businesses, schools, and community groups. The Department liaisons with four City boards, commissions, and/or committees. It also organizes numerous workshops to gather community input and to provide community members with special educational opportunities. The chart below shows a summary of community engagement activities (not including Design Review Board, Economic Development Committee, Planning Commission or Environmental Quality meetings) in FY 2013-14. The Division tracks number of activities and participation each year to gauge staff resources and to track Division efforts to increase participation and community involvement over time.

**Table 4-5
Community Engagement Statistics**

Community Input	Meetings	# of Meetings	Participants
	Urban Greening Plan Task Force	2	9
	Urban Greening Survey		822
	4-Plan Community Workshops	2	91
	Eden Senior Housing Community Workshop	1	20
	Active Transportation Plan Bicycle Tour	1	10
	Active Transportation Plan Walking Tour	1	13
Educational Workshops	Workshops/Events	# of Events	Participants
	Entrepreneur Training Series	1	8
	ADA Compliance Workshop	1	14
	EQC Eco-Film Series	2	212
	Green Home Workshop Series	2	140
Totals	Meetings/Events		Participants

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SECTION 5:

FINANCE DEPARTMENT

The mission of the Finance Department is to support the financial and fiscal sustainability of the City, its agencies and corporations; and to ensure their activities are performed, recorded and presented in compliance with professional and ethical standards.

DEPARTMENT OVERVIEW

The Finance Department administers the financial affairs of the City, with particular focus on the following functions and activities:

Budget and Treasury

- Compiles data and statistics, and develops financial analysis and revenue forecasts
- Leads the City's budgeting and financial planning activities
- Manages cash flow, investments and the issuance and maintenance of outstanding debt
- Ensures that the City's various assessments and taxes are appropriately placed on the County's property tax bill
- Manages the annual update of the City's Master Fee Schedule
- Records and accounts for all receipts and disbursements of cash in all City bank accounts
- Administers fiscal controls and policies
- Compiles and produces external documents, e.g. the Annual Budget, the Annual Capital Improvement Budget, and the Annual Financial Report

Accounting

- Manages general accounting, payroll preparation and reporting, accounts payable and receivable functions, financial analysis, special grants and funds accounting
- Administers and controls the City's on-line financial management information systems
- Administers internal and external financial information reporting
- Prepares periodic and annual comprehensive financial reports for the City, its agencies and corporations, and the annual State Controller Reports
- Responsible for the internal control auditing functions of the City, its agencies and corporations

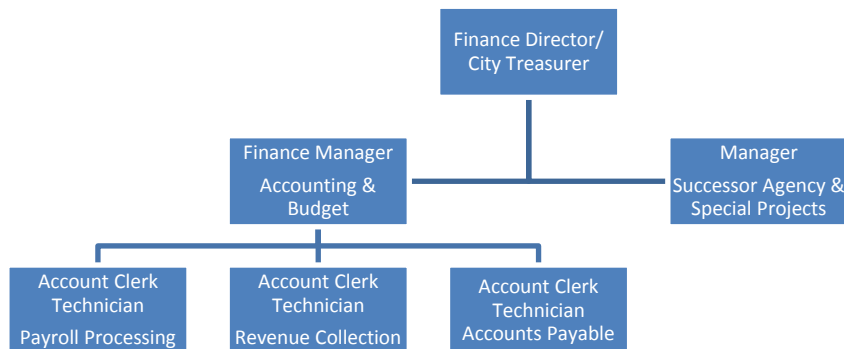
Municipal Services

- Administers the Business License Program
- Responds to requests for financial information from state and local agencies and provides general customer service support
- Manages, and assists departments that manage, the purchase, lease, or disposition and development of real property assets of the City, its agencies and corporations to maximize both ongoing and one-time revenue
- Provides staff support to the City's Financial Advisory Board (FAB)

- Administers the El Cerrito Redevelopment Agency Successor Agency, providing staff support to its governing board and its Oversight Board, managing its Recognized Obligation Payment Schedule process, and implementing its Long-Range Property Management Plan
- Serves as the fiduciary agent for the El Cerrito Municipal Services Corporation, including revenue collection; disbursements for its projects, programs, and grant making; property management; and performance of its obligations under the Cooperation Agreement with the former Redevelopment Agency and performance deeds of trust on properties acquired from the former Redevelopment Agency
- Manages special projects such as tax elections, SB90 reimbursements, legislative review, sales tax audits, and internal control/agreed upon procedures audits, and cost allocation and fee studies

Organizational Structure

The Finance Department’s organizational structure is shown on **Chart 5-1**:



Position Listing

Table 5-1 shows the position listing for the Department.

Table 5-1
Finance Department Position Listing

FINANCE DEPARTMENT	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
Account Clerk Technician	3	3	3	3	3
Finance Director/City Treasurer (formerly Administrative Services Director)	1	1	1	1	1
Finance Manager	1	1	1	1	1
Manager Successor Agency/Special Projects	1	1	1	1	1
FINANCE DEPARTMENT TOTAL	6	6	6	6	6

FY 2013-14 ACCOMPLISHMENTS

Implemented long term financial forecasts for special revenue funds
Implemented reporting module in financial system
Increased department access to budget information in financial system
Implementation payroll time entry in the Police Department
More efficient process for handling recurring monthly payments for Retiree Medical benefits
More efficient business license renewal process by using mail service to send out renewal notices and offering online payments

Table 5-2 shows the services performed by the Finance Department as aligned to the Strategic Plan.

Table 5-2
Finance Strategic Plan Alignment

Program or Service	Strategic Plan Goal	Activity Required By:	Duration
Implement quarterly financial monitoring, reporting, analysis, and projections, in coordination with departments, to ensure adequate resources and reserves	Financial Sustainability	City	Ongoing
Review purchasing policies, systems and procedures to identify opportunities for improvements and efficiencies	Exemplary Services	City	Ongoing
Regularly train City staff on financial, purchasing and contracting procedures and processes	Exemplary Services	City	Ongoing
Improve internal controls through cross-training of staff, monitoring of processes and resources, following appropriate accounting procedures, and implementing process improvements where needed	Financial Sustainability	City	Ongoing
Improve customer services levels through staff training, process changes, and collaboration with other departments	Exemplary Services	City	Ongoing
Implement online payment solutions	Exemplary Services	No	Ongoing
Manage cash flow to ensure adequate current resources	Financial Sustainability	City	Ongoing
Continue the administration of the El Cerrito Redevelopment Agency Successor Agency, and staffing of its Oversight Board, to ensure the prompt payment of its Enforceable Obligations	Financial Sustainability	State	Ongoing

FINANCE DEPARTMENT BUDGET SUMMARY

Finance Department Expenditures

All Funds	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Amended	FY 2014-15 Proposed	FY 2015-16 Proposed
Personnel Services	\$632,896	\$598,052	\$710,332	\$600,189	\$624,484
Purchased Professional & Technical Services	232,944	263,755	238,200	168,500	212,500
Other Purchased Services	14,717	10,474	20,900	15,800	20,900
Supplies	9,980	9,024	10,000	10,000	10,000
Property & Capital	18,993	1,319	1,000	1,000	1,000
Financing Costs	3,423,534	4,855,132	2,486,449	1,977,897	1,980,225
Other Financing Uses	3,103,323	3,237,351	4,097,735	1,861,588	1,861,401
Total Expenditures	\$7,436,388	\$8,975,108	\$7,564,616	\$4,634,974	\$4,710,510

General Fund (101)	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Amended	FY 2014-15 Proposed	FY 2015-16 Proposed
Personnel Services	\$632,621	\$598,022	\$710,332	\$600,189	\$624,484
Purchased Professional & Technical Services	195,446	194,407	211,000	141,000	185,000
Other Purchased Services	14,717	10,474	20,900	15,800	20,900
Supplies	9,980	9,024	10,000	10,000	10,000
Property & Capital	17,006	1,319	1,000	1,000	1,000
Financing Costs	53,835	116,423	166,473	168,921	171,436
Other Financing Uses	739,137	707,784	1,307,765	707,744	708,222
Total Expenditures	\$1,662,743	\$1,637,452	\$2,427,470	\$1,644,654	\$1,721,042

Gas Tax Fund (201)	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Amended	FY 2014-15 Proposed	FY 2015-16 Proposed
Property & Capital	\$1,987				
Other Financing Uses	\$395,000	\$537,000	\$545,000		
Total Expenditures	\$396,987	\$537,000	\$545,000	\$0	\$0

Measure J-Return to Sourc Fund (204)	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Amended	FY 2014-15 Proposed	FY 2015-16 Proposed
Other Financing Uses	\$249,000	\$305,000	\$309,000	\$0	\$0
Total Expenditures	\$249,000	\$305,000	\$309,000	\$0	\$0

Storm Drain Fund (205)	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Amended	FY 2014-15 Proposed	FY 2015-16 Proposed
Other Financing Uses	\$617,550	\$406,000	\$786,000	\$0	\$0
Total Expenditures	\$617,550	\$406,000	\$786,000	\$0	\$0

Measure A Parcel Tax Fund (206)	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Amended	FY 2014-15 Proposed	FY 2015-16 Proposed
Purchased Professional & Technical Services	\$14,088	\$11,390	\$15,000	\$15,000	\$15,000
Other Financing Uses	365,053	359,513	409,970	420,436	418,951
Total Expenditures	\$379,141	\$370,903	\$424,970	\$435,436	\$433,951

Street Improvement Fund (211)	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Amended	FY 2014-15 Proposed	FY 2015-16 Proposed
Purchased Professional & Technical Services				\$3,000	\$3,000
Other Financing Uses	\$737,583	\$736,722	\$740,000	\$733,408	\$734,228
Total Expenditures	\$737,583	\$736,722	\$740,000	\$736,408	\$737,228

Federal, State & Local Grants Fund (221)	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Amended	FY 2014-15 Proposed	FY 2015-16 Proposed

Personnel Services	\$275	\$31			
Total Expenditures	\$275	\$31	\$0	\$0	\$0

Storm Drain Debt Service Fund (401)	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Amended	FY 2014-15 Proposed	FY 2015-16 Proposed
Purchased Professional & Technical Services	\$16,780	\$2,280	\$2,700		
Financing Costs	1,528,638	518,406	518,830		
Total Expenditures	\$1,545,418	\$520,686	\$521,530	\$0	\$0

Pension Fund (701)	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Amended	FY 2014-15 Proposed	FY 2015-16 Proposed
Purchased Professional & Technical Services	\$823	\$1,455	\$1,500	\$1,500	\$1,500
Financing Costs	140,947	110,802	111,000	112,476	112,476
Total Expenditures	\$141,769	\$112,257	\$112,500	\$113,976	\$113,976

Finance Authority Debt Service Fund (834)	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Amended	FY 2014-15 Proposed	FY 2015-16 Proposed
Purchased Professional & Technical Services	\$2,148	\$52,063	\$6,000	\$6,000	\$6,000
Financing Costs	365,055	2,771,417	359,058	363,324	361,839
Other Financing Uses		185,333			
Total Expenditures	\$367,203	\$3,008,812	\$365,058	\$369,324	\$367,839

City Hall Debt Service Fund (835)	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Amended	FY 2014-15 Proposed	FY 2015-16 Proposed
Purchased Professional & Technical Services	\$2,580	\$1,080	\$1,000	\$1,000	\$1,000
Financing Costs	597,408	599,008	595,308	596,768	597,246
Total Expenditures	\$599,988	\$600,088	\$596,308	\$597,768	\$598,246

Street Improvement Bond Debt Service Fund (836)	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Amended	FY 2014-15 Proposed	FY 2015-16 Proposed
Purchased Professional & Technical Services	\$1,080	\$1,080	\$1,000	\$1,000	\$1,000
Financing Costs	737,653	739,078	735,780	736,408	737,228
Total Expenditures	\$738,733	\$740,158	\$736,780	\$737,408	\$738,228

Finance Department Revenues General Fund (101)	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Amended	FY 2014-15 Proposed	FY 2015-16 Proposed
Charges for Services	\$69,552	\$70,047	\$75,000	\$75,000	\$79,000
Other Revenue			25,000	25,000	25,000
Total Revenues	\$69,552	\$70,047	\$100,000	\$100,000	\$104,000