SECTION 2: 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.

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 will be shown in their sections.

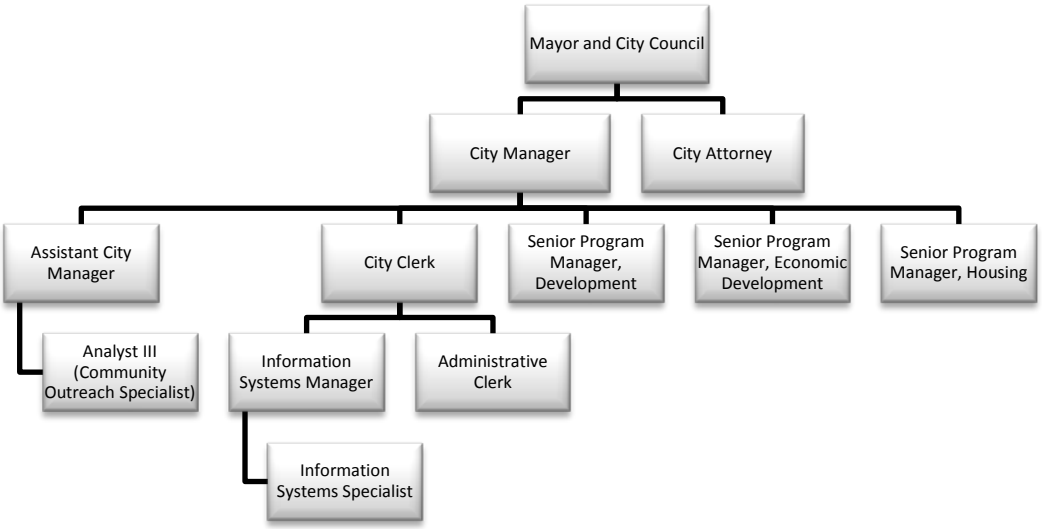
- City Council
- City Manager's Office
- City Attorney
- City Clerk
- Information Systems Division
- Economic Development and Housing Division

With the dissolution of the El Cerrito Redevelopment Agency by the State of California during the past year, the City elected to serve in the fiduciary role of the Successor Agency to the El Cerrito Redevelopment Agency. The Successor Agency is not a component unit of the City and no budget is being proposed. Section 9 includes a discussion of the financial transactions the City will administer on behalf of the Successor Agency.

The dissolution of the Redevelopment Agency directly impacted City personnel, resources and functions and as a result necessitated changes to the organizational structure of the City. The former Economic Development Department, largely funded by the former Redevelopment Agency, has been changed to a Division within City Management. The vacant position of Economic Development Director has been eliminated, and the Division staff report directly to the City Manager. By retaining the functions of Economic Development and Housing within City Management, the City can ensure that the City Council's goal of Economic Development is still being prioritized appropriately despite the loss of resources for the support of many of the former Department's functions.

An organization chart reflecting City Management operating units and their relationships is provided in **Chart 2-1.**

Chart 2-1
City Management Organizational Structure



The position listing in **Table 2-1** shows the positions included within City Management.

Table 2-1
City Management Position Listing

	FY 09-10	FY 10-11	FY 11-12	FY 12-13
City Manager	1.00	1.00	1.00	1.00
Assistant City Manager	1.00	1.00	1.00	1.00
Analyst III (Community Outreach Specialist)	1.00	1.00	1.00	1.00
Management Assistant	1.00	0.00	0.00	0.00
City Clerk	1.00	1.00	1.00	1.00
Administrative Clerk	0.00	1.00	1.00	1.00
Information Systems Manager	1.00	1.00	1.00	1.00
Information Systems Specialist	1.00	1.00	1.00	1.00
Economic Development Director	1.00	1.00	1.00	1.00
Senior Project/Program Manager	3.00	3.00	3.00	3.00
Analyst II/Project Manager	1.00	0.00	0.00	0.00
Total	**12.00**	**11.00**	**11.00**	**11.00**

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 (5) 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 and Public Financing Authority

In early 2011, the City Council convened two work sessions to discuss and develop a Mission Statement for the City of El Cerrito and identify goals for fiscal year 2011-12. On May 2, 2011, the Council adopted the following as the Mission Statement for the City:

> *The City of El Cerrito serves, leads and supports our diverse community by providing exemplary and innovative services, public places and infrastructure, ensuring public safety and creating an economically and environmentally sustainable future.*

Additionally, the following goals were identified as priorities for fiscal year 2011-12:

- Fiscal Responsibility
- Responsive Government
- Community Engagement and Partnership
- Public Safety
- Economic Development
- Environmental Stewardship
- Support of Multi-Modal Transportation

The Mission Statement and Goals provide the overall policy framework for the budget document.

CITY COUNCIL BUDGET SUMMARY

	FY 2009-10 Actual	FY 2010-11 Actual	FY 2011-12 Amended	FY 2012-13 Adopted
Revenue				
Account: 46520 - Program Fees				
101-1010 - General Fund	$5,640			
Revenue Totals	**$5,640**			
Expenditures				
Account: 51110 - Regular Salaries & Wages				
101-1010 - General Fund	$26,460	$26,681	$26,460	$26,460
Account: 51150 - Special Pay				
101-1010 - General Fund		250		
834-1010 - Finance Authority Debt Sv	250		250	250
Account 51150 Totals:	250	250	250	250
Account: 51210 - PERS Contributions				
101-1010 - General Fund	3,574	4,299	5,327	5,549
Account: 51220 - FICA/Medicare				
101-1010 - General Fund	2,035	2,050	2,024	2,024
Account: 52110 - Collect & Admin Services				
101-1010 - General Fund	82	4,770	5,000	5,000
Account: 52190 - Miscellaneous Prof Svcs				
101-1010 - General Fund	19,172	12,786	6,120	9,000
Account: 54210 - Telephone Expenses				
101-1010 - General Fund	187	221	408	200
Account: 54220 - Mobile/Wireless Expenses				
101-1010 - General Fund	752	570	1,020	500

Account: 54610 - Travel & Training				
101-1010 - General Fund	6,713	7,381	8,000	5,000
Account: 54910 - Dues & Subscriptions				
101-1010 - General Fund	23,019	13,532	12,240	10,000
Account: 54920 - Events & Field Trips				
101-1010 - General Fund	15,357	7,752	8,500	8,500
Account: 54990 - Other Administrative Svcs				
101-1010 - General Fund	3,600	1,600		
Account: 55110 - General Office Supplies				
101-1010 - General Fund	1,115	1,476	1,020	1,100
Account: 55120 - Postage & Delivery				
101-1010 - General Fund	13	32		
Account: 55130 - Photocopying Charges				
101-1010 - General Fund	292	177	306	200
Expenditure Grand Totals:	**$102,620**	**$83,576**	**$76,675**	**$73,783**

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 Municipal Finance Authority. The City Manager is the City's chief executive, employed by and directly responsible to the City Council. The City Manager organizes and directs a team of department heads and staff to implement programs and deliver public services.

The functions of the City Manager's Office include:

- Support the City Council and implement policies and directives from the City Council
- Provide leadership and manage City staff in their development and provide services and programs to all City departments
- Continue to 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 2011-12 ACCOMPLISHMENTS
Launched the upgraded and redesigned City website at www.el-cerrito.org, offering more services and a better online presences to the public
Conducted successful National Citizen Survey of El Cerrito residents
Completed the public hearing process for the San Pablo Avenue Streetscape Public Art project, resulting in a project approved by the Arts and Culture Commission in partnership with the community and artists as part of the Art in Public Places program
Mailed out four Citywide newsletters, including a "Budget-in-Brief"; assisted with departmental outreach including special postcards and meetings
Oversaw Redevelopment dissolution, coordinated formation of the Oversight Board to the Successor Agency of the Redevelopment Agency
Conducted a request for proposals and selected a firm to initiate the Citywide Strategic Plan process
Held successful and well-attended "Street Play" events at two different locations in the City, including "Alberrito Streets" in partnership with the City of Albany

FY 2012-13 PRIMARY OBJECTIVES	CORRESPONDING CITY COUNCIL GOAL(S)
Oversee Strategic Planning and Charter Review processes	• Community Engagement & Partnership • Responsive Government
Provide leadership over fiscal responsibility and control of budget in light of continued economic challenges	• Fiscal Responsibility
Oversee additional research on development of a new Library and Public Safety building	• Responsive Government • Community Engagement & Partnership
Provide staffing support to Oversight Board of the Successor Agency to the Redevelopment Agency	• Responsive Government
Develop expanded social media programs and policies	• Responsive Government • Community Engagement & Partnership
Seek new opportunities for the City Council to engage with El Cerrito residents.	• Responsive Government

FY 2012-13 OPERATIONAL ACTIVITY GOALS	CORRESPONDING CITY COUNCIL GOAL(S)
Continue to look for cost-effective ways to maintain or enhance programs, services and service delivery options with an emphasis on increased customer service	• Responsive Government • Fiscal Responsibility
Continued review of the City's operational, financial, personnel policies and procedures as well as organizational effectiveness	• Fiscal Responsibility
Provide the Council with a budget document reflecting their policies in the most cost-effective and efficient manner	• Fiscal Responsibility • Responsive Government
Keep the City Council fully informed concerning the City's needs and to notify them of significant incidents in a timely manner	• Responsive Government • Community Engagement & Partnership • Public Safety
Follow legislative activities of federal, state, regional, and local political bodies, keeping Council apprised of potential impacts to the City	• Responsive Government
Continue to oversee the City's personnel system, including, recruitment, retention and disciplinary matters; oversee negotiations with represented groups	• Responsive Government

Continue to enhance public information and outreach efforts, continue to improve the website and explore new and creative ways to bring our message to the public	• Responsive Government
Advance the organizational team building process through continued employee recognition, and providing training opportunities	• Responsive Government
Maintain a team-oriented work environment characterized by innovation, enthusiasm, and high standards of accomplishment	• Responsive Government

CITY MANAGER BUDGET SUMMARY

	FY 2009-10 Actual	FY 2010-11 Actual	FY 2011-12 Amended	FY 2012-13 Adopted
Expenditures				
Account: 51110 - Regular Salaries & Wages				
101-1020 - General Fund	$356,892	$378,215	$380,204	$377,732
501-1020 - Integrated Waste Mgmt	45,386	47,951	49,081	48,119
Account 51110 Totals:	402,278	426,166	429,285	425,851
Account: 51120 - Part-Time Salaries & Wage				
101-1020 - General Fund	78			
Account: 51140 - Overtime Pay				
101-1020 - General Fund	51	125		
Account: 51210 - PERS Contributions				
101-1020 - General Fund	86,197	91,958	105,378	94,853
501-1020 - Integrated Waste Mgmt	10,867	11,569	13,615	11,990
Account 51210 Totals:	97,063	103,528	118,993	106,843
Account: 51220 - FICA/Medicare				
101-1020 - General Fund	21,293	22,398	24,460	24,607
501-1020 - Integrated Waste Mgmt	2,860	2,935	3,853	3,780
Account 51220 Totals:	24,153	25,333	28,313	28,387
Account: 51230 - Insurance & Benefits				
101-1020 - General Fund	59,871	65,562	71,008	74,598
501-1020 - Integrated Waste Mgmt	3,840	3,950	4,374	4,572
Account 51230 Totals:	63,711	69,511	75,382	79,170
Account: 51240 - Workers Compensation				
101-1020 - General Fund	4,108	5,416	10,561	8,877
501-1020 - Integrated Waste Mgmt	428	564	1,099	924
Account 51240 Totals:	4,536	5,980	11,660	9,801
Account: 51990 - Salary Savings				
101-1020 - General Fund	(5,091)	(204)		
501-1020 - Integrated Waste Mgmt	(650)	(26)		
Account 51990 Totals:	(5,741)	(230)		
Account: 52110 - Collect & Admin Services				
101-1020 - General Fund	16,006		25,300	
Account: 52190 - Miscellaneous Prof Svcs				
101-1020 - General Fund	86,260	61,562	60,000	50,000
Account: 52230 - Other Technical Services				
101-1020 - General Fund	47,129	44,648	30,000	30,000
Account: 52240 - Miscellaneous Services				
101-1020 - General Fund		1,200		

Account: 53250 - Vehicle & Equip Maint Svc				
101-1020 - General Fund			204	
Account: 54210 - Telephone Expenses				
101-1020 - General Fund	8,401	9,586	7,140	7,200
Account: 54220 - Mobile/Wireless Expenses				
101-1020 - General Fund	4,179	3,590	3,060	3,500
Account: 54230 - Internet Services				
101-1020 - General Fund	11,488	11,790	15,000	15,000
Account: 54410 - Printing & Binding				
101-1020 - General Fund	4,803	3,219	15,000	5,000
Account: 54610 - Travel & Training				
101-1020 - General Fund	7,433	7,892	8,160	9,000
Account: 54910 - Dues & Subscriptions				
101-1020 - General Fund	6,031	7,000	3,060	4,000
Account: 54920 - Events & Field Trips				
101-1020 - General Fund	3,640	3,031	5,100	5,100
Account: 54990 - Other Administrative Svcs				
101-1020 - General Fund	6,428	831	3,060	1,000
Account: 55110 - General Office Supplies				
101-1020 - General Fund	1,015	753	2,022	1,000
Account: 55120 - Postage & Delivery				
101-1020 - General Fund	1,326	565	510	600
Account: 55130 - Photocopying Charges				
101-1020 - General Fund	734	423	1,020	500
Account: 55140 - Recognition-EE/Volunteer				
101-1020 - General Fund	5,504	3,552	5,100	5,100
Account: 55210 - Fuel				
101-1020 - General Fund	121	52		
Account: 56410 - Office Equipment <10K				
101-1020 - General Fund	478	7,773	3,060	3,000
Expenditure Grand Totals:	**$797,104**	**$797,883**	**$850,429**	**$ 790,052**

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

The proposed FY 2012-13 budget has been reduced to assist with this fiscal year's financial constraints. Staff will be reviewing controls related to the assignment of work to the City Attorney as a method of containing costs.

CITY ATTORNEY BUDGET SUMMARY

	FY 2009-10 Actual	FY 2010-11 Actual	FY 2011-12 Amended	FY 2012-13 Adopted
Expenditures				
Account: 52120 - Legal & Financial Svcs				
101-1030 - General Fund			$210,000	
Account: 52190 - Miscellaneous Prof Svcs				
101-1030 - General Fund	$263,937	$321,082	120,000	$300,000
Expenditure Grand Totals:	**$263,937**	**$321,082**	**$330,000**	**$300,000**

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, and the El Cerrito Municipal Code. The City Clerk serves as Clerk of the City Council, Successor Agency to the Redevelopment Agency, and El Cerrito Municipal Services Corporation (MSC); oversees preparation and noticing of City Council, Successor Agency and MSC agendas; records legislative history; maintains official City records, acts as Filing Officer for the Fair Political Practices Commission; conducts municipal elections; and performs a variety of other administrative duties for the City. The City Clerk is one of the main communication points between the citizens of El Cerrito and the City Council. City Clerk functions include:

- Supporting the City Council and Board, Commission and Committee support
- Recording, preserving and maintaining of the City's legislative history
- Public information and Citywide records management
- Reviewing and monitoring campaign and Conflict of Interest Statements
- Administering municipal elections
- Assisting the City Council and City Manager

The primary goal of the City Clerk is to ensure residents' trust in government by supporting the City's legislative process; 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 one-half 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 development.

FY 2011-12 ACCOMPLISHMENTS
Established a Passport Acceptance Office on behalf of the United States Department of State at City Hall
Established an Information Portal at City Hall that provides City staff and the public the ability to search and review the City's entire legislative history archive
Developed content and established a City Clerk section on the City's website; migrated legislative history archive to the upgraded City website
Enhanced search and retrieval functionality of the El Cerrito Municipal Code
Coordinated hosting of the Contra Costa Mayors Conference, West Contra Costa Mayors Conference; fulfilled noticing and recording duties as Clerk to the West County Mayors Conference
Coordinated the 59th Annual Commissioner Recognition Dinner; the Dinner was a landfill-free event
Managed records eligible for destruction in accordance with the City's records retention schedule

FY 2012-13 PRIMARY OBJECTIVES	CORRESPONDING CITY COUNCIL GOAL(S)
Administration of the November 2012 General Municipal Election.	• Fiscal Responsibility • Responsive Government • Community Engagement and Partnership
Continue content development for the City Clerk section on the City's Website to include commissioner resources, ethics and election information.	• Fiscal Responsibility • Responsive Government • Environmental Stewardship
Prepare and implement a standard procedure for Public Records Act Requests and Administrative Records.	• Responsive Government
Review and refine agenda guidelines including preparation of templates and handbook.	• Fiscal Responsibility
Complete requirements for IIMC Master Municipal Clerk certification.	• Fiscal Responsibility • Responsive Government
Administration of the November 2012 General Municipal Election.	• Fiscal Responsibility • Responsive Government • Community Engagement and Partnership

FY 2012-13 OPERATIONAL ACTIVITY GOALS	CORRESPONDING CITY COUNCIL GOAL(S)
Fulfill duties as Filing Officer under the California Political Reform Act and California Government Code for campaign statements and State Law and the local Conflict of Interest Code for statements of economic interests	• Responsive Government
Act as custodian of the City Seal and the City's vital records.	• Responsive Government • Fiscal Responsibility
Accurately record and maintain the proceedings, actions and documentation of the City Council, Successor Agency to the Redevelopment Agency and Municipal Services Corporation meetings for legal, administrative, financial and historical reference.	• Responsive Government • Fiscal Responsibility
Coordinate publication of legal notices including ordinances and public hearings in a timely manner in accordance with legal statutes.	• Responsive Government • Fiscal Responsibility
Notice all City Council, Successor Agency and Municipal Services Corporation Meetings in accordance with Brown Act requirements. Post all agenda packets and minutes to the City's website to enhance public access. Maintain information portal and continue with day forward scanning of all legislative history.	• Responsive Government • Community Engagement and Partnership • Environmental Stewardship
Maintain an open, diplomatic and neutral relationship with the public and news media.	• Responsive Government • Community Engagement and Partnership
Maintain the El Cerrito Municipal Code. Post newly adopted ordinances to the City's website prior to codification.	• Responsive Government • Fiscal Responsibility
Research, disseminate and provide information regarding City records as necessary.	• Responsive Government.
Maintain the Board, Commission and Committee Calendar, Roster and Database.	• Responsive Government • Fiscal Responsibility
Coordinate hosting of the Commission Recognition Dinner.	• Responsive Government • Community Engagement and Partnership • Environmental Stewardship
Coordinate use of the City Council Chambers.	• Responsive Government • Community Engagement and Partnership

CITY CLERK BUDGET SUMMARY

	FY 2009-10 Actual	FY 2010-11 Actual	FY 2011-12 Amended	FY 2012-13 Adopted
Revenue				
Account: 46520 - Program Fees				
101-1040 - General Fund	$46	$1,108	$8,000	$2,000
Account: 46523 - Passport Fees				
101-1040 - General Fund				8,000
Revenue Totals	**$46**	**$1,108**	**$8,000**	**$10,000**
Expenditures				
Account: 51110 - Regular Salaries & Wages				
101-1040 - General Fund	$102,458	$123,956	$125,825	$124,334
Account: 51140 - Overtime Pay				
101-1040 - General Fund	51	125		
Account: 51210 - PERS Contributions				
101-1040 - General Fund	25,433	29,945	34,810	31,706
Account: 51220 - FICA/Medicare				
101-1040 - General Fund	7,976	9,496	9,162	9,176
Account: 51230 - Insurance & Benefits				
101-1040 - General Fund	23,117	27,935	30,312	32,386
Account: 51240 - Workers Compensation				
101-1040 - General Fund	1,944	2,562	4,997	4,200
Account: 51990 - Salary Savings				
101-1040 - General Fund	(1,561)	(80)		
Account: 52110 - Collect & Admin Services				
101-1040 - General Fund	18,161	23,742	29,800	29,800
Account: 54220 - Mobile/Wireless Expenses				
101-1040 - General Fund	838	923	1,020	1,000
Account: 54310 - Legal Notices & Advertise				
101-1040 - General Fund	1,587	1,388	2,244	2,000
Account: 54610 - Travel & Training				
101-1040 - General Fund	185	2,569	4,000	4,000
Account: 54910 - Dues & Subscriptions				
101-1040 - General Fund	505	295	510	500
Account: 54990 - Other Administrative Svcs				
101-1040 - General Fund	5,727	5,288	8,160	6,000
Account: 55110 - General Office Supplies				
101-1040 - General Fund	1,755	2,159	2,346	2,000
Account: 55120 - Postage & Delivery				
101-1040 - General Fund	452	337	4,000	4,000
Account: 55130 - Photocopying Charges				
101-1040 - General Fund	2,651	1,489	2,040	2,000
Account: 56410 - Office Equipment <10K				
101-1040 - General Fund	234	2,000	2,857	2,500
Expenditure Grand Totals:	**$191,514**	**$234,129**	**$262,083**	**$255,602**

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 to 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 reach to its residents through information technology
- Provides webcast and live TV broadcast of City Council Meetings

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 2011-12 ACCOMPLISHMENTS
Upgraded Fire Department Records Management System
Installed SQL Server database and implemented RecTrac Software for the Recreation Department, including integration of bar code readers and on-line reservation and transaction systems
Installed SQL Server and implemented integration of the CRW Trackit system (planning, building permit and code enforcement software)
Conducted extensive research and troubleshooting regarding technical issues associated with synchronization of multiple mobile devices with the MS-Exchange server
Migrated City Mail Server to Exchange 2007
Performed extensive troubleshooting of the New World Financial System; upgraded hardware and software; analyzed and monitored the test site and backup system based on virtual servers
Upgraded Microsoft Windows Domain and Domain Controllers for the implementation of Exchange 2007 Mail Servers
Re-located all Recycling Center computers and phones from the interim location to the new Recycling Center facility and consulted on the design of the technical infrastructure at the site
Assisted the Police Department with recovery of evidence from video surveillance systems maintained by local businesses

FY 2012-13 PRIMARY OBJECTIVES	CORRESPONDING CITY COUNCIL GOAL(S)
Develop Information Technology Capital Asset Strategic Plan for hardware and software	• Fiscal Responsibility • Responsive Government
Consolidate old servers by using server virtualization to achieve savings in hardware costs, reduce energy costs, increase flexibility and optimize server configuration and space allocation	• Fiscal Responsibility • Environmental Stewardship
Upgrade and enhance bandwidth and internet connection speed at City Hall	• Fiscal Responsibility • Responsive Government • Community Engagement and Partnership

FY 2012-13 OPERATIONAL ACTIVITY GOALS	CORRESPONDING CITY COUNCIL GOAL(S)
Maintain equipment, servers and computers within budget without any interruption of city business	• Responsive Government • Fiscal Responsibility
Maintain and upgrade the City's system software and applications within budget	• Responsive Government • Fiscal Responsibility
Replace end of life equipment within budget	• Responsive Government • Fiscal Responsibility
Process service requests promptly	• Responsive Government

INFORMATION SYSTEMS DIVISION BUDGET SUMMARY

	FY 2009-10 Actual	FY 2010-11 Actual	FY 2011-12 Amended	FY 2012-13 Adopted
Expenditures				
Account: 51110 - Regular Salaries & Wages				
101-1070 - General Fund	$181,709	$181,880	$185,517	$181,880
Account: 51150 - Special Pay				
101-1070 - General Fund	600	600		600
Account: 51210 - PERS Contributions				
101-1070 - General Fund	45,243	45,531	51,354	47,753
Account: 51220 - FICA/Medicare				

101-1070 - General Fund	13,914	12,820	12,921	12,541
Account: 51230 - Insurance & Benefits				
101-1070 - General Fund	40,902	44,457	52,236	51,837
Account: 51240 - Workers Compensation				
101-1070 - General Fund	2,592	3,417	6,663	5,600
Account: 51990 - Salary Savings				
101-1070 - General Fund	(2,691)	(108)		
Account: 52110 - Collect & Admin Services				
101-1070 - General Fund	13,031	9,207	10,200	12,000
Account: 52230 - Other Technical Services				
101-1070 - General Fund	14,626	19,045	20,400	20,000
Account: 53230 - Building Maint Services				
101-1070 - General Fund			1,122	
Account: 53290 - Miscellaneous R&M Svcs				
101-1070 - General Fund	1,899	1,319	2,142	2,000
Account: 54220 - Mobile/Wireless Expenses				
101-1070 - General Fund	3,542	3,413	1,938	2,500
Account: 54230 - Internet Services				
101-1070 - General Fund	2,799	3,164	2,703	3,200
Account: 54610 - Travel & Training				
101-1070 - General Fund		1,074	1,500	1,500
Account: 55110 - General Office Supplies				
101-1070 - General Fund	941	863	1,224	1,000
Account: 55120 - Postage & Delivery				
101-1070 - General Fund	11	104	102	100
Account: 55130 - Photocopying Charges				
101-1070 - General Fund	295	164	204	200
Account: 55210 - Fuel				
101-1070 - General Fund	243	274	122	300
Account: 55290 - Other Operating Supplies				
101-1070 - General Fund			510	500
Account: 56410 - Office Equipment <10K				
101-1070 - General Fund	10,686	7,238	18,000	19,500
Account: 56720 - Other Equipment >10K				
601-1070 - Vehicle/Equip Replacement	1,000			
Expenditure Grand Totals:	**$331,341**	**$334,462**	**$368,858**	**$363,011**

ECONOMIC DEVELOPMENT & HOUSING DIVISION

The Economic Development & Housing Division seeks to nurture investment in the community, fostering a strong, diverse, equitable and sustainable economic base that provides employment opportunities, supports businesses, increases tax revenues, provides desired goods and services, increases the supply of affordable and market rate housing, and promotes revitalization of San Pablo Avenue. Economic Development is a City Council goal and a key to the long-term financial health and quality of life in the City.

Despite dissolution of the El Cerrito Redevelopment Agency, the Division retains its core functions of community investment (formerly redevelopment), business recruitment and retention, and affordable housing, while also investigating and developing post-Redevelopment approaches to community economic development that will advance City's revitalization, economic development and affordable housing goals.

The Division focuses on attracting commercial, market-rate and affordable residential, mixed-use, in-fill, and transit-oriented development, with a particular concentration on revitalization of the areas around El Cerrito's two BART stations and Civic Center. The Department's efforts include both short-term initiatives through projects and programs, and longer-term strategic endeavors to address El Cerrito's position in the regional economy.

The Division regularly collaborates with the Environmental and Development Services Department and the Public Works Department on projects, programs and long-range planning efforts.

The Division also coordinates with Administrative Services Department in the administration of the Successor Agency of the El Cerrito Redevelopment Agency and provides staff support to its Oversight Board.

The Division's functions are to:

- Identify strategies, tools, and funding sources for revitalization efforts in the wake of Redevelopment dissolution
- Pursue development of key sites along San Pablo Avenue consistent with the City's revitalization goals, by facilitating relationships between property owners and developers
- Identify and promote opportunities, sites, and markets to prospective businesses
- Manage the former Redevelopment Agency's projects and programs to create, improve and preserve affordable housing
- Collaborate with Environmental and Development Services and Public Works Departments on development-related grants, planning and projects
- Support implementation by the El Cerrito Municipal Services Corporation (MSC) of projects and programs in the Public Improvements and Cooperation Agreement for the City of El Cerrito Redevelopment Project Area
- Lead predevelopment activities on MSC-owned properties and joint development activities with the Bay Area Rapid Transit District on its developable properties
- Assist other departments with the evaluation of the economic benefit, feasibility and sustainability of development-related projects and plans

- Help development applicants successfully navigate the City's permitting and environmental review processes
- Collaborate with the Economic Development Board to implement economic development programs and projects.
- Work with the El Cerrito Chamber of Commerce and other business resource providers to identify and offer programs to local businesses
- Serve as an ombudsperson to the business community
- Manage the MSC's real estate portfolio, in support of its efforts to develop and operate its properties consistent with the City's revitalization goals
- Develop affordable housing programs and projects throughout the community to address the regional need for such housing

FY 2011-12 ACCOMPLISHMENTS
Completed the Transit-Oriented Development Feasibility and Parking Study, which included the Del Norte Transit Oriented Development Strategy Technical Assistance Award from the Metropolitan Transportation Commission, to further efforts to complete the San Pablo Avenue Specific Plan
Developed and implemented a consulting services agreement with the MSC to support its economic development and property development efforts and produce revenue for the City
Initiated a consulting agreement for free technical assistance with the non-profit developer UP to evaluate development potential for key transit-oriented development sites in the Del Norte Area
Secured grant funding for various City projects and programs and pre-funding of economic development programs from the MSC
Continued outreach to businesses and property owners in the Plaza/Theater area led to recruitment of national retail tenant to fill upcoming vacant space
Continued with Business Visitation Program of key El Cerrito businesses
Produced the *3rd Annual Entrepreneur Training Series* for El Cerrito small businesses
Continued to market the MSC's commercial rehabilitation loan program to aid property owners businesses to rehabilitate existing vacant spaces into higher and better uses, resulting in the opening of a new restaurant/brewpub
Managed the former Redevelopment Agency's actions as required under its suspension, intended opt-in to the Voluntary Alternative Redevelopment Program, and ultimate dissolution by the State of California
Partnered with the Administrative Services Department through the initial phase of setting up the Successor Agency to the El Cerrito Redevelopment Agency and its Oversight Board
Selected Eden Housing, Inc. as the developer for the proposed Tradeway mixed-use affordable housing project; entered into an Exclusive Negotiating Rights Agreement (ENRA) and a Predevelopment Loan Agreement with Eden for development of the site
Provided assistance in preparing the Housing Element Update to the General Plan

Completed a transition of Redevelopment Agency affordable housing programs and projects to the City to help protect Agency affordable housing projects and programs from any state proposals to eliminate redevelopment agencies

FY 2012-13 PRIMARY OBJECTIVES	CORRESPONDING CITY COUNCIL GOAL(S)
Develop and initiate a Community Investment Strategy identifying post-redevelopment tools and resources that can be applied to economic development, affordable housing and revitalization efforts in El Cerrito	• Economic Development • Fiscal Responsibility
Identify a financially feasible development program, development partners, and funding for a transit-oriented development, MSC-owned site in order to initiate pre-development activities	• Economic Development • Environmental Stewardship • Fiscal Responsibility • Support of Multi-Modal Transportation
Assist Public Works, Safeway, and BART on the design of improvements to the Ohlone Greenway and pedestrian connections across Hill Street	• Economic Development • Environmental Stewardship • Support of Multi-Modal Transportation
Meet with key property owners/ businesses on San Pablo Avenue to assess potential for development and/or business expansion	• Economic Development • Community Engagement & Partnership
Work with property owners/brokers to assist with the location of tenants for vacant spaces	• Economic Development • Community Engagement & Partnership
Negotiate a Disposition and Development Agreement with Eden Housing for the Tradeway Project, completing environmental analysis and obtaining planning approvals, subject to funding availability	• Economic Development • Support of Multi-Modal Transportation
Prepare an Inclusionary Housing Ordinance and In-Lieu Fee Program for the City Council's consideration	• Economic Development • Fiscal Responsibility

FY 2012-13 OPERATIONAL ACTIVITY GOALS	CORRESPONDING CITY COUNCIL GOAL(S)
Pursue funding for economic development, TOD-related planning and public improvements, affordable housing and revitalization efforts	• Economic Development • Fiscal Responsibility • Support of Multi-Modal Transportation
Collaborate with Planning, Environmental Services and Engineering staff on completion of the San Pablo Avenue Specific Plan with development standards and parking programs that contribute to development feasibility, revitalization and sustainability	• Economic Development • Environmental Stewardship • Support of Multi-Modal Transportation
Identify opportunities, sites, and markets for prospective commercial, retail, and residential development	• Economic Development • Fiscal Responsibility
Assist existing businesses by providing additional resources and promotional opportunities in challenging economic times	• Economic Development • Fiscal Responsibility
Continue Theater Area & San Pablo Avenue business outreach and improvements	• Economic Development • Fiscal Responsibility
Support the MSC's implementation of its commercial rehabilitation loan program for businesses attraction, building improvement, and URM mitigation	• Economic Development • Community Engagement & Partnership • Public Safety
Provide business retention services, activities and technical assistance to current businesses	• Economic Development • Community Engagement & Partnership
Support administration of the Successor Agency to the El Cerrito Redevelopment Agency through economic analysis and staffing to its Oversight Board	• Responsive Government • Fiscal Responsibility
Continue coordination with RCD for pursuit of funding and construction of the Ohlone Gardens project	• Economic Development • Fiscal Responsibility
Continue portfolio management and compliance monitoring of completed affordable housing developments to ensure that affordable housing stock is preserved	• Responsive Government • Fiscal Responsibility
Monitor legislation that affects community investment, revitalization, economic development, and affordable housing programs and projects; develop and implement responsive strategies	• Responsive Government • Fiscal Responsibility • Economic Development

Prior Economic Development, Redevelopment and Affordable Housing activity previously funded directly by the former Redevelopment Agency are reflected in summary tables in Section 9 for the Successor Agency to the Redevelopment Agency. Prior Economic Development activity that was funded in the City's General Fund and the Division's proposed General Fund budget for FY 2012-13 are included within the following Budget Summary. The City's Low & Moderate Income (LMI) Housing Fund is a special revenue fund established during FY 2011-12 and its FY 2011-12 activity and FY 2012-13 Budget are reflected in this Budget Summary table as well. Revenues to the Special Fund are dependent on the Successor Agency's funding authorization process outlined in Section 9.

ECONOMIC DEVELOPMENT AND HOUSING DIVISION BUDGET SUMMARY

	FY 2009-10 Actual	FY 2010-11 Actual	FY 2011-12 Amended	FY 2012-13 Adopted
Revenue				
Account: 40010 - Property Tax-Cur Secured				
232-6020 - City LMI Housing Fund				$781,152
Account: 46520 - Program Fees				
101-6020 - General Fund				307,000
Account: 48990 - Other Misc Revenue				
101-4010 - General Fund	$74	$81	$50	
Revenue Totals	**$74**	**$81**	**$50**	**$1,088,152**
Expenditures				
Account: 51110 - Regular Salaries & Wages				
101-4010 - General Fund	$151,924	$152,067	$155,108	
101-6020 - General Fund				$187,036
232-6020 - City LMI Housing Fund				90,182
Account 51110 Totals:	151,924	152,067	155,108	277,218
Account: 51210 - PERS Contributions				
101-4010 - General Fund	37,797	38,037	43,031	
101-6020 - General Fund				46,549
232-6020 - City LMI Housing Fund				22,442
Account 51210 Totals:	37,797	38,037	43,031	68,991
Account: 51220 - FICA/Medicare				
101-4010 - General Fund	8,820	8,758	8,451	
101-6020 - General Fund				14,406
232-6020 - City LMI Housing Fund				7,518
Account 51220 Totals:	8,820	8,758	8,451	21,924
Account: 51230 - Insurance & Benefits				
101-4010 - General Fund	12,657	12,757	14,566	
101-6020 - General Fund				42,579
232-6020 - City LMI Housing Fund				14,620
Account 51230 Totals:	12,657	12,757	14,566	57,199
Account: 51240 - Workers Compensation				
101-4010 - General Fund	1,296	1,709	3,332	
101-6020 - General Fund				5,600
232-6020 - City LMI Housing Fund				2,800
Account 51240 Totals:	1,296	1,709	3,332	8,400
Account: 51990 - Salary Savings				
101-4010 - General Fund	(2,250)	(90)		
101-6020 - General Fund				
Account 51990 Totals:	(2,250)	(90)		
Account: 51995 - Retiree Savings				
101-4010 - General Fund			(200,000)	
Account: 52110 - Collect & Admin Services				

232-6020 - City LMI Housing Fund				2,000
Account: 52120 - Legal & Financial Svcs				
101-6020 - General Fund				15,000
232-6020 - City LMI Housing Fund				50,000
Account 52120 Totals:				65,000
Account: 52130 - Architect/Engineering Svc				
101-6020 - General Fund				10,000
Account: 52190 - Miscellaneous Prof Svcs				
101-4010 - General Fund	30		2,550	
101-6020 - General Fund				10,000
232-6020 - City LMI Housing Fund				5,000
Account 52190 Totals:	30		2,550	15,000
Account: 52230 - Other Technical Services				
232-6020 - City LMI Housing Fund				5,000
Account: 52240 - Miscellaneous Services				
101-6020 - General Fund				10,000
Account: 53110 - Utilities				
232-6020 - City LMI Housing Fund				10,000
Account: 53230 - Building Maint Services				
232-6020 - City LMI Housing Fund				10,000
Account: 53990 - Other Property Services				
232-6020 - City LMI Housing Fund				6,000
Account: 54210 - Telephone Expenses				
101-4010 - General Fund	124	554	400	
101-6020 - General Fund				1,000
232-6020 - City LMI Housing Fund				500
Account 54210 Totals:	124	554	400	1,500
Account: 54220 - Mobile/Wireless Expenses				
101-4010 - General Fund	2,143	1,306	2,244	
101-6020 - General Fund				1,440
232-6020 - City LMI Housing Fund				720
Account 54220 Totals:	2,143	1,306	2,244	2,160
Account: 54310 - Legal Notices & Advertise				
232-6020 - City LMI Housing Fund				500
Account: 54410 - Printing & Binding				
101-4010 - General Fund			102	
101-6020 - General Fund				10,000
Account 54410 Totals:			102	10,000
Account: 54610 - Travel & Training				
101-4010 - General Fund	1,241	1,800	3,570	
101-6020 - General Fund				10,000
232-6020 - City LMI Housing Fund				1,500
Account 54610 Totals:	1,241	1,800	3,570	11,500
Account: 54910 - Dues & Subscriptions				
101-4010 - General Fund	583	618	918	
101-6020 - General Fund				10,000
Account 54910 Totals:	583	618	918	10,000
Account: 54990 - Other Administrative Svcs				
101-6020 - General Fund				2,500
232-6020 - City LMI Housing Fund				2,000
Account 54990 Totals:				4,500
Account: 55110 - General Office Supplies				
101-4010 - General Fund	55	88	204	
101-6020 - General Fund				200
Account 55110 Totals:	55	88	204	200
Account: 55120 - Postage & Delivery				
101-4010 - General Fund			204	
101-6020 - General Fund				1,000

232-6020 - City LMI Housing Fund				500
Account 55120 Totals:			204	1,500
Account: 55130 - Photocopying Charges				
101-4010 - General Fund	2,456	1,593	2,040	
101-6020 - General Fund				1,000
232-6020 - City LMI Housing Fund				700
Account 55130 Totals:	2,456	1,593	2,040	1,700
Account: 55290 - Other Operating Supplies				
101-4010 - General Fund	263			
101-6020 - General Fund				1,000
Account 55290 Totals:	263			1,000
Account: 56410 - Office Equipment <10K				
101-4010 - General Fund	88	26	102	
Account: 59110 - Loans & Grants				
232-6020 - City LMI Housing Fund				781,152
Expenditure Grand Totals:	**$217,227**	**$219,224**	**$36,822**	**$1,392,444**

THE CITY OF
EL CERRITO

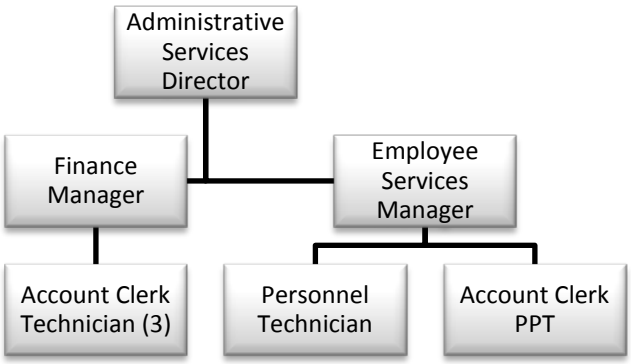
SECTION 3: ADMINISTRATIVE SERVICES DEPARTMENT

The mission of the Administrative Services Department is to provide support for all City departments in the accomplishment of their tasks. The Department achieves this mission by managing all cash transactions, employee actions and financial reporting in a timely, accurate, and efficient manner.

DEPARTMENT OVERVIEW

The Administrative Services Department operates with two Divisions, Finance and Employee Services. **Chart 3-1** shows the organizational structure of the Department:

Chart 3-1
Administrative Services Department Organization Chart



Position Listing

Table 3-1 shows the position listing for the Department.

Table 3-1
Administrative Services Position Listing

	FY 09-10	FY 10-11	FY 11-12	FY 12-13
Administrative Services Director	1.00	1.00	1.00	1.00
Employee Services Manager	1.00	1.00	1.00	1.00
Finance Manager	1.00	1.00	1.00	1.00
Account Clerk PPT- vacant	0.80	0.80	0.80	0.80
Personnel Technician	1.00	1.00	1.00	1.00
Account Clerk Technician	2.00	3.00	3.00	3.00
Account Clerk	1.00	0.00	0.00	0.00
Total	**7.80**	**7.80**	**7.80**	**7.80**

FINANCE DIVISION

The Finance Division provides services, information, and analyses to the public, City Council, management staff, and other City departments by:

- Recording and accounting for all receipts and disbursements of cash in all City bank accounts
- Developing and maintaining financial reporting systems to provide accurate and timely financial information for use by the public, City Council, and City management
- Coordinating the City's annual audit and preparation of the resultant Comprehensive Annual Financial Report (CAFR)
- Coordinating the City's annual budget process in conjunction with the City Manager's office and preparation of the final Adopted Operating Budget
- Providing budgeting, accounting, treasury, billing and collection, accounts payable, payroll, and other financial functions
- Coordinating the preparation of various annual and quarterly financial reports that must be submitted to a variety of state and federal agencies, such as the State Controller's Office
- Ensuring that the City's various assessments and taxes are appropriately placed on the County's property tax bill
- Responding to a variety of requests for financial information from various County and State agencies
- Providing general customer service support by answering Citywide telephone lines and staffing the main customer counter
- Providing staff support to the City's Financial Advisory Board (FAB)

FY 2011-12 ACCOMPLISHMENTS
Received the award for Excellence in Financial Reporting from the Governmental Finance Officers Association
Received the award for Excellence in Operational Budgeting from the California Society of Municipal Finance Officers and the Distinguished Budget Award from the Governmental Finance Officers Association for the second time
Issued Tax Revenue Anticipation Notes in response to cash shortfall
Refinanced capital leases for Fire Engines and Recycling Trucks
Managed supplemental billing process for Water Utility User Tax
Completed implementation of CalPERS/New World system upgrade
Worked with Economic Development staff on dissolution of the Redevelopment Agency

FY 2012-13 PRIMARY OBJECTIVES	CORRESPONDING CITY COUNCIL GOAL(S)
Implement New World Systems 7.0 and NextGen Human Resources System	• Fiscal Responsibility
Perform review and disposition of documents stored at the Public Safety Building and at Iron Mountain	• Fiscal Responsibility • Environmental Stewardship
Develop Request for Proposal for banking services and select bank from proposals	• Fiscal Responsibility
Monitor cash flow and issue short term Tax Revenue Anticipation Notes as required	• Fiscal Responsibility
Continue efforts on dissolution of Redevelopment Agency	• Fiscal Responsibility

FY 2012-13 OPERATIONAL ACTIVITY GOALS	CORRESPONDING CITY COUNCIL GOAL(S)
Safeguard the City's financial assets by developing and following appropriate accounting procedures	• Fiscal Responsibility
Provide the City with sound fiscal management and facilitate the operations of all City departments by providing specialized financial data and support through a variety of business services	• Fiscal Responsibility • Responsive Government
Provide clear and understandable audit, budget and internal financial reports, thereby enhancing the City's fiscal accountability	• Fiscal Responsibility • Responsive Government
Provide timely and accurate payroll services to all employees	• Fiscal Responsibility
Maintain up-to-date knowledge of payroll tax issues and other payroll-related topics	• Fiscal Responsibility
Audit and process for payment invoices submitted by suppliers and contractors in a timely fashion	• Fiscal Responsibility • Responsive Government
Process invoices and payments for various billable services, i.e. fire inspections and DUI recovery fees	• Fiscal Responsibility • Responsive Government
Continue to train staff Citywide on financial processes, providing adequate information to operate and manage City programs	• Fiscal Responsibility
Assist business owners by providing necessary information for opening a business and processing the Business License application upon receipt	• Fiscal Responsibility • Responsive Government
Provide prompt and courteous service to both employees and the citizenry	• Fiscal Responsibility • Responsive Government

FINANCE DIVISION
BUDGET SUMMARY

	FY 2009-10 Actual	FY 2010-11 Actual	FY 2011-12 Amended	FY 2012-13 Adopted
Revenue				
Account: 46930 - Business License Admin				
101-1050 - General Fund	70,699	75,354	75,000	75,000
Account: 49990 301 - Operating Xfer In-CIP				
601-1050 - Vehicle/Equip Replacement	73,289			
Revenue Totals	**143,989**	**75,354**	**75,000**	**75,000**
Expenditures				
Account: 51110 - Regular Salaries & Wages				
101-1050 - General Fund	381,367	390,246	392,137	384,448
221-1050 - Grants	317	244		
Account 51110 Totals:	381,684	390,490	392,137	384,448
Account: 51120 - Part-Time Salaries & Wage				
101-1050 - General Fund	2,470	1,397		
Account: 51140 - Overtime Pay				
101-1050 - General Fund	906	772	4,080	4,080
Account: 51150 - Special Pay				
101-1050 - General Fund	1,200	1,200	1,200	1,200
Account: 51200 - PARS Contribution				
101-1050 - General Fund		4		
Account: 51210 - PERS Contributions				
101-1050 - General Fund	92,677	95,392	108,775	101,611
Account: 51220 - FICA/Medicare				
101-1050 - General Fund	26,640	27,167	27,694	27,398
Account: 51230 - Insurance & Benefits				
101-1050 - General Fund	84,406	89,957	97,926	105,028
Account: 51240 - Workers Compensation				
101-1050 - General Fund	6,480	8,542	16,658	14,001
Account: 51990 - Salary Savings				
101-1050 - General Fund	(5,546)	(222)		(84,000)
Account: 51995 - Retiree Savings				
101-1050 - General Fund				(150,000)
Account: 52110 - Collect & Admin Services				
101-1050 - General Fund	86,235	86,739	88,000	86,000
206-1050 - Measure A Parcel Tax	11,104	11,146	13,000	12,000
Account 52110 Totals:	97,339	97,885	101,000	98,000
Account: 52120 - Legal & Financial Svcs				
101-1050 - General Fund	55,039	69,349	64,950	65,000
206-1050 - Measure A Parcel Tax	2,850	2,850	2,000	3,000
401-1050 - Meas J Storm Debt Service	2,650	2,650	3,000	3,000
701-1050 - Pension Trust Sect 401-A	1,280	1,040	1,500	1,500
834-1050 - Finance Authority Debt Sv	6,138	6,655	6,000	6,000
835-1050 - City Hall Bond D/S	1,000	750	1,000	1,000
836-1050 - Street Imp Bond D/S	1,130	3,100	1,000	1,000
Account 52120 Totals:	70,087	86,394	79,450	80,500
Account: 52190 - Miscellaneous Prof Svcs				
101-1050 - General Fund	9,415	23,123	10,000	20,000
Account: 52230 - Other Technical Services				
101-1050 - General Fund	15,134	14,722	15,000	15,000
Account: 52240 - Miscellaneous Services				
101-1050 - General Fund		1,200		
Account: 54110 - Insurance Premiums				
101-1050 - General Fund	(5,463)			
Account: 54210 - Telephone Expenses				

101-1050 - General Fund	2,001	2,282	2,000	2,000
Account: 54220 - Mobile/Wireless Expenses				
101-1050 - General Fund	1,646	1,710	1,500	1,500
Account: 54310 - Legal Notices & Advertise				
101-1050 - General Fund	224	118	200	200
Account: 54410 - Printing & Binding				
101-1050 - General Fund	4,021	1,996	3,000	3,000
Account: 54610 - Travel & Training				
101-1050 - General Fund	6,260	6,390	5,500	5,100
221-1050 - Grants	333			
Account 54610 Totals:	6,593	6,390	5,500	5,100
Account: 54910 - Dues & Subscriptions				
101-1050 - General Fund	1,654	729	1,000	1,000
Account: 55110 - General Office Supplies				
101-1050 - General Fund	3,077	4,622	3,500	3,500
Account: 55120 - Postage & Delivery				
101-1050 - General Fund	4,548	4,736	4,000	4,000
Account: 55130 - Photocopying Charges				
101-1050 - General Fund	3,093	1,619	3,000	2,000
Account: 55290 - Other Operating Supplies				
101-1050 - General Fund	338	36	1,000	500
Account: 56410 - Office Equipment <10K				
101-1050 - General Fund	1,155	1,980	1,000	1,000
Account: 58110 - Principal Payments				
401-1050 - Meas J Storm Debt Service	400,000	425,000	450,000	480,000
834-1050 - Finance Authority Debt Sv	230,000	235,000	245,000	255,000
835-1050 - City Hall Bond D/S	190,000	195,000	205,000	215,000
836-1050 - Street Imp Bond D/S	230,000	240,000	245,000	245,000
Account 58110 Totals:	1,050,000	1,095,000	1,145,000	1,195,000
Account: 58120 - Interest Payments				
101-1050 - General Fund			7,050	
401-1050 - Meas J Storm Debt Service	113,050	90,613	66,550	40,974
834-1050 - Finance Authority Debt Sv	136,428	128,578	120,055	110,800
835-1050 - City Hall Bond D/S	408,108	400,408	392,407	384,000
836-1050 - Street Imp Bond D/S	509,103	501,053	492,653	492,653
Account 58120 Totals:	1,166,688	1,120,650	1,078,715	1,028,427
Account: 58140 - Fiscal Agent/Trustee Fees				
701-1050 - Pension Trust Sect 401-A		1,450		
Account: 58230 - Fines & Penalties				
101-1050 - General Fund		8,682		
Account: 58810 - Retiree Pension				
701-1050 - Pension Trust Sect 401-A	146,976	146,976	147,000	111,000
Account: 58920 - Misc Finance Expense				
101-1050 - General Fund	34,156	32,464	30,000	30,000
Account: 59990 201 - Operating Xfer Out-GAS				
204-1050 - Measure C Fund	600,000	160,000	345,000	278,000
205-1050 - Measure J Storm Drain			20,000	385,000
Account 59990 201 Totals:	600,000	160,000	365,000	663,000
Account: 59990 202 - Operating Xfer Out-NPDS				
201-1050 - Gas Tax Fund	90,000		100,000	
205-1050 - Measure J Storm Drain	20,000	5,000		107,000
Account 59990 202 Totals:	110,000	5,000	100,000	107,000
Account: 59990 203 - Operating Xfer Out-LAD				
201-1050 - Gas Tax Fund	500,000	410,000	455,000	595,000
Account: 59990 206 - Operating Xfer Out-MeasA				
834-1050 - Finance Authority Debt Sv				185,000
Account: 59990 211 - OperatingXout-Streets				
204-1050 - Measure C Fund		180,000		

Account: 59990 301 - Operating Xfer Out-CIP				
204-1050 - Measure C Fund	70,000	55,000	35,000	35,000
210-1050 - Park In Lieu Fund	25,000	5,000		
306-1050 - City Hall Construction	9,400			
Account 59990 301 Totals:	104,400	60,000	35,000	35,000
Account: 59990 401 - Operating Xfer STRM D/S				
205-1050 - Measure J Storm Drain	512,704	515,607	519,450	
Account: 59990 701 - Operating Xfer OutPENS				
101-1050 - General Fund	148,256	149,466	148,500	112,500
Account: 59990 834 - Operating Xfer Out-FIN				
206-1050 - Measure A Parcel Tax	362,157	363,578	371,005	362,305
Account: 59990 835 - Operating Xfer Out-CHALL				
101-1050 - General Fund	599,008	596,142	598,107	599,000
Account: 59990 836 - Operating Xfer Out-ST IMP				
211-1050 - Street Improvemt & Maint	740,620	744,036	737,653	740,000
Expenditure Grand Totals:	**6,880,743**	**6,453,290**	**6,610,050**	**6,404,298**

EMPLOYEE SERVICES DIVISION

Employee Services 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 2011-12 ACCOMPLISHMENTS
Implemented a new City Wellness Program through Kaiser Permanente to reach a broader employee base, including electronic health assessments for employees
Promoted health and wellness among employees by coordinating the delivery of healthy snacks to various Department sites
Revised the City's Employment Application to be more user-friendly and with the ability to be completed and submitted electronically
Initiated a Classification Study for the Recreation Department to review positions and organizational structure
Coordinated Civil Service Commission hearings
Oversaw labor negotiations with three largest bargaining units, including negotiations regarding possible financial contributions by employees

FY 2012-13 PRIMARY OBJECTIVES	CORRESPONDING CITY COUNCIL GOAL(S)
Complete negotiations with SEIU	• Responsive Government
Develop and implement position control in New World Systems	• Fiscal Responsibility
Develop and implement Citywide policies and training	• Responsive Government
Initiate review of the City's Personnel Rules and Administrative Policies for possible updates or revisions	• Responsive Government • Fiscal Responsibility

FY 2011-12 OPERATIONAL ACTIVITY GOALS	CORRESPONDING CITY COUNCIL GOAL(S)
Conduct recruitment and selection processes in order to maintain City service levels	• Responsive Government
Continue to provide employee training opportunities, including mandated management training, and implement new programs as the need arises	• Responsive Government
Continue consistent delivery of Citywide employee newsletter and health/wellness events	• Responsive Government
Meet with employee associations as required or requested	• Responsive Government
Review and update position classifications to reflect organizational changes and to clarify duties, including physical job standards	• Responsive Government
Ensure equal employment opportunities and promote a workplace free of harassment and discrimination	• Responsive Government

EMPLOYEE SERVICES DIVISION
BUDGET SUMMARY

	FY 2009-10 Actual	FY 2010-11 Actual	FY 2011-12 Amended	FY 2012-13 Adopted
Expenditures				
Account: 51110 - Regular Salaries & Wages				
101-1060 - General Fund	$187,399	$166,839	$208,566	$167,258
Account: 51140 - Overtime Pay				
101-1060 - General Fund	577		1,020	1,000
Account: 51150 - Special Pay				
101-1060 - General Fund	985	1,000	1,600	1,000
Account: 51210 - PERS Contributions				
101-1060 - General Fund	36,440	41,278	58,074	44,167
Account: 51220 - FICA/Medicare				
101-1060 - General Fund	13,413	13,018	15,429	12,356
Account: 51230 - Insurance & Benefits				
101-1060 - General Fund	34,344	44,346	63,840	51,694
Account: 51240 - Workers Compensation				
101-1060 - General Fund	3,888	3,417	6,663	5,600
Account: 51990 - Salary Savings				
101-1060 - General Fund	(2,133)	(96)	(67,755)	0
Account: 52110 - Collect & Admin Services				
101-1060 - General Fund	16,910	16,776	12,000	16,000
Account: 52190 - Miscellaneous Prof Svcs				
101-1060 - General Fund	1,400	1,500	2,000	1,500
Account: 52210 - Lab & Investigative Svcs				
101-1060 - General Fund	108			
Account: 52230 - Other Technical Services				
101-1060 - General Fund	5,511	6,220	6,300	7,000
Account: 54110 - Insurance Premiums				
101-1060 - General Fund	325,999	378,935	310,000	330,000
Account: 54120 - Settlements & Judgements				
101-1060 - General Fund	40,943	48,399	40,000	40,000
Account: 54130 - Insurance-Workers Comp				
101-1060 - General Fund	12,916	9,183	10,000	15,000
Account: 54210 - Telephone Expenses				
101-1060 - General Fund	478	568	600	600
Account: 54220 - Mobile/Wireless Expenses				
101-1060 - General Fund	413	888	500	900
Account: 54610 - Travel & Training				
101-1060 - General Fund		1,319	1,500	1,500
Account: 54910 - Dues & Subscriptions				
101-1060 - General Fund	660	345	600	1,000
Account: 54920 - Events & Field Trips				
101-1060 - General Fund	2,496	2,417	3,500	3,500
Account: 54990 - Other Administrative Svcs				
101-1060 - General Fund	28,778	22,976	25,000	22,000
Account: 55110 - General Office Supplies				
101-1060 - General Fund	426	58	1,000	1,000
Account: 55120 - Postage & Delivery				
101-1060 - General Fund	920	632	1,000	1,000
Account: 55130 - Photocopying Charges				
101-1060 - General Fund	1,619	1,031	1,000	1,000
Account: 55140 - Recognition-EE/Volunteer				
101-1060 - General Fund	2,124	5,355	5,500	5,500
Account: 55290 - Other Operating Supplies				
101-1060 - General Fund	21,310	19,379	15,000	15,000

Account: 56410 - Office Equipment <10K				
101-1060 - General Fund	165	169	1,000	1,000
Expenditure Grand Totals:	**$738,088**	**$785,953**	**$723,937**	**$746,575**

SECTION 4: ENVIRONMENTAL AND DEVELOPMENT SERVICES DEPARTMENT

The Environmental and Development Services Department's mission is to provide services and programs that promote a high quality of life in El Cerrito. The Department achieves this mission through planning and implementing programs and private and public development projects that support an attractive community, promote environmental quality and innovation, minimize environmental impacts, and continually enhance the community of El Cerrito and beyond.

DEPARTMENT OVERVIEW

The Environmental and Development Services Department serves to provide the community with creative guidance on and effective implementation of land use development, planning and building services, transportation and environmental policies, plans, programs and projects that maintain and enhance the City as a safe, vital, attractive, and sustainable community. To attain these goals, the Department's responsibilities are:

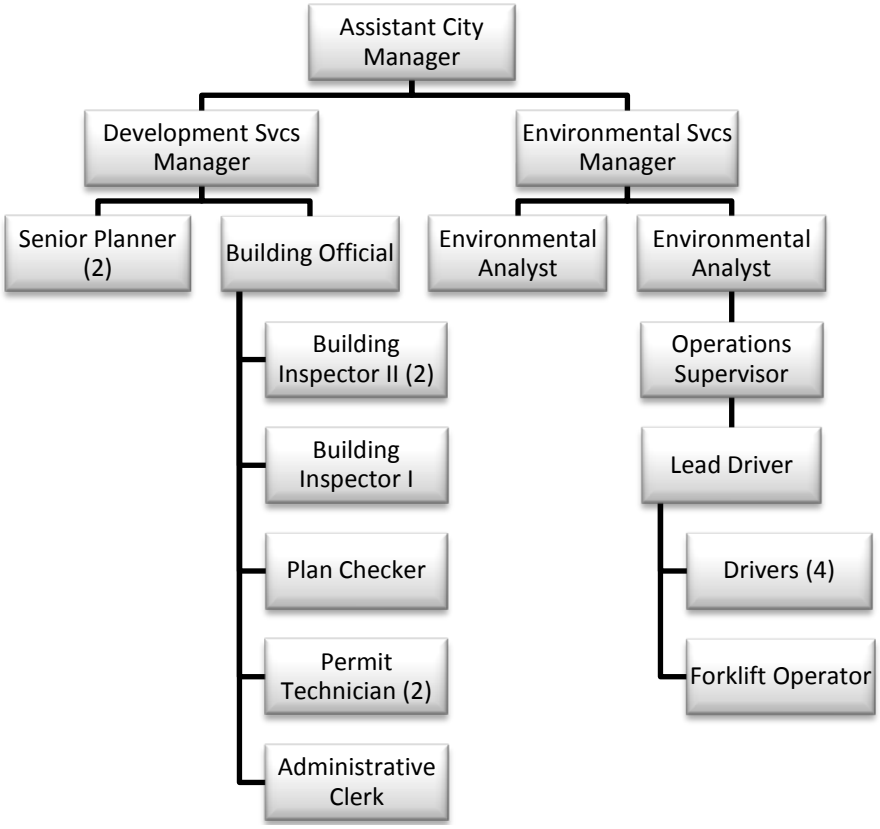
- Maintain the vision of the City Council and residents of El Cerrito pursuant to the goals of the General Plan
- Manage the City's recycling and waste reduction programs and the new Recycling and Environmental Resource Center
- Actively support residents, businesses and the City itself to make and implement environmental choices
- Help identify El Cerrito as a green place to live, build, and do business through the development and provision of environmental programs and policies
- Plan and build an attractive, safe community with a high quality, balanced mix of land uses and amenities
- Protect the environment by ensuring that development and land uses avoid or mitigate any potentially negative impacts pursuant to the California Environmental Quality Act (CEQA)
- Ensure that development and land uses comply with the City's General Plan, Municipal and Zoning Codes, and all other applicable codes, plans, laws, regulations, and policies
- Provide customer-friendly, responsive, efficient and accurate environmental and development services to the public
- Review and process planning and building applications in a timely manner

Organizational Structure

The Environmental and Development Services Department includes the Planning, Building, and Environmental Services Divisions. These Divisions create a comprehensive focus on operational, environmental, and development services for residents and businesses, drawing on the natural synergy among these Divisions with respect to land use, infrastructure, and safety within the City Council's goal of Environmental Stewardship. The Department also includes the City's Recycling Program. The Department reports to the Assistant City Manager.

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

Chart 4-1
Environmental and Development Services Department



Position Listing

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

Table 4-1
Environmental and Development Services Department Position Listing

	FY 09-10	FY 10-11	FY11-12	FY12-13
Environmental Svcs Manager	1.00	1.00	1.00	1.00
Development Svcs (formerly Planning) Manager	1.00	1.00	1.00	1.00
Building Official	1.00	1.00	1.00	1.00
Senior Planner	1.00	2.00	2.00	2.00
Administrative Analyst II	2.00	2.00	2.00	2.00
Waste Prevention Specialist	0.00	0.00	0.00	0.00
Operations Supervisor	1.00	1.00	1.00	1.00
Recycling Maint Leadworker	1.00	1.00	1.00	1.00
Recycling Maint Worker/Entry	5.00	4.00	4.00	4.00
Forklift Driver	1.00	0.00	0.00	1.00
Associate Planner	1.00	0.00	0.00	0.00
Building Inspector II	2.00	2.00	2.00	2.00
Plan Checker	1.00	1.00	1.00	1.00
Building Inspector I	1.00	1.00	1.00	1.00
Permit Technician I	2.00	2.00	2.00	2.00
Administrative Clerk	1.00	1.00	1.00	1.00
Total	**22.00**	**20.00**	**20.00**	**21.00**

PLANNING DIVISION

The Planning Division's mission is to provide the highest level of customer service attainable while assisting applicants through the planning and environmental review processes. The Planning Division provides a broad range of services that generally can be categorized into two areas: current and advance planning. Each is described below:

Current Planning:

- Assist developers and potential applicants through the development, design, and environmental review processes, and respond to the public at the counter and on the phone
- Coordinate City staff review (such as Engineering, Police, Fire, Recycling, and Community Facilities) of all development proposals
- Evaluate all Design Review and Planning Commission applications, work with applicants on suggested changes, prepare and present staff reports and resolutions to decision-makers
- Notify nearby property owners of surrounding development projects in accordance with the Zoning Ordinance and State law
- Manage consultants for City-initiated projects and environmental review
- Review and approve final occupancy permits to ensure all imposed planning conditions are addressed during construction
- Review planning policies, procedures, and fees

Advance Planning:

- Monitor, update, implement and ensure consistency of the General Plan and Zoning Ordinance
- Assist decision-makers in identifying and evaluating policy choices
- Undertake focused planning activities, such as the preparation of Specific Plans, design guidelines and special studies
- Participate in regional planning activities

FY 2011-12 ACCOMPLISHMENTS
Continued to actively participate in One Bay Area: Sustainable Community Strategy for the San Francisco Bay Area; worked with ABAG/MTC to develop appropriate 20 year housing production projections based on City size and available land
Received certification of the updated Housing Element by the State Department of Housing and Community Development
Completed the new Animal Ordinance allowing expanded types of domestic animals in response to community input
Improved coordination and partnership with Economic Development staff for development services and projects
Continued to lead the efforts to complete the San Pablo Avenue Specific Plan
Continued to improve internal processes to streamline the plan review process and increase efficiency with an emphasis on commercial development projects and customer service

FY 2012-13 PRIMARY OBJECTIVES	CORRESPONDING CITY COUNCIL GOAL(S)
Continue active participation in One Bay Area: Sustainable Community Strategy for the San Francisco Bay Area	• Community Engagement & Partnership • Support of Multi-Modal Transportation
Assist with completion of Climate Action Plan	• Environmental Stewardship
Incorporate Planning Division functions with Economic Department activities	• Responsive Government • Economic Development
Complete adoption of General Plan and Zoning Ordinance amendments for the San Pablo Avenue Specific Plan	• Community Engagement & Partnership
Begin General Plan update	• Community Engagement & Partnership

FY 2011-12 OPERATIONAL ACTIVITY GOALS	CORRESPONDING CITY COUNCIL GOAL(S)
Continue to improve the City Hall one stop counter with enhanced customer service and public information and outreach	• Responsive Government
Continue to evaluate the efficiencies of new technology in relation to the permitting process	• Responsive Government
Continue to refine the aesthetic design and expectations of new projects	• Community Engagement & Partnership
Continue to develop educational materials for the public explaining regulations and the application process	• Community Engagement & Partnership • Responsive Government
Continue to improve internal processes to streamline the application review process and increase efficiency – with an emphasis on commercial development projects	• Responsive Government

Service Indicators

Charts 4-2 through **4-4** depict the workload statistics of the Planning Division for FY 2011-12. The number of applications needing Planning Commission or Design Review Board approval has continued to decrease in 2011-12 while over-the-counter permits such as Home Occupations and Fence Clearances have held steady. Building permit review and plan check times increased slightly in 2011-12 due to a temporary staff reduction for the first two months of the fiscal year. Staff expects this number to significantly decrease in the 2012-13 fiscal year.

Chart 4-2

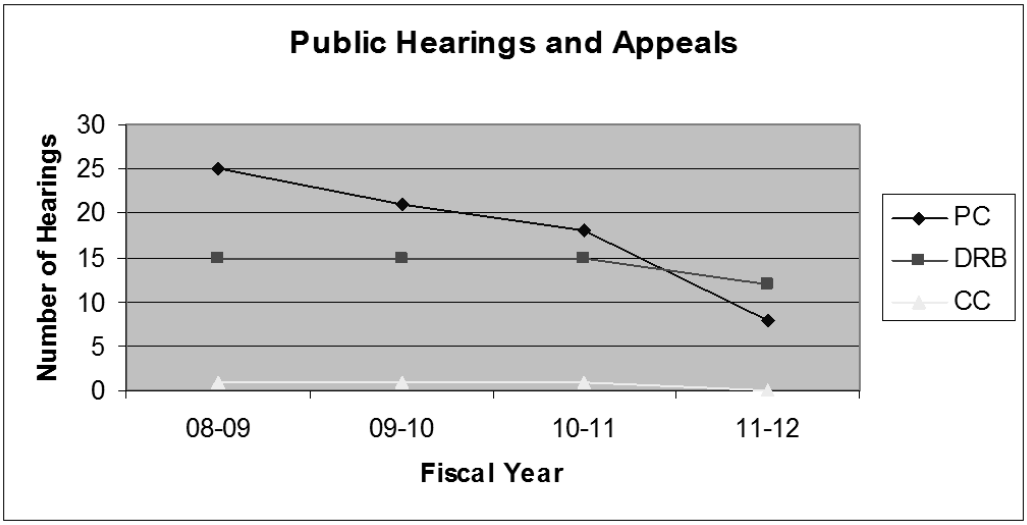


Chart 4-3

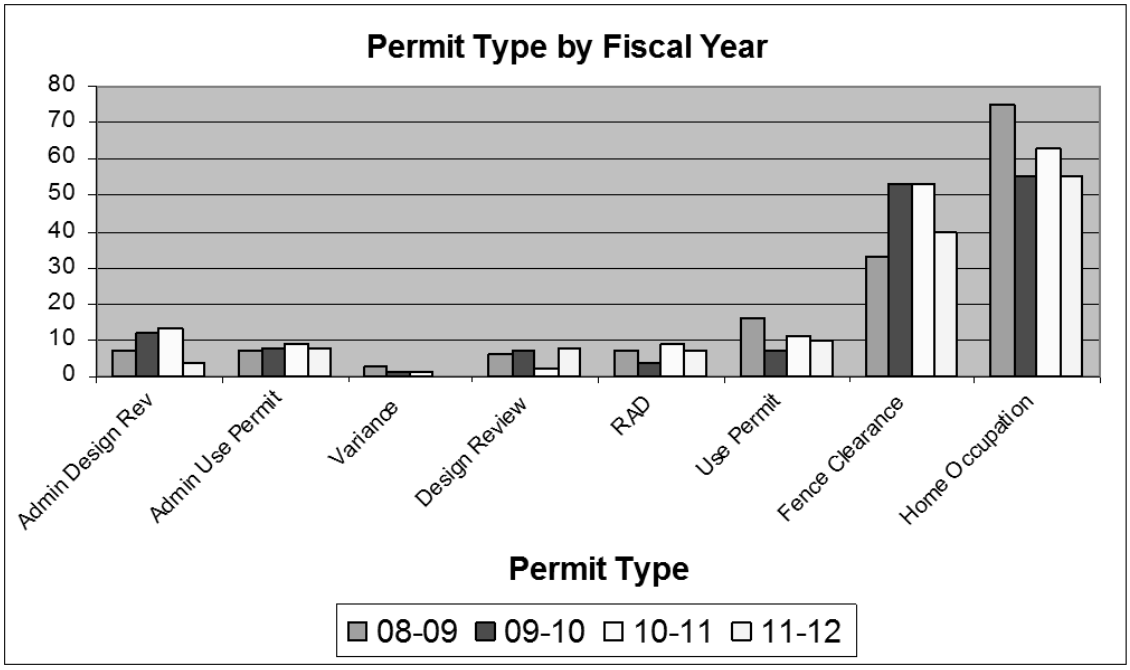
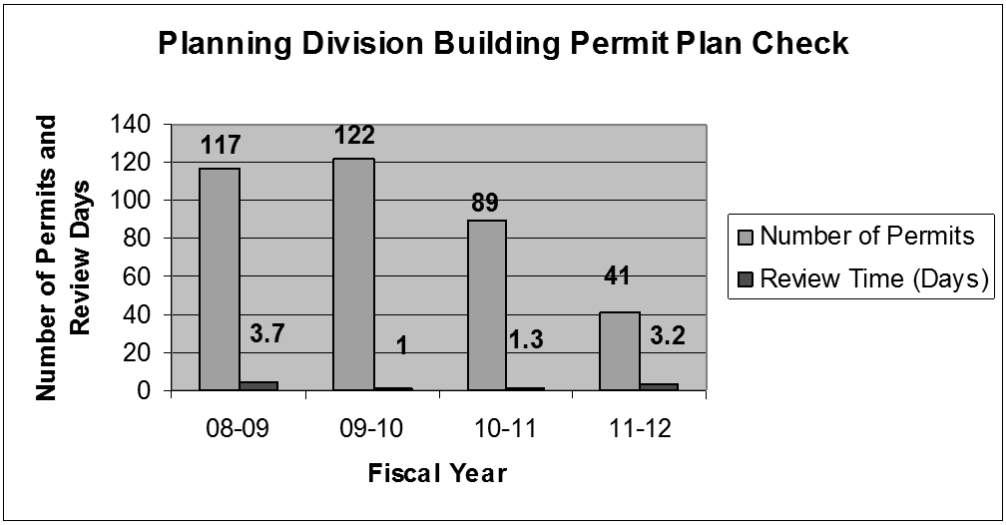


Chart 4-4



PLANNING DIVISION
BUDGET SUMMARY

	FY 2009-10 Actual	FY 2010-11 Actual	FY 2011-12 Amended	FY 2012-13 Adopted
Revenue				
Account: 46010 - Plan Check Fees				
101-4030 - General Fund	$45,290	$40,577	$45,000	$56,100
Account: 46190 - Other Planning/Insp Fees				
101-4030 - General Fund	12,419			
Account: 46520 - Program Fees				
101-4030 - General Fund	85,093	71,526	80,000	81,600
Account: 46910 - Reproduction Fees				
101-4030 - General Fund	91			
Account: 48990 - Other Misc Revenue				
101-4030 - General Fund	276		1,000	1,000
Revenue Totals	**$143,169**	**$112,103**	**$126,000**	**$138,700**
Expenditures				
Account: 51110 - Regular Salaries & Wages				
101-4030 - General Fund	269,532	275,583	273,035	267,681
Account: 51210 - PERS Contributions				
101-4030 - General Fund	65,213	66,231	75,573	66,609
Account: 51220 - FICA/Medicare				
101-4030 - General Fund	20,628	21,278	20,697	20,423
Account: 51230 - Insurance & Benefits				
101-4030 - General Fund	40,829	47,265	51,214	54,194
Account: 51240 - Workers Compensation				
101-4030 - General Fund	3,888	5,126	9,995	8,401
Account: 51990 - Salary Savings				
101-4030 - General Fund	(3,883)	(155)		
Account: 52130 - Architect/Engineering Svc				
101-4030 - General Fund				55,000
Account: 52190 - Miscellaneous Prof Svcs				
101-4030 - General Fund	2,322	2,500	30,000	2,500
301-4030 - Capital Improvement Fund	141,008	15,460		
Account 52190 Totals:	143,330	17,960	30,000	2,500
Account: 52230 - Other Technical Services				
101-4030 - General Fund	420	610	5,100	500
Account: 52240 - Miscellaneous Services				
101-4030 - General Fund	1,109	4,714	4,500	4,500
Account: 53290 - Miscellaneous R&M Svcs				
101-4030 - General Fund			110	
Account: 54210 - Telephone Expenses				
101-4030 - General Fund	873	982	1,020	1,000
Account: 54220 - Mobile/Wireless Expenses				
101-4030 - General Fund	1,440	2,160	2,160	1,200
Account: 54310 - Legal Notices & Advertise				
101-4030 - General Fund	1,789	1,969	8,000	3,000
Account: 54410 - Printing & Binding				
101-4030 - General Fund		343	8,000	1,000
Account: 54610 - Travel & Training				
101-4030 - General Fund	5,081	4,491	12,000	12,000
Account: 54910 - Dues & Subscriptions				
101-4030 - General Fund	790	1,390	2,000	1,500
Account: 54920 - Events & Field Trips				
101-4030 - General Fund	4,963	3,161	11,000	5,000
Account: 54990 - Other Administrative Svcs				

101-4030 - General Fund		50		
Account: 55110 - General Office Supplies				
101-4030 - General Fund	494	148	1,020	500
Account: 55120 - Postage & Delivery				
101-4030 - General Fund	1,156	1,359	8,000	4,000
Account: 55130 - Photocopying Charges				
101-4030 - General Fund	6,635	4,355	8,000	4,000
Account: 55290 - Other Operating Supplies				
101-4030 - General Fund			1,020	
Account: 56410 - Office Equipment <10K				
101-4030 - General Fund			7,000	3,000
Expenditure Grand Totals:	**$564,287**	**$459,019**	**$539,444**	**$516,008**

BUILDING DIVISION

The Building Division provides customer service to assist residents, business owners, residential contractors and commercial developers, so they can build in a manner that satisfies the health and safety regulations set forth by the California Building Code. The Building Division provides interpretations of the Code, reviews submitted plans by both plan checkers and structural engineers, issues building permits upon approval of plans, conducts inspections of construction, enforces codes, coordinates with other Departments and Divisions on applications, and provides staff assistance at the City Hall Customer Service Center for all construction related issues. The Division also includes the City's Code Enforcement program.

Responsibilities of the Building Division include:

- Evaluate all building permit applications and work with applicants during the plan review process on any suggested changes needed to obtain approvals
- Coordinate City staff review for development submittals from other Departments or Divisions including Planning, Engineering, Police, Fire and Environmental Services
- Assist potential applicants and developers through the plan submittal process; assist the public at the counter and on the phone
- Review and approve final occupancy permits to ensure all imposed planning conditions are addressed during construction
- Review Building policies, procedures, fees, and codes; recommend and update same to provide highest policy standards
- Manage consultants that perform outside plan review
- Monitor, update, implement and ensure consistency in all aspects of plan approval and inspections through education and staff development
- Assist decision-makers in identifying and evaluating policy choices
- Undertake focused activities with respect to disaster preparedness and post-disaster assessment

FY 2011-12 ACCOMPLISHMENTS
Completed building permit approvals for the new Recycling Center
Completed first cycle of Citywide Residential Rental Housing Inspection Program
Completed update of the CRW permit tracking system
Completed and energy efficiency analysis of City Hall in concert with Environmental Services and improved efficiencies within the building
Began an upgrade of all informational materials to better inform the public

FY 2012-13 PRIMARY OBJECTIVES	CORRESPONDING CITY COUNCIL GOAL(S)
Implement Uniform Solar Permitting process	• Responsive Government
Conduct a technology evaluation to complement the upgraded CRW system	• Responsive Government
Continue to evaluate building permit process with a focus on streamlining procedures and making the process more transparent for customers	• Community Engagement & Partnership • Responsive Government
Conduct an evaluation of code enforcement procedures with an eye toward improving the quality and safety of structures in the City	• Public Safety
Start Phase II implementation of residential rental inspection program	• Public Safety • Responsive Government

FY 2012-13 OPERATIONAL ACTIVITY GOALS	CORRESPONDING CITY COUNCIL GOAL(S)
Continue to monitor the use of building fees to determine whether further fee refinements are necessary	• Responsive Government • Fiscal Responsibility
Continue to improve internal processes to streamline the plan submittal review process and increase efficiency	• Responsive Government
Continue to develop new educational materials for the public explaining the new 2010 building codes, local, State, and Federal regulations, and the submittal process	• Community Engagement & Partnership
Continue to improve the City Hall one stop counter operations with enhanced customer service	• Responsive Government

Service Indicators

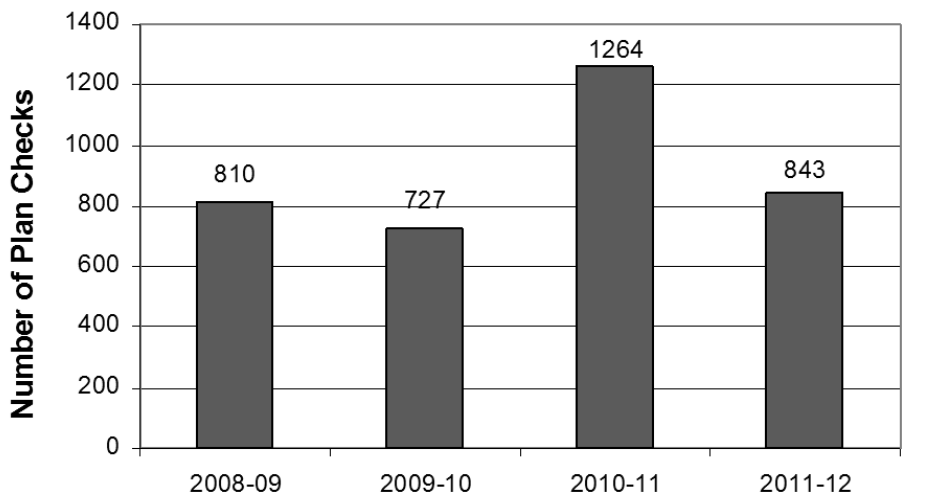
Tables 4-2 – 4-3 and **Charts 4-5 – 4-7** reveal the workload statistics for the Building Division for FY 2010-11. While the downturn in the economy has negatively affected building permit revenue due to lower valuations and permit costs, the overall number of permits has continued to slightly rise every year. Permit applications are typically for smaller projects and repairs rather than large remodels and additions as seen in past years. Staff has continued to improve permit processing time and as the process is further streamlined, permit processing time should continue to decrease.

Table 4-2
Permit Issuances and Construction Value

Fiscal Year	Total Permits Issued	Total Const. Valuation
2007-2008	1,289	$26,210,282
2008-2009	1,122	$16,755,268
2009-2010	1,232	$20,313,306
2010-2011	1,249	$21,731,299
2011-2012	883*	$14,167,333

** Total as of March 26, 2012*

Chart 4-5
Plan Check Submittals – Approved Permits



Plan check submittals shown include "over the counter" review and approvals. *Number for 2011-12 is as of March 26, 2012.

Chart 4-6
Average Building Permit Turn-Around – Application to Approval

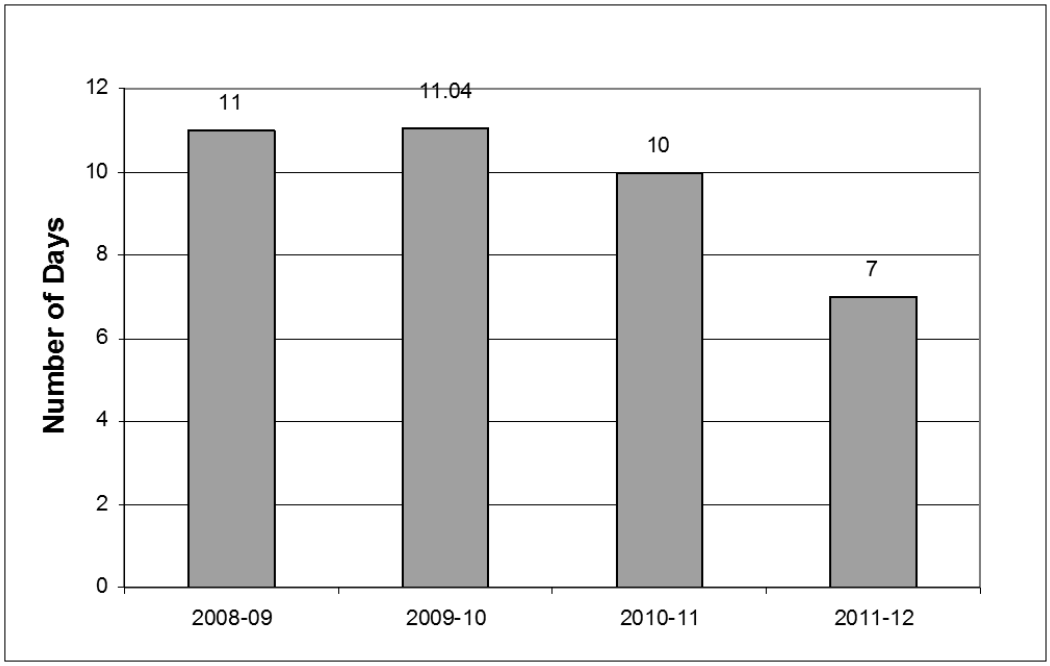
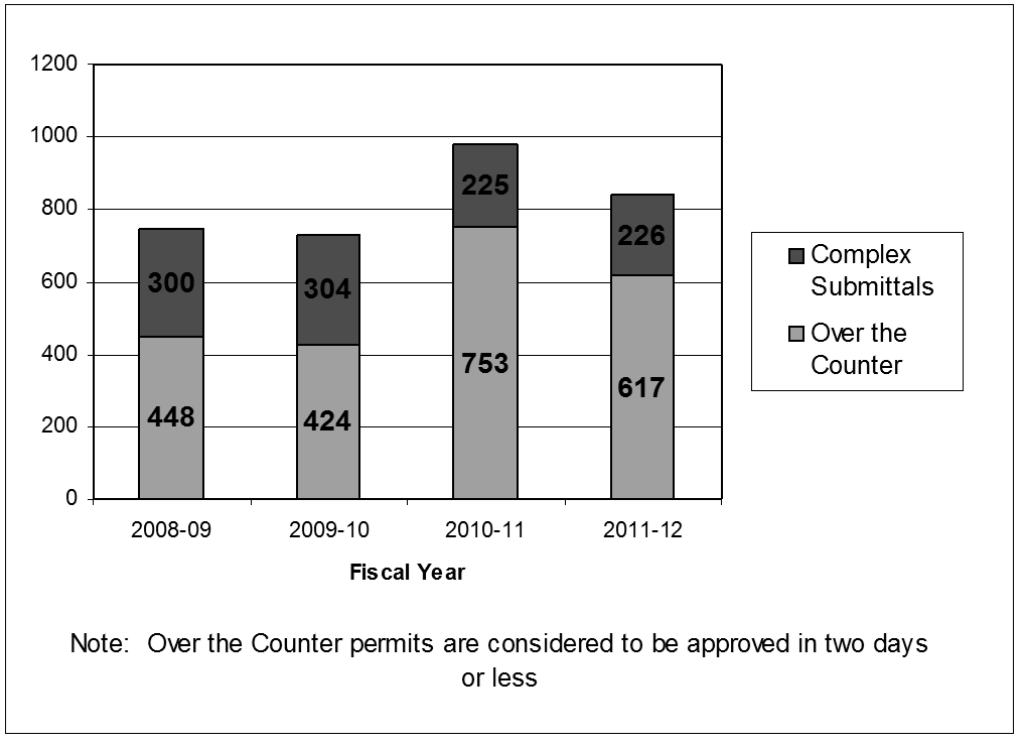


Chart 4-7
Total Plan Check Approvals By Type



Inspection Activity

Inspection activity for the past five fiscal years are shown in **Table 4-3:**

Table 4-3
Inspection Activity

Fiscal Year	Average Monthly Inspections	Annual Inspections
2007-2008	632	7,579
2008-2009	524	6,292
2009-2010	616	7,393
2010-2011	515	6,189
2011-2012	583*	5,251*

**Total as of March 26, 2012*

BUILDING DIVISION
BUDGET SUMMARY

	FY 2009-10 Actual	FY 2010-11 Actual	FY 2011-12 Amended	FY 2012-13 Adopted
Revenue				
Account: 40910 - Construction Tax				
101-4040 - General Fund	$2,892	$1,834	$4,900	$4,900
Account: 42210 - Building Permits				
101-4040 - General Fund	524,972	505,272	610,000	622,200
Account: 42220 - Building Issuance Fee				
101-4040 - General Fund	32,369	32,141	29,000	29,580
Account: 42230 - Electrical Permits				
101-4040 - General Fund	11,273	9,084	8,700	8,874
Account: 42240 - Mechanical Permits				
101-4040 - General Fund	4,676	9,261	4,300	4,386
Account: 42260 - Plumbing Permits				
101-4040 - General Fund	5,985	7,002	4,800	4,896
Account: 45790 - Other Local Reimbursement				
101-4040 - General Fund	(4)	519		
Account: 46010 - Plan Check Fees				
101-4040 - General Fund	233,944	271,785	250,000	255,000
Account: 46040 - Rental Inspection Fees				
101-4040 - General Fund	107,440	181,001	150,000	127,500
Account: 46190 - Other Planning/Insp Fees				
101-4040 - General Fund	50,243	29,330	85,000	56,100
Account: 46520 - Program Fees				
101-4040 - General Fund	2,100	400	2,500	2,550
Account: 46920 - Document Imaging Fee				
101-4040 - General Fund	26,911	26,047	35,000	35,700
Revenue Totals	**$1,002,801**	**$1,073,676**	**$1,184,200**	**$1,151,686**
Expenditures				
Account: 51110 - Regular Salaries & Wages				
101-4040 - General Fund	$441,610	$449,818	$510,489	$366,370
Account: 51120 - Part-Time Salaries & Wage				
101-4040 - General Fund	12,251	11,267		
Account: 51140 - Overtime Pay				
101-4040 - General Fund	159	279	1,020	1,020
Account: 51150 - Special Pay				
101-4040 - General Fund		1,000		
Account: 51210 - PERS Contributions				
101-4040 - General Fund	110,577	111,932	140,960	105,039
Account: 51220 - FICA/Medicare				
101-4040 - General Fund	34,660	35,384	39,267	28,679
Account: 51230 - Insurance & Benefits				
101-4040 - General Fund	103,698	101,918	129,567	93,882
Account: 51240 - Workers Compensation				
101-4040 - General Fund	9,072	11,959	23,321	19,601
Account: 51990 - Salary Savings				
101-4040 - General Fund	(6,707)	(263)	(77,724)	
Account: 52110 - Collect & Admin Services				
101-4040 - General Fund			20,000	
Account: 52120 - Legal & Financial Svcs				
101-4040 - General Fund	85		500	500
Account: 52130 - Architect/Engineering Svc				
101-4040 - General Fund	25,626	7,651	20,000	8,000
Account: 52190 - Miscellaneous Prof Svcs				
101-4040 - General Fund	102,246	159,753	140,000	140,000

Account: 52230 - Other Technical Services				
101-4040 - General Fund	420	3,110	10,000	65,000
Account: 52240 - Miscellaneous Services				
101-4040 - General Fund	5,060	8,964	10,000	10,000
Account: 53230 - Building Maint Services				
101-4040 - General Fund	1,120	1,791	5,000	3,000
Account: 53250 - Vehicle & Equip Maint Svc				
101-4040 - General Fund	1,774	3,187	2,500	2,500
Account: 53330 - Vehic Replcmt Rental Chrg				
101-4040 - General Fund			10,000	10,000
Account: 54210 - Telephone Expenses				
101-4040 - General Fund	1,691	1,929	1,800	1,800
Account: 54220 - Mobile/Wireless Expenses				
101-4040 - General Fund	6,652	3,766	4,200	4,200
Account: 54310 - Legal Notices & Advertise				
101-4040 - General Fund			500	
Account: 54410 - Printing & Binding				
101-4040 - General Fund	470	163	1,000	1,000
Account: 54610 - Travel & Training				
101-4040 - General Fund	4,826	8,957	11,000	11,000
Account: 54910 - Dues & Subscriptions				
101-4040 - General Fund	1,161	488	500	500
Account: 55110 - General Office Supplies				
101-4040 - General Fund	1,617	1,385	1,000	1,000
Account: 55120 - Postage & Delivery				
101-4040 - General Fund	3,090	1,552	700	700
Account: 55130 - Photocopying Charges				
101-4040 - General Fund	3,465	2,260	1,500	1,500
Account: 55210 - Fuel				
101-4040 - General Fund	2,548	2,934	2,500	2,500
Account: 55240 - Clothing & Uniform Supply				
101-4040 - General Fund	1,423	296	500	500
Account: 55290 - Other Operating Supplies				
101-4040 - General Fund	1,800	2,557	500	500
Account: 55520 - Building Supplies				
101-4040 - General Fund		472		
Account: 56410 - Office Equipment <$10K				
101-4040 - General Fund	2,522	1,427	5,000	2,500
Account: 56710 - Other Equipment <$10K				
101-4040 - General Fund			200	200
Expenditure Grand Totals:	**$872,918**	**$935,934**	**$1,015,800**	**$881,491**

ENVIRONMENTAL SERVICES DIVISION

The Environmental Services Division (ESD) plays a leadership role in promoting environmental quality and innovation, and in minimizing the environmental impacts of residential, business and City activities in El Cerrito and the region. The Division accomplishes its mission through developing, supporting and managing programs, policies and projects in a broad range of environmental areas as well as by serving as a clearinghouse and point of contact for inquiries regarding environmental issues. The Division brings an environmental perspective and resources to City endeavors.

Division Overview

The ESD is directly responsible for numerous environmental programs and works interdepartmentally to promote sustainability citywide and achieve the City Council's goals for the City as a whole to be a proactive environmental leader and steward. The Division manages the City's Recycling and Environmental Resource Center, Curbside Recycling Collection operation, and Climate Action and Energy Efficiency efforts. ESD is also involved in developing community engagement programs that involve and educate El Cerrito residents and businesses in sustainability topics, promoting green business and green economic development, developing Citywide environmental policies, and developing and pursuing funding for urban greening efforts. The Division also serves as staff liaison to the Environmental Quality Committee.

The Division is staffed and operated utilizing both Integrated Waste Management Enterprise Fund and General Fund resources.

FY 2011-12 ACCOMPLISHMENTS
Reconstructed and Reopened the Recycling and Environmental Resource Center
Implemented Energy Conservation and Efficiency programs- Energy Management System and Energy Efficiency Community Block Grant projects
Maintained Onsite Drop Off During Reconstruction of the Recycling Center
Implemented Multi-Family Recycling Program
Completed Draft Climate Action Plan
Completed Design of the Ohlone Greenway Urban Greening Project
Completed Rate Review and Initiated Study of Post Collection Options
Led Small Cities Climate Action Partnership and Joint Solar Procurement process

FY 2012-13 PRIMARY OBJECTIVES	CORRESPONDING CITY COUNCIL GOAL(S)
Begin Climate Action Plan Implementation	• Environmental Stewardship • Community Engagement & Partnership
Partner with Public Works to update	• Support of multi-modal transportation

Circulation Plan for Bicyclists and Pedestrians	• Environmental Stewardship • Community Engagement & Partnership
Implement Mandatory Commercial Recycling Requirements	• Environmental Stewardship
Develop Plastic Bag Ban/Environmental Foodware Ordinance	• Environmental Stewardship
Update City Environmental Purchasing Policy	• Environmental Stewardship • Fiscal Responsibility
Complete Analysis of Post Collection/Processing Options	• Environmental Stewardship • Fiscal Responsibility
Partner with Building Division and East Bay Green Corridor to streamline solar permitting system	• Environmental Stewardship • Economic Development
Complete construction of Ohlone Greenway Natural Area and Rain Garden project	• Environmental Stewardship • Economic Development

FY 2012-13 OPERATIONAL ACTIVITY GOALS	CORRESPONDING CITY COUNCIL GOAL(S)
Coordinate new programs at Recycling and Environmental Resource Center and establish the Center as a leader and regional model for municipal environmental activities and initiatives	• Environmental Stewardship • Responsive Government • Fiscal Responsibility • Community Engagement and Partnership
Engage community in stewardship and sustainability efforts through partnering with Environmental Quality Committee and others	• Environmental Stewardship • Community Engagement and Partnership
Increase public education and involvement programs and grow Citywide events and environmental activities	• Community Engagement & Partnership • Environmental Stewardship • Support of Multi-Modal Transportation • Economic Development
Work interdepartmentally to integrate sustainability into City efforts and programs	• Environmental Stewardship • Economic Development • Community Engagement and Partnership

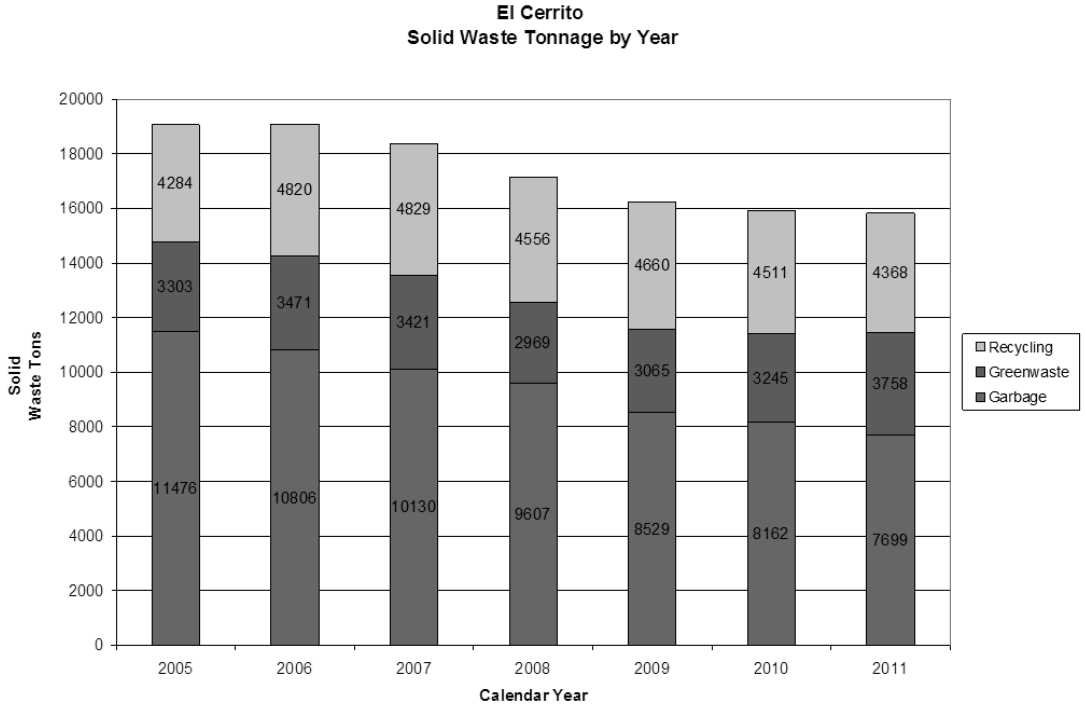
Participate and play a leadership role in regional efforts to support a more sustainable El Cerrito and Bay Area	• Community Engagement & Partnership • Environmental Stewardship • Support of Multi-Modal Transportation • Economic Development
Engage community in stewardship and sustainability efforts through partnering with Environmental Quality Committee and other community groups	• Environmental Stewardship • Responsive Government • Fiscal Responsibility • Community Engagement and Partnership

Service Indicators

Solid Waste

As depicted in Chart 4-8, the amount of solid waste (including trash, green waste, and recycling) generated in El Cerrito has steadily declined since 2006. In 2011, the trend noted in previous years of a decrease in solid waste being sent to landfills continued, while the total tonnage of green waste collected and converted to compost increased significantly.

Chart 4-8



Resource Conservation

ESD continually strives to identify and achieve resource savings for the City through policies, projects and programs. The resource savings also help the City meet carbon dioxide equivalent (CO2e) emissions reductions. In order to monitor progress toward the City's Climate Action Plan reduction targets, ESD will complete a C02e emissions inventory every five years. Annually, ESD also selects a resource conservation or efficiency program that has been implemented to highlight the CO2e or other resource savings achieved. In FY 2011-12, ESD successfully implemented several energy efficiency projects with funding from the City's Energy and Water Efficiency program (EWEP), the EPA Climate Communities Showcase grant, and an Energy Efficiency Community Block Grant. **Chart 4-9** illustrates energy savings achieved due to the efficiency projects completed in 2011. Work began in August 2011, and projects included lighting retrofits in parks buildings, HVAC retro-commissioning at City Hall, and the installation of LED lighting along the Ohlone Greenway. The projects together are estimated to save nearly $24,000 per year and reduce greenhouse gas emissions by 48 tons CO2e per year.

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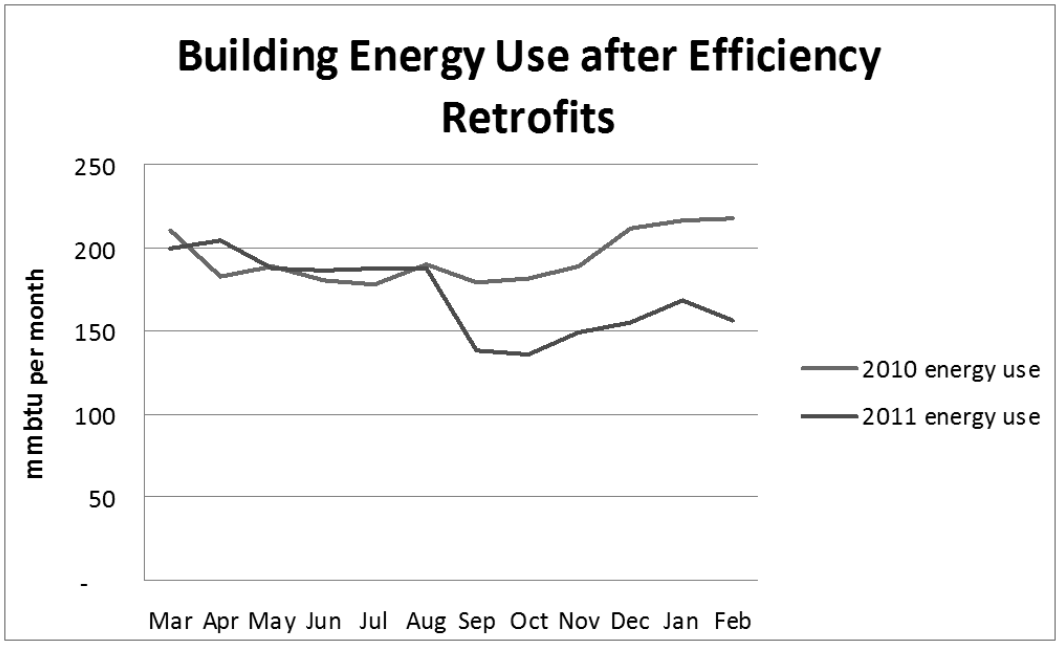
Chart 4-9



Community Engagement

Community involvement, via workshops, volunteer activities, community input opportunities, and public information are key to the City meeting its environmental stewardship goals. Significant ESD staff resources each year are dedicated to such efforts. The chart below shows a summary of community engagement activities in FY 2011-12. ESD tracks participation and number of activities over time, with a goal of continually increasing overall participation and community engagement in environmental efforts.

Chart 4-10
Community Engagement Activities

Community Input	***Meetings:***	***24***	***Attendees:***	***117***
Environmental Quality Committee Meetings (Monthly)				
Compostable Food Ware Meeting				
Community Garden Meeting				
Bicycling Town Hall				
Ohlone Greenway Natural Area Meeting				
Book Exchange Meetings (2)				
Community Events	***Events:***	***5***	***Attendees:***	***630***
Fourth of July Tabling Event				
Bike to Work Day Energizer Station				
Eco Film Series (3)				
Energy Efficiency Programs	***Programs:***	***3***	***Participants:***	***175***
Home Energy Efficiency Workshop				
Energy Upgrade California				
Smart Lights Commercial Energy Retrofits				
Recycling Programs	***Programs:***	***3***	***Participants:***	***870***
Multi-Family Recycling Outreach				
Electronic Waste Collection Events (1)				
City-wide Garage Sales (2)				
Ribbon Cutting Celebration				
Volunteer Events	***Work Sites:***	***33***	***Volunteer Shifts:***	***364***
Green Team Events (8)				
Earth Day Celebration				
Totals	***Meetings/Events:***	***65***	***Attendees/Shifts:***	***1981***
Written Outreach	***Mailings:***	***2***	***Pieces:***	***2800***
A Greener El Cerrito Newsletters (All garbage bill payers, three times per year)				
Solid Waste Full Service Brochure				
Multi-Family Dwelling Recycling Program (Doorhangers)				
Monthly Email Updates (820 community members, up from 660 in FY11)				

Table 4-4
Integrated Waste Management Fund Ten-Year Plan

	2009-2010 Actual	2010-2011 Projected	2011-2012 Proposed	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
20 and 35 Gallon IWM FEE effective mid-year (94% of residential customers)	$ 7.68	$ 8.37	$ 8.79	$ 9.23	$ 9.70	$ 10.19	$ 10.70	$ 11.24	$ 11.81	$ 12.41	$ 13.04	$ 13.70
IWM Revenue Increase effective mid-year	10.0%	8.5%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%
Beginning Undesignated Fund Balance	$ 929,455	$ 1,018,790	$ 1,105,739	$ 923,171	$ 851,327	$ 830,939	$ 845,057	$ 917,983	$ 1,035,337	$ 1,146,485	$ 1,300,677	$ 1,404,009
Beginning Undesignated Cash Balance	356,426	588,679	724,573	468,539	344,945	250,098	174,804	119,744	152,958	219,387	236,834	256,724
Beginning Equipment Reserve Balance	-	-	-	-	-	-	-	-	-	40,000	-	130,000
Operating Revenue:												
Interest	5,768	5,887	7,262	4,685	3,449	2,501	1,748	1,197	1,530	2,194	2,368	2,567
Grants	32,086	23,210	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Misc. Revenue	67,679	-	10,000	25,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000
Total IWM Fees	1,382,663	1,487,370	1,586,706	1,666,042	1,749,344	1,836,811	1,928,651	2,025,084	2,126,338	2,232,655	2,344,288	2,461,502
Recyclables	190,328	230,000	185,000	220,000	231,000	242,550	254,678	267,411	280,782	294,821	309,562	325,040
Total Estimated Revenue	1,678,524	1,746,467	1,798,968	1,925,727	2,028,793	2,126,862	2,230,077	2,338,693	2,453,650	2,574,670	2,701,218	2,834,110
Operating Expenses:												
Salaries and Wages	858,308	913,318	976,337	1,029,698	1,086,390	1,146,642	1,210,702	1,278,834	1,351,323	1,428,476	1,510,620	1,598,110
Professional Services	95,326	56,600	62,100	47,100	48,042	49,003	49,983	50,983	52,002	53,042	54,103	55,185
Property Services	38,091	43,100	49,000	54,000	55,530	57,104	58,724	54,742	56,287	55,135	55,338	56,895
Other Services	34,029	44,000	41,000	32,000	32,640	33,293	33,959	34,638	35,331	36,037	36,758	37,493
Supplies and Equipment <10K	84,683	77,250	90,250	68,430	70,375	72,377	74,436	76,555	78,736	80,979	83,287	85,663
Depreciation	184,675	185,156	239,078	290,388	282,021	282,021	259,031	257,374	257,374	291,987	217,009	269,308
New Recycling Center Debt Service	-	-	181,035	127,571	119,960	112,049	103,827	95,282	86,399	77,168	67,572	57,599
Equipment Lease Payment	48,147	46,711	40,552	34,112	27,379	20,338	12,976	5,277	2,690	-	29,637	27,281
Transfer-out	287,630	293,383	302,184	314,272	326,843	339,916	353,513	367,654	382,360	397,654	413,560	430,103
Total Operating Expenses	1,630,889	1,659,518	1,981,536	1,997,571	2,049,180	2,112,744	2,157,151	2,221,339	2,302,502	2,420,478	2,467,886	2,617,637
Net Income (Loss)	47,635	86,949	(182,568)	(71,844)	(20,387)	14,118	72,926	117,354	151,147	154,192	233,332	216,473
Contingency Reserve	(81,544)	(82,976)	(99,077)	(99,879)	(102,459)	(105,637)	(107,858)	(111,067)	(115,125)	(121,024)	(123,394)	(130,882)
Available Fund Balance	895,546	1,022,763	824,094	751,448	728,480	739,420	810,126	924,271	1,031,360	1,179,653	1,280,615	1,489,600
Available Cash Balance		641,597	399,462	245,067	147,639	69,167	11,887	92,782	104,262	115,810	133,329	139,601
Undesignated Fund Balance as a % of Expenditures (includes cash and capital)	59.9%	66.6%	46.6%	42.6%	40.5%	40.0%	42.6%	46.6%	49.8%	53.7%	56.9%	61.9%
Cash Balance as a % of Expenditures	28.7%	45.0%	24.6%	16.8%	11.8%	7.9%	5.2%	9.0%	9.3%	10.0%	10.1%	10.1%
Equipment Reserve Designation	-	-	-	-	-	-	-	-	40,000	185,000	130,000	130,000
Equipment Reserve Spending	-	-	-	-	-	-	-	-	-	225,000	-	260,000
Equipment Reserve Total	-	-	-	-	-	-	-	-	40,000	-	130,000	-
Capital Activity:												
Vehicles >10K	194,742	-	-	-	-	-	-	50,891	-	817,738	-	627,787
Other Equipment >10K	-	-	30,000	-	-	-	-	-	-	-	-	-

ENVIRONMENTAL SERVICES DIVISION
BUDGET SUMMARY

	FY 2009-10 Actual	FY 2010-11 Actual	FY 2011-12 Amended	FY 2012-13 Adopted
Revenue				
Account: 44010 - Interest Income				
501-1080 - Integrated Waste Mgmt	$5,768	$1,030	$7,262	$1,000
Account: 45410 - Federal Grant-Operating				
101-1080 - General Fund		16,274	16,000	15,000
221-1080 - Grants	12,435	181,247	285,400	105,208
Account 45410 Totals:	12,435	197,521	301,400	120,208
Account: 45440 - State Grant-Operating				
101-1080 - General Fund				24,500
221-1080 - Grants				94,500
501-1080 - Integrated Waste Mgmt	9,258	6,110		16,000
Account 45440 Totals:	9,258	6,110		135,000
Account: 45460 - Local Agency Grants				
101-1080 - General Fund	42,875	(11,625)		3,000
501-1080 - Integrated Waste Mgmt	22,828			
Account 45460 Totals:	65,703	(11,625)		3,000
Account: 45910 - Misc Intergovrnmtal Rev				
501-1080 - Integrated Waste Mgmt	63,351		10,000	
Account: 46310 - IWM Fees				
501-1080 - Integrated Waste Mgmt	1,382,663	1,473,041	1,586,706	1,639,078
Account: 46320 - Recycling Revenues				
501-1080 - Integrated Waste Mgmt	190,328	272,224	185,000	250,000
Account: 48020 - Personal Property Sales				
501-1080 - Integrated Waste Mgmt		6,511		
Account: 48120 - Contributions & Donations				
101-1080 - General Fund		1,336	2,000	2,000
Account: 48990 - Other Misc Revenue				
101-1080 - General Fund	323	120		
501-1080 - Integrated Waste Mgmt	4,329	7,331	10,000	25,000
Account 48990 Totals:	4,652	7,451	10,000	25,000
Revenue Totals	**$1,734,157**	**$1,953,599**	**$2,102,368**	**$2,175,286**
Expenditures				
Account: 51110 - Regular Salaries & Wages				
101-1080 - General Fund	97,103	104,166	102,675	102,198
221-1080 - Grants	3,464			
501-1080 - Integrated Waste Mgmt	452,393	455,319	479,744	499,655
Account 51110 Totals:	552,960	559,485	582,419	601,853
Account: 51120 - Part-Time Salaries & Wage				
501-1080 - Integrated Waste Mgmt	38,393	40,600	42,879	55,000
Account: 51140 - Overtime Pay				
501-1080 - Integrated Waste Mgmt	22,704	31,149	25,500	19,362
Account: 51150 - Special Pay				
501-1080 - Integrated Waste Mgmt	1,000	1,000		
Account: 51200 - PARS Contribution				
501-1080 - Integrated Waste Mgmt	503	525	557	715
Account: 51210 - PERS Contributions				
101-1080 - General Fund	24,078	25,126	28,402	25,422
221-1080 - Grants	859			
501-1080 - Integrated Waste Mgmt	108,060	113,178	132,438	137,057
Account 51210 Totals:	132,997	138,304	160,840	162,479
Account: 51220 - FICA/Medicare				

101-1080 - General Fund	7,483	7,948	8,228	8,191
221-1080 - Grants	262			
501-1080 - Integrated Waste Mgmt	35,407	38,075	39,795	41,025
Account 51220 Totals:	43,152	46,023	48,023	49,216
Account: 51230 - Insurance & Benefits				
101-1080 - General Fund	14,287	15,302	19,699	20,804
221-1080 - Grants	439			
501-1080 - Integrated Waste Mgmt	130,976	138,683	150,919	179,211
Account 51230 Totals:	145,702	153,984	170,618	200,015
Account: 51240 - Workers Compensation				
101-1080 - General Fund	1,620	2,133	4,165	3,500
501-1080 - Integrated Waste Mgmt	12,635	17,258	32,483	24,502
Account 51240 Totals:	14,256	19,391	36,648	28,002
Account: 51990 - Salary Savings				
101-1080 - General Fund	(1,489)	(60)		
501-1080 - Integrated Waste Mgmt	(7,032)	(262)		
Account 51990 Totals:	(8,521)	(322)		
Account: 52120 - Legal & Financial Svcs				
501-1080 - Integrated Waste Mgmt	5,774		2,000	
Account: 52190 - Miscellaneous Prof Svcs				
101-1080 - General Fund	1,300	836	3,000	2,000
221-1080 - Grants	5,446	94,841	95,000	110,500
501-1080 - Integrated Waste Mgmt	39,844	40,551	55,000	25,000
Account 52190 Totals:	46,590	136,228	153,000	137,500
Account: 52210 - Lab & Investigative Svcs				
501-1080 - Integrated Waste Mgmt	1,463	1,090	600	600
Account: 52230 - Other Technical Services				
501-1080 - Integrated Waste Mgmt	1,285	2,858	2,000	2,000
Account: 52240 - Miscellaneous Services				
501-1080 - Integrated Waste Mgmt	5,636	4,586	2,500	2,500
Account: 53110 - Utilities				
501-1080 - Integrated Waste Mgmt	3,262	3,658	4,000	8,000
Account: 53230 - Building Maint Services				
501-1080 - Integrated Waste Mgmt	7,371	5,821	5,000	12,000
Account: 53250 - Vehicle & Equip Maint Svc				
501-1080 - Integrated Waste Mgmt	27,459	35,298	40,000	40,000
Account: 53990 - Other Property Services				
221-1080 - Grants			25,000	10,000
501-1080 - Integrated Waste Mgmt	162	147		
Account 53990 Totals:	162	147	25,000	10,000
Account: 54210 - Telephone Expenses				
101-1080 - General Fund		82		
501-1080 - Integrated Waste Mgmt	1,725	3,266	3,000	4,000
Account 54210 Totals:	1,725	3,348	3,000	4,000
Account: 54220 - Mobile/Wireless Expenses				
101-1080 - General Fund		705		
501-1080 - Integrated Waste Mgmt	10,086	5,292	11,000	11,000
Account 54220 Totals:	10,086	5,997	11,000	11,000
Account: 54310 - Legal Notices & Advertise				
101-1080 - General Fund			500	
501-1080 - Integrated Waste Mgmt	756	559	1,500	750
Account 54310 Totals:	756	559	2,000	750
Account: 54410 - Printing & Binding				
101-1080 - General Fund	5,076	3,630	3,500	3,000
221-1080 - Grants			3,000	1,500

501-1080 - Integrated Waste Mgmt	13,382	15,733	20,000	9,000
Account 54410 Totals:	18,458	19,363	26,500	13,500
Account: 54610 - Travel & Training				
101-1080 - General Fund	519	1,039	3,000	5,000
221-1080 - Grants	1,692	1,105	900	2,000
501-1080 - Integrated Waste Mgmt	1,882	550	2,000	2,000
Account 54610 Totals:	4,093	2,695	5,900	9,000
Account: 54910 - Dues & Subscriptions				
101-1080 - General Fund	1,343	600	1,800	1,000
501-1080 - Integrated Waste Mgmt		1,270	1,500	1,500
Account 54910 Totals:	1,343	1,870	3,300	2,500
Account: 54920 - Events & Field Trips				
101-1080 - General Fund	8,780	6,040	10,000	10,000
221-1080 - Grants	273			
501-1080 - Integrated Waste Mgmt	6,198	4,915	2,000	4,000
Account 54920 Totals:	15,251	10,954	12,000	14,000
Account: 55110 - General Office Supplies				
101-1080 - General Fund	222		510	500
221-1080 - Grants		192		
501-1080 - Integrated Waste Mgmt	1,785	3,593	1,500	2,000
Account 55110 Totals:	2,008	3,785	2,010	2,500
Account: 55120 - Postage & Delivery				
101-1080 - General Fund	2,269	1,201	3,264	1,800
221-1080 - Grants				
501-1080 - Integrated Waste Mgmt	6,011	5,229	7,500	3,000
Account 55120 Totals:	8,280	6,430	10,764	4,800
Account: 55130 - Photocopying Charges				
101-1080 - General Fund	43		255	
501-1080 - Integrated Waste Mgmt	1,487	718	750	750
Account 55130 Totals:	1,531	718	1,005	750
Account: 55210 - Fuel				
221-1080 - Grants		21		
501-1080 - Integrated Waste Mgmt	50,123	60,068	56,000	65,000
Account 55210 Totals:	50,123	60,089	56,000	65,000
Account: 55220 - Safety Supplies				
501-1080 - Integrated Waste Mgmt	2,504	4,058	2,500	3,000
Account: 55230 - Medical Supplies				
501-1080 - Integrated Waste Mgmt	58			
Account: 55250 - Vehicle & Equip Supplies				
501-1080 - Integrated Waste Mgmt	13,123	17,500	12,000	
Account: 55290 - Other Operating Supplies				
501-1080 - Integrated Waste Mgmt	9,539	7,500	7,500	
Account: 55520 - Building Supplies				
501-1080 - Integrated Waste Mgmt		892		
Account: 56410 - Office Equipment <$10K				
501-1080 - Integrated Waste Mgmt	53	1,707	10,000	
Account: 56720 - Other Equipment >$10K				
501-1080 - Integrated Waste Mgmt			30,000	35,000
Account: 56910 - Depreciation Expense				
501-1080 - Integrated Waste Mgmt	184,675	185,181	239,078	293,388
Account: 58120 - Interest Payments				
501-1080 - Integrated Waste Mgmt	48,147	46,719	221,587	161,683
Account: 58910 - Pass Through Payments				
221-1080 - Grants		83,338	161,500	75,708
Account: 59110 - Loans & Grants				
221-1080 - Grants		1,750		

Account: 59990 101 - Operating Xfer Out-GEN				
501-1080 - Integrated Waste Mgmt	287,630	293,383	302,184	311,250
Expenditure Grand Totals:	**$1,701,529**	**$1,937,661**	**$2,421,412**	**$2,337,071**

THE CITY OF
EL CERRITO