FY 2021-22
Proposed Budget
Department Preview
City Council Meeting
May 18, 2021
FY 2021-22 Proposed Budget Department Preview

- High Level, Draft Preview of Departments
  - Main focus on General Fund
  - Major revenue assumptions
  - Major non-personnel expenditures over $50,000
- Budget totals and line-item detail still being finalized
  - Non-departmental, special funds, Capital Improvement Program (CIP) also in progress
- American Rescue Plan Act funds still to be determined
- Short-term budget strategies and assumptions:
  - Conservative revenue estimates
  - Expenditures baseline: status quo
    - Modified service delivery reflecting current operating environment because of pandemic
  - Increased focus on cost recovery and fees
  - Personnel (in progress)
    - Management/Confidential/Unrepresented – Resolution to be presented in June
    - Discussions with unions/bargaining units ongoing
    - Vacant positions – case by case consideration for filling or eliminating
FY 2021-22 General Fund Draft Preliminary Budget

This table shows the current Preliminary Budget that has been updated since the forecast presented to City Council in March and includes the short-term budget strategies. This Preliminary Budget was discussed with the FAB on May 11.

### DRAFT

<table>
<thead>
<tr>
<th>Tax Revenues ($000s)</th>
<th>Mid-year Projected 2020-21</th>
<th>Forecast 2021-22</th>
<th>Preliminary Budget 2021-22</th>
<th>Delta</th>
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</thead>
<tbody>
<tr>
<td>Property taxes</td>
<td>$10,240</td>
<td>$10,446</td>
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<td>Sales Taxes</td>
<td>$6,250</td>
<td>7,101</td>
<td>7,157</td>
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<td>Real Property Transfer Tax</td>
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<td>Utility Tax</td>
<td>3,200</td>
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<tr>
<td>Franchise Tax</td>
<td>1,050</td>
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<tr>
<td>Business License Tax</td>
<td>821</td>
<td>900</td>
<td>900</td>
<td>$0</td>
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<tr>
<td>Other Taxes</td>
<td>136</td>
<td>150</td>
<td>150</td>
<td>$0</td>
</tr>
<tr>
<td><strong>Total Taxes</strong></td>
<td><strong>24,297</strong></td>
<td><strong>25,947</strong></td>
<td><strong>26,003</strong></td>
<td><strong>$6</strong></td>
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</table>

<table>
<thead>
<tr>
<th>Other Revenues ($000s)</th>
<th>Mid-year Projected 2020-21</th>
<th>Forecast 2021-22</th>
<th>Preliminary Budget 2021-22</th>
<th>Delta</th>
</tr>
</thead>
<tbody>
<tr>
<td>Licenses and permits</td>
<td>739</td>
<td>$775</td>
<td>$636</td>
<td>($139)</td>
</tr>
<tr>
<td>Fines and forfeitures</td>
<td>95</td>
<td>200</td>
<td>140</td>
<td>($60)</td>
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<tr>
<td>Use of money and property</td>
<td>332</td>
<td>342</td>
<td>354</td>
<td>$12</td>
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<td>Intergovernmental</td>
<td>3,855</td>
<td>3,800</td>
<td>3,776</td>
<td>($24)</td>
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<tr>
<td>- Fire OES Overtime Reimb</td>
<td>1,150</td>
<td>550</td>
<td>450</td>
<td>($100)</td>
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<tr>
<td>Vehicle Licensing Fee</td>
<td>2,800</td>
<td>3,087</td>
<td>3,087</td>
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<tr>
<td>Charges for services-Recreation</td>
<td>2,414</td>
<td>3,500</td>
<td>3,481</td>
<td>($39)</td>
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<tr>
<td>Charges for services-Other</td>
<td>1,245</td>
<td>2,000</td>
<td>1,339</td>
<td>($661)</td>
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<tr>
<td>Cost recovery Transfers</td>
<td>941</td>
<td>941</td>
<td>954</td>
<td>$13</td>
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<tr>
<td>Sale of Property</td>
<td></td>
<td></td>
<td></td>
<td>$0</td>
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<tr>
<td>Other revenues</td>
<td>213</td>
<td>200</td>
<td>175</td>
<td>($25)</td>
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<tr>
<td><strong>Total Other Revenues</strong></td>
<td><strong>13,784</strong></td>
<td><strong>15,395</strong></td>
<td><strong>14,372</strong></td>
<td><strong>$1,023</strong></td>
</tr>
</tbody>
</table>

| Total revenues                | 38,081                     | 41,342           | 40,375                    | ($97) |

### Personnel
- Regular Salaries & Benefits
- Part-time Salaries & Benefits
- One-time payments
- CalPers Contributions - Safety
- CalPers Contributions - Miso
- Medical Benefits
- Public Safety Regular Overtime
- Fire OES Overtime

### Total Personnel

| Professional Services          | 3,100                      | 3,900            | 3,572                     | $28   |
| Purchased Property Services    | 1,710                      | 2,200            | 1,840                     | $360  |
| Other Services                 | 1,576                      | 1,900            | 1,962                     | ($52) |
| Supplies                       | 408                        | 715              | 632                       | $83   |
| Property & Capital outlay      | 406                        | 410              | 373                       | $37   |
| Financing Costs & TRAN Interest| 310                        | 560              | 500                       | $42   |
| Pension Payments               | 85                         | 85               | 85                        | $0    |
| City Hall Debt Payments        | 580                        | 580              | 581                       | ($1)  |
| **Total Non-Personnel**        | **8,178**                  | **10,040**       | **9,573**                 | **$467**|

### Total Operating Expenditures

<table>
<thead>
<tr>
<th>Proposed Budget Reductions</th>
<th>Mid-year Projected 2020-21</th>
<th>Forecast 2021-22</th>
<th>Preliminary Budget 2021-22</th>
<th>Delta</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excess of revenues over/(under)expenditures</td>
<td>635</td>
<td>469</td>
<td>445</td>
<td>($24)</td>
</tr>
<tr>
<td>Other revenues &amp; expenditures</td>
<td>2,400</td>
<td>2,400</td>
<td>2,400</td>
<td>0</td>
</tr>
<tr>
<td>- Covid-19 Federal Relief</td>
<td>1,325</td>
<td>1,325</td>
<td>1,325</td>
<td>0</td>
</tr>
<tr>
<td><strong>Net Revenues/(Expenditures)</strong></td>
<td><strong>1,710</strong></td>
<td><strong>2,869</strong></td>
<td><strong>2,848</strong></td>
<td><strong>$21</strong></td>
</tr>
</tbody>
</table>

| Beginning Fund balance - July 1 | ($110) | 1,000 | 1,000 | 0 |
| Ending Fund balance - June 30  | 1,600  | 4,469 | 4,445 | ($24) |

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## FY 2021-22 Proposed Budget Preview – Department Staffing

<table>
<thead>
<tr>
<th>Department</th>
<th>FY 2019-20</th>
<th>FY 2020-21 (Authorized)</th>
<th>FY 2020-21 (Actual Including Vacancies)</th>
<th>FY 2021-22 (Proposed)</th>
<th>Position Reductions (since FY20)</th>
<th>FY 2021-22 Vacancies (Funded)</th>
</tr>
</thead>
<tbody>
<tr>
<td>City Council</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>City Management</td>
<td>11.5</td>
<td>10</td>
<td>10</td>
<td>9</td>
<td>(2.5)</td>
<td>1</td>
</tr>
<tr>
<td>Finance Department</td>
<td>6</td>
<td>6</td>
<td>6</td>
<td>6</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Community Development</td>
<td>14</td>
<td>15</td>
<td>14</td>
<td>14</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Police Department</td>
<td>58</td>
<td>55</td>
<td>50</td>
<td>48</td>
<td>(10)</td>
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<tr>
<td>Fire Department</td>
<td>37</td>
<td>37</td>
<td>37</td>
<td>37</td>
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<tr>
<td>Public Works Department</td>
<td>25.2</td>
<td>25</td>
<td>25</td>
<td>24.2</td>
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<tr>
<td>Recreation Department</td>
<td>23</td>
<td>21</td>
<td>21</td>
<td>18</td>
<td>(5.0)</td>
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</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>179.7</strong></td>
<td><strong>174</strong></td>
<td><strong>168</strong></td>
<td><strong>162.2</strong></td>
<td><strong>(17.5)</strong></td>
<td><strong>5</strong></td>
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</table>
City Management
Divisions: City Council, City Manager, City Attorney, City Clerk, Human Resources, Information Technology

Chart 3-1
City Management Organizational Structure

CITY MANAGEMENT

<table>
<thead>
<tr>
<th>Position</th>
<th>FY17-18</th>
<th>FY18-19</th>
<th>FY19-20</th>
<th>FY20-21</th>
<th>FY21-22</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant City Manager</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Assistant to the City Manager</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Administrative Clerk Specialist</td>
<td>1.5</td>
<td>1.5</td>
<td>1.5</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>City Manager</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>City Clerk</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Human Resources Manager</td>
<td>0</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Human Resources Technician</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Human Resources Specialist</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Information Technology Manager</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Information Technology Specialist</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Management Assistant</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>0</td>
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<tr>
<td>Senior Human Resources Analyst</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>CITY MANAGEMENT TOTAL</td>
<td>11.5</td>
<td>11.5</td>
<td>11.5</td>
<td>10</td>
<td>9</td>
</tr>
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</table>
## City Management Major Expenditures

<table>
<thead>
<tr>
<th>Department</th>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>City Council</td>
<td>$58,099</td>
<td>Payment to Contra Costa County for OPTIONAL 6 extra operating hours for El Cerrito Library (FY 2020-21 $103,000 for 11 hrs)</td>
</tr>
<tr>
<td>City Manager</td>
<td>$65,927</td>
<td>Professional consulting and technical services contracts</td>
</tr>
<tr>
<td>Human Resources</td>
<td>$811,882</td>
<td>Insurance Premiums: Citywide General Liability (increase due to premium increase per MPA) and Workers Compensation</td>
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<tr>
<td>Human Resources</td>
<td>$350,000</td>
<td>Claims, potential litigation or settlements, and insurance pool payments</td>
</tr>
<tr>
<td>Human Resources</td>
<td>$75,000</td>
<td>Other Administrative Services: Personnel Investigations, Labor Relations</td>
</tr>
<tr>
<td>Information Technology</td>
<td>$55,000</td>
<td>Community Development and eTRAKiT system hosting, licenses &amp; maintenance</td>
</tr>
</tbody>
</table>

*No General Fund revenues projected over >$50K for this department.*
Community Development
Divisions: Building, Planning, Economic Development, Housing, Neighborhood Preservation

<table>
<thead>
<tr>
<th>Position</th>
<th>FY17-18</th>
<th>FY18-19</th>
<th>FY19-20</th>
<th>FY20-21</th>
<th>FY21-22</th>
</tr>
</thead>
<tbody>
<tr>
<td>Management Analyst (Economic Dev)</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>0</td>
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<tr>
<td>Management Analyst III (Affordable Housing)</td>
<td>0</td>
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<td>1</td>
<td>1</td>
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<tr>
<td>Management Assistant (All Programs)</td>
<td>0</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Neighborhood Preservation Officer (Code Enforcement/Residential Rental Inspection)</td>
<td>0.5</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
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<tr>
<td>Building Inspector I-III</td>
<td>1</td>
<td>1</td>
<td>2</td>
<td>2</td>
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<tr>
<td>Building Inspector III</td>
<td>1</td>
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<td>0</td>
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<tr>
<td>Building Official</td>
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<td>1</td>
<td>1</td>
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<tr>
<td>Building Plan Checker II</td>
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<td>1</td>
<td>1</td>
<td>1</td>
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<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Planning Manager</td>
<td>1</td>
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<td>1</td>
<td>1</td>
<td>1</td>
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<tr>
<td>Permit Technician I-II</td>
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<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
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<tr>
<td>Permit Technician III</td>
<td>1</td>
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<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Assistant/Associate Planner</td>
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<td>1</td>
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<tr>
<td>Senior Planner</td>
<td>2</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>1</td>
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<tr>
<td>Senior Program Manager</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Administrative Clerk Specialist (Parking Permits, Business License, Rent Registry)</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>1</td>
<td>1</td>
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<tr>
<td><strong>COMMUNITY DEVELOPMENT TOTAL</strong></td>
<td><strong>13.5</strong></td>
<td><strong>14</strong></td>
<td><strong>15</strong></td>
<td><strong>15</strong></td>
<td><strong>14</strong></td>
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### Community Development Revenue Assumptions

#### General Fund Revenue Assumptions (> $50k)

<table>
<thead>
<tr>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>$144,200</td>
<td>Program Fees including Rent Registry, Parking Permits, Credit Card Fees, Cannabis Administration Fee</td>
</tr>
<tr>
<td>$77,250</td>
<td>Business License Admin Fee: Amount set per ordinance/Master Fee Schedule</td>
</tr>
<tr>
<td>$120,000</td>
<td>Plan Check fees: Planning receives 20% of Building Permit cost as Plan Check fees</td>
</tr>
<tr>
<td>$175,000</td>
<td>Development Entitlements: Average has been $230,000 over last several years (2018-2021).</td>
</tr>
<tr>
<td>$500,000</td>
<td>Building Permits: Average has been ~$600K, assumes at least one large project pulls a building permit</td>
</tr>
<tr>
<td>$325,000</td>
<td>Plan Check Fees: Average has been $390K, could increase when projects that received Inclusionary Zoning extension submit for building permit prior to January 1, 2022; 65% of fee goes to outside plan check</td>
</tr>
</tbody>
</table>
## Community Development Major Expenditures

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Miscellaneous Professional Services: Temporary staff and specialized professional planning services to support staff upcoming parental leave and, as needed, to support development of Specific Plan Update</td>
<td>$60,000</td>
</tr>
<tr>
<td>Architect/Engineering support for Plan Check services for smaller projects that exceed in-house capacity</td>
<td>$50,000</td>
</tr>
<tr>
<td>Major Projects: Multifamily and major commercial projects sent for outside review, covered by fees, assumes one major project. (FY 2020 was $113,000; FY 2021 was 0)</td>
<td>$100,000</td>
</tr>
<tr>
<td>Professional Services: Temporary Building staff to backfill vacant positions and occasional augmenting of services to account for demand</td>
<td>$125,000</td>
</tr>
<tr>
<td>Temporary Inspection services for large multifamily projects that are a result of the San Pablo Avenue Specific Plan, covered by fees. Assumes current active projects. If new projects move into construction phase, will need to increase.</td>
<td>$70,000</td>
</tr>
</tbody>
</table>
Finance Department
Divisions: Budget & Treasury, Accounting, Municipal Services

<table>
<thead>
<tr>
<th>Chart 5.1 Finance Department Organizational Structure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Finance Director/City Treasurer</td>
</tr>
<tr>
<td>Finance Supervisor</td>
</tr>
<tr>
<td>Senior Accountant</td>
</tr>
<tr>
<td>Senior Finance Technician (Payroll)</td>
</tr>
<tr>
<td>Finance Technician II (Revenue Collection)</td>
</tr>
<tr>
<td>Finance Technician II (Accounts Payable)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FINANCE DEPARTMENT</th>
<th>FY17-18</th>
<th>FY18-19</th>
<th>FY19-20</th>
<th>FY20-21</th>
<th>FY21-22</th>
</tr>
</thead>
<tbody>
<tr>
<td>Finance Director/City Treasurer</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Accounting Supervisor</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Finance Supervisor</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Accountant II/Mgt. Analyst III</td>
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<td>0</td>
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<tr>
<td>Senior Accountant</td>
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<td>0</td>
<td>1</td>
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<tr>
<td>Account Clerk/Clerk Technician</td>
<td>3</td>
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</tr>
<tr>
<td>Finance Technician</td>
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<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Senior Finance Technician</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>FINANCE DEPARTMENT TOTAL</td>
<td>6</td>
<td>6</td>
<td>6</td>
<td>6</td>
<td>6</td>
</tr>
</tbody>
</table>
## Finance Department Major Expenditures

### General Fund (non-personnel) Major Expenditures (>$50k)

<table>
<thead>
<tr>
<th>Department</th>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>$54,000</td>
<td>Badawi &amp; Associates - External Auditor</td>
</tr>
<tr>
<td>Accounting</td>
<td>$60,000</td>
<td>Tyler Technologies - Citywide New World ERP Software annual contract</td>
</tr>
<tr>
<td>Budget &amp; Treasury</td>
<td>$50,000</td>
<td>Bartel, HdL, Fraser, Willdan - professional services contracts</td>
</tr>
<tr>
<td>Budget &amp; Treasury</td>
<td>$75,000</td>
<td>OpenGov Budget Builder and budget book, Accountemps</td>
</tr>
</tbody>
</table>

*No General Fund revenues projected over >$50K for this department.*
Fire Department
Divisions: Fire Prevention, Training/Emergency Preparedness, Operations, Support Services

<table>
<thead>
<tr>
<th>Role</th>
<th>FY17-18</th>
<th>FY18-19</th>
<th>FY19-20</th>
<th>FY20-21</th>
<th>FY21-22</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire Chief</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Executive Assistant</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Battalion Chief</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Battalion Chief/Training Officer</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Fire Captain</td>
<td>2</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>Fire Captain/Paramedic</td>
<td>7</td>
<td>6</td>
<td>6</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td>Fire Captain/Paramedic/FPO</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Fire Engineer</td>
<td>3</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Fire Engineer/Paramedic</td>
<td>9</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>7</td>
</tr>
<tr>
<td>Firefighter</td>
<td>6</td>
<td>6</td>
<td>6</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>Firefighter/Paramedic</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
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</tr>
<tr>
<td>FIRE DEPARTMENT TOTAL</td>
<td>37</td>
<td>37</td>
<td>37</td>
<td>37</td>
<td>37</td>
</tr>
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</table>
### General Fund Revenue Assumptions (>$50k)

<table>
<thead>
<tr>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operations $450,000</td>
<td>State of California Office of Emergency Services (CalOES) reimbursements providing personnel and response when requested. Based on five-year average. Funds fully offset expenses. (Estimate)</td>
</tr>
<tr>
<td>Administration $3,600,000</td>
<td>Contracted charges to provide fire service to the Kensington Fire Protection District.</td>
</tr>
<tr>
<td>Operations $112,000</td>
<td>Measure H EMS reimbursements are funds provided by Contra Costa County Health Services. Annual contract price per 2019 agreement with the County.</td>
</tr>
<tr>
<td>Operations $100,000</td>
<td>Weed Abatement reimbursement for forced abatements of Vegetation Management Standards (becomes lien on property by County).</td>
</tr>
</tbody>
</table>

### General Fund Major Expenditures (>$50k)

<table>
<thead>
<tr>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration $299,500</td>
<td>Includes Fire Dispatch Services contract with Contra Costa County - $187,000, Plan Check Services for fire sprinkler reviews - $60,000, hiring/promotional costs: promotional testing, background investigations, and physiological evaluations</td>
</tr>
<tr>
<td>Administration $109,100</td>
<td>Includes annual license and repair fees for EBRCS radios - $50,000, 5-year upgrade of public safety computer servers - $32,900</td>
</tr>
<tr>
<td>Operations $450,000</td>
<td>Expenses for Out of County and Cal OES deployments to cover payroll/OT/backfill and equipment repairs/replacement for which all costs are fully reimbursed (Estimate)</td>
</tr>
<tr>
<td>Operations $272,000</td>
<td>Expenses to cover annual services of apparatus, staff vehicles, trailers as well as staff vehicle upgrades and fuel. Expenses have been increased due to age of the apparatus and frequent equipment failures.</td>
</tr>
<tr>
<td>Operations $100,000</td>
<td>Weed Abatement – forced abatements of Vegetation Management Standards (reimbursed by County via lien)</td>
</tr>
</tbody>
</table>
Police Department
Divisions: Administration, Administrative & Support Services, Field Operations

<table>
<thead>
<tr>
<th>Position</th>
<th>FY17-18</th>
<th>FY18-19</th>
<th>FY19-20</th>
<th>FY20-21</th>
<th>FY21-22</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Services Officer (CSO)</td>
<td>2.4</td>
<td>2.4</td>
<td>2.4</td>
<td>2.4</td>
<td>2.4</td>
</tr>
<tr>
<td>Police Cadet</td>
<td>1.6</td>
<td>1.6</td>
<td>1.6</td>
<td>1.6</td>
<td>1.6</td>
</tr>
<tr>
<td>Police Captain</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Police Chief</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Police Corporal</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Police Corporal - Detective</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Management Analyst II</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Public Safety Executive Assistant</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Police Lieutenant</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
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</tr>
<tr>
<td>Police Officer</td>
<td>18</td>
<td>17</td>
<td>17</td>
<td>17</td>
<td>13</td>
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<tr>
<td>Police Officer - Detective</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>4</td>
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</tr>
<tr>
<td>Police Officer - K9</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Police Officer - SRO</td>
<td>2</td>
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<td>0</td>
</tr>
<tr>
<td>Police Officer - Traffic</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
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</tr>
<tr>
<td>Police Records Specialist</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Police Records Supervisor</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Police Sergeant</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Police Sergeant - Detective</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Police Sergeant - Motor</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Police Sergeant - Admin</td>
<td>0</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Property and Evidence Specialist</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Senior Police Records Specialist</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>POLICE DEPARTMENT TOTAL</td>
<td>58</td>
<td>58</td>
<td>58</td>
<td>55</td>
<td>48</td>
</tr>
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</table>
### General Fund Revenue Assumptions (>\$50k)

<table>
<thead>
<tr>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Operations</strong></td>
<td>$60,000</td>
</tr>
<tr>
<td><strong>Operations</strong></td>
<td>$60,000</td>
</tr>
</tbody>
</table>

### General Fund (non-personnel) Major Expenditures (>\$50k)

<table>
<thead>
<tr>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Administration</strong></td>
<td>$1,262,000</td>
</tr>
<tr>
<td><strong>Administration</strong></td>
<td>$100,000</td>
</tr>
<tr>
<td><strong>Administration</strong></td>
<td>$97,000</td>
</tr>
<tr>
<td><strong>Operations</strong></td>
<td>$295,000</td>
</tr>
<tr>
<td><strong>Investigations</strong></td>
<td>$70,000</td>
</tr>
</tbody>
</table>
Public Works Department
Divisions: Engineering, Operations & Environmental Services

Chart 8-1
Public Works Department Organizational Structure

<table>
<thead>
<tr>
<th>Position</th>
<th>FY17-18</th>
<th>FY18-19</th>
<th>FY19-20</th>
<th>FY20-21</th>
<th>FY21-22</th>
</tr>
</thead>
<tbody>
<tr>
<td>Management Analyst</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Administrative Clerk</td>
<td>0.4</td>
<td>0.8</td>
<td>0.8</td>
<td>0.8</td>
<td>0.8</td>
</tr>
<tr>
<td>Associate Engineer</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Engineering Technician</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Environmental Programs Manager</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Operations + Enviro. Services Manager</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Forklift Operator</td>
<td>2.4</td>
<td>2.4</td>
<td>2.4</td>
<td>2.2</td>
<td>2.4</td>
</tr>
<tr>
<td>Maintenance Services Leadworker</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Maintenance Services Superintendent</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Maintenance Worker</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Management Assistant</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Public Works Director/City Engineer</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Recycling Maintenance Worker</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Recycling Operations Supervisor</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Senior Engineer/Engineering Manager</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Waste Prevention Specialist</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

PUBLIC WORKS DEPARTMENT TOTAL                   | 24.8    | 25.2    | 25.2    | 25      | 24.2    |
### General Fund Revenue Assumptions (>$50k)

<table>
<thead>
<tr>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>$293,550</td>
<td>Engineering Fees conservatively projected to remain flat due to slowing development trend offset by increases in development building permit and planning fees to meet cost recovery goals as proposed in the Master Fee Schedule.</td>
</tr>
</tbody>
</table>

### General Fund (non-personnel) Major Expenditures (>$50k)

<table>
<thead>
<tr>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>$121,300</td>
<td>PG&amp;E for Admin, Maint &amp; Recreation Buildings--New PG&amp;E Time of Day (TOD) Electric &amp; Gas, 13% Increase - 2021</td>
</tr>
<tr>
<td>$104,000</td>
<td>EBMUD for Admin, Maint &amp; Recreation Buildings - EBMUD Proposed 4% Increase for FY 2021-22</td>
</tr>
<tr>
<td>$145,200</td>
<td>Infrastructure maintenance contract services for Street Sweeping $100,000, Underground Storage Tank Maint &amp; Repairs $15,000, Misc Repairs (Sewer, Irrigation) $27,000 - CPI Increase in agreements + $10,000 for Public Safety Bldg Sewer Repair</td>
</tr>
<tr>
<td>$79,600</td>
<td>Building maintenance contract services for All Bldgs: Alarm Service $10,000, Pest Management $14,000, Plumbing $10,000, HVAC $25,000, Misc Building/Roof Repairs $19,000 - CPI Increase in contracts</td>
</tr>
<tr>
<td>$203,100</td>
<td>Various contract services: Bldg Grnds &amp; Streetscape Landscape Maint $72,000, Street Tree Pruning $85,000, Emergency Street Tree Work $27,000, HNA Trees $15,000 - CPI Increase in contracts</td>
</tr>
<tr>
<td>$54,200</td>
<td>Contract Services for Public Works vehicles &amp; equipment - CPI Increase in contracts</td>
</tr>
</tbody>
</table>
Recreation Department
Divisions: Administration, Community Services, Senior Services, Aquatics, Childcare, Custodial

Chart 9-1
Recreation Management Organizational Structure

<table>
<thead>
<tr>
<th>RECREATION DEPARTMENT</th>
<th>FY17-18</th>
<th>FY18-19</th>
<th>FY19-20</th>
<th>FY20-21</th>
<th>FY21-22</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Clerk Specialist</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Assistant Program Supervisor</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>0.5</td>
<td>0</td>
</tr>
<tr>
<td>Childcare Teacher</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Community Services Coordinator</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>4.67</td>
<td>4</td>
</tr>
<tr>
<td>Custodial Maintenance Lead Worker</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Custodian</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Management Assistant</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>0.5</td>
<td>0</td>
</tr>
<tr>
<td>Management Analyst II</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Recreation Director</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Recreation Supervisor</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>4</td>
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<tr>
<td>RECREATION DEPARTMENT TOTAL</td>
<td>23</td>
<td>23</td>
<td>23</td>
<td>20.67</td>
<td>18</td>
</tr>
</tbody>
</table>
# Recreation Department Revenue Assumptions

## General Fund Revenue Assumptions (>$50k)

<table>
<thead>
<tr>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Administration</strong></td>
<td>$70,000 Placeholder for 4th of July Special Event - 2022</td>
</tr>
<tr>
<td><strong>Administration</strong></td>
<td>$125,000 Administrative fees charged on most transactions</td>
</tr>
<tr>
<td><strong>Childcare</strong></td>
<td>$1,185,000 School Year Childcare Programs: based on trends, interest list for Fall 2022. Conservative estimate at 75% of FY 2019 enrollment when accounting for fee increases - Miscellaneous Program Fees ($75,000) - Teeter Tots Fees ($75,000) - Harding Childcare ($400,000) - Madera Childcare ($510,000) - Fairmount Childcare ($125,000)</td>
</tr>
<tr>
<td><strong>Childcare</strong></td>
<td>$270,000 Summer &quot;Traditional Camps&quot;: based on trends, 75% of FY 2019 enrollment when accounting for fee increases - Arlington Day camp ($60,000) - Harding Day camp ($70,000) - Mix &amp; Match Camp ($65,000) - Discovery Summer Camp ($75,000)</td>
</tr>
</tbody>
</table>
## General Fund Revenue Assumptions (> $50k) cont.'d

<table>
<thead>
<tr>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
</table>
| Aquatics| $575,000  
Swim Center Revenue: seeing steady demand, conservative estimate of 80% of FY 2019 when accounting for fee increases  
- Recreation Swim ($75,000)  
- Lap Swim ($150,000)  
- Swim Teams ($100,000)  
- Lesson Fees ($200,000) |
| Comm Services | $50,000  
Represents mostly El Cerrito youth sports leagues who continue to book their normal season field times |
| Comm Services | $85,000  
Estimated at 65% of FY 2019 fees when accounting for fee increases, adult programs are slower to resume normal activities but are steadily increasing |
| Youth | $100,000  
Ravencliff Camp has consistently filled for over 15 years, budgeting at FY 2018 level, increased fees create a buffer for lower enrollment |
| Youth | $672,500  
Youth Classes, Specialty Camps and Sports: estimated at 80% of FY 2019 when accounting for fee increases. Main source of revenue, summer camps, is showing strong demand.  
- General Activities ($150,000)  
- Special Program ($222,500)  
- Sports Programs ($300,000) |
## General Fund (non-personnel) Major Expenditures (>\$50k)

<table>
<thead>
<tr>
<th>Department</th>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Divisions</td>
<td>$365,000</td>
<td>Instructor Services (all divisions) - programs and classes run by contractors. Based on past trends (resuming normal operations by second quarter). Actual amount depends on programs offered and enrollment. Revenue offsets all expenses in this line item.</td>
</tr>
<tr>
<td>All Divisions</td>
<td>$220,935</td>
<td>Utilities (all divisions) - based off estimates provided by Public Works Staff. Accounts for 13% increase in gas and electricity and 4% increase in water expenses.</td>
</tr>
<tr>
<td>Senior Services</td>
<td>$126,000</td>
<td>Land &amp; Building Lease - payments to Mobile Modular for two modular buildings of the Midtown Activity Center. Lease ends in 2023.</td>
</tr>
<tr>
<td>Administration</td>
<td>$70,000</td>
<td>Special Event expenses, mainly 4th of July. Budgeted equal amount of revenue to make cost neutral. Will only proceed if enough outside funding is identified to make them cost neutral.</td>
</tr>
<tr>
<td>Childcare</td>
<td>$55,000</td>
<td>Other Operating Supplies - Childcare and summer camp program supplies. Based on past trends and returning to normal operations by second quarter. Offset by program revenue.</td>
</tr>
<tr>
<td>Administration</td>
<td>$125,000</td>
<td>Bank &amp; Credit Card Fees - finance charges for customer credit card usage. Offset by administrative charges. Based on past trends.</td>
</tr>
</tbody>
</table>
FY 2021-22 Proposed Budget – Next Steps

• May 19-24: Staff will finalize FY 2021-22 Proposed Budget
• Week of May 24: FY 2021-22 Proposed Budget Book to City Council and FAB
• May 25: FAB Special Meeting
• June 1: City Council Meeting - Presentation of FY 2021-22 Proposed Budget, Budget Hearing
• June 8: FAB Meeting – Budget Review
• June 15: City Council Meeting – Budget Hearing
  • Additional Council meetings as needed/requested
  • Approval of FY 2021-22 Proposed Budget by June 30, 2021
• TBD: Discussion/Approval of the American Rescue Plan Act (ARPA) funding and expenditure plan