

CITY COUNCIL

Current Budget: \$196,013

The City Council is the governing body of the City and is composed of a five-member body elected at large. The Mayor and Vice Mayor are appointed annually by the City Council and have the responsibility of representing the City at various functions, chairing Council meetings, and other official duties. The City Council provides the vision for the City and guides the City government by establishing City policies and guidelines to assure the highest quality of leadership and service possible. The Council provides mechanisms for citizen participation in local government and receives input regarding policy issues. The City Council also serves as the Board of Directors for the Emeryville Success Agency, Public Financing Authority, and Management of Emeryville Services Authority. The City Council appoints the City Manager and the City Attorney.

The City Council, with the participation of the City and Department directors, has developed a City of Emeryville Mission Statement to provide overall guidance to the development and implementation of the City's policies, programs and services.

The City's mission states that:

"The City of Emeryville provides innovative and responsive services to the community to create and sustain a vibrant and livable City."

CITY MANAGER

Current Budget: \$688,415

3.0 FTE

The City Manager is the City's Chief Administrative Officer and is responsible for all City operations. This includes the administrative leadership of City staff and the implementation of policies and guidelines established by the City Council, the Community Development Commission of Emeryville the City of Emeryville as Successor Agency to the Emeryville Redevelopment Agency, the Emeryville Public Financing Authority and the Management of Emeryville Services Authority. The City Manager also oversees the functions of the City Clerk and Information Technology departments.

Major Program Functions:

- Budget: monitor expenditures, identify revenue sources, develop 5-year financial plan
- Regional Collaboration: promote regional economic development, coordination for public transportation, housing, homelessness and land use
- Grant Funding: identify and secure federal, state and regional funding for City's CIP and other projects
- Public Engagement/Outreach: oversee expansion of City's public communication and participation

CITY CLERK

Current Budget: \$698,208

3.0 FTE

The City Clerk is appointed by the City Manager, with confirmation by the City Council. The City Clerk serves as the Clerk of the Council, Secretary to the City Council as Successor Agency to the Emeryville Redevelopment Agency, the City's elections official, the filing officer for Political Reform Act of 1974 regulations, the official custodian of the City's public records, and the records manager for city wide records management.

Major Program Functions:

- Agenda Preparation, Publication and Distribution
- Legislative History
- Custodian of Records/Records Management and Storage
- Elections Officer
- FPPC Filing Officer
- City Contract Administrator
- Advisory Committees Oversight and Training
- Municipal Code Maintenance
- Public Noticing and Customer Service

CITY ATTORNEY

Current Budget: \$615,699

3.0 FTE

1 Vacancy (Paralegal position)

The City Attorney is retained by the Management of Emeryville Services Authority ("MESA") to act as the legal advisor and administrator of the legal affairs of the City of Emeryville, the City of Emeryville as Successor Agency to the Emeryville Redevelopment Agency (Successor Agency), the Community Development Commission of Emeryville (CDCE), the Emeryville Public Financing Authority (PFA), and MESA. The City Attorney is supported by an Assistant City Attorney and outside counsel for litigation matters (e.g. tort, personnel, eminent domain) and certain transactional matters.

Major Program Functions:

- Legal Advice
- Litigation Representation/Case Management
- Review and Approval as to Form for all Legal Documents
- Negotiation of Leases, Contracts, Deeds
- Management of Litigation Fund 270
- Attend all Council and Planning Commission meetings

- Provide training and guidance on Brown Act, Public Records Act and conflicts of interest

INFORMATION TECHNOLOGY

Current IT Budget: \$682,078

Current PI Budget: \$144,000

4.0 FTE

The Information Technology Division is responsible for the implementation and maintenance of all City networking, communications, computer and software systems, and serves as project management for large scale software implementations as well as technology consulting during development or remodeling of City facilities. The Information Technology Division also keeps abreast of emerging technologies and makes recommendations on ways City departments can leverage these technologies in their ongoing efforts to increase efficiency and deliver high quality solutions to the public.

Major Program Functions:

- City Website Management
- Upgrades to Systems Software/Migration to Cloud-based Solutions
- Email Services
- Deployment of Law Enforcement Technology (Body-worn cameras, mobile computers)
- New 911 Call System Implementation
- Helpdesk Operation/Staffing
- Public Information

COMMUNITY DEVELOPMENT DEPARTMENT

The Community Development Department has primary responsibility for administering the laws, regulations, requirements, and programs that pertain to the physical development of the City, as well as the City's economic development, labor standards, affordable housing, public art and related programs. The Department consists of three Divisions: Planning, Building, and Economic Development & Housing.

Planning Division

Current Budget: \$785,886

7.0 FTE

1 Vacancy (Administrative Assistant, filled by temp agency currently)

Is responsible for long-range and current planning activities, in compliance with the State Planning and Zoning Law, the Subdivision Map Act, the California Environmental Quality Act and other pertinent laws and regulations. Long-range planning activities include developing, updating, and amending the Emeryville General Plan and Planning Regulations, area plans and programs, and studies on a variety of planning issues, including the Parks and Recreation Strategic Plan, Pedestrian and Bicycle Plan, and others. Current planning activities involve the review and processing of development applications, including design review permits,

conditional use permits, planned unit developments, subdivisions, and other planning permits, and the preparation of associated environmental review documents such as Mitigated Negative Declarations and Environmental Impact Reports as well as the review of such documents prepared by other local agencies. In addition, the Planning Division provides lead staffing for the Planning Commission, and provides support staffing for the Transportation Committee, Bicycle/Pedestrian Advisory Committee, Economic Development Advisory Committee, and Parks and Recreation Advisory Committee; and coordinates the staff-level Development Coordinating Committee and Transportation Coordinating Committee.

Major Program Functions:

- Administration
- Planning Commission Support
- Current Planning – Minor Development Projects/Customer Service
- Current Planning – Major Development Projects
- Long Range Planning

Building Division

Current Budget: \$2,912,352 (\$566,552 City Staff and \$2,345,800 contract staff)

4.5 FTE

3 Vacancies (1 Intern and 2 Building Inspectors) (building inspection functions are being provided by WC³ and 4LEAF)

Conducts the administrative and regulatory responsibilities of the California Building Codes (CBC), including building, plumbing, mechanical, residential, and electrical codes, and other building-related codes. The CBC requirements include disabled access, energy conservation, and the CALGreen sustainable code provisions. For all construction activity in the City, the Building Division collects fees on behalf of itself and other City departments and agencies, performs plan check activities, monitors conditions of approval, issues required permits, conducts field inspections, and issues certificates of occupancy or final inspections. In addition, the Building Division undertakes code enforcement activities including property maintenance, blight, graffiti, and tenant-property owner disputes. The Division administers seismic upgrade requirements of the Unreinforced Masonry Building (URM) Ordinance and assists the Alameda County Fire Department (ACFD) with taking in Fire Permit applications, calculating fees, and issuing permits. The Division coordinates and strives to continually improve Planning and Building counter service, including implementing customers' suggestions as appropriate. The Building Division also serves as lead staff to the Housing Advisory and Appeals Board. Building Division staff monitors and participates in activities of the California Building Standards Commission, including adoption of new and amended California Building Codes, and provides monthly housing unit counts for the State Department of Finance and U.S. Census Bureau for annual population estimates, monthly building permit data for the Alameda County Assessor's Office, monthly data on private sewer lateral permits for the East Bay Municipal Utility District (EBMUD), and property information for the Emeryville Transportation Management Association (Emery Go-Round).

Major Program Functions:

- Administration
- Building Permit Issuance and Coordination
- Plan Checking
- Building Inspection
- Code Enforcement

Economic Development & Housing Division

Current Budget - \$1,008,859, (\$888,859 represents City staff and related costs, and \$120,000 represents contract staff)

6.0 FTE

Is responsible for the City's Economic Development, Affordable Housing, Public Art and Brownfields Remediation Programs. These programs work together to enhance the quality of life for Emeryville's residents. Emeryville's Economic Development programs support and expand the economic base of the City in order to generate revenue, develop jobs, and ensure business vitality. This includes developing and implementing the City's labor standards programs: The Minimum Wage and Paid Sick Leave Ordinance, the Fair Workweek Ordinance, and the Workplace Justice Standards at Large Hotels Ordinance ("Measure C"). The Affordable Housing Program includes the development of over four acres of land purchased with Redevelopment Agency low and moderate income housing funds, management of an inventory of over 230 Below-Market-Rate (BMR) units, and the implementation of the City's First-Time Homebuyer Loan Program, which includes a portfolio of over 400 First Time Homebuyer Loans. The Division also implements the City's Homeless Strategy to address the needs of people experiencing homelessness in our community. The Public Art Program is funded through the City's Art in Public Places Ordinance. Developers can fulfill public art requirements by either funding on-site art that is accessible to the public or by contributing to the City's Public Art Fund. The Division provides project management and maintenance services for City-owned public art and monitors and approves privately developed/owned art accessible to the public. The Division also oversees the City's annual Art Purchase Award program and the City's Poet Laureate program. As revenue generation is a fundamental component of the City's economic development strategy, the Division actively pursues and manages grants for public infrastructure and affordable housing projects to replace resources lost due to the dissolution of Redevelopment. The Brownfield Remediation program ensures that sites with contaminated soil and groundwater, resulting from Emeryville's industrial legacy, are cleaned up to standards that will make them acceptable for future residential, commercial, recreational, and other uses. The Division is also responsible for implementing the winding down of the former Emeryville Redevelopment Agency activities as directed by the City of Emeryville as Successor Agency and approved by the Emeryville Oversight Board and the California State Department of Finance. An essential element of this process is the disposition of properties pursuant to the Long Range Property Management Plan. In addition, the Economic Development & Housing Division provides lead staffing for the Economic Development Advisory Committee, Housing Committee, and Public Art Committee.

Major Program Functions:

- Administration
- Economic Development
- Labor Standards (Fair Workweek, Minimum Wage/Paid Sick Leave, Measure C)
- Small Business Support
- Affordable Housing/Homeless Services
- Public Art/City Art Center
- Grant Administration/Capital Projects
- Brownfield Remediation
- Wind-down of Redevelopment Agency Activities

COMMUNITY SERVICES

The Community Services Department is responsible for providing a comprehensive array of recreational, educational, physical fitness, and special interest programs that enhance the quality of life for residents of Emeryville and surrounding area. The department is comprised of three divisions: Community Services Administration, Child Development Programs, and Youth and Adult Services.

Administration Division

Current Budget - \$790,561

2.0 FTE

Coordinates and manages the City's overall community services activities and provides administrative support and direction for the entire department. These services include managing the distribution of public information, preparation and oversight of the department budget, processing invoices and payroll documents, personnel management and training, and department record keeping. The department maintains a strong collaborative relationship with the Emery Unified School District and other partners to provide safe and healthy activities for youth in our community. The Division provides staff support to the City/Schools Committee and the Partners for Community Life, and leads the City's efforts with the Emeryville Center of Community Life.

Program Areas:

- Bridge Court Agreement
- Community Services Community
- City/Schools Committee
- ECCL
- Parks and Recreation Committee
- Community Events
- Grants

Child Development Division**Current Budget** - \$2,386,757

25 FTE

2 Vacancies (Manager and Assistant manager currently contracted)

Provides child development and care at the Emeryville Child Development Center (ECDC) and offers specific programs for infants, toddlers, and preschoolers from four months to five years. ECDC follows many principles of the High Scope philosophy where children learn by doing and are encouraged to make choices and work independently. Age appropriate activities are provided to encourage cognitive, motor skills, and language development. Daily activities include opportunities for exploration and expression through science, cooking, art, and music. The program emphasizes positive self-image, cultural pride, and social and emotional development that includes appropriate methods of expressing emotions and respect for others. The Child

Development Center also provides family support through parenting workshops, support groups, and partnerships with multiple service providers. Funding from the State Department of Education provides up to twenty subsidized spaces to qualifying families depending on family gross income and size. Market rate spaces are available at competitive rates for all remaining vacancies not filled through the subsidized spaces.

Youth Services**Current Budget** - \$1,447,020

23.5 FTE (3.5 FT and – 44P/T)

Youth Services, provides programs and services for children and youth, aged 3-17 years old. Youth Services programs include pre-school programs for young families and after school extended care for students at the ECCL. Summer programs are offered to allow for continued care beyond the school year. Teen programs include opportunities to volunteer, leadership programs, outdoor skills through sailing and daily excursions and college and job readiness. The aquatics program offers swim lessons, lap swim, water aerobics, public swim, as well as family fun nights. Evening and weekend fee classes are scheduled for all ages. Youth sports currently includes soccer, basketball, and skateboarding camps.

Major Program Functions:

- Aquatics
- Before and After School Program K-8th/Seasonal Camps K-8th
- Tiny Tots/Kinder buddies
- Teens
- Trips
- Recreation/Contract Classes (tutoring, enrichment classes)
- Fitness Center/Sports
- Grants

Adult Services**Current Budget** - \$1,056,906

13 FTE (5.5 FT and – 10P/T)

1 Vacancy (Program Supervisor Position)

Includes a variety of recreational, educational, cultural, and social activities for adults of all ages and also manages the City's rental of parks, schools and City facilities, event permits, and coordination and implementation of community wide special events. The Division provides an extensive sports program for those aged 18 years and older, including league based sports, such as men's and women's basketball, coed softball, and volleyball. Cultural activities include health and wellness classes such as yoga, Pilates, and Capoeira. The Emeryville Senior Center serves as an active social community center for adults age fifty years and over in the greater Emeryville area to promote healthy aging and contribute to the physical, emotional and financial well-being of older persons. With a strong volunteer base, the Center also offers free classes in computer skills, dance and cultural based programs and activities.

Major Program Functions:

- Senior Center
 - Commission on Aging
 - Trips
 - 50+ Contract Classes and programs
 - Events
 - Meals on Wheels
 - Nutrition Lunch
 - Taxi Ride Reimbursements
 - Computers
 - Information and Referral
 - 8 to Go transportation program
 - Grants- (AAA, ACTC)
- Other Services
 - Facilities and Park Rentals/Permits
 - Film Permits
 - Community Event Permits
 - Sports
 - Fitness Center
 - Gilman Field Agreement

FINANCE

Current Budget - \$1,159,885

7.8 FTE

1 Vacancy (Payroll Technician)

The Finance Department is responsible for managing all financial aspects of City and Successor Agency operations. The Department handles all accounting, oversees the annual audit and special compliance audits, tracks and accounts for all revenues received by the City and Successor Agency, bills regularly for business license accounts, and processes purchase orders, accounts payable, and payroll. The Department is responsible for preparation and management of the City budgets and annual financial reports. The Department also complies with many State and Federal requirements involving filing of reports and information regarding City/Successor Agency finances. The Department manages all of the City/Successor Agency cash, handles investments under the investment policy adopted by the City Council, and handles bond financing, debt administration, and assessment district financial management.

Major Program Functions:

- Business license and revenue collection
- Accounts payable, purchasing and fixed assets
- Payroll
- General ledger
- Cash and treasury management
- Operating budget and capital budget
- Annual audit and special compliance audits
- Comprehensive Annual Financial Reports
- Bond financing and debt administration
- Recognized Obligation Payment Schedule (ROPS) administration

HUMAN RESOURCES

Current Budget - \$855,230

5.2 FTE (1 Office Assistant position split 50/50 between Finance and Human Resources)

The Human Resources Department provides a variety of administrative services to all City departments and personnel. These services ensure that the City is in compliance with a wide variety of policies, procedures and State and Federal statutes that guide the daily operations of the City. The Department is responsible for the following administrative services: staff recruitment and selection; employee and labor relations; employee benefits; workers' compensation; health and safety; affirmative action; staff training and development; and personnel records management. The department has also assumed responsibility for emergency/disaster preparedness for the City.

Major Program Functions:

- Administration (including City Hall reception desk)
- Staff Recruitment and Retention
- Classification and Compensation
- Employee Benefits
- Employee Recognition
- Employee and Labor relations
- Risk Management (including Worker's Compensation, Health and Safety, Wellness, etc.)
- Organizational Training and Development
- Emergency/Disaster Preparedness

POLICE

The main role of the Emeryville Police Department is to preserve order, reduce civil disorder, and protect life and property. We are mandated to enforce state and local criminal laws. The Police Department also provides services to the city through enforcement of the Municipal Code as well as the processing of certain city business applications for permits and licensing.

The Police Department is responsible; for the protection of life and property; to provide for the maintenance of order; to provide a prompt response to citizen calls for service; for seeking resolution to neighborhood problems adversely affecting the quality of life; to protect the Constitutional Rights of individuals; to facilitate the flow of traffic; to provide quality follow up investigations; and for fostering a community spirit of cooperation, compassion, and adherence to the laws of our society.

The Police Department accomplishes these responsibilities by taking those steps necessary to promote order that is the least intrusive into people's. This is achieved by recruiting and training police personnel who are fair, technically competent, compassionate, and sensitive, and by enabling all personnel to diligently enforce laws, apprehend repeat criminal offenders, and empowering them to work together with citizens to resolve community problems. The Police Department operates with a budget of \$12,376,917, employees 59 FT staff, (42 Sworn and 17 Professional), and is divided into two operational divisions: 1) Professional Services Division, 2) Field Services Division. Both divisions have programs/obligations mandated by federal, state and local law.

Professional Services Division

Current Budget - \$4,129,038

20 FTE

2 Vacant Positions (1 Dispatch and 1 Records Clerk)

Comprised of Administrative Services, and Records and Communication

Administrative Services handles administration of the organization, training, recruitment, hiring, budget analysis, permit processing, professional standards, community outreach, facilities, and criminal investigations.

Records and Communications Section handles all radio and phone communications 24/7, Department of Justice responsibilities, records management, court documents and subpoenas.

The Criminal Investigations Section (CIS) consists of investigative staff whose primary responsibility is to investigate and follow-up on crimes committed against persons or property in the City of Emeryville. CIS has one FT Crime Analyst. This position supports the CIS and specializes in using statistics to help identify crime trends in our city. CIS investigations are divided into two categories: Crimes against Persons, and Property Crimes.

- The Crimes against Persons section includes Homicide, Robbery, Sex Crimes, Domestic Violence and crimes involving juveniles.
- The Property Crimes section includes all property related crimes (Burglary, theft, etc.), all Financial Crimes, Fraud, Computer Crimes, Cold Case, Arson, Narcotics and Vice. This section also includes our Property/Evidence Bureau.

Field Services Division

Current Budget - \$8,247,879

39 FTE

1 Vacant Position (Police Officer)

Consists of two sections; Patrol and Traffic. The Field Services Division staff is the largest single entity within the Emeryville Police Department, and are the first responders to all calls for police service. This service is an essential function and the primary function of the police department.

- The Patrol Bureau handles all responses to calls for service, enforces all state and local laws, provides K9 services, and investigates crime.
- The Traffic Bureau is responsible for parking and traffic safety, abandoned vehicles, traffic collision investigation, traffic enforcement, parking enforcement, scene security, special events, as well as management of the fleet.
- The Animal Control program operates within the Field Services Division and is a contracted service provided by the City of Piedmont at a cost of \$98,000 annually. Animal Control personnel are specifically trained and have the expertise and equipment to handle all animal related calls for service.

PUBLIC WORKS

The Public Works Department is organized into three divisions: Administration and Engineering, Environmental Programs, and Operations and Maintenance.

The Department is funded by the General Fund and the General Capital Fund, as well as from several special and/or restricted funds; including the Sewer Fund, countywide Measure D fees (solid waste diversion), Measures B and BB, and state Gas Tax (transportation projects). The

Department also administers grants from Caltrans and the Bay Area Air Quality Management District (BAAQMD).

Administration and Engineering

Current Budget - \$799,500

7 FTE

3 Vacant (Public Works Director, Associate Civil Engineer, Administrative Analyst)

Public Works Administration is responsible for budget development, contract oversight, payroll and accounts payable, personnel management, monitoring of grant and regulatory reporting requirements, training coordination, emergency preparedness and for the creation and implementation of Departmental policies and procedures and serves as the secretary to the Public Works / Transportation Committee.

Public Works Engineering is responsible for traffic engineering and the project management of City construction projects; including, contracting for consulting services, preparing plans and specifications, construction management and public works inspection. Engineering assists the Planning and Building Division in the development of conditions of approval for private development projects, reviews and approves Tentative and Final Maps, reviews applications and issues encroachment permits, and inspects private construction activities in the public right-of-way.

Environmental Programs

Current Budget – Included in the Administration and Engineering budget

3 FTE

The Environmental Programs Division develops, implements and monitors City environmental initiatives; including, solid waste management/waste diversion, energy conservation/efficiency, alternative transportation, and urban runoff. Program staff work closely with other departments to implement the City Council adopted General Plan Sustainability Element, Climate Action Plan, and Urban Environmental Initiatives. The Division also provides support to the Engineering Division to implement the Capital Improvement Program, serves as secretary to the Bicycle / Pedestrian Advisory Committee and works to ensure City compliance with regulatory mandates, such as Measure D (solid waste diversion), AB32 (global warming), SB375 (infill development), and the Clean Water Act.

Operations and Maintenance

Current Budget - \$2,501,496

11 FTE

1 Vacancy (Maintenance Worker)

Operations and Maintenance is responsible for maintaining the City's parks, street trees and landscaping, buildings and facilities, security alarms and janitorial services. Operations is also responsible for maintaining city streets, sidewalks, streetlights, traffic signals, signs and markings, litter abatement, street sweeping, sewer lines, and storm drains (including compliance with non-point discharge/Clean Water mandates). These services are provided by City staff and through maintenance contracts.

- Note: The budget shows only contributions from General Fund Operating revenues and does not include capital project consulting and construction costs. Some of the FTE funding is also provided by restricted funds such as the Sewer Fund.