

CITY OF ALBANY CORE SERVICES

The following is an excerpt from the FY 2021-22/2022-23 Biennial Budget Booklet identifying City of Albany Core Services by Department. This listing is subject to change.

ADMINISTRATION

CORE SERVICES
<ul style="list-style-type: none">• Policy implementation and management of the day-to-day operations of the City.• Preparation of the recommended budget for consideration and adoption by the City Council.• Keeping the City Council advised of the current and long-term financial condition of the City.• Management implementation of the Strategic Plan adopted by the City Council.• Risk management and disaster preparedness.• Administration of public information and engagement on citywide matters.• Promotion of vital and inviting business areas and economic development.• Operation and delivery of Information Technology services and support.• Operation of full media services for the City of Albany including KALB, Albany's Public, Educational, and Government (PEG) access channel; overall management of the City of Albany website; and management of the City YouTube channel.

CITY CLERK

CORE SERVICES
<ul style="list-style-type: none">• Official record keeper for the City and manages record keeping system.• Prepares the agenda packet for City Council meetings, records and maintains the proceedings, and processes and distributes all official documents enacted by the City Council.• Maintains the legislative history.• Certifies copies of records, documents, resolutions and ordinances; receives and opens bids; publishes legal notices; administers oaths; receives claims and lawsuits against the City; and prepares proclamations.• Administers the application process and provides support to City Council Advisory Bodies.• Serves as the Official Elections Officer.• Staff liaison to the Charter Review Committee, Social & Economic Justice Commission, Community Task Force on Policing and serves as a Board Member of the Board of Police & Fire Pension Fund.

HUMAN RESOURCES

CORE SERVICES

- Benefits administration
- Classification and compensation
- Labor and employee relations
- Recruitment, selection, and retention
- Organizational development and training
- Workers compensation administration
- Business partner and resource for the City
- Safety & Wellness Committee
- Employee Engagement
- Employee Recognition
- Equal Employment Opportunity (EEO)
- ADA Disability Coordinator (for employees)
- Policy Development

FINANCE

CORE SERVICES

- Biennial operating budget
- Master fee schedule
- Financial statements
- Assists with biennial update of the five-year Capital Improvement Plan
- Comprehensive Annual Financial Report (CAFR)
- Cash receipts
- Accounts payable
- Payroll
- Revenue invoicing
- Administration of bonded debt
- Financial reporting for special revenues, grants, and investments
- Bank reconciliations
- Quarterly financial reports
- Staff Liaison to Financial Advisory Committee

COMMUNITY DEVELOPMENT

CORE SERVICES

- Administration of the California Building Standards Code.
- Checking building plans for compliance with building codes, issuing building permits, and inspecting construction for compliance.
- Building-related code enforcement.
- Administration of state and local land use and building regulations and formulating policy recommendations related to the physical development of the City.
- Evaluating and processing development applications through the Planning and Zoning Commission.
- Updating the Planning and Zoning Code, the Albany General Plan, and the Housing Element.
- Management of the City's urban and natural environment, including climate action and adaptation planning and implementation; hazard mitigation and disaster resilience; resource reduction, recycling, and solid waste management; creek and open space planning.
- Planning and implementation of projects related to pedestrian, bicycle and traffic safety.
- Coordination with AC Transit, the Alameda County Transportation Commission, and Caltrans regarding implementation of improvements to the City's mobility network.
- Safe Routes to School Program at school sites.
- Development and implementation of affordable housing programs and projects within the City.

FIRE

CORE SERVICES

- Responding to a variety of emergency and non-emergency calls for service directly impacting Public Safety and Public Health.
- Fire suppression, emergency medical incidents, hazardous materials threats, and various technical and water rescue incidents.
- Manage EOC and train City Disaster Service Worker training
- Managing, and enhancing, the Emergency Operations Plan and Disaster Preparedness, to increase community resilience.
- Major wildland fire response
- Water rescue
- Ambulance transport via Advanced Life Support (ALS) transporting rights under 1797.201 and 1797.224 of the California Health and Safety Code.
- Fire Prevention inspection, consultation, and plan review.
- Vegetation management on Albany Hill to prevent wildfires.

POLICE

CORE SERVICES

- Preservation of public peace, enforcement of laws, protection of life and property, and providing police related services to the community.
- Proactive police patrol, traffic enforcement, criminal investigation, and administrative support services.
- Crime prevention through active community outreach, including Neighborhood Educational Presentations, Coffee with a Cop, School Presentations, National Night Out, and Albany Police Activities League youth services programs.
- Assist with blighted property mitigation and code enforcement.
- Assist Albany CARES program
- 24-hour Public Safety Answering Point (PSAP) for 911 emergency police, fire and medical dispatch.
- Receiving, classifying, recording, and storing evidence and property
- Administration and Management of the Police Department's computerized Records Information Management System (RIMS)
- Coordinate with the District Attorney's office to manage case outcomes
- Parking Enforcement

PUBLIC WORKS

CORE SERVICES

- Planning and implementation of the City's Capital Improvement Program, including rehabilitation to aging City infrastructure (streets, sewers, storm drains, and sidewalks) and transportation improvements, as well as park and building renovations.
- Citywide maintenance of the City's sewer system, storm drain system, streets, parks, public right-of-way, and public buildings.
- Clearing clogged city sewer lines, cleaning storm drains, repainting crosswalks and street curbs, installing or replacing street signage, painting/repairing building interiors, collecting trash in park areas, graffiti removal, etc.
- Management of citywide landscaping along the Ohlone Greenway and street medians, janitorial services for City facilities, and citywide street sweeping.
- Implementation of the City's sewer program in compliance with the 2009 US EPA Consent Decree, and the City's stormwater program in compliance with the City's National Pollutant Discharge Elimination System Permit (NPDES Permit) regulated by the Regional Water Quality Control Board.

RECREATION

CORE SERVICES

- Administration and registration of programs, classes and camps for youth, teens, and adults
- Administration of facility, field and picnic rentals
- Implementation of Park Steward program
- Planning, implementation and Coordination of Citywide Special Events
- Administration of Albany Senior Center activities, services and special events
- Administration of Paratransit program including taxi subsidies, transportation for senior recreational and walking trips, and weekly shopping trip
- Administration of Meals on Wheels and congregate meals programs
- Administration of the Albany CARES program
- Administration of the Albany Project HOPE program
- Administration of outreach and engagement to the community, with focus on public safety and human services programs
- Distribution of programming information on social media outlets, website and production of the Recreation Activity Guide
- Management of Joint Use Agreements for City Parks & Facilities
- Staff support to the Parks, Recreation and Open Space Commission and Arts Committee