



AGENDA

CONCURRENT SPECIAL MEETING OF THE EL CERRITO PUBLIC FINANCING AUTHORITY, EMPLOYEE PENSION TRUST BOARD, AND CITY COUNCIL JUNE 22, 2021 – 6:00 p.m.

Members:

Mayor Paul Fadelli

Mayor Pro Tem Gabe Quinto • Councilmember Janet Abelson
Councilmember Lisa Motoyama • Councilmember Tessa Rudnick

Join Via Zoom:

<https://zoom.us/j/91858314976?pwd=cmNMM0xFamRULzBJUDA4Qi94RmV2Zz09>

Meeting ID: 918 5831 4976 **Password:** 935829
or Dial in: 1-408-638-0968

Pursuant to Executive Order N-29-20, teleconference restrictions of the Brown Act have been suspended, as well as the requirement to provide a physical location for members of the public to participate in the meeting.

Members of the public can watch or listen to City Council meetings as follows:

1. Cable T.V. Broadcast on KCRT Channel 28
2. Radio Broadcast on FM 88.1 Or 97.7
3. Livestream Online at www.el-cerrito.org/CouncilMeetingMaterials
4. Via Zoom using the meeting information listed above.

Each period for public comment will be announced. Public Comments may be submitted one of two ways and are **limited to items on the special meeting agenda only**:

- Via Zoom using the “[Raise Hand](#)” icon to request to speak. If joining by phone, dial *9 to "raise your hand", and when prompted by the host, *6 to unmute/mute.
- Via email to cityclerk@ci.el-cerrito.ca.us. Email must contain in the subject line **Public Comments – agenda item #.**

To ensure City Council receives your written comments prior to taking action, they must be received by **3:00 p.m. the day of the meeting**. All written comments received by this deadline will be provided to the City Council and posted online in advance of the meeting.

Comments received after the deadline will be provided to the City Council and included with supplemental materials **after the meeting**. **No written comments will be read into the record.**

**6:00 P.M. ROLL CALL - CONVENE CONCURRENT PUBLIC FINANCING
AUTHORITY, EMPLOYEE PENSION TRUST BOARD, AND CITY
COUNCIL MEETING**

1. TELECONFERENCE/PUBLIC COMMENT INSTRUCTIONS

2. POLICY MATTERS

A. Management and Confidential Employees Resolution

Action Proposed: Adopt a resolution modifying salaries, benefits, and conditions of employment for Management and Confidential Employees.

Contact: Alexandra Orologas, Assistant City Manager, City Management

**B. CITY COUNCIL/PUBLIC FINANCING AUTHORITY/EMPLOYEE
PENSION TRUST BOARD**

**Approval of the City's Fiscal Year 2021-22 Proposed Budget and
Spending Authority by Fund for the City, Employee Pension Board
and Public Financing Authority and Approval of the FY 2021-22
Annual Gann Appropriation Limit.**

Action Proposed: Staff requests that the City Council 1) Adopt a City Council resolution authorizing Fiscal Year 2021-22 spending authority by fund for the City of El Cerrito; 2) Adopt a El Cerrito Public Financing Authority resolution authorizing Fiscal Year 2021-22 spending authority by fund; 3) Adopt a El Cerrito Employee Pension Board resolution authorizing Fiscal Year 2021-22 spending authority by fund; and 4) Adopt a City Council resolution approving the calculation and establishing the FY 2021-22 annual Gann Appropriation Limit.

Contact: Karen Pinkos, City Manager, City Management; Mark R. Rasiah, Finance Director/City Treasurer, Finance Department

**3. ADJOURN SPECIAL CONCURRENT PUBLIC FINANCING AUTHORITY,
EMPLOYEE PENSION TRUST BOARD, AND CITY COUNCIL MEETING**

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.

- Copies of the agenda bills and other written documentation relating to items of business referred to on the agenda are on file and available for public inspection in the Office of the City Clerk, at the El Cerrito Library and posted on the City's website at www.el-cerrito.org prior to the meeting.
- In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk, 510-215-4305. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. (28 CFR

35.102-35.104 ADA Title I).

- ***The Deadline for agenda items and communications*** is eight days prior to the next meeting by 12 noon, City Clerk's Office, 10890 San Pablo Avenue, El Cerrito, CA. Tel: 510-215-4305, email cityclerk@ci.el-cerrito.ca.us
- IF YOU CHALLENGE A DECISION OF THE CITY COUNCIL IN COURT, YOU MAY BE LIMITED TO RAISING ONLY THOSE ISSUES YOU OR SOMEONE ELSE RAISED AT THE COUNCIL MEETING. ACTIONS CHALLENGING CITY COUNCIL DECISIONS SHALL BE SUBJECT TO THE TIME LIMITATIONS CONTAINED IN CODE OF CIVIL PROCEDURE SECTION 1094.6.
- The City Council believes that late night meetings deter public participation, can affect the Council's decision-making ability, and can be a burden to staff. City Council Meetings shall be adjourned by 11:00 p.m., unless extended to a specific time determined by a majority of the Council.



AGENDA BILL

Agenda Item No. 2.A.

Date: June 22, 2021
To: El Cerrito City Council
From: Alexandra Orologas, Assistant City Manager, City Management
Subject: Management and Confidential Employees Resolution

ACTION PROPOSED

Adopt a resolution modifying salaries, benefits, and conditions of employment for Management and Confidential Employees.

BACKGROUND/ANALYSIS

The salaries, benefits, and conditions of employment for the City's Management and Confidential employees (Management/Confidential) are governed by resolution of the City Council. The most recent update to the Management/Confidential Employees Resolution was Resolution 2020-27, approved by the City Council on May 19, 2020.

Separately, a Resolution 2020-32 requiring Management/Confidential to pay an additional one percent (1%) into the required employer California Employees' Retirement System (CalPERS) contribution was approved on June 2, 2020. This same Resolution also authorized the Mayor to sign an addendum to the City Manager's Employment Agreement requiring an additional three percent (3%) contribution into the required CalPERS contribution.

The following is a summary of changes to the Management/Confidential Employees Resolution:

- For Fiscal Year (FY) 2021-22, there shall not be a salary increase or cost of living adjustments (COLA) for any employees in Management/Confidential. (No change from FY 2020-21)
- Effective July 1, 2021, there shall not be any salary adjustments or merit increases unless approved by the City Manager. (No change from FY 2020-21.)
- Effective the first full pay period of July 2021, all Classic and California Public Employees Pension Reform Act (PEPRA) Management/Confidential employees will pay an additional two percent (2%) into the required employer CalPERS contribution, for a total of 11% contribution towards CalPERS for classic employees and 15% contribution for PEPRA employees (or 50% of costs, whichever is greater). In total (inclusive of the additional 1% required in 2020), Management/Confidential will be required to pay an additional three percent (3%) into the required employer CalPERS contribution, aligning with the City Manager.
- Effective July 1, 2021, a minimum of 15 non-paid furlough days for all classifications in Management/Confidential are required by June 30, 2022.

The City would like to thank the Management/Confidential employees for the continued leadership they have shown during this prolonged challenging time, and for their commitment to the City of El Cerrito.

STRATEGIC PLAN CONSIDERATIONS

Adopting the Resolution for Management/Confidential Employees fulfills Goal B, "Achieve long-term financial sustainability."

ENVIRONMENTAL CONSIDERATIONS

This section is not applicable to this agenda item.

FINANCIAL CONSIDERATIONS

The total cost savings of Management/Confidential forgoing a COLA (taking 0% instead of an assumed 3%) in July 2021 is \$120,697 (this number includes the City Manager). The total on-going cost savings of Management/Confidential contributing an additional two percent (2%) into the required CalPERS Contribution is \$76,465. The total cost savings of Management/Confidential taking a minimum 15 furlough days starting July 1, 2021 through June 30, 2022 is \$232,110 (this number includes the City Manager). These savings have been factored into the Proposed FY 2021-22 Budget.

LEGAL CONSIDERATIONS

This section is not applicable to this agenda item.

Reviewed by:

A handwritten signature in blue ink, appearing to read "Karen Pinkos".

Karen Pinkos, City Manager

Attachments:

1. Resolution (Redline)

RESOLUTION NO. 202~~10~~-XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO ESTABLISHING SALARIES, BENEFITS AND CONDITIONS OF EMPLOYMENT FOR MANAGEMENT AND CONFIDENTIAL EMPLOYEES EFFECTIVE JULY 1, 202~~10~~; AND RESCINDING RESOLUTION [2020-27 2019-42](#)

WHEREAS, it is in the City's best interest to recruit and retain high quality employees for the City; and

WHEREAS, an effective means for achieving this objective is to provide competitive salaries, benefits, and conditions of employment for said employees.

NOW, THEREFORE, BE IT RESOLVED that the El Cerrito City Council hereby establishes the salaries, benefits, and conditions of employment for the City's management and confidential employees, as follows:

**CHAPTER 1
EMPLOYEES**

1.1 Management employees are, for purposes of this section, those actively involved in the following classifications:

- Assistant City Manager
- Assistant to the City Manager
- Associate Engineer
- Building Official
- City Clerk
- Community Development Director
- Finance Director/City Treasurer
- Finance Supervisor
- Human Resources Manager
- Information Technology Manager
- Maintenance Services Superintendent
- Management Analyst I,II,III
- Network Security Engineer
- Operations and Environmental Services Manager
- Planning Manager
- Program Manager
- Public Works Director/City Engineer
- Recreation Director
- Recreation Supervisor
- Recycling Operations Supervisor
- Senior Accountant
- Senior Engineer
- Senior Human Resources Analyst
- Senior Planner
- Senior Program Manager

1.2 Confidential employees are, for the purposes of this section, those actively involved in the following classifications:

- Accountant II
- Human Resources Specialist
- Information Technology Specialist
- Public Safety Executive Assistant

CHAPTER 2 SALARIES AND BENEFITS

2.1 Effective the first full pay period in July 202~~1~~⁹, the following control points shall apply for management employees:

Assistant City Manager	17,364
Assistant to the City Manager	9,628
Associate Engineer	9,848
Building Official	12,242
City Clerk	14,376
Community Development Director	15,155
Finance Director/City Treasurer	15,133
Finance Supervisor	9,705
Human Resources Manager	13,691
Information Technology Manager	13,691
Maintenance Services Superintendent	9,013
Management Analyst I	7,450
Management Analyst II	8,194
Management Analyst III	9,013
Network Security Engineer	9,372
Operations and Environmental Services Manager	10,947
Planning Manager	12,855
Program Manager	9,013
Public Works Director/City Engineer	15,319
Recreation Director	15,019
Recreation Supervisor	9,013
Recycling Operations Supervisor	8,145
Senior Accountant	9,013
Senior Engineer	12,214
Senior Human Resources Analyst	10,011
Senior Planner	9,372
Senior Program Manager	10,011

- 2.2 Effective the first full pay period in July 202~~10~~, control points shall apply for confidential employees as follows:

Accountant II	7,552
Human Resources Specialist	7,074
Information Technology Specialist	7,450
Public Safety Executive Assistant	6,801

- A. For Fiscal Year 202~~10~~-22~~1~~, no cost of living adjustments (COLA) will be implemented for the salaries of management and confidential employees.
- B. Effective July 1, 202~~10~~, no salary adjustments or merit increases shall be implemented unless approved by the City Manager.
- C. Only those employees whose performance, over time, far exceeds expectations will achieve and maintain a salary that is above control point.

2.3 Pension Plan Benefits

- A. Employees are members of the California Public Employees Retirement System (CalPERS) plan, with a 2.7% at 55 retirement formula integrated with Social Security, which has an eight percent (8%) employee contribution, the PERS single highest year option and service credit for unused sick leave option.
- B. Effective January 1, 2013, newly hired employees that are considered “new members” in accordance with the Public Employees’ Pension Reform Act (PEPRA), will be enrolled under the CalPERS Miscellaneous Employee 2% at 62 retirement formula integrated with Social Security, average of highest three (3) years compensation earnable, in accordance with applicable law and PEPRA.
- C. In accordance with City Council Resolution 2020-32, effective the first full pay period in July 2020, all Management and Confidential employees will pay an additional one percent (1%) into the required employer CalPERS contribution.
- B.D. Effective the first full pay period in July 2021, all Management and Confidential employees will pay an additional two percent (2%) into the required employer CalPERS contribution.

2.4 Flexible Benefits Plan

The City has a Flexible Benefits Plan that provides for the following:

- A. The City will contribute the equivalent of the cost of the lowest cost medical plan rate, according to dependent status, regardless of which medical plan is chosen. *“According to dependent status”* means that if an employee is single he or she shall receive the lowest cost single premium in his or her flexible spending account. If an employee and a dependent are enrolled in

a City medical plan, the employee shall receive the lowest cost two party premium in his or her flexible spending account. If an employee and more than one dependent are enrolled in a City medical plan, the employee shall receive the lowest cost family premium in his or her flexible spending account.

Effective July 202~~10~~¹⁹, the lowest cost medical plan rate is Kaiser HMO.

- B. In the event that an employee has alternate comprehensive group medical coverage through a spouse's medical plan or some other group medical plan, the employee may elect to receive "cash in-lieu" of medical coverage after they provide proof of such medical coverage to Human Resources. In this event, the City shall contribute Seven Hundred and Ninety Three dollars and eighteen cents (\$793.18) to the employee's Flexible Benefits Plan and the employee may receive this amount in cash, in which case the amount is treated as taxable income; or the employee may reallocate it toward the purchase of other benefits in the Plan; or a combination of both. The "cash in-lieu" benefit amount shall be \$350 per month for: a) Employees hired after December 31, 2020 or b) existing employees who discontinue the City's medical coverage and opt for "cash in lieu" of medical coverage at a later date as long as they meet the requirements as described above.
- C. Employees may contribute salary of up to the maximum by law on a pre-tax basis in order to purchase the following benefits:
- Medical premiums, co-payments, and deductibles
 - Dental premiums, co-payments, and deductibles
 - Unreimbursed medical and dental expenses
 - Dependent care Mental health counseling services
- Rules governing the allocation and distribution of such funds shall conform to applicable sections of State and Federal tax codes and the City of El Cerrito's Flexible Benefits Plan.
- D. Health plans will become effective the first of the month following the date of hire.
- E. Health benefit programs recognize the participation of domestic partners of eligible employees. Please refer to the City's Citiflex document for details.
- F. The City may establish a Citywide task force for the purpose of exploring alternate health plans, including PERS Health, for both active and retired employees. The City will include members of the unrepresented management group.

2.5 Dental Plan

The City will pay the full cost of family coverage under the Delta Dental Plan.

2.6 Life Insurance

The City will provide a term life insurance policy for management and confidential employees. The principal sum shall be equal to the annual salary rounded to the nearest \$1,000 (up to a maximum of \$100,000), effective the first day of the month following City Council adoption of any changes in the Pay Plan.

2.7 Auto Allowance

The City will supply an automobile to management employees who, in the opinion of the City Manager, require a City vehicle as an integral part of their work. Management and Confidential employees required to use their own automobiles for City business shall be reimbursed at the Internal Revenue Service allowable rate.

2.8 Short-term/Long term Disability Insurance

The City shall provide employees with short-term/long term disability insurance with coverage of two-thirds salary up to the maximum monthly salary limit of \$10,000 and a thirty-day elimination period. Like regular wages, this benefit is taxable.

2.9 Benefit Status

A. The salary and benefits contained within this Resolution are granted only to employees who are in a current pay status. The City shall incur no cost, nor shall benefits accrue, for retirees, survivors, or employees in a non-pay status. Family and Medical Leave Act (FMLA), California Family Rights Act (CFRA), and Military Leave, however, shall be granted in accordance with the applicable provisions of state and federal law.

B. In the event an employee is in a non-pay status because of a disputed workers' compensation claim, benefits under this article shall be continued upon written agreement of the affected employee to repay to the City the amount of any premiums paid by the City during the non-pay status period if the employee's claim is denied by the Workers Compensation Appeals Board or withdrawn by the employee prior to a decision by the Board.

CHAPTER 3 HOLIDAYS

3.1 Holidays

The following holidays are recognized as municipal holidays for pay purposes:

New Year's Day
Dr. M.L. King Jr. Birthday
President's Day
Memorial Day
Independence Day (July 4)

Labor Day
Veteran's Day
Thanksgiving Day
Day after Thanksgiving
Christmas Eve Day

Christmas Day

½ Day New Year's Eve

In the event that any of the aforementioned days falls on a Sunday, the following Monday shall be considered a holiday for pay purposes. In the event that any of the aforementioned days fall on a Saturday, the preceding Friday shall be considered a holiday for pay purposes. (Department Heads may make changes in the above schedule in accordance with the needs of their departments.) The afternoon of New Year's Eve, commencing at 12 noon, shall be considered a holiday for pay purposes. In the event New Year's Eve falls on a Sunday or a Monday, the preceding Friday afternoon shall be considered a holiday for pay purposes. Some adjustments may be made if necessitated by an alternative work schedule.

3.2 Birthday and Floating Holidays

In addition to the recognized municipal holidays, employees shall receive annually three (3) floating holidays, subject to the same requirements for scheduling vacation under Section 5.2 of this agreement. For new employees, the floating holidays are pro-rated quarterly based on date-of-hire. Floating holidays must be taken during the fiscal year they are received and may not be carried over and accumulated.

Employees are allowed an additional holiday in recognition of their birthday. This birthday holiday shall be posted upon appointment to City service and at the beginning of each fiscal year thereafter.

3.3 Compensation for Municipal Holidays

- A. An employee on leave of absence without pay shall not receive any compensation for holidays occurring during such leave.
- B. Regular employees must be in a pay status on the workday preceding a holiday to be eligible to be compensated for the holiday.

CHAPTER 4

SICK LEAVE, WORKERS' COMPENSATION, FAMILY SICK LEAVE, AND OTHER LEAVES

4.1 Accrual of Sick Leave Rate

- A. Sick leave shall accrue at the rate of eight hours and 45 minutes per calendar month worked, providing the employee has worked or been authorized leave with pay for at least ten working days in the month.
- B. Employees with 20 or more years of service shall accrue sick leave at the rate of 11 hours and 25 minutes per calendar month worked, provided the employee has worked or been authorized leave with pay for at least ten working days in the month.

4.2 Sick Leave Maximum Accrual

Accumulation of sick leave is unlimited.

4.3 Activity During Sick Leave

No employee who is absent from work on sick leave shall engage in any work or other activity that would interfere with the employee's ability to return to work to perform regular duties.

4.4 Retirement Benefit

Upon retirement from City service, an employee shall be entitled to compensation for one fourth of the accumulated sick leave on the books at the time of such retirement, with a maximum payment equivalent to twenty-five (25) days pay, at the employee's option. Actual sick leave remaining on the books will be reported to PERS in accordance with PERS regulations governing the sick leave credit contract option. In no case will unearned sick leave be reported for the purpose of increasing the member's retirement as prohibited by PERS.

4.5 On the Job Injury

When an employee is off work as a result of an on the job injury, the City shall continue to pay full salary for up to 90 calendar days.

4.6 Workers' Compensation Disability Payments

An employee receiving disability payments under the Workers' Compensation laws may use accumulated sick leave and vacation leave in order to maintain regular income. Under these circumstances, the employee shall be paid the difference between full salary and the disability payments received. Such sick leave and vacation leave shall be drawn in proportion to the salary payments required to provide the employee with his/her regular income.

4.7 Family Sick Leave

Under Labor Code Section 233, employees may utilize accrued sick leave to care for an ill or injured child, spouse or parent. The City has extended this provision to include domestic partners and their dependent children. There is no requirement that the illness or injury reach the level of seriousness provided for under the Family and Medical Leave Acts. However, if the illness or injury qualifies under the Family and Medical Leave Act, it also satisfies the "family sick leave" criteria. The maximum "family sick leave" allowed each calendar year that is subject to this provision is one-half (1/2) of the employee's annual accrual of sick leave. Additional family sick leave may be taken subject to departmental regulations and approval of the Department Head and City Manager.

4.8 Bereavement Leave

Employees are entitled to time off with pay when there is a death or anticipated death in the immediate family. Bereavement leave shall not exceed five (5) consecutive days when death is anticipated. Bereavement leave after death shall not exceed that period of time between death and the day of the funeral, providing the funeral is held within five days following death. Additional time may be granted and charged as sick leave when, in the opinion of the Department Head, unusual circumstances identify the need for additional time off.

Immediate family is defined as spouse, domestic partner, child, parent, parent-in-law, sister, brother, sister-in-law, brother-in-law, grandparent, spouse's grandparent, grandchild, son-in-law, daughter-in-law, or any other relative of the employee or employee's spouse residing in the same household, or who has resided with the employee in the same household for three or more years. In cases where death has occurred involving someone other than the immediate family, the Department Head shall make the decision as to qualification for bereavement leave.

4.9 Administrative Leave

Management employees shall receive administrative leave in recognition of extraordinary working hours and conditions. The City Manager will annually approve the number of leave days by individual employee based on the amount of overtime performed and the quality of work produced. The annual amount of time assigned shall not exceed ten days. Unused administrative leave cannot be carried over from year to year or cashed out at year end or upon separation.

4.10 Family and Medical Leave

Pursuant to State and Federal law, the City will provide family and medical care leave for eligible employees. The City Family Care and Medical Leave policy sets forth employees' rights and obligations with respect to such leave. Rights and obligations which are not specifically set forth in the City's policy are set forth in the Department of Labor regulations implementing the Federal Family and Medical Leave Act of 1993 ("FMLA") and the regulations of the California State Pregnancy Disability Act and the California Fair Employment and Housing Commission implementing the California Family Rights Act ("CFRA") (Government Code Section 12945.2). Unless otherwise provided by the City's policy or this resolution, "Leave" under this article shall mean leave pursuant to the FMLA.

CHAPTER 5 VACATION

5.1 Eligibility

Employees shall be eligible to take a paid vacation at the end of the first year of continuous service, and annually thereafter, unless otherwise provided by the City Manager.

5.2 Scheduling

The scheduling of annual vacation leave and the amount to be taken at any one time shall be determined by the Department Head in accordance with departmental regulations and with regard for the needs of the City and the preference of the employee.

5.3 Vacation at Termination

Employees leaving the municipal service with accrued vacation leave shall be paid the amount of accrued vacation to the date of termination. Payment for accrued vacation shall be at the employee's current rate of pay.

5.4 Effect of Extended Military Leave

A management employee who interrupts his/her City service because of extended military leave shall be compensated for accrued vacation at the time the leave becomes effective.

5.5 Sick Leave During Vacation

Vacation leave may be converted to sick leave subject to the review and approval of the Department Head and the City Manager if an employee is injured or sick during the vacation for a period in excess of 24 hours.

5.6 Vacation Cap

The vacation cap shall be two (2) times the employee's annual vacation accrual rate. Any time an employee reaches the maximum accrual, the employee will cease accruing vacation hours until such time the balance falls below the cap. No employee will be allowed to accrue vacation hours above the cap.

5.7 Vacation Cash-Out

Employees may annually cash-out up to 16 days (120 hours) of vacation provided that they have taken a minimum of 16 vacation days (or administrative leave for management employees) in the previous fiscal year and maintain a vacation balance of 37.5 hours at the time of vacation cash out. Employees may elect to cash-out a maximum of two (2) times annually and each cash-out request must be a minimum of 8 days (60 hours).

All irrevocable vacation cash-out requests must be in writing and submitted to Human Resources no later than June 30 of the fiscal year before the fiscal year in which the employee wishes to cash-out vacation leave. The notice shall indicate how many vacation leave hours the employee wishes to cash-out the following year. The amount requested cannot exceed the amount stated above. An employee can cash-out during the months of July and December. The Human Resources Manager has final approval.

5.8 Accrual

Unless otherwise provided by the City Manager, vacation leave will be accrued from the first day of employment when a management employee is in a pay status and will be credited on a monthly basis. Municipal holidays shall not be counted during vacation. The vacation schedule is based on the years of service with the City.

VACATION ACCRUAL – MANAGEMENT AND CONFIDENTIAL

Years of Service	Days	Hrs Earned/Yr (37.5 hrs/wk)
During 1st Year	11	82.50
2-3	12	90.00
4	13	97.50
5	15	112.50
6-7	16	120.00
8-9	17	127.50
10-11	18	135.00
12-13	19	142.50
14-15	20	150.00
16-17	21	157.50
18-19	22	165.00
20-21	23	172.50
22-23	24	180.00
24-25	25	187.50
26-27	26	195.00
28-29	27	202.50
30-31	28	210.00
32-33	29	217.50
34-35	30	225.00
36-37	31	232.50
38-39	32	240.00
40	33	247.50

CHAPTER 6 WORK SCHEDULE

6.1 Workweek

The number of hours worked in the workweek for management and confidential employees is as required by the City. The normal workday varies by department

depending upon the standard or designated alternative work schedule. The workweek for those assigned to the nine-day schedule in a two-week period begins at noon on Friday and concludes immediately before noon the following Friday.

Effective July 1, 202~~10~~¹⁹, a minimum of 13~~5~~⁵ furlough days for all classifications subject to this resolution are in effect for Fiscal Year 202~~19~~¹⁹-2~~24~~²⁴ and are required to be taken by ~~June~~^{December} 3~~01~~¹, 202~~20~~²⁰. Should additional furlough days become necessary due to budget constraints, the affected employees shall be notified in writing with a minimum of two weeks notice.

CHAPTER 7 EDUCATION BENEFITS

7.1 Tuition Refund Plan

Management employees are eligible for educational cost reimbursement up to a maximum of \$1,000 per year for work related studies at a recognized college, university or professional school. Course content should relate to one of the following:

- Knowledge or skills needed by an employee in his/her present job
- Preparation for promotional opportunities or advancement in the same or different field within the City organization
- The requirements of a program leading to a degree, at an approved institution, which enhances the employee's job knowledge or on the job skills.

Procedures for obtaining reimbursement and limitations regarding reimbursement may be found in the City of El Cerrito administrative procedure on educational expense reimbursement.

CHAPTER 8 MISCELLANEOUS POLICIES FOR MANAGEMENT EMPLOYEES

8.1 Continuing Education

It is the policy of the City that management employees take part in some educational or training course each year, and the City Council will attempt to provide funds in each budget for such purpose.

8.2 Membership

It is the policy of the City to provide paid membership in approved professional associations for management employees. This policy shall include publications associated with membership and other educational materials as may be approved.

8.3 Conferences

It is the policy of the City that each management employee attend (as a member) a professional conference of his or her peers each year at City expense; however, travel outside the state of California is discouraged due to budgetary restraints.

CHAPTER 9

MISCELLANEOUS POLICIES FOR CONFIDENTIAL EMPLOYEES

9.1 Overtime

A. Policy – Definition

It is the policy of the City that overtime work is to be kept at a minimum consistent with the protection of the lives and property of El Cerrito citizens and the efficient operation of the departments and activities of the City. Overtime must be authorized by both the supervisor and department manager and is subject to such other rules and procedures as the City Manager may prescribe.

Overtime shall be defined as time worked beyond the hours worked in the normal workweek, defined in Section 6.1 herein as 37.5 hours for full-time confidential employees and 28.125 hours for the confidential Personnel Technician – 75%. Hours worked are defined as all time during which an employee is necessarily required to be on the employer's premises, on duty or at a prescribed work place. Sick leave, vacation, holidays and other paid leave are considered to be part of the normal workweek and unpaid leave shall not be included as time worked. Overtime shall commence at the time an employee is released or the work is completed, whichever is earlier.

B. Overtime Compensation

1. For hours worked in excess of the normal workweek, but not in excess of forty hours in a workweek, one of the following shall occur at the discretion of the department manager and in consultation with the employee:
 - a. Employee shall accrue compensatory time off on a time-and-one-half basis (this will not count toward the FLSA compensatory time ceiling of 240 hours, but will count toward the City's 40-hour compensatory time cap)
 - b. Overtime shall be paid at time-and-one-half the regular hourly rate of pay.
2. For hours worked in excess of forty in any workweek, one of the following shall occur at the discretion of the employee:
 - a. Employee shall accrue compensatory time off on a time-and-one-half basis (this will count toward the FLSA compensatory time ceiling of 240 hours as well as the City's 40-hour compensatory cap); or
 - b. Overtime shall be paid at time-and-one-half the regular hourly rate of pay.

C. Maximum Accumulation of Compensatory Time

Confidential employees may not accrue more than 40.0 hours of compensatory time-off without permission of the department

manager. Time off for compensatory time must be approved by the department manager or delegate.

9.2 Uniform Allowance

The City shall provide uniforms in accordance with department procedures and subject to approval by the Department Head and City Manager for management and confidential employees required to wear one.

BE IT FURTHER RESOLVED that Resolution 20~~2019~~-~~3242~~ is hereby rescinded and this resolution shall become effective immediately upon passage and adoption.

I CERTIFY that at a ~~regular~~-special meeting on ~~June~~May ~~22~~24, 202~~19~~10 the City Council of the City of El Cerrito passed this Resolution by the following vote:

AYES:	COUNCILMEMBERS:
NOES:	COUNCILMEMBERS:
ABSTAIN:	COUNCILMEMBERS:
ABSENT:	COUNCILMEMBERS:

IN WITNESS of this action, I sign this document and affix the corporate seal of the City of El Cerrito on ~~June~~May ____, 202~~19~~10.

Holly M. Charléty, City Clerk

APPROVED:

~~Paul Fadelli~~Gregory B. Lyman, Mayor



AGENDA BILL

Agenda Item No. 2.B.

Date: June 22, 2021
To: El Cerrito City Council
From: Karen Pinkos, City Manager, City Management; Mark R. Rasiah, Finance Director/City Treasurer, Finance Department
Subject: CITY COUNCIL/PUBLIC FINANCING AUTHORITY/EMPLOYEE PENSION TRUST BOARD
Approval of the City's Fiscal Year 2021-22 Proposed Budget and Spending Authority by Fund for the City, Employee Pension Board and Public Financing Authority and Approval of the FY 2021-22 Annual Gann Appropriation Limit.

ACTION PROPOSED

Staff requests that the City Council 1) Adopt a City Council resolution authorizing Fiscal Year 2021-22 spending authority by fund for the City of El Cerrito; 2) Adopt a El Cerrito Public Financing Authority resolution authorizing Fiscal Year 2021-22 spending authority by fund; 3) Adopt a El Cerrito Employee Pension Board resolution authorizing Fiscal Year 2021-22 spending authority by fund; and 4) Adopt a City Council resolution approving the calculation and establishing the FY 2021-22 annual Gann Appropriation Limit.

BACKGROUND

The City of El Cerrito's Fiscal Year 2021-22 Proposed Annual Budget presents the City's projection of revenues and expenditures for the next fiscal year. It describes in detail the various components of the City, each of its departments and divisions, and the City's separate legal entities: the Employee Pension Board and the El Cerrito Public Financing Authority. The budget also describes the City's mission, vision, and values, outlines overall goals and strategies developed through the Strategic Plan, and indicates how resources are allocated to fulfill these objectives.

The City Council has closely monitored the budget and the City's financial position for the past two years considering the State Auditor's report and the ongoing COVID-19 pandemic. The Council has provided direction to staff that has resulted in adjustments in revenue and reductions in expenses over the past fiscal year, with an eye toward short-term budget strategies as well as long-term budget solutions that will restore the City to fiscal health and build the General Fund reserves to recommended levels. The FY 2021-22 budget was prepared with these same goals in mind, and staff has been intentionally conservative with respect to revenue projections and expenditure levels due to the continuing uncertainty with respect to the ongoing pandemic and its effect on the economy.

The draft proposed budget document has been published on the City's website and provided to the City Council. Staff presented a preview of the Departmental budgets on

May 18, 2021 and presented an overview of the FY 2021-22 Draft Proposed Budget to the City Council on June 1, 2021 for the City Council's review and discussion, and the Council continued its review and discussion at the June 15, 2021 City Council meeting. The City Council directed Staff make adjustments as described below and bring back the Proposed Budget for approval and adoption at a subsequent Council meeting.

Revisions to the Draft Proposed Budget that was presented to the City Council on June 15, 2021

At the direction of the City Council, revisions to the draft previously presented to the City Council are as follows:

- The City Council budget 'Miscellaneous Professional Services' budget line item is increased by \$58,099 for additional 6 operating hours for the El Cerrito Library that the Council voted to fund in FY 2021-22.
- The Police Department budget 'Vehicles > 10K' budget line item is reduced by \$50,000.

ANALYSIS

Proposed Budget FY 2021-22

The City Council has reviewed the Proposed FY 2021-22 Budget at its meetings of May 18, June 1, and June 15. During these meetings, direction has been provided to staff through motions of the City Council as follows:

- Set a goal of \$1 million in General Fund surplus each year.
- Fund 6 additional library hours for FY 2021-22 and move funding from the City Council budget to "Non-Departmental".
- Reduce Police Department Budget by \$50,000.
- Begin process to establish a Section 115 trust for the purposes of funding pension costs.

The City Council requested an outline of the departmental reductions included in the current budget document including cost savings and service impacts, which is provided as Attachment 1. The City Council also expressed interest in providing direction to City staff regarding American Rescue Plan Act (ARPA) funding, since this funding is not included in the FY 2021-22 budget at this time. Staff continues to analyze the guidelines and requirements, including working with our independent auditor, in order to bring the City Council a plan for programming the funding and making any budget amendments as necessary at an upcoming City Council meeting. In the meantime, staff requests that the City Council provide direction to staff by motion to maximize use of ARPA funding for expenses that will provide relief to the General Fund and account for COVID-19 related revenue loss in order to replenish the General Fund reserves.

Staff recommends approval of the attached resolutions setting the spending authority for the City of El Cerrito, Public Financing Authority, and Employee Pension Fund as well as a resolution for the Gann Appropriation Limit.

STRATEGIC PLAN CONSIDERATIONS

Approving the attached resolutions will allow the City Manager to develop a plan to ensure that Citywide revenue meets the cost of providing Citywide services, including adequate reserve for unanticipated revenue shortfalls. It will further ensure procedures that represent best practices in financial management. (Goal B: Achieve long-term financial sustainability).

ENVIRONMENTAL CONSIDERATIONS

This section is not applicable to this agenda item.

FINANCIAL CONSIDERATIONS

With all funds combined, the Proposed FY 2021-22 Budget recommends total expenditures of \$54,012,096 and provides funding for all City services, including Police, Fire, Recreation, Community Development, Public Works, and City Management. At this time, total revenues are projected to be \$54,023,411; these funds will continue to be monitored and updated as the COVID-19 is expected to have impacts on several funds including Gas Tax, Measure J Return to Source, SB-1, Street Improvement Fund, and Measure J Paratransit.

For FY 2021-22, staff is proposing a General Fund budget with revenues of \$40,402,247 and expenditures amounting to \$39,924,879, resulting in a surplus of \$477,368.

LEGAL CONSIDERATIONS

Approval of the attached resolutions is required to adopt the City's spending authority for Fiscal Year 2021-22. In addition to the Gann limit appropriation, there are separate resolutions for each of the City's component units which also must be considered and are presented for approval: the Public Financing Authority and the Pension Board. The City Council is obligated to adopt a budget, including spending authority and Gann limit appropriation, by June 30, 2021.

Reviewed by:



Karen Pinkos, City Manager

Attachments:

1. Resolution (City Council Spending Authority)
2. Resolution (PFA Spending Authority)
3. Resolution (PB Spending Authority)
4. Resolution (GANN)
5. FY 2021-22 Budget Reductions Impacts

RESOLUTION 2021-XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO ADOPTING
THE ANNUAL BUDGET FOR FY 2021-22 AND SPENDING AUTHORITY FROM ALL
FUNDS OF THE CITY OF EL CERRITO FOR FISCAL YEAR 2021-22

WHEREAS, City staff have prepared, transmitted, and presented the proposed FY 2021-22 Budget to the City Council of the City of El Cerrito for its consideration, and it has been reviewed and analyzed in public review session; and

WHEREAS, the City prepares and adopts a budget with the intent of providing a planned program for City services and a financial system to carry out the program of services; and

WHEREAS, the proposed budget represents anticipated revenues and proposed expenditures, including interfund transfers, from all funds of the City of El Cerrito; and

WHEREAS, proposed spending authority from tax proceeds are within the City's Fiscal Year 2021-22 Gann Appropriations Limit, as defined by the California State Constitution Article XIII B.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of El Cerrito hereby adopts the FY 2021-22 Budget spending limits across funds as follows:

General Fund	\$ 39,924,879
Gas Tax Fund	519,694
NPDES	366,804
Landscape and Lighting	842,185
Measure J Return to Source	405,887
Measure A Parcel Tax	217,366
Measure H Parcel Tax	636,948
Asset Seizure	0
Vehicle Abatement	30,900
SB-1 Road Repair	616,500
Park in Lieu Fund	0
Street Improvement Fund	1,634,508
Public Arts Fund	100,000
Measure J - Paratransit	160,492
Federal, State and Local Grants	395,511
C.O.P.S. Grant	153,000
City Housing Trust	0
City LMI Housing	207,528
Capital Improvements	1,990,360
Measure J Storm Drain	786,113
Integrated Waste Management	3,651,358
Vehicle/Equipment Replacement	0

Employees' Pension Trust Section 401A	85,000
Financing Authority City Hall Debt Svc.	580,763
Financing Authority Street Improv. Debt Svc.	706,300
Total	\$ 54,012,096

BE IT FURTHER RESOLVED that the City Council of the City of El Cerrito hereby authorizes the City Manager or his/her designee to:

1. Create such appropriations into such new accounts as may be appropriate for proper accounting in the City's financial system and to make any necessary non-material changes to finalize the budget document.
2. Apply correct accounting rules for the proper classification of interfund transactions, including transfers between funds, or other financial transactions, as may be necessary to address bond or loan covenants, or any other requirements imposed by formal, legal agreements between the City any other parties, as previously entered into by the City.
3. Approve payment of goods and services received by the City in accordance with the City's approved budgets, programs, and policies, subject to a limitation of \$45,000 for any single vendor in any one fiscal year, beyond which amount the City Council retains authority to approve payment with the exception of those items falling under other statutory authority (e.g., public works, State purchasing).
4. Shift expenditure authority within funds among departments, as may be necessary to meet the City's operational needs.

BE IT FURTHER RESOLVED that this resolution shall become effective immediately upon passage and adoption.

I CERTIFY that at a special meeting on June 22, 2021, the City Council of the City of El Cerrito passed this Resolution by the following vote:

AYES: COUNCILMEMBERS:
NOES: COUNCILMEMBERS:
ABSTAIN: COUNCILMEMBERS:
ABSENT: COUNCILMEMBERS:

IN WITNESS of this action, I sign this document and affix the corporate seal of the City of El Cerrito on June _____, 2021.

Holly M. Charl  ty, City Clerk

APPROVED:

Paul Fadelli, Mayor

RESOLUTION 2021-XX

RESOLUTION OF THE CITY OF EL CERRITO PUBLIC FINANCING AUTHORITY
ADOPTING THE FISCAL YEAR 2021-22 BUDGET WITH SPENDING LIMITS FOR FY
2021-22

WHEREAS, the El Cerrito Public Financing Authority (Authority) provides for payment of long-term debt obligations; and

WHEREAS, the Authority Board wishes to maintain funding levels to support payments of principle and interest on those long-term obligations; and

WHEREAS, the Board wishes to adopt the Authority's budget for Fiscal Year 2021-22.

NOW THEREFORE, BE IT RESOLVED that the El Cerrito Public Financing Authority adopts the Fiscal Year 2021-22 Budget with spending limits in FY 2021-22 across funds as follows:

Financing Authority City Hall Debt Svc.	\$	580,763
Financing Authority Street Improv. Debt Svc.		706,300
Total	\$	1,287,063

BE IT FURTHER RESOLVED that this Resolution shall become effective immediately upon its passage and adoption.

I CERTIFY that at the special meeting on June 22, 2021, the El Cerrito Public Financing Authority passed this resolution by the following vote:

AYES:	COUNCILMEMBERS:
NOES:	COUNCILMEMBERS:
ABSTAIN:	COUNCILMEMBERS:
ABSENT:	COUNCILMEMBERS:

IN WITNESS of this action, I sign this document and affix the corporate seal of the El Cerrito Public Financing Authority on June __, 2021.

Holly M. Charlety, Authority Clerk

APPROVED:

Paul Fadelli, Mayor

RESOLUTION 2021-XX

RESOLUTION OF THE CITY OF EL CERRITO EMPLOYEES' PENSION BOARD
ADOPTING THE BOARD'S FISCAL YEARS 2021-22 BUDGET AND SPENDING LIMITS
FOR FISCAL YEAR 2021-22

WHEREAS, the El Cerrito Employees' Pension Board (Board) provides for retirement benefits for certain former City of El Cerrito employees and/or their beneficiaries; and

WHEREAS, the Board wishes to maintain funding levels to support pension payments to plan members; and

WHEREAS, the Board wishes to adopt the budget for Fiscal Year 2021-22 with spending limits of \$85,000.

NOW THEREFORE, BE IT RESOLVED that the El Cerrito Employees' Pension Board hereby adopts the budget for Fiscal Year 2021-22 with spending limits for FY 2021-22 of \$85,000.

BE IT FURTHER RESOLVED that this resolution shall become effective immediately upon passage and adoption.

I CERTIFY that at a special meeting on June 22, 2021 the El Cerrito Employees' Pension Board passed this Resolution by the following vote:

AYES:	BOARDMEMBERS:
NOES:	BOARDMEMBERS:
ABSTAIN:	BOARDMEMBERS:
ABSENT:	BOARDMEMBERS:

IN WITNESS of this action, I sign this document and affix the corporate seal of the El Cerrito Employees' Pension Board on June _____, 2021.

Holly M. Charl  ty, Secretary to the Board

APPROVED:

Paul Fadelli, Chair

RESOLUTION 2021-XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO SETTING THE APPROPRIATIONS LIMIT FOR FISCAL YEAR 2021-22 AND SELECTING THE CALIFORNIA PER CAPITA PERSONAL INCOME AND CONTRA COSTA COUNTY POPULATION ADJUSTMENT FACTORS

WHEREAS, Article XIIIB of the California Constitution establishes a limitation on spending by cities of funds from proceeds of taxes; and

WHEREAS, in accordance with Government Code Section 7910, the City Council must establish an annual appropriations limit; and

WHEREAS, in accordance with Government Code Section 7910, the City Council must select annually the per capita change in the cost of living for purposes of calculating appropriations limit; and

WHEREAS, in accordance with Government Code Section 7910, the City Council must select annually the population growth factor for purposes of calculating the appropriations limit; and

WHEREAS, an appropriations limit has been calculated in accordance with applicable law.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF EL CERRITO DOES HEREBY FIND, DETERMINE AND RESOLVE AS FOLLOWS:

SECTION 1. In accordance with Article XIIIB of the Constitution and Government Code Section 7900 *et seq.*, the adjustment factors to be applied to the appropriations limit for the 2020-21 fiscal year shall be the California Per Capita Personal Income adjustment factor and the Contra Costa County population adjustment factor.

SECTION 2. In accordance with Article XIIIB of the Constitution and Government Code Section 7902, the appropriations limit for the 2021-22 fiscal year shall be \$159,214,944 which exceeds the City's projected applicable appropriation amount by \$128,622,727.

SECTION 3. The City Council reserves the right to change or revise any adjustment factors associated with the calculation of the appropriations limit if such changes or revisions would result in a more advantageous appropriations limit in the present or future.

I CERTIFY that at the special meeting on June 22, 2021 the El Cerrito City Council passed this resolution by the following vote:

AYES: COUNCILMEMBERS:
NOES: COUNCILMEMBERS:
ABSENT: COUNCILMEMBERS:
ABSTAIN: COUNCILMEMBERS:

IN WITNESS of this action, I sign this document and affix the corporate seal of the City of El Cerrito on June _____, 2021.

Holly M. Charléty, City Clerk

APPROVED:

Paul Fadelli, Mayor

**FY 2021-22 Budget Reductions
Fiscal and Service Impacts**

This table shows the fiscal and service impacts of actions taken to achieve the expenditure levels in the FY 2021-22 Proposed Budget. Actions and Fiscal Impacts with an asterisk (*) are part of the Fiscal Response Plan implemented in second half of FY 2020-21, to show the annual ongoing impact in FY 2021-22.

Department	Action	Fiscal Impact	Service Impact
City Management	Eliminated two positions in the City Manager's office, resulting in a 50% reduction in staff and loss of Public Information officer.*	\$345,000* (annual)	Significantly reduced public information functions, including suspension of printed/mailed Citywide newsletter "News and Views", moving to online communication only. Disseminated webpage update and social media responsibilities among the departments. Significantly reduced support of citywide special projects and staff support to the Arts and Culture Commission.
	The Human Resources Manager position has been vacant since February 2021.	\$117,000 (estimated)	Assistant City Manager assumed additional duties to serve as interim HR Manager. The HR position will be reviewed for replacement at a reduced level in FY 2021-22 with significant Assistant City Manager involvement remaining, resulting in ongoing savings.
	Reduced overall professional services expenses.	\$50,000	Projects such as Strategic Plan update will continue to be delayed. Any additional projects requiring consultants will require additional funding.
	Increased reliance on remote work and training due to the pandemic, which has resulted in a significant reduction in training costs that will remain in place through FY 2021-22 regardless of reopening.	\$15,000	Most training has been available online so travel has not been required, however as conferences begin to return to in-person events staff will need to prioritize training opportunities in order to continue to access necessary, up-to-date information and to maintain credentials and certifications.

Department	Action	Fiscal Impact	Service Impact
	Passport Acceptance Services were suspended with the closure of City Hall, and services have been eliminated indefinitely.*	\$12,000* (annual)	Services no longer provided to the public. Minimal revenue impact as program generated a small surplus of expenses of the program. Allows for reallocation of staff to other duties.
Community Development	Elimination of Management Analyst position for Economic Development.	\$133,000	No dedicated staff resource for economic development. (In the FY 2018-2020 Biennial Budget, this position was shown in the Department budget as "Salary Savings.")
	Continued reductions in consulting services and travel and conferences, utilizing contract services as necessary that will be recovered by development-related revenues.	\$91,000	Most training has been available online so travel has not been required, however as conferences begin to return to in-person events staff will need to prioritize training opportunities in order to continue to access necessary, up-to-date information and to maintain credentials and certifications.
Finance	An account technician position has been vacant since February 2021, resulting in cost savings. This position is planned for replacement in FY 2021-22.	\$20,000 (estimated)	Potential delay in reconciling business licenses, tracking and processing all receivables, cash handling, check deposits, invoicing, collections; compromises internal financial control due to lack of segregation of duties.
	Reductions related to expenses for consulting services.	\$25,000* (annual)	Any additional projects requiring consultants will require additional funding.
Fire	Fire Marshal/Battalion Chief position remains vacant as a cost savings measure.*	\$210,000* (estimated)	The Fire Chief is handling the Fire Marshal duties and the other three shift Battalion Chiefs are handling the other administrative duties in addition to managing their shifts. This has caused delays in plan approvals and vegetation management oversight.
	Filling the three vacant firefighter positions to reduce the amount of overtime required to maintain constant staffing.	\$400,000	Barring any unforeseen injuries or medical leaves, filling these positions will decrease the overtime budget by \$400,000.

Department	Action	Fiscal Impact	Service Impact
	The Fire Department has delayed the replacement of a 27 year old fire engine again to save on lease purchase costs.	Estimated cost for engine: \$975,000; estimated annual lease/purchase payment \$175,000	The continued delay of ordering the fire engine will add two additional years of wear on the current apparatus as there is approximately a year lead time for delivery once the order is placed. At this point, the next oldest engine will be over 20 years old and in need of replacement. Industry standards for front line fire engines are to place them in reserve status after 15 years and to replace them after 20 years. Currently the average age of the Fire Department engines are 18 years. While there will be savings in the delay of this purchase, the budget has been increased for Vehicle Maintenance and Repair due to the increase repairs needed due to the age of the apparatus and frequent breakdowns.
Police	A restructuring plan that eliminated the Special Operations Division and will permanently eliminate the positions of Special Operations Lieutenant and Special Operations Sergeant.*	\$595,000* (annual)	The plan permanently eliminated the school resource officer program, the community liaison officer program, and the traffic officer program as well as significantly reduced staff available for public education and events.
	Elimination of vacant positions that has resulted in a new maximum deployment level of 37 sworn officers.	\$450,000 (estimated)	17% reduction in the authorized staff level for the El Cerrito Police Department from FY 2020. (In the FY 2018-2020 Biennial Budget, these vacancies were shown in the Department budget as "Salary Savings.")
	The vacant Captain position remains vacant as cost saving measure.	\$230,000 (estimated)	Reduced command staff, requiring duties to be assumed by Police Chief
Public Works	Continued shift in landscape maintenance for parks and recreation facilities to Measure H fund, and reduction in	\$277,000*	Backfill of \$216,000 from Measure H for parks and recreation facility landscape maintenance. Reduced landscape maintenance and litter abatement for non-recreation facilities and

Department	Action	Fiscal Impact	Service Impact
	maintenance for other facilities.		local street islands and medians, minimal commercial area replanting, and longer response times for work related to graffiti removal, illegal dumping, vegetation removal, traffic sign replacement, and facility repairs. Deferred maintenance could result in higher future costs.
	Continued reduction in consulting services along with suspension of the Neighborhood Traffic Management and Streetlight Programs indefinitely.	\$25,000*	Evaluation, replacement and installation of new neighborhood traffic management, such as speed bumps, and new street lights resources for residents not available. By suspending these programs, staff time is freed up to work on programs that are fees supported, like building permit review, or mandated.
	Continued reduction in infrastructure maintenance services	\$15,000*	Shut-down of City Hall fountain, suspension of Street Light Banner Program, reduction of street sweeping on residential arterials.
	Elimination of the Engineering Technician position and one part-time maintenance worker as a result of layoffs in February 2021.	\$40,000 General Fund (annual) (\$135,000 all funds)	Loss of dedicated staff for engineering permit and inspection and resident traffic request functions; work disseminated among current staff although resulting in reduce service levels for all engineering functions including delivery of capital improvement projects. Loss of dedicated staff for weed abatement on City easements and paths; work disseminated among current staff although resulting in slightly reduced service levels for all maintenance functions as described above.
	Reallocation of Management Analyst to be fully funded by the Integrated Waste Management Fund, relieving the General Fund of this position's costs.	\$74,465 General Fund (annual)	Position has been vacant since March 2021 and underfilled for over a year resulting in postponing various environmental initiatives, such as Foodware Ordinance, work on state requirements, and request for proposals for various maintenance services. Expected to

Department	Action	Fiscal Impact	Service Impact
			be filled in FY 2021-22 with focus on integrated waste management functions. Without General Fund support, work on Climate Action Plan update and other environmental initiatives will be postponed.
Recreation	The Department's FY 2021-22 budget includes the elimination of three positions from FY 2020-21 due to layoffs through the Fiscal Response Plan* and one resignation, as well as mid-year layoffs of two part-time citywide custodians	\$473,000 (\$166,000 from Fiscal Response Plan)	Reduced customer service and support to other divisions, less capacity to support Citywide initiatives, loss of remaining Senior Services, will not meet pandemic protocols for cleaning and sanitation, decreased diversity in workforce, significant revenue implications to be determined by further analysis
	Mid-year layoffs of two part-time assistants at the Midtown Activity Center, Senior Services Division reduced to core services including paratransit and day trips, lunch program, and support services that are either paid for by user fees or provided by outside agencies such as Contra Costa County. Staff and programs offered at the Midtown Activity Center will be consolidated at the Community Center, tentatively beginning this fall. Enrichment and fitness programs will be operated by the Community Services staff and will be phased in as staff capacity allows.	\$45,000 General Fund, (\$67,000 all funds including Measure J)	Reduced offerings due to less space available, staff capacity, and cost recovery needs. While services were originally reduced because of pandemic restrictions, staff reductions require consolidation of locations. State Auditor report also noted revenue subsidy which will require an analysis of costs to patrons for programs offered once restrictions are eased and programs are reinstated.
	Swim center programs will be reduced or restructured to project cost neutral programming.	TBD	Less full-time staff requires reduction or restructuring of programs. We anticipate continued strong enrollment in core programs and will use support from Measure H to cover maintenance and utility costs.

Department	Action	Fiscal Impact	Service Impact
			State Auditor report noted potential revenue opportunities which will require analysis of programs once restrictions are eased and programs are reinstated.
	Major events (i.e. July 4) cancelled for 2021.	\$30,000	Evaluation will be required for reducing or restructuring special events to be more cost neutral. May result in increased costs for attendance at events or a reduced amount of events if sponsors or donations are not able to be secured.
	Continued reliance on online registration as the primary means of enrolling even when the office reopens.	TBD	With reduced administration staff, in person customer service opportunities will decrease, likely through reduced office hours so that staff can complete the work necessary to facilitate program enrollment and revenue collection. Online registration is more convenient for those with access to the internet and computer skills. For those without internet access and/or knowledge of online applications, registering online may not be possible.
	Continued cost savings including contract expenses, supplies and equipment, and transferring eligible maintenance costs to Measure H Fund.	\$275,000 (\$225,000 for Swim Center, \$50,000 Building Maintenance Fees)	While Measure H funding is eligible for the costs assigned to the fund for maintenance and landscaping, this does mean an opportunity cost for other eligible projects.