



AGENDA

REGULAR CITY COUNCIL MEETING FEBRUARY 1, 2022 – 7:00 p.m.

Members:

Mayor Gabe Quinto

Mayor Pro Tem Lisa Motoyama • Councilmember Janet Abelson
Councilmember Paul Fadelli • Councilmember Tessa Rudnick

Join Via Zoom:

<https://us06web.zoom.us/j/81263568113?pwd=MjcycHpRdHR1RWZJOGEyNFpVcVQ5QT09>

Meeting ID: 812 6356 8113 **Password:** 192170
or Dial in: 1-408-638-0968

The City Council may continue to meet by teleconference, consistent with the Brown Act as amended by AB 361 (2021). Under the amended rules, the City will not provide a physical location for members of the public to participate in the teleconference 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:

- 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 – Not on the Agenda** or **Public Comments – agenda item #.**

To ensure City Council receives your written comments prior to taking action, they must be received by **4:00 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.**

7:00 P.M. ROLL CALL – CONVENE REGULAR CITY COUNCIL MEETING

1. PLEDGE OF ALLEGIANCE TO THE FLAG OR OBSERVATION OF A MOMENT OF SILENCE

2. TELECONFERENCE AND PUBLIC COMMENT INSTRUCTIONS

3. COUNCIL/STAFF COMMUNICATIONS

Reports of closed session, commission appointments and informational reports on matters of general interest which are announced by the City Council and staff.

4. ORAL COMMUNICATIONS FROM THE PUBLIC

Remarks are typically limited to 3 minutes per person. The Mayor may reduce the time limit per speaker depending upon the number of speakers and may limit the total time for public comment to facilitate the completion of business on the agenda. Comments regarding non-agenda, presentation and consent calendar items will be heard first. Comments related to items appearing on the Public Hearing or Policy Matter portions of the Agenda will be heard prior to the City Council taking action on each item.

5. ADOPTION OF THE CONSENT CALENDAR

All items on the consent calendar shall be acted upon in one motion, unless a member of the City Council or staff request separate consideration.

A. Black History Month Proclamation

Action Proposed: Pass a motion to approve a proclamation declaring February as Black History Month in the City of El Cerrito.

Contact: Shannon Bassi, Senior Human Resources Analyst, Human Resources

B. Lunar New Year Proclamation

Action Proposed: Pass a motion to approve a proclamation recognizing the cultural and historical significance of Lunar New Year in the City of El Cerrito.

Contact: Shannon Bassi, Senior Human Resources Analyst, Human Resources

C. Prohousing Designation Program Application

Action Proposed: Adopt a resolution authorizing application to and participation in the Prohousing Designation Program

Contact: Aissia Ashoori, Housing Analyst; Sean Moss, Planning Manager; and Melanie Mintz, Community Development Director, Community Development Department

D. FY 2021-22 Second Quarter Cash and Investment Report

Action Proposed: Receive and file the City's Quarterly Investment Report for the Quarter ending December 31, 2021.

Contact: Karen Pinkos, City Manager, City Management

E. Amendment to the City's Classification Plan

Action Proposed: Adopt a resolution amending the City's Classification Plan to authorize 1) Reclassification of Administrative Clerk Specialist to Management Assistant in the Public Works Department; 2) Reclassification of Administrative Clerk Specialist to Management Assistant in City Management; and 3) Reclassification of Management Analyst III to Senior Program Manager in Community Development Department.

Contact: Alexandra Orologas, Assistant City Manager, City Management

F. Amendment of Professional Services Agreement with Peckham & McKenney

Action Proposed: Adopt a resolution to authorize the City Manager to amend the professional services agreement with Peckham & McKenney, an executive search firm, to include recruitment for the position of Fire Chief.

Contact: Alexandra Orologas, Assistant City Manager, City Management

G. Continuation of Emergency Work for Public Safety Building Roof Repair

4/5 Vote Required to Pass

Action Proposed: Adopt a resolution authorizing the continuation of emergency work to repair the Public Safety Building roof.

Contact: Yvetteh Ortiz, Public Works Director/City Engineer, Public Works Department

6. PRESENTATIONS

A. Recreation Department Update

Action Proposed: Receive and file an operational and fiscal update from the Recreation Department.

Contact: Chris Jones, Recreation Director, Recreation Department

B. Community Development Department Update

Action Proposed: Receive and file an operational and fiscal update from the Community Development Department.

Contact: Melanie Mintz, Community Development Director, Community Development Department

7. PUBLIC HEARINGS

8. POLICY MATTERS

A. FY 2021-22 General Fund Budget Quarterly Update through December 2021

Action Proposed: Receive and file an update on City General Fund revenues and expenses for FY 2021-22 through December 2021.

Contact: Karen Pinkos, City Manager, City Management

9. CITY COUNCIL LOCAL & REGIONAL LIAISON ASSIGNMENTS

Mayor and City Council communications regarding local and regional liaison assignments and committee reports.

10. ADJOURN REGULAR CITY COUNCIL MEETING

The next regularly scheduled City Council meeting is Tuesday, February 15, 2022 at 7:00 p.m. via teleconference.

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.

- Council Meetings can be heard live on FM Radio, KECG – 88.1 and 97.7 FM and viewed live on Cable TV - KCRT- Channel 28. The meetings are rebroadcast on Channel 28 the following Thursday and Monday at 12 noon, except on holidays. Live and On-Demand Webcast of the Council Meetings can be accessed from the City's website <http://www.el-cerrito.org/CouncilMeetingMaterials> and is streamed with closed caption. 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.

EL CERRITO CITY COUNCIL PROCLAMATION
Recognizing February as Black History Month in the City of El Cerrito

WHEREAS, much of the City of El Cerrito's honor, strength and distinction can be attributed to the diversity of cultures and traditions that are celebrated by our residents; and

WHEREAS, African Americans have played a significant role in the history of our nation and California's economic, cultural, spiritual, and political development while working tirelessly to promote their culture and history; and

WHEREAS, as a result of their determination, hard work, and perseverance, African Americans have made valuable and lasting contributions to our community and our state, achieving exceptional success in all aspects of society including business, education, politics, science, and the arts; and

WHEREAS, in 1976, Black History Month was formally adopted to honor and affirm the importance of Black History throughout our American experience, and is full of individuals who took a stance against prejudice, advanced the cause of civil rights, strengthened families, communities, and our nation; and

WHEREAS, all Americans are encouraged to reflect on past successes and challenges of African Americans and look to the future to improve society so that we live up to the ideals of freedom, equality, and justice.

NOW THEREFORE, the City Council of the City of El Cerrito does hereby declare February as Black History Month in the City of El Cerrito, and invites everyone to recognize this month to celebrate the diversity and character of our community and highlight the importance of sharing our culture, customs and traditions with those around us.

Dated: February 1, 2022

Gabe Quinto, Mayor

CITY COUNCIL OF THE CITY OF EL CERRITO PROCLAMATION
Recognizing the Cultural and Historical Significance of Lunar New Year in the
City of El Cerrito

WHEREAS, Lunar New Year begins on the second new moon following the winter solstice, or the first day of the new year according to the lunisolar calendar, and extends until the full moon 15 days later; and

WHEREAS, February 1, 2022, marks the first day of Lunar New Year for calendar year 2022; and

WHEREAS, Lunar New Year began in China more than 4,000 years ago and is widely celebrated in East and Southeast Asia; and

WHEREAS, Lunar New Year is often referred to as Spring Festival in various Asian countries; and

WHEREAS, the Asian diaspora has expanded the Lunar New Year celebration into an annual worldwide event; and

WHEREAS, Lunar New Year is celebrated by Asian Americans and many non-Asian Americans in El Cerrito and throughout California and the entire United States; and

WHEREAS, participants celebrating Lunar New Year travel to spend the holiday reuniting with family and friends, enjoying community activities and cultural performances; and

WHEREAS Lunar New Year is traditionally a time to wish others good fortune, health, prosperity, and happiness.

NOW, THEREFORE, the City of El Cerrito recognizes the cultural and historical significance of Lunar New Year; in observance of Lunar New Year, expresses its deepest respect for Asian Americans and all individuals in El Cerrito and throughout the world who celebrate this significant occasion; and wishes Asian Americans and all individuals who observe this holiday a happy and prosperous new year.

Dated: February 1, 2022

Gabe Quinto, Mayor



AGENDA BILL

Agenda Item No. 5.C.

Date: February 1, 2022
To: El Cerrito City Council
From: Aissia Ashoori, Housing Analyst; Sean Moss, Planning Manager; and
Melanie Mintz, Community Development Director, Community
Development Department
Subject: Prohousing Designation Program Application

ACTION PROPOSED

Adopt a resolution authorizing application to and participation in the Prohousing Designation Program

BACKGROUND

On July 1, 2021, the California Housing and Community Development Department (HCD) released the Prohousing Designation Program Application Package. This newly created program was part of the 2019-20 Budget Act, AB 101, that distinguishes and rewards jurisdictions who are compliant with the Housing Element and demonstrate accelerated housing production. California's lack of housing production for many decades has amplified the need to create more affordable housing opportunities for residents in El Cerrito and across the region and state.

The Prohousing program began accepting over-the-counter applications on July 1, 2021. Applications are accepted on a rolling basis and a deadline to submit has not been specified. HCD requires the City Council to authorize submittal of an application.

This opportunity is one of many innovative programs that HCD has rolled out in recent years to address the State's housing crisis.

ANALYSIS

Scoring/Eligibility

HCD has identified four scoring categories to evaluate jurisdictions under the Prohousing Designation:

1. Category 1: Favorable Zoning and Land Use: Addresses zoning and land use barriers
2. Category 2: Acceleration of Housing Production Timelines: Addressing local approval processes
3. Category 3: Reduction of Construction and Development Costs: Addressing building and development standards
4. Category 4: Providing Financial Subsidies: Addressing financing barriers

Bonus/Enhancement Points are awarded for additional policies that pair with any of the four categories above. To be eligible, jurisdictions must meet the minimum scoring threshold of thirty points and demonstrate Prohousing policies in each of the four categories, as detailed in Attachment 2. The evaluation criteria include both policies that have been enacted or proposed.

El Cerrito has adopted multiple policies and strategies that align with the State's goal of accelerating housing production. The El Cerrito 2015-2023 Housing Element and 2014 San Pablo Avenue Specific Plan sets the framework locally to achieve this by creating new housing in mixed-use developments connected to mass transportation.

Table 1: El Cerrito Preliminary Scoring Calculations

Category	Number of Points
1: Favorable Zoning & Land Use	11
2: Acceleration of Housing Production Timelines	14
3: Reduction of Construction & Development Costs	2
4: Providing Financial Subsidies	4
<i>Subtotal</i>	31
Bonus: Enhancement Factors	16
Total	47

Benefits

Given the limited funding availability for affordable housing in Contra Costa County, the City and our non-profit development partners rely heavily on other financing sources to support affordable housing. As we undertake our 6th Cycle Housing Element update, which includes our Regional Housing Need Assessment of 1,391 new housing units, the City would benefit immensely from the Prohousing designation as it will provide priority in the following funding programs:

- Affordable Housing Sustainable Communities
- Transformative Climate Communities
- Infill Infrastructure Grant Program
- Transit and Intercity Rail Capital Program
- Potentially other housing and non-housing sources of funds

Application Review

HCD will review applications and provide comments within 60 days of submission. Approvals will be published on an ongoing basis. As of January 21, 2022, HCD has received three formal (City of Sacramento, Los Angeles, and Placer Counties) applications.

STRATEGIC PLAN CONSIDERATIONS

This application and the efforts described herein will assist the City in implementing the following goals of the Strategic Plan: Goal A: Deliver Exemplary Government Services; Goal B: Achieve Long-Term Financial Sustainability; Goal C: Deepen a Sense of Place and Community Identity; and Goal F: Foster Environmental Sustainability Citywide.

ENVIRONMENTAL CONSIDERATIONS

Authorization of submitting this application is not a project pursuant to the California Environmental Quality Act (CEQA). Any project constructed/awarded funds as a result of the Prohousing designation will be evaluated under CEQA, as applicable.

FINANCIAL CONSIDERATIONS

The City is not required to provide funding for any project through by submitting an application.

LEGAL CONSIDERATIONS

The City Attorney has reviewed and legal considerations have been addressed.

Reviewed by:

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

Karen Pinkos, City Manager

Attachments:

1. Resolution
2. Project Proposal

RESOLUTION 2022-XX

A RESOLUTION OF THE GOVERNING BODY OF THE CITY OF EL CERRITO AUTHORIZING APPLICATION TO AND PARTICIPATION IN THE PROHOUSING DESIGNATION PROGRAM

WHEREAS, Government Code section 65589.9 established the Prohousing Designation Program (“PDP” or “Program”), which creates incentives for jurisdictions that are compliant with state housing element requirements and that have enacted Prohousing local policies; and

WHEREAS, such jurisdictions will be designated Prohousing, and, as such, will receive additional points or other preference during the scoring of their competitive applications for specified housing and infrastructure funding; and

WHEREAS, the Department of Housing and Community Development (“Department”) has adopted emergency regulations (Cal. Code Regs., tit. 25, § 6600 et seq.) to implement the Program (“Program Regulations”), as authorized by Government Code section 65589.9, subdivision (d); and

WHEREAS, the City of El Cerrito (“Applicant”) desires to submit an application for a Prohousing Designation (“Application”).

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of El Cerrito that:

1. Applicant is hereby authorized and directed to submit an Application to the Department.
2. Applicant acknowledges and confirms that it is currently in compliance with applicable state housing law.
3. Applicant acknowledges and confirms that it will continue to comply with applicable housing laws and to refrain from enacting laws, developing policies, or taking other local governmental actions that may or do inhibit or constrain housing production. Examples of such local laws, policies, and action include moratoriums on development; local voter approval requirements related to housing production; downzoning; and unduly restrictive or onerous zoning regulations, development standards, or permit procedures. Applicant further acknowledges and confirms that it commits itself to affirmatively furthering fair housing pursuant to Government Code section 8899.50.
4. If the Application is approved, Applicant is hereby authorized and directed to enter into, execute, and deliver all documents required or deemed necessary or appropriate to participate in the Program, and all amendments thereto (the **“Program Documents”**).

5. Applicant acknowledges and agrees that it shall be subject to the Application; the terms and conditions specified in the Program Documents; the Program Regulations; and any and all other applicable law.
6. The City Manager is authorized to execute and deliver the Application and the Program Documents on behalf of the Applicant for participation in the Program.

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

I CERTIFY that at a regular meeting on February 1, 2022, 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 February _____, 2022.

Holly M. Charléty, City Clerk

APPROVED:

Gabe Quinto, Mayor

Attachment 2 – HCD Prohousing Program Policies by Category

El Cerrito Project Proposal Category 1: Favorable Zoning and Land Use

Category	Prohousing Policy Description	Points	Eligible
1A	Sufficient sites, including rezoning, to accommodate 150 percent or greater of the current or draft RHNA, whichever is greater, by total or income category.	3	X
1B	Permitting missing middle housing uses (e.g., duplexes, triplexes, and fourplexes) by right in existing low-density, single-family residential zones.	3	X
1C	Sufficient sites, including rezoning, to accommodate 125 to 149 percent of the current or draft RHNA, whichever is greater, by total or income category. These points shall not be awarded if the applicant earns three points pursuant to Category (1)(A) above.	2	
1D	Density bonus programs which exceed statutory requirements by 10 percent or more.	2	
1E	Increasing allowable density in low-density, single-family residential areas beyond the requirements of state Accessory Dwelling Unit law (e.g., permitting more than one ADU or JADU per single-family lot). These policies shall be separate from any qualifying policies under Category (1)(B) above.	2	
1F	Reducing or eliminating parking requirements for residential development as authorized by Government Code sections 65852.2; adopting vehicular parking ratios that are less than the relevant ratio thresholds at subparagraphs (A), (B), and (C) of Government Code section 65915, subdivision (p)(1); or adopting maximum parking requirements at or less than ratios pursuant to Government Code section 65915, subdivision (p).	2	X
1G	Zoning to allow for residential or mixed uses in one or more non-residential zones (e.g., commercial, light industrial). Qualifying non-residential zones do not include open space or substantially similar zones.	1	X
1H	Modification of development standards and other applicable zoning provisions to promote greater	1	X

Attachment 2 – HCD Prohousing Program Policies by Category

	development intensity. Potential areas of focus include floor area ratio; height limits; minimum lot or unit sizes; setbacks; and allowable dwelling units per acre. These policies must be separate from any qualifying policies under Category (1)(B) above.		
1I	Establishment of a Workforce Housing Opportunity Zone, as defined in Government Code section 65620, or a housing sustainability district, as defined in Government Code section 66200.	1	
1J	Demonstrating other zoning and land use actions that measurably support the Acceleration of Housing Production.	1	X

Category 2: Acceleration of Housing Production Timeframes

Category	Prohousing Policy Description	Points	Eligible
2A	Establishment of ministerial approval processes for a variety of housing types, including single-family and multifamily housing.	3	X
2B	Establishment of streamlined, program-level CEQA analysis and certification of general plans, community plans, specific plans with accompanying Environmental Impact Reports (EIR), and related documents.	2	X
2C	Documented practice of streamlining housing development at the project level, such as by enabling a by-right approval process or by utilizing statutory and categorical exemptions as authorized by applicable law (Pub. Resources Code, §§ 21155.1, 21155.4, 21159.24, 21159.25; Gov. Code, § 65457; Cal Code Regs., tit. 14, §§ 15303, 15332; Pub. Resources Code, §§ 21094.5, 21099, 21155.2, 21159.28).	2	X
2D	Establishment of permit processes that take less than four months. Policies under this Category (2)(D) must address all approvals necessary to issue building permits.	2	

Attachment 2 – HCD Prohousing Program Policies by Category

2E	Absence or elimination of public hearings for projects consistent with zoning and the general plan.	2	X
2F	Establishment of consolidated or streamlined permit processes that minimize the levels of review and approval required for projects, and that are consistent with zoning regulations and the general plan.	1	X
2G	Absence, elimination or replacement of subjective development and design standards with objective development and design standards that simplify zoning clearance and improve approval certainty and timing.	1	X
2H	Establishment of one-stop-shop permitting processes or a single point of contact where entitlements are coordinated across city approval functions (e.g., planning, public works, building) from entitlement application to certificate of occupancy.	1	
2I	Priority permit processing or reduced plan check times for ADUs/JADUs, multifamily housing, or homes affordable to lower- or moderate-income households.	1	
2J	Establishment of a standardized application form for all entitlement applications.	1	X
2K	Practice of publicly posting status updates on project permit approvals on the Internet.	1	X
2L	Limitation on the total number of hearings for any project to three or fewer. Applicants that accrue points pursuant to Category (2)(E) are not eligible for points under this Category (2)(L).	1	
2M	Demonstration of other actions, not listed above, that quantifiably decrease production timeframes or promote the streamlining of approval processes.	1	X

Attachment 2 – HCD Prohousing Program Policies by Category

Category 3: Reduction of Construction and Development Costs

Category	Prohousing Policy Description	Points	Eligible
3A	Waiver or significant reduction of development impact fees for residential development.	3	
3B	Adoption of ordinances or implementation of other mechanisms that result in less restrictive requirements than Government Code sections 65852.2 and 65852.22 to reduce barriers for property owners to create ADUs/JADUs. Examples of qualifying policies include, but are not limited to, development standards improvements, permit processing improvements, dedicated ADU/JADU staff, technical assistance programs, and pre-approved ADU/JADU design packages.	2	
3C	Adoption of other fee reduction strategies separate from Category (3)(A) above, including fee deferrals and reduced fees for housing for persons with special needs.	1	
3D	Promoting innovative housing types (e.g., manufactured homes, recreational vehicles, park models) that reduce development costs.	1	
3E	Measures that reduce costs for transportation-related infrastructure or programs that encourage active modes of transportation or other alternatives to automobiles. Qualifying policies include, but are not limited to, publicly funded programs to expand sidewalks or protect bike/micro-mobility lanes; creation of on-street parking for bikes; transit-related improvements; or establishment of carshare programs.	1	
3F	Adoption of universal design ordinances pursuant to Health and Safety Code section 17959.	1	
3G	Establishment of pre-approved or prototype plans for missing middle housing types (e.g., duplexes, triplexes, and fourplexes) in low-density, single-family residential areas.	1	

Attachment 2 – HCD Prohousing Program Policies by Category

3H	Demonstration of other actions, not listed above, that quantifiably reduce construction or development costs.	1	X
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Category 4: Providing Financial Subsidies

Category	Prohousing Policy Description	Points	Eligible
4A	Establishment of local housing trust funds or collaboration on a regional housing trust fund.	2	X
4B	Provide grants or low-interest loans for ADU/JADU construction affordable to lower- and moderate-income households.	2	
4C	A comprehensive program that complies with the Surplus Land Act (Gov. Code, § 54220 et seq.) and that makes publicly owned land available for affordable housing, or for multifamily housing projects with the highest feasible percentage of units affordable to lower income households. A qualifying program may utilize mechanisms such as land donations, land sales with significant write-downs, or below-market land leases.	2	
4D	Establishment of an Enhanced Infrastructure Financing District or similar local financing tool that, to the extent feasible, directly supports housing developments in an area where at least 20 percent of the residences will be affordable to lower income households.	2	
4E	Directed residual redevelopment funds to affordable housing.	1	X
4F	Development and regular (at least biennial) use of a housing subsidy pool, local or regional trust fund, or other similar funding source.	1	
4G	Prioritization of local general funds for affordable housing.	1	

Attachment 2 – HCD Prohousing Program Policies by Category

4H	Demonstration of other actions, not listed above, that quantifiably promote, develop, or leverage financial resources for housing.	1	X
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Enhancement Factors

The Department shall utilize enhancement factors to increase the point scores of Prohousing Policies. Each Prohousing Policy will receive extra points for enhancement factors in accordance with the chart below.

Category	Prohousing Policy Description	Points	Eligible
1	Policy that represents one element of a unified, multi-faceted strategy to promote multiple planning objectives, such as efficient land use, access to public transportation, affordable housing, climate change solutions, and/or hazard mitigation.	2	X
2	Policies that promote development consistent with the state planning priorities pursuant to Government Code section 65041.1.	1	
3	Policies that diversify planning and target community and economic development investments (housing and non-housing) to improve lower opportunity areas. Such areas include, but are not limited to, Low Resource and High Segregation & Poverty areas designated in the most recently updated TCAC/HCD Opportunity Maps, and disadvantaged communities pursuant to California Senate Bill 535 (2012).	1	
4	Policies that go beyond state law requirements in reducing displacement of lower income households and conserving existing housing stock that is affordable to lower income households.	1	X
5	Rezoning and other policies that support high-density development in Location Efficient Communities.	1	X
6	Rezoning and other policies that result in a net gain of housing capacity while concurrently mitigating development	1	

Attachment 2 – HCD Prohousing Program Policies by Category

	impacts on or from Environmentally Sensitive or Hazardous Areas.		
7	Zoning policies that increase housing choices and affordability in High Resource and Highest Resource areas, as designated in the most recently updated TCAC/HCD Opportunity Maps.	1	
8	Other policies that involve meaningful actions towards affirmatively furthering fair housing pursuant to Government Code section 8899.50, including, but not limited to, outreach campaigns, updated zoning codes, and expanded access to financing support.	1	



AGENDA BILL

Agenda Item No. 5.D.

Date: February 1, 2022
To: El Cerrito City Council
From: Karen Pinkos, City Manager, City Management
Subject: FY 2021-22 Second Quarter Cash and Investment Report

ACTION PROPOSED

Receive and file the City's Quarterly Investment Report for the Quarter ending December 31, 2021.

BACKGROUND

It is the policy of the City of El Cerrito ("City"), to invest public funds in a manner which provides for safety of principal while providing enough liquidity to cover the City's short and long-term needs while generating the appropriate yield. All investment activity will conform to the California Government Code, Sections 53601 through 53659.

ANALYSIS

- The Quarterly Investment Report for October 1, 2021 to December 31, 2021 shows that the City's total cash and investments as of December 31, 2021 had a par value of \$23,249,406.
- These funds are available to meet operating expenses for the next six months.
- Of the total amount of cash and investments \$12,842,319 was invested in the pooled funds with the State Treasurer's Local Agency Investment Fund (LAIF).
- The City's investments include \$3,051,028 in American Rescue Plan Act (ARPA) grant funds received in July 2021.
- During the quarter the City received the first biannual payment of property taxes of \$6,234,734.52 in December.
- The City's cash with Mechanics Bank was \$10,407,087.

STRATEGIC PLAN CONSIDERATIONS

The purpose of the City's Investment Policy is to provide guidelines for prudent investment of the City's idle funds and ensure policies, procedures and systems represent best practices in financial management (Goal B).

ENVIRONMENTAL CONSIDERATIONS

This section is not applicable to this agenda item.

FINANCIAL CONSIDERATIONS

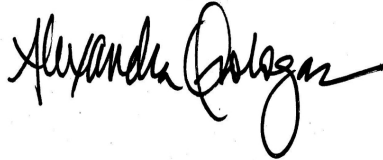
This report is in compliance with the City of El Cerrito Investment Policy and the

California Government Code Section 53646. The City will have sufficient cash flow to meet the next six months of estimated expenditures as required by the Code.

LEGAL CONSIDERATIONS

The City's investments comply with the "Authorized Investments" section of the Investment Policy.

Reviewed by:

A handwritten signature in black ink, appearing to read "Alexandra Orologas", written in a cursive style.

Alexandra Orologas, Assistant City Manager

Attachments:

1. Quarterly Investment Report thru 12-31-2021

City of El Cerrito
Quarterly Cash & Investment Report
For the Quarter Ending December 31, 2021

Attachment 1

FUND	INVESTMENT TYPE	INVESTMENT	TRUSTEE/	PAR VALUE	COST	INTEREST	MATURITY	COST/	*MARKET
			BROKER			OR YIELD	DATE	100	VALUE
Pooled Investments	Pooled Fund	Local Agency Investment Fund(LAIF)	CA State Treasurer	\$12,842,319	\$12,842,319	1.21%	N/A	100.00	\$12,842,319
Cash with Bank (General Checking)	Mechanics Bank	N/A	N/A	\$10,407,087	\$10,407,087	N/A	N/A	N/A	\$10,407,087
Total Cash and Investments				\$23,249,406	\$23,249,406				\$23,249,406

I certify that this report is in compliance with the City of El Cerrito Investment Policy and the California Government Code Section 53646. The City will have sufficient cash flow to meet the next six months of estimated expenditures as required by the Code.



Karen Pinkos, City Manager



AGENDA BILL

Agenda Item No. 5.E.

Date: February 1, 2022
To: El Cerrito City Council
From: Alexandra Orologas, Assistant City Manager, City Management
Subject: Amendment to the City's Classification Plan

ACTION PROPOSED

Adopt a resolution amending the City's Classification Plan to authorize 1) Reclassification of Administrative Clerk Specialist to Management Assistant in the Public Works Department; 2) Reclassification of Administrative Clerk Specialist to Management Assistant in City Management; and 3) Reclassification of Management Analyst III to Senior Program Manager in Community Development Department.

BACKGROUND

The City's Strategic Plan identifies "Deliver Exemplary Government Services" as a primary goal. The strategies outlined for this goal include recruiting and retaining a talented workforce, and maintaining an emphasis on providing excellent customer service. The Human Resources Division works continuously with Department and Division Managers to review class specifications throughout the City to confirm that they are representative of the organizational changes and duties that have evolved.

ANALYSIS

Staff conducted a review of the current staffing structure and positions within the Public Works Department, City Management and the Community Development Department and have made the following assessments:

Management Assistant - Public Works Department

Staff has determined that the Administrative Clerk - Specialist in the Public Works Department is performing duties that are more appropriately placed at the Management Assistant classification level. The current Administrative Clerk - Specialist coordinates complex special projects between the Maintenance and Engineering functions, leads the processing of general liability claims regarding City Property in the public right-of-way, prepares invoices, maintains the maintenance work order database, creates public outreach materials and regularly interprets and communicates City rules and technical information in response to inquiries from the public and others.

These duties have all been determined to be at the higher classification level of Management Assistant. This reclassification will also increase the incumbent's ability to contribute on key projects and programs in Public Works.

Management Assistant - City Management

Staff has determined that the Administrative Clerk - Specialist in City Management is performing duties that are more appropriately placed at the Management Assistant classification level. The current Administrative Clerk - Specialist splits their time in

supporting the City Clerk and Assistant City Manager on a variety of duties/projects. For example, the incumbent drafts materials for City Council meetings (in addition to distributing and posting), develops and performs training for advisory body staff liaisons, provides high level support to a City Commission, coordinates the City's website updates with Departments, serves as lead on the City's website accessibility project, and supports the Assistant City Manager in facilitating the Street Banner, Minimum Wage and Smoke Free programs. These duties have all been determined to be at the higher classification level of Management Assistant. This reclassification will also increase the incumbent's ability to contribute on key projects and programs in the City Administration.

Senior Program Manager - Community Development Department

Staff has determined that the Management Analyst III is performing duties that are more appropriately placed at the Senior Program Manager classification level. The current Management Analyst III is providing program and project management in a variety of urgent service delivery areas, including Housing and Economic Development. In recent years, the City has adopted an inclusionary zoning ordinance, established a Rent Registry Program and has had a sizeable increase of housing development in the City. Both the Department and City Manager rely on this position to provide high level management on complex technical issues. This incumbent also procures and administers grants, oversees the business license and parking permit collections and services on the Chamber of Commerce Board. These duties have all been determined to be at the higher classification level of Senior Program Manager.

STRATEGIC PLAN CONSIDERATIONS

Amending the City's classification plan will help fulfill City of El Cerrito Strategic Plan Goal A: Delivering Exemplary Public Services and the following objectives:

- Recruit and retain a talented and effective workforce
- Maintain emphasis on providing excellent customer service

ENVIRONMENTAL CONSIDERATIONS

This section is not applicable to this agenda item.

FINANCIAL CONSIDERATIONS

The fiscal impact of the proposed reclassification in the Public Works Department is estimated to have a total additional cost of \$1,450.38 through this fiscal year (\$3,480.92 annually) and can be absorbed within the Department's operating budget. The funding will be split between funds 201 (Gas Tax), 202 (NPDES - National Pollutant Discharge), 204 (Measure J - Return to Source), 205 (Measure J - Storm Drain) and 501 (IWM - Integrated Waste Management).

The fiscal impact of the proposed reclassification in City Management is estimated to have a total additional cost of \$1,450.38 through this fiscal year (\$3,480.92 annually) and can be absorbed within the Department's operating budget. The funding will come

from fund 101 (General Fund).

The fiscal impact of the proposed reclassification in the Community Development Department is estimated to have a total additional cost of \$6,178.65 (\$14,828.76 annually). Staff plans to come back to the City Council during the mid-year budget process to request authorization to have this increase funded by the Rent Registry fee established by the City Council in 2019 to cover staff and database costs.

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
2. Job Classifications

RESOLUTION 2022-

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO AMENDING
THE CITY'S CLASSIFICATION PLAN

WHEREAS, the City Council of the City of El Cerrito has an adopted Classification Plan for positions in the City's service; and

WHEREAS, the City's Personnel Rules and Regulations 2.6 allow for changes in classification if it is believed that a job being performed is inconsistent with the approved position classification; and

WHEREAS, staff has conducted a review of staffing structure and positions in the Public Works Department, City Management and the Community Development Department; and

WHEREAS, staff has proposed personnel changes that allow for the reclassifications of one Administrative Clerk - Specialist to Management Assistant in the Public Works Department, one Administrative Clerk – Specialist to Management Assistant in City Management, and one Management Analyst III to Senior Program Manager in the Community Development Department to better reflect the duties being performed by the current positions and the desired level of service to be provided; and

NOW, THEREFORE, BE IT RESOLVED, that the City Council does hereby amend the City's Classification Plan to authorize implementation of the reclassification of one Administrative Clerk - Specialist to Management Assistant in the Public Works Department, one Administrative Clerk – Specialist to Management Assistant in City Management, and one Management Analyst III to Senior Program Manager in the Community Development Department; and

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

I CERTIFY that at a regular meeting on February 1, 2022 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 February ____, 2022.

Holly M. Charléty, City Clerk

APPROVED:

Gabe Quinto, Mayor



ADMINISTRATIVE CLERK - SPECIALIST

Class Code:
521

Bargaining Unit: SEIU Local 1021

CITY OF EL CERRITO

SALARY RANGE

\$22.96 - \$27.91 Hourly
\$1,722.00 - \$2,093.08 Biweekly
\$3,731.00 - \$4,535.00 Monthly
\$44,772.00 - \$54,420.00 Annually

CLASS DESCRIPTION:

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

Definition:

To perform a wide variety of responsible and complex clerical work in support of the assigned department or division; to provide detailed information and assistance to the public regarding departmental and specific programs, policies and procedures, which may require the interpretation, explanation and application of specific policies and procedures.

Distinguishing Characteristics:

This class is the advanced journey level in the office support series. Incumbents may fill a single clerical position in a department or division or may be the primary clerical support for a program operation, performing a broad range of duties from general clerical to administrative support duties including administering the day-to-day components of the program. This class is distinguished from the class of Administrative Clerk by the requirement of a detailed knowledge of a specific program. The advanced journey level is distinguished from the higher classification of Management Assistant in that the Administrative Clerk – Specialist requires a significant amount of the time performing general clerical support duties with less time required to perform the more complex administrative duties.

Supervision Received and Exercised:

Receives general supervision from management, professional or technical staff. May exercise technical and functional supervision over full-time or part-time clerical staff or volunteers.

ESSENTIAL FUNCTIONS (DUTIES):

Essential responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

- Assist the public over the telephone or in person; provide detailed information on complex departmental policies and procedures, which may require interpretation, explanation and application involved in the application, registration or permit process to which assigned.
- Apply departmental policies and procedures in determining eligibility of public for types of classes or permits; issue permits and forms; collect and process appropriate fees.
- Perform day-to-day program administration and clerical support over a specific operation activity such as recreation fee classes and special events and programs.
- Word process, proofread and process a variety of documents including general correspondence, memos, and statistical charts from rough draft, voice recordings, or verbal instruction.
- Research, compile and summarize a variety of information; prepare original correspondence, memos and narrative or statistical reports; maintain and update departmental databases.
- Perform a wide variety of general clerical work including the maintenance of accurate and detailed records, verifying accuracy of information, researching discrepancies and recording information.
- Order and maintain office supplies.

Marginal / Non-Essential Functions:

- Set up tables and chairs for meetings and various program activities, as needed.
- May participate on City-wide committees.
- May take meeting notes.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- General City government organization, functions, and operation.
- Interpretation of detailed department policies and procedures or detailed City-wide policies and procedures.
- Computer applications, including word processing and data base usage, applicable to the work.
- Business letter writing.
- English usage, spelling, grammar, and punctuation.
- Modern office practices, procedures, methods and equipment.

Ability to:

- Process information on a number of operational program or City-wide issues that require a wide range of operational or organizational knowledge.
- Take initiative, exercise discretion and sound judgment in the absence of supervisor or with minimal supervision.
- Compile complex operational reports, gather detailed information from various sources, and prepare written reports, as required.
- Coordinate a day-to-day operation activity ensuring proper procedures and policies are followed.
- Interpret, apply and explain the policies and procedures of the function to which assigned.

- Perform general clerical work including maintenance of appropriate records and compiling information for reports.
- Communicate effectively, both orally and in writing.
- Word process at a speed and with accuracy necessary for adequate performance of assigned duties.
- Operate office machines and word processing equipment.
- Understand and carry out oral and written directions
- Collect fees and perform business mathematical calculations.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work is performed in an office environment; depending on assignment, noise level will vary.
- Maintain physical and mental capacities appropriate to the performance of assigned duties and responsibilities.

Experience and Training:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Either two years of experience performing duties comparable to those of an Administrative Clerk with the City of El Cerrito, or three years of office support or secretarial experience. Most Specialists are promoted from within the organization due to a high level of organizational knowledge. Experience in dealing with the public is desirable.

Training:

Equivalent to the twelfth grade, including or supplemented by business, computer or related courses.

OTHER REQUIREMENTS:

Physical Demands:

Sitting:	Frequently to Constantly	Lifting:	
Standing:	Occasionally	up to 10 lbs:	Occasionally
Walking:	Occasionally	11 to 25 lbs:	Occasionally
Bending:	Occasionally	26 to 50 lbs:	Never
Crouching:	Occasionally	51 to 75 lbs:	Never
Stooping:	Occasionally	76 to 100 lbs:	Never
Kneeling:	Never	100 + lbs:	Never
Crawling:	Never	Carrying:	
Climbing:	Never	up to 10 lbs:	Occasionally
Balancing:	Never	11 to 25 lbs:	Occasionally
Running:	Never	26 to 50 lbs:	Never
Twisting:	Occasionally	51 to 75 lbs:	Never
Turning:	Occasionally	76 to 100 lbs:	Never
Jumping:	Never	100 + lbs:	Never
Pushing/Pulling:			
up to 10 lbs:	Occasionally		
11 to 25 lbs:	Occasionally		
26 to 50 lbs:	Never		
51 to 75 lbs:	Never		
76 to 100 lbs:	Never		

100 + lbs:		Never	
Grasping – firm:		Occasionally	
Finger dexterity:		Frequently	
Reaching forward:		Occasionally to Frequently	
Reaching overhead:		Occasionally	
Pinch grasp:		Occasionally	
Grasp – light:		Frequently	
Coordination	-	Eye-hand:	Frequently
		Eye-hand-foot:	Frequently
		Driving:	Occasionally
Talking	-	Face-to-face:	Frequently
		Verbal contact:	Frequently
		Public:	Frequently
Vision	-	Acuity far:	Required (driving)
		Acuity, near:	Required
		Depth perception:	Required (driving)
		Field of vision:	Required (driving)
		Accommodation:	Required (driving)
		Color vision:	Required
Hearing	-	Conversation:	Frequently
		Telephone:	Frequently
		Earplugs:	Never

Mental Requirements:

Interpret instructions, Detailed uninvolved instructions, One or two-step instructions, Reading-simple, Writing-simple, Writing-complex, Math skills-simple, Clerical, Computing, Copying, Instructing, Speaking-signaling, Serving, Taking instructions-helping, Comprehend/follow instructions, Perform simple-repetitive tasks, Maintain work pace, Relate to other people, Influence other people, Perform varied-complex tasks.

Work Environment:

Exposure to: Indoors, Using computer/computer monitor screen, Works around others, Works alone, Works with others.



MANAGEMENT ASSISTANT

Class Code:
536

Bargaining Unit: SEIU Local 1021

CITY OF EL CERRITO

SALARY RANGE

\$28.23 - \$34.32 Hourly
\$2,117.54 - \$2,574.00 Biweekly
\$4,588.00 - \$5,577.00 Monthly
\$55,056.00 - \$66,924.00 Annually

CLASS DESCRIPTION:

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

Definition:

To perform a variety of paraprofessional, technical and selected administrative work which provides support to department/division and relieves administrators and managers of administrative detail.

Distinguishing Characteristics:

Incumbents perform varied and responsible technical support tasks and administrative duties. Work performed is normally within established policy and procedure guidelines. Clerical duties incidental to the work may be performed. This is an entry class for those qualified to perform administrative work. This class is distinguished from other clerical classifications in that the Management Assistant manages program or project areas, department/division functions and significant organizational processes as assigned; is responsible for composing staff reports and agenda bills; and represents the department/division and the City in interagency and other external matters.

Supervision Received and Exercised:

General supervision is provided by department managers or administrative personnel.

May provide technical and functional supervision to clerical and technical staff.

ESSENTIAL FUNCTIONS (DUTIES):

Essential responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

- Interpret and apply City policies, rules, and regulations in response to inquiries and complaints; respond to citizens on variety of routine and technical issues; and assist public or city personnel in completing required documentation, forms, and applications.
- Perform research in a variety of municipal administrative areas; investigate, interpret, analyze data of a technical nature; prepare routine and comprehensive reports with recommendations.
- Draft procedures, rules, regulations, and forms; assist in preparation and maintenance of operating procedures and manuals.
- Initiate and review administrative documents such as permits and personnel actions; and prepare, administer and maintain detailed files and records.
- Provide follow-up on projects, transmitting information, keeping supervisor informed of ongoing operational activities.
- Review technical documents for accuracy, completeness and as needed, regulatory compliance; initiate processing; and monitoring follow-up action as required.
- Coordinate the processing of documents with other city operations.
- Prepare news releases, articles, newsletters for publication and informational brochures of a technical nature.
- Work cooperatively with local, county, state and regional agencies, groups and individuals to coordinate activities; represent the department/division and the City at conferences, meetings and hearings.
- Serve as staff to commissions or boards, prepare agendas, staff reports, attend meetings and keep minutes of proceedings.
- Participate in the administration of a department; manage significant organizational processes and program areas in such areas as salary adjustments, scheduling and monitoring of inspections or work orders and administering specific operational programs.
- Assist with annual budget development, preparation and administration, including monitoring contract payments, processing invoices and maintaining supply inventory.
- Based on the specific assignment, perform routine plan check and issue related permits; research property records to establish chronological history or retrieve specific information; or investigate and evaluate complaints in the field as assigned.
- Input data related to specific program operations; type a variety of materials; arrange meetings and conferences; and screen calls, visitors and mail.
- May lead or supervise other staff in a specific program area.

Marginal / Non-Essential Functions:

- Participate on various citywide committees as assigned.
- Perform related duties and responsibilities as required.

QUALIFICATIONS:

Knowledge of:

- Procedures and operating details as necessary to assume assigned administrative and technical responsibilities.
- Principles of governmental organization, budgeting and management.
- Research, data-gathering and statistical methods.
- Modern office practices, procedures, equipment and clerical techniques.

Ability to:

- Analyze problems; reason logically and creatively; make viable recommendations; and prepare written reports.
- Communicate effectively both orally and in writing.

- Prioritize work and perform a variety of tasks to meet time frames and deadlines; schedule work activities for a specific operation, and monitor for follow-up.
- Establish and maintain effective work relationships with those contacted in the course of work; effectively handle and resolve confrontation situations; coordinate work activities with appropriate city departments.
- Interpret, explain and apply administrative and technical regulations, standards and procedures.
- Maintain flexibility when dealing with changing priorities and performing multiple tasks simultaneously.
- Work independently and accept increasing responsibility for programs and organizational processes.
- Compile and maintain complex and extensive records.
- Operate a variety of office equipment.
- Maintain physical and mental capacities appropriate to the performance of assigned duties and responsibilities.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and ability is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Some experience (one to two years minimum) working for a public agency, which would familiarize the employee with administrative operations. Knowledge and experience specific to the assigned position may be required.

Education:

Equivalent to graduation from a four-year college with major course work in public or business administration or a related field is desirable. Full-time administrative work experience contributing to the development of analytical, written and verbal skills may be substituted on a year for year basis; i.e., a minimum of five years' increasingly responsible clerical or paraprofessional experience, with at least one year in a public agency administrative office.

License/Certificate:

Possession of or ability to obtain a valid Class C California Driver's License.

OTHER REQUIREMENTS:

Physical Demands:

Sitting:	Frequently	Lifting:	
Standing:	Occasionally	up to 10 lbs:	Occasionally to Frequently
Walking:	Occasionally	11 to 25 lbs:	Occasionally
Bending:	Occasionally	26 to 50 lbs:	Never
Crouching:	Occasionally	51 to 75 lbs:	Never
Stooping:	Occasionally	76 to 100 lbs:	Never
Kneeling:	Never	100 + lbs:	Never
Crawling:	Never	Carrying:	
Climbing:	Never	up to 10 lbs:	Occasionally
Balancing:	Occasionally	11 to 25 lbs:	Occasionally
Running:	Never	26 to 50 lbs:	Never
Twisting:	Occasionally to Frequently	51 to 75 lbs:	Never
Turning:	Occasionally	76 to 100 lbs:	Never
Jumping:	Never	100 + lbs:	Never

Pushing/Pulling:

up to 10 lbs:	Occasionally
11 to 25 lbs:	Occasionally
26 to 50 lbs:	Never
51 to 75 lbs:	Never
76 to 100 lbs:	Never
100 + lbs:	Never

Grasping – firm:

Grasping – firm:	Occasionally
Finger dexterity:	Frequently
Reaching forward:	Frequently
Reaching overhead:	Occasionally
Pinch grasp:	Occasionally
Grasp – light:	Frequently

Coordination -

Eye-hand:	Occasionally to Frequently
Eye-hand-foot:	Occasionally
Driving:	Occasionally

Talking -

Face-to-face:	Occasionally to Frequently
Verbal contact:	Frequently
Public:	Occasionally

Vision -

Acuity far:	Required
Acuity, near:	Required
Depth perception:	Not Required
Field of vision:	Not Required
Accommodation:	Required
Color vision:	Not Required

Hearing -

Conversation:	Occasionally to Frequently
Telephone:	Occasionally to Frequently
Earplugs:	Never

Mental Requirement:

Abstract variables, Interpret instructions, Problems-standard, Detailed uninvolved instructions, Reading-simple, Reading-complex, Writing-simple, Writing-complex, Math skills-simple, Math skills-complex, Clerical, Coordination, Analyzing, Compiling, Computing, Copying, Comparing, Mentoring, Negotiating, Instructing, Supervising, Persuading, Speaking-signaling, Setting up, Operating-controlling, Feeding-Offbearing, Handling, Comprehend/follow instructions, Perform simple-repetitive tasks, Maintain work pace, Relate to other people, Influence other people, Perform varied-complex tasks, Generalizations/evaluations, Responsibility for direction.

Work Environment:

Exposure to: Indoors, Outdoors, Using computer/computer monitor screen, Works around others, Works alone, Works with others.



MANAGEMENT ANALYST III

Class Code:
548

Bargaining Unit: Management

CITY OF EL CERRITO

SALARY RANGE

\$44.37 - \$55.46 Hourly
\$3,327.69 - \$4,159.85 Biweekly
\$7,210.00 - \$9,013.00 Monthly
\$86,520.00 - \$108,156.00 Annually

CLASS DESCRIPTION:

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

Definition:

Under supervision, performs variety of technical work involving review and analysis of departmental programs, procedures, staffing, systems, and budgets; maintains liaison with assigned departments and public and provides organizational and informational analysis. Management Analyst II and III perform increasingly difficult and complex assignments and oversee the work performed by assigned staff.

Distinguishing Characteristics:

Management Analyst III

This is the advanced journey-level class in the series. Positions in this class are assigned more complex budgetary or management analysis assignments, projects and/or programs. The work assigned requires thorough knowledge of highly complex and changing laws and administrative regulations affecting the operations of assigned departments. A great degree of technical input is provided to the City Manager and Department Directors on complex issues. Incumbents have responsibility for the training, supervision and oversight of work of assigned staff.

NOTE: Depending on experience, incumbents in each class may progress to the next classification level provided that the assigned Department can certify that the employee is working at the required level and possesses the required skills, knowledge and abilities, and provided that budgetary constraints allow for promotion to the next class.

Supervision Received and Exercised:

Management Analyst III

Receives general supervision from Department Director or Manager and City Manager.

ESSENTIAL FUNCTIONS (DUTIES):

Essential Functions:

Management Analyst III

In addition to duties of Management Analyst I and II:

- Performs and coordinates analytical studies of complex organizational, budgetary, administrative and management problems; prepares report and makes presentation to Department Director and/or City Manager.
- Keeps the City Manager and Department Director informed of complex and changing Federal and State laws and administrative regulations affecting the budget and overall operations of the departments assigned.
- Forecasts departmental budget needs, taking into consideration the possibility that future legislation may impact future operations of department.
- May be assigned operational authority over projects, services or administrative operations within department.
- Supervises, trains, and oversees the work performed by assigned staff.

Marginal / Non-Essential Functions:

Perform related duties and responsibilities as required

QUALIFICATIONS:

Knowledge of:

Management Analyst III:

In addition to Management Analyst I and II:

- Advanced knowledge of principles of public and business administration including organization, personnel and fiscal management.
- Advanced knowledge of functions and trends of assigned department, program or area of specialization.
- Work direction and delegation.
- Group dynamics as it relates to public organizations.

Ability to:

Management Analyst III:

In addition to Management Analyst I and II:

- Effectively manage comprehensive specialized functions, projects and studies.
- Administer major programs.
- Interpret and apply specialized Federal and State legislation and court rulings.
- Project consequences of decisions and recommendations.
- Supervise, train and evaluate assigned staff.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Management Analyst III: Five years of experience, preferably in a public agency, related to general administration, accounting, budgetary analysis, or personnel work including research, analysis and preparation of written reports and recommendations with increasing complexity and responsibility, including supervision of assigned staff. Specific experience in journey-level class Management Analyst position.

Training:

Management Analyst III: Bachelor's degree in public/business administration or related field.
Master's degree desirable.

Licenses/Certificates/Other requirements:

Valid California driver's license.

OTHER REQUIREMENTS:**Physical Demands:** (may vary depending on area of assignment/program/department.)

Sitting: Frequently	Lifting:
Standing: Occasionally	up to 10 lbs: Occasionally to Frequently
Walking: Occasionally	11 to 25 lbs: Occasionally
Bending: Occasionally	26 to 50 lbs: Occasionally
Crouching: Occasionally	51 to 75 lbs: Never
Stooping: Occasionally	76 to 100 lbs: Never
Kneeling: Never	100 + lbs: Never
Crawling: Never	Carrying:
Climbing: Occasionally	up to 10 lbs: Occasionally to Frequently
Balancing: Never	11 to 25 lbs: Occasionally
Running: Never	26 to 50 lbs: Occasionally
Twisting: Occasionally	51 to 75 lbs: Never
Turning: Occasionally	76 to 100 lbs: Never
Jumping: Never	100 + lbs: Never

Pushing/Pulling:

up to 10 lbs:	Occasionally
11 to 25 lbs:	Occasionally
26 to 50 lbs:	Never
51 to 75 lbs:	Never
76 to 100 lbs:	Never
100 + lbs:	Never

Grasping – firm:	Occasionally
Finger dexterity:	Frequently
Reaching forward:	Frequently
Reaching overhead:	Occasionally
Pinch grasp:	Occasionally
Grasp – light:	Frequently

Coordination -	Eye-hand: Occasionally
	Eye-hand-foot: Occasionally
	Driving: Occasionally

Talking -	Face-to-face: Frequently
	Verbal contact: Frequently
	Public: Frequently

Vision -	Acuity far: Required
	Acuity, near: Required
	Depth perception: Required
	Field of vision: Required
	Accommodation: Required

Color vision: Required

Hearing - Conversation: Frequently
Telephone: Frequently
Earplugs: Never

Mental Requirements:

Abstract variables, Interpret instructions, Problems-standard, Detailed, uninvolved instructions, One or two-step instructions, Reading-simple, Reading-complex, Writing-simple, Writing-complex, Math skills-simple, Math skills-complex, Clerical, Coordination, Analyzing, Compiling, Computing, Copying, Comparing, Negotiating, Instructing, Supervising, Persuading, Speaking-signaling, Serving, Taking instructions-helping, Setting-up, Comprehend/follow instructions, Perform simple-repetitive tasks, Maintain work pace, Relate to other people, Influence other people, Perform varied-complex tasks, Generalizations/evaluations, Responsibility for direction.

Work Environment:

Indoors, Using computer/computer monitor screen, Works around others, Works alone, Works with others.



SENIOR PROGRAM MANAGER

Class Code:
900

Bargaining Unit: Management

CITY OF EL CERRITO

SALARY RANGE

\$49.28 - \$61.61 Hourly
\$3,696.00 - \$4,620.46 Biweekly
\$8,008.00 - \$10,011.00 Monthly
\$96,096.00 - \$120,132.00 Annually

CLASS DESCRIPTION:

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

Definition:

To administer and coordinate policies, procedures, projects and/or programs in support of assigned department, division, function or program area; performs a variety of specialized technical work; provides professional assistance and strategy guidance to staff regarding assigned project/programmatic area(s); fosters cooperative working relationships with state and federal agencies, business and community groups and the public; and performs related work as assigned.

Distinguishing Characteristics:

This is the advanced journey-level class in the series with responsibility for project and/or program development, administration and financial oversight from conception through completion. Positions in this class are assigned more complex assignments, and manage multiple projects and/or programs requiring thorough knowledge of highly complex and changing laws, regulations and policies affecting assigned projects and programs. The Senior class may have supervisory responsibilities. A great degree of technical input is provided to the City Manager and the Department Head on complex issues.

NOTE: Depending on experience, incumbents in the Program Manager class may progress to the next classification level provided that the assigned Department can certify that the employee is working at the required level and possesses the required skills, knowledge and abilities, and provided that budgetary constraints allow for promotion to the next class.

Supervision Received and Exercised:

Receives general supervision from the Department Head

ESSENTIAL FUNCTIONS (DUTIES):

Essential Functions:

Essential responsibilities and duties may include, but are not limited to, the following:

Program Manager:

- Organize, coordinate and manage one or more significant projects and/or programs; coordinate administrative functions including budget preparation, financial management, contract administration and personnel administration for the project/program.
- Develop, implement, review and evaluate policies, projects and programs.
- Participate in the development of recommendations for and implementation of short and long-term strategies, plans and programs for furthering the City's goals.
- Develop policies, procedures and methodologies within compliance requirements; interpret and apply existing policies; coordinate development of work plans, evaluate work product and provide staff guidance and administrative supervision as required.
- Make public presentations to legislative bodies and community groups.
- Serve as the principal contact for the project and/or program and liaison between assigned department and other City departments, committees, and community groups; confer with department head(s), division manager(s), members of professional staff and other officials concerning regulations, policies and procedures; represent the department in a variety of meetings, Boards, Commissions or community groups as part of project/program service delivery.
- Serve as staff to commissions or boards; prepare agendas and staff reports as directed.
- Represent the City in meetings and maintain liaison with elected officials, representatives of local, regional, state or other public agencies, businesses, professional and community groups, the media and the public.
- Prepare and present comprehensive administrative, financial and statistical reports on all aspects of assigned projects and/or programs.
- Work with vendors and suppliers; write RFP/RFQs, contract and grant applications; negotiate terms, conditions and performance standards.
- Keep staff informed of complex and changing Federal and State laws and regulations affecting assigned projects and/or programs.

Senior Program Manager:

In addition to the above, manage the largest and most complex projects and/or programs.

- Supervise other staff including Program Manager, as assigned.

Marginal Functions:

Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Program Manager

- Principles and practices of project planning and program development, management and administration.
- Consultant oversight practices.
- Negotiation practices and techniques.
- Budget preparation and administration.
- Grant preparation, administration and monitoring.
- Principles and practices of research, analysis and technical report writing.

Senior Program Manager

In addition to above:

- Extensive knowledge of all applicable laws, codes and regulations governing the area of assignment.
- Principles and practices of planning and administering multiple and complex projects and/or programs.
- Extensive knowledge of governmental functions and paths of coordination.
- Knowledge of personnel supervisory principles and practices is preferred.

Ability to:**Program Manager**

- Organize, prioritize and manage multiple projects and other work assigned.
- Administer major programs in area assigned.
- Interpret and apply relevant legislation and court rulings.
- Analyze and evaluate complex problems and develop appropriate solutions.
- Communicate clearly and concisely both verbally and in writing.
- Establish and maintain effective working relationships with others.
- Work independently in the completion of assignments
- Coordinate staff resources, as needed.
- Maintain physical and mental capacities appropriate to the performance of assigned duties and responsibilities.

Senior Program Manager

In addition to the above:

- Effectively manage multiple and highly complex projects.
- Administer major or comprehensive programs, as assigned.
- Interpret and apply specialized, highly complex legislation and court rulings.
- Coordinate multi-faceted programs or projects and direct work of others as needed.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Senior Program Manager: Five years of experience, preferably in a public agency, related to project development and/or program management in the area of assignment, including at least one year experience supervising the work of professional staff.

Training:

Program Manager and Senior Program Manager: Bachelor's degree in a field closely related to area of assignment. Master's degree in a closely related field is preferred.

Licenses/Certificates/Other Requirements:

Possession of or ability to obtain before date of appointment, a valid California Driver's License.

OTHER REQUIREMENTS:**Physical Demands:** (may vary depending on area of assignment/program/department.)

Sitting:	Frequently	Lifting:	
Standing:	Occasionally	up to 10 lbs:	Occasionally to Frequently
Walking:	Occasionally	11 to 25 lbs:	Occasionally
Bending:	Occasionally	26 to 50 lbs:	Never
Crouching:	Occasionally	51 to 75 lbs:	Never
Stooping:	Occasionally	76 to 100 lbs:	Never

Kneeling:	Never	100 + lbs:	Never
Crawling:	Never	Carrying	
Climbing:	Occasionally	up to 10 lbs:	Occasionally to Frequently
Balancing:	Never	11 to 25 lbs:	Occasionally
Running:	Never	26 to 50 lbs:	Never
Twisting:	Occasionally	51 to 75 lbs:	Never
Turning:	Occasionally	76 to 100 lbs:	Never
Jumping:	Never	100 + lbs:	Never

Pushing/Pulling:

up to 10 lbs:	Occasionally
11 to 25 lbs:	Occasionally
26 to 50 lbs:	Never
51 to 75 lbs:	Never
76 to 100 lbs:	Never
100 + lbs:	Never

Grasping – firm:	Occasionally
Finger dexterity:	Frequently
Reaching forward:	Frequently
Reaching overhead:	Occasionally
Pinch grasp:	Occasionally
Grasp – light:	Frequently

Coordination	-	Eye-hand:	Frequently
		Eye-hand-foot:	Occasionally
		Driving:	Occasionally

Talking	-	Face-to-face:	Frequently
		Verbal contact:	Frequently
		Public:	Occasionally to Frequently

Vision	-	Acuity far:	Required
		Acuity, near:	Required
		Depth perception:	Required
		Field of vision:	Required
		Accommodation:	Required
		Color vision:	Required

Hearing	-	Conversation:	Frequently
		Telephone:	Frequently
		Earplugs:	Occasionally

Mental Requirements:

Abstract variables, Interpret instructions, Problems-standard, Detailed, uninvolved instructions, One or two-step instructions, Reading-simple, Reading-complex, Writing-simple, Writing-complex, Math skills-simple, Math skills-complex, Clerical, Coordination, Analyzing, Compiling, Computing, Copying, Comparing, Negotiating, Instructing, Supervising, Persuading, Speaking-signaling, Serving, Taking instructions-helping, Setting-up, Comprehend/follow instructions, Perform simple-repetitive tasks, Maintain work pace, Relate to other people, Influence other people, Perform varied-complex tasks, Generalizations/evaluations, Responsibility for direction.

Work Environment:

Indoors, Using computer/computer monitor screen, Works around others, Works alone, Works with others.



AGENDA BILL

Agenda Item No. 5.F.

Date: February 1, 2022
To: El Cerrito City Council
From: Alexandra Orogas, Assistant City Manager, City Management
Subject: Amendment of Professional Services Agreement with Peckham & McKenney

ACTION PROPOSED

Adopt a resolution to authorize the City Manager to amend the professional services agreement with Peckham & McKenney, an executive search firm, to include recruitment for the position of Fire Chief.

BACKGROUND/ANALYSIS

In July 2021, the City of El Cerrito issued a Request For Proposals (RFP) for executive search firms to provide recruitment services for two vacant positions: Battalion Chief in the Fire Department and Police Captain in the Police Department. City staff selected the firm [Peckham & McKenney](#), a California-based executive search firm that is focused on and committed to local government, and has an excellent track record for successful placements. The City entered into a professional services agreement for a not-to-exceed amount of \$45,000 for recruitment services for the two positions on August 9, 2021. On October 19, 2021, the City Council approved Amendment 1 to the professional services agreement to include the recruitment of Finance Director at a cost of \$26,000, for a total contract amount of \$71,000. As an update, the Battalion Chief recruitment is completed, the Police Captain and Finance Director recruitments are underway and City staff have been pleased with the quality of services provided by Peckham & McKenney.

The City's current Fire Chief Michael Pighi has notified the City Manager of his intent to retire from the City of El Cerrito as of April 30, 2022. The City team thanks Chief Pighi for his 27 years of service to our community and wishes him well in his retirement. City staff would like to utilize the services of Peckham & McKenney for the recruitment for the permanent Fire Chief position. The firm has provided a scope of work and timeline outlined in Attachment 2.

Pursuant to Resolution 2017-71A, contracts up to \$45,000 may be authorized by the City Manager. The same Resolution stipulates that purchases made from a single vendor (either individually or collectively within one fiscal year) over \$45,000 requires City Council approval. City staff is therefore recommending that the City Council authorize the City Manager to amend the current agreement with Peckham & McKenney in the amount of \$26,000 for a total contract amount of \$97,000.

STRATEGIC PLAN CONSIDERATIONS

This item is consistent with Strategic Plan Goal A: Deliver exemplary government services and Goal B: Achieve long-term financial sustainability.

ENVIRONMENTAL CONSIDERATIONS

This section is not applicable to this agenda item.

FINANCIAL CONSIDERATIONS

As this item is currently not budgeted, City staff requests that \$26,000 be appropriated from General Fund Balance as an increase to the FY 2021-22 City Management department budget.

LEGAL CONSIDERATIONS

The City Attorney has reviewed the proposed action, and the professional services agreement conforms to the City's standard agreement as approved by the City Attorney.

Reviewed by:

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

Karen Pinkos, City Manager

Attachments:

1. Resolution
2. Fire Chief Scope of Services

RESOLUTION NO. 2022-

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO AUTHORIZING THE CITY MANAGER TO AMEND THE PROFESSIONAL SERVICES AGREEMENT BETWEEN THE CITY OF EL CERRITO AND PECKHAM & MCKENNEY FOR AN AMOUNT NOT TO EXCEED \$97,000

WHEREAS, in July 2021 the City of El Cerrito conducted a Request for Proposals process for executive search firms and on August 9, 2021 entered into a professional services agreement with Peckham & McKenney for \$45,000 to provide recruitment services for two vacant positions in the Fire and Police Departments; and

WHEREAS, in October 2021, the City Council approved Amendment 1 to the professional services agreement with Peckham & McKenney to include the recruitment for the position of Finance Director at a cost of \$26,000, for a total contract amount of \$71,000; and

WHEREAS, the City's Fire Chief is leaving employment with the City, creating a vacancy in this position, and the City would like to utilize the services of Peckham & McKenney for the recruitment for this position; and

WHEREAS, the contract will be amended to include the recruitment for the Fire Chief position for a total of not more than \$97,000; and

WHEREAS, funding for the additional \$26,000 is requested to be appropriated from General Fund Balance as an increase to the City Management FY 2021-22 department budget.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of El Cerrito that it hereby authorizes the City Manager to amend the professional services agreement with Peckham & McKenney by \$26,000 for an amount not to exceed \$97,000.

BE IT FURTHER RESOLVED that the City Council appropriates an additional \$26,000 from General Fund Balance as an increase to the FY 2021-22 City Management department budget.

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

I CERTIFY that at a regular meeting on February 1, 2022 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 February _____, 2022.

Holly M. Charléty, City Clerk

APPROVED:

Gabe Quinto, Mayor



January 25, 2022

Ms. Alexandra Orologas
Assistant City Manager
City of El Cerrito
10890 San Pablo Avenue
El Cerrito, CA 94530

Via email/PDF to: aorologas@ci.el-cerrito.ca.us

Dear Ms. Orologas,

Thank you for the opportunity to submit a proposal for conducting the recruitment for Fire Chief for the City of El Cerrito. We understand the importance of this recruitment, the significance of conducting a thorough and complete process, and the importance of this position for the City. Our firm's extensive experience and exceptional network makes us prepared and well-positioned to conduct this recruitment and implement the processes leading to the successful placement of a candidate.

Our firm has a reputation for personal attention and commitment to each search we take on. We limit the number of searches we do in order to maintain that reputation.

Peckham & McKenney provides a unique combination of expertise and knowledge that will be essential to finding a Fire Chief. With the importance of this search, I will serve as your recruiter. I retired at the end of 2020 after a 35-year career in local government, specifically as a peace officer, the last nine years as Chief of Police in San Rafael, California. I maintain a strong and active network with Public Safety professionals in the Bay Area and beyond.

The attached proposal includes detailed information regarding Peckham & McKenney Executive Search, a search process timeline, cost of services, our guarantee, client references, and Peckham & McKenney staff backgrounds. We are prepared to begin the recruitment immediately.

Peckham & McKenney, 300 Harding Boulevard, Suite 203D, Roseville, CA 95678

We would be honored to have the opportunity to work with you on this important search process. Please feel free to call or email me if you have any questions. We look forward to hearing back from you.

Sincerely,



Diana Bishop
Executive Recruiter
Peckham & McKenney
www.peckhamandmckenney.com
diana@peckhamandmckenney.com
866-912-1919
408-800-7653 (direct)

Enclosure:
City of El Cerrito Proposal for Fire Chief

<http://www.peckhamandmckenney.com/police-chief-city-of-belmont-ca>

<https://www.peckhamandmckenney.com/police-captain-city-of-san-mateo-ca>

<https://www.peckhamandmckenney.com/fire-chief-city-of-rocklin-ca>

<https://www.peckhamandmckenney.com/s/PM-Healdsburg-PC-05-2021.pdf>



**City of El Cerrito
Recruitment Proposal
for
Fire Chief**

January 25, 2022

Peckham & McKenney, 300 Harding Boulevard, Suite 203D, Roseville, CA 95678

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THE FIRM

Peckham & McKenney - Peckham & McKenney provides executive search services to local government agencies throughout the western United States and is headquartered in Roseville, California. The firm was established in June 2004 by Bobbi Peckham and Phil McKenney. The team of Peckham & McKenney Executive Recruiters is based in northern and southern California and in Washington and provides decades of experience in local government and executive search. We are supported by administrative and research specialists, marketing and design professionals, a web technician, and distribution staff.

Since 2004, Peckham & McKenney has conducted more than 500 executive level recruitments in the states of Arizona, California, Colorado, Idaho, Nevada, New Mexico, Oregon, Utah, Washington, and Wyoming. On behalf of elected Councils, City Managers and Department Heads throughout the West, we have successfully placed hundreds of local government professionals including City and County Managers and their Assistants, Police and Fire Chiefs, Department Heads, and mid-level Managers. In addition, Peckham & McKenney has placed hundreds of executives and organizational leaders in the areas of public safety (police and fire), community development and planning, economic development, public works and engineering, finance, human resources, city clerk, information technology, library services, parks and recreation, and community services. Our experience is illustrated on our website [here](#).

Peckham & McKenney was established on the premise that an executive search and consulting firm must be dedicated to providing its clients and candidates with professional service, as well as a personal, hands-on approach. Our business philosophy centers upon the understanding that this is a “people” related industry and that attention to others’ needs are the key to providing effective customer service.

Our Reputation -Peckham & McKenney is one of the most trusted and respected executive recruitment firms in the country. Time and again, we receive unsolicited compliments from clients and candidates relating to our integrity, high ethics, and customer service. Not only are we committed to providing our clients with well-qualified candidates, but we also take pride in treating both our clients and candidates with utmost respect. This commitment has led to multi-year retainer agreements with several agencies, as well as numerous client and candidate testimonials to their experiences with us, which you can find on our website at www.peckhamandmckenney.com.

“All about fit” -We recognize that every agency and community we serve is unique, and the candidate you ultimately select must “fit.” We take the time to become familiar with your community, organizational culture, and issues and challenges to identify and recruit the best candidates for your consideration. Nearly 89% of our placements stay in those positions for over five years, which is a testament to their “fit.”

PUBLIC SAFETY EXPERIENCE

Our Experience

With every executive search, your personal recruiter has the full backing, support, and resources of the entire Peckham & McKenney team. Bringing more experience to local government search than any other California recruiter, Peckham & McKenney has successfully completed the following Public Safety recruitments in California since 2015:

Alhambra	Police Chief
Antioch	Police Chief
Atherton	Police Chief
Bell	Police Chief
Benicia	Fire Chief
Beverly Hills	Police Chief
Calistoga	Police Chief
Consumnes CSD	Fire Chief
El Centro	Police Chief
El Cerrito	Battalion Chief
Eureka	Police Chief
Galt	Police Chief
Menlo Park	Police Chief
Milpitas	Police Chief
Oceanside	Fire Chief
Piedmont	Fire Chief
Porterville	Police Chief
Rocklin	Fire Chief
San Mateo	Police Captain
San Pablo	Police Chief
San Rafael	Police Chief
Sebastopol	Police Chief

YOUR RECRUITMENT TEAM

Our Approach

Peckham & McKenney limits the number of active searches of each Recruiter in order to totally focus on your search. When you retain Peckham & McKenney, your Recruiter is fully responsible for the success of the recruitment process. Each recruitment is additionally supported by experienced administrative, research, and marketing specialists.

Recognizing the importance of this search Diana Bishop, will serve as your Recruiter.

Diana Bishop, Executive Recruiter

Diana Bishop has a professional career of over 35 years in local government as a peace officer. Starting her career in 1985 with the Santa Clara Police Department, Ms. Bishop rose to the rank of Police Captain with supervisory responsibility for the Department's divisions in the senior management role. In a recruitment process conducted by Peckham & McKenney in 2011, Ms. Bishop was selected to be the Chief of Police for the City of San Rafael where she served for nine years until her retirement at the end of 2020. During her time in San Rafael, Ms. Bishop was an integral part of the City's Senior Management Team. As Police Chief, Ms. Bishop was recognized for her strong relationships with Department Director peers and the City's elected officials in support of the City and public safety.

In San Rafael, Ms. Bishop was instrumental in shaping the future of the Police Department by promoting over 20 employees into leadership roles and effectively hiring and integrating over 60 new employees into the organization. Because of her efforts, the department is recognized as a leader in community engagement and transparency, and the City has been exemplary in many important initiatives such as the implementation of body worn cameras, de-escalation training, and crisis intervention training for all officers.

During her career, Ms. Bishop has been selected numerous times to assist other public agencies with promotional processes. She has also been directly involved in the hiring of other City of San Rafael Department Head positions including Fire Chief and the current Chief of Police.

Ms. Bishop holds a bachelor's degree in Public Administration with an emphasis in Law Enforcement Leadership from the University of San Francisco and a master's degree in Public Administration from Golden Gate University. She is also a graduate of the FBI National Academy and the Harvard Kennedy School Senior Executives in State and Local Government program. Ms. Bishop is a past President of the Marin County Police Chiefs Association and a member of the California Police Chiefs Association and the International Association of Chiefs of Police.

Joyce Johnson, Operations Manager

Joyce Johnson joined Peckham & McKenney in 2005 and serves as the firm's Operations Manager. She has over 30 years' experience in the field of administrative and executive support for all aspects of the executive recruitment process. She oversees internal administration of the firm as well as directing contract administrative support in the areas of advertising and design, web posting, and duplication and mailing services. Prior to joining Peckham & McKenney, Ms. Johnson oversaw internal administration in the Western Region headquarters of two national management consulting and executive recruitment firms. Ms. Johnson is complimented regularly on her strong customer orientation working with both clients and candidates alike. Ms. Johnson holds an Associate of Arts degree from American River College.

Kevin Johnson, Research Assistant

Kevin Johnson has been a member of the Peckham & McKenney team since 2009 and currently serves as a Research Assistant. He supports the firm's Recruiters through his research of local government agencies and networks, potential candidates, and current candidates prior to recommendation to our clients. Mr. Johnson mastered his researching abilities while obtaining a Bachelor of Arts in Economics from Willamette University.

Linda Pucilowski, Graphic Designer

With nearly 30 years of experience, Linda Pucilowski provides her expert design and marketing skills to Peckham & McKenney. She is the firm's "go-to" professional for all advertising and brochure design and creation. Ms. Pucilowski holds a bachelor's degree from California State University, Sacramento.

Rachel Moran, Website & Social Media Assistant

Rachel Moran has been in the graphic design field since 2007 and prides herself on creating eye-catching visual art. She supports the Peckham & McKenney team by handling all website visual and technical design as well as social media. Ms. Moran graduated from the Art Institute of Houston obtaining her bachelor's degree in Fine Arts with a concentration in Graphic Design.

THE SEARCH PROCESS

While it is our intent to customize the search and project schedule to fit the City of El Cerrito's specific needs, the search process typically includes the following key steps.

Project Organization – Prior to beginning the recruitment, necessary documentation (contract, insurance, business license, retainer invoice, etc.) will be processed. We ask that the City identify a single point of contact that will serve as our liaison throughout the recruitment, providing necessary information to us, responding to our questions, and receiving and distributing all correspondence. A single point of contact will ensure timely and clear communication throughout the process.

We will request a conference call with the City to discuss the process, listen to specific desires and expectations, and respond to any questions or concerns. We will discuss expected parameters of the search, the search timeline, and schedule future meeting dates.

At this time the City will determine the extent of engagement or involvement of other individuals in the search process. This may include the City's leadership team, department leadership teams, labor representatives, appointed commission or committee members, community stakeholders, residents, and others. In addition, we will discuss specific desires and expectations of the City relating to the development of the candidate profile, finalist interview process, and the various components to be considered.

Note: Due to COVID-19, the majority of our meetings with clients, their team, and other stakeholders have been conducted virtually over the past year.

Please note that decisions on the extent of involvement of others as well as additional components to the finalist interview process will impact the search, search timeline, and most likely the cost of the recruitment process.

Development of Candidate Profile (meeting #1) – This step provides for the development of the Candidate Profile that will serve as a guide in the identification of potential candidates, outreach and recruitment efforts, screening, and selection of your Fire Chief. The Candidate Profile includes information relating to the City of El Cerrito; current and future issues, and opportunities for the Fire Department; expectations, goals, and objectives leading to the success of the new Fire Chief; and the background and experience, leadership style, skills and abilities, and personality traits of the ideal candidate for the position.

Ms. Bishop will develop this profile following individual or group discussions with those individuals identified in the initial conference call (as described above). We will request information relating to compensation and benefits, organization charts, and budget data. In addition, we will request high-resolution photographs to be used to market the opportunity.

A draft of the Candidate Profile will be provided to our point of contact for review. We ask that all revisions and corrections be provided to us in a timely manner to maintain the agreed-upon search timeline. Our marketing and design professional will then prepare an attractive marketing brochure incorporating the Candidate Profile. Peckham & McKenney has an extensive list of industry professionals to whom we will distribute your recruitment brochure. They will be also posted on Peckham & McKenney's website and provided to the City for posting. Copies of the brochure will also be made available to the City.

Advertisements will be placed in the appropriate industry publications and websites, and our firm will assume responsibility for presenting your opportunity in an accurate and professional manner. Social media, including LinkedIn and other platforms, will be used as appropriate.

Recruitment –The main focus of our outreach will be direct phone contact with quality potential candidates. With decades of executive search experience, we have developed an extensive candidate database that is continuously updated and utilized. In addition, Ms. Bishop's extensive professional network within the public safety field will be critical to our outreach efforts. Our recruiting efforts will focus on direct and aggressive recruiting of individuals within the search parameters established by the City. We believe direct recruiting produces the most qualified candidates.

Throughout this active search process, we will regularly update the City of the recruitment status and share questions, concerns, and comments received from potential candidates as they consider each opportunity. By doing so, we will "team" with the City to ensure that all issues and concerns of candidates are discussed and understood thereby eliminating "surprises" once the resume filing deadlines have occurred.

As resumes are received, they will be promptly acknowledged within 48 hours, and we will personally respond to all inquiries. Once each resume filing deadline has passed, we will update the City on the status of the recruitment, the number of resumes received, and our intent for preliminary interviews.

Preliminary Interviews – Upon our review of the resumes received, supplemental questionnaires will be sent to candidates who appear to meet the Candidate Profile. In the supplemental questionnaire, applicants will be asked to address a few questions pertaining to the position that are based on information learned during our first meeting to discuss the opportunity. The supplemental questionnaire will ascertain the applicant's familiarity with the City of El Cerrito and writing ability and serve to identify the applicants that are most in alignment with the position.

Following a thorough review of the supplemental questionnaires, we will conduct preliminary interviews with the individuals that most closely align with the Candidate Profile. Internet research will also be conducted so that we may probe the candidate regarding any areas of concern. Candidates will be advised of the search schedule and updated regularly as to their status.

Recommendation of Candidates/Selection of Finalists (meeting #2) – A report will be provided to the City prior to our meeting to discuss our recommendation of leading candidates. This report will include a full listing of all candidates who applied for the position, as well as the cover letters, resumes, and supplemental questionnaires of the recommended group of candidates for further consideration. We may include a first and second tier of candidates within our recommendation.

Ms. Bishop will meet with the City in a one- to two-hour meeting and will provide an overview of each recommended candidate, as well as share any concerns or negative information. We are currently conducting this meeting via Zoom. Once a group of finalists has been selected by the City, we will revisit early decisions relating to the finalist interview process. A one-day finalist interview process is standard for finalist interviews (with the leading four to eight candidates). Should the finalist interview process desired by the City require more than one day with your Recruiter, an additional fee will be charged.

Peckham & McKenney will notify all candidates of their status. Those candidates selected as finalists will be notified and provided with all necessary information to attend finalist interviews with the City. We will prepare an interview schedule and confirm with our point of contact all necessary details.

If necessary, finalists will make their own travel plans and reservations. It is customary that the City reimburse finalists for round-trip airfare, car rental, and lodging necessary to attend the interviews with the City. We will confirm this with the City representatives at our meeting to recommend candidates.

Finalist Interview Process – We will provide on-site facilitation during the finalist interview process. This may be changed to a zoom format depending on COVID-19 recommendations. An orientation session will be held at the beginning of the process, and we will facilitate a review and discussion of the finalists at the end of the day. Interview materials, including suggested interview questions, evaluation and ranking sheets will be provided. The structure of the interview process will be developed in coordination with the City. Again, a standard finalist interview process of the leading four to eight candidates is typically conducted within one day.

Second Round – if necessary – We will provide any necessary facilitation during the this second round of interviews with the leading two to three finalists. Typically, these interviews provide more in-depth, information conversations that will ultimately lead to the selection of a finalist candidate.

Qualification – Once the finalist candidate has been selected and a conditional offer has been made by the City of El Cerrito, a thorough background check will be conducted that is compliant with the Fair Credit Reporting Act and Investigative Consumer Reporting Agencies Act. Peckham & McKenney utilizes the services of Sterling Talent Solutions

(www.sterlingtalentsolutions.ca), the world's largest company focused entirely on conducting background checks. This background check is optional as most agencies hiring public safety management level employees will contract with a private investigator to conduct a more thorough background investigation which would duplicate the information provided in our more limited background check conducted by Sterling Talent Solutions.

Ms. Bishop will also personally contact professional references, and a full report will be provided to the City. This comprehensive process ensures that only the most thoroughly screened candidate is hired. In addition, negotiation assistance will be provided as requested by the City.

Peckham & McKenney's qualification process of internet-based research, background checking through Sterling Talent Solutions, and reference checking has proven successful for our clients through the years. In addition to relying on our services, clients are encouraged to utilize the background checking protocols they normally would use in hiring a position of this type. Enhanced reference checking and background investigation, if any, beyond the scope of this proposal is the client's responsibility.

Our overarching goal is to exceed your expectations and successfully place a candidate who "fits" your organizational and community's needs now and into the future.

SEARCH SCHEDULE

This sample schedule anticipates a 14-week process. It can/will be tailored to achieve the interests of the City of El Cerrito relative to receiving input in preparation of the Candidate Profile and the interview process. In today's competitive recruiting environment, our goal is to make the process as efficient and effective as possible. We ask that our clients work with us to identify future meeting dates that will be published within the Candidate Profile. This will ensure that the momentum of the search process is consistent and that all parties are available thereby leading to a successful result.

<u>ACTIVITY</u>	<u>TIME FRAME</u>
I. Project Organization • Conference call discussion of recruitment process • Formalize project schedule	Pre-Recruitment
II. Development of Candidate Profile • <u>Meeting #1</u> with the City to discuss Candidate Profile • Develop advertising and recruiting plan	Two Weeks
III. Recruitment • Advertise, network, and electronically post in appropriate platforms • Distribute candidate profile electronically to industry professionals • Post opportunity on firm's website • Focused outreach to individuals within the parameters of the Candidate Profile • Respond to all inquiries and acknowledge all resumes received within 48 hours	Six Weeks
IV. Preliminary Interviews • Screen resumes and conduct Internet research • Identify leading candidates and request supplemental questionnaires • Review supplemental questionnaires • Conduct preliminary interviews with leading candidates	Two Weeks
V. Recommendation of Candidates/Selection of Finalists • Provide digital report of recommended candidates to the City Manager • <u>Meeting #2</u> to provide overview of recommended candidates • City Manager selects finalist candidates for finalist interview process • Peckham & McKenney notifies all candidates of status in recruitment process	One Week
VI. Finalist Interview Process • <u>Meeting #3</u> to facilitate finalist interviews with the City • Assist City throughout process and provide recommendations • City Manager selects candidate or leading 2-3 candidates for further consideration • City Manager conducts subsequent interview process	Two Weeks
VII. Qualification • Conduct thorough background and reference checks on leading candidate • Provide negotiation assistance • Exceed expectations and successfully place candidate who "fits."	One Week

COST OF SERVICES

Cost of Services

Our all-inclusive fee to conduct the search processes for your Fire Chief is \$26,000. Our fee includes professional fees and expenses (out-of-pocket costs associated with consultant travel, advertising/ administrative support / printing / copying / postage / materials, telephone / technology, partial background checks on recommended candidates, and full background check on the selected finalists only).

The fee quoted above is to complete the recruitment process as described in The Search Process, including three to four days of meetings. The first meeting is to develop the Candidate Profile; the second meeting is to provide a recommendation of candidates; and the third meeting includes a day to facilitate finalist interviews.

*If the City of El Cerrito hires additional candidates from among those recommended within one year of the close of these recruitments, an additional fee of \$5,000 will be due to Peckham & McKenney.

Additional Service Costs

The following “menu” details fees for additional requested services. Some fees may be negotiated.

Facilitation of Community Forum	\$1,500
Develop Community Survey & Analysis of Results	\$1,500
Additional meeting day (up to four days are included)	\$500-\$1,000 each + travel expenses
Each additional full background check	\$300/each

Process of Payment

One-third of the all-inclusive fee for the first recruitment is due as a retainer upon execution of the agreement. This retainer covers upfront, and necessary expenses incurred by Peckham & McKenney on the City’s behalf for consultant travel and advertising. If the retainer is not received by Peckham & McKenney within 30 days of execution of the agreement, we will suspend the recruitment process until payment is received. The second third of the full payment for the first search will be invoiced one month from contract execution, and it is due within 30 days following the invoice date. The final third of the full payment for the first search will be invoiced two months from contract execution, and it is due within 30 days following the invoice date. Payment for the second search will follow the same guidelines, with the date for **Meeting #1** of the second search substituting for the “execution of the agreement” date.

If the City of El Cerrito requires a different payment schedule, this must be agreed upon within the contract. Peckham & McKenney expects payment of all invoices in a timely manner.

Insurance

Peckham & McKenney carries Professional Liability Insurance (\$1,000,000 limit), Commercial General Liability Insurance (\$2,000,000 General Liability, and \$4,000,000 Products) and Automobile Liability Insurance (\$1,000,000). Our Insurance Broker is B&B Premier Insurance Solutions, Agoura Hills, CA.

Necessary insurance documentation will be provided to the City of El Cerrito in a timely manner.

GUARANTEE AND ETHICS

Placement Guarantee Our placement record is particularly strong in that 89% of the candidates we have placed remain in those positions for over five years. In the unlikely event, however, that a candidate recommended by our firm (external candidates only) leaves your employment **for any reason within the first year** (except in the event of budgetary cutbacks, promotion, position elimination, or illness/death), we agree to provide a one-time replacement at no additional charge, except expenses.

Reopening the Recruitment Throughout the recruitment process, all our efforts are made to ensure a successful placement of a candidate who fits the Candidate Profile. It is extremely rare that our recruitment process fails to produce a preferred candidate in the first instance. If the search process, however, does not produce a successful placement, and there is an understanding that the City of El Cerrito and Peckham & McKenney each take responsibility for whatever errors may have been made, we will conduct a second recruitment process for the cost of expenses only (approximately \$7,500).

As Albert Einstein said, the definition of insanity is “doing the same thing over and over again and expecting different results.” Prior to reopening the recruitment again, we will thoroughly review with the City what adjustments in approach, compensation, or other variables may be necessary to ensure a successful outcome.

Ethics Time and again, we receive unsolicited comments from clients and candidates relating to our integrity and high ethics.

- First, we believe in honesty. No client should ever appoint an individual without being fully knowledgeable of the candidate’s complete background and history. Conversely, no candidate should ever enter a new career opportunity without full disclosure of any organizational “issues.”
- We strive to keep everyone involved in a recruitment process informed of the status. Not only do we provide regular updates to our clients, but we also have a reputation for keeping our candidates posted.
- As recruitment professionals, we do not recruit our placements -- ever. Should a placement of ours have an interest in a position for which we are recruiting, they may choose to apply. However, if they become a finalist, we ask that they speak to their supervisor to alert them of their intent.
- During an active engagement, we do not recruit staff from our client agencies for another recruitment. Nor do we “parallel process” a candidate, thereby pitting one client against another for the same candidate.
- We are retained only by client agencies and not by our candidates. While we have a reputation for being actively involved in the profession and providing training, workshops, and general advice to candidates, we represent only our clients. In addition, we always represent and speak of our clients in a positive manner, during the recruitment engagement as well as years after.

CLIENT REFERENCES

Please feel free to contact any of the following current and recent clients to inquire about their recruitment experience with Diana Bishop. In addition, we would be pleased to furnish the client contact and phone numbers for any past clients listed in this proposal.

City of Belmont, CA – Police Chief

City Manager Afshin Oskoui

619-650-7408 aoskoui@belmont.gov

County of Sacramento – Deputy County Administrator (in process)

Principal Human Resources Analyst Candice Mabra

916-874-1681 MabraC@saccounty.net

City of San Mateo, CA – Police Captain

(Search conducted with Bobbi Peckham)

Chief of Police Ed Barberini

650-522-7600 ebarberini@cityofsanmateo.org

City of Healdsburg, CA – Police Chief

(Search conducted with Phil McKenney)

City Manager Jeff Kay

707-431-3452 jkay@ci.healdsburg.ca.us

DIVERSITY STATEMENT

Peckham & McKenney, is committed to diversity in its broadest possible definition in every aspect of each executive recruitment our firm provides.

Peckham & McKenney does not discriminate based on race, color, religion, creed, sex/gender, national origin/ancestry, disability, pregnancy, sexual orientation (including transgender status), marriage or family status, military status, or age. We are fully compliant with all applicable federal and state employment laws and regulations in all our recruitments.

Our average for female and minority placements since 2015 is approximately 53%. Of that average, 37% of our placements are female.

Also, for over 30 years, Peckham & McKenney has been known as a champion of women seeking executive leadership positions within local government, succeeding in the field as few other women have. The Peckham & McKenney team goes to great lengths to support the management profession, women, minorities, and all involved in the recruitment and hiring processes.

In addition to all other outreach methods, our firm utilizes the National Diversity Network, which ensures placement of your opportunity with the following online platforms.

- African American Job Network
- Asian Job Network
- Disability Job Network
- Latino Job Network
- LGBT Job Network
- Retirement Job Network
- Veteran Job Network
- Women's Job Network



AGENDA BILL

Agenda Item No. 5.G.

Date: February 1, 2022
To: El Cerrito City Council
From: Yvetteh Ortiz, Public Works Director/City Engineer, Public Works Department
Subject: Continuation of Emergency Work for Public Safety Building Roof Repair

ACTION PROPOSED

Adopt a resolution authorizing the continuation of emergency work to repair the Public Safety Building roof.

BACKGROUND/ANALYSIS

On December 21, 2021, the City Council adopted a resolution adopting findings and authorizing emergency work to repair the Public Safety Building roof (Resolution 2021-71). Because the roof leaks pose immediate health, safety and welfare risks for City employees and are damaging City property, the City Council authorized the City Manager to negotiate and execute any contracts necessary to repair the Public Safety Building roof in an amount not to exceed \$89,300 and to approve change orders not to exceed \$8,900 and to take any other related action necessary to further the intent of the resolution. The City Council also amended the Fiscal Year 2021-22 Adopted Budget to appropriate \$115,000 from the General Fund Balance to complete this emergency work. This funding amount was to additionally cover separate agreements for removal and reinstallation of the solar panels and assessment and construction support.

On December 22, 2021, the City Manager executed an agreement with Stronger Building Services in the amount of \$89,300 for the roof repair work. The Public Works Director, under a Department Director's purchasing authority of \$25,000, executed an agreement with Quattro Solar in the amount of \$16,400 for the solar panel work. Both contractors attended a pre-construction meeting on December 22, 2021 and began mobilizing. Quattro Solar obtained a City Building Permit, removed 25 solar panels and transported them to a storage facility.

On January 18, 2022, the City Council adopted a resolution authorizing the continuation of emergency work to repair the Public Safety Building roof (Resolution 2022-4). As of January 25, 2022, Stronger Building Services has completed the most urgent elements of the roof repair work, including waterproofing and reinstallation of the roof tiles. The remaining items of work include cleaning and sealing of the gutters by Stronger Building Services and reinstallation of the solar panels by Quattro Solar. Stronger Building Services has ordered sealing materials that are expected to be delivered by early February and Quattro Solar has faced some Covid-19 staffing shortages and other scheduling conflicts.

Because of the potential health, safety and welfare impacts on City employees and damage to City property, City staff recommends that the City Council find that substantial evidence establishes that the emergency conditions at the Public Safety Building remain and authorize continuation of emergency work to repair the Public Safety Building roof.

As required by Public Contract Code section 22050(c)(1), this emergency repair work will be placed back on future regular meeting agendas of the City Council for the City Council to review this emergency action and determine, by a four-fifths vote, whether there is a need to continue the action, until such emergency repairs have been completed and the project terminated. City staff anticipate that all work will be completed by the end of February.

STRATEGIC PLAN CONSIDERATIONS

The proposed action is consistent with the El Cerrito Strategic Plan Goal D – Develop and rehabilitate public facilities as community focal points by addressing ongoing and deferred maintenance of facilities and infrastructure.

ENVIRONMENTAL CONSIDERATIONS

The project is categorically exempt from review under the California Environmental Quality Act (CEQA) pursuant to Section 15301 because the project involves a repair to an existing facility involving negligible or no expansion of use beyond that presently existing. More specifically, restoration or rehabilitation of deteriorated or damaged facilities to meet current standards of public health and safety, unless it is determined that the damage was substantial and resulted from an environmental hazard such as an earthquake, landslide, or flood, is exempt from CEQA. Furthermore, the Public Safety Building roof repair is statutorily exempt pursuant to CEQA Guidelines Section 15269 as an emergency project.

FINANCIAL CONSIDERATIONS

No budget amendments are being proposed at this time although the entire contingency has been encumbered. As reported in January, this is because the cost of the solar panel work was higher than estimated. The current project budget is summarized below.

Roof Assessment & Construction Support	\$9,300
Roof Repair Contract	\$89,300
Solar Panel Contract	\$16,400
Total	\$115,000

During the course of the emergency repair, additional work may be needed due to unforeseen conditions. This would require an additional budget amendment, which would be brought forward for City Council consideration at a future meeting.

LEGAL CONSIDERATIONS

The City Attorney has reviewed the proposed action and found that legal considerations have been addressed. As noted above, a four-fifths vote of the City Council is required to pass the attached resolution.

Reviewed by:

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

Karen Pinkos, City Manager

Attachments:

1. Resolution

RESOLUTION 2022-XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO AUTHORIZING THE CONTINUATION OF EMERGENCY WORK TO REPAIR THE PUBLIC SAFETY BUILDING ROOF

WHEREAS, since the start of the rainy season in October 2021, the Public Safety Building has experienced worsening leaks despite repairs in previous years; and

WHEREAS, there is an urgent concern for the potential health, safety and welfare impacts of the leaks on City employees and damage to critical City property; and

WHEREAS, on December 21, 2021, the City Council adopted a resolution adopting findings and authorizing emergency work to repair the Public Safety Building roof (Resolution 2021-71);

WHEREAS, as part of that resolution, the City Council authorized the City Manager to negotiate and execute any contracts necessary to repair the Public Safety Building roof in an amount not to exceed \$89,300 and to approve change orders not to exceed \$8,900 and to take any other related action necessary to further the intent of the resolution; and

WHEREAS, the City Council also amended the Fiscal Year 2021-22 Adopted Budget to appropriate \$115,000 from the General Fund Balance to complete the emergency work including additional agreements for removal and reinstallation of the solar panels and assessment and construction support; and

WHEREAS, on December 22, 2021, the City Manager executed an agreement with Stronger Building Services in the amount of \$89,300 for the roof repair work, and the Public Works Director, under a Department Director's purchasing authority of \$25,000, executed an agreement with Quattro Solar in the amount of \$16,400 for the solar panel work; and

WHEREAS, on January 18, 2022, the City Council adopted a resolution authorizing the continuation of emergency work to repair the Public Safety Building roof (Resolution 2022-4);

WHEREAS, although the most urgent elements of the work have been completed, essential components of the roof repair work remain to be completed including cleaning and sealing of the gutters and reinstallation of the solar panels; and

WHEREAS, Public Contract Code Section 22050 authorizes in the case of an emergency a public agency, pursuant to a four-fifths vote of its governing body, to repair or replace a public facility, take any directly related and immediate action required by that emergency, and procure the necessary equipment, services, and supplies for those purposes without giving notice for bids to let contracts; and

WHEREAS, the above projects are categorically exempt from review under the California Environmental Quality Act (CEQA) pursuant to Section 15301 (Existing Facilities) because the projects involve a repair to an existing facility involving negligible or no expansion of use beyond that presently existing; and

WHEREAS, the City Council of the City of El Cerrito hereby finds as follows:

- A. Pursuant to California Public Contract Code Section 20168, the public interest and necessity demand the immediate commencement of the above-described work for the Public Safety Building and the expenditure of public money for such work to safeguard life, health and property; and
- B. Pursuant to California Public Contract Code Section 22050, substantial evidence as set forth in the record concerning this resolution establishes that the emergency conditions at the Public Safety Building continue to exist and do not permit delay resulting from competitive solicitation for bids for the roof repair work and that the repair work is necessary to respond to the emergency; and
- C. Terminating the emergency repair project now and competitive bidding for the remaining work would jeopardize the health, safety and welfare of City employees, and risk permanent damage to critical City property, and result in the public incurring additional expense, including, but not limited to, additional expense due to delay and further damage, and therefore competitive bidding of such work would not produce an advantage for the public; and
- D. The emergency work at the Public Safety Building in the City is also statutorily exempt from the requirements of the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15269, subparagraphs (b) and (c).

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of El Cerrito, by at least a fourth-fifths vote, that it hereby finds as follows:

- 1. The above recitals are true and correct and hereby declared to be findings of the City Council of the City of El Cerrito.
- 2. The emergency conditions at the Public Safety Building jeopardizing the health, safety and welfare of City employees and risking permanent damage to critical City property continue to exist and thus authorizes the continuation of emergency work to address the needed roof repairs.
- 3. City staff is directed, in accordance with California Public Contract Code Section 22050(c)(1), to place on future regular agendas of the City Council an item concerning the contact authorized pursuant to this resolution so that the City Council may determine, by at least a four-fifths vote, whether there is a need to continue the emergency work described above or whether such work may be terminated.
- 4. Each portion of this resolution is severable. Should any portion of this resolution be adjudged to be invalid and unenforceable by a body of competent jurisdiction, then the remaining resolution portions shall be and continue in full force and effect, except as to those resolution portions that have been adjudged invalid. The City Council hereby declares that it would have adopted this resolution and each section, subsection, clause, sentence, phrase and other portion thereof, irrespective of the fact

that one or more section, subsection, clause sentence, phrase or other portion may be held invalid or unconstitutional.

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

I CERTIFY that at a regular meeting on February 1, 2022 the City Council of the City of El Cerrito passed this Resolution, requiring 4/5 approval, 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 February _____, 2022.

Holly M. Charl  ty, City Clerk

APPROVED:

Gabe Quinto, Mayor



AGENDA BILL

Agenda Item No. 8.A.

Date: February 1, 2022
To: El Cerrito City Council
From: Karen Pinkos, City Manager, City Management
Subject: FY 2021-22 General Fund Budget Quarterly Update through December 2021

ACTION PROPOSED

Receive and file an update on City General Fund revenues and expenses for FY 2021-22 through December 2021.

BACKGROUND

The El Cerrito City Council adopted an annual Budget for FY 2021-22 on June 22, 2021. The Council has been closely monitoring the City's budget and financial position over the past two fiscal years, including during the COVID-19 pandemic and its impacts on the City. At the City Council's direction, City staff produced General Fund budget reports that included an Income Statement, Balance Sheet and Cash Flow projection. These reports were provided monthly to the City Council through the end of FY 2020-21.

The report issued by the State Auditor in March 2021 recommended that the budget reports should include information on departmental budgets. City staff worked with the subcommittee of Councilmembers Motoyama and Rudnick to updating the budget reports and provided the City Council with the first quarterly report on November 2, 2021. The Finance Department remains extremely short-staffed without a Finance Director and Finance Supervisor positions, and has also been impacted by the current COVID-19 omicron surge. To produce this second quarterly report for FY 2021-22, staff has worked with the City's consultant from Management Partners to update and monitor the budget. This second quarter General Fund Update (Attachment 1) was presented to the Financial Advisory Board (FAB) at their meeting on January 25, 2022. As before, City staff appreciates feedback to continue to improve the reporting as we move forward and as a permanent Finance Director is hired.

ANALYSIS

The General Fund Update includes information on revenues and expenditures and lists the year-to-date totals by department. The following are some of the FY 2021-22 highlights on a preliminary unaudited cash basis through September:

1. Total revenue through December 31, 2021 was \$18.5 million, approximately 48% of the adopted FY 2021-22 budget. As a reminder, property taxes are the largest income category and are received by the City in December and April each year. Notably, Real Property Transfer Taxes are at 75% of budgeted revenues, and Community Development permit activity is very healthy and improving despite

continuing staffing shortages. The majority of revenues are non-departmental, as they are general and not allocated to one department.

2. Total expenditures were \$19,627,571, or 49% of the adopted budget, which is on track for the quarter and year. Departments are all tracking at an average of 50% as well.
3. Personnel is the largest component of General Fund expenditures (75%), and it is expected that with current vacancies some departments may need to increase their professional services and/or overtime budgets, which will be offset by the savings in salaries and wages. Staff will continue to monitor these expenses.
4. The ten-year forecast will be updated and discussed with the City Council at their 2022 Goals and Priorities Workshop on February 5, 2022. The independent audit process is almost complete, including the audited financial statements, and staff is working to produce the Annual Comprehensive Financial Report (ACFR) that will be provided to the City Council as soon as possible. However, it is notable that the actions that the City has taken to rightsize the City's budget, in addition to the inclusion of American Rescue Plan Act (ARPA) funds, has had a positive impact and will greatly improve the forecast.

STRATEGIC PLAN CONSIDERATIONS

This report is consistent with the City's Strategic Plan Goal B - Achieve long-term financial sustainability— and will allow the City Manager to develop a plan to ensure that Citywide Revenue meets the cost of providing Citywide services, including adequate reserves in the face of significant unanticipated revenue shortfalls. It further ensures procedures that represent best practices in financial management.

ENVIRONMENTAL CONSIDERATIONS

This section is not applicable to this agenda item.

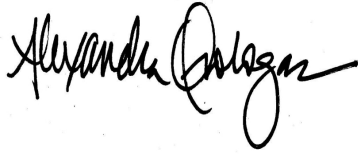
FINANCIAL CONSIDERATIONS

- General Fund revenues and expenditures for FY 2021-22, both overall and by department, are tracking as expected for the second quarter of the fiscal year. Real property transfer taxes continue to perform well thanks to the continuing boom in the real estate market, and there has been an increase in permit activity.
- ARPA funds are not included in this report, as they are housed in a separate special fund.

LEGAL CONSIDERATIONS

This section is not applicable to this agenda item.

Reviewed by:

A handwritten signature in black ink, appearing to read "Alexandra Orologas". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Alexandra Orologas, Assistant City Manager

Attachments:

1. City of El Cerrito Quarterly Report 12-31-21



City of El Cerrito
Quarterly General Fund Budget Update
FY 2022 Through 12/31/21

INTRODUCTION

The City of El Cerrito is pleased to share this quarterly budget report through December 31, 2021, with the City Council. This report provides a high-level overview of the City's status on the budget, with expenditures shown by each department. Funding from the American Rescue Plan Act is managed and tracked from a special revenue fund and, thus, is not reflected in this report.

SUMMARY

The City of El Cerrito is currently on track to meet its budget goals for FY 2021-22. Revenues are trending higher for the fiscal year primarily due to increased tax receipts and increased charges for services as detailed below. Expenditures are on track, with most departments spending approximately 50% of their annual budget through the second quarter of the fiscal year.

GENERAL FUND REVENUES

General Fund revenues are budgeted at \$40.4 million for FY 2021-22. The chart below shows the year-to-date actual revenue collections, the percent of collections compared to the budget, and the previous fiscal year's collections for perspective.

Revenues	2022 Adopted Budget	YTD Actual 12/31/2021	% of Adopted Budget	YTD Actual 12/31/20
Property and Other Taxes	\$ 26,031,617	\$ 12,553,478	48%	\$ 11,417,894
Licenses & Permits	\$ 636,112	\$ 565,029	89%	\$ 330,112
Fines & Forfeitures	\$ 140,000	\$ 91,068	65%	\$ 81,860
Use of Money and Property	\$ 353,968	\$ 170,441	48%	\$ 148,776
Intergovernmental Revenues	\$ 7,312,900	\$ 1,759,158	24%	\$ 1,912,213
Charges for Services	\$ 4,800,000	\$ 2,786,692	58%	\$ 1,640,080
Other Revenue	\$ 175,000	\$ 117,755	67%	\$ 49,328
Other Financing Sources	\$ 952,650	\$ 476,325	50%	\$ 471,622
Total	\$ 40,402,247	\$ 18,519,946	46%	\$ 16,051,884

PROPERTY AND OTHER TAXES

Tax revenues as of December 31, 2021, are at 48% of the adopted FY 2021-22 budget. This is within budget estimates for the fiscal year. The City received the first biannual payment of property taxes in December, which comprise the largest portion of City revenues. Property taxes and specifically real property county

transfer taxes are trending favorably, while sales tax receipts are lagging slightly compared to the same period last fiscal year.

LICENSES AND PERMITS

Licenses and permits are currently at 89% of the budgeted revenues. These licenses include building permits, parking permits, and tobacco retailer license fees. Building permits are trending higher than the previous fiscal year due to increased construction and catching up on the backlog of permit issuance due to COVID-19.

FINES AND FORFEITURES

The City has collected 65% of the budgeted revenues in the fines and forfeitures category. These items include parking citations, penalties, and moving vehicle citations. Parking fines are higher than the previous fiscal year due to increased parking enforcement after having been paused during the height of the pandemic.

USE OF MONEY AND PROPERTY

Use of money and property is currently at 48% of the budgeted revenues for FY 2021-22. This primarily consists of short- and long-term rental fees from City properties. Rentals are trending high due to facilities being operational and available to rent.

INTERGOVERNMENTAL REVENUES

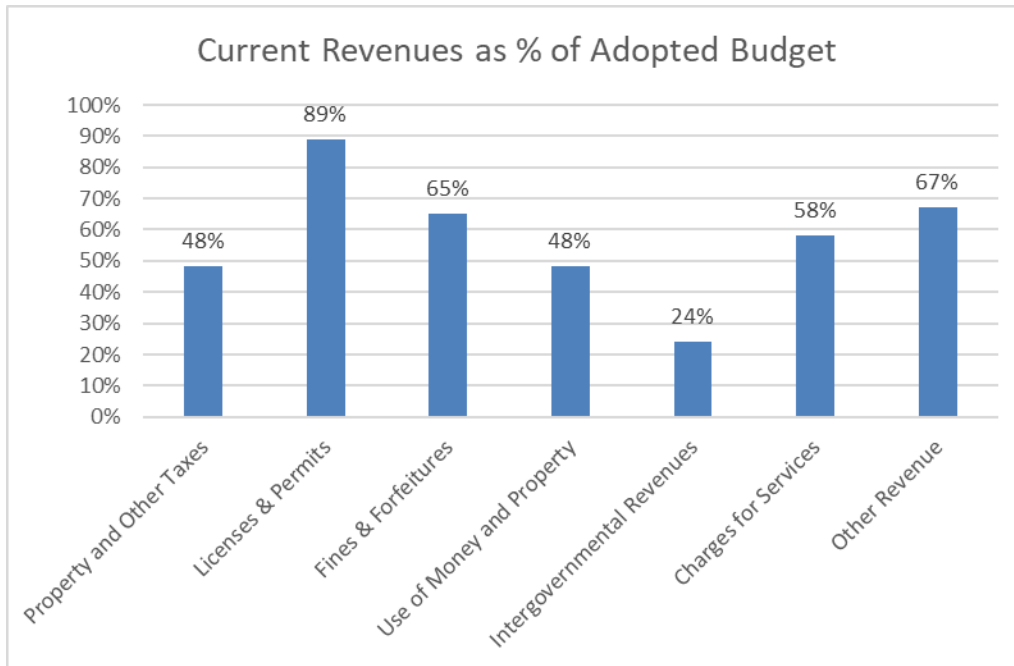
Intergovernmental revenues are currently at 24% of the annual budget. These revenues include grants and intergovernmental transfers and reimbursements, but do not include American Rescue Plan Act (ARPA) funds, which are housed in a special fund for reporting purposes. This line item is trending behind the previous fiscal year due to receiving federal dollars to mitigate COVID-19 as part of the CARES act. When factoring this one-time receipt out of the prior year, intergovernmental revenues are trending favorably.

CHARGES FOR SERVICES

Charges for services encompass program fees and charges for doing business with the City of El Cerrito. This includes Community Development fees for functions such as permitting and inspections, as well as recreation fees for City programming. The City has received 58% of the budgeted revenues in this category. Compared to the prior year, this category is substantially higher due to childcare, programs and lessons being operational for the fiscal year.

OTHER REVENUE/OTHER FINANCING SOURCES

Other revenue includes donations and other miscellaneous revenues. These types of revenues comprise a small portion of El Cerrito's budgeted revenues. The City has received 67% of budgeted revenues in the Other Revenue category. Other Financing Sources refers to loans and indirect transfers.



GENERAL FUND EXPENDITURES

General Fund expenditures are budgeted at \$39.9 million for FY 2021-22. Departments are on track for the first quarter of the fiscal year, coming in at 49% of budgeted expenditures. Personnel is the largest component of General Fund expenditures (75%), and it is expected that with current vacancies some departments may need to increase their professional services and/or overtime budgets that will be offset by the savings in salaries and wages. Staff will continue to monitor these expenses.

The chart below shows the year-to-date actual expenditures by department, the percent expensed compared to the budget, and the previous fiscal year's expenditures for perspective.

Expenditures	2022 Adopted Budget	YTD Actual 12/31/21	% of Adopted Budget	YTD Actual 12/31/20
Administration	\$ 6,546,599	\$ 2,959,325	45%	\$ 3,803,779
Police	\$ 12,250,818	\$ 5,913,526	48%	\$ 5,992,017
Fire	\$ 12,348,402	\$ 6,343,775	51%	\$ 6,341,198
Public Works	\$ 1,696,985	\$ 762,953	45%	\$ 656,047
Community Development	\$ 2,548,257	\$ 1,485,699	58%	\$ 1,085,787
Recreation	\$ 4,475,719	\$ 2,162,293	48%	\$ 1,966,503
Total	\$ 39,866,780	\$ 19,627,571	49%	\$ 19,845,330

ADMINISTRATION

The Administration's budget is at 45% of the adopted FY 2021-22 budget. This is within budget estimates for the fiscal year. This department is significantly below actual expenditures for the same period as last year due to drastic budget and staff reductions to balance the budget.

POLICE

The Police Department is 48% expensed for the current budget and on pace for the fiscal year. The Police Department Investigations Unit is trending higher, but there is a savings in Police Administration. Expenditures are trending similarly to the same period in the previous fiscal year.

FIRE

The Fire Department is 51% expensed for the current budget and on pace with the prior fiscal year. Overtime continues to trend higher, and this will be closely monitored throughout the fiscal year.

PUBLIC WORKS

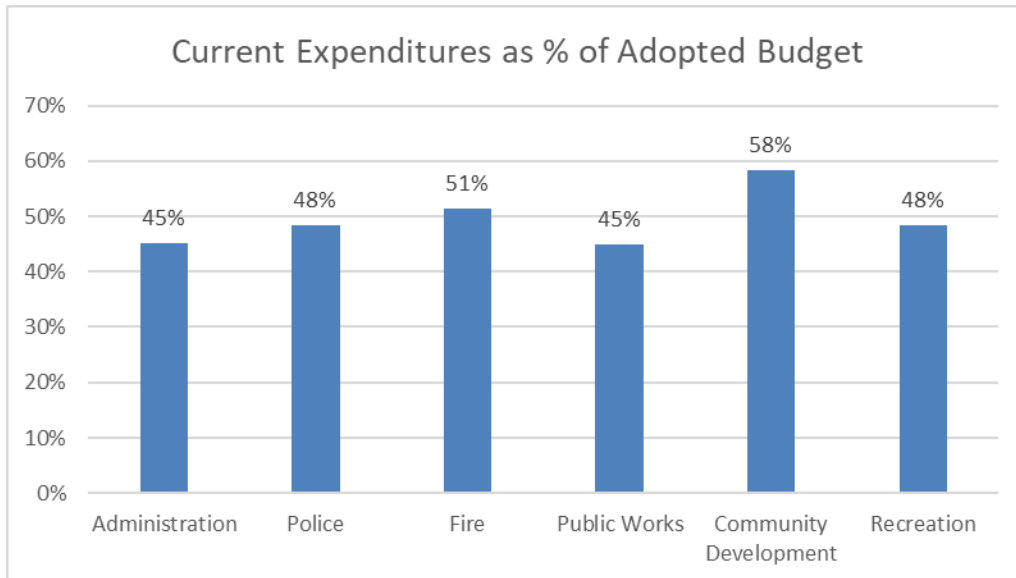
The Public Works Department is 45% expensed for the current budget and on pace for the fiscal year in the General Fund. The budget is trending higher than the previous fiscal year due to increased workload, which will likely require a midyear budget adjustment to maintain the operation.

COMMUNITY DEVELOPMENT

The Community Development Department is 58% expensed for the current budget, trending higher for the fiscal year and also trending higher compared to the prior fiscal year. This increase is due to some large projects submitted for building permits, increase in temporary staff because of vacant positions and to help resolve the backlog in the Building Division, as well as increased workload with respect to several development projects. Staffing is being reviewed for this department to ensure proper coverage and functions. This will also necessitate a midyear budget adjustment, which will correspond to increased revenue.

RECREATION

The Recreation Department is 48% expensed for the current budget and on pace to meet its budget. The budget is trending higher than the previous fiscal year due to operating at a normal schedule for this fiscal year. The demand for department services is increasing and there is a need for an additional staff to address the needs. This additional expense will be offset with increased revenue as well as other General Fund savings.



CONCLUSION

The City of El Cerrito is well positioned to meet its budget for FY 2021-22. Staff are committed to fiscal responsibility and ensuring that each department's expenditures remain within budget. While there are immediate additional staffing needs in the Recreation Department and Community Development Department, increased revenue and savings in other departments will offset the additional expense needed to provide these services. Staff is in the process of reviewing all Department budgets in anticipation of midyear budget adjustments to both revenue and expense categories, which will be discussed with the City Council on a future Council agenda.



SUPPLEMENTAL AGENDA MATERIALS

REGULAR CITY COUNCIL MEETING

February 1, 2022

(Revised February 2, 2022)

PUBLIC COMMENT INDEX

1. Public Comments received

Agenda Item 6A – Recreation Department Update

1. Presentation

Agenda Item 6B – Community Development Department Update

1. Presentation (revised)

Agenda Item 8A – FY 2021-22 General Fund Budget Quarterly Update through December 2021

1. Supplemental General Fund Income Statement and Balance Sheet



SUPPLEMENTAL AGENDA MATERIALS PUBLIC COMMENT INDEX

REGULAR CITY COUNCIL MEETING February 1, 2022

The following Public Comments were **received by 4:00 p.m. 2/1/2022**, were provided directly to City Councilmembers in advance of the meeting, and were posted online as supplemental materials at www.el-cerrito.org/CouncilMeetingMaterials

Public Comments – Items Not on the Agenda

1. Cordell Hindler
2. David Weinstein, President of El Cerrito Historical Society

From: [Cordell Hindler](#)
To: [City Clerk](#)
Subject: Public Comments- Not on the Agenda
Date: Thursday, January 27, 2022 4:10:48 PM

good Evening Mayor Quinto, Council Members and staff, I have a couple of Comments for the Record

1. I would ask that if the Council would Invite the Folks from the Northern California Promise Coalition to present on The Program
2. Also I am in Full Support on Items 5.E and 5.F on the Consent Calendar

Sincerely
Cordell

El Cerrito Historical Society

Accomplishments in 2021, Goals for 2022

Accomplishments in 2021:

As have many organizations in the wake of Black Lives Matter, the historical society has been focusing more **attention on the Black community**. We had a bit of a head start thanks to ongoing, earlier research by (now former board member) Joanne Rubio.

The newest member of our board, who joined at the start of the year, is **Patricia Durham**, whose accomplishments include helping found and leading the annual Martin Luther King Jr. celebration in the city.

Joanne Rubio, who served on the society board for a decade, left the board when she moved out of the area mid-year. Joanne was a dedicated researcher into early El Cerrito history and many other topics.

Covid very much affected the society during 2021, preventing us from holding in-person programs. Use of our archive in the Shadi Room at City Hall was also restricted. In addition, the death of our vice president, **Chris Treadway**, who edited our publication the Forge and did so much more, was a tragedy.

In 2021 the society also mourned the passing of the city's longtime, retired **librarian Grace MacNeill**, who passed away at age 97. Grace had been a longtime member of our board.

Publications and research: The society published two issues of our magazine **The Forge** in 2021, each featuring a lead article tied to **El Cerrito's earliest Black residents**, who arrived in town starting in 1898. One of the articles focused on Walter G. Maddox, a leader in the Black community and pioneering publisher.

We published our email newsletter **Sparks** monthly, with many articles, including profiles of local businesses. The January 2022 issue of the Chamber of Commerce's Byline had a history of one of the city's oldest businesses, Pastime Hardware, that was prepared by the society.

Much research took place in 2021 that will see publication in 2022, including the society's first ever **oral history**. It focuses on a longtime resident and a founding member of the El Cerrito branch of the NAACP, **Gerald Martin**.

The society also published its first ever **rack cards**, which describe the society and its role and seek new members. The nicely designed cards are available at city hall, the El Cerrito and Albany libraries, and other locations.

Research assistance: The society provided help to almost two dozen researchers during the year who were interested in topics ranging from Creedence Clearwater Revival (one, a film about the band, will be out soon; another is a book), to Japanese flower growers, the city's original natural setting, the old Gill Nursery, and the city's post-World War II development.

We provided historical information for theater artist Erin Merritt for her excellent "**Neighborhood Stories**" theatrical series of events that were held outside in various El Cerrito locations; viewers watched from their cars. The society also took part in the city's Human Relations Commission's **Truth and Reconciliation** presentations, some of which delved deeply into racial injustice in our city.

Society member **Barbara Hill**, our former chief archivist, continues to play a major role assisting in research.

Programs: The society put on two programs in 2020, including a great presentation about Lu Watter's old jazz club Hambone Kelly's by Chris Sterba at our annual meeting. Pat Durham and Minna Wilson presented a wonderful film and "live" over Zoom history of El Cerrito's Martin Luther King Parade.

In addition, society members made presentation about El Cerrito history and architecture to two seniors groups.

Archiving: Although the society did not have an archivist in 2021, we did accept many important donations. Among them: David Pryde donated materials relating to the history of his family business Pastime Hardware; Gerald Martin donated material related to his life and the El Cerrito NAACP; Joann Steck-Bayat donated cool posters from the World War II era El Cerrito High School.

Jon Bashor donated material about the death of the Richmond Independent; ephemera from 1960s and 1970s, from Joe Paulino; material on the history of the Hillside Natural Area from Susan Schwartz; back issues of the Kensington Outlook from Marvin Martin; movies about Bay Area history produced by Eve Ma, who donated them. Rich Bartke donated material about Kensington history and Maybeck Estates.

Jack Freethy, who donated a memoir he had written about life in El Cerrito, among other topics, along with ephemera from the city's earlier days and from his father's El Cerrito Mill and Lumber, and a book Jack put together, "El Cerrito Family Homes Built in 1935-1955 Bring Back Childhood Memories."

Goals for 2022:

Programs: We plan to return to live programs, as health concerns allow. We have programs lined up on the great Ouija mania that gripped El Cerrito in the early 20th century; on local journalism, its rise and fall; on internationally known mid-century homebuilder Earl "Flat Top" Smith, who ran his organization from an El Cerrito lumberyard; and more. The society will sponsor a hike during the Hillside Festival on May 14-15.

Celebrating the 50th anniversary of the El Cerrito Recycling Center. The society and the city's Environmental Quality Committee are preparing events to mark this occasion, including a program on Aug. 5 – the date in 1972 when the center first accepted donations. We also hope to honor Joel Witherell, the city's community services director, who over its first 20 years did more than anyone to ensure its success – indeed, its existence.

Research and publications: We intend to continue our focus on the Black community and other people of color. We have talked about publishing a historical map to El Cerrito sites and may take that on. We already have volunteers committed to editing Chris Treadway's unfinished book, a history of gambling and nightlife in El Cerrito.

Envisioning a history room at a new El Cerrito Library. As plans continue to create a new library in the city, the society will seek to create a room dedicated to local history there, to be run in conjunction with the society.

Archiving. By the spring we intend to be back in the business of archiving our collection, and to begin reaching out to improve it. The archive is woefully short of material about the city from 1960 on to today.

Preservation. The society wants to work with the city on providing historical interpretation for the rebuilt Rodini family home on Elm Street, which is part of a new condo development. We will continue to watch over the city's important built environment to ensure preservation of historic buildings and other sites. We continue to advocate for a survey of historic sites and for adoption of a historic preservation ordinance.

Recreation Department Fiscal Year 2021-22 Budget Update & Overview

El Cerrito City Council
February 1, 2022



Agenda



Overview of Fiscal Year 2021-22 Adopted Budget & Staffing



Status of Program Activity



Mid-Year Actuals

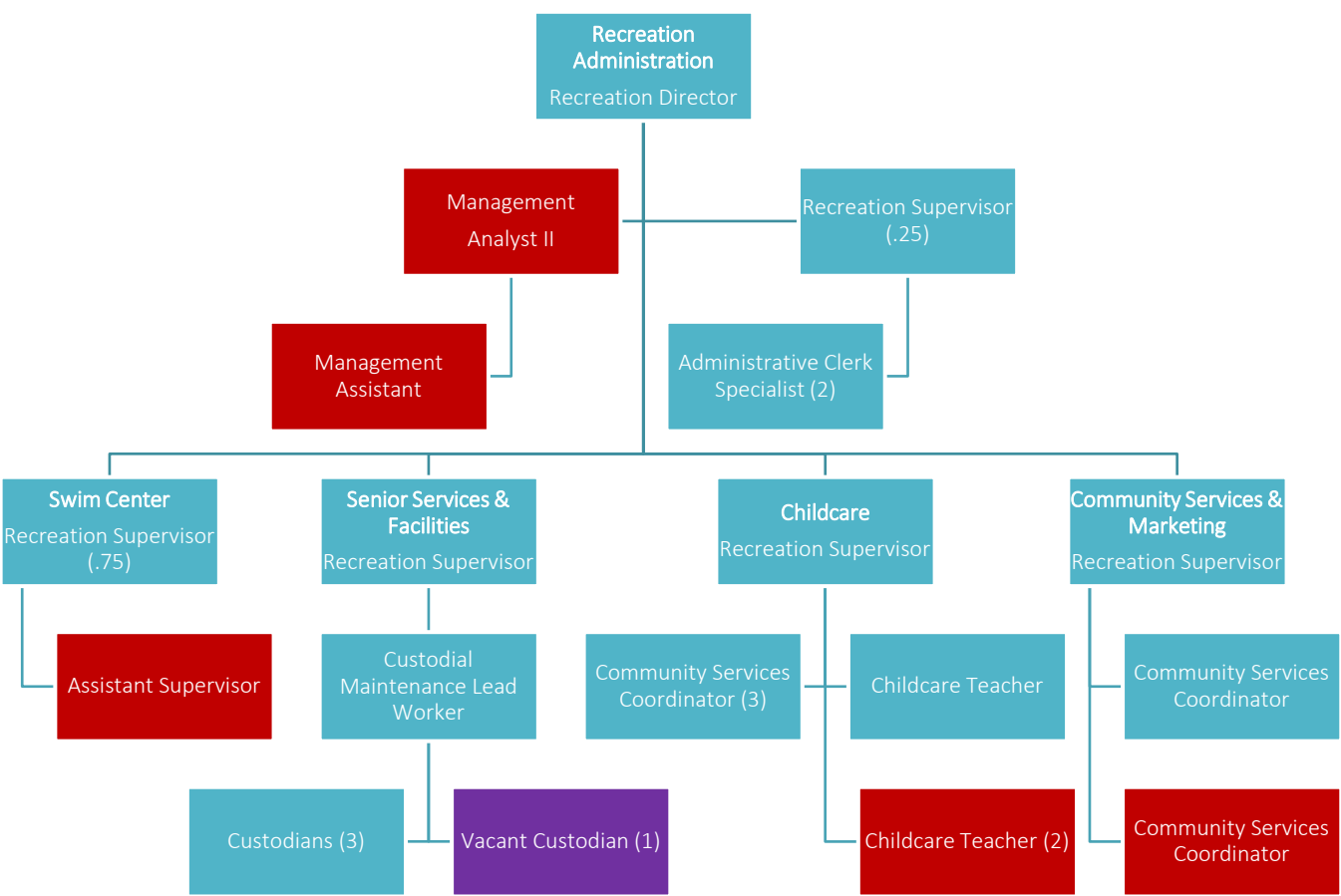


Estimated Revenue Projections



Assumptions for Mid-Year Budget Adjustments

Recreation Department Organization



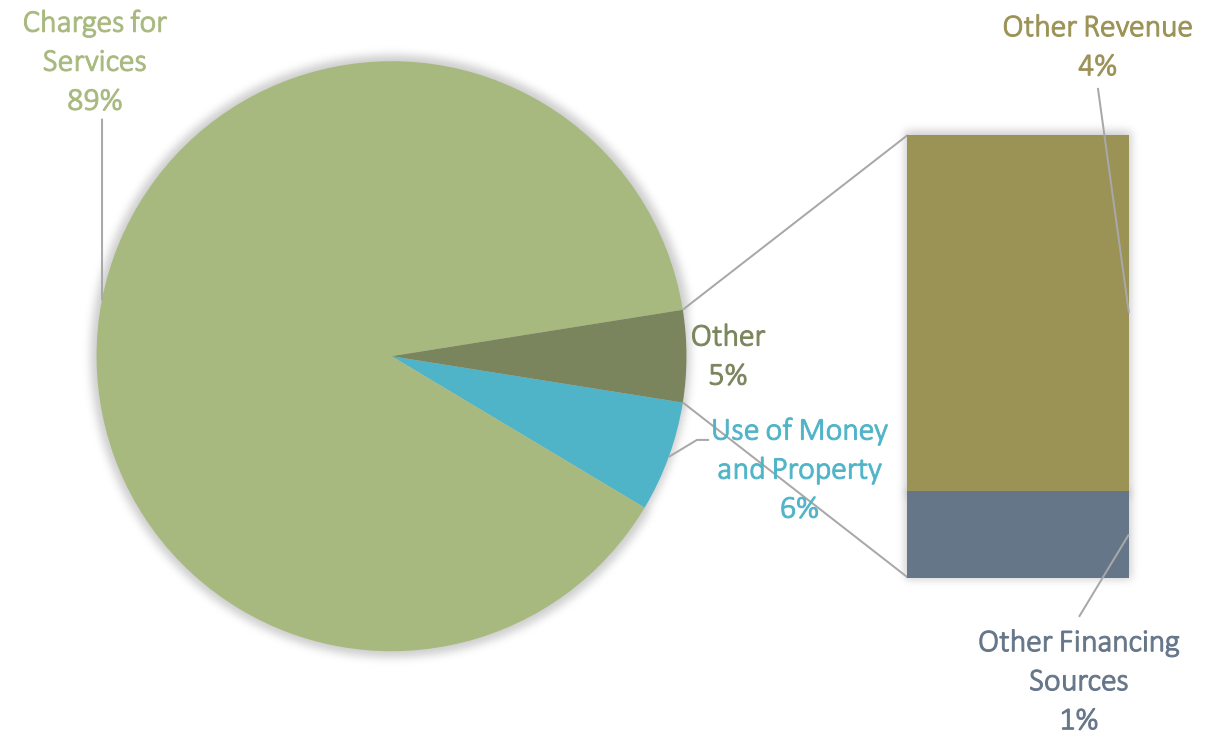
RECREATION DEPARTMENT	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22
Administrative Clerk Specialist	2	2	2	2	2
Assistant Program Supervisor	1	1	1	0.5	0
Childcare Teacher	3	3	3	2	1
Community Services Coordinator	5	5	5	4.67	4
Custodial Maintenance Lead Worker	1	1	1	1	1
Custodian	4	4	4	4	3*
Management Assistant	1	1	1	0.5	0
Management Analyst II	1	1	1	1	0
Recreation Director	1	1	1	1	1
Recreation Supervisor	4	4	4	4	4
RECREATION DEPARTMENT TOTAL	23	23	23	20.67	16

* 1 Custodian position currently vacant

Fiscal Year 2021-22 Recreation Department General Fund Revenues

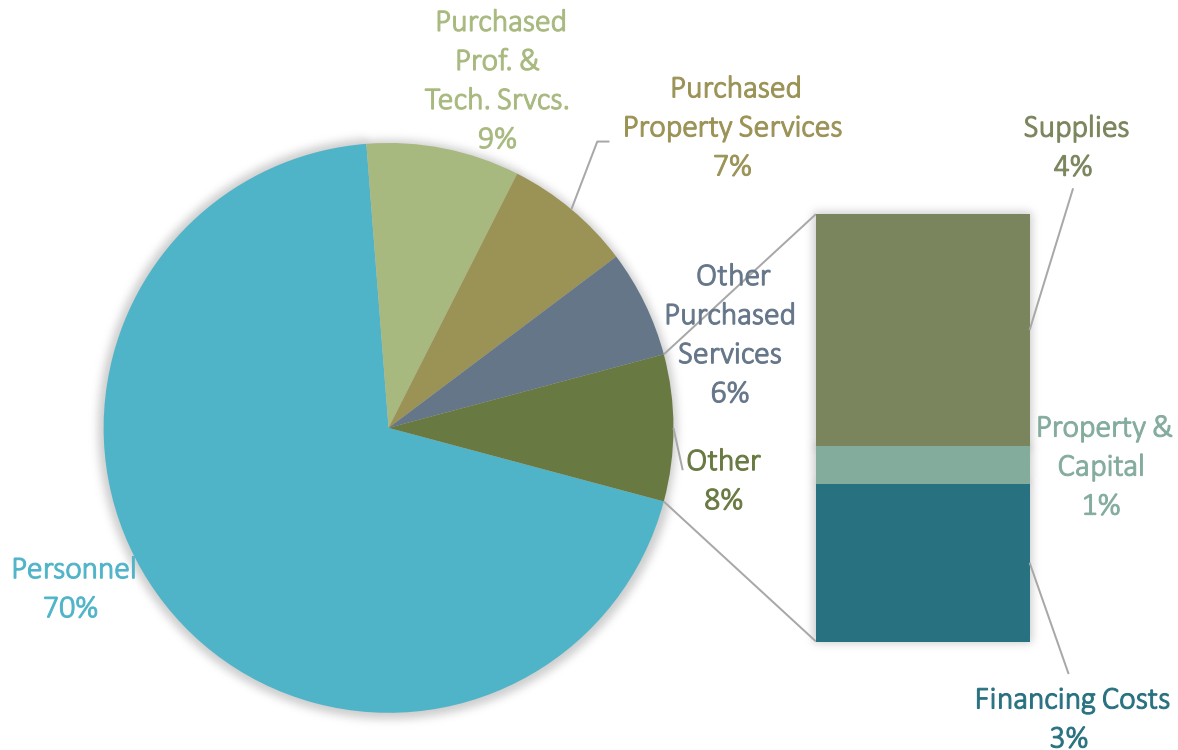
Account Classification	Adopted Budget	YTD Transactions 12/31/21	%Used/ Rec'd
REVENUE			
Use of Money and Property	210,000	114,534	55
Charges for Services	3,075,100	1,603,604	52
Other Revenue	140,000	48,346	35
Other Financing Sources	34,000	-	0
REVENUE TOTALS	3,459,100	1,766,484	51%

ADOPTED REVENUE - \$3,459,100



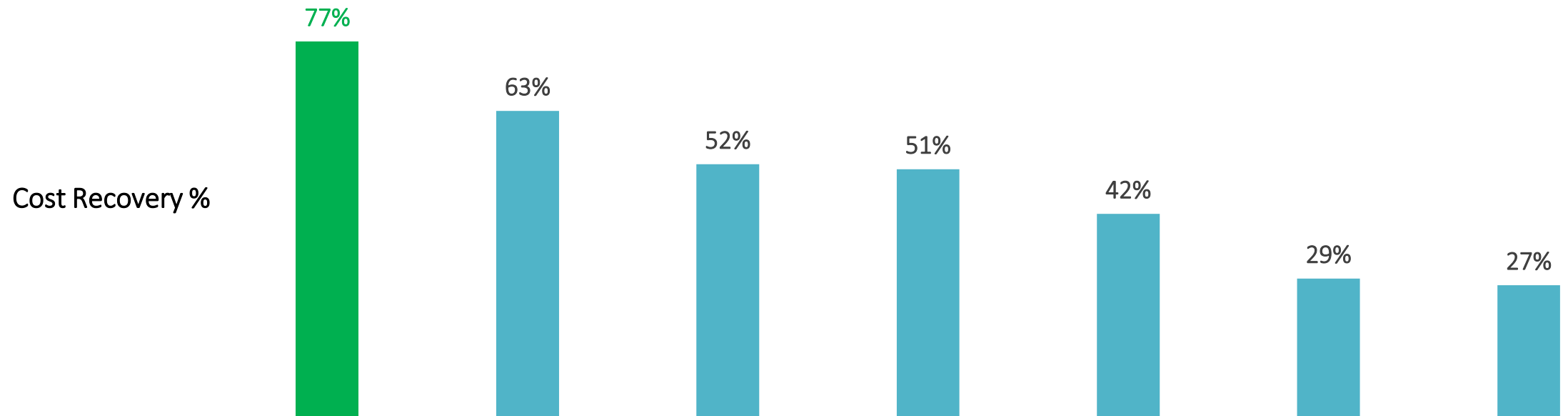
Fiscal Year 2021-22 Recreation Department General Fund Expenses

ADOPTED EXPENSES - \$4,475,719



Account Classification	Adopted Budget	YTD Transactions 12/31/21	%Used / Rec'd
Personnel	3,115,123	1,795,725	58
Purchased Prof. & Tech. Svcs.	389,300	80,438	21
Purchased Property Svcs.	325,764	170,652	52
Other Purchased Services	273,468	37,534	14
Supplies	201,646	8,938	4
Property & Capital	33,000	14,402	44
Financing Costs	137,418	54,604	40
EXPENSE TOTALS	4,475,719	2,162,293	48%

Similar East Bay Recreation Departments' Cost Recovery (Fiscal Year 2021-22 Adopted)



	El Cerrito	Hercules	Antioch	San Ramon	Danville	Emeryville	Albany
Revenue	\$ 3,459,100	\$ 1,753,000	\$ 2,575,325	\$ 4,410,813	\$ 1,502,001	\$ 828,600	\$ 555,480
Expense	\$ (4,475,719)	\$ (2,781,000)	\$ (4,946,940)	\$ (8,640,785)	\$ (3,588,144)	\$ (2,899,947)	\$ (2,042,133)
General Fund Support	\$ (1,016,619)	\$ (1,028,000)	\$ (2,371,615)	\$ (4,229,972)	\$ (2,086,143)	\$ (2,071,347)	\$ (1,486,653)
% of General Fund	3%	6%	3%	7%	10%	5%	6%

Status of Program Activity

STATUS KEY

Status Symbols	Meaning
	Trending Higher than <i>Pre-Pandemic</i> Levels
	Trending at <i>Pre-Pandemic</i> Levels
	Trending Below <i>Pre-Pandemic</i> Levels
	Activity Increasing over <i>Current/Anticipated</i> Trend Levels

FACILITY RENTALS & RESERVATIONS

Activity	Status	
	Pre-Pandemic	Current/ Anticipated
Tennis Court Reservations		
Field Reservations		
Picnic Rentals		
Clubhouse Rentals		
Community Center Rentals		Closed 

Status of Program Activity

Childcare

Activity	Status	
	Pre-Pandemic	Current/ Anticipated
Teeter Tots	-	
After School Care	=	↑
Before School Care	-	
School Break Camps	-	
Traditional Camps	=	↑
Casa Cerrito Preschool		Closed
Family Events/Visits to Programs		Closed

Youth Services

Activity	Status	
	Pre-Pandemic	Current/ Anticipated
Specialty Summer Camps	-	↑
Specialty Classes	-	↑
Gymnastics Classes	+	
After School Enrichment Programs	-	
Most Special Events		Closed

Status of Program Activity

Swim Center

Activity	Status	
	Pre-Pandemic	Current/ Anticipated
Lap Swim	+	
Swim Teams	+	
Swim Lessons	-	↑
Family & Recreation Swim	=	↑
Splash Park	=	
Safety Trainings	-	
Water Aerobics	+	
Team & Rec Swim Rentals	-	
Swim Camp		Closed
After Hours Rentals		Closed

Adult Programs & Services

Activity	Status	
	Pre-Pandemic	Current/ Anticipated
CC Café Lunch Program	+	
Easy Ride Paratransit Service	-	
Services	-	
Exercise & Fitness Classes	-	↑
Art & Enrichment Classes	-	
Midtown Activity Center		Closed
Senior Trips & Excursions		Closed
Senior Presentations & Special Events		Closed
Support Groups		Closed
Games & Socialization Space		Closed
Technology Tutoring		Closed

Recreation Department Adopted Budget FY2022 at Mid-Year (General Fund)

Fiscal Year 2021-22	Adopted Budget	YTD Transactions 12/31/21	% Rec'd /Used	Prior YTD 12/30/20	Increase from Prior YTD	% Increase Prior YTD
Revenue Total	3,459,100	1,766,484	51%	900,743	865,741	96%
Expense Total	4,475,719	2,162,293	48%	1,966,503	195,790	10%
General Fund Support	(1,016,619)	(395,809)	39%	(1,065,760)	669,952	
Fiscal Year 2018-19 (Pre- Pandemic)	Actual Budget	YTD Transactions 12/31/18	% Rec'd /Used	Prior YTD 12/30/17	Increase from Prior YTD	% Increase Prior YTD
Revenue Total	4,556,790	2,007,000	44%	1,798,034	208,967	12%
Expense Total	5,984,761	2,964,688	50%	2,880,892	83,796	3%
General Fund Support	(1,427,971)	(957,688)	67%	(1,082,858)	125,171	

Revenues, Expenditures and General Fund Support are all lower than pre-pandemic levels (FY2018-19)

General Fund Support is approximately \$400,000 less than FY2019

Revenue is exceeding budget for this time of year due to increased activity

Expenses are typical for mid-year but will increase in second half of year due to increased activity; offset by revenue

Fiscal Year 2021-22 Estimated Revenues of \$25,000 or More

- Higher than anticipated childcare needs
- Projecting higher day camp enrollment
- Lap Swim continues to be extremely popular and exceed pre-pandemic participation
- Tennis Court rentals remain higher than past years

Estimated Revenues > \$25,000	Adopted Budget	Actual Revenue 12/31/21	% Recv'd 12/31/21	Estimated Year End Revenue	Estimated Increase	% Increase
Childcare						
Madera Childcare	510,000.00	370,461.96	73%	730,461.96	220,461.96	43%
Fairmont Childcare	125,000.00	95,700.15	77%	195,700.15	70,700.15	57%
Harding Day Camp	70,000.00	18,194.26	26%	108,194.26	38,194.26	55%
Discovery Day Camp	75,000.00	14,647.00	20%	109,647.00	34,647.00	46%
Swim Center						
Lap Swim	150,000.00	187,297.36	125%	319,297.36	169,297.36	113%
Swim Teams	100,000.00	87,826.11	88%	150,826.11	50,826.11	51%
Facility Rentals						
Rentals-Tennis Courts	40,000.00	51,687.96	129%	95,000.00	55,000.00	138%
Estimated Revenues > \$25,000	1,070,000.00	825,814.80		1,709,126.84	639,126.84	

Fiscal Year 2021-22 Estimated Revenues Less than \$25,000

- Lower than anticipated enrollment in school break camps
- Mix & Match Camp format change due to pandemic
- Not running Swim Camp Summer 2022
- Community Center Rentals have been closed this year, hopefully will return after surge and the restoration of the Community Services Coordinator that was laid off during the pandemic.

Estimated Revenues < \$25,000	Adopted Budget	Actual Revenue 12/31/21	% Recv'd 12/31/21	Estimated Year End Revenue	Estimated Decrease	% Increase
Childcare						
Program Fees	75,000.00	36,013.28	48%	41,513.28	(33,486.72)	-45%
Mix & Match Camp	65,000.00	7,393.72	11%	27,393.72	(37,606.28)	-58%
Swim Center						
Program Fees	35,000.00	.00	0%	8,500.00	(26,500.00)	-76%
Facility Rentals						
Rentals-Comm Center	45,000.00	2,925.40	7%	15,000.00	(30,000.00)	-67%
Estimated Revenues < \$25,000	220,000.00	46,332.40		92,4007.00	(127,593.00)	

Proposed Mid-Year Budget Adjustments

Assumptions:

- Revenue projected to be at least \$500,000 more than anticipated
- Expenses will increase by similar amount to cover costs associated with increased activity including:
 - 3-4 months of Restored Full Time Community Services Coordinator
 - Additional Part-Time/Seasonal Staff Hours
 - Additional Third-Party Instructors/Contractors
 - Additional Supplies including increased PPE for Childcare
 - Return of the 4th of July Festival in Summer 2022

Questions, Comments & Discussion



Community Development Department

City Council Meeting
February 1, 2022



ONLINE SERVICES

Welcome to Online Permitting!

Welcome to online permitting where you can apply for a permit, pay permit fees, schedule your inspections or search for a permit.

It's convenient and easy. Just tell us what you want to do!



Apply



Pay Permit



Schedule



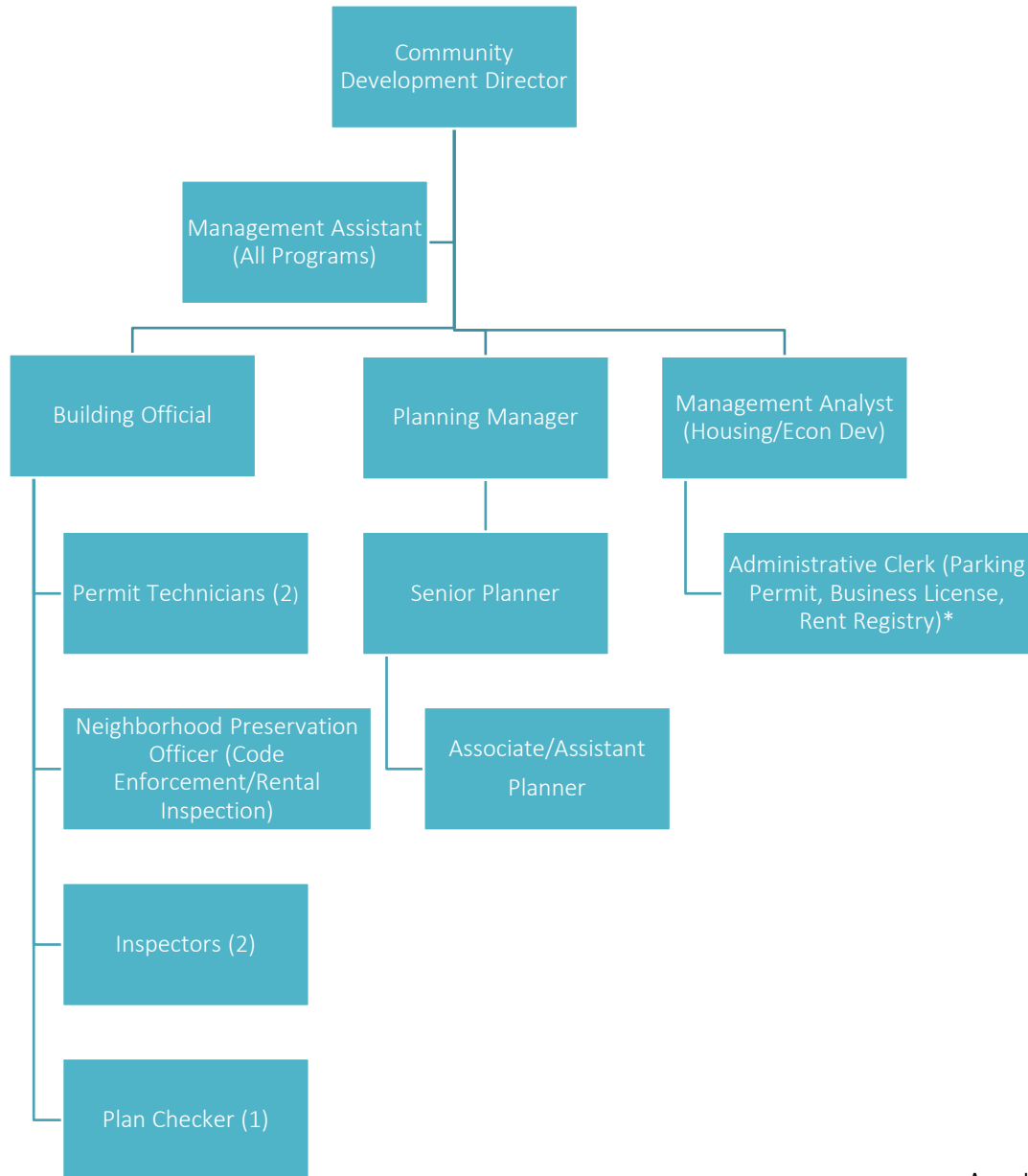
Search Permit



Community Development

1. Who We Are. What We Do.
2. Accomplishments Over Past Year.
3. Work Plan Over Coming Year
4. Budget Snapshot/Mid Year Update

Community Development: who We Are



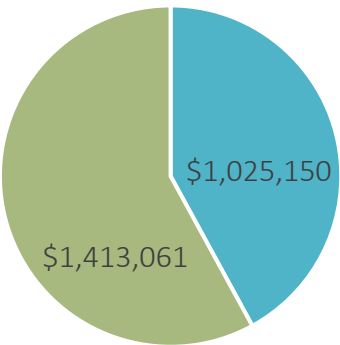
COMMUNITY DEVELOPMENT DEPARTMENT	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22
Management Analyst (Economic Dev)	1	1	1	1	0
Management Analyst III (Affordable Housing)	0	1	1	1	1
Management Assistant (All Programs)	0	1	1	1	1
Neighborhood Preservation Officer (Code Enforcement/Residential Rental Inspection)	0.5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

Community Development: What We Do

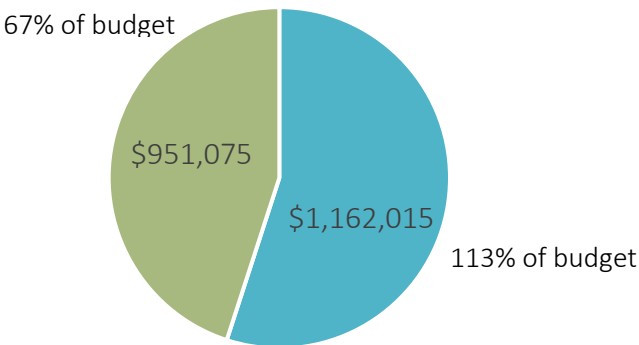
Building Division

1. Permits (3)
 - Average: 1,100/year (residential)
 - Over the Counter: 401 to date (FY)
 2. Inspections (2)
 3. Code Enforcement/Neighborhood Preservation (0.5)
 4. Residential Rental Inspection (0.5)
- 7 FTEs + Outside Plan Check/Inspection for Major Projects, Sick Leave, Vacancies and Volume/Demand

Adopted Budget FY22



Actual (To 12/31/21)



■ Revenue ■ Expense

■ Revenue ■ Expense

	FY21	FY22 To Date (Through Dec.)
Building Permits Issued	1,047	814
Building Inspections	6,288	3,618
Building Permit Valuation	\$27M	\$31M
Solar Permits Issued	157	154
Code Enforcement Cases (Opened/Closed)	163/92	93/62
Residential Rental Inspection (Initial/Reinspection)	4/7*	13/8*
* Paused due to COVID	FY 20: 213/125	

Community Development:

Building Division Accomplishments/Work Plan

Accomplishments

- ✓ Established electronic application submittal – email system, Bluebeam
- ✓ Improved residential solar permitting process
- ✓ Implemented new phone system to improve communication with the public
- ✓ Installed updated permit processing system -Central Square/ eTRAKiT
- ✓ Eliminated application backlog

Work Plan

- ☐ Stabilize front counter staff/ improve public communication
- ☐ Improve Application Process
 - Shorten application process
- ☐ Establish online self-scheduling of inspections
- ☐ Explore Solar App+
- ☐ Coordinate Building Code Update

Challenges

- ☐ Securing/forecasting outside inspection for our bigger projects
- ☐ Filling vacancies

Community Development:

Neighborhood Preservation (Rental Inspection and Code Enforcement)

Accomplishments/Work Plan

Accomplishments

- ✓ Implemented 3rd-party vendor for collection of administrative citations
- ✓ Moved rental housing into new licensing module
- ✓ Established electronic application/reporting forms for Code Enforcement & Rental Inspection
- ✓ Increased Code Enforcement transparency through the use of eTRAKIT
- ✓ Partnered with Fire & Police to proactively identify vacant structures along San Pablo Avenue

Work Plan

- ☐ Automate rental inspections in licensing module
- ☐ Improve homeless coordination between businesses and property owners
- ☐ Identify rentals using GovClarity and County Assessor Information
- ☐ Resume workshops related to rental housing
- ☐ Update Vacant Structure Ordinance
 - *Minimum standards of maintenance, reporting, contact information (registry)*

Challenges

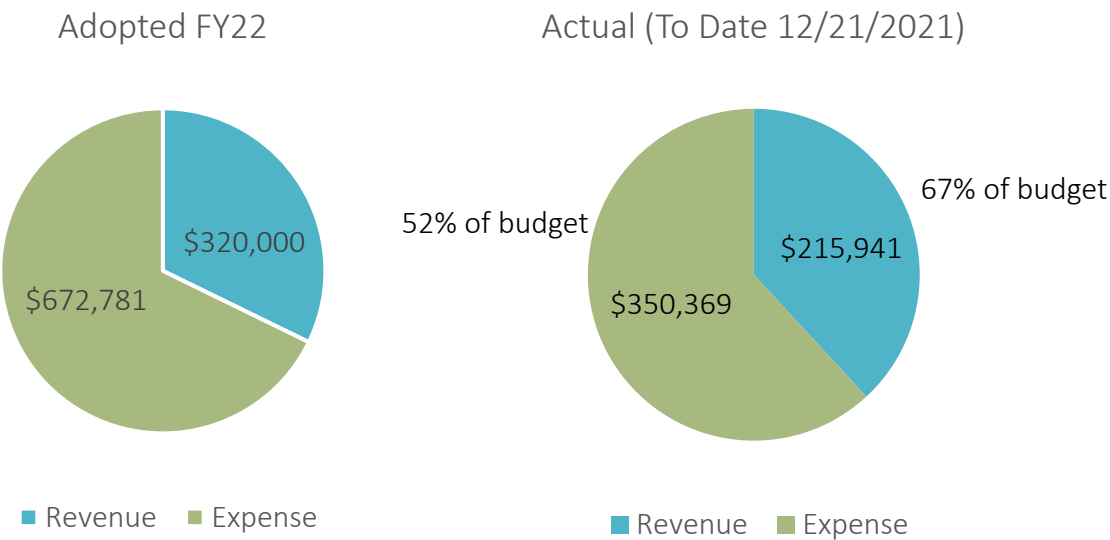
- ☐ Vacant/undeveloped commercial buildings and lots within City that are poorly maintained and not adequately secured

Community Development: What We Do

Planning Division

1. Current Planning
 - Entitlements: 150/year (average)
 - Plan Check for Building Permit Submittals
 - Design Review Board, Planning Commission, Zoning Administrator Public Hearings

2. Advanced Planning
 - Specific Plan *grant funded*
 - General Plan
 - *Required Safety Element and Environmental Justice Elements, Funding Needed*
 - Housing Element *2023-2031 grant funded*
 - Land Use and Housing Ordinances
Cannabis, ADU, etc.



	FY21	FY22 To Date
Projects/Permits Approved	160	101
Projects/Permits in SPASP	12	12
Projects Requiring PC/DRB Action	10	7
Projects Requiring Zoning Administrator Action	15	14

Community Development:

Planning Division Accomplishments/Work Plan

Accomplishments

- ✓ Completed permanent ADU Ordinance
- ✓ Developed Vehicle Miles Traveled (VMT) as CEQA Threshold for Adoption
- ✓ Entitled 45 new condominiums at 6501 Fairmont and continued to work with other major projects (Potrero and Eastshore) to bring them towards entitlement
- ✓ Entitled new daycare at 729 Kearney Street
- ✓ Completed Administrative Draft of San Pablo Avenue Specific Plan Update

Work Plan

- Complete San Pablo Avenue Specific Plan Update
- Complete Housing Element (2023-2031)
- Refine SB9 and create local review process
- Identify funding and complete Environmental Justice and Safety Element of General Plan
- Implement online submittal of planning applications
- Fill Vacancy

Challenges

- Adapting to ongoing State legislation changes
- Staff hiring/retention

Community Development:

What We Do

Administration/Housing/Economic Development (AHE) Housing

1. Affordable Housing/Housing

- *Affordable Housing Strategy*
- *Affordable Housing Trust Fund (232)*
- *Inclusionary Zoning*
- *Partner with Non-Profit Housing Developers*
- *Rent Registry*

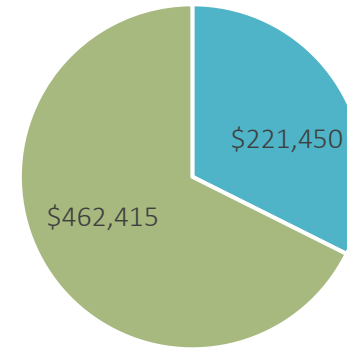
2. Administration

- *Grant Applications/Administration*
- *Business Licenses*
- *Parking Permits*
- *Department Communication (webpages, eNews, forms etc.)*
- *Budgets/Invoicing*
- *Public Records (Requests/Retention)*

3. Economic Development

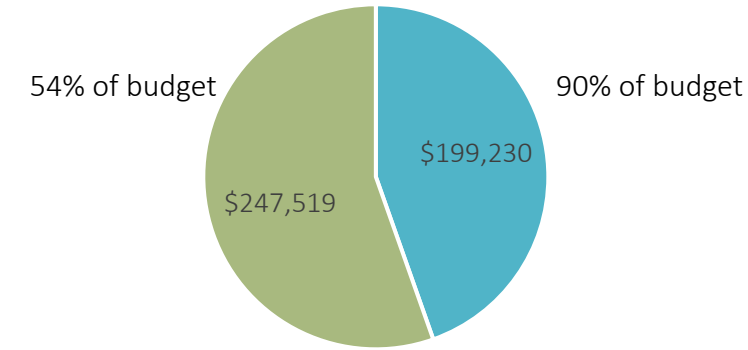
- *Business Development*
- *Economic Development Committee Liaison*
- *Business Liaison*

Adopted FY22



■ Revenue ■ Expense

Actual (To Date 12/31/21)



■ Revenue ■ Expense

	FY21	FY22 To Date
Business License	1,607 Renewals	2,027 Renewals
Rent Registry	557 (1,832 units) Completed	426 (932 units) Completed
Grants Obtained	Main Street: \$500K LEAP: \$150K BART-FTA: \$150K SB2 & MTC PDA: \$468,000 *	REAP: \$30K AHSC: \$27M CalOES: \$49,511*

Community Development:

Administration/Housing/Economic Development

Accomplishments

- ✓ 3rd Year Rent Registry Implementation
- ✓ Annual Business License Renewals
- ✓ Tenant Protections Task Force
- ✓ FY 2021-22 EDC Workplan
- ✓ Mayfair Affordable Funding Awards
 - Hope VI Main Street Program: \$500,000
 - Affordable Housing Sustainable Communities: \$27M
- ✓ BART TOD Coordination and Meetings
 - Public and Internal: Transportation, Site Access

Work Plan

- ☐ Soft Story Inventory
- ☐ BART-Plaza www.el-Cerrito.org/tod
 - On-Street Parking and Transportation
 - Library
- ☐ Inclusionary Zoning Implementation
 - Study Session
- ☐ Communication/Marketing
 - Business Attraction
 - Business Support & Retention
- ☐ Major File Clean Up/Retention
- ☐ Community Benefit/Cannabis Conversation

Community Development: Special Project Calendar

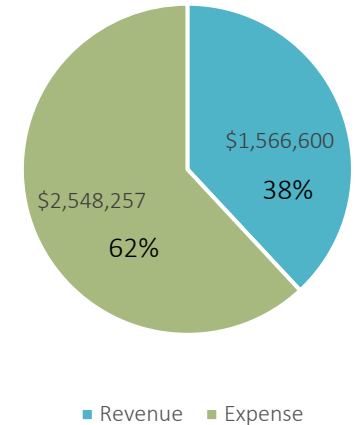
Feb/Mar	Apr/May	Jun/Jul	Aug/Sept	Oct/Nov	Dec/Jan	Feb/Mar
<i>Specific Plan Update Public Draft</i>		<i>Specific Plan PC/CC</i>				
	<i>Plaza TOD</i> PC/DRB Study Session					
	Library Dialogue/Launch					
<i>Housing Element</i>	Outreach begins	Draft Housing Element (PC/CC)	To HCD Initiate <i>Required Safety & Environmental Justice Elements</i> (Need Funding)	CEQA	Housing Element (PC)	Housing Element (final date for adoption) (CC)
<i>Soft Story Inventory</i>		Soft Story Inventory to Council				
	Rent Registry (CC)	Solar App+	<i>Vacant Structure Ordinance</i> Update (CC)		<i>New Building Code</i> Adoption (CC)	

Community Development:

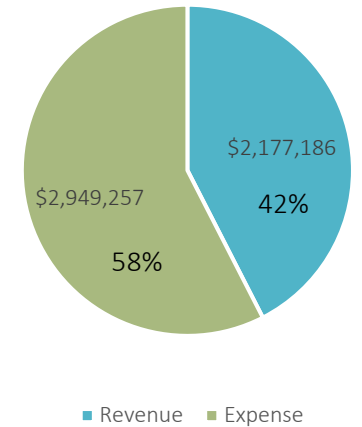
Draft/Proposed Mid Year Budget Adjustments

	Revenue	Expense	General Fund Support	Notes
<i>FY 21 Actual</i>	\$ 1,756,269	\$ 2,532,670	\$ 776,401	
<i>FY 22 Adopted</i>	\$ 1,566,600	\$ 2,548,257	\$ 981,657	
<i>FY Actual As of 12/31/21</i>	\$ 1,577,186 (101%)	\$ 1,548,962 (61%)	(\$28,224)	
<i>FY 22 Mid Year Adjustment (Proposed)</i>	+ \$ 600,000 (conservative)	+ \$405,000 (estimate)		Fill (3) Vacancies (Less (3) Salary Savings); Fill (1) Position on Sick Leave; Increase Solar; Increase Professional Services for Outside Plan Check
<i>FY 22 Revised Forecast</i>	\$ 2,177,186	\$ 2,949,257	\$ 772,071	(Net) \$209,586 Less General Fund Support

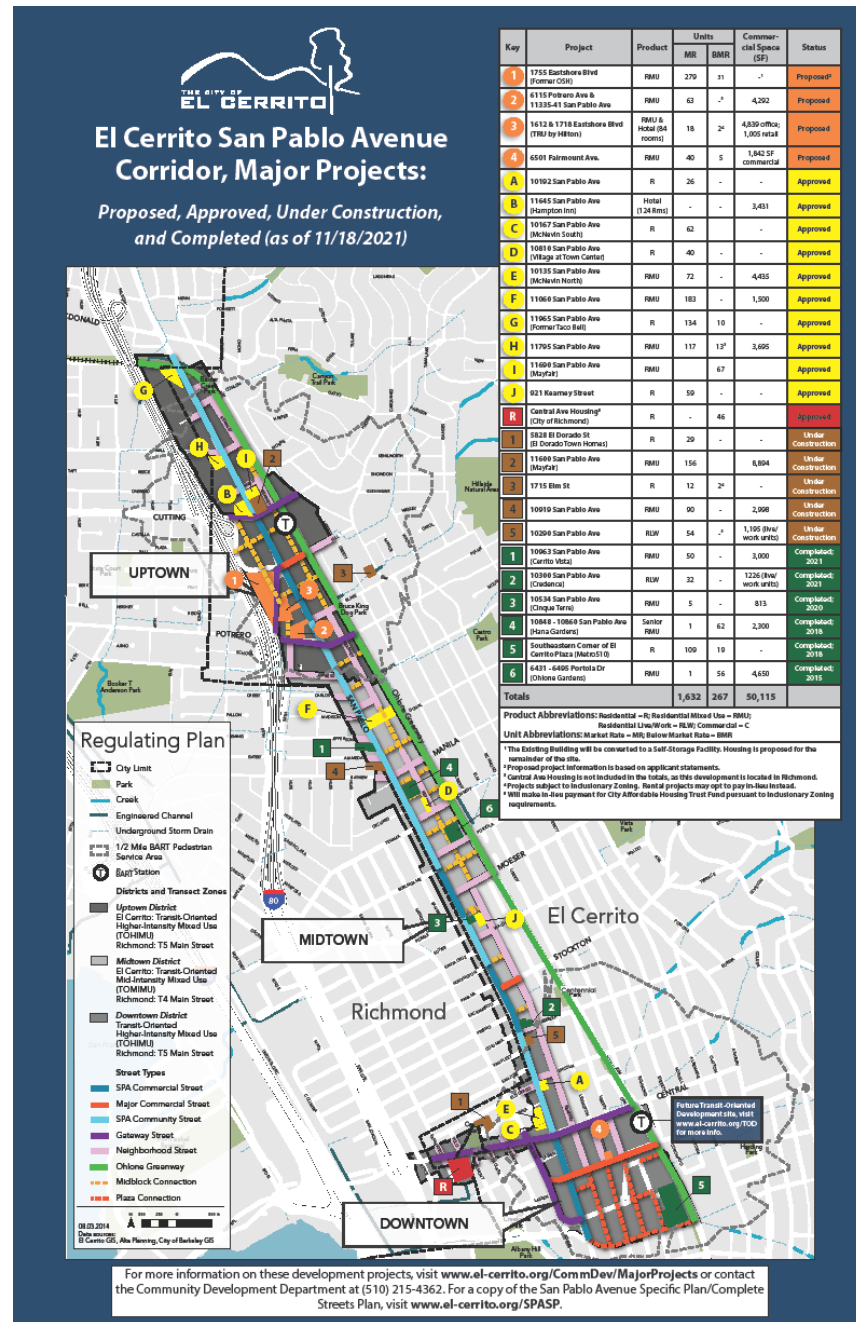
Department Adopted FY22



Draft/Proposed MidYear Adjustment



Project	Status	
Hampton Inn	Building Permit Review	Break Ground 2022
Mayfair Affordable	Entitled/ Partially Funded/Expect Building Permit Application Summer 2022	Break Ground 2023
6501 Fairmont "The Lexington"	Entitled/Building Permit Submittal	Break Ground 2022
10290 San Pablo Avenue "The Civic"	Building Permit Review/Demolition Permit	Break Ground 2022
10192 San Pablo Avenue	Sold/Re-Entitle	TBD
10919 San Pablo Avenue	Building Permit Review (Issue by June)	Demolition Complete
1755 Eastshore	OSH/Reuse + Housing	1. Break Ground 2022 2. Entitle 2022
1715 Elm	Under Construction	



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El Cerrito Plaza BART TOD

Phase	Estimated Timeframe	Notes
DRB/PC Study Session	Spring 2022	Overall site plan “to date”
Library “Kick Off”	Spring/Summer 2022	Discuss characteristics of this possible location (public meeting) Explore financing possibilities/timing
Preliminary Master Plan	Spring/Summer/Fall 2022	General scale and character of the buildings/streets/open spaces, including location and dimensions of structures, number of living units, design of public areas, and preliminary vehicle access plan
Finalize Access Strategies	Summer 2022	Begin putting the pieces together (including proposed paid on-street parking program) Summer 2022-Summer 2024 to prepare for 2025 groundbreaking
Entitlement Process (DRB/PC)	Late 2022/2023 (2024)	
Library Financing		TBD
Development Financing/Construction Phase		Breakground: Late 2024/2025



Questions



Discussion

Community Development Department

City Council Meeting
February 1, 2022

SUPPLEMENTAL ATTACHMENTS

AGENDA ITEM 8A: GENERAL FUND QUARTERLY UPDATE THROUGH DECEMBER 31, 2021

FEBRUARY 1, 2022

GENERAL FUND INCOME STATEMENT

Attachment 1 shows the General Fund Income Statement through December 31, 2021. This depicts the revenues and expenditures by category, in comparison to previous fiscal year adopted budgets, and shows the year-to-date percentage of the FY 2021-22 adopted budget.

GENERAL FUND BALANCE SHEET

Attachment 2 shows the General Fund Balance Sheet through December 31, 2021. The FY 2020-21 numbers are shown as unaudited and are based on the recently completed fiscal year. As seen in previous balance sheets, each reporting period the year-to-date column will change as well to reflect the current status.

City of El Cerrito
DRAFT FY 2021-22 General Fund Revenues and Expenditures
Through Second Quarter 12/31/2021

Revenues (\$000s)	FY 2018-19 Audited	FY 2019-20 Audited	FY20-21 Unaudited	Dec-21	Year To Date (YTD)	FY 2021-22 Adopted Budget
Taxes						
Property Taxes	\$11,284	\$13,309	\$14,936	\$5,543	\$7,529	\$13,446
Sales Taxes	7,545	6,975	7,827	577	2,411	7,184
Utility Tax	3,208	3,166	3,670	256	1,285	3,100
Franchise Taxes	1,244	1,587	1,101	203	368	1,200
Business License Tax	910	919	924	15	912	900
Other Tax	149	173	164	-	47	202
Total Taxes	\$24,340	\$26,127	\$28,623	\$6,595	\$12,553	\$26,032
Licenses & Permits	776	785	657	131	565	636
Fines and Forfeitures	219	227	178	12	91	140
Use of Money and Property	157	465	334	20	170	354
Intergovernmental Revenues	6,744	6,729	8,165	395	1,759	7,313
Charges for Services	6,934	4,748	4,181	511	2,786	4,800
Other Revenues	182	118	234	10	118	175
Interfund Transfers	2,036	1,024	3,995	237	476	953
Total	\$41,388	\$40,223	\$46,366	\$7,911	\$18,520	\$40,402
Expenditures (\$000s)	FY 2018-19 Audited	FY 2019-20 Audited	FY20-21 Unaudited	Dec-21	Year To Date (YTD)	FY 2021-22 Adopted Budget
Personnel	\$29,862	\$30,383	\$29,728	\$3,249	\$16,313	\$30,009
Professional Services	4,487	3,702	2,906	219	1,314	3,637
Purchased Property Services	2,300	2,152	1,600	99	532	1,840
Other Services	1,840	1,806	1,641	84	718	2,348
Supplies	726	606	409	6	52	632
Property & Capital	422	413	252	2	102	323
Financing Costs	478	536	586	78	262	528
Other Financing Uses	1,416	697	1,991	-	333	666
Total	\$41,531	\$40,294	\$39,112	\$3,737	\$19,627	\$39,983
Net Change (\$000s)	(\$143)	(\$71)	\$7,253	\$4,174	(\$864)	\$419

City of El Cerrito				
DRAFT General Fund - Balance Sheet FY 2021-22 Second Quarter		Audited	Audited	Unaudited
				Year To Date
		FY2019	FY2020	6/30/2021
Assets				12/31/21
Cash and Investments		\$4,349,089	\$9,016,794	\$13,011,276
Taxes Receivable		2,113,059	1,882,887	2,955,585
Accounts Receivable Net		-	32,158	11,858
Due from other funds		2,590,773	2,011,397	2,846,549
Inventory		11,772	27,737	25,694
Prepaid Expense		-	3,278	-
Total Assets		\$9,064,693	\$12,974,251	\$18,850,962
Liabilities				
Accounts Payable		\$888,579	\$844,570	\$806,422
Accrued Payroll		1,231,945	1,227,263	303,789
Other Accrued Liabilities		-	324,585	94,758
Short Term Note		6,000,000	9,000,000	8,659,545
Unearned Revenues		80,381	82,890	83,463
Deposit Payable		804,162	1,604,964	1,759,723
Total Liabilities		\$9,005,067	\$13,084,272	\$11,707,700
Deferred Inflows of Resources				
Deferred Inflows of Resources - Unavailable Revenue		116,319	-	-
Total deferred Inflows of Resources		116,319	-	-
Fund Balances		(56,693)	(110,022)	7,143,262
Total Liabilities, Deferred Inflows of Resources and Fund Balance		\$9,064,693	\$12,974,251	\$18,850,962
				\$12,805,299