



AGENDA

REGULAR CITY COUNCIL MEETING SEPTEMBER 20, 2022 – 6:00 p.m.

Members:

Mayor Gabe Quinto
Mayor Pro Tem Lisa Motoyama · Councilmember Janet Abelson
Councilmember Paul Fadelli · Councilmember Tessa Rudnick

Meeting Location:

Council Chambers, 10890 San Pablo Avenue
El Cerrito, CA 94530

Consistent with the Brown Act as amended by AB 361 (2021), members of the City Council, staff, presenters and the public may participate in-person at the location listed above, or remotely via zoom. **In-person attendance will be limited to available seats and designated accessible spaces only (no standing room) with chairs spaced to encourage social distancing. Masks are strongly recommended ([full in-person protocols available here.](#))**

Interested individuals can also participate or view the City Council meeting as follows:

1. Cable T.V. Broadcast on KCRT Channel 28
2. Livestream Online at www.el-cerrito.org/CouncilMeetingMaterials
3. Via Zoom (*Closed captioning available*):
<https://us06web.zoom.us/j/85099837545?pwd=dU8zdXdreUhnZmdVei9PQkRocG52dz09>
Dial in: 1-408-638-0968 **Meeting ID:** 850 9983 7545 **Password:** 429972

Each period for public comment will be announced. Public Comments may be submitted one of the following ways:

1. In-person by submitting a request to speak to the City Clerk.
2. 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.
3. Via email to cityclerk@ci.el-cerrito.ca.us. Email must contain in the subject line **Public Comments – Not on 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.**

6:00 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. Hispanic Heritage Proclamation

Action Proposed: Pass a motion to approve a proclamation declaring September 15, 2022- October 15, 2022 as Hispanic Heritage Month, by recognizing and celebrating the histories, cultures, and contributions of American citizens whose ancestors came from Spain, Mexico, the Caribbean, and Central and South America.

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

B. Suicide Prevention Awareness Proclamation

Action Proposed: Pass a motion to approve a proclamation declaring September as Suicide Prevention Awareness Month in the City of El Cerrito.

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

C. Authorize City Council and City Advisory Body Meetings to be Held Via Teleconference Pursuant to Assembly Bill 361 (AB 361)

Action Proposed: Adopt a resolution authorizing City Council and City Advisory Body meetings to be held via teleconference for a period of 30 days, and making related findings pursuant to AB 361.

Contact: Holly M. Charléty, City Clerk, City Management

D. Biennial Update of Agency Conflict of Interest Code

Action Proposed: Adopt a Resolution revising the Conflict of Interest Code for the City of El Cerrito, including filing requirements for related agency positions such as the Public Financing Authority, the Employee Pension Board, and the Successor Agency to the former Redevelopment Agency and rescinding Resolution No. 2020-47.

Contact: Holly M. Charléty, City Clerk, City Management

E. Adoption of the Amended 2022 City of El Cerrito Emergency Operations Plan

Action Proposed: Adopt a resolution amending the City of El Cerrito Emergency Operations Plan (EOP) adopted on May 3, 2022 to include a promulgation and statement regarding Diversity, Equity and Inclusion.

Contact: Jose Castrejon, Battalion Chief, Training Division, Fire Department; Eric Saylors, Fire Chief, Fire Department

F. Storm Drain Easement Acceptance and Agreement for 331 Ramona Avenue

Action Proposed: Adopt a resolution accepting a Storm Drain Easement from Nathan Louie, "Owner", for public storm drain facilities located at 331 Ramona Avenue and authorizing the City Manager to execute an Easement Agreement.

Contact: Roland Lambert, Acting Engineering Manager/Senior Engineer, Public Works Department; Yvetteh Ortiz, Public Works Director/City Engineer

G. Monthly Disbursement and Check Register Report for June 2022 and July 2022

Action Proposed: Receive and file the Monthly Disbursement and Check Register Report for the months of June 2022 and July 2022

Contact: Sandra Dalida, Finance Director/City Treasurer, Finance Department

H. FY 2021-22 Fourth Quarter Cash and Investment Report

Action Proposed: Receive and file the City's quarterly investment report
Contact: Sandra Dalida, Finance Director/City Treasurer, Finance Department

I. Amendment to City of El Cerrito Investment Policy

Action Proposed: Adopt a resolution to approve the City of El Cerrito Investment Policy with amendments as recommended by the Financial Advisory Board.

Contact: Karen Pinkos, City Manager, City Management; Sandra Dalida, Finance Director/City Treasurer, Finance Department

J. Amendment to City Comprehensive Financial Policy

Action Proposed: Adopt a resolution amending the City of El Cerrito Comprehensive Financial Policy to include a new section requiring regular budget reports to the City Council.

Contact: Karen Pinkos, City Manager, City Management; Sandra Dalida, Finance Director/City Treasurer and Financial Advisory Board Staff Liaison, Finance Department

6. PRESENTATIONS

A. East Bay Municipal Utility District (EBMUD) Wildcat Pipeline Project Update

Action Proposed: Receive and file a presentation from East Bay Municipal Utility District (EBMUD) regarding the upcoming large-diameter Wildcat Pipeline project.

Contact: Gus Cicala, P.E., Associate Civil Engineer; Mona Favorite-Hill, Senior Community Affairs Representative, EBMUD

B. Presentation by Contra Costa County Health Services on Measure X

Action Proposed: Receive and file a presentation by Contra Costa Health Services regarding engaged and initiated activities with the support of Measure X funding.

Contact: Lavonna Martin, Deputy Director, Contra Costa County Health Services

7. PUBLIC HEARINGS

A. Cost Hearing Regarding Fire Hazard Abatement of a Public Nuisance for Properties Identified and pursuant to El Cerrito Municipal Code Chapter 16.26

Notice published 9/10/2022

Action Proposed: Conduct a public hearing and upon conclusion adopt a resolution confirming the cost of abatement of public nuisance conditions resulting from the presence of weeds, rubbish, litter or other flammable material on private properties designated in Exhibit A to the resolution as authorized by El Cerrito Municipal Code Chapter 16.26.

Contact: Chase Beckman, Fire Marshal, Fire Department; David Yun, Fire Prevention Officer, Fire Department

8. POLICY MATTERS

A. Consideration to End the Local Emergency

Action Proposed: Adopt a resolution proclaiming the end of the local emergency in the City of El Cerrito in response to the COVID-19 pandemic as of December 31, 2022, and directing staff to return with applicable legislation related to temporary regulations enacted during the local emergency.

Contact: Karen Pinkos, City Manager, City Management

B. FY 2021-22 General Fund Budget Quarterly Update through June 2022

Action Proposed: Receive and file the FY 2021-22 General Fund Budget Quarterly Update through June 2022.

Contact: Sandra Dalida, Finance Director/City Treasurer, Finance Department

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, October 4, 2022 at 7:00 p.m.

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
Designating September 15, 2022 – October 15, 2022 as
Hispanic Heritage Month

WHEREAS, each year, the federal government and local governments observe National Hispanic Heritage Month as the period from September 15 to October 15, by recognizing and celebrating the histories, cultures, and contributions of American citizens whose ancestors came from Spain, Mexico, the Caribbean and Central and South America; and

WHEREAS, September 15th is significant as a starting date for Hispanic Heritage month because it is the anniversary of independence for the Latin American countries of Costa Rica, El Salvador, Guatemala, Honduras, and Nicaragua. In addition, Mexico and Chile celebrate their independence on September 16th and September 18th respectively; and

WHEREAS, Hispanics are the largest ethnic group in the State of California and at nearly 17% of the United States population, make up the largest ethnic or race minority group in America; and

WHEREAS, Hispanics have made innumerable contributions to the El Cerrito community, and it is important the City recognize and celebrate the diverse histories and cultures of the Hispanic population.

NOW THEREFORE, the City Council of the City of El Cerrito does hereby proclaim the period of September 15, 2022 – October 15, 2022, as Hispanic Heritage Month in the City of El Cerrito in recognition of the many contributions Hispanics have made both locally and nationally, and to promote greater awareness of the rich history and culture of the Hispanic community.

Dated: September 20, 2022

Gabe Quinto, Mayor

EL CERRITO CITY COUNCIL PROCLAMATION
September Is Suicide Prevention Awareness Month

WHEREAS, September is known around the United States as “National Suicide Prevention Awareness Month”; and

WHEREAS, most of us are quite aware of suicide. Suicide Prevention Awareness Month is intended to help promote and give attention to the Suicide Prevention services available to us and our community. The goal is to speak openly about the topic of suicide to help erase the stigma surrounding it, and to direct those in need to the appropriate support services; and

WHEREAS, suicide is the 12th leading cause of death among adults in the US, and on average, there are 130 suicides per day; and

WHEREAS, according to the American Foundation for Suicide Prevention, 45,979 Americans died by suicide in the year 2020 and in 2020, there were an estimated 1.2 million suicide attempts; and

WHEREAS, suicidal thoughts can affect anyone regardless of age, gender, race, orientation, income level, religion, or background; and

WHEREAS, local organizations like the Contra Costa Crisis Center and national organizations like the National Alliance on Mental Illness and the American Foundation for Suicide Prevention are on the front lines of a war that many still refuse to discuss, as suicide and mental illness remain too uncomfortable of a topic to talk about; and

WHEREAS, every member of our community should understand that throughout life’s struggles we all need the occasional reminder that we are all fighting our own battles; and

WHEREAS, the City Council of the City of El Cerrito encourages all residents to take the time to check in with their family, friends, and neighbors on regular basis and to honestly communicate their appreciation for their existence by any gesture they deem appropriate. A simple phone call, message, handshake, or hug can go a long way towards helping someone realize that suicide is not the answer.

NOW THEREFORE, the City Council of the City of El Cerrito does hereby proclaim the month of September 2022 as National Suicide Prevention Awareness Month in the City of El Cerrito.

Dated: September 20, 2022

Gabe Quinto, Mayor



AGENDA BILL

Agenda Item No. 5.C.

Date: September 20, 2022
To: El Cerrito City Council
From: Holly M. Charléty, City Clerk, City Management
Subject: Authorize City Council and City Advisory Body Meetings to be Held Via Teleconference Pursuant to Assembly Bill 361 (AB 361)

ACTION PROPOSED

Adopt a resolution authorizing City Council and City Advisory Body meetings to be held via teleconference for a period of 30 days, and making related findings pursuant to AB 361.

BACKGROUND/ANALYSIS

All meetings of the City Council and the City's other legislative bodies are open and public, as required by the Brown Act, so that any member of the public may attend, participate, and watch the City's legislative bodies conduct their business. On March 17, 2020, in response to the COVID-19 pandemic, Governor Newsom issued Executive Order N-29-20 suspending certain provisions of the Brown Act in order to allow local legislative bodies to conduct meetings telephonically or by other means in order to slow the spread of COVID-19. As a result of Executive Order N-29-20, staff set up virtual meetings for all City Council meetings and other City legislative bodies. On June 11, 2021, Governor Newsom issued Executive Order N-08-21, which, effective September 30, 2021, ended the provisions of Executive Order N-29-20 that allowed local legislative bodies to conduct meetings telephonically or by other means.

On September 16, 2021, the Governor signed Assembly Bill 361 ("AB 361") into law which provides the ability for legislative bodies to continue meetings via teleconferencing under specified conditions and includes a requirement that the legislative body make specified findings. AB 361 took effect upon the expiration of Executive Order N-29-20 on October 1, 2021. AB 361 allows a local agency legislative body to hold a meeting utilizing teleconferencing without complying with the standard teleconferencing requirements if certain conditions exist and the legislative body makes certain findings by a majority vote in order to use the bill's exemptions to the Brown Act teleconferencing rules. Any such findings are effective for a period of 30 days, after which such findings must again be declared in order to continue meeting under the provisions of AB 361.

To date, the City Council has adopted resolutions making the necessary findings for the period between October 5, 2021 through September 19, 2022. Staff is requesting that the City Council again adopt the proposed resolution, directing staff to continue facilitating all meetings of the City of El Cerrito and City Advisory Bodies pursuant to the requirements of AB 361 in order to better ensure the health and safety of the public. If adopted, this resolution would be in effect for the 30 day period of September 20, 2022 -

October 20, 2022.

The attached resolution makes the findings to confirm the current conditions to allow teleconference meetings pursuant to AB 361 for the City Council and on behalf of all of the commissions and committees created by the City Council pursuant to Government Code section 54952(b). The attached resolution also authorizes hybrid meetings held both via teleconference and in-person. This resolution will allow members of the public to safely observe and participate in local government teleconference meetings during the continued pandemic.

If a meeting is held via teleconference, including a hybrid meeting, the following requirements apply under AB 361:

1. Notices and agenda requirements remain the same under the Brown Act;
2. No physical location is required for public attendance or public comment. However, the public must be able to access and participate in the meeting through a call-in or an internet-based service, and instructions for how to participate must appear in the posted notices or agenda;
3. Teleconference meetings must protect the statutory and constitutional rights of the parties and the public;
4. If there is any disruption of the call-in or internet-based service, the agency must suspend the meeting until the problem is fixed;
5. Legislative bodies may allow public comments to be submitted prior to a meeting but must also allow the public to participate in real time through call-in or internet-based service;
6. If an internet-based service requires registration through a third-party, individuals can be required to register with the third-party to participate in the meeting; and
7. When providing a public comment period, whether after each item or during a general comment period, a legislative body must allow reasonable time for members of the public to comment and must also include reasonable time for members to register with a third-party host if applicable.

In order to continue to hold teleconference or hybrid meetings, the City Council must continue to declare every 30 days that either (i) the state of emergency continues to directly impact the ability of the members to meet safely in person, or (ii) State or local officials continue to impose or recommend measures to promote social distancing.

As long as there is not a change in public health conditions, city staff is planning to continue holding hybrid meetings for City Council which will allow for City Council, staff, presenters, and members of the public to attend either in-person or via zoom. Due to

staffing resources and limitations of technology, staff is planning for the continuation of city board, commission and committee meetings via zoom with no in-person option for attendance.

STRATEGIC PLAN CONSIDERATIONS

This action is aligned with Goal E: Ensure the Public's Health and Safety.

ENVIRONMENTAL CONSIDERATIONS

This section is not applicable to this agenda item.

FINANCIAL CONSIDERATIONS

This section is not applicable to this agenda item.

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. County Recommendation for Safe Public Meetings

RESOLUTION 2022-XX

A RESOLUTION AUTHORIZING CITY COUNCIL AND CITY ADVISORY BODY MEETINGS TO BE HELD VIA TELECONFERENCE FOR THE 30-DAY PERIOD BEGINNING SEPTEMBER 20, 2022 AND MAKING RELATED FINDINGS PURSUANT TO AB 361

WHEREAS, all meetings of the City of El Cerrito's legislative bodies are open and public, as required by the Brown Act, so that any member of the public may attend, participate, and watch the City's legislative bodies conduct their business; and

WHEREAS, in addition to the City Council, the City's legislative bodies include all boards, commissions, and committees created by the City Council pursuant to Government Code section 54952(b) (hereafter "Advisory Bodies"); and

WHEREAS, on March 4, 2020, the State of California declared a statewide emergency over the COVID-19 pandemic; and

WHEREAS, on March 10, 2020, the County of Contra Costa adopted Resolution 2020-92 declared a countywide emergency over the COVID-19 pandemic; and

WHEREAS, on March 13, 2020, the City Council adopted Resolution 2020-12 declaring a citywide emergency over the COVID-19 pandemic; and

WHEREAS, on March 17, 2020, the Governor signed Executive Order N-29-20 suspending certain provisions of the Brown Act in order to allow local legislative bodies to conduct meetings telephonically or by other means; and

WHEREAS, as a result of Executive Order N-29-20, staff set up teleconference meetings for all City Council meetings and all Advisory Body meetings; and

WHEREAS, on June 11, 2021, Governor Newsom issued Executive Order N-08-21 which ended the applicable provisions of Executive Order N-29-20 on September 30, 2021; and

WHEREAS, on September 16, 2021, the Governor signed AB 361 (2021) into law allowing legislative bodies to continue to conduct meetings via teleconferencing under specified conditions, including the requirement that the legislative body make specified findings. AB 361 (2021) took effect immediately; and

WHEREAS, AB 361 (2021) requires that, if a state of emergency remains active, or state or local officials have imposed or recommended measures to promote social distancing, the legislative body shall make findings that it reconsidered the circumstances of the state of emergency and that either the state of emergency continues to directly impact the ability of the members to meet safely in person, or state or local officials continue to impose or recommend measures to promote social distancing; and

WHEREAS, such conditions now exist in the City, specifically, a State of Emergency due to COVID-19 continues and on September 1, 2022, the Contra Costa County Health Officer issued updated recommendations for safely holding public meetings; and

WHEREAS, the Contra Costa County Health Officer's recommendations for safely holding public meetings include, but are not limited to, holding online meetings, as they present the lowest risk of virus transmission, and imposing social distancing measures for in-person meetings; and

WHEREAS, the Centers for Disease Control and Prevention ("CDC") continues to recommend physical distancing of at least 6 feet from others outside of the household; and

WHEREAS, since issuance of Executive Order N-08-21, the highly contagious Delta and Omicron variants of COVID-19 have emerged, causing an increase in COVID-19 cases throughout the State; and

WHEREAS, COVID-19 cases rates remain high with the Omicron variant being predominant, the City is concerned about the health and safety of all individuals who intend to attend City Council and Advisory Body meetings; and

WHEREAS, the City Council hereby finds, acting as a legislative body pursuant to Government Code section 54952(a) and for the benefit of City Advisory Body created by the City Council pursuant to Government Code section 54952(b), that the presence of COVID-19 and the Delta and Omicron variants would present imminent risks to the health or safety of attendees, staff, and members of the City Council and Advisory Bodies, should those bodies hold entirely in-person meetings, and that state or local officials continue to impose or recommend measures to promote social distancing; and

WHEREAS, teleconference meetings may include hybrid meetings, in which all or some members of the City Council or Advisory Body meet in person while others attend by teleconference, and members of the public are either allowed to participate only by teleconference or both in person and by teleconference ("hybrid meetings"). The purpose of hybrid meetings is to allow for multiple modes of attending meetings while reducing the risks of COVID-19, including the Delta and Omicron variants; and

WHEREAS, the City shall ensure that all City Council and City Advisory Body meetings subject to AB 361 (2021), including hybrid meetings, comply with the provisions required by AB 361 (2021) for holding teleconferenced meetings.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of El Cerrito that it hereby makes the following findings:

1. The above recitals are true and correct, and incorporated into this resolution.
2. In compliance with AB 361 (2021), and in order to continue to conduct teleconference meetings pursuant thereto, the City Council hereby finds that:

- a. The City Council has considered the circumstances of the state of emergency; and
- b. The state of emergency, as declared by the Governor, and the local emergency proclaimed by the City Council, continue to directly impact the ability of the City Council and the Advisory Bodies, as well as staff and members of the public, from meeting safely in person; and
- c. The CDC and the Contra Costa County Health Officer continue to recommend social distancing due to COVID-19 and as a result of the presence of COVID-19 and the Delta and Omicron variants, meeting in person would present imminent risks to the health or safety of attendees, the members of City Council and the City's Advisory Bodies, and staff.

BE IT FURTHER RESOLVED that city staff is directed to facilitate any teleconference meetings of the City Council and City Advisory Bodies subject to AB 361 (2021), including any hybrid meetings, pursuant to the requirements of AB 361 (2021) in order to better ensure the health and safety of the public.

BE IT FURTHER RESOLVED that this resolution shall be in effect for the 30 day period of September 20, 2022 through October 20, 2022. The City Council may reconsider the circumstances necessitating this resolution within 30 days of the adoption of this resolution.

I CERTIFY that at a regular meeting on September 20, 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 September _____, 2022.

Holly M. Charléty, City Clerk

APPROVED:

Gabe Quinto, Mayor



Recommendations for safely holding public meetings

Each local government agency is authorized to determine whether to hold public meetings in person, on-line (teleconferencing only), or via a combination of methods. The following are recommendations from the Contra Costa County Health Officer to minimize the risk of COVID 19 transmission during a public meeting.

1. Online meetings (i.e. teleconferencing meetings) are encouraged, where practical, as these meetings present the lowest risk of transmission of SARS CoV-2, the virus that causes COVID 19. This is particularly important when community prevalence rates are high. Our current trends as of September 1, 2022 in Covid-19 case rate, test positivity, Covid-19 hospitalizations, and Covid-19 wastewater surveillance are decreasing or stable, but still remain high at this time. In addition to this, the predominant variant of Covid-19 being identified continues to be the Omicron variant and it's subvariants the impact of which on the spread of Covid-19 has shown to dramatically increase COVID-19 transmission.
2. If a local agency determines to hold in-person meetings, offering the public the opportunity to attend via a call-in option or an internet-based service option is recommended, when possible, to give those at higher risk of and/or higher concern about COVID-19 an alternative to participating in person.
3. A written safety protocol should be developed and followed. It is recommended that the protocol require social distancing, where feasible – i.e. six feet of separation between attendees; and consider requiring or strongly encouraging face masking of all attendees and encouraging attendees to be up-to-date on their COVID-19 vaccine.
4. Seating arrangements should allow for staff and members of the public to easily maintain at least six-foot distance from one another at all practicable times.
5. Consider holding public meetings outdoors. Increasing scientific consensus is that outdoor airflow reduces the risk of COVID-19 transmission compared to indoor spaces. Hosting events outdoors also may make it easier to space staff and members of the public at least 6 feet apart. If unable to host outdoors, consider ways to [increase ventilation and flow](#) of the indoor space to reduce the risk of COVID-19 while indoors.
6. Current evidence is unclear as to the added benefit of temperature checks in addition to symptom checks. We encourage focus on symptom checks as they may screen out individuals with other Covid-19 symptoms besides fever and help reinforce the message to not go out in public if you are not feeling well.
7. Consider a voluntary attendance sheet with names and contact information to assist in contact tracing of any cases linked to a public meeting.

Revised 9-1-2022

Sefanit Mekuria

Sefanit Mekuria, MD, MPH
Deputy Health Officer, Contra Costa County





AGENDA BILL

Agenda Item No. 5.D.

Date: September 20, 2022
To: El Cerrito City Council
From: Holly M. Charléty, City Clerk, City Management
Subject: Biennial Update of Agency Conflict of Interest Code

ACTION PROPOSED

Adopt a Resolution revising the Conflict of Interest Code for the City of El Cerrito, including filing requirements for related agency positions such as the Public Financing Authority, the Employee Pension Board, and the Successor Agency to the former Redevelopment Agency and rescinding Resolution No. 2020-47.

BACKGROUND

The Political Reform Act of 1974 (“Act”) (codified in Government Code Sections 8100 *et seq.*) requires the City to adopt and promulgate a Conflict of Interest Code (“Code”) applicable to designated City employees and public officials. The Code mandates the positions required to file the Fair Political Practices Commission (FPPC) Form 700 as well as the required disclosure categories.

City Councilmembers, City Manager, City Treasurer, and Planning Commission Members are required to file pursuant to Government Code section 87200, and therefore are not listed in the City’s Code. Section 87200 filings are submitted directly to the FPPC online, or in hard copy to the City Clerk. All Code filings are submitted to the City Clerk. All Form 700 filings, along with the Code are retained and made available to the public by the City Clerk, who acts as the FPPC filing officer for the City.

The City adopted its first Conflict of Interest Code in 1977. In 1983, the City Council enacted Resolution No. 83-14 to adopt the model Conflict of Interest Code drafted by the Fair Political Practices Commission. The Conflict of Interest Code covers matters such as the manner of reporting financial interests, the procedures to be utilized in filing conflict of interest statements, the contents of such statements, and the time within which such statements must be filed.

The Municipal Services Corporation (MSC) is not included in the City’s Conflict of Interest Code as the Corporation is not a public agency. It is a non-profit, public benefit corporation, which is subject to the California Corporations Code. The MSC Board instead adopted its own Conflict of Interest Policy on October 17, 2011 by MSC Resolution No. 2011–11, following the model IRS Conflict of Interest Policy by which a charitable organization should implement decisions regarding transactions or arrangements between the charitable organization and members of the charitable organization’s board of directors and other individuals.

As such, MSC Directors and Officers do not file a Statement of Economic Interests – Form 700 pertaining to the MSC, but file a separate annual declaration as required under the MSC’s existing Conflict of Interest Policy.

As directed by the Fair Political Practices Commission, the City Council is the code-reviewing body for the City of El Cerrito. The last revision was completed in 2020, by Resolution No. 2020-47. Biennially by October 1, the code reviewing body is required to approve revisions to the Code or receive formal notice that no revisions are required.

ANALYSIS

The attached resolution is the City’s Conflict of Interest Code revised to incorporate changes to Appendix A – Designated Positions and Appendix B - Disclosure Categories. Appendix A identifies designated positions and advisory bodies and establishes their respective levels of disclosure. Appendix B outlines the specific requirements of each disclosure category.

The current review resulted in a few minor modifications to Appendix A including changes to ensure that all job classifications listed match the job title in the job description. Deletions from the list of designated positions include Development Services Manager and Human Resources Manager, duties of which are now split among other positions already filing. Additions include Network Security Engineer for essential functions including negotiating services and contracts.

Appendix B includes modifications geared towards increasing the understanding of required disclosure for filers. The language currently used is largely verbatim from the applicable Government Code section(s). The goal of presenting categories with more concise language is that filers will better understand what is required, increase the accuracy of filings as well as decrease questions by filers. The recommended changes modify the first three categories to provide such clarification.

The Conflict of Interest Code, as presented, accurately designates all positions that make or participate in the making of governmental decisions. The disclosure categories assigned to these positions require the disclosure of all investments, business positions, interests and sources of income which may foreseeably be affected materially by the decisions made by those designated positions. The Code includes all other provisions required by Government Code Section 87302 and incorporates by reference FPPC Regulation 2 Cal. Admin. Code Section 18730.

STRATEGIC PLAN CONSIDERATIONS

Although mandated by state law, reviewing and updating the City’s Conflict of Interest Code is in alignment with Goal A: Delivering Exemplary Government Services.

ENVIRONMENTAL CONSIDERATIONS

This section is not applicable to this agenda item.

FINANCIAL CONSIDERATIONS

There are no costs associated with the proposed revisions to the Conflict of Interest Code.

LEGAL CONSIDERATIONS

The Act requires the City Council to review the Conflict of Interest Code on a regular basis and when such amendments are necessitated by changed circumstances, pursuant to Government Code Sections 87306 and 87306.5. Council adoption of the proposed Conflict of Interest Code will sustain continued compliance with State law.

Reviewed by:

A handwritten signature in blue ink, appearing to read "Karen Pinkos", is positioned above the printed name.

Karen Pinkos, City Manager

Attachments:

1. Resolution
2. Exhibit A to Resolution (redline)
3. Exhibit A to Resolution (clean)

RESOLUTION 2022-XX

A RESOLUTION ADOPTING THE CONFLICT OF INTEREST CODE FOR THE CITY OF EL CERRITO, INCLUDING THE FILING OF ANY RELATED AGENCY POSITIONS, SUCH AS THE EMPLOYEE PENSION BOARD, THE SUCCESSOR AGENCY TO THE FORMER REDEVELOPMENT AGENCY, DESIGNATING POSITIONS AND DISCLOSURE REQUIREMENTS FOR STATEMENTS OF ECONOMIC INTERESTS FORM 700 AND REPEALING RESOLUTION 2020-47

WHEREAS, the Political Reform Act of 1974 (“Act”), Government Code Sections 8100 et seq. enacted as part of Proposition 9, requires every local agency to adopt and promulgate a conflict of interest code applicable to employees or consultants holding designated positions and public officials within the jurisdiction of the local agency; and

WHEREAS, in 1977, the El Cerrito City Council enacted Resolution No. 3843, establishing a Conflict of Interest Code for the City of El Cerrito (“City”); and

WHEREAS, subsequent to the enactment of Resolution No. 3843 the Fair Political Practices Commission (“FPPC”) enacted 2 Cal. Code of Regs. Section 18730 which contains the terms of a standard model conflict of interest code, which could be adopted by local agencies covering such matters as the manner of reporting financial interests, the procedures to be utilized in filing conflict of interest statements, the contents of such statements, the time within which such statements must be filed, etc.; and which may be amended by the FPPC after public notice and hearings to conform to amendments to the Act; and

WHEREAS, in 1983, the City Council enacted Resolution No. 83-14 which adopted the model conflict of interest code drafted by the FPPC, including any amendments duly adopted by the Commission to conform to amendments to the Act, as the new City of El Cerrito Conflict of Interest Code; and

WHEREAS, the Act additionally requires the submission of a revised conflict of interest code for approval by the code-reviewing body or the notification of said body that no changes are necessary pursuant to Government Code Section 87306.5; and

WHEREAS, the Conflict of Interest Code was last amended by Resolution 2020-47 and requires revision to reflect changes in designated position and the financial interests required to be reported; and

WHEREAS, the Conflict of Interest Code includes filing requirements for related agency positions, such as the Successor Agency to the former El Cerrito Redevelopment Agency, the Public Financing Authority (PFA), and the Employee Pension Board.

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

Section 1. Incorporation of Recitals. All Recitals above are true and correct and are incorporated herein.

Section 2. Adoption of Model Conflict of Interest Code. The terms of 2 Cal. Adm. Code Section 18730 and any amendments to it duly adopted by the FPPC are hereby incorporated by reference and included as part of the Conflict of Interest Code of the City of El Cerrito.

Section 3. Statement of Economic Interest Requirement. Persons holding designated positions and persons required to do so by Government Code Section 87200 *et. seq.* shall file Statements of Economic Interests with the City of El Cerrito on FPPC forms, in conformance with the individual disclosure categories and State guidelines. Persons holding designated positions and persons required by statute to file statements of economic interests shall also report interests for any other related agency positions, such as the Employee Pension Board, Successor Agency to the former Redevelopment Agency, and the Public Finance Authority (PFA). The City Clerk will retain custody of the statements and make the statements available for public inspection and reproduction.

Section 4. Form 700 Requirement. In accordance with FPPC Regulation 18734, any individual hired for a position not yet covered under this Conflict of Interest Code must file a Form 700 if the individual serves in a position that makes or participates in making governmental decisions. Individuals in this category must file under the broadest disclosure category until the code is amended to include the new position unless the City of El Cerrito provides, in writing, a limited disclosure requirement.

Section 5. Late Filings and Failure to File Statements. Any violation of any provision of this Code is subject to the administrative, criminal and civil sanctions provided in the Act, Government Code Sections 81000 *et seq.* The following additional regulations shall apply to City of El Cerrito (a) designated employees, (b) designated members of boards and commissions appointed by the City Council, and (c) consultants:

- (a) **City Employees:** If a City employee fails to file an Initial, Assuming Office or Annual Statement of Economic Interests within thirty days after the City Clerk has given specific written notice of non-filing, the employee shall undergo steps resulting in a written reprimand in accordance with the provisions of the appropriate Memorandum of Understanding or City of El Cerrito Personnel Policies and Administrative Regulations. The employee's supervisor shall comply with the provisions of the appropriate Memorandum of Understanding or City of El Cerrito Personnel Rules and Administrative Regulations. In addition, the City Clerk shall impose late filing fees in accordance with Government Code Section 91013 and 91013.5. No person who has left City employment and failed to file the appropriate statement shall resume active employment with the City of El Cerrito if there are outstanding statements or fines.
- (b) **Members of Boards and Commissions:** If a member of any non-elected board, commission or committee specified in the Code fails to file an Assuming Office, Initial or Annual Statement of Economic Interests within thirty days after the City Clerk has given specific written notice of non-filing, the member's term on the commission shall expire. The City Clerk shall notify the commissioner that his/her term has expired and notify the City Council that a vacancy exists on the commission. In addition, the City Clerk shall impose late filing fees in accordance with Government Code Sections 91013 and 91013.5.

Prior to being eligible for reappointment to any board, commission, or committee all outstanding filings for all commission appointments must be filed and any outstanding fines, payable under Government Code Section 91013, shall be paid. No person shall be appointed to any commission if there are outstanding statements or fines, and no person shall be appointed to any commission for a period of one year if terminated from any commission more than once for failure to file statements.

- (c) **Consultants:** If a consultant, as defined in 2 Cal. Code Regs. Section 18701, fails to file any Statement of Economic Interests within thirty days after the City Clerk has given specific written notice of non-filing, the consultant shall be advised by the City's project manager that no further payments shall be made by the City of El Cerrito under the contract until such statement has been received by the City Clerk. The City Clerk shall also impose late filing fees in accordance with Government Code Sections 91013 and 91013.5.

Section 6. Designated Positions that Must Disclose Financial Interests. The City Conflict of Interest Code hereby includes Appendix A, which reflects changes in City organization and in the job titles of City management staff and reflects the inclusion of positions with decision making authority as authorized by the El Cerrito Municipal Code and in compliance with Title 2, Section 18701 of the California Code of Regulations. Designated Positions shall disclose financial interests as set forth in Appendix B.

Section 7. Adoption of Disclosure Categories. The City Conflict of Interest Code hereby includes Appendix B, to achieve consistency with State Law and reflect the required disclosure categories of this Conflict of Interest Code.

Section 8. Rescission of Previous Conflict of Interest Code. The City Council hereby rescinds Resolution No. 2020-47.

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

I CERTIFY that at a regular meeting on September 20, 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 September _____, 2022.

Holly M. Charléty, City Clerk

APPROVED:

Gabe Quinto, Mayor

Appendix A – List of Designated Positions

Individuals holding the following positions must file a Statement of Economic Interests (Form 700):

Classification	Disclosure Categories
Assistant City Attorney	1, 2, 3, 4
Assistant City Manager	1, 2, 3, 4
Assistant to the City Manager	1, 2, 3, 4
Associate Engineer	1, 2, 3, 4
Associate Planner	1, 2, 3, 4
Battalion Chief	1, 2, 3, 4
<u>Battalion Chief – Training Officer</u>	<u>1, 2, 3, 4</u>
Building Official	1, 2, 3, 4
<u>Budget/Financial Services Manager</u>	<u>1, 2, 3, 4</u>
City Clerk	1, 2, 3, 4
Community Development Director	1, 2, 3, 4
<u>Development Services Manager</u>	<u>1, 2, 3, 4</u>
Fire Chief	1, 2, 3, 4
<u>Human Resources Manager</u>	<u>1, 2, 3, 4</u>
Information Technology Manager	1, 2, 3, 4
Maintenance Services Superintendent	1, 2, 3, 4
Management Analyst (I, II, and III)	1, 2, 3, 4
<u>Network Security Engineer</u>	<u>1, 2, 3, 4</u>
Operations and Environmental Services Manager	1, 2, 3, 4
Planning Manager	1, 2, 3, 4
Police Captain	1, 2, 3, 4
Police Chief	1, 2, 3, 4
Police Lieutenant	1, 2, 3, 4
Program Manager	1, 2, 3, 4
Public Works Director/City Engineer	1, 2, 3, 4
Recreation Director	1, 2, 3, 4
Recreation Supervisor	1, 2, 3, 4
Recycling Operations Supervisor	1, 2, 3, 4
Senior Engineer	1, 2, 3, 4
Senior Human Resources Analyst	1, 2, 3, 4
Senior Planner	1, 2, 3, 4
Senior Program Manager	1, 2, 3, 4
Special Counsel	1, 2, 3, 4
Consultants	*
Commission and Board Members:	
Arts and Culture Commission Members	5
Design Review Board Members	1, 2, 3, 4
Financial Advisory Board Members	1, 2, 3, 4

* Individuals providing services as a consultant as defined in Title 2 Ca Code of Regulations Section 18700.3 or 18734 shall disclose pursuant to the broadest disclosure category in this code unless the City

City of El Cerrito Conflict of Interest Code

Manager or designee determines in writing that a consultant has been hired to perform a range of duties sufficiently limited in scope and it is more appropriate to assign a limited disclosure requirement. Any determination is a public record and shall be retained in the same manner and location as the disclosure statements filed pursuant to this code.

Appendix B – Disclosure Categories

The disclosure categories listed below identify the types of investments, business positions, sources of income or real property which Designated Positions must disclose for each category to which the position is assigned.

#	Description
1	Personal Income: All sources of income, including investments, gifts, loans and travel payments as defined in Government Code Section 82030, as amended. Not included as income in this disclosure category is income received from any source outside the City of El Cerrito if that source is not presently doing business within the City of El Cerrito and has not done business within the City of El Cerrito during the two years prior to the time this disclosure statement is made.
2	<u>Investments-Interests in Real Property:</u> All interests in real property, <u>as defined in Government Code Section 82033, as amended,</u> in excess of \$2,000 held by the designated employee, or commissioner, the employee or commissioner's spouse, domestic partner or dependent children located in whole or in part within the City of El Cerrito or within a two-mile radius of the boundaries of the City of El Cerrito. Included within this disclosure category is any leasehold, beneficial or ownership interest or an option to acquire such an interest in real property. Included within this disclosure category is any pro rata share of interests in real property of any business entity or trust in which the designated employee, or commissioner, the employee or commissioner's spouse, domestic partner or dependent children, owns directly, indirectly or beneficially, a 10 percent interest or greater. An "interest in real property" does not include the principal residence occupied by the designated filer or their family, if used exclusively as a personal residence, of the employee or commissioner, making the disclosure unless all or part of that residence is used for business purposes and claimed as a business deduction on the designated employee or commissioner's income tax return.
3	Investments: All investments financial interests in excess of \$2,000 held by the designated employee filer or commissioner, the employee filer's or commissioner's spouse, domestic partner or dependent children in security issued by a business entity , as defined in Government Code Section 82034, as amended, including but not limited to common stock, preferred stock, options, debt instruments and any partnership or other ownership interest if the business entity or any parent, subsidiary or otherwise related business entity has an interest in real property in the City of El Cerrito, or does business or plans to do business in the City of El Cerrito, or has done business within the City of El Cerrito at any time during the two years prior to the time this disclosure statement is made. The term "investments" does not include a time or demand deposit in a financial institution, shares in a credit union, any insurance policy, interest in a diversified mutual fund registered with the Securities and Exchange Commission or a common trust fund created pursuant to Section 1564 of the Finance Code, or any bond or other debt instrument issued by any government or government agency. The term "investments" does include a pro rata share of investments of any business entity, mutual fund, or trust in which the designated employee or commissioner, or the employee's or commissioner's spouse, domestic partner or

City of El Cerrito Conflict of Interest Code

	dependent children own directly, indirectly or beneficially, a 10 percent interest or greater.
4	Management Business positions: Management positions held with any business entity located, doing business, planning to do business, or having done business in the past two years within the City of El Cerrito.
5	Arts and Culture Commission: All members of the Commission shall disclose business entities in which they have an investment, or in which they are a director, officer, partner, employee, or hold any position of management; and income as defined in Government Code Section 82030, as amended, including gifts, loans, and travel payments; if the business entity or source of income: a) has applied for, is receiving, or within the previous two years has received, funds through the City to advance Arts in El Cerrito; b) has profited from the creation, production, sale, or display of any artistic endeavor; or c) has provided services, goods, or equipment to artistic endeavors in the City of El Cerrito.

FURTHER INFORMATION AND INSTRUCTIONS

Further information and instructions regarding the Statement of Economic Interests (Form 700) may be found within Form 700 itself, and the Form 700 Reference Pamphlet, both available at the California Fair Political Practices Commission website: www.fppc.ca.gov

Appendix A – List of Designated Positions

Individuals holding the following positions must file a Statement of Economic Interests (Form 700):

Classification	Disclosure Categories
Assistant City Attorney	1, 2, 3, 4
Assistant City Manager	1, 2, 3, 4
Assistant to the City Manager	1, 2, 3, 4
Associate Engineer	1, 2, 3, 4
Associate Planner	1, 2, 3, 4
Battalion Chief	1, 2, 3, 4
Battalion Chief – Training Officer	1, 2, 3, 4
Building Official	1, 2, 3, 4
Budget/Financial Services Manager	1, 2, 3, 4
City Clerk	1, 2, 3, 4
Community Development Director	1, 2, 3, 4
Fire Chief	1, 2, 3, 4
Information Technology Manager	1, 2, 3, 4
Maintenance Services Superintendent	1, 2, 3, 4
Management Analyst (I, II, and III)	1, 2, 3, 4
Network Security Engineer	1, 2, 3, 4
Operations and Environmental Services Manager	1, 2, 3, 4
Planning Manager	1, 2, 3, 4
Police Captain	1, 2, 3, 4
Police Chief	1, 2, 3, 4
Police Lieutenant	1, 2, 3, 4
Program Manager	1, 2, 3, 4
Public Works Director/City Engineer	1, 2, 3, 4
Recreation Director	1, 2, 3, 4
Recreation Supervisor	1, 2, 3, 4
Recycling Operations Supervisor	1, 2, 3, 4
Senior Engineer	1, 2, 3, 4
Senior Human Resources Analyst	1, 2, 3, 4
Senior Planner	1, 2, 3, 4
Senior Program Manager	1, 2, 3, 4
Special Counsel	1, 2, 3, 4
Consultants	*
Commission and Board Members:	
Arts and Culture Commission Members	5
Design Review Board Members	1, 2, 3, 4
Financial Advisory Board Members	1, 2, 3, 4

** Individuals providing services as a consultant as defined in Title 2 Ca Code of Regulations Section 18700.3 or 18734 shall disclose pursuant to the broadest disclosure category in this code unless the City Manager or designee determines in writing that a consultant has been hired to perform a range of duties sufficiently limited in scope and it is more appropriate to assign a limited disclosure requirement. Any determination is a public record and shall be retained in the same manner and location as the disclosure statements filed pursuant to this code.*

Appendix B – Disclosure Categories

The disclosure categories listed below identify the types of investments, business positions, sources of income or real property which Designated Positions must disclose for each category to which the position is assigned.

#	Description
1	Personal Income: All sources of income, including investments, gifts, loans and travel payments as defined in Government Code Section 82030, as amended.
2	Interests in Real Property: All interests in real property, as defined in Government Code Section 82033, as amended, located in whole or in part within the City of El Cerrito or within a two-mile radius of the boundaries of the City of El Cerrito. An "interest in real property" does not include the principal residence occupied by the designated filer or their family, if used exclusively as a personal residence.
3	Investments: All investments in excess of \$2,000 held by the designated filer the filer's spouse, domestic partner or dependent children, as defined in Government Code Section 82034, as amended. including but not limited to common stock, preferred stock, options, debt instruments and any partnership or other ownership interest if the business entity or any parent, subsidiary or otherwise related business entity has an interest in real property in the City of El Cerrito, or does business or plans to do business in the City of El Cerrito, or has done business within the City of El Cerrito at any time during the two years prior to the time this disclosure statement is made.
4	Business positions: Management positions held with any business entity located, doing business, planning to do business, or having done business in the past two years within the City of El Cerrito.
5	Arts and Culture Commission: All members of the Commission shall disclose business entities in which they have an investment, or in which they are a director, officer, partner, employee, or hold any position of management; and income as defined in Government Code Section 82030, as amended, including gifts, loans, and travel payments; if the business entity or source of income: a) has applied for, is receiving, or within the previous two years has received, funds through the City to advance Arts in El Cerrito; b) has profited from the creation, production, sale, or display of any artistic endeavor; or c) has provided services, goods, or equipment to artistic endeavors in the City of El Cerrito.

FURTHER INFORMATION AND INSTRUCTIONS

Further information and instructions regarding the Statement of Economic Interests (Form 700) may be found within Form 700 itself, and the Form 700 Reference Pamphlet, both available at the California Fair Political Practices Commission website: www.fppc.ca.gov



AGENDA BILL

Agenda Item No. 5.E.

Date: September 20, 2022
To: El Cerrito City Council
From: Jose Castrejon, Battalion Chief, Training Division, Fire Department; Eric Saylor, Fire Chief, Fire Department
Subject: Adoption of the Amended 2022 City of El Cerrito Emergency Operations Plan

ACTION PROPOSED

Adopt a resolution amending the City of El Cerrito Emergency Operations Plan (EOP) adopted on May 3, 2022 to include a promulgation and statement regarding Diversity, Equity and Inclusion.

BACKGROUND/ANALYSIS

The Emergency Operations Plan (EOP) is an all-hazard plan that describes how the City of El Cerrito will organize and respond to emergencies and disasters in the community. The plan is based on and is compatible with federal, state of California, and other applicable laws, regulations, plans, and policies, including the National Response Framework and the State of California Emergency Management Plan. The current EOP was approved by the City Council on May 3, 2022 and is intended to serve as a guide for disaster response and recovery operations and may be used as a reference document that outlines how the City complies with and implements the requirements of the California Emergency Services Act to protect the lives and property of the community. The addition of the City's promulgation (page 2 of the attached); as well as the Diversity, Equity, and Inclusion statement added to section 4.5.6 (page 21 of the attached) will ensure that the needs of all community members are met.

Inherent in emergency management is that it does not exist independently from the issues that exist in a society the moment before an incident occurs. The social conditions that cause inequity, injustice, and lack of access to essential services can be exacerbated in readiness, response, and recovery operations.

Emergency managers must take deliberate action and examine policies, policy laws, regulations, and assumptions that may have unintended constraints. This is important before incidents occur. The goal of examining diversity, equity, and inclusion is to consider how the structure of the emergency management program impacts who is and is not participating in or being served by the program.

The City of El Cerrito has affirmed that it is committed to the values of dignity, inclusivity, and respect for all individuals regardless of ethnic or national origin, gender identity, race, religious affiliation, sexual orientation, age, disability, or immigration status (Resolution 2017-14.)

The Emergency Operations Plan and the Annexes are intended to be living documents. The Plan and the Annexes will be modified as required to meet the needs of the City and the community. The addition of the promulgation and diversity, equity, and inclusion statement to the EOP will ensure the needs of all community members are met in the pre-event, emergency, and recovery phases of an incident.

STRATEGIC PLAN CONSIDERATIONS

The approval of this resolution fulfills Goal A: Deliver exemplary government services, Goal B: Achieve Long-term Financial Sustainability, Goal C: Deepen a sense of place and community identity, Goal E: Ensure the Public's Health and Safety, and Goal F: Foster Environmental Sustainability.

ENVIRONMENTAL CONSIDERATIONS

This section is not applicable to this agenda item.

FINANCIAL CONSIDERATIONS

This section is not applicable to this agenda item.

LEGAL CONSIDERATIONS

The City Attorney has reviewed this item and found that legal considerations have been addressed.

Reviewed by:

A handwritten signature in blue ink, appearing to read 'Karen Pinkos', is written over a faint, light blue circular stamp.

Karen Pinkos, City Manager

Attachments:

1. Resolution
2. Exhibit A to Resolution

RESOLUTION NO. 2022-XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO ADOPTING REVISIONS TO THE CITY OF EL CERRITO EMERGENCY OPERATIONS PLAN

WHEREAS, the City of El Cerrito is vulnerable to various natural, technological and manmade hazards which have the potential to affect the safety, health, and welfare of the population and cause damage or destruction to public and private property; and

WHEREAS, the preservation of life, property and the environment are an inherent responsibility of local, state, and Federal governments; and

WHEREAS, the California Emergency Services Act requires cities to have an Emergency Operations Plan (EOP) to ensure effective and efficient operation in the event of an emergency or disaster; and

WHEREAS, the City adopted an updated EOP on May 3, 2022 via Resolution 2022-31, to ensure the most effective and economical allocation of resources for protection of people and property in the time of an emergency or disaster; and

WHEREAS, the addition of the City's promulgation within the EOP establishes the City's commitment to disaster preparedness, response, and recovery; and

WHEREAS, the addition of the Diversity, Equity, and Inclusion Statement to the EOP will reinforce the City's support to all members of the community; and

WHEREAS, the EOP has been reviewed and approved by the appropriate City departments and City Manager and provided the necessary feedback and direction to amend the updated the Emergency Operations Plan.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of El Cerrito that it hereby adopts the Basic Plan of the Emergency Operations Plan, attached hereto as Exhibit A, as the official emergency plan for the City of EL Cerrito

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

I CERTIFY that at a regular meeting on September 20, 2022, the City Council of the City of El Cerrito passed this Resolution by the following vote:

AYES:	COUNCIL MEMBERS:
NOES:	COUNCIL MEMBERS:
ABSTAIN:	COUNCIL MEMBERS
ABSENT:	COUNCIL MEMBERS:

IN WITNESS of this action, I sign this document and affix the corporate seal of the
City of El Cerrito on September, _____, 2022

Holly M. Charléty, City Clerk

APPROVED:

Gabe Quinto, Mayor



CITY OF EL CERRITO EMERGENCY OPERATIONS PLAN

City of El Cerrito

10890 San Pablo Avenue
El Cerrito, CA 94530
(510) 215-4300
www.el-cerrito.org

Emergency Management Services Provided By:



El Cerrito Fire Department

Prepared for:

City of El Cerrito
10890 San Pablo Avenue
El Cerrito, CA 94530
(510) 215-4300
www.el-cerrito.org

Prepared by:

Tetra Tech, Inc.
1999 Harrison Street, Suite 500
Oakland, CA 94612
(510) 302-6300
www.tetrattech.com

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LETTER OF PROMULGATION

August 2, 2022

LETTER OF PROMULGATION

The City of El Cerrito is vulnerable to various natural, technological, and manmade hazards which have the potential to affect the safety, health, and welfare of the population and cause damage or destruction to public and private property. The preservation of life and property is an inherent responsibility of all levels of government. As disasters can occur in devastating form at any time, The City of El Cerrito must provide safeguards, which may save lives, while minimizing property damage. This will be accomplished through planning, preparedness measures and training. Sound emergency plans carried out by knowledgeable and well-trained personnel can and will minimize losses.

The City of El Cerrito Emergency Operations Plan (EOP) establishes an Emergency Management Organization and assigns functions and tasks consistent with California's Emergency Management System (SEMS) and the National Incident Management System (NIMS). It provides for the integration and coordination of planning efforts of multiple jurisdictions within Solano County.

This plan was developed for each City of El Cerrito department with emergency services responsibilities. The content is based upon guidance approved and provided by the California Office of Emergency Services (Cal OES) and the Federal Emergency Management Agency (FEMA). The intent of the EOP is to provide direction on how to respond to an emergency from the outset through an extended response, and into the recovery process.

Once adopted, this plan is an extension of the State of California Emergency Plan. It will be reviewed and tested periodically and revised as necessary to meet changing conditions.

The City of El Cerrito City Council gives its full support to this Emergency Operations Plan and urges all public employees and individuals to prepare for times of emergency before they occur.

Gabe Quinto, Mayor

Holly M. Charl  ty, City Clerk

Karen Pinkos, City Manager

PREFACE

The Emergency Operations Plan (EOP) outlines how the City of El Cerrito – its government, stakeholder agencies, community-based organizations (CBO), business community, and residents – coordinate their response to major emergencies and disasters. This plan is regularly updated by staff and approved by the City Council.

The EOP identifies operational strategies and plans for managing inherently complex and potentially catastrophic events. City assets, resources, and departments are potentially vulnerable and may become overwhelmed. With this in mind, a primary goal of the EOP is to promote flexibility whenever possible and is not intended to limit the use of good judgement and common sense. This document is intended to facilitate emergency response and short-term recovery functions for emergencies and disasters which are outside of the scope of normal City operations.

The City of El Cerrito has officially adopted and integrated the following emergency management, response, and coordination systems:

- Incident Command System (ICS)
- Standardized Emergency Management System (SEMS)
- National Incident Management System (NIMS)

This EOP addresses the four phases of emergency management:

- Preparedness
- Response
- Recovery
- Mitigation

The City has adopted a “Whole Community” approach in which the inclusion and integration of community partners, neighbors, and other stakeholders are actively promoted in all phases of emergency management. Through these collaborative efforts, the City will be better prepared to meet the needs of its residents and daytime populace alike, especially those with disabilities and others with access and functional needs.

The City’s Emergency Operations Center (EOC) provides a centralized location where emergency management coordination and decision making can be supported during a critical incident, major emergency, or disaster. When activated, the EOC provides support for a number of critical tasks related to communications, coordination, resource management, and executive leadership.

If the City of El Cerrito determines the effects of an emergency are, or may become, beyond the capability of local resources, a local emergency can be proclaimed. A local proclamation of emergency allows the City Manager as the Director of Emergency Services to take measures necessary to protect and preserve public health and safety and supports requests for state and federal assistance. A proclamation also provides City staff with additional powers and authorities to increase the speed and effectiveness of City response activities.

Attachments to this EOP include a summary of authorities and references, a sample proclamation of local emergency, a summary of the hazards facing the City, selected acronyms, and a glossary.

The EOP is organized and defined as follows:

- Basic Plan (also referred to as EOP in this document) presents the planning assumptions, policies, and concept of operations that guide the responsibilities for emergency preparedness, response, recovery, and mitigation for the City of El Cerrito.
- Annexes - including informational, functional and hazard specific

There are a number of City plans, procedures, and other documents that support or relate to this Basic Plan and Annexes.

AUTHORITY, APPROVAL & DISTRIBUTION

This Emergency Operations Plan is sanctioned under the authority of the El Cerrito Municipal Code (City of El Cerrito, 2021) and promulgated under the authority of the city manager as director of emergency services. State Authority can be found, in part, in the California Emergency Services Act (State of California, 2015) and various other codes and regulations. Federal Authority is found in The Robert T. Stafford Act (FEMA - U.S. Government, 2019), Homeland Security Presidential Directive 5 (FEMA - U.S. Government, 2003) and 8 (DHS - U.S. Government, 2011). The system used nationally is NIMS (National Incident Management System) as well as the National Response Plan (NRP).

This document shall be the official Emergency Operation Plan for the City of El Cerrito and shall supersede all previous plans for this purpose. Nothing in this plan shall be construed in a manner that limits good judgment and common sense in matters not foreseen or covered by the elements of the plan or any appendices hereto.

This plan is approved by the El Cerrito City Manager and ratified by the city council. Copies of the plan will be distributed to each City Department, the Emergency Operations Center, and EOC Section Coordinators. Once approved, it will be implemented by the Fire Chief or his designee.

City of El Cerrito

City Manager

Date

RECORD OF CHANGES

All updates and revisions will be tracked in the following table. This process will ensure that the most recent version of the plan is disseminated and implemented by emergency response personnel.

Plan Update / Changes			
<i>Date</i>	<i>Change No.</i>	<i>Change made by (Name & title)</i>	<i>Summary of Changes</i>

PLAN DISTRIBUTION

The Fire Department will maintain a complete volume of the final Emergency Operations Plan (EOP) in its offices. The primary method of EOP distribution is electronic. The following City Departments will receive a digital version of the final EOP by email sent to the Department head.

Distribution List	
☐ City Attorney	☐ Human Resources
☐ City Clerk	☐ Information Technology
☐ City Manager	☐ Police
☐ Community Development	☐ Public Works
☐ Finance	☐ Recreation
☐ Fire	☐

1.0 INTRODUCTION

The EOP serves as a significant document for El Cerrito's emergency management activities. While resources may be called upon as needed, responsibilities are outlined in the EOP Basic Plan and associated annexes. To ensure adequate preparedness, city departments should actively participate in preparedness and planning activities including the development of departmental plans, policies and procedures as necessary to fulfill assigned roles and obligations.

The EOP embraces the Federal Emergency Management Agency's (FEMA) "whole community" approach to emergency management and, in addition to El Cerrito's resources, recognizes the role of non-governmental organizations (NGOs), community-based organizations (CBO), faith-based organizations (FBO), private-sector businesses, educational institutions, and other stakeholders. Additionally, the EOP is intended to reflect the wide variety of support that may be required by residents, visitors, and businesses, including people with disabilities and others with access or functional needs. Consideration for people with disabilities, access or functional needs will be given in emergency planning.

Certain groups and organizations will need to interface with the City's EOC and among each other, including in circumstances where normal telecommunications may be impaired. By understanding the elements of this plan, the City and such organizations can facilitate that process.

Members of the community should be aware of the potential risks and hazards we face and the responsibility to prepare personally, at a family level, and in one's organization.

1.1 Purpose

The purpose of this EOP is to provide and outline the framework, concepts, and policies of El Cerrito's emergency procures and operations to ensure effective management and coordination of the City's response to emergencies and disasters. It identifies roles and responsibilities for various individuals and departments as they pertain to preparedness, response, recovery, and mitigation activities. This plan serves as a foundational document for other City plans, as well as a reference document for other government and non-government organizations and entities. This plan complies with current federal, state, and local laws and regulations as well as best practices.

1.2 Goals and Objectives

The overall objective of emergency management is to ensure the effective coordination of response forces and resources in preparing for and responding to situations associated with natural disasters, technological incidents and national security emergencies. To carry out its responsibilities, the emergency management organization will accomplish the following objectives during an emergency/disaster:

- **Goal 1: Save Lives**
 - Objective 1.1: Prepare and disseminate emergency public information to alert, warn, and inform the public
 - Objective 1.2: Provide effective life safety measures.

- **Goal 2: Incident Stabilization and Restoration of Essential Services**
 - Objective 2.1: Maintain overall coordination/support of emergency response and recovery operations.
 - Objective 2.2: Coordinate and liaise with appropriate federal, state and other local government agencies, as well as applicable segments of private sector entities and volunteer agencies
 - Objective 2.3: Establish priorities and resolve conflicting demands for support.
 - Objective 2.4: Provide accurate documentation and records required for cost recovery efforts.
 - Objective 2.5: Provide for the rapid resumption of impacted businesses and community services.
- **Goal 3: Protection of Property and the Environment**
 - Objective 3.1: Provide effective response efforts to reduce property loss and damage to the environment.

1.3 Scope

The EOP serves as the foundational document for the City's emergency management activities. The EOP applies to any significant emergency association with any hazard or threat, natural, technical, or human-caused, which may affect the City and result in a planned, coordinated response effort by City agencies. While all City resources may be called upon as needed, specific departmental responsibilities are outlined in the EOP Basic Plan and associated annexes. To ensure the City is adequately prepared, all City departments are required to actively participate in preparedness and planning activities to include the development and review of departmental plans, policies, procedures, resource information and contact information as necessary to fulfill their assigned roles and obligations.

1.4 Limitations

While many of the elements outlined in the EOP are designed for flexibility and can be utilized as needed to address a number of emergency and non-emergency events, some activities require special activation or a formal disaster declaration by the City Council. Similarly, the EOP is not meant to outline procedures for routine incidents or minor emergencies which are adequately addressed through existing processes.

The EOP identifies operational strategies and plans for managing inherently complex and potentially catastrophic events. Assets, resources, and departments are potentially vulnerable and may become overwhelmed. Deviations from the organizational and response structures outlined in the EOP may be required, based upon evolving needs and available resources.

With this in mind, the EOP is designed to promote flexibility whenever possible and is not intended to limit the use of good judgment and common sense in matters not foreseen or adequately addressed by elements of the EOP and its associated annexes, appendices, or plans.

1.5 Situation Assessment / Hazard Analysis

Emergency management is based on an understanding of a jurisdiction's risk. The City has undergone multiple hazard analysis processes per FEMA's "Comprehensive Preparedness Guide

201 (CPG 201).” The City has an approximate population of 24,953 people (State of California - Department of Finance, n.d.) and covers a geographic area of approximately 3.6 square miles.

El Cerrito will provide a response which is commensurate with the available staffing and resources at its disposal. El Cerrito does not have the capability and resources to provide adequate response for all emergencies and incidents during disasters. As needed, the City will request additional assistance through the Contra Costa County Operational Area.

This current best practice places risk into three categories: natural, technological (accidental), and human-caused (deliberate).

The current Hazard Mitigation Plan identifies the following as the top hazards for the City:

Hazard Type	Category
Earthquake	High
Landslides	High
Wildfire	High
Severe Weather	Medium
Flooding	Medium

Additional information regarding El Cerrito’s geography, demographics, and other hazards is contained in the Contra Costa County Hazard Mitigation Plan (Contra Costa County HMP, 2018).

1.6 Planning Assumptions

The following assumptions may be viable during emergency and/or disaster operations:

- El Cerrito is susceptible to a number of hazards and risks that may result in critical incidents which may include natural, technological, or human caused.
- Emergencies may occur at any time with little or no warning and may exceed the capabilities of local, state, and federal governments, and the private sector in the affected areas.
- All City departments will participate in planning and preparedness activities as required.
- City personnel will be adequately trained to perform the roles to which they are assigned.
- The City’s EOC will be partially or fully activated to support operations during critical incidents.
- The City of El Cerrito is primarily responsible for emergency action within their municipality and will commit all available resources to save lives, minimize injuries to persons, and minimize damage to property and the environment.
- City departments will participate; however, personnel may be unavailable or unable to report to work.
- The Kensington Fire District contracts with ECFD to provide fire, rescue, and emergency services. Kensington, located in the Berkeley Hills, is an unincorporated area in Contra Costa County.
- El Cerrito will utilize SEMS, ICS, and NIMS in emergency response and management of operations and follow an all-hazard approach methodology.
- The City will commit their resources to a reasonable degree before requesting mutual aid assistance.
- Non-essential City operations may be reduced or cancelled in order to prioritize resources.

- Following a major disaster or catastrophic incident, El Cerrito may have to rely on their own resources to be self-sustaining until mutual aid is available.
- Transportation infrastructure may be disrupted and access to critical facilities may be blocked.
- Critical infrastructure and utilities (natural gas, water, electricity, sanitary sewer, garbage, recycling, communications, etc.) may be severely impacted.
- Residents, businesses, and other entities may need to be self-sufficient for one week or more.
- Reasonable accommodations will be made for people with disabilities and/or access and functional needs, but additional planning, resources, and support may be required during emergencies.

2.0 CONCEPT OF OPERATIONS

In accordance with state and federal laws and guidance, the City of El Cerrito has officially adopted and integrated the following emergency management, response, and coordination systems into the current emergency management operations:

- Incident Command System (ICS)
- Standardized Emergency Management System (SEMS)
- National Incident Management System (NIMS) (FEMA, 2017)
- National Response Framework (FEMA, 2019)

Collectively, the congruent operational systems outline how critical incidents, emergency, and disasters will be coordinated in the field, and all levels of government – local, county, regional, state and federal.

2.1 Field-Level Coordination

As mandated by both SEMS and NIMS, El Cerrito utilizes the Incident Command System (ICS) to manage response activities in the field. ICS provides for common terminology, processes, and position titles, while allowing the delegation of functions (or tasks) to subordinate positions in order to promote proper span of control and unity of command. ICS is applicable to any size incident and is designed to be scalable as the needs of an incident expand or contract. When utilized, the standardization of ICS principles and nomenclature is capable of integrating large numbers of personnel from disparate organizations.

Multi-Agency Coordination System (MACS)

The Multi-Agency Coordination System (MACS) is a part of NIMS and provides the basic architecture for facilitating the allocation of resources, incident prioritization, coordination and integration of multiple agencies for large-scale incidents and emergencies. A MAC group is made up of administrators or designees authorized to represent or commit agency resources and funds. MAC groups do not have direct involvement in the incident(s) and may function virtually. The principal functions and responsibilities associated with MACS include:

- Situation awareness / assessment
- Incident priority determination
- Critical resource acquisition and allocation

- Anticipating / identifying future resource requirements
- Coordinating policy issues
- Providing strategic coordination
- Joint Information Systems

2.2 Local, Regional, and State-Level Coordination: SEMS

Standardized Emergency Management System (SEMS) is intended to standardize response in emergencies and is intended to be flexible and adaptable to the needs of the emergency responders. SEMS forms the foundation of emergency management organization throughout the State of California and its use is required by all jurisdictions. SEMS requires agencies use basic principles and components of emergency management including Incident Command System, multi-agency coordinator, operational area concept and established mutual aid systems. Local government must use SEMS to be eligible for state funding of response-related personnel costs. SEMS utilizes five organizational tiers which are activated as need be and they consist of: field response, local government, operational area, regional, and the state.

El Cerrito has incorporated the use of SEMS into its emergency management program.

2.2.1 Field Response

Field response includes on-scene activities and coordination, consistent with ICS, to make tactical decisions in direct response to the emergency of disaster. The field response is managed through an Incident Command Post (ICP). Resource requests and situation reports are routed from the field to the next SEMS organizational level, either through participating response agencies or the local EOC if activated.

2.2.2 Local Government

The City of El Cerrito, as the local government, retains the responsibility and authority for managing response activities within its jurisdiction. To support these efforts, the City may activate its EOC and Departments may activate respective Department Operations Center (DOCs). The EOC provides agency coordination, provides logistical support, establishes common operating procedures, identifies overarching priorities, and prioritizes available resources. Additionally, the EOC coordinates with Contra Costa County Operational Area (OA)/County EOC.

2.2.3 Operational Area

The Operational Area (OA) provides response coordination for all political subdivisions within the county's jurisdiction. The OA coordinates response activities within the county's jurisdiction through the County EOC, if activated. The OA serves as a link to the regional level and other OAs within the region.

El Cerrito is part of the Contra Costa Operational Area and coordinates with the Contra Costa County Office of Emergency Services (OES). The City participates in Contra Costa OA planning and during a critical incident, coordinates with the OA, through either the Contra Costa County OES or the Contra Costa County EOC, if activated.

2.2.4 Regional

The State of California is divided into three regions that each maintains Regional Emergency Operations Centers (REOC) to coordinate resource requests, support mutual aid, and promote

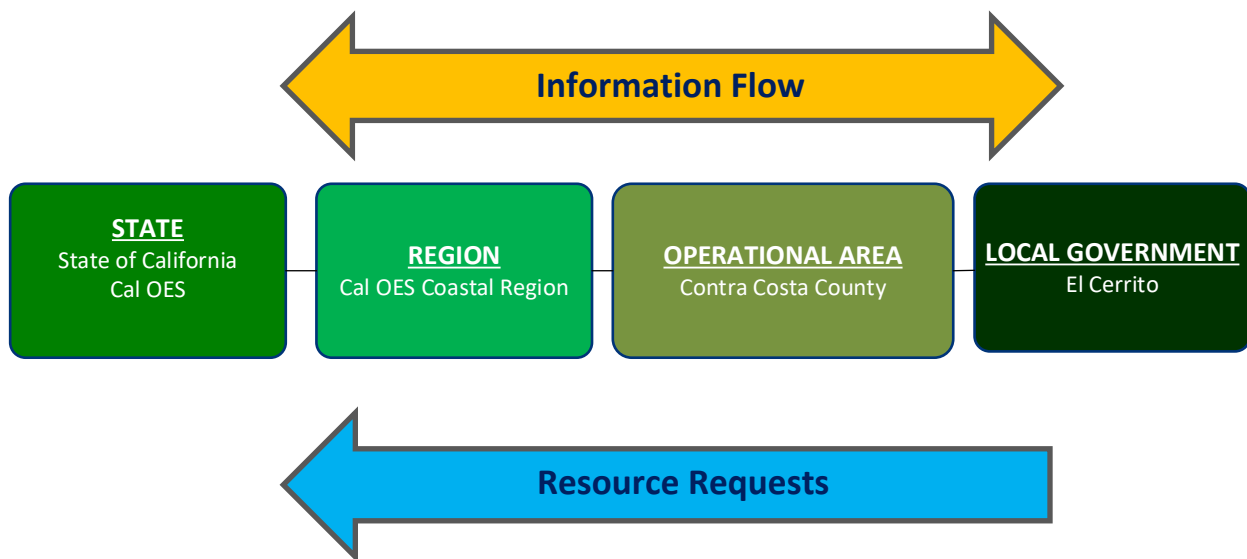
situational awareness between their respective OAs. The City of El Cerrito and Contra Costa County are in the Coastal Region.

2.2.5 State

The Governor, through California Office of Emergency Services (Cal OES) and its Mutual Aid Regions, will coordinate statewide operations to include the provision of mutual aid and other support to local jurisdictions and the redirection of essential supplies and other resources as required. Contra Costa County is part of the OES Coastal Region. Requests that exceed the capabilities of the Operational Area will be forwarded to the Region.

The Cal OES Director, assisted by State agency directors, their staff, and volunteer agency staff will constitute the State emergency management staff.

Below is a diagram of SEMS interaction and communication flow:



2.3 National Incident Management System (NIMS) and National Response Framework (NRF)

NIMS provides a comprehensive national framework for incident management applicable at all jurisdictional levels and across all functional disciplines. The majority of NIMS requirements applicable to the City of El Cerrito, including the adoption of ICS. Additional elements of NIMS outline coordination between federal agencies and the use of federal assets and resources.

NIMS is built on the following three components:

- Resource Management
- Command and Coordination, including the Incident Command System
- Communications and Information Management

The National Response Framework (NRF) is built upon the premise that incidents are typically handled at the lowest jurisdictional level. The NRF provides the framework for federal interaction

with state, local, tribal, private sector and non-governmental entities in the context of domestic incident management to ensure timely and effective federal support.

El Cerrito has adopted the use of NIMS and ICS into its emergency management program.

Mutual Aid

The California Mutual Aid System operates within the framework of the California Master Mutual Aid Agreement (MMAA) and under the authority of the California Emergency Services Act. The system allows for the mobilization of resources to and from emergency response agencies, local governments, operational areas, regions, and the state with the intent to provide requesting agencies with adequate resources. Mutual aid is utilized by four primary response disciplines:

- Fire and Rescue
- Law Enforcement
- Coroner
- Emergency Management

The California Mutual Aid System includes six mutual aid regions in order to facilitate the coordination and flow of mutual aid requests. As part of the Coastal Region, the Contra Costa Operational Area and El Cerrito are part of Mutual Aid Region II.

The system includes a number of discipline-specific mutual aid systems that operate through designated mutual aid coordinators at the Operational Area, regional, and State levels. Mutual aid requests are coordinated within their geographic area before unfilled requests are forwarded to the next level. Mutual aid requests that do not fall into one of the discipline-specific mutual aid systems are handled through the emergency services mutual aid system and by emergency management staff at the local government, operational area, regional, and state levels.

3.0 EMERGENCY MANAGEMENT ORGANIZATION

The City's Municipal Code (City of El Cerrito, 2021) outlines the purpose of emergency services for the preparation and carrying out of plans for the protection of people and property within respective city in the event of an emergency; the direction of the emergency organization; and the coordination of the emergency functions with all other public agencies, corporations, organization, and affected persons.

3.1 Director and Assistance Director of Emergency Services

El Cerrito's Municipal Code designates the City Manager as the Director of Emergency Services who has the responsibility and authority for managing the emergency organization with their city. The Director of Emergency Services is responsible for the coordination of "services and staff of the emergency organization of the city and resolve questions of authority and responsibility." The city manager serves as the primary EOC Director.

The Director of Emergency Services has overall management responsibility for the following:

- Creating and issuing rules and regulations pertaining to the protection of life and property.
- Obtaining supplies, equipment, and property to be used to protect life and property.
- Managing city employees during an emergency.

- Procuring and managing the assistance of citizens during times of emergency and ensuring their protection under California State law to registered disaster service workers.
- Requesting the use or assistance of city personnel or material(s) from any city department or agency.
- Executing the duties and responsibilities as City Manager; executing the special powers granted through El Cerrito Municipal Code, resolution, or emergency plan adopted by the council; executing powers granted by the council, or other legal authority.
- Designate the order of succession to the office should the director be unavailable to attend meetings or perform the required duties of the position. The order of succession is required to be approved by the council.
- The assistant director, appointed by the director, shall have duties and responsibilities as assigned by the director.

3.2 City Employees

One of the greatest resources for the City of El Cerrito is its employees. California Government Code 3101 designates that all public employees are Disaster Services Workers (DSWs) (State of California, 2013). Any employee of the City of El Cerrito may be assigned to perform activities which promote the protection of public health and safety or the preservation of lives and property. Such assignments may require services at locations, times, and under conditions that are significantly different than normal work assignments and may continue into the recovery phase of emergency.

3.3 Kensington Fire Protection District

Kensington Fire District (Kensington) is a special district in unincorporated area of Contra Costa County which is geographically located in the Berkeley Hills adjacent to the southeast portion of the City. Kensington contracts with the City of E Cerrito for its fire protection and related fire and emergency services.

The area covers about 0.95 square miles and has a population of 5239 (2019 estimate).

3.4 Kensington Community Services District

Kensington Community Services District is a special district in unincorporated area of Contra Costa County which is geographically located adjacent to the southeast portion of the City in the Berkeley Hills. Kensington provides police services, park and recreation, and waste management to its residents.

4.0 EMERGENCY MANAGEMENT CYCLE

4.1 Preparedness Phase

The preparedness phase involves activities undertaken in advance of an emergency. These activities develop operational capabilities and effective responses to a disaster. These activities focus on maintaining or improving capabilities that will be used in the response or recovery phases. Preparedness actions might include mitigation activities, emergency/disaster planning, training, exercises and public education. Members of the emergency management organization should prepare checklists detailing assignments, notification rosters, resource lists and other useful documents. City personnel should be acquainted with these documents through periodic training and reviews.



4.1.2 Planning

Emergency planning includes a wide variety of plans at the strategic, operational, and tactical levels. Strategic plans include the EOP and many of its associated hazard-specific or functional annexes, while operational and tactical planning includes more detailed information such as standard operating procedures (SOP), checklists, personnel assignments, notification rosters, resource lists, and forms.

All City departments are required to participate in the development of relevant strategic and operational plans while ensuring that internal tactical planning is sufficient to meet the needs of their outlined roles and assigned objectives. This includes the development of department-specific SOPs required to meet the objectives outlined for each department.

4.1.2.1 Continuity Planning

Disasters or major emergencies have the potential to disrupt or interrupt critical and essential City services that are vital to the health and welfare of its residents. Planning for such possibilities addresses the continuation of government and succession of officers. To ensure this continuity the City will address the following:

- Identification and prioritization of essential services
- Establishment, promulgation and maintenance of orders of succession
- Identification of delegation of authority
- Identification of continuity of communication
- Identification and maintenance of continuity of facilities
- Maintenance of vital records
- Establishment of process of reconstruction
- Development of an effective test, training and exercise program to support continuity efforts
- Development of a Continuity of Operations Plan (COOP)

4.1.3 Training

Training is an essential component of preparedness and greatly impacts the ability to respond to and recover from a critical incident.

ECFD facilitates trainings and regularly communicates opportunities to staff members. Additionally, the cities prioritize trainings that promote staff understanding and familiarity with the following concepts:

- Incident Command System (ICS)
- California Standardized Emergency Management System (SEMS)
- National Incident Management System (NIMS)
- California Disaster Service Worker (DSW) [CA Government Code 3101]
- EOC Functions

The City Manager will ensure that staff members assigned to the EOC are properly trained and competent to fulfill their designated responsibilities. Staff members are encouraged to engage in on-going emergency management training to be familiar with current plans and guidance and capable of fulfilling the EOC role to which they are assigned.

4.1.4 Exercises

Exercises are a primary tool for assessing preparedness and identifying areas for improvement. They are a valuable method to validate plans and train personnel. El Cerrito follows the Homeland Security Exercise and Evaluation Program (HSEEP) including seminars, tabletop, and functional exercises.

A variety of exercises and trainings are used to assess capabilities and prioritize future planning and training needs. By simulating potential response and recovery scenarios, El Cerrito is able to validate existing plans and determine where additional training might be needed. ECFD will develop a Training and Exercise Program that incorporates a building block approach in the development of planned exercises to facilitate increasing awareness and knowledge.

4.1.5 Public Awareness & Education

The Fire and Police Departments, other City departments, and their partners promote public awareness and education in order to strengthen overall preparedness and community resilience. By providing community education, outreach, training, and coordination, the City increases the ability of community members and organizations to adequately prepare for and meet their own needs. By promoting self-reliance and preparedness, the cities reduce the overall burden on limited resources and competing needs that may arise during critical incidents.

Public Education is an essential tool to teach residents how to prepare for, react to, and recover from a major emergency or disaster.

4.2 Response Phase

The response phase includes any actions taken immediately before, during, or directly after a critical incident in order to minimize the potential or existing impacts of the incident.

4.2.1 Pre-Event

Some incidents may provide sufficient warning to allow for pre-event or precautionary measures. Depending on the likelihood of significant impacts, pre-incident response may include:

- Public warning
- Evacuations
- Resource Mobilization
- Staging
- Mutual Aid Requests
- Proclamation of a Local Emergency

4.2.2 Emergency Response

Emergency response activities are actions taken during or immediately after a critical incident to reduce or minimize actual impacts. While these activities are often associated with traditional response units – fire, law enforcement, emergency medical service (EMS), and public works – the size and complexity may require support from additional governmental agencies, non-government organizations (NGOs), businesses, and other partners.

During emergency responses, some incidents may escalate beyond the capabilities of field operation management that may necessitate the need for additional support and coordination requiring the activation of a Department Operations Center (DOC). When an incident or multiple incidents exceed the capabilities of a DOC, or when multiple department DOCs have been activated and more coordinated efforts are needed, the EOC should be activated.

When coordinating emergency response activities and prioritizing needs and objectives, the following hierarchy is utilized:

1. Life Safety
2. Incident Stabilization
3. Protection of property and infrastructure and restoration of essential services
4. Reduce impacts to the environment

Emergency response may include activities related to short-term recovery and often overlaps with long-term recovery operations.

4.2.3 Prolonged Emergency

In addition to continuing life and property protection; operations, mass care, relocation, public information, situation analysis, status and damage assessment operations will be initiated.

4.3 Recovery Phase

The Recovery Phase includes short and long-term activities focused on returning the community to pre-incident or improved conditions. In some situations, when a disaster declaration has been made, recovery activities may include the critical task of identifying, documenting and quantifying response and recovery costs eligible for reimbursement.

The Recovery Phase may begin during the Response Phase or as directed by the EOC Director. Depending on the incident the recovery process may be short or be a sustained operation lasting several years. A comprehensive recovery plan may provide more detailed actions for a prolonged recovery period.

The City may set priorities and secure resources. The following actions may help facilitate recovery efforts

- Conducting damage assessments
- Assessing housing needs – both support and solutions
- Issuing permits for repairs and demolition
- Debris removal
- Opening roadways and transportation routes
- Restoring utilities – water, electricity, gas, communications, sewer
- Opening local assistance centers (LACs)
- Resume government functions
- Coordinating efforts with County OES
- Working with local businesses to restore operations
- Coordinating with County, State and Federal officials regarding financial recovery
- Coordinate with County Public Health efforts for disasters that included health issues
- Identify and prioritize essential functions and services

4.3.1 Short-term Recovery

Short-term recovery operations begin during the response phase and may include activities such as the restoration of essential services, rapid debris removal, and the re-establishment of City services.

4.3.2 Long-term Recovery

Long-term recovery operations are often required to address extensive damage to infrastructure or widespread devastation. Activities include the restoration and reconstruction of public facilities and disaster response cost recovery.

The recovery period has major objectives that may overlap with other phases of the emergency management cycle, including:

- Reinstatement of family and individuals' autonomy
- Provision of essential public services
- Permanent restoration of private and public property
- Identification of residual hazards
- Plans to mitigate future hazards
- Recovery of costs associated with response and recovery efforts
- Coordination of state and federal, private and public assistance

As the immediate threat to life, property, and environment subsides, the rebuilding of El Cerrito will begin through various recovery activities. Long-term planning efforts, including public safety and infrastructure sustainability, are included in the El Cerrito General Plan. Recovery activities involve the restoration of services to the public and rebuilding the affected area(s). Examples of recovery activities may include:

- Restoring all utilities
- Establishing and staffing Local Assistance Centers (LACs) and Disaster Assistance Centers (DACs)
- Applying for state and federal assistance programs

- Conducting hazard mitigation analysis
- Identifying residual hazards
- Determining recovery costs associated with response and recover

4.3.3 Damage Assessment

Damage Assessment activities involves identifying, recording, compiling, and analyzing damage information in order to determine the type of recovery assistance needed. Following major disasters, a process known as Preliminary Damage Assessment (PDA) is employed to determine preliminary eligibility for certain state and federal financial assistance and reimbursement programs.

4.3.4 Disaster Assistance Programs

If the disaster is significant enough to warrant a gubernatorial and a presidential disaster declaration, additional state and federal assistance may become available. However, a local disaster proclamation does not automatically warrant the provision of state or federal assistance. The City will have to qualify for these additional resources. Most disasters do not rise to this level of significance and often insurance is the only resource available. If determined to be eligible, the City and its residents may be able to participate in state and federal disaster assistance programs for the following:

- **Individuals** – may be eligible for loans and grants for housing assistance programs (for homeowners and renters), and uninsured disaster-related necessities (including personal property, medical, dental, and transportation expenses). Other Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act) programs include crisis counseling, disaster unemployment assistance, and legal services, may be available.
- **Businesses** – may be eligible for low-interest loans to assist with uninsured physical damaged through the United States Small Business Administration (SBA).
- **Government** – assistance may be available through state assistance under the California Disaster Assistance Act (CDAA), as well as sever federal programs including the FEMA Public Assistance (PA) Grant Program, Hazard Mitigation Grant Program (HMGP), and Building Resilient Infrastructure and Communities (BRIC).
- **Non-profit Organizations** - assistance may be available through the state CDAA, as well as several federal programs including FEMA PA Grant Program for eligible non-profit organizations.

4.3.5 Recovery Documentation

Documentation is the key to recovering eligible response and recovery costs. Damage assessment documentation will be critical in establishing the basis for eligibility of disaster assistance programs. Various state and federal assistance programs require different types of documentation for eligible costs and in addition to structural damage, may include staff time, equipment, and materials utilized in response to the incident. To support the maximum recovery of eligible reimbursement, city departments must identify and support internal mechanisms for tracking and documenting appropriate costs.

4.3.6 After Action Report

As part of the recovery phase, and in accordance with SEMS, the State of California requires any city declaring a local emergency for which the governor proclaims a state of emergency, to complete and transmit an after-action report to the California Office of Emergency Services (Cal

OES) within 90 days of the close of the incident period. The after-action report should include the following information:

- Documentation of response activities
- Identification of problems and successes during emergency operations
- Analysis of the effectiveness of SEMS components
- Plan of action for implementing improvements
- Cal OES After-Action Questionnaire

4.4 Mitigation Phase

Preventing damage and losses from disaster includes those efforts known as mitigation activities. Mitigation efforts occur both before and following disastrous events. Post-disaster mitigation is part of the recovery process. Preventing, eliminating, or reducing the impact of hazards that exist within El Cerrito and that are a threat to life and property are part of the mitigation efforts.

The current Countywide Multijurisdictional Hazard Mitigation Plan includes an Annex for El Cerrito which identifies mitigation action items. These documents identify which department is the responsible as the lead managing these actions. The Mitigation Plan may be reviewed annually and updated every five years.

A number of mitigation activities may include the implementation, augmentation or promotion of the following:

- Local ordinances and statutes (zoning ordinance, building codes, ordinances and enforcement)
- Contra Costa County Hazard Mitigation Plan
- Structural measures
- Disaster, earthquake or flood insurance
- Public information and outreach and community relations
- Risk mapping
- Structural retrofitting
- Monitoring and inspection
- Land use planning
- General Plans
- Public Outreach and Education

4.5 Whole Community Approach

El Cerrito's ability to respond and recover from significant emergencies and major disasters is highly dependent upon planning for the unique needs and specific requirements of the residents and non-resident commuters and visitors. To further identify and meet these needs, a "Whole Community" approach has been adopted to include and integrate community partners, neighbors, and other stakeholders in all phases of emergency management. Through these collaborative efforts, El Cerrito will become more resilient and better prepared to meet the needs of its residents and daytime population, especially those with disabilities and others with access and functional needs.

4.5.1 Residents

Residents of El Cerrito play a fundamental role in emergency management by ensuring that they are prepared for emergencies and disasters. In most disasters, City residents will be the first to respond—family members caring for one another, neighbor helping neighbor. In a major disaster, residents may not have access to City services for days. Individual preparedness will ensure that the City's limited resources can go where they are most needed.

The City recommends that all residents prepare for disaster by taking first aid and CPR training, maintaining disaster supplies of food and water, and safekeeping personal documentation (e.g., personal identification and individual medical records). These actions will better prepare residents to evacuate or shelter-in-place for up to a week. Those families or residents with disabilities and others with access and functional needs may require additional personal planning before, during, and after an emergency to accommodate their need for assistance with communication, maintaining health and medical supplies, independence, support and safety, or transportation.

4.5.2 Community Organizations / Volunteer Groups

El Cerrito has several volunteer organizations that promote emergency preparedness and assist during emergencies and disasters. These include Community Emergency Response Teams (CERT) and East Bay Amateur Radio Club. These organizations can play a vital role in assisting neighborhoods prepare for and assist with disasters and emergencies. The Amateur Radio Groups can assist with auxiliary forms of communication from neighborhoods CERT volunteers can activate and serve as role in providing basic assistance and support throughout various communities.

4.5.3 Private Sector

El Cerrito has a vibrant business community that includes traditional retail, entertainment, and corporate businesses. The City engages with the private sector to better understand their needs, identify resources, and develop partnerships. Much of the City's private sector partners address preparedness planning internally as a way to minimize business disruptions and to support the wellbeing of their employees and also offer their resources and technical capabilities to the larger community. The City acknowledges this valuable support and will continue collaborative efforts with the private sector as a component of the overarching emergency management program.

4.5.4 People with Disabilities

People with disabilities often require additional planning and support to ensure they receive equal access and coverage as required under the Stafford Act as well as other state and federal legislation such as the Americans with Disabilities Act (ADA) of 1990. Covered disabilities are not always apparent and may include impairments of mobility, vision, and hearing as well as some cognitive disorders and mental illnesses. To meet the needs of these individuals, El Cerrito is committed to supporting efforts and activities designed to improve and validate capabilities in support of people with disabilities, including but not limited to:

- Notifications and warning procedures
- Evacuation, transportation and sheltering considerations
- Accommodations for service animals
- Accessibility to information

4.5.5 Individuals with Access & Functional Needs

In addition to people with disabilities, El Cerrito recognize that additional support may be necessary to support those with access and functional needs. These are not necessarily related to a specific condition, diagnosis, impairment and are based upon functional areas such as:

- Maintaining independence
- Effective communication
- Transportation
- Supervision
- Medical care

Individuals with access and functional needs may not have access to support networks outside of their immediate communities or be able to self-evacuate. As a result, they may have additional needs before, during, and after an incident. Those with functional needs often include children, the elderly, tourists, and other segments of the population, including:

- People with disabilities
- People living in institutionalized settings
- People from diverse cultures
- People with limited English proficiency
- People without transportation
- People who are economically disadvantaged
- Women who are pregnant

4.5.6 Considering Diversity, Equity, and Inclusion (DEI)

Inherent in emergency management is the knowledge that it does not exist independently from the issues that exist in a society the moment before an incident occurs. Social conditions that cause inequity, injustice, and lack of access to essential services can be exacerbated in readiness, response, and recovery operations. Disasters lead to disparate outcomes. Therefore, it is important for emergency managers to take deliberate action and make conscious decisions to look at the structure of emergency management programs. Examining policies, laws, regulations, and assumptions that may have unintended constraints is important before incidents occur.

The goal of examining diversity, equity, and inclusion is to consider how the structure of emergency management program impacts who is and is not participating in or being served by the program. The first step is to examine taken for granted structures that could encourage citizen engagement, or cause tokenism, or even nonparticipation. Efforts should be ongoing to apply and operationalize principles of DEI to leading more resilient communities.

The City of El Cerrito has affirmed that it is committed to the values of dignity, inclusivity, and respect for all individuals regardless of ethnic or national origin, gender identity, race, religious affiliation, sexual orientation, age, disability, or immigration status. (Resolution 2017-14)

4.5.7 Considerations for Pets and Animals

In 2006, the federal government passed the Pets Evacuations and Transportation Standards (PETS) Act as an amendment to the Stafford Act. The PETS Act directs state and local emergency preparedness plans address the needs of individuals with pets and companion animals during a disaster or emergency. American Red Cross procedures allow for assigned service animals to accompany individuals.

El Cerrito works to include consideration for the needs of pets and companion animals in plans as appropriate. Berkeley Humane Society maintains shelters including mobile ones for various pets and can be potentially located near a designated shelter. Additional resources for the evacuation of larger animals, such as horses, may be available for coordination and request in Contra Costa County.

5.0 EMERGENCY OPERATIONS CENTER

El Cerrito operate an Emergency Operations Center (EOC) that provides a centralized location where emergency management coordination and decision-making can be supported during critical incident, major emergency, or disaster. When activated, the EOC provides support for a number of critical tasks related to communication, coordination, resource management and executive leadership.

Emergency response and field personnel (e.g., fire, police, public works) will be notified and mobilized in accordance with the respective departments' appropriate standard operation policies and procedures (SOPs).

5.1 EOC Locations

The primary EOC location is:

- City Hall located at 10890 San Pablo Avenue

Alternate EOC locations include:

- Fire Station 72 located at 1520 Arlington Boulevard
- Fire Station 65 located at 217 Arlington Avenue

Alternate locations would be used when the primary EOC would or might be unsafe or unusable.

5.2 Activations & Deactivation

The EOC equipment is maintained by ECFD and may be used for coordination and monitoring activities at any time without the need for a formal activation. However, depending upon the need and circumstances, an official EOC activation may be appropriate to support a number of activities, including:

- Field response
- Pre-planned events
- Local proclamation of emergency
- Governor's declaration of emergency
- Presidential declaration of a national emergency
- State of War

The EOC may be activated when an incident or event occurs in one or both cities. Incidents that occur in one municipality may be served by DOC activation(s). However, if an incident that is contained to one city overwhelms its jurisdiction's resources, including DOC capabilities, the EOC may be activated utilizing resources from both cities. When the EOC is activated for a city specific incident, that City Manager may serve as the initial EOC Director.

5.2.1 DOC Activation

A Department Operations Center (DOC) may be active at the discretion of a senior fire, police or public works official based upon current or impending conditions that may substantially alter normal operations for a temporary time period. DOCs may also be active in support of EOC and field operations during a disaster.

A DOC is managed by a senior department official and primarily supports field operations in operations, logistics, and planning.

5.2.2 EOC Activation Authority

The following municipal positions have the authority to activate the City's EOC:

- El Cerrito City Manager
- El Cerrito Police Chief
- El Cerrito Fire Chief
- El Cerrito Public Works Director

Individuals serving in an acting role or empowered to act on behalf the above positions may activate the EOC.

The Police Chief, Fire Chief, Public Works Director, Emergency Services Coordinator, and City Manager should be made aware of escalating or anticipated incidents or events which may have a significant impact on El Cerrito.

EOC activation may occur based upon escalating incidents or in anticipation of an incident or event. Activation of multiple DOCs may warrant the activation of the EOC. DOC commanders should be communicating with respective department heads of current and projected situation status.

5.2.3 EOC Activation Levels

When the EOC is activated, the County Operational Area OES/EOC will be notified.

The City may also establish Departmental Operations Centers (DOCs) for specific departments (e.g., Fire, Public Works or Police) as required to support field operations and coordinate other functions within their respective departments. Activation of multiple DOCs may warrant or necessitate the activation of the EOC.

EOC activation levels are scalable based in the evolving needs and may include full or partial staffing as required. See table below:

Level	Operational Status (Minimum Positions)	Trigger Event/Situation (examples include but not limited to)	Activities
Level 3 Minimal Staffing	Emergency Services Coordinator	• Small incident or event • One site • Potential threat of: ○ Flood ○ Severe storm • Escalating incident	• Situational Analysis • Public Information • Response Coordination • Resource Coordination • Reporting to State
Level 2	Management, EOC	• Large scale evacuations	• Situational Analysis • Public Information

Partial Staffing	Section Coordinators Branches/Divisions/Units Liaison/Agency reps	• 2+ incident sites • Severe Weather Warning • Earthquake with minor damage • Major scheduled event	• Response Coordination • Resource Coordination • Logistics Support • Reporting to State
Level 1 Full Staffing as needed	All positions (as required)	• Large Winter Storm • Terrorist incident • Major Earthquake • Regional Disaster • Major Wildland Fire in Urban interface	• Situational Analysis • Public Information • Response Coordination • Resource Coordination • Logistics Support • Recovery Operations • Sustained Operations • Reporting to State

Similarly, the deactivation of the EOC will be scalable based on the decreasing needs of El Cerrito. Appropriate EOC functions and roles will be deactivated as the situation allows and as directed by the EOC Director.

5.3 EOC Communication & Coordination

The EOC has the capability to communicate and coordinate with field personnel, incident commanders, DOCs, external stakeholders, volunteer community groups, and other government agencies.

Coordination with field elements from the EOC may be coordinated through relevant DOCs or directly with an Incident Commander. If a DOC is not activated, the Incident Commander may communicate directly with their department specific representative, typically located in the Operations Section of the EOC.

The EOC will communicate and coordinate with the Contra Costa County EOC and other cities in the Operational Area. Affected cities will provide situational awareness and relevant resource status to the County EOC.

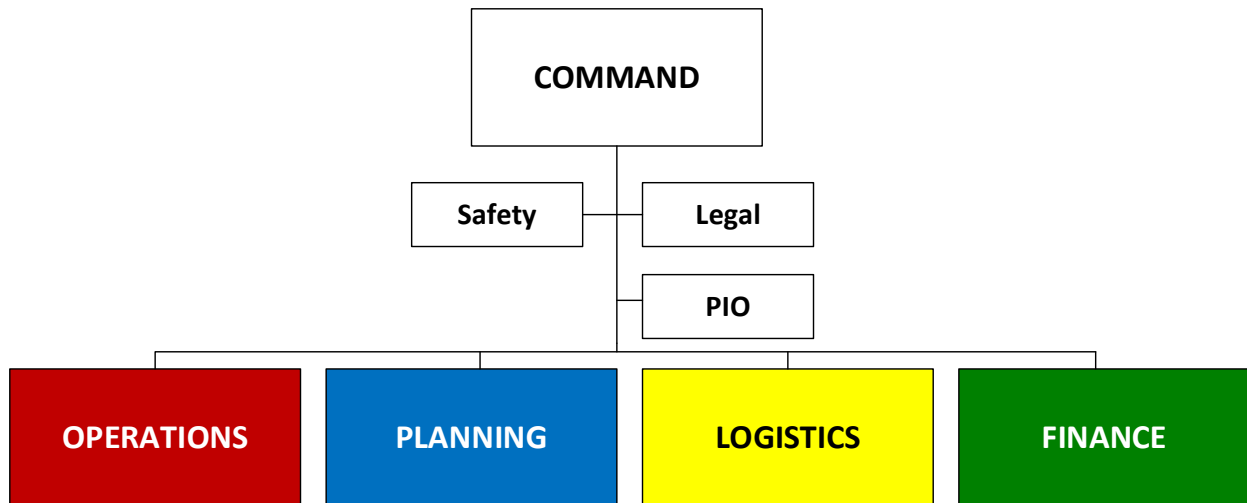
Additionally, the EOC can communicate with designated volunteer community groups through the Amateur Emergency Communication Group (HAMs).

5.4 EOC Structure – Hierarchy of Command and Span-of-Control

As outlined in ICS the EOC will be organized in to five major areas:

- Management
- Operation
- Planning
- Logistics
- Finance

Below is a basic ICS chart that can be expanded and condensed based on the scale of the incident.



Management of personnel within the EOC will be accomplished through the assignment of Section Coordinators for Operations, Planning, Logistics, and Finance functions. Section Coordinators will report to the EOC Director.

The four essential ICS functions in SEMS and NIMS are identified as “sections” in the EOC. All other functions are organized as branches, groups or units within these sections. Only functional elements that are required to meet current objectives will be activated.

- **Management** - Responsible for overall emergency policy and management coordination
- **Operations** - Responsible for supporting operations, coordinating emergency response efforts and shelter operation support
- **Planning** - Responsible for collecting, evaluating and disseminating information; assist in developing Emergency Action Plan; and responsible for the collection of all documentation material
- **Logistics** - Responsible for providing facilities, services, personnel, equipment, materials, and resources
- **Finance** - Responsible for financial expenditures, records, and other administrative aspects

Specific EOC positions and responsibilities are outlined in separate EOC Job Aid documents.

5.5 EOC Action Plans

At local, operational area, regional and state levels, the use of EOC action plans (EAP) provide designated personnel with knowledge of the objectives to be attained and the steps required for achievement. Action plans give direction and provide a basis for measuring achievement of objectives and overall system performance in the EOC. The EOC Director will determine and direct the drafting of EAPs.

6.0 EMERGENCY DECLARATIONS

6.1 Local Proclamation

California Government Code allows a local emergency to be proclaimed by a city council or designated official by city council.

If the City of El Cerrito determines that the effects of an emergency are or may exceed the capabilities of local resources, a local emergency can be proclaimed. El Cerrito municipal code has empowered the city manager or mayor to issue a proclamation for the city. Such a proclamation is valid for three (3) days and must be ratified by the city council for it to remain valid. Proclamations must be made within ten (10) days of occurrence to qualify for assistance under the California Disaster Assistance Act and must be renewed every 14 days.

6.2 State of Emergency

After a proclamation of a local emergency, the governing body, having determined that local resources are not sufficient to mitigate the situation, may request by letter or resolution that the Governor proclaim a state of emergency in the area to fully commit state and mutual aid assistance and provide resources to assist local government.

To support its request for a gubernatorial proclamation, it is essential that the City forward an estimate of damage and financial loss to Cal OES through the Contra Costa County OES as quickly as possible. Estimates of loss are an important part of the criteria that Cal OES considers when making a determination to proclaim a state of emergency and request a Presidential Declaration of Emergency or Disaster. A copy of the request for a Governor's proclamation, with the following supporting data, must be forwarded, to the Contra Costa County OES Director for transmission to the Cal OES Director:

- Copy of the local emergency proclamation
- Initial damage estimate summary that estimates the severity and extent of the damage

Cal OES prepares a recommendation as to the action that should be taken by the Governor. If the action recommends a Governor's proclamation, Cal OES prepares the proclamation.

The Governor may also proclaim a state of emergency without a local request if the safety of persons and property in the state are threatened by conditions of extreme peril, or emergency conditions are beyond the emergency response capacity and capabilities of local authorities. Local damage assessment documentation and submission may be required for reimbursement.

6.3 State of War Emergency

In addition to a State of Emergency, the Governor can proclaim a State of War Emergency whenever the state or the nation is attacked by an enemy of the United States, or upon receipt by the state of a warning from the federal government indicating that such an enemy attack is probable or imminent. The provisions of the Governor granted under a State of War Emergency are the same as those granted under a State of Emergency.

6.4 Presidential Declaration

Following the proclamation of a state of emergency, the Cal OES Director may recommend that the Governor request a Presidential Declaration of a major disaster under the authority of Public Law 93-288. The Governor's request to the president is submitted through the FEMA. Supplementary justification data may be required to accompany the state and local proclamations and Initial Damage Estimate.

7.0 PUBLIC INFORMATION

During a major emergency, disaster, or significant event providing residents and the public with useful and updated information is essential. The EOC Public information Officer (PIO) will oversee messaging during an EOC activation. If the EOC is not activated, then either the lead department or City's PIO will be responsible.

- Alerts and Notifications – during an incident the City will utilize various communication tools to disseminate information and directions to its residents. Recognizing that some residents may have limited access or functional needs. The City will strive to address communication in various forms. Communication tools include but are not limited to:
 - Social media (including Next Door)
 - City alert system (currently Notify Me)
 - City website
 - Local news stations
 - CERT Teams, volunteer groups, and community or faith-based organizations

Public Education can be a useful tool to prepare residents in advance of incidents – how to prepare for, react to, and recover from various situations.

7.1 Joint Information System

The Joint information System (JIS) is the broad mechanism that organizes, integrates, and coordinates information to ensure timely, accurate, accessible, and consistent messaging activities across multiple jurisdictions and/or disciplines with the private sector and Non-governmental organizations (NGOs).

It includes the plans, protocols, procedures, and structures used to coordinate and share public information. Federal, State, tribal, territorial, regional, local, and private sector PIOs and established Joint Information Centers (JIC) at each level of SEMS are critical elements of the JIS. The County / Operational Area will orchestrate JIS activities for larger or countywide incidents and events

7.2 Joint Information Center

The Joint Information Center is the central location that facilitates the operations of the JIS during an emergency. This location houses personnel with public information responsibilities from multiple agencies, departments, and other local governments. They perform critical emergency information functions, crisis communications, and public affairs functions.

A JIC will be established at a suitable location in close proximity to provide for effective management of Public Information functions. When activated, the JIC will be staffed by personnel trained to conduct Public Information activities, including coordinating inter-jurisdictional media releases and management of rumor control and community communications functions. Regardless of where the JIC is established, Public Information functions will continue to be managed from the EOC.

8.0 CONTINUITY OF GOVERNMENT

Continuity of Government (COG) is an essential function of emergency management and is vital during an emergency/disaster situation. Continuity of government is defined as the preservation,

maintenance, or reconstitution of the civil government's ability to carry out its constitutional responsibilities. All levels of government share a constitutional responsibility to preserve the life and property of their citizens. The California Government Code and the Constitution of California provide the authority for state and local government to reconstitute itself in the event incumbents are unable to serve.

A major emergency or disaster could result in great loss of life and property, including the death or injury of key government officials. At the same time, there could be partial or complete destruction of established seats of government, and the destruction of public and private records essential to continued operations of government and industry.

In the aftermath of a major emergency, law and order must be preserved and essential government services must be maintained. To this end, it is particularly essential that local units of government continue to function.

Line of Succession – El Cerrito Emergency Services

The Municipal Code designates the city manager to be the director of emergency services and an assistant director of emergency services to be appointed by the director. In the event that neither the director nor assistant director is available to perform the director's duties, that role may be performed by the fire chief, police chief, director of public works or senior fire, police, or public works official present until relieved by an individual of higher presence.

Primary City Position	Alternate
Mayor	Mayor Pro Tempore
City Manager	1. Assistant City Manager 2. Police Chief 3. Fire Chief
City Attorney	1. Assistant City Attorney 2. Assistant City Attorney 3. Assistant City Attorney
Fire Chief	1. Fire Marshal 2. Battalion Chief – Operations 3. Battalion Chief – Support Services
Police Chief	1. Captain 2. Lieutenant – Patrol 3. Lieutenant - Administrative
Finance Director / City Treasurer	1. Accounting Supervisor 2. Finance Supervisor 3. Senior Accountant
Community Development Director (Planning)	1. Planning Manager 2. Senior Planner 3. Associate Planner
Community Development Director (Building)	1. Building Official 2. Inspector II 3. Neighborhood Preservation Officer
Public Works Director / City Engineer	1. Engineering Manager / Senior Engineer 2. Operations / Environmental Services Manager
Recreation Director	1. Recreation Supervisor 2. Management Analyst 3. Community Services Coordinator

8.1 Essential Facilities-Alternate Government Facilities

In the event an alternate location is needed to perform the day-to-day governmental functions, staff will be notified to report to one of several identified governmental facility locations where those functions can be carried out. Based upon current conditions and situation status, the alternate location will be determined by the department head or senior city official.

8.2 Preservation of Vital Records

In El Cerrito the City Clerk is responsible for managing the preservation of vital records. Vital records are defined as those records that are essential to:

- Protect and preserve the rights and interests of individuals, governments, corporations and other entities. Examples documents may include:
 - vital statistics and public records
 - land and tax records
 - license registers
 - articles of incorporation
 - payroll information
 - contracts and leases
 - plans, policies, and procedures for critical processes
 - ordinances and resolutions
- Conduct emergency response and recovery operations. Records of this type include utility system maps, locations of emergency supplies and equipment, emergency operations plan and procedures, personnel rosters, etc.
- Re-establish normal governmental functions and protect the rights and interests of government: constitutions and charters, statutes and ordinances, court records, official proceedings and financial records.

Each department within El Cerrito should identify, maintain, and protect its own essential records, plans, procedures, documents, and other important operating functions.

9.0 PLAN DEVELOPMENT AND MAINTENANCE

El Cerrito Fire Department is responsible for the review, revision, management, maintenance, and distribution of the EOP.

The EOP is subject to periodic formal approval by the city council, whereas the Annexes are revised as needed and are not subject to formal review and city council approval. The Annexes are considered an extension of the EOP.

The EOP Basic Plan will be reviewed on a biennial basis by ECFD. The EOP may be modified at any time as a result of a post-incident or post-exercise evaluation, or changes in responsibilities, laws, or regulations.

Annexes will be reviewed biennially or as conditions, responsibilities, guidelines and the like warrant or require. Additional annexes may be added following review by ECFD.

10.0 AUTHORITIES AND REFERENCES

10.1 Local Authorities and References

- City of El Cerrito Municipal Code
- City of El Cerrito Emergency Operations Plan (2007)
- Contra Costa County Local Hazard Mitigation Plan (2018)
- Contra Costa County Emergency Plan (2015)
- Contra Costa County Office of Emergency Services

10.2 State Authorities and References

- California Emergency Services Act
- California Disaster Assistance Act
- California Code of Regulations,
- California Disaster and Civil Defense Master Mutual Aid Agreement
- Standardized Emergency Management Systems Guidelines, 2006
- California-Federal Emergency Operations Center Guidelines: Integrating Federal Disaster Response Assistance with California's Standardized Emergency Management System
- State of California Emergency Plan, October 1, 2017
- Orders and Regulations that may be promulgated by the Governor during a State of Emergency or a State of War Emergency
- California Governor's Office of Emergency Services

10.3 Federal Authorities and References

- National Fire Protection Association (NFPA)
- Federal Emergency Management Agency (FEMA) / Department of Homeland Security
 - National Incident Management System (NIMS)
 - National Response Framework
 - Developing and Maintaining Emergency Operations Plans Comprehensive Preparedness Guide (CPG)
 - Presidential Directives (5, 8)

ABBREVIATIONS

AAR	After Action Report
ADA	Americans with Disabilities Act of 1990
AECS	Auxiliary Emergency Communications Services (Amateur Radio)
ARC	American Red Cross
Cal OES	Governor's Office of Emergency Services
CBO	Community-based Organizations
CDAA	California Disaster Assistance Act
CERT	Community Emergency Response Team
CESA	California Emergency Services Act
COG	Continuity of Government
COOP	Continuity of Operations Plan
DOC	Department Operations Center
DSW	Disaster Service Worker
EAP	Emergency Action Plan (EOC Plan)
ECFD	El Cerrito Fire Department
ECPD	El Cerrito Police Department
EOC	Emergency Operations Center
EOP	Emergency Operation Plan
EMS	Emergency Medical Services
FBO	Faith-Based Organization
FEMA	Federal Emergency Management Agency
HAZMAT	Hazardous Material
HMP	Hazard Mitigation Plan (aka LHMP)
HSEEP	Homeland Security Exercise and Evaluation Program
IAP	Incident Action Plan (Field plan)
IC	Incident Command
ICP	Incident Command Post
ICS	Incident Command System
IPAWS	Integrated Public Alert and Warning System
JFO	Joint Field Office
JIC	Joint Information Center
JPA	Joint Powers Authority
MACS	Multi Agency Coordination System
MMAA	Master Mutual Aid Agreement (California fire agencies)
NGO	Non-governmental Organization (Non-profits)
NIMS	National Incident Management System
NOAA	National Oceanic and Atmospheric Administration
NRF	National Response Framework
NWS	National Weather Service
OA	Operational Area
OES	Office of Emergency Services
PDA	Preliminary Damage Assessment
PIO	Public Information Officer
PPD	Presidential Policy Directive (National Security Directive)
SEMS	Standardized Emergency Management System
TEP	Training and Exercise Plan

GLOSSARY

Accessible – A facility is accessible if it has the legally required features and/or qualities that ensure entrance, participation, and usability of places, programs, services, and activities by individuals with a wide variety of disabilities.

Affected Population – Anyone who has been displaced, injured, or suffered some loss due to a disaster.

Americans with Disabilities Act (ADA) – The Americans with Disabilities Act prohibits discrimination against people with disabilities in employment, transportation, public accommodation, communications, and governmental activities. The ADA also establishes requirements for telecommunications relay services.

Annex – An annex is an addition to a document.

Appendix – Appendices provide relevant information already referenced in the guidance. Typically, this includes forms used or other necessary information.

Cal OES – The California Governor's Office of Emergency Services is the state agency responsible for overseeing and coordinating emergency preparedness, response, recovery, and homeland security activities within the state.

Catastrophe – A series of cascading human-caused/influenced events or incidents with or without a human caused genesis, the adverse effects/consequences of which are potentially, seemingly, or definitively irreversible. A catastrophe may be caused by a disaster, or may be the cause of a disaster, but it may not be either. A catastrophe may be an emergency or cause a state of emergency, or, an emergency or state of emergency may cause a catastrophe, but a catastrophe may not be any of the above.

Civil Unrest – Civil unrest involves a disruption of the typical social order; it can involve a strike or protest, and it can be non-violent or involve violence. Riots and rebellions are both forms of civil unrest.

Community-Based Organization (CBO) – Non-profit organizations that operate within a single local community and constitute a subset of the wider group of NGOs. They are frequently run by volunteers and often self-funding. Some are formally incorporated with written charters and boards of directors, while others are much smaller and more informal.

Crisis – Phenomenon, event, active threat, or trend, with or without specific location, posing seemingly inevitable harm to life, property, environment, organizational performance, reputation, or way of life reasonably or ethically necessitating deliberate urgent intervention. (A crisis may be local, national, or global)

Dam Failure – Partial or complete collapse of a dam causing downstream flooding.

DAFN – Persons with Disabilities and others with Access and Functional Needs.

Diversity, Equity, and Inclusion – DEI is a term used to describe policies and programs that promote the representation and participation of different groups of individuals, including people of different ages, races and ethnicities, abilities and disabilities, genders, religions, cultures and sexual orientations.

Disaster – Any natural event or emergency (hurricane, tornado, storm, high water, wind driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, etc.), or regardless of cause, any fire, flood, or explosion which the President determines to be of such severity as to warrant major federal disaster assistance.

Disaster Service Worker (DSW) – The Disaster Service Worker program is a state-funded worker's compensation program for government employees and affiliated volunteers who provide services to protect the health and safety, and preserve the lives and property, of the people of California. Government-affiliated volunteers, including members of the public who spontaneously volunteer to assist during a disaster, may be registered as DSWs under California's Disaster Service Worker Volunteer Program.

Emergency – Incident(s) or crisis(es) (air pollution, fire, flood, storm, epidemic, riot, drought, sudden/severe energy shortage, plant or animal infestation or disease, Governor's warning of

earthquake/volcanic predictions, and earthquakes, among others) posing threat to safety of persons, property, or the environment that exceeds an organization's resources/capability.

Emergency Medical Services (EMS) – A service, providing out-of-hospital, acute medical care, transport to definitive care, and other medical transport to patients with illnesses and injuries, which prevent the patient from transporting themselves.

Emergency Operations – Actions taken during an emergency to protect life and property, care for the people affected, and restore essential community services.

Emergency Operations Center (EOC) – A site from which government officials coordinate, monitor, and support response activities during an emergency.

Emergency Operations Plan (EOP) – A document that describes how people and property will be protected in disaster and disaster threat situations; details who is responsible for carrying out specific actions; identifies the personnel, equipment, facilities, supplies, and other resources available for use in the disaster; and outlines how all actions will be coordinated.

Evacuation – Organized and supervised dispersal of people from dangerous or potentially dangerous areas.

Evacuee – All persons removed or moving from areas threatened or struck by a disaster.

Federal Emergency Management Agency (FEMA) –Federal Emergency Management Agency (FEMA) [U.S. Dept. of Homeland Security] is the federal agency responsible for coordinating emergency planning, preparedness, risk reduction, response, and recovery. The agency works closely with state and local governments by funding emergency programs and providing technical guidance and training. These coordinated activities at the federal, state, and local levels ensure a broad-based emergency program to ensure public safety and protect property.

Flood – A general and temporary condition of inundation of normally dry land areas from overflow of inland or tidal waters, unusual or rapid accumulation or runoff of surface waters, or mudslides/mudflows caused by accumulation of water.

Hazard – Any source of danger or element of risk to people or property.

Hazard Mitigation Plan – A plan that identifies certain natural hazards and other hazards of interest that might have an impact on a jurisdiction. The plan analyses the potential risk from these hazards and drafts various action items that could mitigate or minimize the impact from these hazards.

Hazardous Material – Any substance or material that when involved in an accident and released in sufficient quantities, poses a risk to people's health, safety, and/or property. These substances and materials include explosives, radioactive materials, flammable liquids or solids, combustible liquids or solids, poisons, oxidizers, toxins, and corrosive materials.

Incident – The physical manifestation of crisis, event, or occurrence that has adversely affected life, property, or the environment requiring the response of at least one individual.

Incident Command System (ICS) – The Incident Command System (ICS) is a standardized emergency management concept designed to provide an integrated organizational structure for managing emergencies, and to enable coordinated emergency response across jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during emergencies. It is based on proven management tools that contribute to the strength and efficiency of the overall system.

Local Jurisdiction – Local jurisdiction refers to the cities, towns, school districts, and special districts that are encompassed within the geographical borders of Contra Costa County.

Mitigation – Pre-event planning and actions that aim to lessen the occurrence or effects of potential disaster.

Mobilization – The process and procedures used by organizations; federal, state and local for activating, assembling, and transporting resources that have been requested to respond to or support an incident.

Multi-Agency Coordination (MAC) – The participation of government and other organizations involved at any level of the SEMS organization working together in a coordinated effort to facilitate decisions for overall emergency response activities, including the sharing of critical resources and the prioritization of incidents.

Multi-Jurisdiction Incident – An incident where multiple jurisdictions have a statutory responsibility. Under ICS, these incidents will be managed under Unified Command.

Mutual Aid – Is the voluntary aid and assistance by the provision of services and facilities, including but not limited to fire, police, medical and health, communication, transportation, and utilities. Mutual aid is intended to provide adequate resources, facilities, and other support to jurisdictions whenever their own resources prove to be inadequate to cope with a given situation.

Mutual Aid Agreement – Written agreement between agencies and/or jurisdictions in which they agree to assist one another upon request, by furnishing personnel and equipment.

Natural Disaster – Any hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, or other catastrophe which causes, or which may cause, substantial damage or injury to civilian property or persons.

National Incident Management System (NIMS) – The National Incident Management System (NIMS) provides a comprehensive approach to emergency management for all hazards. NIMS integrates existing best practices into a consistent nationwide approach to domestic emergency management that is applicable to all jurisdictional levels (public and private) and across functional disciplines. NIMS is based on a balance of flexibility and standardization. NIMS is flexible and allows government and private entities at all levels to work together to manage domestic emergencies, regardless of their cause, size, location, or complexity. NIMS also provides a set of standardized organizational structures.

National Response Framework – The National Response Framework (NRF) presents the guiding principles that enable all response partners to prepare for and provide a unified national response to disasters and emergencies—from the smallest incident to the largest catastrophe. The Framework establishes a comprehensive, national, all-hazards approach to domestic incident response. The Framework documents the key response principles, roles, and structures that organize national response. It describes how communities, States, the Federal Government, and private-sector and non-governmental partners apply these principles for a coordinated, effective national response. And it describes special circumstances where the Federal Government exercises a larger role, including incidents where Federal interests are involved and catastrophic incidents where a State would require significant support. It allows first responders, decision makers, and supporting entities to provide a unified national response.

Non-Governmental Organization (NGO) – An entity with an association that is based on interests of its members, individuals, or institutions, and that is not created by a government, but may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of NGOs include faith-based charity organizations and the Red Cross.

Office of Emergency Services (OES) – OES is the lead agency in fulfilling the County's responsibility under the California Emergency Services Act and also serves as the Operational Area Coordinator for Contra Costa County under SEMS.

Operational Area (OA) – A geographical area that encompasses all local governments within a county, including the county. The OA serves as the coordination and communications link between the local government and the state. The OA prioritizes resources and coordinates mutual aid among entities within the OA. Each OA is responsible for activating and operating an EOC.

Operational Area Emergency Operations Center (OA EOC) – The physical location at which the coordination of information and resources to support OA activities normally takes place. Plan – A document that describes the broad, overall jurisdictional response to potential extraordinary emergencies or disasters.

Preparedness – The range of deliberate, critical tasks and activities necessary to build, sustain, and improve operational capability. Preparedness is a continuous process involving efforts at all levels of government and between government and private-sector and NGOs to identify threats, determine

vulnerabilities, and identify required resources. Preparedness is operationally focused on establishing guidelines, protocols, and standards for planning, training and exercises, personnel qualification and certification, equipment certifications and publication management.

Recovery – The long-term activities beyond the initial emergency response phase of disaster operations that focus on returning all systems in the community to a normal status or to reconstitute these systems to a new condition that is less vulnerable.

Resources – Personnel and equipment available, for assignment to incidents or to EOCs.

Response – Activities that address the direct effects of an incident; immediate actions to save lives, protect property.

Shelter – Facilities providing safe, sanitary, and secure refuge before, during, and after disaster incidents. (Note: This may also include some facilities that provide immediate necessary safe haven sheltering during an incident but are not capable of ongoing operations once other options are available.) Shelters may include general population shelters, medical needs shelters, or household pet shelters.

Special District – A unit of local government (other than a city or county, with authority or responsibility to own, operate, or maintain a project (e.g., a water district, fire district).

Standardized Emergency Management System (SEMS) – The Standardized Emergency Management System (SEMS) is used to manage emergency response in California. SEMS consists of five hierarchical levels: field, local, operational area, regional, and State. SEMS incorporates the principles of the Incident Command System, the Master Mutual Aid Agreement, existing discipline-specific mutual aid agreements, the Operational Area concept, and multi-agency or interagency coordination and communication. Under SEMS, response activities are managed at the lowest possible organizational level.

State of Emergency – An eminent impending incident(s) or crisis(es) posing threat to safety of persons, property, or the environment that is/are likely to exceed resources/capability of the proclaiming political jurisdiction, or the existence of an active incident which threatens a population and the adequacy of local resources is unknown.

Terrorism – The use of or threatened use of criminal violence against civilians or civilian infrastructure to achieve political ends through fear and intimidation.

Threat – Communicated, demonstrated, or inferred intent and potential capability to harm life, property, environment, organizational performance, or way of life.

ANNEXES

ANNEX 1 EL CERRITO CITY PROFILE

- **Date of Incorporation**—1917

- **Current Population**—25,508 (2019 estimates). As of Census 2010, there were 10,000 households, and 7,385 families residing in the city.

- **Population Growth**—Based on data from the California Department of Finance, El Cerrito has experienced a modest rate of growth of 8.2% over the last 10 years. The overall population has increased 8.2 percent since 2010. With this rate of growth, anticipated development is considered moderate. While the growth rate has been virtually flat for many years due to the built-out nature of existing city lots, current development on the San Pablo Avenue corridor is adding 300 housing units to the market. Additional development already approved will add another 700 housing units including assisted and affordable housing as well as market value units.

- **Location and Description**—El Cerrito is a moderately sized city of 3.9 square miles, located in western Contra Costa County on the south and west facing slopes of the Berkeley Hills, which rise from the Bay Plain to the top of the ridgeline (approximate elevation of 900 feet).

The city is approximately 17 miles northeast of San Francisco and 12 miles north of Oakland. It forms part of the highly urbanized area along the eastern shore of San Francisco Bay together with the cities of Albany, Berkeley, and Richmond. El Cerrito is ideally situated within the San Francisco Bay Area due to its proximity to exceptional mass public transportation systems, small city hospitality within a major urban area, diverse culture, parks and spectacular vistas of the San Francisco Bay.

The City is traversed by Interstate 80 (Eastshore Freeway), and the Bay Area Rapid Transit (BART) District's rail system that bisects the City with an elevated track and two stations. The two BART stations are near the north (Del Norte) and south (El Cerrito Plaza) boundaries of the city. The Del Norte Station is also a major public mass transit transfer station that provides extensive bus service throughout the San Francisco Bay Area. Both El Cerrito BART Stations are served by multiple mass public transportation services which includes AC Transit, WestCAT Transit, Vallejo Transit and Golden Gate Transit services, which are all bus systems.

- **Climate**—The climate of El Cerrito is greatly influenced throughout the year by its proximity to the San Francisco Bay. The rainy season lasts from November through April, accounting for about 90 percent of the average annual precipitation of 25.2". The dry season, lasting from June through October, is typically marked by regular intrusions of low clouds and fog and long spells of high temperatures and low humidity. During a typical year, the colder lows are in the low to mid-40s and the warmer highs reach the mid-80s. The prevailing southwest wind blows across the cold upwelling water that is almost always present along the San Francisco Bay and Pacific Ocean coast. The immediate coast is largely affected by the cold California current.

- **Governing Body Format**—The City of El Cerrito is a Charter City organized as a council-manager form of local municipal government. The City Council consists of five members elected at large for four-year, overlapping terms. The Council selects the Mayor from among its members for a one-year term.

The Mayor and City Council provide community leadership, develop policies to guide the City in delivering services and achieving community goals, and encourage citizen understanding and involvement. The City Manager is appointed by the City Council and is responsible for administration of municipal affairs. All City departments operate under the supervision of the City Manager. Through the City Manager, City staff, using the resources appropriated by the Council in the budget to achieve desired service results in the community, carries out the policies of the Council. The City employs approximately 170 people in nine departments: Police Services, Fire Services, Administration, City Clerk, Finance, Community Development, Recreation,

Human Resources and Public Works. The City Council also appoints a city attorney to advise them and City staff on legal affairs, to see that laws are effectively enforced and, when necessary, to defend the City in litigation.

• **Development Trends**—El Cerrito is largely a bedroom community for San Francisco and other Bay Area cities. Most employment in the city comes from retail or service industries. As of Census 2019 estimates, the median income for a household in the city was \$96,914.00.

California law requires counties and cities to prepare and adopt a comprehensive plan to guide development. The plan must consist of an integrated, internally consistent set of goals, policies, and implementation measures and must focus on issues of the greatest concern to the community. City actions, such as those relating to land use, annexations, zoning, subdivision, design review, redevelopment, and capital improvements, must be consistent with the plan. The City of El Cerrito adopted its general plan under this state mandate in July 2000. Future growth and development within the City will be managed as identified in the General Plan. The City developed and adopted its Strategic Plan in 2013 and updated it in 2015.

The City is faced with a host of potential health and safety hazards due to earthquakes, landslides and mudslides, fires, extreme weather/storms, flooding, dam failure, hazardous materials/transportation accidents and terrorist attack. The city is located in the heart of earthquake country, with the Hayward Fault Line running inside the city limits and parallel to its eastern boundary. Several other faults run roughly parallel to the ridgeline, with an extensive portion of the Alquist-Priolo fault zone mostly located within the City of El Cerrito. The City is largely an urban housing area with commercial areas intermixed with wildland urban interface (WUI) areas. In fact, over 40% of the City is located in a **Very High Fire Hazard Severity Zone** (VHFHSZ) The wildland-urban interface areas are in portions of the city that have steep hillside grades and narrow winding roadways. This makes them extremely vulnerable to wildfire and landslides as portions of both the east and west facing slopes of the El Cerrito hillside are known to be active landslide areas. These areas can be adversely affected by earthquake, fire or excessively heavy rainfall.

• **Hazards**—Based on Contra Costa Multijurisdictional Hazard Mitigation Plan - El Cerrito Annex (Contra Costa County HMP, 2018), ranks these as the top hazards in the City

Hazard Type	Category
Earthquake	High
Landslides	High
Wildfire	High
Severe Weather	Medium
Flooding	Medium

ANNEX 2 KENSINGTON UNINCORPORATED COMMUNITY PROFILE

- **Population**—5,329 (2019) up from 5077 in the 2010 census. As 2015 – 2019 U.S. Census data, there were 2,254 households in the community.

- **Location and Description**— Kensington is a community located in unincorporated Contra Costa County in the Berkeley Hills area adjacent to the southeast corner of the City of El Cerrito. The community borders the City of Berkeley in Alameda County on its southern border and covers 0.95 square miles; to the east is the Tilden Nature Area.

The area was first surveyed in 1911 when it was named “Kensington” by Robert Brousefield who had lived in the London Borough of South Kensington. Today, it is primarily a residential community that has its own police force, park service, refuse collection, and fire department. The fire department contracts with the City of El Cerrito to provide fire and emergency services to the community. Fire Station 65, housing Engines 65 and 365, is located on Arlington Avenue.



© Google Maps

- **Climate**— The climate of Kensington is greatly influenced throughout the year by its proximity to the San Francisco Bay. The rainy season lasts from November through April, accounting for about 90 percent of the average annual precipitation of 25.2". The dry season, lasting from June through October, is typically marked by regular intrusions of low clouds and fog and long spells of high temperatures and low humidity. During a typical year, the colder lows are in the low to mid-40s and the warmer highs reach the mid-80s. The prevailing southwest wind blows across the cold upwelling water that is almost always present along

the San Francisco Bay and Pacific Ocean coast. The immediate coast is largely affected by the cold California current.

- **Governing Body** -The Kensington Police Protection and Community Service District (KPPCSD) Board provides governance and oversight to police services, park and recreation, and waste management.

- **Fire and Emergency Services** - Fire Service is provided by the Kensington Fire District whose boundaries are the same as KPPCSD. The Kensington Fire District ensures that community residents are provided with quality fire and emergency services; the Fire District contracts with the City of El Cerrito to provide these services. The District Board of Directors conducts business during its meetings whose purpose is to establish policy; operations and administration are the responsibility of the El Cerrito Fire Chief and Fire Department staff. The City and Fire Department routinely work with the Fire District to ensure the high quality of service is maintained.

Services provided by the Fire District include Community Programs and Emergency Services. Emergency Services are provided by contact from the City of El Cerrito. Community Program include an Emergency Preparedness Committee, CERT Program, first aid and CPR training, smoke detector service, and car seat installation. Kensington houses Fire Station 65.

- **Hazards**—Based on Contra Costa Multijurisdictional Hazard Mitigation Plan - Kensington Fire District Annex (Contra Costa County HMP, 2018), ranks these as the top hazards in the City.

Hazard Type	Category
Earthquake	High
Wildfire	High
Landslide	High
Severe Weather	High

ANNEX 3 DEPARTMENT ROLES & RESPONSIBILITIES

Building and Planning

- Manage and conduct post-incident/event city facility safety assessment
- Manage structural assessment function and establish structure re-entry standards
- Lead damage assessment efforts

City Attorney

- Support proclamations of local emergencies
- Assess City operations and provide legal counsel as needed
- Ensure procurement process comply with necessary regulations

City Clerk

- Facilitate and administer proclamations of local emergencies
- Oversee preservation of vital documents and records
- Monitor continuity of government
- Administer loyalty oath to Disaster Service Workers volunteers as needed

City Council

- Support public information efforts as needed
- Support community engagement
- Attend public meetings as needed
- Review potential or threatened litigation as needed
- Review and approve proclamation of local emergency
- When appropriate, view impacted or affected areas, shelters, and other facilities
- Review requirements for special legislation and development of policy
- Consider short- and long-term recovery staff recommendations

City Manager

- EOC Director
- Establish EOC response priorities
- Lead incident action planning, support, and coordination
- Authorize proclamations of local emergencies
- Develop and maintain communication with respective city councils
- Approve public information release
- Support public warnings and alerts
- Primary liaison to City Council

Community Development

- Coordinate and provide emergency assistance
- Develop and coordinate interim and long-term disaster housing
- Support damage assessment efforts
- Lead initial planning efforts for long-term recovery
- Assist with damage assessment effort

Finance

- Provide emergency procurement support
- Anticipate and track financial resources for staff, mutual aid requests, volunteers

- Develop financial mechanisms, procurement applications and contracts to support procurement
- Oversee staff timekeeping
- Oversee compensations and claims
- Provide fiscal oversight and tracking of expenses
- Ensure correct FEMA forms are utilized for potential reimbursement

Fire

- Orchestrate all firefighting and fire rescue operations
- Lead EMS operations and coordinate with EMS ambulance provider agency
- Conduct hazardous material response operations
- Facilitate and coordinate emergency management and EOC operations
- Support emergency public warning and alerts
- Support evacuation and re-entry operations
- Support damage assessment efforts
- Provide incident planning and management support as needed
- Support and facilitate CERT activities

Human Resources

- Protect, restore and sustain city staffs
- Enforce city safety procedures
- Develop and coordinate human resources including contractors
- Identify any employee needs (e.g., childcare, shelter)
- Screen and track volunteers

Information Technology

- Protect, restore, and sustain cyber and information technology resources
- Oversee and manage telecommunication infrastructure
- Provide additional technology support as needed

Library

- Provide additional technology support as needed
- Provide additional administrative support as needed
- Provide additional resource management support as needed
- Provide additional shelter management support as needed

Recreation

- Manage emergency care and shelter operations
- Support infrastructure restoration
- Assist in tree clearance from public rights of way
- Support re-entry operations

Police

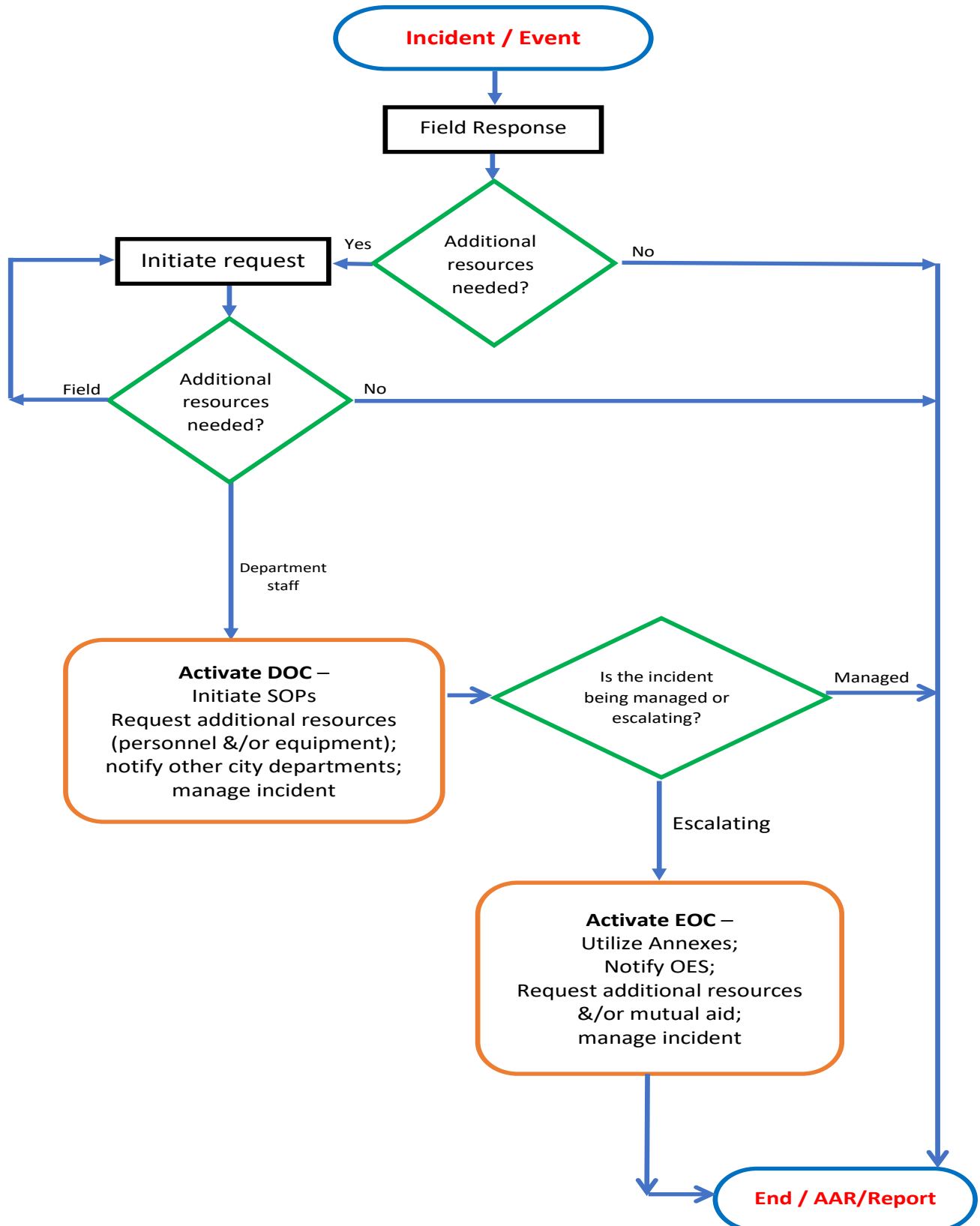
- Conduct law enforcement operations
- Lead evacuations operations
- Conduct emergency public warning and alerts
- Provide facility and resource security
- Impose and enforce curfew as directed
- Provide public safety and security support
- Provide traffic control

- Provide access and control to affected areas

Public Works

- Conduct infrastructure protection, emergency repair, and restoration
- Support movement operation/restrictions (traffic and access)
- Support public warnings and alerts
- Conduct debris clearance and manage debris operations
- Conduct flood fight operations
- Provide engineering services
- Coordinate with state agencies on state-controlled highways and roads
- Restore transportation infrastructure
- Manage city facilities
- Maintain, repair and restore wastewater infrastructure
- Maintain, repair and restore wastewater treatment plant operations
- Support damage assessment efforts
- Support evacuation and re-entry operations
- Provide potable water in support of care and shelter operations
- Coordinate with local water providers
- Coordinate with utility provider for the restoration of electrical and gas utility services

ANNEX 4 EARTHQUAKES



Overview

The San Francisco Bay Area is subject to major earthquakes. As demonstrated by past earthquake events, such as the 1906 and 1989 earthquakes, a large earthquake will cause major damage on a regional basis, destroying or damaging thousands of buildings, disrupting transportation and utility systems, and causing thousands of injuries or fatalities. Response to a disaster of this magnitude will severely strain the resources of both the public and private sectors in the region.

Purpose

This annex is a scenario-specific application of the EOP. Unlike other natural disasters, earthquakes occur without notice or warning and could strike anytime. The unpredictable nature of an earthquake and its aftershocks create probability of catastrophic damage throughout the county. The severity of the earthquake's impacts may overwhelm the capabilities for response for El Cerrito.

Initial Response / Situational Awareness

In accordance with the principles of the SEMS, NIMS and ICS the response to an emergency or disaster will be managed at the lowest level possible. Accordingly, El Cerrito will have the primary responsibility for responding to the impacts of the earthquake that occur within their own jurisdictions.

Given that an earthquake is a no-notice incident, it is critical to obtain situational awareness of the incident so that the appropriate resources can be deployed into the affected areas. While the ability to perform reconnaissance and to gather, verify, consolidate, and distribute confirmed situation information is vital to the response, it is equally important that initial response strategies are developed with an accurate picture of the potential scope of the disaster.

It is anticipated that resource requests will be relayed to mutual aid partners without delay and automatic aid for fire resources. When resources are exhausted, the Operational Area will be requested to support the OES Region. Allocation of resources will be made based on life safety, incident stabilization, and preservation of important property.

In an area-wide catastrophic disaster, El Cerrito recognize that immediately following the earthquake, mutual aid assistance may be limited or non-existent and may need to rely upon available local resources.

Reference: Bay Area Earthquake Plan (2016)

Response

Public Safety and Public Works will be the initial responders following an earthquake. Following a brief initial department assessment (equipment and response capabilities), responders will follow policies, procedures, and protocols. Intelligence, field reports, and information will determine if activation is warranted.

Response agencies:	El Cerrito Fire Department El Cerrito Police Department	El Cerrito Public Works Department Various city departments
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Support agencies:	Contra Costa County EMS American Red Cross Contra Costa County Human Services Agency Allied agencies (local, county, state, federal)	Contra Costa County OES Salvation Army
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DURING

The response phase occurs from the onset of an earthquake and lasts until lifeline systems are at least partially restored. During this phase, functions that are critical to saving lives, to protecting people, and meeting basic human needs are performed. During this phase, functions that are critical to securing critical infrastructure and safeguarding records are also performed. This would include the activation of the EOC.

All EOC Sections

- Obtain current overall situational update for effected area
- Support current field operations
- Ensure adequate staffing to manage incident
- Plan for additional operational periods

Management

1. Orchestrate support of field operations
2. Manage EOC operations - establish objectives and operational periods
3. Draft and distribute relevant and timely media and public information releases (alerts)
4. Communicate with respective city council
5. Liaison between EOC and allied agencies

Operations

1. Monitor and support all field operations
2. Ensure departments and responders follow appropriate protocols and procedures
3. Communicate with incident command post (ICP)
4. Support non-incident related operations
5. Keep PIO informed of urgent and important information
6. Keep Logistics Section updated on equipment requests (current and anticipated needs)
7. Request additional resources (internal and/or external) [personnel and/or equipment]
8. Support mass care and shelter operations
9. Support field evacuation operations
10. Support alerts and notifications
11. Complete appropriate documentation

Planning

1. Facilitate and draft Emergency Action Plan (EAP)
2. Consider and plan for incident impact on city
3. Monitor current and predicted weather conditions
4. Document necessary and appropriate damage for possible claims/reimbursement
5. Update Web EOC as warranted with relevant information
6. Plan for additional operation periods
7. Support evacuation process
8. Initiate planning process for transition from Response phase to Recovery

Logistics

1. Fulfill requested resource request
2. Secure additional request as possible
3. Contact local vendors or OES for mutual aid requests
4. Support evacuation or shelter operations
5. Support evacuation process
6. Anticipate possible needs from interactions with OPS Section

Finance

1. Track expenditures of personnel, time costs, equipment, and related purchases
2. Track receipts and financial records

Phase 1 (initial occurrence through day 14)

Focus is upon notification, situational awareness, initiation of response resources with a priority on lifesaving and damage assessment. Continued priority remains on lifesaving, as well as life-sustainment operations to include medical treatment, sheltering/mass care services, and possibly evacuation. Mutual aid resources will have been requested and may be activated and possibly deployed in many cases.

EOC activation would follow the EOC Activation Annex and the Emergency Action Plan Annex.

Public Works / Engineering Division and Building Division is responsible for overseeing the evaluations of city-owned facilities.

Following an earthquake, three levels of evaluations take place. These should be performed by qualified individuals.

- Rapid evaluations (ATC-20 Rapid) – a quick safety review of the building, with approximately 10 - 20 minutes spent on each building.
- Detailed evaluations (ATC-20 Detailed)– a more thorough assessment/evaluation of the integrity of the framing system and building's structure that may take from one to four hours; and,
- Engineering evaluations – comprehensive assessments performed by professional engineers and architects at the request of the facility owner(s) to ascertain the damage, its cause, and how to repair it.

Phase 2 (Day 14 – through 6 month)

Continued life-sustaining operations as required and focus on essential emergency repairs to critical infrastructure. Federal Emergency Management Agency (FEMA) disaster assistance programs will be implemented for housing, debris management, and repair/restoration of critical infrastructure. State and federal supplemental assistance will have arrived.

The EOC will remain activated as determined by the EOC Director and/or city manager.

Recovery

There are usually no clear distinctions between when the response phase ends and the recovery phase begins. This is even more difficult to distinguish during an earthquake due to possible aftershocks. There is typically a period after the earthquake in which both phases are in effect simultaneously. The recovery phase can last for years. During this phase, the state and federal governments may provide disaster relief upon a Governor's Proclamation and a Presidential Disaster Declaration.

Functions during this phase include federal relief for public and individual assistance, establishment of Disaster Recovery Centers (DRCs), establishment of temporary housing facilities, and federal disaster loans and grants. Long-term recovery includes restoration of affected areas to their normal or to an improved state. Recovery and re-entry update information will be provided through the media. Re-entry control points must be established for the public who have a need to re-enter into the disaster areas following an earthquake.

AFTER

Management

1. Orchestrate support of recovery efforts
2. Ensure needed city operations/services are in place (Continuity of Operations)
3. Continue to release relevant public information and media reports; orchestrate multiple communicate avenues to residents and businesses regarding recovery information
4. Review EOC operations and staffing and adjust appropriately – plan for operational periods as necessary

Operations

1. Continue support of field operations transitioning from response to recovery using appropriate protocols and procedures
2. Oversee restoration of normal city operations
3. Support shelter operations; oversee transition from temporary sheltering to long term temporary housing options
4. Support alerts and notifications
5. Support re-entry operations of evacuated residents

Planning

1. Draft and orchestrate development of EAP
2. Continue to document and track recordings of activities
3. Draft plan and coordinate re-entry process of any evacuated residents
4. Develop medium term recovery plans
5. Collect documentation for AAR

Logistics

1. Continue to support field operations by obtaining necessary resources either from local vendors or mutual aid
2. Support shelter and evacuation center operations and transitioning from city managed short term care to external long-term options
3. Support re-entry process of evacuated residents

Finance

1. Collect expense reports, prepare summary reports
2. Use appropriate forms for possible claims and/or reimbursement
3. Submit forms when required

After action reports should be generated; these should include any improvements, recommendations, suggestions and plans.

Debris Removal – Public Property

In accordance with FEMA's Debris Removal Guidance, debris removal from public property may be eligible for public assistance grants. Eligible applicants include state and local governments, Indian tribes, and certain private non-profit organizations. To be eligible for FEMA funding, the debris removal work must:

- Be a direct result of a Presidentially declared disaster

- Occur within the designated disaster area
- Be the responsibility of the applicant at the time of the disaster

In addition, debris removal work must be necessary to:

- Eliminate an immediate threat to lives, public health and safety
- Eliminate immediate threats of significant damage to improved public or private property
- Ensure the economic recovery of the affected community to the benefit of the community-at-large

Debris Removal – Private Property

In accordance with FEMA's Debris Removal Guidance, debris removal from private property is typically not eligible for disaster assistance grants because it is the ultimate responsibility of the property owner to remove the debris. If debris on the private property is obstructing any public roadways or facilities, or is causing a local public health threat, the local government had the authority to be reimbursed for debris removal expenses. In addition, the State or local government may in some cases need to demolish a private facility that is unsafe and causing a threat of safety to life, property, and the environment.

The demolition of unsafe privately-owned structures and subsequent removal of demolition debris may be eligible when the following conditions are met:

- The structures are damaged and made unsafe by the declared disaster, and located in the area of the disaster declaration
- The applicant certifies that the structures are determined to be unsafe and pose an immediate threat to the public
- The applicant has demonstrated that it has legal responsibility to perform the demolition
- A legally authorized official has ordered the demolition of unsafe structures and removal of demolition debris
- The applicant has indemnified the federal government and its employees, agents, and contractors from any claims arising from the demolition work
- The demolition work is completed within the completion deadlines outlined in 44 CFR §206.204 for emergency work

Phase 3 (6 months through 3 to 5+ years)

Continued support of Phase II with housing assistance, FEMA assistance programs, and initiation of long-term recovery strategy/programs with a goal toward fully implemented long-term recovery programs. This phase is to be considered a "recovery" phase, which will include the implementation of significant state and/or federal assistance programs.

Documentation

Documentation is the key to recovering eligible emergency response and recovery costs. Damage assessment documentation will be critical in establishing the basis for eligibility of disaster assistance programs. Under the State's California Disaster Assistance Act (CDAA), documentation is required for any earthquake damage sustained to the following:

- Public buildings
- Flood control works
- Irrigation works
- City streets
- Bridges
- Other public works facilities

Under federal disaster assistance programs, documentation must be obtained regarding earthquake damages sustained to:

- Roads (Public)
- Water control facilities
- Public buildings and related equipment
- Public utilities
- Facilities under construction (all facilities or only public facilities)
- Recreational and park facilities
- Educational institutions (Public)
- Certain private non-profit facilities

Earthquake debris removal and emergency response costs incurred by the affected entities should also be documented for cost recovery purposes under the federal programs. It will be the responsibility of the County, local jurisdictions, and special districts to collect documentation of these damages.

The information documented should include the location and extent of damage, estimates of costs for debris removal, emergency work and repairing or replacing damaged facilities to a non-vulnerable and mitigated condition. The cost of compliance with building codes for new construction, repair and restoration will also be documented. The cost of improving facilities may be provided under federal mitigation programs.

Documentation must begin at the field level and continue throughout the operation of the EOC as the disaster unfolds. Documentation is the key to recovering expenditures related to emergency response and recovery operations.

Potential Resource Requests

Regardless of preparation, El Cerrito will experience shortages of critical resources necessary to respond to the earthquake. Assumptions regarding necessary resources are described below. These resources may be available through the Mutual Aid system, the State and Federal governments, or the private sector.

- Teams to support fire-fighting operations and search & rescue
- Law enforcement resources for security
- Vehicles to move first responders, evacuees, and displaced residents
- Medical health professionals and resources
- Vehicles to move the injured and medically fragile
- Bedding, food, water, generators, medical supplies, sanitation supplies, qualified staff, and security for shelters
- Additional shelter space
- Mental health professionals and counselors
- Building inspectors
- Heavy equipment and operators for emergency shoring and debris removal, reduction, transport, and disposal
- Equipment, staff, and supplies for handling fatalities
- Water, food, supplies, sanitation facilities, and generators to support emergency operations and to support residents
- Fuel
- Qualified emergency managers and other staff to support EOC and DOC operations
- Public Information Officers (PIOs)
- Interpreters and translators
- Structural and civil engineers
- Utility restoration teams (power, gas, water, sewer)
- Communication restoration teams (satellite, cellular, wired, voice/data/video)

BEFORE

Preparation

The preparedness phase occurs to and in anticipation of a catastrophic earthquake. This phase focuses on promotion of increased public awareness of the potential emergency, preparation of necessary materials, and equipment or response to the emergency, and training for emergency response personnel. Typical functions of the preparedness phase include conducting public information programs, maintaining emergency resources inventory lists, and conducting exercise and training programs.

The following activities are associated with the preparedness phase:

- Provide training and information to mitigate the effects of a catastrophic event (earthquake)
- Train and equip response personnel
- Identify local staging areas and fuel sources
- Identify transportations resources and facilities, to include transportation for the injured, disabled, and others with access and functional needs
- Identify large, adequately equipped shelter facilities and transportation resources
- Identify adequate locations that could serve as Points of Distribution (PODs)
- Promote employee personal preparedness
- Encourage public preparedness

Mitigation

It is recognized that preventing a catastrophic event from happening cannot occur; however, there are measures that can be taken to lessen the effects.

Such measures could include:

- adopting seismic resistant design standards, some of which are currently being followed
- comply with floodplain management guidelines
- adopting seismic non-structural design standards such as FEMA guides.

This document has been reviewed and accepted by:

El Cerrito Police Department

Date

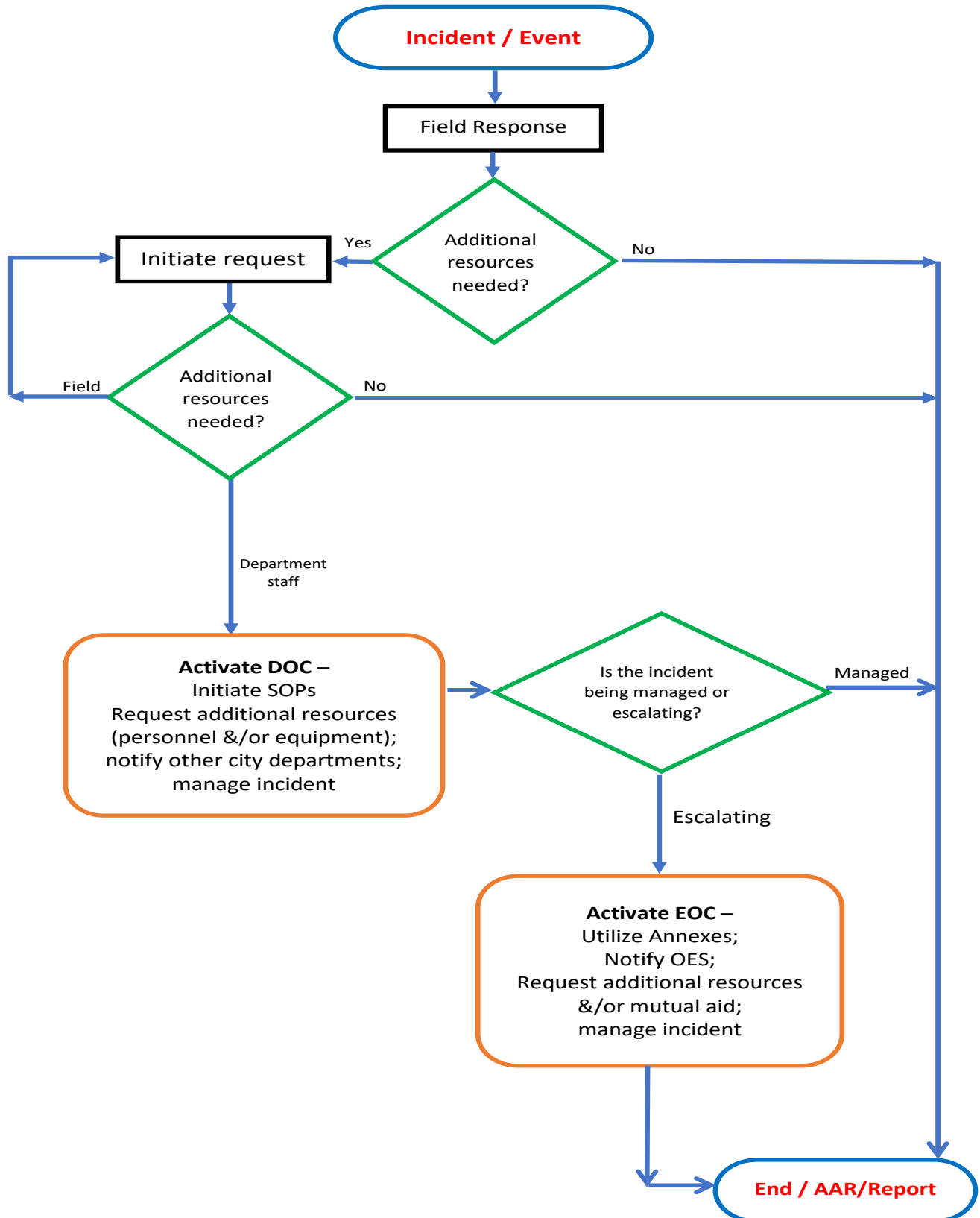
El Cerrito Public Works Department

Date

El Cerrito Fire Department

Date

ANNEX 5 FLOODING



Overview

Floods are one of the most common natural hazards in the United States. They can develop slowly over a period of days or occur quickly with disastrous consequences that can affect El Cerrito or the region. A flood is defined as the inundation of normally dry land resulting from rising and overflowing of a body of water. Heavy rains are the most frequent cause of flooding in the County with flood problems occurring primary along streams located on the bayside. Storm water and overland flows can exacerbate flooding and create shallow zones in parts of the County.

The Hazard Mitigation Plan identifies various types of floods:

- Storm water runoff – a result of local draining issues and high groundwater levels. Locally, heavy precipitation, especially during high lunar tides, may induce flooding. Urban drainage flooding is caused increased water runoff due to urban development and drainage systems.
- Riverine – is overbank flooding of river and streams.
- Flash flooding – “a rapid and extreme flow of high water into a normally dry area, or rapid water level rise in a stream or creek above a predetermined flood level beginning within 6 hours of the causative event.” NWS 2009

Most area floods occur during or following winter storms in the winter months. A flood can be the result of a substantial amount of rainfall in a short period of time or when the ground has become saturated from numerous storms and can no longer absorb additional rainwater.

Purpose

This Annex provides information and guidance that are specific to mitigation, planning, response and recovery actions that may be necessary to manage flooding situations in El Cerrito.

Lead agency: El Cerrito Public Works Department

Support agencies: El Cerrito Police Department
El Cerrito Fire Department
El Cerrito Recreation Department
Contra Costa County OES

Response

The degree of impact will dictate the degree of response.

Field responders will maintain communication and report on the status of conditions. An Incident Commander or supervisor will determine the need for any escalation using respective policies and procedures.

DURING

If the EOC has been activated:

All EOC Sections

- Obtain current overall situational update for affected area
- Support current field operations
- Ensure adequate staffing to manage incident
- Plan for additional operational periods

Management

1. Orchestrate support of field operations
2. Manage EOC operations - establish objectives and operational periods
3. Draft and distribute relevant and timely media and public information releases
4. Communicate with respective city council
5. Liaison between EOC and allied agencies

Operations

1. Monitor and support all field operations
2. Ensure departments and responders follow appropriate protocols and procedures (SOPs)
3. Communicate with incident command post (ICP)
4. Support non-incident related operations
5. Keep PIO informed of urgent and important information
6. Support field evacuation operations
7. Support any mass care and shelter operations
8. Keep Logistics Section updated on equipment requests (current and anticipated needs)
9. Request additional resources (internal and/or external) [personnel and/or equipment]
10. Complete appropriate documentation

Planning

1. Facilitate and draft Emergency Action Plan (EAP)
2. Consider and plan for incident impact on city
3. Monitor current and predicted weather conditions
4. Support any field evacuation operations
5. Document necessary and appropriate damage for possible claims/reimbursement
6. Update Web EOC as warranted with relevant information
7. Initiate planning process for transition from Response phase to Recovery

Logistics

1. Fulfill requested resource request; secure additional request as possible; contact local vendors or OES for mutual aid requests
2. Support any evacuation or sheltering operations

Finance

1. Track expenditures of personnel, equipment, and related purchases
2. Track receipts and financial record
3. Use and sub
Use appropriate form for potential reimbursement

Recovery

Recovery process may take some time depending on the extent of damage, water level in effected waterway, and current and upcoming weather conditions. Public works will be the lead for overseeing repairs to waterways and storm related management systems.

In addition to channel maintenance, repair to soil erosion may be necessary. While the cost of such might be covered in flood or storm incidents, the management of repair may occur outside of the immediate incident.

AFTER

Management

1. Orchestrate support of recovery efforts
2. Ensure needed city operations/services are in place
3. Continue to release relevant public information and media reports
4. Review EOC operations and staffing and adjust appropriately

Operations

1. Continue support of field operations transitioning from response to recovery using appropriate protocols and procedures
2. Oversee restoration of normal city operations
3. Support any re-entry process
4. Support closure of any shelter operations and assist in transition of displaced residents
5. Oversee re-opening of closed roadways and removal of barricades and other traffic notification devices

Planning

1. Continue to document and track recordings of activities
2. Collect documentation for AAR
3. Coordinate and support re-entry process of any evacuated areas

Logistics

1. Continue to support field operations by obtaining necessary resources either from local vendors or mutual aid
2. Support any re-entry process
3. Support any evacuation or sheltering operation and transition to closing facility

Finance

1. Collect expense reports, time costs; prepare summary reports; submit forms for possible claims and/or reimbursement
2. Utilize correct form for reimbursement

After action reports should be generated; these should include any improvement suggestions and plans. Suggestions and plans should have an effect on future planning and preparation efforts.

BEFORE

Mitigation

Mitigation efforts, consistent with the current Hazard Mitigation Plan focus on maintaining and managing channels, waterways, creeks, drains, spillways, and storm drains from any debris, erosions, vegetation, or anything that might impede or restrict water flow and runoff. Waterways that empty into the San Francisco Bay should also be clear of any obstruction.

The Public Works Department of El Cerrito is responsible for managing programs for city owned properties and facilities. Property owners are responsible for waterways which flow through private properties.

Storm management systems, including pump stations, should be regularly maintained and closely monitored during winter storms. Adequate alerting and notification systems should be in place.

Mitigation efforts should include:

- Enacting, updating and enforcing any land use and vegetation management codes
- Building and new and redevelopment use codes to mitigate impacts to waterways
- Regular inspection, maintenance and upgrading of storm drains, spillways, waterways (creeks and channels)
- Regular inspection, maintenance and improvements of retaining walls and breakwaters

Preparation

As the winter season approaches, departments should be aware of current and upcoming weather conditions. Department should stage any appropriate equipment and supplies needed.

Residents should be reminded to clear any debris and vegetation on their property that might be adjacent to a creek, stream or waterway.

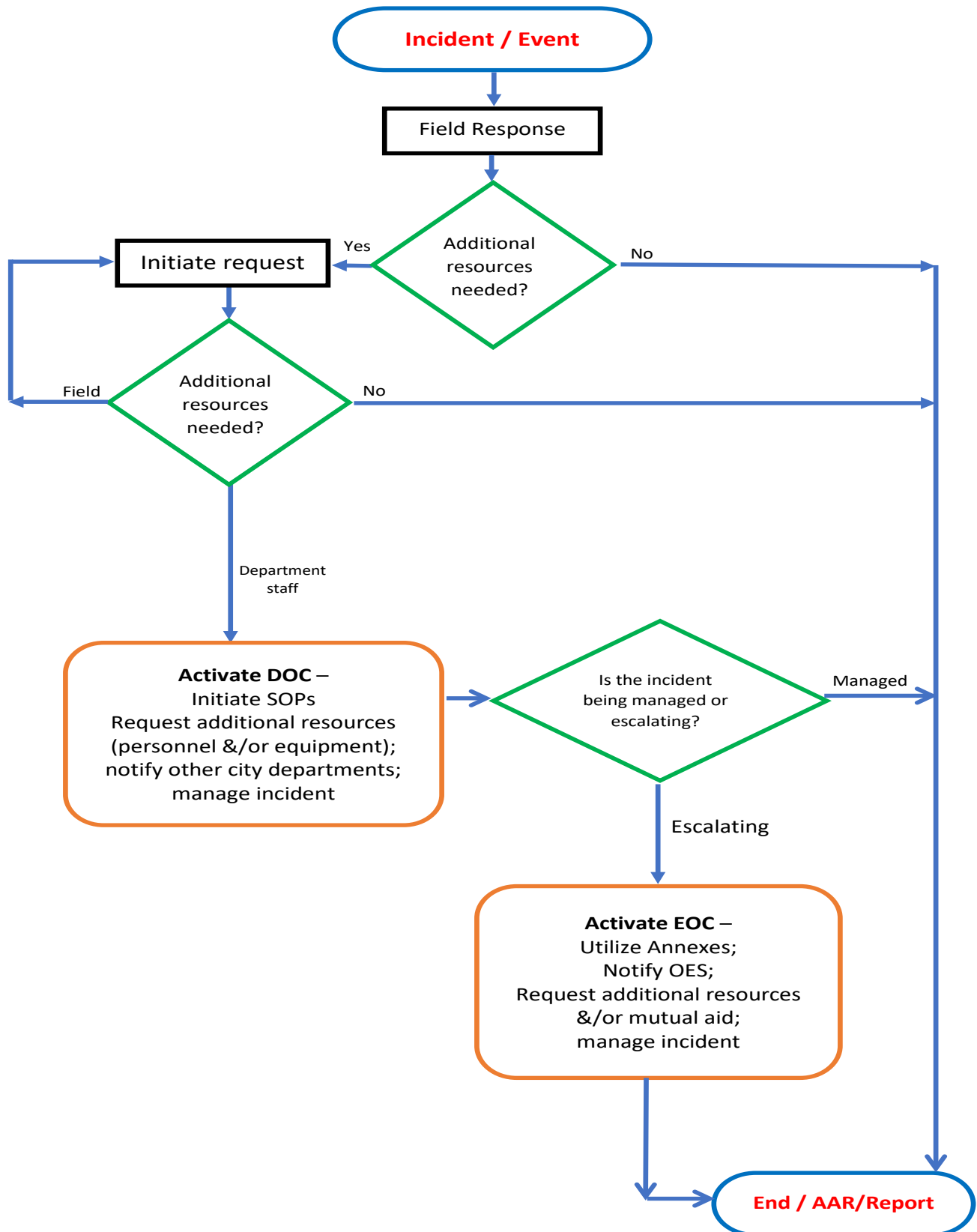
Public works should pre-identify hazard prone areas and share that information with fire, police and emergency management. Emergency management will monitor incoming weather information and distribute it to fire, police and public works. El Cerrito Parks and Recreation should refresh intelligence regarding shelter locations and condition in case of any evacuations.

This Annex has been reviewed and accepted by:

El Cerrito Public Works Department

Date

ANNEX 6 WILDFIRES



INTRODUCTION

Purpose

This Annex is intended to ensure an effective and coordinated response to a significant wildfire event. This annex provides direction for city departments, community groups and allied stakeholders ensuring interagency coordination in accordance with the City's EOP.

This Annex is designed to accomplish the following:

- Serve as a planning document to support further development of major incident plans by City departments and agencies.
- Provide an overview of the threats that wildfire poses to City and define the potential range of impacts.
- Provide the response management team with contextual information to guide initial response planning.

Scope

This Annex has been developed in accordance with the City EOP. In keeping with the EOP's "all-hazards" approach for local emergency management, the response policies and protocols for a wildfire event will align with those established in the EOP. The Annex supplements the EOP by providing considerations for a response to a major wildfire event in the City.

This Annex does not alter existing City department emergency response standard operating procedures (SOPs), processes, or resources. Emergency response agencies (such as fire, law enforcement, and emergency medical services [EMS]) will adhere to existing department SOPs in accordance with all legal requirements.

Lead agency: El Cerrito Fire Department

Support agencies: El Cerrito Police Department
El Cerrito Public Works Department
El Cerrito Recreation Department
Contra Costa County OES

Situation

According to the California Governor's Office of Emergency Services (Cal OES), wildfire "represents the third most destructive source of hazard, vulnerability, and risk, both in terms of recent state history and the probability of future destruction of greater magnitudes than previously recorded (State of California , 2018). The most damaging type of fire is the Wildland-Urban Interface (WUI) fire which occurs where the built environment and natural areas are intermixed (i.e., the border of urban areas).

Unlike other natural hazards such as flood, wildfires can rapidly escalate in size and threat. Major fires can generate their own wind patterns moving the fire in rapid and unexpected directions. Secondary effects of wildfire may include economic losses, reduction in harvestable timber, contamination of reservoirs, destruction of transmission lines, and contribute to flooding and mudslides.

A major fire may result in hazardous debris including destroyed or damaged structures, weakened infrastructure, damaged trees as well as ash containing lead, asbestos or household hazardous waste.

The City's eastern boundary abuts Tilden Nature Area and adjacent woodland areas. In a major wildfire, multiple local fire agencies may form a Unified Command (UC) to manage the incident. This command structure may address tactical operations, coordinate fire mutual aid resources, and organize logistics and public information.

The National Weather Service issues Red Flag Warnings and Fire Weather Watches to alert fire departments and residents of the onset, or possible onset, of critical weather and dry conditions that could lead to rapid or dramatic increases in wildfire activity.

- Red Flag Warnings are issued for weather events which may result in extreme fire behavior that will occur within 24 hours. A Red Flag Warning is the highest alert.
- Fire Weather Watches are issued when dangerous weather conditions could exist in the next 12 to 72 hours.

Planning Assumptions

Impact Assumptions

This Annex is based on a developing wildfire causing significant actual or potential loss of property. General impacts may include:

- Hundreds of residents may need to be alerted and evacuated with little or no notice.
- Hundreds of residents may require shelter because of evacuation or damage to homes.
- Electrical service and voice/data/radio communications may be impacted due to downed lines or damage to transmitters/antennas.
- Damage or loss of power to water and wastewater collection systems may cause disruption of vital services.
- Smoke will present visibility issues for residents and responders as well as indirect public health risks.
- A major wildfire event could generate tons of debris including construction and demolition, damaged trees, and hazardous waste.
- Structural damage to transportation infrastructure may take weeks or months to repair. These systems may be damaged or disrupted including bridges, roads, signage, and barriers.

Response Assumptions

- City residents have little or no experience with wildfire evacuations. This could significantly delay or disrupt evacuation operations.
- Law enforcement will be significantly challenged to coordinate and conduct notification, evacuation, and traffic management missions.
- A wildfire incident may impact the City with little or no warning. In a no-notice event, there may be insufficient time to notify local residents, prepare the City's emergency response organization and implement the City's Emergency Operations Plan.
- Additional law enforcement resources may be needed to maintain public order, augment rescue operations, and secure critical operations.
- The demand for emergency public information will be immediate and sustained. Social and traditional media coverage will be extensive.
- Assistance in the form of spontaneous volunteers, donated goods, and monetary donations will begin to flow into the City. Although this may provide desperately needed resources, it will create coordination and logistical support challenges.

CONCEPT OF OPERATIONS

The EOP defines the City's general emergency response organization, authorities, policies, priorities, and procedures. In the event of a significant wildfire event, this Annex provides potential specific objectives that the emergency response organization may integrate into its operations (see Section 3 – Objectives).

Increased Readiness (Monitoring)

Once weather forecasts and fire conditions indicate a potential for a significant wildfire event, City departments may increase their readiness to conduct response operations. These efforts may include:

- Enhanced staffing
- Adjusting work hours
- Ready equipment and supplies
- Reducing non-critical operations
- Conducting protective operations
- Increased observation and monitoring of areas at greatest risk

The City's Emergency Operations Center (EOC) may be activated to develop enhanced situational awareness, expedite decision making, conduct stakeholder coordination, develop public information, and provide greater support to City departments.

Response

The City will provide immediate response via its public safety departments coordinating in the field using the ICS. The City's EOC will provide support to field personnel, coordinate the efforts of other City departments and collaborate with the Contra Costa County Operational Area and other allied stakeholders utilizing SEMS.

In the first few hours or days of a major wildfire event, the City will:

- Respond to the community's immediate life safety needs of warning and evacuation by making use of systems alert and notification systems as well as door-to-door notifications if needed
- Conduct fire suppression, property protection, EMS, and law enforcement operations as needed
- Assemble resources for a sustained response and for providing basic mass care, shelter, and information services to the community
- Begin to transition from immediate emergency response efforts to sustained operations
- Conduct sustained operations and begin to transition into recovery

When threatened by wildfire, some residents, businesses, and institutions may elect to evacuate without order or direction. A voluntary evacuation of a community may result in traffic congestion and raise concerns about protection of property. The local Incident Commander will coordinate with the Police Department for support when operations are affected by a spontaneous evacuation.

Short Term Recovery

The immediate response to a major wildfire event will focus on saving lives, providing resources to sustain City residents, and stabilize the situation. At some point, however, the City will transition to a phase in which recovery operations take precedence. Rapid initiation of recovery operations is critical to restoring confidence in the community.

Activities in this phase include mitigating life-safety hazards, enhanced security operations, utility restoration, limited debris clearance, resident re-entry, sustained public information, coordination of donations, and damage assessment. See Section 3 for objectives related to short-term recovery.

OBJECTIVES

General Objectives

Immediately following a major wildfire event, and for as long as a state of emergency exists within the City, response to the event will be the first priority of all City departments and agencies. All available City Disaster Service Workers (DSWs) will be directed to achieve the following objectives:

- Save lives
- Reduce immediate threats to life, public health and safety, public and private property, and the environment
- Provide necessary care, shelter, and medical services to City residents and other members of the general public
- Restore the operations of facilities, whether public or privately owned, that are essential to health, safety, and welfare of the community, including critical City facilities, utilities, and transportation infrastructure
- Assess damage to infrastructure, public facilities, and the built environment
- Expedite the restoration of services, the economy, and the community at large; and begin the process of recovery
- Keep the public informed

Enhances Readiness (Monitoring) Objectives

- Develop situational awareness regarding wildfire hazards, fire conditions and weather forecasts
- Develop and provide public information regarding forecasts, recommended preparedness actions
- Develop/refine public warning and evacuation messages
- Prepare to conduct warning and evacuation operations
- Consider activation of the EOC
- Assess and modify staffing levels/schedules
- Identify and prepare potentially needed equipment and supplies
- Relocate or safeguard equipment and facilities
- Reduce or halt non-critical operations

Response Objectives

In addition to those tasks and objectives outlined in the EOP, the following specific operational objectives should be incorporated into initial response operations and planning:

- Direct and assist immediate life-saving warning and evacuation operations
- Deploy law enforcement resources to support response activities and maintain law and order
- Identify at-risk populations, notify them, and begin evacuation if warranted
- Activate the EOC as needed.
- Develop real-time situational awareness to guide public information efforts. Consider deploying an EOC liaison to the Incident Command Post (ICP)
- Establish contact with the Contra Costa County Operational Area and allied stakeholder agencies
- Conduct emergency evacuation and traffic management operations as needed
- Identify potential sites for evacuation centers to accommodate displaced populations while emergency shelters are being opened
- Begin public information messaging regarding recommended personal protective actions, evacuation centers, and community assistance needed. Assess the need to activate the Joint Information Center (JIC)
- Develop a consolidated situation assessment and declare a state of emergency. Consider requesting a FMAG declaration¹.
- Coordinate the receipt and deployment of incoming resources to prioritized missions

¹ See [Fire Management Assistance Grant Program Guide, 2014](#) and [Cal OES FMAG guidance](#)

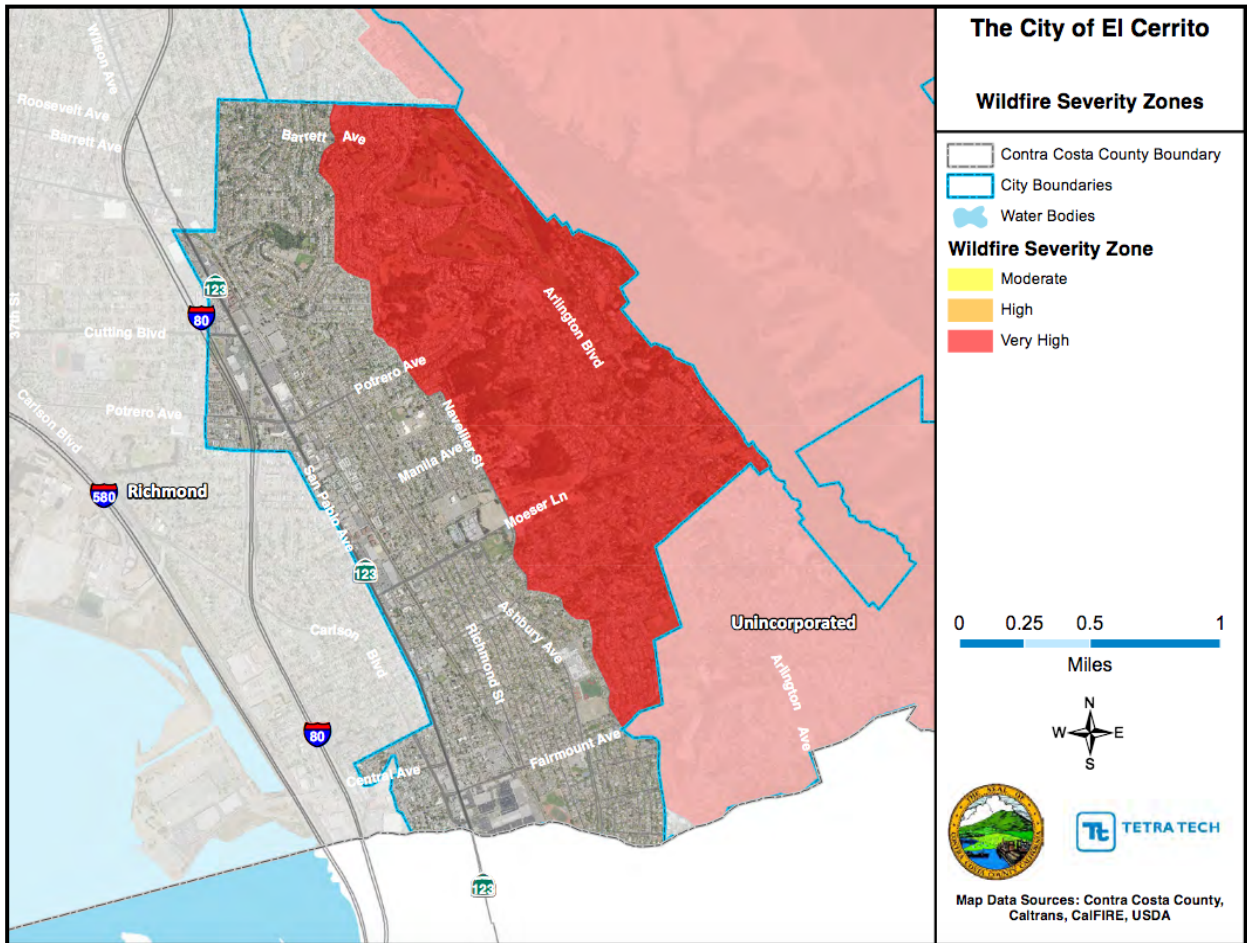
- Designate staging areas and begin planning to accommodate support personnel
- Assess the situation at critical facilities and the condition of emergency communications systems
- Implement recall of City staff as needed
- Coordinate with the Contra Costa County Health Department to identify and address the threat posed by degraded air quality
- Complete an initial damage assessment of the City, identifying areas affected, major incidents, and operational status of critical services. Begin to develop Essential Elements of Information (EEIs)
- Assess critical resource shortfalls and begin requesting support through mutual aid and the Contra Costa County Operational Area. Consider resources needed for the next 14 days.
- Establish perimeter control around unsafe areas
- Assemble damage assessment information and submit the Cal OES Initial Damage Estimate (IDE)
- Assess conditions at designated emergency shelter sites and begin to supply with beds, water, food, medical support, generators, sanitation, and facility security; and begin to open emergency shelters to residents and DSWs
- Identify people with special support requirements and transfer to appropriate care facilities
- Designate primary traffic routes and implement debris clearance, route recovery, and traffic control
- Conduct outreach for situation status and resource needs for affected facilities needing support from City, including transit sites, schools, commercial buildings, and sites of historic/cultural significance
- Initiate social and traditional media briefings to inform residents on City operations, steps they can take, services available to them, ongoing rumor control efforts, and ways in which the community can help
- Establish shelter support coordinator teams and evaluate the shelter sites
- Establish plans for how to provide care for people with special support requirements that cannot be met in congregate care shelters
- Review and enhance security plans to maintain public order
- Review incident status reports to prioritize incident commands that can begin suspending emergency response operations and transition to sustained response and recovery operations
- Ensure that air quality, hazardous materials spills, and other environmental situations are monitored and risks addressed
- Coordinate with the Contra Costa County Operational Area to survey all licensed food establishments, including the emergency shelter/evacuation centers, feeding sites, and disaster kitchens to ensure there are no unsafe food handling or other sanitation or safety concerns

Short Term Objectives

- Develop public information to address how to safely clean-up fire damage, deal with insurance companies, dispose of debris, and access potential sources of assistance
- Coordinate with the Contra Costa County Operational Area to facilitate the recruitment, training, and deployment of volunteers and donations
- Work with the American Red Cross (ARC) and other organizations to provide information to support their Disaster Welfare Inquiry Program
- Develop a program to integrate the safety of volunteers and volunteer organizations in recovery operations
- Establish a debris management plan and begin to gather and transport debris from critical sites or routes
- Coordinate with the business community regarding business resumption activities
- Produce, regularly update, and distribute a multi-lingual, multi-format, disaster "Fact Sheet" to the media, people in shelters, field response personnel, residents and businesses
- Implement a process to allow limited entry (where safe) for recovery of personal items
- Coordinate with the Contra Costa County Operational Area to provide prioritized community behavioral health services (ex. those whose homes have been damaged/lost, shelter residents, children, and individuals who have suffered significant loss)
- Anticipate and support initial damage assessment visits by state and federal officials wanting to confirm the immediate and long-term unmet recovery needs of the City

- Conduct long-term recovery planning to address issues of interim housing, debris management, expedited permitting, environmental safety monitoring, soil stabilization, erosion control, coordination with non-governmental and non-profit organizations, and participation in state/federal disaster assistance programs

El Cerrito Wildfire Severity Zones



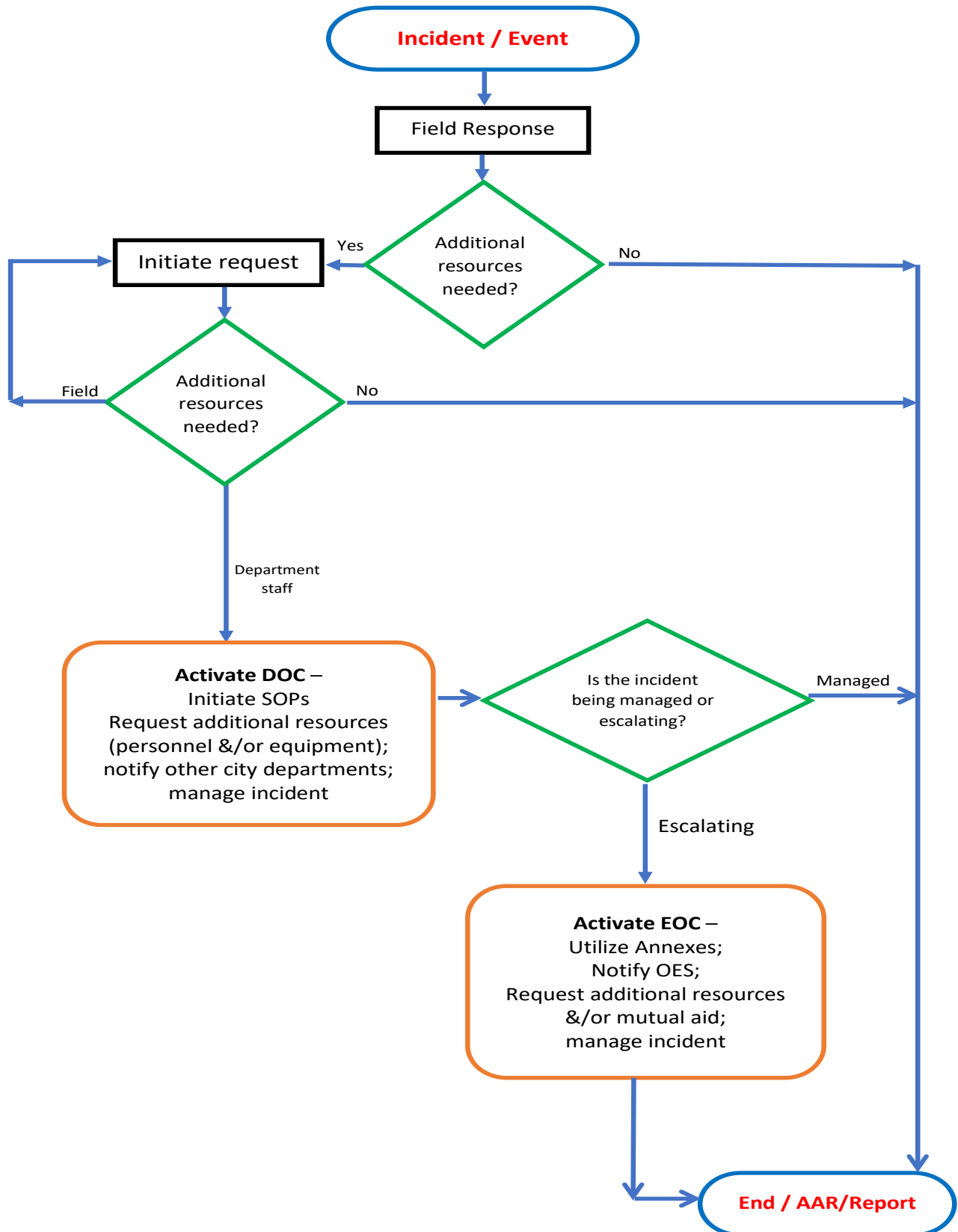
Kensington Wildfire Severity Zone is the located in the south-east portion El Cerrito in lighter red

This Annex has been reviewed and approved.

El Cerrito Fire Department

Date

ANNEX 7 SLIDES



Overview

Storms, earthquakes, fires, volcanic eruptions, or human modification of the land can initiate landslides and mudslides. They can move rapidly down slopes or through channels and can strike with little or no warning at avalanche speeds.

Winter storms are sometimes the cause of slides in El Cerrito. The eastern portion of the City has areas in the foothills; these include residential homes and outbuildings. Some homes are built in a hillside while others are below street level on the side of a hill. These buildings can also be affected by sliding land.

Landslides can pose a serious hazard to properties on or below hillsides. When landslides occur — in response to such changes as increased water content, earthquake shaking, addition of load, or removal of downslope support — they deform and tilt the ground surface. The result can be destruction of foundations, offset of roads, breaking of underground pipes, or overriding of downslope property and structures.

Purpose

This Annex provides information and guidance that are specific to mitigation, planning, response and recovery actions that may be necessary to manage slide situations in El Cerrito.

Lead agency: El Cerrito Public Works Department

Support agencies: El Cerrito Police Departments
El Cerrito Fire Department
Contra Costa County OES

DURING

Response

Slides may occur without warning. Field responders should respond according to the response protocols and practices. Escalating situations or number of incidents may warrant additional city resources. On site incident commanders or DOC (if activated) leaders will determine the need for escalating the incident.

If the EOC has been activated:

Response agencies will follow standard operating protocols and procedures.

EOC Section Roles and Responsibilities

All EOC Sections

- Obtain current overall situational update for affected area
- Support current field operations
- Ensure adequate staffing to manage incident
- Plan for additional operational periods

Management

1. Orchestrate support of field operations
2. Manage EOC operations - establish objectives and operational periods
3. Draft and distribute relevant and timely media and public information releases
4. Communicate with respective city council
5. Liaison between EOC and allied agencies

Operations

1. Monitor and support all field operations
2. Ensure departments and responders follow appropriate protocols and procedures (SOPs)
3. Communicate with incident command post (ICP)
4. Support non-incident related operations
5. Support any field evacuation operations
6. Support any mass care and shelter operations
7. Keep PIO informed of urgent and important information
8. Keep Logistics Section updated on equipment requests (current and anticipated needs)
9. Request additional resources (internal and/or external) [personnel and/or equipment]
10. Complete appropriate documentation

Planning

1. Facilitate and draft Emergency Action Plan (EAP)
2. Consider and plan for incident impact on city
3. Monitor current and predicted weather conditions
4. Coordinate any field evacuation operations
5. Document necessary and appropriate damage for possible claims/reimbursement
6. Update Web EOC as warranted with relevant information
7. Initiate planning process for transition from Response phase to Recovery

Logistics

1. Fulfill requested resource request; secure additional request as possible; contact local vendors or OES for mutual aid requests
2. Support any evaluation or sheltering operations
3. Support any field evacuation operations

Finance

1. Track expenditures of personnel, equipment, and related purchases
2. Track receipts and financial records
3. Use appropriate forms for possible reimbursement

AFTER**Recovery**

Depending on the extent of the damage property owners may be displaced and need assistance in relocation efforts. If the damage is minimal, residents may consult with city officials and subject matter experts as well as their insurance companies on ways to repair the area. However, severely damaged building may be unusable and not suitable for occupancy in which case city officials and expects may be called upon to determine what actions are necessary to address the situation.

If the slide has affected roadways, public works is charged with overseeing the clearing and clean up. Working with the police department, access to impacted areas may be limited to neighborhood traffic only.

EOC Section Roles and Responsibilities**Management**

1. Orchestrate support of recovery efforts
2. Ensure needed city operations/services are in place
3. Continue to release relevant public information and media reports
4. Review EOC operations and staffing and adjust appropriately

Operations

1. Continue support of field operations transitioning from response to recovery using appropriate protocols and procedures
2. Oversee restoration of normal city operations
3. Oversee re-opening of closed roadways and removal of barricades and other traffic notification devices
4. Support any re-entry process of evacuated residents
5. Support any evacuation or sheltering operation and transition to closing facility

Planning

1. Continue to document and track recordings of activities
2. Monitor any related weather or environmental conditions
3. Coordinate and support any re-entry operations of evacuated residents
4. Collect documentation for AAR

Logistics

1. Continue to support field operations by obtaining necessary resources either from local vendors or mutual aid
2. Support any evacuation or sheltering operation and transition to closing facility
3. Support any re-entry process of evacuated residents

Finance

1. Collect expense reports, time costs; prepare summary reports; submit forms for possible claims and/or reimbursement
2. Use appropriate form for possible reimbursement

After action reports should be generated; these should include any improvement suggestions and plans. Suggestions and plans should influence future planning and preparation efforts.

BEFORE**Mitigation**

In concert with the Hazard Mitigation Plan and Annexes, efforts to minimize impacts can include:

- Updating General Plan, associated building and land use codes and regulations
- Updated fire codes including wildland urban fire interface
- Employing soil erosion testing, tools and techniques
- Monitoring problematic and identified areas
- Informing residents of potential hazards and mitigation efforts they may choose to employ
- Develop and maintain plans for responses to slides
- Practice rescue procedures in event of needed trapped or stranded individuals
- Homeowners should explore coverage options with their insurance companies

Preparation

Since many of the area slides occur during severe winter weather, first responder agencies and residents should have an awareness of changing conditions and make necessary preparations.

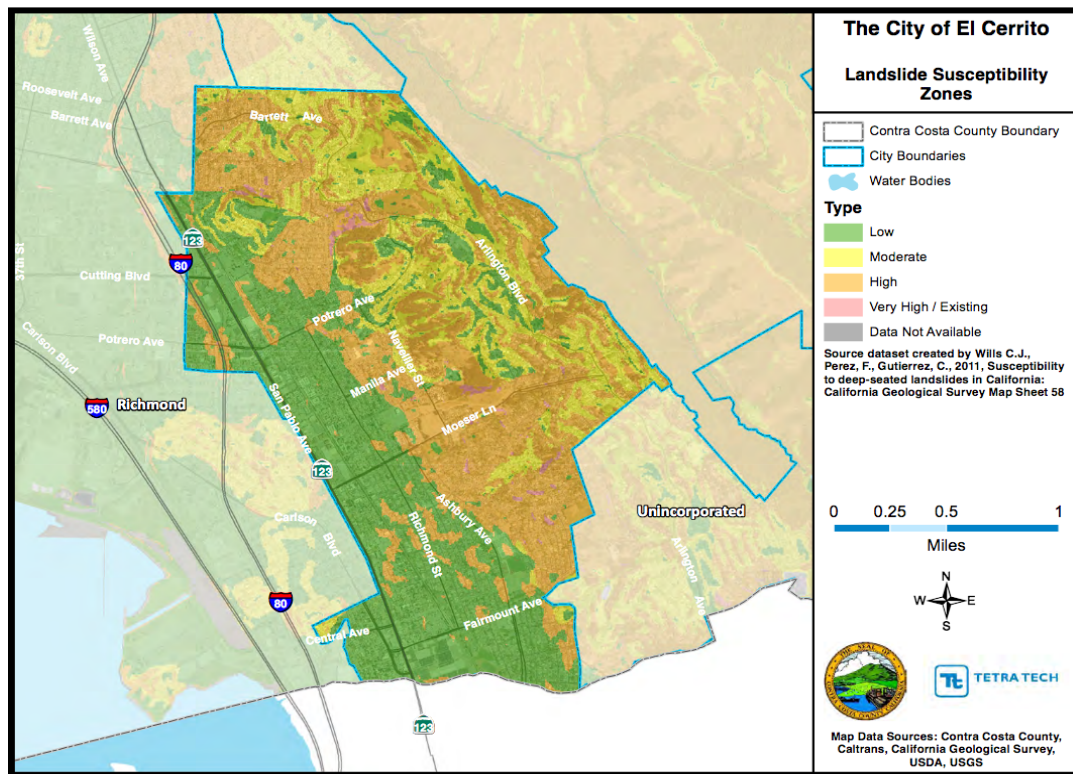
Fire, law, and public works should have sufficient equipment and personnel to manage incidents and request mutual aid as needed. Plans should be in place to address a slide situation should one occur. This could include:

- Road closures
- Utility disruptions or outages – gas leaks, downed power lines, water main breaks
- Multiple affected buildings
- Trapped or stranded residents
- Evacuated residents
- Portable water shutoff and bypassing

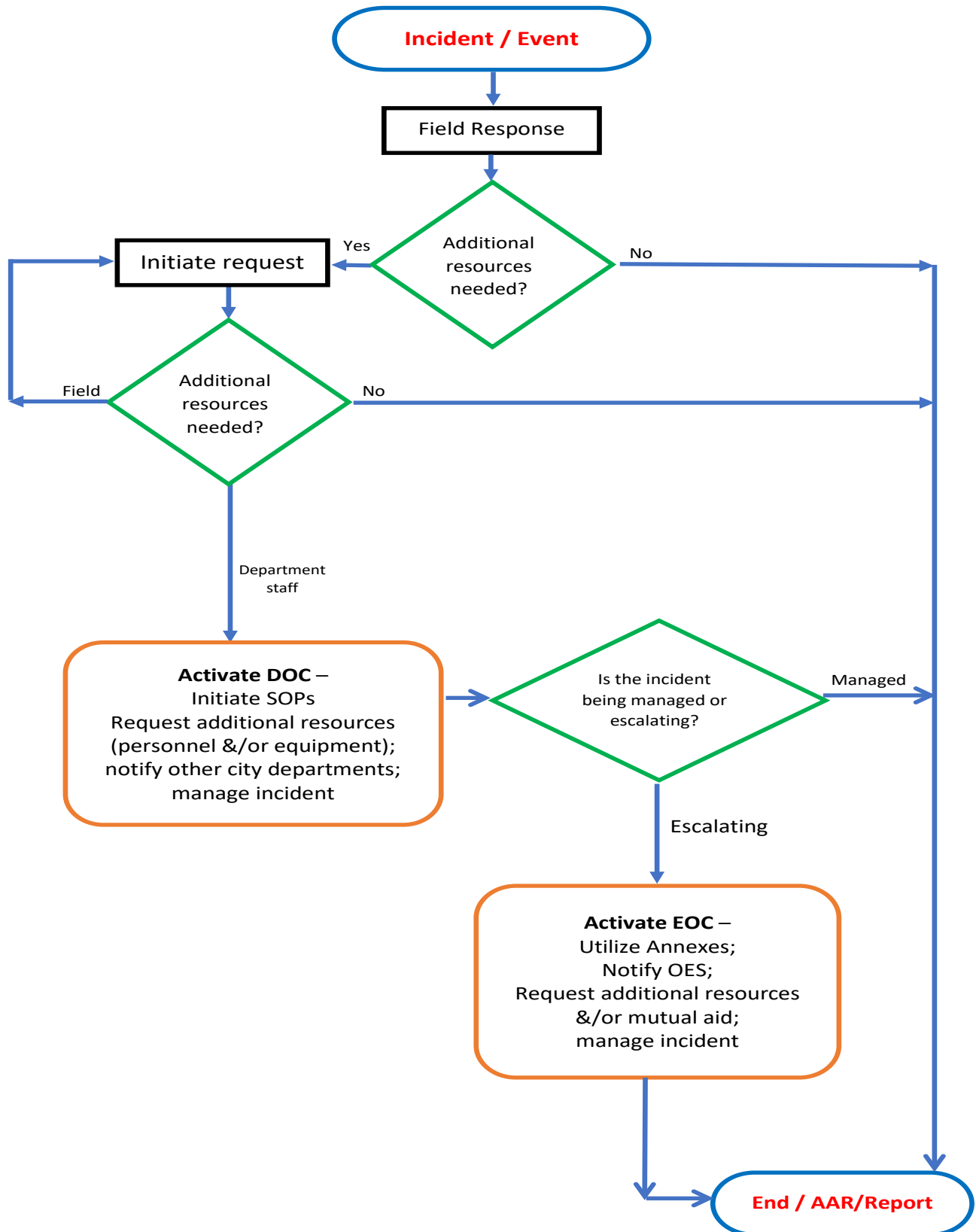
This document has been reviewed and accepted by:

El Cerrito Public Works Department

Date



ANNEX 8 SEVERE WEATHER



Purpose

This Annex provides information and guidance that are specific to mitigating, planning, response, and recovery actions that may be necessary to manage severe weather situations in El Cerrito and to be used following the need to activate the EOC.

1. Multiple DOCs have been activated and better coordination is warranted, or
2. Conditions are such that overall coordination would be beneficial at a higher level

Overview

Severe weather usually occurs during the fall and winter months and is accompanied by wind and rain and potentially associated with flooding, slides, downed trees, and utilities outages.

Lead agency: El Cerrito Public Works Department

Support agencies: El Cerrito Police Department
El Cerrito Fire Department
El Cerrito Parks & Recreations
Contra Costa County OES

Once activated, use the following for EOC operations:

DURING

Response

Response will depend on the actual intensity of and impact from the storm. First responder units and departments will respond according to their respective Standard Operating Procedures (SOPs).

All EOC Sections

- Obtain current overall situational update for affected area
- Support current field operations
- Ensure adequate staffing to manage incident
- Plan for additional operational periods

Management

- 1) Orchestrate support of field operations
- 2) Manage EOC operations - establish objectives and operational periods
- 3) Draft and distribute relevant and timely media and public information releases
- 4) Communicate with respective city council
- 5) Liaison between EOC and allied agencies

Operations

- 1) Monitor and support all field operations
- 2) Ensure departments and responders follow appropriate protocols and procedures
- 3) Field crews should monitor prone / problem areas
 - a. Flood prone areas
 - b. Creeks, streams and waterways
- 4) Manage downed trees and other debris
- 5) Monitor effectiveness of pump stations
- 6) Prioritize storm related response to incidents

- 7) Keep PIO informed of urgent and important information
- 8) Keep Logistics Section updated on equipment requests (current and anticipated needs)
- 9) Public Works Branch Director updates OPS Section Coordinator especially when significant changes occur
 - a. Change in intensity of storm
 - b. Significant utility outages
 - c. Roadway closures
- 10) CERT activation; community groups assistance
- 11) Support any mass care and shelter operations
- 12) Request additional resources (internal and/or external) [personnel and/or equipment]
- 13) Assist with damage assessment
- 14) Support any field evacuation operations
- 15) Complete appropriate documentation

Planning

- 1) Draft Emergency Action Plan (EAP) – facilitate input from all EOC Sections
- 2) Support field evacuation operations
- 3) Consider need for evacuation centers
 - a. Location
 - b. Staffing
 - c. Water and food
 - d. Informing residents
 - e. Transportation
 - f. Pet care
 - g. Use tracking system
- 4) Monitor current and predicted weather conditions
- 5) Document necessary and appropriate damage for possible claims/reimbursement
- 6) Collect damage assessment documentation
- 7) Update Web EOC as warranted with relevant information
- 8) Initiate planning process for transition from Response phase to Recovery

Logistics

- 1) Make contact with vendors
- 2) Fulfill requested resource request; secure additional request as possible; contact local vendors or OES for mutual aid requests
- 3) Support any field evacuation operations

Finance

- 1) Track expenditures of personnel, equipment, and related purchases
- 2) Track receipts and financial records
- 3) Pay for any immediate storm related costs

AFTER

Recovery

Planning for recovery should start during the response phase. While there is no specific time when the response phase transitions to the recovery phase, it will probably occur after the storm has passed through the area. Even though there may still be a number of calls for service because of the impact, the intensity has subsided. The EOC should continue to document storm related expenses for potential reimbursement.

Management

- 1) Orchestrate support of recovery efforts
- 2) Ensure needed city operations/services are in place
- 3) Continue to release relevant public information and media reports
- 4) Review EOC operations and staffing and adjust appropriately

Operations

- 1) Continue support of field operations transitioning from response to recovery using appropriate protocols and procedures
- 2) Oversee damage clean up and debris removal
- 3) Continue support of any shelter locations until shelter or EOC is closed
- 4) Oversee re-opening of closed roadways and removal of barricades and other traffic notification devices
- 5) Oversee restoration of utilities
- 6) Assist in collecting damage assessments
- 7) Support re-entry process of evacuated resident

Planning

- 1) Continue to document and track recordings of activities
- 2) Draft EOC deactivation plan
- 3) Monitor any relevant weather-related activity
- 4) Coordinate re-entry process and operations of any evacuated residence
- 5) Collect damage assessment reports

Logistics

- 1) Support local assistance centers, Small Business Administration (SBA) assistance
- 2) Continue to support field operations by obtaining necessary resources either from local vendors or mutual aid
- 3) Support reentry process of evacuated residents
- 4) Support any evacuation or sheltering operation and assist in transition for closing

Finance

- 1) Pay for any outstanding incident related expenses
- 2) Collect expense reports, prepare summary reports; submit forms for possible claims and/or reimbursement; use appropriate forms for reimbursement
- 3) Support local assistance centers, Small Business Administration (SBA) assistance

An After-Action Report should be generated; these should include any improvement suggestions and plans. Suggestions and plans should have an effect on mitigation and preparation efforts.

BEFORE**Mitigation**

Weather history has shown that weather patterns change. The actual start date and intensity of winter weather varies; however, knowing that the area tends to experience winter storms regularly allows for actions that could mitigate their impact. This could include the following:

- Maintaining and clearing storm drains inlets and pipelines
- Maintaining and clearing of creeks, trash ramps, and trash bars
- Maintaining creek and drain monitoring equipment
- Continual street sweeping activity to prevent the intrusion of debris into storm drain system
- Regular maintenance, repairs and upgrades of storm water and sanitary sewer pumps, pump stations and related equipment
- Drafting of storm response plans
- Removal of debris or dead plants or trees in advance of storm season
- Ensure tree and branch maintenance near power lines
- Ensure needed storm response supplies are stocked, including sandbag equipment, generators have been serviced and fuels and barricades are workable and in stock
- Encourage residents to register for Contra Costa County's CWS Alerts
- Reminding residents to "storm ready" their property, check and restock emergency supplies, and have plans in case of power outages; utilizing community groups to educate public on storm preparations
- Maintain updated information on shelters and evacuation centers
- Provide staff with seasonal weather outlook from National Weather Service (NWS)
- Remind residents who live adjacent to a creek to minimize flow impact by keeping the creek clean and clear of debris

Mitigation efforts also should be coordinated and in concert with the Hazard Mitigation Plan (2018), neighboring jurisdictions and the County.

Preparation

During winter storm season, it is important that people are prepared for and know how to respond.

Since various departments are designated as first responders (fire, police and public works), they should stay updated on current and upcoming weather conditions. When a storm is predicted for the area, departments should make appropriate plans based on the potential impact. This could include:

- Staging of resources or material at strategic locations
- Staffing personnel to ensure adequate coverage
- Notifying residents
- Staff meetings or planning sessions
- Monitoring of storm's progress
- Contacting NWS
- Interacting with county allied agencies
- Checking equipment and supplies
- Refueling of vehicles in accordance with storm readiness plans
- Inspect known local "hot spots"
- Review local tide charts

Lead agency: El Cerrito Public Works Department

Support agencies: El Cerrito Police Department
El Cerrito Fire Department
Contra Costa County OES

This annex has been reviewed and accepted by:

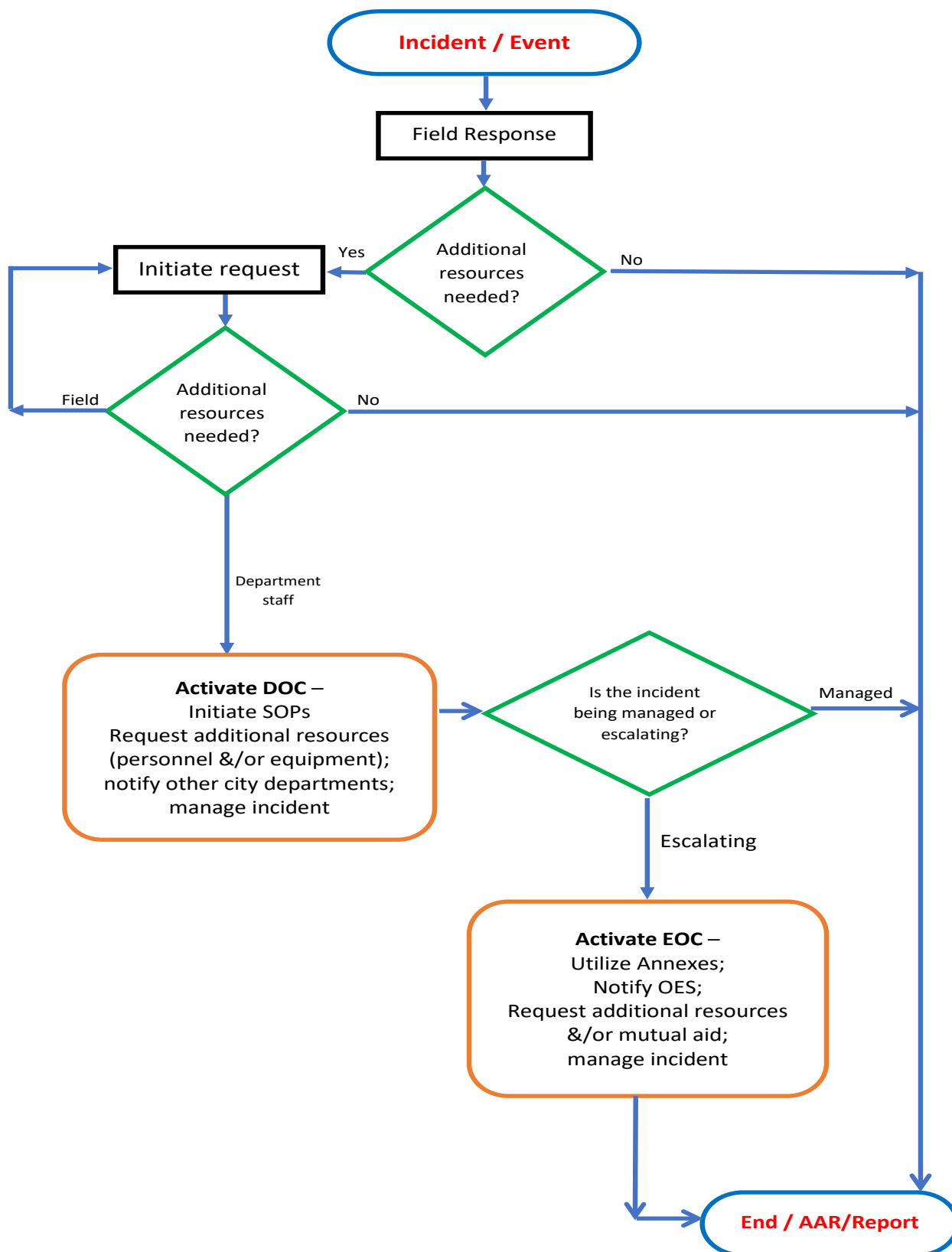
El Cerrito Public Works

Date

Potential Severe Weather incident timetable

Flood/ Winter Storm	Incident			
	+1 Hour	+2 Hours	+6 Hours	+10(+) Hours
Management	Activate EOC Initial Press Release/press conference	Policy meeting to determine next steps	Updated Press release	Determine when "All clear" Plan for next cycle of operations if needed Emergency declaration if needed
Operations	Activate section Order Public Works equipment CERT activation Support field incidents responders	Enforce road closure Deploy 1 st responders CERT deployment	Enforce road closure Begin damage assessment	Enforce road closure Report damage assessment Inspect buildings/tag Clear debris/roadways Plan for next cycle of operations if needed
Planning	Activate section Brief Section Coordinators on NWS update Calculate and map inundation area	Brief Section Coordinators on NWS update Calculate inundation area	Brief Section Coordinators on NWS update Collect damage assessment data	Brief Section Coordinators on NWS update Collect damage assessment data Plan for next cycle of operations if needed
Logistics	Activate section Request PW equipment Establish contact w/ vendors if necessary	Arrange delivery of needed PW assets	Continue to support	Continue to support Plan for next cycle of operations if needed
Finance	Activate section Account for activated personnel (EOC & field personnel assigned to incident) Establish contact w/ vendors if necessary	Start process of keeping track expenditures	Continue to support	Tabulate damage costs and expenditures of County resources Plan for next cycle of operations if needed

ANNEX 9 CARE AND SHELTER



Overview

Following a major disaster many residents may be unable to use or return to their residents, have no alternate housing and/or transportation to another location may be impossible or delayed. Therefore, it may be necessary for El Cerrito to provide temporary sheltering locations. The Care and Sheltering of local residents reside with the City; working collaboratively with County OES and the local Red Cross chapter, locations have been identified that comply with established guidelines for either evacuation centers or shelter locations.

Purpose

This Annex provides information and guidance that are specific to planning, response and recovery actions that may be necessary to manage care and sheltering situations. This annex applies to large scale disaster or catastrophic situations and not day -to-day emergencies.

Preparation

In advance and in preparation working in collaboration with Contra Costa County Office of Emergency Services, Contra Costa County Employment and Human Services, and the local American Red Cross chapter, El Cerrito will pre-designate suitable, acceptable and qualified care and shelter locations which comply with current standards.

Shelter staff members will receive appropriate training on care and management.

Accommodations will take in consideration people with disabilities and access and functional needs.

Response

Lead agency: El Cerrito Recreation Department

Support agencies: El Cerrito Police Department
El Cerrito Fire Department
El Cerrito Public Works
Contra Costa County OES
American Red Cross
Contra Costa County Human Services

Shelter operations may be supported by community-based organizations, faith-based organizations, and non-profit organizations.

Duration and scope of local shelters will be proportional to the situation's severity and assistance needed.

Activation

During an emergency or disaster, the EOC will be monitoring the situational status of the current incident and the displacement of residents. Based upon intelligence and information from field operations sent to the EOC Planning Section and other section, the EOC Director will determine the need to activate and direct the Care and Shelter Branch to oversee and support the opening of shelters for affected residents.

Notification

The EOC Public Information Officer (PIO), working with the Care and Shelter branch to coordinate messages and notifications, will communicate the location shelters and other relevant information.

Set Up and Staffing

Various facilities in Contra Costa County have been designated as general population shelters capable of being set-up to receive residents. The American Red Cross maintains the National Shelter System (NSS) database of qualified shelter locations.

A local Care and Shelter Coordinator will be designated. Additional staff will be supplied by the city and supplemented by Red Cross and Human Services Agency volunteers. CERT team members who have been shelter trained may also assist.

Care should be taken for individuals requiring shelter including those that may require additional assistance which may include the following:

1. Senior residents
2. Medically fragile or dependent
3. Limited English proficiency or non-English speakers
4. Limited mobility; access and functional needs
5. Unaccompanied minors

Service animals are allowed to accompany individuals throughout all stages of a disaster.

During a disaster, mass care operations will require an influx of resources from outside the area to be fully operational. A full complement of resources will be contingent on the severity of the event, impact to transportation infrastructure and the ability to move resources and supplies into the affected area.

The Red Cross maintains Shelter Management Coordinators to support local officials and volunteers in the staffing of shelters.

Other facilities, such as faith-based organizations, may offer assistance to their organization members and others in the community. While they may receive relief supplies, organization and management would be supplied by such facilities.

Long Term Sheltering - There will be groups (families and individuals) that may require long term sheltering. This will be dependent on factors that arise due to the type, severity and location of the disaster. If the need for long term sheltering is determined through the local assessment process, then a request for federal assistance is made so that temporary housing resources will be provided if a federal disaster is declared. FEMA defines long-term sheltering as more than two weeks.

Demobilization

Once a shelter has been activated, the decision for the demobilization order will be a coordinated effort with the Red Cross and El Cerrito EOC. All evacuees must be returned to their homes, family member's homes, or moved to another facility before the shelter can be closed.

Factors that impact the decision to close a shelter include an urgency to return the shelter to its day-to-day use, availability of transportation, or the availability of long-term accommodations.

Recovery

During the recovery process, emphasis will be placed on cleanup, shelter demobilization, and critiquing operational performance. The Care and Shelter staff will participate in the demobilization and recovery process; coordinate provision of support for cleanup and recovery operations, as needed; and request the provision of financial and behavioral health services for individuals and emergency workers, where appropriate.

Most of the immediate needs of the population will have been provided, and if the disaster surpasses local available resources, federal and state governments will become heavily involved in providing financial aid to victims. Local Assistance Centers (LACs) will be set up to coordinate the delivery of needed services.

The EOC Care and Shelter Branch has responsibility for phasing out the shelter facilities and assisting displaced persons in obtaining next phase temporary housing and other aid. The demobilization plan of action, drafted by the Care and Shelter Branch, will outline public/private partnership roles, responsibilities, resources, and protocols for the recovery transition period.

This document has been reviewed and accepted by:

Recreation Department

Date

ANNEX 10 EOC ACTIVATION

Overview

Incidents and/or events in El Cerrito may rise to a level which require significant resource and incident management support and oversight. This may be from a natural or man-made disaster or an event that has significant impact to the City. The EOC can support field operations by coordinating their resources and more efficiently assess the situation and respond to requests from the field.

Purpose

This annex outlines the procedures and guideline for activating the EOC.

The EOC Director will determine the staffing needs for the EOC. The emergency management staff at the ECFD will maintain the list of EOC personnel and EOC teams. "SMC Alert" is used to send notification to EOC Staff. All members of the EOC Staff are responsible for ensuring their SMC Alert account information is current.

- When a major emergency or disaster strikes, centralized emergency management is necessary. The EOC provides this needed centralized management. When activated, representatives from both jurisdictions and assigned private agencies such as American Red Cross will report to the EOC to coordinate decision-making, department activities, and liaison with different levels of government as well as with private entities and non-governmental organizations.
- The EOC provides a centralized focus of authority and information and allows for face- to-face coordination among personnel who must set priorities for use of resources and evaluate the need to request mutual aid.
- The role of the EOC is to support Field Operations, coordinate with Contra Costa County Operational Area, other neighboring city EOCs and various Department Operations Centers.
- Field Incident Commander(s) has/have the responsibility to report his/her/their incident status and necessary resource requests, to manage the incident, to the EOC and DOC. The EOC and DOC then communicate all incident status and needed resource requests to the Contra Costa County Operational Area EOC.
- All pertinent information is then used by the Policy Group and Planning to create the Action Plan for the next operational period.

EOC Locations

The primary EOC location is:

- City Hall located at 10890 San Pablo Avenue

Alternate EOC locations include:

- Fire Station 72 located at 1520 Arlington Boulevard
- Fire Station 65 located at 217 Arlington Avenue

Use of alternate locations would be when use of the primary EOC would be or potentially be unsafe or unusable.

EOC Functions

Functions	Responsibility
Receive and disseminate notifications of warnings	EOC Director, Emergency Services Coordinator

Functions	Responsibility
Coordinate emergency operations among: 1. Contra Costa County Operational Area, Cities, towns, local and state agencies, different levels of government 2. Special districts, Utility companies, school districts, non-profit organizations and outside agencies 3. The media and general public	1. All EOC Sections 2. EOC Agency Representatives 3. Public Information Officer (PIO) and Joint Information Center (JIC)
Develop polices and determine if a local proclamation is needed	EOC Director
Develops objectives, disseminate public information, provide legal advice,	EOC Management Section
Develops strategy to implement objectives and the allocation of resources based on policy	Operations Section
Collect Intelligence and disseminate information to EOC, Department Operating Centers (DOC), and Operational Area EOC. (Operational Area will contact State and Federal agencies on behalf of the local jurisdictions.)	Planning Section
Coordinate the logistics support of resources and personnel and ensure the integrity of communications and information services. Work with Finance to track all contracts to assure reimbursement.	Logistics Section
Track costs of response personnel, equipment, and damage to county property. Coordinates the financial recovery of the county. Ensure that there are policies regarding bidding in regard to contract work during an emergency.	Finance Section

Response

When to Activate the EOC

The EOC is activated at the request of field response personnel (Incident Commander or field supervisor), Department Operation Centers (DOCs) or senior fire, police or public works official to provide support during any significant incident or event.

If the activation of the EOC is needed, the Emergency Services Coordinator or their designee will contact the City Manager. If the City Manager is not available, they will attempt to contact his or her alternate.

Levels of EOC Activation

The City has three (3) levels of EOC activation:

- Level 3 – Minimum Staffing** Key personnel needed to conduct operations as designated by the Incident Commander and the Director of Emergency Services or designee. (Usually used during a warning phase or a build-up phase.) At the discretion of the Director of Emergency Services the EOC may not be physically set up at this level. Normally this level consists of the Emergency Services Coordinator monitoring the situation.
- Level 2 – Partial Staffing.** Additional personnel for specific functions needed to conduct operations as designated by the Incident Commander and the Director of Emergency Services or designee. This can include a person from the Logistics section to order supplies, a person from the Plans section to track the situation status, and one more members of the Operations section, including Fire, Law, EMS and Care and Shelter. One or more of the DOCs may be activated depending on the nature of the incident.

- **Level 1 – Full Staff.** The level of activation would be a complete and full activation with all organizational elements at full staffing according to the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS).

Level	Operational Status	Trigger Event/Situation (examples include but not limited to)	Activities
Level 3 Minimal Staffing	Emergency Services Coordinator	• Small incident or event • One site • Potential threat of: ○ Flood ○ Severe storm • Escalating incident	• Situational Analysis • Public Information • Response Coordination • Resource Coordination • Reporting to State
Level 2 Partial Staffing	Management, EOC Section Coordinators, Branches/Divisions/Units Liaison/Agency reps	• Large scale evacuations • 2+ incident sites • Severe Weather Warning • Earthquake with minor damage • Major scheduled event	• Situational Analysis • Public Information • Response Coordination • Resource Coordination • Logistics Support • Reporting to State
Level 1 Full Staffing	All positions (as required)	• Large Winter Storm • Terrorist incident • Major Earthquake • Regional Disaster • Major Wildland Fire in Urban interface • Other events as required	• Situational Analysis • Public Information • Response Coordination • Resource Coordination • Logistics Support • Recovery Operations • Sustained Operations • Reporting to State

EOC Activation and Staff Notification Procedures

In the event of any significant incident a police, fire, or public works supervisor will make recommendations if EOC activation is needed. Based upon the severity of the incident, the City's needs, and possibility of incident escalating or intensifying, the supervisor would then contact their department head and in turn, the City Manager, to recommend EOC activation.

Upon permission to activate, the first person to open the EOC will:

- Determine which EOC positions need to be activated and initiate recall of personnel
- Notify EOC Staff of the EOC activation and who needs to respond
- Contact County OES with the following information:
 - The EOC is being activated at Level 1, 2, or 3 (see above table)
 - EOC contact number will be established by initial EOC responders
 - First arriving EOC staff will fill needed EOC positions regardless of usually assigned roles
- Contact Police and Fire Dispatch Centers with activation information
- Set up EOC
 - Send a Status Report as soon as possible to County OES and/or County EOC
 - Create a Jurisdiction Situation Report in Web EOC and/or hard copy
- Initiate use of form ICS 211 Personnel Check-In
- Use form ICS 214 Unit Log to document all activities in your unit or section
- Start an incident in Web EOC to document all EOC activities, resources and mission requests, so jurisdictions involved in the response may see the situation status and resources being requested.

- Issue any alerts community, warnings or notifications
- When EOC staff arrives begin situation briefing. Establish an Emergency Action Plan (EAP), set objectives and priorities, establish operational periods, and begin planning cycle

EOC Activation – “The First Hour”

When the EOC is activated, staff will typically be arriving at various times depending upon their availability and response time. Since all personnel will not normally respond at the same time, the first arriving personnel should begin the process of setting up the EOC and begin evaluating the incident.

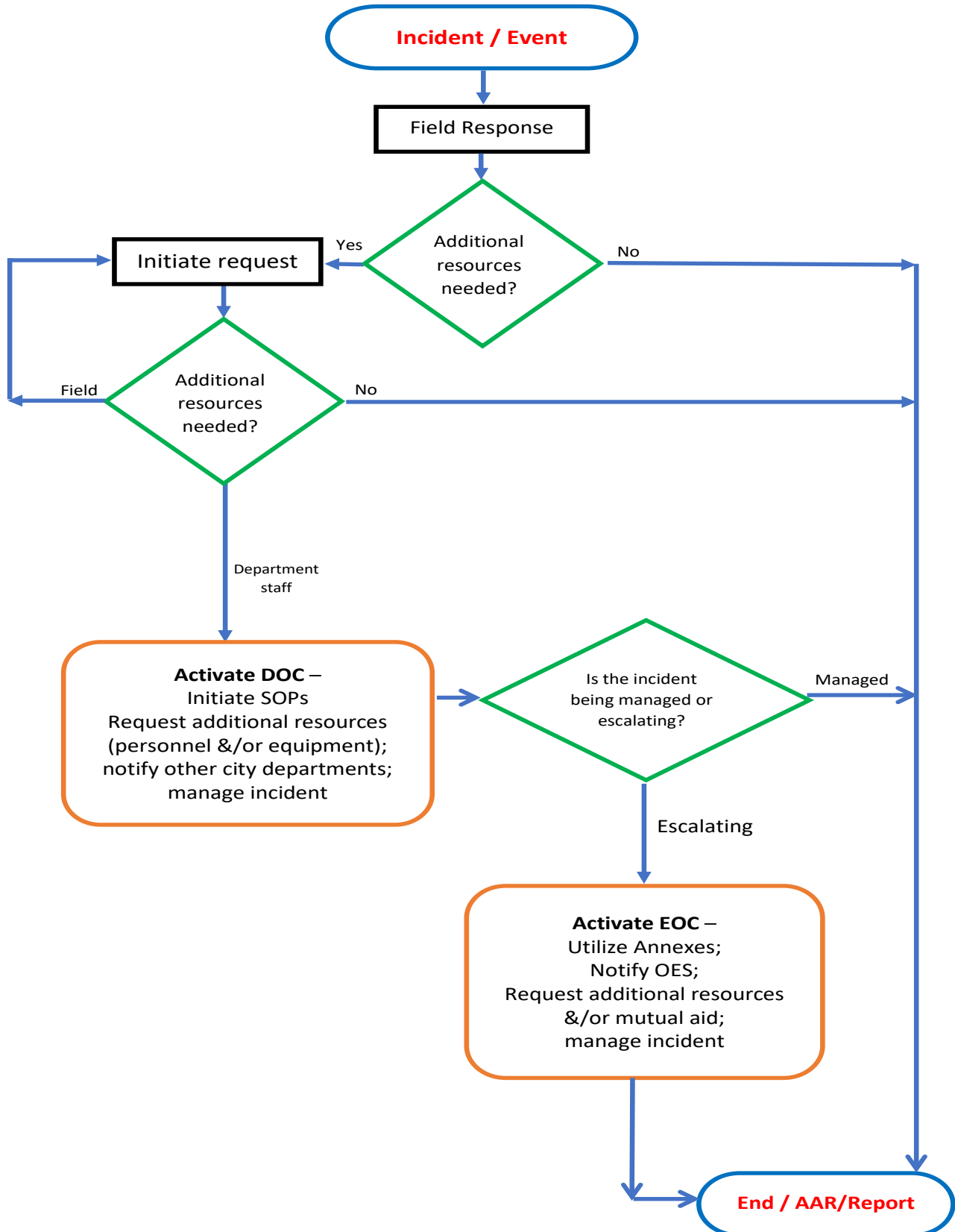
Initial Organization:

1. Establish a Chain of Command
 - Who is in Charge? (EOC Director)
 - Which sections of the EOC organization are needed?
2. Initiate contact with Field Operations
 - Determine the complexity and initial assessment (Initial Damage Estimate (IDE))
 - Identify committed resources
 - Identify requested resources
 - Check with Public Safety (Police & Fire) communications
 - Check Web EOC
 - Refer to City’s EOP
3. Notify Operational Area (Op Area) – Contra Costa County OES that the EOC is open

Priorities:

1. Support Life Safety Efforts
 - What are the risks for public and first responders?
 - What are the personnel and resource needs?
 - Expand notifications – staff and public
 - Identify the needs for potential:
 - ✓ Evacuation Center
 - ✓ Shelter location(s)
 - ✓ Disaster Assistance Center
2. Support incident stabilization
 - Determine if this is a stable incident or an escalating incident
 - Are the City/Town services to be continued
 - Evaluate economic impact to community
 - Which department can support first responders?
3. Support Property Protection
4. Support Financial Stability

ANNEX 11 DE-ENERGIZATION



Purpose

This plan outlines procedures that guide the City to the de-energization of electrical systems due to extreme fire danger conditions. This is a supporting plan to the El Cerrito Emergency Operations Plan (EOP) and can be used for any long-term power outage.

Background

Wildfire risk can increase when several factors are combined which include high temperatures, sustained high and peak winds, and a substantially low of humidity. During these conditions, electrical transmission and distribution lines may ignite fires if they are downed by winds and/or trees. To reduce the chance of accidental fire ignition in certain areas, Pacific Gas & Electric (PG&E) has stated that they may de-energize electrical grids or blocks off an area(s) in advance of or during periods of heightened risk conditions.

De-energization of electrical systems in affected areas may pose a life-safety risk to residents and impact other infrastructure systems. De-energization may also impact the capabilities of local agencies to respond to wildfire due to loss of alert & warning and public information communications systems including internet and cellular towers, inability to monitor or maintain water supplies, and a loss of traffic control systems that could support evacuation. This Plan is intended to provide guidance on how to prepare for and respond to these events.

Objectives

1. Provide protection of life, property, the environment and restoration of services to the community.
2. Maintain situational awareness on any potential de-energization-related impacts to the area; provide regular updates to impacted and/or affected residents
3. Establish thresholds for notifications, coordination efforts, activations, increased staffing, etc.
4. Communicate with and advise potentially impacted communities. Attempt to pre-notify areas that might be affected.
5. Establish and maintain communications among PG&E, the Operational Area Emergency Operations Center (EOC), field resources, and City stakeholders.
6. Communicate with PG&E regarding affected areas to facilitate public information and to prioritize resumption of services, if applicable.

Threat Assessment

PG&E will monitor and assess various conditions that may affect the de-energization of an area. Factors considered by PG&E when determining whether to shut down power include:

- A Red Flag Warning declared by the National Weather Service
- Low humidity levels, generally 20 percent and below
- Forecasted sustained winds above approximately 25 mph and wind gusts in excess of approximately 45 mph
- Site-specific conditions such as temperature, terrain and local climate
- Condition of dry fuel on the ground and live vegetation (moisture content)
- Information from PG&E Wildfire Safety Operations Center and Cal OES

Per the California Public Utilities Commission, state utilities will de-energize only if the utility “reasonably believes that there is an ‘imminent and significant risk’ that strong winds may topple power lines or cause major vegetation-related damage to power lines, leading to increased risk of fire.”

In the event of a Public Safety Power Shutoff, PG&E will advise their customers, public safety authorities, first responders and local municipalities.

Following de-energization, PG&E crews will work to inspect the lines and safely restore power to customers. If the extreme weather occurs overnight, inspections would take place during day light hours, power should be restored within 24-hours in most cases. However, depending on conditions or if any repairs are needed, outages could last up to 7 days or beyond.

Potential Effects

General:

- Loss of functionality of commercial and public-sector communications systems including wireless voice/data, land mobile radio, cable television and internet
- Loss or degradation of public/private water and wastewater systems including monitoring, pumping, and treatment
- Loss of traffic monitoring systems and signals
- Impacts to critical facilities including public safety and healthcare infrastructure
- Impacts on commerce including loss or degradation of electronic points of sale, gas station pumps, security systems, and refrigeration
- Potential for increased public concerns about the security of places served by electronic security systems

Access and Functional Needs (AFN) Populations:

- Loss of power could significantly impact individuals who are dependent on durable medical equipment, wheelchair charging, and specialized communication devices
- PSPS events may socially and physically isolate individuals with communication barriers when communications systems connected to the power grid are disrupted
- Elderly people and those sensitive to temperature variations are at increased risk during extremely hot weather when air conditioners may not function
- Potential disruptions to public services or facilities

Safety:

- Loss or degradation of public safety agency voice and data communications systems
- Loss or degradation of community warning systems including internet and wireless data/cellular
- Increase 9-1-1 Communication Center call volumes
- EMS and medical facility patient surge from weather related illness or loss of power to medical equipment.
- Loss or degradation of fire suppression water supply systems
- Unsafe use of generators as alternate power supply
- Potential impact to food safety due to degraded refrigeration or unsafe preparation

Planning and Assumptions

- Residents and vulnerable populations, including those with medical conditions requiring electricity or needing assistance, should make back-up or alternate plans for sustained power outages
- Public Work should pre-position back-up generators to assist with essential city services.
- City should pre-plan and designate the closing of any non-essential services during a sustained power outage.
- City PIO should prescript alerts and notifications of impending power outage – “What to Do and What Not to Do”
- City Manager may consider curfew

- Weather indicators such as Red Flag Warnings and Wind Advisories will provide enough lead time to coordinate Operational Area partners and develop Public Information and warning materials regardless of potential limited PG&E notification.
- Social or healthcare support workers who provided care to vulnerable and medically fragile residents should be able to continue to provide care to their clients.
- Transportation services used by vulnerable and medically fragile individuals should be able to continue to operate but could be affected by impacted travel corridors.

Notification

Guidelines from CPUC endorse advance notification / informing customers of the need to turn off power. Prior to termination of power, PG&E will attempt to contact customers at approximately 48 hours, 24 hours and just prior to shutting off power. PG&E will attempt to contact customers by phone call, email, and/or SMS text to contacts on file. During outages and after restoration, PG&E will attempt to send updates using the same methods. Final shutoff notifications may occur at any time, day or night. For Medical Baseline customers, PG&E will place live calls to customers who aren't reached by the initial automated alerts and will send a PG&E representative to check on customers they are unable to contact with the live call. If the customer does not answer the in-person contact, PG&E will leave an informational door hanger. PG&E has indicated that they will not undertake any other additional outreach.

PG&E will attempt to contact public safety agencies and/or local governments prior to customer notification as conditions permit. Per the CPUC, "... utilities must also notify, as feasible, fire departments, first responders, critical facilities, other potentially affected entities, and the CPUC before de-energizing."² Per PG&E's Public Outreach, Notification, and Mitigation Plan, "If possible, based on conditions, PG&E will provide notice to cities, counties, and emergency response partners in advance of notifying customers about a potential Public Safety Power Shutoff."³ PG&E may provide descriptions or maps of areas served by circuits selected for de-energization as conditions permit.

Initial Operational Area Notification

- If the threat of de-energization is potentially significant, and upon receipt of information from PG&E, the Contra Costa County Office of Emergency Services (OES) will notify local governments, County departments, and public safety agencies.

Operational Area Multi-Agency Coordination Conference Call (MAC Calls)

- In the case of a wide-spread de-energization, a county-wide conference call may be warranted. Contra Costa County OES staff will schedule an *Operational Area Multi-Agency Coordination Conference Call*. OES staff will invite potential participants and lead the call to share emergency information and coordinate efforts.

Risk Communication & Public Information

During any emergency, risk communication and public information is a critical component of response activities. Appropriate and timely communication of credible information will assist in reducing life safety threats and address public concerns.

Emergency information that may be used include mass media and social media. The 211 system may be utilized. Alert & Warning systems – such as Contra Costa Community Warning System and the Integrated Public Alert and Warning System (IPAWS) (which includes wireless emergency alerts [WEA], emergency alert system [EAS]) – may be used only if there is a concurrent imminent life safety threat, such as wildfire.

All messages to traditional and social media will be coordinated by the PIO. Safety messaging may include power outage guidance and safe generator operations.



AGENDA BILL

Agenda Item No. 5.F.

Date: September 20, 2022
To: El Cerrito City Council
From: Roland Lambert, Acting Engineering Manager/Senior Engineer, Public Works Department; Yvetteh Ortiz, Public Works Director/City Engineer
Subject: Storm Drain Easement Acceptance and Agreement for 331 Ramona Avenue

ACTION PROPOSED

Adopt a resolution accepting a Storm Drain Easement from Nathan Louie, "Owner", for public storm drain facilities located at 331 Ramona Avenue and authorizing the City Manager to execute an Easement Agreement.

BACKGROUND

In November 2021, Nathan Louie, the owner of the residence at 331 Ramona Avenue, applied for a building permit (BD21-1249) to replace an existing retaining wall and stairs on his property. The retaining wall and stairs are located partially over an existing 36-inch storm drain pipe. City staff located as-built drawings dated November 9, 1959 of a City project for construction of this pipe between the houses at 331 and 329 Ramona Avenue. The storm drain pipe was replacing a storm drain pipe that ran directly underneath the house at 331 Ramona Avenue. Examination of the plans reveal a proposed storm drain easement for the pipe. Further research revealed that on November 16, 1959, the City accepted construction and maintenance of the 36-inch storm drain project known as "Storm Drain Construction, Ramona-Pomona, Bond Project, No. 1" (City Council Resolution No. 2420). However, no record of acceptance of the storm drain easement was found.

The existing storm drain pipe carries water from the surrounding streets, including Ramona Avenue, and upstream waters. Because the storm drain pipe was installed under the 1959 City project and the City accepted maintenance of the pipe, this is considered a public improvement. As part of the condition for approval of the building permit for replacement of the retaining wall and stairs at 331 Ramona Avenue, the property owner video inspected the storm drain pipe. The pipe was determined to be in acceptable condition with no visible deterioration.

ANALYSIS

Due to the history of the storm drain pipe located at 331 Ramona Avenue, because it carries public water and was accepted by City Council Resolution No. 2420, and consistent with the City's 1992 Storm Drain Master Plan, the City intends to continue maintaining this pipe. To retain City access and facilitate operation, inspection, maintenance, repair, removal, and replacement of public storm drain facilities on this private property as needed in the future, City staff recommends that the storm drain easement proposed on this property in 1959 be accepted by the City. The easement is

approximately 5-foot-wide and 70-foot-long. Although this is narrower than what would now be required, the distance between the houses on 331 and 329 Ramona Avenue is approximately 11 feet, and the pipe runs at an angle that will not allow for a wider easement.

The owner has provided a Legal Description and Plat Map of the proposed easement. An Easement Agreement (Attachment 2) has been prepared for this purpose and has been reviewed by the City Attorney; and the accompanying Legal Description and Plat Map (Exhibits A and B, Attachment 3) have been reviewed by the consulting City Surveyor. Importantly, the owner would be solely responsible for the costs of restoring the retaining wall and stairs on this property, if necessary, because of the City's activities.

STRATEGIC PLAN CONSIDERATIONS

Execution of the Easement Agreement is consistent with El Cerrito Strategic Plan Goal A – Deliver exemplary government services. Specifically, approval of this action will make municipal operations more efficient by retaining City access and facilitating operations and maintenance of storm drain infrastructure and clarifying responsibility for costs of restoring private improvements.

ENVIRONMENTAL CONSIDERATIONS

Pursuant to CEQA Guidelines Section 15061(b)(3), an activity is exempt from CEQA review where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment. The proposed activity here is the acceptance of an easement for an existing storm drain pipe. Such an activity has no physical impact on the environment, and it is exempt under CEQA.

FINANCIAL CONSIDERATIONS

As described above, the 36-inch storm drain pipe on this property is a public improvement and the City has previously accepted responsibility for maintenance. As such, the City Attorney and consulting City Surveyor costs of approximately \$2,000 to review the legal documents have been covered under the operating budget of the Public Works Department, Engineering Division. The owner will be responsible for removal of any temporary improvements at their sole expense upon notice from the City regarding the City's need to access the easement area, as well as solely responsible for the costs of restoring any authorized permanent improvements because of the City's activities in the easement area. The City will continue to provide the same level of maintenance for these storm drain facilities; therefore costs are not expected to increase beyond current levels on an annual basis.

LEGAL CONSIDERATIONS

Government Code Section 27281 requires the City to consent to the acceptance of "any interest in or easement upon real estate". The attached Resolution would accept the Storm Drain Easement on 331 Ramona Avenue and authorize the City Manager to execute the Easement Agreement.

The City Attorney has reviewed the proposed action and Easement Agreement, and found that legal considerations have been addressed. The City Attorney will approve the final form of the Easement Agreement pending final comments from the owner. City staff will record the Easement Agreement with the Contra Costa County Recorder if approved by the City Council.

Reviewed by:

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

Karen Pinkos, City Manager

Attachments:

1. Resolution
2. Easement Agreement
3. Exhibit A & B to Agreement

RESOLUTION 2022-XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO ACCEPTING A STORM DRAIN EASEMENT FROM NATHAN LOUIE, "OWNER", FOR PUBLIC STORM DRAIN FACILITIES LOCATED AT 331 RAMONA AVENUE AND AUTHORIZING THE CITY MANAGER TO EXECUTE AN EASEMENT AGREEMENT

WHEREAS, the property owner of 331 Ramona Avenue submitted a building permit application to the City of El Cerrito to replace an existing retaining wall and stairs on the property in November 2021; and

WHEREAS, a 36-inch storm drain pipe carrying stormwater from the surrounding streets, including Ramona Avenue, and upstream waters from the hillside area, exists on the property; and

WHEREAS, The retaining wall and stairs are located partially over the existing 36-inch storm drain; and

WHEREAS, the storm drain pipe was constructed under a City project, accepted for maintenance by the City in 1959 (City Council Resolution No. 2420), is considered a public improvement and a storm drain easement was previously proposed but not recorded; and

WHEREAS, an easement is required to retain City access and facilitate operation, inspection, maintenance, repair, removal, and replacement of public storm drain facilities as needed in the future, and to clarify responsibility for costs of restoring private improvements on the property; and

WHEREAS, the owner has provided a Legal Description and Plat Map of the easement for recording with Contra Costa County; and

WHEREAS, Government Code Section 27281 requires a governmental agency to consent to the acceptance of easements; and

WHEREAS, acceptance of easements is exempt from review under the California Environmental Quality Act (CEQA) section 15061(b)(3), as an activity where it can be seen with certainty there is no possibility that the activity in question may have a significant effect on the environment.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of El Cerrito that it hereby accepts an easement from Nathan Louie for access to the property at 331 Ramona Avenue in the City and operation and maintenance of the storm drain pipe described in the Easement Agreement, and authorizes the City Manager to execute the Easement Agreement in substantially the form attached hereto, and other instruments and all certificates of acceptance associated with such an easement, and to authorize recordation of the Easement Agreement in the official records of Contra Costa County.

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

I CERTIFY that at a regular meeting on September 20, 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 September _____, 2022.

Holly M. Charléty, City Clerk

APPROVED:

Gabe Quinto, Mayor

Recording Requested by
and when recorded, return to:

City of El Cerrito
10890 San Pablo Avenue
El Cerrito, CA 94530

Attention: City Manager

FOR RECORDER'S USE ONLY

Free Recording Pursuant to
Government Code §27383

EASEMENT AGREEMENT
(Storm Drain Improvements)

For and in consideration of the acceptance by the Grantee of the hereinafter described easement Nathan Louie ("Owner"), hereby grants to City of El Cerrito ("Grantee"), an easement (the "Easement") for the operation, inspection, maintenance, repair, replacement and removal of a storm drain pipe and associated storm drain structures under and through the real property described in Exhibit A and depicted on Exhibit B (the "Easement Area") with right of ingress and egress to and from same, in, over, under and across the Easement Area, subject to the conditions stated in this Agreement.

1. Terms of Easement. The Easement shall burden the Easement Area, shall be non-exclusive, perpetual in duration (unless terminated by the written agreement of the Owner and the Grantee), and shall run with the land.

2. Non-Exclusive Use. The Owner may use the Easement Area, including the surface of the Easement Area, for any purpose which is not inconsistent with the Grantee's permitted use of the Easement Area. However, neither party shall place or permit any permanent improvement of any nature on the Easement Area which might impair the parties' respective rights to use the Easement Area. Moreover, Owner shall not erect any permanent structure within the Easement Area without obtaining the prior written approval of the Grantee. Notwithstanding the immediately preceding sentence, Grantee has issued Owner building permit number BD 21-1249 (the "Building Permit") which allows Owner to install within the Easement Area the following improvements: a 30" concrete retaining wall, four-step stairs and landing, and a fence, all as depicted in the plans approved by the Building Permit (the "Authorized Improvements"). If Owner has installed any improvement within the Easement Area in violation of this Section 2, Owner shall remove the improvement at Owner's sole cost and expense upon notice from Grantee of Grantee's need to access the Easement Area, as provided for in Section 3.

3. Grantee's Obligations. In exercising its rights hereunder, the Grantee shall comply with the following conditions:

(a) The Grantee shall notify the Owner at least two (2) business days prior to accessing the Easement Area for any purpose, except in the event of an emergency, in which case the Grantee shall give notice to the Owner as reasonable under the circumstances.

(b) In performing activities under this Agreement, the Grantee shall not unreasonably impair the Owner's use of the Easement Area. In the event Grantee anticipates activities that could materially affect access to the Owner's property or improvements thereon, the Grantee shall provide at least five (5) business days' prior notice to the Owner to allow the Owner to inform its tenants and/or provide alternative means of access.

(c) The Grantee shall take all reasonable steps necessary to secure that portion of the Easement Area in which the Grantee is performing any activities.

(d) The Grantee shall be solely responsible for the cost of any activities permitted under this Agreement.

(e) Following the completion of any activities, the Grantee shall restore the Easement Area, including any surface improvements, to the condition existing prior to the commencement of such activities, reasonable wear and tear excepted, except for any improvements beyond those approved under Section 2 or otherwise approved in writing by the Grantee or that impair the Grantee's rights to use the Easement Area. Notwithstanding the immediately preceding sentence, Owner shall be solely responsible for the costs of restoring the Authorized Improvements, if necessary as a result of Grantee's activities in the Easement Area.

(f) The Grantee shall defend, indemnify and hold the Owner harmless from and against losses, actions, demands, damages, claims, costs and expenses (including, but not limited to, experts fees and attorneys' fees and costs) and liabilities of whatever kind or nature that arise out of or are in any way connected with the activities of the Grantee or any entity or individual acting under the Grantee's direction or control under this Agreement, except and to the extent resulting from any gross negligence or willful misconduct of the Owner.

(g) The provisions of this Section 3 shall survive expiration or termination of this Agreement.

4. Default. The failure by a party to perform any covenant or obligation of such party hereunder and to cure such non-performance within twenty (20) business days after written notice by the other party shall constitute a default hereunder. Upon a default the aggrieved party shall be entitled to all remedies, legal and equitable, allowed by law, except termination of the Easement herein granted.

5. Amendments. This Agreement may be amended or otherwise modified only by a writing signed and recorded by the parties hereto.

6. No Third Party Beneficiaries. The provisions of this Agreement are for the exclusive benefit of the parties and their successors and assigns, subject to the provisions hereof. This Agreement

shall not be deemed to confer any rights upon any person except the parties and their successors and assigns.

7. Attorneys' Fees. If either party brings an action or proceeding against the other by reason of a default, or otherwise arising out of this Agreement, the prevailing party in such action or proceeding shall be entitled to its costs and expenses of suit, including but not limited to reasonable attorneys' fees, which shall be payable whether or not such action is prosecuted to judgment.

8. Notices. All notices required shall be in writing and shall be deemed to have been given (1) when hand delivered to the other party; or (2) three business days after the same have been deposited in a United States post office with first-class or certified mail, return receipt requested, postage prepaid; or (3) the next business day after same have been deposited with an overnight delivery service, provided that the sending party receives a confirmation of delivery from delivery service provider.. All notices shall be addressed as follows:

To the Owner: Nathan Louie or Current Resident
 331 Ramona Ave
 El Cerrito, CA 94530

To the City: City Manager
 City of El Cerrito
 10890 San Pablo Ave
 El Cerrito, CA 94530

9. Recording: Easements to Run with the Land. This Agreement shall be recorded by the parties, and it is hereby agreed that the terms and conditions set forth in this Agreement shall be considered covenants running with the land.

10. Governing Law. This Agreement shall be governed and construed in accordance with the laws of the State of California.

11. Miscellaneous Provisions.

(a) If any provision hereof shall be held invalid or unenforceable, the remainder hereof shall not be affected thereby, and each provision hereof shall be valid and enforceable to the fullest extent permitted by law.

(b) Time is of the essence with respect to the performance of every provision of this Agreement in which time of performance is a factor.

(c) This Agreement may be executed in counterparts, each of which shall be deemed an original and all of which, when taken together, shall constitute one document.

Signatures on Following Pages

The parties have executed this Agreement as of the latest date indicated below.

By: Karen Pinkos
Title: City Manager

Date: _____

OWNER:

By: Nathan Louie

By:

By: _____

Date: _____

SIGNATURES MUST BE NOTARIZED

State of California

County of _____

On _____ before me _____,
Date

personally appeared _____

_____ ,
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Place Notary Seal Above

Signature of Notary Public

State of California

County of _____

On _____ before me _____,
Date

personally appeared _____

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Place Notary Seal Above

Signature of Notary Public

EXHIBIT A- LEGAL DESCRIPTION

EXHIBIT B- PLOT MAP

3764889.1

5172908.1

EXHIBIT 'A'
LEGAL DESCRIPTION

ALL THAT CERTAIN REAL PROPERTY SITUATED IN THE CITY OF EL CERRITO, COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEING A PORTION OF LOTS 5 AND 6 IN BLOCK 16, AS SHOWN ON THE MAP OF CERRITO PARK, FILED ON AUGUST 5, 1909 IN BOOK 2 OF MAPS AT PAGE 37 IN THE OFFICE OF THE COUNTY RECORDER OF CONTRA COSTA COUNTY, STATE OF CALIFORNIA, ALSO BEING A PORTION OF THE PARCEL OF LAND DESCRIBED IN THE DEED RECORDED OCTOBER 21, 2016 UNDER RECORDERS SERIES NUMBER 2016-0221441 IN THE OFFICE OF THE COUNTY RECORDER OF CONTRA COSTA COUNTY, STATE OF CALIFORNIA, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE MOST NORTHEASTERLY CORNER OF SAID PARCEL (2016-0221441), THENCE ALONG THE WESTERLY RIGHT OF WAY LINE OF RAMONA AVENUE SOUTH 13°05'00" EAST, 14.83 FEET TO THE POINT OF BEGINNING;

THENCE LEAVING SAID RIGHT OF WAY LINE SOUTH 42°21'50" WEST, 18.85 FEET;

THENCE SOUTH 60°18'03" WEST, 50.64 FEET TO A POINT ON THE SOUTHERLY LINE OF SAID PARCEL (2016-0221441);

THENCE ALONG SAID SOUTHERLY LINE NORTH 76°55'00" EAST, 17.49 FEET;

THENCE LEAVING SAID SOUTHERLY LINE NORTH 60°18'03" EAST, 34.67 FEET;

THENCE NORTH 42°21'50" EAST, 16.20 FEET TO A POINT ON SAID WESTERLY RIGHT OF WAY LINE;

THENCE ALONG SAID WESTERLY RIGHT OF WAY LINE NORTH 13°05'00" WEST, 6.07 FEET TO THE **POINT OF BEGINNING**.

CONTAINING 301 SQUARE FEET OF LAND, MORE OR LESS.

SEE ATTACHED EXHIBIT 'B' HERETO AND MADE A PART HEREOF

THIS REAL PROPERTY DESCRIPTION HAS BEEN PREPARED BY ME, OR UNDER MY DIRECTION, IN CONFORMANCE WITH THE PROFESSIONAL LAND SURVEYORS ACT

BOB J. LEZCANO-LS8514

LEGEND

POC POINT OF COMMENCEMENT
 POB POINT OF BEGINNING
 SDE STORM DRAIN EASEMENT



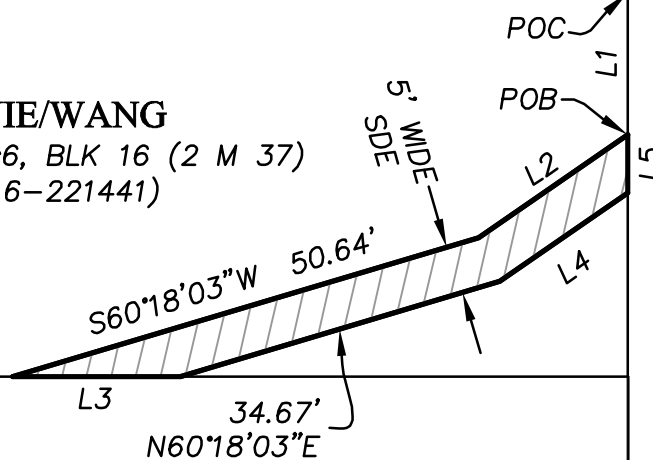
EASEMENT AREA = 301 SF±

NELSON
 (2012-96511)

LOUIE/WANG
 POR LOTS 5&6, BLK 16 (2 M 37)
 (2016-221441)

MEYERHOFF
 (2020-127272)

RAMONA AVENUE

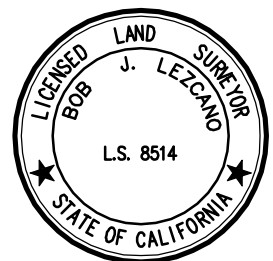


LINE TABLE

NO	BEARING	LENGTH
1	S13°05'00"E	14.83'
2	S42°21'50"W	18.85'
3	S76°55'00"W	17.49'
4	N42°21'50"E	16.20'
5	N13°05'00"W	6.07'

BASIS OF BEARINGS

BEARINGS ARE BASED ON THE
 MAP OF CERRITO PARK FILED IN
 BOOK 2 OF MAPS AT PAGE 37



STORM DRAIN EASEMENT-CITY OF EL CERRITO

ADDRESS: 331 RAMONA AVENUE
 EL CERRITO, CA

ASSESSORS PARCEL NO.:
 504-242-004



817 Arnold Drive Ste. 50
 Martinez, CA 94553
 Ph: (925) 476-8499

EXHIBIT 'B'
 PLAT TO
 ACCOMPANY LEGAL
 DESCRIPTION

DRAWN BY:
 BJL
 PROJECT NO:
 22085
 SCALE:
 1"=20'

SHEET
 1 OF 1
 DATE:
 6-14-2022

Project: 22085-RAMONA
Parcel Map Check

Wed June 15 14:51:35 2022

Parcel name: SDE

North: 5053.8595	East : 5576.4428
Line Course: S 42-21-50 W Length: 18.85	
North: 5039.9316	East : 5563.7409
Line Course: S 60-18-03 W Length: 50.64	
North: 5014.8422	East : 5519.7531
Line Course: N 76-55-00 E Length: 17.49	
North: 5018.8014	East : 5536.7891
Line Course: N 60-18-03 E Length: 34.67	
North: 5035.9785	East : 5566.9048
Line Course: N 42-21-50 E Length: 16.20	
North: 5047.9483	East : 5577.8209
Line Course: N 13-05-00 W Length: 6.07	
North: 5053.8608	East : 5576.4469

Perimeter: 143.92 Area: 301 sq.ft. 0.01 acres

Mapcheck Closure - (Uses listed courses, radii, and deltas)

Error Closure: 0.0043 Course: N 72-23-38 E

Error North: 0.00130 East : 0.00411

Precision 1: 33,469.77

±



AGENDA BILL

Agenda Item No. 5.G.

Date: September 20, 2022
To: El Cerrito City Council
From: Sandra Dalida, Finance Director/City Treasurer, Finance Department
Subject: Monthly Disbursement and Check Register Report for June 2022 and July 2022

ACTION PROPOSED

Receive and file the Monthly Disbursement and Check Register Report for the months of June 2022 and July 2022

BACKGROUND/ANALYSIS

California Government Code, Title 4, Chapter 3, Section 41004 for government cities states "Regularly, at least once each month, the City Treasurer shall submit to the City Clerk a written report and accounting of all receipts, disbursements, and fund balances. The City Treasurer shall file a copy with the legislative body." In addition, the City's Comprehensive Financial Policy, Item 5.1 Accounting Standards indicates the City's accounting and financial reporting systems shall be maintained in conformance with all state and federal laws . . .

Attachment A: Monthly Disbursement and Check Register Report for the period June 1, 2022 through June 30, 2022 reflecting 874 payments.

Accounts Payable Checking Account Payments	324	\$2,751,949.63
Payroll Checking Account Payments	<u>550</u>	<u>\$ 999,860.09</u>
TOTAL	874	\$3,754,776.75

Attachment B: Monthly Disbursement and Check Register Report for the period July 1, 2022 through July 31, 2022 reflecting 1,290 payments.

Accounts Payable Checking Account Payments	363	\$8,940,172.31*
Payroll Checking Account Payments	<u>931</u>	<u>\$1,598,700.95</u>
TOTAL	1,294	\$10,538,873.26

**includes \$6,083,349.99 payoff of FY 2021-22 Tax and Revenue Anticipation Note (TRANS)*

STRATEGIC PLAN CONSIDERATIONS

The City's Comprehensive Financial Policy and the City's Strategic Plan identifies the priority of achieving long-term financial sustainability, ensuring policies, procedures, and systems represent best practices in financial management, as referenced in the requirements of California Government Code, Title 4, Chapter 3, Section 41004.

ENVIRONMENTAL CONSIDERATIONS

This section is not applicable to this agenda item.

FINANCIAL CONSIDERATIONS

There is no fiscal impact associated with acceptance of the Monthly Disbursement and Check Register Report for months of June 2022 and July 2022.

LEGAL CONSIDERATIONS

The City Attorney has reviewed this agenda item and found that legal considerations have been addressed.

Reviewed by:

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

Karen Pinkos, City Manager

Attachments:

1. Payment Register June 2022
2. Payment Register July 2022

City of El Cerrito
Payment Register

Attachment A

From Payment Date: 6/1/2022 - To Payment Date: 6/30/2022

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Description	Transaction Amount
AP-AP Check - Accounts Payable Checking Account								
Checks - Accounts Payable								
83158	06/03/2022	Reconciled		06/10/2022	Accounts Payable	CALPERS LONG TERM CARE PROGRAM	LT Care Insurance	\$31.69
83159	06/03/2022	Reconciled		06/29/2022	Accounts Payable	FRANCHISE TAX BOARD	Garishment	\$450.00
83160	06/03/2022	Reconciled		06/09/2022	Accounts Payable	HEALTH CARE DENTAL TRUST	Dental	\$17,406.63
83161	06/03/2022	Reconciled		06/08/2022	Accounts Payable	IAFF LOCAL 1230	Dues Union Local 1230	\$4,310.74
83162	06/03/2022	Reconciled		06/08/2022	Accounts Payable	KAISER FOUNDATION HEALTH PLAN	Health Plan	\$209,051.38
83163	06/03/2022	Reconciled		06/10/2022	Accounts Payable	LEGALSHIELD	Legal Services	\$182.40
83164	06/03/2022	Reconciled		06/07/2022	Accounts Payable	NATIONWIDE TRUST COMPANY, FSB	Fire Health Savings Acct	\$9,900.00
83165	06/03/2022	Reconciled		06/07/2022	Accounts Payable	SEIU LOCAL 1021	Voluntary COPE Deduc	\$1,683.42
83166	06/03/2022	Reconciled		06/06/2022	Accounts Payable	SUTTER HEALTH PLUS	Health Plan EE Cost	\$38,011.80
83167	06/03/2022	Reconciled		06/07/2022	Accounts Payable	U.S. Bank	PARS	\$2,204.16
83168	06/02/2022	Reconciled		06/14/2022	Accounts Payable	ALBERT NAHMAN PLUMBING	Refund	\$718.00
83169	06/02/2022	Reconciled		06/07/2022	Accounts Payable	ALL STAR	Carabiners	\$91.22
83170	06/02/2022	Reconciled		06/06/2022	Accounts Payable	AMERICAN MECHANICAL SERVICES, INC.	Capital Projects, Storm Drain Projects	\$1,591.98
83171	06/02/2022	Reconciled		06/09/2022	Accounts Payable	ARMOUR PETROLEUM SVC & EQUIPT	Gas Pump Nozzel Repair	\$899.56
83172	06/02/2022	Reconciled		06/13/2022	Accounts Payable	AT&T	Internet	\$1,059.41
83173	06/02/2022	Reconciled		06/08/2022	Accounts Payable	AVILA PROJECT MANAGEMENT	City Hall Boiler 1	\$19,587.50
83174	06/02/2022	Reconciled		06/21/2022	Accounts Payable	BAER, MICHAEL	Refund	\$732.00
83175	06/02/2022	Reconciled		06/13/2022	Accounts Payable	BAY ALARM COMPANY	Alarm Services	\$255.00
83176	06/02/2022	Reconciled		06/10/2022	Accounts Payable	BILL'S UNDERGROUND	Refund	\$8,650.00
83177	06/02/2022	Open			Accounts Payable	CABLECOM	Refund	\$1,450.00
83178	06/02/2022	Reconciled		06/14/2022	Accounts Payable	CALIFORNIA BUILDING OFFICIALS	Training Webinar	\$70.00
83179	06/02/2022	Reconciled		06/10/2022	Accounts Payable	CARTY, PAUL	Refund	\$732.00
83180	06/02/2022	Reconciled		06/15/2022	Accounts Payable	CCC ANIMAL SERVICES DEPARTMENT	Animal Services	\$42,357.72
83181	06/02/2022	Open			Accounts Payable	CERRITO PRINTING	Printing Services	\$1,341.75
83182	06/02/2022	Reconciled		06/08/2022	Accounts Payable	CHANTHAVYSOUK, CHANTHANOME	Refund	\$718.00
83183	06/02/2022	Reconciled		06/15/2022	Accounts Payable	CHOI, MAGGIE	Refund	\$2,276.00
83184	06/02/2022	Reconciled		06/10/2022	Accounts Payable	CINTAS CORPORATION #054 UNIFORMS	Uniforms and Gloves	\$892.10
83185	06/02/2022	Reconciled		06/09/2022	Accounts Payable	CITY MECHANICAL, INC.	City Hall AC System	\$40,075.68
83186	06/02/2022	Reconciled		06/09/2022	Accounts Payable	CITY OF RICHMOND	Fees - CAD	\$77,193.25
83187	06/02/2022	Reconciled		06/16/2022	Accounts Payable	COMCAST	Internet	\$121.12
83188	06/02/2022	Open			Accounts Payable	COMMON DEVELOPMENT MANAGEMENT	Refund	\$2,462.00
83189	06/02/2022	Reconciled		06/15/2022	Accounts Payable	Community Conservation Centers, Inc.	Paper Recycling	\$771.84
83190	06/02/2022	Reconciled		06/15/2022	Accounts Payable	Contra Costa Transportation Au	CMA Cost Share	\$2,640.00
83191	06/02/2022	Reconciled		06/13/2022	Accounts Payable	CRIME SCENE CLEANERS, INC.	Decontamination Svcs	\$78.00
83192	06/02/2022	Reconciled		06/08/2022	Accounts Payable	Cross Connections Emergency Services, Inc.	Communication Parts	\$19.07
83193	06/02/2022	Reconciled		06/17/2022	Accounts Payable	D'ARCY & HARTY CONSTRUCTION	Refund	\$7,386.00
83194	06/02/2022	Reconciled		06/17/2022	Accounts Payable	D'ARCY & HARTY CONSTRUCTION	10900 San Pablo Av Sanitary Sewer	\$22,000.00
83195	06/02/2022	Reconciled		06/10/2022	Accounts Payable	DEAMICIS, JILIAN	Refund	\$718.00
83196	06/02/2022	Reconciled		06/08/2022	Accounts Payable	DIPRIMA, LISA	Art	\$1,939.07
83197	06/02/2022	Reconciled		06/08/2022	Accounts Payable	DON'S TIRE SERVICE, INC.	Tires	\$212.82
83198	06/02/2022	Reconciled		06/07/2022	Accounts Payable	DUNNIGAN PSYCHOLOGICAL & THREAT ASSESSMNTS	Psyc Evaluations	\$600.00
83199	06/02/2022	Open			Accounts Payable	EAST BAY REGIONAL COMMUNICATIONS SYSTEM	Radios	\$83,160.00
83200	06/02/2022	Reconciled		06/07/2022	Accounts Payable	EBMUD	Utilities	\$577.20

City of El Cerrito
Payment Register

Attachment A

From Payment Date: 6/1/2022 - To Payment Date: 6/30/2022

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Description	Transaction Amount
83201	06/02/2022	Reconciled		06/13/2022	Accounts Payable	ECONOMY ROOTER AND PLUMBING	Refund	\$3,426.00
83202	06/02/2022	Reconciled		06/08/2022	Accounts Payable	EHRET COMPANY	Refund	\$4,178.00
83203	06/02/2022	Reconciled		06/09/2022	Accounts Payable	EVEREST PLUMBING & DRAIN	Refund	\$10,346.00
83204	06/02/2022	Reconciled		06/13/2022	Accounts Payable	FARRELL, SCOTT	Refund	\$3,460.00
83205	06/02/2022	Reconciled		06/08/2022	Accounts Payable	GONZALEZ, NEMIO	Refund	\$732.00
83206	06/02/2022	Reconciled		06/10/2022	Accounts Payable	GRAND PRIX CAR WASH	Car Cleaning	\$18.99
83207	06/02/2022	Open			Accounts Payable	GRESSEL, GAL	Refund	\$732.00
83208	06/02/2022	Open			Accounts Payable	HAWK ANALYTICS INC.	Cell Subscription	\$2,995.00
83209	06/02/2022	Reconciled		06/07/2022	Accounts Payable	HI-TECH INC.	Fire Dept Apparatus and Svc	\$3,977.50
83210	06/02/2022	Reconciled		06/13/2022	Accounts Payable	HONEYWELL INTERNATIONAL, INC.	Satellite Phones	\$135.00
83211	06/02/2022	Reconciled		06/08/2022	Accounts Payable	HUNT & SONS, INC.	Fuel	\$23,037.11
83212	06/02/2022	Reconciled		06/10/2022	Accounts Payable	JESUS AUTO UPHOLSTERY	Chair Upholstery	\$400.00
83213	06/02/2022	Reconciled		06/22/2022	Accounts Payable	JOE FARRELL PAVING & GRADING	Refund	\$3,460.00
83214	06/02/2022	Reconciled		06/10/2022	Accounts Payable	KARKI, KAVI	Training and Mileage	\$966.63
83215	06/02/2022	Reconciled		06/08/2022	Accounts Payable	KATO PLUMBING	Refund	\$1,730.00
83216	06/02/2022	Reconciled		06/09/2022	Accounts Payable	KEYSER MARSTON ASSOCIATES, INC	Planning - Library EC Plaza	\$4,150.00
83217	06/02/2022	Reconciled		06/21/2022	Accounts Payable	KISTER, SAVIO & REI INC	LLA Review	\$720.00
83218	06/02/2022	Reconciled		06/09/2022	Accounts Payable	L.N. CURTIS & SONS	PPE - Fire Dept	\$1,232.49
83219	06/02/2022	Reconciled		06/08/2022	Accounts Payable	MICHAEL STEADS HILLTOP FORD KIA	Parts	\$1,433.80
83220	06/02/2022	Reconciled		06/10/2022	Accounts Payable	MONTCLAIR CONSTRUCTION	Refund	\$718.00
83221	06/02/2022	Reconciled		06/08/2022	Accounts Payable	MOORE, IACOFANO, GOLTSMAN, INC	Plan Update	\$96,324.21
83222	06/02/2022	Reconciled		06/07/2022	Accounts Payable	MORTON'S URBAN PEST MANAGEMENT	Pest Services	\$475.00
83223	06/02/2022	Reconciled		06/10/2022	Accounts Payable	Napa Recycling & Waste Service, LLC	Recycling	\$15,287.25
83224	06/02/2022	Reconciled		06/08/2022	Accounts Payable	NINYO & MOORE	Storm Drain Evaluation	\$5,636.25
83225	06/02/2022	Open			Accounts Payable	OSAWA, RYOLII & KAZUMI	Refund	\$718.00
83226	06/02/2022	Open			Accounts Payable	PECKHAM & MCKENNEY	Recruitment Services	\$8,666.67
83227	06/02/2022	Reconciled		06/13/2022	Accounts Payable	PERERA, JAY	Refund	\$718.00
83228	06/02/2022	Open			Accounts Payable	PG&E	Refund	\$718.00
83229	06/02/2022	Open			Accounts Payable	PG&E - OAKLAND OFC	Refund	\$35,330.00
83230	06/02/2022	Reconciled		06/09/2022	Accounts Payable	PIPE SPY INC	Refund	\$5,190.00
83231	06/02/2022	Reconciled		06/08/2022	Accounts Payable	R&S ERECTION OF RICHMOND	STA 72 Maintenance	\$2,483.75
83232	06/02/2022	Reconciled		06/27/2022	Accounts Payable	RAJSPIC, THOMAS	Refund	\$593.00
83233	06/02/2022	Reconciled		06/09/2022	Accounts Payable	Ringgenberg, Kent	Training	\$194.83
83234	06/02/2022	Reconciled		06/27/2022	Accounts Payable	ROTO-ROOTER	Refund	\$718.00
83235	06/02/2022	Reconciled		06/07/2022	Accounts Payable	S.P. AUTOMOTIVE	Vehicle Repair/Service	\$174.87
83236	06/02/2022	Reconciled		06/07/2022	Accounts Payable	SECURITY SIGNAL DEVICES, INC.	Alarm Services	\$740.53
83237	06/02/2022	Reconciled		06/09/2022	Accounts Payable	SEWER CONNECTION	Refund	\$1,730.00
83238	06/02/2022	Reconciled		06/13/2022	Accounts Payable	Sewer Works, Inc.	Refund	\$2,448.00
83239	06/02/2022	Reconciled		06/21/2022	Accounts Payable	SPEED OIL CHANGE	Vehicle Repair/Service	\$99.78
83240	06/02/2022	Reconciled		06/08/2022	Accounts Payable	FEI	ETCD and Lighting Mtnce and Repair	\$22,182.40
83241	06/02/2022	Reconciled		06/09/2022	Accounts Payable	STAR ROOTER AND PLUMBING	Refund	\$3,460.00
83242	06/02/2022	Reconciled		06/13/2022	Accounts Payable	STERICYCLE, INC.	Medical Waste	\$723.34
83243	06/02/2022	Reconciled		06/15/2022	Accounts Payable	STREAMLINE PLUMBING INC.	Refund	\$732.00
83244	06/02/2022	Voided		08/02/2022	Accounts Payable	THE ED JONES COMPANY	Capita Pin	\$120.36
83245	06/02/2022	Open			Accounts Payable	THE PLUMBING MINISTRY	Refund	\$3,426.00

City of El Cerrito
Payment Register

Attachment A

From Payment Date: 6/1/2022 - To Payment Date: 6/30/2022

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Description	Transaction Amount
83246	06/02/2022	Reconciled		06/10/2022	Accounts Payable	UNIVERSAL BUILDING SERVICE	Building Supplies	\$317.87
83247	06/02/2022	Reconciled		06/10/2022	Accounts Payable	VAL BETTI PLUMBING	Refund	\$732.00
83248	06/02/2022	Reconciled		06/07/2022	Accounts Payable	WEST COAST ARBORISTS, INC.	Tree Maintenance Service	\$1,156.05
83249	06/02/2022	Reconciled		06/08/2022	Accounts Payable	WHITESIDE CONSTRUCTION	Refund	\$732.00
83250	06/02/2022	Reconciled		06/07/2022	Accounts Payable	ZWETSCH, STEPHEN	1 if 3 Payments for 9 Mth Residency	\$300.00
83251	06/03/2022	Reconciled		06/09/2022	Accounts Payable	MUNICIPAL POOLING AUTHORITY	Insurance - Supplemental Life	\$10,961.53
83252	06/09/2022	Reconciled		06/22/2022	Accounts Payable	24 HOUR FITNESS USA, LLC	Gym Dues	\$417.89
83253	06/09/2022	Reconciled		06/14/2022	Accounts Payable	4LEAF, INC.	Professional Services - Public Wks	\$64,167.25
83254	06/09/2022	Reconciled		06/22/2022	Accounts Payable	ALEX AUTO DETAIL	Vehicle Repair/Service	\$265.00
83255	06/09/2022	Reconciled		06/14/2022	Accounts Payable	Amazon Capital Services, Inc.	Printer Toner	\$59.80
83256	06/09/2022	Open			Accounts Payable	ASTRO JUMP OF CONTRA COSTA	Rental - Bounce Houses	\$1,315.00
83257	06/09/2022	Open			Accounts Payable	ASTRO JUMP OF CONTRA COSTA	Rental - Bounce Houses	\$205.00
83258	06/09/2022	Open			Accounts Payable	ASTRO JUMP OF CONTRA COSTA	Rental - Bounce Houses	\$205.00
83259	06/09/2022	Open			Accounts Payable	ASTRO JUMP OF CONTRA COSTA	Rental - Bounce Houses	\$205.00
83260	06/09/2022	Reconciled		06/21/2022	Accounts Payable	BEST EQUIPMENT	Fire Ext	\$164.63
83261	06/09/2022	Reconciled		06/24/2022	Accounts Payable	BLACK, MEI-YU	April and May 2022	\$132.00
83262	06/09/2022	Reconciled		06/15/2022	Accounts Payable	BOUNDTREE MEDICAL LLC	Medical Supplies	\$1,256.19
83263	06/09/2022	Reconciled		06/15/2022	Accounts Payable	BXPRESS	Guardrail - Arlington Blvd	\$124.40
83264	06/09/2022	Reconciled		06/16/2022	Accounts Payable	BRIGHTVIEW LANDSCAPE SERVICES, INC.	Landscape Maintenance	\$7,656.75
83265	06/09/2022	Open			Accounts Payable	CCCSO LAW ENFORCEMENT TRAINING	Training	\$27.00
83266	06/09/2022	Reconciled		06/28/2022	Accounts Payable	CHAND, NIRAJAN	Training and Mileage	\$736.48
83267	06/09/2022	Reconciled		06/14/2022	Accounts Payable	ChildCare Careers, LLC	Temporary Staffing	\$1,113.56
83268	06/09/2022	Reconciled		06/15/2022	Accounts Payable	CITY OF FAIRFIELD	Training	\$1,548.00
83269	06/09/2022	Reconciled		06/14/2022	Accounts Payable	CONCORD UNIFORMS	Uniforms and Gloves	\$1,606.30
83270	06/09/2022	Reconciled		06/16/2022	Accounts Payable	CORE COMPUTING SOLUTIONS	Recycling and Support	\$153.00
83271	06/09/2022	Reconciled		06/15/2022	Accounts Payable	CORODATA SHREDDING INC.	Shredding Services	\$203.48
83272	06/09/2022	Reconciled		06/27/2022	Accounts Payable	COUNTY OF CONTRA COSTA	Telecommunications	\$59.55
83273	06/09/2022	Reconciled		06/16/2022	Accounts Payable	Dell Financial Services LLC	Laptop Purchase	\$5,206.48
83274	06/09/2022	Reconciled		06/15/2022	Accounts Payable	DELL MARKETING L.P.	Laptop Purchase	\$2,567.85
83275	06/09/2022	Reconciled		06/15/2022	Accounts Payable	DIPRIMA, LISA	Fasep Art	\$1,037.40
83276	06/09/2022	Reconciled		06/15/2022	Accounts Payable	DON'S TIRE SERVICE, INC.	Tires	\$413.57
83277	06/09/2022	Reconciled		06/14/2022	Accounts Payable	DONNOE & ASSOCIATES	Police Sgt/Corporal	\$1,000.00
83278	06/09/2022	Open			Accounts Payable	Eddie Perales	Training	\$221.00
83279	06/09/2022	Reconciled		06/21/2022	Accounts Payable	FASTSIGNS OAKLAND, FASTSIGNS	Signage	\$1,404.24
83280	06/09/2022	Reconciled		06/16/2022	Accounts Payable	FOLGERGRAPHICS, INC.	Rec Guide	\$4,053.12
83281	06/09/2022	Open			Accounts Payable	GILMAN STREET PRESS	Printing Services	\$55.38
83282	06/09/2022	Open			Accounts Payable	GRAUL, BELINDA	Gynastics - Recreation Dept	\$3,960.00
83283	06/09/2022	Reconciled		06/16/2022	Accounts Payable	Hinderliter , De Llamas & Associates	Professional Services - Finance	\$1,375.59
83284	06/09/2022	Reconciled		06/15/2022	Accounts Payable	J & O' s COMMERCIAL TIRE CENTER	Tires	\$4,783.71
83285	06/09/2022	Reconciled		06/15/2022	Accounts Payable	KAISER PERMANENTE	New Hire Physical Exams	\$2,930.00
83286	06/09/2022	Reconciled		06/17/2022	Accounts Payable	KARKI, KAVI	Training and Mileage	\$966.63
83287	06/09/2022	Reconciled		06/14/2022	Accounts Payable	KASSIRER ENRICHMENT COMPANY	Masep/Has/Fasep	\$9,657.90
83288	06/09/2022	Open			Accounts Payable	Kathryn Rile	Pottery - Recreation Dept	\$162.00
83289	06/09/2022	Reconciled		06/15/2022	Accounts Payable	KI RESEARCH INSTITUTE	Aidido	\$333.00
83290	06/09/2022	Reconciled		06/22/2022	Accounts Payable	KIDS FOR THE BAY	Watershed Education - EC Schools	\$4,000.00

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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Description	Transaction Amount
83291	06/09/2022	Reconciled		06/14/2022	Accounts Payable	KINSEY, KATHRYNE ANN	Bridge	\$604.80
83292	06/09/2022	Open			Accounts Payable	KONG, KRISTEN	1 of 2 Pymts - Utility Box Artist	\$2,000.00
83293	06/09/2022	Reconciled		06/15/2022	Accounts Payable	L.N. CURTIS & SONS	Uniforms	\$990.24
83294	06/09/2022	Reconciled		06/14/2022	Accounts Payable	LAW OFFICE OF TODD SIMONSON, PC	Legal Services	\$3,000.50
83295	06/09/2022	Reconciled		06/17/2022	Accounts Payable	LIEBERT CASSIDY	Legal Services	\$31.00
83296	06/09/2022	Reconciled		06/16/2022	Accounts Payable	MANAGEMENT PARTNERS INCORP.	Professional Services - Finance	\$3,258.75
83297	06/09/2022	Reconciled		06/28/2022	Accounts Payable	MCNEELY, DOUGLAS	Circus Camp - Recreation Dept	\$1,632.00
83298	06/09/2022	Reconciled		06/14/2022	Accounts Payable	Med-Tech Resource LLC	Safety Gloves	\$826.96
83299	06/09/2022	Reconciled		06/16/2022	Accounts Payable	MEDINA-ROSS, VERONICA	HASEP Science	\$1,080.00
83300	06/09/2022	Reconciled		06/15/2022	Accounts Payable	MICHAEL STEADS HILLTOP FORD KIA	Vehicle Repair/Service	\$2,198.45
83301	06/09/2022	Reconciled		06/14/2022	Accounts Payable	MICHAELS TRANSPORTATION SVC	Transportation - Recreation Dept	\$3,522.13
83302	06/09/2022	Reconciled		06/21/2022	Accounts Payable	MMANC-Association Resource Center	Summer Symposium	\$75.00
83303	06/09/2022	Reconciled		06/17/2022	Accounts Payable	OFFICE DEPOT	Office Supplies	\$1,250.89
83304	06/09/2022	Reconciled		06/16/2022	Accounts Payable	OLIVER'S TOW INC.	Impound Feeds	\$550.00
83305	06/09/2022	Reconciled		06/15/2022	Accounts Payable	PASTIME HARDWARE	Maintenance Parts/Supplies	\$229.12
83306	06/09/2022	Reconciled		06/14/2022	Accounts Payable	PREMIER GRAPHICS	Office Supplies	\$231.53
83307	06/09/2022	Reconciled		06/14/2022	Accounts Payable	ROADPOST USA, INC.	Safelite Phones - Fire Dept	\$119.48
83308	06/09/2022	Reconciled		06/14/2022	Accounts Payable	ROSTAD*KIKI	Clay for Kids - Recreation Dept	\$693.00
83309	06/09/2022	Reconciled		06/15/2022	Accounts Payable	SECURITY SIGNAL DEVICES, INC.	Alarm Services/Repairs	\$1,327.50
83310	06/09/2022	Reconciled		06/15/2022	Accounts Payable	Seele Stars LLC, Rachel Seele	Harding - PTA Drama May 2022	\$5,000.00
83311	06/09/2022	Reconciled		06/14/2022	Accounts Payable	Shababo, Tracey , Elise	Textile Arts	\$1,461.60
83312	06/09/2022	Reconciled		06/14/2022	Accounts Payable	SHAHKAR, MEHRAN	Strength and Balance	\$300.00
83313	06/09/2022	Open			Accounts Payable	SHANNON LAYER POLYGRAPH	Polygraph	\$2,600.00
83314	06/09/2022	Reconciled		06/14/2022	Accounts Payable	SIMPSON INVESTIGATIVE SERVICES GROUP	Background Checks	\$1,791.62
83315	06/09/2022	Reconciled		06/15/2022	Accounts Payable	Source Technologies, Inc.	Warrant/Check Stock	\$538.44
83316	06/09/2022	Reconciled		06/15/2022	Accounts Payable	STERICYCLE, INC.	Hazardous Waste Disposal	\$223.71
83317	06/09/2022	Reconciled		06/15/2022	Accounts Payable	TERRACON CONSULTANTS, INC.	Main Drains and Sumps	\$4,000.00
83318	06/09/2022	Reconciled		06/27/2022	Accounts Payable	TRAINING INNOVATIONS, INC	Subscription - TMS	\$800.00
83319	06/09/2022	Reconciled		06/17/2022	Accounts Payable	TWO BROTHERS POOL & SPA	Monthly Service	\$2,805.00
83320	06/09/2022	Reconciled		06/16/2022	Accounts Payable	VERIZON WIRELESS	Mobile/Wireless	\$2,759.13
83321	06/09/2022	Reconciled		06/16/2022	Accounts Payable	WILLDAN FINANCIAL SERVICES	Professional Services - Finance	\$1,700.00
83322	06/09/2022	Reconciled		06/15/2022	Accounts Payable	YAMAHA GOLF CARS OF CALIFORNIA, INC.	Golf Carts	\$2,767.28
83323	06/09/2022	Reconciled		06/24/2022	Accounts Payable	ZHAO, ZITIAN	Training and Mileage	\$588.48
83324	06/09/2022	Reconciled		06/17/2022	Accounts Payable	MEYERS NAVE	Legal Services	\$30,409.80
83325	06/17/2022	Reconciled		06/22/2022	Accounts Payable	CALPERS LONG TERM CARE PROGRAM	LT Care Insurance	\$31.69
83326	06/17/2022	Open			Accounts Payable	EL CERRITO FIRE DEPT MGMT GRP	Mgmt Group - Fire Dept	\$40.00
83327	06/17/2022	Open			Accounts Payable	EL CERRITO PUBLIC SFTY EE MGMT	Safety Mgmt Group	\$292.00
83328	06/17/2022	Reconciled		06/21/2022	Accounts Payable	FIRE ASSOCIATION	Fire Association Dues	\$510.00
83329	06/17/2022	Open			Accounts Payable	FRANCHISE TAX BOARD	Garnishment	\$1,580.00
83330	06/17/2022	Reconciled		06/22/2022	Accounts Payable	LIFE INSURANCE OF NORTH AMERICA	Accidental Death & Dismemberment Ins	\$82.30
83331	06/17/2022	Voided/Reissued	Check Lost	07/07/2022	Accounts Payable	POLICE ASSN.	Association Dues	\$3,414.24
83332	06/17/2022	Reconciled		06/21/2022	Accounts Payable	PRO FIREFIGHTERS ASSN DUES	Association Dues	\$300.00
83333	06/17/2022	Reconciled		06/22/2022	Accounts Payable	SEIU LOCAL 1021	Voluntary COPE Deduc	\$1,666.89
83334	06/17/2022	Reconciled		06/22/2022	Accounts Payable	U.S. Bank	PARS	\$2,787.33
83335	06/16/2022	Open			Accounts Payable	ALAMEDA COUNTY FIRE DEPARTMENT	FD 28 Service	\$4,041.83

City of El Cerrito
Payment Register

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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Description	Transaction Amount
83336	06/16/2022	Voided		06/23/2022	Accounts Payable	ALEX AUTO DETAIL	Vehicle Repair/Service	\$755.00
83337	06/16/2022	Reconciled		06/27/2022	Accounts Payable	ALL STAR	Class A Foam	\$1,455.30
83338	06/16/2022	Reconciled		06/28/2022	Accounts Payable	Amazon Capital Services, Inc.	Tailgate Handle	\$25.61
83339	06/16/2022	Reconciled		06/24/2022	Accounts Payable	AMERICAN MECHANICAL SERVICES, INC.	HVAC Maintenance	\$4,895.20
83340	06/16/2022	Reconciled		06/28/2022	Accounts Payable	ARMOUR PETROLEUM SVC & EQUIPT	Operator Inspection	\$172.00
83341	06/16/2022	Reconciled		06/28/2022	Accounts Payable	ART P.E., JAMES E.	Sprinklers	\$740.00
83342	06/16/2022	Open			Accounts Payable	ASCENT ENVIRONMENT, INC.	Planning Staffng	\$5,556.37
83343	06/16/2022	Reconciled		06/29/2022	Accounts Payable	AT&T	Internet	\$10,271.23
83344	06/16/2022	Reconciled		06/28/2022	Accounts Payable	ATCO Pest Control	Pest Services	\$360.00
83345	06/16/2022	Reconciled		06/29/2022	Accounts Payable	BAY ALARM COMPANY	Alarm Services	\$847.05
83346	06/16/2022	Reconciled		06/29/2022	Accounts Payable	BERKHEIMER LABOR RELATIONS, LLC	Consulting Services	\$7,500.00
83347	06/16/2022	Reconciled		06/28/2022	Accounts Payable	BERTRAND, FOX, ELLIOT, OSMAN & WENZEL	Legal Services	\$7,052.50
83348	06/16/2022	Reconciled		06/27/2022	Accounts Payable	BOUNDTREE MEDICAL LLC	Medical Supplies	\$921.60
83349	06/16/2022	Voided		06/23/2022	Accounts Payable	BRIDGET COONEY - SENIOR SERVICES PETTY CASH	Petty Cash Replenishment	\$227.63
83350	06/16/2022	Reconciled		06/27/2022	Accounts Payable	CA POLICE CHIEFS ASSOCIATION	Association Dues	\$440.00
83351	06/16/2022	Reconciled		06/30/2022	Accounts Payable	CINTAS CORPORATION #054 UNIFORMS	Uniforms	\$540.80
83352	06/16/2022	Open			Accounts Payable	DATA TICKET, INC.	Monthly Service	\$300.00
83353	06/16/2022	Reconciled		06/28/2022	Accounts Payable	DEROTIC EMERGENCY EQUIPMENT	High Flow PPV Jet Fans	\$13,379.66
83354	06/16/2022	Reconciled		06/29/2022	Accounts Payable	DICKINSON FLEET SERVICES, LLC	Vehicle Repair/Service	\$320.00
83355	06/16/2022	Reconciled		06/27/2022	Accounts Payable	DIPRIMA, LISA	Fasep Art	\$1,037.40
83356	06/16/2022	Voided		06/23/2022	Accounts Payable	EDUCATION TO GO	Education to Go - May 2022	\$88.00
83357	06/16/2022	Open			Accounts Payable	FIRE SAFETY CLEARING	Vegetation Management	\$20,000.00
83358	06/16/2022	Open			Accounts Payable	FORENSIC SERVICES DIVISION	Blood Draws	\$224.70
83359	06/16/2022	Open			Accounts Payable	FORENSIC SERVICES DIVISION	Drug Testing	\$1,300.00
83360	06/16/2022	Reconciled		06/27/2022	Accounts Payable	Golden Bear Transfer Station	Sweep Spoils	\$489.60
83361	06/16/2022	Reconciled		06/27/2022	Accounts Payable	HAYASHI, HEATHER	Real Estate Trnsfr Fee Rebate	\$5,592.67
83362	06/16/2022	Reconciled		06/23/2022	Accounts Payable	HERRERA, FERNANDO	Refund - Over Deduction Correction	\$329.73
83363	06/16/2022	Reconciled		06/28/2022	Accounts Payable	HI-TECH INC.	Vehicle Repair/Service	\$5,420.25
83364	06/16/2022	Reconciled		06/29/2022	Accounts Payable	Honey Bucket	Portables - Central Park Svcs	\$221.05
83365	06/16/2022	Reconciled		06/28/2022	Accounts Payable	KEL-AIRE	Maintenance/Repairs	\$1,762.14
83366	06/16/2022	Reconciled		06/29/2022	Accounts Payable	KNORR SYSTEMS, INC.	Supplies (CO2;Sod Hypochlorite)	\$1,561.83
83367	06/16/2022	Reconciled		06/28/2022	Accounts Payable	KRAMER WORKPLACE INVESTIGATIONS	Investigation Services	\$1,421.00
83368	06/16/2022	Voided		06/23/2022	Accounts Payable	L.N. CURTIS & SONS	PPE - Fire Dept	\$28,870.54
83369	06/16/2022	Reconciled		06/28/2022	Accounts Payable	LEAF	Licensing	\$1,300.00
83370	06/16/2022	Reconciled		06/30/2022	Accounts Payable	LEHR AUTO ELECTRIC & EMERGENCY	Vehicle Repair/Service	\$16,754.86
83371	06/16/2022	Open			Accounts Payable	LEWKOWITZ, MARK	HASEP Karate	\$1,630.80
83372	06/16/2022	Reconciled		06/24/2022	Accounts Payable	MEDINA-ROSS, VERONICA	Science	\$1,872.00
83373	06/16/2022	Voided		06/23/2022	Accounts Payable	MICHAELS TRANSPORTATION SVC	Transportation - Recreation Dept	\$2,223.37
83374	06/16/2022	Reconciled		06/27/2022	Accounts Payable	MOBILE MODULAR MANAGEMENT CORP	Modular Payment	\$10,541.86
83375	06/16/2022	Reconciled		06/28/2022	Accounts Payable	MORTON'S URBAN PEST MANAGEMENT	Pest Services	\$690.00
83376	06/16/2022	Reconciled		06/29/2022	Accounts Payable	NATIONAL BUSINESS FURNITURE, LLC	Office Furniture	\$2,254.39
83377	06/16/2022	Reconciled		06/27/2022	Accounts Payable	NEW IMAGE LANDSCAPE COMPANY	Landscape Maintenance	\$4,583.33
83378	06/16/2022	Open			Accounts Payable	OFFICE DEPOT	Office Supplies	\$827.20
83379	06/16/2022	Open			Accounts Payable	OLIVER'S TOW INC.	Vehicle Towing	\$275.04
83380	06/16/2022	Reconciled		06/27/2022	Accounts Payable	OLIVERO PLUMBING	Plumbing Services	\$4,097.34

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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Description	Transaction Amount
83381	06/16/2022	Reconciled		06/24/2022	Accounts Payable	PASTIME HARDWARE	Maintenance Parts/Supplies	\$1,122.29
83382	06/16/2022	Reconciled		06/30/2022	Accounts Payable	PITNEY BOWES	Equipment Lease	\$1,612.22
83383	06/16/2022	Reconciled		06/23/2022	Accounts Payable	PREMIER GRAPHICS	Banners	\$646.70
83384	06/16/2022	Reconciled		06/28/2022	Accounts Payable	RAMOS, STEPHANIE, R	Zumba - Recreation Dept	\$2,899.20
83385	06/16/2022	Reconciled		06/27/2022	Accounts Payable	RICOH USA, INC	Equipment Lease	\$1,591.71
83386	06/16/2022	Reconciled		06/29/2022	Accounts Payable	RUBICON ENTERPRISES INC	Parks and Athletic Field Maintenance	\$7,971.01
83387	06/16/2022	Open			Accounts Payable	SPEED OIL CHANGE	Vehicle Repair/Service	\$52.99
83388	06/16/2022	Reconciled		06/29/2022	Accounts Payable	ST. FRANCIS ELECTRIC	ETCD and Lighting Mtnc and Repair	\$6,545.00
83389	06/16/2022	Open			Accounts Payable	STAPLES ADVANTAGE	Office Supplies	\$278.36
83390	06/16/2022	Open			Accounts Payable	STATE OF CA DEPT OF JUSTICE	Live Scan	\$1,228.00
83391	06/16/2022	Reconciled		06/28/2022	Accounts Payable	STRYKER CORPORATION	Maintenance	\$1,783.63
83392	06/16/2022	Open			Accounts Payable	Super Soccer Stars	Soccer - Recreation Dept	\$7,754.40
83393	06/16/2022	Reconciled		06/24/2022	Accounts Payable	SWERDLOW, JENNIFER	FASEP Drumming - Recreation Dept	\$705.60
83394	06/16/2022	Voided	Check Lost	08/11/2022	Accounts Payable	T JUNG INVESTIGATIONS	Background Checks	\$2,000.00
83395	06/16/2022	Reconciled		06/28/2022	Accounts Payable	VERMONT SYSTEMS, INC.	License Fees	\$7,792.98
83396	06/16/2022	Reconciled		06/28/2022	Accounts Payable	WEST COAST ARBORISTS, INC.	Tree Maintenance Service/Removal	\$1,123.70
83397	06/16/2022	Reconciled		06/24/2022	Accounts Payable	YU, JENNIFER	Refund - Camp	\$215.10
83398	06/16/2022	Open			Accounts Payable	ZENG, KAIRUI	Real Estate Trnsfr Fee Rebate	\$4,900.00
83399	06/22/2022	Open			Accounts Payable	ABBOU, ABDELFAH	Services - 4th of July	\$2,500.00
83400	06/22/2022	Open			Accounts Payable	AVEC PRODUCTIONS, INC.	Services - 4th of July	\$5,922.00
83401	06/22/2022	Open			Accounts Payable	BAY AREA FACE PAINTERS	Services - 4th of July	\$1,725.00
83402	06/22/2022	Open			Accounts Payable	BRANDON, DAN	Services - 4th of July	\$1,100.00
83403	06/22/2022	Open			Accounts Payable	MASON, COREY	Services - 4th of July	\$1,688.75
83404	06/22/2022	Reconciled		06/30/2022	Accounts Payable	MASON, COREY	Services - 4th of July	\$5,066.25
83405	06/22/2022	Open			Accounts Payable	NORTHERN LIGHTS	Services - 4th of July	\$2,000.00
83406	06/22/2022	Open			Accounts Payable	NORTHERN LIGHTS	Services - 4th of July	\$2,100.00
83407	06/22/2022	Open			Accounts Payable	PANTHER FIST STUDIOS LLC	Services - 4th of July	\$2,500.00
83408	06/22/2022	Open			Accounts Payable	RADIO CAMP LLC	Services - 4th of July	\$500.00
83409	06/22/2022	Open			Accounts Payable	RUIZ, JOSE	Services - 4th of July	\$500.00
83410	06/22/2022	Open			Accounts Payable	VIOLINJAZZ PRODUCTIONS	Services - 4th of July	\$2,500.00
83411	06/22/2022	Open			Accounts Payable	WHITE STONE PRODUCTIONS	Services - 4th of July	\$2,500.00
83412	06/23/2022	Open			Accounts Payable	STRAUSS, SHANNA	1 of 2 Pymts - Utility Box Artist	\$1,000.00
83413	06/23/2022	Open			Accounts Payable	VELOCITY LOCK AND KEY	Key Services - Swim Center	\$72.91
83414	06/23/2022	Open			Accounts Payable	4LEAF, INC.	Solar Plan Review	\$14,351.50
83415	06/23/2022	Open			Accounts Payable	AIRGAS, INC.	Station Oxygen	\$298.66
83416	06/23/2022	Open			Accounts Payable	ALEX AUTO DETAIL	Vehicle Repair/Service	\$490.00
83417	06/23/2022	Open			Accounts Payable	ASCENT ENVIRONMENT, INC.	Professional Services - Housing Ele	\$31,412.25
83418	06/23/2022	Open			Accounts Payable	AT&T	Internet	\$925.54
83419	06/23/2022	Open			Accounts Payable	AT&T MOBILITY	I-80 ICM	\$445.55
83420	06/23/2022	Open			Accounts Payable	BAY AREA NEWS GROUP EASTBAY	Public Hearings	\$731.70
83421	06/23/2022	Open			Accounts Payable	BERTRAND, FOX, ELLIOT, OSMAN & WENZEL	Legal Services	\$14,337.50
83422	06/23/2022	Open			Accounts Payable	BOUNDTREE MEDICAL LLC	Medical Supplies	\$102.51
83423	06/23/2022	Open			Accounts Payable	CONTRA COSTA COUNTY LIBRARY	Library Services	\$25,419.87
83424	06/23/2022	Open			Accounts Payable	CSG CONSULTANTS, INC.	Plan Review Services	\$312.50
83425	06/23/2022	Open			Accounts Payable	DIGITAL MAP PRODUCTS, L.P.	GovClarity License and Maintenance	\$24,950.00

City of El Cerrito
Payment Register

Attachment A

From Payment Date: 6/1/2022 - To Payment Date: 6/30/2022

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Description	Transaction Amount
83426	06/23/2022	Open			Accounts Payable	EAST BAY BLUE PRINT & SUPPLY	Lease	\$211.21
83427	06/23/2022	Open			Accounts Payable	EBMUD	Utilities	\$13,224.07
83428	06/23/2022	Open			Accounts Payable	EDUCATION TO GO	Education to Go - May 2022	\$89.00
83429	06/23/2022	Open			Accounts Payable	ENGBERG, GERI	HASEP and FASEP Improv	\$1,716.00
83430	06/23/2022	Open			Accounts Payable	ERGONOMIC SEATING & PRODUCTS INC.	Ergo Chairs	\$5,409.54
83431	06/23/2022	Open			Accounts Payable	FRIEDMAN, NORM	Sports Camp	\$12,325.50
83432	06/23/2022	Open			Accounts Payable	GLASS ON THE MOVE	Windshield - Fire Dept	\$423.28
83433	06/23/2022	Open			Accounts Payable	GOVERNMENTJOBS.COM, INC.	Subscription	\$29,757.27
83434	06/23/2022	Open			Accounts Payable	Green Halo Systems Inc,	Monthly Service	\$171.00
83435	06/23/2022	Open			Accounts Payable	HERRERA, FERNANDO	Vehicle Repair/Service	\$272.51
83436	06/23/2022	Open			Accounts Payable	IRON MOUNTAIN	Document Storage	\$3,040.29
83437	06/23/2022	Open			Accounts Payable	JOHN AND CLAIRE INVESTIGATIONS	Background Checks	\$1,797.30
83438	06/23/2022	Open			Accounts Payable	JONATHON DALETHES	Refund - Camp	\$428.00
83439	06/23/2022	Open			Accounts Payable	JONES, HIROMI	Yoga - Recreation Dept	\$396.00
83440	06/23/2022	Open			Accounts Payable	KEYSER MARSTON ASSOCIATES, INC	Library Funding Options/Afford Hsg	\$6,143.60
83441	06/23/2022	Open			Accounts Payable	L.N. CURTIS & SONS	PPE - Fire Dept	\$28,510.54
83442	06/23/2022	Open			Accounts Payable	LACK, CHRIS	Pottery - Recreation Dept	\$238.00
83443	06/23/2022	Open			Accounts Payable	LEAGUE OF CALIF.CITIES	Recruitment Services	\$300.00
83444	06/23/2022	Open			Accounts Payable	LUCIA, MARK	Refund - Recreation Dept	\$45.00
83445	06/23/2022	Open			Accounts Payable	MANAGEMENT PARTNERS INCORP.	Professional Services - Finance	\$371.25
83446	06/23/2022	Open			Accounts Payable	MATHIS & ASSOCIATES	Background Checks	\$1,025.00
83447	06/23/2022	Voided		07/13/2022	Accounts Payable	MICHAELS TRANSPORTATION SVC	Transportation - Recreation Dept	\$2,224.37
83448	06/23/2022	Open			Accounts Payable	Parisi CSW Design Group	Plan Review Services	\$2,671.50
83449	06/23/2022	Open			Accounts Payable	PASTIME HARDWARE	Maintenance Parts/Supplies	\$222.27
83450	06/23/2022	Open			Accounts Payable	PAYMENTUS CORPORATION	Processing Fees	\$4,680.95
83451	06/23/2022	Open			Accounts Payable	PG&E	Utilities	\$28,973.64
83452	06/23/2022	Open			Accounts Payable	R3 CONSULTING GROUP	Ordinance Adoption/Implementation	\$3,772.50
83453	06/23/2022	Open			Accounts Payable	Schlanger, April, Adair	Professional Services	\$1,747.20
83454	06/23/2022	Open			Accounts Payable	SINGLE CYLINDER REPAIR	Vehicle Repair/Service	\$18.93
83455	06/23/2022	Open			Accounts Payable	THE FLYING LOCKSMITHS - SAN JOSE	Lock Hardware/Software - City Hall	\$21,227.07
83456	06/23/2022	Open			Accounts Payable	TYLER TECHNOLOGIES	Training - HR	\$637.50
83457	06/23/2022	Open			Accounts Payable	UNIVERSAL BUILDING SERVICE	Janitorial Services	\$4,206.00
83458	06/23/2022	Open			Accounts Payable	WEST COAST CODE CONSULTANTS, INC.	Plan Review Services	\$200.00
83459	06/23/2022	Open			Accounts Payable	WHITLOCK & WEINBERGER TRANSPORTATION, INC.	Traffic Signal Evaluation	\$8,442.50
83460	06/23/2022	Open			Accounts Payable	ZOON ENGINEERING, INC.	Street Improvement	\$435.00
83471	06/30/2022	Open			Accounts Payable	CLASSIC AMUSEMENT LLC	Services - 4th of July	\$27,900.00
83472	06/30/2022	Open			Accounts Payable	EAST BAY BICYCLE COALITION	Services - 4th of July	\$450.00
83473	06/30/2022	Open			Accounts Payable	NATIVE SOIL INC.	Services - 4th of July	\$18,200.00
83474	06/30/2022	Open			Accounts Payable	PALACIOS, JESSICA	Change Fund - 4th of July	\$4,000.00
83475	06/30/2022	Open			Accounts Payable	FRIEDMAN, NORM	Sports Camp - Recreation Dept	\$13,901.40
Type Check Totals:					308 Transactions			\$1,736,018.18

City of El Cerrito
Payment Register

Attachment A

From Payment Date: 6/1/2022 - To Payment Date: 6/30/2022

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Description	Transaction Amount
<u>EFT - Accounts Payable</u>								
2251	06/03/2022	Open			Accounts Payable	EDD - PAYROLL TAX DEPOSIT	Payroll Tax	\$41,652.00
2252	06/03/2022	Open			Accounts Payable	ICMA	Deferred Compensation	\$47,500.16
2253	06/03/2022	Open			Accounts Payable	IRS	Federal Tax	\$155,329.92
2254	06/03/2022	Open			Accounts Payable	P E R S	Retirement Plan	\$151,504.84
2255	06/03/2022	Open			Accounts Payable	STATE DISBURSEMENT UNIT	Garnishment	\$947.53
2256	06/24/2022	Open			Accounts Payable	IRS	Federal Tax	\$200.00
2259	06/09/2022	Open			Accounts Payable	KATZ, JUDY	Trainer - Recreation Dept	\$262.80
2260	06/17/2022	Open			Accounts Payable	EDD - PAYROLL TAX DEPOSIT	Payroll Tax	\$42,251.44
2261	06/17/2022	Open			Accounts Payable	ICMA	Deferred Compensation	\$47,454.14
2262	06/17/2022	Open			Accounts Payable	IRS	Federal Tax	\$158,199.78
2263	06/17/2022	Open			Accounts Payable	P E R S	Retirement Plan	\$162,631.64
2264	06/17/2022	Open			Accounts Payable	STATE DISBURSEMENT UNIT	Garnishment	\$947.53
2279	06/30/2022	Open			Accounts Payable	KATZ, JUDY	Trainer - Recreation Dept	\$212.40
2287	06/30/2022	Open			Accounts Payable	I.M.P.A.C. GOVERNMENT SERVICES	CalCard - Various Purchases	\$71,108.54
2288	06/30/2022	Open			Accounts Payable	I.M.P.A.C. GOVERNMENT SERVICES	CalCard - Various Purchases	\$70,492.48
2289	06/30/2022	Open			Accounts Payable	CAPITAL ONE PUBLIC FUNDING, LLC	Lease	\$65,236.25
Type EFT Totals:					16 Transactions			\$1,015,931.45

AP-AP Check - Accounts Payable Checking Account Totals

Checks	Status	Count	Transaction Amount
	Open	104	\$590,203.55
	Reconciled	195	\$1,105,891.12
	Voided	9	\$39,923.51
	Stopped	0	\$0.00
	Total	308	\$1,736,018.18
EFTs	Status	Count	Transaction Amount
	Open	16	\$1,015,931.45
	Reconciled	0	\$0.00
	Voided	0	\$0.00
	Total	16	\$1,015,931.45
All	Status	Count	Transaction Amount
	Open	120	\$1,606,135.00
	Reconciled	195	\$1,105,891.12
	Voided	9	\$39,923.51
	Stopped	0	\$0.00
	Total	324	\$2,751,949.63

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Payment Register

From Payment Date: 7/1/2022 - To Payment Date: 7/31/2022

Attachment B

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Description	Transaction Amount
AP-AP Check - Accounts Payable Checking Account								
<u>Checks - Accounts Payable</u>								
83461	07/01/2022	Open			Accounts Payable	CALPERS LONG TERM CARE PROGRAM	LT Care Insurance	\$31.69
83462	07/01/2022	Open			Accounts Payable	FRANCHISE TAX BOARD	Garnishment	\$1,580.00
83463	07/01/2022	Open			Accounts Payable	HEALTH CARE DENTAL TRUST	Dental	\$17,453.10
83464	07/01/2022	Open			Accounts Payable	IAFF LOCAL 1230	Dues - Local 1230	\$4,321.62
83465	07/01/2022	Open			Accounts Payable	KAISER FOUNDATION HEALTH PLAN	Health Plan	\$209,897.08
83466	07/01/2022	Open			Accounts Payable	LEGALSHIELD	Legal Services	\$182.40
83467	07/01/2022	Open			Accounts Payable	NATIONWIDE TRUST COMPANY, FSB	Fire Health Savings Acct	\$9,900.00
83468	07/01/2022	Open			Accounts Payable	SEIU LOCAL 1021	Voluntary COPE Deduc	\$1,708.18
83469	07/01/2022	Open			Accounts Payable	SUTTER HEALTH PLUS	Health Plan EE Cost	\$38,011.80
83470	07/01/2022	Open			Accounts Payable	U.S. Bank	PARS	\$6,278.16
83476	07/01/2022	Open			Accounts Payable	MUNICIPAL POOLING AUTHORITY	Supplemental Life Ins	\$10,465.11
83477	07/01/2022	Open			Accounts Payable	4LEAF, INC.	Temp Inspectors	\$13,793.00
83478	07/01/2022	Open			Accounts Payable	ALEX AUTO DETAIL	Vehicle Repair/Service	\$715.00
83479	07/01/2022	Open			Accounts Payable	ALL BAY DIESEL	Vehicle Repair/Service	\$1,680.95
83480	07/01/2022	Voided		07/11/2022	Accounts Payable	Amazon Capital Services, Inc.	Supplies	\$368.42
83481	07/01/2022	Open			Accounts Payable	ART P.E., JAMES E.	Sprinklers	\$1,040.00
83482	07/01/2022	Open			Accounts Payable	AT&T	Internet	\$1,062.96
83483	07/01/2022	Open			Accounts Payable	Badge Frame , Inc.	Employee Recognition	\$358.27
83484	07/01/2022	Open			Accounts Payable	BARRY EVANS STUDIO	Employee Recognition	\$312.79
83485	07/01/2022	Open			Accounts Payable	BAUER COMPRESSORS, INC.	SCBA Compressor	\$52,114.92
83486	07/01/2022	Open			Accounts Payable	BLANCA MARTINEZ-CAMPOS -SR SVCS PETTY CASH	Petty Cash Replenishment	\$227.63
83487	07/01/2022	Open			Accounts Payable	CHANNEL LUMBER CO.	Training	\$2,042.40
83488	07/01/2022	Open			Accounts Payable	ChildCare Careers, LLC	Madera - Recreation Dept	\$157.28
83489	07/01/2022	Open			Accounts Payable	CINTAS CORPORATION #054 UNIFORMS	Uniforms	\$176.74
83490	07/01/2022	Open			Accounts Payable	CONTRA COSTA HEALTH SERVICES	Inspections	\$2,308.75
83491	07/01/2022	Open			Accounts Payable	CORODATA SHREDDING INC.	Shredding Services	\$207.43
83492	07/01/2022	Open			Accounts Payable	Dell Financial Services LLC	VX Rail - 4th Year	\$22,551.53
83493	07/01/2022	Open			Accounts Payable	DOGFATHER K9 CONNECTIONS	K-9 Boarding	\$216.00
83494	07/01/2022	Open			Accounts Payable	DONNOE & ASSOCIATES	Assessments/Exams - FD	\$9,500.00
83495	07/01/2022	Open			Accounts Payable	EBMUD	Utilities	\$8,078.82
83496	07/01/2022	Open			Accounts Payable	FASTSIGNS OAKLAND, FASTSIGNS	Signage	\$208.92
83497	07/01/2022	Open			Accounts Payable	FEDEX	Shipping Services	\$120.70
83498	07/01/2022	Open			Accounts Payable	FORENSIC SERVICES DIVISION	Lab Testing	\$1,312.50
83499	07/01/2022	Open			Accounts Payable	FRANCISCAN COMMUNICATIONS	Citywide Garage Sale	\$380.36
83500	07/01/2022	Open			Accounts Payable	HAMPTON ROTH WHOLESALE SHUTTERS	Window Blinds	\$2,797.00
83501	07/01/2022	Open			Accounts Payable	HdL Coren & Cone	Professional Services - Finance	\$2,400.00
83502	07/01/2022	Open			Accounts Payable	HONEYWELL INTERNATIONAL, INC.	Satellite Phones	\$135.00

Payment Register

Attachment B

From Payment Date: 7/1/2022 - To Payment Date: 7/31/2022

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Description	Transaction Amount
83503	07/01/2022	Open			Accounts Payable	HUNT & SONS, INC.	Fuel	\$25,140.66
83504	07/01/2022	Open			Accounts Payable	JAFFE, SCOT	Pottery - Recreation Dept	\$156.00
83505	07/01/2022	Open			Accounts Payable	Kathryn Rile	Pottery - Recreation Dept	\$300.00
83506	07/01/2022	Open			Accounts Payable	L.N. CURTIS & SONS	Uniforms and Gloves	\$1,304.68
83507	07/01/2022	Open			Accounts Payable	LEVITT, SHIA	Keys - Restrooms	\$36.00
83508	07/01/2022	Open			Accounts Payable	MEDINA-ROSS, VERONICA	Science - Recreation Dept	\$1,663.20
83509	07/01/2022	Open			Accounts Payable	MIRACLE PLAYSYSTEMS INC.	Splash Park - Recreation Dept	\$920.51
83510	07/01/2022	Open			Accounts Payable	MMANC-Association Resource Center	Conference	\$450.00
83511	07/01/2022	Open			Accounts Payable	MONARCH TRAINING GROUP	Training	\$6,500.00
83512	07/01/2022	Open			Accounts Payable	MORTON II YOUTH SPORTS	Skyhawk - Recreation Dept	\$3,192.00
83513	07/01/2022	Open			Accounts Payable	OFFICE DEPOT	Office Supplies	\$1,537.57
83514	07/01/2022	Open			Accounts Payable	PASTIME HARDWARE	Maintenance Parts/Supplies	\$72.72
83515	07/01/2022	Open			Accounts Payable	PREFERRED ALLIANCE, INC.	Drug Screening - PD	\$168.00
83516	07/01/2022	Open			Accounts Payable	R.S. HUGHES CO.	SCBA Checks	\$1,800.00
83517	07/01/2022	Open			Accounts Payable	RINGCENTRAL, INC.	Telephone Expenses	\$596.12
83518	07/01/2022	Open			Accounts Payable	RJP ENTERPRISES	Labor Assessment	\$140.00
83519	07/01/2022	Open			Accounts Payable	Schlanger, April, Adair	Animal Fantasy - Recreation Dept	\$1,747.20
83520	07/01/2022	Open			Accounts Payable	Shababo, Tracey , Elise	Textile Arts - Recreation Dept	\$4,344.00
83521	07/01/2022	Open			Accounts Payable	SINGLE CYLINDER REPAIR	Equipment Repair	\$65.94
83522	07/01/2022	Open			Accounts Payable	ST. FRANCIS ELECTRIC	Lighting Maintenance/Repair	\$4,265.00
83523	07/01/2022	Open			Accounts Payable	ST. FRANCIS ELECTRIC	Lighting Maintenance/Repair	\$9,826.00
83524	07/01/2022	Open			Accounts Payable	STATE OF CA DEPT OF JUSTICE	Live Scan	\$838.00
83525	07/01/2022	Open			Accounts Payable	STERICYCLE, INC.	Medical Waste	\$330.76
83526	07/01/2022	Open			Accounts Payable	The Sourcing Group	Detention Forms	\$148.16
83527	07/01/2022	Open			Accounts Payable	TORRES, JOSEPH, JOEL	Training Meals	\$120.46
83528	07/01/2022	Open			Accounts Payable	UNIVERSAL BUILDING SERVICE	Janitorial/Building Supplies	\$2,345.44
83529	07/01/2022	Open			Accounts Payable	VISCONTI, ERNIE	Training and Travel	\$300.00
83530	07/01/2022	Open			Accounts Payable	WADSWORTH GLASS INC.	Door Repair	\$945.00
83531	07/01/2022	Open			Accounts Payable	WEST COAST TRAP RECYCLING	Grease Trap Cleaning	\$150.00
83532	07/07/2022	Voided/Reissued	Check Lost	08/18/2022	Accounts Payable	POLICE ASSN.	Dues	\$3,978.34
83533	07/07/2022	Voided/Reissued	Check Lost	08/18/2022	Accounts Payable	POLICE ASSN.	Dues	\$3,978.34
83534	07/07/2022	Open			Accounts Payable	POLICE ASSN.	Dues	\$3,552.60
83535	07/07/2022	Voided/Reissued	Check Lost	08/18/2022	Accounts Payable	POLICE ASSN.	Dues	\$3,414.24
83536	07/07/2022	Open			Accounts Payable	O'BRIEN-BRENNER, EDEN	Personal Cell Phone Reimbursemt	\$180.00
83537	07/07/2022	Open			Accounts Payable	Ashoori, Aissia	Personal Cell Phone Reimbursemt	\$180.00
83538	07/07/2022	Open			Accounts Payable	AZUARA, FRANCISCO	Personal Cell Phone Reimbursemt	\$60.00
83539	07/07/2022	Open			Accounts Payable	Banuelos, Esther , D	Personal Cell Phone Reimbursemt	\$180.00
83540	07/07/2022	Open			Accounts Payable	Bassi, Shannon	Personal Cell Phone Reimbursemt	\$180.00
83541	07/07/2022	Open			Accounts Payable	BILLUPS, ANTHONY	Personal Cell Phone Reimbursemt	\$180.00

Payment Register

Attachment B

From Payment Date: 7/1/2022 - To Payment Date: 7/31/2022

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Description	Transaction Amount
83542	07/07/2022	Open			Accounts Payable	COONEY, BRIDGET	Personal Cell Phone Reimbursemt	\$180.00
83543	07/07/2022	Open			Accounts Payable	DeLeon , Mark	Personal Cell Phone Reimbursemt	\$180.00
83544	07/07/2022	Open			Accounts Payable	Frazer, Elizabeth	Personal Cell Phone Reimbursemt	\$180.00
83545	07/07/2022	Open			Accounts Payable	JAWAD, JENYA, V.	Personal Cell Phone Reimbursemt	\$180.00
83546	07/07/2022	Open			Accounts Payable	JONES, CHRIS	Personal Cell Phone Reimbursemt	\$180.00
83547	07/07/2022	Open			Accounts Payable	Lambert, Roland	Personal Cell Phone Reimbursemt	\$180.00
83548	07/07/2022	Open			Accounts Payable	MANKITA, TOBIAS	Personal Cell Phone Reimbursemt	\$60.00
83549	07/07/2022	Open			Accounts Payable	MATSUMOTO, TAKASHI	Personal Cell Phone Reimbursemt	\$60.00
83550	07/07/2022	Open			Accounts Payable	MELTON, TAYLOR	Personal Cell Phone Reimbursemt	\$180.00
83551	07/07/2022	Open			Accounts Payable	MOSS, SEAN	Personal Cell Phone Reimbursemt	\$180.00
83552	07/07/2022	Open			Accounts Payable	NAVELLIER, BRENDA	Personal Cell Phone Reimbursemt	\$180.00
83553	07/07/2022	Open			Accounts Payable	NG, ERIC	Personal Cell Phone Reimbursemt	\$180.00
83554	07/07/2022	Voided	Svc not rendered	07/13/2022	Accounts Payable	ORTEGA, GRISELDA	Personal Cell Phone Reimbursemt	\$60.00
83555	07/07/2022	Open			Accounts Payable	ORTIZ, YVETTEH	Personal Cell Phone Reimbursemt	\$180.00
83556	07/07/2022	Open			Accounts Payable	PREE, STEPHEN, M.	Personal Cell Phone Reimbursemt	\$180.00
83557	07/07/2022	Open			Accounts Payable	Provost, Will	Personal Cell Phone Reimbursemt	\$180.00
83558	07/07/2022	Open			Accounts Payable	SALAZAR, PETE	Personal Cell Phone Reimbursemt	\$180.00
83559	07/07/2022	Open			Accounts Payable	SHUTE, SHERYL	Personal Cell Phone Reimbursemt	\$180.00
83560	07/07/2022	Open			Accounts Payable	XIE, LUCY	Personal Cell Phone Reimbursemt	\$180.00
83561	07/07/2022	Open			Accounts Payable	AT&T	Refund	\$732.00
83562	07/07/2022	Open			Accounts Payable	BEASTBAY PLUMBING	Refund	\$732.00
83563	07/07/2022	Open			Accounts Payable	BILL'S UNDERGROUND	Refund	\$4,192.00
83564	07/07/2022	Open			Accounts Payable	CALIFORNIA SEWER ENGINEERING, INC.	Refund	\$1,730.00
83565	07/07/2022	Open			Accounts Payable	CARTY CONSTRUCTION	Refund	\$732.00
83566	07/07/2022	Open			Accounts Payable	CORTEZ BROTHERS CONCRETE	Refund	\$732.00
83567	07/07/2022	Open			Accounts Payable	D'ARCY & HARTY CONSTRUCTION	Refund	\$4,924.00
83568	07/07/2022	Open			Accounts Payable	ECONOMY ROOTER AND PLUMBING	Refund	\$3,460.00
83569	07/07/2022	Open			Accounts Payable	ERA CONSTRUCTION	Refund	\$2,414.00
83570	07/07/2022	Open			Accounts Payable	EVEREST PLUMBING & DRAIN	Refund	\$5,190.00
83571	07/07/2022	Open			Accounts Payable	GONZALEZ, JOSE	Refund	\$2,462.00
83572	07/07/2022	Open			Accounts Payable	GUS CARRELL CONSTRUCTION	Refund	\$732.00
83573	07/07/2022	Open			Accounts Payable	JERRY LIU	Refund	\$1,730.00
83574	07/07/2022	Open			Accounts Payable	LARRIETA SANITATIION CONSTRUCTION	Refund	\$3,460.00
83575	07/07/2022	Open			Accounts Payable	LEVITCH ASSOCIATES INC.	Refund	\$732.00
83576	07/07/2022	Open			Accounts Payable	LG ENGINEERING	Refund	\$732.00
83577	07/07/2022	Open			Accounts Payable	MONTCLAIR CONSTRUCTION	Refund	\$732.00
83578	07/07/2022	Open			Accounts Payable	NORMAN NIELSEN	Refund	\$2,462.00
83579	07/07/2022	Open			Accounts Payable	PG&E	Refund	\$1,647.00
83580	07/07/2022	Open			Accounts Payable	PG&E - OAKLAND OFC	Refund	\$27,814.00

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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Description	Transaction Amount
83581	07/07/2022	Open			Accounts Payable	SANDUSKY PROPERTIES	Refund	\$1,730.00
83582	07/07/2022	Open			Accounts Payable	SUPERIOR DRAIN & PLUMBING	Refund	\$732.00
83583	07/07/2022	Open			Accounts Payable	TERRA NOVA ENGINEERING INC	Refund	\$1,730.00
83584	07/07/2022	Open			Accounts Payable	VALLI SERVICES, INC.	Refund	\$732.00
83585	07/07/2022	Open			Accounts Payable	Amazon Capital Services, Inc.	Office Supplies	\$30.61
83586	07/07/2022	Open			Accounts Payable	COMCAST	Internet	\$116.37
83587	07/07/2022	Open			Accounts Payable	CORE COMPUTING SOLUTIONS	Recycling Software	\$153.00
83588	07/07/2022	Open			Accounts Payable	EAST BAY ECONOMIC DEVELOPMENT	Membership	\$4,145.00
83589	07/07/2022	Open			Accounts Payable	J.A.V.S SECURITY	Services - 4th of July	\$4,440.00
83590	07/07/2022	Open			Accounts Payable	LEAF	Services - 4th of July	\$1,300.43
83591	07/07/2022	Open			Accounts Payable	MICHAELS TRANSPORTATION SVC	Transportation - Recreation Dept	\$9,057.68
83592	07/07/2022	Open			Accounts Payable	R&S ERECTION OF RICHMOND	Building Maintenance	\$295.00
83593	07/07/2022	Open			Accounts Payable	ROADPOST USA, INC.	Satellite Phones	\$119.48
83594	07/07/2022	Open			Accounts Payable	SECURITY SIGNAL DEVICES, INC.	Alarm Services	\$1,356.89
83595	07/07/2022	Open			Accounts Payable	STERICYCLE, INC.	Medical Waste	\$723.45
83596	07/07/2022	Open			Accounts Payable	SUPERION, LLC	Subscription - Annual	\$3,579.78
83597	07/07/2022	Open			Accounts Payable	United Coach Tours	Ravenclyff Buses	\$6,014.00
83598	07/07/2022	Open			Accounts Payable	FRIEDMAN, NORM	Sports Camp - Recreation Dept	\$8,369.10
83599	07/15/2022	Open			Accounts Payable	CALPERS LONG TERM CARE PROGRAM	LT Care Insurance	\$31.69
83600	07/15/2022	Open			Accounts Payable	EL CERRITO FIRE DEPT MGMT GRP	Mgmt Group - Fire Dept	\$40.00
83601	07/15/2022	Open			Accounts Payable	EL CERRITO PUBLIC SFTY EE MGMT	Safety Mgmt Group	\$292.00
83602	07/15/2022	Open			Accounts Payable	FIRE ASSOCIATION	Dues	\$525.00
83603	07/15/2022	Open			Accounts Payable	FRANCHISE TAX BOARD	Garnishment	\$1,580.00
83604	07/15/2022	Open			Accounts Payable	LIFE INSURANCE OF NORTH AMERICA	Insurance - Accidental Death & Dismem	\$82.30
83605	07/15/2022	Open			Accounts Payable	POLICE ASSN.	Dues	\$3,967.68
83606	07/15/2022	Open			Accounts Payable	PRO FIREFIGHTERS ASSN DUES	Dues	\$310.00
83607	07/15/2022	Open			Accounts Payable	SEIU LOCAL 1021	Voluntary COPE Deduc	\$1,685.80
83608	07/15/2022	Open			Accounts Payable	U.S. Bank	PARS	\$5,256.86
83609	07/13/2022	Open			Accounts Payable	Amazon Capital Services, Inc.	Office Supplies	\$358.82
83610	07/13/2022	Open			Accounts Payable	ARMOUR PETROLEUM SVC & EQUIPT	Inspection - UST Operator	\$172.00
83611	07/13/2022	Open			Accounts Payable	ART P.E., JAMES E.	Sprinklers	\$781.00
83612	07/13/2022	Open			Accounts Payable	ASTRO JUMP OF CONTRA COSTA	Services - 4th of July	\$350.00
83613	07/13/2022	Open			Accounts Payable	ATCO Pest Control	Pest Control	\$290.00
83614	07/13/2022	Open			Accounts Payable	BERLITZ LANGUAGES, INC.	Language Test	\$130.00
83615	07/13/2022	Open			Accounts Payable	BERTRAND, FOX, ELLIOT, OSMAN & WENZEL	Legal Services	\$9,269.00
83616	07/13/2022	Open			Accounts Payable	CINTAS CORPORATION #054 UNIFORMS	Uniforms	\$353.48
83617	07/13/2022	Open			Accounts Payable	Community Conservation Centers, Inc.	Paper Recycling	\$246.48
83618	07/13/2022	Open			Accounts Payable	DELL MARKETING L.P.	IT Equipment	\$1,988.95
83619	07/13/2022	Open			Accounts Payable	DICKINSON FLEET SERVICES, LLC	Vehicle Repair/Service	\$9,542.03

Payment Register**Attachment B****From Payment Date: 7/1/2022 - To Payment Date: 7/31/2022**

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Description	Transaction Amount
83620	07/13/2022	Open			Accounts Payable	DIPRIMA, LISA	Art, PTA Mira Vista	\$2,156.52
83621	07/13/2022	Open			Accounts Payable	DUNKLE, STEPHEN, M.	Expense Reimbursement	\$135.47
83622	07/13/2022	Open			Accounts Payable	EAST BAY SANITARY CO.INC.	Street Sweeping	\$8,256.98
83623	07/13/2022	Open			Accounts Payable	ERGONOMIC SEATING & PRODUCTS INC.	Loaner Chair Labor	\$39.00
83624	07/13/2022	Open			Accounts Payable	Golden Bear Transfer Station	Sweep Spoils	\$231.79
83625	07/13/2022	Open			Accounts Payable	HERRERA, FERNANDO	Refund - Over Deduction Correction	\$199.62
83626	07/13/2022	Open			Accounts Payable	HILLYARD	Supplies - Custodial	\$4,668.82
83627	07/13/2022	Open			Accounts Payable	J & O' s COMMERCIAL TIRE CENTER	Tires	\$4,488.39
83628	07/13/2022	Open			Accounts Payable	JAFFE, SCOT	Pottery - Recreation Dept	\$204.00
83629	07/13/2022	Open			Accounts Payable	KAISER PERMANENTE	New Hire Physical Exams	\$1,753.00
83630	07/13/2022	Open			Accounts Payable	Kathryn Rile	Pottery - Recreation Dept	\$246.00
83631	07/13/2022	Open			Accounts Payable	KI RESEARCH INSTITUTE	Aikido - Recreation Dept	\$330.00
83632	07/13/2022	Open			Accounts Payable	L.N. CURTIS & SONS	Equipment - PD	\$5,401.17
83633	07/13/2022	Open			Accounts Payable	LAW OFFICE OF TODD SIMONSON, PC	Legal Services	\$2,318.50
83634	07/13/2022	Open			Accounts Payable	LEAF	Services - 4th of July	\$1,300.43
83635	07/13/2022	Open			Accounts Payable	LETCHER BROS. AUTO REPAIR INC.	Vehicle Repair/Service	\$6,085.35
83636	07/13/2022	Open			Accounts Payable	LIEBERT CASSIDY	Legal Services	\$31.00
83637	07/13/2022	Open			Accounts Payable	MCNEELY, DOUGLAS	Circus Camp - Recreation Dept	\$1,323.00
83638	07/13/2022	Open			Accounts Payable	MEYERS NAVE	Legal Services	\$29,721.60
83639	07/13/2022	Open			Accounts Payable	Microsoft Corporation	IT Services	\$35.35
83640	07/13/2022	Open			Accounts Payable	Napa Recycling & Waste Service, LLC	Recycling	\$15,558.40
83641	07/13/2022	Open			Accounts Payable	OFFICE DEPOT	Office Supplies	\$492.78
83642	07/13/2022	Open			Accounts Payable	OFFICE RELIEF, INC.	Ergo Supplies	\$1,091.62
83643	07/13/2022	Open			Accounts Payable	OLIVERO PLUMBING	Plumbing Services	\$553.84
83644	07/13/2022	Open			Accounts Payable	PASTIME HARDWARE	Maintenance Parts/Supplies	\$59.51
83645	07/13/2022	Open			Accounts Payable	PG&E	Utilities	\$623.24
83646	07/13/2022	Open			Accounts Payable	PLAY-WELL TEKNOLOGIES	Lego Camp - Recreation Dept	\$5,850.00
83647	07/13/2022	Open			Accounts Payable	PREFERRED TRUCK & EQUIPMENT	Vehicle Repair/Service	\$5,965.89
83648	07/13/2022	Open			Accounts Payable	RICOH USA, INC	Equipment Lease	\$80.87
83649	07/13/2022	Open			Accounts Payable	RUBICON ENTERPRISES INC	Parks and Athletic Field Maintenance	\$9,110.04
83650	07/13/2022	Open			Accounts Payable	S.P. AUTOMOTIVE	Vehicle Repair/Service	\$850.77
83651	07/13/2022	Open			Accounts Payable	SIERRA DISPLAY, INC.	Banners - 4th of July	\$1,772.63
83652	07/13/2022	Open			Accounts Payable	STAPLES ADVANTAGE	Office Supplies	\$104.15
83653	07/13/2022	Open			Accounts Payable	TRB AND ASSOCIATES, INC.	Administrative Temp	\$14,355.15
83654	07/13/2022	Open			Accounts Payable	U.S. SECURITY SUPPLY, INC.	Swim Center Gate Supplies	\$833.11
83655	07/13/2022	Open			Accounts Payable	UNIVERSAL BUILDING SERVICE	Maintenance Parts/Supplies	\$6,829.80
83656	07/13/2022	Open			Accounts Payable	VERIZON WIRELESS	Mobile/Wireless Expenses	\$3,079.64
83657	07/15/2022	Open			Accounts Payable	ALAMEDA COUNTY FIRE DEPARTMENT	KFD6 Repair	\$1,676.74
83658	07/15/2022	Open			Accounts Payable	ALEX AUTO DETAIL	Vehicle Repair/Service	\$450.00

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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Description	Transaction Amount
83659	07/15/2022	Open			Accounts Payable	AVILA PROJECT MANAGEMENT	Engineering Staff	\$59,530.00
83660	07/15/2022	Open			Accounts Payable	Badge Frame, Inc.	Employee Recognition	\$219.86
83661	07/15/2022	Voided	Check Lost	08/11/2022	Accounts Payable	BLACK, MEI-YU	Water Color - Recreation Dept	\$204.00
83662	07/15/2022	Open			Accounts Payable	BSK Associates	Street Improvement Project	\$3,959.50
83663	07/15/2022	Open			Accounts Payable	CERRITO PRINTING	Printing Services	\$1,935.99
83664	07/15/2022	Open			Accounts Payable	CITY OF FAIRFIELD	Training	\$1,458.00
83665	07/15/2022	Open			Accounts Payable	Cross Connections Emergency Services, Inc.	Radio Vehicle	\$2,843.77
83666	07/15/2022	Open			Accounts Payable	DICKINSON FLEET SERVICES, LLC	Vehicle Repair/Service	\$4,160.00
83667	07/15/2022	Open			Accounts Payable	EAST BAY BLUE PRINT & SUPPLY	Lease	\$211.21
83668	07/15/2022	Open			Accounts Payable	EAST BAY SANITARY CO.INC.	Street Sweeping	\$8,256.98
83669	07/15/2022	Open			Accounts Payable	ENGBERG, GERI	Improv Camp	\$1,776.00
83670	07/15/2022	Open			Accounts Payable	FUJIWARA, PATTY	Pottery - Recreation Dept	\$1,008.00
83671	07/15/2022	Open			Accounts Payable	GAME CHANGERS	Camp - Recreation Dept	\$682.50
83672	07/15/2022	Open			Accounts Payable	GOLDEN GATE K9	K-9 Training	\$2,250.00
83673	07/15/2022	Open			Accounts Payable	GRAND PRIX CAR WASH	Vehicle Repair/Service	\$113.94
83674	07/15/2022	Open			Accounts Payable	GRAUL, BELINDA	Camp - Recreation Dept	\$4,200.00
83675	07/15/2022	Open			Accounts Payable	HANNA, MICHAEL, JOHN	Hanna Banana - Recreation Dept	\$1,548.00
83676	07/15/2022	Voided		07/29/2022	Accounts Payable	KNORR SYSTEMS, INC.	Swim Center Mntnce and Supplies	\$11,070.73
83677	07/15/2022	Open			Accounts Payable	L.N. CURTIS & SONS	Uniforms and Equipmment	\$1,038.23
83678	07/15/2022	Open			Accounts Payable	MORTON'S URBAN PEST MANAGEMENT	Pest Control	\$95.00
83679	07/15/2022	Open			Accounts Payable	MORTON'S URBAN PEST MANAGEMENT	Pest Control	\$1,275.00
83680	07/15/2022	Open			Accounts Payable	NEW IMAGE LANDSCAPE COMPANY	Landscape Maintenance	\$9,166.66
83681	07/15/2022	Open			Accounts Payable	Norge Cleaners and Alterations	Household	\$379.85
83682	07/15/2022	Open			Accounts Payable	PASTIME HARDWARE	Maintenance Parts/Supplies	\$83.87
83683	07/15/2022	Open			Accounts Payable	PAVEMENT COATINGS CO.	Construction Project - Slurry	\$8,948.43
83684	07/15/2022	Open			Accounts Payable	PRIORITY REFRIGERATION	Ice Machine Purchase and Install	\$4,097.88
83685	07/15/2022	Open			Accounts Payable	PROCTOR, KEVIN	Refund	\$73.00
83686	07/15/2022	Open			Accounts Payable	PROFORCE	Firearms	\$4,052.06
83687	07/15/2022	Open			Accounts Payable	ROSTAD*KIKI	Art and Discovery - Recreation Dept	\$1,056.00
83688	07/15/2022	Open			Accounts Payable	S.P. AUTOMOTIVE	Vehicle Repair/Service	\$1,057.85
83689	07/15/2022	Open			Accounts Payable	Schlanger, April, Adair	Make It From Scratch - Recreation Dept	\$1,286.40
83690	07/15/2022	Open			Accounts Payable	SHAHKAR, MEHRAN	Strength and Balance - Recreation Dept	\$294.00
83691	07/15/2022	Open			Accounts Payable	SHANNON LAYER POLYGRAPH	Polygraph	\$1,625.00
83692	07/15/2022	Open			Accounts Payable	Tetra Tech, Inc.	EOP Production	\$3,230.00
83693	07/15/2022	Open			Accounts Payable	TOYOTA MATERIAL HANDLING NC	Vehicle Repair/Service	\$5,923.30
83694	07/15/2022	Open			Accounts Payable	TYLER TECHNOLOGIES	Training	\$637.50
83695	07/15/2022	Open			Accounts Payable	U.S. SECURITY SUPPLY, INC.	Swim Center - Door Maintenance	\$375.96
83696	07/15/2022	Open			Accounts Payable	WILLIAMS, GARY	Reimbursement - Exam Expense	\$114.00
83697	07/15/2022	Open			Accounts Payable	WRIGHT, CLAUDIA	Personal Cell Phone Reimbursmt	\$120.00

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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Description	Transaction Amount
83698	07/19/2022	Open			Accounts Payable	ALABANZA, CHARLIE	Lifeguard, Ravenclyff	\$720.00
83699	07/19/2022	Open			Accounts Payable	CADE, STUART	Counselor, Ravenclyff	\$1,800.00
83700	07/19/2022	Open			Accounts Payable	Citragno, Brain	Counselor, Ravenclyff	\$1,950.00
83701	07/19/2022	Open			Accounts Payable	DAVIS, ROBERT	Counselor, Ravenclyff	\$2,250.00
83702	07/19/2022	Open			Accounts Payable	DOLAN, MAY	Counselor, Ravenclyff	\$1,800.00
83703	07/19/2022	Open			Accounts Payable	GRUBER, MADISON	Counselor, Ravenclyff	\$1,800.00
83704	07/19/2022	Open			Accounts Payable	O'CONNOR, KELLEN C.	Director, Ravenclyff	\$2,800.00
83705	07/19/2022	Open			Accounts Payable	RUSSELL, KAITLIN	Counselor, Ravenclyff	\$1,440.00
83706	07/19/2022	Open			Accounts Payable	SCOTT, OMARI	Support, Ravenclyff	\$1,020.00
83707	07/19/2022	Open			Accounts Payable	STUART, MARIN	Counselor, Ravenclyff	\$2,250.00
83708	07/19/2022	Open			Accounts Payable	VEASLEY, DOMINQUE, M	Director, Ravenclyff	\$2,625.00
83709	07/19/2022	Open			Accounts Payable	WALL, ERICCA	Nurse, Ravenclyff	\$2,280.00
83710	07/19/2022	Open			Accounts Payable	WILLIAMS, MILTON	Counselor, Ravenclyff	\$1,800.00
83711	07/19/2022	Open			Accounts Payable	ALLIANT INSURANCE SERVICES, INC	Insurance, RERC	\$24,727.34
83712	07/19/2022	Open			Accounts Payable	AT&T	Internet	\$200.65
83713	07/19/2022	Open			Accounts Payable	ATCO Pest Control	Pest Control	\$375.00
83714	07/19/2022	Open			Accounts Payable	CONTRA COSTA HEALTH SERVICES	CUPA Hazmat Permit	\$3,660.00
83715	07/19/2022	Open			Accounts Payable	Cross Connections Emergency Services, Inc.	Radio Mounts	\$91.36
83716	07/19/2022	Open			Accounts Payable	FRIEDMAN, NORM	Sports Camp - Recreation Dept	\$6,971.70
83717	07/19/2022	Open			Accounts Payable	GRAUL, BELINDA	Gymnastics Camp - Recreation Dept	\$1,680.00
83718	07/19/2022	Open			Accounts Payable	HI-TECH INC.	Engine Lap Belt	\$57.14
83719	07/19/2022	Open			Accounts Payable	MITCHELL, EEEVELYN, J	Poet Laureate	\$1,000.00
83720	07/19/2022	Open			Accounts Payable	MOBILE MODULAR MANAGEMENT CORP	Mobile Modular	\$10,541.86
83721	07/19/2022	Open			Accounts Payable	PLAZA AUTO SERVICE INC	Vehicle Repair/Service	\$190.63
83722	07/19/2022	Open			Accounts Payable	SECURITY SIGNAL DEVICES, INC.	Alarm Services	\$127.36
83723	07/26/2022	Open			Accounts Payable	KONG, KRISTEN	Utility Box Artist - Recreation Center	\$2,000.00
83724	07/26/2022	Open			Accounts Payable	STRAUSS, SHANNA	Utility Box Artist - Recreation Center	\$1,000.00
83725	07/29/2022	Open			Accounts Payable	CALPERS LONG TERM CARE PROGRAM	LT Care Insurance	\$31.69
83726	07/29/2022	Open			Accounts Payable	FRANCHISE TAX BOARD	Garnishment	\$1,548.85
83727	07/29/2022	Open			Accounts Payable	SEIU LOCAL 1021	Voluntary COPE Deduc	\$1,692.05
83728	07/29/2022	Open			Accounts Payable	U.S. Bank	PARS	\$5,923.76
83729	07/28/2022	Open			Accounts Payable	ALEX AUTO DETAIL	Vehicle Repair/Service	\$530.00
83730	07/28/2022	Open			Accounts Payable	ALLIANT INSURANCE SERVICES, INC	Insurance Policy	\$30,629.00
83731	07/28/2022	Open			Accounts Payable	BLUEBEAM, INC.	Annual Maintenance - Bluebea Rev eXt	\$1,788.00
83732	07/28/2022	Open			Accounts Payable	BOUNDTREE MEDICAL LLC	Medical Supplies	\$2,925.87
83733	07/28/2022	Open			Accounts Payable	CINTAS CORPORATION #054 UNIFORMS	Uniforms	\$353.48
83734	07/28/2022	Open			Accounts Payable	CIVICPLUS	License Agreement	\$17,178.49
83735	07/28/2022	Open			Accounts Payable	CONTRA COSTA HEALTH SERVICES	CUPA Hazmat Permit	\$3,423.00
83736	07/28/2022	Open			Accounts Payable	CORE COMPUTING SOLUTIONS	Software - Recycling	\$153.00

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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Description	Transaction Amount
83737	07/28/2022	Open			Accounts Payable	DUNCAN PRINTING CO	Signage	\$390.60
83738	07/28/2022	Open			Accounts Payable	FADELI, PAUL	Transportation	\$205.65
83739	07/28/2022	Open			Accounts Payable	FIRE SAFETY CLEARING	Annaul Fire Safety Mowing	\$1,500.00
83740	07/28/2022	Open			Accounts Payable	FRIEDMAN, NORM	Sports Camp - Recreation Dept	\$8,910.42
83741	07/28/2022	Open			Accounts Payable	Green Halo Systems Inc,	Service - Monthly	\$171.00
83742	07/28/2022	Open			Accounts Payable	HdL Coren & Cone	Professional Services - Finance	\$2,400.00
83743	07/28/2022	Open			Accounts Payable	Honey Bucket	Portables - Central Park Svcs	\$221.05
83744	07/28/2022	Open			Accounts Payable	HUNT & SONS, INC.	Fuel	\$3,680.30
83745	07/28/2022	Open			Accounts Payable	IncrediFlix Inc.	Incrediflix Camp - Recreation Dept	\$7,400.00
83746	07/28/2022	Open			Accounts Payable	JONES, CHRIS	Reimbursement - Supplies - 4th of July	\$328.61
83747	07/28/2022	Open			Accounts Payable	LETFORD, STACY-ANN	Cook, Ravenclyff and Supplies	\$3,801.00
83748	07/28/2022	Open			Accounts Payable	OFFICE DEPOT	Office Supplies	\$203.95
83749	07/28/2022	Open			Accounts Payable	Parisi CSW Design Group	Plan Review	\$4,200.00
83750	07/28/2022	Open			Accounts Payable	PLAZA AUTO SERVICE INC	Vehicle Repair/Service	\$2,008.91
83751	07/28/2022	Open			Accounts Payable	Progressive Solutions , Inc.	Business License Software & Mtnce	\$15,441.98
83752	07/28/2022	Open			Accounts Payable	RENN, RANDALL	Refund - Ravenclyff Camp	\$28.00
83753	07/28/2022	Open			Accounts Payable	RICOH USA, INC	Equipment Lease	\$66.95
83754	07/28/2022	Open			Accounts Payable	ROSAS, DANIEL	Fuel	\$150.00
83755	07/28/2022	Open			Accounts Payable	ROSTAD*KIKI	Art Camp - Recreation Dept	\$969.60
83756	07/28/2022	Open			Accounts Payable	Schlanger, April, Adair	Services - Recreation Dept	\$1,747.20
83757	07/28/2022	Open			Accounts Payable	SECURITY SIGNAL DEVICES, INC.	Alarm Services	\$674.00
83758	07/28/2022	Open			Accounts Payable	Shababo, Tracey , Elise	Textile Arts - Recreation Dept	\$1,320.00
83759	07/28/2022	Open			Accounts Payable	SPEED OIL CHANGE	Vehicle Repair/Service	\$52.99
83760	07/28/2022	Open			Accounts Payable	SYAM, AAROMAL	Real Property Trnsf Tax Rebate	\$5,048.00
83761	07/28/2022	Open			Accounts Payable	TYLER TECHNOLOGIES	Hosting Svcs - Finance/Human Res Sys	\$58,988.10
83762	07/28/2022	Open			Accounts Payable	4LEAF, INC.	Staffing - Temp Services	\$58,007.50
83763	07/28/2022	Open			Accounts Payable	A PLUS TREE, INC.	Hazard Tree Maintenance Services	\$2,125.00
83764	07/28/2022	Open			Accounts Payable	ALERT-ALL	Ed Supplies	\$970.20
83765	07/28/2022	Open			Accounts Payable	ALEX AUTO DETAIL	Vehicle Repair/Service	\$530.00
83766	07/28/2022	Open			Accounts Payable	ARMOUR PETROLEUM SVC & EQUIPT	Equipment Svc - UST Svc Call	\$3,096.84
83767	07/28/2022	Open			Accounts Payable	ASCENT ENVIRONMENT, INC.	Professional Services - Housing Ele	\$8,242.87
83768	07/28/2022	Open			Accounts Payable	AT&T	Internet	\$10,399.75
83769	07/28/2022	Open			Accounts Payable	AT&T MOBILITY	I-80 ICM	\$59.45
83770	07/28/2022	Open			Accounts Payable	BAY AREA NEWS GROUP EASTBAY	Public Hearings	\$204.30
83771	07/28/2022	Open			Accounts Payable	BRENDA NAVALLIER - FD PETTY CASH	Petty Cash Replenishment	\$45.54
83772	07/28/2022	Open			Accounts Payable	CERRITO PRINTING	Printing Services	\$908.46
83773	07/28/2022	Open			Accounts Payable	CITY OF FAIRFIELD	Training	\$3,690.00
83774	07/28/2022	Open			Accounts Payable	CIVICPLUS	Ordinance Updates	\$350.00
83775	07/28/2022	Open			Accounts Payable	Community Conservation Centers, Inc.	Recycling	\$306.81

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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Description	Transaction Amount
83776	07/28/2022	Open			Accounts Payable	COPY CENTRAL	Map Repro	\$49.61
83777	07/28/2022	Open			Accounts Payable	COUNTRY CLUB VISTA HOA	LLAD Street Light Reimbursement	\$977.98
83778	07/28/2022	Open			Accounts Payable	DICKINSON FLEET SERVICES, LLC	Vehicle Repair/Service	\$480.00
83779	07/28/2022	Open			Accounts Payable	EBMUD	Utilities	\$29,609.64
83780	07/28/2022	Open			Accounts Payable	ECS IMAGING, INC.	Scanning Projects	\$28,000.00
83781	07/28/2022	Open			Accounts Payable	GILMAN STREET PRESS	Printing Services	\$221.50
83782	07/28/2022	Open			Accounts Payable	Golden Bear Transfer Station	Sweep Spoils	\$209.48
83783	07/28/2022	Open			Accounts Payable	IRON MOUNTAIN	Document Storage	\$1,001.22
83784	07/28/2022	Open			Accounts Payable	KEL-AIRE	Monthly Service - Canyon Trail	\$1,084.51
83785	07/28/2022	Open			Accounts Payable	KENNEDY AND ASSOCIATES	MRP C 10 OLVA	\$1,093.54
83786	07/28/2022	Open			Accounts Payable	KINSEY, KATHRYNE ANN	Bridge	\$145.80
83787	07/28/2022	Open			Accounts Payable	L.N. CURTIS & SONS	Uniforms and Supplies	\$2,268.77
83788	07/28/2022	Open			Accounts Payable	LEARD, CHRISTINA	Personal Cell Phone Reimbursemt	\$180.00
83789	07/28/2022	Open			Accounts Payable	MOORE, IACOFANO, GOLTSMAN, INC	CEQA Plan Update	\$22,480.00
83790	07/28/2022	Open			Accounts Payable	OFFICE DEPOT	Office Supplies	\$401.14
83791	07/28/2022	Open			Accounts Payable	OLIVER'S TOW INC.	Vehicle Towing	\$119.35
83792	07/28/2022	Open			Accounts Payable	PAYMENTUS CORPORATION	Processing Fees	\$3,843.27
83793	07/28/2022	Open			Accounts Payable	PG&E	Utilities	\$26,576.09
83794	07/28/2022	Open			Accounts Payable	PLAZA AUTO SERVICE INC	Vehicle Repair/Service	\$2,958.52
83795	07/28/2022	Open			Accounts Payable	REM, INC.	FTCD Service	\$10,214.40
83796	07/28/2022	Open			Accounts Payable	RUBICON ENTERPRISES INC	Parks and Athletic Field Maintenance	\$22,579.01
83797	07/28/2022	Open			Accounts Payable	SEFLEK, MAHMET	Real Property Trnsf Tax Rebate	\$4,400.00
83798	07/28/2022	Open			Accounts Payable	SHERMAN, JOSHUA	Real Property Trnsf Tax Rebate	\$6,360.00
83799	07/28/2022	Open			Accounts Payable	SIMPSON INVESTIGATIVE SERVICES GROUP	Background Check	\$3,603.98
83800	07/28/2022	Open			Accounts Payable	SPEAKWRITE LLC	Transcription Services	\$589.59
83801	07/28/2022	Open			Accounts Payable	ST. FRANCIS ELECTRIC	Lighting Maintenance/Repair	\$10,085.90
83802	07/28/2022	Open			Accounts Payable	STERICYCLE, INC.	Medical Waste	\$165.38
83803	07/28/2022	Voided/Reissued	Check Lost	08/11/2022	Accounts Payable	TIM JUNG INVESTIGATIONS	Background Check	\$2,000.00
83804	07/28/2022	Open			Accounts Payable	TRB AND ASSOCIATES, INC.	Plan Review	\$4,117.10
83805	07/28/2022	Open			Accounts Payable	TYLER TECHNOLOGIES	Fixed Assets	\$637.50
83806	07/28/2022	Open			Accounts Payable	UNIVERSAL BUILDING SERVICE	Building Maintenance Supplies	\$791.82
83807	07/28/2022	Open			Accounts Payable	WCCTAC	Fees - STMP Development	\$53,475.00
83808	07/28/2022	Open			Accounts Payable	WEST COAST ARBORISTS, INC.	Tree Maintenance Services	\$54,818.95
83809	07/28/2022	Open			Accounts Payable	WEST COAST CODE CONSULTANTS, INC.	Plan Review	\$2,905.88
Type Check Totals:					344 Transactions			\$1,600,910.16

EFT - Accounts Payable

2265	07/01/2022	Open			Accounts Payable	EDD - PAYROLL TAX DEPOSIT	State Payroll Tax	\$44,969.01
2266	07/01/2022	Open			Accounts Payable	ICMA	Deferred Compensation	\$48,023.82
2267	07/01/2022	Open			Accounts Payable	IRS	Federal Tax	\$174,680.32

Payment Register

Attachment B

Accounts Payable Checking Account Totals

Pages: 10 of 12
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Payment Register

From Payment Date: 7/1/2022 - To Payment Date: 7/31/2022

Attachment B

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Description	Transaction Amount
<u>Payroll Checking Account Totals</u>								
Checks								Transaction Amount
Open								\$180,473.43
Reconciled								\$0.00
Voided								\$639.83
Stopped								\$0.00
Total								\$181,113.26
EFTs								Transaction Amount
Open								\$1,417,587.69
Reconciled								\$0.00
Voided								\$0.00
Total								\$1,417,587.69
All								Transaction Amount
Open								\$1,598,061.12
Reconciled								\$0.00
Voided								\$639.83
Stopped								\$0.00
Total								\$1,598,700.95

Payment Register**Attachment B**

From Payment Date: 7/1/2022 - To Payment Date: 7/31/2022

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Description	Transaction Amount
Grand Totals								
Checks								Transaction Amount
Open								\$1,756,309.52
Reconciled								\$0.00
Voided								\$25,713.90
Stopped								\$0.00
Total								\$1,782,023.42
EFTs								Transaction Amount
Open								\$8,756,849.84
Reconciled								\$0.00
Voided								\$0.00
Total								\$8,756,849.84
All								Transaction Amount
Open								\$10,513,159.36
Reconciled								\$0.00
Voided								\$25,713.90
Stopped								\$0.00
Total								\$10,538,873.26



AGENDA BILL

Agenda Item No. 5.H.

Date: September 20, 2022
To: El Cerrito City Council
From: Sandra Dalida, Finance Director/City Treasurer, Finance Department
Subject: FY 2021-22 Fourth Quarter Cash and Investment Report

ACTION PROPOSED

Receive and file the City's quarterly investment report

BACKGROUND

Pursuant to Section 53646 of the State of California Government Code, the City Treasurer shall submit a quarterly Report of Investments to the legislative body for review and approval following the end of the quarter covered by the report.

It is the policy of the City of El Cerrito ("City"), to invest public funds in a manner which provides for the safety of the 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

On June 30, 2022, the City's cash and investment funds include:

- \$12,860,151.33 cash invested with the State Treasurer's Local Agency Investment Fund (LAIF), which includes interest earnings of \$10,126.12 posted to the City's account on April 15, 2022, for the prior quarter January 1, 2022 through March 31, 2022. Also, an additional \$7,000,000.00 net deposits and \$24,076.90 interest earnings were posted to the City's LAIF account in mid-July 2022, which will be reflected in the subsequent Quarterly Investment Report.
- \$19,868,767.85 of total funds is cash with Mechanics Bank, which includes interest earnings of \$385.74 for the period April 1, 2022 through June 30, 2022.
- \$6,350.00 in Petty Cash Funds with the various City Departments as required for cash transactions with the public and small dollar value immediate need purchases.
- The City's second tranche of the American Rescue Plan Act (ARPA) funds totaling \$3,051,038.00 were received on July 21, 2022, and is included in the FY 2021-22 Fourth Quarter Financial Update reports, with a projected unaudited fund balance of \$8,089,399.41.

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

LEGAL CONSIDERATIONS

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

Reviewed by:

A handwritten signature in blue ink, appearing to read 'Karen Pinkos', is written over a faint, light blue circular stamp.

Karen Pinkos, City Manager

Attachments:

1. Cash and Investment Report (4th Quarter 2021-22)

City of El Cerrito
Fourth Quarterly Cash and Investment Report
for the Quarter Ending June 30, 2022

Category	Trustee/Broker	Month Ending	PAR Value (Actual Value)	Interest Rate	Market Value
Pooled Investments	California State Treasurer	June 30, 2022	\$ 12,860,151.33	0.32%	\$ 12,860,151.33
Cash with Bank	Mechanics Bank	June 30, 2022	\$ 19,868,767.85	0.01%	\$ 19,868,767.85
Petty Cash Funds	City Management	June 30, 2022	\$ 6,350.00	N/A	\$ 6,350.00
Total Cash and Investments			\$ 32,735,269.18		\$ 32,735,269.18

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 has sufficient cash to meet the next six months of estimated expenditures as required by the Code.



Sandra Dalida, Finance Director/City Treasurer



AGENDA BILL

Agenda Item No. 5.I.

Date: September 20, 2022
To: El Cerrito City Council
From: Karen Pinkos, City Manager, City Management; Sandra Dalida, Finance Director/City Treasurer, Finance Department
Subject: Amendment to City of El Cerrito Investment Policy

ACTION PROPOSED

Adopt a resolution to approve the City of El Cerrito Investment Policy with amendments as recommended by the Financial Advisory Board.

BACKGROUND/ANALYSIS

The City of El Cerrito's Financial Advisory Board (FAB) is tasked with conducting annual reviews on the City's Investment Policy per ECMC 2.02.300. In September 2021, the FAB reviewed the Policy, and discussed and approved a motion to recommend that the City Council modify the Investment Policy to include a socially responsible investing clause prohibiting direct investment of City Funds in fossil fuel and tobacco companies. On March 22, 2022 the FAB passed a motion to create a section 3.6 to add to the Policy entitled "Responsible Investing", that would encourage investments in renewable energy and divest from companies that are involved with fossil fuels. The proposed language reads as follows:

3.6 Responsible Investing: The City of El Cerrito recognizes that it has a shared responsibility to protect the lives and livelihoods of its inhabitants from the catastrophic threat and societal costs of climate change. The City believes that its financial investments should support a future where all its residents can live healthy lives without the negative environmental, economic and/or health impacts of global warming.

- Investments are encouraged in entities that are involved in the production of renewable, sustainable energy and have demonstrated a commitment to transparent, accountable corporate governance.
- No direct investments are to be made in publicly-traded companies or private entities that engage in the direct exploration, drilling, production, refining, or marketing of fossil fuels.
- All investments in the State of California's Local Agency Investment Fund ("LAIF") are exempt from section 3.6.

The FAB provided this recommendation to the City Council in April 2022, as shown in Attachment 3. City staff has no concerns regarding this recommendation.

STRATEGIC PLAN CONSIDERATIONS

This item is consistent with Goal A: Deliver exemplary government services, Goal B: Achieve long-term financial sustainability and Goal E: Foster environmental sustainability Citywide.

ENVIRONMENTAL CONSIDERATIONS

The policy language states: "The City believes that its financial investments should support a future where all its residents can live healthy lives without the negative environmental, economic and/or health impacts of global warming."

FINANCIAL CONSIDERATIONS

At this time, City investments are with the State of California's Local Agency Investment Fund ("LAIF"), so there is no financial impact to the City's investment funds.

LEGAL CONSIDERATIONS

The City Attorney reviewed the proposed action and found that legal considerations have been addressed.

Reviewed by:

A handwritten signature in blue ink, appearing to read 'Karen Pinkos', is positioned above the printed name.

Karen Pinkos, City Manager

Attachments:

1. Resolution - Investment Policy
2. Exhibit A to the Resolution - Investment Policy
3. FAB Recommendation

RESOLUTION NO. 2022-

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO APPROVING
THE INVESTMENT POLICY AND RESCINDING RESOLUTION NO. 2019-69

WHEREAS, the purpose of the Investment Policy is to provide guidelines for operational and strategic decision making related to investment matters; and

WHEREAS, the Investment Policy was last reviewed in December 2019 as a part of the annual review; and

WHEREAS, the Investment Policy was reviewed by the Financial Advisory Board in September 2021 and March 2022; and

WHEREAS, the Financial Advisory Board recommends that language be added to the City of El Cerrito Investment Policy that encourages responsible investing and prohibits investments in fossil fuels.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of El Cerrito, that it hereby approves the City of El Cerrito Investment Policy effective September 20, 2022 incorporated by reference and attached hereto as Exhibit A.

I CERTIFY that at a regular meeting on September 20, 2022 the City Council of the City of El Cerrito passed this Resolution by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

IN WITNESS of this action, I sign this document and affix the corporate seal of the City of El Cerrito on September ____, 2022.

Holly M. Charléty, City Clerk

APPROVED:

Gabe Quinto, Mayor

City of El Cerrito Investment Policy

Approved:

Resolution:

POLICY

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 sufficient 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.

In accordance with Section 53646 of the California Government Code, the Treasurer may annually render to the City Council a statement of investment policy and the policy will have been previously reviewed by the Financial Advisory Board.

1.0 SCOPE

This investment policy applies to all financial assets of the City as accounted for in the City of El Cerrito's Comprehensive Annual Financial Report. Policy statements included in this document focus on the City's pooled funds, but will also apply to all other funds under the Treasurer's control unless specifically exempted by statute or ordinance. This policy includes, but is not limited to the following funds:

- General Fund
- Enterprise Funds
- Capital Project Funds
- Debt Service Funds
- Special Revenue Funds
- Internal Service Funds
- Trust and Agency Funds
- Retirement Agency Funds
- Any new funds created by the City Council

This policy specifically exempts any City or bond proceeds in the possession of a trustee or fiscal agent. These bond proceeds shall be invested in accordance with the requirements and restrictions outlined in the bond documents. This policy does not apply to any lending program of the City.

2.0 PRUDENCE

All persons authorized to make investment decisions for the City of El Cerrito are trustees and

therefore fiduciaries subject to the prudent person rule.

The standard of prudence to be used by City of El Cerrito fiduciaries is the "Prudent Investor" Standard found in the California Government Code Section 53600.3.

The fiduciaries are the City Manager, City Treasurer and City Council. Acting within the intent and scope of the Investment Policy and other written procedures, and exercising due diligence, shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported to the City Council in a timely manner and the fiduciaries take appropriate action to control adverse developments.

3.0 OBJECTIVE

The objective of the investment portfolio is to meet the City's short and long-term cash flow needs. To achieve this objective, the portfolio will be structured to provide, in priority order, safety of principal, liquidity and yield.

3.1 Safety: Safety of principal is the foremost objective of the City of El Cerrito in the investment of public funds. All investments of the City shall be undertaken in a manner that ensures the preservation of capital. Each investment transaction shall seek to ensure that capital losses are avoided, whether from issuer default, broker/dealer default, or erosion of market value. The City shall seek to preserve principal by mitigating the two types of risk: credit risk and market risk.

3.2 Credit Risk: Credit risk is the risk of loss due to failure of the issuer to repay an obligation and shall be mitigated by investing in only high-quality credit investments and by diversifying the investment portfolio so that the failure of any one issuer would not unduly jeopardize the City's fiscal status.

3.3 Market Risk: Market risk is the risk of market value fluctuations due to overall changes in the general level of interest rates and shall be mitigated by structuring the portfolio so that securities mature at the same time major expenditures occur, eliminating the need to sell securities prior to their

maturity. The taking of short positions, which is, selling securities the City does not own, is prohibited. It is explicitly recognized herein, however, that in a diversified portfolio, occasional measured losses are inevitable and must be considered within the context of overall investment return.

3.4 Liquidity: The City's investment portfolio will be structured to provide sufficient liquidity to meet the operating requirements of the City of El Cerrito. The City of El Cerrito will attempt to match its investments with anticipated cash flow requirements whenever possible. The maximum maturity of any one security, unless otherwise restricted by the California Government Code, is limited to five years. The portfolio's weighted average maturity shall be limited to three years.

3.5 Yield: State law requires that the objective of return on investment be subordinate to the objectives of safety and liquidity. Employees should also seek the best return on investments while satisfying the concerns of safety and liquidity. Therefore, the Treasurer shall seek to achieve a return on the funds under City control throughout all economic cycles, taking into consideration the City of El Cerrito's investment risk constraints and cash flow requirements.

3.6 Responsible Investing: The City of El Cerrito recognizes that it has a shared responsibility to protect the lives and livelihoods of its inhabitants from the catastrophic threat and societal costs of climate change. The City believes that its financial investments should support a future where all its residents can live healthy lives without the negative environmental, economic and/or health impacts of global warming.

- Investments are encouraged in entities that are involved in the production of renewable, sustainable energy and have demonstrated a commitment to transparent, accountable corporate governance.
- No direct investments are to be made in publicly-traded companies or private entities that engage in the direct exploration, drilling, production, refining, or marketing of fossil fuels.
- All investments in the State of California's Local Agency Investment Fund ("LAIF") are exempt from section 3.6.

4.0 DELEGATION OF AUTHORITY

Pursuant to Section 53601 of the California Government Code, the City Council as the legislative body of the City of El Cerrito has primary responsibility for the investment of all funds in the City treasury. As authorized under Section 53607 of the California Government Code, the City Council hereby delegates its authority to invest or reinvest the funds of the City, and to sell or exchange securities so purchased, to the City Treasurer who shall assume full responsibility for all such transactions until such time as this delegation of authority may be revoked by the City Council. In the City Treasurer's absence, the City Manager is authorized to perform any such transactions.

5.0 INVESTMENT PROCEDURES

The City Treasurer may establish written investment policy procedures for the operation of the investment program consistent with this policy. The procedures could include reference to safekeeping, wire transfer agreements, banking service contracts and collateral/depository agreements.

6.0 ETHICS AND CONFLICT OF INTEREST

Elected officials, officers and employees of the City who make investment decisions will refrain from any activity that could conflict with the proper execution of the investment program or which could impair their ability to make impartial investment decisions. Employee actions will be in accordance with this policy, California Government Code Sections 1090 et seq, 87100 et seq., other applicable Government Code Sections or future Council actions.

7.0 AUTHORIZED FINANCIAL DEALERS AND INSTITUTIONS

The City of El Cerrito shall transact business only with commercial banks, savings and loans, credit unions, and investment securities broker/dealers. The broker/dealers must be primary dealers regularly reporting to the Federal Reserve Bank of New York or regional broker/dealers that qualify under the Securities and Exchange Commission Rule 15c3-1 (uniform net capital rule). Selection of financial institutions and broker/dealers authorized to do business with the City shall be at the discretion of the fiduciaries. The Treasurer will maintain a list of financial institutions authorized to provide investment services to the City.

All financial institutions and broker/dealers who desire to become qualified bidders for investment transactions must supply the Treasurer with audited financial statement from the three most recent years,

at least three references from other California Local agencies, a completed Broker/dealer questionnaire and a statement certifying that the institution has reviewed the California Government Code Section 53600 et seq. and the City's Investment Policy. The certification will state that the financial institution or broker/dealer and all investments presented to the Treasurer will be in compliance with the applicable State Code and the City Investment Policy.

The Treasurer shall determine if the Financial Institutions are adequately capitalized, make markets in securities appropriate to the City's needs and are recommended by other local agency portfolio managers.

The Treasurer will conduct an annual review of the financial condition of all qualified institutions. Additionally, their current financial statements are required to be on file.

8.0 AUTHORIZED INVESTMENTS

The City is authorized by California Government Code Section 53600 et seq. to invest in the following types of securities:

United States Treasury Bills, Bonds, and Notes, or those for which the full faith and credit of the United States are pledged for the payment of principal and interest. There is no limitation as to the percentage of the portfolio that can be invested in this category. The maximum term shall be five years.

Obligations issued by United States Government Agencies such as, but not limited to the Federal Farm Credit Bank (FFCB), the Federal Home Loan Bank (FHLB), the Federal Home Loan Mortgage Corporation (FHLMC), the Federal National Mortgage Association (FNMA), the Student Loan Marketing Association (SLMA), the Government National Mortgage Association (GNMA) and the Tennessee Valley Authority (TVA). United States Government Agency securities with call features are also authorized. There is no limitation as to the percentage of the portfolio that can be invested in this category. The maximum term shall be five years.

Bills of exchange or time drafts drawn on and accepted by a commercial bank, otherwise known as Banker's Acceptances. Purchases in this category may not exceed 180 days to maturity nor exceed 30% of the cost value of the portfolio.

Commercial Paper of prime quality and ranked P1 by Moody's Investor Services, A1 by Standard and

Poor's or F1 by Fitch Financial Services Inc., issued by a corporation organized and operating in the U.S. as a general corporation and having assets in excess of \$500 million and having an "A" or better rating on its long-term debt as provided by Moody's, Standard and Poor's or Fitch. Purchases of eligible commercial paper may not exceed 270 days to maturity. Purchases of commercial paper may not exceed 10 percent of the cost value of the portfolio or represent more than 10 percent of the outstanding paper of an issuing corporation.

Total combined corporate debt (Commercial Paper and Medium-Term Notes) may not exceed 20 percent of the cost value of the portfolio.

Negotiable Certificates of Deposit issued by a nationally or state-chartered bank or a state or federal savings institution or credit union. Securities eligible for purchase in this category shall be rated "A" or better by Moody's, Standard and Poor's or Fitch. Purchases of Negotiable Certificates of Deposit shall not exceed 30 percent of the cost value of the portfolio nor exceed a five-year term.

Medium Term Notes (MTNs) issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States. MTNs eligible for investment in this category must be rated "A" or better by Moody's, Standard and Poor's or Fitch. Investments in this category will be limited to a five-year maximum maturity and may not exceed 10 percent of the cost value of the portfolio.

Total combined corporate debt (Commercial Paper and Medium-Term Notes) may not exceed 20 percent of the cost value of the portfolio.

Shares of beneficial interest issued by diversified management companies that are Money Market Funds registered with the Securities and Exchange Commission under the Investment Company Act of 1940. These funds must either have attained the highest rating/ranking by at least two of the three largest nationally recognized rating services. Investments in this category will not exceed 5 percent of the portfolio.

State Pool – Local Agency Investment Fund (LAIF). This fund was established by the State Treasurer for the benefit of Local agencies under California Government Code Section 16429.1. The City may invest in the LAIF up to the maximum amount

permitted by State law. Purchase of investments will take into account the need for liquidity offered by LAIF for operational purposes, as well as the need for portfolio diversification.

Time Certificates of Deposit collateralized in accordance with the California Government Code Sections 53652 and 53653, may be purchased by the City from banks or savings and loan associations or credit unions. Purchases in this category will not exceed 5 years to maturity or 30 percent of the cost value of the portfolio. Purchases in a single institution will not exceed 10 percent of the cost value of the portfolio.

Derivative Securities are those securities that derive their value from another asset or index. Investments in derivative securities will be made using the Prudent Investor Rule and will be limited to federal agency callable issues. Purchases in this category will not exceed 10% of the cost value of the portfolio.

Prohibited Investments. Investments not described herein are ineligible investments. The City shall not invest any funds in inverse floaters, range notes, or interest only strips that are derived from a pool of mortgages, in accordance with, California Government Code Section 53601.6. With the exception of callable agencies, any security that derives its value from another asset or index is prohibited. In addition, the City shall not invest any funds in any security that could result in zero interest accrual if held to maturity.

9.0 INVESTMENT POOLS/MUTUAL FUNDS

A thorough investigation of any pooled investments or money market mutual fund is required prior to investing City funds. A due diligence review will be performed on all money market mutual funds and pooled investment funds on a continued basis.

As outlined in section 7.0 of this policy, investments in mutual funds are restricted to money market mutual funds and must meet the experience and asset requirements as stated. The fiduciaries will continually monitor the funds to ensure the maintenance of those ratings/requirements.

Reports on the performance of the Pooled Money Investment Account/LAIF can be found on the California State Treasurer's web site as well as the Investment Board report, historical rates/costs and market valuations. These reports shall be reviewed by the Treasurer each month as part of the due diligence review.

10.0 COLLATERALIZATION

California Government Code, Sections 53652 et seq., specifies the types and levels of collateral for public funds on deposit above the FDIC insurance amounts. The collateral requirements apply to both active bank deposits (checking and savings accounts) and inactive bank deposits (non-negotiable certificates of deposit) and must be maintained for all the City's bank deposits

11.0 SAFEKEEPING AND CUSTODY

All securities held by the City of El Cerrito shall be held in safekeeping by a third-party bank trust department acting as agent for the City under the terms of the custody agreement executed by the bank and the City, and shall be evidenced by safekeeping receipts. All securities will be received and delivered using standard delivery-versus-payment (DVP) procedures. Investments in the State Pool or money market mutual funds are undeliverable and are not subject to delivery or third-party safekeeping.

12.0 DIVERSIFICATION

Except as provided in section 8.0, the City of El Cerrito will diversify its portfolio by investment type, issuer, maturity dates and broker/dealer. Limits for security types are set forth in Section 8.0 of this document.

13.0 INTERNAL CONTROLS

The City Treasurer will maintain a system of internal controls to ensure compliance with investment procedures of the City and Successor Agency of the City of El Cerrito and the California Government Code and these controls will be audited annually by the City's external audit firm.

14.0 REPORTING

The Council may request that the Treasurer render a report to the City Council. The report shall include the type of investment, issuer, maturity date, par and cost/book values of all securities, investments and monies held by the City of El Cerrito. It shall also include the rate of interest, the current market value as of the report date and the source of the valuation. The report shall state compliance of the portfolio with the Investment Policy as well as the California Government Code and it shall state the City's ability to meet its estimated expenditures for the next six months or provide an explanation as to why sufficient money is not available and what actions are being done to correct the deficiency.

15.0 INVESTMENT POLICY REVIEW AND ADOPTION

The City of El Cerrito's investment policy will continue to be reviewed and adopted by the City Council annually, even if not required by California Government Code 53646. Prior to the annual submission to the City Council the Investment Policy will be reviewed by the Financial Advisory Board and the Board's comments will be presented to the City Council for its consideration.

16.0 GLOSSARY

AGENCIES: Federal agency securities and/or Government sponsored enterprises.

BANKERS ACCEPTANCE (BA): A draft or bill or exchange accepted by a bank or trust company. The accepting institution, as well as the issuer, guarantees payment of the bill.

BROKER: A broker brings buyers and sellers together for a commission.

CERTIFICATE OF DEPOSIT (CD): A time deposit with a specific maturity evidenced by a certificate. Time certificates of deposit are collateralized in accordance with the State code. Large-denomination CD's are typically negotiable and non-collateralized.

COLLATERAL: Securities, evidence of deposit or other property which a borrower pledges to secure repayment of a loan. Also refers to securities pledged by a bank to secure deposits of public monies.

DEALER: A dealer, as opposed to a broker, acts as a principal in all transactions, buying and selling for his own account.

DELIVERY-VERSUS-PAYMENT: There are two methods of delivery of securities: delivery versus payment and delivery versus receipt. Delivery versus payment is delivery of securities with an exchange of money for the securities. Delivery versus receipt is delivery of securities with an exchange of a signed receipt of the securities.

DERIVATIVES: (1) Financial instruments whose return profile is linked to or derived from, the movement of one or more underlying index or security, and may include a leveraging factor, or (2) financial contracts whose value is derived from an underlying index or security (interest rates, foreign exchange rates, equities or commodities).

DIVERSIFICATION: Dividing investment funds among a variety of securities offering independent returns.

FEDERAL CREDIT AGENCIES: Agencies of the Federal government set up to supply credit to various classes of institutions and individuals, e.g., S&L's, small business firms, students, farmers, farm cooperatives, and exporters.

FEDERAL DEPOSIT INSURANCE CORPORATION (FDIC): A federal agency that insures bank deposits, currently up to \$250,000 per deposit.

FEDERAL HOME LOAN BANKS (FHLB): Government sponsored wholesale banks (currently 12 regional banks) which lend funds and provide correspondent banking services to member commercial banks, thrift institutions, credit unions and insurance companies. The mission of the FHLB is to liquefy the housing related assets of its members who must purchase stock in their district Bank.

FEDERAL NATIONAL MORTGAGE ASSOCIATION (FNMA): FNMA, like GNMA was chartered under the Federal National Mortgage Association Act in 1938. FNMA is a federal corporation working under the auspices of the Department of Housing and Urban Development (HUD). It is the largest single provider of residential mortgage funds in the United States. Fannie Mae, as the corporation is called, is a private stockholder-owned corporation. The corporation's purchases include a variety of adjustable mortgages and second loans, in addition to fixed-rate mortgages. FNMA's securities are also highly liquid and are widely accepted. FNMA assumes and guarantees that all security holders will receive timely payment of principal and interest.

FEDERAL RESERVE SYSTEM: The central bank of the United States created by Congress and consisting of a seven-member Board of Governors in Washington, D.C., 12 regional banks and about 5,700 commercial banks that are members of the system.

FIDUCIARY: An individual in whom another has placed the utmost trust and confidence to manage and protect property or money. The relationship wherein one person has an obligation to act for other's benefit.

GOVERNMENT NATIONAL MORTGAGE ASSOCIATION (GNMA or Ginnie Mae): Securities influencing the volume of bank credit guaranteed by GNMA and issued by mortgage bankers, commercial banks, savings and loan associations, and other institutions. Security holder is protected by full faith and credit of the US Government. Ginnie Mae securities are backed by the mortgages, including FHA and VA mortgages. The term "pass-throughs" is often used to describe Ginnie Maes.

ISSUER: A legal entity that has the power to issue and distribute securities. Issuers include corporations, municipalities, foreign and domestic governments and their agencies, and investment trusts.

LIQUIDITY: A liquid asset is one that can be converted easily and rapidly into cash without a substantial loss of value. In the money market, a security is said to be liquid if the spread between bid and asked prices is narrow and reasonable size can be done at those quotes.

POOLED MONEY INVESTMENT FUND (LAIF): The aggregate of all funds from political subdivisions that are placed in the custody of the County or State Treasurer for investment and reinvestment. The State of California's pool is known as the Local Agency Investment Fund, or LAIF.

MARKET VALUE: The price at which a security is trading and could presumably be purchased or sold.

MATURITY: The date upon which the principal or stated value of an investment becomes due and payable.

MONEY MARKET: The market in which short-term debt instruments (bills, commercial paper, bankers' acceptances, etc.) are issued and traded.

PORTFOLIO: Collection of securities and investments held by an investor.

PRIMARY DEALER: A group of government securities dealers who submit daily reports of market activity and positions and monthly financial statements to the Federal Reserve Bank of New York and are subject to its informal oversight. Primary dealers include Securities and Exchange Commission (SEC) registered securities broker-dealers, banks and a few unregulated firms.

PRUDENT PERSON RULE: An investment standard. In some states, the law requires that a fiduciary, such as a trustee, may invest money only in a list of securities selected by the custody state.

In other states, the trustee may invest in a security if it is one which would be bought by a prudent person of discretion and intelligence who is seeking a reasonable income and preservation of capital.

RATE OF RETURN: For fixed-rate securities, it is the coupon or contractual dividend rate divided by the purchase price which is also the current yield.

SAFEKEEPING: A service to customers rendered by banks for a fee whereby securities and valuables of all types and descriptions are held in the bank's vaults for protection.

SECURITIES & EXCHANGE COMMISSION: Agency created by Congress to protect investors in securities transactions by administering securities legislation.

SEC RULE 15c301: See Uniform Net Capital Rule.

TREASURY BILLS: A non-interest bearing discount security issued by the US Treasury to finance the national debt. Most bills are issued to mature in three months, six months, or one year.

TREASURY BONDS: Long-term coupon-bearing US Treasury securities issued as direct obligations of the US Government and having initial maturities of more than 10 years.

TREASURY NOTES: Medium-term coupon-bearing US Treasury securities issued as direct obligations of the US Government and having initial maturities from two to 10 years.

UNIFORM NET CAPITAL RULE: Securities and Exchange Commission requirement that member firms as well as non-member broker-dealers in securities maintain a maximum ratio of indebtedness to liquid capital of 15:1; also called *net capital rule* and *net capital ratio*. Indebtedness covers all money owed to a firm, including margin loans and commitments to purchase securities, one reason new public issues are spread among members of underwriting syndicates. Liquid capital includes cash and assets easily converted into cash.

YIELD: The rate of annual income return on an investment, expressed as a percentage: (a) Income Yield is obtained by dividing the current dollar income by the current market price for the security; (b) Net Yield or Yield to Maturity is the current income yield minus any premium above par or plus any discount from par in purchase price, with the adjustment spread over the period from the date of purchase to the date of maturity of the bond.

Dear Mayor and City Council,

Please find below a recommendation approved by the Financial Advisory Board at their March 22, 2022 meeting.

Motion/Second: Member William Ktsanes/Vice Chair Farhad Farahmand
Action: Passed a motion to recommend a new section (3.6) on Responsible Investing be added to the El Cerrito Investment Policy and rescind the Financial Advisory Board's previous recommendation. Section 3.6 to read as follows:

3.6 Responsible Investing: The City of El Cerrito recognizes that it has a shared responsibility to protect the lives and livelihoods of its inhabitants from the catastrophic threat and societal costs of climate change. The City believes that its financial investments should support a future where all its residents can live healthy lives without the negative environmental, economic and/or health impacts of global warming.

- Investments are encouraged in entities that are involved in the production of renewable, sustainable energy and have demonstrated a commitment to transparent, accountable corporate governance.
- No direct investments are to be made in publicly-traded companies or private entities that engage in the direct exploration, drilling, production, refining, or marketing of fossil fuels.
- All investments in the State of California's Local Agency Investment Fund ("LAIF") are exempt from section 3.6.

Ayes: Vice-Chair Farhad Farahmand; Member Ruth Cazden, William Ktsanas, Kimberley White **Noes:** Chair Dick Patterson

Attached please find the request submitted by Member William Ktsanes. If you have any questions, please contact me.

Regards,



Dick Patterson, Chair
 Financial Advisory Board

To: City Finance Manager/Treasurer Sandra Dalida
City Attorney Sky Woodruff
Mayor Gabe Quinto
Mayor Pro Tem Lisa Motoyama
Councilmember Janet Abelson
Councilmember Paul Fadelli
Councilmember Tessa Rudnick

From: City of El Cerrito Financial Advisory Board
(Drafted and Proposed by Member William Ktsanes)

Date: March 22, 2022 (Revised)
September 28, 2021 (Original FAB Recommendation)

Revised Investment Policy Addition – Fossil Fuels

The City of El Cerrito’s Financial Advisory Board (“FAB”) recommends that the El Cerrito City Council adopt an amended [Investment Policy](#) with language (1) encouraging socially responsible investing and (2) prohibiting investments in entities that engage in the direct exploration, drilling, production, refining, or marketing of fossil fuels.

El Cerrito – like nearly 2,400 municipalities, counties, special districts, nonprofits and quasi-governmental agencies throughout California – makes short-term, pooled deposits in the State of California’s Local Agency Investment Fund (“LAIF”). While under the direction of current California State Treasurer Fiona Ma the LAIF does not directly invest in the fossil fuel industry, FAB recognizes that political climates change and that the LAIF is an appropriate, highly-liquid, low-risk, low-cost investment vehicle for cities such as El Cerrito. As such, investments in the State of California’s Local Agency Investment Fund (“LAIF”) are exempt from the restrictions of section 3.6.

An earlier, broader recommendation that included prohibiting investments in both the fossil fuel and tobacco industry was approved by FAB in September 2021 but never forwarded to the City Council for consideration. To encourage action and focus more directly on environmental justice and the importance of mitigating climate-related financial risk posed by global warming, the prior FAB recommendation is revised and resubmitted.

To this end, the Financial Advisory Board recommends that the following language be included in the City of El Cerrito Investment Policy:

3.6 Responsible Investing: The City of El Cerrito recognizes that it has a shared responsibility to protect the lives and livelihoods of its inhabitants from the catastrophic threat and societal costs of climate change. The City believes that its financial investments should support a future where all its residents can live healthy lives without the negative environmental, economic and/or health impacts of global warming.

- Investments are encouraged in entities that are involved in the production of renewable, sustainable energy and have demonstrated a commitment to transparent, accountable corporate governance.
- No direct investments are to be made in publicly-traded companies or private entities that engage in the direct exploration, drilling, production, refining, or marketing of fossil fuels.
- All investments in the State of California’s Local Agency Investment Fund (“LAIF”) are exempt from section 3.6.

The Financial Advisory Board asks that City Finance Manager and Treasurer Sandra Dalida and City Attorney Sky Woodruff review and opine upon FAB’s proposed “3.6 Responsible Investing” amendment. We also strongly encourage the City’s elected Councilmembers to provide their review, bring forth any questions or concerns they may have, and add the City’s Investment Policy to the Council agenda for public discussion and a vote. (El Cerrito’s Investment Policy was last reviewed and approved by the City Council in December 2019; per [policy](#), it is to be reviewed and approved annually.)

Acknowledgements: Considerable time and effort went into researching the socially responsible investment (SRI) policies of various California municipalities and counties. The goal was to identify core principals; be explicitly clear in purpose and intent; avoid unsubstantiated claims and inflammatory accusations; and adopt concise language that has already been vetted by the legal counsel of various other similarly-sized California cities. William Ktsanes thanks the growing multitude of government entities that have adopted a wide range of SRI policies and the following individuals for their contributions: Carlos Zapata, Professor of Sustainability Management at the University of San Francisco and environmental, social and governance (ESG) focused portfolio manager; Howdy Goudey, El Cerrito resident and Environmental Quality Committee member; Dr. Severin Borenstein, Professor of Business Management and Public Policy at the University of California, Berkeley and energy policy expert; Ed Harrington, Professor of Public Finance at the University of San Francisco and former (retired) Controller for the City and County of San Francisco; and Allan Moskowitz, El Cerrito business owner and Certified Financial Planner (CFP) specializing in socially responsible investing.



AGENDA BILL

Agenda Item No. 5.J.

Date: September 20, 2022
To: El Cerrito City Council
From: Karen Pinkos, City Manager, City Management; Sandra Dalida, Finance Director/City Treasurer and Financial Advisory Board Staff Liaison, Finance Department
Subject: Amendment to City Comprehensive Financial Policy

ACTION PROPOSED

Adopt a resolution amending the City of El Cerrito Comprehensive Financial Policy to include a new section requiring regular budget reports to the City Council.

BACKGROUND/ANALYSIS

The City of El Cerrito's Comprehensive Financial Policy serves as a guideline for operational and strategic decision making related to financial matters for use by the City Council and staff. The goal is to maintain the City's financial stability in order to be able to continually adapt to local, regional, and national economic changes. Such policies will allow the City to maintain and enhance a sound fiscal condition. This financial policy is reviewed annually by the Financial Advisory Board (FAB) and any proposed substantive revisions are submitted to the City Council for approval. The City's Comprehensive Financial Policy is utilized when preparing the Annual Operating Budget and is in conformance with all state and federal laws, generally accepted accounting principles (GAAP) and standards of the Governmental Accounting Standards Board (GASB) and the Government Finance Officers Association (GFOA). The Policy was last revised by the City Council in 2019.

In March 2021, the California State Auditor issued a report on the City of El Cerrito that outlined several recommendations for improvement of its fiscal condition within five high risk areas, including addressing financial reserves, budget development and monitoring, developing a fiscal recovery plan, addressing ongoing costs, and increasing revenues. In May 2021, the City submitted a Corrective Action Plan to address the high risk areas and in September 2021 and March 2022, the City submitted updates to the Corrective Action Plan. The City's most recent report submitted as of September 16, 2022, reports how the city has addressed and completed most recommendations, with some recommendations still pending.

Recommendations within the high risk area of "Ineffective Budget Development and Monitoring Practices" focused on establishing procedures for best practices in budgeting, improving reporting, and providing more details on department budgets. The City agreed and completed most of the recommendations. While we have continued to improve the City's reporting practices, City staff believes that to ensure that this practice is formalized and followed in the future, the City Council should consider revising the Comprehensive Financial Policy to require regular budget reporting that includes

department information. This will serve to increase transparency and accountability, and confirm the City's commitment to financial sustainability. To that end, staff recommends adding language to Chapter 5, "Financial Reporting Policies", that would include a new section 5.2 that would address this requirement. The proposed language is as follows:

5.2 The City shall prepare and issue timely interim budget reports on the City's fiscal status to the City Council on no less than a quarterly basis. Reports will be prepared and presented to the City Council that explain key economic and fiscal developments, note significant deviations from the budget, include information on revenue and expenditures by operating department and by revenue/expenditure category, and when required, outline any corrective actions necessary to maintain the City's financial position. Reports may be required on a monthly basis by the City Council if they deem it necessary to more frequently monitor the budget. Reports will be provided to the public on the City's website.

On April 26, 2022, City staff proposed language revising the Comprehensive Financial Policy to the Financial Advisory Board (FAB) for their consideration and to provide a recommendation to the City Council. The FAB discussed the proposal, in particular whether or not the requirement should be monthly as originally recommended by the State Auditor. At that meeting, a motion to recommend staff's proposed language to the City Council failed by a 2-2 vote. The FAB discussed this Comprehensive Financial Policy proposal again in June 2022 and in August 2022. At the August 23, 2022 FAB meeting, staff again presented this proposal and shared their concerns with the FAB that with the current staffing situation in the Finance Department and City Manager's office, at this time monthly reporting is not achievable. Further, City Council has been receiving quarterly reports over the past fiscal year as advised by the City Council ad hoc subcommittee. While the original language proposed to the FAB by staff does not preclude the City Council requiring more frequent reporting as long as it is "no less than quarterly", staff suggested including additional language to clarify that "Reports may be required on a monthly basis by the City Council if they deem it necessary to more frequently monitor the budget." The FAB again discussed concerns about the frequency of the reporting to the City Council, and did not approve a recommendation by a 3-2 vote. The FAB did not consider or provide an alternative recommendation to send to the City Council.

On September 6, 2022, City staff was informed by the State Auditor that their assessment of our Progress Report submitted in March 2022, which was posted to their website as of September 13, notes that the high risk area of "Ineffective Budget Development and Monitoring Practices" is now considered "Addressed." Their comments state:

El Cerrito has improved its budgeting processes to provide meaningful information for making fiscally sound decisions. As we noted in our September 2021 assessment, the city's fiscal year 2021–22 budget, adopted in June 2021, included several improvements to the information provided to the public. However, we noted that one of the critical budgeting items still needed was to track and present financial information by

department. Maintaining information at this level of detail could help the city council hold departments accountable for their spending. Beginning with its general fund budget update for the first quarter of fiscal year 2021–22 that city staff presented to the city council in November 2021, El Cerrito now provides revenue and expenditure amounts by department and compares those amounts to the amounts reported in its budget. Beginning with the report for the second quarter of fiscal year 2021–22, the city included prior year actual expenditures by department for comparison. This additional level of detail can assist city council members in identifying when a particular department may be overspending. For example, El Cerrito's second quarter update showed that its community development department was trending towards overspending its budget. The update noted that the spending was due to an increased workload and that the department would need a budget revision. When the city subsequently presented its mid-year budget revision, it directed additional resources to that department.

Amending the Comprehensive Financial Policy to include language requiring regular budget reporting is intended to enhance City staff accountability and the improvement in budget monitoring practices. While the City staff is pleased to have received notice that the State Auditor agrees that we have addressed this high risk area, staff believes that formalizing these practices within the Policy will further confirm to the State Auditor that the City is committed to continuous improvement to support and sustain its financial condition. Staff recommends that the City Council adopt a resolution amending the Comprehensive Financial Policy with the language proposed by City staff to require regular budget reporting to the City Council.

STRATEGIC PLAN CONSIDERATIONS

This item is consistent with Goal B: Achieve long-term financial sustainability.

ENVIRONMENTAL CONSIDERATIONS

This section is not applicable to this agenda item.

FINANCIAL CONSIDERATIONS

This section is not applicable to this agenda item.

LEGAL CONSIDERATIONS

The City Attorney reviewed the proposed action and found that legal considerations have been addressed.

Reviewed by:



Karen Pinkos, City Manager

Attachments:

1. Resolution
2. Exhibit A - Comprehensive Financial Policy

RESOLUTION NO. 2022-

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO APPROVING THE
CITY OF EL CERRITO COMPREHENSIVE FINANCIAL POLICY

WHEREAS, the purpose of the Comprehensive Financial Policy is to provide guidelines for operational and strategic decision making related to financial matters; and

WHEREAS, the Comprehensive Financial Policy was last amended in May 2019 as a part of the annual review; and

WHEREAS, the Comprehensive Financial Policy has been reviewed by the Financial Advisory Board; and

WHEREAS, in March 2021 the California State Auditor issued a report that outlined several recommendations in five high risk areas, with one of those areas focusing on improving the City's budget development and monitoring practices; and

WHEREAS, City staff have recommended an amendment to the Policy that establishes a requirement for City staff to provide regular budget reporting to the City Council on no less than a quarterly basis; and

WHEREAS, the amendment further states that the budget reports shall include key economic and fiscal developments, note significant deviations from the budget, include information on revenue and expenditures by operating department and by revenue/expenditure category, and when required, outline any corrective actions necessary to maintain the City's financial position; and

WHEREAS, revisions to the policy proposed by City staff have been incorporated in the attached document.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of El Cerrito, that it hereby approves the City of El Cerrito Comprehensive Financial Policy effective September 20, 2022 incorporated by reference and attached hereto as Exhibit A.

I CERTIFY that at a regular meeting on September 20, 2022 the City Council of the City of El Cerrito passed this Resolution by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

IN WITNESS of this action, I sign this document and affix the corporate seal of the City of El Cerrito on September, 2022.

Holly M. Charléty, City Clerk

APPROVED:

Gabe Quinto, Mayor

City of El Cerrito
Comprehensive Financial Policy

Approved Resolution:

PURPOSE:

To establish a comprehensive set of financial policies for the City that will serve as a guideline for operational and strategic decision making related to financial matters.

POLICY:

The following financial policies are intended to establish a comprehensive set of guidelines for use by the City Council and staff on decision-making that has a fiscal impact. The goal is to maintain the City's financial stability in order to be able to continually adapt to local, regional and national economic changes. Such policies will allow the City to maintain and enhance a sound fiscal condition.

This financial policy will be reviewed annually by the Financial Advisory Board and any proposed substantive revisions will be submitted to the City Council for approval. The City's comprehensive financial policies will be utilized when preparing the Annual Operating Budget and shall be in conformance with all state and federal laws, generally accepted accounting principles (GAAP) and standards of the Governmental Accounting Standards Board (GASB) and the Government Finance Officers Association (GFOA).

1. OVERVIEW & LONG-TERM FINANCIAL PLANNING

- 1.1. A Five-Year Year Financial Plan will be prepared at a minimum for the General Fund, and Integrated Waste Management Funds. The City's Five-Year Financial Plan is the long-term picture of the City's finances and will be updated annually as part of the annual budget process.
- 1.2. The City shall seek a balance in the overall revenue structure between more stable revenue sources (e.g. Property Tax and Utility Taxes) and economically sensitive revenue sources (e.g., Sales Tax).

- 1.3. The City shall develop and maintain methods for the evaluation of future development and major fiscal impacts on the City budget.
- 1.4. The City shall develop and implement a financial plan to address its funding needs for issues like deferred maintenance and unfunded liabilities.
- 1.5. The City shall address issues related to cash flow requirements and any short term borrowing requirements on a timely basis.
- 1.6. The City shall require any annexation agreements to have a long- term beneficial financial impact on the City.

2. BUDGET POLICIES

- 2.1. The City Manager shall prepare a proposed annual budget to be reviewed by the Financial Advisory Board and presented to the City Council within all statutorily prescribed deadlines. The City Council will adopt the budget at a public hearing by June 30 of each year.
- 2.2. A Budget will be adopted by Resolution of the City Council annually, which will contain the budget amendment process, budget amendment authority, and spending authorities.

All departments are responsible for meeting the City's financial policy goals and ensuring the City's long-term financial health. Budget control is maintained at the fund level. The City Manager is authorized to transfer budgeted amounts within departments and within funds. In addition, amendments that are made

to authorize spending of increased or new special purpose revenues may be approved by the City Manager. Budget modifications between funds or increases or decreases to a fund's overall budget must be approved by the City Council.

- 2.3. It is the City's policy to adopt a balanced General Fund budget where operating revenue is equal to, or exceeds, operating expenditures. In the event a balanced budget is not adopted, due to a deliberate reduction of accumulated fund balance or if the cause of the imbalance is expected to last for no more than one year, as with the case of a one time settlement or large purchase, the planned use of reserves to balance the budget is permitted as long as the reserve is consistent with the amounts described in Section 3., General Fund Balance Reserve Policy.
- 2.4. The operating budget shall serve as the annual financial plan for the City. It shall serve as the City's management plan for implementing goals and objectives of the City Council, City Manager and departments and will define service levels.
- 2.5. During the annual budget development process, the existing budget shall be examined to assure removal or reduction of any services or programs that should be eliminated or reduced in cost.
- 2.6. The annual review process shall include an assessment to determine if funds are available to operate and maintain proposed capital facilities and other public improvements.
- 2.7. Any year-end operating surpluses will revert to unappropriated balances for use in maintaining reserve levels set by policy and will be available for capital projects and/or one-time

expenditures upon approval of the City Council/.

- 2.8. Where practical, the City's annual budget will include performance measures of workload, efficiency, and effectiveness.

2.9. Revenues:

2.9.1. The City will estimate annual revenues using an objective, analytical process; specific assumptions will be documented and maintained. Budgeted revenues will be estimated conservatively using accepted standards and estimates provided by the state, other governmental agencies, and/or reliable economic forecasters when available.

2.9.2. Specific revenue sources will not be dedicated for specific purposes, unless required by law or Generally Accepted Accounting Principles (GAAP). All non-tax increment, non-restricted revenues will be deposited in the General Fund and appropriated through the budget process. On-going revenues will fund on-going expenditures.

2.9.3. A diversified and stable revenue system will be maintained to the extent possible to protect programs from short-term fluctuations in any single revenue source.

2.10. Appropriations:

2.10.1. The City shall, to the extent possible, pay for current year expenditures with current year revenues. Where authorized activities or equipment remain incomplete and/or unpurchased, revenues and/or fund balance may be carried forward at the City Manager's direction to the next fiscal year to support such an activity/purchase.

2.10.2. The City shall avoid budgetary procedures which rely on financial strategies that defer payment of current operating expenses to future years.

City of El Cerrito
Comprehensive Financial Policy

Approved Resolution:

2.10.3. Department Heads are responsible for ensuring that department expenditures stay within the department's budgeted appropriation.

2.10.4. A City Council Resolution is necessary to increase any total fund appropriation where no corresponding revenue offset exists that is restricted for that purpose.

2.10.5. The City Manager may adjust appropriations among departments within a fund.

3. GENERAL FUND RESERVE POLICY

3.1. The purpose of the reserve policy is to set aside funds to insure against events that would adversely affect the financial condition of the City and jeopardize the continuation of necessary public services. The reserve is designed to protect issuer ratings and offset economy downturns and revenue shortfalls.

3.2. It is a goal of the City to achieve a general fund annual operating reserve of 10% of projected General Fund operating expenditures in each fiscal year. As part of the annual budget process, the City Council shall consider a Five-Year Plan that attempts to maintain a reserve ratio of 10%. The City Council may adopt a deficit budget to deal with the uses discussed in Section 3.5 so long as the projected reserve does not go below 10% in any year of the Five-Year Plan. Should the General Fund reserve fall below 10%, each budget year the City will adopt a plan to restore the reserve percentage to 10% within five years and 15% within 10 years.

3.3. The unreserved fund balance in an Internal Service Fund may be transferred to the General Fund only

for a fiscal emergency or for one-time uses such as natural disasters or unforeseen liabilities.

4. EMERGENCY AND DISASTER RECOVERY FUND (EDRF)

4.1. The City shall maintain a separate fund on its books called the Emergency and Disaster Recovery Fund (EDRF), separate from the City's General Fund. The cash in this fund will be invested in accordance with the City's investment policy.

4.2. The purpose of this fund is to provide cash reserves in the event of severe economic downturns or disasters. The City Council shall fund three months of payroll costs, currently \$6 million, in the EDRF.. The cash reserve requirement shall be reviewed every biennial budget cycle. The City budget shall contain a plan to achieve the target cash reserve in the EDRF over two biennial budget cycles.

4.3. The City Council may authorize the use of the EDRF for the purposes described in this Section 4 by a simple majority of the quorum. In the event that, because of an emergency, a quorum of the City Council is unavailable to meet, a single member or the City Manager may call a meeting to reconstitute the City Council, pursuant to the California Emergency Services Act (Gov. Code § 8642.) Once reconstituted, the City Council may authorize the use of the EDRF for the purposes described in this Section 4.

4.4. In the event that, because of the nature of an emergency, use of the EDRF is necessary before it is possible for the City Council to meet, the City Manager may use the EDRF for the purposes described in this Section 4. At the first meeting of the City Council thereafter, the City Council shall be asked to ratify the

action of the City Manager. In the event that the City Manager is unavailable because of the emergency, the assistant director of emergency services, as defined in Chapter 2.28 of the El Cerrito Municipal Code, may use the EDRF for the purposes described in this Section 4. At the first meeting of the City Council thereafter, the City Council shall be asked to ratify the action of the assistant director of emergency services.

5. FINANCIAL REPORTING POLICIES

5.1. Accounting Standards:

The City's accounting and financial reporting systems shall be maintained in conformance with all state and federal laws, generally accepted accounting principles (GAAP) and standards of the Governmental Accounting Standards Board (GASB) and the Government Finance Officers Association (GFOA). The City will make every attempt to implement all changes to governmental accounting practices at the earliest practicable time.

Annual Audit:

5.1.1. An annual audit will be performed by an independent public accounting firm with an audit opinion to be included with the City's published Comprehensive Annual Financial Report (CAFR). The CAFR will be submitted annually to the Government Finance Officers Association for peer review with the goal of continuing receipt of the Certificate of Achievement for Excellence in Financial Reporting.

5.1.2. The independent firm will be selected through a competitive bidding process at least once every five years. The contract may be for an initial period of three years with two additional one-year options at the City Council's discretion. The current firm may be allowed to participate in the bid

process. The need for rotation of the audit staff or audit firm will be considered in the bid process. The Finance Director will review the qualifications of prospective firms and make a recommendation to the City Council. The audit contract will be awarded by the City Council.

5.2. The City shall prepare and issue timely interim budget reports on the City's fiscal status to the City Council on no less than a quarterly basis. Reports will be prepared and presented to the City Council that explain key economic and fiscal developments, note significant deviations from the budget, include information on revenue and expenditures by operating department and by revenue/expenditure category, and when required, outline any corrective actions necessary to maintain the City's financial position. Reports may be required on a monthly basis by the City Council if they deem it necessary to more frequently monitor the budget. Reports will be provided to the public on the City's website.

6. OPERATIONAL MANAGEMENT POLICIES

6.1. The City shall not commit to new spending for operating or capital improvement purposes until an analysis of all current and future cost implications relating to those programs and projects is completed.

6.2. All departments are responsible for meeting policy goals and ensuring long-term financial health. Future service plans and program initiatives will be developed to reflect current policy directives, projected resources and future service requirements.

6.3. Departmental requests for increases in staffing will be thoroughly analyzed; only those that meet adopted program initiatives and policy directives will be considered. To the extent feasible, personnel cost

City of El Cerrito
Comprehensive Financial Policy

Approved Resolution:

reductions will be achieved through attrition.

6.4. User Fees and Charges and Development Impact Fees:

6.4.1. Where direct services to users can be measured, as set forth in the Master Fee Schedule, the City should use appropriate fees, charges or assessments rather than general tax funds. All user fees and charges will be examined or adjusted annually to determine the direct and indirect cost of service. User fees and charges for services shall be established at a level related to the cost of providing such service except where the City Council has determined there is a public benefit to subsidize the service with tax-based revenue. The acceptable recovery rate and any associated changes to user fees and charges will be approved by the City Council following public review.

6.4.2. The City may identify the costs associated with new development as a basis for establishing development impact fees but the long-term benefit of the development to the City should be considered in establishing such fees.

6.5. Grant Management:

6.5.1. The City shall actively pursue federal, state and other grant opportunities when deemed appropriate. Before accepting any grant, the City shall thoroughly consider the implications in terms of ongoing obligations that will be required in connection with acceptance of said grant and present that report for approval by the City Council.

6.5.2. The term of Grant funded positions for programs should be clearly identified and presented to the City Council for approval. It is mandatory to disclose if General

Fund revenues will be needed to fund a position during or after the Grant or program expires.

6.5.3. Grant funding will be considered to leverage City funds. Inconsistent and/or fluctuating grants should not be used to fund ongoing programs. Programs financed with grant monies will be budgeted in separate cost centers, and the service program will be adjusted to reflect the level of available funding. In the event of reduced grant funding, City resources may be substituted only after all program priorities and alternatives are considered.

6.5.4. The cost of all externally mandated services for which funding is available shall be fully evaluated, including overhead, to allow for complete reimbursement of expenses.

6.6. Revenue Collection Policy:

6.6.1. The City will pursue revenue collection and auditing to assure that monies due the City are received in a timely manner.

6.6.2. The City will seek reimbursement from the appropriate agency for State and Federal mandated costs whenever possible.

6.6.3. The City will centralize accounts receivable/collection activities so that all receivables are handled consistently.

6.6.4. Accounts receivable management and diligent oversight of collections from all revenue sources are imperative. Sound financial management principles include the establishment of an allowance for doubtful accounts. Efforts shall be made to pursue the timely collection of delinquent accounts. When such accounts are deemed uncollectible, they will be written-off from the financial statements in accordance with established policies.

7. FINANCIAL MANAGEMENT POLICIES

7.1. Staff shall keep City Council apprised of financial opportunities available and shall develop appropriate recommendations.

7.2. All requests for City Council action in excess of the City Manager's approval limit, shall include an analysis of the immediate and future fiscal impact of such action particularly impacts on the General Fund. No appropriation for new or expanded programs or staffing levels shall be approved without identifying the amount and source of available funds.

7.3. Cash Management Investment:

7.3.1. Cash and investment programs will be maintained in accordance with California Government Code Section 53600 et seq. and the City's adopted investment policy and will ensure that proper controls and safeguards are maintained. Pursuant to the Investment Policy, the Financial Advisory Board, at least annually will review, and the City Council will affirm, a detailed investment policy.

7.3.2. Reports on the investment portfolio and cash position will be developed and presented to the Financial Advisory Board and the City Council in conformity with the California Government Code.

7.3.3. Funds will be managed in a prudent and diligent manner with emphasis on safety of principal, liquidity, and yield, in that order.

7.3.4. The quarterly report shall include a statement in compliance with California Government Code 53646.

8. CAPITAL IMPROVEMENT PROJECT POLICIES

8.1. A Ten-year Capital Improvement Plan will be developed and updated annually, including anticipated

funding sources. Capital improvement projects are defined as infrastructure or equipment purchases or construction which result in a capitalized asset and have a useful (depreciable) life of two years or more.

8.2. Each Capital Improvement Project will identify, where applicable, current operating maintenance costs and funding streams available to repair and/or replace deteriorating infrastructure and to avoid significant unfunded liabilities.

8.3. The City will develop and implement a post-implementation evaluation of its infrastructures condition on a specified periodic basis, estimating the remaining useful life, and projecting replacement costs.

8.4. The City shall actively pursue outside funding sources for all Capital Improvement Projects. Outside funding sources, such as grants, shall be used to finance only those Capital Improvement Projects that are consistent with the Ten-year Capital Improvement Plan and/or local governmental priorities, and whose operating and maintenance costs will be included in future operating budget forecasts.

8.5. Capital improvement lifecycle costs will be coordinated with the development of the Operating Budget. Future operating, maintenance and replacement costs associated with new capital improvements will be forecasted, matched to available revenue sources, and included in the Operating Budget. Capital project contract awards will include a fiscal impact statement disclosing the expected operating impact of the project and when such cost is expected to occur.

City of El Cerrito
Comprehensive Financial Policy

Approved Resolution:

8.6. The City must carefully seek and analyze the appropriate type of financing instrument appropriate for financing capital projects. Several options may be available – general obligation debt, fee-supported debt, fund reserves, tax increment, etc. All debt financing mechanisms shall be carefully considered and analyzed for fiscal benefit and cost effectiveness. Long-term borrowing shall be restricted to projects too large to be financed from current revenues (pay-as-you-go). Where possible, special assessment, revenue or other self-supporting bonds shall be used in lieu of general obligation bonds.

9. DEBT MANAGEMENT POLICIES

9.1 These Debt Management Policies are intended to comply with Government Code Section 8855(i) and shall govern all debt undertaken by the City. The City hereby recognizes that a fiscally prudent debt policy is required in order to:

- Maintain the City's sound financial position.
- Ensure the City has the flexibility to respond to changes in future service priorities, revenue levels, and operating expenses.
- Protect the City's creditworthiness.
- Ensure that all debt is structured in order to protect both current and future taxpayers, ratepayers and constituents of the City.
- Ensure that the City's debt is consistent with the City's planning goals and objectives and capital improvement program or budget, as applicable.

9.2 Purposes for Which Debt May Be Issued

(i) Long-Term Debt. Long-term debt may be issued to finance the construction, acquisition, and rehabilitation of capital improvements and facilities, equipment and land to be owned and operated by the City.

(a) Long-term debt financings are appropriate when the following conditions exist:

- When the project to be financed is necessary to provide basic services.
- When the project to be financed will provide benefit to constituents over multiple years.
- When total debt does not constitute an unreasonable burden to the City and its taxpayers and ratepayers.
- When the debt is used to refinance outstanding debt in order to produce debt service savings or to realize the benefits of a debt restructuring.

(b) Long-term debt financings are not appropriate for current operating expenses and routine maintenance expenses.

(c) The City may use long-term debt financings subject to the following conditions:

- The project to be financed must be approved by the City Council.
- The weighted average maturity of the debt (or the portion of the debt allocated to the project) will not exceed the average useful life of the project.
- The City estimates that sufficient revenues will be available to service the debt through its maturity.

- The City determines that the issuance of the debt will comply with the applicable state and federal law.

(ii) Short-term debt. Short-term debt may be issued to provide financing for the City's operational cash flows in order to maintain a steady and even cash flow balance. Short-term debt may also be used to finance short-lived capital projects; for example, the City may undertake lease-purchase financing for equipment.

(iii) Financings on Behalf of Other Entities. The City may also find it beneficial to issue debt on behalf of other governmental agencies or private third parties in order to further the public purposes of the City. In such cases, the City shall take reasonable steps to confirm the financial feasibility of the project to be financed and the financial solvency of any borrower and that the issuance of such debt is consistent with the policies set forth herein.

9.3 Types of Debt

The following types of debt are allowable under these Debt Management Policies:

- general obligation bonds
- bond or grant anticipation notes
- tax and revenue anticipation notes
- lease revenue bonds, certificates of participation and lease-purchase transactions
- other revenue bonds (including sales tax revenue bonds) and certificates of participation
- pension obligation bonds
- land-secured financings, such as special tax revenue bonds issued under the Mello-Roos Community Facilities Act of 1982, as amended, and limited obligation bonds issued

under applicable assessment statutes

- tax increment financing to the extent permitted under state law
- conduit financings, such as financings for affordable rental housing and qualified 501c3 organizations

The City may from time to time find that other forms of debt would be beneficial to further its public purposes and the City Council may approve such debt by amending these Debt Management Policies.

Debt shall be issued as fixed rate debt unless the City makes a specific determination as to why a variable rate issue would be beneficial to the City in a specific circumstance.

9.4 Relationship of Debt to Capital Improvement Program and Budget

New debt issues, and refinancing of existing debt, must be analyzed for compatibility within the City's Ten-Year Capital Improvement Plan. The City shall strive to fund the upkeep and maintenance of its infrastructure and facilities due to normal wear and tear through the expenditure of available operating revenues. The City shall seek to avoid the use of debt to fund infrastructure and facilities improvements that are the result of normal wear and tear. The City shall seek to issue debt in a timely manner to avoid having to make unplanned expenditures for capital improvements or equipment from its general fund.

9.5 Policy Goals Related to Planning Goals and Objectives

The City is committed to long-term financial planning, maintaining appropriate reserves levels and employing prudent practices in governance, management and budget administration. The City intends to issue debt for the purposes stated in these Debt Management Policies and to implement policy decisions

City of El Cerrito
Comprehensive Financial Policy

Approved Resolution:

incorporated in the City's Five-Year Financial Plan and its annual operating budget.

It is a policy goal of the City to protect taxpayers, ratepayers and constituents by utilizing conservative financing methods and techniques so as to obtain the highest practical credit ratings (if applicable) and the lowest practical borrowing costs.

The City will comply with applicable state and federal law as it pertains to the maximum term of debt and the procedures for levying and imposing any related taxes, assessments, rates and charges.

When refinancing debt, it shall be the policy goal of the City to realize, whenever possible, and subject to any overriding non-financial policy considerations, (i) minimum net present value debt service savings equal to or greater than 5% of the refunded principal amount, and (ii) present value debt service savings equal to or greater than 100% of any escrow fund negative arbitrage.

9.6 Internal Control Procedures

When issuing debt, in addition to complying with the terms of these Debt Management Policies, the City shall comply with any other applicable policies regarding initial bond disclosure, continuing disclosure, post-issuance compliance, and investment of bond proceeds.

The City will periodically review the requirements of and will remain in compliance with the following:

- the City's Disclosure Policies and Procedures,
- any federal tax compliance requirements, including without limitation arbitrage and rebate

compliance, related to any prior bond issues, and

- the City's investment policies as they relate to the investment of bond proceeds.

Whenever reasonably possible, and for the purpose of ensuring that proceeds of debt will be used for their intended purpose, proceeds of debt will be held by a third-party trustee and the City will submit written requisitions for such proceeds. The City will submit a requisition signed by the Finance Director only after obtaining the signature of the City Manager.

9.7 Debt Limits

The outstanding principal amount of debt described in Section B will not exceed two percent (2%) of the total assessed value of property in the City, and debt service and lease payments incurred for financing purposes that are payable from the City's general fund will not exceed 5% of operational appropriations.

10. EQUIPMENT REPLACEMENT FUND

10.1. The City may maintain a dedicated fund to provide for replacement of vehicles and certain equipment. Unreserved fund balance will be available for transfer to the General Fund only in the event of a fiscal emergency as described in Section 3.4.

11. ENTERPRISE FUNDS

11.1. All Enterprise Funds user fees will be examined annually to ensure that they recover all direct and indirect costs of service, provide for capital improvements and maintenance, and maintain adequate reserves.

11.2. Rate increases shall be approved by the City Council following formal noticing and a public hearing. Rate adjustments will be based on the projected expenditures in the Ten-Year Financial plan.

Measure X Projects

Lavonna Martin, Deputy Director

Sept. 20, 2022

Measure X Funded Projects

- Contra Costa Regional Medical Center Infrastructure Projects
- Public Health Lab
- Contra Costa Regional Medical Center Ongoing Annual Fund
- Permanent Supportive Housing
- Housing Fund
- A3 Community Crisis Response

CCRMC Infrastructure Projects

\$80 million

Goals	Status
• Expansion of Psychiatric Emergency Services (PES) • New medical clinic & office complex • Interventional radiology suite • Parking structure	• Finalizing construction management firm contract

CCRMC Ongoing Annual Fund

\$40 million annually

Goals	Status
• Maintain Contra Costa Regional Medical Center & Health Centers • Continue to provide accessible, timely & culturally responsive healthcare to our community's most vulnerable population	• Retaining & hiring staff ○ Impact of inflation ○ New labor contracts provide significant COLAs

Public Health Lab

\$25 million

Goal	Status
Develop state-of-the-art Public Health Laboratory	- Coordinating electrical with PG&E - All other permits & approvals are in place

Permanent Supportive Housing

\$5.2 million

Goals	Status
• Leverage \$16.8 million in Homekey funding ○ Build two permanent supportive housing programs ○ 84 total housing units	• On track for construction to be complete by mid-summer 2023 ○ Landscaping complete ○ Demolition nearly complete ○ Developer ensuring all permits are being pulled

Housing Fund

Year 1: \$10 million **20-Year total:** \$238 million
Years 2-20: \$12 million

Goal	Status
Fund affordable housing production & preservation & other housing-related services	Contra Costa County Board of Supervisors scheduled to consider Sept. 20



A3 Community Crisis

Infrastructure & technology:
\$5 million

Beginning July 2023:
\$20 million annually

Goal	Status
• Provide timely & appropriate mental & behavioral health crisis services to anyone, anywhere at anytime in the county	• Recruiting & hiring • Purchasing technology for A3 Miles Hall Crisis Call Center • A3 Campus construction project on track

Contra Costa CARES

\$750,000

Goal	Status
• Maintain existing Contra Costa CARES program • Provide access to primary care services for adults who are not covered under the Affordable Care Act	• 70 new enrollees on Sept. 1, 2022 • 2,560 total CARES participants

THANK YOU





AGENDA BILL

Agenda Item No. 7.A.

Date: September 20, 2022
To: El Cerrito City Council
From: Chase Beckman, Fire Marshal, Fire Department; David Yun, Fire Prevention Officer, Fire Department
Subject: Cost Hearing Regarding Fire Hazard Abatement of a Public Nuisance for Properties Identified and pursuant to El Cerrito Municipal Code Chapter 16.26

ACTION PROPOSED

Conduct a public hearing and upon conclusion adopt a resolution confirming the cost of abatement of public nuisance conditions resulting from the presence of weeds, rubbish, litter or other flammable material on private properties designated in Exhibit A to the resolution as authorized by El Cerrito Municipal Code Chapter 16.26.

BACKGROUND

The Fire Department is continuing its fire hazard abatement program. The purpose of this program is to remove weeds, dry grass, stubble, brush, rubbish, litter and other flammable material from private properties where such flammable material endangers public safety by creating a public nuisance and a fire hazard.

On the first round for 2022, notices were initially sent to 128 parcel owners notifying them that hazards existed on their parcels. With support and help from the Fire Department, the vast majority of notified property owners abated the hazards on their parcels. However, 21 of those properties were not abated by the property owners by the deadline of June 13, 2022 and were further submitted to the City to be declared public nuisances. The property owners identified in the June 21, 2022 Exhibit A as amended were notified that if they did not abate the hazardous conditions on their property, the City would do so. They were given the opportunity at a public hearing to object to the City's plan to abate these conditions. On June 22, 2022, the City then sent the 21 property owners identified in Exhibit A a second notice, informing them that the City would perform abatement through its own staff or through a private contract. The majority of the 21 property owners then contacted the Fire Department and either performed the required abatement or entered a work agreement to perform the abatement over a given period of time.

However at this time, four of those property owners did not voluntarily abate their public nuisance and fire hazard conditions nor contact the Fire Department to agree on a work plan to reduce the hazards on their properties. For these four properties, the City has followed a statutory procedure to remove hazardous conditions. This procedure is specified in the June 21, 2022 Agenda Bill and Resolution No. 2022-46 and 2022-47.

On July 18, 2022, a notice was posted in plain view on each of the four remaining properties stating that the City would begin abatement on their properties as soon as July 20, 2022.

During the period of July 20, 2022 and August 12, 2022, the City performed abatement of the remaining four properties through private contractors. These four properties are presented in Exhibit A.

ANALYSIS

The fire hazard abatement procedure provides ample due process for the affected property owner, well beyond the minimum procedure statutorily required. The most important part of the procedure is that the property owner listed in Exhibit A was given the opportunity to contest whether their property constituted a public nuisance and a fire hazard at a public hearing before the City Council. The property owner did not contest the designation, nor did the property owners voluntarily abate the nuisance conditions. The City Council therefore directed City staff to abate said conditions.

This matter appears before the City Council for the sole purpose of confirming the abatement costs already incurred by the City for the properties identified in Exhibit A. At this hearing, the City Council should review the reasonableness of the costs of abatement as specified, and then determine the abatement costs to be assessed. The proposed resolution provides for confirmation of the report of abatement costs, and attached Exhibit B specifies the administrative costs associated with the abatement of the property. Once confirmed by the City Council, the costs of abating the nuisance will be forwarded to the County Auditor no later August 10, 2023 for assessment of the individual property and a lien will be recorded with the County Recorder.

RECOMMENDATION

Staff recommends that the City Council adopt the proposed resolution as presented at the conclusion of the hearing. Alternatively, the City Council may adopt a resolution with amended costs; or the Council may choose not to adopt the proposed resolution, thereby not confirming the report of the cost of abatement, not forwarding the costs of abatement to the County for collection, and causing the City of El Cerrito to absorb the full cost of abating the hazardous conditions of the subject properties.

STRATEGIC PLAN CONSIDERATIONS

This section is not applicable to this agenda item.

ENVIRONMENTAL CONSIDERATIONS

This section is not applicable to this agenda item.

FINANCIAL CONSIDERATIONS

The abatement work has been completed by contract labor and the City is obligated to pay contractors a total of \$7,659.50 for their work. Administrative costs, totaling \$1,638.00, have been added, bringing the total abatement cost to \$9,297.50. Total

administrative costs may include: (1) Fire Department initial inspection and notice, (2) re-inspection, (3) office work and attendance at City Council hearings, (4) additional notices, (5) vendor bid inspection, (6) posting of property, (7) writing of inspection/abatement warrants, (8) court appearances for signing and filing of warrants, (9) vendor observation/inspection, and (10) submittal of records/liens to the County. In order for the City to fully recover the direct and indirect costs of \$9,297.50 already incurred for the abatement work performed, the City Council should confirm the staff report on the costs of abatement at this time so that these costs can be forwarded to the County for collection from the property owner.

LEGAL CONSIDERATIONS

The City Attorney has reviewed and approved the process.

Reviewed by:

A handwritten signature in blue ink, appearing to read "Karen Pinkos", is written over a faint rectangular stamp.

Karen Pinkos, City Manager

Attachments:

1. Resolution
2. Exhibit A to Resolution
3. Exhibit B to Resolution

RESOLUTION NO. 2022-XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO CONFIRMING THE REPORT OF THE COSTS OF ABATEMENT OF PUBLIC NUISANCE CONDITIONS RESULTING FROM THE PRESENCE OF WEEDS, RUBBISH, LITTER OR OTHER FLAMMABLE MATERIAL ON THE PRIVATE PROPERTY DESIGNATED HEREIN UNDER THE AUTHORITY CONTAINED IN EL CERRITO MUNICIPAL CODE SECTION 16.26

WHEREAS, El Cerrito Municipal Code Section 16.26, et seq. provides a method by which a local legislative body may abate public nuisance conditions on private property relating to weeds, rubbish, litter or other flammable material which creates a fire hazard, a menace to the public health or which is otherwise noxious or dangerous; and

WHEREAS, pursuant to El Cerrito Municipal Code Section 16.26 the El Cerrito City Council declared, through Resolution No. 2022-46, that the properties identified herein in Exhibit A constitute a public nuisance because the presence of weeds, rubbish, litter or other flammable material on the properties created a fire hazard, a menace to the public health, or were otherwise noxious or dangerous; and

WHEREAS, through Resolution No. 2022-47 the City Council directed, under the further authority of El Cerrito Municipal Code Section 16.26, that notice be provided to the owners of the properties identified in Exhibit A informing the owners that if they did not abate the nuisance conditions, that these conditions would be abated by the City, and that upon confirmation, the abatement costs would constitute a lien upon the properties until paid; and

WHEREAS, through Resolution No. 2022-47 the City Council further directed that a public hearing be scheduled at which time the owners of the properties identified in Exhibit A could present objections to the designation of their property as a public nuisance and objections to the abatement of these public nuisance conditions by the City; and

WHEREAS, notice designating the properties identified in Exhibit A a public nuisance and informing the owners of the properties of the right to object to such designation and proposed abatement by the City was provided to the owners of the properties as required by Government Code Sections 39560 through 39588; and

WHEREAS, the owners of the properties identified in Exhibit A did not appear at the June 21, 2022 public hearing to contest the public nuisance designation or to object to the abatement of the public nuisance conditions by the City; and

WHEREAS, at the conclusion of the June 21, 2022 public hearing, the City Council, by Resolution No. 2022-47 or Exhibit A as amended, directed the City Manager or designee to abate those public nuisance conditions as provided for by El Cerrito Municipal Code Section 16.26 and Government Code Section 39560 through 39588; and

WHEREAS, the City Council further directed that the City Manager or designee to keep an account of the cost of abatement for each property on which work was performed and that a report be prepared and presented to the City Council so that, after notice and hearing, these abatement costs could be confirmed as a special assessment against the property; and

WHEREAS, after the adoption of Resolution No. 2022-47 a second notice was mailed to the owners of the properties identified in that resolution again informing the property owners that if they did not abate the public nuisance conditions on the properties, that the City would abate these nuisance conditions and assess the abatement costs against the properties; and

WHEREAS, as required by El Cerrito Municipal Code Section 16.26 the El Cerrito City Council conducted a hearing on September 20, 2022 at which an opportunity was given to voice objections regarding the report and the assessment of the abatement costs for the property identified in Exhibit A of this Resolution. Notice of the hearing was provided to the owner of the property; and

WHEREAS, at the September 20, 2022 hearing, the property owner was given the opportunity to object and protest the report and the abatement costs assessed. The property owner was also given the opportunity to present evidence in support of their argument; and

WHEREAS, such testimony provided at the public hearing included a description of the public nuisance conditions which existed at the property prior to the abatement, a description of the services required to abate those conditions, the cost to the City in abating those conditions and such other matters deemed relevant by the City Council; and

WHEREAS, the City Council does hereby conclude that the abatement costs as contained in Exhibit B, as such costs may have been modified by the City Council after a review of the evidence, are fair and reasonable. This determination is based on the evidence submitted by the property owners, the evidence submitted by City staff, the evidence concerning the nuisance conditions which existed at the property prior to abatement, the evidence concerning the scope of services required to abate those conditions, and such other matters deemed relevant by the City Council.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of El Cerrito does hereby confirm the report of the costs of abatement as contained in Exhibit B of this Resolution.

BE IT FURTHER RESOLVED that the costs of abatement shall be levied as a special assessment against the property and that these costs shall be certified to the Auditor of Contra Costa County so that the costs of abatement shall be collected at the same time and in the same manner as ordinary municipal taxes.

BE IT FURTHER RESOLVED that a certified copy of this Resolution confirming the abatement costs for the property identified in Exhibit A of this Resolution shall be filed with the County Auditor on or before August 10, 2023.

BE IT FURTHER RESOLVED that the City Manager or designee shall take such action as may be necessary to record the abatement costs for the property identified in Exhibit A of this Resolution with the County Recorder as a lien against the properties as provided for in El Cerrito Municipal Code Section 16.26.

I CERTIFY that at a regular meeting on September 20, 2022 the City Council of the City of El Cerrito passed this resolution by the following vote:

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

IN WITNESS of this action, I sign this document and affix the corporate seal of the City of El Cerrito on September ____, 2022.

Holly M. Charléty, City Clerk

APPROVED:

Gabe Quinto, Mayor

EXHIBIT A

El Cerrito Fire Protection District List of Real Property Abated

APN	Street Address
501-243-008-7	6327 Conlon Ave.
505-470-005	Madera Circle (vacant lot)
503-394-017	San Pablo Ave (vacant lot)
505-390-003	1465 Vista Road

Exhibit B

**CITY OF EL CERRITO
ADMINISTRATIVE COST WORK SHEET**

6327 CONLON AVE. APN# 501-243-008

5/13/2022 - Initial inspection and notice..... \$0.00

6/13/2022 – Re-inspection\$0.00

6/21/2022- Office work and attend Fire Board meeting Abatement
Hearing..... 60 min@ 126.00/hr..... \$126.00

6/22/2022 – Second notice..... 15 min @ 126.00/hr..... \$31.50

7/18/2022 – Posting of Property..... 15 min @126.00/hr.....\$31.50

7/18/2022 - Vendor bid 30 min @ 126.00/hr..... \$63.00

8/4/2022 - Vendor observation/inspection....15 min @ 126.00/hr..... \$31.50

9/20/2022 - Office work and attend City Council Meeting Cost
Hearing.....30 min @ 126.00/hr..... \$63.00

6/30/2023 - County Record Abatement..... 30 min @ 126.00/hr..... \$63.00

TOTAL ADMINISTRATIVE COST..... \$409.50

TOTAL CONTRACTOR’S INVOICE \$750.00

TOTAL COST OF ABATEMENT \$1159.50

FIRE SAFETY CLEARING.

Aug 7, 2022

510-541-2130.

Work done: Thurs. Aug, 4, 2022

Invoice # 45326-3

To: El Cerrito Fire Dept.

6327 Conlon Ave.

El Cerrito, CA. 94530. Vacant Lot

-Weed Abatement, brush removal

Total due.....\$750.00

Please make check to:

-Teo Carlone

1224 Masonic Ave.

Berkeley, CA. 94706.

Thanks for the work. It was much appreciated.





Exhibit B

**CITY OF EL CERRITO
ADMINISTRATIVE COST WORK SHEET**

MADERA CIRCLE. APN# 505-470-005

5/13/2022 - Initial inspection and notice..... \$0.00

6/13/2022 – Re-inspection \$0.00

6/21/2022- Office work and attend Fire Board meeting Abatement
Hearing..... 60 min @ 126.00/hr..... \$126.00

6/22/2022 – Second notice..... 15 min @ 126.00/hr..... \$31.50

7/18/2022 – Posting of Property..... 15 min @126.00/hr.....\$31.50

7/18/2022 - Vendor bid 30 min @ 126.00/hr..... \$63.00

8/4/2022 - Vendor observation/inspection....15 min @ 126.00/hr..... \$31.50

9/20/2022 - Office work and attend City Council Meeting Cost
Hearing.....30 min @ 126.00/hr..... \$63.00

6/30/2023 - County Record Abatement..... 30 min @ 126.00/hr..... \$63.00

TOTAL ADMINISTRATIVE COST..... \$409.50

TOTAL CONTRACTOR’S INVOICE \$2175.00

TOTAL COST OF ABATEMENT \$2584.50



INVOICE	#5719
SERVICE DATE	Aug 10, 2022
INVOICE DATE	Aug 10, 2022
DUE	Upon receipt
AMOUNT DUE	\$2,175.00

City of El Cerrito
10900 San Pablo Ave
El Cerrito, CA 94530

 (510) 215-4450
 dyun@ci.el-cerrito.ca.us

SERVICE ADDRESS

Madera Cir
El Cerrito, CA 94530

CONTACT US

6114 La Salle Ave, 235
Oakland, CA 94611

 (510) 339-9991
 service@oaklandhillsbrushclearing.com

INVOICE

Services	amount
Weed and brush clearing Parcel No. 505-470-5005 All weeds and grass to be flailed to 1 to 2 inches. All trees to be limbed up 6ft or 1/4 height of trees throughout. All Scotch Broom and Coyote brush throughout area to be cut down to 2inch stumps and hauled.	\$1,950.00
Property Serviced	
Hauling Will haul away limbs and branches from hill	\$225.00
Our Promises	

All of our work comes with our 3 promises:

1. We will do the work as described the first time, or else we will return to correct at no cost to you.
2. Our work will pass fire inspection.
3. The price quoted to you will not go up during the course of our work, even if unexpected difficulties are encountered.

For your peace of mind, please know that we carry all required licensing and insurance, with \$4 million liability insurance and \$1 million in workers compensation insurance.

Total

\$2,175.00

*Note: Unless otherwise specified, our standard clearing involves cutting to a height of 1-2", with up to one inch of flailed vegetation left on-site in 3-8" lengths that will quickly biodegrade. This meets Fire Dept. requirements, while being ecologically sensitive and helping prevent erosion. All clearing work is guaranteed to pass fire inspections within two weeks of completion of work. Clearing of regrowth at a later date can be performed at an additional cost. No trimming of trees above 15ft in height is included, due to license and insurance limitations.









Exhibit B

**CITY OF EL CERRITO
ADMINISTRATIVE COST WORK SHEET**

**VACANT LOT, SAN PABLO AVE.
APN# 503-394-017**

5/13/2022 - Initial inspection and notice.....	\$0.00
6/13/2022 – Re-inspection	\$0.00
6/21/2022- Office work and attend Fire Board meeting Abatement Hearing..... 60 min @ 126.00/hr.....	\$126.00
6/22/2022 – Second notice..... 15 min @ 126.00/hr.....	\$31.50
7/18/2022 – Posting of Property..... 15 min @126.00/hr.....	\$31.50
7/18/2022 - Vendor bid	30 min @ 126.00/hr..... \$63.00
8/3//2022 - Vendor observation/inspection....15 min @ 126.00/hr.....	\$31.50
9/20/2022 - Office work and attend City Council Meeting Cost Hearing.....30 min @ 126.00/hr.....	\$63.00
6/30/2023 - County Record Abatement..... 30 min @ 126.00/hr.....	\$63.00
TOTAL ADMINISTRATIVE COST.....	\$409.50
TOTAL CONTRACTOR’S INVOICE	\$2500.00
 TOTAL COST OF ABATEMENT	 \$2909.50

Exhibit B

**CITY OF EL CERRITO
ADMINISTRATIVE COST WORK SHEET**

**VACANT LOT, SAN PABLO AVE.
APN# 503-394-017**

5/13/2022 - Initial inspection and notice.....	\$0.00
6/13/2022 – Re-inspection	\$0.00
6/21/2022- Office work and attend Fire Board meeting Abatement Hearing..... 60 min@ 126.00/hr.....	\$126.00
6/22/2022 – Second notice..... 15 min @ 126.00/hr.....	\$31.50
7/18/2022 – Posting of Property..... 15 min @126.00/hr.....	\$31.50
7/18/2022 - Vendor bid 30 min @ 126.00/hr.....	\$63.00
8/3//2022 - Vendor observation/inspection....15 min @ 126.00/hr.....	\$31.50
9/20/2022 - Office work and attend City Council Meeting Cost Hearing.....30 min @ 126.00/hr.....	\$63.00
6/30/2023 - County Record Abatement..... 30 min @ 126.00/hr.....	\$63.00
TOTAL ADMINISTRATIVE COST.....	\$409.50
TOTAL CONTRACTOR’S INVOICE	\$2500.00
CONTRACTOR’S 10% SURCHARGE	\$250.00
TOTAL COST OF ABATEMENT	\$3159.50

FIRE SAFTEY CLEARING.

Aug 7, 2022

510-541-2130.

Work done: Wed. Aug, 3, 2022

Invoice # 45326-2

To: El Cerrito Fire Dept.

Lot on San Pablo Ave.

El Cerrito, CA. 94530. 503-394-017

-Remove dead tree

-Weed Abatement, brush removal

Total due.....\$2500.00

Please make check to:

-Teo Carlone

1224 Masonic Ave.

Berkeley, CA. 94706.

Thanks for the work. It was much appreciated.



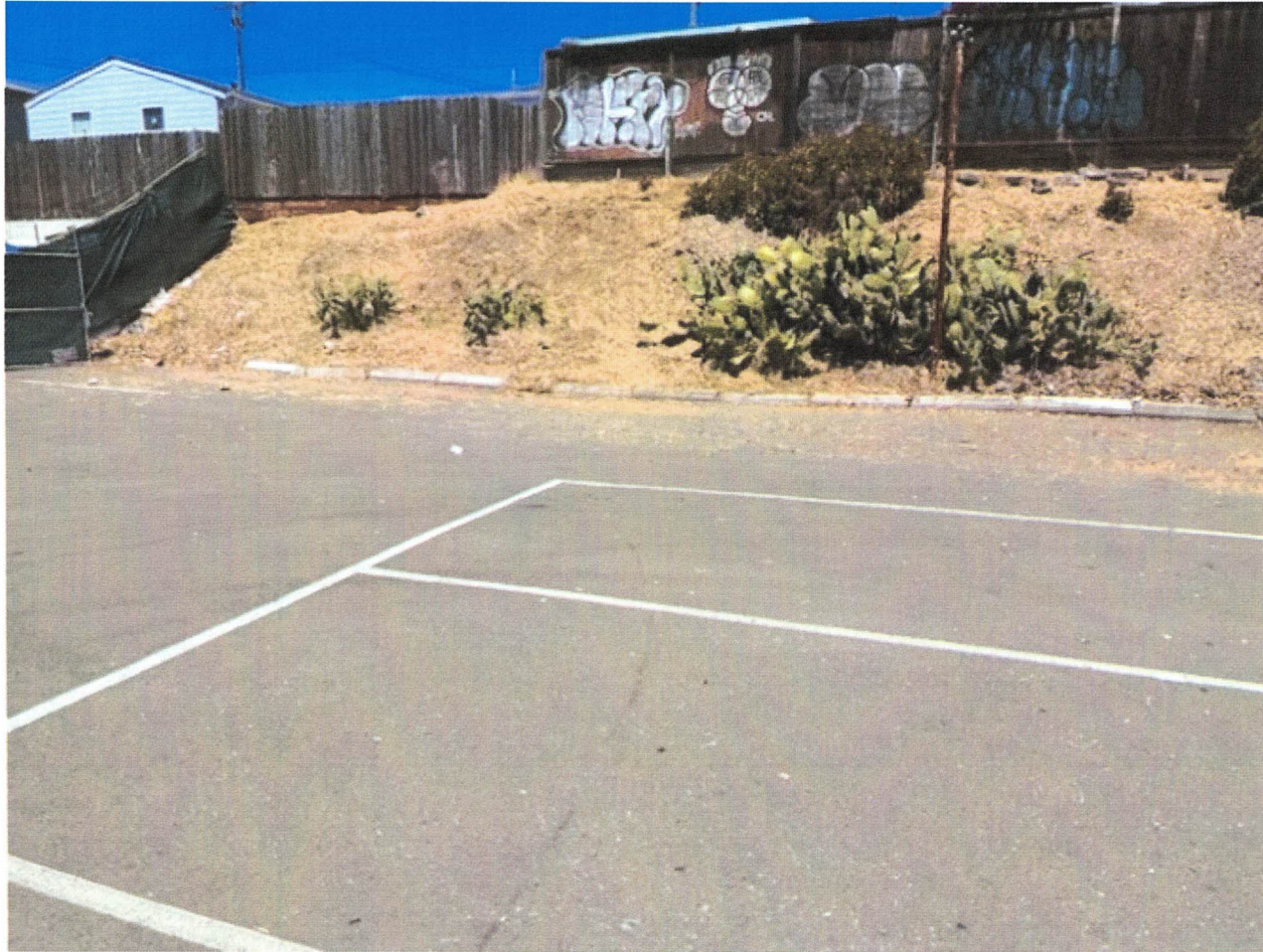


Exhibit B

**CITY OF EL CERRITO
ADMINISTRATIVE COST WORK SHEET**

1465 VISTA RD. APN#505-390-003

5/13/2022 - Initial inspection and notice.....	\$0.00
6/13/2022 – Re-inspection	\$0.00
6/21/2022- Office work and attend Fire Board meeting Abatement Hearing..... 60 min@ 126.00/hr.....	\$126.00
6/22/2022 – Second notice..... 15 min @ 126.00/hr.....	\$31.50
7/18/2022 – Posting of Property..... 15 min @126.00/hr.....	\$31.50
7/18/2022 - Vendor bid 30 min @ 126.00/hr.....	\$63.00
8/6//2022 - Vendor observation/inspection....15 min @ 126.00/hr.....	\$31.50
9/20/2022 - Office work and attend City Council Meeting Cost Hearing.....30 min @ 126.00/hr.....	\$63.00
6/30/2023 - County Record Abatement..... 30 min @ 126.00/hr.....	\$63.00
TOTAL ADMINISTRATIVE COST.....	\$409.50
TOTAL CONTRACTOR’S INVOICE	\$1750.00
TOTAL COST OF ABATEMENT	\$2159.50

FIRE SAFTEY CLEARING.

Aug 7, 2022

510-541-2130.

Work done: Sat. Aug, 6, 2022

Invoice # 45326-4

To: El Cerrito Fire Dept.

1465 Vista Rd.

El Cerrito, CA. 94530

-Remove 2 dead trees, dead brush

Total due.....\$1750.00

Please make check to:

-Teo Carlone

1224 Masonic Ave.

Berkeley, CA. 94706.

Thanks for the work. It was much appreciated.







AGENDA BILL

Agenda Item No. 8.A.

Date: September 20, 2022
To: El Cerrito City Council
From: Karen Pinkos, City Manager, City Management
Subject: Consideration to End the Local Emergency

ACTION PROPOSED

Adopt a resolution proclaiming the end of the local emergency in the City of El Cerrito in response to the COVID-19 pandemic as of December 31, 2022, and directing staff to return with applicable legislation related to temporary regulations enacted during the local emergency.

BACKGROUND/ANALYSIS

On March 13, 2020, the City Council of the City of El Cerrito enacted a local emergency in response to the COVID-19 pandemic. This local emergency, which has remained in place to date, allowed the City to enact various emergency measures including closure of City facilities, and other related health and safety measures. In addition, actions taken under the local emergency included an eviction moratorium for residential and commercial rental properties and the creation of a temporary outdoor dining and retail program for local businesses.

The pandemic has eased in recent months, largely due to the availability of vaccines for all ages and thanks to the health and safety measures, including mandates for wearing masks, closures of public buildings, and social distancing guidelines. In response to the decreased COVID-19 rates, the federal, state, and county governments have eased restrictions, including lifting mask mandates and allowing full access to public facilities and events. The City of El Cerrito, in particular, has one of the highest vaccination rates in Contra Costa County at over 90% vaccinated and 76% boosted. Based on these positive developments and the continuing downward trend of pandemic conditions, the City is now in a position to consider ending the local emergency.

City staff reviewed the legislation for the local emergency and the two programs dependent upon the local emergency, the eviction moratorium and the temporary outdoor dining and retail program. The eviction moratorium, which provides a forbearance for tenants who aren't able to pay rent due to impacts from COVID-19, would end upon the termination of the local emergency or the emergency declared by the state (whichever is later) and allows for a six-month period for tenants to repay any unpaid rent. The temporary outdoor dining and retail program would end immediately upon termination of the local emergency. Staff believes it would be appropriate to provide ample notice of the consideration of terminating the local emergency, particularly with respect to the eviction moratorium. Further, as the outdoor dining and retail program has been shown to have a positive impact on local businesses, staff would like to consider making this program permanent. Both programs would require

additional legislation to ensure that they remain in effect through at least the end of the calendar year to coincide with the desired end of the local emergency. Staff intends to develop legislation that will ensure the eviction moratorium continues through December 31, 2022, at which time the six-month repayment period would then go into effect, and an urgency ordinance to continue the outdoor dining and retail program until such time that permanent legislation can be developed and enacted.

Staff recommends that the City Council pass a resolution to terminate the local emergency as of 11:59 p.m. on December 31, 2022. Further, the Council is asked to direct staff to return with legislation to confirm the end the eviction moratorium as of December 31, 2022 and legislation to extend the outdoor dining and retail program until such time as permanent legislation can be put into place.

STRATEGIC PLAN CONSIDERATIONS

This action is consistent with Goal A: Deliver exemplary government services, Goal C: Deepen a sense of place and community identity, and Goal E: Ensure the public's health and safety.

ENVIRONMENTAL CONSIDERATIONS

This section is not applicable to this agenda item.

FINANCIAL CONSIDERATIONS

This section is not applicable to this agenda item.

LEGAL CONSIDERATIONS

The City Attorney has reviewed the resolution and has found that all legal considerations have been addressed. City staff will work with the City Attorney to develop future legislation related to this item as directed by the City Council.

Reviewed by:



Holly Charl  ty, City Clerk

Attachments:

1. Resolution

RESOLUTION 2022-XX

A RESOLUTION PROCLAIMING THE TERMINATION OF THE LOCAL EMERGENCY IN THE CITY OF EL CERRITO EFFECTIVE DECEMBER 31, 2022

WHEREAS, El Cerrito Municipal Code 2.28.030 empowers the City Council to proclaim the existence or threatened existence of a local emergency when the City is affected or likely to be affected by a public calamity; and

WHEREAS, conditions of disaster or extreme peril to the safety of persons and property arose within the City, commencing on March 13, 2020, caused by the introduction in Contra Costa County of coronavirus disease 2019 ("COVID-19"), an infectious disease which had become a pandemic; and

WHEREAS, on March 13, 2020, the City Council passed Resolution 2020-12 proclaiming the existence of a local emergency in the City of El Cerrito; and

WHEREAS, on March 25, 2020, the City Council passed Urgency Ordinance 2020-03 enacting a temporary moratorium on evictions due to nonpayment of rent for residential and commercial tenants, where failure to pay rent results from income loss resulting from COVID-19; and

WHEREAS, among other provisions, Ordinance 2020-03 relieves the tenant of liability for unpaid rent, which the landlord may seek after the expiration of the ordinance, and the tenant must pay within six (6) months of the date of expiration of said ordinance; and

WHEREAS, Ordinance 2020-03 remains in effect until the expiration of the local emergency proclamation or the Governor's proclamation of a state of emergency, whichever is later; and

WHEREAS, on July 21, 2020, the City Council passed Resolution 2020-42 approving a temporary outdoor dining and retail program, to remain in effect for the duration of the local emergency proclamation adopted by City Council; and

WHEREAS, COVID-19 vaccinations are now accessible to residents of all ages; and

WHEREAS, in February of 2022, Contra Costa County reached 80% vaccinated residents and El Cerrito reached a vaccination rate of over 90%; and

WHEREAS, in February of 2022, mask mandates were lifted, and currently remain lifted for the eleven Bay Area counties; and

WHEREAS, in August of 2022, Contra Costa County rescinded orders mandating certain emergency first responders and non-emergency medical transport workers to routinely test or provide proof of vaccination; and

WHEREAS, while California continues to operate under a state of emergency, the Governor continues to roll back COVID-19 related executive actions; and

WHEREAS, pursuant to El Cerrito Municipal Code 2.28.030, the City Council shall proclaim the termination of the local emergency at the earliest possible date that conditions warrant; and

WHEREAS, based on current conditions and trend of COVID-19 data, the City Council desires to end the local emergency at the end of the calendar year; and

WHEREAS, to end the local emergency, advanced notice is necessary in order to provide ample time to continue to monitor conditions and to address temporary regulations tied to the local emergency.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of El Cerrito that the local emergency proclaimed on March 13, 2020 is hereby terminated effective at 11:59 p.m. on December 31, 2022.

BE IT FURTHER RESOLVED that staff is directed to return to the City Council with applicable legislation related to temporary measures adopted during or pursuant to the local emergency proclamation.

I CERTIFY that at a regular meeting on September 20, 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 September _____, 2022.

Holly M. Charléty, City Clerk

APPROVED:

Gabe Quinto, Mayor



AGENDA BILL

Agenda Item No. 8.B.

Date: September 20, 2022
To: El Cerrito City Council
From: Sandra Dalida, Finance Director/City Treasurer, Finance Department
Subject: FY 2021-22 General Fund Budget Quarterly Update through June 2022

ACTION PROPOSED

Receive and file the FY 2021-22 General Fund Budget Quarterly Update through June 2022.

BACKGROUND

The El Cerrito City Council adopted an annual Budget for FY 2021-22 on June 22, 2021. The Council has closely monitored the City's budget and financial position and directed City staff to submit quarterly General Fund financial update reports.

The attached FY 2021-22 Fourth Quarter General Fund Financial Update and Income Statement reflects the "unaudited" year-end projections and includes estimated final expense accruals. The second tranche of American Rescue Plan Act (ARPA) revenue funds received on July 21, 2022, totaling \$3,051,028, are also allocated to FY 2021-22 per City Council direction.

ANALYSIS

The reports reflect the unaudited General Fund revenues at \$47,489,801.82 or \$4,608,454.82 above budget (111% of budget), and expenditures including estimated year-end accruals at a total of \$39,400,302.41 or \$2,900,075.59 below budget (93% of budget with estimated accrued expenses). The projected unaudited year-end fund balance, including ARPA revenue, is estimated to be \$8,089,399.41.

Staff has calculated these numbers based on the most current information as of the date of this report, but it is important to note that these numbers are unaudited. During the annual independent audit, which is underway, there will be adjustments to both revenues and expenses with the verified year-end totals to be included in the Annual Comprehensive Financial Report (ACFR) once it is completed.

		Annual	MTD	YTD	Budget Less	% of
	Organization Description	Budget Amount	Actual Amount	Actual Amount	YTD Actual	Budget
Fund 101 - General Fund						
REVENUE						
00	Non-Departmental Revenue	31,253,247.00	1,850,732.64	34,816,731.38	(3,563,484.38)	100
10	Administration	10,000.00	1,468.93	41,762.74	(31,762.74)	418
20	Police	219,000.00	14,003.91	201,958.26	17,041.74	92
25	Fire	4,859,500.00	356,338.31	4,693,931.63	165,568.37	97
30	Public Works	463,800.00	64,680.23	606,437.01	(142,637.01)	131
40	Community Development	2,366,600.00	331,455.97	3,113,538.28	(746,938.28)	132
50	Recreation	3,709,100.00	551,811.73	4,015,342.52	(306,242.52)	108
REVENUE TOTALS		\$42,881,247.00	\$3,170,491.72	\$47,489,701.82	(\$4,608,454.82)	111%

		Annual	MTD	YTD	Budget Less	% of
	Organization Description	Budget Amount	Actual Amount	Actual Amount	YTD Actual	Budget
EXPENSE						
00	Non- Departmental Revenue	.00	.00	.19	(.19)	+++
10	Administration	6,193,569.00	546,900.95	5,645,981.92	547,587.08	91
20	Police	12,250,818.00	815,365.20	10,832,508.00	1,418,310.00	88
25	Fire	12,948,202.00	941,229.93	11,918,743.01	1,029,458.99	92
30	Public Works	2,017,485.00	224,792.12	1,793,130.70	224,354.30	89
40	Community Development	3,273,257.00	396,483.24	2,912,433.36	360,823.64	89
50	Recreation	4,507,719.00	473,723.95	4,008,355.90	499,363.10	89
90	Non- Departmental	1,109,328.00	26,219.87	799,438.73	309,889.27	72
EXPENSE TOTALS		\$42,300,378.00	\$3,424,715.26	\$37,910,591.81	\$4,389,786.19	90%

STRATEGIC PLAN CONSIDERATIONS

The report is consistent with the City's Strategic Plan Goal B to achieve long-term financial stability and provides essential information to develop plans to ensure the Citywide revenue meets the cost of providing Citywide services, including adequate reserves in the face of significant unanticipated revenue shortfalls. In addition, providing financial information represents best practices in fiscal management.

ENVIRONMENTAL CONSIDERATIONS

This section is not applicable to this agenda item.

FINANCIAL CONSIDERATIONS

The unaudited FY 2021-22 General Fund Fourth Quarter Financial Update reflects revenues totaling \$47,489,701.82 or \$4,608,454.82 greater than the Amended Budget (111% of budget). Also, expenditures are projected at \$39,400,302.41 or \$2,900,075.59 less than budget (93% of budget including estimated accrued expenses). The projected unaudited FY 2021-22 General Fund balance is estimated to be \$8,089,399.41.

LEGAL CONSIDERATIONS

This section is not applicable to this agenda item.

Reviewed by:



Karen Pinkos, City Manager

Attachments:

1. FY 2021-22 4th Quarter General Fund Update
2. FY 2021-22 4th Quarter General Fund Update - Income Statement (unaudited)



General Fund Budget Update

Quarter 4 FY 2021-22

04/01/22 – 06/30/22

INTRODUCTION

The City of El Cerrito is pleased to submit the Quarter 4 FY 2021-22 General Fund Budget Update, for the period 04/01/22 through 06/30/22. The report provides a high-level overview of the City's status on the budget, with expenditures by department, showing unaudited actuals.

The City's annual independent audit is underway, which will result in the FY 2021-22 Annual Comprehensive Financial Report (ACFR). This process will audit the year-ending totals, which will verify all balances and may be subject to adjustments, so the audited actuals may be slightly different than what is presented in this update. However, these unaudited actuals are based on the current information at year-end.

SUMMARY

The City of El Cerrito's unaudited actuals show that the City has met its budget targets for FY 2021-22, and indeed has generated a significant surplus of approximately \$4.6 million without including the second tranche of American Rescue Plan Act (APRA) funding. With ARPA funding, the year-end fund balance is approximately \$8 million.

- Revenues continued to trend slightly higher year-to-date, primarily due to property tax receipts, property transfer tax, sales tax, and business licenses and permits. In addition, relaxing of COVID-19 restrictions has contributed to revenues from program services trending slightly higher than budget.
- Expenditures associated with salaries and benefits trended below budget due to largely due to vacancies. Year-to-date expenditures for services and supplies are within budget. Overall, the departments have maintained fiscal prudence and have operated within budget.

GENERAL FUND REVENUES

On March 1, 2022, City Council approved the FY 2021-22 General Fund Amended Budget, increasing revenues by \$2,489,000 for an amended total of \$42,881,247. Table 1 shows the unaudited year-end revenue totals by category, without ARPA funding included.

Table 1
General Fund Revenue Quarter 4
(does not include ARPA)

Classification	YTD Budget Amount	MTD Actual Amount	YTD Actual Amount	% of Budget	Prior Year Total Actual
Property Taxes	\$10,446,000	758,527	10,367,570	99	\$10,520,532
Sales Taxes	7,184,117	74,478	5,968,426	83	7,827,143
Transient Occupancy Taxes	150,000		86,328	58	126,164
Franchise Taxes	1,250,000	116,840	1,181,508	95	1,364,257
Business License Taxes	900,000	19,212	1,040,618	116	924,358
Property Transfer Taxes	3,800,000	402,233	4,863,035	128	4,419,107
Utility Users' Taxes	3,100,000	227,510	3,159,406	102	3,444,484
Other Taxes	1,500	.00	849	57	480
Taxes Totals	\$26,831,617	\$1,598,800	\$26,667,740	99%	\$28,623,366
Licenses & Permits	1,136,112	144,102	1,440,103	127%	656,881
Fines & Forfeitures	140,000	9,398	152,343	109%	177,525
Use of Money and Property	353,968	35,039	408,087	115%	333,801
Intergovernmental Revenues	7,808,900	338,400	7,688,652	98%	8,164,612
Charges for Services Totals	5,483,000	792,336	6,166,798	112%	4,181,218
Other Revenue Totals	175,000	15,173	166,902	95%	238,712
Other Financing Sources Totals	952,650	237,245	1,152,573	121%	3,989,600
Totals	\$42,881,247	3,170,492	\$43,843,198	102%	\$46,365,713

GENERAL FUND - EXPENDITURES

The FY 2021-22 General Fund Amended Budget, increased expenditure budgets by \$2,489,000 at midyear for a total amended expenditure budget of \$42,300,378. Table 2 shows the unaudited expenditures by classification. Personnel costs are the largest component of General Fund expenditures at approximately 75%. Departments with multiple vacancies have maintained services through increased professional services and/or overtime budgets, with these costs offset by salary savings. Expenditures remained within approved budgets.

Table 2
General Fund Expenditures – Classification
Quarter 4

Classification	YTD Budget Amount	MTD Actual Amount	YTD -Q4 Actual Amount	% of Budget	Prior Year Total Actual
Personnel	\$30,405,915	\$1,881,559	\$27,772,713	91%	\$29,727,625
Purchased Professional & Technical Services	4,531,019	913,868	4,174,107	92%	2,906,149
Purchased Property Services	2,227,979	236,970	1,751,637	79%	1,600,111
Other Purchased Services	2,935,029	\$228,018	2,481,042	85%	1,640,747
Supplies	628,277	40,633	368,390	59%	408,862
Property & Capital	378,266	113,962	355,109	94%	251,962
Financing Costs	528,281.00	9,706.10	341,981	65%	585,967
Other Financing Uses	665,612	0	\$665,612	100%	1,991,007
Totals	\$42,300,378		\$37,910,591		\$39,112,469

GENERAL FUND - DEPARTMENTS

The Departments' expenditures have remained within budget throughout the fiscal year, with expenditures as percent of budget ranging from 89% to 92% for the period ending June 30, 2022. As previously noted, vacancies throughout the departments contributed to these to these expenditure results.

Table 3 reflects actual expenditures by departments through Quarter 4, June 30, 2022, and provides baseline expenditure information for the period ending FY 2020-21 Quarter 4.

Table 3
General Fund Expenditures – Department
Quarter 4

Expenditures	FY 2021- 2022 Amended Budget	Year To Date Actual (thru Qtr 4)	Year To Date % of Amended Budget	Comparison Qtr 4 FY 2021 YTD Actual
Administration	\$6,193,569	\$5,645,982	91%	\$5,096,821
Police	12,250,818	10,832,508	88%	11,638,566
Fire	12,948,202	11,918,743	92%	12,177,746
Public Works	2,017,485	1,793,131	89%	1,467,656
Community Development	3,273,257	2,912,433	89%	2,532,671
Recreation	4,507,719	4,008,356	89%	3,833,693
Non-departmental	1,109,328	799,439	72%	996,842
Total	\$42,300,378	\$37,910,592	90%	\$37,743,995

CONCLUSION

The City of El Cerrito has ended FY 2021-22 well within budget, with an estimated surplus including ARPA funding of approximately \$8 million. It will be important for the City Council to note going forward as the City fills its vacancies that expenditures in future years will increase accordingly, and City staff will continue to monitor these expenditures in relation to revenues in the current fiscal year. City staff will also closely monitor the economy and will continue to update the General Fund projections. Further, City staff will work with the City Council to determine any future use of surplus funds and General Fund reserve in order to meet the City Council's financial sustainability goals.

Attachment A: FY 2021-22 Fourth Quarter Financial Report



FY 2021-22 Fourth Quarter Income Statement *(unaudited)*

Organization	Organization Description	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	Budget Less YTD Actual	% of Budget	Prior Year Total Actual
Fund 101 - General Fund							
REVENUE							
00	Non-Departmental Revenue	31,253,247.00	1,850,732.64	34,816,731.38	(3,563,484.38)	100	36,466,654.31
10	Administration	10,000.00	1,468.93	41,762.74	(31,762.74)	418	23,278.17
20	Police	219,000.00	14,003.91	201,958.26	17,041.74	92	209,854.73
25	Fire	4,859,500.00	356,338.31	4,693,931.63	165,568.37	97	4,944,434.26
30	Public Works	463,800.00	64,680.23	606,437.01	(142,637.01)	131	434,107.23
40	Community Development	2,366,600.00	331,455.97	3,113,538.28	(746,938.28)	132	1,756,269.76
50	Recreation	3,709,100.00	551,811.73	4,015,342.52	(306,242.52)	108	2,531,115.04
REVENUE TOTALS		\$42,881,247.00	\$3,170,491.72	\$47,489,701.82	(\$4,608,454.82)	111%	\$46,365,713.50
EXPENSE							
00	Non-Departmental Revenue	.00	.00	.19	(.19)	+++	1,368,434.18
10	Administration	6,193,569.00	546,900.95	5,645,981.92	547,587.08	91	5,096,821.01
20	Police	12,250,818.00	815,365.20	10,832,508.00	1,418,310.00	88	11,638,565.64
25	Fire	12,948,202.00	941,229.93	11,918,743.01	1,029,458.99	92	12,177,745.94
30	Public Works	2,017,485.00	224,792.12	1,793,130.70	224,354.30	89	1,467,656.25
40	Community Development	3,273,257.00	396,483.24	2,912,433.36	360,823.64	89	2,532,670.90
50	Recreation	4,507,719.00	473,723.95	4,008,355.90	499,363.10	89	3,833,692.92
90	Non-Departmental	1,109,328.00	26,219.87	799,438.73	309,889.27	72	996,842.00
EXPENSE TOTALS		\$42,300,378.00	\$3,424,715.26	\$37,910,591.81	\$4,389,786.19	90%	\$39,112,428.84
Fund 101 - General Fund Totals							
REVENUE TOTALS		42,881,247.00	3,170,491.72	47,489,701.82	(4,608,454.82)	111%	46,365,713.50
EXPENSE TOTALS		42,300,378.00	3,424,715.26	37,910,591.81	4,389,786.19	90%	39,112,428.84
Fund 101 - General Fund Net Gain (Loss)		\$580,869.00	(\$254,223.54)	\$9,579,110.01	(\$8,998,241.01)	1,549%	\$7,253,284.66
Fund Type - General Fund Totals							
REVENUE TOTALS		42,881,247.00	3,170,491.72	47,489,701.82	(4,608,454.82)	111%	46,365,713.50
EXPENSE TOTALS		42,300,378.00	3,424,715.26	37,910,591.81	4,389,786.19	90%	39,112,428.84
Fund Type - General Fund Net Gain (Loss)		\$580,869.00	(\$254,223.54)	\$9,579,110.01	(\$8,998,241.01)	1,549%	\$7,253,284.66
Fund Category - Governmental Funds Totals							
REVENUE TOTALS		42,881,247.00	3,170,491.72	47,489,701.82	(4,608,454.82)	102%	46,365,713.50
EXPENSE TOTALS		42,300,378.00	3,424,715.26	37,910,591.81	4,389,786.19	90%	39,112,428.84
Fund Category - Governmental Funds Net Gain (Loss)		\$580,869.00	(\$254,223.54)	\$9,579,110.01	(\$8,998,241.01)	1,549%	\$7,253,284.66
Grand Totals							
REVENUE TOTALS		42,881,247.00	3,170,491.72	47,489,701.82	(4,608,454.82)	102%	46,365,713.50
EXPENSE TOTALS		42,300,378.00	3,424,715.26	37,910,591.81	4,389,786.19	90%	39,112,428.84
Grand Total Net Gain (Loss)		\$580,869.00	(\$254,223.54)	\$9,579,110.01	(\$8,998,241.01)	1,549%	\$7,253,284.66
Projected Yearend Expense Accruals							
REVENUE TOTALS				47,489,701.82			
EXPENSE TOTALS				37,910,591.81			
Projected Yearend Payroll-Related Accrual Adjustments				\$,489,710.60			
PPD 20\$		1,195,706.18					
PPD 20\$		294,004.42					
Unaudited "adjusted" Total Net Gain (Loss)				\$8,089,399.41			



SUPPLEMENTAL AGENDA MATERIALS

REGULAR CITY COUNCIL MEETING

September 20, 2022

(Revised September 21, 2022)

PUBLIC COMMENT INDEX

1. Public Comments received

Agenda Item 5G – Monthly Disbursement and Check Register Report for June 2022 and July 2022

1. Agenda Bill

Agenda Item 6A – East Bay Municipal Utility District (EBMUD) Wildcat Pipeline Project Update

1. Presentation

Agenda Item 8B – FY 2021-22 General Fund Budget Quarterly Update through June 2022

1. Property Transfer Tax Information
2. **FY 2021-22 4th Quarter General Fund Update - Income Statement (unaudited)**



SUPPLEMENTAL AGENDA MATERIALS PUBLIC COMMENT INDEX

REGULAR CITY COUNCIL MEETING

September 20, 2022

(Revised September 21, 2022)

The following Public Comments were **received by 4:00:00 p.m. 9/20/2022**, 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. Sue and Paul Duncan
3. Howdy Goudey
4. Tom Panas (received at meeting)
5. Janet Byron

Agenda Item 5E – Adoption of the Amended 2022 City of El Cerrito Emergency Operations Plan

1. Howdy Goudey

Agenda Item 5I – Amendment to City of El Cerrito Investment Policy

1. Howdy Goudey

Agenda Item 5J – Amendment to City Comprehensive Financial Policy

1. Kimberly White
2. William Ktsanes

Agenda Item 7A – Cost Hearing Regarding Fire Hazard Abatement of a Public Nuisance for Properties Identified and pursuant to El Cerrito Municipal Code Chapter 16.26

1. Sue and Paul Duncan

From: [Cordell Hindler](#)
To: [City Clerk](#)
Subject: Public Comments- Not on Agenda
Date: Thursday, September 15, 2022 3:59:31 PM

Good Evening Mayor Quinto, Council Members and Staff

I have some Comments for the Record

1. Let the Record reflect That I had chosen Koff & Associates to work with the City on the Class & Comp Study
2. for a Future Agenda, the Council Should Invite the General Manager to Provide a Presentation on the Rodeo Refinery

Sincerely
Cordell

From: [Sue Duncan](#)
To: [City Clerk](#)
Subject: Not on agenda
Date: Tuesday, September 20, 2022 1:24:04 PM

City Council,

It is past time to start the process of identifying narrow and dead-end streets in EC that due to width, will not allow emergency vehicles in while residents are trying to evacuate. Once these streets are identified, a strong ordinance with towing enforcement should be adopted for restricted parking on these streets on Red Flag Warning days. Adopting such an ordinance may save lives of residents trying to flee a wildfire.

Thank you for your serious consideration of this matter.

Sue and Paul Duncan

Make El Cerrito Fire Safe

Sent from my iPad

From: [Howdy Goudey](#)
To: [City Clerk](#)
Subject: Public Comment - not on the agenda
Date: Tuesday, September 20, 2022 3:58:26 PM

Caution! This message was sent from outside your organization.

Dear Mayor and City Council Members,

I was very disappointed by the prolonged delay and the lack of action when the Council Climate Subcommittee finally reported back to Council at your last meeting on August 16th, three years after the Council's Climate Emergency Declaration that motivated formation of the subcommittee shortly thereafter.

In September 2021 and then again in July 2022, the Environmental Quality Committee sent detailed recommendations for urgently needed near-term climate action, as motivated by the Climate Emergency Declaration and the formation of the Council Climate Subcommittee, but the Council subcommittee, and the Council as a whole, has been unresponsive to this input and the Subcommittee chose to focus only on reporting the very modest list of accomplishments that have recently transpired, while promising more in the new Climate Action Plan (CAP) update.

A new CAP is important, but not sufficient. The whole purpose of the Council Climate Subcommittee was to bring near-term climate action back to the Council. The EQC has offered plenty of recommendations to work from, but there has been no near-term action proposed and the outcome of the CAP update will take years to reach action on the ground. This is not a meaningful or effective way to address the Climate Emergency.

Council needs to make it clear that it is now in every city employee's job description to include consideration of climate action in the decisions they make on the job. Please lead on this issue rather than waiting for others (the State) to do the work for you. We all must step up. It is not somebody else's problem. El Cerrito has lost its environmental credibility by dragging its feet on meaningful climate action. It is time to get that credibility back and do something now.

It is striking to reflect on some of the comments made by Council during adoption of the [Climate Emergency Declaration Aug 20, 2019](#) (see video time stamps: 1:14:00 through 1:37:42). Below are some transcribed excerpts:

Abelson: 1:17 "My fear in what you said, because I don't know the totality of what the new climate action plan will contain yet . . . My fear is that whatever it is, it won't be fast enough to save our planet . . . What I am hoping that the Climate Emergency Resolution will do is say: Hey, we've barely got any time left on our universe unless we do something significant to make a really significant change."

Ableson: 1:18:42 "I just want to impart what I consider to be my sense of fear that there is no time. We have to make it happen really fast. This is not business as usual in the previous work we have done . . . We just don't have any time left . . . We're having a rise in the temperature much faster than we thought. Plants aren't going to grow right. We are not going to have anything to eat. Nothing else will matter, because there won't be any of us around for it to matter to . . . I really don't want us doing business as usual. I want us to change what we are

doing in this regard. I'm really, really concerned."

Fadelli 1:22:31 "There is nothing more important than dealing with climate change. There is nothing more important than dealing with climate change. There is nothing more important than dealing with climate change. Let me say it one more time. There is nothing more important than dealing with climate change . . . I personally can't sleep at night . . . My 25 year old daughter and I had a long conversation late at night. She doesn't know what to do. What are her goals? Why should she plan for the future if there will be no future? . . . I don't have answers for her . . . Let's not kid ourselves, we're in a delicate time."

Pardue-Okimoto 1:25:00 "This resolution has been a wakeup call to myself . . . I don't have those deep conversations yet with my kids about the future, because I will start crying. I don't want to burden them at 10 and 6 with what might happen to the planet . . . It's a wake up call to me that I need to do everything possible. I might have to do some things that are uncomfortable . . . We might have to have a pace that is uncomfortable, because right now I feel we've been kind of moseying along. We have to really change, REALLY change what we're going to do . . . I did fight for changing the language to get that sense of urgency. We're not going to wait until the Climate Action Plan is done in 2022 or whenever it is going to be finished. . . We need to hurry up now."

Abelson: 1:32:52 "My concern is that we don't have time. We need to make changes now . . . I have children and grandchildren and I'd like to think they have a life, too."

Abelson: 1:33:37 "I made a suggestion of having a Council sub-committee and coming back with some actual specific numbers . . . on the percent reduction by a specific date . . . that we form this sub-committee that comes back in the very, very near future, having looked at current literature on the subject of how long we have on our planet, and making a recommendation of what our goal needs to be."

Here is a timeline of event's starting at the Climate Emergency Declaration:

Sept. 17, 2019 [Item 4G](#) "Pass a motion to form a City Council ad hoc subcommittee on climate action goals, consisting of Councilmember Abelson and Mayor Pro Tern Lyman."

Feb. 2, 2021 [Item 4C](#) "Pass a motion to assign Councilmember Rudnick to serve on the Climate Action Subcommittee with Councilmember Abelson in place of former Councilmember Lyman."

Aug. 2021 EQC votes to send near-term climate action recommendations to Council

Sept. 21, 2021 EQC recommendations put into Council record as public comment ([pages 198-201](#))

July 12, 2022 EQC votes to send a second round of near-term climate action recommendations to Council

July 19, 2022 second round of EQC climate recommendations put into Council record as public comment ([pages 398-404](#))

Aug. 16 2022 the Council Climate Subcommittee reports back to Council for the first time

since formation ([14:00 - 21:30](#))

Thanks for your time and consideration,

Howdy Goudey
El Cerrito

Good evening Mayor Quinto, members of the council, and city staff. My name is Tom Panas and I live at [REDACTED] in El Cerrito. I'd like to thank you for your vision and support for the TOD development that BART has proposed for the Plaza station. In El Cerrito we talk a lot about place making. BART's TOD development at the Plaza station, hopefully including a library, will be a step in that direction. However I'd like to suggest that we get much more creative and really do this right. For a second, visualize yourself in six or seven years, sitting in a chair on the south side of TOD project, looking towards the El Cerrito Plaza shopping center. Except you're not looking at traffic Fairmount Avenue anymore, because we have closed the block of Fairmount between Liberty and the west side of the BART station. Not only are you not looking at traffic on Fairmount Avenue, you're actually looking at a small rise located where Fairmount Avenue formally ran. Covered up by the small rise is a bus-only a tunnel that provides easy access to the Plaza BART station for AC Transit busses.

I want to say again that I live on Fairmont Avenue. I have lived on Fairmount Avenue for more than 45 years and I am certainly clear that what I am suggesting will have impacts on traffic. But is our goal to preserve the world that we have today? Or is our goal to create the world we want for tomorrow?? I am very much in favor of the later. So let's not squander this amazing opportunity to think outside the box and do some incredible place making as part of BART's El Cerrito Plaza TOD project. It's a once in a lifetime opportunity that I am praying we don't miss - or dismiss out of hand. Thank you for your time this evening.

September 20, 2020

**RECEIVED
AT THE MEETING OF**

SEP 20 2022

**CITY OF EL CERRITO
CITY CLERK**

From: [Janet Byron](#)
To: [City Clerk](#); [City Manager](#)
Subject: UC Berkeley SafeTREC/CalWalks Community Pedestrian and Bicycle Safety Program (CPBST) report for El Cerrito/Richmond Annex
Date: Tuesday, September 20, 2022 6:44:56 PM

Caution! This message was sent from outside your organization.

Dear El Cerrito City Council,

I'm writing to let you know that UC Berkeley SafeTREC and California Walks have published their report from the Community Pedestrian and Bicycle Safety Workshop (CPBST) for El Cerrito and Richmond Annex.

The goals of the CPBST workshop were to develop recommendations for improving walking and biking safety between El Cerrito and the Richmond Annex area; encourage more people to walk, bike, and use public transportation; and create a shared community vision with neighbors.

[“El Cerrito and Richmond Annex Summary and Recommendations Report”](#) is the culmination of a citywide workshop convened on July 25. After a 2-month planning process, about 35 participants met virtually, including residents, and representatives from the El Cerrito Strollers & Rollers, Richmond Bicycle/Pedestrian Advisory Committees, the cities of El Cerrito and Richmond, West Contra Costa Transportation Advisory Committee, El Cerrito Trail Trekkers, and Friends of the Library Foundation.

The report includes a number of recommendations for making our streets safer and more welcoming for walkers, bikers, and multimodal transportation, and to improve cross-town connectivity with our neighbors in Richmond Annex. We encourage you to take a look and share any comments with us at [REDACTED]

El Cerrito Strollers & Rollers looks forward to working with city staff to implement many of the report's recommendations.

Sincerely,
Janet Byron, for El Cerrito Strollers & Rollers

--

Janet Byron
[REDACTED]

Check out my book [Berkeley Walks](#), co-authored with Bob Johnson!

From: [Howdy Goudey](#)
To: [City Clerk](#)
Subject: Public Comment - Consent agenda item 4E
Date: Tuesday, September 20, 2022 2:41:24 PM

Caution! This message was sent from outside your organization.

Dear Mayor and City Council Members,

As I pointed out when this plan was passed in May of this year, there is an omission of the most relevant local amateur radio group in section 4.5.2 of the El Cerrito Emergency Operations Plan. While it is a fine club that I happen to be a member of, the only amateur radio group mentioned in the plan is the East Bay Amateur Radio Club (EBARC), and they have not had a major focus on emergency communications for many years.

On the other hand, KARO ECHO (Kensington Amateur Radio Operators and El Cerrito Ham Operators) has been very active training and practicing skills for volunteer emergency communications including weekly radio check-ins with practice exercises and two, more involved, Simulated Emergency Test (SET) exercises each year with field operation in El Cerrito parks using both portable and installed equipment and the use of the amateur radio equipment that is part of the City Hall EOC. In fact, we will be having our next SET on Sat. October 8th, 10am - noon.

Because you are undergoing an amendment to the Emergency Operations Plan at this time, please pull this consent item (4E) and include in your direction the addition of ", Kensington Amateur Radio Operators and El Cerrito Ham Operators (KARO ECHO)" between "(CERT)" and "and East Bay Amateur Radio Club" in section 4.5.2.

Thanks,
Howdy Goudey, KE6BEE
KARO ECHO president
karoecho.net
El Cerrito

From: [Howdy Goudey](#)
To: [City Clerk](#)
Subject: Public comment - Consent Agenda Item 4I
Date: Tuesday, September 20, 2022 3:12:58 PM

Caution! This message was sent from outside your organization.

Dear Mayor and City Council Members,

I am supportive of the FAB's proposal to update the investment policy with a clause about responsible investing that prohibits investments in fossil fuels.

I offer the following suggestion to compliment the addition you are considering.

Update to the last sentence in 3.1 to read:

The City shall seek to preserve principal by mitigating credit risk, market risk and climate-related financial risk.

Insert the following as 3.4 (and advance the numbering of the following items in section 3):

“Climate-related financial risk” means risk that may include material financial risk posed to the fund by the effects of the changing climate, such as intense storms, rising sea levels, higher global temperatures, economic damages from carbon emissions, and other financial and transition risks due to public policies to address climate change, shifting consumer attitudes, changing economics of traditional carbon-intense industries.

The definition offered for climate-related financial risk is the same as that in [SB964](#) (CA law regarding public employee pension funds).

The FAB's recommendation is a good positive policy to avoid investments that contribute to carbon impacts, but given the Council's 2019 Climate Emergency Declaration, it is also worthwhile and prudent to include attention to Climate Action in the definitions of financial risk that are considered, because there will be significant and growing financial impacts resulting from climate change.

Section 3.6 includes an exception for LAIF investments, which, as I understand it, are currently the majority, if not the entirety, of the City's investments. Does LAIF include fossil fuel investments? Is LAIF exempted because it will never include fossil fuel investments, or is it exempted because it is what we use and we can't control the content? If the latter, we need to be honest about this and figure out a better way to be consistent with the intention of the responsible investing policy.

Thanks,
Howdy Goudey
El Cerrito

From: [Kimberly White](#)
To: [City Clerk](#); [Holly Charléty](#)
Subject: Public Comment - Consent Item 5J
Date: Monday, September 19, 2022 7:07:07 AM

Dear Council Members,

Please vote "no" on Item 5J, The Comprehensive Financial Policy.

The Comprehensive Financial Policy Item 5J appears on the Consent Calendar for the September 20, 2022, City Council Meeting. The Comprehensive Financial Policy was presented to the Financial Advisory Board (FAB) for consideration on June 26, 2022. At that time, the City Manager was advised that the policy does not incorporate the State Auditor's recommendations and relaxes the requirement for monthly reporting, which directly opposes the State Auditor's recommendations. Should the City Adopt a policy for quarterly reporting and revenues decline drastically, the Council won't know for four months.

Four months is insufficient to pivot to a viable solution, and it's contrary to the recommendations from the state and DFOA. For these reasons, FAB did not vote to approve the proposal several months ago. The proposal was presented again, with no recommendations from the State Auditor. FAB declined to recommend the proposal a second time during the August 23, 2022, meeting.

Should revenue, including the Transfer Taxes, decline, the Council won't know for four months. Four months is insufficient to pivot to a viable solution, contrary to the recommendations from the State Auditor and DFOA.

The proposal was presented to FAB as an urgent matter as the City Manager wanted to advise the State Auditor of the Council's approval of the policy. However, this isn't an emergency. City Management has had several months to include the feedback from FAB and over a year to incorporate input from the State Auditor.

Too often, city management brings important financial matters before the City Council with an eleventh-hour urgency that allows little time for input and discussion. More often than not, financial issues are addressed seemingly as an afterthought late in the evening at the tail end of a four or five-hour City Council meeting. At best, this reflects poor planning; at worse, it suggests an utter disregard for El Cerrito's residents, community participation and transparent governance. It is a mistake to approve this consent item without a FAB recommendation, Council discussion or community input.

The Council should receive a Financial Policy incorporating the agreed-upon recommendations rather than approve a policy that omits the agreed-upon recommendations and relaxes reporting requirements.

Please follow FAB and disapprove item 5J.

Regards,

Kimberly White

A song in your heart makes you dance all day!

From: [William Ktsanes](#)
To: [Paul Fadelli](#); [Janet Abelson](#); [Gabe Quinto](#); [Tessa Rudnick](#); [Lisa Motoyama](#); [Holly Charléty](#)
Cc: [Karen Pinkos](#); [William Paul Ktsanes](#); [Sandra Dalida](#)
Subject: Public Comments - City of El Cerrito Comprehensive Financial Policy
Date: Tuesday, September 20, 2022 3:05:05 PM

Caution! This message was sent from outside your organization.

Dear Mayor Quinto, Mayor Pro Tem Motoyama and Council Members Abelson, Fadelli and Rudnick,

I urge you to pull item “I. Amendment to City Comprehensive Financial Policy” from tonight’s City Council “Consent Calendar” and reject the resolution amending the City of El Cerrito's Comprehensive Financial Policy. The proposed amendment calls for quarterly rather than monthly financial reporting, an alarming step backwards and away from fiscal responsibility and transparent governance. As noted in the City Manager’s report, the Financial Advisory Board (“FAB”) discussed the proposal on three separate occasions this year—first in April, then again in June, and most recently, in August. FAB objected to the shift from monthly to quarterly reporting, found it inconsistent with the State Auditor’s recommendations, and voted against the proposed amendment.

Among the many issues and concerns that come before the City Council, the two that most concern me can best be described as “fiscal responsibility” and “transparency.” Troubled by the State Auditor’s report and characterization of the City’s financial mismanagement, three years ago I began paying close attention to the then-monthly financials provided to the City Council. I was alarmed by both the lack of detail and transparency in former Finance Director Mark Rasiah’s reports. I was surprised by how often beginning month balances did not match ending balances reported the prior month. Admittedly, this is not uncommon and can happen for a variety of reasons, particularly in smaller organizations that lack tight fiscal controls. Sometimes it’s because revenue or expense entries were accidentally miscategorized in one month but corrected in the next. Sometimes it’s because of timing issues and incomplete data. Sometimes, however, such discrepancies result from deliberate attempts to obscure details, hide transactions and avoid scrutiny. In the worst case, the intent is to hide corruption. (I invite you to read Howard Schilit’s classic forensic accounting text [Financial Shenanigans: How to Detect Accounting Gimmicks and Fraud in Financial Reports.](#))

I have spent a fair amount of time in my professional life pouring through and working out discrepancies in financial reports. It’s a puzzle-like exercise I strangely enjoy, particularly when it all adds up nicely in the end, with a sense of satisfaction similar to when I balance my checkbook. Several years ago, I tried to dig further into the City’s financials and figure out what was happening but was consistently

thwarted. I was told by Mark Rasiah that the City was unable to provide the public with detailed financial reporting because the accounting software was proprietary and prevented it. I was told by him that it would be dangerous to provide detailed financial reports because they could be manipulated by the public. And I was told that no other city provided detailed financial reports.

Being the sceptic that I am, I surveyed all of the greater Bay Area cities I could identify—nearly one hundred in total—and found that all but two, El Cerrito and Fremont, provided detailed financial reports upon request. All but a handful of very small communities provided monthly reports. In stark contrast to El Cerrito, Albany offered a complete, item-by-item accounting of all their financial entries and transactions. Apparently Albany is less concerned about the dangers of fiscal transparency.

The City Manager has provided three reasons for providing quarterly rather than monthly reporting: 1) smoothing income and expenses facilitates identifying trends, 2) the City lacks the staff necessary to produce monthly reports, and 3) the State Auditor's recommendations were simply that—recommendations, and not requirements.

The notion that quarterly reporting is somehow more meaningful than monthly reporting because it better reveals trends is ridiculous. Quarterly reporting obscures sudden revenue and expense changes that may be important red flags warranting immediate action. In the corporate world, income and expense smoothing is an accounting technique that levels out fluctuations from one period to the next to hide volatility and avoid alarming investors. Although it is not illegal if generally accepted accounting principles are followed and later period adjustments are made above-board, too often such smoothing is for fraudulent or deceitful purposes.

While it may be true that the City lacks the qualified staff necessary to produce monthly reports, this should not be accepted as an excuse to ignore best practices. Instead of weakening financial safeguards, hire the needed staff. And, yes, it is true that the State Auditor's recommendations are not requirements. The City is not obligated to provide better reporting and get its finances in order. However, the repeated efforts to discredit retired California State Auditor Elaine Howle and her staff and to dismiss their recommendations is very disturbing and disingenuous. Take aim at the problem, not the messenger.

To be clear, I am not accusing anyone of corruption or even incompetence. I do not know why El Cerrito so strongly resists transparent financial reporting. I am, however, suggesting that monthly financial reporting is a very powerful best practice that encourages fiscal responsibility, accountability and good governance. Particularly in a city like El Cerrito that has financial problems, providing less

transparency and accountability is a horrible idea—and shocking to me that it would even be proposed.

I believe the City Council's most important responsibility is to be a good steward and oversee the City's finances. I urge you to reject any proposal that lessens transparency and undermines fiscal responsibility.

Sincerely,

William Ktsanes

From: [Sue Duncan](#)
To: [City Clerk](#)
Subject: Agenda item 7A
Date: Tuesday, September 20, 2022 1:16:54 PM

City Council,

Thank you to the ECFD for their continued work to reduce the hazardous fuel loads throughout EC.

Sue and Paul Duncan

Make El Cerrito Fire Safe

Sent from my iPad



AGENDA BILL

Agenda Item No. 5.G.

Date: September 20, 2022
To: El Cerrito City Council
From: Sandra Dalida, Finance Director/City Treasurer, Finance Department
Subject: Monthly Disbursement and Check Register Report for June 2022 and July 2022

ACTION PROPOSED

Receive and file the Monthly Disbursement and Check Register Report for the months of June 2022 and July 2022

BACKGROUND/ANALYSIS

California Government Code, Title 4, Chapter 3, Section 41004 for government cities states "Regularly, at least once each month, the City Treasurer shall submit to the City Clerk a written report and accounting of all receipts, disbursements, and fund balances. The City Treasurer shall file a copy with the legislative body." In addition, the City's Comprehensive Financial Policy, Item 5.1 Accounting Standards indicates the City's accounting and financial reporting systems shall be maintained in conformance with all state and federal laws . . .

Attachment A: Monthly Disbursement and Check Register Report for the period June 1, 2022 through June 30, 2022 reflecting 874 payments.

Accounts Payable Checking Account Payments	324	\$2,751,949.63
Payroll Checking Account Payments	<u>550</u>	<u>\$ 999,860.09</u>
TOTAL	874	\$3,754,776.75

Attachment B: Monthly Disbursement and Check Register Report for the period July 1, 2022 through July 31, 2022 reflecting 1,290 payments.

Accounts Payable Checking Account Payments	363	\$8,940,172.31*
Payroll Checking Account Payments	<u>931</u>	<u>\$1,598,700.95</u>
TOTAL	1,294	\$10,538,873.26

**includes \$6,083,349.99 payoff of FY 2021-22 Tax and Revenue Anticipation Note (TRANS)*

STRATEGIC PLAN CONSIDERATIONS

The City's Comprehensive Financial Policy and the City's Strategic Plan identifies the priority of achieving long-term financial sustainability, ensuring policies, procedures, and systems represent best practices in financial management, as referenced in the requirements of California Government Code, Title 4, Chapter 3, Section 41004.

ENVIRONMENTAL CONSIDERATIONS

This section is not applicable to this agenda item.

FINANCIAL CONSIDERATIONS

There is no fiscal impact associated with acceptance of the Monthly Disbursement and Check Register Report for months of June 2022 and July 2022.

LEGAL CONSIDERATIONS

The City Attorney has reviewed this agenda item and found that legal considerations have been addressed.

Reviewed by:

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

Karen Pinkos, City Manager

Attachments:

1. Payment Register June 2022
2. Payment Register July 2022



Wildcat Pipeline Improvement, El Cerrito

El Cerrito City Council
September 20, 2022

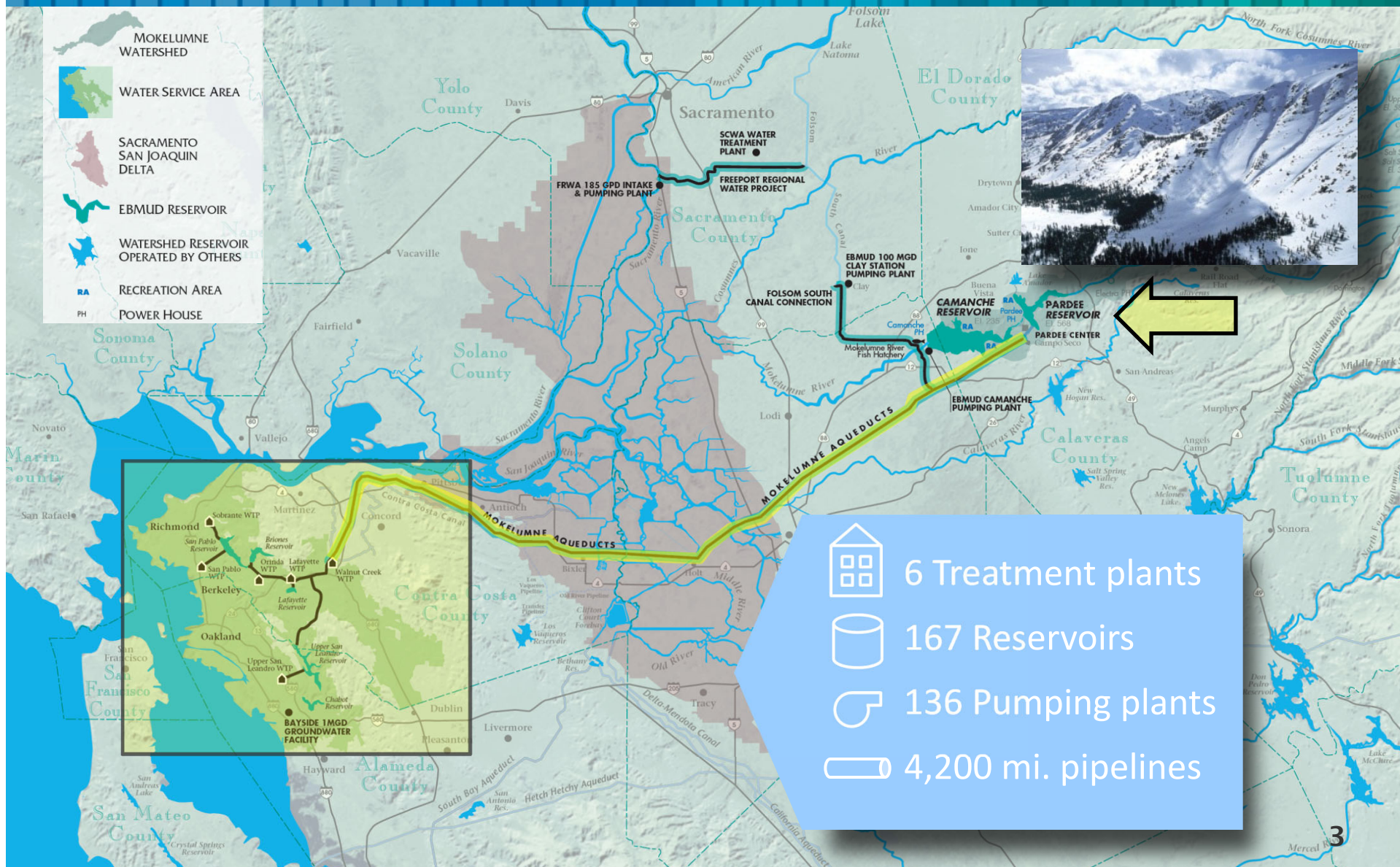
Gus Cicala, PE
Associate Civil Engineer
EBMUD

Agenda



- EBMUD overview
- Project purpose and scope
- Pipeline construction process
- Traffic control
- Work hours
- Paving
- Project schedule
- Questions

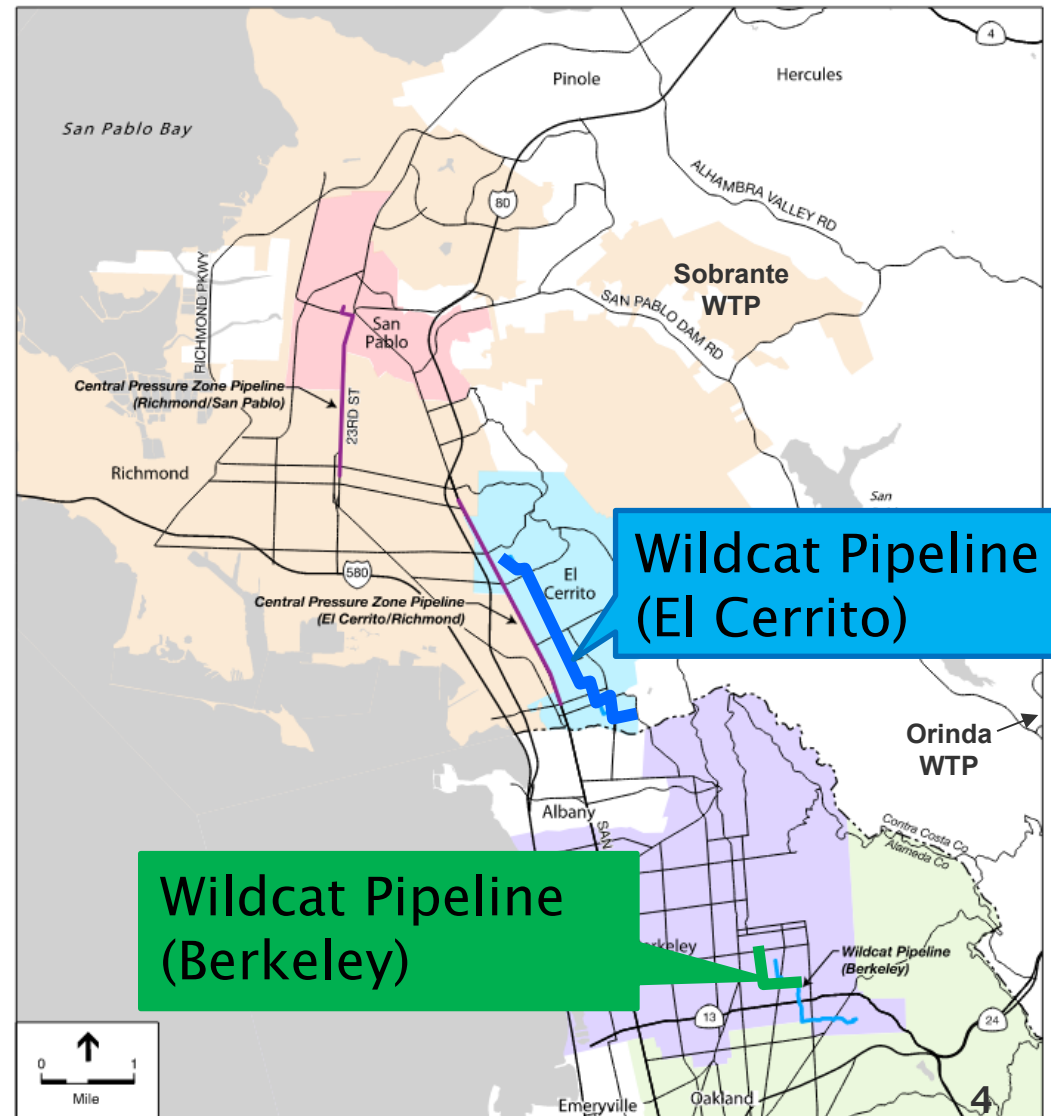
EBMUD Water System



West of Hills Northern Pipelines EIR

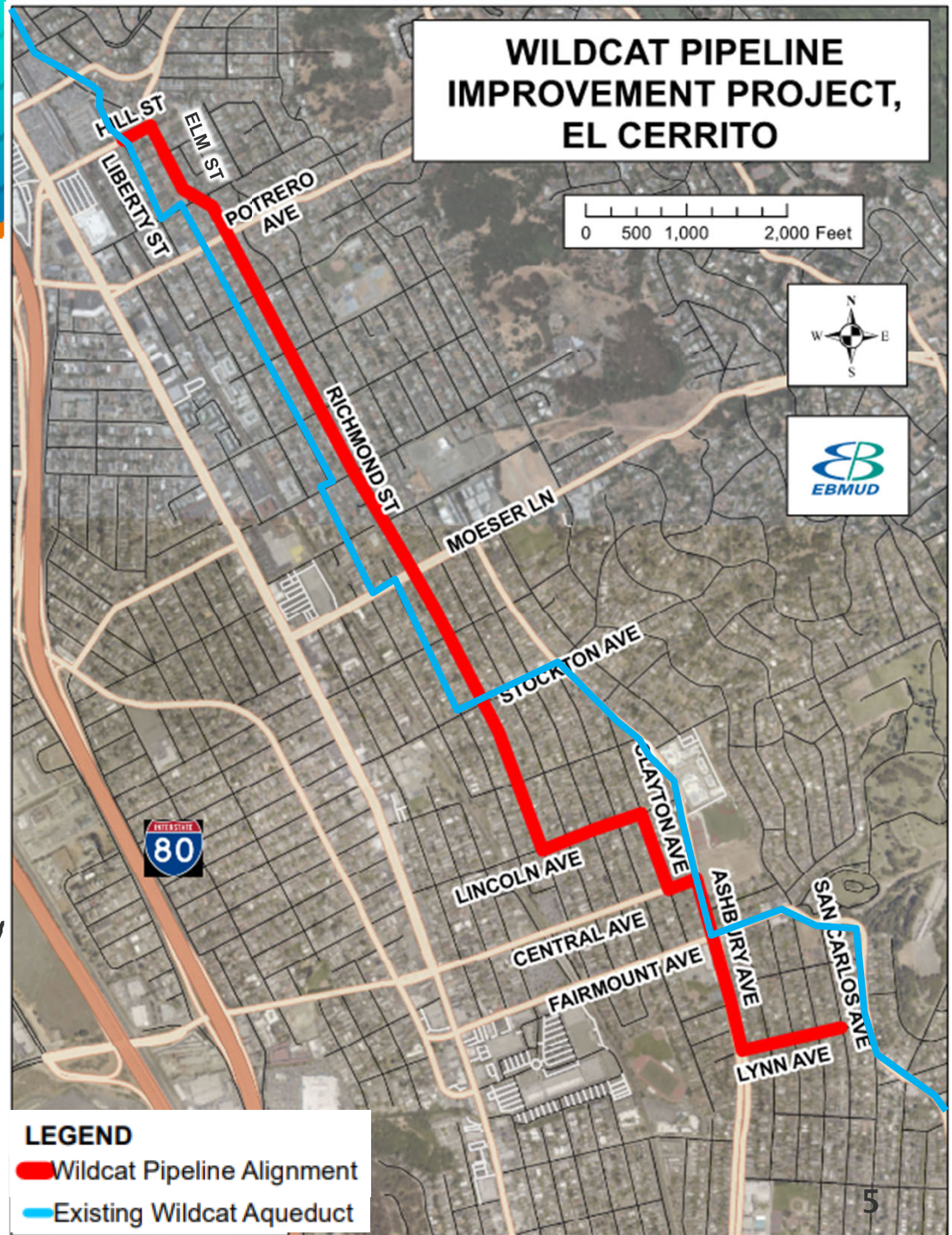


- EIR Certified in 2013
- Wildcat Berkeley
 - Construction completed summer 2021
- Wildcat El Cerrito
 - Finalizing Design
 - Award early 2023



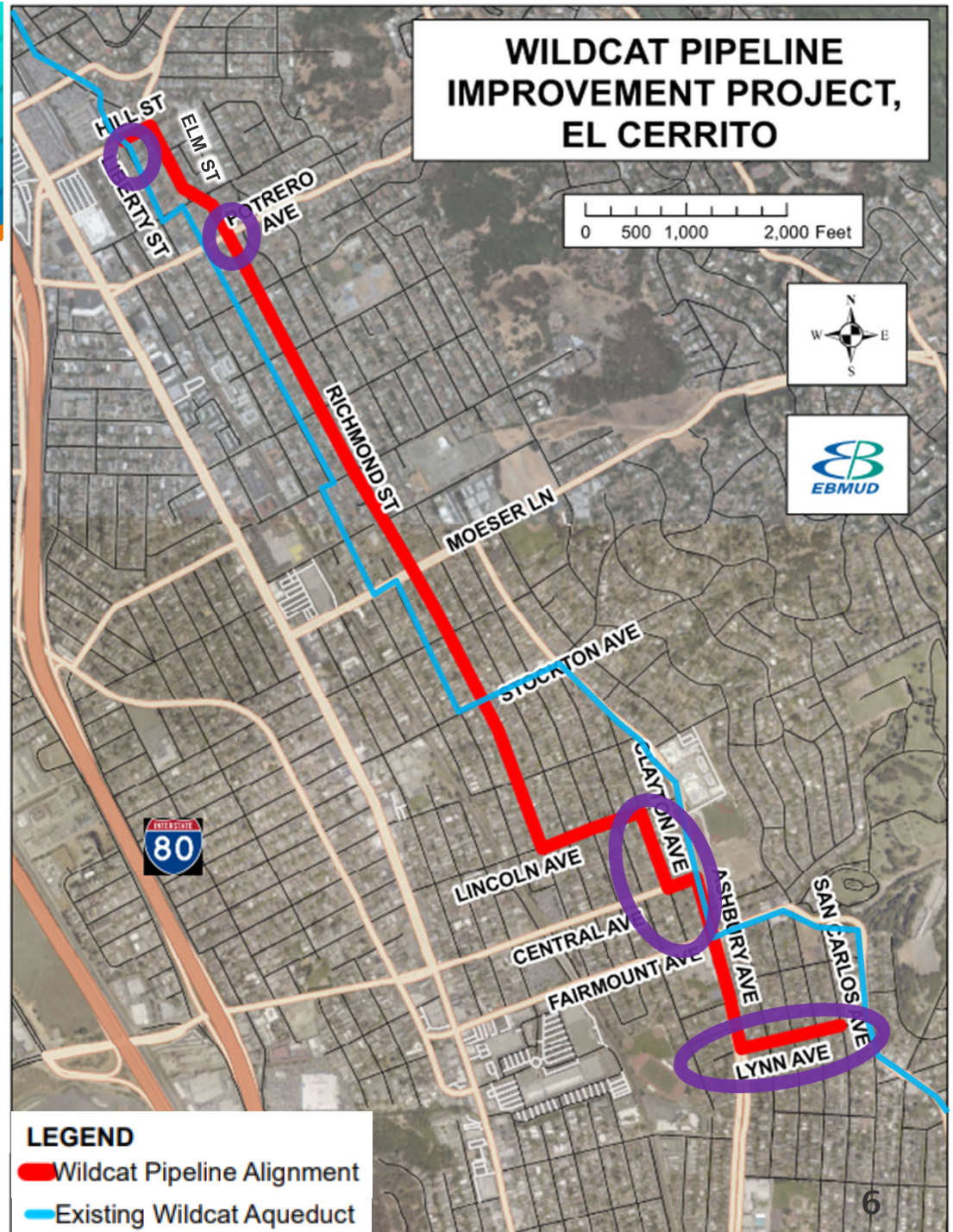
Project Purpose

- Increased Reliability and Resiliency
- Improved Water Service to Residents
- Operational Flexibility



Project Scope

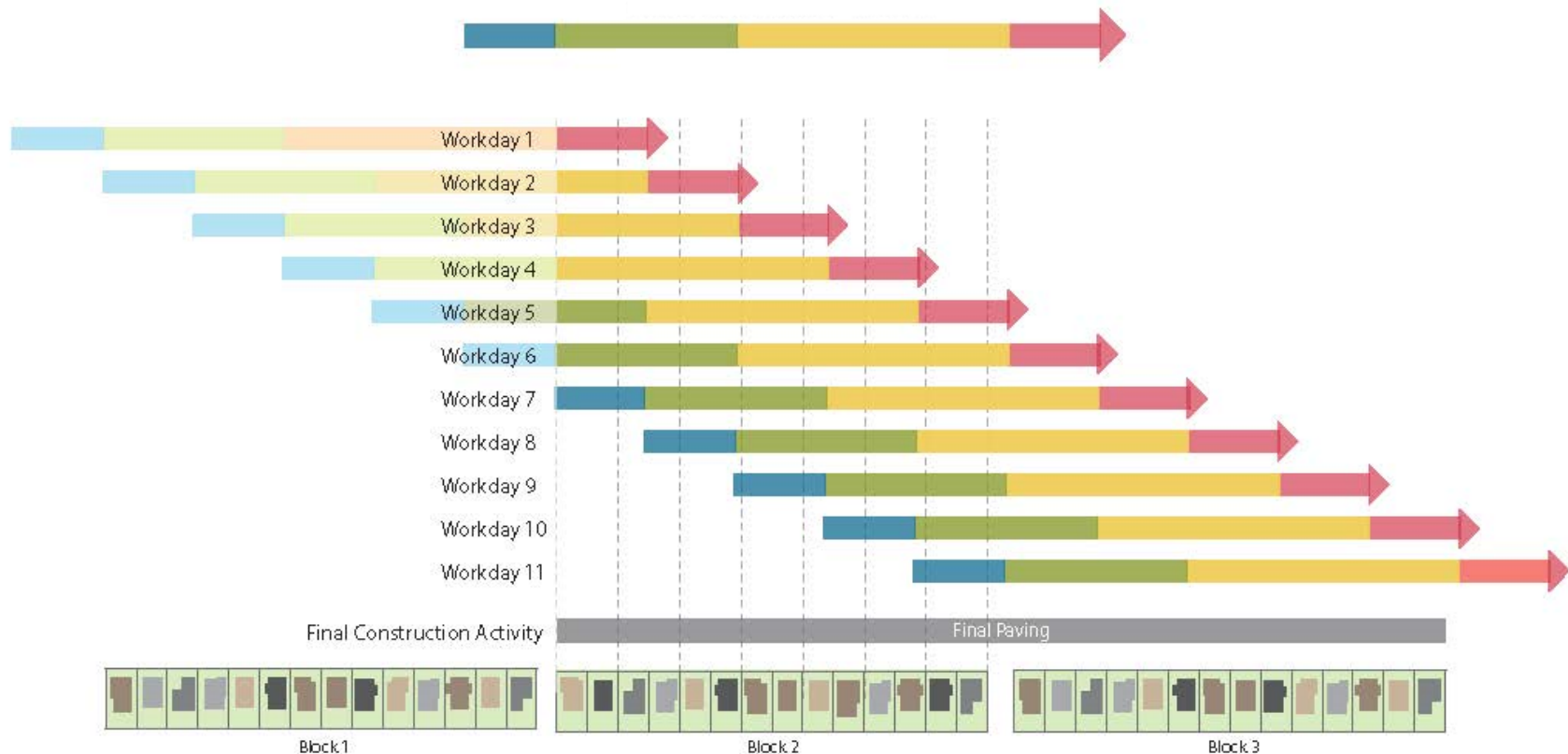
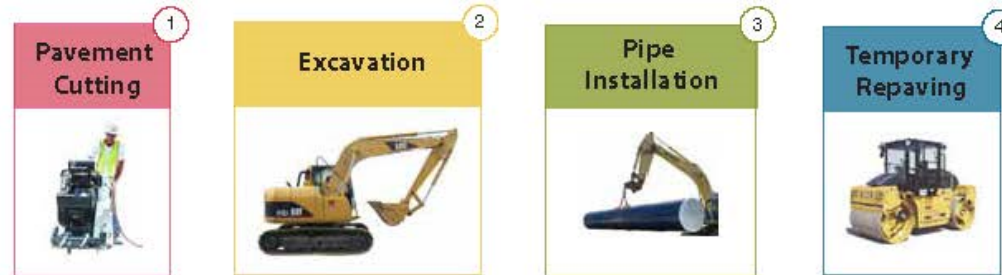
- 13,860' of 36-inch Welded Steel Pipeline
- Primarily Open Trench
- Construction from 2023-2025
- Small diameter relocations
 - Summer/Fall 2022



Typical Construction & Progress



Open Trench Construction Activities



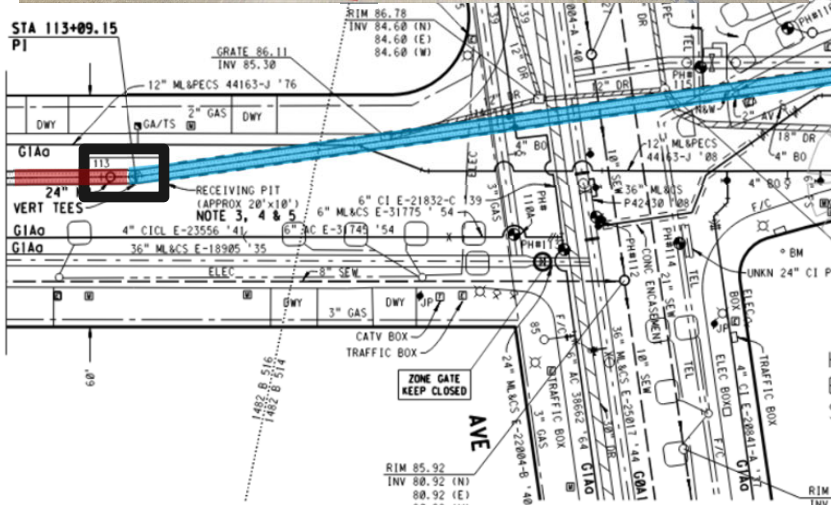
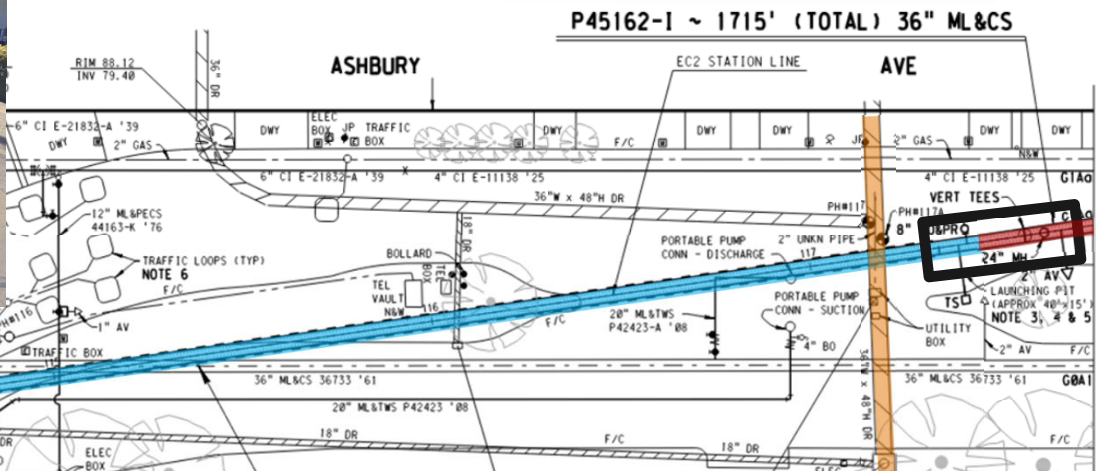
Large Diameter Open Trench



Ashbury at Fairmount Ave



Trenchless Installation



Receiving Pit Example



 Rolling closure to thru traffic



Block Closures



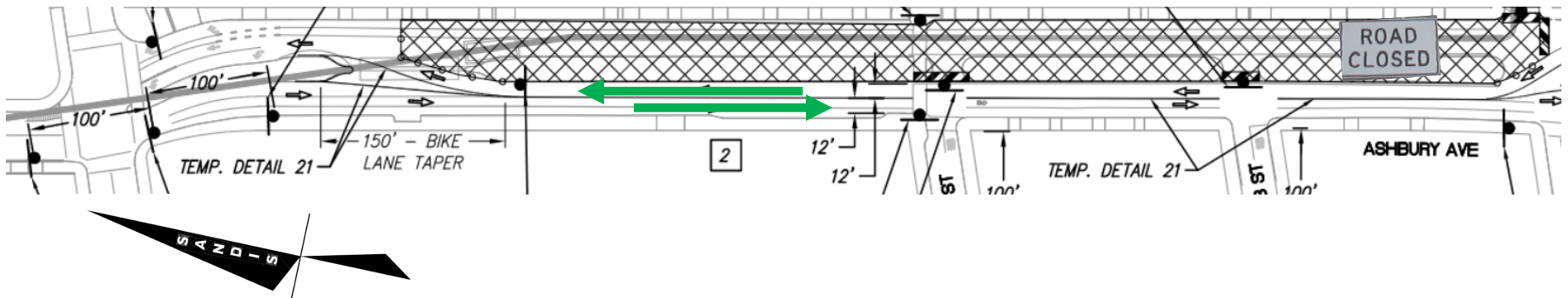
Traffic Control Approach

Rolling closure to thru traffic

Maintain Traffic w/ shift



Ashbury Ave, S of Fairmount (Open Trench)



Traffic Control Approach

 Rolling closure to thru traffic

 Maintain Traffic w/ shift

 Overnight TCP Area



Enclosed Excavation



Work Hours



- Typical work hours:
 - 8:00 am – 5:00 pm, Monday – Friday
- Lane/Road Closures:
 - 9:00 am – 4:00 pm on Arterials
 - Hill Street
 - Richmond/Elm Street
 - Central Ave
 - Ashbury Ave
 - 8:30 am – 4:30 pm on Local/Collectors
 - Lincoln Ave, Clayton Ave, Lynn Ave

Work Near Schools

Limited to school breaks

- Summit K2 School
 - Hill St and Elm St
- El Cerrito High School
 - Central Ave and Ashbury Ave, North of Fairmount
- Harding Elementary School
 - Ashbury Ave, South of Fairmount

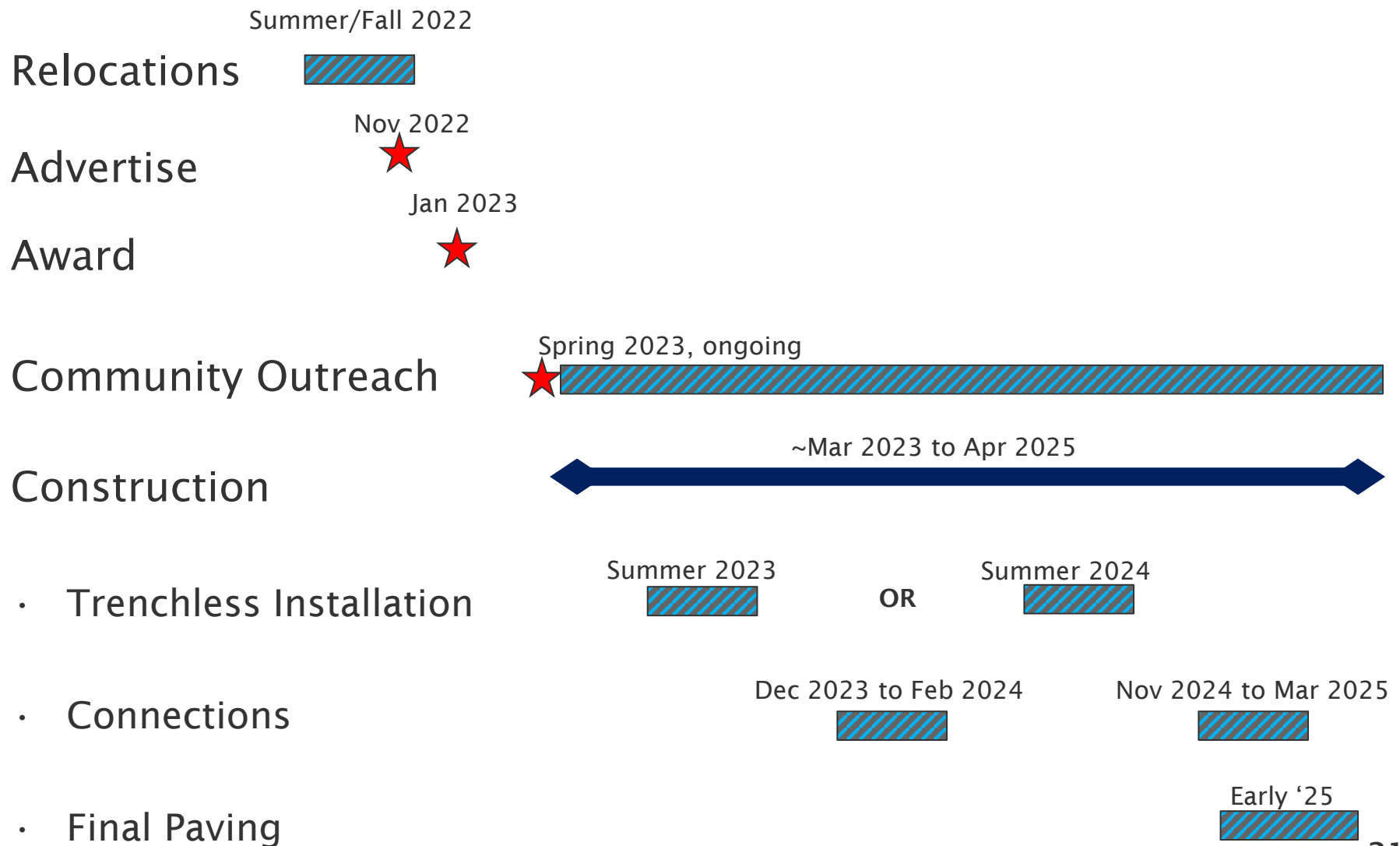


Pavement Restoration



- Still finalizing paving restoration plan with City staff
- Richmond/Elm Street Collaboration
 - EBMUD to complete trench restoration
 - EBMUD to pay City for additional restoration required (cost of tee cut or 1-lane mill & overlay)

Current Timeline



Questions or Comments?



Contact Information:
Rolando Gonzalez
(510) 287-7208
construction-north@ebmud.com

More information at:
www.ebmud.com/Wildcat



Follow us @ebmud



City of El Cerrito
Property Transfer Tax *(all categories)*
07/01/22 - ytd (08/31/22)

FY 2021-22			FY 2022-23		
Month	Transfer Count	Total Receipts	Transfer Count	Total Receipts	YE Projection
July	32	\$ 502,110.00	22	\$ 318,564.00	\$ 318,564.00
August	41	\$ 536,676.00	28	\$ 440,676.00	\$ 440,676.00
September	22	\$ 311,148.00			\$ 379,620.00
October	28	\$ 426,528.00			\$ 379,620.00
November	39	\$ 538,296.00			\$ 379,620.00
December	38	\$ 587,256.00			\$ 379,620.00
January	17	\$ 228,420.00			\$ 379,620.00
February	26	\$ 366,558.00			\$ 379,620.00
March	34	\$ 446,160.00			\$ 379,620.00
April	37	\$ 624,396.00			\$ 379,620.00
May	27	\$ 425,916.00			\$ 379,620.00
June	18	\$ 278,400.00			\$ 379,620.00
TOTAL	359	\$ 5,271,864.00	50	\$ 759,240.00	\$ 4,555,440.00
<i>YTD FY 2023 Goal Remaining</i>			<i>244</i>	<i>\$ 3,546,096.00</i>	

FY 2022	
Avg Transfers/mth	30
Avg Receipts/mth	\$ 439,322.00
Avg Receipts/Trnsf	\$ 14,684.86

FY 2023 (ytd)	
Avg Transfers/mth	25
Avg Receipts/mth	\$ 379,620.00
Avg Receipts/Trnsf	\$ 15,184.80

FY 2022-23 Proposed Budget: RPTT Revenue \$4,300,000
294 transfers @ \$14,644 = \$4,305,336.00

294 transfers = 86.22% of 341 (FY 2021-22 transfers)
\$4,300,000 revenue = 81.13% of \$5,300,000 (FY 2021-22 receipts)



FY 2021-22 Fourth Quarter Income Statement *(unaudited)*

Organization	Organization Description	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	Budget Less YTD Actual	% of Budget	Prior Year Total Actual
Fund Category:	Governmental Funds						
Fund Type:	General Fund						
Fund 101 - General Fund							
REVENUE							
00	Non-Departmental Revenue	31,253,247.00	1,850,732.64	34,816,731.38	(3,563,484.38)	100	36,466,654.31
10	Administration	10,000.00	1,468.93	41,762.74	(31,762.74)	418	23,278.17
20	Police	219,000.00	14,003.91	201,958.26	17,041.74	92	209,854.73
25	Fire	4,859,500.00	356,338.31	4,693,931.63	165,568.37	97	4,944,434.26
30	Public Works	463,800.00	64,680.23	606,437.01	(142,637.01)	131	434,107.23
40	Community Development	2,366,600.00	331,455.97	3,113,538.28	(746,938.28)	132	1,756,269.76
50	Recreation	3,709,100.00	551,811.73	4,015,342.52	(306,242.52)	108	2,531,115.04
REVENUE TOTALS		\$42,881,247.00	\$3,170,491.72	\$47,489,701.82	(\$4,608,454.82)	111%	\$46,365,713.50
EXPENSE							
00	Non-Departmental Revenue	.00	.00	.19	(.19)	+++	1,368,434.18
10	Administration	6,193,569.00	546,900.95	5,645,981.92	547,587.08	91	5,096,821.01
20	Police	12,250,818.00	815,365.20	10,832,508.00	1,418,310.00	88	11,638,565.64
25	Fire	12,948,202.00	941,229.93	11,918,743.01	1,029,458.99	92	12,177,745.94
30	Public Works	2,017,485.00	224,792.12	1,793,130.70	224,354.30	89	1,467,656.25
40	Community Development	3,273,257.00	396,483.24	2,912,433.36	360,823.64	89	2,532,670.90
50	Recreation	4,507,719.00	473,723.95	4,008,355.90	499,363.10	89	3,833,692.92
90	Non-Departmental	1,109,328.00	26,219.87	799,438.73	309,889.27	72	996,842.00
EXPENSE TOTALS		\$42,300,378.00	\$3,424,715.26	\$37,910,591.81	\$4,389,786.19	90%	\$39,112,428.84
Fund 101 - General Fund Totals							
REVENUE TOTALS		42,881,247.00	3,170,491.72	47,489,701.82	(4,608,454.82)	111%	46,365,713.50
EXPENSE TOTALS		42,300,378.00	3,424,715.26	37,910,591.81	4,389,786.19	90%	39,112,428.84
Fund 101 - General Fund Net Gain (Loss)		\$580,869.00	(\$254,223.54)	\$9,579,110.01	(\$8,998,241.01)	1,549%	\$7,253,284.66
Fund Type General Fund Totals							
REVENUE TOTALS		42,881,247.00	3,170,491.72	47,489,701.82	(4,608,454.82)	111%	46,365,713.50
EXPENSE TOTALS		42,300,378.00	3,424,715.26	37,910,591.81	4,389,786.19	90%	39,112,428.84
Fund Type General Fund Net Gain (Loss)		\$580,869.00	(\$254,223.54)	\$9,579,110.01	(\$8,998,241.01)	1,549%	\$7,253,284.66
Fund Category Governmental Funds Totals							
REVENUE TOTALS		42,881,247.00	3,170,491.72	47,489,701.82	(4,608,454.82)	102%	46,365,713.50
EXPENSE TOTALS		42,300,378.00	3,424,715.26	37,910,591.81	4,389,786.19	90%	39,112,428.84
Fund Category Governmental Funds Net Gain (Loss)		\$580,869.00	(\$254,223.54)	\$9,579,110.01	(\$8,998,241.01)	1,549%	\$7,253,284.66



FY 2021-22 Fourth Quarter Income Statement *(unaudited)*

Organization	Organization Description	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	Budget Less YTD Actual	% of Budget	Prior Year Total Actual
Grand Totals							
	REVENUE TOTALS	42,881,247.00	3,170,491.72	47,489,701.82	(4,608,454.82)	102%	46,365,713.50
	EXPENSE TOTALS	42,300,378.00	3,424,715.26	37,910,591.81	4,389,786.19	90%	39,112,428.84
	Grand Total Net Gain (Loss)	\$580,869.00	(\$254,223.54)	\$9,579,110.01	(\$8,998,241.01)	1,549%	\$7,253,284.66
				Projected Yearend Expense Accruals			
	REVENUE TOTALS			47,489,701.82			
	EXPENSE TOTALS			37,910,591.81			
	<i>Projected Yearend Payroll-Related Accrual Adjustments</i>			\$ 1,489,710.60			
	PPD 2022-13 06/2/2-06/25/22	\$ 1,195,706.18					
	PPD 2022-14 06/26/22-07/15/22 (35.71%)	\$ 294,004.42					
	Unaudited "adjusted" Total Net Gain (Loss)			\$8,089,399.41			