

**Mayor**  
Lisa Motoyama  
**Mayor Pro Tem**  
Tessa Rudnick



**Councilmembers**  
Paul Fadelli  
Gabriel Quinto  
Carolyn Wysinger

**TUESDAY, NOVEMBER 21, 2023**

**REGULAR CITY COUNCIL MEETING (6:00 PM)**

City Council Chambers - 10890 San Pablo Ave, El Cerrito

**Join Via Zoom (Closed Captions Available):**

<https://us06web.zoom.us/j/84586259090?pwd=VHZxUjdRSzInc2U2RVBrbnJEOGt0dz09>

**Meeting ID:** 845 8625 9090 **Password:** 941608 **Dial in:** 1-408-638-0968

**View:**

1. Cable T.V. Broadcast on KCRT Channel 28
2. Livestream Online at [www.el-cerrito.org/CouncilMeetingMaterials](http://www.el-cerrito.org/CouncilMeetingMaterials)

**Accommodations:** In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk at 510-215-4305. Notification 48 hours prior to the meeting will enable the City to make reasonable accommodations.

**Conduct:** This meeting shall be conducted pursuant to the El Cerrito [City Council Rules of Order and Procedure](#), including adjourning by 11:00 PM unless extended to a specific time determined by a majority of the Council.

**Public Comments:**

1. *In-person* by submitting a request to speak to the City Clerk.
2. *By Email* to [cityclerk@ci.el-cerrito.ca.us](mailto:cityclerk@ci.el-cerrito.ca.us) identified in the subject line as **Public Comments – Agenda Item #.**

Written comments received by **2:00 p.m. the day of the meeting** 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 will be posted **after the meeting**.

**6:00 PM ROLL CALL – CONVENE REGULAR CITY COUNCIL MEETING**

1. **CONSIDER AND TAKE ACTION ON ANY REQUEST FROM A COUNCILMEMBER TO PARTICIPATE IN THE MEETING REMOTELY DUE TO EMERGENCY CIRCUMSTANCES PURSUANT TO AB 2449**
2. **PLEDGE OF ALLEGIANCE TO THE FLAG OR OBSERVATION OF A MOMENT OF SILENCE**
3. **TELECONFERENCE AND PUBLIC COMMENT INSTRUCTIONS**

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**4. 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.*

**5. 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.*

**6. PRESENTATIONS**

**A. Citizens Street Oversight Committee Annual Report for Fiscal Year 2021-22**

**Action Proposed:** Receive and file the Citizens Street Oversight Committee Annual Report for Fiscal Year 2021-22 to City Council and Citizens of El Cerrito.

**Contact:** Matthew Kelly, Citizens Street Oversight Committee; Yvetteh Ortiz, Public Works Director/City Engineer, Public Works Department

**B. AC Transit Draft Route Changes**

**Action Proposed:** Receive and file a presentation from AC Transit regarding draft route changes in El Cerrito and surrounding areas.

**Contact:** Ryan Lau, External Affairs Representative; Carissa Lee, Acting Senior Transportation Planner, AC Transit

**7. 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. Monthly Disbursement and Check Register Report for October 2023**

**Action Proposed:** Receive and file the Monthly Disbursement and Check Register Report for the month of October 2023.

**Contact:** Crystal Reams, Finance Director/City Treasurer, Finance Department

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**B. Amendment to the City's Classification Plan**

**Action Proposed:** Adopt a resolution amending the City's Classification Plan to authorize an additional classification of Maintenance Operations Supervisor in the Public Works Department.

**Contact:** Shannon Bassi, Senior Human Resources Analyst, City Management

**8. PUBLIC HEARINGS**

**9. POLICY MATTERS**

**A. FY 2023-24 General Fund Budget Quarterly Update through September 2023**

**Action Proposed:** Receive and file an update on City General Fund revenues and expenses for FY 2023-24 through September 2023.

**Contact:** Crystal Reams, Finance Director/City Treasurer, Finance Department

**B. Library Presentation**

**Action Proposed:** Receive a presentation on the cumulative work through surveys, polling, and stakeholder feedback regarding funding for a new library in El Cerrito and provide staff direction on next steps.

**Contact:** Karen Pinkos, City Manager, City Management

**10. CITY COUNCIL LOCAL & REGIONAL LIAISON ASSIGNMENTS**

*Mayor and City Council communications regarding local and regional liaison assignments, committee reports, and any required reporting under AB 1234 for meetings (as defined by the Brown Act) attended at the public's expense.*

**11. ADJOURN REGULAR CITY COUNCIL MEETING**

*The next regularly scheduled City Council meeting is Tuesday, December 5, 2023 at 6:00 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.***



**Date:** November 21, 2023  
**To:** El Cerrito City Council  
**From:** Citizens Street Oversight Committee  
**Subject:** Fiscal Year 2021-22 Annual Report to City Council and Citizens of El Cerrito

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On September 25, 2023, the Citizens Street Oversight Committee met to review expenditures of revenue collected pursuant to Chapter 4.60 of the El Cerrito Municipal Code to determine whether such funds were expended for the purposes specified in the Fiscal Year 2021-22 Expenditure Plan as approved by the City Council of the City of El Cerrito. The expenditures reviewed were reported for Fiscal Year 2021-22 and were summarized in the City's Annual Financial Comprehensive Report. Further, the Committee reviewed the Agreed Upon Procedures Report issued by the City's independent auditors, Chavan & Associates, LLP, which indicated that no exceptions were noted related to the City's compliance with the terms, covenants and conditions of the Master Installment Sale Agreement related to the bond issuance. The Committee also previously reviewed a detailed list of vendors to whom the expenditures were made.

By a unanimous vote as indicated below, the Committee found that the expenditures were an appropriate use of the Pothole and Local Street Improvement and Maintenance Transactions and Use Tax as approved by the City of El Cerrito City Council. The Committee is hereby reporting their findings to the City Council and the citizens of the City of El Cerrito pursuant to Section 2.04.320 C of the El Cerrito Municipal Code.

Additionally, the Committee acknowledges and fully supports that the City Council, in their resolutions authorizing expenditures of these funds as budget amendments, are confirming that the expenditures are an appropriate use of the Pothole Repair and Local Street Improvement and Maintenance Transactions and Use Tax.

**AYES:** Chair Matthew Kelly; and Committee Members Vanessa Hill and Kathy Fleming  
**NOES:** None  
**ABSENT:** Committee Member Jia Ma



# Realign<sup>▶◀</sup>

Agenda Item No. 6.B.

Check out our  
proposals  
online!



## Realign Draft Service Scenarios

INFORMATIONAL ITEM: AC Transit Realign Bus Service Network Plan Update  
El Cerrito City Council

TUESDAY, NOVEMBER 21, 2023



# AC Transit At-a-Glance

## Rider Demographics:

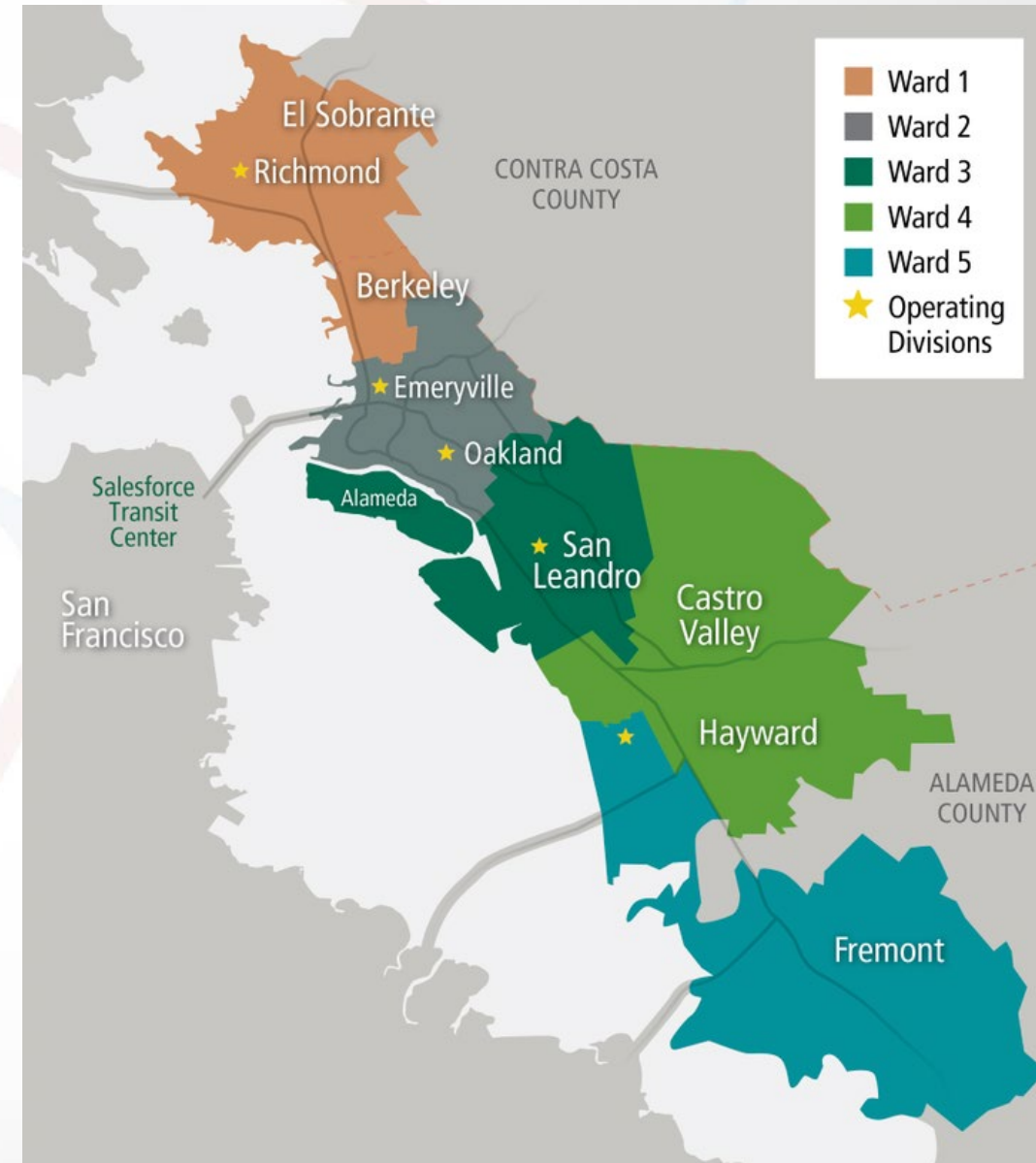
- **65%** low income
- **75%** people of color
- **29%** Limited English Proficiency
- **27%** of riders are traveling to work
- **30,000** student trips to and from school every school day

## Riders During Pandemic:

- **40%** of riders made an essential trip
- **15%** of riders identified as an essential worker
- **43%** riders do not have access to a car

## We serve

*Essential workers, students, low-income, seniors, commuters, individuals with disabilities, and anyone wishing to reduce their carbon footprint.*



# Transit Service around Albany Today



| Line   | Serving                                      | Wkdy Frequency         |
|--------|----------------------------------------------|------------------------|
| 7      | Arlington, El Cerrito, Ashby, Emeryville     | Every 30 min.          |
| 71     | Gilman, MLK                                  | Every 60 min.          |
| 72/72M | San Pablo                                    | Every 15 min, combined |
| 72R    | San Pablo Rapid                              | Every 12 min           |
| 76     | Colusa, SF                                   | Every 30 min           |
| 79     | Colusa, Claremont                            | Every 30 min           |
| L      | Central, Pierce, SF                          | Varies                 |
| LA     | Hilltop, Pierce, SF                          | Varies                 |
| 800    | San Pablo, Berkeley, Oakland, SF All Nighter | Every 30 min           |

- every 20 mins or better
- every 30 mins or better
- Other (early bird, overnight, commute hours only)

# What is Realign?

It's a review of AC Transit's  
**routes and schedules.**

Where do  
routes go to and  
from?

How often do  
buses run along  
each route?

What times of  
day are routes  
running?

# Why is Realign Happening?

Challenges with  
hiring and  
retaining enough  
bus operators

AC Transit rider  
habits have  
shifted

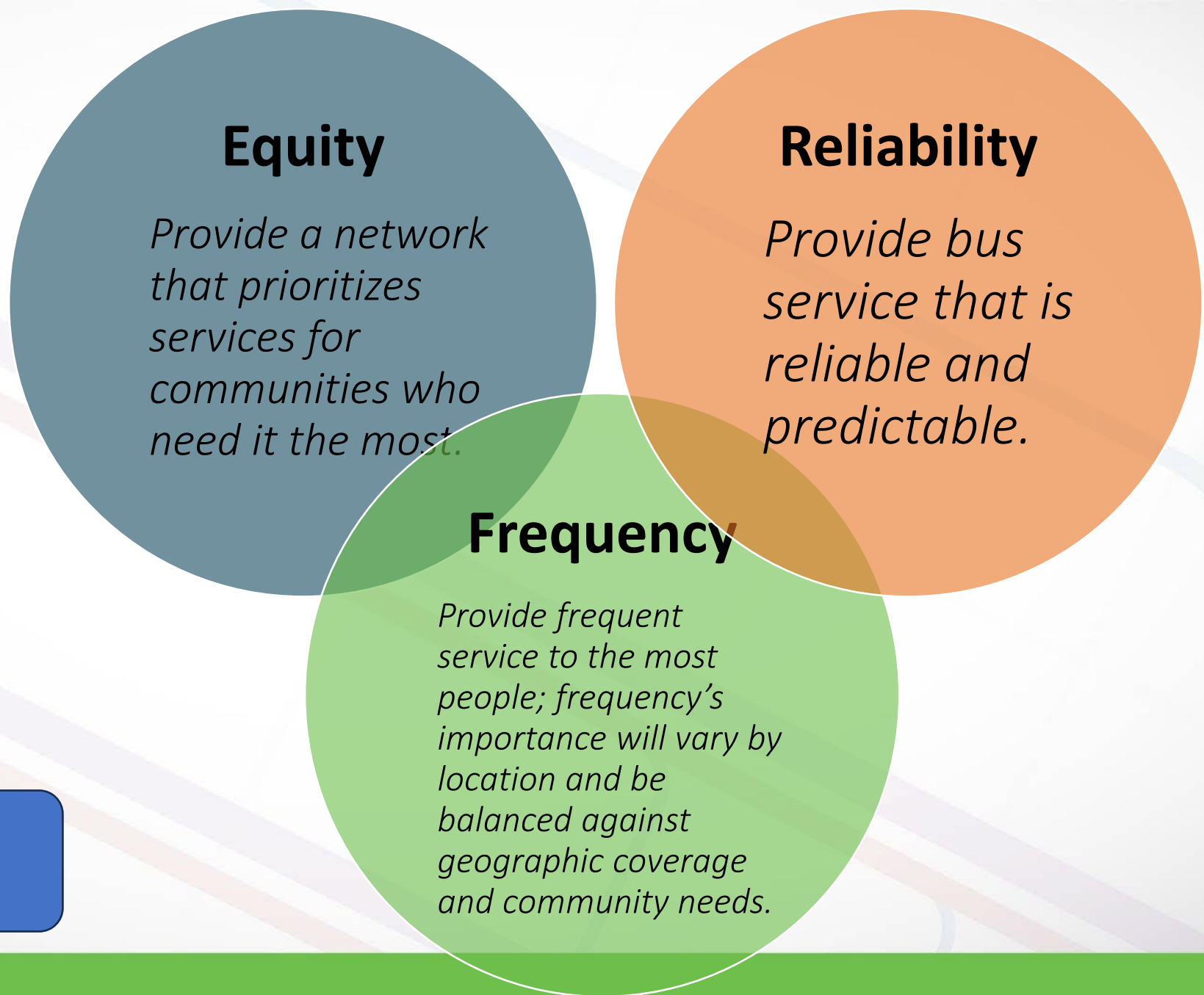
Ridership is at  
75% of pre-  
pandemic levels

Challenging budget  
outlook due to fare  
and tax revenue  
losses.

# Realign Project Phasing



# Guiding Principles



**Engagement**

We heard you!

# Service Scenarios Overview

## Cost-Neutral

Stay the Course



**Balanced Coverage Scenario**

More Frequency,  
Less Coverage



**Frequent Service Scenario**

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## Unconstrained

*(Pending funding availability)*

More Frequency,  
More Coverage



**Unconstrained Vision  
Scenario**



# Balanced Coverage Scenario

- Keeps today's balance between core service and providing network coverage.
  - Improves access to many destinations
  - New coverage to areas with high transit demand
  - Simplifies routes to improve reliability and travel time
  - Better matches service frequency to customer demand





# Frequent Service Scenario

- Focuses more frequent service in denser areas at the cost of network coverage.
  - All local routes provide weekday service at least every 30 minutes
  - Better frequency on busier trunk routes
  - Simplifies routes to improve reliability and travel times
  - Eliminates less productive local lines and route segments.





# Unconstrained Vision Scenario

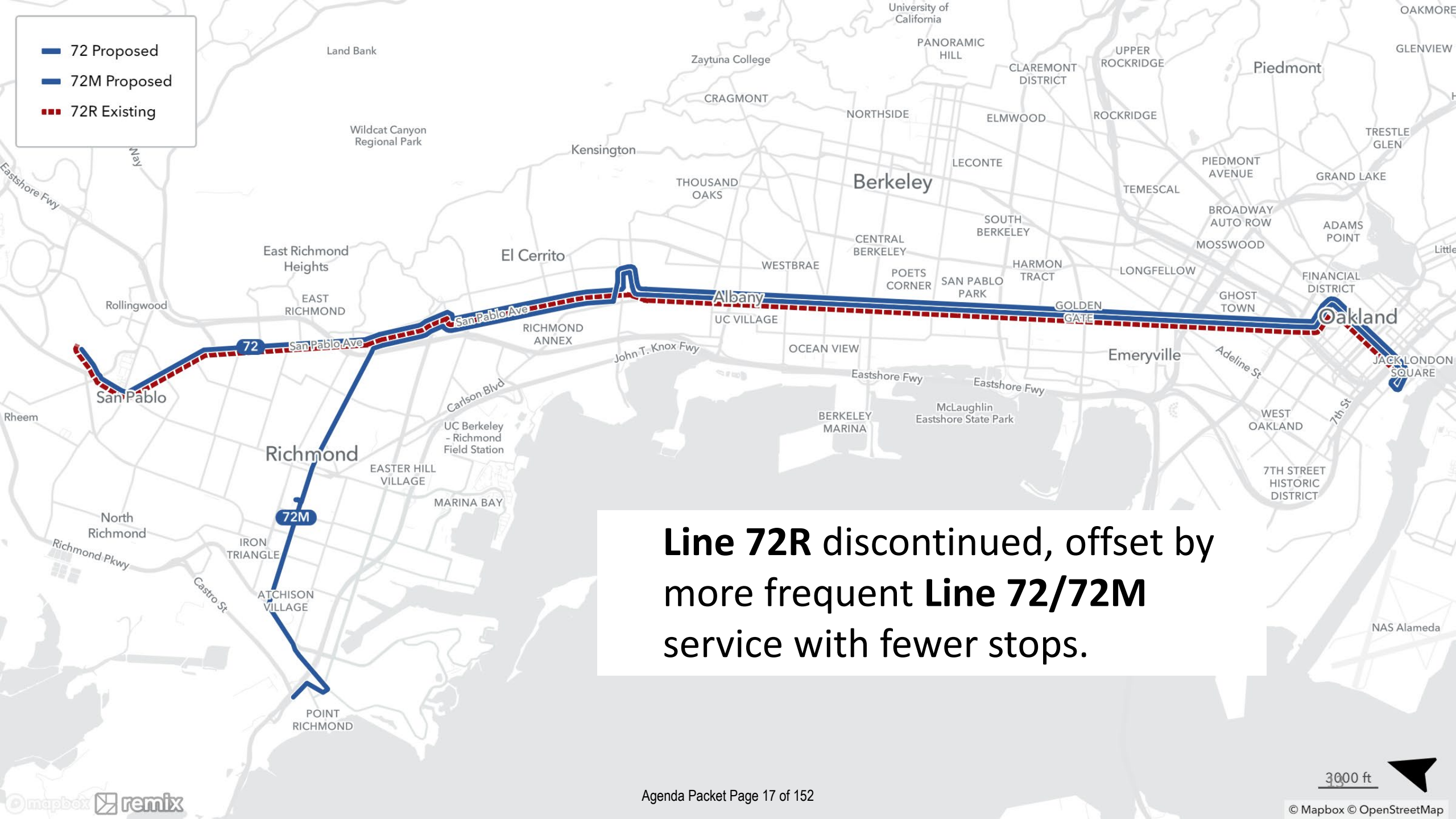
- Expanded frequent service, expanded coverage, more revenue, operators, buses, bus garages needed.
- Restores pandemic suspensions, with some changes to support equity and reflect new travel patterns.
- Proposed on-demand micro transit zones where fixed route service expansion is less practical.



# Key Highlights

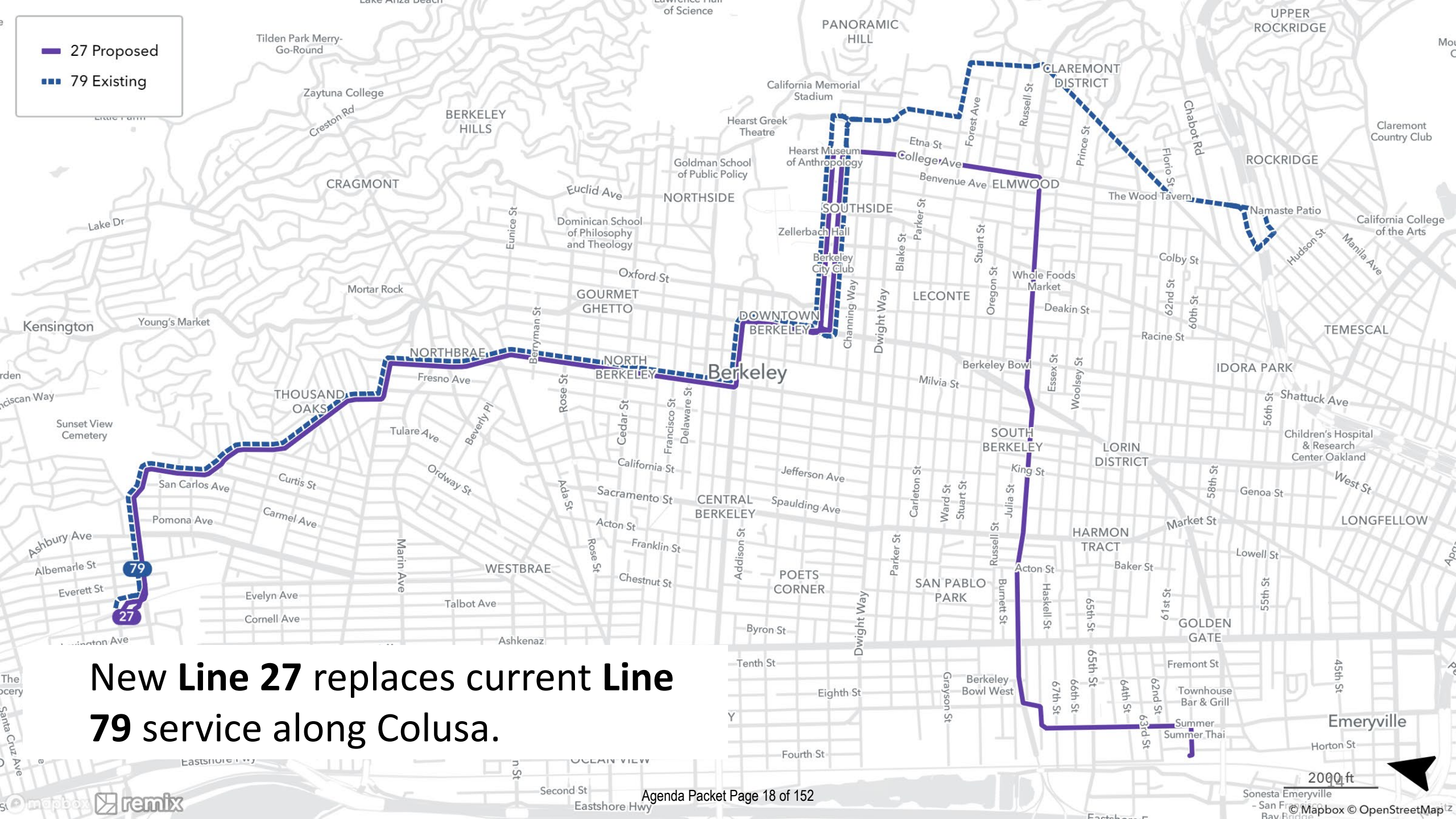
Consistent between  
Balanced Coverage and  
Frequent Service scenarios

- 72 Proposed
- 72M Proposed
- 72R Existing



Line 72R discontinued, offset by more frequent **Line 72/72M** service with fewer stops.

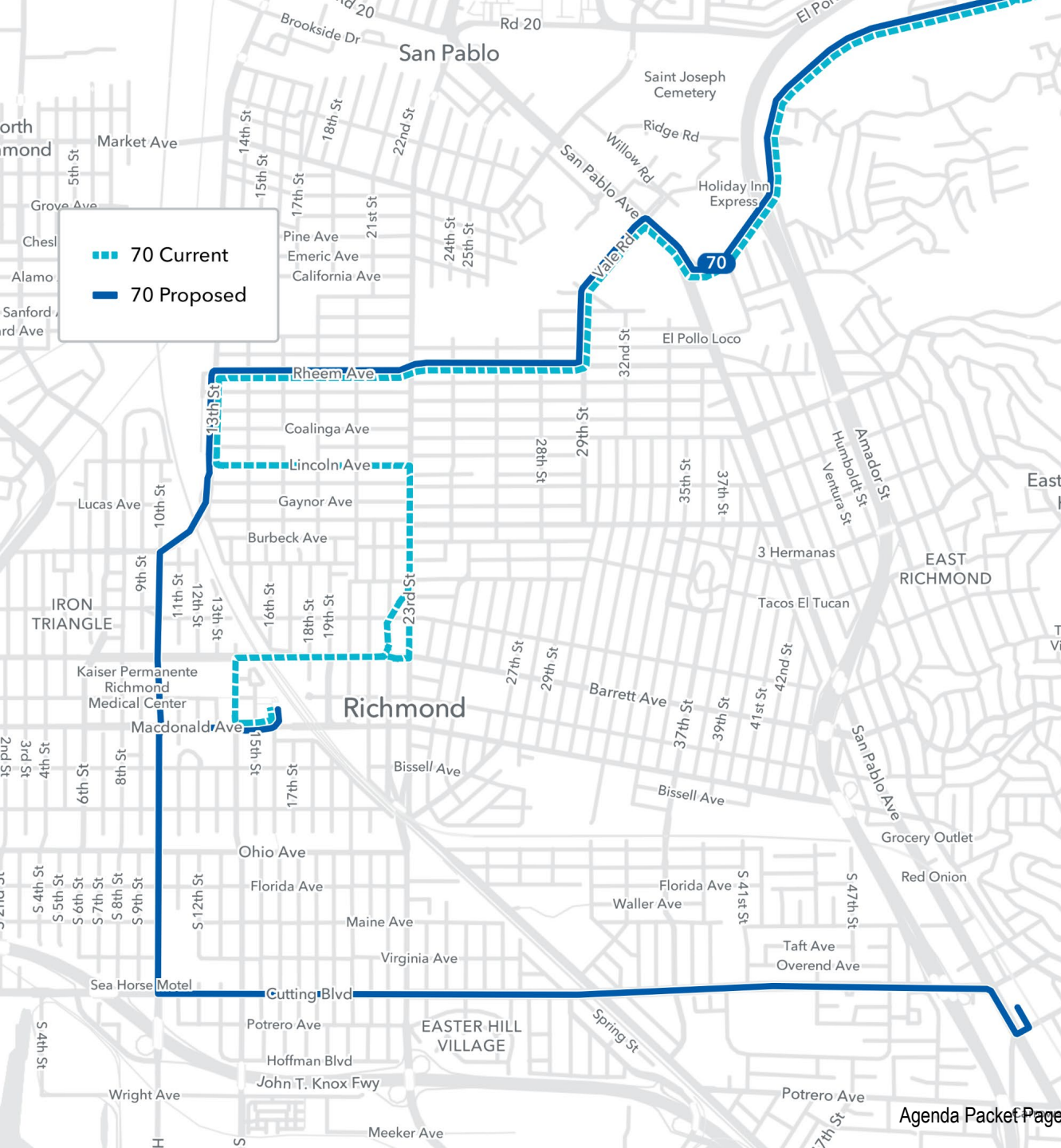
— 27 Proposed  
- - - 79 Existing



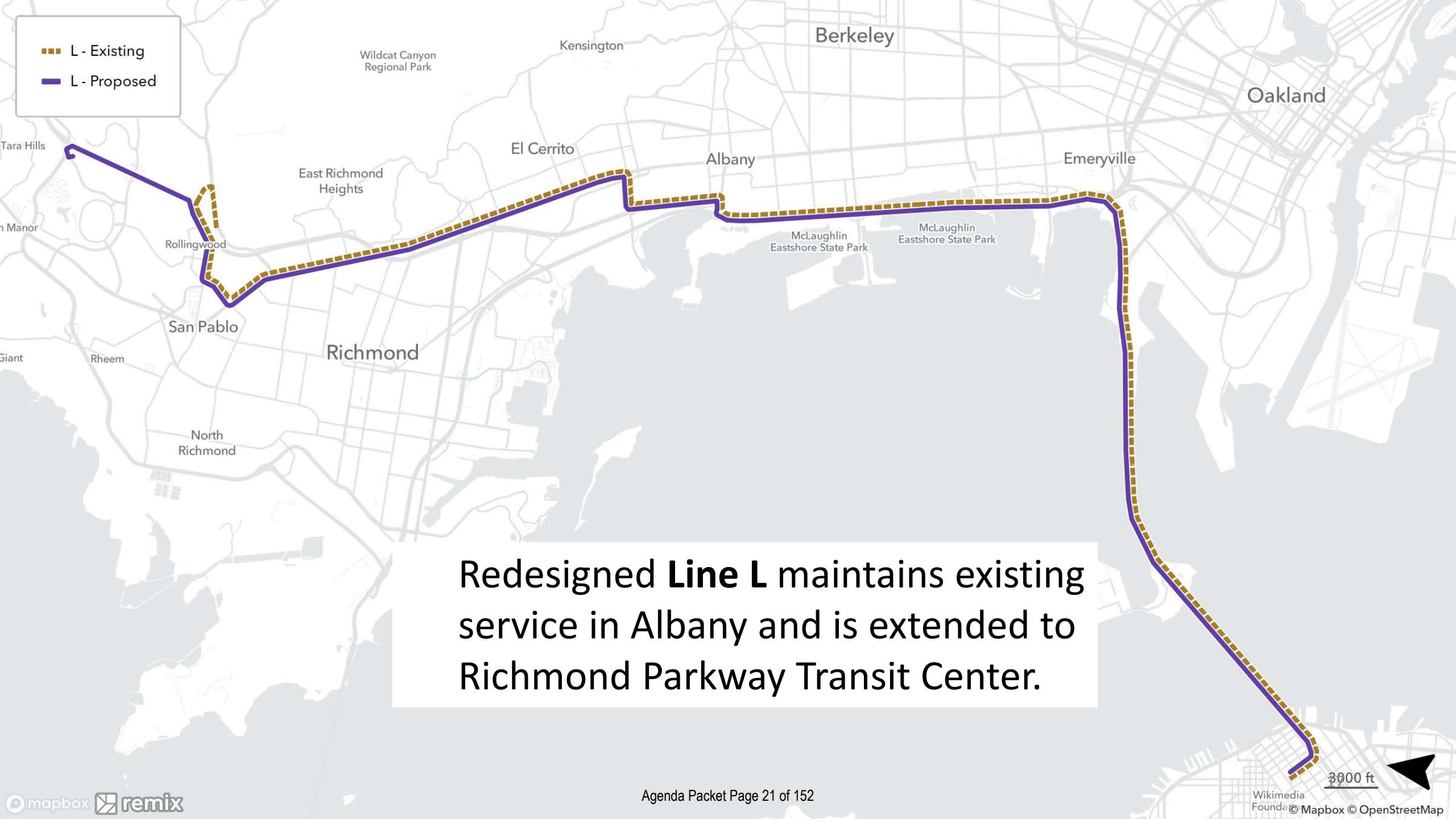
New Line 27 replaces current Line 79 service along Colusa.

- B7 Arlington - Shattuck - Stanford
- BF Adeline - Market Transbay

Redesigned **Line 7** provides through service along Shattuck and Adeline to Emeryville Amtrak.



**Line 70** improves to every 30 minutes with more direct route around Richmond BART and provides 15-minute service on Cutting when combined with **Line 76**.



--- L - Existing

— L - Proposed

Redesigned **Line L** maintains existing service in Albany and is extended to Richmond Parkway Transit Center.

# Service Scenario Comparison– Network Frequencies

|                    | Existing Network | Balanced Coverage Scenario | Frequent Service Scenario | Unconstrained Vision Scenario |
|--------------------|------------------|----------------------------|---------------------------|-------------------------------|
| 10 minutes or less | 2 routes         | 2 routes                   | 4 routes                  | 20 routes                     |
| 10 - 15 minutes    | 9 routes         | 9 routes                   | 10 routes                 | 17 routes                     |
| 15 – 30 minutes    | 28 routes        | 34 routes                  | 39 routes                 | 26 routes                     |
| Over 30 minutes    | 23 routes        | 14 routes                  | 0 routes                  | 0 routes                      |
| <b>Total</b>       | <b>62 routes</b> | <b>59 routes</b>           | <b>53 routes</b>          | <b>63 routes</b>              |

*Note: Table does not include Supplemental and Transbay Lines*



# Public Engagement: Phase 3

November 1 – December 13, 2023

Shape the  
future of  
AC Transit's  
bus  
network

Review and comment on  
bus service proposals  
online, in person, or at a  
local library.

Visit: [actransit.org/realign](https://actransit.org/realign)



# Public Engagement: Phase 3

November 1 – December 13, 2023

- **20+** Community Pop-Ups and Pop-Ins\*
- **30+** City Council/Commission Presentations
- **2** Lived Experience Advisory Group (LEAG) Meetings
- **10** CBO Partnerships
- **7** CBO-led Open House events
- **1** Community Virtual Workshop on December 7, 2023
- **2** updates to AC Transit Board on November 1 and December 13

A large green circle containing white text, positioned on the right side of the slide.

Shape the  
future of  
AC Transit's  
bus  
network

# Public Engagement: Phase 3

Print and Digital Collateral

Digital Interactive  
Maps/Feedback

Static Maps/Feedback

Downloadable PDF/Print  
Maps/Feedback





# Realign



more info at  
*[actransit.org/realign](https://actransit.org/realign)*

Check out our  
proposals  
online!



## Staff Contacts (Email us at *[realign@actransit.org](mailto:realign@actransit.org)*)

### **Ryan Lau**

*External Affairs Representative*

(510) 891-4843

[rlau@actransit.org](mailto:rlau@actransit.org)

### **Carissa Lee**

*Acting Senior Transportation Planner*

(510) 891-4867

[cmlee@actransit.org](mailto:cmlee@actransit.org)



## AGENDA BILL

Agenda Item No. 7.A.

**Date:** November 21, 2023  
**To:** El Cerrito City Council  
**From:** Crystal Reams, Finance Director/City Treasurer, Finance Department  
**Subject:** Monthly Disbursement and Check Register Report for October 2023

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### ACTION PROPOSED

Receive and file the Monthly Disbursement and Check Register Report for the month of October 2023.

### BACKGROUND/ANALYSIS

California Government Code, Title 4. Government of Cities, Division 3, Part 3, Chapter 3, Section 41004 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.

- Month ending October 31, 2023, reflecting 346 Accounts Payable General Warrant Nos. 87610 through 87964, 18 ACH/EFT transactions, and 593 payroll-related checks and EFTs for a grand total of \$5,698,622.79

### STRATEGIC PLAN CONSIDERATIONS

The City's Comprehensive Financial Policy, and the City's Strategic Plan Goal B to achieve long-term financial sustainability, which includes ensuring policies, procedures, and systems represent best practices in financial management, are aligned with requirements referenced in 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.

**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. Monthly Payment Register October 2023

City of El Cerrito  
**Payment Register**

From Payment Date: 10/1/2023 - To Payment Date: 10/31/2023

| Number                                | Date       | Void Reason | Source           | Payee Name                                        | Description                                                  | Transaction Amount | Difference |
|---------------------------------------|------------|-------------|------------------|---------------------------------------------------|--------------------------------------------------------------|--------------------|------------|
| <b><u>Accounts Payable Checks</u></b> |            |             |                  |                                                   |                                                              |                    |            |
| 87610                                 | 10/02/2023 |             | Accounts Payable | AT&T                                              | Refund - Public Works Deposits                               | \$1,730.00         |            |
| 87611                                 | 10/02/2023 |             | Accounts Payable | BILL'S UNDERGROUND                                | Refund - Public Works Deposits                               | \$1,730.00         |            |
| 87612                                 | 10/02/2023 |             | Accounts Payable | PG&E                                              | Refund - Public Works Deposits                               | \$23,434.00        |            |
| 87613                                 | 10/02/2023 |             | Accounts Payable | TERRA NOVA ENGINEERING INC                        | Refund - Public Works Deposits                               | \$5,259.12         |            |
| 87614                                 | 10/02/2023 |             | Accounts Payable | ALBION PLUMBING & ROOTER INC                      | Refund - Public Works Deposits                               | \$718.00           |            |
| 87615                                 | 10/02/2023 |             | Accounts Payable | ALBION PLUMBING & ROOTER INC                      | Refund - Public Works Deposits                               | \$1,696.00         |            |
| 87616                                 | 10/02/2023 |             | Accounts Payable | HD Reliant Mayfair, LLC                           | Refund - Public Works Deposits                               | \$718.00           |            |
| 87617                                 | 10/02/2023 |             | Accounts Payable | HD Reliant Mayfair, LLC                           | Refund - Public Works Deposits                               | \$1,696.00         |            |
| 87618                                 | 10/02/2023 |             | Accounts Payable | HENRY WARD                                        | Refund - Public Works Deposits                               | \$792.00           |            |
| 87619                                 | 10/02/2023 |             | Accounts Payable | ROOTER HERO                                       | Refund - Public Works Deposits                               | \$1,730.00         |            |
| 87620                                 | 10/02/2023 |             | Accounts Payable | SPENCER FERGUSON                                  | Refund - Public Works Deposits                               | \$1,730.00         |            |
| 87621                                 | 10/02/2023 |             | Accounts Payable | 360CIVIC                                          | IT SERVICES                                                  | \$4,752.00         |            |
| 87622                                 | 10/02/2023 |             | Accounts Payable | A PLUS TREE, INC.                                 | PUBLIC TREE MAINTENANCE                                      | \$48,190.30        |            |
| 87623                                 | 10/02/2023 |             | Accounts Payable | ALL STAR                                          | SAFETY SUPPLIES                                              | \$8,591.58         |            |
| 87624                                 | 10/02/2023 |             | Accounts Payable | ALLIANT INSURANCE SERVICES, INC                   | INSURANCE SERVICES                                           | \$331.00           |            |
| 87625                                 | 10/02/2023 |             | Accounts Payable | Amazon Capital Services, Inc.                     | OFFICE SUPPLIES                                              | \$513.10           |            |
| 87626                                 | 10/02/2023 |             | Accounts Payable | AMERICAN MECHANICAL SERVICES, INC.                | CITY HALL HVAC MAINTENANCE                                   | \$2,525.00         |            |
| 87627                                 | 10/02/2023 |             | Accounts Payable | AMERIGAS PROPANE INC                              | SUPPLIES RECYCLING PROGRAM                                   | \$1,424.90         |            |
| 87628                                 | 10/02/2023 |             | Accounts Payable | ARMOUR PETROLEUM SVC & EQUIPT                     | UST VISUAL INSPECTION                                        | \$200.00           |            |
| 87629                                 | 10/02/2023 |             | Accounts Payable | ASBURY ENVIRONMENTAL SERVICES                     | OIL RECYCLING                                                | \$100.00           |            |
| 87630                                 | 10/02/2023 |             | Accounts Payable | ASCENT ENVIRONMENT, INC.                          | PROFESSIONAL SERVICES                                        | \$7,510.04         |            |
| 87631                                 | 10/02/2023 |             | Accounts Payable | ATCO Pest Control                                 | PEST CONTROL SERVICE                                         | \$375.00           |            |
| 87632                                 | 10/02/2023 |             | Accounts Payable | BADGE FRAME, INC.                                 | PRINTING                                                     | \$217.35           |            |
| 87633                                 | 10/02/2023 |             | Accounts Payable | BAE URBAN ECONOMICS, INC.                         | PROFESSIONAL SERVICES                                        | \$4,251.00         |            |
| 87634                                 | 10/02/2023 |             | Accounts Payable | BAY ALARM COMPANY                                 | ALARM SERVICES                                               | \$348.75           |            |
| 87635                                 | 10/02/2023 |             | Accounts Payable | BOUNDTREE MEDICAL LLC                             | MEDICAL SUPPLIES                                             | \$375.95           |            |
| 87636                                 | 10/02/2023 |             | Accounts Payable | BRIGHTVIEW LANDSCAPE SERVICES, INC.               | LANDSCAPE MAINTENANCE                                        | \$22,873.16        |            |
| 87637                                 | 10/02/2023 |             | Accounts Payable | CASCADIA CONSULTING GROUP, INC.                   | CAAP UPDATE JULY 2023                                        | \$12,751.25        |            |
| 87638                                 | 10/02/2023 |             | Accounts Payable | CHILDCARE CAREERS, LLC                            | PROFESSIONAL SERVICES                                        | \$607.20           |            |
| 87639                                 | 10/02/2023 |             | Accounts Payable | CINTAS CORPORATION #054 UNIFORMS                  | UNIFORM SUPPLIES                                             | \$484.34           |            |
| 87640                                 | 10/02/2023 |             | Accounts Payable | CITY OF BERKELEY                                  | JPA CITY MEMBERSHIP FY24                                     | \$15,000.00        |            |
| 87641                                 | 10/02/2023 |             | Accounts Payable | Coller Industries Incorporated dba name Tag, Inc. | METAL NAME PLATES                                            | \$18.42            |            |
| 87642                                 | 10/02/2023 |             | Accounts Payable | COMCAST                                           | STA 52 UTILITIES                                             | \$276.16           |            |
| 87643                                 | 10/02/2023 |             | Accounts Payable | Community Conservation Centers, Inc.              | RECYCLING SERVICES                                           | \$568.39           |            |
| 87644                                 | 10/02/2023 |             | Accounts Payable | COMP GRAPHIC                                      | GARAGE SALE BANNER FALL 2023                                 | \$108.40           |            |
| 87645                                 | 10/02/2023 |             | Accounts Payable | CONSTABLE, MARIANNE                               | INSTRUCTOR PAYMENT                                           | \$72.00            |            |
| 87646                                 | 10/02/2023 |             | Accounts Payable | COOPER, PAUL                                      | EMPLOYEE EXPENSE REIMBURSEMENT                               | \$225.00           |            |
| 87647                                 | 10/02/2023 |             | Accounts Payable | CORE COMPUTING SOLUTIONS                          | ENCORE USER MAINT & SUPPORT                                  | \$165.24           |            |
| 87648                                 | 10/02/2023 |             | Accounts Payable | CORODATA SHREDDING INC.                           | SHREDDING                                                    | \$258.30           |            |
| 87649                                 | 10/02/2023 |             | Accounts Payable | CPS HR Consulting                                 | RECRUTING                                                    | \$1,355.44         |            |
| 87650                                 | 10/02/2023 |             | Accounts Payable | CRIME SCENE CLEANERS, INC.                        | CRIME SCENE CLEANING                                         | \$750.00           |            |
| 87651                                 | 10/02/2023 |             | Accounts Payable | DATA TICKET, INC.                                 | MONTHLY DUES DATA TICKET                                     | \$600.00           |            |
| 87652                                 | 10/02/2023 |             | Accounts Payable | DELEON, ADALEYD, R                                | Second of Two Payments for Utility Box Artist Adaleyd DeLeon | \$1,250.00         |            |
| 87653                                 | 10/02/2023 |             | Accounts Payable | DICKINSON FLEET SVCS / COX AUTOMOTIVE             | FLEET SERVICES                                               | \$10,434.37        |            |
| 87654                                 | 10/02/2023 |             | Accounts Payable | DON'S TIRE SERVICE, INC.                          | FLEET SERVICES                                               | \$580.92           |            |
| 87655                                 | 10/02/2023 |             | Accounts Payable | DUNNIGAN PSYCHOLOGICAL & THREAT ASSESSMENTS       | PYSCH EVALUATION                                             | \$625.00           |            |
| 87656                                 | 10/02/2023 |             | Accounts Payable | EAST BAY SANITARY CO.INC.                         | STREET SWEEPING - AUG 2023                                   | \$8,587.25         |            |

City of El Cerrito  
**Payment Register**

From Payment Date: 10/1/2023 - To Payment Date: 10/31/2023

| Number | Date       | Void Reason | Source           | Payee Name                                  | Description                                    | Transaction Amount | Difference |
|--------|------------|-------------|------------------|---------------------------------------------|------------------------------------------------|--------------------|------------|
| 87657  | 10/02/2023 |             | Accounts Payable | ENVIRONMENTAL OUTSOURCE, INC.               | FORKLIFT TRAINING                              | \$2,543.00         |            |
| 87658  | 10/02/2023 |             | Accounts Payable | FJ&I ENGINEERING, INC.                      | SIDEWALK REPAIR MOESER DG                      | \$20,000.00        |            |
| 87659  | 10/02/2023 |             | Accounts Payable | Green Halo Systems Inc,                     | HOSTING & MAINTENANCE                          | \$171.00           |            |
| 87660  | 10/02/2023 |             | Accounts Payable | GRIFFIN PERFORMANCE JUDO LLC                | SUMMER JUDO 2023                               | \$1,304.10         |            |
| 87661  | 10/02/2023 |             | Accounts Payable | HILLYARD                                    | CUSTODIAL SUPPLIES                             | \$3,734.56         |            |
| 87662  | 10/02/2023 |             | Accounts Payable | Hinderlitter , De Llamas & Associates       | AUDIT SERVICE                                  | \$1,933.06         |            |
| 87663  | 10/02/2023 |             | Accounts Payable | HONEYWELL INTERNATIONAL, INC.               | CITY HALL SATELITE PHONES                      | \$225.00           |            |
| 87664  | 10/02/2023 |             | Accounts Payable | KRISCH & COMPANY AN ACCOUNTANCY CORPORATION | PROFESSIONAL SERVICES                          | \$31,224.46        |            |
| 87665  | 10/02/2023 |             | Accounts Payable | L.N. CURTIS & SONS                          | UNIFORM SUPPLIES                               | \$3,233.45         |            |
| 87666  | 10/02/2023 |             | Accounts Payable | LACK, CHRIS                                 | INSTRUCTOR PAYMENT                             | \$434.00           |            |
| 87667  | 10/02/2023 |             | Accounts Payable | LEFTA SYSTEMS                               | SHIELD SUITE SUBSCRIPTION                      | \$8,158.57         |            |
| 87668  | 10/02/2023 |             | Accounts Payable | MERCURIO BROS. PRINTING, INC,               | OFFICE SUPPLIES                                | \$103.30           |            |
| 87669  | 10/02/2023 |             | Accounts Payable | MEYERS NAVE                                 | LEGAL SERVICES                                 | \$30,916.60        |            |
| 87670  | 10/02/2023 |             | Accounts Payable | MICHAEL STEADS HILLTOP FORD KIA             | FLEET SERVICES                                 | \$1,735.20         |            |
| 87671  | 10/02/2023 |             | Accounts Payable | MORTON'S URBAN PEST MANAGEMENT              | PEST CONTROL SERVICE                           | \$475.00           |            |
| 87672  | 10/02/2023 |             | Accounts Payable | MUNICIPAL POOLING AUTHORITY                 | Municipal Pooling Authority                    | \$141.00           |            |
| 87673  | 10/02/2023 |             | Accounts Payable | Napa Recycling & Waste Service, LLC         | RECYCLING SERVICES                             | \$17,633.55        |            |
| 87674  | 10/02/2023 |             | Accounts Payable | NBS                                         | LANDSCAPE MAINTENANCE ASSESMENT                | \$2,905.73         |            |
| 87675  | 10/02/2023 |             | Accounts Payable | NEOBITS, INC.                               | VOIP PHONE SERVICE FOR CITY STAFF              | \$4,957.32         |            |
| 87676  | 10/02/2023 |             | Accounts Payable | OFFICE DEPOT                                | OFFICE SUPPLIES                                | \$264.60           |            |
| 87677  | 10/02/2023 |             | Accounts Payable | OIL CHANGERS                                | FLEET SERVICES                                 | \$69.20            |            |
| 87678  | 10/02/2023 |             | Accounts Payable | OLIVERO PLUMBING                            | FLEET SERVICES                                 | \$175.00           |            |
| 87679  | 10/02/2023 |             | Accounts Payable | PASTIME HARDWARE                            | STATION SUPPLIES                               | \$70.52            |            |
| 87680  | 10/02/2023 |             | Accounts Payable | PAYMENTUS CORPORATION                       | CREDIT CARD PROCESSING FEES                    | \$3,812.62         |            |
| 87681  | 10/02/2023 |             | Accounts Payable | PECKHAM & MCKENNEY                          | PROFESSIONAL SERVICES                          | \$8,666.66         |            |
| 87682  | 10/02/2023 |             | Accounts Payable | POLCO                                       | NATIONAL COMMUNITY SOFTWARE PAYMENT FY24       | \$8,783.33         |            |
| 87683  | 10/02/2023 |             | Accounts Payable | PREMIER GRAPHICS                            | OFFICE SUPPLIES                                | \$160.11           |            |
| 87684  | 10/02/2023 |             | Accounts Payable | R&S ERECTION OF RICHMOND                    | FLEET SERVICES                                 | \$947.50           |            |
| 87685  | 10/02/2023 |             | Accounts Payable | RAMOS, STEPHANIE, R                         | ZUMBA AUGUST 2023                              | \$3,584.70         |            |
| 87686  | 10/02/2023 |             | Accounts Payable | RUBICON ENTERPRISES INC                     | LANDSCAPE MAINTENANCE                          | \$14,276.86        |            |
| 87687  | 10/02/2023 |             | Accounts Payable | S.P. AUTOMOTIVE                             | FLEET SERVICES                                 | \$168.75           |            |
| 87688  | 10/02/2023 |             | Accounts Payable | SPEED OIL CHANGE                            | FLEET SERVICES                                 | \$52.63            |            |
| 87689  | 10/02/2023 |             | Accounts Payable | SSD ALARM                                   | ALARM SERVICES                                 | \$1,685.67         |            |
| 87690  | 10/02/2023 |             | Accounts Payable | ST. FRANCIS ELECTRIC                        | TS & SL Maintenance & Response - El Cerrito    | \$26,879.90        |            |
| 87691  | 10/02/2023 |             | Accounts Payable | SUPER SOCCER STARS                          | SUPER SOCCER SUMMER FALL 2023                  | \$7,632.00         |            |
| 87692  | 10/02/2023 |             | Accounts Payable | TYLER TECHNOLOGIES                          | NEW WORLD TRAINING                             | \$1,560.00         |            |
| 87693  | 10/02/2023 |             | Accounts Payable | UNIVERSAL BUILDING SERVICE                  | JANITORIAL SERVICES                            | \$1,454.24         |            |
| 87694  | 10/02/2023 |             | Accounts Payable | JEREMY DEWITT FLEISCHMAN                    | Real Property Tax Rebate for 612 Colusa Ave    | \$3,750.00         |            |
| 87695  | 10/06/2023 |             | Accounts Payable | CALPERS LONG TERM CARE PROGRAM              | PER3 - CALPERS Longterm Care Ins               | \$39.66            |            |
| 87696  | 10/06/2023 |             | Accounts Payable | HEALTH CARE DENTAL TRUST                    | DEN1 - Dental 1*                               | \$17,959.90        |            |
| 87697  | 10/06/2023 |             | Accounts Payable | IAFF LOCAL 1230                             | DUE4 - UNION LOCAL 1230                        | \$5,202.38         |            |
| 87698  | 10/06/2023 |             | Accounts Payable | KAISER FOUNDATION HEALTH PLAN               | K1 - Kaiser 1*                                 | \$228,456.97       |            |
| 87699  | 10/06/2023 |             | Accounts Payable | LEGALSHIELD                                 | LEGL - PRE-PAID LEGAL SRVC                     | \$182.40           |            |
| 87700  | 10/06/2023 |             | Accounts Payable | MUNICIPAL POOLING AUTHORITY                 | LIFE - Supp Life Insu Inv: 920-34090 - Oct '23 | \$12,376.40        |            |
| 87701  | 10/06/2023 |             | Accounts Payable | NATIONWIDE TRUST COMPANY, FSB               | FHEA - Fire Health Savings Acct                | \$15,450.00        |            |
| 87702  | 10/06/2023 |             | Accounts Payable | SEIU LOCAL 1021                             | COPE - VOLUNTARY COPE DEDUCTION*               | \$1,727.40         |            |
| 87703  | 10/06/2023 |             | Accounts Payable | SUTTER HEALTH PLUS                          | SHR - Sutter Health Plus EE Cost*              | \$35,579.20        |            |
| 87704  | 10/06/2023 |             | Accounts Payable | U.S. BANK - INSTITUTIONAL TRUST - W REGION  | PAR - PARS - ARS 457*                          | \$2,641.84         |            |
| 87705  | 10/08/2023 |             | Accounts Payable | VELOCITY LOCK AND KEY                       | OFFICE SUPPLIES                                | \$213.44           |            |

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| 87706  | 10/08/2023 |             | Accounts Payable | 4LEAF, INC.                      | PROFESSIONAL SERVICES                                            | \$372,392.35       |            |
| 87707  | 10/08/2023 |             | Accounts Payable | Amazon Capital Services, Inc.    | OFFICE SUPPLIES                                                  | \$49.26            |            |
| 87708  | 10/08/2023 |             | Accounts Payable | ASBURY ENVIRONMENTAL SERVICES    | RECYCLING SERVICES                                               | \$100.00           |            |
| 87709  | 10/08/2023 |             | Accounts Payable | AT&T                             | COPPER LAND PHONE LINE CITY STAFF                                | \$6,488.88         |            |
| 87710  | 10/08/2023 |             | Accounts Payable | BADGE FRAME, INC.                | OFFICE SUPPLIES                                                  | \$54.00            |            |
| 87711  | 10/08/2023 |             | Accounts Payable | BAY AREA NEWS GROUP EAST BAY     | CLASSIFIED ADVERTISING                                           | \$170.72           |            |
| 87712  | 10/08/2023 |             | Accounts Payable | BEACON HOME CARE                 | INSTRUCTOR PAYMENT                                               | \$1,890.00         |            |
| 87713  | 10/08/2023 |             | Accounts Payable | BERKELEY COUNTRY CLUB            | Deposit of venue rental for hosting Contra Costa Mayors Conferen | \$2,000.00         |            |
| 87714  | 10/08/2023 |             | Accounts Payable | BLACK, MEI-YU                    | INSTRUCTOR PAYMENT                                               | \$234.00           |            |
| 87715  | 10/08/2023 |             | Accounts Payable | BOUNDTREE MEDICAL LLC            | MEDICAL SUPPLIES                                                 | \$4,630.74         |            |
| 87716  | 10/08/2023 |             | Accounts Payable | BROWN, KRISTEN                   | INSTRUCTOR PAYMENT                                               | \$90.00            |            |
| 87717  | 10/08/2023 |             | Accounts Payable | CHILDCARE CAREERS, LLC           | INSTRUCTOR PAYMENT                                               | \$4,709.80         |            |
| 87718  | 10/08/2023 |             | Accounts Payable | CINTAS CORPORATION #054 UNIFORMS | UNIFORM SUPPLIES                                                 | \$162.04           |            |
| 87719  | 10/08/2023 |             | Accounts Payable | CONCENTRA MEDICAL CENTERS        | MEDICAL EXAM                                                     | \$1,011.00         |            |
| 87720  | 10/08/2023 |             | Accounts Payable | CONTRA COSTA HEALTH SERVICES     | TIPPING WALL INSPECTION                                          | \$348.25           |            |
| 87721  | 10/08/2023 |             | Accounts Payable | DELL MARKETING L.P.              | 5440 LAPTOPS                                                     | \$9,601.32         |            |
| 87722  | 10/08/2023 |             | Accounts Payable | DON'S TIRE SERVICE, INC.         | FLEET SERVICES                                                   | \$453.35           |            |
| 87723  | 10/08/2023 |             | Accounts Payable | Dooley Enterprises, Inc.         | REPLACEMENT CHECK FOR FRAUDULENTLY CASHED CHECK                  | \$11,326.18        |            |
| 87724  | 10/08/2023 |             | Accounts Payable | ELENA CHANGALA                   | INSTRUCTOR PAYMENT                                               | \$612.00           |            |
| 87725  | 10/08/2023 |             | Accounts Payable | ELLIOTT, MARIELLE                | EMPLOYEE EXPENSE REIMBURSEMENT                                   | \$200.00           |            |
| 87726  | 10/08/2023 |             | Accounts Payable | FEDEX                            | SHIPPING SERVICES                                                | \$11.45            |            |
| 87727  | 10/08/2023 |             | Accounts Payable | FIRE INFORMATION SUPPORT SVCS    | PROFESSIONAL SERVICES                                            | \$650.00           |            |
| 87728  | 10/08/2023 |             | Accounts Payable | FOLGERGRAPHICS, INC.             | CITY NEWSPAPER PRINTING                                          | \$5,535.08         |            |
| 87729  | 10/08/2023 |             | Accounts Payable | FOREMOST PROMOTIONS              | OPERATION SUPPLIES                                               | \$627.25           |            |
| 87730  | 10/08/2023 |             | Accounts Payable | FORENSIC SERVICES DIVISION       | FORENSIC TESTING                                                 | \$1,530.00         |            |
| 87731  | 10/08/2023 |             | Accounts Payable | FUJIWARA, PATTY                  | INSTRUCTOR PAYMENT                                               | \$1,167.00         |            |
| 87732  | 10/08/2023 |             | Accounts Payable | GABRIEL, BARBARA, A.             | INSTRUCTOR PAYMENT                                               | \$655.20           |            |
| 87733  | 10/08/2023 |             | Accounts Payable | GOLDEN GATE K9                   | K9 TRAINING                                                      | \$1,200.00         |            |
| 87734  | 10/08/2023 |             | Accounts Payable | GRAND PRIX CAR WASH              | FLEET SERVICES                                                   | \$189.90           |            |
| 87735  | 10/08/2023 |             | Accounts Payable | Hernandez, Danielle              | EMPLOYEE EXPENSE REIMBURSEMENT                                   | \$200.00           |            |
| 87736  | 10/08/2023 |             | Accounts Payable | HI-TECH INC.                     | FLEET SERVICES - CREDIT APPLIED (CR04391)                        | \$356.84           |            |
| 87737  | 10/08/2023 |             | Accounts Payable | HONEY BUCKET                     | CENTRAL PARK SERVICE                                             | \$221.05           |            |
| 87738  | 10/08/2023 |             | Accounts Payable | HUNT & SONS, INC.                | CITY FUEL                                                        | \$1,590.90         |            |
| 87739  | 10/08/2023 |             | Accounts Payable | INTERWEST CONSULTING GROUP INC   | PROFESSIONAL SERVICES                                            | \$2,246.25         |            |
| 87740  | 10/08/2023 |             | Accounts Payable | IRON MOUNTAIN                    | DOCUMENT STORAGE                                                 | \$1,031.10         |            |
| 87741  | 10/08/2023 |             | Accounts Payable | JAFFE, SCOT                      | INSTRUCTOR PAYMENT                                               | \$288.00           |            |
| 87742  | 10/08/2023 |             | Accounts Payable | JONES, HIROMI                    | INSTRUCTOR PAYMENT                                               | \$396.00           |            |
| 87743  | 10/08/2023 |             | Accounts Payable | KARKI, RAVI                      | EMPLOYEE EXPENSE REIMBURSEMENT                                   | \$24.00            |            |
| 87744  | 10/08/2023 |             | Accounts Payable | KINSEY, KATHRYNE ANN             | INSTRUCTOR PAYMENT                                               | \$363.00           |            |
| 87745  | 10/08/2023 |             | Accounts Payable | L.N. CURTIS & SONS               | UNIFORM SUPPLIES                                                 | \$10,977.42        |            |
| 87746  | 10/08/2023 |             | Accounts Payable | LACK, CHRIS                      | INSTRUCTOR PAYMENT                                               | \$483.00           |            |
| 87747  | 10/08/2023 |             | Accounts Payable | LEAF                             | SOPHOS LICENCING LEASE PAYMENT                                   | \$1,300.43         |            |
| 87748  | 10/08/2023 |             | Accounts Payable | LSA ASSOCIATES, INC.             | HNA PLAN PHASE 1                                                 | \$9,065.00         |            |
| 87749  | 10/08/2023 |             | Accounts Payable | NERD CROSSING                    | ECONOMIC DEVELOPMENT WEBSITE                                     | \$400.00           |            |
| 87750  | 10/08/2023 |             | Accounts Payable | NEW PIG CORPORATION              | RECYCLING SERVICES                                               | \$1,399.72         |            |
| 87751  | 10/08/2023 |             | Accounts Payable | NHA ADVISORS                     | FINANCIAL CONSULTING                                             | \$3,931.25         |            |
| 87752  | 10/08/2023 |             | Accounts Payable | NICOLE CEA RIVERA                | INSTRUCTOR PAYMENT                                               | \$129.60           |            |
| 87753  | 10/08/2023 |             | Accounts Payable | Norge Cleaners and Alterations   | CLEANING SERVICES                                                | \$435.75           |            |
| 87754  | 10/08/2023 |             | Accounts Payable | OFFICE DEPOT                     | OFFICE SUPPLIES                                                  | \$215.37           |            |

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| 87755  | 10/08/2023 |             | Accounts Payable | PACIFIC PRINTING                         | PRINTING                                                         | \$6,820.94         |            |
| 87756  | 10/08/2023 |             | Accounts Payable | PERALES, EDWARD, J.                      | EMPLOYEE EXPENSE REIMBURSEMENT                                   | \$200.00           |            |
| 87757  | 10/08/2023 |             | Accounts Payable | PREFERRED ALLIANCE, INC.                 | EMPLOYMENT SCREENING                                             | \$42.00            |            |
| 87758  | 10/08/2023 |             | Accounts Payable | PREMIER GRAPHICS                         | OFFICE SUPPLIES                                                  | \$71.66            |            |
| 87759  | 10/08/2023 |             | Accounts Payable | REYNOLDS STRATEGIES                      | Public information, communications, outreach and strategy        | \$5,000.00         |            |
| 87760  | 10/08/2023 |             | Accounts Payable | RICOH USA, INC                           | LEASE PAYMENT FOR MP C307 CORP YARD                              | \$1,667.12         |            |
| 87761  | 10/08/2023 |             | Accounts Payable | RILE, KATHRYN                            | INSTRUCTOR PAYMENT                                               | \$288.00           |            |
| 87762  | 10/08/2023 |             | Accounts Payable | RINGCENTRAL, INC.                        | VOIP PHONE SERVICE FOR CITY STAFF                                | \$1,948.78         |            |
| 87763  | 10/08/2023 |             | Accounts Payable | RIZZO, JAMES                             | EMPLOYEE EXPENSE REIMBURSEMENT                                   | \$3,269.78         |            |
| 87764  | 10/08/2023 |             | Accounts Payable | ROADPOST USA, INC.                       | FD SATELITE PHONES                                               | \$133.90           |            |
| 87765  | 10/08/2023 |             | Accounts Payable | RUIZ, JOE                                | INSTRUCTOR PAYMENT                                               | \$1,309.80         |            |
| 87766  | 10/08/2023 |             | Accounts Payable | SHAHKAR, MEHRAN                          | INSTRUCTOR PAYMENT                                               | \$894.00           |            |
| 87767  | 10/08/2023 |             | Accounts Payable | SONOMA COUNTY FAMILY YMCA                | CAMP RAVENCLIFF RENTAL FEES                                      | \$16,921.93        |            |
| 87768  | 10/08/2023 |             | Accounts Payable | SPEAKWRITE LLC                           | TRANSCRIPTION SERVICES                                           | \$1,206.00         |            |
| 87769  | 10/08/2023 |             | Accounts Payable | STAPLES ADVANTAGE                        | OFFICE SUPPLIES                                                  | \$110.13           |            |
| 87770  | 10/08/2023 |             | Accounts Payable | SUPERION, LLC                            | MASTER FEE SCHEDULE UPDATE FY 2024                               | \$8,900.00         |            |
| 87771  | 10/08/2023 |             | Accounts Payable | T-MOBILE USA, Inc.                       | TELEPHONE PURCHASE                                               | \$11,984.54        |            |
| 87772  | 10/08/2023 |             | Accounts Payable | TRB AND ASSOCIATES, INC.                 | PROFESSIONAL SERVICES                                            | \$187.50           |            |
| 87773  | 10/08/2023 |             | Accounts Payable | Tripepi Smith and Associates , Inc       | MONTHLY COMMUNICATION SUPPORT                                    | \$5,342.00         |            |
| 87774  | 10/08/2023 |             | Accounts Payable | UNIVERSAL BUILDING SERVICE               | JANITORIAL SERVICES                                              | \$5,743.00         |            |
| 87775  | 10/08/2023 |             | Accounts Payable | VAZQUEZ-AVALOS, SERGIO                   | EMPLOYEE EXPENSE REIMBURSEMENT                                   | \$150.00           |            |
| 87776  | 10/08/2023 |             | Accounts Payable | VERMONT SYSTEMS, INC.                    | VSI HOSTING SERVICES                                             | \$36.52            |            |
| 87777  | 10/08/2023 |             | Accounts Payable | WEST COAST VENDING SERVICES, INC.        | VENDING MACHINES                                                 | \$4,600.78         |            |
| 87778  | 10/08/2023 |             | Accounts Payable | Christopher Bastian                      | Real Property Tax Rebate for 623 Clayton Ave                     | \$2,049.00         |            |
| 87779  | 10/08/2023 |             | Accounts Payable | EMILY GRAHAM                             | EMPLOYEE EXPENSE REIMBURSEMENT                                   | \$200.00           |            |
| 87780  | 10/08/2023 |             | Accounts Payable | Eric Roller                              | Real Property Tax Rebate for 740 Everett Street                  | \$4,604.00         |            |
| 87781  | 10/08/2023 |             | Accounts Payable | Kurt Amundson                            | Real Property Tax Rebate for 8619 Thors Bay Rd                   | \$5,400.00         |            |
| 87782  | 10/08/2023 |             | Accounts Payable | MYRA MENICOU                             | STREET CLOSURE PERMIT                                            | \$136.00           |            |
| 87783  | 10/08/2023 |             | Accounts Payable | Roy Brubaker                             | Real Property Tax Rebate for 552 Colusa Ave                      | \$4,400.00         |            |
| 87784  | 10/08/2023 |             | Accounts Payable | Vincent Stevenson                        | Real Property Tax Rebate for 1211 Scott Street                   | \$4,000.00         |            |
| 87785  | 10/08/2023 |             | Accounts Payable | CALIFORNIA BUILDING STANDARDS COMMISSION | CBSC Fees FY2023-24 Q1                                           | \$542.59           |            |
| 87786  | 10/08/2023 |             | Accounts Payable | CALIFORNIA DEPARTMENT OF CONSERVATION    | SMIP FEES FY22-23 Q4                                             | \$8,702.79         |            |
| 87787  | 10/12/2023 |             | Accounts Payable | ABAG GENERAL ASSEMBLY                    | ASSOCIATION OF BAY AGREA GOVERNMENT MEMBERSHIP FY2024            | \$7,557.00         |            |
| 87788  | 10/16/2023 |             | Accounts Payable | Amazon Capital Services, Inc.            | OFFICE SUPPLIES                                                  | \$26.09            |            |
| 87789  | 10/16/2023 |             | Accounts Payable | ASCAP                                    | MUSIC LICENSE                                                    | \$448.72           |            |
| 87790  | 10/16/2023 |             | Accounts Payable | AVILA PROJECT MANAGEMENT                 | RICHMOND STREET IMPROVEMENT PROJECT                              | \$16,015.00        |            |
| 87791  | 10/16/2023 |             | Accounts Payable | BAKER & HOSTETLER LLP                    | CYBER SECURITY LAW ENFORCEMENT ASSITANCE                         | \$16,505.50        |            |
| 87792  | 10/16/2023 |             | Accounts Payable | BAY AREA NEWS GROUP EAST BAY             | CLASSIFIED ADVERTISING                                           | \$759.51           |            |
| 87793  | 10/16/2023 |             | Accounts Payable | BLAISDELL'S BUSINESS PRODUCTS            | OFFICE SUPPLIES                                                  | \$423.93           |            |
| 87794  | 10/16/2023 |             | Accounts Payable | BPXPRESS                                 | PRINTING                                                         | \$52.46            |            |
| 87795  | 10/16/2023 |             | Accounts Payable | ECS IMAGING, INC.                        | Laserfiche CLOUD RENEWAL                                         | \$13,850.00        |            |
| 87796  | 10/16/2023 |             | Accounts Payable | EMC CORPORATION                          | VXRAIL MAINTENANCE                                               | \$12,245.48        |            |
| 87797  | 10/16/2023 |             | Accounts Payable | Herrera , Fabian                         | EMPLOYEE EXPENSE REIMBURSEMENT                                   | \$15.99            |            |
| 87798  | 10/16/2023 |             | Accounts Payable | KNORR SYSTEMS, INC.                      | CO2 REFILL                                                       | \$2,856.74         |            |
| 87799  | 10/16/2023 |             | Accounts Payable | KONG, KRISTEN                            | Second (final) of Two Payments for Utility Box Artist Kristen Ko | \$1,250.00         |            |
| 87800  | 10/16/2023 |             | Accounts Payable | LODESTONE SECURITY, LLC                  | DIGITAL FORENSIC SERVICES                                        | \$8,612.50         |            |
| 87801  | 10/16/2023 |             | Accounts Payable | PREMIER GRAPHICS                         | OFFICE SUPPLIES                                                  | \$71.66            |            |
| 87802  | 10/16/2023 |             | Accounts Payable | QUINTO ***, GABRIEL                      | COUNCIL MEMBER EXPENSE REIMBURSEMENT                             | \$700.01           |            |
| 87803  | 10/16/2023 |             | Accounts Payable | SIEGFRIED ENGINEERING, INC.              | DESIGN SERVICES                                                  | \$900.00           |            |

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| 87804  | 10/16/2023 |             | Accounts Payable | SUPERION, LLC                                | TRAKIT CD SUBSCRIPTION RENEWAL                                   | \$44,841.53        |            |
| 87805  | 10/16/2023 |             | Accounts Payable | TRB AND ASSOCIATES, INC.                     | PERMIT TECHNICIAN ASSISTANCE                                     | \$2,453.75         |            |
| 87806  | 10/06/2023 |             | Accounts Payable | BAY HAWK, INC.                               | Refund - Public Works Deposits                                   | \$2,462.00         |            |
| 87807  | 10/06/2023 |             | Accounts Payable | EVEREST PLUMBING & DRAIN                     | Refund - Public Works Deposits                                   | \$7,196.48         |            |
| 87808  | 10/06/2023 |             | Accounts Payable | FARRELL, SCOTT                               | Refund - Public Works Deposits                                   | \$2,462.00         |            |
| 87809  | 10/06/2023 |             | Accounts Payable | PG&E                                         | Refund - Public Works Deposits                                   | \$9,162.00         |            |
| 87810  | 10/06/2023 |             | Accounts Payable | CITY RISE LLC                                | Refund - Public Works Deposits                                   | \$761.65           |            |
| 87811  | 10/06/2023 |             | Accounts Payable | EDWIN PEREZ                                  | Refund - Public Works Deposits                                   | \$792.00           |            |
| 87812  | 10/16/2023 |             | Accounts Payable | Amazon Capital Services, Inc.                | OFFICE SUPPLIES                                                  | \$64.94            |            |
| 87813  | 10/16/2023 |             | Accounts Payable | ANCHOR ENGINEERING,, INC.                    | DEL NORTE PROJECT MANAGEMENT                                     | \$6,382.50         |            |
| 87814  | 10/16/2023 |             | Accounts Payable | BAY ALARM COMPANY                            | ALARM SERVICES                                                   | \$847.05           |            |
| 87815  | 10/16/2023 |             | Accounts Payable | BAY AREA LANDSCAPES                          | AUGUST 2023 WEED ABATEMENT SERVICES                              | \$4,000.00         |            |
| 87816  | 10/16/2023 |             | Accounts Payable | BAY AREA NEWS GROUP EAST BAY                 | CLASSIFIED ADVERTISING                                           | \$719.74           |            |
| 87817  | 10/16/2023 |             | Accounts Payable | BPXPRESS                                     | PRINTING                                                         | \$234.48           |            |
| 87818  | 10/16/2023 |             | Accounts Payable | CINTAS CORPORATION #054 UNIFORMS             | UNIFORM SUPPLIES                                                 | \$941.81           |            |
| 87819  | 10/16/2023 |             | Accounts Payable | CONTRA COSTA MAYORS CONFERENCE               | MAYORS CONFERENCE COST                                           | \$2,606.00         |            |
| 87820  | 10/16/2023 |             | Accounts Payable | CSW-STUBER-STROEH ENGINEERING GROUP INC      | DESIGN SERVICES                                                  | \$3,405.62         |            |
| 87821  | 10/16/2023 |             | Accounts Payable | Golden Bear Transfer Station                 | SWEEP SPOILS                                                     | \$421.69           |            |
| 87822  | 10/16/2023 |             | Accounts Payable | HILLYARD                                     | CUSTODIAL SUPPLIES                                               | \$29.08            |            |
| 87823  | 10/16/2023 |             | Accounts Payable | HUNT & SONS, INC.                            | CITY FUEL                                                        | \$24,252.13        |            |
| 87824  | 10/16/2023 |             | Accounts Payable | KEL-AIRE                                     | LIBRARY HVAC SERIVCE                                             | \$778.09           |            |
| 87825  | 10/16/2023 |             | Accounts Payable | KENNEDY, GREG, C                             | MEDICAL REVIEW                                                   | \$2,000.00         |            |
| 87826  | 10/16/2023 |             | Accounts Payable | LOCKED IN FIRE AND ENGINEERING, INC.         | FIRE SPRINKLER REVIEW                                            | \$3,900.00         |            |
| 87827  | 10/16/2023 |             | Accounts Payable | MITCHELL, BONNIE                             | INSTRUCTOR PAYMENT                                               | \$427.80           |            |
| 87828  | 10/16/2023 |             | Accounts Payable | MUNICIPAL POOLING AUTHORITY                  | 2nd half of WC premium                                           | \$487,002.50       |            |
| 87829  | 10/16/2023 |             | Accounts Payable | OFFICE DEPOT                                 | OFFICE SUPPLIES                                                  | \$91.63            |            |
| 87830  | 10/16/2023 |             | Accounts Payable | PASTIME HARDWARE                             | TRAINING                                                         | \$94.91            |            |
| 87831  | 10/16/2023 |             | Accounts Payable | PLAZA AUTO SERVICE INC                       | FLEET SERVICES                                                   | \$3,052.85         |            |
| 87832  | 10/16/2023 |             | Accounts Payable | QUINTO ***, GABRIEL                          | MILEAGE REIMBURSEMENT                                            | \$30.46            |            |
| 87833  | 10/16/2023 |             | Accounts Payable | R&S ERECTION OF RICHMOND                     | FLEET SERVICES                                                   | \$4,888.11         |            |
| 87834  | 10/16/2023 |             | Accounts Payable | RAMOS, STEPHANIE, R                          | INSTRUCTOR PAYMENT                                               | \$4,065.00         |            |
| 87835  | 10/16/2023 |             | Accounts Payable | RENNE PUBLIC LAW GROUP                       | PROFESSIONAL SERVICES                                            | \$4,500.00         |            |
| 87836  | 10/16/2023 |             | Accounts Payable | ROTARY CLUB OF EL CERRITO                    | 4th QUARTER INVOICE FOR DUES                                     | \$400.00           |            |
| 87837  | 10/16/2023 |             | Accounts Payable | RUBICON ENTERPRISES INC                      | LANDSCAPE MAINTENANCE SEP-2023                                   | \$14,276.86        |            |
| 87838  | 10/16/2023 |             | Accounts Payable | Shababo, Tracey , Elise                      | INSTRUCTOR PAYMENT                                               | \$2,160.00         |            |
| 87839  | 10/16/2023 |             | Accounts Payable | SSD ALARM                                    | Building Maintenance                                             | \$604.95           |            |
| 87840  | 10/16/2023 |             | Accounts Payable | STATE OF CALIFORNIA DEPARTMENT OF INDUSTRIAL | PROFESSIONAL SERVICES                                            | \$146.25           |            |
| 87841  | 10/16/2023 |             | Accounts Payable | STERICYCLE, INC.                             | MEDICAL WASTE                                                    | \$933.06           |            |
| 87842  | 10/16/2023 |             | Accounts Payable | Tripepi Smith and Associates , Inc           | Monthly Communication Support                                    | \$5,342.00         |            |
| 87843  | 10/16/2023 |             | Accounts Payable | TWO BROTHERS POOL & SPA, INC                 | SWIMMING POOL SERVICES                                           | \$3,905.38         |            |
| 87844  | 10/16/2023 |             | Accounts Payable | U.S. BANK                                    | SUCCESSOR AGENCY TO THE EL CERRITO RDA. 2016A TAX ALLO REFUND BD | \$2,750.00         |            |
| 87845  | 10/16/2023 |             | Accounts Payable | UNIVERSAL BUILDING SERVICE                   | JANITORIAL SERVICES                                              | \$972.00           |            |
| 87846  | 10/16/2023 |             | Accounts Payable | WILLDAN FINANCIAL SERVICES                   | PROFESSIONAL SERVICES                                            | \$500.00           |            |
| 87847  | 10/16/2023 |             | Accounts Payable | Alexander Tun                                | Real Property Tax Rebate                                         | \$2,900.00         |            |
| 87848  | 10/16/2023 |             | Accounts Payable | Gentle Start Daycare                         | REFUND - GENERAL                                                 | \$100.00           |            |
| 87849  | 10/16/2023 |             | Accounts Payable | LAUREN FONG                                  | REFUND - GENERAL                                                 | \$377.10           |            |
| 87850  | 10/16/2023 |             | Accounts Payable | The Presbytery of San Francisco              | REFUND FOR DUPLICATE PAYMENT                                     | \$392.00           |            |
| 87851  | 10/17/2023 |             | Accounts Payable | CONTRA COSTA COUNTY TAX COLLECTORS OFFICE    | STEGE SEWER CHARGES YEAR 2023-2024                               | \$65,726.60        |            |
| 87852  | 10/20/2023 |             | Accounts Payable | CALPERS LONG TERM CARE PROGRAM               | PER3 - CALPERS Longterm Care Ins                                 | \$39.66            |            |

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|--------|------------|-------------|------------------|---------------------------------------------|--------------------------------------------------------------|--------------------|------------|
| 87853  | 10/20/2023 |             | Accounts Payable | EL CERRITO FIRE DEPT MGMT GRP               | MGT1 - FIRE DEPT MGMT GROUP                                  | \$50.00            |            |
| 87854  | 10/20/2023 |             | Accounts Payable | EL CERRITO PUBLIC SFTY EE MGMT              | MGT2 - SAFETY EMPLOYEE MGMT GROUP                            | \$768.00           |            |
| 87855  | 10/20/2023 |             | Accounts Payable | FIRE ASSOCIATION                            | DUE2 - FIRE ASSN DUES                                        | \$510.00           |            |
| 87856  | 10/20/2023 |             | Accounts Payable | LIFE INSURANCE OF NORTH AMERICA             | ACCD - Accidental Death & Dismembermt                        | \$69.50            |            |
| 87857  | 10/20/2023 |             | Accounts Payable | POLICE ASSN.                                | DUE1 - POLICE ASSN DUES                                      | \$6,262.09         |            |
| 87858  | 10/20/2023 |             | Accounts Payable | PRO FIREFIGHTERS ASSN DUES                  | DUE3 - EC PRO FIREFIGHTERS DUES                              | \$290.00           |            |
| 87859  | 10/20/2023 |             | Accounts Payable | SEIU LOCAL 1021                             | COPE - VOLUNTARY COPE DEDUCTION*                             | \$1,790.40         |            |
| 87860  | 10/20/2023 |             | Accounts Payable | U.S. BANK - INSTITUTIONAL TRUST - W REGION  | PAR - PARS - ARS 457*                                        | \$2,694.32         |            |
| 87861  | 10/24/2023 |             | Accounts Payable | 4LEAF, INC.                                 | PROFESSIONAL SERVICES                                        | \$140,346.83       |            |
| 87862  | 10/24/2023 |             | Accounts Payable | Amazon Capital Services, Inc.               | OFFICE SUPPLIES                                              | \$636.39           |            |
| 87863  | 10/24/2023 |             | Accounts Payable | AT&T                                        | FIBER LINE FOR DATA                                          | \$17,422.63        |            |
| 87864  | 10/24/2023 |             | Accounts Payable | ATCO Pest Control                           | PEST CONTROL SERVICE                                         | \$290.00           |            |
| 87865  | 10/24/2023 |             | Accounts Payable | BAKER & HOSTETLER LLP                       | LEGAL SERVICES                                               | \$3,589.50         |            |
| 87866  | 10/24/2023 |             | Accounts Payable | BARG COFFIN LEWIS & TRAPP, LLP              | LEGAL SERVICES                                               | \$531.00           |            |
| 87867  | 10/24/2023 |             | Accounts Payable | Bassi, Shannon                              | EMPLOYEE EXPENSE REIMBURSEMENT                               | \$1,002.12         |            |
| 87868  | 10/24/2023 |             | Accounts Payable | BKF ENGINEERS                               | Misc. Storm Drain Repairs 2023                               | \$17,290.00        |            |
| 87869  | 10/24/2023 |             | Accounts Payable | BOUNDTREE MEDICAL LLC                       | MEDICAL SUPPLIES                                             | \$1,379.52         |            |
| 87870  | 10/24/2023 |             | Accounts Payable | CALIFORNIA BUILDING STANDARDS COMMISSION    | CBSC FEE REPORT 01.01.2020 - 06.30.2023                      | \$9,224.86         |            |
| 87871  | 10/24/2023 |             | Accounts Payable | CHILDCARE CAREERS, LLC                      | INSTRUCTOR PAYMENT                                           | \$3,203.80         |            |
| 87872  | 10/24/2023 |             | Accounts Payable | CIRCLEUP EDUCATION                          | DEI TRAINING                                                 | \$4,939.00         |            |
| 87873  | 10/24/2023 |             | Accounts Payable | DOCUSIGN, INC.                              | DOCUSIGN FY 24 RENEWAL                                       | \$13,803.00        |            |
| 87874  | 10/24/2023 |             | Accounts Payable | EBMUD                                       | Utilities_EBMUD_Period_Aug-Sep 2023                          | \$9,601.02         |            |
| 87875  | 10/24/2023 |             | Accounts Payable | ELITE COMMAND TRAINING CORP                 | TRAINING                                                     | \$4,500.00         |            |
| 87876  | 10/24/2023 |             | Accounts Payable | EXPERIAN                                    | Experian code redepmtns 8.10.23                              | \$3,148.57         |            |
| 87877  | 10/24/2023 |             | Accounts Payable | GARDA CL WEST, INC. - CO 120                | CASH PICKUP SERVICES                                         | \$45.90            |            |
| 87878  | 10/24/2023 |             | Accounts Payable | GUTTAL, RASHMI                              | CUSTOMER SERVICE TRAINING                                    | \$3,000.00         |            |
| 87879  | 10/24/2023 |             | Accounts Payable | HONEY BUCKET                                | TRAINING                                                     | \$60.00            |            |
| 87880  | 10/24/2023 |             | Accounts Payable | HONEYWELL INTERNATIONAL, INC.               | CITY SATELITE PHONES                                         | \$225.00           |            |
| 87881  | 10/24/2023 |             | Accounts Payable | KREISBERG LAW FIRM                          | LEGAL SERVICES                                               | \$268.00           |            |
| 87882  | 10/24/2023 |             | Accounts Payable | KRISCH & COMPANY AN ACCOUNTANCY CORPORATION | PROFESSIONAL SERVICES                                        | \$24,026.41        |            |
| 87883  | 10/24/2023 |             | Accounts Payable | KS STATEBANK                                | 2023 CHEVROLET TAHOE SPECIAL SERVICE VEHICLES WITH UPFITTING | \$4,907.41         |            |
| 87884  | 10/24/2023 |             | Accounts Payable | LAVERA WILSON                               | INSTRUCTOR PAYMENT                                           | \$1,506.00         |            |
| 87885  | 10/24/2023 |             | Accounts Payable | Microsoft Corporation                       | MS OFFICE LICENSE                                            | \$7,918.03         |            |
| 87886  | 10/24/2023 |             | Accounts Payable | PLANETMAGPIE                                | EMAIL USER RECOVERY                                          | \$7,606.25         |            |
| 87887  | 10/24/2023 |             | Accounts Payable | QUINTO ***, GABRIEL                         | COUNCIL MEMBER EXPENSE REIMBURSEMENT                         | \$113.58           |            |
| 87888  | 10/24/2023 |             | Accounts Payable | RICOH USA, INC                              | COPIER REPAIR                                                | \$2,540.46         |            |
| 87889  | 10/24/2023 |             | Accounts Payable | SSP DATA PRODUCTS                           | VPN RENEWAL                                                  | \$100.00           |            |
| 87890  | 10/24/2023 |             | Accounts Payable | Tripepi Smith and Associates , Inc          | Monthly Communication Support                                | \$5,342.00         |            |
| 87891  | 10/24/2023 |             | Accounts Payable | TYLER TECHNOLOGIES                          | ADDITIONAL PAYMENT, REMAINED FROM ORIGINAL INVOICE           | \$16.66            |            |
| 87892  | 10/24/2023 |             | Accounts Payable | UNIVERSAL BUILDING SERVICE                  | JANITORIAL SERVICES                                          | \$648.66           |            |
| 87893  | 10/24/2023 |             | Accounts Payable | VALLEJO FIRE EXTING SVC, INC.               | ROUTINE SYSTEM CHECKS                                        | \$593.83           |            |
| 87894  | 10/24/2023 |             | Accounts Payable | HANNAH BATES                                | Real Property Tax Rebate for 225 San Carlos Ave              | \$6,740.00         |            |
| 87895  | 10/24/2023 |             | Accounts Payable | HEIDI IRGENS                                | REFUND - PLANNING DIVISION PLAN REVIEW                       | \$897.21           |            |
| 87896  | 10/24/2023 |             | Accounts Payable | JIMMY CHAN                                  | 6001-Project Permit fee REFUND                               | \$4,166.58         |            |
| 87897  | 10/24/2023 |             | Accounts Payable | Raed Al-Zaher                               | EMPLOYEE EXPENSE REIMBURSEMENT                               | \$200.00           |            |
| 87898  | 10/24/2023 |             | Accounts Payable | Shannon Bond                                | Real Property Tax Rebate for 6516 Hagen Blvd                 | \$2,400.00         |            |
| 87899  | 10/23/2023 |             | Accounts Payable | EBMUD                                       | Utilities_EBMUD_Period_Aug-Sep 2023                          | \$21,888.62        |            |
| 87900  | 10/26/2023 |             | Accounts Payable | Ehret Plumbing                              | RELEASE OF BONDS AUGUST 2023                                 | \$1,730.00         |            |
| 87901  | 10/23/2023 |             | Accounts Payable | ATCO Pest Control                           | PEST CONTROL SERVICE                                         | \$460.00           |            |

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|--------|------------|-------------|------------------|---------------------------------------|------------------------------------------------|--------------------|------------|
| 87902  | 10/23/2023 |             | Accounts Payable | BRIGHTVIEW LANDSCAPE SERVICES, INC.   | LANDSCAPE MAINTENANCE                          | \$11,436.58        |            |
| 87903  | 10/23/2023 |             | Accounts Payable | CA DEPT OF JUSTICE/ACCOUNTING         | FINGER PRINT SCAN                              | \$799.00           |            |
| 87904  | 10/23/2023 |             | Accounts Payable | CCC POLICE CHIEFS ASSOCIATION         | Dues & Subscription                            | \$2,025.00         |            |
| 87905  | 10/23/2023 |             | Accounts Payable | CINTAS CORPORATION #054 UNIFORMS      | UNIFORM SUPPLIES                               | \$162.04           |            |
| 87906  | 10/23/2023 |             | Accounts Payable | DON'S TIRE SERVICE, INC.              | FLEET SERVICES                                 | \$35.00            |            |
| 87907  | 10/23/2023 |             | Accounts Payable | L.N. CURTIS & SONS                    | UNIFORM SUPPLIES                               | \$278.56           |            |
| 87908  | 10/23/2023 |             | Accounts Payable | LANER ELECTRIC SUPPLY                 | Building supplies                              | \$50.97            |            |
| 87909  | 10/23/2023 |             | Accounts Payable | MOONSHOT PHOTOS                       | PHOTOGRAPHY SERVICES                           | \$3,100.00         |            |
| 87910  | 10/23/2023 |             | Accounts Payable | MUNICIPAL MAINTENANCE                 | FLEET SERVICES                                 | \$85.27            |            |
| 87911  | 10/23/2023 |             | Accounts Payable | NEW IMAGE LANDSCAPE COMPANY           | LANDSCAPE MAINTENANCE                          | \$17,749.33        |            |
| 87912  | 10/23/2023 |             | Accounts Payable | OIL CHANGERS                          | FLEET SERVICES                                 | \$376.44           |            |
| 87913  | 10/23/2023 |             | Accounts Payable | PASTIME HARDWARE                      | OPERATION SUPPLIES                             | \$18.39            |            |
| 87914  | 10/23/2023 |             | Accounts Payable | PLAZA AUTO SERVICE INC                | FLEET SERVICES                                 | \$3,218.64         |            |
| 87915  | 10/23/2023 |             | Accounts Payable | R3 CONSULTING GROUP                   | CONSULTING SERVICES                            | \$2,752.50         |            |
| 87916  | 10/23/2023 |             | Accounts Payable | REM, INC.                             | CLEANING SERVICES                              | \$2,442.00         |            |
| 87917  | 10/23/2023 |             | Accounts Payable | RICHMOND ROD AND GUN CLUB, INC        | RANGE FEES                                     | \$350.00           |            |
| 87918  | 10/23/2023 |             | Accounts Payable | RINGCENTRAL, INC.                     | VOIP PHONE SERVICE FOR CITY STAFF              | \$5,459.65         |            |
| 87919  | 10/23/2023 |             | Accounts Payable | ST. FRANCIS ELECTRIC                  | PROFESSIONAL SERVICES                          | \$19,138.90        |            |
| 87920  | 10/23/2023 |             | Accounts Payable | STERICYCLE, INC.                      | SHREDDING                                      | \$77.89            |            |
| 87921  | 10/23/2023 |             | Accounts Payable | TRB AND ASSOCIATES, INC.              | PROFESSIONAL SERVICES                          | \$437.50           |            |
| 87922  | 10/23/2023 |             | Accounts Payable | TYR SPORT, INC.                       | SPORT SUPPLIES                                 | \$9,846.59         |            |
| 87923  | 10/23/2023 |             | Accounts Payable | WAHRlich, JOHN-TRACY                  | EMPLOYEE EXPENSE REIMBURSEMENT                 | \$840.50           |            |
| 87924  | 10/23/2023 |             | Accounts Payable | Raed Al-Zaher                         | Employee Expense Reimbursement                 | \$12.84            |            |
| 87934  | 10/26/2023 |             | Accounts Payable | 4LEAF, INC.                           | PROFESSIONAL SERVICES                          | \$97,314.35        |            |
| 87935  | 10/26/2023 |             | Accounts Payable | ASCENT ENVIRONMENT, INC.              | PROFESSIONAL SERVICES                          | \$3,705.75         |            |
| 87936  | 10/26/2023 |             | Accounts Payable | AT&T                                  | DATA INE AT CITY HALL                          | \$3,290.43         |            |
| 87937  | 10/26/2023 |             | Accounts Payable | CALIFORNIA PRODUCT STEWARDSHIP        | ASSOCIATE FEE FY23-24                          | \$1,000.00         |            |
| 87938  | 10/26/2023 |             | Accounts Payable | CCC ANIMAL SERVICES DEPARTMENT        | ANIMAL SERVICES FY23-24 Q1                     | \$58,418.00        |            |
| 87939  | 10/26/2023 |             | Accounts Payable | CHAVAN & ASSOCIATES, LLP              | City's 2022/23 financial and compliance audit. | \$26,950.00        |            |
| 87940  | 10/26/2023 |             | Accounts Payable | CITY OF PLEASANT HILL                 | CONTRA COSTA MAYORS CONFERENCE                 | \$70.00            |            |
| 87941  | 10/26/2023 |             | Accounts Payable | DATA TICKET, INC.                     | WEB DATA PROCESSING                            | \$400.00           |            |
| 87942  | 10/26/2023 |             | Accounts Payable | DICKINSON FLEET SVCS / COX AUTOMOTIVE | FLEET SERVICES                                 | \$1,275.10         |            |
| 87943  | 10/26/2023 |             | Accounts Payable | EAST BAY SANITARY CO.INC.             | STREET SWEEING SEP 2023                        | \$8,587.25         |            |
| 87944  | 10/26/2023 |             | Accounts Payable | GATE VIEW PAINTING CO, INC.           | PAINTING                                       | \$2,800.00         |            |
| 87945  | 10/26/2023 |             | Accounts Payable | GOLDFARB & LIPMAN                     | PROFESSIONAL FEES                              | \$96.00            |            |
| 87946  | 10/26/2023 |             | Accounts Payable | Green Halo Systems Inc,               | HOSTING & MAINTENANCE                          | \$171.00           |            |
| 87947  | 10/26/2023 |             | Accounts Payable | INTERWEST CONSULTING GROUP INC        | PROFESSIONAL SERVICES                          | \$1,485.00         |            |
| 87948  | 10/26/2023 |             | Accounts Payable | J & O's COMMERCIAL TIRE CENTER        | FLEET SERVICES                                 | \$1,911.59         |            |
| 87949  | 10/26/2023 |             | Accounts Payable | KAISER PERMANENTE                     | NEW HIRE PHYSICALS                             | \$1,144.00         |            |
| 87950  | 10/26/2023 |             | Accounts Payable | KEL-AIRE                              | HVAC SERVICES                                  | \$727.03           |            |
| 87951  | 10/26/2023 |             | Accounts Payable | KENNEDY AND ASSOCIATES                | CONSULTING SERVICES                            | \$3,117.02         |            |
| 87952  | 10/26/2023 |             | Accounts Payable | KORTZ, MONICA                         | SETTLEMENT AGREEMENT                           | \$9,596.00         |            |
| 87953  | 10/26/2023 |             | Accounts Payable | Leete Generators                      | FLEET SERVICES                                 | \$28,587.83        |            |
| 87954  | 10/26/2023 |             | Accounts Payable | LEXIPOL LLC                           | SUBSCRIPTION SERVICES                          | \$11,192.20        |            |
| 87955  | 10/26/2023 |             | Accounts Payable | LSA ASSOCIATES, INC.                  | PROFESSIONAL SERVICES                          | \$4,720.00         |            |
| 87956  | 10/26/2023 |             | Accounts Payable | MANN, WAYNE, D.                       | SETTLEMENT AGREEMENT                           | \$1,264.00         |            |
| 87957  | 10/26/2023 |             | Accounts Payable | MORTON'S URBAN PEST MANAGEMENT        | PEST CONTROL SERVICES                          | \$810.00           |            |
| 87958  | 10/26/2023 |             | Accounts Payable | Napa Recycling & Waste Service, LLC   | RECYCLING SERVICES                             | \$14,598.10        |            |
| 87959  | 10/26/2023 |             | Accounts Payable | PAYMENTUS CORPORATION                 | PAYMENT PROCESSING                             | \$3,599.80         |            |

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|-----------------------|------------|-------------|------------------|--------------------------------------------------|-------------------------------------------------|--------------------|------------|
| 87960                 | 10/26/2023 |             | Accounts Payable | PECKHAM & MCKENNEY                               | PRO                                             | \$8,666.66         |            |
| 87961                 | 10/26/2023 |             | Accounts Payable | RENNE PUBLIC LAW GROUP                           | GRANT WRITING SERVICES                          | \$4,500.00         |            |
| 87962                 | 10/26/2023 |             | Accounts Payable | S.P. AUTOMOTIVE                                  | FLEET SERVICES                                  | \$1,287.32         |            |
| 87963                 | 10/26/2023 |             | Accounts Payable | Ivan Babrou                                      | Real Property Tax Rebate for 7701 Potrero Ave   | \$4,100.00         |            |
| 87964                 | 10/26/2023 |             | Accounts Payable | Pauline Bartolone                                | Real Property Tax Rebate for 7818 Terrace Drive | \$6,420.00         |            |
| TOTAL CHECKS          |            |             | 346 Transactions |                                                  |                                                 | \$2,846,115.34     |            |
| Accounts Payable EFTs |            |             |                  |                                                  |                                                 |                    |            |
| 2587                  | 10/01/2023 |             | Accounts Payable | CalPERS (CA Public Employees' Retirement System) | CalPERS UAL Remittance October 2023             | \$158,073.33       |            |
| 2588                  | 10/01/2023 |             | Accounts Payable | CalPERS (CA Public Employees' Retirement System) | CalPERS UAL Remittance October 2023             | \$351,890.50       |            |
| 2589                  | 10/01/2023 |             | Accounts Payable | CalPERS (CA Public Employees' Retirement System) | CalPERS UAL Remittance October 2023             | \$570.42           |            |
| 2590                  | 10/01/2023 |             | Accounts Payable | CalPERS (CA Public Employees' Retirement System) | CalPERS UAL Remittance October 2023             | \$1,414.83         |            |
| 2595                  | 10/06/2023 |             | Accounts Payable | EDD - PAYROLL TAX DEPOSIT                        | CA - CA Tax                                     | \$46,154.25        |            |
| 2596                  | 10/06/2023 |             | Accounts Payable | IRS                                              | FED - Fed Tax*                                  | \$166,968.11       |            |
| 2597                  | 10/06/2023 |             | Accounts Payable | MissionSquare (name chg 03-2021 formerly ICMA)   | ICM1 - ICMA-457 #300530 FLAT DOLLAR*            | \$55,185.76        |            |
| 2598                  | 10/06/2023 |             | Accounts Payable | P E R S                                          | PE1% - PERS SEIU*                               | \$191,867.09       |            |
| 2600                  | 10/10/2023 |             | Accounts Payable | P E R S                                          | PERS-FIRE-PEPRA - PERS-FIRE-PEPRA*              | \$10,287.99        |            |
| 2601                  | 10/08/2023 |             | Accounts Payable | KATZ, JUDY                                       | INSTRUCTOR PAYMENT                              | \$201.60           |            |
| 2603                  | 10/20/2023 |             | Accounts Payable | EDD - PAYROLL TAX DEPOSIT                        | CA - CA Tax                                     | \$42,498.61        |            |
| 2604                  | 10/20/2023 |             | Accounts Payable | IRS                                              | FED - Fed Tax*                                  | \$154,255.10       |            |
| 2605                  | 10/20/2023 |             | Accounts Payable | MissionSquare (name chg 03-2021 formerly ICMA)   | ICM1 - ICMA-457 #300530 FLAT DOLLAR*            | \$52,262.10        |            |
| 2606                  | 10/20/2023 |             | Accounts Payable | P E R S                                          | PE1% - PERS SEIU*                               | \$199,191.58       |            |
| 2607                  | 10/23/2023 |             | Accounts Payable | CALIFORNIA DEPT OF TAX & FEE ADMIN (CDTFA)       | Sales and Use Tax Q1 FY23-24                    | \$291.00           |            |
| 2614                  | 10/26/2023 |             | Accounts Payable | U.S. BANK                                        | 2017 Sales Tax Rev Bond Oct2023 Pymt            | \$163,850.00       |            |
| 2615                  | 10/17/2023 |             | Accounts Payable | UNITED STATES TREASURY                           | To record EFT FICA                              | \$11,199.25        |            |
| 2619                  | 10/27/2023 |             | Accounts Payable | U.S. BANK - CORPORATE PAYMENT SYS                | CAL CARD PAYMENT OCTOBER 2023                   | \$68,287.10        |            |
| Total EFTs            |            |             | 18 Transactions  |                                                  |                                                 | \$1,674,448.62     |            |

|                         | Status       | Count      | Transaction Amount    |
|-------------------------|--------------|------------|-----------------------|
| <b>ACCOUNTS PAYABLE</b> | Payments     | 364        | \$4,520,563.96        |
|                         | Voided       | 0          | \$0.00                |
|                         | <b>Total</b> | <b>364</b> | <b>\$4,520,563.96</b> |
| <b>PAYROLL</b>          | Status       | Count      | Transaction Amount    |
|                         | Checks       | 125        | \$93,130.35           |
|                         | EFT's        | 468        | \$1,084,928.48        |
|                         | <b>Total</b> | <b>593</b> | <b>\$1,178,058.83</b> |
| <b>Grand Totals:</b>    |              | <b>957</b> | <b>\$5,698,622.79</b> |



## AGENDA BILL

Agenda Item No. 7.B.

**Date:** November 21, 2023  
**To:** El Cerrito City Council  
**From:** Shannon Bassi, Senior Human Resources Analyst, City Management  
**Subject:** Amendment to the City's Classification Plan

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### **ACTION PROPOSED**

Adopt a resolution amending the City's Classification Plan to authorize an additional classification of Maintenance Operations Supervisor in the Public Works Department.

### **BACKGROUND**

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

The Citywide Classification and Compensation Study is currently underway, and expected to be completed within the next few months. During the course of the study, staff have been reviewing various positions in the Public Works Department and considering reorganization of some classifications. Staff will report on any proposed changes once they are developed. In the meantime, two classifications were identified to be updated prior to the completion of the study in order to address critical vacancies and improve service levels of the Department.

### **ANALYSIS**

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

#### **Maintenance Operations Supervisor, Public Works Department**

Staff has determined that the vacant Maintenance Services Superintendent position in the Public Works Department could be better utilized within the department and perform duties that are more appropriately aligned with the proposed Maintenance Operations Supervisor classification level. The proposed Maintenance Operations Supervisor is a new, additional classification for the City and would amend the City's current Classification Plan. This proposed classification would belong to the Management and Confidential employee group. The proposed Maintenance Operations Supervisor classification would play a key role by planning and coordinating the Public Works Department's comprehensive maintenance program, including monitoring and inspecting repair work and service contracts; coordinating assigned services and operations with other City divisions and outside agencies; providing complex staff

assistance to management staff in areas of expertise; and performing related work as required. This position will assist the Division Manager with a number of administrative tasks, such as budget preparation, monitoring division expenses and the development of division goals and initiatives. The proposed Maintenance Operations Supervisor classification also will respond to technical inquiries, answer questions and provide information to the public, while also investigating and responding to service requests from residents, businesses, other departments, and other agencies. This role will represent the City in meetings with members of other public and private organizations, community groups, contractors, developers, and the public.

This classification is a supervisory role, and is responsible for planning, organizing, supervising, reviewing, and evaluating the work of City staff who repair, maintain, and clean the City's streets, parks, landscapes, facilities and storm drains in order to have a safe and operational City. This position will also train staff in work procedures, ensure a safe work environment, review and approve timesheets, evaluate employee performance, counsel employees and assist with selection and promotion of staff.

*Environmental Specialist, Public Works Department*

Staff has determined that the vacant Waste Prevention Specialist position in the Public Works Department could be better utilized within the department and perform duties that are more appropriately aligned with the proposed Environmental Specialist classification level. The proposed Environmental Specialist is a reclassification of the current Waste Prevention Specialist classification for the City and would amend the City's current Classification Plan. This proposed classification would still belong to the Service Employees International Union (SEIU), Local 1021 bargaining group. Overall, the focus on restructuring and reclassifying the Waste Prevention Specialist classification is to allow for a broader range of duties to cover all types of environmental programs in addition to recycling and waste reduction. The proposed Environmental Specialist classification would play a key role within the Public Works Department by performing program development, promotion, implementation and related administrative duties. This position would perform a variety of tasks to support recycling, waste prevention, and other environmental program goals, along with conducting surveys and audits. The Environmental Specialist would work with a variety of businesses and local jurisdictions to reduce and recycle waste, along with ensuring compliance with environmental regulations. This proposed classification would serve as a lead on City projects, activities and events in the Department. The proposed Environmental Specialist classification also responds to technical inquiries, answers questions and provides information to the public, other departments, and other agencies. This position also researches, prepares, and submits grant applications and reports to ensure grant funds are in accordance with requirements. Lastly, the proposed Environmental Specialist plays a pivotal role in gathering and tracking revenue and materials in order to perform necessary data analysis for various environmental programs.

### **STRATEGIC PLAN CONSIDERATIONS**

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

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

### **ENVIRONMENTAL CONSIDERATIONS**

This section is not applicable to this agenda item.

### **FINANCIAL CONSIDERATIONS**

The fiscal impact of the proposed new classification of Maintenance Operations Supervisor in the Public Works Department is estimated to have a potential ongoing decrease in cost of approximately \$11,537 each fiscal year (in comparison to utilizing the Maintenance Services Superintendent classification), in addition to existing cost savings in the current Fiscal Year 2023-2024 due to the current position vacancy.

There is no fiscal impact of the proposed reclassification of the Environmental Specialist in the Public Works Department.

### **LEGAL CONSIDERATIONS**

The City Attorney has 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'.

Karen Pinkos, City Manager

### **Attachments:**

1. Resolution
2. Maintenance Operations Supervisor Job Description
3. Environmental Specialist Job Description

RESOLUTION 2023-XX

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

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

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

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

WHEREAS, staff has proposed personnel changes that allow for the addition of one Maintenance Operations Supervisor classification in the Public Works Department and reclassification of the Environmental Specialist to better reflect the duties being performed by the current vacant positions and the desired level of service to be provided; and

NOW, THEREFORE, BE IT RESOLVED, that the City Council does hereby amend the City's Classification Plan to authorize implementation of the additional classification of one Maintenance Operations Supervisor and reclassification of one Environmental Specialist in the Public Works Department; and

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

I CERTIFY that at a regular meeting on November 21, 2023 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\_\_\_\_\_.

\_\_\_\_\_  
Holly M. Charléty, City Clerk

APPROVED:

\_\_\_\_\_  
Lisa Motoyama, Mayor



FLSA: Exempt  
SALARY: \$6,913 - \$8,641 Monthly

## **MAINTENANCE OPERATIONS SUPERVISOR**

### **DEFINITION**

Under general direction, plans, schedules, assigns, reviews, and supervises the work of staff performing maintenance, repair and cleaning of streets, stormwater systems, sidewalks, facilities, landscapes, and parks within a Division of the Public Works Department; plans and coordinates a comprehensive maintenance program including monitoring and inspecting repair work and service contracts; coordinates assigned services and operations with those of other City divisions and outside agencies; provides complex staff assistance to management staff in areas of expertise; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from Division Manager and other management staff. Exercises direct supervision over maintenance and custodial staff.

### **CLASS CHARACTERISTICS**

This is the full supervisory-level class in the Maintenance series that exercises independent judgment on diverse and specialized maintenance and repair functions with accountability and ongoing decision-making responsibilities associated with the work. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of staff and for providing technical support to management in a variety of areas. Performance of the work requires the use of independence, initiative, and discretion within established guidelines. This class is distinguished from the Division Manager in that the latter has full management authority in planning, organizing, and directing the full scope of programs, projects, goals, and policies and procedures within the division.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Plans, organizes, assigns, supervises, and reviews the work of staff completing the streets, parks, landscapes, facilities, and storm drain maintenance, repair, and cleaning activities in a Division of the Public Works Department; trains staff in work procedures; reviews and approves timesheets, evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Participates in the development of goals, objectives, policies, and procedures for assigned services and programs; recommends and implements policies and procedures including standard operating procedures for assigned operations.
- Ensures a safe work environment, follows the City Injury and Illness Prevention Plan, sets-up safety training and procedures.
- Monitors activities of the work unit; identifies opportunities for improving service delivery and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.
- Coordinates work with other divisions and outside agencies.

- Participates in annual budget preparation; identifies resource needs; prepares detailed cost estimates with appropriate justifications; monitors expenditures.
- Provides staff assistance to management; prepares written materials; supervises the establishment and maintenance of reports, records, databases, and files; ensures the proper documentation of operations and activities.
- Uses work management system to generate, assign, and close-out work orders and generates work order summary reports.
- Answers questions and provides information to the public; investigates and responds to service requests and inquiries from citizens, other departments, and agencies; recommends corrective actions to resolve issues.
- Instructs, supervises, and inspects, the work of maintenance and repair activities; assists in the coordination of maintenance projects including the patching and repair of streets and the removal or repair of sidewalks, curbs, and gutters; assists in the removal and replacement of traffic control devices.
- Instructs, supervises, inspects, the work of park maintenance and repair activities including landscaping, playground equipment maintenance, graffiti, and trash removal.
- Supervises and inspects routine cleaning and minor maintenance of City facilities and buildings.
- Oversees outsourced repair and maintenance of public works vehicles and equipment.
- Provides responsible staff assistance to the Division Manager and other management staff.
- Schedules and inspects performance of service contractors for completion and addresses related concerns; secures quotes and monitors contracts related to maintenance and repair projects; reviews estimates and approves contract repair work.
- Prepares purchase orders; maintains inventories of materials, supplies, and tools; keeps records of time, materials, supplies, equipment, and work performed.
- Represents the City in meetings with members of other public and private organizations, community groups, contractors, developers, and the public.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Education and Experience:**

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

#### **Education:**

- Equivalent to completion of the twelfth (12<sup>th</sup>) grade supplemented by specialized training in supervision and maintenance, construction, landscape, or horticulture.

#### **Experience:**

- Four (4) years of increasingly responsible experience in municipal streets, parks, facilities, or landscape construction, repair, and maintenance. Two (2) years of lead experience in a municipal, construction industry or similar setting.

### **Licenses and Certifications:**

- Possession of a valid California Driver's License and a satisfactory driving record, to be maintained throughout employment.

City Council approved:

**Knowledge of:**

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Basic principles and practices of budget administration and monitoring.
- Principles, practices, methods, and techniques of public works and parks maintenance programs.
- Principles and practices of contract administration and management.
- Methods, materials, equipment, and standard practices employed in construction and maintenance operations.
- Preventive maintenance techniques.
- Applicable federal, state, and local laws, rules, regulations, and procedures relevant to assigned areas of responsibility.
- Principles and procedures of record keeping.
- City and mandated safety rules, regulations, policies, and protocols.
- Techniques for providing a high-level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

**Ability to:**

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Identify problems, research, and analyze relevant information, and develop and present recommendations and justification for solutions.
- Plan, organize, and schedule various maintenance, construction, and repair projects.
- Perform streets, parks, and storm drain maintenance and repairs.
- Coordinate response to public works emergencies outside of regular business hours.
- Ensure compliance with complex regulatory requirements related to facilities, maintenance, and safety.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Administer contracts for maintenance activities.
- Use and care for a variety of tools and equipment common to public works maintenance, repair, and construction activities.
- Plan, assign, and inspect the work performed by employees and contractors.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies, community groups, various business, professional, and regulatory organizations, and in meetings with individuals.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Maintain accurate logs, records, and written records of work performed.

City Council approved:

- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of work including various cultural and social ethnic groups; effectively handle and resolve confrontation situations; coordinate work activities with those of other city departments as appropriate.

### **PHYSICAL DEMANDS**

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When assigned to field inspection, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders; and to operate a motor vehicle and visit various City sites; vision to inspect site conditions and work in progress. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of forty (40) pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

### **ENVIRONMENTAL CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.



**FLSA: Non-Exempt**  
**SALARY: \$5,980 – \$7,268 Monthly**

**CITY OF EL CERRITO**

**WASTE PREVENTION ENVIRONMENTAL SPECIALIST**

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

**DEFINITION**

~~Under general direction of the Division Manager or Management Analystis III, performs a variety of tasks to support the recycling, and waste reduction and other environmental programs and operations of the City. Assists with researching, analyzing, developing, implementing, promoting, and monitoring a variety of programs to meet City and State recycling, and waste reduction and other environmental program goals and other environmental programs. . Performs audits, conducts surveys, and performs other related duties as required. To conduct field investigations and analyses, develop and implement education and outreach programs, promote waste reduction, recycling and composting, respond to phone and on-site requests and coordinate the El Cerrito Earth Day event and other events as assigned.~~

**DISTINGUISHING CLASS CHARACTERISTICS**

~~This is an experienced~~ The Environmental Specialist is a specialized entry level position in the specialist class specialized waste services class with program development, promotion, implementation, and related administrative duties. This class is distinguished from Administrative Clerk Specialist in that tThe Environmental Waste Prevention Specialist is less frequently involved in the performance of general clerical duties. The Waste Prevention Specialist has a responsibility for independently designing and implementing programs, representing the City in regional meetings, and conducting off-site program promotion and inspection activities that also distinguishes it this class from the Management Assistant class.

**SUPERVISION RECEIVED AND EXERCISED**

~~Receives direction from the Environmental Integrated Waste Services Division Manager, or Management Analyst III, or other assigned management staff.~~

~~May exercise oversight of interns and volunteers on special projects. May serve as lead on City projects, activities, and events.~~

**ESSENTIAL FUNCTIONS: STATEMENTS**

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

**Essential Functions:**

—

Council Approved: 6/2002  
Revised:

1. ➤ Provide technical assistance via phone, email and in-person, both on-site and off-site, to help promote recycling, ~~and waste reduction and other environmental programs~~ to businesses, residents, and City of El Cerrito employees, as well as public and private schools; interpret and apply legislation and city policies governing waste management and recycling services and environmental programs; serve as the main contact for the recycling program and specified environmental programs.
2. ➤ Perform ~~initial waste assessments field surveys and verification~~ at a variety of businesses and government agencies, prepare recommendations and provide technical assistance to businesses, community groups and local jurisdictions to reduce and recycle waste, or comply with other environmental regulations.
3. ➤ Conduct periodic site inspections of businesses, ~~schools~~ schools, and residential areas to measure recycling, ~~and waste reduction and environmental program data~~ efforts; prepare related reports with recommendations.
4. ➤ Assist in the development and implementation of education, information and outreach materials, activities and programs to support source reduction, ~~and recycling programs, and composting, and household hazardous waste collection, and other environmental programs~~; ~~by~~ prepare ing news releases, articles and informational brochures for publication; answer questions and distribute materials at fairs, festivals and other community and neighborhood events; and oversee interns and volunteers on special projects.
5. ➤ Design and give recycling center tours and classroom presentations to school classes for grades ~~K~~ K-12; develop and distribute age-appropriate promotional material.
6. ➤ Gather and enter data into various databases to track revenue, ~~materials~~ materials, and program activities; perform data analysis and prepare reports based on this information.
7. ➤ ~~Update recycling truck routes and schedules in response to new customers and, improved efficiency plans or the like; d~~ Distribute route and schedules appropriately; read map and determine routes in order to respond to service requests; and assist with review of routing plans for improved efficiency complaints.
8. ~~Coordinate~~ Conduct regularly scheduled meetings with franchise hauler, and interpreting and adhering to enforce agreements for collection services, ~~with the local franchised hauler.~~
9. ➤ Assist with ~~division~~ recycling budget development, ~~and administration and, including contract administration management and, manage~~ invoicing; ~~e~~ and deposit processing for recycling and environmental programs. Maintain inventory and order and supplies. ~~y inventory.~~
10. ➤ \_\_\_\_\_ Research, prepare, ~~submit~~ submit, and file grant applications and reports; follow-up with granting agencies; administer grant funds in accordance with requirements.
11. ➤ \_\_\_\_\_ Serve as the lead staff person in the coordination of annual community volunteer events, such as Earth Day; represent the division in other interdepartmental or interagency events and activities; attend meetings, conferences and hearings as a representative of the ~~recycling dEnvironmental Services d~~ Division; may provide staff support to citizen task force or committee examining recycling services and other environmental programs.
12. ➤ Draft and explain division procedures, rules and forms; maintain division manuals; process necessary ~~employee actions~~ City forms; assist Division Manager with division meetings ~~with employees~~; prepare correspondence, written agendas and other reports and meeting minutes;

Council Approved: 6/2002

Revised:

maintain operational files and records.

**Marginal / Non-Essential Functions:**

Perform related duties as assigned.

**QUALIFICATIONS**

**Education and Experience:**

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

**Education:**

Equivalent to a Bachelor's Degree from an accredited college or university with major course work in public administration, environmental sustainability, environmental science, or a related field.

**Experience:**

One year of work experience in environmental services, recycling and waste reduction or related field.

**Licenses/Certificates/ Other requirements:**

- Possession of or ability to obtain a valid California Driver's License and a satisfactory driving record, to be maintained throughout employment.

**Knowledge of:**

- Municipal solid waste, waste reduction, recycling, and compost programs, and/or environmental programs.
- Principles and practices associated with the development and implementation of recycling and waste reduction programs, including California law and recycling and waste management industry practices.
- Principles of environmental sustainability.
- 1- ➤ Basic principles of governmental organization, ~~budgeting~~budgeting, and management.
- Principles and practices of basic marketing and community program promotion.
- 2- ➤ Research principles, including data gathering and analysis and presentation ~~statistical~~ methods.
- 3- ➤ English usage, including spelling, grammar and punctuation, and public speaking techniques.
- Modern office practices, ~~procedures~~procedures, and equipment, including computer systems with

Council Approved: 6/2002

Revised:

proficiency in spreadsheets, word processing and database applications.

~~4.~~

**Ability to:**

~~1.➤ Analyze complex problems and develop appropriate solutions-situations; compile and interpret data and statistics, laws, and regulations and court rulings; prepare reports with recommendations.~~

~~➤ Learn about various environmental laws and requirements and support City programs to achieve environmental goalsgoals.~~

~~2.➤~~ Communicate effectively both orally and in writing with all ages and aspects of the community.

~~3.➤~~ Plan and organize events, ~~including fundraising activities.~~

~~4.➤~~ Design ~~and prepare~~ promotional programs and ~~prepare~~ public information ~~and outreach~~ materials.

~~5.➤~~ Research available grants, prepare grant requests, ~~and implement~~ and administer grants.

~~6.➤~~ Establish and maintain effective working relationships with those contacted in the course of work including various cultural and social ethnic groups; effectively handle and resolve confrontation situations; coordinate work activities with those of other city departments as appropriate.

~~7.➤~~ Prioritize work, prepare schedules, ~~meet deliverables,~~ flexibly ~~reschedule~~~~reschedule,~~ and meet deadlines.

~~8.➤~~ Interpret, ~~explain~~~~explain,~~ and apply ~~complex-involved~~ regulations, ~~standards~~~~standards,~~ and procedures.

~~9.➤~~ Compile and maintain ~~complex-accurate detailed~~ records.

**Experience and Training Guidelines**

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

**Experience:**

~~Three One years of work experience in environmental services, recycling and waste reduction or related field, including site visits providing customer service. of which at least one year includes field activities interacting with residents and businesses.~~

**Training:**

~~Equivalent to a Bachelor's Degree from an accredited college or university with major course work in public administration, environmental studies, sustainability, environmental science or a related field.~~

Council Approved: 6/2002

Revised:

**Licenses/Certificates/ Other requirements:**

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

**PHYSICAL DEMANDS**

|                                                  |                                                  |
|--------------------------------------------------|--------------------------------------------------|
| Sitting: <del>— Frequently to Occasionally</del> | Lifting: <del>—</del>                            |
| Standing: <del>— Occasionally</del>              | up to 10 lbs: <del>— Frequently</del>            |
| Walking: <del>— Occasionally</del>               | 11 to 25 lbs: <del>— Occasionally</del>          |
| Bending: <del>— Occasionally</del>               | 26 to 50 lbs: <del>— Occasionally</del>          |
| Crouching: <del>— Never</del>                    | 51 to 75 lbs: <del>— Never</del>                 |
| Stooping: <del>— Occasionally</del>              | 76 to 100 lbs: <del>— Never</del>                |
| Kneeling: <del>— Never</del>                     | 100 + lbs: <del>— Never</del>                    |
| Crawling: <del>— Never</del>                     | Carrying                                         |
| Sitting: <u>Frequently to Occasionally</u>       | Running: <u>Never</u>                            |
| Standing: <u>Occasionally</u>                    | Twisting: <u>Frequently</u>                      |
| Walking: <u>Occasionally</u>                     | Turning: <u>Never</u>                            |
| Bending: <u>Occasionally</u>                     | Jumping: <u>Never</u>                            |
| Crouching: <u>Never</u>                          | Grasping – firm: <u>Occasionally</u>             |
| Stooping: <u>Occasionally</u>                    | Finger dexterity: <u>Frequently</u>              |
| Kneeling: <u>Never</u>                           | Reaching forward: <u>Constantly</u>              |
| Crawling: <u>Never</u>                           | Reaching overhead: <u>Never to Occasionally</u>  |
| Climbing: <u>Occasionally</u>                    | Pinch grasp: <u>Occasionally</u>                 |
| Balancing: <u>Never</u>                          | Grasp – light: <u>Occasionally to Constantly</u> |
|                                                  | Reaching overhead: <u>Never to Occasionally</u>  |
|                                                  | Pinch grasp: <u>Occasionally</u>                 |
|                                                  | Grasp – light: <u>Occasionally to Constantly</u> |
| <u>Carrying up to:</u>                           | <u>Lifting up to:</u>                            |
| 10 lbs: <u>Frequently</u>                        | 10 lbs: <u>Frequently</u>                        |
| 11 to 25 lbs: <u>Occasionally</u>                | 11 to 25 lbs: <u>Occasionally</u>                |
| 26 to 50 lbs: <u>Occasionally</u>                | 26 to 50 lbs: <u>Occasionally</u>                |
| 51 to 75 lbs: <u>Never</u>                       | 51 to 75 lbs: <u>Never</u>                       |
| 76 to 100 lbs: <u>Never</u>                      | 76 to 100 lbs: <u>Never</u>                      |
| 100 + lbs: <u>Never</u>                          | 100 + lbs: <u>Never</u>                          |
| <u>Pushing/Pulling up to:</u>                    | <u>Vision</u>                                    |
| 10 lbs: <u>Occasionally</u>                      | Acuity far: <u>Required</u>                      |
| 11 to 25 lbs: <u>Never to Occasionally</u>       | Acuity, near: <u>Required</u>                    |
| 26 to 50 lbs: <u>Never</u>                       | Depth perception: <u>Required</u>                |
| 51 to 75 lbs: <u>Never</u>                       | Field of vision: <u>Required</u>                 |
| 76 to 100 lbs: <u>Never</u>                      | Accommodation: <u>Required</u>                   |
| 100 + lbs: <u>Never</u>                          | Color vision: <u>Required</u>                    |
| <u>Coordination:</u>                             | <u>Talking:</u> <u>-</u>                         |

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Revised:

Environmental Specialist

Page 6 of 8

Eye-hand: Never

Eye-hand-foot: Never

Driving: Frequently

Face-to-face: Occasionally to Frequently

Verbal contact:

Occasionally to Frequently

Public: Occasionally to

Frequently

Hearing:

Conversation: Frequently to Constantly

Telephone: Occasionally to Frequently

(varies up to a full day)

Earplugs: Never

Climbing: Occasionally up to 10 lbs: Frequently

Balancing: Never 11 to 25 lbs: Occasionally

Running: Never 26 to 50 lbs: Occasionally

Twisting: Frequently 51 to 75 lbs: Never

Turning: Never 76 to 100 lbs: Never

Jumping: Never 100 + lbs: Never

Council Approved: 6/2002

Revised:

## Environmental Specialist

Page **7** of **8**

### Pushing/Pulling:

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

Grasping — firm: Occasionally

Finger dexterity: Frequently

Reaching forward: Constantly

Reaching overhead: Never to Occasionally

Pinch grasp: Occasionally

Grasp — light: Occasionally to Constantly

Coordination \_\_\_\_\_ Eye-hand: Never

\_\_\_\_\_ Eye-hand-foot: Never

\_\_\_\_\_ Driving: Frequently

Talking \_\_\_\_\_ Face-to-face: Occasionally to Frequently

\_\_\_\_\_ Verbal contact: Occasionally to Frequently

\_\_\_\_\_ Public: Occasionally to Frequently

Vision \_\_\_\_\_ Acuity far: Required

\_\_\_\_\_ Acuity, near: Required

\_\_\_\_\_ Depth perception: Required

\_\_\_\_\_ Field of vision: Required

\_\_\_\_\_ Accommodation: Required

\_\_\_\_\_ Color vision: Required

Hearing \_\_\_\_\_ Conversation: Frequently to Constantly

\_\_\_\_\_ Telephone: Occasionally to Frequently (varies up to a full day)

\_\_\_\_\_ Earplugs: Never

### **MENTAL REQUIREMENTS**

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

### **WORK-ENVIRONMENTAL CONDITIONS ENVIRONMENT**

Employees work in an office environment with moderate noise levels, controlled temperature conditions,

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Revised:

and no direct exposure to hazardous physical substances—. Employees may work in the field at times and may be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with challenging individuals when interpreting and enforcing departmental policies and procedures.

~~Indoors, Outdoors, Using~~Use of -computer/computer monitor screen~~—~~. ~~May W~~works around others, ~~W~~works alone, and/or W~~works~~ with others.

~~Rev. 6/2002~~

Council Approved: 6/2002

Revised:



## AGENDA BILL

Agenda Item No. 9.A.

**Date:** November 21, 2023  
**To:** El Cerrito City Council  
**From:** Crystal Reams, Finance Director/City Treasurer, Finance Department  
**Subject:** FY 2023-24 General Fund Budget Quarterly Update through September 2023

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### ACTION PROPOSED

Receive and file an update on City General Fund revenues and expenses for FY 2023-24 through September 2023.

### BACKGROUND/ANALYSIS

The El Cerrito City Council adopted an annual Budget for FY 2023-24 on June 20, 2023. 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 General Fund Update (Attachment 1) includes information on revenues and expenditures and lists the year-to-date totals by classification and by department. This report summarizes the major General Fund revenue and expenditure categories through September 30, 2023 on a cash basis and includes comparisons to the prior year's budget. Similar to the first quarter reports from prior fiscal years, revenue cycles for many revenue sources - including property taxes - occur in the second, third and fourth quarters of the fiscal year. Consequently, revenue receipts are not realized in equal quarterly amounts.

The following are FY 2023-24 highlights occurring for the report period of July 1, 2023 through September 30, 2023 and reflect preliminary unaudited cash basis information.

1. Total revenue was \$6.7 million, approximately 14% of the adopted FY 2023-24 budget. As a reminder, property taxes are the City's largest income category and are received in December and April each year. The majority of revenues are non-departmental, as they are general and not allocated to one department.
2. Real property transfer taxes are performing slightly under projections reflected in the adopted FY 2023-24 budget, which is slightly less than the prior fiscal year as reflected in the adopted budget for this category. Staff will continue to monitor revenue streams closely and will report back to the City Council at midyear.
3. Total expenditures were \$12.4 million, or 25% of the adopted budget, which is on track with budget for the quarter.

4. Personnel costs of \$8.5 million include all personnel related costs. Personnel is the largest component of General Fund expenditures (72%), as departments continue to fill vacancies we will align with budgeted amounts. Staff will continue to monitor these expenses.

### **STRATEGIC PLAN CONSIDERATIONS**

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

### **ENVIRONMENTAL CONSIDERATIONS**

This section is not applicable to this agenda item.

### **FINANCIAL CONSIDERATIONS**

General Fund revenues and expenditures for FY 2023-24, both overall and by department, are tracking as expected for the first quarter of the fiscal year.

As reported in the FY 2022-23 Fourth Quarter Unaudited General Fund Budget Update, the City projected a surplus of approximately \$5.6 million which substantially exceeds the \$481,530 projected deficit reported during midyear FY 2022-23. The higher than projected surplus resulted from increased sales tax revenues, franchise tax revenues, and utility users tax revenues and lower than projected expenditures. Salary savings due to vacancies largely contributed to the reduced expenditures. The City Council has directed staff to establish and fund the Emergency Disaster and Recovery Fund, and the Section 115 Trust for pension obligations, with \$9 million and \$1 million respectively.

### **LEGAL CONSIDERATIONS**

This section is not applicable to this agenda item.

### **Reviewed by:**



Karen Pinkos, City Manager

### **Attachments:**

1. FY 2023-24 1st Quarter General Fund Update



## **General Fund Budget Update**

Quarter 1 FY 2023-24

07/01/23 – 09/30/23

### **INTRODUCTION**

The City of El Cerrito is pleased to submit the Quarter 1 FY 2023-24 General Fund Budget Update, for the period 07/01/23 through 09/30/23. The report provides a high-level overview of the City's status on the budget, with expenditures by department, showing unaudited actuals.

### **GENERAL FUND REVENUES**

FY 2023-24 General Fund revenue is budgeted at \$48.5 million. Table 1 shows the year-to-date revenues by classification, and Table 2 shows the year-to-date revenues by department. As of September 30, 2023, tax revenues are at 8% of budget, which is primarily due to revenue cycles for property taxes, the largest income source for the City, which are received in December and April and consequently are not reflected in Quarter 1 revenue actuals. Taxes partially received during Quarter 1 include business license taxes, utility users' taxes, sales taxes, and real property transfer taxes (July and August only). Overall General Fund Revenues for Quarter 1 are at 14% of the total FY 2023-24 Adopted Budget, which is slightly higher than the 12% received for Quarter 1 FY 2022-23.

Table 1 reflects real property transfer taxes for the months of July and August only, as September funds (totaling \$266,855) were received in October and will be reflected in the FY 2023-24 Midyear Budget Update. Adding the September real property transfer tax funds to the Quarter 1 revenue actuals results in year-to-date revenue of \$670,497 or 16% of the Adopted Budget. Property transfer taxes are performing slightly under the projected amount in the FY 2023-24 Adopted Budget, which is slightly lower than the prior fiscal year. Staff will continue to monitor revenue streams closely and will report back to the City Council at midyear.

**Table 1**  
**General Fund Revenue – Classification**  
**Quarter 1**

| <b>Classification</b>          | <b>YTD Budget Amount</b> | <b>YTD Actual Amount</b> | <b>% of Budget</b> | <b>Prior Year Total Actual</b> |
|--------------------------------|--------------------------|--------------------------|--------------------|--------------------------------|
| Property Taxes                 | \$11,417,064             | \$0                      | 0%                 | \$0                            |
| Sales Taxes                    | 7,853,666                | 549,183                  | 7                  | 638,616                        |
| Transient Occupancy Taxes      | 150,000                  | 0                        | 0                  | 0                              |
| Franchise Taxes                | 1,400,000                | 0                        | 0                  | 401,162                        |
| Business License Taxes         | 1,150,600                | 964,922                  | 84                 | 475,010                        |
| Property Transfer Taxes        | 4,300,000                | 403,642                  | 9                  | 574,963                        |
| Utility Users' Taxes           | 3,520,000                | 503,060                  | 14                 | 453,088                        |
| Other Taxes                    | 1,500                    | 1,238                    | 83                 | 0                              |
| <b>Taxes Totals</b>            | <b>\$29,792,830</b>      | <b>\$2,422,045</b>       | <b>8%</b>          | <b>\$2,542,839</b>             |
| Licenses & Permits             | 1,054,618                | 320,046                  | 30                 | 304,894                        |
| Fines & Forfeitures            | 120,000                  | 49,828                   | 42                 | 23,710                         |
| Use of Money and Property      | 646,573                  | 362,475                  | 56                 | 102,546                        |
| Intergovernmental Revenues     | 8,393,092                | 905,519                  | 11                 | 678,724                        |
| Charges for Services Totals    | 6,674,468                | 2,372,305                | 36                 | 1,651,168                      |
| Other Revenue Totals           | 870,000                  | 62,926                   | 7                  | 64,858                         |
| Other Financing Sources Totals | 977,182                  | 245,213                  | 25                 | 0                              |
| <b>Totals</b>                  | <b>\$48,528,763</b>      | <b>\$6,740,357</b>       | <b>14%</b>         | <b>\$5,368,739</b>             |

**Table 2**  
**General Fund Revenues – Department**  
**Quarter 1**

| <b>Revenue</b>        | <b>YTD Budget Amount</b> | <b>YTD -Q1 Actual Amount</b> | <b>% of Budget</b> | <b>Prior Year Total Actual</b> |
|-----------------------|--------------------------|------------------------------|--------------------|--------------------------------|
| Non-departmental      | \$35,136,304             | \$2,933,353                  | 8%                 | \$2,573,051                    |
| Administration        | 140,100                  | 2,504                        | 2                  | 539                            |
| Police                | 189,000                  | 49,380                       | 26                 | 46,509                         |
| Fire                  | 5,213,592                | 516,235                      | 10                 | 706,190                        |
| Public Works          | 523,700                  | 269,141                      | 51                 | 100,860                        |
| Community Development | 2,482,638                | 1,062,808                    | 43                 | 655,462                        |
| Recreation            | 4,843,429                | 1,906,936                    | 39                 | 1,286,128                      |
| <b>Totals</b>         | <b>\$48,528,763</b>      | <b>\$6,740,357</b>           | <b>14</b>          | <b>\$5,368,739</b>             |

### **GENERAL FUND - EXPENDITURES**

General Fund expenditures are budgeted at \$48.4 million for FY 2023-24. Tables 3 and 4 show the expenditures year-to-date by classification and by department, respectively. Departments are on track for Quarter 1 at 25% of budgeted expenditures. This is slightly above the Quarter 1 FY 2022-23 expenditures at 21%.

As in previous fiscal years, Personnel is the largest component of General Fund expenditures (72%). Departments have continued to fill vacant positions and we are now trending at 24% of budgeted expenditures. This is slightly higher than Quarter 1 FY 2022-23 at 22%.

**Table 3**  
**General Fund Expenditures – Classification**  
**Quarter 4**

| <b>Classification</b>                       | <b>YTD Budget Amount</b> | <b>YTD -Q1 Actual Amount</b> | <b>% of Budget</b> | <b>Prior Year Total Actual</b> |
|---------------------------------------------|--------------------------|------------------------------|--------------------|--------------------------------|
| Personnel                                   | \$35,057,398             | \$8,529,691                  | 24%                | \$7,190,442                    |
| Purchased Professional & Technical Services | 5,257,392                | 915,970                      | 17                 | 593,041                        |
| Purchased Property Services                 | 2,401,325                | 277,293                      | 11                 | 124,682                        |
| Other Purchased Services                    | 3,134,201                | 2,025,341                    | 65                 | 1,477,397                      |
| Supplies                                    | 869,692                  | 168,400                      | 19                 | 26,161                         |
| Property & Capital                          | 562,428                  | 53,671                       | 9                  | 36,212                         |
| Financing Costs                             | 570,386                  | 106,631                      | 19                 | 18,461                         |
| Other Financing Uses                        | 582,763                  | 291,381                      | 50                 | 0                              |
| <b>Totals</b>                               | <b>\$48,435,585</b>      | <b>\$12,368,378</b>          | <b>25%</b>         | <b>\$9,466,396</b>             |

In Table 3, the actual expenditures reflected for the “Other Purchased Services” classification includes the one-time full fiscal year’s annual insurance premiums which are paid each year in July. Also, in Table 4 expenditures reflected for the Administration Department include the one-time full fiscal year’s annual payments.

**Table 4**  
**General Fund Expenditures – Department**  
**Quarter 4**

| <b>Expenditures</b>   | <b>FY 2023- 2024 Amended Budget</b> | <b>Year To Date Actual (thru Qtr 1)</b> | <b>Year To Date % of Amended Budget</b> | <b>Comparison Qtr 1 FY 2023 YTD Actual</b> |
|-----------------------|-------------------------------------|-----------------------------------------|-----------------------------------------|--------------------------------------------|
| Administration        | \$7,275,373                         | \$2,822,721                             | 39%                                     | \$2,173,782                                |
| Police                | 13,523,728                          | 3,061,591                               | 23                                      | 2,385,022                                  |
| Fire                  | 14,432,355                          | 3,490,729                               | 24                                      | 2,715,279                                  |
| Public Works          | 2,483,303                           | 446,575                                 | 18                                      | 287,662                                    |
| Community Development | 3,799,601                           | 602,907                                 | 16                                      | 565,728                                    |
| Recreation            | 6,005,416                           | 1,635,863                               | 27                                      | 1,316,466                                  |
| Non-departmental      | 915,809                             | 307,992                                 | 34                                      | 22,457                                     |
| <b>Total</b>          | <b>\$48,435,585</b>                 | <b>\$12,368,378</b>                     | <b>25%</b>                              | <b>\$9,466,396</b>                         |

### CONCLUSION

The City of El Cerrito is currently on track to meet our FY 2023-24 budget goals. Revenues are not received in equal quarterly releases, primarily due to the biannual funding cycle (December and April) for property taxes. Expenditures are on track, with departments spending approximately 25% of their annual budget in Quarter 1.

Staff is continuously monitoring revenue and expenditures trends. Any trends indicating a need for budget adjustments are determined after the completion of Quarter 2 and will be reported to City Council at the FY 2023-24 Midyear budget session.

# EL CERRITO LIBRARY UPDATE

El Cerrito City Council  
November 21, 2023

# AGENDA

- Background
- Need for a New Library
- Resident Priorities
- Proposed Location
- Costs and Financing
- Polling Results
- Potential Next Steps
- Timeline
- Questions - Discussion



# Library Needs Assessment

- The El Cerrito Library building was built in 1948 and expanded in 1960
  - The building ***does not currently meet the earthquake health and safety standard*** for libraries built today.
- Significantly undersized for the community, lacks space to meet the current and future needs of a 21st century library
  - When school gets out, the current library is packed with school children. The El Cerrito Library is ***overcrowded and too small for what our community needs.***
- The current library does not have adequate space for family programs, activities, and classes.
  - Lack of space erodes every aspect of library service including its Collection, Seating, Technology, Programs
- Suffers from major structural and building system deficiencies that impact the safety, comfort, and functionality of the building
- There are numerous elements of the building and site that are not compliant with current accessibility codes
  - The Library requires better ***access for seniors and disabled residents.***



The library building is owned and maintained by the City. CCC Library operates the library.

Currently, the County provides 40 base open hours, and the City funds 6 extra hours for a total of 46 open hours each week.



# Planning for a New El Cerrito Library

|                    |                                                                                                                                                                                               |
|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>2002 – 2012</b> | City explores potential sites for new library, completes <i>Needs Assessment + Building Program</i> in anticipation of State grant funding                                                    |
| <b>2013</b>        | City Council confirms Library is a priority in their <i>Strategic Plan</i>                                                                                                                    |
| <b>2014</b>        | Library Needs Assessment and Program <i>Updated</i>                                                                                                                                           |
| <b>2015 – 2016</b> | Site options and cost models developed for ballot measure; <i>City Council requests BART enter into a MOU to study feasibility of site for TOD and potential Library (Resolution 2016-68)</i> |
| <b>2016</b>        | Ballot measure votes: 63% YES; just short of 66.7% requirement                                                                                                                                |
| <b>2018</b>        | AB 2923 (BART TOD) requires minimum zoning on BART owned parcels                                                                                                                              |
| <b>2019</b>        | Library Workshop conducted to discuss proposed sites & partnerships<br>City requests BART include potential library in RFQ (Resolution 2019-66)                                               |
| <b>2020</b>        | BART issues RFQ and requests developers submit two site plans, one including a library; BART Enters into Exclusive Negotiating Agreement with Development Team                                |
| <b>2021 – 2023</b> | TOD Pre-Planning: Access Planning; Public Engagement (surveys, virtual & in-person meetings); Library Public Meetings; Site Planning                                                          |
| <b>2023-2028</b>   | TOD Planning, Entitlement, Engagement, Financing, Construction (in phases)<br>Possible Library Financing/Design/Construction                                                                  |

# Library Needs Assessment

| CITY              | FACILITY SIZE | POPULATION<br>(2020 CENSUS) | SF/CAPITA   | YEAR<br>BUILT   |
|-------------------|---------------|-----------------------------|-------------|-----------------|
| Lafayette         | 35,000        | 25,391                      | 1.18        | 2009            |
| Millbrae          | 26,200        | 23,216                      | 1.13        | 2004            |
| Los Gatos         | 30,250        | 33,529                      | .90         | 2012            |
| Hercules          | 21,500        | 26,016                      | 0.83        | 2006            |
| <b>El Cerrito</b> | <b>20,000</b> | <b>25,962</b>               | <b>0.77</b> | <b>Proposed</b> |
| Pleasant Hill     | 24,000        | 34,613                      | 0.69        | 2022            |
| Belmont           | 20,000        | 28,335                      | 0.70        | 2006            |
| San Pablo         | 22,000        | 32,127                      | 0.62        | 2017            |
| <b>El Cerrito</b> | <b>6,500</b>  | <b>25,962</b>               | <b>0.25</b> | <b>Current</b>  |

# Resident Priorities / What We've Heard

- A Library that meets current health, safety, and seismic standards including providing cooling, warming, and charging centers during extreme weather events
- Summer reading programs for school age children
- Expanded library hours
- Literacy tutoring programs
- Free family programs, activities, and classes
- Improved access for seniors and disabled residents
- Enhanced children's programs and book budgets
- Homework center for students



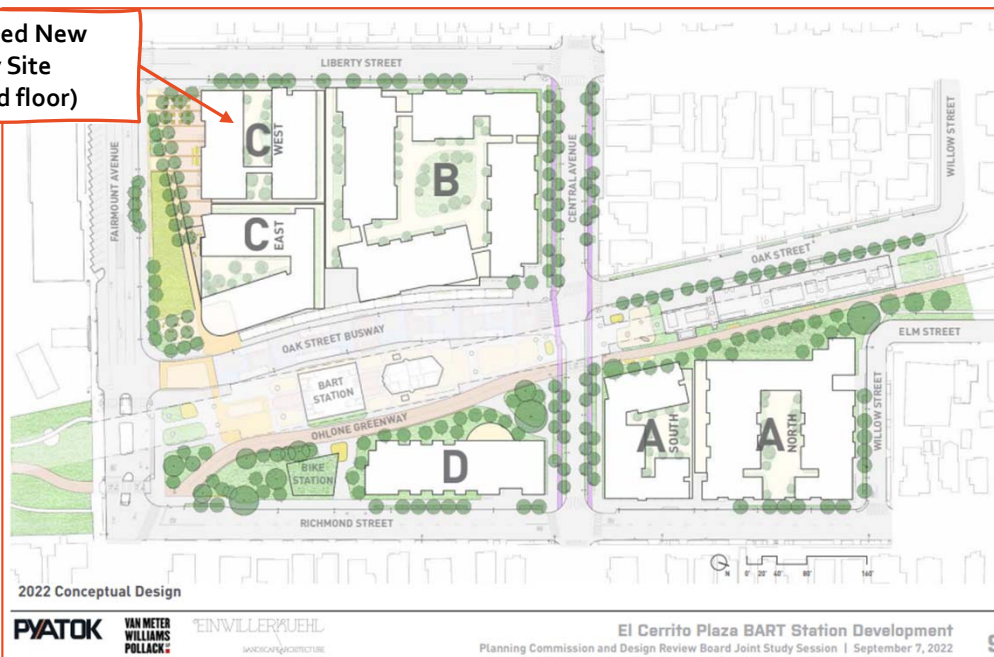
# Resident Comments

- Provide a children's area for story times and parent/child reading space
- Public access computers, a learning center, and free WiFi
- Space for community meeting rooms and education classrooms
- Expanded collections – more books and media
- Better access for seniors and disabled patrons
- Space for Friends of the Library



# Proposed Library Location: El Cerrito Plaza Transit Oriented Development Project

Proposed New Library Site (ground floor)



## Location and design highlights:

- Helps create a downtown: close to other amenities and services
- On-street parking
- Interaction with new public plaza along Fairmount
- Transparency: draws library patrons in; activates pedestrian street
- 21st Century library with full complement of services
- Contemporary, energy efficient, attractive and operationally efficient design
- Transportation & Transit Hub

Locating the new El Cerrito Library in the TOD would save El Cerrito taxpayers approximately \$10,000,000 over a stand-alone library building

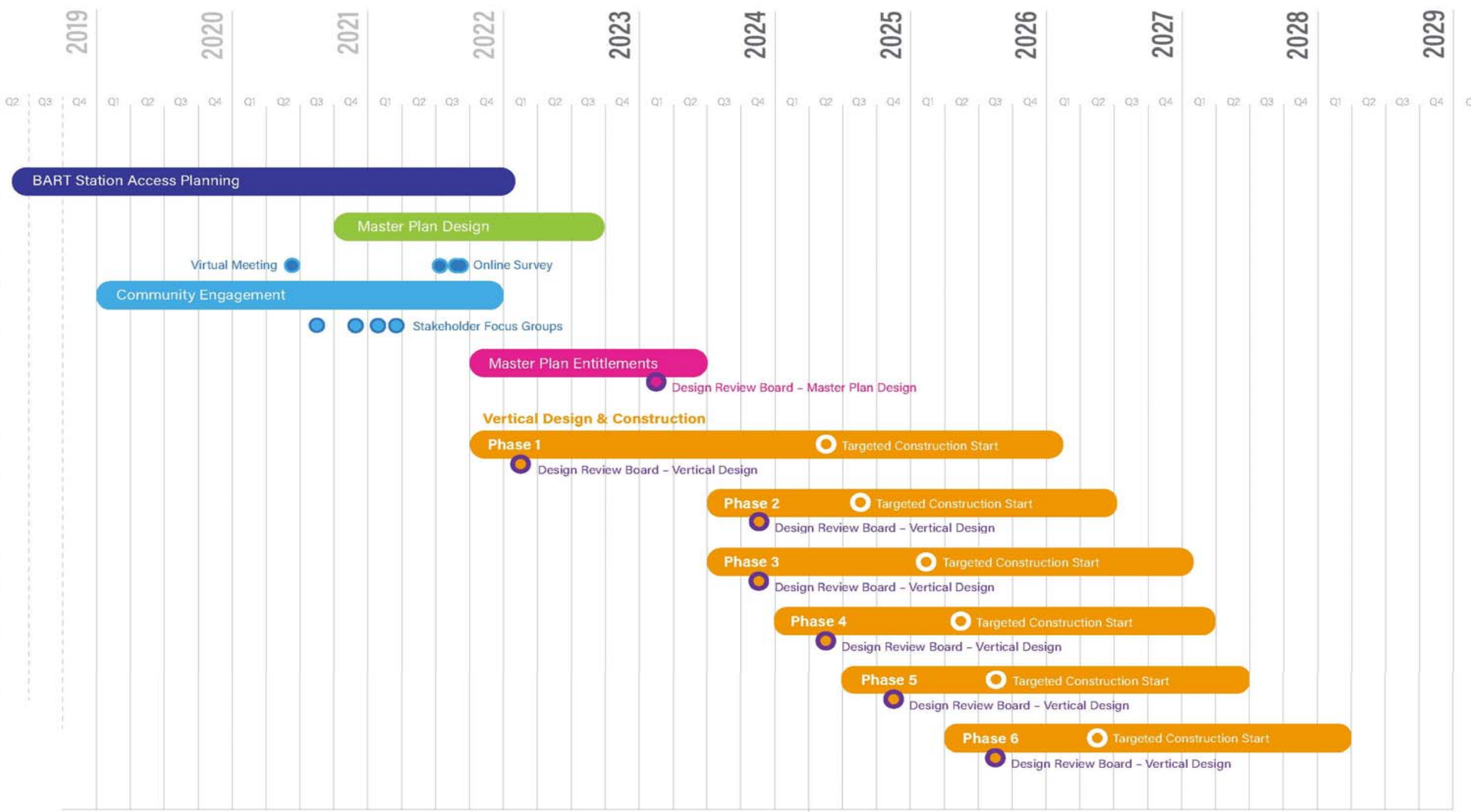
# Leveraging the TOD Project to Build a Library

● POOR  
● FAIR  
● EXCELLENT



| EVALUATION CRITERIA                                     | OPTION 1<br>STAND ALONE SITE<br>LIBRARY | OPTION 2<br>EL CERRITO PLAZA<br>LIBRARY + HOUSING + TOD |
|---------------------------------------------------------|-----------------------------------------|---------------------------------------------------------|
| VISIBILITY                                              |                                         |                                                         |
| ACCESS                                                  |                                         |                                                         |
| ECONOMIC IMPACT                                         |                                         |                                                         |
| PLACEMAKING                                             |                                         |                                                         |
| QUALITY OF LIFE                                         |                                         |                                                         |
| PROGRAM SYNERGY                                         |                                         |                                                         |
| TIMELINE                                                | TBD                                     | 2026-2028                                               |
| LAND COST                                               | TBD                                     | N/A                                                     |
| CONSTRUCTION HARD + SOFT COST, FFC, SIGNAGE, TECHNOLOGY | \$35,000,000*                           | ~\$20 - \$22,000,000*                                   |

\* 2025 Dollars



# Project Budget - Construction

- GC/CM site requirement costs, jobsite management, bonds + insurance, contractor overhead and profit
- Soft costs (design fees, construction management, city fees, permits, testing, etc.)
- Estimating contingency (15%)
- Project contingency (10%)
- Allowances for FF&E, signage, and technology
- Escalation (5% per annum, for 3 years compounded rate to 2023-2025)
- Draft budget includes allowances for power storage (batteries), improved technology, and after-hours access

# Proposed Library Budget & Revenue Assumptions

| Project Component             | Projected Cost      |
|-------------------------------|---------------------|
| Soft Costs                    | \$2,829,000         |
| Construction Costs            | 11,944,000          |
| Furnishings/Technology        | 1,420,000           |
| Enhancement Allowance         | 2,000,000           |
| 10% Contingency               | 1,138,000           |
| 2025-26 Escalation            | 1,883,000           |
| <b>Total Projected Budget</b> | <b>\$21,214,000</b> |

| New Revenue Sources & Uses        | Amount             |
|-----------------------------------|--------------------|
| <b>Revenue</b>                    |                    |
| Revenue Measure/Other Sources     | \$2,500,000        |
| <b>Uses</b>                       |                    |
| Project Bond Debt Service         | \$1,600,000        |
| Library Hours/Program Enhancement | \$900,000          |
| <b>Total Use of Tax Revenue</b>   | <b>\$2,500,000</b> |

# Potential Financing Sources

Existing Reserves and  
General Fund  
Financing

Ballot  
Measure

Private Placement  
Financing (Loan)

State Library  
Infrastructure Grant  
Program (competitive;  
requires 50% match)

# Financing the Library – Ballot Measure Option

- Based on budget and financing options, a parcel tax of 17 cents per building square foot, raising \$2.7 million annually, was proposed for consideration
- This rate would provide an updated Library space that meets current health, safety, and seismic standards for residents to use for years to come, as well as allow for ongoing maintenance costs and expanded Library hours
- Any measure would be budget stable and will continue the high standards in El Cerrito for fiscal accountability and transparency by requiring that any money generated must be spent only on library priorities, and not for any other purpose
- The measure would require independent citizen oversight, mandatory financial audits, and yearly reports to the community to ensure all the funds are spent as promised



# Proposed Ballot Measure

- In February 2023, the City Council directed staff to explore a parcel tax ballot measure to fund the construction of a new El Cerrito Library, as well as enhanced and expanded operations
- The City engaged the community throughout Spring and Summer 2023
  - Held Library City Council Study Session in February
  - Public information on mailers, website, and social media
  - Met with Library groups and stakeholders
  - Gathered feedback at community events
  - Conducted an online survey that provided feedback, input, and comments
  - Held Library Public Forum in September
  - Voter Surveys





GODBE RESEARCH  
Gain Insight



## City of El Cerrito: 2023 Revenue Measure Survey

November 21, 2023

## Overview and Research Objectives

The City of El Cerrito commissioned Godbe Research to conduct a tracking survey of local voters with the following research objectives:

- Gauge the public's satisfaction with the overall quality of life in the City, provision of City services, and effective management of public funds;
- Assess potential voter support for a parcel tax measure to replace the 75-year-old El Cerrito Library with funding that cannot be taken by the State;
- Prioritize projects and programs to be funded with the proceeds;
- Test the influence of informational and critical statements on potential voter support; and
- Identify any differences in voter support due to demographic and/or voter behavioral characteristics.

## Methodology Overview

- Data Collection Landline (11), cell (143), text to online (265), and email to online (24) interviewing
- Universe 12,111 likely March 2024 voters
- Fielding Dates October 9 through October 17, 2023
- Interview Length 18 minutes
- Sample Size n=443
- Margin of Error  $\pm 4.57\%$

The data have been weighted to reflect the actual population characteristics of likely voters in the City of El Cerrito in terms of their gender, age, and political party type.



GODBE RESEARCH  
Gain Insight

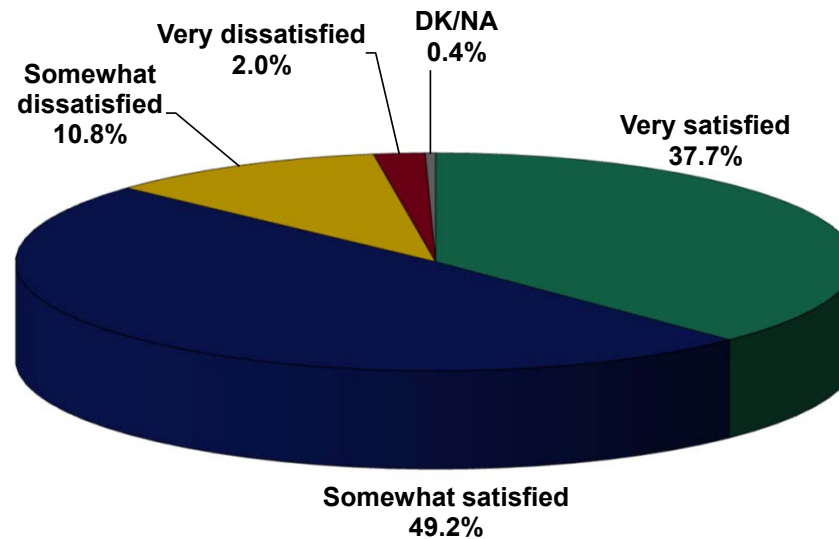


## Key Findings

## Q1. Satisfaction With Overall Quality of Life

### Likely March 2024 Voters

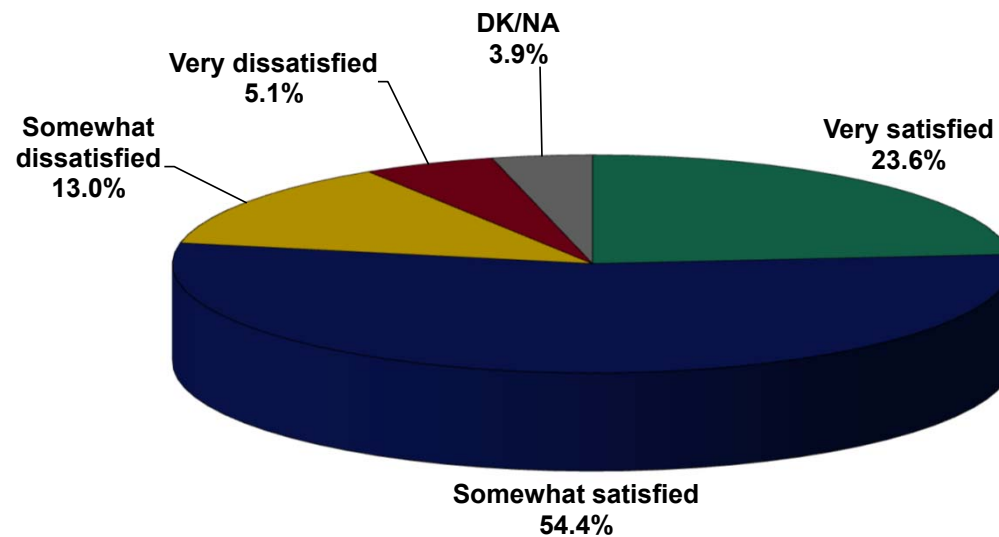
GODBE RESEARCH  
Gain Insight



|                     | 10/23 Survey<br>3/24 Voters | 5/23 Survey<br>3/24 Voters | 5/19 Survey<br>3/20 Voters |
|---------------------|-----------------------------|----------------------------|----------------------------|
| Total Satisfied     | 86.8%                       | 86.9%                      | 92.7%                      |
| Total Dissatisfied  | 12.8%                       | 12.9%                      | 6.5%                       |
| Ratio Sat to Dissat | 6.81                        | 6.7                        | 14.2                       |

## Q2. Satisfaction With the City's Provision of Services Likely March 2024 Voters

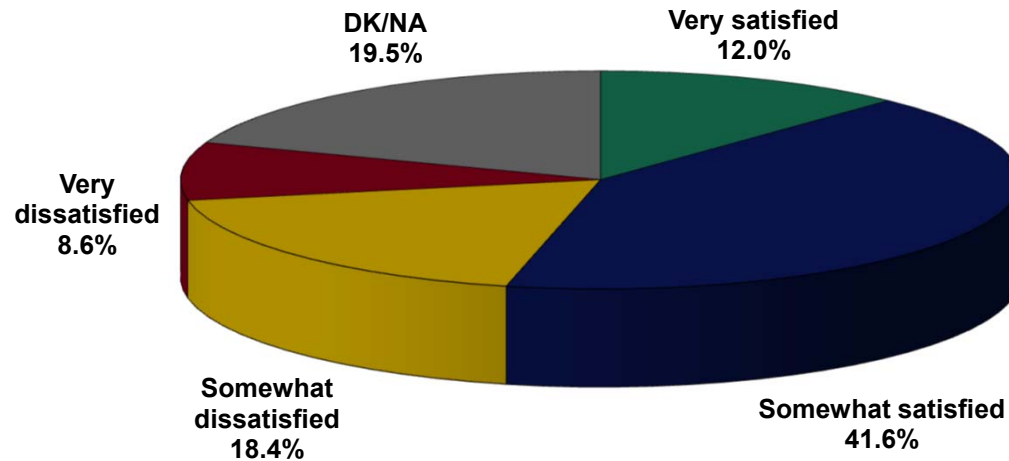
GODBE RESEARCH  
Gain Insight



|                     | 10/23 Survey<br>3/24 Voters | 5/23 Survey<br>3/24 Voters | 5/19 Survey<br>3/20 Voters |
|---------------------|-----------------------------|----------------------------|----------------------------|
| Total Satisfied     | 78.0%                       | 75.9%                      | 81.2%                      |
| Total Dissatisfied  | 18.1%                       | 20.4%                      | 10.9%                      |
| Ratio Sat to Dissat | 4.31                        | 3.7                        | 7.5                        |

## Q3. Satisfaction With the City's Management of Public Funds Likely March 2024 Voters

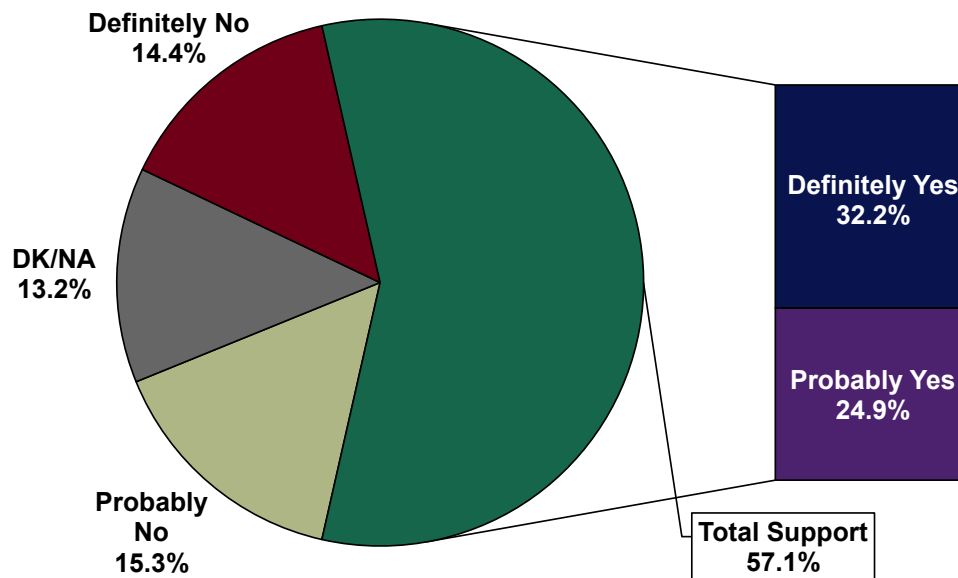
GODBE RESEARCH  
Gain Insight



|                     | 10/23 Survey<br>3/24 Voters | 5/23 Survey<br>3/24 Voters | 5/19 Survey<br>3/20 Voters |
|---------------------|-----------------------------|----------------------------|----------------------------|
| Total Satisfied     | 53.6%                       | 45.6%                      | 61.2%                      |
| Total Dissatisfied  | 27.0%                       | 32.9%                      | 18.3%                      |
| Ratio Sat to Dissat | 1.99                        | 1.39                       | 3.3                        |

## Q4. Uninformed Support for Parcel Tax

### Likely March 2024 Voters



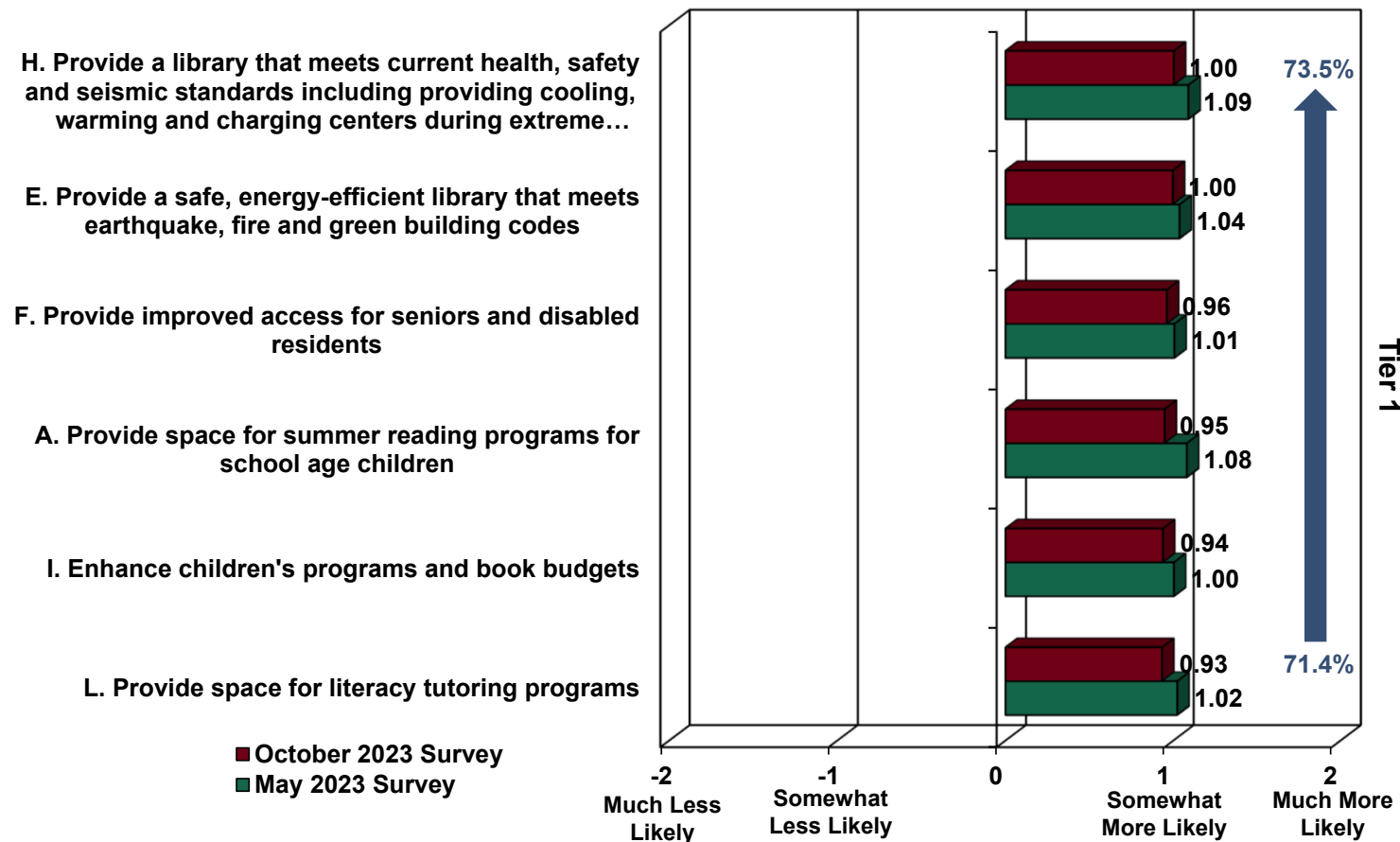
To replace the 75-year-old El Cerrito Library with a facility that:

- meets health, safety/ seismic standards, including cooling/ warming centers during extreme weather;
- provides space for children's summer reading programs;
- provides space for literacy tutoring/ free family programs, activities/ classes;
- improves senior/ disabled access; and
- expands library hours;

shall the City of El Cerrito measure be adopted levying 17¢ per building square foot tax annually, until ended by voters, providing \$2,700,000 annually, with independent citizen oversight, audits/ senior exemptions?

## Q5. Features of the Measure I

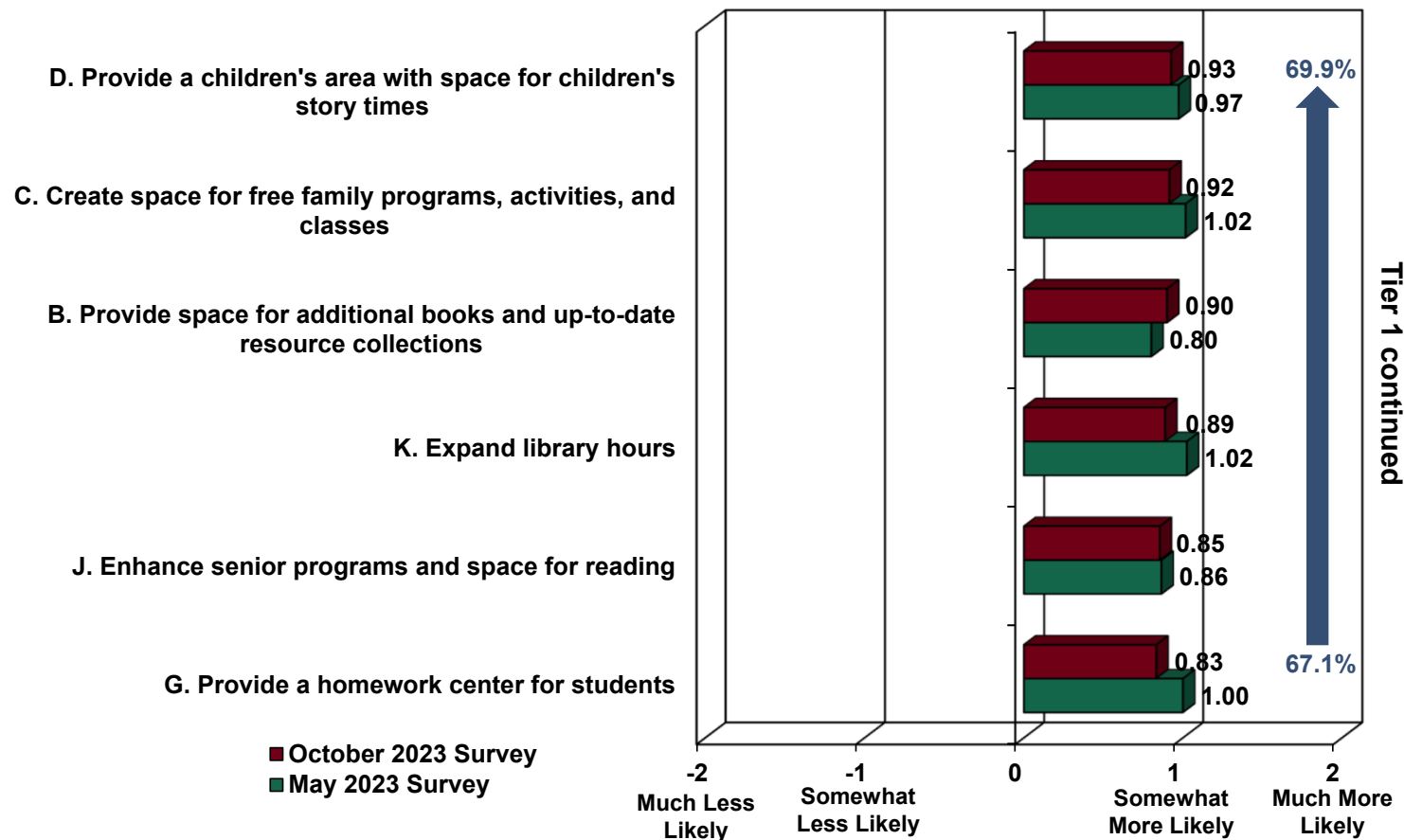
### Likely March 2024 Voters



Note: The above rating questions have been abbreviated for charting purposes, and responses were recoded to calculate mean scores: "Much More Likely" = +2, "Somewhat More Likely" = +1, "No Effect" = 0, "Somewhat Less Likely" = -1, and "Much Less Likely" = -2.

## Q5. Features of the Measure II

### Likely March 2024 Voters

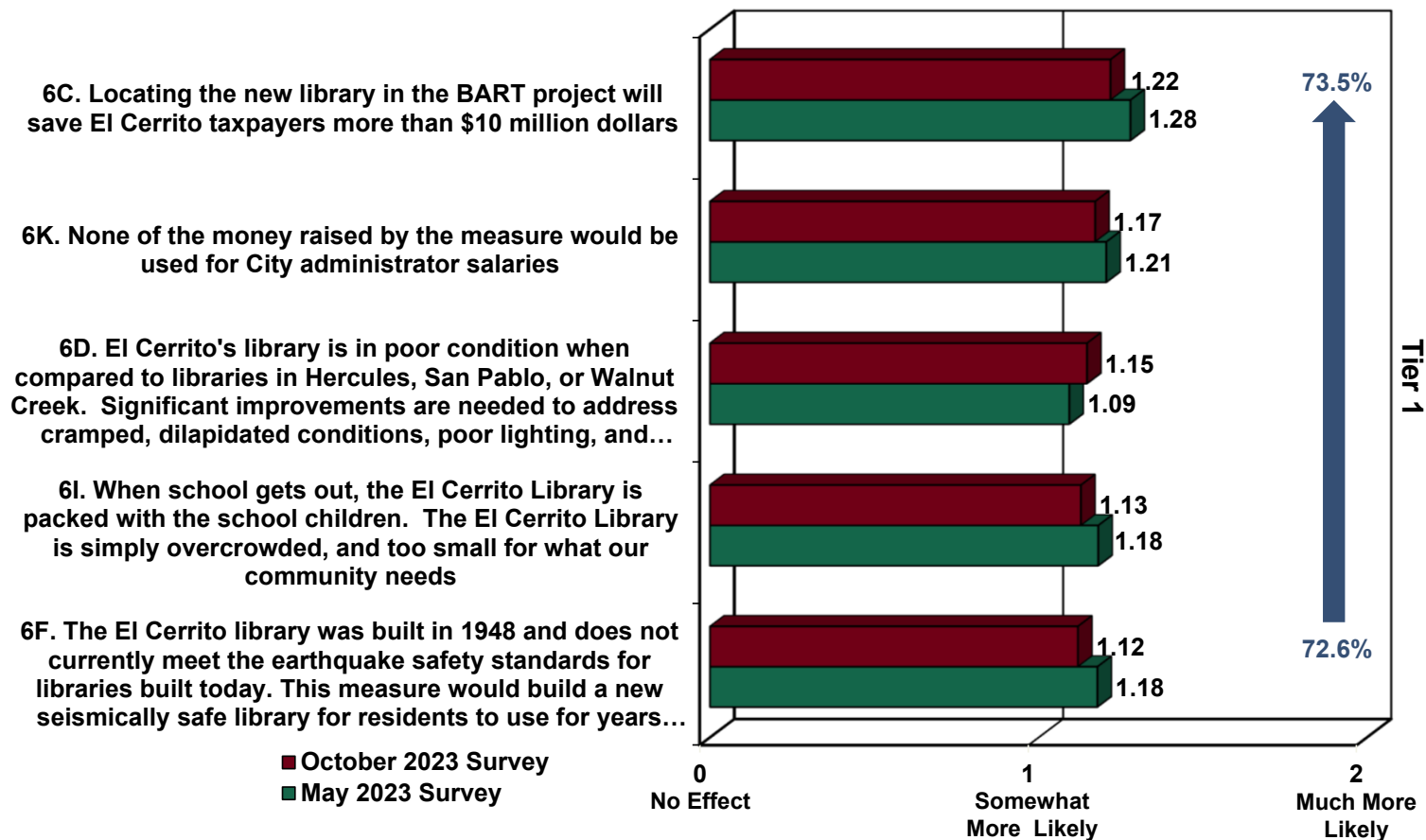


Note: The above rating questions have been abbreviated for charting purposes, and responses were recoded to calculate mean scores: "Much More Likely" = +2, "Somewhat More Likely" = +1, "No Effect" = 0, "Somewhat Less Likely" = -1, and "Much Less Likely" = -2.

## Q6. Informational Statements I

### Likely March 2024 Voters

GODBE RESEARCH  
Gain Insight

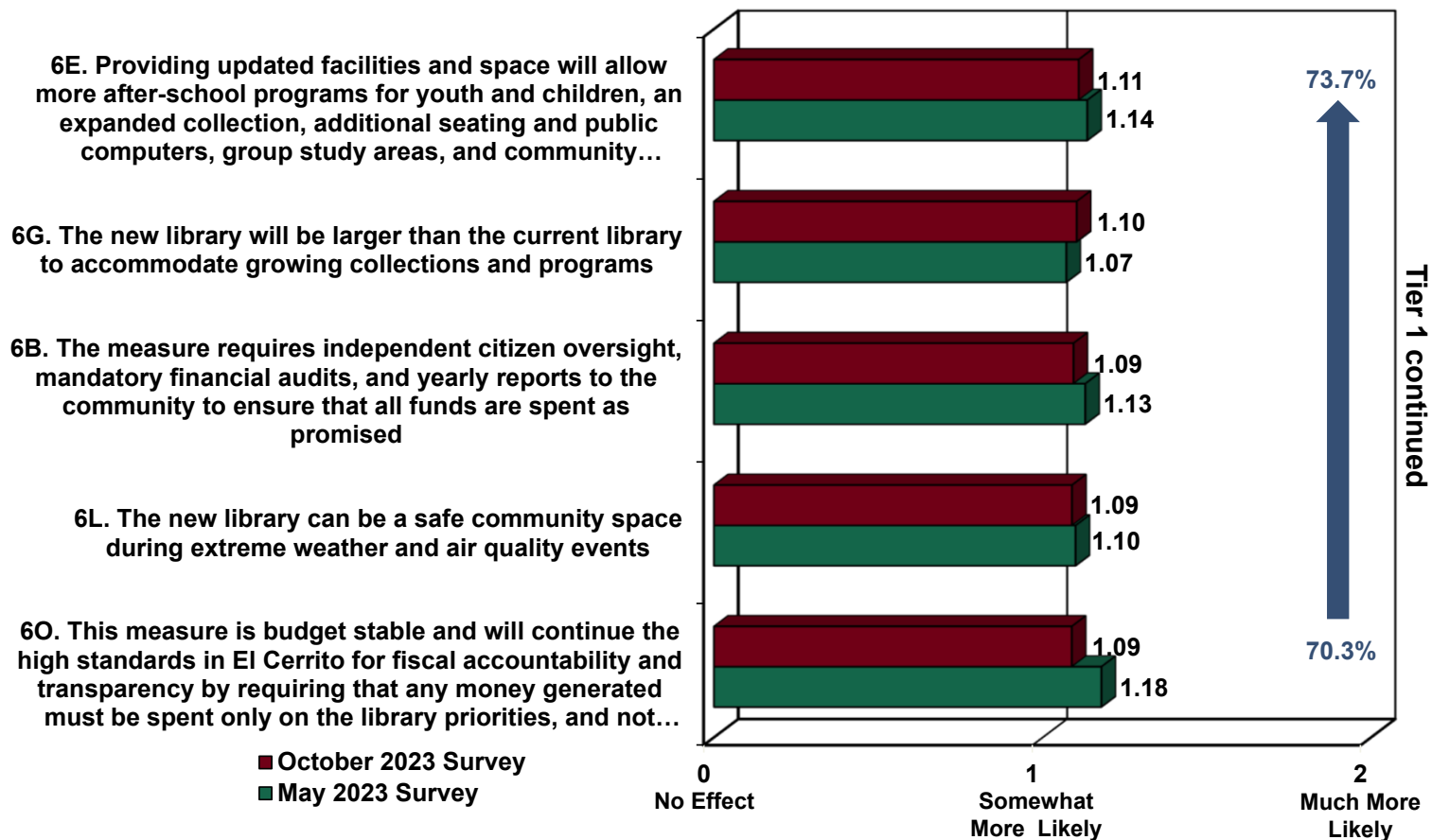


Note: The above rating questions have been abbreviated for charting purposes, and responses were recoded to calculate mean scores: "Much More Likely" = +2, "Somewhat More Likely" = +1, and "No Effect" = 0.

## Q6. Informational Statements II

### Likely March 2024 Voters

GODBE RESEARCH  
Gain Insight

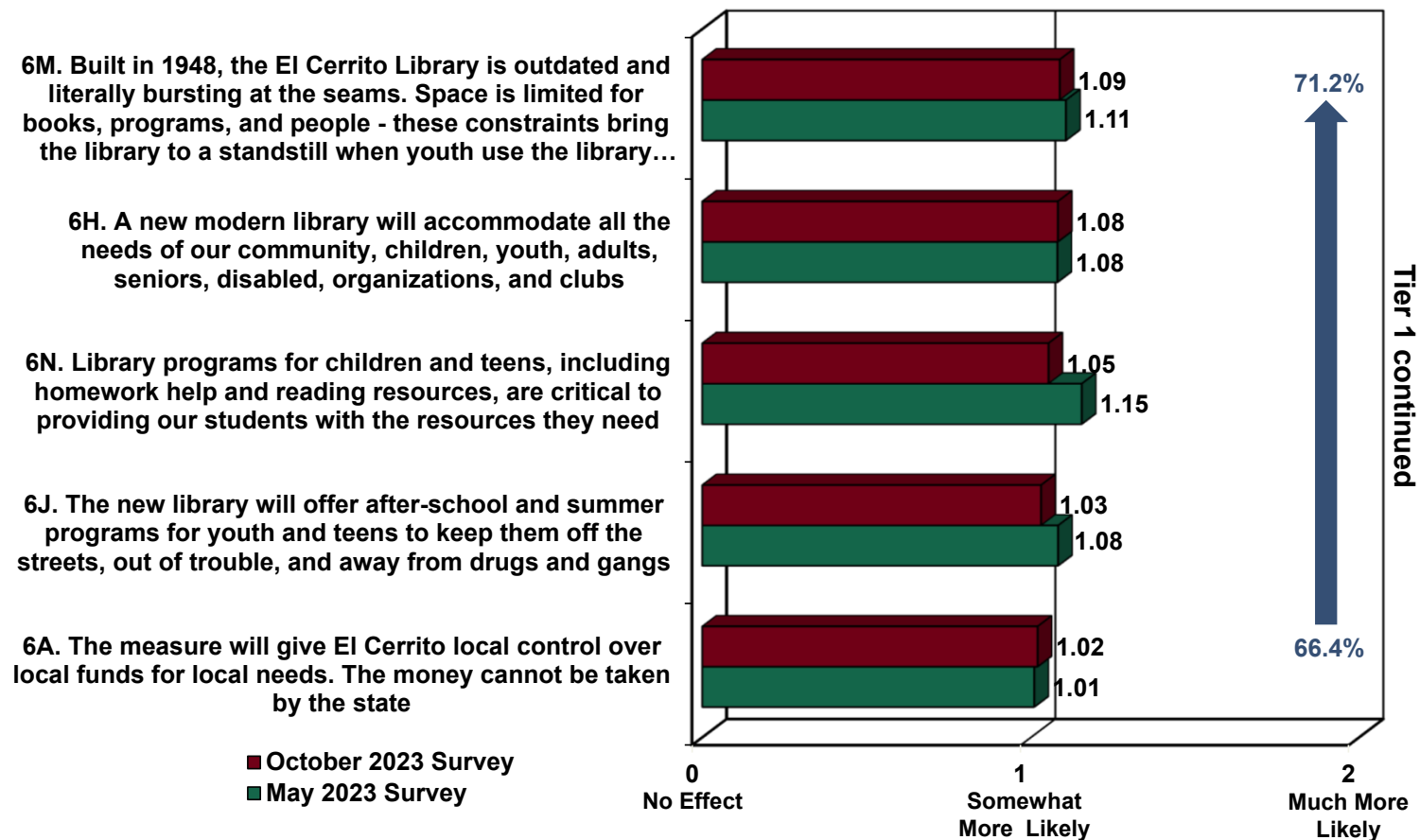


Note: The above rating questions have been abbreviated for charting purposes, and responses were recoded to calculate mean scores: "Much More Likely" = +2, "Somewhat More Likely" = +1, and "No Effect" = 0.

## Q6. Informational Statements III

### Likely March 2024 Voters

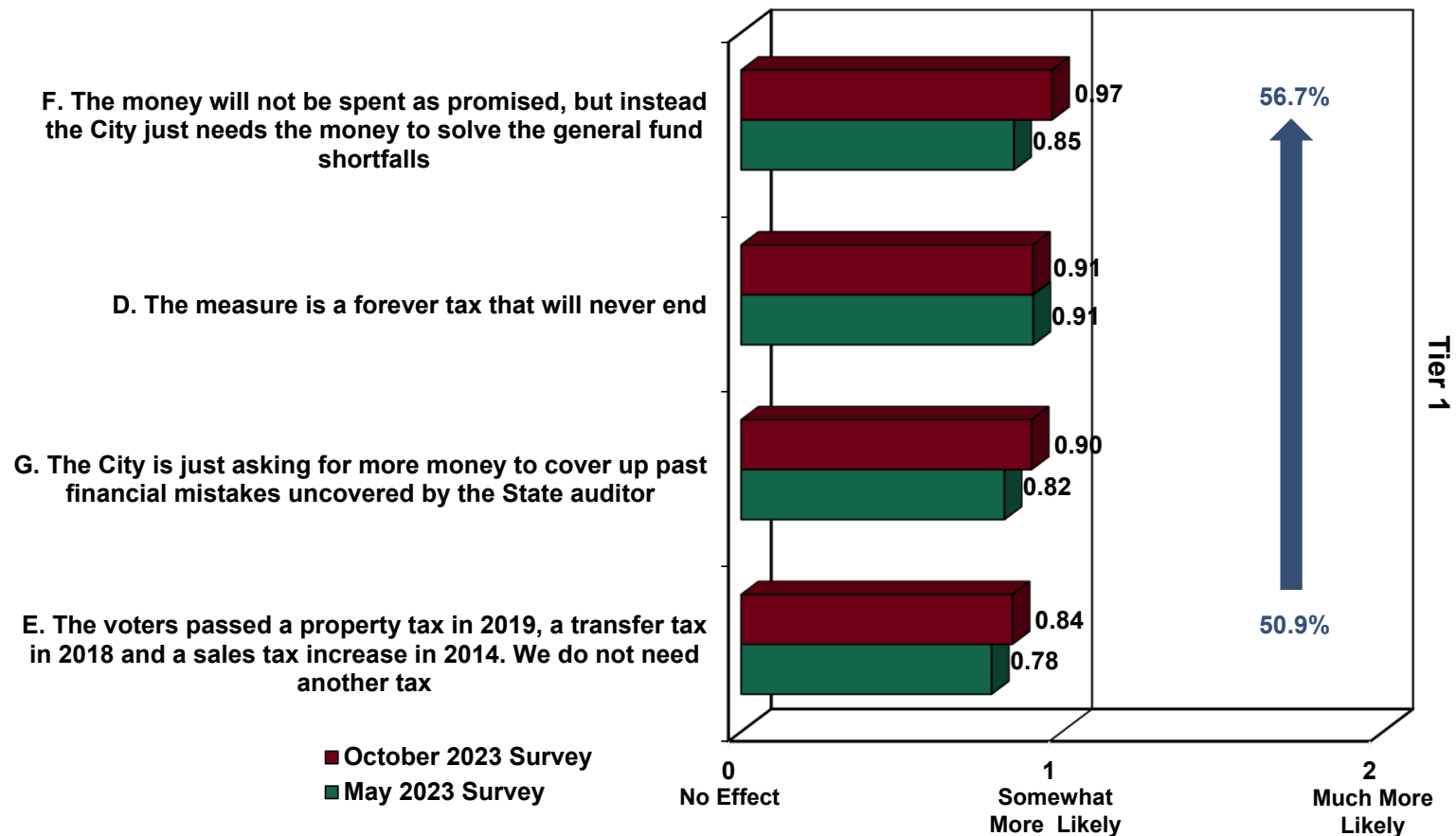
GODBE RESEARCH  
Gain Insight



Note: The above rating questions have been abbreviated for charting purposes, and responses were recoded to calculate mean scores: "Much More Likely" = +2, "Somewhat More Likely" = +1, and "No Effect" = 0.

## Q7. Critical Statements I

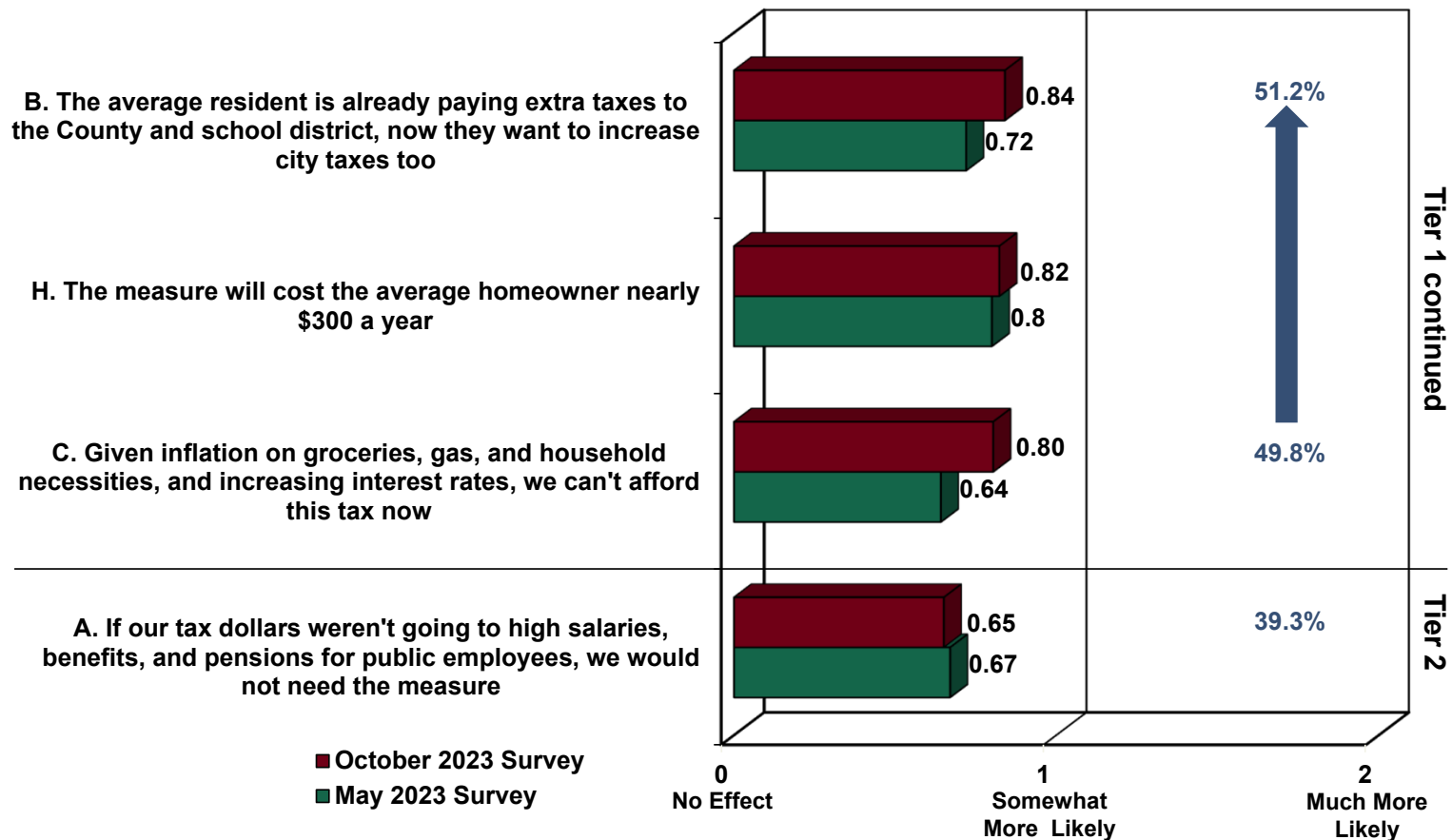
### Likely March 2024 Voters



Note: The above rating questions have been abbreviated for charting purposes, and responses were recoded to calculate mean scores: "Much More Likely" = +2, "Somewhat More Likely" = +1, and "No Effect" = 0.

## Q7. Critical Statements II

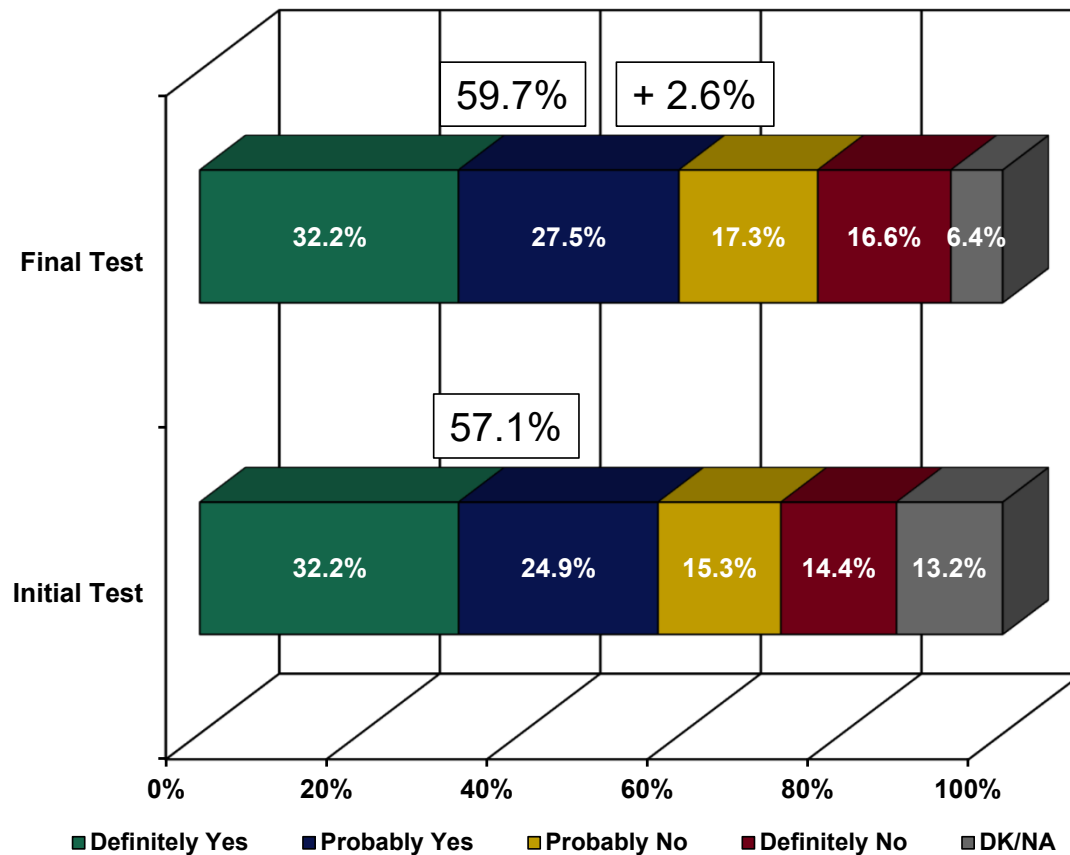
### Likely March 2024 Voters



Note: The above rating questions have been abbreviated for charting purposes, and responses were recoded to calculate mean scores: "Much More Likely" = +2, "Somewhat More Likely" = +1, and "No Effect" = 0.

## Q8. Informed Support for Parcel Tax Measure

### Likely March 2024 Voters



To replace the 75-year-old El Cerrito Library with a facility that:

- meets health, safety/ seismic standards, including cooling/ warming centers during extreme weather;
- provides space for children's summer reading programs;
- provides space for literacy tutoring/ free family programs, activities/ classes;
- improves senior/ disabled access; and
- expands library hours;

shall the City of El Cerrito measure be adopted levying 17¢ per building square foot tax annually, until ended by voters, providing \$2,700,000 annually, with independent citizen oversight, audits/ senior exemptions?



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[www.godberesearch.com](http://www.godberesearch.com)

California and Corporate Offices

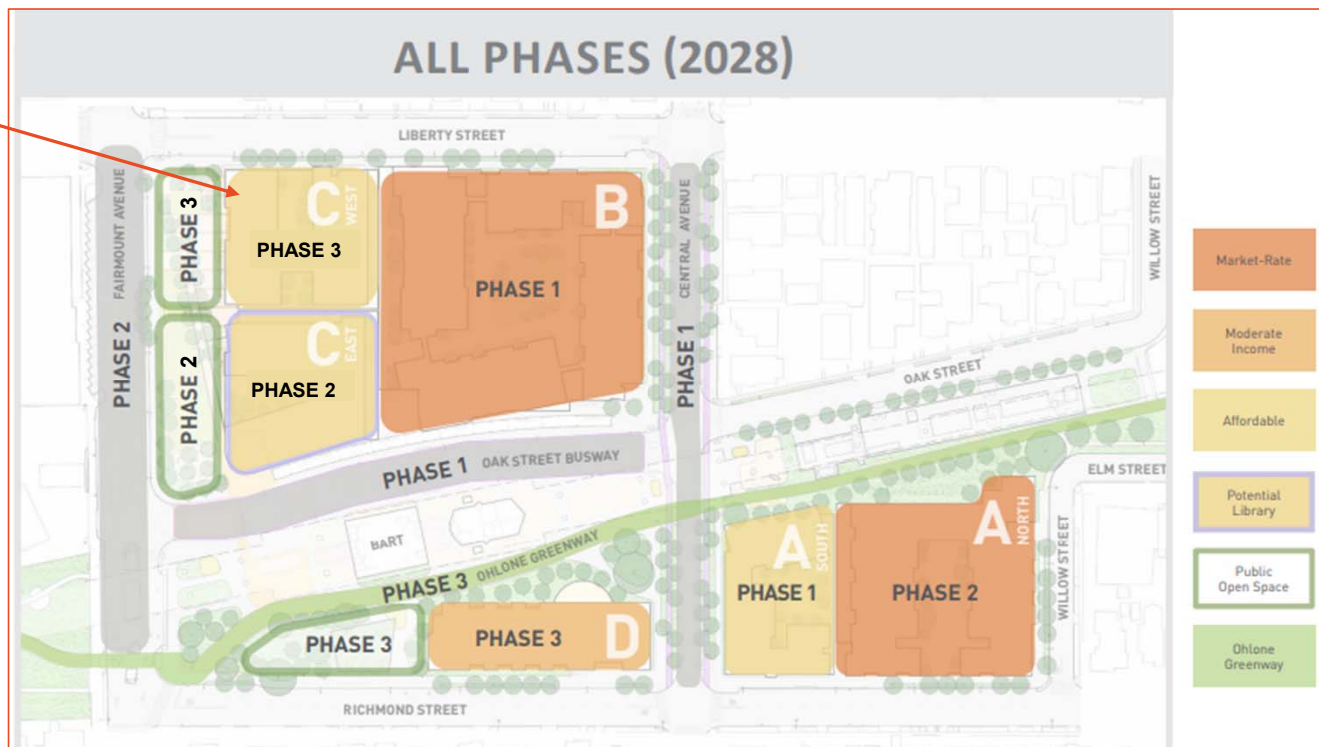
1220 Howard Avenue, Suite 250  
Burlingame, CA 94010

Nevada Office

59 Damonte Ranch Parkway, Suite B309  
Reno, NV 89521

# Library Included in Phase 3 Funding Commitment Needed in 2025

Proposed New  
Library Site  
(ground floor)



# Options

- Direct staff to prepare to place measure on ballot for March 5, 2024
  - Staff would bring resolution, ordinance and documentation for City Council approval on December 5, 2023

*or*

- Direct staff to continue to explore financing options including a potential ballot measure in 2025
  - As project progresses, continue to firm up design and construction costs to include Library in the El Cerrito BART TOD project
  - Staff would continue to work with development team on term sheet and timeline for City's funding options
  - Staff would work with grant writing team on any available grants as well as requests from state and federal legislators
  - Consider options for special election ballot measure in 2025, to be either a parcel tax for construction, operation, maintenance, and library hours (would require 2/3 approval) or a parcel tax for facilities only (if ACA1 passes, would require 55%; operation, maintenance, and hours would have to be funded from another source)
- **Both options have NO effect on Library construction timeline**

# Potential Next Steps

- City to Continue Planning for Library at El Cerrito Plaza BART TOD Project
  - Site Planning with Development Team and BART
  - Refine and validate cost estimates and proposed terms of agreements with Development Team and BART
  - Develop Parking Program with Library in mind
  - Conduct ongoing financial analysis and provide updates for City Council consideration
- City to Continue Community Engagement and Providing Public Information
  - [www.el-cerrito.org/library](http://www.el-cerrito.org/library)



# Proposed El Cerrito Library Timeline

|                      |                                                                                                                                                                                                                                             |
|----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| February 2023        | Direction from City Council                                                                                                                                                                                                                 |
| March 2023           | Begin Community Opinion Process<br>Develop Questions/Refine Tax Analysis                                                                                                                                                                    |
| Spring - Fall 2023   | Collect Public Input and Community Priorities<br>Conduct Survey and Complete Analysis                                                                                                                                                       |
| <b>November 2023</b> | <b>City Council Provides Direction to Staff</b>                                                                                                                                                                                             |
| 2024                 | Staff works with Development Team on Planning, Design, and Construction Costs<br>Finalize agreements with Development Team and BART for Library<br>Continue Public Engagement on Library<br>Project Design and Construction for Phases 1, 2 |
| 2024-2025            | Complete Financing Options Analysis for City Council Consideration                                                                                                                                                                          |
| 2026 - 2028          | Construction on Affordable Building C West and El Cerrito Library                                                                                                                                                                           |



# City Council Questions Public Comments Discussion and Direction





**SUPPLEMENTAL AGENDA MATERIALS  
SPECIAL CITY COUNCIL MEETING  
November 21, 2023  
(Revised November 22, 2023)**

1. Public Comments (Not on the Agenda and Consent Calendar)
2. Agenda Item 6.A. - Citizens Street Oversight Committee Annual Report for Fiscal Year
  - a. Public Comments
3. Agenda Item 6.B. - AC Transit Draft Route Changes
  - a. Public Comments
4. Agenda Item 9.A. - FY 2023-24 General Fund Budget Quarterly Update through September 2023
  - a. Public Comments
5. Agenda Item 9.B. – Library Presentation
  - a. Public Comments
  - b. Revised Presentation

**From:** [Cordell Hindler](#)  
**To:** [City Clerk](#)  
**Subject:** Public Comments  
**Date:** Thursday, November 16, 2023 3:39:58 PM

---

Caution! This message was sent from outside your organization.

Hello Mayor Motoyama, Council Members and Staff,

I AM Submitting the Following Comments into the Record:

1. For a Future Agenda, The Council Should Direct Staff to have Koff & Associates to Present on the Class & Comp Study
2. Also To Have Danny Wan to Present on the Port of Oakland

Sincerely  
Cordell

**From:** [Ira Sharenow](#)  
**To:** [City Clerk](#)  
**Cc:** [Lisa Motoyama](#); [Paul Fadelli](#); [Tessa Rudnick](#); [Gabe Quinto](#); [Carolyn Wysinger](#)  
**Subject:** Council meeting of 11/21/2023: Item 6A Citizens Street Oversight  
**Date:** Sunday, November 19, 2023 8:32:57 AM

---

Caution! This message was sent from outside your organization.

El Cerrito's pavement condition index is in rapid decline. The city is not doing enough to maintain its roads. I encourage the oversight committee to report on what needs to be done so that El Cerrito's roads do not go into further decline. The engineering report projects further declines in El Cerrito's PCI.

El Cerrito's 1-year Pavement Condition Index (PCI) Scores

The 1 year scores.

| Year | EC Score |
|------|----------|
| 2016 | 85       |
| 2017 | 83       |
| 2018 | 82       |
| 2019 | 74       |
| 2020 | 72       |
| 2021 | 70       |
| 2022 | 69       |

I also note that the 2018 Measure V Real Property Transfer Tax was supposed to have annual audits and citizen/FAB oversight. What happened???

Ira Sharenow

El Cerrito

**From:** [Joanna Pace](#)  
**To:** [City Clerk](#)  
**Subject:** Nov. 21, 2023 Agenda item # 6.b re: AC Transit  
**Date:** Monday, November 20, 2023 12:40:52 PM

---

Caution! This message was sent from outside your organization.

Dear El Cerrito City Council members,  
I urge you to advocate for the continuation of the #7 bus pilot route, which runs on Arlington, Barrett and San Pablo Avenue in El Cerrito, and connects with other transit systems in Berkeley, Emeryville and Richmond.

It is once again running seven days a week. Hooray! The first southbound bus leaves El Cerrito Del Norte BART at 6:00 a.m. and the last one leaves at 10:00 p.m. The first northbound bus leaves Moeser and Arlington at 6:46 a.m. and the last one leaves at 10:44 p.m. This is the kind of service we need, to convince residents to take transit: consistent, lengthy, daily service.

During this pilot we need 12 "boardings" an hour, 16 hours a day, to convince AC Transit to continue the seven days/week # 7. I extend an invitation to Councilmembers to be one of those passengers. Take the 7 with me, as Councilmember Fadelli did on November 17. I'll help you board and show you how important this service is to residents, workers, and students on the east side of El Cerrito.

Ride the 7! For the earth, for accessibility, for equity.

Sincerely,

---*Joanna Pace*

*El Cerrito resident*

**From:** [Ira Sharenow](#)  
**To:** [City Clerk](#)  
**Cc:** [Lisa Motoyama](#); [Paul Fadelli](#); [Tessa Rudnick](#); [Gabe Quinto](#); [Carolyn Wysinger](#)  
**Subject:** Council meeting of 11/21/2023: Item 9A. General Fund Update  
**Date:** Sunday, November 19, 2023 8:37:25 AM

---

Caution! This message was sent from outside your organization.

The June 2023 budget document projected a general fund surplus of only \$100,000 and a citywide budget deficit running into the millions of dollars.

Inexplicably, several one-off budget items, many of them construction projects, were left out of the budget. They had a projected cost of \$1.6 million, but there has been significant inflation. On some projects, bids by contractors are coming in higher than predicted by the city's engineers.

The RPTT plays a significant role in the five-year budget.

The finance director is reporting RPTT revenues of \$670,497 for the first 3 months of FY 2024. Multiply that by 4 to obtain a projection of \$2,681,988. That is a shortfall of \$1,618,012. Moreover, in recent years the first part of the year performed better than the second half. The worst revenue months have been January and February. You can also compare to last year's total and note that this year is way behind last year. The entire revenue for last year was below the \$4.3 million that was predicted for this year.

Question: How large will the general fund deficit be?

Question: How immensely large will the citywide budget deficit be?

Several months ago, the council voted to put \$1 million into a risky Section 115 Trust instead of keeping the money in a safe State of California LAIF savings account. When will that decision be implemented? What will the investment be? What is the overall investment strategy?

Ira Sharenow

El Cerrito, CA

**From:** [Ira Sharenow](#)  
**To:** [City Clerk](#)  
**Cc:** [Lisa Motoyama](#); [Paul Fadelli](#); [Tessa Rudnick](#); [Gabe Quinto](#); [Carolyn Wysinger](#)  
**Subject:** Council meeting of 11/21/2023: Item 5: Items Not on the Agenda  
**Date:** Sunday, November 19, 2023 8:29:14 AM

---

Caution! This message was sent from outside your organization.

Item 5: Items Not on the Agenda

The taxpayers paid for multiple reports related to a potential library tax measure. The city has declined to release those reports. I request that those reports be posted on the city's website in a conspicuous location.

I request that management and staff and the council not be allowed to go to any out of town paid conferences until they successfully complete a course on open records laws and sign a pledge to support the open records laws of the State of California.

May library survey report requested.

Result: Request denied.

October library survey report requested.

Result: Request denied.

Financial analysis of the library project report requested.

Result: Request denied.

This is a typical response from the city clerk. I received this rejection on November 9, 2023. I had requested the 2016 survey report in addition to the aforementioned documents.

Survey records are only retained for a period of 2 years after completion per the City's records retention schedule.

Regarding the 2023 survey, city staff has determined that the requested records are exempt from disclosure in accordance with the CPRA. To the extent your request seeks records that are exempt from disclosure on the grounds identified below, your request is denied. Please note that CPRA does not require the City to create a "privilege log" or list that identifies the specific records being withheld. (Haynie v. Superior Court (2001) 26 Cal.4th 1061, 1073.)

The following records are exempt from disclosure:

1. Records that contain information that is exempt under California Government Code Section 7922, as "the public interest served by not disclosing the record clearly outweighs the public interest by disclosure of the record." This exemption includes, without limitation, the deliberative process privilege, which prohibits the disclosure of information reflecting deliberative or decision-making processes by and between public officials. At this time, contract obligations are between developers and BART and not records of the City.

2. Records that are "preliminary drafts, notes, or interagency or intra-agency memoranda that are not retained by the public agency in the ordinary course of business" and "the public interest served by not disclosing the record clearly outweighs the public interest by disclosure" under California Government Code Section 7927.500. Please note that recent polling and related assessments are still in process and therefore in draft form without final work product produced.

I am responsible for the determinations concerning your records request. This email concludes responsive information on this submission and closes out this request. Thank you,

Holly M. Charléty, MMC, MPA

City Clerk

Ira Sharenow

El Cerrito, CA

**From:** [Ira Sharenow](#)  
**To:** [City Clerk](#)  
**Cc:** [Lisa Motoyama](#); [Paul Fadelli](#); [Tessa Rudnick](#); [Gabe Quinto](#); [Carolyn Wysinger](#)  
**Subject:** Council meeting of 11/21/2023: Item 9B library presentation  
**Date:** Sunday, November 19, 2023 8:43:51 AM

---

Caution! This message was sent from outside your organization.

Why is this very important item coming up at the end of the meeting that is two days before Thanksgiving?

2016 Survey: 72% YES; 20% NO

May 2023 Survey: 60% YES; 34% NO

October 2023 Survey: NOT Disclosed

Financial Analysis: NOT Disclosed

February 2023 packet

Debt Service: \$1,400,000

Operational Costs: \$300,000

November 2023 packet

Debt Service: \$1,600,000

Operational Costs: \$900,000

Tax Amount

February packet: Average home pays \$173/year for 30 years

September packet: Average home pays \$300 forever

Explanation for the change: NOT Disclosed

Cost of library

June 2023 budget: \$36,165,710

November 2023 presentation: \$21,214,000

How come prices came down during a period of inflation?

Are there any signed contracts that guarantee price and completion date?

What WAS THE LEVEL OF SUPPORT IN THE October survey?

What happened? Why did costs explode?

Explanations for the big increases in the tax: NOT Disclosed

It appears that a number of important facts have not been disclosed. I ask the council to disclose these facts to the taxpayers.

Contracts that fix costs: None (have discussions even begun?)

Parking meters/parking tickets versus free parking strategy: NOT developed

With library foot traffic declining and with the Pension Liability (UAL) debt now up to \$85,000,000 the city government needs to have priorities that meet the needs of the citizens, such as renting space for a senior center.

Stop paying huge fees to expensive consultants. Stop having highly paid staff spend their time on a fruitless effort.

Ira Sharenow

El Cerrito, CA

Mayor Motoyama, Mayor Pro Tem Rudnick, Council Members Fadelli, Quinto, and Wysinger

My name is Al Miller. I have been a resident of El Cerrito since 1979. I am President of the El Cerrito Library Foundation and part of the Committee for a Plaza Station Library.

El Cerrito needs, wants, and deserves a new library, the Plaza Station Library.

The process for getting a new library includes voter approval for funding. The polling report before you shows the current economic and political climate is not favorable for passage, especially with the current requirement of a 2/3 approval vote. Although the polling in October showed a significant reduction in this support, down to 59%, I believe the overwhelming reasons for this reduction in support are factors beyond our city – namely inflation and the conflict in the Middle East.

So setting the library funding measure beyond November 2024 is a smart move because it allows time for the City to address things that are in our control.

The poll shows steady growth in “Satisfaction with the city’s management of public funds and provision of services” and this will only grow as the City continues to demonstrate fiscal responsibility. More time will allow even more residents to know what you know – the city is fiscally improving, and local leaders can be trusted.

And more time will allow the City to refine the design and prepare more precise cost estimates; gaining more voter trust.

Further, the threshold of approval for public infrastructure, currently two-thirds, is expected to be reduced to 55%, if ACA-1 passes next November.

Setting a 2025 date does not delay the construction of the library and allows for greater clarity on the project, more trust in you and, potentially, a lower approval rate. This is a strategic decision.

El Cerrito needs, wants and deserves a new library, the Plaza Station Library.

**From:** [Georgina Edwards](#)  
**To:** [City Clerk](#)  
**Subject:** Public Comments - Agenda Item #9B-Library Presentation  
**Date:** Monday, November 20, 2023 9:00:58 AM

---

Caution! This message was sent from outside your organization.

Good evening Council, my name is Georgina Edwards and I have lived in El Cerrito since 2005. I am raising my two children here. I am part of the Committee for a Plaza Station Library.

El Cerrito needs, wants, and deserves a new library, the Plaza Station Library.

My daughter (then 7 years old) and I worked hard on the 2016 ballot measure along with many other families at the school and our community. The 64% of the voters that voted yes in 2016 tell you El Cerrito wants a library.

Both the May 2023 and September 2023 polls tell you the majority of El Cerritans are willing to pay for a new seismically safe library.

A library at the corner of Fairmount and Liberty will form an important keystone in a robust downtown. It will be another attraction drawing people to our core shopping district.

We have a limited-time and once in a lifetime offer available for a new library as part of the BART Plaza Station Transit Oriented Development that is currently underway. This project will be built either with or without a library. It is up to all of us to ensure that it includes the Plaza Station Library.

El Cerrito needs, wants and deserves a new library, the Plaza Station Library.

Georgina Edwards  


**From:** [Charles Taylor](#)  
**To:** [City Clerk](#)  
**Cc:** [Michael Fischer](#)  
**Subject:** Public Comments - Agenda Item #9B-Library Presentation  
**Date:** Monday, November 20, 2023 10:31:42 AM

---

Caution! This message was sent from outside your organization.

I am sending you the following comments for the City Council Meeting on November 21st and plan to make them at the meeting as part of the public comments on Agenda Item #9B Library Presentation.

Thank you,

Charles Taylor

Good Evening Members of the El Cerrito City Council,

I am Charles Taylor and have lived in El Cerrito since 1984 with my wife. We raised our two daughters in the El Cerrito schools and have been avid users of the El Cerrito Library with them and now with our grandchildren, who also live here.

I am part of the Committee for a Plaza Station Library and have been working for a new library for more than four years. Recently I have been speaking to members of our community about the Plaza Station Library at events like the 4<sup>th</sup> of July at Cerrito Vista Park, and National Night Out, in schools, and to neighbors and friends in the city. They had very positive responses. People asked many questions that focused on the location, the timeline and the cost. There was near unanimous agreement that we need a new library that is a safe haven in the event of emergencies (Heat, Smoke, Power Shut-Offs, and Earthquakes), that we need more hours of operation, that we need more space with separate rooms for differing activities, as well as an expanded collection of books and modern technologies.

A new library will benefit young children with more space for story time; teens with more space to study; parents with more opportunities to explore travel and work opportunities; all ages to attend lectures or poetry readings; and seniors to have greater comfort and accessibility in a library that is not only larger but is easier to access by foot, or other transportation. Eyes lit up when I mentioned these and other opportunities that the Plaza Station Library will provide. Our city will benefit greatly from the opportunities to have places where people can improve their communication skills through “English as a Second Language” conversation groups and much more.

The slides that the City Administration presented show how old and unsafe the present library

is. In west county we have the oldest and lowest square feet per capita of any city-owned library. And yet we are the most popular library in the west county by far.

WE NEED, WANT and DESERVE A NEW LIBRARY!

Thank you,

Charles Taylor

**From:** [Michael Fischer](#)  
**To:** [City Clerk](#)  
**Subject:** Public Comments - Agenda Item #9B - Library Presentation  
**Date:** Monday, November 20, 2023 12:27:02 PM

---

Caution! This message was sent from outside your organization.

My name is Michael Fischer. I have been a resident of El Cerrito since 1998 and have the honor, privilege, and responsibility of being El Cerrito's Library Commissioner. I am part of the Committee for a Plaza Station Library.

El Cerrito needs, wants, and deserves a new library, the Plaza Station Library.

The city must engage the community in what that includes. You need to ask us what we want in the new library and how it will serve our diverse population.

When a ballot measure was scheduled for the March, 2024 ballot, the city said it would use the time following the election to get further public input to finalize what the new library would include. With a strategic decision to move the ballot measure to 2025, the city now needs to engage with the public in advance of voting on a ballot measure. This will ensure the city's planning and design consultants who are creating the final plan for the library have the necessary public input.

Since 2017, the El Cerrito Library Foundation has at every Fourth of July city celebration asked attendees what residents want in a new library. Leverage that experience and form an ad hoc committee, under the auspices of the Library Commissioners and the Executive Committee of the El Cerrito Library Foundation, to engage our public to ensure that all current and potential users of our library have an opportunity to put forth their needs and desires for our new library so it can best serve all of our library patrons to the greatest extent possible.

El Cerrito needs, wants and deserves a new library, the Plaza Station Library.

Kind regards,

Michael

Michael Fischer (he him)

[eclibrarycommissioner@gmail.com](mailto:eclibrarycommissioner@gmail.com)

El Cerrito City Designated Library Commissioner  
Chair, Contra Costa County Library Commission  
Secretary, Library Foundation of Contra Costa County  
Board Member, El Cerrito Library Foundation  
Parliamentarian, Friends of the El Cerrito Library  
Member, C4PSL (Committee for a Plaza Station Library)

**From:** [C. Sheridan](#)  
**To:** [City Clerk](#)  
**Subject:** Fwd: Public Comment -- Agenda 9B - Library Presentation -- Nov. 21, 2023  
**Date:** Monday, November 20, 2023 8:11:52 PM

---

Caution! This message was sent from outside your organization.

I corrected a few typos. Please use the text below.

My name is Clare Sheridan. I have been a resident of El Cerrito for 21 years and raised my college-aged son with the help of the library. I volunteer with the library's literacy program and travel to the San Pablo library twice a week tutor in a private room, which the El Cerrito library doesn't have. I am part of the Committee for a Plaza Station Library.

El Cerrito needs, wants, and deserves a new library and the best option by far is at BART's Plaza Station Transit Oriented Development project because of its **certainty**.

El Cerritans want a plan for their investment. They want to know where their new library will be built, on what schedule, and how much it will cost. The proposed Plaza Station Library checks all of these boxes.

First – location certainty. The developer of the Plaza Station project has agreed to provide space for a library as part of the project - **if the city can fund it**. The developer has identified a 20,000 square foot space on the ground floor of Building C West, at the northwest corner of Liberty Street and Fairmount Avenue.

Second – schedule certainty. If the City notifies the Developer by November 2025 that funding is available, the library will be included in the plans. This means that construction will begin in 2026 and the doors will open in 2028.

Third – cost certainty. Because the Plaza Station Library will be part of a building, there are significant cost savings over constructing a standalone structure. As shown on pages 11 and 12 of the materials, the cost estimate for construction of the Plaza Station Library is \$21 million, compared to between \$30 and \$40 million for a standalone library, which would require the City to

purchase land and shoulder **all** of the infrastructure and construction costs. Moreover, there are no lots of sufficient size available in the city. Finally, a ballot measure in 2025 will improve our ability to accurately predict the total cost, as it is closer to the date when construction will begin.

I urge you to support this project.

El Cerrito needs, wants and deserves a new library, the Plaza Station Library.

**From:** [Greg Lyman](#)  
**To:** [City Clerk](#)  
**Subject:** El Cerrito City Council November 21, 2023 Agenda Item 9B - Library Presentation  
**Date:** Monday, November 20, 2023 3:06:53 PM

---

Caution! This message was sent from outside your organization.

Hello Mayor and City Council People,

I have lived in El Cerrito since 1989 and my wife and I raised our daughter here. As a former Mayor of El Cerrito, I have been working for a new library for almost ten years. I am part of the Committee for a Plaza Station Library.

El Cerrito needs, wants, and deserves a new library, the Plaza Station Library.

I write in support of the strategic decision to delay a public vote on the funding ballot measure.

As you make your decision, I call upon you to make this decision an **active decision to support** the inclusion of the library in the BART project. Please give clear and direct guidance to the City Manager and Staff to proceed **as if** the ballot measure has already passed. There is no time to waste.

The best way to save the City more than \$10 million dollars is to **invest now** in a library at the Plaza Station. Commit the resources to ensure the **library of our future** is incorporated into the development. An investment of \$200,000 to \$300,000 over the next two years will yield excellent returns when it **saves \$10 million**.

Building C-West is scheduled to be part of Phase 4 and will be designed starting Q1 of 2025 and **under construction in Q2 2026**. The City needs to remain engaged in planning of a library as part of the development. This means Staff needs to **immediately start the formal solicitation** to hire the design firm that will be part of the 2024 public engagement process, participate in the building design and complete the library design in 2025.

This **active engagement will foster community support** because your residents will participate in the process and get the answers they want on

location, timing and cost.

You need to behave like **the library will be under construction in two and a half years**. Your encouragement and support of a library at this location will be infectious. Do not delay your commitment to this location. Act Tuesday to strategically delay the vote and to passionately commit City resources to a Plaza Station Library.

**Now** is the time to start the design and construction of the new library.

El Cerrito needs, wants and deserves a new library, the Plaza Station Library.

Sincerely,

Greg Lyman  
Former El Cerrito Mayor

**From:** [william claus](#)  
**To:** [City Clerk](#)  
**Subject:** Public Comments - 9B  
**Date:** Monday, November 20, 2023 7:57:07 PM

---

Caution! This message was sent from outside your organization.

Abandoning the 6,400 sq ft library located on building & land owned by the City of El Cerrito 20 yards from a popular elementary school and replacing it with a 20,000 sq ft library at El Cerrito BART inside the retail level of a yet to be approved oversized 100 unit plus housing development with limited parking and reduced BART parking spaces is an outrageous overreach by the El Cerrito City Council and a blatant attempt to force the library parcel tax down the throats of the parcel tax payers (8,000 parcel owners) who would bear the cost of subsidizing the TOD for a real estate developer who has no interest in the library project other than securing a subsidy from the parcel tax - the most secure and low risk financing for the bond underwriters.

The City Council has not disclosed how much the subsidy is based on the current \$21,000,000 budget allocated to the library cost that include substantial building construction costs to the tune of \$7.36sq/ft/month, an outrageous expense considering the City could have leased 20,000 sq/ft retail space for \$3.00 sq/ft/month at the former BedBathBeyond space.

The City is not giving the residents a choice for the library project but rather declaring the TOD location will save \$10,000,000 and a housing subsidy tied to the library is the only option.

Well I know for a fact that a larger (10,000sq ft) architecturally significant library on the existing site could be built by a leading library construction company for a competitive cost AND owned and controlled by the City in perpetuity. The building would have all the features described for a modern library and likely more benefits because it would not be constrained by 6 floors and a hundred apartment units above a library. Under the City plan an existing 6,400 sq ft library would be installed inside a 20,000 sq ft footprint. What is the need for 13,600 additional square feet and at what cost? No input has been given by the CCC Library Commission who has dominion over all things library and pays the operating expenses and manages the book volumes and circulation.

The City has created a moral hazard for itself. A housing developer, BART, EC economic development plan for El Cerrito BART neighborhood, a library, the residents, the CCC Library Commission and the EC parcel owners paying the cost for the economic value captured by the developer and the increased library operating expenses yet to be disclosed. The City is asking for a blank check. The City has already invested \$250,000 in cash and transferred the ownership of City property to BART for the TOD.

Give the residents and parcel taxpayers a real choice and not "a yes vote for the parcel tax or no library" and ironically no TOD development without such a lucrative subsidy. It may take until 2028 to complete when residents could have a new library on the existing site in one year!

The saying "this dog don't hunt" applies.

Respectfully  
William Claus

# EL CERRITO LIBRARY UPDATE

El Cerrito City Council  
November 21, 2023

# AGENDA

- Background
- Need for a New Library
- Resident Priorities
- Proposed Location
- Costs and Financing
- Polling Results
- Potential Next Steps
- Timeline
- Questions - Discussion



# Planning for a New El Cerrito Library

|                    |                                                                                                                                                                                               |
|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>2002 –2012</b>  | City explores potential sites for new library, completes <i>Needs Assessment + Building Program</i> in anticipation of State grant funding                                                    |
| <b>2013</b>        | City Council confirms Library is a priority in their <i>Strategic Plan</i>                                                                                                                    |
| <b>2014</b>        | Library Needs Assessment and Program <i>Updated</i>                                                                                                                                           |
| <b>2015 – 2016</b> | Site options and cost models developed for ballot measure; <i>City Council requests BART enter into a MOU to study feasibility of site for TOD and potential Library (Resolution 2016-68)</i> |
| <b>2016</b>        | Ballot measure votes: 63% YES; just short of 66.7% requirement                                                                                                                                |
| <b>2018</b>        | AB 2923 (BART TOD) requires minimum zoning on BART owned parcels                                                                                                                              |
| <b>2019</b>        | Library Workshop conducted to discuss proposed sites & partnerships<br>City requests BART include potential library in RFQ (Resolution 2019-66)                                               |
| <b>2020</b>        | BART issues RFQ and requests developers submit two site plans, one including a library; BART Enters into Exclusive Negotiating Agreement with Development Team                                |
| <b>2021 – 2023</b> | TOD Pre-Planning: Access Planning; Public Engagement (surveys, virtual & in-person meetings); Library Public Meetings; Site Planning                                                          |
| <b>2023-2028</b>   | TOD Planning, Entitlement, Engagement, Financing, Construction (in phases)<br>Possible Library Financing/Design/Construction                                                                  |

# Library Needs Assessment

- The El Cerrito Library building was built in 1948 and expanded in 1960
  - The building ***does not currently meet the earthquake health and safety standard*** for libraries built today.
- Significantly undersized for the community, lacks space to meet the current and future needs of a 21st century library
  - When school gets out, the current library is packed with school children. The El Cerrito Library is ***overcrowded and too small for what our community needs.***
- The current library does not have adequate space for family programs, activities, and classes.
  - Lack of space erodes every aspect of library service including its Collection, Seating, Technology, Programs
- Suffers from major structural and building system deficiencies that impact the safety, comfort, and functionality of the building
- There are numerous elements of the building and site that are not compliant with current accessibility codes
  - The Library requires better ***access for seniors and disabled residents.***



The library building is owned and maintained by the City. CCC Library operates the library.

Currently, the County provides 40 base open hours, and the City funds 6 extra hours for a total of 46 open hours each week.



# Library Needs Assessment

| CITY              | FACILITY SIZE | POPULATION<br>(2020 CENSUS) | SF/CAPITA   | YEAR<br>BUILT   |
|-------------------|---------------|-----------------------------|-------------|-----------------|
| Lafayette         | 35,000        | 25,391                      | 1.18        | 2009            |
| Millbrae          | 26,200        | 23,216                      | 1.13        | 2004            |
| Los Gatos         | 30,250        | 33,529                      | .90         | 2012            |
| Hercules          | 21,500        | 26,016                      | 0.83        | 2006            |
| <b>El Cerrito</b> | <b>20,000</b> | <b>25,962</b>               | <b>0.77</b> | <b>Proposed</b> |
| Pleasant Hill     | 24,000        | 34,613                      | 0.69        | 2022            |
| Belmont           | 20,000        | 28,335                      | 0.70        | 2006            |
| San Pablo         | 22,000        | 32,127                      | 0.62        | 2017            |
| <b>El Cerrito</b> | <b>6,500</b>  | <b>25,962</b>               | <b>0.25</b> | <b>Current</b>  |

# Resident Priorities / What We've Heard

- A Library that meets current health, safety, and seismic standards including providing cooling, warming, and charging centers during extreme weather events
- Summer reading programs for school age children
- Expanded library hours
- Literacy tutoring programs
- Free family programs, activities, and classes
- Improved access for seniors and disabled residents
- Enhanced children's programs and book budgets
- Homework center for students



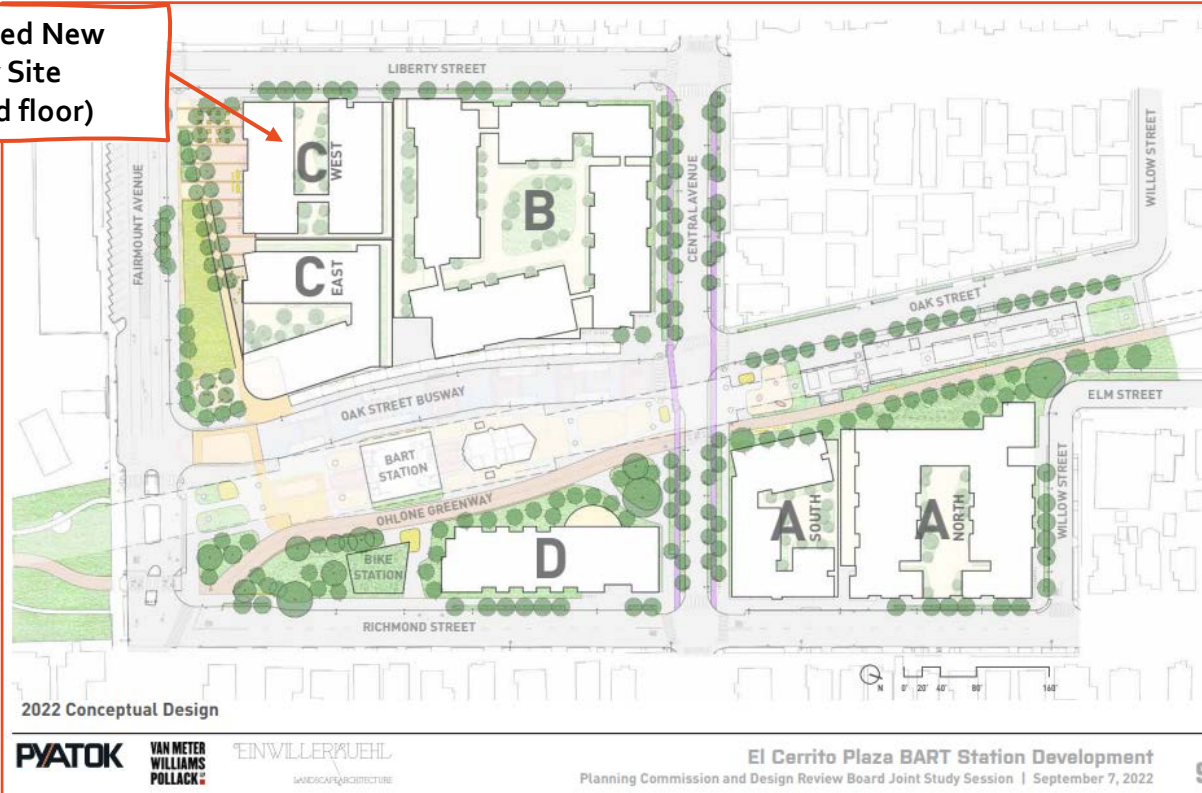
# Resident Comments

- Provide a children's area for story times and parent/child reading space
- Public access computers, a learning center, and free WiFi
- Space for community meeting rooms and education classrooms
- Expanded collections – more books and media
- Better access for seniors and disabled patrons
- Space for Friends of the Library



# Proposed Library Location: El Cerrito Plaza Transit Oriented Development Project

Proposed New Library Site (ground floor)



## Location and design highlights:

- Helps create a downtown: close to other amenities and services
- On-street parking
- Interaction with new public plaza along Fairmount
- Transparency: draws library patrons in; activates pedestrian street
- 21st Century library with full complement of services
- Contemporary, energy efficient, attractive and operationally efficient design
- Transportation & Transit Hub

Locating the new El Cerrito Library in the TOD would save El Cerrito taxpayers approximately \$10,000,000 over a stand-alone library building

# Leveraging the TOD Project to Build a Library

POOR  
FAIR  
EXCELLENT



## OPTION 1

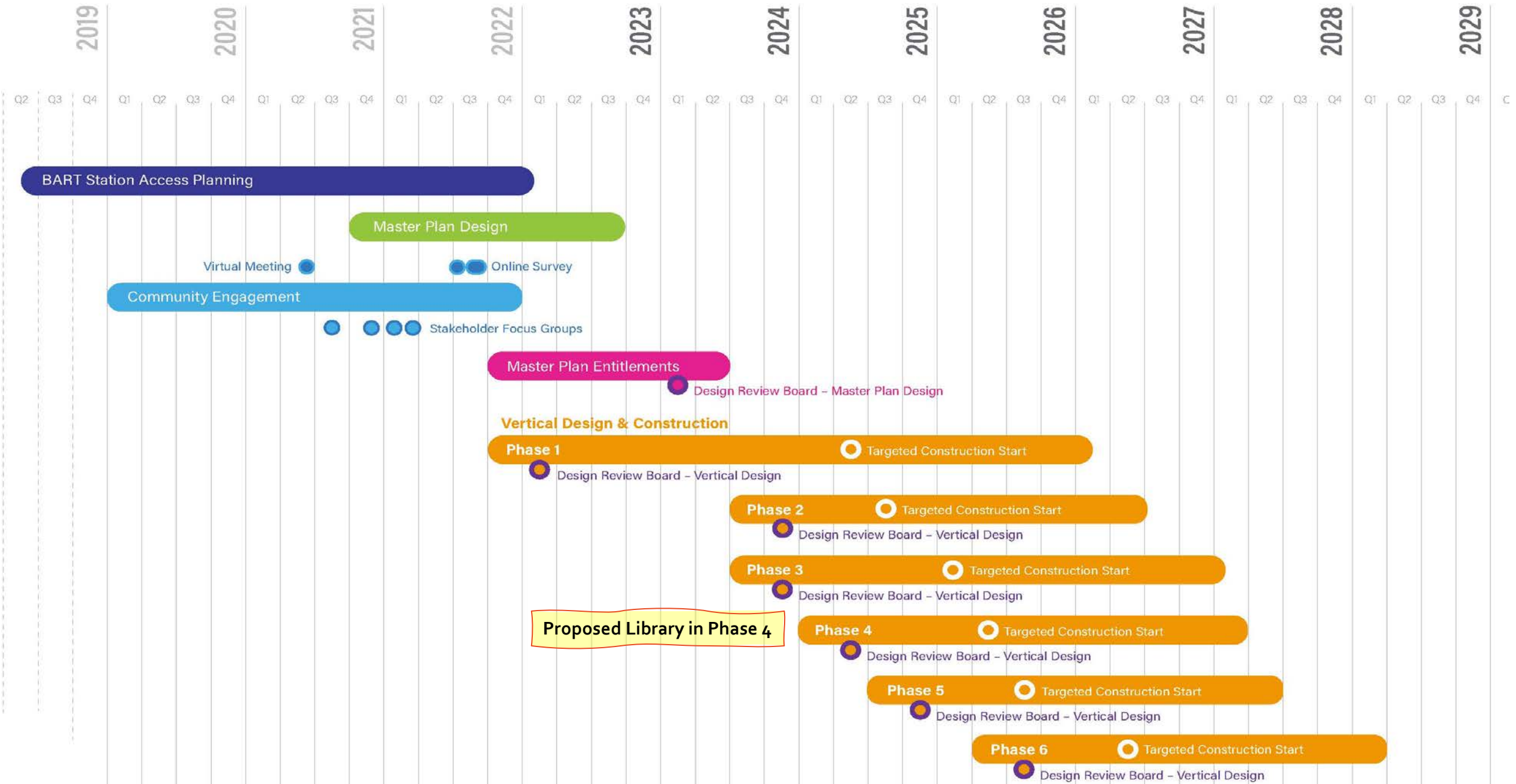
STAND ALONE SITE  
LIBRARY

## OPTION 2

EL CERRITO PLAZA  
LIBRARY + HOUSING + TOD

| EVALUATION<br>CRITERIA                                  | OPTION 1                                                                              | OPTION 2                                                                              |
|---------------------------------------------------------|---------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| VISIBILITY                                              |    |    |
| ACCESS                                                  |    |    |
| ECONOMIC IMPACT                                         |    |    |
| PLACEMAKING                                             |    |    |
| QUALITY OF LIFE                                         |   |   |
| PROGRAM SYNERGY                                         |  |  |
| TIMELINE                                                | TBD                                                                                   | 2026-2028                                                                             |
| LAND COST                                               | TBD                                                                                   | N/A                                                                                   |
| CONSTRUCTION HARD + SOFT COST, FFC, SIGNAGE, TECHNOLOGY | \$35,000,000*                                                                         | ~\$20 - \$22,000,000*                                                                 |

\* 2025 Dollars



# Project Budget - Construction

- GC/CM site requirement costs, jobsite management, bonds + insurance, contractor overhead and profit
- Soft costs (design fees, construction management, city fees, permits, testing, etc.)
- Estimating contingency (15%)
- Project contingency (10%)
- Allowances for FF&E, signage, and technology
- Escalation (5% per annum, for 3 years compounded rate to 2023-2025)
- Draft budget includes allowances for power storage (batteries), improved technology, and after-hours access

# Proposed Library Budget & Revenue Assumptions

| Project Component             | Projected Cost      |
|-------------------------------|---------------------|
| Soft Costs                    | \$2,829,000         |
| Construction Costs            | 11,944,000          |
| Furnishings/Technology        | 1,420,000           |
| Enhancement Allowance         | 2,000,000           |
| 10% Contingency               | 1,138,000           |
| 2025-26 Escalation            | 1,883,000           |
| <b>Total Projected Budget</b> | <b>\$21,214,000</b> |

| New Revenue Sources & Uses        | Amount             |
|-----------------------------------|--------------------|
| <b>Revenue</b>                    |                    |
| Revenue Measure/Other Sources     | \$2,500,000        |
| <b>Uses</b>                       |                    |
| Project Bond Debt Service         | \$1,600,000        |
| Library Hours/Program Enhancement | \$900,000          |
| <b>Total Use of Tax Revenue</b>   | <b>\$2,500,000</b> |

# Potential Financing Sources

Existing Reserves and  
General Fund  
Financing

Ballot  
Measure

Private Placement  
Financing (Loan)

State Library  
Infrastructure Grant  
Program (competitive;  
requires 50% match)

# Financing the Library – Ballot Measure Option

- Based on budget and financing options, a parcel tax of 17 cents per building square foot, raising \$2.7 million annually, was proposed for consideration
- This rate would provide an updated Library space that meets current health, safety, and seismic standards for residents to use for years to come, as well as allow for ongoing maintenance costs and expanded Library hours
- Any measure would be budget stable and will continue the high standards in El Cerrito for fiscal accountability and transparency by requiring that any money generated must be spent only on library priorities, and not for any other purpose
- The measure would require independent citizen oversight, mandatory financial audits, and yearly reports to the community to ensure all the funds are spent as promised



# Proposed Ballot Measure

- In February 2023, the City Council directed staff to explore a parcel tax ballot measure to fund the construction of a new El Cerrito Library, as well as enhanced and expanded operations
- The City engaged the community throughout Spring and Summer 2023
  - Held Library City Council Study Session in February
  - Public information on mailers, website, and social media
  - Met with Library groups and stakeholders
  - Gathered feedback at community events
  - Conducted an online survey that provided feedback, input, and comments
  - Held Library Public Forum in September
  - Voter Surveys





GODBE RESEARCH  
Gain Insight



## City of El Cerrito: 2023 Revenue Measure Survey

November 21, 2023

The City of El Cerrito commissioned Godbe Research to conduct a tracking survey of local voters with the following research objectives:

- Gauge the public's satisfaction with the overall quality of life in the City, provision of City services, and effective management of public funds;
- Assess potential voter support for a parcel tax measure to replace the 75-year-old El Cerrito Library with funding that cannot be taken by the State;
- Prioritize projects and programs to be funded with the proceeds;
- Test the influence of informational and critical statements on potential voter support; and
- Identify any differences in voter support due to demographic and/or voter behavioral characteristics.

- Data Collection Landline (11), cell (143), text to online (265), and email to online (24) interviewing
- Universe 12,111 likely March 2024 voters
- Fielding Dates October 9 through October 17, 2023
- Interview Length 18 minutes
- Sample Size n=443
- Margin of Error  $\pm 4.57\%$



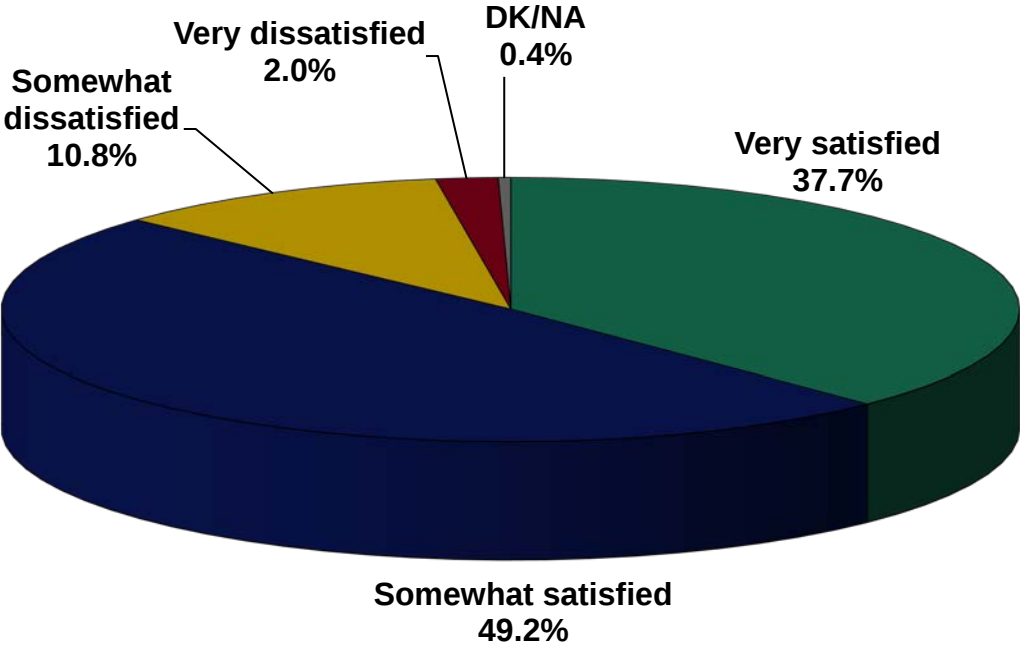
GODBE RESEARCH  
Gain Insight



## Key Findings

# Q1. Satisfaction With Overall Quality of Life

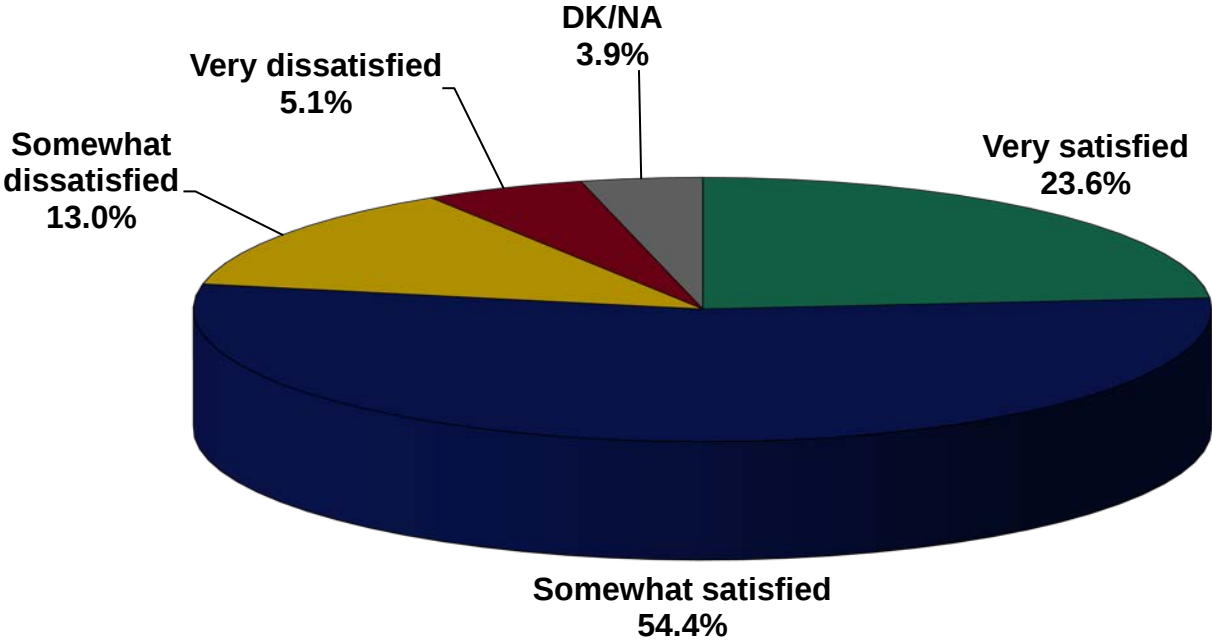
Likely March 2024 Voters



|                     | 10/23 Survey<br>3/24 Voters | 5/23 Survey<br>3/24 Voters | 5/19 Survey<br>3/20 Voters |
|---------------------|-----------------------------|----------------------------|----------------------------|
| Total Satisfied     | 86.8%                       | 86.9%                      | 92.7%                      |
| Total Dissatisfied  | 12.8%                       | 12.9%                      | 6.5%                       |
| Ratio Sat to Dissat | 6.81                        | 6.7                        | 14.2                       |

# Q2. Satisfaction With the City's Provision of Services

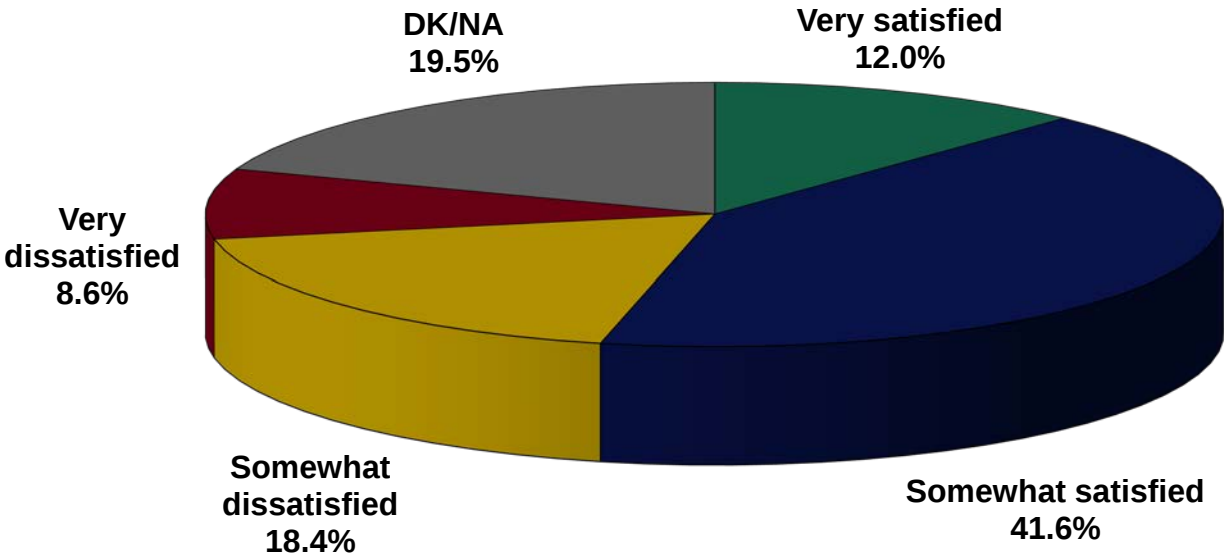
## Likely March 2024 Voters



|                     | 10/23 Survey<br>3/24 Voters | 5/23 Survey<br>3/24 Voters | 5/19 Survey<br>3/20 Voters |
|---------------------|-----------------------------|----------------------------|----------------------------|
| Total Satisfied     | 78.0%                       | 75.9%                      | 81.2%                      |
| Total Dissatisfied  | 18.1%                       | 20.4%                      | 10.9%                      |
| Ratio Sat to Dissat | 4.31                        | 3.7                        | 7.5                        |

# Q3. Satisfaction With the City’s Management of Public Funds

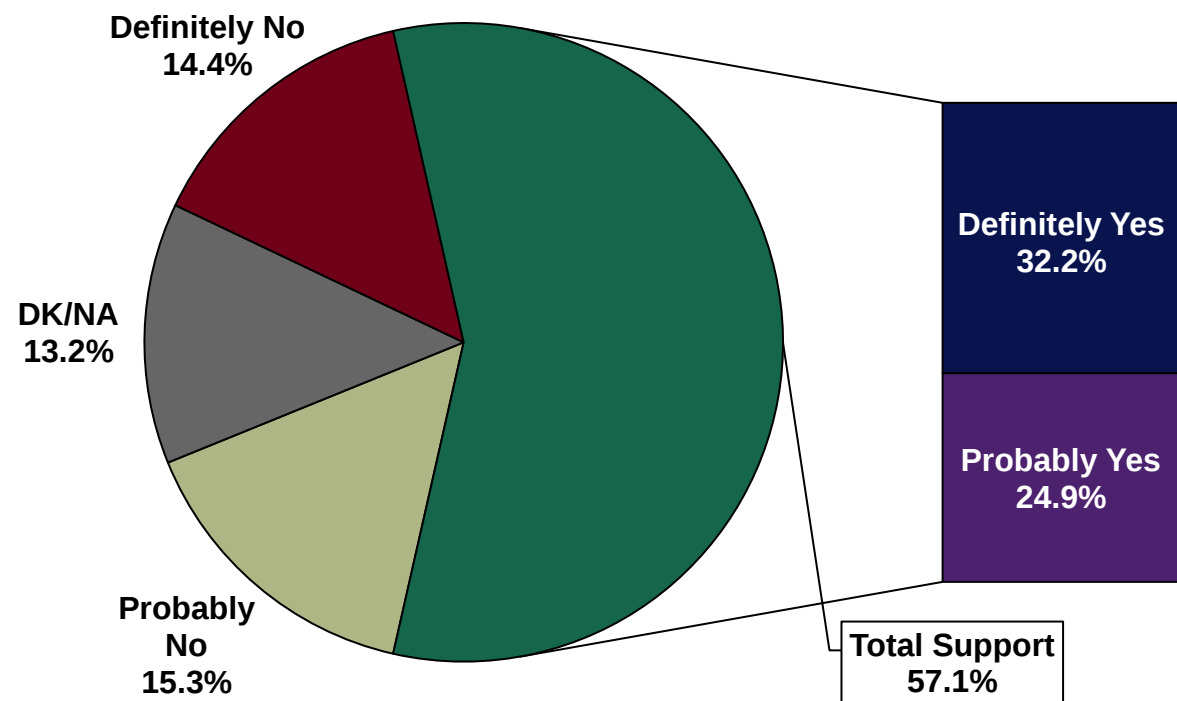
## Likely March 2024 Voters



|                     | 10/23 Survey<br>3/24 Voters | 5/23 Survey<br>3/24 Voters | 5/19 Survey<br>3/20 Voters |
|---------------------|-----------------------------|----------------------------|----------------------------|
| Total Satisfied     | 53.6%                       | 45.6%                      | 61.2%                      |
| Total Dissatisfied  | 27.0%                       | 32.9%                      | 18.3%                      |
| Ratio Sat to Dissat | 1.99                        | 1.39                       | 3.3                        |

# Q4. Uninformed Support for Parcel Tax

## Likely March 2024 Voters



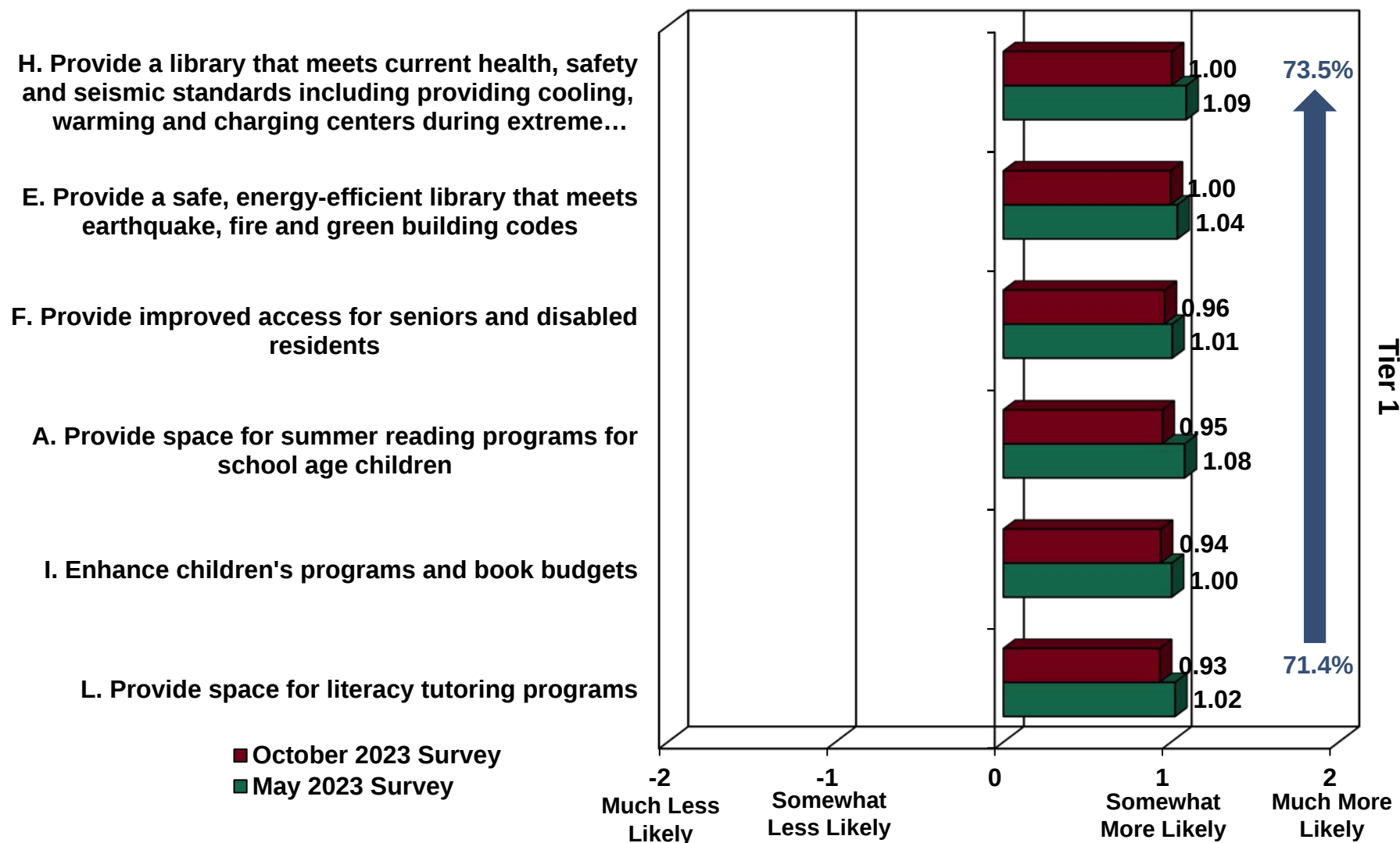
To replace the 75-year-old El Cerrito Library with a facility that:

- meets health, safety/ seismic standards, including cooling/ warming centers during extreme weather;
- provides space for children's summer reading programs;
- provides space for literacy tutoring/ free family programs, activities/ classes;
- improves senior/ disabled access; and
- expands library hours;

shall the City of El Cerrito measure be adopted levying 17¢ per building square foot tax annually, until ended by voters, providing \$2,700,000 annually, with independent citizen oversight, audits/ senior exemptions?

# Q5. Features of the Measure I

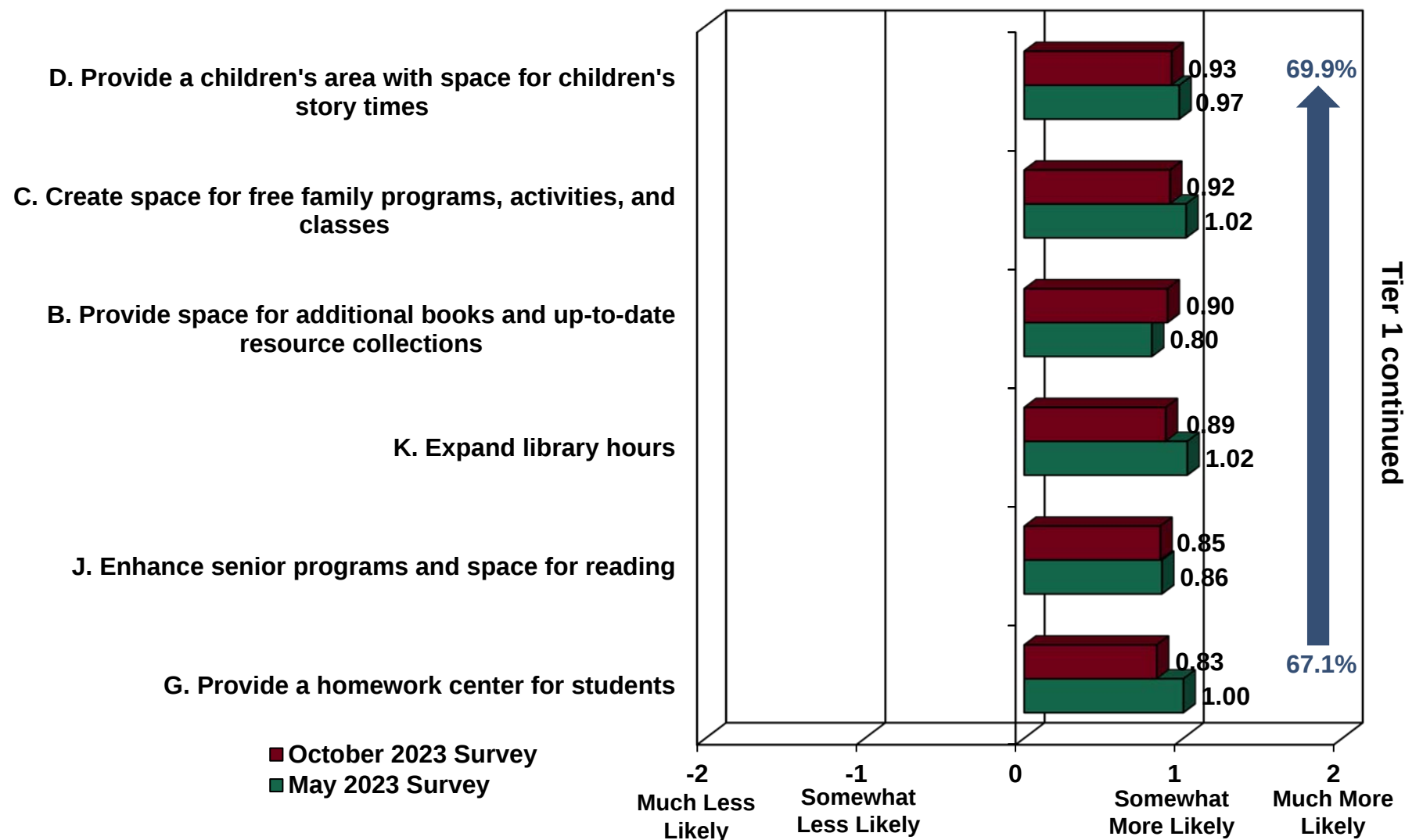
## Likely March 2024 Voters



Note: The above rating questions have been abbreviated for charting purposes, and responses were recoded to calculate mean scores: "Much More Likely" = +2, "Somewhat More Likely" = +1, "No Effect" = 0, "Somewhat Less Likely" = -1, and "Much Less Likely" = -2.

# Q5. Features of the Measure II

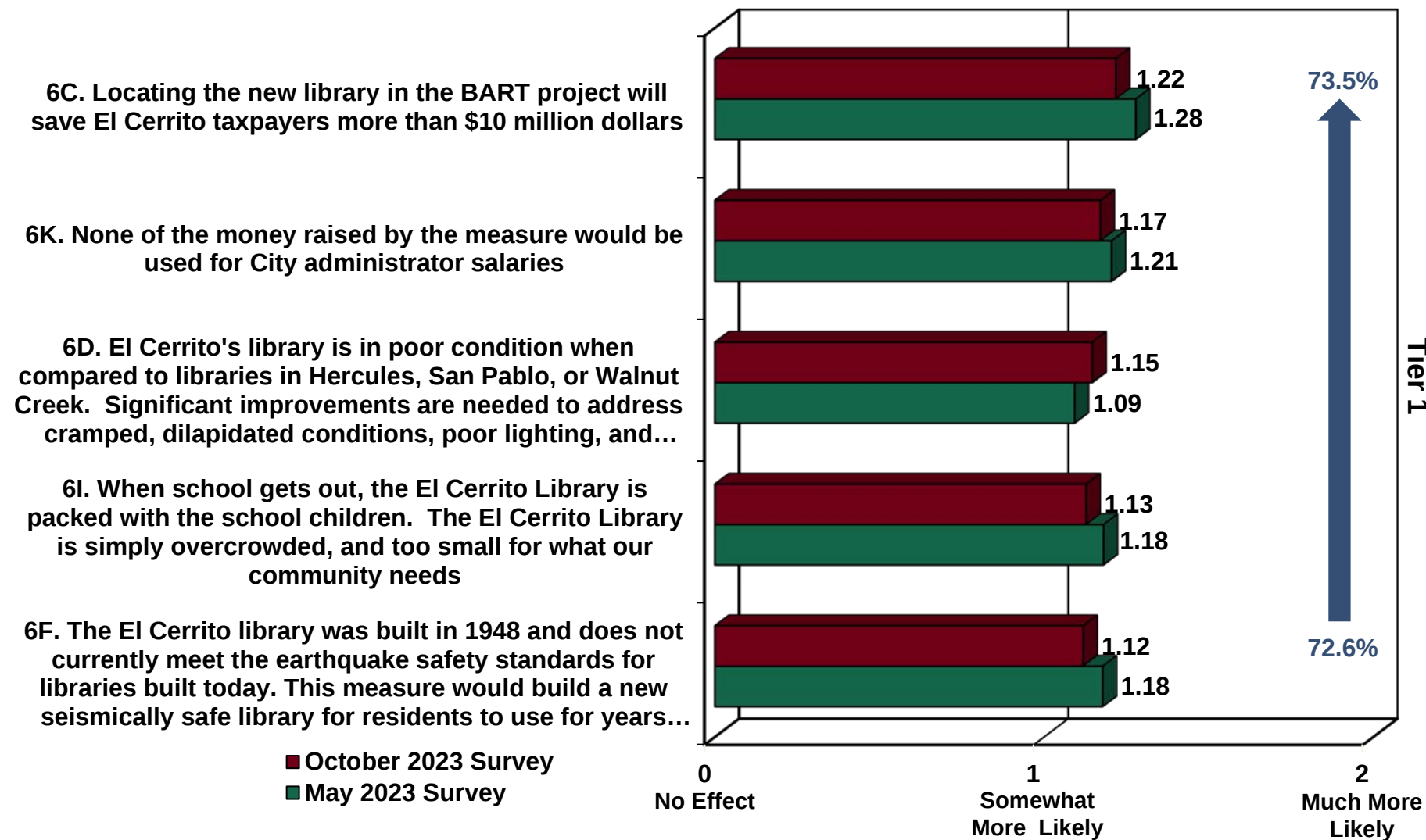
## Likely March 2024 Voters



Note: The above rating questions have been abbreviated for charting purposes and are not intended to calculate mean scores: "Much More Likely" = +2, "Somewhat More Likely" = +1, "No Effect" = 0, "Somewhat Less Likely" = -1, and "Much Less Likely" = -2.

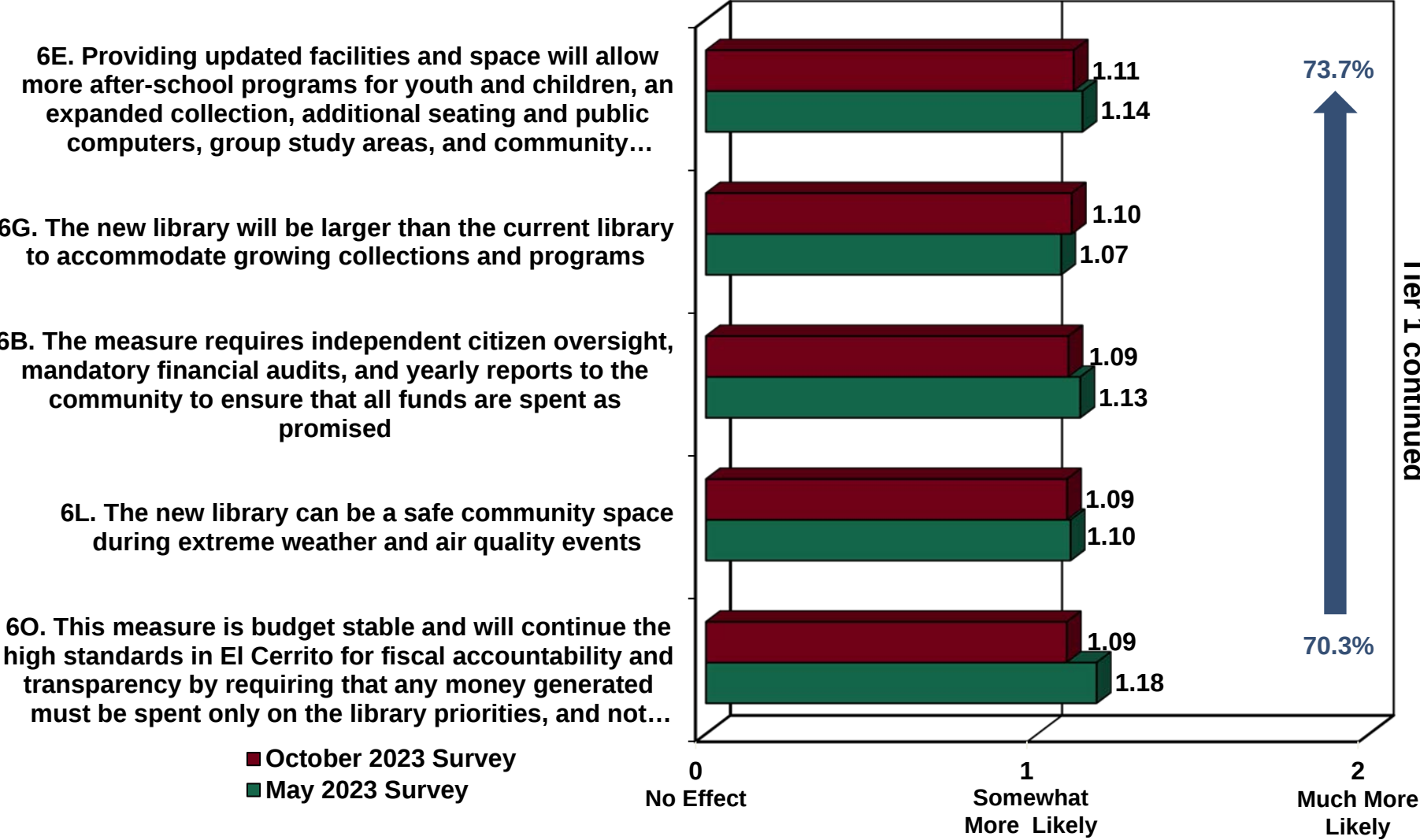
# Q6. Informational Statements I

## Likely March 2024 Voters



Note: The above rating questions have been abbreviated for charting purposes, and responses were recoded to calculate mean scores: "Much More Likely" = +2, "Somewhat More Likely" = +1, and "No Effect" = 0.

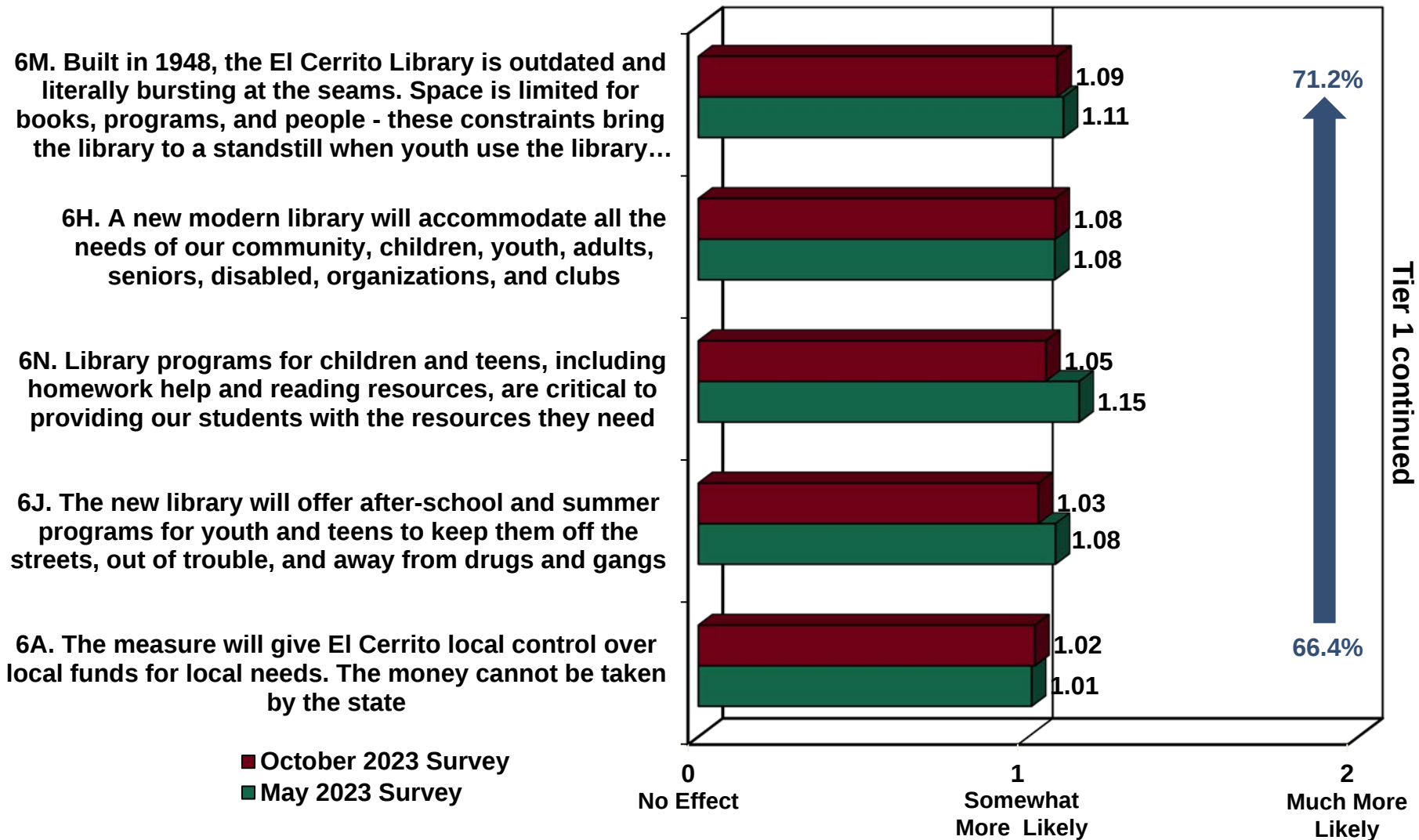
Q6. Informational Statements II  
Likely March 2024 Voters



Note: The above rating questions have been abbreviated for charting purposes, and responses were recoded to calculate mean scores: "Much More Likely" = +2, "Somewhat More Likely" = +1, and "No Effect" = 0.

# Q6. Informational Statements III

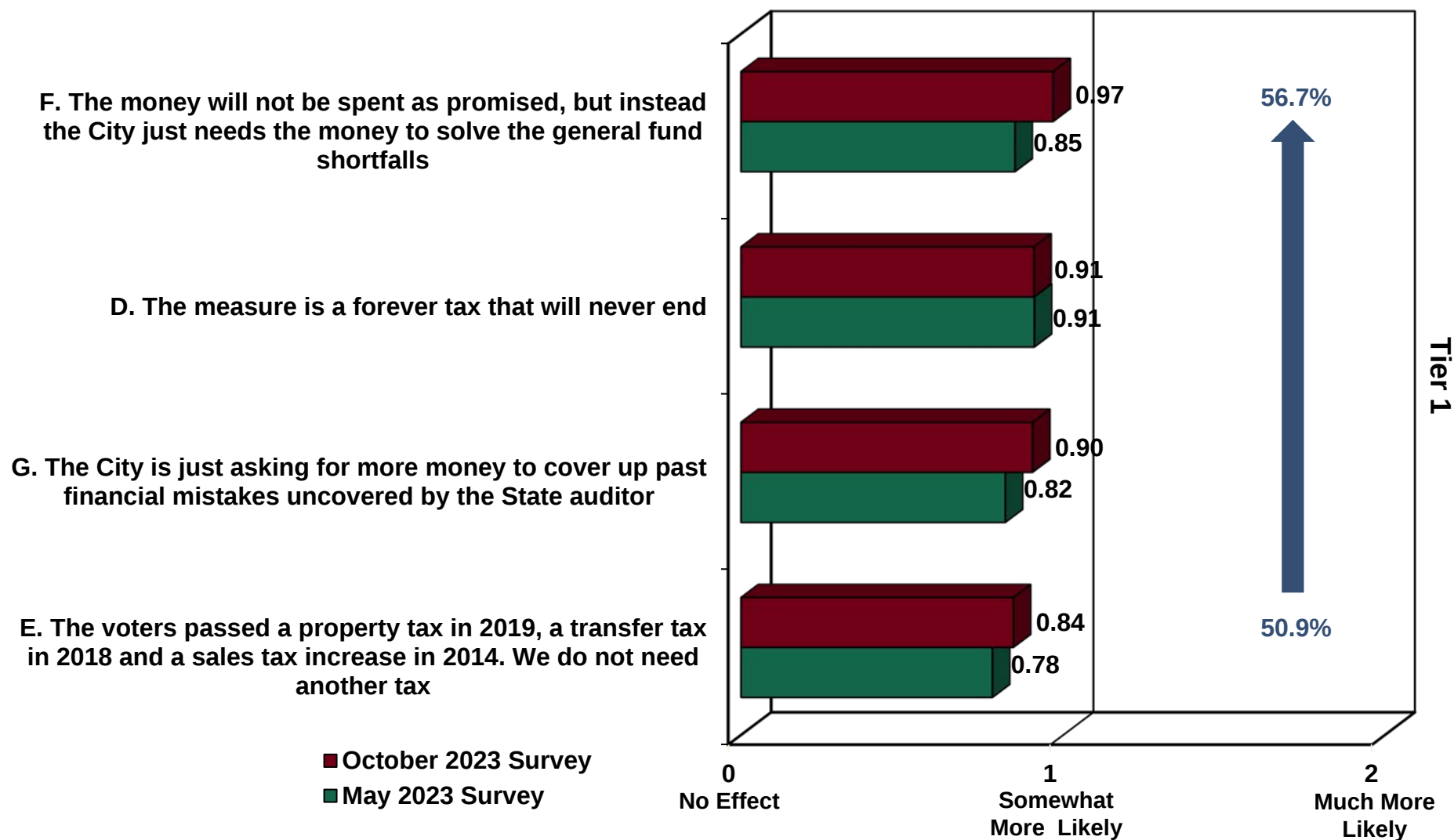
## Likely March 2024 Voters



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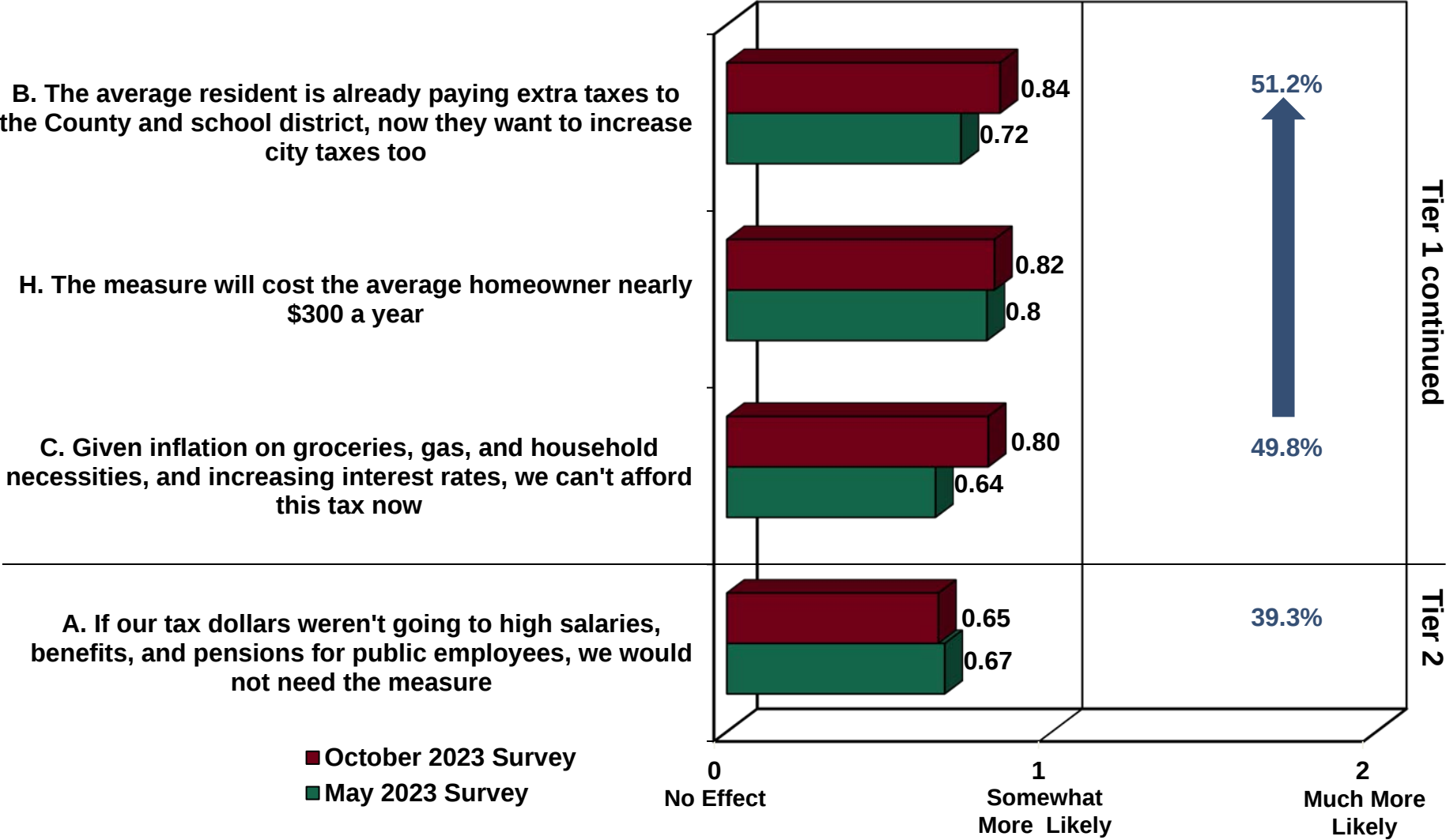
# Q7. Critical Statements I

## Likely March 2024 Voters



Note: The above rating questions have been abbreviated for charting purposes, and responses were recoded to calculate mean scores: "Much More Likely" = +2, "Somewhat More Likely" = +1, and "No Effect" = 0.

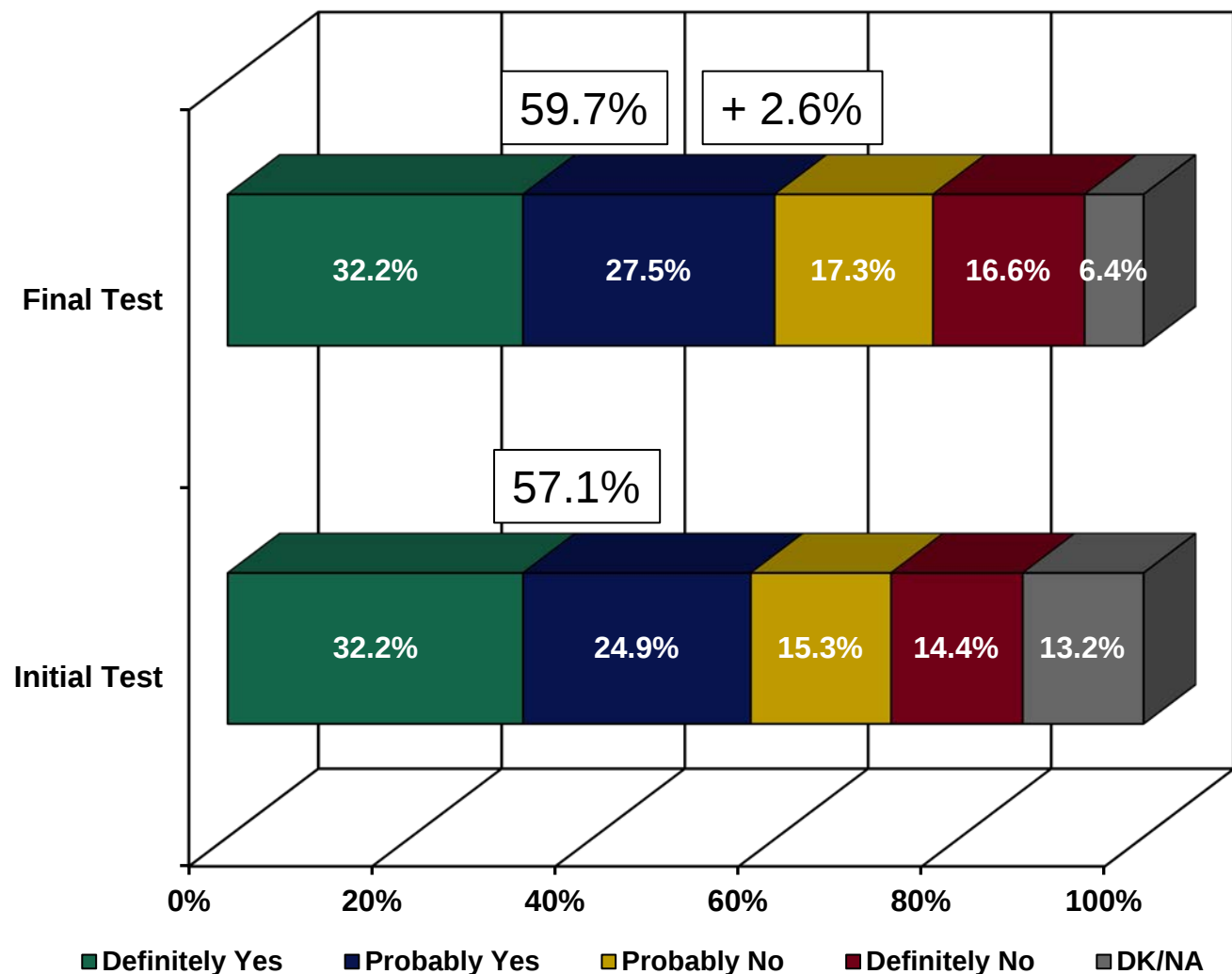
Q7. Critical Statements II  
Likely March 2024 Voters



Note: The above rating questions have been abbreviated for charting purposes, and responses were recoded to calculate mean scores: "Much More Likely" = +2, "Somewhat More Likely" = +1, and "No Effect" = 0.

# Q8. Informed Support for Parcel Tax Measure

## Likely March 2024 Voters



To replace the 75-year-old El Cerrito Library with a facility that:

- meets health, safety/ seismic standards, including cooling/ warming centers during extreme weather;
- provides space for children's summer reading programs;
- provides space for literacy tutoring/ free family programs, activities/ classes;
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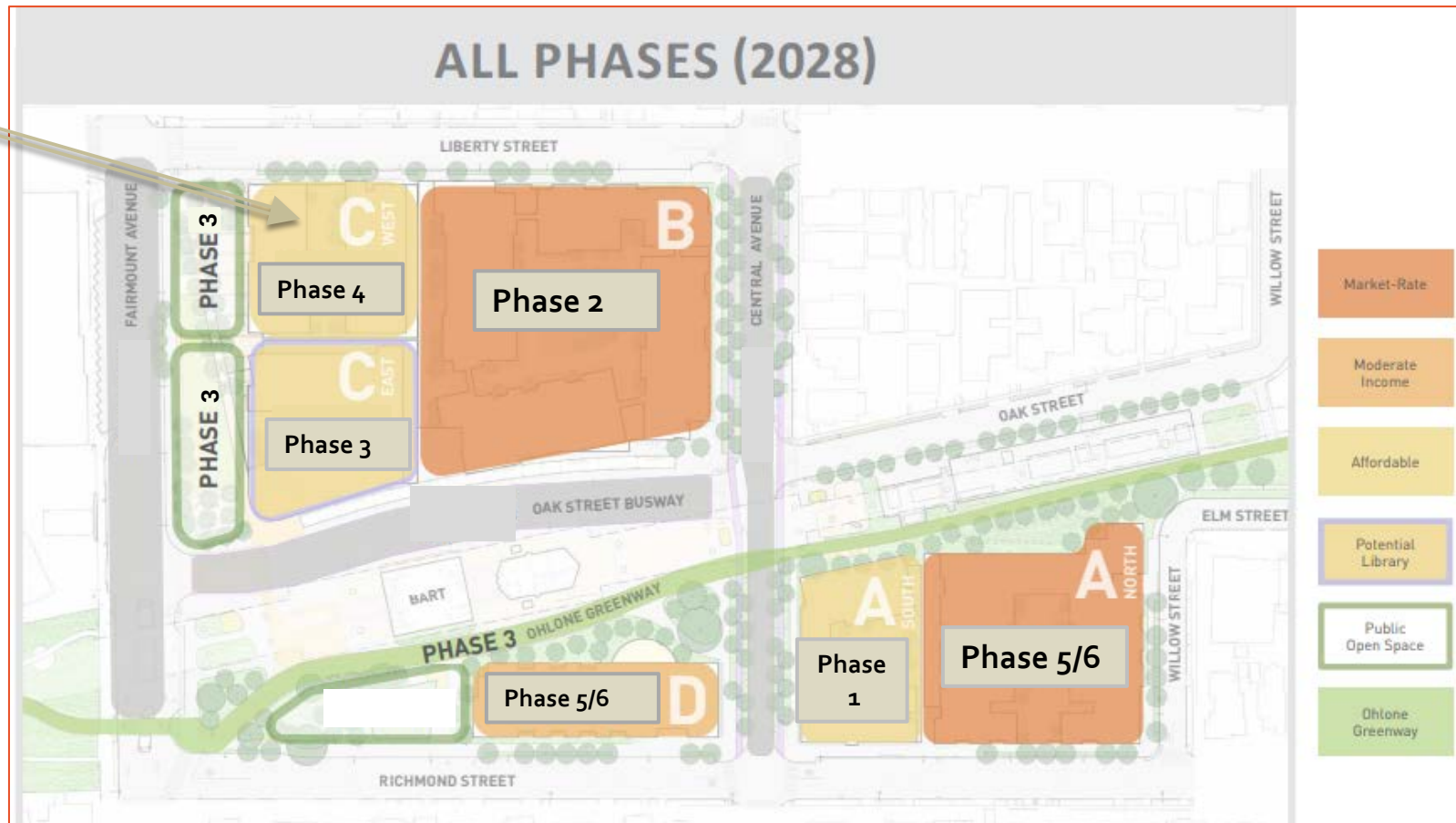
[www.godberesearch.com](http://www.godberesearch.com)

California and Corporate Offices  
1220 Howard Avenue, Suite 250  
Burlingame, CA 94010

Nevada Office  
59 Damonte Ranch Parkway, Suite B309  
Reno, NV 89521

# Library Included in Phase 4 Funding Commitment Needed in 2025

Proposed New  
Library Site  
(ground floor)



# Options

- Direct staff to prepare to place measure on ballot for March 5, 2024
  - Staff would bring resolution, ordinance and documentation for City Council approval on December 5, 2023

*or*

- Direct staff to continue to explore financing options including a potential ballot measure in 2025
  - As project progresses, continue to firm up design and construction costs to include Library in the El Cerrito BART TOD project
  - Staff would continue to work with development team on term sheet and timeline for City's funding options
  - Staff would work with grant writing team on any available grants as well as requests from state and federal legislators
  - Consider options for special election ballot measure in 2025, to be either a parcel tax for construction, operation, maintenance, and library hours (would require 2/3 approval) or a parcel tax for facilities only (if ACA1 passes, would require 55%; operation, maintenance, and hours would have to be funded from another source)
- **Both options have NO effect on Library construction timeline**

# Potential Next Steps

- City to Continue Planning for Library at El Cerrito Plaza BART TOD Project
  - Site Planning with Development Team and BART
  - Refine and validate cost estimates and proposed terms of agreements with Development Team and BART
  - Develop Parking Program with Library in mind
  - Conduct ongoing financial analysis and provide updates for City Council consideration
  - Begin Community Design Process
- City to Continue Community Engagement and Providing Public Information
  - [www.el-cerrito.org/library](http://www.el-cerrito.org/library)



# Proposed El Cerrito Library Timeline

|                      |                                                                                                                                                                                                                                             |
|----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| February 2023        | Direction from City Council                                                                                                                                                                                                                 |
| March 2023           | Begin Community Opinion Process<br>Develop Questions/Refine Tax Analysis                                                                                                                                                                    |
| Spring - Fall 2023   | Collect Public Input and Community Priorities<br>Conduct Survey and Complete Analysis                                                                                                                                                       |
| <b>November 2023</b> | <b>City Council Provides Direction to Staff</b>                                                                                                                                                                                             |
| 2024                 | Staff works with Development Team on Planning, Design, and Construction Costs<br>Finalize agreements with Development Team and BART for Library<br>Continue Public Engagement on Library<br>Project Design and Construction for Phases 1, 2 |
| 2024-2025            | Complete Financing Options Analysis for City Council Consideration                                                                                                                                                                          |
| 2026 - 2028          | Construction on Affordable Building C West and El Cerrito Library                                                                                                                                                                           |



# **City Council Questions Public Comments Discussion and Direction**