

Mayor

Tessa Rudnick
Mayor Pro Tem
Carolyn Wysinger

**Councilmembers**

Paul Fadelli
Lisa Motoyama
Gabriel Quinto

TUESDAY, MAY 21, 2024

SPECIAL CITY COUNCIL MEETING (5:00 PM)

Hillside Conference Room - 10890 San Pablo Ave, El Cerrito

REGULAR CITY COUNCIL MEETING (6:00 PM)

Council Chambers - 10890 San Pablo Ave, El Cerrito

Closed Captions Available Via Zoom:

<https://us06web.zoom.us/j/87989608293?pwd=amKTx07z0nu8asKrW18fU8jOUXA36K.1>

Meeting ID: 879 8960 8293 **Password:** 528349 **Dial in:** 1-408-638-0968

View (Regular Meeting Only):

1. Cable T.V. Broadcast on KCRT Channel 28
2. Livestream Online at 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. Closed Captions available via zoom.

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 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**.

5:00 PM ROLL CALL - CONVENE SPECIAL 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. **ORAL COMMUNICATIONS FROM THE PUBLIC**

All persons wishing to speak should sign up with the City Clerk. Remarks are typically limited to 3 minutes per person and to items on the special meeting agenda only.

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3. CLOSED SESSION CONFERENCE WITH NEGOTIATORS

Pursuant to Government Code Section 54957.6

Agency Designated Representatives: Karen Pinkos, City Manager; Alexandra Orologas, Assistant City Manager; Shannon Bassi, Senior Human Resources Analyst; Glenn Berkheimer, Labor Negotiator; and Sky Woodruff, City Attorney.

Employee Organizations: Police Employees Association (PEA)

Contact: Sky Woodruff, City Attorney, City Management

4. ADJOURN SPECIAL CITY COUNCIL 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

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. Revised Maps of Earthquake Fault Zones and Seismic Hazard Zones

Action Proposed: Receive and file a brief overview of the recently modified maps of El Cerrito's Earthquake Fault Zones and Seismic Hazard Zones

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Contact: Jeremy Lancaster, State Geologist, California Department of Conservation

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. The Wildcat 4-H Club's 10th Anniversary Proclamation

Action Proposed: Approve a proclamation recognizing the Wildcat 4-H Club's 10th Anniversary and their years of youth focused service in El Cerrito.

Contact: Will Provost, Assistant to the City Manager, City Management

B. Jewish American Heritage Month Proclamation

Action Proposed: Approve a proclamation declaring the Month of May 2024 as Jewish American Heritage Month in the City of El Cerrito.

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

C. Mental Health Awareness Month Proclamation

Action Proposed: Approve a proclamation in recognition of May as Mental Health Awareness Month.

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

D. Monthly Disbursement and Check Register Report for April 2024

Action Proposed: Receive and file the Monthly Disbursement and Check Register Report for the month of April 2024.

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

E. FY 2023-24 Third Quarter Cash and Investment Report

Action Proposed: Receive and file the City's Third Quarter Cash and Investment Report for the period January 1, 2024 to March 31, 2024.

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

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F. Resolution to Amend the City's Classification Plan

Action Proposed: Adopt a resolution amending the City's Classification Plan to 1) authorize revisions to the existing classifications of Public Works Director/City Engineer, Recycling Operations Supervisor, Maintenance Operations Supervisor, Associate Engineer, Senior Engineer, Program Manager, and Senior Program Manager and 2) authorize new classifications of Environmental Services Manager and Facilities and Maintenance Manager.

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

8. PUBLIC HEARINGS

A. FY 2024-25 Master Fee Schedule
Notice Published 5/11/24 and 5/17/24

Action Proposed: Conduct a public hearing, and upon conclusion adopt a resolution approving the Fiscal Year 2024-25 Master Fee Schedule.

Contact: Claire Coleman, Budget/Financial Services Manager, Finance Department

B. Public Hearing to Confirm the Diagram and to Levy the Assessment for Fiscal Year 2024-25 for Landscape and Lighting Assessment District No. 1988-1
Notice Published 5/11/2024

Action Proposed: Conduct a public hearing, and upon conclusion adopt a resolution setting the annual Landscape and Lighting Assessment for Fiscal Year (FY) 2024-25 as \$72 per single-family residential parcel, and as noted in the Engineer's Report for other classes of properties.

Contact: Crystal Reams, Finance Director/City Treasurer, Finance Department; Yvetteh Ortiz, Public Works Director/City Engineer, Public Works Department

C. Public Hearing regarding Fiscal Year 2024-25 Storm Drain Annual Report and method of collecting storm drain fees
Notice Published 5/11/24 & 5/17/24
2/3 vote required to pass

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Action Proposed: Conduct a public hearing and upon conclusion adopt a resolution approving the Fiscal Year 2024-25 Storm Drain Annual Report and directing that Storm Drain Fees be collected on the property tax rolls.

Contact: Crystal Reams, Finance Director/Treasurer, Finance Department; Yvetteh Ortiz, Public Works Director/City Engineer, Public Works Department

9. POLICY MATTERS

A. FY 2023-24 General Fund Budget Quarterly Update through March 2024

Action Proposed: Receive and file an update on City General Fund revenues and expenses for FY 2023-24 through March 2024.

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

B. Fiscal Year 2024-25 and 2025-26 Budget Study Session

Action Proposed: Receive a presentation from City Departments and conduct a study session on the FY 2024-25 and FY 2025-26 Proposed Budget, including:

- Department Overview and Staffing
- Review of FY 2023-24 Department Highlights and Accomplishments
- FY 2024-25 and FY 2025-26 Department Focus and Workplan/Operations

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

Next regularly scheduled City Council meeting is Tuesday, June 4, 2024 at 6:00 pm

The City of El Cerrito serves our diverse community by providing exceptional services that create a safe and resilient future for all.

California Geological Survey Earthquake Zone Maps – City of El Cerrito

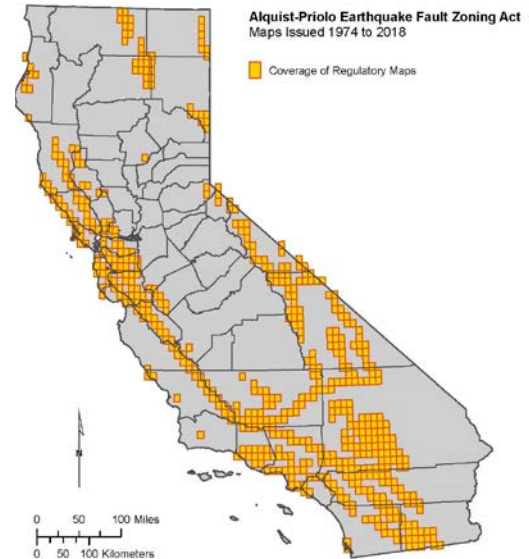
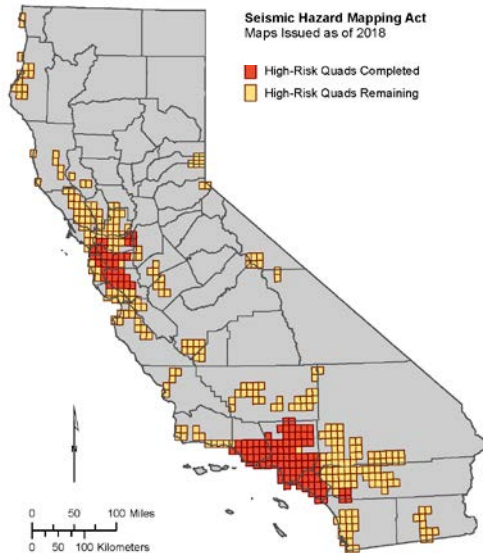


What are Earthquake Zones of Required Investigation

Earthquake Zones of Required Investigation Maps show areas where geologic data and proximity to earthquake sources (faults) indicate a potential for earthquake-triggered ground failure.



Statewide Zoning Efforts



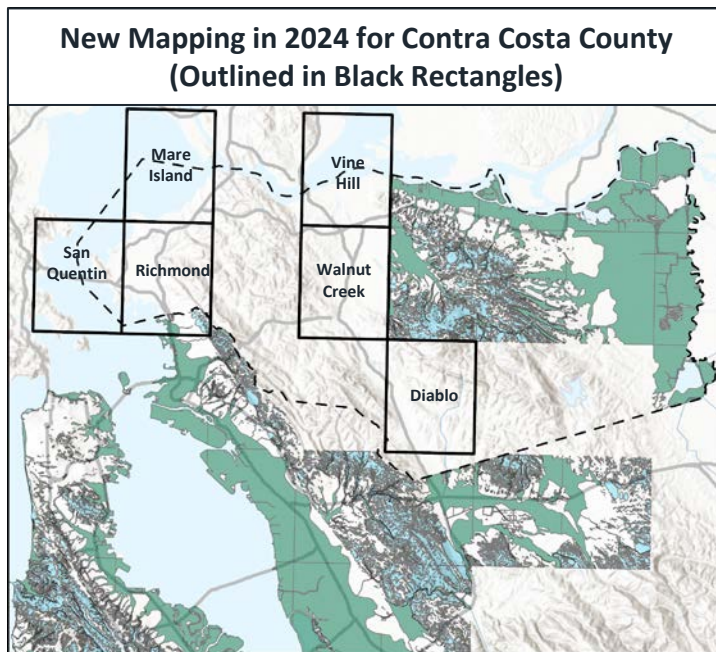
For updated map information visit: <https://maps.conservation.ca.gov/cgs/informationwarehouse/>

February 2024 Release

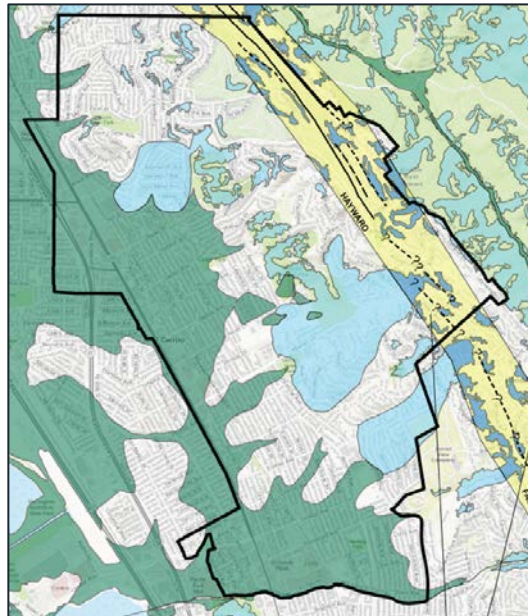
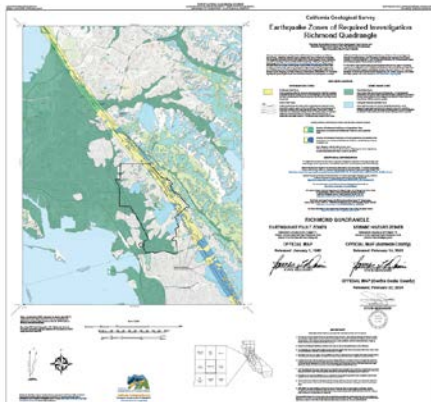
This February 2024 release is part of an ongoing effort to complete Seismic Hazard Zone Maps for Contra Costa County

Cities in new Seismic Hazard Zones

El Cerrito, Concord, Danville
Hercules, Lafayette, Martinez,
Pinole, Pleasant Hill, Richmond,
San Pablo, San Ramon,
Walnut Creek



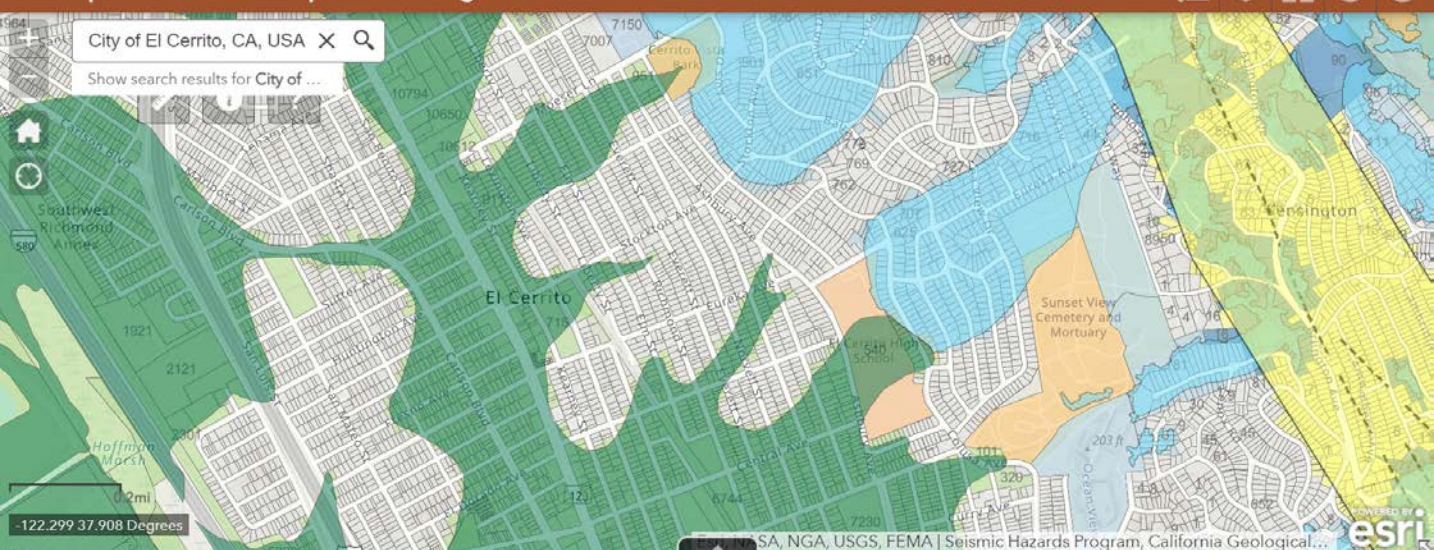
Mapping in El Cerrito City Limits



City Of El Cerrito Hazard Zoning

Earthquake Zones of Required Investigation

CGS Homepage



<https://maps.conservation.ca.gov/cgs/EQZApp/app/>



Thank You

EL CERRITO CITY COUNCIL PROCLAMATION
Recognizing the Wildcat 4-H Club's 10th Anniversary

WHEREAS, Wildcat 4-H is the local club of the 4-H national youth organization that serves youth members ages 5-19 in El Cerrito and neighboring areas; and

WHEREAS, Wildcat 4-H was chartered on August 7, 2014, and is celebrating its 10 year anniversary; and

WHEREAS, Wildcat 4-H youth complete hands-on projects in areas like health, science, agriculture, and civic engagement, in a positive environment, where they receive guidance from adult mentors and are encouraged to take on proactive leadership roles; and

WHEREAS, Wildcat 4-H offers in-depth learning through projects that include arts and crafts, bees, community service, camping, chess, cooking and food waste, hiking, marine biology, rock climbing, rocketry, roleplay gaming, scrapbooking, sewing, Spanish, and table top gaming; and

WHEREAS, Wildcat 4-H youth develop leadership, public speaking, civic engagement, healthy living, and life skills by sharing what knowledge they've gained through Junior and Teen Leadership of projects they are passionate about; and

WHEREAS, Wildcat 4-H encourages its members to live by the 4 H's: Head for clearer thinking, Hands for larger service, Heart for greater loyalty, and Health for better living, for their community, their country, and our world; and

WHEREAS, Wildcat 4-H has been a positive and formative experience for hundreds of youths during the past 10 years, producing confident, poised, and knowledgeable young adult leaders in our community who contribute to the quality of life in El Cerrito; and

WHEREAS, to celebrate the 10th Anniversary, Wildcat 4-H, in partnership with the City, will be installing a Service Organization Panel at both ends of town, joining other notable Service Organizations we are proud to have in El Cerrito.

NOW THEREFORE, the City Council of the City of El Cerrito does hereby honor and acknowledge the Wildcat 4-H Club's 10th Anniversary and its dedication to youth focused service in our community.

Dated: May 21, 2024

Tessa Rudnick, Mayor

EL CERRITO CITY COUNCIL PROCLAMATION
Recognizing May as Jewish American Heritage Month

WHEREAS, Jewish Americans have been an important part of the American story and have greatly contributed to all areas of American life and culture since our nation's earliest days; and

WHEREAS, on April 20, 2006, the Federal Government proclaimed May as Jewish American Heritage Month, stating, "As a nation of immigrants, the United States is better and stronger because Jewish people from all over the world have chosen to become American citizens," and, since then, proclamations in support of Jewish American Heritage Month have been made by Presidents of the United States annually; and

WHEREAS, generations of Jews have fled to the United States in search of a better life for themselves and their families, and these immigrants made invaluable contributions in support of equality and civil rights through their leadership and achievements; and

WHEREAS, Jewish Americans are racially, ethnically, socially, politically, and economically diverse, and around 25 percent of Bay Area Jewish households include a person of color, increasing to nearly 40 percent of households if the head of the household is younger than 35; and

WHEREAS, Jewish Americans are facing an alarming rise in antisemitic incidents—a reported 140 percent increase from 2022 by the Anti-Defamation League—including but not limited to physical attacks, vandalism, verbal and physical harassment, and hateful comments posted on social media; and

WHEREAS, the City of El Cerrito shares an obligation to condemn and combat antisemitism wherever it exists, to include Jewish Americans in all facets of civic life, and to stand with the Jewish American community against hatred or bigotry in our city and country.

NOW THEREFORE, the City Council of the City of El Cerrito does hereby proclaim the month of May 2024 as Jewish American Heritage Month in appreciation of the achievements and contributions made by members of the Jewish community, calls upon all residents to celebrate Jewish Americans who have woven the fabric of our country and community, and supports opportunities to learn more about Jewish American history and culture.

Dated: May 21, 2024

Tessa Rudnick, Mayor

EL CERRITO CITY COUNCIL PROCLAMATION
Recognizing May as Mental Health Awareness Month

WHEREAS, mental health is an essential component of overall well-being, and recognizing its significance contributes to a healthier, more compassionate society; and

WHEREAS, the challenges and adversities faced by individuals struggling with mental health conditions deserve our understanding, support, and empathy; and

WHEREAS, fostering awareness and understanding of mental health not only reduces stigma but also promotes inclusivity, acceptance, and access to appropriate resources and treatment; and

WHEREAS, acknowledging the prevalence of trauma and its profound impact on mental health is crucial in fostering a trauma-informed approach to care and advocacy; and

WHEREAS, all people experience times of difficulty and stress in their lives, and should feel comfortable in seeking help and support to manage these times; and

WHEREAS, engaging in prevention, early identification, and early intervention are effective ways to reduce the burden of mental illnesses and reduce the burden of other chronic conditions; and

WHEREAS, there is a strong body of research that identifies behavioral health risks and supports specific tools that all Americans can use to protect their health and well-being; and

WHEREAS, with effective treatment, all individuals with mental illnesses—even serious mental illnesses—can make progress toward recovery and lead full, productive lives.

NOW THEREFORE, the City Council of the City of El Cerrito does hereby recognize the month of May 2024 as Mental Health Awareness Month, and calls upon our residents, government agencies, public and private institutions, businesses, and schools to increase awareness and understanding of mental health, the steps our residents can take to protect their mental health, and the need for appropriate and accessible services for all people with mental illness at all stages.

Dated: May 21, 2024

Tessa Rudnick, Mayor



AGENDA BILL

Agenda Item No. 7.D.

Date: May 21, 2024
To: El Cerrito City Council
From: Crystal Reams, Finance Director/City Treasurer, Finance Department
Subject: Monthly Disbursement and Check Register Report for April 2024

ACTION PROPOSED

Receive and file the Monthly Disbursement and Check Register Report for the month of April 2024.

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 April 30, 2024, reflecting 268 Accounts Payable General Warrant Nos. 89311 through 89578, 34 ACH/EFT transactions, and 557 payroll-related checks and EFTs for a grand total of \$6,830,210.48.

STRATEGIC PLAN CONSIDERATIONS

The City's Comprehensive Financial Policy, which includes ensuring policies, procedures, and systems represent best practices in financial management, is aligned with requirements referenced in California Government Code, Title 4, Chapter 3, Section 41004.

This action supports the [City's Strategic Plan Goal\(s\)](#) of:

- *High Performing Organization* by ensuring the City maintains a strong financial position and a high-performing organization where employees feel a sense of inclusion and belonging.

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 April 2024

Payment Register

From Payment Date: 4/1/2024 - To Payment Date: 4/30/2024

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Payee Name	Description	Transaction Amount
AP-AP Check - Accounts Payable Checking Account							
<u>Check</u>							
89311	04/02/2024	Open			STANTEC CONSULTING SERVICES, INC. (SCSI)	ON CALL PLANNING	\$8,868.25
89312	04/02/2024	Open			GALLAGHER BENEFIT SERVICES, INC.	CLASS & COMP STUDY	\$85,382.50
89313	04/04/2024	Open			4LEAF, INC.	SOLAR PLAN REVIEW - DEC 1 - 31, 2023	\$42,258.80
89314	04/04/2024	Open			AMERICAN RIVER COLLEGE	TUITION - FIREARMS INSTRUCTOR - TRAC	\$148.00
89315	04/04/2024	Open			ANCHOR ENGINEERING, INC.	DEL NORTE TOD COMPLETE STREETS	\$5,365.00
89316	04/04/2024	Open			ARMOUR PETROLEUM SERVICE & EQUIPMENT CORP	UST SVC 3/20/24 PERFORM TRIENNIAL OVERFILL PREVENTION EQUIP INS	\$1,370.00
89317	04/04/2024	Open			ASBURY ENVIRONMENTAL SERVICES	MOTOR OIL RECYCLING 3/19/24	\$100.00
89318	04/04/2024	Open			AT&T	CITY HALL MAIN INTERNET LINE	\$6,380.79
89319	04/04/2024	Open			ATCO Pest Control	COMMUNITY CENTER RODENT CONTROL PROGRAM - FEB 2024	\$1,405.00
89320	04/04/2024	Open			BAUER COMPRESSORS, INC.	ANNUAL MAINTENANCE	\$1,223.67
89321	04/04/2024	Open			BOCANEGRA , VIVIAN	CCC SHERIFF ACADEMY LUNCH & MILEAGE REIMBURSEMENTS	\$2,283.70
89322	04/04/2024	Open			BPX PRINTING & GRAPHICS	PRINTING SERVICES	\$116.37
89323	04/04/2024	Open			CHILDCARE CAREERS, LLC	FAIRMONT CHILDCARE AIDE	\$2,580.60
89324	04/04/2024	Open			COMCAST	STATION 52	\$291.50
89325	04/04/2024	Open			Contra Costa Transportation Au	FY 22023 CMA CONTRIBUTION	\$6,152.00
89326	04/04/2024	Open			COREY JOHN MASON	4TH OF JULY, MARCH 2024 PYMT,	\$2,000.00
89327	04/04/2024	Open			CPS HR Consulting	RECRUTING 1/28/24 - 2/24/24	\$4,568.22
89328	04/04/2024	Open			DUNNIGAN PSYCHOLOGICAL & THREAT ASSESSMENTS	PSYCH EVAL	\$1,250.00
89329	04/04/2024	Open			EAST BAY BLUE PRINT & SUPPLY CO.	HP SERVICE MAR 2024	\$75.49
89330	04/04/2024	Open			GHIRARDELLI ASSOCIATES	DEL NORTE TOD COMPLETE STREETS	\$9,568.44
89331	04/04/2024	Open			GOLDFARB & LIPMAN LLP	GENERAL	\$576.00
89332	04/04/2024	Open			HILLTOP FORD KIA	BRAKE PARTS	\$427.89
89333	04/04/2024	Open			HILLYARD	CUSTODIAL CLEANING EQUIPMENT	\$296.79
89334	04/04/2024	Open			INTERWEST CONSULTING GROUP INC	ON CALL PLANNING, FEB 1 - 29, 2024	\$536.25
89335	04/04/2024	Open			JUSTIN'S CRAB COMPANY	CRAB FEED 2024 - 975 CRAB	\$8,801.25
89336	04/04/2024	Open			KNORR SYSTEMS, INC.	SODIUM HYPO	\$3,965.95
89337	04/04/2024	Open			LEAF	SOPHOS LICENSING LEASE PYMT	\$1,300.43
89338	04/04/2024	Open			LIEBERT CASSIDY WHITMORE	MATTER: EL100-00019 (ERMA)	\$1,300.00
89339	04/04/2024	Open			MCGEOY, MICHELE	PICKLEBALL DEC23 - FEB24	\$3,540.00
89340	04/04/2024	Open			ODP BUSINESS SOLUTIONS, LLC	SUPPLIES	\$167.06
89341	04/04/2024	Open			OIL CHANGERS	OIL CHANGE CAR 1	\$185.83
89342	04/04/2024	Open			PAYMENTUS CORPORATION	CREDIT CARD PROCESSING FEES - FEB 2024	\$3,249.08
89343	04/04/2024	Open			PORTILLO, JOANNA	CCC SHERIFF ACADEMY LUNCH & MILEAGE REIMBURSEMENTS	\$2,245.16
89344	04/04/2024	Open			PREMIER GRAPHICS	PARKING WARNING FORMS	\$231.53
89345	04/04/2024	Open			REVEL ENVIRONMENTAL MANUFACTURING, INC.	SVC PROG 3X YEAR CATCH BASIN FILTER INSERTS	\$9,996.00
89346	04/04/2024	Open			SHANNON LAYER POLYGRAPH	POLYGRAPH	\$1,462.50
89347	04/04/2024	Open			SIEGFRIED ENGINEERING, INC.	ARLINGTON PARK IMPROVEMENTS	\$845.00
89348	04/04/2024	Open			STANTEC CONSULTING SERVICES, INC. (SCSI)	ON CALL PLANNING	\$11,402.00
89349	04/04/2024	Open			STERICYCLE, INC.	MEDICAL WASTE	\$957.92
89350	04/04/2024	Open			STOP STICK, LTD.	SUPPLIES	\$14,470.85
89351	04/04/2024	Open			TRB AND ASSOCIATES, INC.	PLAN REVIEW SERVICES, 2/1 - 2/29/24	\$3,348.80
89352	04/04/2024	Open			TWO BROTHERS POOL & SPA, INC	MARCH24 POOL SVCS AND SUPPLIES	\$4,521.52
89353	04/04/2024	Open			UNIVERSAL BUILDING SERVICE	CREDIT FOR PYMT MADE BY CC AND INV SUBMITTED TO AP	\$5,657.33
89354	04/04/2024	Open			VALBRIDGE PROPERTY AVISORS	CHURCH APPRAISAL	\$5,500.00
89355	04/04/2024	Open			WEST COAST VENDING SERVICES, INC.	FOOD	\$3,154.66
89356	04/04/2024	Open			BOHLING, NEAL	REAL PROPERTY TAX REBATE FOR 1417 RICHMOND STREET	\$5,400.00
89357	04/04/2024	Open			ALAMEDA COUNTY FIRE DEPARTMENT	KFD 37 REPAIRS	\$2,398.75
89358	04/04/2024	Open			CANN, COLETTE	OPEN CERAMICS F MAR 2024	\$134.40

Payment Register

From Payment Date: 4/1/2024 - To Payment Date: 4/30/2024

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Payee Name	Description	Transaction Amount
89359	04/04/2024	Open			CINTAS CORPORATION #054 UNIFORMS	CORP YARD UNIFORMS WEEKLY RENTAL	\$212.16
89360	04/04/2024	Open			CRIME SCENE CLEANERS, INC.	MAINT. VAN #22, CLEAN & DISINFECT MOLD, DEODORIZE	\$500.00
89361	04/04/2024	Open			ENGBERG, GERI	HASEP & MASEP IMPROV S2 2024	\$2,868.00
89362	04/04/2024	Open			GABRIEL, BARBARA, A.	ADULT BALLET MAR 2024	\$552.00
89363	04/04/2024	Open			GRIFFIN PERFORMANCE JUDO LLC	WINTER JUDO 2024	\$1,654.50
89364	04/04/2024	Open			JACKSON, DOUGLAS, W.	CHESS BASICS MAR 2024	\$39.00
89365	04/04/2024	Open			JAFFE, SCOT	OPEN CERAMICS THUR MAR 2024	\$374.40
89366	04/04/2024	Open			KENNEDY AND ASSOCIATES	CITY STORMWATER ORDINANCE REVISION	\$1,168.89
89367	04/04/2024	Open			KI RESEARCH INSTITUTE	AIKIDO MAR 2024	\$444.00
89368	04/04/2024	Open			KITTELSON & ASSOCIATES INC	2023 LRSP	\$8,633.89
89369	04/04/2024	Open			L.N. CURTIS & SONS	FD UNIFORM	\$602.16
89370	04/04/2024	Open			LAVERA WILSON	MASEP BOOKS THAT S2 2024 - INV 2 (2/28-3/27)	\$690.00
89371	04/04/2024	Open			LEARD, CHRISTINA	MILEAGE AND PARKING REIMBURSEMENT	\$126.86
89372	04/04/2024	Open			LOCKED IN FIRE AND ENGINEERING, INC.	10290 SPA SPRINKLERS	\$1,200.00
89373	04/04/2024	Open			MEDINA-ROSS, VERONICA	HASEP SCIENCE S2 2024	\$4,291.20
89374	04/04/2024	Open			MORTON'S URBAN PEST MANAGEMENT	FAIRMONT CLUBHOUSE PEST CONTROL SVC - FEB 2024	\$190.00
89375	04/04/2024	Open			OLIVERO PLUMBING	BLDG PLUMBING MAINTENANCE TEST 33 RP VALVES	\$2,673.00
89376	04/04/2024	Open			PLAZA AUTO SERVICE INC	CAR MAINTENANCE	\$1,111.92
89377	04/04/2024	Open			POSTMASTER	POSTAGE FOR RECREATION SUMMER 2024 ACTIVITY GUIDE, PERMIT #79	\$4,900.00
89378	04/04/2024	Open			QUINTO, GABRIEL	MILEAGE AND AP SHUTTLE REIMBRSMNT MCE MEETINGS	\$89.35
89379	04/04/2024	Open			RINGCENTRAL, INC.	VOIP PHONE SVC FOR CITY STAFFS	\$2,277.93
89380	04/04/2024	Open			SHAHKAR, MEHRAN	STRENGTH & BALANCE MAR 2024	\$774.00
89381	04/04/2024	Open			UNITED CALIFORNIA ACCESS & SECURITY	SOCIAL HALL DOORS ADA & REPAIR	\$25,373.00
89382	04/04/2024	Open			VERIZON WIRELESS	WIRELESS PHONE SERVICE - 1/20-2/19/24	\$4,845.34
89383	04/05/2024	Open			CALPERS LONG TERM CARE PROGRAM	PER3 - CALPERS Longterm Care Ins	\$39.66
89384	04/05/2024	Open			HEALTH CARE DENTAL TRUST	DEN1 - Dental 1*	\$17,284.02
89385	04/05/2024	Open			IAFF LOCAL 1230	DUE4 - UNION LOCAL 1230	\$5,105.24
89386	04/05/2024	Open			KAISER FOUNDATION HEALTH PLAN	K1 - Kaiser 1*	\$240,546.04
89387	04/05/2024	Open			LEGALSHIELD	LEGL - PRE-PAID LEGAL SRVC	\$182.40
89388	04/05/2024	Open			MUNICIPAL POOLING AUTHORITY	LIFE - Supp Life Insu, Inv # 920-36486	\$13,308.09
89389	04/05/2024	Open			NATIONWIDE TRUST COMPANY, FSB	FHEA - Fire Health Savings Acct	\$16,625.00
89390	04/05/2024	Open			SEIU LOCAL 1021	COPE - VOLUNTARY COPE DEDUCTION*	\$1,744.80
89391	04/05/2024	Open			SUTTER HEALTH PLUS	SHR - Sutter Health Plus EE Cost*	\$35,692.60
89392	04/05/2024	Open			U.S. BANK - INSTITUTIONAL TRUST - W REGION	PAR - PARS - ARS 457*	\$2,341.34
89393	04/11/2024	Open			ALAMEDA COUNTY FIRE DEPARTMENT	KFD 37 REPAIRS	\$4,872.16
89394	04/11/2024	Open			AMAZON CAPITAL SERVICES, INC.	DISHWASHER RACK	\$31.95
89395	04/11/2024	Open			AVILA PROJECT MANAGEMENT	STAFF AUGMENTATION	\$25,638.15
89396	04/11/2024	Open			BAY AREA NEWS GROUP EAST BAY	PUBLIC HEARINGS	\$1,649.00
89397	04/11/2024	Open			BERKHEIMER LABOR RELATIONS, LLC	CONSULTING SVCS (MOU/LABOR CONTRACTS) 2ND QTR	\$9,250.00
89398	04/11/2024	Open			BPX PRINTING & GRAPHICS	PLANROOM	\$119.25
89399	04/11/2024	Open			CHAVAN & ASSOCIATES, LLP	22/23 FINANCIAL & COMPLIANCE AUDIT SVCS	\$9,000.00
89400	04/11/2024	Open			CHILDCARE CAREERS, LLC	FAIRMONT CHILDCARE AIDE	\$2,580.60
89401	04/11/2024	Open			COAST COUNTIES PETERBILT	REPAIR ORDER: SENSOR	\$982.44
89402	04/11/2024	Open			DICKINSON FLEET SVCS / COX AUTOMOTIVE	BRAKES + REGEN: R3	\$4,035.46
89403	04/11/2024	Open			DIPRIMA, LISA	FASEP ART S2 2024	\$1,949.40
89404	04/11/2024	Open			DU, JILL	INTRODUCTION TO GOVERNMENT ACCOUNTING CLASS	\$100.00
89405	04/11/2024	Open			EBMUD	EBMUD 2/1/24 - 4/3/24	\$2,097.32
89406	04/11/2024	Open			EKI ENVIRONMENT & WATER, INC.	STORMWATER COMPLIANCE SUPPORT, FEB24	\$214.50
89407	04/11/2024	Open			FADELLI, PAUL	MILEAGE & PARKING-LOBBY DAY 3/20/24 AT STATE CAPITOL, SACRAMENTO	\$129.00
89408	04/11/2024	Open			FAILSAFE TESTING LLC	FD LADDER TESTING	\$2,883.94

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89409	04/11/2024	Open			FEHR & PEERS	EL CERRITO PLAZA MOBILITY FRAMEWORK	\$126,988.90
89410	04/11/2024	Open			FOLGERGRAPHICS, INC.	CITY NEWSLETTER PRINTING & MAILING	\$3,098.03
89411	04/11/2024	Open			GARDA CL WEST, INC.	ARMORED TRANSPORT SVC	\$268.59
89412	04/11/2024	Open			HONEY BUCKET	TRAINING FACILITIES	\$266.28
89413	04/11/2024	Open			HONEYWELL INTERNATIONAL, INC.	CITY SATELLITE PHONES	\$225.00
89414	04/11/2024	Open			JONES, HIROMI	HATHA YOGA MAR 2024	\$708.00
89415	04/11/2024	Open			JONES, CHRIS	CRAB FEED: ABC PERMIT + WINE & BEVERAGE PURCHASE	\$538.32
89416	04/11/2024	Open			KASSIRER ENTERTAINMENT COMPANY	KASSIRER SPORTS ASEP S2 2024	\$11,065.60
89417	04/11/2024	Open			KNORR SYSTEMS, INC.	CO2	\$263.27
89418	04/11/2024	Open			L.N. CURTIS & SONS	FD UNIFORM	\$3,622.52
89419	04/11/2024	Open			LACK, CHRIS	OPEN CERAMICS F MAR 2024	\$374.40
89420	04/11/2024	Open			LANGUAGE 411	LRSP	\$194.04
89421	04/11/2024	Open			LOCKED IN FIRE AND ENGINEERING, INC.	10290 SPA PUMP	\$1,500.00
89422	04/11/2024	Open			MACK5	LIBRARY CONSTRUCTION CONSULTING	\$1,464.00
89423	04/11/2024	Open			MCAVOY, IAN	MASEP OFF THE BLOCK STEM S2 2024	\$7,812.00
89424	04/11/2024	Open			DAWSON, SCOTT	6001 - REROOF RESIDENTIAL	\$286.80
89425	04/11/2024	Open			MMANC	MMANC WOMEN'S LEADERSHIP SUMMIT	\$135.00
89426	04/11/2024	Open			MUNICIPAL POOLING AUTHORITY	DOT OCT-DEC2023	\$15,511.28
89427	04/11/2024	Open			PASTIME HARDWARE	KEYS	\$12.70
89428	04/11/2024	Open			PIPE SPY INC	ENCROACHMENT PERMIT FEE & CONCRETE BOND	\$1,110.00
89429	04/11/2024	Open			RAFTELIS	STRATEGIC PLAN BUDGET DEP HEAD WORKSHOP	\$12,500.00
89430	04/11/2024	Open			ROADPOST USA, INC.	FD SATELLITE MARCH & APRIL 24	\$267.80
89431	04/11/2024	Open			ROADSAFE TRAFFIC SYSTEMS, INC.	RAINGEAR FOR CARLOS	\$112.50
89432	04/11/2024	Open			ROMERO, DIEGO	PER DIEM - 4 DAYS	\$160.00
89433	04/11/2024	Open			S.P. AUTOMOTIVE	AUTO BATTERIES	\$578.03
89434	04/11/2024	Open			SLIM CHANCE CIRCUS	HASEP/FASEP CIRCUS S2 2024	\$3,709.20
89435	04/11/2024	Open			STAPLES	GENERAL OFFICE SUPPLIES	\$112.42
89436	04/11/2024	Open			STREAMLINE BUILDERS	ARLINGTON PARK CAPITAL PROJECT, CONTR #C3082	\$78,059.60
89437	04/11/2024	Open			THEIS ENGINEERING & ASSOCIATES	DEL NORTE TOD COMPLETE STREETS	\$4,907.83
89438	04/11/2024	Open			U.S. SECURITY SUPPLY, INC.	RESTROOM KEYS, CORES, THROW MEMBER (PINS)	\$3,038.13
89439	04/11/2024	Open			ZOON ENGINEERING, INC.	ARLINGTON PARK IMPROVEMENTS	\$4,714.47
89440	04/11/2024	Open			DIVISION OF STATE ARCHITECT	DISABILITY ACCESS & EDU FEE FOR Q4 2024	\$25.20
89441	04/11/2024	Open			TRICON AQUATICS	RETENTION	\$17,419.37
89442	04/19/2024	Open			CALPERS LONG TERM CARE PROGRAM	PER3 - CALPERS Longterm Care Ins	\$39.66
89443	04/19/2024	Open			EL CERRITO FIRE DEPT MGMT GRP	MG11 - FIRE DEPT MGMT GROUP	\$50.00
89444	04/19/2024	Open			EL CERRITO PUBLIC SFTY EE MGMT	MG12 - SAFETY EMPLOYEE MGMT GROUP	\$693.00
89445	04/19/2024	Open			FIRE ASSOCIATION	DUE2 - FIRE ASSN DUES	\$480.00
89446	04/19/2024	Open			LIFE INSURANCE OF NORTH AMERICA	ACCD - Accidental Death & Dismembermt	\$69.50
89447	04/19/2024	Open			POLICE ASSN.	DUE1 - POLICE ASSN DUES	\$5,127.51
89448	04/19/2024	Open			PRO FIREFIGHTERS ASSN DUES	DUE3 - EC PRO FIREFIGHTERS DUES	\$270.00
89449	04/19/2024	Open			SEIU LOCAL 1021	COPE - VOLUNTARY COPE DEDUCTION*	\$1,809.22
89450	04/19/2024	Open			U.S. BANK - INSTITUTIONAL TRUST - W REGION	PAR - PARS - ARS 457*	\$2,208.13
89451	04/18/2024	Open			24 HOUR FITNESS USA, LLC	MEMBERSHIP FEES	\$467.87
89452	04/18/2024	Open			AMAZON CAPITAL SERVICES, INC.	OFFICE SUPPLIES	\$26.95
89453	04/18/2024	Open			ARMOUR PETROLEUM SERVICE & EQUIPMENT CORP	UST VISUAL INSPECTION ON 3/28/24	\$900.40
89454	04/18/2024	Open			BILL'S UNDERGROUND	RELEASE OF BONDS APRIL 2024 - PART 1	\$792.00
89455	04/18/2024	Open			BLACK, MEI-YU	WATER COLOR & ACRYLIC MAR 2024	\$210.00
89456	04/18/2024	Open			BROWN, KRISTEN, L.	ART & WELLNESS MAR 2024	\$75.00
89457	04/18/2024	Open			CA DEPT OF TRANSPORTATION	TRAFFIC SIGNALS AND LIGHTING	\$12,406.27
89458	04/18/2024	Open			CALIFORNIA BUILDING STANDARDS COMMISSION	CBSC FY2024 Q3 (BSASRF)	\$560.57

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89459	04/18/2024	Open			CALIFORNIA DEPARTMENT OF CONSERVATION	SMIP FEES FY2024 Q3	\$1,520.49
89460	04/18/2024	Open			CARROLL, JAMES	BACKGROUND INVESTIGATION	\$1,850.00
89461	04/18/2024	Open			CASCADIA CONSULTING GROUP, INC.	CLIMATE ACTION & ADAPTATION PLAN - FEB-MAR 24	\$4,607.50
89462	04/18/2024	Voided	Invoice Error	04/18/2024	CCC ANIMAL SERVICES DEPARTMENT		\$58,418.00
89463	04/18/2024	Open			CHILDCARE CAREERS, LLC	FAIRMONT CHILDCARE AIDE	\$3,187.80
89464	04/18/2024	Open			CITY OF RICHMOND	CAD FEES	\$69,224.17
89465	04/18/2024	Open			CSW/STUBER-STROEH ENGINEERING GROUP INC	DEL NORTE TOD COMPLETE STREETS	\$4,261.86
89466	04/18/2024	Open			EBMUD	EBMUD 2/1/24 - 4/3/24	\$2,518.36
89467	04/18/2024	Open			EHSD-CC SENIOR NUTRITION	CONTRIBUTION REIMBURSEMENT FEB 2024	\$187.88
89468	04/18/2024	Open			FEHR & PEERS	ECP MOBILITY FRAMEWORK	\$10,838.63
89469	04/18/2024	Open			FJ&I ENGINEERING, INC.	SINKHOLE AND POTHOLE REPAIRS	\$88,000.00
89470	04/18/2024	Open			FORENSIC SERVICES DIVISION	FORENSIC TESTING 2/1/24 TO 2/29/24	\$2,008.80
89471	04/18/2024	Open			FUJIWARA, PATTY	OPEN CERAMICS M INTRO TO HANDBUILDING - MAR 2024	\$1,084.40
89472	04/18/2024	Open			GHILOTTI BROS, INC	DEL NORTE TOD COMPLETE STREETS IMPROVEMENT	\$92,242.46
89473	04/18/2024	Open			GILMAN STREET PRESS	BUSINESS CARDS	\$110.75
89474	04/18/2024	Open			Green Halo Systems Inc,	HOSTING & MAINTENANCE APR 2024	\$171.00
89475	04/18/2024	Open			J & O' s COMMERCIAL TIRE CENTER	NEW TIRES, MOUNT & BALANCE, ALIGNMENT - M23	\$1,127.18
89476	04/18/2024	Open			KEL-AIRE	COMMUNITY CTR HVAC MAINTENANCE SVC - APR 2024	\$778.09
89477	04/18/2024	Open			KENNEDY, GREG, C	MARCH 2024 PCR REVIEW	\$2,000.00
89478	04/18/2024	Open			KEYSER MARSTON ASSOCIATES, INC	AFFORDABLE HOUSING	\$168.75
89479	04/18/2024	Open			KINSEY, KATHRYNE ANN	BRIDGE MAR 2024	\$420.00
89480	04/18/2024	Open			MCAVOY, IAN	SPRING BREAK CAMPS 2024	\$2,677.50
89481	04/18/2024	Open			NERD CROSSING	ECONOMIC DEVELOPMENT WEBPAGE	\$400.00
89482	04/18/2024	Open			NORGE CLEANERS	DRY CLEANING - MAR 2024	\$539.45
89483	04/18/2024	Open			ODP BUSINESS SOLUTIONS, LLC	SUPPLIES	\$228.07
89484	04/18/2024	Open			OLIVER'S TOW INC.	TOW	\$221.38
89485	04/18/2024	Open			PASTIME HARDWARE	LED LIGHT BULBS	\$288.42
89486	04/18/2024	Open			PREMIER GRAPHICS	BUSINESS CARDS - GABIAN HERRERA 500 QTY	\$71.66
89487	04/18/2024	Open			RAMOS, STEPHANIE, R	ZUMBA MAR 2024	\$4,162.95
89488	04/18/2024	Open			REDWOOD PUBLIC LAW, LLP	CITY COUNSEL (LABOR)	\$15,758.35
89489	04/18/2024	Open			REX KEY & SECURITY	KEYS	\$124.03
89490	04/18/2024	Open			THE LEW EDWARDS GROUP	PUBLIC INFORMATION CONSULTING	\$5,000.00
89491	04/18/2024	Open			CHEN, KAREN	TAX REBATE 614 & 616 ELM STREET	\$2,550.00
89492	04/18/2024	Open			CHENG-SHENG, KUO	RELEASE OF BONDS APRIL 2024 - PART 1	\$792.00
89493	04/18/2024	Open			NORTHSTAR SOLAR INC.	6001 - REROOF PERMIT - PROJECT CANCELLED	\$475.49
89494	04/18/2024	Open			OMAR, RENE	REAL PROPERTY TAX REBATE 7202 A STREET	\$4,736.00
89495	04/18/2024	Open			CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT	DISPATCH SERVICES 2023-24	\$199,940.78
89496	04/18/2024	Open			RENNE PUBLIC LAW GROUP	GRANT WRITING SERVICES	\$9,000.00
89497	04/18/2024	Open			RILE, KATHRYN	OPEN CERAMICS MON. & WHEEL ADVANCED - MARCH 24	\$1,014.60
89498	04/18/2024	Open			RIVERA, NICOLE	WOMEN'S WORKOUT MAR 2024	\$226.80
89499	04/18/2024	Open			SEWER WORKS, INC	RELEASE OF BONDS APRIL 2024 - PART 1	\$1,647.00
89500	04/18/2024	Open			SPEAKWRITE LLC	TRANSCRIPTION	\$62.08
89501	04/18/2024	Open			SSD ALARM	FAIRMONT CLUBHOUSE SVC - BATTERY REPLACEMENT ON 2/9/24	\$713.11
89502	04/18/2024	Open			STERICYCLE, INC.	SHREDDING	\$81.79
89503	04/18/2024	Open			SWRCB	RERC ANNUAL NPDES INDUSTRIAL SW PERMIT 24-25	\$1,673.00
89504	04/18/2024	Open			TERRA NOVA ENGINEERING INC	RELEASE OF BONDS APRIL 2024 - PART 1	\$1,696.00
89505	04/18/2024	Open			THE BERKELEY CHESS SCHOOL	MASEP CHESS S2 2024	\$2,721.60
89506	04/18/2024	Open			THE PLUMBING MINISTRY	RELEASE OF BONDS APRIL 2024 - PART 1	\$1,647.00
89507	04/18/2024	Open			TOWN OF DANVILLE	CC MAYORS' CONFERENCE 4/4/24	\$140.00
89508	04/18/2024	Open			TOYOTA MATERIAL HANDLING NC	REPAIRS FOR LINDE FORKLIFT: OIL LEAKS & ENGINE COVER VALVE	\$1,201.95

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89509	04/18/2024	Open			TRAC, RYAN, L.	GAS EXP REIMBURSEMENT & PER DIEM PISTOL & RIFLE INSTRUCTOR	\$656.27
89510	04/18/2024	Open			UNIVERSAL BUILDING SERVICE	LIBRARY JANITORIAL SVCS - MAR 2024	\$1,277.95
89511	04/18/2024	Open			VERMONT SYSTEMS, INC.	HOSTING SERVICES MAR2024	\$1,253.75
89512	04/18/2024	Open			W-TRANS INC	CARLSON BLVD PARKING COUNTS	\$2,235.00
89513	04/18/2024	Open			SIERRA, CARLOS	RELEASE OF BONDS APRIL 2024 - PART 1	\$792.00
89514	04/18/2024	Open			COUNTRY TREASURER	ANIMAL SVCS QTRLY PYMT 4/1-6/30/24	\$58,418.00
89515	04/25/2024	Open			4LEAF, INC.	PLAN REVIEW SERVICES 3/1 - 3/31/24	\$22,098.40
89516	04/25/2024	Open			A PLUS TREE, LLC	URGENT PARK WORK - TREE FAILURE/STORM CLEAN UP	\$18,042.25
89517	04/25/2024	Open			AMAZON CAPITAL SERVICES, INC.	ERGO ITEMS FOR MULTIPLE EEs	\$680.56
89518	04/25/2024	Open			ASBURY ENVIRONMENTAL SERVICES	MOTOR OIL RECYCLING 4/3/24	\$100.00
89519	04/25/2024	Open			ATCO Pest Control	COMMUNITY CENTER PEST CONTROL SVC APR 2024	\$375.00
89520	04/25/2024	Open			AVILA PROJECT MANAGEMENT	STAFF AUGMENTATION 3/1- 3/31/24	\$13,630.50
89521	04/25/2024	Open			BARG COFFIN LEWIS & TRAPP, LLP	LEGAL FEES - MONSANTO SETTLEMENT	\$1,854.90
89522	04/25/2024	Open			BERTRAND, FOX, ELLIOT, OSMAN & WENZEL LLP	CITY OF EL CERRITO - GENERAL	\$10,822.50
89523	04/25/2024	Open			BIKE EAST BAY	EVENTS & FIELDTRIPS BIKE TO WHEREVER DAY	\$36.00
89524	04/25/2024	Open			CABLECOM	ENCROACHMENT PERMIT CANCELLED	\$1,110.00
89525	04/25/2024	Open			CCCSO LAW ENFORCEMENT TRAINING	ACADEMY FEES - SEPE	\$4,385.00
89526	04/25/2024	Open			CINTAS CORPORATION #054 UNIFORMS	CORP YARD UNIFORMS WEEKLY RENTAL	\$424.32
89527	04/25/2024	Open			COMMUNITY CONSERVATION CENTERS, INC.	MIXED PAPER + HDPE PLASTIC NON-CRV PLASTIC RECYCLING MAR 2024	\$274.23
89528	04/25/2024	Open			CONTRA COSTA HEALTH SERVICES	INITIAL PERMIT PROCESSING FEE EC CORP YARD 8450 SCHMIDT LN	\$60.00
89529	04/25/2024	Open			CORE COMPUTING SOLUTIONS	JUNE 2024: CORE MAINTENANCE + SUPPORT	\$175.15
89530	04/25/2024	Open			CORODATA SHREDDING INC.	SHREDDING	\$223.79
89531	04/25/2024	Open			CRIME SCENE CLEANERS, INC.	DECON CAR 4	\$130.00
89532	04/25/2024	Open			CUISON, MARIELLE	MILEAGE REIMBURSEMENT	\$37.39
89533	04/25/2024	Open			DATA TICKET, INC.	BUILDING AND SAFETY	\$405.02
89534	04/25/2024	Open			DON'S TIRE SERVICE, INC.	R&R TIRE	\$190.40
89535	04/25/2024	Open			EAST BAY SANITARY CO.INC.	STREET SWEEPING FEB 2024	\$17,827.14
89536	04/25/2024	Open			FEHR & PEERS	EL CERRITO PLAZA MOBILITY FRAMEWORK	\$6,250.13
89537	04/25/2024	Open			FOLGERGRAPHICS, INC.	SUMMER 2024 REC GUIDES	\$6,669.73
89538	04/25/2024	Open			FORENSIC SERVICES DIVISION	FORENSIC TESTING 3/1/24 TO 3/31/24	\$1,135.16
89539	04/25/2024	Open			GODBE RESEARCH	FEASIBILITY SURVEY MEASURE R	\$36,550.00
89540	04/25/2024	Open			GOLDEN BEAR TRANSFER STATION	SWEEP SPOILS 3/26/24, 3.21 TONS	\$438.68
89541	04/25/2024	Open			GRAINGER	INFRASTRUCTURE SUPPLIES. COLD PATCH 60 QTY 60 LB BAGS	\$2,551.68
89542	04/25/2024	Open			HONEY BUCKET	CENTRAL PARK SERVICE 4/2/24 -4/29/24	\$221.05
89543	04/25/2024	Open			J & O' s COMMERCIAL TIRE CENTER	E52 TIRES	\$2,372.09
89544	04/25/2024	Open			KAISER PERMANENTE	PREEMPLOYMENT PHYSICALS	\$1,688.00
89545	04/25/2024	Open			KEL-AIRE	CANYON TRAIL CLUBHOUSE HVAC PM MAINTENANCE APR 2024	\$158.87
89546	04/25/2024	Open			KNORR SYSTEMS, INC.	SODIUM HYPO	\$1,003.62
89547	04/25/2024	Open			KS STATEBANK	2023 CHEVROLET TAHOE SPECIAL SERVICE VEHICLES WITH UPFITTING	\$4,907.41
89548	04/25/2024	Open			LSA ASSOCIATES, INC.	1711 EASTSHORE PROFESSIONAL SVCS	\$37,232.50
89549	04/25/2024	Open			MITCHELL, BONNIE	AQUA ZUMBA - MAR 2024	\$144.90
89550	04/25/2024	Open			NAPA RECYCLING & WASTE SERVICES, LLC	MARCH 2024 CURBSIDE RECYCLING PROCESSING: 292.27 TONS	\$16,074.85
89551	04/25/2024	Open			PAYMENTUS CORPORATION	CREDIT CARD PROCESSING FEES - MAR 2024	\$4,864.77
89552	04/25/2024	Open			PINNACLE PETROLEUM INC	UNLEADED FUEL	\$26,212.12
89553	04/25/2024	Open			PLACEWORKS	SAFETY ELEMENT	\$4,436.47
89554	04/25/2024	Open			PLANCHON ROOFING	PERMIT FEE REFUND, JOB CANCELLED	\$584.49
89555	04/25/2024	Open			PREFERRED ALLIANCE, INC.	SCREENING - NEW HIRE	\$42.00
89556	04/25/2024	Open			QUINTO, GABRIEL	REIMBURSE EXPENSE - BAGGAGE FEE	\$70.00
89557	04/25/2024	Open			RUBICON ENTERPRISES INC	MONTHLY PARK LANDSCAPE MAINTENANCE MARCH 2024	\$40,665.36
89558	04/25/2024	Open			RUIZ, JOE	XFIT YOUTH & ADULT MAR 2024	\$497.40

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89559	04/25/2024	Open			SHABABO, TRACEY, ELISE	SEWING & TEXTILE ARTS 3/13 - 4/15/24	\$2,025.00
89560	04/25/2024	Open			STATE OF CA DEPT OF JUSTICE	FINGER PRINTING	\$602.00
89561	04/25/2024	Open			TARGET SOLUTIONS LEARNING, LLC	FIRE DEPT LICENSE TSCRPRO - VECTOR SCHEDULING	\$2,350.61
89562	04/25/2024	Open			TRB AND ASSOCIATES, INC.	PLAN REVIEW SERVICES 3/1 - 3/31/24	\$1,612.15
89563	04/25/2024	Open			AMERIGAS PROPANE INC	PROPANE FOR FORKLIFTS 3/21/24	\$586.27
89564	04/25/2024	Open			AT&T	CITY HALL INTERNET LINE 2	\$1,838.74
89565	04/25/2024	Open			COMCAST	STATION 52	\$291.50
89566	04/25/2024	Open			CUMMINS WEST, INC.	E55 REPAIR	\$53,887.08
89567	04/25/2024	Open			EBMUD	EBMUD 2/6/24 -3/25/24	\$3,066.17
89568	04/25/2024	Open			IMAGETREND LLC	INCIDENT SOFTWARE	\$15,225.00
89569	04/25/2024	Open			L.N. CURTIS & SONS	ACADEMY UNIFORMS	\$1,971.22
89570	04/25/2024	Open			MORTON'S URBAN PEST MANAGEMENT	FAIRMONT CLUBHOUSE PEST CONTROL SVC MAR 2024	\$810.00
89571	04/25/2024	Open			ODP BUSINESS SOLUTIONS, LLC	SUPPLIES	\$45.18
89572	04/25/2024	Open			OIL CHANGERS	OIL CHANGE PILOT	\$223.17
89573	04/25/2024	Open			OLIVERO PLUMBING	STA 52 PLUMBING LEAK	\$1,162.50
89574	04/25/2024	Open			PREMIER GRAPHICS	COASTERS AND SIGNS FOR LRSP	\$1,021.51
89575	04/25/2024	Open			SAN FRANCISCO FOLK MUSIC CLUB	MINI GRANT APPROVED 4/22/24 ARTS & CULTURE COMMISSION MTG	\$1,100.00
89576	04/25/2024	Open			SSD ALARM	CANYON TRAIL CLUBHOUSE ALARM SVC MAY 2024	\$832.59
89577	04/25/2024	Open			WALNUT CREEK FORD INC	BRAKES CAR 9	\$1,064.73
89578	04/29/2024	Open			WALNUT CREEK FORD INC	2024 FORD MAVERICK PURCHASE	\$32,559.99
Type Check Totals:				268 Transactions			\$2,147,769.94

EFT

2759	04/01/2024	Open			JPMorgan Chase Bank	2012 RECYCLING CTR APRIL 2024 DEBT SVC PYMT	\$76,680.09
2772	04/05/2024	Open			EDD - PAYROLL TAX DEPOSIT	CA - CA Tax	\$41,855.10
2773	04/05/2024	Open			IRS	FED - Fed Tax*	\$171,545.39
2774	04/05/2024	Open			MissionSquare (name chg 03-2021 formerly ICMA)	ICM1 - ICMA-457 #300530 FLAT DOLLAR*	\$55,236.32
2775	04/05/2024	Open			P E R S	PE1% - PERS SEIU*	\$187,950.88
2776	04/05/2024	Open			CalPERS (CA Public Employees' Retirement System)	CALPERS UAL PAYMENT FOR APRIL 2024	\$351,890.50
2777	04/05/2024	Open			CalPERS (CA Public Employees' Retirement System)	CALPERS UAL PAYMENT FOR APRIL 2024	\$158,073.33
2778	04/05/2024	Open			CalPERS (CA Public Employees' Retirement System)	CALPERS UAL PAYMENT FOR APRIL 2024	\$1,414.83
2779	04/05/2024	Open			CalPERS (CA Public Employees' Retirement System)	CALPERS UAL PAYMENT FOR APRIL 2024	\$570.42
2780	04/05/2024	Open			CalPERS (CA Public Employees' Retirement System)	CALPERS RBF	\$749.25
2781	04/08/2024	Open			KATZ, JUDY	SENIOR FITNESS MAR 2024	\$327.60
2782	04/10/2024	Open			PARS	PARS115 INITIAL DEPOSIT. 6746050100	\$1,358,099.00
2783	04/19/2024	Open			EDD - PAYROLL TAX DEPOSIT	CA - CA Tax	\$39,275.51
2784	04/19/2024	Open			IRS	FED - Fed Tax*	\$165,868.25
2785	04/19/2024	Open			MissionSquare (name chg 03-2021 formerly ICMA)	ICM1 - ICMA-457 #300530 FLAT DOLLAR*	\$53,329.76
2786	04/19/2024	Open			P E R S	PE CM PEPRA - PERS CM PEPRA*	\$190,288.97
2787	04/19/2024	Open			P E R S	PE1% - PERS SEIU*	\$61,179.01
2788	04/22/2024	Open			PG&E	PG&E 3/2 - 4/1/24	\$23,860.80
2789	04/22/2024	Open			PG&E	PG&E 2/2/24 - 3/1/24	\$24,544.03
2790	04/25/2024	Open			U.S. BANK - CORPORATE PAYMENT SYS	MARCH CALCARD PAYMENT	\$65,681.27
2791	04/26/2024	Open			U.S. BANK	2017 REVENUE BONDS DEBT SVC - MAY24 DEBT PYMT	\$543,850.00
2798	04/30/2024	Open			FIRST DATA MERCHANT SERVICES INC	MERCHANT FEE EXPENSE - APR24	\$196.19
2799	04/30/2024	Open			FIRST DATA MERCHANT SERVICES INC	MERCHANT FEE EXPENSE - APR24	\$547.81
2800	04/30/2024	Open			AMEX/AMERICAN EXPRESS	MERCHANT FEE EXPENSE - APR24	\$69.49
2801	04/30/2024	Open			FIRST DATA MERCHANT SERVICES INC	MERCHANT FEE EXPENSE - APR24	\$681.25
2802	04/30/2024	Open			FIRST DATA MERCHANT SERVICES INC	MERCHANT FEE EXPENSE - APR24	\$39.99
2803	04/30/2024	Open			CLOVER	MERCHANT FEE EXPENSE - APR24	\$15.90

Payment Register

From Payment Date: 4/1/2024 - To Payment Date: 4/30/2024

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Payee Name	Description	Transaction Amount
2804	04/30/2024	Open			AUTHORIZE.NET	MERCHANT FEE EXPENSE - APR24	\$55.80
2805	04/30/2024	Open			FIRST DATA MERCHANT SERVICES INC	MERCHANT FEE EXPENSE - APR24	\$115.15
2806	04/30/2024	Open			FIRST DATA MERCHANT SERVICES INC	MERCHANT FEE EXPENSE - APR24	\$94.15
2807	04/30/2024	Open			CARDCONNECT	MERCHANT FEE EXPENSE - APR24	\$6,830.73
2808	04/30/2024	Open			CARDCONNECT	MERCHANT FEE EXPENSE - APR24	\$1,911.84
2809	04/30/2024	Open			CARDCONNECT	MERCHANT FEE EXPENSE - APR24	\$4,856.86
2810	04/25/2024	Open			CALIFORNIA DEPT OF TAX & FEE ADMIN (CDTFA)	QTRLY SALES TAX PYMT 3/31/2024	\$166.00
Type EFT Totals:							\$3,587,851.47
AP-AP Check - Accounts Payable Checking							
					All	Count	AP Total
					Checks	266	\$2,089,351.94
					EFTs	34	\$3,587,851.47
					Void	1	\$58,418.00
						301	\$5,735,621.41
PR-Pay Check - Payroll Checking Account							
					Payroll	Count	Payroll Total
					Checks	94	\$82,714.97
					EFTs	463	\$1,011,874.10
					Voids	0	\$0.00
						557	\$1,094,589.07
Grand Totals:							
					Total	Count Transaction Amount	Total
					Checks	360	\$2,172,066.91
					EFTs	497	\$4,599,725.57
					Voids	1	\$58,418.00
						362	\$6,830,210.48



AGENDA BILL

Agenda Item No. 7.E.

Date: May 21, 2024
To: El Cerrito City Council
From: Crystal Reams, Finance Director/City Treasurer, Finance Department
Subject: FY 2023-24 Third Quarter Cash and Investment Report

ACTION PROPOSED

Receive and file the City's Third Quarter Cash and Investment Report for the period January 1, 2024 to March 31, 2024.

BACKGROUND

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

ANALYSIS

The FY 2023-24 Third Quarter Cash and Investment Report for January 1, 2024 through March 31, 2024 shows that the City's total cash and investments as of March 31, 2024, had a par value of \$32,994,465 in the following accounts.

- \$23,894,574.32 (LAIF)
- \$3,285,592.22 (Mechanics Bank) (Includes interest earnings)
 - \$36.38 Interest Earned January 2024
 - \$19.81 Interest Earned February 2024
 - \$10.05 Interest Earned March 2024
- \$5,811,948.46 (Mechanics Bank Money Market) (Includes interest earnings)
 - \$26,174.18 Interest Earned January 2024
 - \$28,230.14 Interest Earned February 2024
 - \$26,246.84 Interest Earned March 2024
- \$2,350.00 (Petty Cash Funds)

These funds are available to meet operating expenses for the next six months.

STRATEGIC PLAN CONSIDERATIONS

The City's Investment Policy, Comprehensive Financial Policy, and Strategic Plan sets form guidelines for the investment of City funds and aligns with California Government code, Section 53646 and Section 53600-53609. The purpose of the City's Investment Policy is to provide guidelines for prudent investment of the City's idle funds and ensure policies, procedures, systems, and best practices in fiscal management.

This action supports the [City's Strategic Plan Goal\(s\)](#) of:

- *High Performing Organization* Ensure the City maintains a strong financial position and a high-performing organization where employees feel a sense of inclusion and belonging.

ENVIRONMENTAL CONSIDERATIONS

This section is not applicable to this agenda item.

FINANCIAL CONSIDERATIONS

High-Performing Organization: The Quarterly Cash and Investment Report complies with the City of El Cerrito Investment Policy and California Government Code Section 53646.

LEGAL CONSIDERATIONS

The City's investments comply with standards reflected in the City of El Cerrito Investment Policy.

Reviewed by:

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

Karen Pinkos, City Manager

Attachments:

1. FY 24 Q3 Quarterly Cash & Investment Report

City of El Cerrito
Quarterly Cash and Investment Report
for the Quarter Ending March 31, 2024

Attachment A

Category	Trustee/Broker	Month Ending	PAR Value (Actual Value)	Quarter End Interest Rate	Market value
Pooled Investments	California State Treasurer	March 31, 2023	\$ 23,894,574.32	4.30%	\$ 23,894,574.32
Cash with Bank	Mechanics Bank	March 31, 2023	\$ 3,285,592.22	0.01%	\$ 3,285,592.22
Money Market Account	Mechanics Bank	March 31, 2023	\$ 5,811,948.46	4.91%	\$ 5,811,948.46
Petty Cash Funds	City Management	March 31, 2023	\$ 2,350.00	N/A	\$ 2,350.00
Total Cash and Investments			\$ 32,994,465.00		\$ 32,994,465.00

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

Crystal Reams

Crystal Reams, Finance Director/City Treasurer



AGENDA BILL

Agenda Item No. 7.F.

Date: May 21, 2024
To: El Cerrito City Council
From: Shannon Bassi, Senior Human Resources Analyst, City Management
Subject: Resolution to Amend the City's Classification Plan

ACTION PROPOSED

Adopt a resolution amending the City's Classification Plan to 1) authorize revisions to the existing classifications of Public Works Director/City Engineer, Recycling Operations Supervisor, Maintenance Operations Supervisor, Associate Engineer, Senior Engineer, Program Manager, and Senior Program Manager and 2) authorize new classifications of Environmental Services Manager and Facilities and Maintenance Manager.

BACKGROUND/ANALYSIS

Per Section 3.10.050 of the El Cerrito Municipal Code, the City Council is responsible for adopting Personnel Rules that govern the City's civil service system and Classification Plan. This includes any revisions or amendments to position classifications and job descriptions. The recently completed Classification and Compensation Study provided a valuable opportunity to review all of the City's classifications, and propose changes and modifications where needed to accurately reflect the work of City staff.

The classification portion of the study focused on creating and modifying job classifications that accurately represent the body of work that staff perform, create methods of effective recruitment, retain a talented workforce, and maintain an emphasis on providing excellent customer service. Additionally, each classification was reviewed through an equity lens to ensure the City is creating and promoting a diverse workforce.

The Human Resources Division and the project consultant Koff and Associates worked continuously through the study's process with Department and Division Managers, bargaining units, and other City staff to review all class specifications throughout the City to confirm they are representative of the organizational changes, City services, and duties that have evolved. As a result, all the City's job descriptions were revised, and must now be reviewed by the City Council for final approval. Given the number of job descriptions evaluated, staff plans to bring back a set of proposed classifications to the City Council at each Council meeting until all job descriptions are approved.

The attached proposed job descriptions are presented for City Council's review and approval:

Existing Classifications With Proposed Changes:

- Public Works Director/City Engineer
- Recycling Operations Supervisor
- Maintenance Operations Supervisor
- Associate Engineer
- Senior Engineer
- Program Manager
- Senior Program Manager

New/Additional Proposed Classifications:

- Environmental Services Manager
- Facilities and Maintenance Manager

The City's current job descriptions may be viewed at this link:

www.governmentjobs.com/careers/elcerrito/classspecs.

STRATEGIC PLAN CONSIDERATIONS

This action supports the [City's Strategic Plan Goal\(s\)](#) of:

- *High Performing Organization*
- *Environmental Sustainability*

ENVIRONMENTAL CONSIDERATIONS

This section is not applicable to this agenda item.

FINANCIAL CONSIDERATIONS

There are no budgetary impacts at this time.

LEGAL CONSIDERATIONS

This section is not applicable to this agenda item.

Reviewed by:

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

Karen Pinkos, City Manager

Attachments:

1. Resolution
2. Public Works Director-City Engineer
3. Recycling Operations Supervisor
4. Maintenance Operations Supervisor
5. Associate Engineer
6. Senior Engineer
7. Program Manager
8. Senior Program Manager
9. Environmental Services Manager
10. Facilities and Maintenance Manager

RESOLUTION 2024-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 completed a Citywide Classification and Compensation Study in March 2024; and

WHEREAS, the Classification and Compensation Study included a review of all of the City's classifications and job descriptions, and proposed changes and modifications where needed to accurately reflect the work of City staff; and

WHEREAS, City staff has completed review of staffing structure, positions, and recommended revisions to position classifications and job descriptions Citywide.

NOW, THEREFORE, BE IT RESOLVED, that the City Council does hereby amend the City's Classification Plan to authorize implementation of the proposed modifications, as set forth in the attachments to this Resolution, to the following existing classifications:

- Public Works Director/City Engineer
- Recycling Operations Supervisor
- Maintenance Operations Supervisor
- Associate Engineer, Senior Engineer
- Senior Program Manager
- Program Manager

BE IT FURTHER RESOLVED, that the City Council does hereby amend City's Classification Plan to authorize implementation of the proposed modifications, as set forth in the attachments to this Resolution, to include the following new classifications:

- Environmental Services Manager
- Facilities and Maintenance Manager

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

I CERTIFY that at a regular meeting on May 21, 2024 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:

Tessa Rudnick, Mayor



FLSA: Exempt

PUBLIC WORKS DIRECTOR/CITY ENGINEER

DEFINITION

Under administrative direction, plans, organizes, manages, and provides direction and oversight for all functions and activities of the Public Works Department, including Engineering, Facilities and Maintenance, Environmental Services including solid waste recycling and contract administration; manages and administers the City's capital improvement program; formulates department policies, goals, and directives; coordinates assigned activities with other City departments, officials, outside agencies, and the public; fosters cooperative working relationships among City departments and with State and local intergovernmental and regulatory agencies and various public and private groups; provides highly responsible and complex administrative support to the City Manager in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager. Exercises direct supervision over managerial, supervisory, professional, technical, and administrative support staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is a department director classification that oversees, directs, manages, and participates in all activities of the Public Works Department, including short- and long-term planning as well as development and administration of departmental policies, procedures, and services. The Public Works Director/City Engineer provides assistance to the City Manager in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, municipal functions, and activities; and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives, and for furthering City goals and objectives within general policy guidelines.

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.

- Assumes full management responsibility for all Public Works Department programs, services, and activities including engineering, capital improvement, and maintenance of multi-modal transportation systems, parks and trails, public landscapes, urban forest, storm drains, creeks, stormwater treatment facilities, integrated waste management, environmental sustainability, and public buildings.

- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Manages and participates in the development and administration of the department's budget and capital improvement program; directs the forecast of additional funds needed for staffing, equipment, and supplies; directs the monitoring of and approves expenditures; directs and implements budgetary adjustments, as necessary.
- Selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees to correct deficiencies; implements discipline and termination procedures; responds to staff questions and concerns.
- Monitors and implements legal, regulatory, technology and societal changes and court decisions that may affect the work of the department; determines equipment acquisition, training programs and procedural changes to ensure retention of qualified staff and the provision of services to the community in an effective, efficient, and economical manner.
- Oversees the development of consultant requests for proposals for professional services and the advertising and bid processes; evaluates proposals and recommends project award; coordinates with legal counsel to determine City needs and requirements for contractual services; negotiates contracts and agreements and administers same after award.
- Conducts Capital Improvement Program (CIP) planning activities; provides oversight and input into the conceptual design of engineering projects; investigates and resolves problems with scope of work or cost issues of major facility upgrade and replacement projects.
- Oversees and coordinates the construction, modification, maintenance, and repair of City buildings, facilities, parks, landscaping, and infrastructure.
- Confers with engineers, developers, architects, utility companies, property owners and a variety of outside agencies and the general public in acquiring information and coordination of engineering, public works, storm, streets, transportation, and related matters; provides technical interpretations and applications of ordinances, laws, engineering codes, compliance and violation issues, drainage and traffic matters, access, legal descriptions, and policy matters.
- Reviews and approves plans and specifications, designs, cost estimates, environmental documents, reports, and studies for all engineering projects.
- Prepares or amends the City Code and standards for streets, drainage, subdivision regulations, and flood hazards.
- Directs the preparation and administration local, county, state, federal, and private grant applications.
- Conducts a variety of related organizational and operational studies and investigations; recommends modifications to programs, policies, and procedures as appropriate.
- Serves or designates staff to provide staff support to assigned committees or commissions.
- Represents the department to other City departments, elected officials, and outside agencies; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Participates in and makes presentations to the City Council and a wide variety of committees, boards, and commissions.; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of engineering and public works administration.
- Directs the maintenance of working and official departmental files; prepares, reviews, and presents staff reports, resolutions, and ordinances related to department activities, various management and information updates, and reports on special projects as assigned by the City Manager.

Council Approved:

- Responds to public inquiries and concerns and assists with resolutions and alternative recommendations; serves as a spokesperson for the department at a variety of community events, meetings, and other public relations activities.
- Monitors changes in laws, regulations, and technology that may affect City or departmental operations; implements policy and procedural changes as required.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

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 a bachelor's degree from an accredited college or university with major course work in civil engineering, or a related field.

Experience:

- Seven (7) years of managerial or administrative government experience in civil engineering, capital improvement program administration, municipal public works maintenance, or a related field including five (5) years of management experience.

Licenses and Certifications:

- Individuals who are appointment to this position will be required to maintain a current and valid California Driver's License and satisfactory driving record throughout employment OR demonstrate the ability to travel to various locations in a timely manner as required in the performance of duties. A current and valid out-of-state license may be used upon hire and a valid California Driver's License must be obtained within six (6) months of appointment.
- Possession of a valid registration as a Professional Engineer with the State of California, to be maintained throughout employment.

Knowledge of:

- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- 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.
- Administrative principles, practices, and methods including goal setting, program development, implementation and evaluation, policy and procedure development, quality control, and work standards.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of budget administration, contract negotiation and management, financial management, and grant development and administration.
- General principles of risk management related to the functions of the assigned area.

Council Approved:

- Principles, practices, and procedures of public administration in a municipal setting.
- Principles and practices of public works program development, management in a municipal setting, and public works long-term maintenance planning and budgeting.
- Civil engineering principles and practices applied to the field of municipal public works, including planning and development, design, construction, operation, and maintenance.
- Methods, materials, and techniques employed in public works construction.
- Principles and practices of construction program development.
- Methods and techniques for the development of presentations, contract negotiations, business correspondence, and information distribution.
- Complex arithmetic and statistical techniques.
- Research methods and techniques.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for de-escalation and providing a high level of customer service by effectively assisting with the public, vendors, and City staff.
- 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:

- Direct the management of comprehensive engineering and public works programs.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative, management, and professional leadership for the Public Works Department.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Plan, organize, direct, and coordinate the work of managerial, supervisory, professional, technical, and administrative support personnel; delegate authority and responsibility.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Effectively administer special projects with contractual agreements and ensure compliance with contractual obligations.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Manage and administer a comprehensive capital improvement program; review and develop designs, plans, long range capital improvement plans, and specifications.
- Conduct effective negotiations and effectively represent the City and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Develop applicable grant applications for state, federal, and other programs providing funding for capital project maintenance and construction.
- Make complex mathematical and limited statistical calculations with accuracy.
- Direct the preparation of studies, analyses, reports, contracts, and related documents.
- Direct the establishment and maintenance of a variety of filing, record-keeping, and tracking systems.

Council Approved:

- Attend City Council meetings and/or make presentations, as required.
- 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.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate effectively both orally and in writing using the English language.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

PHYSICAL DEMANDS

Must possess mobility to operate a motor vehicle to visit and inspect City sites, including traversing uneven terrain and other access points. 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. This is primarily a sedentary office classification although standing in work areas and walking 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. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may also work in the field and are occasionally 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 while interpreting and enforcing policies and procedures.

WORKING CONDITIONS

City employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the City's needs and attend meetings/events as required, in addition to responding as a Disaster Services Emergency Worker.

Council Approved:



FLSA: Non-Exempt

RECYCLING OPERATIONS SUPERVISOR

DEFINITION

Under general direction, plans, schedules, assigns, reviews, supervises, and participates in the work of staff performing residential and commercial recycling collection duties in a commercial fleet and in the operations of the City's recycling center; 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 the Environmental Services Manager or from assigned management personnel. Exercises direct supervision over recycling operations staff or other assigned staff.

CLASS CHARACTERISTICS

This is a full supervisory-level class that exercises independent judgment on diverse and specialized recycling operations 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. The Recycling Operations Supervisor is distinguished from the Environmental Services 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, reviews, the work of staff collecting recyclable materials from residential and commercial routes and in the operations of the City's recycling center; trains staff in work procedures; reviews and approves timesheets, evaluates employee performance, counsels employees and disciplines; 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.
- 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 assigned services and operations with those of 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.
- Oversees the full range of recycling operations activities including but not limited to compliance for permitted storm water and tipping wall.
- Coordinates with vendors for recyclable materials pickup and delivery prepares Bills of Lading; researches and makes recommendations for markets for materials.
- Coordinates with City's franchise hauler on customer service, and City hauling needs.
- Uses routing software to meet performance standards, service delivery, and monitor customer service.
- Answers questions and provides information to the public; investigates and responds to service requests and inquiries from community members, other departments, and agencies; recommends corrective actions to resolve issues.
- Participates in the full range of recycling operations activities including at times filling in for drivers due to staffing shortages by driving a recycling collection vehicle and operating recycling center equipment, as required.
- Inspects and evaluates recycling equipment and facilities for needed maintenance and repairs; plans and schedules repair and maintenance of recycling center vehicles and equipment.
- Provides responsible staff assistance to the Environmental Services Manager and other management staff.
- 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 (12th) grade. An associate degree or higher is desirable.

Experience:

- Four (4) years of increasingly responsible experience in recycling operations and materials collection. including two (2) years of lead experience.

Licenses and Certifications:

- Possession of a valid California Class B Driver's License with air brake endorsement and a satisfactory driving record, to be maintained throughout employment.
- Possession of certification as an OSHA-approved forklift operator.

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 a recycling operations program.
- Principles and practices of contract administration and management.
- Methods, materials, equipment, and standard practices employed in recycling materials collection and recycling center operations.
- Heavy equipment and/or commercial vehicle operation.
- Use of hand tools and light to medium equipment.
- Mechanical operations and functions of large equipment.
- Preventive vehicle and equipment maintenance techniques.
- Safe driving practices and backing, loading, compacting, and lifting procedures.
- Basic arithmetic.
- 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, and protocols.
- Techniques for de-escalation and providing a high level of customer service by effectively assisting with the public, vendors, and City staff.
- 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.
- Perform recycling collection duties and recycling center maintenance and operations activities.
- Coordinate response to recycling operations 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 recycling operations activities.
- Use and care for a variety of tools and equipment common to recycling operations 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.

Council Approved:

- 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.
- 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 effectively both orally and in writing using the English language.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.

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 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 also work in a driving environment and are frequently exposed to road and traffic conditions and human or animal bodily fluids. Employees may interact with challenging individuals while interpreting and enforcing policies and procedures.

WORKING CONDITIONS

Employees in this classification are subject to on-call, which may include rotating-duty schedule, weekends, and 24-hour emergency call out with little or no notice, in addition to responding as a Disaster Service Worker. City employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the City's needs and attend events/meetings.

Council Approved:



FLSA: Exempt

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 or assigned management personnel. 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 (12th) 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.

WORKING CONDITIONS

City employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the City's needs and attend meetings/events as required, in addition to responding as a Disaster Services Emergency Worker.

City Council approved:



FLSA: Exempt

ASSOCIATE ENGINEER

DEFINITION

Under general direction, plans, organizes, oversees, coordinates and supervises professional, technical, and administrative staff, projects, operations and daily functions within the Engineering Division related to engineering; performs a diverse range of professional engineering duties in support of an assigned program area which may include, but is not limited to, capital improvement projects, engineering permits, utility coordination, development services, and public works infrastructure and facilities including multimodal transportation, stormwater, and public buildings; prepares and/or participates in the preparation and review of preliminary and final engineering plans, cost estimates, cost analysis studies, specifications, and schedules; quality controls the engineering designs performed by consulting engineers for the City; performs complex engineering mathematical calculations including hydraulics and structural calculations; performs plan checks of development plans and plans submitted by private developers; provides technical support to management in assigned engineering program areas; acts as project manager for public works construction projects; and performs other related duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Senior Engineer or assigned management personnel. May exercise technical and functional direction over and provides training to assigned staff.

CLASS CHARACTERISTICS

This is the journey-level classification in the professional engineering series. Positions at this level are distinguished from the Assistant Engineer by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. The Associate Engineer is distinguished from the Senior Engineer in that the latter performs the more complex work assigned to the series and provides direct supervision over professional, technical, and administrative staff.

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.

- Performs responsible and demanding engineering and project management work in Public Works; performs a variety of administrative engineering functions.
- Serves as project manager on assigned engineering and construction projects; analyzes and resolves design and engineering issues; settles disputes and issues with inspectors, engineers, and contractors; conducts negotiations for change orders; prepares contract modifications for change orders; coordinates relocation/adjustments of existing utilities for projects.

- Conducts field and construction site inspections; ensures contractor compliance with contract documents and time and budget estimates; recommends field changes.
- Reviews private development plans submitted by developers, landowners, and engineers for adequacy of application and conformance to City standards, plans, and specifications.
- Prepares designs, specifications, plans, estimates and reports for assigned capital improvement projects and the development and modification of the City's infrastructure; determines materials and availability of funding; provides special study engineering reports and draft engineering staff reports for the City Council.
- Prepares requests for proposals; conducts pre-bid and pre-construction conferences; provides input into the selection process; and directs the work of contracted service providers.
- Coordinates public works construction improvements with utility companies and other agencies including relocation, removal, and/or installation of utility improvements.
- Performs a variety of engineering calculations on assigned projects.
- Reviews subdivision and improvement plans, parcel maps, road and grading plans, and related maps and specifications for accuracy and conformance to established engineering practices and mandated regulations.
- Meets with contractors, engineers, developers, architects, a variety of outside agencies, and the general public in acquiring information and coordinating engineering matters; provides information regarding City capital project requirements.
- Provides information to the public and resolves questions and concerns regarding the interpretation and application of relevant codes, rules, and regulations relating to traffic and construction.
- Observes and complies with City and mandated safety rules, regulations, and protocols.
- May serve as a staff liaison to a designated committee, board, or commission within the City.
- Performs related duties as required.

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 a bachelor's degree from an accredited college or university with major coursework in civil engineering or a related field. A master's degree is desirable.

Experience:

- Three (3) years of increasingly responsible professional civil engineering program experience; or at least two (2) years of experience equivalent to an Assistant Engineer with the City.

Licenses and Certifications:

- Possession of a current and valid California Driver's License and satisfactory driving record to be maintained throughout employment. An out-of-state license may be used during the hiring process, but a valid California Driver's License must be obtained prior to appointment.
- Possession of a valid Certificate of Registration as a Civil Engineer in the State of California.

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 civil engineering as applied to public works methods, materials, and techniques used in the construction of complex public works projects including traffic systems design.
- Methods and techniques of conducting comprehensive inspections on infrastructure projects.
- Principles and practices of capital improvement program budgeting, cost estimation, funding, project management, and contract administration.
- Principles and practices of project management.
- Contract management practices in a public agency setting.
- Research principles, data gathering, analysis and presentation methods.
- Drafting and mapping principles and techniques.
- Principles of advanced mathematics and their application to engineering work.
- General principles of risk management related to engineering project design and construction.
- Prepare and present technical and administrative reports.
- Record keeping principles and procedures.
- Recent and on-going developments, current literature, and sources of information related to the engineering, development, and construction fields.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for de-escalation and providing a high level of customer service by effectively assisting with the public, vendors, and City staff.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

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.
- Plan, organize, and coordinate the work of assigned staff.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Perform a variety of professional engineering duties in support of the City's capital improvement projects.
- Prepare complex engineering computations; check, design, and oversee the preparation of various engineering plans and reports.
- Prepare accurate estimates of costs, schedules, personnel resources, and perform other similar activities related to project management.
- Manage capital improvement projects from the planning through the construction phases including compliance with project specifications, quality, timeline, and budget.
- Prepare, negotiate, and manage contracts and projects and monitor the work of contractors and consultants.
- Write technical reports.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.

Council Approved:

- Read and interpret maps, plans, sketches, schematics, diagrams, and blueprints.
- Establish and maintain a variety of filing, record keeping, and tracking systems; make and keep accurate construction project files and logs, including funding sources and budgeting.
- Coordinate public works construction improvements with the utility companies and other agencies such as relocation, removal, or installation of utility improvements.
- Conduct comprehensive construction project inspections.
- Respond to concerns or inquiries from community member(s), staff, and outside organizations.
- Perform accurate mathematical calculations.
- 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.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate effectively both orally and in writing using the English language.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

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 25 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, vermin, insects, and parasites, chemicals, mechanical and/or electrical hazards, and hazardous

physical substances and fumes. Employees may interact with challenging individuals while interpreting and enforcing policies and procedures.

WORKING CONDITIONS

City employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the City's needs and attend events/meetings, in addition to responding as a Disaster Services Emergency Worker.



FLSA: Exempt

SENIOR ENGINEER

DEFINITION

Under general direction, plans, organizes, oversees, coordinates and manages professional, technical, and administrative staff and operations of the Engineering Division within the Public Works Department including implementation of capital improvements, engineering permits and utility coordination, streets and multimodal transportation, land development, interagency coordination and other engineering programs; serves as project manager for complex professional engineering activities including environmental program planning and compliance, design, construction, land development engineering, traffic engineering, and other programs; ensures that functions meet all applicable laws, regulations, and City policies related to the City's Capital Improvement Program (CIP), land development, traffic and transportation, and infrastructure; participates in the development of policies and strategies for division operations; manages the effective use of division resources to improve organizational productivity and customer service; provides complex and responsible support to the Public Works Director/City Engineer in areas of expertise; and performs other related duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Public Works Director/City Engineer. Exercises direct supervision over professional, technical, administrative, and support staff, including limited work direction to temporary employees.

CLASS CHARACTERISTICS

This is a supervisory classification responsible for planning, organizing, and managing the staff, operations, and activities of the Engineering Division of the Public Works Department. Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities, which include division budget administration, program evaluation, environmental regulatory compliance, and recommendation and implementation of policies, procedures, goals, objectives, priorities, and standards related to all activities and programs of the Division. Incumbents are responsible for performing the most complex work assigned to the professional engineering series. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

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, oversees, coordinates, and manages the work of professional engineering staff in the Engineering Division; trains staff in work procedures; evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.

- Monitors activities of the work unit; recommends improvements and modifications and prepares various reports on activities and projects; recommends and assists in the implementation of goals and objectives; implements policies and procedures.
- Determines and recommends staffing needs for assigned activities and projects; participates in the annual budget preparation and monitors assigned budget; prepares detailed cost estimates with appropriate justifications, as required; maintains a variety of records and prepares routine reports of work performance.
- Oversees the development of consultant requests for proposal for professional and/or construction services and the advertising and bid processes; evaluates proposals and recommends project award; negotiates and administers contracts after award; ensures contractor compliance with City standards and specifications, time and budget estimates; analyzes and resolves complex problems that may arise; recommends and approves field changes as required.
- Prepares and directs the preparation of designs, specifications, plans, estimates, and reports for Capital Improvement Projects and the development and modification of City infrastructure; investigates and resolves problems with scope of work or cost issues of major facility upgrade and replacement projects; ensures that projects are completed on time and within budget.
- Analyzes civil engineering plan design, specifications, consultant, and staff comments in accordance with design requirements and municipal and intergovernmental standards and regulations; recommends approval or additional engineering conditions and changes.
- Reviews and directs the review of private development plans submitted by developers, landowners, and engineers for adequacy of application and conformance to City standards.
- Meets and confers with contractors, engineers, developers, architects, a variety of outside agencies, and the general public in acquiring information and coordinating engineering matters; provides information regarding City development requirements.
- Serves as project manager on complex engineering and construction projects; defines project scope; selects consultants; negotiates contracts, amendments, and changes orders; prepares and monitors project schedules; monitors, reviews, and coordinates project design and construction; evaluates contractor requests for extra work; enforces terms of the contract; processes payments and change orders; conducts field and construction site inspections.
- Conducts advanced and complex engineering and related studies; evaluates alternatives; makes recommendations.
- Prepares engineering documents, including agreements, maps, legal descriptions, resolutions, and ordinances.
- Responds to and resolves various and complex issues with residents, other department representatives, and outside agencies in a professional manner; identifies and reports findings and takes necessary corrective action.
- Serves as a liaison for an assigned functional area with other City departments, divisions, and outside agencies; attends meetings, as necessary; participates on a variety of boards, commissions, committees, and task forces; attends and participates in professional groups and committees; stays abreast of new trends and innovations. May serve as a staff liaison to a designated committee, board, or commission within the City.
- Conducts a variety of organizational studies, investigations, and operational studies; assists in developing policies and procedures such as procedure guidelines, design standards, and standard plans and specifications while ensuring that operation and maintenance, financial, regulatory, and legal requirements are met.
- Develops and reviews staff reports related to engineering activities and services; may present information to the City Council and various commissions, committees, and boards; performs a variety of public relations and outreach work related to assigned activities.

Council Approved:

- Coordinates public works construction improvements with utility companies and other agencies including relocation, removal, and/or installation of utility improvements.
- Performs a variety of engineering calculations on assigned projects.
- Ensures staff compliance with City and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

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 a bachelor's degree from an accredited college or university with major coursework in civil engineering or a related field. A master's degree is desirable.

Experience:

- Five years (5) years of increasingly responsible professional civil engineering program experience; or at least two (2) years of experience equivalent to an Associate Engineer with the City. At least one (1) year of supervisory experience preferred.

Licenses and Certifications:

- Individuals who are appointment to this position will be required to maintain a current and valid California Driver's License and satisfactory driving record throughout employment OR demonstrate the ability to travel to various locations in a timely manner as required in the performance of duties. A current and valid out-of-state license may be used upon hire and a valid California Driver's License must be obtained within six (6) months of appointment.
- Possession of a valid Certificate of Registration as a Civil Engineer in the State of California.

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.
- Principles and practices of budget development and administration.
- 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.
- Complex civil engineering principles, concepts, standards, and practices associated with public works programs and private development projects.
- Principles and practices of environmental impact assessment and related regulatory processes.
- Principles and practices of managing large complex engineering projects in compliance with timeline and budget constraints.
- Methods, materials, and techniques used in the construction of public works projects.
- Contract management practices in a public agency setting.
- Practices of researching engineering and design issues, evaluating alternatives, making sound

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recommendations, and preparing and presenting effective staff reports.

- Principles and practices of project management.
- Principles of advanced mathematics and their application to engineering work.
- General principles of risk management related to engineering project design and construction.
- Record keeping principles and procedures.
- Recent and on-going developments, current literature, and sources of information related to the engineering, development, and construction fields.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for de-escalation and providing a high level of customer service by effectively assisting with the public, vendors, and City staff.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Plan, organize, oversee, and manage the staff and operations of the Engineering Division.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Provide administrative, management, and professional leadership for the Engineering Division.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Conduct complex civil engineering research projects, evaluate alternatives, make sound recommendations, and prepare effective technical reports.
- Develop, analyze, review, and interpret engineering plans and specifications in accordance with design requirements and applicable standards and regulations.
- Manage and monitor complex projects, on-time and within budget.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Read and interpret maps, plans, sketches, schematics, diagrams, and blueprints.
- Prepare, negotiate, and manage contracts; monitor the work of contractors and consultants.
- Coordinate and manage multiple projects, often with competing deadlines.
- Establish and maintain a variety of filing, record keeping, and tracking systems; make and keep accurate construction project files and logs, including funding sources and budgeting.
- Respond to concerns or inquiries from community member(s), staff, and outside organizations.
- Perform accurate mathematical calculations.
- 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;

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community groups; various business, professional, and regulatory organizations; and in meetings with individuals.

- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate effectively both orally and in writing using the English language.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

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 25 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, vermin, insects, and parasites, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with challenging individuals while interpreting and enforcing policies and procedures.

WORKING CONDITIONS

City employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the City's needs and attend events/meetings, in addition to responding as a Disaster Services Emergency Worker.



FLSA: Exempt

PROGRAM MANAGER

DEFINITION

Under direction, plans, organizes, and manages the work of staff supporting a program which provides direct services to targeted populations/groups within the City or internal services for City-wide programs; program management responsibilities encompass designing, developing, and implementing program services; recommends and implements program goals and objectives, and ensures program compliance with mandated requirements; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory or management personnel. Exercises direct supervision over assigned supervisory, professional, technical, and administrative support staff.

CLASS CHARACTERISTICS

This is the first level program management classification responsible for managing and directing a program or multiple programs which provides services and support to the community or to the City. Responsibilities include developing and implementing policies and procedures for assigned program, budget administration and reporting, and program evaluation. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of independence, initiative, and discretion within established guidelines. Employees serve as specialists, liaison, and advocates for the program, with regular contact with City management and peers, other government, private sector or community-based organizations, and members of the public.

This classification is distinguished from the Senior Program Manager by a combination of factors which may include, but are not limited to, the latter classification's responsibilities for managing multiple programs with greater breadth, depth, and span of control; a greater preponderance of budgetary and administrative accountabilities; or more complex service delivery provisions.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only and Depends on Assignment)

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, and manages the work of staff supporting a program which provides direct services to diverse populations/groups within the community, or within the City.
- Ensures that the program is staffed with qualified individuals by resolving performance problems, documenting performance according to policy; training and developing staff; and assisting in the selection, hiring, and promotion of staff; provides guidance to subordinate supervisors regarding personnel matters.
- Manages the program's daily work activities and operations by establishing performance levels,

communicating goals and performance expectations, and monitoring and reviewing work to ensure conformance to established policies and procedures, and standards for quality and timeliness.

- Assesses service delivery and communicates findings to upper management; implements changes to improve efficiency and service quality; maximizes effectiveness of program operations and ensures alignment with the department's mission; recommends and implements goals and objectives, policies, procedures, work standards, and internal controls.
- Directs the collection and compilation of data and narratives for program evaluation; prepares reports for submission to City management and oversight agencies on program metrics and outcomes; takes action on program evaluation outcomes as directed by management.
- Directs and participates in resource acquisition and management; ensures that facilities used for program meet compliance requirements.
- Develops, communicates, and implements program action and/or operational plans and creates resources for organizations or individuals participating in program execution; conducts program training, drills, and other methods to ensure participants are properly trained and understand their role(s) within program operations.
- Interprets laws and regulations to determine relevancy to program operations and services; affirms program compliance or recommends measures to ensure compliance with laws and regulations.
- Prepares a variety of administrative and technical reports, as well as business correspondence and presentations; presents reports and to internal and external stakeholders; conducts outreach presentations to community and advocacy groups.
- Serves as a staff resource by providing consultation and guidance to staff or other City management and employees with respect to service delivery or operational effectiveness issues.
- Assists in development of the budget for assigned program by preparing cost estimates and projections and performs ongoing monitoring of expenditures to ensure compliance with budget provisions.
- Works with internal City staff and external agencies, community groups, contractors, and other public and private organizations to determine needs for shared services and collaborative projects, or the provision of services by contracted agencies.
- Ensures that information regarding services and policies is provided accurately and thoroughly to interested parties and responds to sensitive concerns from the community and City staff.
- Attends and participates in professional group meetings; may serve as staff liaison, committee chair, and/or facilitator to a designated board, commission, or committee; stays abreast of new trends, innovations, and best practices in the area of assignment.
- Performs related duties as required.

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 a bachelor's degree from an accredited college or university with major coursework related to the assigned program area. A master's degree is desirable.

Experience:

- Five (5) years of increasingly responsible experience in a program related to the assignment, two (2) years of which should be in a lead capacity.

Council Approved:

Licenses and Certifications:

- Individuals who are appointment to this position will be required to maintain a current and valid California Driver's License and satisfactory driving record throughout employment OR demonstrate the ability to travel to various locations in a timely manner as required in the performance of duties. A current and valid out-of-state license may be used upon hire and a valid California Driver's License must be obtained within six (6) months of appointment.
- Some positions may require specialized license or certifications as determined by law.

Knowledge of:

- Principles and practices of employee supervision, including planning and assigning work, performance review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Operations and services provided within assigned program area, as well as its stated mission, scope, and priorities.
- City, department, and program-specific policies and procedures.
- Principles and practices of program management including planning, development, implementation, and evaluation.
- Basic principles and practices of budget development and monitoring.
- City socioeconomic and cultural demographics.
- Methods and techniques of communicating with diverse populations.
- Emergency management principles and practices.
- Public speaking principles.
- Methods and techniques of assessing community needs in assigned program area.
- Resources within the community available to program clients.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility including confidentiality laws.
- Principles and practices of complex recordkeeping and documentation.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for de-escalation and providing a high level of customer service by effectively assisting with the public, vendors, and City staff.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

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.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Effectively manage and administer program operations and activities.
- Adapt to changes in priorities or resources that impact pre-established timelines and courses of action.
- Maintain awareness of the functioning and status of multiple work groups or program areas simultaneously.

Council Approved:

- Navigate a large organization and its competing priorities for effective program management.
- Delegate work assignments and appropriate level of responsibility to employees in order to ensure the completion of work assignments and projects.
- Identify, analyze, and evaluate situations or problems to determine appropriate courses of action.
- Work with internal and external stakeholders to identify community care needs in assigned program.
- Ensure the maintenance and retention of complex records, files, reports, and other documents.
- Generate a variety of business documents including letters, memoranda, reports, and other written material.
- 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.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, 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, maintain, and foster positive and effective working relationships with those contacted in the course of work.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; may operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking 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. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with challenging individuals while interpreting and enforcing policies and procedures. Depending on the assignment and scope of work, incumbents at times may work outdoors and have exposure to some outdoor elements such as loud noise levels, cold and hot temperatures, inclement weather conditions, and road hazards.

WORKING CONDITIONS

Council Approved:

City employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the City's needs and attend events/meetings, in addition to responding as a Disaster Services Emergency Worker.



FLSA: Exempt

SENIOR PROGRAM MANAGER

DEFINITION

Under general supervision and direction, provides oversight and programmatic development, coordination and implementation for multiple and/or complex programs and service delivery systems within the City; program management responsibilities encompass designing, developing and implementing critical programs which serve the needs of the community; recommends and implements programs goals and objectives and ensures program compliance with mandated requirements; performs administrative oversight of integrated programs and services; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision and direction from assigned management personnel. Exercises direct supervision over professional, technical, administrative support staff and other assigned staff.

CLASS CHARACTERISTICS

This is the highest-level program management classification in the series, responsible for the most complex work in the series, including planning, organizing, reviewing, and evaluating programs which impact a culturally, socially, and economically diverse community. Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities, which include developing and implementing policies and procedures for assigned programs, service integration with other programs, budget administration and reporting, and program evaluation. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Employees serve as specialists, liaisons, and advocates for programs, with regular contact with City management and peers, other government, private sector or community-based organizations, and members of the public. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines. The Senior Program Manager is distinguished from the Program Manager in which the senior role has a greater scope of work, manages multiple complex projects, and requires a vast amount of knowledge and understanding for City goals, policy, and direction.

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.

- Manages the work activities and operations of multiple programs, or through subordinate supervisors, by establishing performance levels, communicating goals and performance expectations, and monitoring and reviewing work to ensure conformance to established policies and procedures, and standards for quality and timeliness.
- Develops the budget for multiple programs by preparing cost estimates and projections and performs ongoing monitoring of expenditures to ensure compliance with budget provisions; oversees or

identifies program funding sources and prepares grant applications and proposals to secure funding; monitors grant funding to ensure compliance with funding agency requirements.

- Assesses service delivery and communicates findings to upper management; implements changes to improve efficiency and service quality; develops or revises policies or procedures to improve operational efficiency and effectiveness and assists higher-level management in strategic planning; maximizes effectiveness of program operations and ensures alignment with the department's mission; recommends and implements goals and objectives, policies, procedures, work standards, and internal controls.
- Directs the collection and compilation of data and narratives for program evaluation; prepares reports for submission to City management and oversight agencies on program metrics and outcomes; recommends and takes action on program evaluation outcomes as directed by management.
- Establishes and implements framework for implementation of multi-disciplinary programs; directs services in program areas, including coordination of participants and department staff.
- Ensures that programs are staffed with qualified individuals by resolving performance problems, documenting performance according to policy; training and developing staff; and assisting in the selection, hiring, and promotion of staff; provides guidance to subordinate supervisors regarding personnel matters.
- Prepares a variety of administrative and technical reports, as well as business correspondence and presentations; presents reports and to internal and external stakeholders; conducts outreach presentations to community and advocacy groups.
- Provides consultation to and serves on community advisory committees and other groups including state, City and other local community organizations and law enforcement agencies.
- Serves as a staff resource and internal technical expert by providing consultation and guidance to staff or other City management and employees with respect to service delivery or operational effectiveness issues; provides information regarding program and client population needs to assigned committees; acts as an advocate for the client population.
- May participates in the oversight and management of grants; identifies grant funding opportunities and partnerships with nonprofit groups; audits grants and federal and state entitlements; researches and writes grant proposals; maintains records and documentation to comply with audit requirements.
- Works with internal City staff and external agencies, community groups, contractors, and other public and private organizations to determine needs for shared services and collaborative projects, or the provision of services by contracted agencies.
- Ensures that information regarding services and policies is provided accurately and thoroughly to interested parties and responds to the most sensitive concerns from the community and City staff.
- Attends and participates in professional group meetings; may serve as a committee chair or facilitator; stays abreast of new trends, innovations, and best practices in the field of behavioral health.
- Interprets laws and regulations, to determine relevancy to multiple program operations and services; affirms program compliance or takes measures to ensure compliance with laws and regulations.
- May be assigned to a designated board, commission, or committee.
- Performs related 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:

Council Approved:

Education:

- Equivalent to a bachelor's degree from an accredited college or university with major coursework in behavioral public or business administration or major coursework relative to the scope of work or assignment. A master's degree is desirable.

Experience:

- Seven (7) years of increasingly responsible professional program experience, three (3) years of which should be in a supervisory or lead capacity.

Licenses and Certifications:

- Individuals who are appointment to this position will be required to maintain a current and valid California Driver's License and satisfactory driving record throughout employment OR demonstrate the ability to travel to various locations in a timely manner as required in the performance of duties. A current and valid out-of-state license may be used upon hire and a valid California Driver's License must be obtained within six (6) months of appointment.
- Some positions may require specialized licensure or certifications as determined by law.

Knowledge of:

- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of programs.
- 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.
- Operations and services provided within assigned program area, as well as its stated mission, scope, and priorities.
- Administrative principles, practices, and methods including goal setting, policy and procedure development, quality control, and work standards.
- Budgeting principles and practices.
- Principles and practices of sourcing, applying for, monitoring, and reporting on grant funding.
- Federal, state, applicable regulations, and local laws as they relate to program services.
- Causes and treatment of behavioral or emotional health or substance abuse challenges.
- Community socioeconomic and cultural demographics.
- Community agencies and other service providers who provide services to program participants.
- Funding sources for programs and services including fundable services and activities.
- Public speaking principles.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for de-escalation and providing a high level of customer service by effectively assisting with the public, vendors, and City staff.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

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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.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative, management, and professional leadership for the assigned programs.
- Develop, implement, execute, and administer multi-discipline programs through coordination and collaboration with peers and management.
- Evaluate the effectiveness of programs and services and make necessary changes and improvements.
- Delegate work assignments and appropriate level of responsibility to employees in order to ensure the completion of work assignments and projects.
- Maintain awareness of the functioning and status of multiple work groups or program areas simultaneously.
- Navigate a large organization and its competing priorities for effective program management.
- Coordinate community work groups, mobilize community resources, solicit input, and develop implementation plans; coordinate services across internal and external systems programs.
- 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.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate effectively both orally and in writing using the English language.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; may operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking 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. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with challenging individuals while interpreting and enforcing policies and procedures. Depending on the assignment and

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scope of work, incumbents at times may work outdoors and have exposure to some outdoor elements such as loud noise levels, cold and hot temperatures, inclement weather conditions, and road hazards.

WORKING CONDITIONS

City employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the City's needs and attend events/meetings, in addition to responding as a Disaster Services Emergency Worker.



FLSA: Exempt

ENVIRONMENTAL SERVICES MANAGER

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, and manages the staff and operations of the Environmental Services Division within the Public Works Department, including implementation of environmental and waste management programs including curbside recycling collection, recycling center operations, solid waste contract management, public information, environmental regulatory compliance, and oversight and implementation of environmental policies and initiatives including climate action, clean water stormwater quality, creek protection, and energy and water efficiency; participates in the development of policies and strategies for division operations; manages the effective use of division resources to improve organizational productivity and customer service; provides complex and responsible support to the Public Works Director/City Engineer in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Division Manager or assigned management personnel. Exercises direct supervision over supervisory, professional, recycling operations staff, and administrative support staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is a management classification responsible for planning, organizing, and managing the staff, operations, and activities of the Environmental Services Division. Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities, which include division budget administration, program evaluation, environmental regulatory compliance, and recommendation and implementation of policies, procedures, goals, objectives, priorities, and standards related to all activities and programs of the Division. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

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, manages, and oversees the daily functions, operations, and activities of the Environmental Services division, including curbside recycling, recycling center operations, solid waste program management, environmental regulatory compliance, public information, and implementation of environmental policies and initiatives.

- Participates in the development and implementation of goals, objectives, policies, and priorities for the division; continuously monitors the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative, and support systems, and internal reporting relationships; identifies opportunities and makes recommendations for improvement.
- Participates in the development, administration, and oversight of division budget; determines funding needed for staffing, equipment, materials, and supplies; ensures compliance with budgeted funding.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel; works with employees to correct deficiencies; recommends and implements discipline and termination procedures.
- Develops and manages requests for proposals for professional and/or contracted services; prepares scope of work and any technical specifications; evaluates proposals and recommends award; negotiates contracts; administers contracts to ensure compliance with City specifications and service quality.
- Oversees the preparation and implementation of marketing and public information campaigns; directs or develops special events and programs to promote and educate the public about recycling, resource conservation, and pollution prevention issues; oversees the preparation of brochures, press releases, and a variety of education and promotional items; manages outreach to existing business owners, residents, and community groups on awareness of the City's environmental, recycling, and waste prevention programs.
- Applies for and administers grant funding.
- Provides responsible staff assistance to the Public Works Director/City Engineer.
- Prepares and presents staff and agenda reports and other necessary correspondence related to assigned activities and services; presents reports to various commissions, committees, and boards.
- Conducts a variety of organizational and operational studies and investigations; recommends modifications to assigned programs, policies, and procedures, as appropriate.
- Serves as a liaison for assigned functions with other City departments, divisions, and outside agencies; provides staff support to commissions, committees, and task forces as necessary.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the environmental services and waste management fields; researches emerging products and enhancements and their applicability to City needs.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
- Receives, investigates, and responds to difficult and sensitive problems and concerns in a professional manner; identifies and reports findings and takes necessary corrective action.
- Directs the establishment and maintenance of working and official division files.
- Ensures staff compliance with 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:

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Education:

- Equivalent to a bachelor's degree from an accredited college or university with major coursework in environmental sustainability, environmental sciences, public administration, business administration, or a related field. A master's degree is desirable.

Experience:

- Five years of increasingly responsible experience in environmental programs or operations including program management or administration experience, including two years of supervisory or management experience.

Licenses and Certifications:

- Individuals who are appointment to this position will be required to maintain a current and valid California Driver's License and satisfactory driving record throughout employment OR demonstrate the ability to travel to various locations in a timely manner as required in the performance of duties. A current and valid out-of-state license may be used upon hire and a valid California Driver's License must be obtained within six (6) months of appointment.

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.
- Principles and practices of budget development and administration.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, 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.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and practices of contract administration and management.
- Principles and practices of waste management, recycling, and environmental protection programs.
- Principles and procedures of grant preparation and administration.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned division.
- Methods and techniques of preparing technical and administrative reports, and general business correspondence.
- Techniques for de-escalation and providing a high level of customer service by effectively assisting with the public, vendors, and City staff.
- 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:

- Plan, organize, oversee, and manage the staff and operations of the Environmental Services Division.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.

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- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Provide administrative, management, and professional leadership for the division.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Negotiate and administer contracts for division activities.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Analyze, interpret, summarize, and present technical information and data in an effective manner.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Effectively represent the division and the City in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Direct the establishment and maintenance of a variety of filing, record keeping, and tracking systems.
- Independently 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 effectively both orally and in writing using the English language.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking 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. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Typical worksite location is the Recycling Center and employees are exposed to loud noise levels when leaving the office environment. Employees may interact with challenging individuals while interpreting and enforcing policies and procedures.

WORKING CONDITIONS

City employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the City's needs and attend meetings/events as required, in addition to responding as a Disaster Services Emergency Worker.

Council Approved:



FLSA: Exempt

FACILITIES AND MAINTENANCE MANAGER

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, and manages the staff and operations of the Facilities and Maintenance Division within the Public Works Department including all related maintenance activities for streets, multimodal transportation facilities, stormwater systems, parks, public landscapes, and building facilities and systems; administers capital improvement projects for City building facilities including responsibility for project budgets and managing consultant contracts; participates in the development of policies and strategies for division operations; manages the effective use of division resources to improve organizational productivity and customer service; provides complex and responsible support to the Public Works Director/City Engineer in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Division Manager or from assigned management personnel. Exercises direct supervision over supervisory, lead, professional, maintenance, and administrative support staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is a management classification responsible for planning, organizing, and managing the staff, operations, and activities of the Facilities and Maintenance Division. Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities, which include division budget administration, program evaluation, regulatory compliance, and recommendation and implementation of policies, procedures, goals, objectives, priorities, and standards related to the maintenance activities and repair for streets, multimodal transportation facilities, stormwater systems, parks, and building facilities and systems. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

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, manages, and oversees the daily functions, operations, and activities of the Facilities and Maintenance Division, including maintenance and repair of streets, multimodal transportation facilities, stormwater systems, parks, and building facilities and systems.
- Develops and implements goals, objectives, policies, and priorities for the division; continuously monitors the efficiency and effectiveness of assigned programs, service delivery methods, and

procedures; assesses and monitors workload, administrative, and support systems, and internal reporting relationships; identifies opportunities and makes recommendations for improvement.

- Develops, administers, and provides oversight of division budget; determines funding needed for staffing, equipment, materials, and supplies; ensures compliance with budgeted funding.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel; works with employees to correct deficiencies; recommends and implements discipline and termination procedures.
- Develops and manages requests for proposals for professional and/or contracted services; prepares scope of work and any technical specifications; evaluates proposals and recommends award; negotiates contracts; administers contracts to ensure compliance with City specifications and service quality.
- Plans, organizes, directs and manages the maintenance, repair and alteration of City-owned and leased building structures and systems; supervises custodial/maintenance staff performing routine and special maintenance and repairs to building structures and systems.
- Manages street, sidewalk, curb, gutter and storm drainage maintenance and repair activities including stormwater quality treatment systems; coordinates maintenance projects including the patching and repair of streets and street sweeping; oversees the removal or replacement of traffic control devices; monitors the operation of City streetlights.
- Manages the maintenance and repair activities of City parks, public landscaping, City trees, trails, and creeks; coordinates landscaping, playground equipment maintenance and inspection, graffiti abatement and trash removal.
- Plans, organizes, directs and manages the maintenance and repair of an assigned fleet of City vehicles and equipment.
- Provides responsible staff assistance to the Public Works Director/City Engineer.
- Prepares and presents staff and agenda reports and other necessary correspondence related to assigned activities and services; presents reports to various commissions, committees, and boards.
- Conducts a variety of organizational and operational studies and investigations; recommends modifications to assigned programs, policies, and procedures, as appropriate.
- Serves as a liaison for assigned functions with other City departments, divisions, and outside agencies; provides staff support to commissions, committees, and task forces as necessary.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in public works maintenance services; researches emerging products and enhancements and their applicability to City needs.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
- Receives, investigates, and responds to difficult and sensitive problems and concerns in a professional manner; identifies and reports findings and takes necessary corrective action.
- Directs the establishment and maintenance of working and official division files.
- Ensures staff compliance with 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:

Council Approved:

Education:

- Equivalent to an associate degree from an accredited college or university with major course work in public administration, business administration, construction management or a related field. A bachelor's degree is desirable.

Experience:

- Seven years of increasingly responsible experience in the building maintenance, facility operations and management, construction management, maintenance of municipal services systems or a related field including two years of supervisory or management experience.

Licenses and Certifications:

- Possession of a current and valid California Driver's License and satisfactory driving record to be maintained throughout employment. An out-of-state license may be used during the hiring process, but a valid California Driver's License must be obtained prior to appointment.

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.
- Principles and practices of budget development and administration.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, 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.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and practices of contract administration and management.
- Operational characteristics, services, and activities of a public works maintenance program.
- Principles and practices of public works maintenance.
- Methods, tools, and techniques employed in construction and maintenance operations.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned division.
- Methods and techniques of preparing technical and administrative reports, and general business correspondence.
- City and mandated safety rules, regulations, and protocols.
- Techniques for de-escalation and providing a high level of customer service by effectively assisting with the public, vendors, and City staff.
- 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:

- Plan, organize, oversee, and manage the staff and operations of the Maintenance Division.

Council Approved:

- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Assist in assessment of multi-year budget needs for vehicle and equipment replacement, capital projects, staffing, materials and supplies.
- Provide administrative, management, and professional leadership for the division.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Direct street, storm drainage, and park maintenance activities.
- Negotiate and administer contracts for maintenance activities.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Analyze, interpret, summarize, and present technical information and data in an effective manner.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Effectively represent the division and the City in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Direct the establishment and maintenance of a variety of filing, record keeping, and tracking systems.
- Independently 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 effectively both orally and in writing using the English language.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking 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. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work primarily in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may also work in the field and are occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather

Council Approved:

conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with challenging individuals while interpreting and enforcing policies and procedures.

WORKING CONDITIONS

City employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the City's needs and attend meetings/events as required, in addition to responding as a Disaster Services Emergency Worker.



AGENDA BILL

Agenda Item No. 8.A.

Date: May 21, 2024
To: El Cerrito City Council
From: Claire Coleman, Budget/Financial Services Manager, Finance Department
Subject: FY 2024-25 Master Fee Schedule

ACTION PROPOSED

Conduct a public hearing, and upon conclusion adopt a resolution approving the Fiscal Year 2024-25 Master Fee Schedule.

BACKGROUND

The Master Fee Schedule, which includes all City user fees, charges for services, and business license tax rates, is revised annually as required by El Cerrito Municipal Code §4.01.010.

Adjustments to fees and charges for service are intended to cover changes in the City's cost of providing programs and services. Each year, changes in costs are analyzed and adjustments are proposed. In some cases, a proposed fee may not fully cover the cost of the program or services, but maintaining or reducing the fee may be necessary to maintain alignment with other cities and organizations that have comparable programs. Increases in fees must also be analyzed to be consistent with legal restrictions and regulatory guidelines.

The City utilized inflation statistics from the U.S. Bureau of Labor Statistics for the Western Metropolitan Area (San Francisco-Oakland-Hayward) as well as impacts from the City's labor contracts and other costs of providing services. After the proposed changes, City fees do not exceed the costs of providing services for which the fees are charged.

ANALYSIS

The FY 2024-25 proposed fee changes reflect an approximate increase of 4.0% for most fees, excluding fees governed by regulatory or other restrictions or allowable cost recovery recommendations. Several fees are recommended for elimination or consolidation for administrative ease, and several new fees are proposed to support new services or state mandates. The primary adjustment factors include cost of living adjustments for City staff, inflationary impacts on the City's costs, and/or re-evaluation of costs for services.

Attachment 2, FY 2024-25 Proposed Master Fee Schedule, details proposed fee changes, other adjustments, or movement/relocation of fees to other fee sub-categories.

STRATEGIC PLAN CONSIDERATIONS

This action supports the [City's Strategic Plan Goal\(s\)](#) of:

- *High Performing Organization* by allowing the City to ensure that revenue meets the cost of providing services.

ENVIRONMENTAL CONSIDERATIONS

This section is not applicable to this agenda item.

FINANCIAL CONSIDERATIONS

The revenue generated by fees, charges for service, and business license taxes will be included in the City's FY 2024-25/FY 2025-26 proposed budget based on the Master Fee Schedule approved by the City Council.

LEGAL CONSIDERATIONS

Except for Development Fees, which will become effective 60 days after approval of this schedule, all fees listed in the Master Fee Schedule will become effective July 1, 2024, on the first day of the new fiscal year.

As required by California Government Code §66018(a), the City is required to conduct a public hearing prior to adopting Planning, Building, and some other new fees or fee increases. Notification of this public hearing was completed in accordance with State law and the El Cerrito Municipal Code. Notice was emailed to individual/entities that have previously requested to be notified regarding development fees on May 6, 2024; and published in the West County Times on May 11, 2024, and May 17, 2024.

Reviewed by:



Karen Pinkos, City Manager

Attachments:

1. Resolution
2. Master Fee Schedule FY 2024-25

RESOLUTION 2024-XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO ADOPTING REVISIONS TO THE MASTER FEE SCHEDULE FOR FISCAL YEAR 2024-25

WHEREAS, El Cerrito Municipal Code Section 4.01.010 requires that prior to July 1st of each year, the City Council shall consider and adopt the schedule of all general and special fees and charges to be known as the Master Fee Schedule; and

WHEREAS, the City Council desires to update currently established fees to cover City costs, including inflation, which form the basis for the majority of the changes in keeping with City Council policy direction. After proposed adjustments, the fee amounts will not exceed the City's costs of providing the services for which the fees are charged; and

WHEREAS, utilizing a rounding factor provides ease to our customers and our staff in the payment of these fees; and

WHEREAS, the City's Municipal Code requires that Business License Taxes be revised based on the percent change from the February 1988 figure of 117.0 in the Revised Consumer Price Index for Urban Wage Earners and Clerical Workers for the San Francisco-Oakland Bay Area as published by the Department of Labor for the month of February prior to the fiscal year in which the rate adjustment is applicable; and

WHEREAS, adjustments to market-driven fees and service charges consider factors to keep those fees and charges comparable to those charged by entities providing similar services; and

WHEREAS, a public hearing has been noticed and held in accordance with Government Code Sections 6062a, 66016, 66017 and 66018.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of El Cerrito that the City Council of the City of El Cerrito hereby adopts the fees and services charges in the Proposed Master Fee Schedule for the City of El Cerrito (as shown in Exhibit A), which is hereby attached and by this reference made a part hereof, for FY 2024-25.

BE IT FURTHER RESOLVED that the City Council of the City of El Cerrito hereby confirms the adjustments to the Business License Tax rates, also as appearing in the Master Fee Schedule.

BE IT FURTHER RESOLVED that the fees, charges, and taxes in the Proposed Master Fee Schedule will become effective on July 1, 2024, except for Development Fees, which will become effective 60 days after approval of this resolution, and Swim Center, Day and Overnight Camps, and Preschool Fees, which will become effective on September 1, 2024.

I CERTIFY that at a regular meeting on May 21, 2024 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:

Tessa Rudnick, Mayor



City of El Cerrito
Master Fee Schedule
Fiscal Year 2024-25

Citywide Services

Item	Description	Basis	Adopted FY 2023-24	Proposed FY 2024-25				
			Total Fee Amount (variance due to rounding)	Change	% Increase	\$ Increase	Total Fee Amount (variance due to rounding)	Comments
				N=New /				
				E=Eliminate I=Incr / D=Decr N/A=no change				
Printing, Reproduction, Documents								
1	Photocopies							
	Photocopies (8 1/2" x 14" or smaller)	per page	\$ 0.11	N/A	0.0%	\$ -	\$0.10	This fee is often paid in cash (i.e. coinage) and was always held at \$0.10 and then accidentally increased to \$0.11. Eleven cents/page leads to payment difficulties and it should reverted back to \$0.10/page and only increased in 5 cent increments.
	Retrieval fee for Campaign Statements older than 5 years	per request	\$ 5.00	N/A	0.0%	\$ -	\$ 5.00	fixed rate set by FPPC
	Photocopies (larger than 8 1/2" x 14")	per page	\$ 0.24	I	4.0%	\$ 0.01	\$ 0.25	
	Photocopies, including mail & administrative costs		actual cost	N/A	actual cost	actual cost	actual cost	No change
	Application forms, information sheets	each	\$ -	N/A	no cost	\$ -	\$ -	No change
2	Public Meeting Materials							
	City Council Meeting Materials (Agendas, Packets & Minutes)	copy charge per page + mailing cost	actual cost	N/A	actual cost	actual cost	actual cost	No change
	Other Board, Commission, and Committee Meeting Materials (Agendas, Packets & Minutes)	copy charge per page + mailing cost	actual cost	N/A	actual cost	actual cost	actual cost	No change
	Budget, Final or Proposed	each	\$ 156	I	4.0%	\$ 6.23	\$ 162	
	Business License Listing	each + photocopy charge above	\$ 42	I	4.0%	\$ 1.69	\$ 44	
	Comprehensive Annual Financial Reports (CAFRs)	each	\$ 135	I	4.0%	\$ 5.41	\$ 141	
	Economic Development Strategy & Action Plan	each	\$ 4	I	4.0%	\$ 0.17	\$ 4	
	Fire Investigative Reports	per page	\$ 0.19	I	4.0%	\$ 0.01	\$ 0	
	General Plan Environmental Impact Report (EIR), 1999	each	\$ 27	I	4.0%	\$ 1.08	\$ 28	
	General Plan, 1999	each	\$ 56	I	4.0%	\$ 2.25	\$ 58	
	Master Fee Schedule	each	\$ 10	I	4.0%	\$ 0.39	\$ 10	
	Parking Guidelines	each	\$ 4	I	4.0%	\$ 0.17	\$ 4	
	Redevelopment Plan	each	\$ 10	I	4.0%	\$ 0.39	\$ 10	
	Redevelopment Plan Environmental Impact Report (EIR)	each	\$ 23	I	4.0%	\$ 0.91	\$ 24	
	Redevelopment Implementation Plan	each	\$ 5	I	4.0%	\$ 0.22	\$ 6	
	Report on the Redevelopment Plan	each	\$ 10	I	4.0%	\$ 0.39	\$ 10	
	Subdivision Ordinance	each	\$ 4	I	4.0%	\$ 0.17	\$ 4	
	Zoning Map	each	\$ 5	I	4.0%	\$ 0.22	\$ 6	
	Zoning Ordinance	each	\$ 56	I	4.0%	\$ 2.25	\$ 58	
	Miscellaneous Bound Reports	per page	\$ 1	I	4.0%	\$ 0.02	\$ 1	
3	Maps							
	City Maps (First sheet includes search and restock cost per original searched.)	each	\$ 3	I	4.0%	\$ 0.13	\$ 3	
	Special Studies Maps, 11" x 17"	each	\$ 5	I	4.0%	\$ 0.22	\$ 6	
	Special Studies Maps, 36" x 54"	each	\$ 42	I	4.0%	\$ 1.69	\$ 44	
4	Subpoena Duces Tecum							
	per CA Evidence Code §1563	Based on Code	Based on Code	N/A	Based on Code	Based on Code	Based on Code	
5	Electronic Media							
	Electronic Media—CD-ROM Copy	per CD	\$ 9	I	4.0%	\$ 0.36	\$ 9	

Citywide Services

Item	Description	Basis	Adopted FY 2023-24	Proposed FY 2024-25				
			Total Fee Amount (variance due to	Change	% Increase	\$ Increase	Total Fee Amount (variance due to	Comments
				N=New /				
				E=Eliminate I=Incr / D=Decr				
	Electronic Media—DVD of Council Meeting	per DVD	\$ 18	I	4.0%	\$ 0.72	\$ 19	
6	Microfilm/Microfiche							
	Fee per sheet or total hourly cost, whichever is greater. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.	per sheet	\$ 4	I	4.0%	\$ 0.16	\$ 4	
Miscellaneous Services and Charges								
1	Notary, Certification, Legal and Special Services							
	Notary Services for Non-City employees (Set by Calif. Secretary of State)	per notarization	\$ 15	N/A	\$ -	\$ -	\$ 15.00	State fixed rate
	Notary Services for City employees	per notarization	\$ -	N/A	\$ -	\$ -	\$ -	No cost
	City Clerk Document Certification	each	\$ 6	I	4.0%	\$ 0.26	\$ 6.75	
	Legal Fees—Recovery of legal costs in lawsuits and other instances when the City could be entitled to reimbursement of legal costs.	labor and overhead	actual cost	N/A	actual cost	actual cost	actual cost	No change
	Special City services—For special services provided by City staff where special interest are served (other than the general public). Overhead charges for City-sponsored public events may vary from this policy.	pro-rated salary, 15-min increment	\$ 4	I	4.0%	\$ 0.17	\$ 4.50	
2	Finance Charges							
	Finance Charge on fees remaining unpaid for a period exceeding 30 days (unless the ordinance establishing the fee provides for a penalty in a different amount)	unpaid balance	1.5% per month	N/A	1.5% per month	no change	1.5% per month	No change
	Returned Check Fee	per check	\$ 26.00	N/A	0.0%	\$ -	\$ 26.00	No change
	Duplicate Business License Certificate	per copy	\$ 8	I	4.0%	\$ 0.30	\$ 8	
	Credit Card Transaction Fee	per transaction	actual cost	N/A	actual cost	actual cost	actual cost	No change
3	Parking Permits							
	1 to 3-year cycles	per year	\$ 39	I	4.0%	\$ 1.56	\$ 40	
	14-day Temporary Parking Permit	each	\$ 39	I	4.0%	\$ 1.56	\$ 40	
	Replacement Parking Permit	each		N			\$ 40	New fee to cover lost, stolen or damaged
4	Use of Council Chambers (Government Agencies Only)	per meeting	\$ 45.50	I	4.0%	\$ 1.82	\$ 47	
5	Tobacco Retailer License Program Fees							
	Tobacco retailer license (initial license)	Per location	\$ 503.36	I	4.0%	\$ 20.13	\$ 523.49	
	Tobacco retailer license renewal	Per location	\$ 503.36	I	4.0%	\$ 20.13	\$ 523.49	
	Re-inspection fee (for non-compliant businesses)	Hourly	actual cost	N/A	actual cost	actual cost	actual cost	no change
6	Rent Registry							
	Rent Registry	per unit	\$ 43	I	4.0%	\$ 1.73	\$ 45	
7	Election Related Filing Fees							
	Citizen Initiative Petition Filing Fee (refunded if petition qualifies within one year of filing)	per filing	\$ 200	N/A	0.0%	\$ -	\$ 200.00	no change
8	Code Enforcement							
	Administration Citation Fee		\$ 20	I	4.0%	\$ 0.79	\$ 21	

BUSINESS LICENSE			FY 2024 CPI-U Rate (Per ECMC 4.32.381)	FY 2025 CPI-U Rate (Per ECMC 4.32.381)	Comments
Item	Description	Municipal Code Section	Adopted	Proposed	
			FY 2023-24 variance due to rounding	FY 2024-25 variance due to rounding	
			4.6%	2.9%	
Business Enrollment		per license	\$88	\$90	
Business License Renewal		per license	\$29	\$30	
Accessibility Compliance and Education Fee (State Mandated AB 1379)		per license	\$4	\$4	State mandated fee
Exemption Level (Casual and Fine Arts Teachers)		4.32.080			
Business License Residential Rentals (10-000-4052-00-00)					
	Apt. Houses, Duplexes, In-laws & Single Family Units				
	Per Unit	4.32.260	\$129	\$133	
Business License All Others (10-000-4051-00-00)					
	a. Fixed Place of Business (Annual)				
	Employer Only	4.32.230	\$360	\$370	
	" + 1 employee	4.32.230	\$360	\$370	
	" + 2 employees	4.32.230	\$412	\$424	
	" + 3 employees	4.32.230	\$464	\$478	
	" + 4 employees	4.32.230	\$517	\$532	
	" + 5 employees	4.32.230	\$569	\$586	
	" + 6 employees	4.32.230	\$621	\$639	
	" + 7 employees	4.32.230	\$674	\$694	
	" + 8 employees	4.32.230	\$726	\$747	
	" + 9 employees	4.32.230	\$777	\$800	
	" + 10 employees	4.32.230	\$831	\$855	
	Each Additional Employee	4.32.231	\$52	\$53	
	b. Professional Offices (Annual)				
Employer Only	Employer Only	4.32.231	\$437	\$450	
" + 1 employee	" + 1 employee	4.32.231	\$437	\$450	
" + 2 employees	" + 2 employees	4.32.231	\$490	\$504	
" + 3 employees	" + 3 employees	4.32.231	\$542	\$557	
" + 4 employees	" + 4 employees	4.32.231	\$594	\$611	
" + 5 employees	" + 5 employees	4.32.231	\$646	\$665	
" + 6 employees	" + 6 employees	4.32.231	\$699	\$719	
" + 7 employees	" + 7 employees	4.32.231	\$752	\$774	
" + 8 employees	" + 8 employees	4.32.231	\$803	\$826	
" + 9 employees	" + 9 employees	4.32.231	\$857	\$881	
" + 10 employees	" + 10 employees	4.32.231	\$908	\$934	
Each Additional Employee	Each Additional Employee	4.32.231	\$52	\$53	
	c. Contractors & Subcontractors				
	Quarterly	4.32.240	\$155	\$159	
	Semiannually	4.32.240	\$259	\$267	
	Annually	4.32.240	\$464	\$478	
	d. Home Occupations (Annual)	4.32.245	\$259	\$267	
	e. Casual Business				
	Quarterly	4.32.246	\$75	\$77	
	Annually	4.32.246	\$305	\$314	
	f. Delivery Vehicles (Per Vehicle)	4.32.251	\$206	\$212	
	g. Fine Arts Teachers (Per Teacher)	4.32.255	\$84	\$86	

	h. Hotels & Motels				
	Base Fee	4.32.270	\$515	\$530	
	Plus, per Unit Fee	4.32.270	\$22	\$23	
	i. Trailer Courts				
	Base Fee	4.32.280	\$515	\$530	
	Plus, per Unit Fee	4.32.280	\$22	\$23	
	j. Restaurants & Nightclubs	4.32.290	\$1,030	\$1,060	
	k. Public Amusement				
	1. Amusement Rides & Shows				
	First Day	4.32.300	\$206	\$212	
	Each Additional Day	4.32.300	\$104	\$107	
	2. Billiards, Bagatelle, Pool Tables				
	Per Table, in Addition to Other Applicable	4.32.300	\$104	\$107	
	3. Bowling Lanes				
	First Lane	4.32.300	\$546	\$562	
	Each Additional Lane	4.32.300	\$54	\$56	
	4a. Circus (=<4,000 seats)				
	First Day	4.32.300	\$1,547	\$1,592	
	Each Additional Day	4.32.300	\$1,030	\$1,060	
	4b. Carnival & Circus (>4,000 seats)				
	First Day	4.32.300	\$3,091	\$3,181	
	Each Additional Day	4.32.300	\$2,061	\$2,121	
	5. Motion Picture Theater & Plays				
	Quarterly	4.32.300	\$206	\$212	
	Semiannually	4.32.300	\$414	\$426	
	Annually	4.32.300	\$825	\$849	
	6. Public Dance				
	Daily	4.32.300	\$155	\$159	
	Quarterly	4.32.300	\$515	\$530	
	7. Amusement Not Otherwise Defined				
	Educational - Daily	4.32.300	\$155	\$159	
	Educational - Quarterly	4.32.300	\$515	\$530	
	Noneducational - Daily	4.32.300	\$5,151	\$5,300	
	l. Distribution and Circulation of Advertising Matter				
	Quarterly	4.32.310	\$515	\$530	
	m. Amplification Vehicles (Per Day)	4.32.320	\$5,151	\$5,300	
	n. Taxicabs (Per Vehicle)	4.32.330	\$310	\$319	
	o. Auctioneer				
	Daily	4.32.340	\$259	\$267	
	Annually	4.32.340	\$2,061	\$2,121	
	p. Vehicle Parking Lot				
	Per Lot	4.32.345	\$415	\$427	
	Plus per 100 square feet	4.32.345	\$42	\$43	
	q. Pawnbroker and Check Casher	4.32.350	\$1,030	\$1,060	
	r. Patrol Services				
	Employer Only	4.32.355	\$360	\$370	

	" + 1 employee	4.32.355	\$360	\$370	
	" + 2 employees	4.32.355	\$412	\$424	
	" + 3 employees	4.32.355	\$464	\$478	
	" + 4 employees	4.32.355	\$517	\$532	
	Each Additional Employee	4.32.355	\$52	\$53	
	s. Peddler & Solicitors				
	Quarterly	4.32.360	\$515	\$530	
	Annually	4.32.360	\$2,061	\$2,121	
	t. Ice Cream Vendor				
	Quarterly	4.32.365	\$167	\$172	
	Annually	4.32.365	\$503	\$518	
	u. Temporary Sales	4.32.375	\$434	\$447	
	v. Bingo	4.32.300	\$68	\$70	
	Pursuant to California Penal Code Section 326.5(l)1				
	w. Transient/Itinerant Vendor				
	Employer Only	4.32.010	\$360	\$370	
	" + 1 employee	4.32.010	\$360	\$370	
	" + 2 employees	4.32.010	\$412	\$424	
	" + 3 employees	4.32.010	\$464	\$478	
	" + 4 employees	4.32.010	\$515	\$530	
	" + 5 employees	4.32.010	\$569	\$586	
	" + 6 employees	4.32.010	\$621	\$639	
	" + 7 employees	4.32.010	\$674	\$694	
	" + 8 employees	4.32.010	\$726	\$747	
	" + 9 employees	4.32.010	\$777	\$800	
	" + 10 employees	4.32.010	\$831	\$855	
	Each Additional Employee	4.32.010	\$52	\$53	
Business License Gross Receipts (10-000-4053-000)					
	a. Coin-operated vending, amusement & Service Machines, Distributors				
	\$0-1,000	4.32.370	\$54	\$56	
	\$1,001-5,000	4.32.370	\$81	\$83	
	\$5,001-15,000	4.32.370	\$162	\$167	
	>\$15,001 per \$1,000	4.32.370	\$10	\$11	
	b. Coin-operated vending, amusement & Service Machines, Games of Skill				
	\$0-1,000	4.32.380	\$54	\$56	
	\$1,001-5,000	4.32.380	\$81	\$83	
	\$5,001-15,000	4.32.380	\$162	\$167	
	>\$15,001 per \$1,000	4.32.380	\$10	\$11	
	Adjustment Per Municipal Code: Feb % Change in CPI-U				
	CPI Urban Wage Earners and Clerical Workers				
	2024 Change = 2.9%				

PLANNING

		Adopted FY2023-24	Proposed FY 2024-25					
Note: Fees are based on the City's Cost Allocation Study to cover the cost of processing applications for all projects. The Planning Manager may determine a project to be unusually complex or time consuming and require a deposit at the time of application for estimated staff, consultant, and City Attorney costs. If a standard fee has previously been paid, additional deposits may be required to cover extraordinary costs resulting from unforeseen complexities, delays or extra meetings. Hourly staff costs are based on employee wages and benefits, overhead, equipment and supervision, as determined by the City's Cost Allocation Study. Charges for third-party consultants will equal actual contract costs plus 30% administrative charge. Fees for entitlements requiring a public hearing and other similar applications include one review of the initial application submittal and review of up to two resubmittals. Review of additional resubmittals will incur additional fees based on staff time.		Total Fee Amount	Change	% Increase	\$ Increase	Total Fee Amount	Rounded	Comments
			N=New / E=Eliminate I=Incr / D=Decr N/A=no change					
Description	Basis	4%						Note in header changed to reflect 3 reviews included in fees.
San Pablo Avenue Specific Plan Design Review								
Tier 1 Residential and Non-Residential Projects (with or without signage)	each	\$2,458	I	4.0%	\$98.34	\$2,556.82	\$2,557.00	
Tier 1 Permanent Signs (only)	each	\$642	I	4.0%	\$25.68	\$667.76	\$668.00	
Tier 1 Sidewalk Sign Permit (only)	each	\$178	I	4.0%	\$7.14	\$185.60	\$186.00	
Tier 1 Temporary Sidewalk Seating/Temporary Outdoor Improvements	each	\$178	E					
Tier 1 Temporary Sign and/or Banner	each	\$60	I	4.0%	\$2.38	\$61.96	\$62.00	
Tier 1/AUP Outdoor Dining Areas (not along street frontage)	each	\$655	I	4.0%	\$26.21	\$681.53	\$682.00	
Tier 1 - Minor Projects (as determined by Planning Manager)	each	\$910	I	4.0%	\$36.41	\$946.57	\$947.00	
Tier 2 Residential and Non-Residential Projects - Up to 2,500 sqft	each	\$3,620	I	4.0%	\$144.80	\$3,764.92	\$3,765.00	
Tier 3 Residential and Non-Residential Projects - Up to 2,500 sqft	each	\$4,567	I	4.0%	\$182.66	\$4,749.18	\$4,749.00	
Tier 2 Residential and Non-Residential Projects - 2,501 - 10,000 sqft	each	\$9,551	I	4.0%	\$382.02	\$9,932.55	\$9,933.00	
Tier 3 Residential and Non-Residential Projects - 2,501 - 10,000 sqft	each	\$9,263	I	4.0%	\$370.51	\$9,633.34	\$9,633.00	
Tier 2 Residential and Non-Residential Projects - 10,001 – 40,000 sqft	each	\$15,653	I	4.0%	\$626.12	\$16,279.03	\$16,279.00	
Tier 3 Residential and Non-Residential Projects - 10,001 – 40,000 sqft	each	\$13,159	I	4.0%	\$526.35	\$13,685.10	\$13,685.00	
Tier 2 Residential and Non-Residential Projects - 40,001 – 100,000 sqft	each	\$20,278	I	4.0%	\$811.11	\$21,088.95	\$21,089.00	
Tier 3 Residential and Non-Residential Projects - 40,001 – 100,000 sqft	each	\$19,064	I	4.0%	\$762.57	\$19,826.85	\$19,827.00	
Tier 2 Residential and Non-Residential Projects - 100,001+ sqft base fee plus per hour of staff	each, after base fee depleted, project goes to hourly rate.	\$20,294	I	4.0%	\$811.76	\$21,105.76	\$21,106.00	
Tier 3 Residential and Non-Residential Projects - 100,001+ sqft base fee plus per hour of staff	each, after base fee depleted, project goes to hourly rate.	\$19,954	I	4.0%	\$798.16	\$20,752.16	\$20,752.00	
Tier 4 Residential and Non-Residential Projects - up to 10,000 sqft	each	\$11,169	I	4.0%	\$446.74	\$11,615.35	\$11,615.00	
Tier 4 Residential and Non-Residential Projects - 10,001 – 40,000 sqft	each	\$14,633	I	4.0%	\$585.32	\$15,218.29	\$15,218.00	
Tier 4 Residential and Non-Residential Projects - 40,001 – 100,000 sqft	each	\$21,447	I	4.0%	\$857.88	\$22,304.93	\$22,305.00	
Tier 4 Residential and Non-Residential Projects - 100,001+ sqft base fee plus per hour of staff	each, after base fee depleted, project goes to hourly rate.	\$23,354	I	4.0%	\$934.16	\$24,288.16	\$24,288.00	
Master Sign Program	each	New	N				\$2,127.00	
Environmental Review (CEQA)								

Environmental Review - Specific Plan Environmental Checklist/Initial Study/Negative Declaration	each	Consultant costs, plus City administrative fee (30% of consultant cost)	N/A				Consultant costs, plus City administrative fee (30% of consultant cost)	
Environmental Review - Categorical Exemption	each	\$192	I	4.0%	\$7.68	\$199.64	\$200.00	
Notice of Exemption	each	County Clerk Filing Fees	N/A				County Clerk Filing Fees	
General Plan and Zoning Ordinance								
General/Specific Plan and/or Amendment	each	\$21,280	I	4.0%	\$851.21	\$22,131.45	\$22,131.00	
Zoning Amendment	each	\$21,280	I	4.0%	\$851.21	\$22,131.45	\$22,131.00	
Subdivisions and Lot Adjustments								
Tentative Parcel Map 1-4 lots	each	\$7,938	I	4.0%	\$317.51	\$8,255.26	\$8,255.00	
Tentative Tract Map 5-10 lots	each	\$13,331	I	4.0%	\$533.23	\$13,863.95	\$13,864.00	
Tentative Tract Map 11-25 lots	each	\$15,996	I	4.0%	\$639.83	\$16,635.59	\$16,636.00	
Tentative Tract Map 26+ lots (base fee for 25 lot map + fee for additional lots over 25)	per lot	\$2,441	I	4.0%	\$97.66	\$2,539.11	\$2,539.00	
Final Map 1-4 lots	each	\$8,218	I	4.0%	\$328.72	\$8,546.72	\$8,547.00	
Final Map 5+ lots	each	\$9,344	I	4.0%	\$373.78	\$9,718.15	\$9,718.00	
Exception to Subdivision Ordinance	each	\$11,002	I	4.0%	\$440.08	\$11,442.12	\$11,442.00	
Lot Line Adjustment or Lot Merger	each	\$8,218	I	4.0%	\$328.72	\$8,546.72	\$8,547.00	
Certificate of Compliance	each	\$6,860	I	4.0%	\$274.40	\$7,134.29	\$7,134.00	
Planned Development								
Planned Development	each	\$43,613	I	4.0%	\$1,744.52	\$45,357.49	\$45,357.00	
Development Agreement	each	\$47,910	I	4.0%	\$1,916.40	\$49,826.46	\$49,826.00	
Development Fees								
Incentives Program Permit (Staff and Design Review Board review prior to application for Plan)	each	\$12,683	I	4.0%	\$507.31	\$13,190.07	\$13,190.00	
Accessory Dwelling Unit Permit	each	\$353	I	4.0%	\$14.12	\$367.16	\$367.00	
SB 9 Compliance Review for Proposed New Units	each	\$1,661	I	4.0%	\$66.44	\$1,727.32	\$1,727.00	Title changed to accurately reflect fee
Home Occupation Permit	each	\$96	I	4.0%	\$3.85	\$100.11	\$100.00	
Zoning Clearance (Commercial)	each	\$620	I	4.0%	\$24.79	\$644.55	\$645.00	
Individual Business Sign Permit (as part of Master Sign Program)	each	\$96	I	4.0%	\$3.84	\$99.82	\$100.00	
Preliminary Review of Multi-Story Single Family Construction (RAD)	each	\$1,660	I	4.0%	\$66.41	\$1,726.78	\$1,727.00	
Unspecified or Research - hourly	per hour	\$246	I	4.0%	\$9.84	\$255.86	\$256.00	
Rebuild or Interpretation Letter	each	\$975	I	4.0%	\$39.01	\$1,014.27	\$1,014.00	
Fence Clearance	each	\$96	I	4.0%	\$3.84	\$99.82	\$100.00	
Residential Chicken Clearance	each	\$96	I	4.0%	\$3.84	\$99.82	\$100.00	
Honeybee Keeping Clearance	each	\$96	I	4.0%	\$3.84	\$99.82	\$100.00	
Goat Weed Abatement Permit	each	\$96	I	4.0%	\$3.84	\$99.82	\$100.00	
Unanimous Neighbor Consent Exception for Chickens and Bees	each	\$47	I	4.0%	\$1.90	\$49.34	\$49.00	
Zoning Information Form/Questionnaire	each	\$47	I	4.0%	\$1.90	\$49.34	\$49.00	
Permit Amendment/Time Extension	each	1/2 of current fee	N/A				1/2 of current fee	
Appeals - by non-applicant resident	each	\$585	I	4.0%	\$23.39	\$608.10	\$608.00	Fee Title changed to only include residents
Appeals - by applicant or non-resident	each	1/2 of current fee	N/A				1/2 of current fee	Fee title changed to apply to applicant or other non-residents
Community Development Director	per hour	\$276	I	4.0%	\$11.03	\$286.84	\$287.00	
Planning Manager	per hour	\$212	I	4.0%	\$8.47	\$220.29	\$220.00	
Senior Planner	per hour	\$192	I	4.0%	\$7.68	\$199.64	\$200.00	
Associate Planner	per hour	New	N/A				\$110.00	Added to reflect current and future staffing.
Assistant Planner	per hour	\$97	I	4.0%	\$3.88	\$100.97	\$101.00	
Massage Operator's Permit	each	\$588	I	4.0%	\$23.52	\$611.54	\$612.00	
Cannabis Operating Permit	Deposit account	As needed to cover the cost of application	N/A				As needed to cover the cost of application	

Inclusionary Zoning								
Inclusionary Zoning In-lieu Fee - 9 or more rental units	per habitable square foot	\$19	I	4.0%	\$0.78	\$20.25	\$20.00	
Inclusionary Zoning In-lieu Fee - 10 or more "for sale" units	per habitable square foot	\$24	I	4.0%	\$0.95	\$24.75	\$25.00	
Inclusionary Zoning In-lieu Fee for combined rental and "for sale" projects	To be determined by City Staff based on square footage of each type.	To be determined by City Staff based on square footage of each type	N/A				To be determined by City Staff based on square footage of each type	
Inclusionary Monitoring: Rental	annually per project	\$1,622	I	4.0%	\$64.90	\$1,687.30	\$1,687.00	
Inclusionary Monitoring: Ownership	per project	\$2,704	I	4.0%	\$108.16	\$2,812.16	\$2,812.00	
Inclusionary Housing Agreement	per project	\$757	I	4.0%	\$30.28	\$787.40	\$787.00	
Design Review and Signs								
Residential - 1 unit and projects deemed minor by Planning Manager	each	\$922	I	4.0%	\$36.89	\$959.19	\$959.00	
Residential - 2 - 4 units	each	\$3,341	I	4.0%	\$133.62	\$3,474.21	\$3,474.00	
Residential - 5 - 10 units	each	\$5,542	I	4.0%	\$221.66	\$5,763.20	\$5,763.00	
Residential - 11+ units	each	\$8,267	I	4.0%	\$330.66	\$8,597.18	\$8,597.00	
Nonresidential - 1 - 2,500 s.f.	each	\$2,045	I	4.0%	\$81.82	\$2,127.21	\$2,127.00	
Nonresidential - 2,501 - 10,000 s.f.	each	\$4,081	I	4.0%	\$163.23	\$4,244.09	\$4,244.00	
Nonresidential - 10,000+ s.f.	each	\$7,136	I	4.0%	\$285.43	\$7,421.13	\$7,421.00	
Administrative Design Review	each	\$2,045	I	4.0%	\$81.82	\$2,127.21	\$2,127.00	
Permanent signs conforming to sign regulations	each	\$642	I	4.0%	\$25.68	\$667.76	\$668.00	
Temporary signs	each	\$60	I	4.0%	\$2.38	\$61.96	\$62.00	
Sidewalk Sign Permit (only)	each	\$60	I	4.0%	\$2.38	\$61.96	\$62.00	
Variances								
Variance - Residential	each	\$5,258	I	4.0%	\$210.32	\$5,468.32	\$5,468.00	
Variance - Nonresidential	each	\$7,930	I	4.0%	\$317.20	\$8,247.23	\$8,247.00	
Miscellaneous								
Pre-Application Review Meeting with Staff	each	\$0	N/A				\$0.00	
Pre-Application Study Session with Planning Commission or Design Review Bord	each	\$4,404	I	4.0%	\$176.16	\$4,580.27	\$4,580.00	
Pre-Application Review by Staff	each	New					\$1,683.00	
Landscape Consultant or Design Consultant	each	Consultant costs, plus City administrative fee (30% of consultant cost)	N/A				Consultant costs, plus City administrative fee (30% of consultant cost)	
Document Library and Associated Fees								
Electronic Media-CD (of Plans etc.)	each	\$22	I	4.0%	\$0.88	\$22.95	\$23.00	
Laserfiche/Archiving	per page/sheet	\$3	I	4.0%	\$0.13	\$3.44	\$3.00	
Zoning Map	each	\$17	I	4.0%	\$0.66	\$17.21	\$17.00	
General Plan Map	each	\$17	I	4.0%	\$0.66	\$17.21	\$17.00	
Specific Plan	each	\$236	I	4.0%	\$9.44	\$245.54	\$246.00	
Urban Greening Plan	each	\$154	I	4.0%	\$6.18	\$160.63	\$161.00	
Active Transportation Plan	each	\$154	I	4.0%	\$6.18	\$160.63	\$161.00	
General Plan	each	\$54	I	4.0%	\$2.16	\$56.22	\$56.00	
Use Permits								
Use Permit Residential - 1 unit	each	\$2,152	I	4.0%	\$86.10	\$2,238.50	\$2,239.00	
Use Permit Residential - 2-4 units	each	\$3,606	I	4.0%	\$144.26	\$3,750.72	\$3,751.00	
Use Permit Residential - 5-10 units	each	\$4,571	I	4.0%	\$182.83	\$4,753.52	\$4,754.00	
Use Permit Residential - 11+ units	each	\$5,535	I	4.0%	\$221.40	\$5,756.31	\$5,756.00	
Use Permit Nonresidential - 1 - 2,500 s.f.	each	\$3,606	I	4.0%	\$144.26	\$3,750.72	\$3,751.00	
Use Permit Nonresidential - 2,501 - 10,000 s.f.	each	\$4,571	I	4.0%	\$182.83	\$4,753.52	\$4,754.00	
Use Permit Nonresidential - 10,000+ s.f.	each	\$5,535	I	4.0%	\$221.40	\$5,756.31	\$5,756.00	
Administrative Use Permit	each	\$1,188	I	4.0%	\$47.53	\$1,235.71	\$1,236.00	
Temporary Use Permit	each	\$1,081	I	4.0%	\$43.25	\$1,124.41	\$1,124.00	

MECHANICAL, ELECTRICAL, & PLUMBING (MEP Permit Issuance Fees)

The following permit fee tables are for all stand alone Mechanical, Electrical, and /or Plumbing work that is not included in new construction or other projects listed on the miscellaneous fee schedule.

The permit issuance fee is to be added to each Mechanical, Electrical, and/or Plumbing permit in addition to the fees listed below:		Adopted FY2023-24	Proposed FY 2024-25					
Item	Unit	Total Fee Amount	Change	% Increase	\$ Increase	Total Fee Amount	Rounded	Comments
			N=New / E=Eliminate I=Incr / D=Decr N/A=no change					
Permit Issuance Fee (applies to all MEP permits)	each permit	\$143	I	4.00%	\$5.72	\$148.72	\$149.00	
MECHANICAL PERMIT FEES								
Stand alone Mechanical Plan Check	per hour or fraction thereof	\$250	I	4.00%	\$10.00	\$260.00	\$260.00	
Minimum Mechanical Permit for Miscellaneous Work	each	\$84	I	4.00%	\$3.36	\$87.36	\$87.00	
A/C (residential)	each	\$126	I	4.00%	\$5.04	\$131.04	\$131.00	
Furnaces (FAU, floor)	each	\$140	I	4.00%	\$5.60	\$145.60	\$146.00	
Heater (wall)	each	\$173	I	4.00%	\$6.92	\$179.92	\$180.00	
Appliance Vent/Chimney (only)	each	\$84	I	4.00%	\$3.36	\$87.36	\$87.00	
Refrigeration Compressor	each	\$126	I	4.00%	\$5.04	\$131.04	\$131.00	
Boiler - <2,000k BTU	each	\$140	I	4.00%	\$5.60	\$145.60	\$146.00	
Boiler - greater than 2,000k BTU	each	\$250	I	4.00%	\$10.00	\$260.00	\$260.00	
Chiller	each unit	\$126	I	4.00%	\$5.04	\$131.04	\$131.00	
Central Heating System - New (includes duct, gas piping, electric, etc.)	each	\$250	I	4.00%	\$10.00	\$260.00	\$260.00	
Fan Coil Unit	each	\$84	I	4.00%	\$3.36	\$87.36	\$87.00	
Heat Pump (package unit)	each	\$126	I	4.00%	\$5.04	\$131.04	\$131.00	
Heater (unit, radiant, etc.)	each	\$173	I	4.00%	\$6.92	\$179.92	\$180.00	
Air Handler w/ducts more to 10k CFM	each	\$84	I	4.00%	\$3.36	\$87.36	\$87.00	
Air Handler w/ducts more than 10k CFM	each	\$84	I	4.00%	\$3.36	\$87.36	\$87.00	
Duct Work only each outlet/register	each	\$43	I	4.00%	\$1.72	\$44.72	\$45.00	
Evaporative Cooler	each	\$84	I	4.00%	\$3.36	\$87.36	\$87.00	
Make-up Air System	each	\$126	I	4.00%	\$5.04	\$131.04	\$131.00	
Moisture Exhaust Duct (clothes dryer)	each	\$84	I	4.00%	\$3.36	\$87.36	\$87.00	
Variable Air Volume Box (including duct work)	each	\$126	I	4.00%	\$5.04	\$131.04	\$131.00	
Vent Fan (single duct)	each	\$84	I	4.00%	\$3.36	\$87.36	\$87.00	
Vent System	each	\$126	I	4.00%	\$5.04	\$131.04	\$131.00	
Exhaust Hood and Duct (residential)	each	\$84	I	4.00%	\$3.36	\$87.36	\$87.00	
Exhaust Hood - Type I (commercial grease hood)	each	\$167	I	4.00%	\$6.68	\$173.68	\$174.00	
Exhaust Hood - Type II (commercial steam hood)	each	\$126	I	4.00%	\$5.04	\$131.04	\$131.00	
Non-Residential Incinerator	each	\$416	I	4.00%	\$16.64	\$432.64	\$433.00	
Refrigerator Condenser Remote	each	\$250	I	4.00%	\$10.00	\$260.00	\$260.00	
Walk-In Box/Refrigerator Coil	each	\$126	I	4.00%	\$5.04	\$131.04	\$131.00	
Other Mechanical Inspections (min.1/2 hr increments or fraction thereof)	per hour	\$206	I	4.00%	\$8.24	\$214.24	\$214.00	
PLUMBING / GAS PERMIT FEES								
Stand Alone Plumbing Plan Check	per hour or fraction thereof	\$250	I	4.00%	\$10.00	\$260.00	\$260.00	
Minimum Plumbing Permit for Miscellaneous Work	each	\$84	I	4.00%	\$3.36	\$87.36	\$87.00	
Fixtures (each three)	each 3 or fraction thereof	\$126	I	4.00%	\$5.04	\$131.04	\$131.00	
Gas System (one outlet)	one only	\$126	I	4.00%	\$5.04	\$131.04	\$131.00	
Gas System (first five outlets)	first five	\$167	I	4.00%	\$6.68	\$173.68	\$174.00	
Gas Outlets (each additional)	each above the first 5	\$28	I	4.00%	\$1.12	\$29.12	\$29.00	
Gas Test (stand alone or re-test)	each occurrence	\$126	I	4.00%	\$5.04	\$131.04	\$131.00	

Building Sewer	each	\$84		4.00%	\$3.36	\$87.36	\$87.00	
Grease Trap	each	\$126		4.00%	\$5.04	\$131.04	\$131.00	
Ejector Pump	each	\$126		4.00%	\$5.04	\$131.04	\$131.00	
Backflow Preventer (first five)	first five	\$126		4.00%	\$5.04	\$131.04	\$131.00	
Backflow Preventer (>5)	each above the first 5	\$28		4.00%	\$1.12	\$29.12	\$29.00	
Roof Drain - Rainwater System	each	\$84		4.00%	\$3.36	\$87.36	\$87.00	
Water Heater (new and replacements)	each	\$84		4.00%	\$3.36	\$87.36	\$87.00	
Water Pipe Repair/Replacement per dwelling unit	each	\$167		4.00%	\$6.68	\$173.68	\$174.00	
Water Service	each	\$84		4.00%	\$3.36	\$87.36	\$87.00	
Drain-Vent Repair/Alterations	each main or branch line	\$84		4.00%	\$3.36	\$87.36	\$87.00	
Drinking Fountain	each	\$84		4.00%	\$3.36	\$87.36	\$87.00	
Graywater Systems	each system	\$167		4.00%	\$6.68	\$173.68	\$174.00	
Swimming Pool Piping and Gas	each pool	\$250		4.00%	\$10.00	\$260.00	\$260.00	
Medical Gas System (each outlet)	each outlet	\$250		4.00%	\$10.00	\$260.00	\$260.00	
Sump Pump	each	\$126		4.00%	\$5.04	\$131.04	\$131.00	
Private Storm Drainage System (each inlet)	each inlet	\$84		4.00%	\$3.36	\$87.36	\$87.00	
Other Plumbing and Gas Inspections (min. 1/2 hr increments or fraction thereof)	per hour	\$206		4.00%	\$8.24	\$214.24	\$214.00	
ELECTRICAL PERMIT FEES								
Stand Alone Electrical Plan Check	per hour or fraction thereof	\$250		4.00%	\$10.00	\$260.00	\$260.00	
Minimum Electrical Permit for Miscellaneous Work	each	\$84		4.00%	\$3.36	\$87.36	\$87.00	
Single Phase Service (per 100 amps)	per 100 amps	\$84		4.00%	\$3.36	\$87.36	\$87.00	
Three Phase Service (per 100 amps)	per 100 amps	\$126		4.00%	\$5.04	\$131.04	\$131.00	
Electrical Subpanel with subfeed	each	\$84		4.00%	\$3.36	\$87.36	\$87.00	
15 or 20 amp circuits - first ten	first ten circuits	\$84		4.00%	\$3.36	\$87.36	\$87.00	
15 or 20 amp circuits - each additional	each add'l circuit > 10	\$14		4.00%	\$0.56	\$14.56	\$15.00	
25 to 40 amp circuits	each	\$84		4.00%	\$3.36	\$87.36	\$87.00	
50 to 175 amp circuits	each	\$84		4.00%	\$3.36	\$87.36	\$87.00	
200 amp and larger circuits	each	\$84		4.00%	\$3.36	\$87.36	\$87.00	
Temporary Service	each	\$84		4.00%	\$3.36	\$87.36	\$87.00	
Temporary Pole	each	\$84		4.00%	\$3.36	\$87.36	\$87.00	
Light Poles Commercial - first	first pole	\$352		4.00%	\$14.08	\$366.08	\$366.00	
Light Poles Commercial - additional	each add'l pole after the first	\$84		4.00%	\$3.36	\$87.36	\$87.00	
Pre-Inspection/consultation	each	\$126		4.00%	\$5.04	\$131.04	\$131.00	
Swimming Pool/Spa	each	\$168		4.00%	\$6.72	\$174.72	\$175.00	
Solar Photovoltaic Repairs	each	\$126		4.00%	\$5.04	\$131.04	\$131.00	
Generator Installation - Residential	each	\$385		4.00%	\$15.40	\$400.40	\$400.00	
Generator Installation - Commercial	each	\$559		4.00%	\$22.36	\$581.36	\$581.00	
Electrical Outlets (receptable & light fixture)	first ten	\$135		4.00%	\$5.40	\$140.40	\$140.00	
Electrical Outlets (each additional)	each add'l outlet after 1st 10	\$14		4.00%	\$0.56	\$14.56	\$15.00	
Other Electrical Inspections (min. 1/2 hr increments or fraction thereof)	per hour or fraction thereof	\$206		4.00%	\$8.24	\$214.24	\$214.00	

MISC BUILDING PERMIT FEES FOR PROJECTS NOT REQUIRING PLAN REVIEWS

The following Building Permit fees unless otherwise noted are for projects that are not associated with or require plan review. Per hour fees are for each hour or fraction thereof unless otherwise noted.

sq.ft. = square feet min. = minimum

	Adopted FY2023-24	Proposed FY 2024-25					
		Change	% Increase	\$ Increase	Total Fee Amount	Rounded	Comments
		N=New / E=Eliminate I=Incr / D=Decr N/A=no change					
MISCELLANEOUS PROJECTS/ITEMS							
Standard per hour rate for items not specifically covered in the fee schedule	\$ 171	I	4.0%	\$6.84	\$177.84	\$178.00	
Address Assignment Request	\$ 455	I	4.0%	\$18.20	\$473.20	\$473.00	
Earthquake mitigation inspection first hour	\$ 296	I	4.0%	\$11.84	\$307.84	\$308.00	
Earthquake mitigation inspection per hour after the first hour	\$ 171	I	4.0%	\$6.84	\$177.84	\$178.00	
Fire permit handling fee	\$ 114	I	4.0%	\$4.56	\$118.56	\$119.00	
Building permit renewal when within one year after expiration date	50% of original building fee					50% of original building fee	
Building permit renewal when after one year after expiration date	100% of original building fee					100% of original building fee	
Building permit re-inspection fee after 2 failed inspections of the same item(s)	\$ 171	I	4.0%	\$6.84	\$177.84	\$178.00	
Building permit re-inspection fee when nobody is on site for the inspection and it has not been cancelled ahead of the inspector's leaving the office.	\$ 171	I	4.0%	\$6.84	\$177.84	\$178.00	
Emergency non-scheduled emergency inspection call-out: per hour with a 4-hour minimum	\$ 171	I	4.0%	\$6.84	\$177.84	\$178.00	
Pre-arranged or scheduled after hours inspection paid in advance: per hour with a 2-hour minimum	\$ 171	I	4.0%	\$6.84	\$177.84	\$178.00	
Research – per half hour or fraction thereof	\$ 86	I	4.0%	\$3.44	\$89.44	\$89.00	
Building Permit Extension	\$ 171	N	4.0%	\$6.84	\$177.84	\$178.00	
Building Permit Revision: per hour	\$ 171	N	4.0%	\$6.84	\$177.84	\$178.00	
Minor revisions to issued, non-expired permits: per hour	\$ 282	E					
Major revisions to issued non-expired permits: per hour with 3-hour min.	\$ 282	E					
Additional plan review by consultant after the third re-check	1.5 times Consultant's fee						
Additional plan review by City staff after 3rd re-check: per hour	\$ 245	I	4.0%	\$9.80	\$254.80	\$255.00	
Supplemental plan review: per hour	\$ 245	E					
Supplemental inspection or inspection request not related to an issued and active permit: per hour with one hour minimum	\$ 200	E					
Soils review processing by City staff	\$ 114	I	4.0%	\$4.56	\$118.56	\$119.00	
Soils peer review by consultant	Consultant Cost plus 30%	N/A				Consultant Cost plus 30%	
FEMA flood zone review	\$ 637	I	4.0%	\$25.48	\$662.48	\$662.00	
New or replacement Certificate of Occupancy	\$ 285	I	4.0%	\$11.40	\$296.40	\$296.00	
Temporary Certificate of Occupancy: per 30-day period	\$ 285	I	4.0%	\$11.40	\$296.40	\$296.00	
ELECTRIC VEHICLE CHARGERS							
Residential electric vehicle level 1 or 2 charging station per each	\$ 289	I	4.0%	\$11.56	\$300.56	\$301.00	
MINOR REPAIRS AND ALTERATIONS							
Miscellaneous minor bathroom/kitchen repair – 1 fixture only	\$ 348	I	4.0%	\$13.92	\$361.92	\$362.00	
Miscellaneous minor repairs who PC and less than \$10,000 valuation	\$ 348	I	4.0%	\$13.92	\$361.92	\$362.00	
RE-ROOFS							
Miscellaneous roof repairs not exceeding 500 sq.ft.	\$ 348	I	4.0%	\$13.92	\$361.92	\$362.00	
Residential re-roof not exceeding 1,500 sq.ft.	\$ 461	I	4.0%	\$18.44	\$479.44	\$479.00	
Each additional 100 sq.ft. residential re-roof exceeding 1,500 sq.ft.	\$ 14	I	4.0%	\$0.56	\$14.56	\$15.00	
Commercial exceeding 5,000 sq.ft.	\$ 628	I	4.0%	\$25.12	\$653.12	\$653.00	

sq.ft. = square feet min. = minimum

RE-ROOFS							
Commercial exceeding 5,000 sq.ft. and not exceeding 10,000 sq.ft.	\$ 878	I	4.0%	\$35.12	\$913.12	\$913.00	
Commercial exceeding 10,000 sq.ft. and not exceeding 20,000 sq.ft.	\$ 1,126	I	4.0%	\$45.04	\$1,171.04	\$1,171.00	
Commercial exceeding 20,000 sq.ft. and not exceeding 50,000 sq.ft.	\$ 1,458	I	4.0%	\$58.32	\$1,516.32	\$1,516.00	
Commercial exceeding 50,000 sq.ft. and not exceeding 100,000 sq.ft.	\$ 1,791	I	4.0%	\$71.64	\$1,862.64	\$1,863.00	
Commercial each 10,000 sq.ft. above 10,000 sq.ft.	\$ 296	I	4.0%	\$11.84	\$307.84	\$308.00	
SIDING AND STUCCO							
Siding new or replacement	\$ 378	I	4.0%	\$15.12	\$393.12	\$393.00	
Each additional 400 sq.ft. siding or fraction thereof over 400 sq.ft.	\$ 114	I	4.0%	\$4.56	\$118.56	\$119.00	
Stucco new or replacement	\$ 461	I	4.0%	\$18.44	\$479.44	\$479.00	
Each additional 400 sq.ft. stucco or fraction thereof over 400 sq.ft.	\$ 114	I	4.0%	\$4.56	\$118.56	\$119.00	
WINDOWS AND DOORS – NON-STRUCTURAL							
Door replacement not involving alterations to wall framing or exterior wall coverings	\$ 149	I	4.0%	\$5.96	\$154.96	\$155.00	
Window, sliding door, solar tube replacement – one only and no alterations to framing or exterior wall coverings	\$ 217	I	4.0%	\$8.68	\$225.68	\$226.00	
Multiple window, sliding door, solar tube replacements – first 5 with no alterations to framing or exterior wall coverings and all done at the same time	\$ 462	I	4.0%	\$18.48	\$480.48	\$480.00	
Multiple window, sliding door, solar tube replacements – each additional 5 or fraction thereof above the first 5 with no alterations to framing or exterior wall coverings and all done at the same time	\$ 84	I	4.0%	\$3.36	\$87.36	\$87.00	
RENTAL HOUSING INSPECTIONS							
Rental Housing Inspection: Single Family per unit	\$ 285	I	4.0%	\$11.40	\$296.40	\$296.00	
Rental Housing Inspection: Multi-family first unit	\$ 250	I	4.0%	\$10.00	\$260.00	\$260.00	
Rental Housing Inspection: Multi-family additional units after the first	\$ 142	I	4.0%	\$5.68	\$147.68	\$148.00	
Rental Housing Inspection: Reinspection after the first reinspection	\$ 86	I	4.0%	\$3.44	\$89.44	\$89.00	
Rental Housing Inspection: cancellation with less than 72-hour notice	50% of fee assessed	N/A				50% of the Assessed Fee	
Rental Housing Inspection: late payment	10% of fee billed	N/A				10% of Fees	
OTHER MISCELLANEOUS FEES AND ASSESSMENTS							
Document imaging of plans, calculations, and other supporting documents	\$3/page	N/A				\$3/page	
Continuing education	\$5/permit	N/A				\$5/permit	
Planning plan review when required	20% of combined building inspection and plan review with a minimum \$192 charge	N/A				20% of combined building inspection and plan review with a minimum \$192 charge	
Public Works review when required	20% of combined building inspection and plan review with a minimum \$223 charge	N/A				20% of combined building inspection and plan review with a minimum \$223 charge	
Public Works Engineering site inspection when required – per hour or fraction thereof	\$223/hour	N/A				\$223/hour	
Fire Department plan review when required	See Fire fee schedule	N/A				See Fire fee schedule	
SPA Specific Plan maintenance fee – Construction of new residential units (per unit)	\$215	I	4.0%	\$8.60	\$223.60	\$224.00	
SPA Specific Plan maintenance fee – New non-residential buildings and additions to existing non-residential buildings (per newly created sq.ft)	\$0.20	I	4.0%	\$0.01	\$0.21	\$0.21	Updated fee title to capture correct implementation of fee and increased fee by 4%

MISC BUILDING PERMIT FEES FOR PROJECTS REQUIRING A PLAN REVIEW

Building permit fees include inspection and permit issuance.
Plan review fees are calculated at a rate of 65 percent of the building permit fees and are in addition to the building permit fee
The fees below are per each occurrence or unit unless otherwise noted and include any associated mechanical, electrical, and/or plumbing work.

The following abbreviations are used:

sq.ft. = square feet l.f. = linear feet KW = kilowatt electric kWth = kilowatt thermal

PROJECT TYPES	Adopted FY 2023-24	Proposed FY 2024-25					
	Total Fee Amount	Change	% Increase	\$ Increase	Total Fee Amount	Rounded	Comments
		N=New / E=Eliminate I=Incr / D=Decr N/A=no change					
PROJECT TYPES							
MISCELLANEOUS PROJECTS							
Standard Hourly Rate	\$ 191.00	I	4.0%	\$ 7.64	\$ 198.64	\$ 199.00	
Antenna - residential HAM or CB	\$ 668.00	I	4.0%	\$ 26.72	\$ 694.72	\$ 695.00	
Equipment Container/Building (Prefab) / Residemtial Elevators	\$ 967.00	I	4.0%	\$ 38.68	\$ 1,005.68	\$ 1,006.00	
Free-standing cellular building, antenna, and building site	\$ 1,355.00	I	4.0%	\$ 54.20	\$ 1,409.20	\$ 1,409.00	
New cellular antenna and supporting equipment added to existing site	\$ 345.00	I	4.0%	\$ 13.80	\$ 358.80	\$ 359.00	
Light pole or telephone pole mounted cellular 5G equipment	\$ 221.00	I	4.0%	\$ 8.84	\$ 229.84	\$ 230.00	
Awning or Canopy	\$ 494.00	I	4.0%	\$ 19.76	\$ 513.76	\$ 514.00	
Commercial Coach (per unit)	\$ 645.00	I	4.0%	\$ 25.80	\$ 670.80	\$ 671.00	
Commercial Vapor Recovery Systems	\$ 628.00	I	4.0%	\$ 25.12	\$ 653.12	\$ 653.00	
Demolition – whole or partial when exterior walls are removed	\$ 366.00	I	4.0%	\$ 14.64	\$ 380.64	\$ 381.00	
Demolition surcharge when PCB mitigation is involved	\$ 264.00	I	4.0%	\$ 10.56	\$ 274.56	\$ 275.00	
Flagpole	\$ 391.00	I	4.0%	\$ 15.64	\$ 406.64	\$ 407.00	
ACCESSORY STRUCTURES							
Accessory Structure/Storage shed of 200 sq.ft. or less – unfinished interior and no MEP	\$ 620.00	I	4.0%	\$ 24.80	\$ 644.80	\$ 645.00	
Accessory Structure/Storage shed for each additional 100 sq.ft. > 200 sq.ft.	\$ 57.00	I	4.0%	\$ 2.28	\$ 59.28	\$ 59.00	
Carport not exceeding 400 sq.ft.	\$ 704.00	I	4.0%	\$ 28.16	\$ 732.16	\$ 732.00	
New Garage (detached or attached) 500 sq. ft. or less (unfinished inside and only 1 electrical circuit)	\$ 870.00	I	4.0%	\$ 34.80	\$ 904.80	\$ 905.00	
New Garage (detached or attached) per additional 100 sq.ft. > 501 sq. ft.	\$ 171.00	I	4.0%	\$ 6.84	\$ 177.84	\$ 178.00	
ACCESSORY DWELLING UNITS							
New attached or detached accessory dwelling units – each 300 sq.ft. or fraction thereof. Includes 1 kitchen and 1 bathroom.	\$ 1,586.00	I	4.0%	\$ 63.44	\$ 1,649.44	\$ 1,649.00	
Conversion of existing space into an accessory dwelling unit – each 300 sq.ft. or fraction thereof. Includes 1 kitchen and 1 bathroom.	\$ 1,141.00	I	4.0%	\$ 45.64	\$ 1,186.64	\$ 1,187.00	
New or conversion accessory dwelling units employing Universal Design will receive a 25% discount off the above ADU fees.							
ALTERATIONS/ADDITIONS/REPAIRS							
Room additions of 300 sq. ft. or less without engineered calculations without a kitchen or bathroom	\$ 1,147.00	I	4.0%	\$ 45.88	\$ 1,192.88	\$ 1,193.00	
Room addition of 300 sq. ft. or less with engineered calculations without a kitchen or bathroom	\$ 1,222.00	I	4.0%	\$ 48.88	\$ 1,270.88	\$ 1,271.00	
Room additions per additional 100 sq.ft. > 300 sq.ft. with or without engineered calculations.	\$ 306.00	I	4.0%	\$ 12.24	\$ 318.24	\$ 318.00	
Residential remodel 300 sq. ft. or less without kitchen or bathroom remodel	\$ 920.00	I	4.0%	\$ 36.80	\$ 956.80	\$ 957.00	
Each additional 100 sq. ft. of residential remodel > 300 sq.ft.	\$ 161.00	I	4.0%	\$ 6.44	\$ 167.44	\$ 167.00	
Kitchen or bathroom remodel	\$ 727.00	I	4.0%	\$ 29.08	\$ 756.08	\$ 756.00	
Each additional kitchen or bathroom remodel when work is done at the same time as the first	\$ 363.00	I	4.0%	\$ 14.52	\$ 377.52	\$ 378.00	
New bathroom or kitchen added to existing dwelling or new/existing accessory structure	\$ 750.00	I	4.0%	\$ 30.00	\$ 780.00	\$ 780.00	
New or remodel commercial bathroom	\$ 1,067.00	I	4.0%	\$ 42.68	\$ 1,109.68	\$ 1,110.00	
Miscellaneous bathroom/kitchen repair involving only 1 fixture with plan review	\$ 332.00	I	4.0%	\$ 13.28	\$ 345.28	\$ 345.00	
Foundation repair (non-engineered) of 100 linear feet or less	\$ 601.00	I	4.0%	\$ 24.04	\$ 625.04	\$ 625.00	
Foundation repair (engineered) of 100 linear feet or less	\$ 811.00	I	4.0%	\$ 32.44	\$ 843.44	\$ 843.00	
Each additional 100 lin. ft. foundation repair (engineered or non- engineered) exceeding the first 100 l.f..	\$ 171.00	I	4.0%	\$ 6.84	\$ 177.84	\$ 178.00	
Commercial and residential interior partitions not exceeding 30 linear feet	\$ 458.00	I	4.0%	\$ 18.32	\$ 476.32	\$ 476.00	
Each additional 30 lin. ft. of partition exceeding first 30 l.f.	\$ 110.00	I	4.0%	\$ 4.40	\$ 114.40	\$ 114.00	
New masonry fireplace when allowed by BAAQMD	\$ 765.00	I	4.0%	\$ 30.60	\$ 795.60	\$ 796.00	
Pre-fabricated metal fireplace that is EPA compliant	\$ 640.00	I	4.0%	\$ 25.60	\$ 665.60	\$ 666.00	
Fireplace demolition	\$ 458.00	I	4.0%	\$ 18.32	\$ 476.32	\$ 476.00	
Miscellaneous minor and structural repairs, alterations, dry rot/termite repairs of \$10,000 valuation or less and requiring plan review	\$ 729.00	I	4.0%	\$ 29.16	\$ 758.16	\$ 758.00	
Dry rot/termite damage, miscellaneous alterations, and structural repairs of greater than \$10,000 valuation must use Valuation Table as for new construction.							
Residential Drainage - French Drain/Sump Pump	\$ 391.00	I	4.0%	\$ 15.64	\$ 406.64	\$ 407.00	
Building permit fees include inspection and permit issuance.							
Plan review fees are calculated at a rate of 65 percent of the building permit fees and are in addition to the building permit fee							
The fees below are per each occurrence or unit unless otherwise noted and include any associated plumbing, electrical, and/or mechanical work.							
The following abbreviations are used:							
sq.ft. = square feet l.f. = linear feet KW = kilowatt electric kWth = kilowatt thermal							
PROJECT TYPES							
DECKS, BALCONIES, PATIOS, PORCHES							
New decks and balconies not exceeding 100 sq.ft.	\$ 590.00	I	4.0%	\$ 23.60	\$ 613.60	\$ 614.00	
New decks and balconies not exceeding 500 sq.ft.	\$ 830.00	I	4.0%	\$ 33.20	\$ 863.20	\$ 863.00	
Each additional 100 sq. ft. of new deck or balcony exceeding 500 sq. ft.	\$ 256.00	I	4.0%	\$ 10.24	\$ 266.24	\$ 266.00	
Deck and balcony repairs of 100 sq. ft. or less	\$ 418.00	I	4.0%	\$ 16.72	\$ 434.72	\$ 435.00	
Deck and balcony repairs over 100 sq.ft and less than \$10,000 valuation	\$ 658.00	I	4.0%	\$ 26.32	\$ 684.32	\$ 684.00	
Deck and balcony repairs of greater than \$10,000 valuation must use the Valuation Table as for new construction.							

Covered porch	\$	485.00	I	4.0%	\$	19.40	\$	504.40	\$	504.00	
Patio or deck cover – wood or metal frame not exceeding 300 sq.ft.	\$	492.00	I	4.0%	\$	19.68	\$	511.68	\$	512.00	
Each additional 300 sq.ft. of patio or deck cover exceeding 300 sq.ft.	\$	151.00	I	4.0%	\$	6.04	\$	157.04	\$	157.00	
Patio room constructed of wood or metal frame not exceeding 300 sq.ft.	\$	735.00	I	4.0%	\$	29.40	\$	764.40	\$	764.00	
Each additional 300 sq.ft. of patio room exceeding the first 300 sq.ft.	\$	357.00	I	4.0%	\$	14.28	\$	371.28	\$	371.00	
ELECTRIC VEHICLE CHARGING											
Commercial electric vehicle charging station – one only	\$	601.00	I	4.0%	\$	24.04	\$	625.04	\$	625.00	
Each Commercial EV charging station when 2 to 4 are installed at the same site	\$	304.00	I	4.0%	\$	12.16	\$	316.16	\$	316.00	
Each Commercial EV charging station when 5 or more installed at the same site	\$	202.00	I	4.0%	\$	8.08	\$	210.08	\$	210.00	
FENCES											
Fences or free-standing non-masonry walls 7 to 10 ft. high and not exceeding 100 linear feet	\$	428.00	I	4.0%	\$	17.12	\$	445.12	\$	445.00	
Each additional 100 lin. ft. of 6 to 10 feet high non-masonry fences or free- standing walls exceeding the first 100 lin. ft.	\$	134.00	I	4.0%	\$	5.36	\$	139.36	\$	139.00	
Fences or free-standing masonry walls less than 10 feet high and not exceeding 100 linear feet	\$	870.00	I	4.0%	\$	34.80	\$	904.80	\$	905.00	
Each additional 100 lin. ft. of less than 10 feet high masonry free-standing fences or walls exceeding the first 100 lin. ft.	\$	160.00	I	4.0%	\$	6.40	\$	166.40	\$	166.00	
RETAINING WALLS											
Retaining Wall: Standard Design Non-Engineered not exceeding 50 linear feet	\$	563.00	I	4.0%	\$	22.52	\$	585.52	\$	586.00	
Each additional 50 l.f. non-engineered retaining wall exceeding 50 l.f.	\$	138.00	I	4.0%	\$	5.52	\$	143.52	\$	144.00	
Retaining Wall: Engineered 3-10' High not exceeding 50 linear feet	\$	953.00	I	4.0%	\$	38.12	\$	991.12	\$	991.00	
Each additional 50 l.f. eng. 3'-10' high retaining wall exceeding 50 l.f.	\$	191.00	I	4.0%	\$	7.64	\$	198.64	\$	199.00	
Retaining Wall: Engineered over 10' High retaining wall not exceeding 50 l.f.	\$	1,222.00	I	4.0%	\$	48.88	\$	1,270.88	\$	1,271.00	
Each additional 50 l.f. eng. over 10' high retaining wall exceeding 50 l.f.	\$	268.00	I	4.0%	\$	10.72	\$	278.72	\$	279.00	
ROOFS											
Roof structure replacement not exceeding 100 sq.ft.	\$	458.00	I	4.0%	\$	18.32	\$	476.32	\$	476.00	
Each additional 100 sq.ft. roof structure replacement exceeding 100 sq.ft.	\$	104.00	I	4.0%	\$	4.16	\$	108.16	\$	108.00	
SEISMIC IMPROVEMENT											
Engineered or non-engineered seismic retrofit/structural strengthening	\$	592.00	I	4.0%	\$	23.68	\$	615.68	\$	616.00	
Engineered or non-engineered seismic retrofit/structural strengthening when using Planset A or conforming to Existing Building Code appendix chapter A3	\$	296.00	I	4.0%	\$	11.84	\$	307.84	\$	308.00	
SIGNS											
Structural Signs such as monument or large signs attached to a building, etc.	\$	592.00	I	4.0%	\$	23.68	\$	615.68	\$	616.00	
Non-structural signs such as individual lettering attached to building, etc.	\$	391.00	I	4.0%	\$	15.64	\$	406.64	\$	407.00	
Additional fee for each illuminated sign	\$	83.00	I	4.0%	\$	3.32	\$	86.32	\$	86.00	
SOLAR ENERGY & BATTERY STORAGE											
Solar Photovoltaic up to 15 kW	\$	450.00	N/A	0.0%	\$	-	\$	450.00	\$	450.00	
Solar PV each 15KW or fraction thereof over 15 kW, Plus \$15 per kW for each kW over 15 kW	\$	276.00	N/A	0.0%	\$	-	\$	276.00	\$	276.00	
Solar Thermal (solar water heating) up to 30 kWth	\$	331.00	N/A	0.0%	\$	-	\$	331.00	\$	331.00	
Solar Thermal each 30kWth or fraction thereof over first 30 kWth	\$	165.00	N/A	0.0%	\$	-	\$	165.00	\$	165.00	
Residential battery storage systems	\$	287.00	N/A	0.0%	\$	-	\$	287.00	\$	287.00	
STORAGE RACKS											
Storage Racks: 0-5' high not exceeding 100 l.f.	\$	391.00	I	4.0%	\$	15.64	\$	406.64	\$	407.00	
Storage Racks: Greater than 5 feet and up to 8 feet high not exceeding 100 l.f.	\$	458.00	I	4.0%	\$	18.32	\$	476.32	\$	476.00	
Storage Racks: Greater than 8 feet high and not exceeding 100 l.f.	\$	563.00	I	4.0%	\$	22.52	\$	585.52	\$	586.00	
Each additional 100 l.f. of storage regardless of height	\$	138.00	I	4.0%	\$	5.52	\$	143.52	\$	144.00	
Building permit fees include inspection and permit issuance.											
Plan review fees are calculated at a rate of 65 percent of the building permit fees and are in addition to the building permit fee											
The fees below are per each occurrence or unit unless otherwise noted and include any associated mechanical, electrical, and/or plumbing work.											
The following abbreviations are used:											
sq.ft. = square feet l.f. = linear feet KW = kilowatt electric kWth = kilowatt thermal											
PROJECT TYPES											
SWIMMING POOLS, SPAS, HOT TUBS, SAUNAS											
Prefabricated Spa or Hot Tub	\$	394.78	I	4.0%	\$	15.79	\$	410.57	\$	411.00	
Sauna or Steam Room added to existing or new/addition construction	\$	531.07	I	4.0%	\$	21.24	\$	552.31	\$	552.00	
Swimming Pool - Residential	\$	704.12	I	4.0%	\$	28.16	\$	732.28	\$	732.00	
Swimming Pool – Commercial not exceeding 800 sq. ft.	\$	1,505.59	I	4.0%	\$	60.22	\$	1,565.81	\$	1,566.00	
Each additional 100 sq. ft. commercial pool exceeding 800 sq. ft.	\$	173.06	I	4.0%	\$	6.92	\$	179.98	\$	180.00	
TENANT IMPROVEMENTS											
Office tenant improvements – minimum for T.I. not exceeding 500 sq. ft.	\$	1,932.82	I	4.0%	\$	77.31	\$	2,010.13	\$	2,010.00	
Each additional 100 sq. ft. or fraction thereof of office T.I. exceeding 500 sq.ft.	\$	168.73	I	4.0%	\$	6.75	\$	175.48	\$	175.00	
Retail tenant improvements – minimum for T. I. not exceeding 500 sq. ft.	\$	2,085.32	I	4.0%	\$	83.41	\$	2,168.73	\$	2,169.00	
Each additional 100 sq.ft. or fraction thereof retail T.I. exceeding 500 sq.ft. and not exceeding 25,000 sq. ft.	\$	122.22	I	4.0%	\$	4.89	\$	127.11	\$	127.00	
Each additional 100 sq.ft. or fraction thereof retail T.I. exceeding 25,000 sq.ft.	\$	58.41	I	4.0%	\$	2.34	\$	60.75	\$	61.00	
Restaurant tenant improvement – minimum for T.I. not exceeding 750 sq.ft.	\$	2,645.59	I	4.0%	\$	105.82	\$	2,751.41	\$	2,751.00	
Each additional 100 sq.ft. or fraction thereof restaurant T.I. exceeding 750 sq.ft.	\$	215.24	I	4.0%	\$	8.61	\$	223.85	\$	224.00	
WINDOWS, SKYLIGHTS, DOORS											
New door cut into an existing wall	\$	342.87	I	4.0%	\$	13.71	\$	356.58	\$	357.00	
First replacement window or sliding glass door -structural with exterior surface break-out and/or frame modification	\$	341.83	I	4.0%	\$	13.67	\$	355.50	\$	356.00	
Each additional replacement structural window or sliding glass door when work is performed at the same time as the first	\$	67.30	I	4.0%	\$	2.69	\$	69.99	\$	70.00	
Skylights: New or replacement not exceeding 10 sq.ft.	\$	253.74	I	4.0%	\$	10.15	\$	263.89	\$	264.00	
Skylights: New or replacement and/or structural exceeding 10 sq.ft.	\$	326.56	I	4.0%	\$	13.06	\$	339.62	\$	340.00	

ADDITIONAL FEES - OTHER MANDATED BUILDING PERMITS

				Adopted FY 2023-24		Proposed FY 2024-25	
				Increase/Decrease		Increase/Decrease	
				%	\$	%	\$
SMIP, CBSC, and STMP Fees are collected by, but not set by the City							
Construction Tax, ECMC 4.36.010			% of total permit fee	1/2 or 1% of permit value		N/C	1/2 or 1% of permit value
for new construction and additions							
Art in Public Places, ECMC 13.50			% of project cost	1% of project cost	1.00%	N/C	1% of project cost
for projects \$250,000 or more							
Calif. Strong Motion Instrumentation Program							
SMIP	Category 1 Construction (1 to 3 Story Residential)	const. value x .00013					
		(.50 minimum)					
	Category 2 (OVER 3 story Residential and ALL Commercial)	const. value x .00028					
		(.50 minimum)					
Calif. Building Standards Commission							
CBSC	\$1 - \$25,000 Permit Valuation		\$1		\$ 1.00		\$1
	\$25,001 - \$50,000		\$2		\$ 2.00		\$2
	\$50,001 - \$75,000		\$3		\$ 3.00		\$3
	\$75,001 - \$100,000		\$4		\$ 4.00		\$4
	Every \$25,000 or fraction above \$100,000		Add \$1				Add \$1
Type of Fee			Unit Basis				
West Contra Costa Transportation Advisory Committee, Subregional Transportation Mitigation Program (STMP)**	single family residential	per dwelling unit	\$6,964	7.10%	\$ 6,916.00	0.70%	\$ 6,964.00
	multi-family residential	per dwelling unit	\$3,431	7.10%	\$ 3,407.00	0.70%	\$ 3,431.00
	senior housing	per dwelling unit	\$1,881	7.10%	\$ 1,868.00	0.70%	\$ 1,881.00
	Hotel	per room	\$4,457	7.10%	\$ 4,426.00	0.70%	\$ 4,457.00
	Retail	per square foot	\$8.44	7.10%	\$ 8.38	0.70%	\$ 8.44
	Office	per square foot	\$11.17	7.10%	\$ 11.09	0.70%	\$ 11.17
	industrial	per square foot	\$7.12	7.10%	\$ 7.07	0.70%	\$ 7.12
	storage facility	per square foot	\$0.98	7.10%	\$ 0.97	0.70%	\$ 0.98
	Other* (as determined by Public Works)	per AM peak hour trip	\$9,411	7.10%	\$ 9,346.00	0.70%	\$ 9,411.00
Notes: *Applies to development projects that do not clearly conform to one of the defined residential or nonresidential categories and is likely to be applicable only in exceptional cases. In such cases, consult the STMP Administrative Guidelines.							
**STMP & TIF are increased yearly based on the San Francisco region February ENR Construction Cost Index (SFCCI) increase as compared to the prior February rate. Accessory Dwelling Units (ADU) are not required to pay STMP & TIF fees.							
Transportation Impact Fee (TIF) (as established by City Council Resolution No. 2018-70 on December 18, 2018 and Ordinance No. 2019-01 on January 15, 2019).							
TIF**	RESIDENTIAL						
	Single Family	per dwelling unit	\$ 4,172	4.00%	\$ 4,143	0.70%	\$ 4,172
	Multi-Family	per dwelling unit	\$ 2,920	4.00%	\$ 2,900	0.70%	\$ 2,920
	NONRESIDENTIAL				\$ -		
	Commercial	per square foot	\$ 5.62	4.00%	\$ 5.58	0.70%	\$ 5.62
	Hotel/Motel	per square foot	\$ 4.59	4.00%	\$ 4.56	0.70%	\$ 4.59
	Office	per square foot	\$ 4.84	4.00%	\$ 4.81	0.70%	\$ 4.84
	Industrial	per square foot	\$ 3.05	4.00%	\$ 3.03	0.70%	\$ 3.05
	Other*	to be determined					

Note: * Applies to development projects that do not clearly conform to one of the defined residential or nonresidential categories and is likely to be applicable only in exceptional cases. In such cases, consult the Transportation Impact Fee Administrative Guidelines.

NEW CONSTRUCTION AND OTHER FEES BASED ON VALUATION

The following table is used to calculate permit (Issuance and Inspection) fees based on the valuation of all new residential, commercial, and industrial construction either not covered in or referenced by the Miscellaneous Building Permit Fee table. Valuation will be determined by the 1997 UBC Valuation Table and adjusted by the S.F. Bay Area Engineering News Record Construction Cost Index increase from 1997 to June 2023 or by actual contract price when the type of construction is not represented in the Valuation Table. Plan review is additional and is calculated at 65% of the established permit fee.

This schedule is effective 7/1/2024 to 6/30/2025

Valuation	Fee
\$1 to \$800	Minimum fee of \$141.68
\$801 to \$3,000	\$141.68 for the first \$800 plus \$12.59 for each additional \$100 valuation or fraction thereof, to and including \$3,000
\$3,001 to \$38,000	\$419.32 for the first \$3,000 plus \$55.79 for each additional \$1,000 valuation or fraction thereof, to and including \$38,000
\$38,001 to \$75,000	\$2,372.17 for the first \$38,000 plus \$41.29 for each additional \$1,000 valuation or fraction thereof, to and including \$75,000
\$75,0001 to \$150,000	\$3,898.11 for the first \$75,000 plus \$28.26 for each additional \$1,000 valuation or fraction thereof, to and including \$150,000
\$150,001 to \$750,000	\$6,017.48 for the first \$150,000 plus \$22.60 for each additional \$1,000 valuation or fraction thereof, to and including \$750,000
\$750,000 to \$1,500,000	\$20,663.03 for the first \$750,000 plus \$19.17 for each additional \$1,000 valuation or fraction thereof, to and including \$1,500,000
\$1,500,001 to \$10,000,000	\$33,963.28 for the first \$1,500,000 plus \$16.42 for each additional \$1,000 valuation or fraction thereof, to and including \$10,000,000
\$10,000,001 and up	\$173,536.48 for the first \$10,000,000 plus \$7.34 for each additional \$1,000 valuation or fraction thereof

BUILDING VALUATION TABLE DATA

The following building valuation data are based on the 1997 Uniform Building Code and adjusted with 1.33 S.F. Bay Area modifier based on ENR construction cost index 1997-2024

Occupancy/Type	per/sqft	FY 2024-25		Occupancy/Type	per/sqft	FY 2024-25		Occupancy/Type	per/sqft	FY 2024-25		Occupancy/Type	per/sqft	FY 2024-25	
		Incr/Decr				Incr/Decr				Incr/Decr				Incr/Decr	
APARTMENT BUILDINGS (R-2 OCC)		3.1%	New per/sqf	DWELLINGS R-3 OCC)		3.1%	New per/sqft	LIBRARIES (A-3 OCC)		3.1%	New per/sqft	RESTAURANTS (A-2, B OCC)		3.1%	New per/sqft
Type I-A or II-A*	271.36	8.49	279.85	Type V-B - Wood Frame	229.27	7.18	236.44	Type I-A or II-A	289.07	9.05	298.12	Type III-A	242.56	7.59	250.15
Type V-A Masonry (or Type III)	220.41	6.90	227.31	Type V-B- Wood Frame (Engrd)	252.52	7.90	260.43	Type II-A	211.54	6.62	218.16	Type III -B	233.69	7.31	241.01
Type V-B - Wood Frame	203.80	6.38	210.17	Type V-B - Masonry	240.34	7.52	247.87	Type II -B	201.58	6.31	207.89	Type V-A	221.51	6.93	228.44
Type I Basement Garage	93.04	2.91	95.95	Basements	0.00	0.00	0.00	Type III-A	223.73	7.00	230.73	Type V-B	212.65	6.66	219.31
Type V-A	222.61	6.97	229.58	Semi Finished	57.60	1.80	59.40	Type III -B	212.65	6.66	219.31				
				Unfinished	44.30	1.39	45.69	Type V-A	210.44	6.59	217.02				
								Type V-B	201.58	6.31	207.89				
Occupancy/Type	per/sqft	FY 2024-25		Occupancy/Type	per/sqft	FY 2024-25		Occupancy/Type	per/sqft	FY 2024-25		Occupancy/Type	per/sqft	FY 2024-25	
		Incr/Decr				Incr/Decr				Incr/Decr				Incr/Decr	
AUDITORIUMS (A-3 OCC)		3.1%	New per/sqf	FIRE STATIONS (Essential Services)		3.1%	New per/sqft	MEDICAL OFFICES (B OCC)		3.1%	New per/sqf	SCHOOLS (E OCC)		3.1%	New per/sqf
Type I or II-A	260.28	8.15	268.43	Type I-A or II-A	284.64	8.91	293.55	Type I-A or II-A*	296.83	9.29	306.12	Type I-A & B	276.89	8.67	285.56
Type II-B	188.28	5.89	194.17	Type II -B	176.11	5.51	181.62	Type IIA	229.27	7.18	236.44	Type II-A	188.28	5.89	194.17
Type III -A	197.96	6.20	204.16	Type III-A	204.90	6.41	211.31	Type II -B	218.19	6.83	225.02	Type III-A	201.57	6.31	207.88
Type III -B	159.07	4.98	164.05	Type III -B	196.04	6.14	202.18	Type III-A	248.09	7.77	255.86	Type III -B	193.81	6.07	199.88
Type V-A	189.38	5.93	195.31	Type V-A	191.61	6.00	197.60	Type III -B	231.48	7.25	238.73	Type V-A	189.38	5.93	195.31
Type V-B	177.21	5.55	182.76	Type V-B	181.64	5.69	187.33	Type V-A	223.72	7.00	230.73	Type V-B	180.52	5.65	186.17
								Type V-B	215.97	6.76	222.73				
Occupancy/Type	per/sqft	FY 2024-25		Occupancy/Type	per/sqft	FY 2024-25		Occupancy/Type	per/sqft	FY 2024-25		Occupancy/Type	per/sqft	FY 2024-25	
		Incr/Decr				Incr/Decr				Incr/Decr				Incr/Decr	
BANKS (B OCC)		3.1%	New per/sqf	CARE FACILITIES (R-4, R-2, R-3.1 OCC)		3.1%	New per/sqft	OFFICES (B OCC)**		3.1%	New per/sqf	SERVICE STATIONS (Special OCC)		3.1%	New per/sqf
Type I-A or II-A*	367.74	11.51	379.25	Type I-A or II-A	258.06	8.077	266.14	Type I-A or II-A*	266.07	8.33	274.40	Type II -B	167.24	5.23	172.47
Type II-A	271.48	8.50	279.98	Type II-A	258.06	8.077	266.14	Type II-A	177.38	5.55	182.93	Type III-A	173.89	5.44	179.33
Type II -B	262.83	8.23	271.06	Type II -B	200.47	6.275	206.74	Type II -B	169.81	5.32	175.13	Type V-A	148.42	4.65	153.06

Type III-A	299.04	9.36	308.40	Type III-A	218.19	6.829	225.02	Type III-A	192.52	6.03	198.55	Canopies	69.77	2.18	71.96
Type III -B	289.07	9.05	298.12	Type III -B	209.33	6.552	215.88	Type III -B	183.87	5.76	189.63				
Type V-A	271.35	8.49	279.84	Type V-A	210.44	6.587	217.02	Type V-A	179.55	5.62	185.17				
Type V-B	259.17	8.11	267.28	Type V-B	203.79	6.379	210.17	Type V-B	169.81	5.32	175.13				
								Type V-B	169.81	5.32	175.13				
		FY 2024-25				FY 2024-25				FY 2024-25				FY 2024-25	
Occupancy/Type	per/sqft	Incr/Decr		Occupancy/Type	per/sqft	Incr/Decr		Occupancy/Type	per/sqft	Incr/Decr		Occupancy/Type	per/sqft	Incr/Decr	
BOWLING ALLEYS (A-3 OCC)		3.1%	New per/sqf	HOTELS AND MOTELS (R-1 OCC)		3.1%	New per/sqf	PRIVATE GARAGES (U OCC)		3.1%	New per/sqf	STORES (M OCC)		3.1%	New per/sqf
Type II-A	126.26598	3.95	130.22	Type I-A or II-A	241.75	7.57	249.31	Type V-B - Wood Frame	57.60	1.80	59.40	Type I-A or II-A*	204.90	6.41	211.31
Type II -B	118.51091	3.71	122.22	Type III-A	208.73	6.53	215.26	Type V-B - Masonry:	62.54	1.96	64.50	Type II-A	125.15	3.92	129.07
Type III-A	138.4448	4.33	142.78	Type III -B	207.12	6.48	213.60	Carport	34.33	1.07	35.40	Type II -B	122.94	3.85	126.79
Type III -B	128.47245	4.02	132.49	Type V-A	189.39	5.93	195.32					Type III-A	152.84	4.78	157.62
Type V-A	93.039232	2.91	95.95	Type V-B	186.07	5.82	191.89					Type III -B	142.88	4.47	147.35
												Type V-A	128.48	4.02	132.50
												Type V-B	118.51	3.71	122.22
		FY 2024-25				FY 2024-25				FY 2024-25				FY 2024-25	
Occupancy/Type	per/sqft	Incr/Decr		Occupancy/Type	per/sqft	Incr/Decr		Occupancy/Type	per/sqft	Incr/Decr		Occupancy/Type	per/sqft	Incr/Decr	
CHURCHES (A-3 OCC)		3.1%	New per/sqf	INDUSTRIAL, FACTORIES (F-1, F-2 OCC)		3.1%	New per/sqf	PUBLIC BUILDINGS (A-3, B OCC)		3.0%	New per/sqf	THEATERS (A-1 OCC)		3.1%	New per/sqf
Type I-A or II-A	246.98	7.73	254.71	Type I-A or II-A	141.77	4.44	146.20	Type I-A or II-A*	306.80	9.20	316.00	Type I-A or II-A	272.46	8.53	280.98
Type II-A	184.96	5.79	190.75	Type II -B	90.82	2.84	93.66	Type II-A	248.10	7.44	255.54	Type III-A	198.26	6.21	204.46
Type II -B	177.09	5.54	182.63	Type III-A	108.54	3.40	111.94	Type II -B	237.02	7.11	244.13	Type III -B	189.30	5.93	195.23
Type III-A	201.58	6.31	207.89	Type III -B	101.90	3.19	105.09	Type III-A	258.06	7.74	265.80	Type V-A	187.18	5.86	193.04
Type III -B	192.72	6.03	198.75	Tilt-Up	74.21	2.32	76.53	Type III -B	249.20	7.48	256.68	Type V-B	177.21	5.55	182.76
Type V-A	188.28	5.89	194.18	Type V-A	101.90	3.19	105.09	Type V-A	235.91	7.08	242.99				
Type V-B	177.21	5.55	182.76	Type V-B	93.04	2.91	95.95	Type V-B	228.15	6.84	235.00				
		FY 2024-25				FY 2024-25				FY 2024-25				FY 2024-25	
Occupancy/Type	per/sqft	Incr/Decr		Occupancy/Type	per/sqft	Incr/Decr		Occupancy/Type	per/sqft	Incr/Decr		Occupancy/Type	per/sqft	Incr/Decr	
CONVALESCENT HOSPITALS (I-2 OCC)		3.1%	New per/sqf	JAILS		3.1%	New per/sqf	PUBLIC GARAGES (S2)		3.1%	New per/sqf	WAREHOUSES (S1, S2)***		3.1%	New per/sqf

Type I-A or II-A*	345.56	10.82	356.38	Type I-A or II-A	395.40	12.38	407.78	Type I-A or II-A*	117.15	3.67	120.82	Type I-A or II-A	122.93	3.85	126.78
Type II-A	240.34	7.52	247.87	Type III-A	361.06	11.30	372.36	Type I-A or II-B Open Parking*	87.33	2.73	90.06	Type V-A	73.09	2.29	75.38
Type III-A	245.88	7.70	253.58	Type V-A	271.35	8.49	279.85	Type II -N	67.90	2.13	70.03	Type II-B or V-B	68.67	2.15	70.82
Type V-A	231.48	7.25	238.73					Type III 1-Hour	88.39	2.77	91.16	Type III-A	81.96	2.57	84.53
								Type III -N	78.81	2.47	81.28	Type III -B	78.63	2.46	81.09
								Type V 1-Hour	80.93	2.53	83.46				

* Add 0.5 percent to total cost for each story over 3

** Deduct 20 percent for shell only buildings

*** Deduct 11 percent for mini-warehouses

FY 2023/24 Note: Increases are based on the Engineering News Record Construction Cost Index increase for the San Francisco Bay Area as of June of each year.

Fire Department

Item	Description	Basis	Adopted FY 2023-24 Total Fee Amount	Proposed				
				FY 2024-25				
				N=New / E=Eliminate N/A=no change I=Incr / D=Decr	% Increase	\$ Increase	Total Fee Amount	Comments
1	Occupancy Inspection Fees							
	Fire Safety Inspection: Annual Inspection plus one (1) re-inspection	Each	\$ 307	I	4.0%	\$12.27	\$319	Actual
	Educational Inspection-Public Schools (Group E): Annual Inspection plus one (1) re-inspection		N/A	N/A	N/A	N/A	N/A	No change
	Educational Inspection-Private Schools (Group E): Annual Inspection plus one (1) re-inspection		\$ 322	I	4.0%	\$12.90	\$335	Actual
	Hotels & Apartments (Group R-1): < 15 Units Annual Inspection plus one (1) re-inspection		\$ 203	I	4.0%	\$8.11	\$211	Actual
	Hotels & Apartments (Group R-1): 15-99 Units Annual Inspection plus one (1) re-inspection		\$ 484	I	4.0%	\$19.34	\$503	Actual
	Hotels & Apartments (Group R-1): 100-249 Units Annual Inspection plus one (1) re-inspection		\$ 634	I	4.0%	\$25.38	\$660	Actual
	Hotels & Apartments (Group R-1): 250 or more Units Annual Inspection plus one (1) re-inspection		\$ 822	I	4.0%	\$32.86	\$854	Actual
	Residential (R-3) Single Family Requested Fire Safety Inspection		N/A	N/A	N/A	N/A	N/A	N/A
	Day Care (Group R-3): Annual Inspection plus one (1) re-inspection		\$ 322	I	4.0%	\$12.90	\$335	Actual
	Additional Reinspections		\$ 213	I	4.0%	\$8.53	\$222	Actual
2	Operational Permits & Inspection Fees							
	Assembly Permit: Requires Fire Safety Inspection	Each	\$ 101	I	4.0%	\$4.04	\$105	Actual
	Christmas Tree Lot Operation Permit		\$ 322	I	4.0%	\$12.90	\$335	Actual
	Compressed Gas Permit: Requires Occupancy Inspection		\$ 101	I	4.0%	\$4.04	\$105	Actual
	Demolition Permit: Includes pre and post inspections		\$ 645	I	4.0%	\$25.79	\$671	Actual
	Dispense & Store Flammable Liquid Permit: Requires Occupancy Inspection		\$ 101	I	4.0%	\$4.04	\$105	Actual
	Dry Cleaning Permit: Requires Fire Safety Inspection		\$ 101	I	4.0%	\$4.04	\$105	Actual
	Fire Alarm Annual Inspection: Requires Occupancy Inspection		\$ 101	I	4.0%	\$4.04	\$105	Actual
	Food Booth Permit		\$ 322	I	4.0%	\$12.90	\$335	Actual
	Hood & Duct Annual Inspection: Requires Fire Safety Inspection		\$ 101	I	4.0%	\$4.04	\$105	Actual
	Model Rocket Permit		N/A	N/A	N/A	N/A	N/A	No change
	Repair Garage Permit: Requires Occupancy Inspection		\$ 101	I	4.0%	\$4.04	\$105	Actual
	Open Burning Permit: Residential		N/A	N/A	N/A	N/A	N/A	No change
	Open Flame in an Assembly Permit: Requires an Assembly Inspection		\$ 101	I	4.0%	\$4.04	\$105	Actual
	Sprinkler & Standpipe Annual Inspection: Requires Occupancy Inspection		\$ 101	I	4.0%	\$4.04	\$105	Actual
	Membrane Structure, Tent or Canopy Permit		\$ 329	I	4.0%	\$13.15	\$342	Actual
	Underground Tank Removal Permit: Includes pre and post inspections		\$ 614	I	4.0%	\$24.54	\$638	Actual
	Welding & Cutting Permit: Requires Occupancy Inspection		\$ 101	I	4.0%	\$4.04	\$105	Actual
	Miscellaneous No- Action Permits		N/A	N/A	N/A	N/A	N/A	No change
3	Plan Review							
	Preliminary Plan Review: Residential Remodel (1-2 family units)		\$ 420	I	4.0%	\$16.81	\$437	Actual
	Preliminary Plan Review: Residential/ADU (1-2 family units)		\$ 551	I	4.0%	\$22.05	\$573	Actual
	Preliminary Plan Review: Commercial (including multi-family/apartment/condo/townhouse)		\$ 761	I	4.0%	\$30.45	\$792	Actual
	New Construction Plan Check & One Site Inspection (< 4999 sq. ft.)		\$ 534	I	4.0%	\$21.34	\$555	Actual
	New Construction Plan Check & Site Inspection (>5000 sq. ft., each add'l 1000 sq. ft.)		\$ 211	I	4.0%	\$8.44	\$220	Actual
	Additional Site Inspections		\$ 203	I	4.0%	\$8.11	\$211	Actual
	Fire Alarm System Plan Review: First 25 Devices		\$ 420	I	4.0%	\$16.81	\$437	Actual
	Fire Alarm System Plan Review: each additional 25 Devices or Portion Thereof		\$ 131	I	4.0%	\$5.24	\$136	Actual
	Fire Alarm System On Site Inspection: First 25 Devices		\$ 341	I	4.0%	\$13.64	\$355	Actual

Fire Department

Item	Description	Basis	Adopted FY 2023-24 Total Fee Amount	Proposed				
				FY 2024-25				
				N=New / E=Eliminate N/A=no change I=Incr / D=Decr	% Increase	\$ Increase	Total Fee Amount	Comments
	Fire Alarm System Inspection: each additional 25 Devices or Portion Thereof	Each	\$ 131	I	4.0%	\$5.24	\$136	Actual
	Halon System Plan Review and One Field Inspection		\$ 472	I	4.0%	\$18.89	\$491	Actual
	Hood & Duct Plan Review and One Field Inspection		\$ 472	I	4.0%	\$18.89	\$491	Actual
	Medical Gas Plan Review and One Field Inspection		\$ 472	I	4.0%	\$18.89	\$491	Actual
	Sprinkler System Plan Review: Residential- First 25 Heads (New or Modify 1 -2 family units)		\$ 420	I	4.0%	\$16.81	\$437	Actual
	Sprinkler System Plan Review: Residential- Each Additional 25 Heads (New or Modify)		\$ 210	I	4.0%	\$8.40	\$218	Actual
	Sprinkler Systems Field Inspections Residential: Rough in & Final - First 25 heads		\$ 341	I	4.0%	\$13.64	\$355	Actual
	Sprinkler Systems Field Inspections Residential: Rough in & Final - Each Additional 25 heads		\$ 131	I	4.0%	\$5.24	\$136	Actual
	Sprinkler System Plan Review: Commercial (New)- First 25 Heads (includes multi-family)		\$ 630	I	4.0%	\$25.21	\$655	Actual
	Sprinkler System Plan Review: Commercial (New)- Each Additional 25 Heads or Portion Thereof		\$ 210	I	4.0%	\$8.40	\$218	Actual
	Sprinkler Systems Field Inspections Commercial: First 25 heads		\$ 551	I	4.0%	\$22.05	\$573	Actual
	Sprinkler Systems Field Inspections Commercial: Each Additional 25 heads		\$ 203	I	4.0%	\$8.11	\$211	Actual
	Underground Review and Inspection		\$ 131	I	4.0%	\$5.24	\$136	Actual
	Standpipe System Plan Review & Inspection		\$ 734	I	4.0%	\$29.37	\$764	Actual
	Additional Risers		\$ 131	I	4.0%	\$5.24	\$136	Actual
	Fire Pumps & Related Equipment Plan Review and Two Field Inspections (Acceptance)		\$ 472	I	4.0%	\$18.89	\$491	Actual
	Hydrant Water Flow Test for Sprinkler Calculations (per Test)		\$ 203	I	4.0%	\$8.11	\$211	Actual
	Emergency Responder Radio Communication System (ERRCS) Plan Review & Inspection		\$ 472	I	4.0%	\$18.89	\$491	Actual
3.1	Vegetation Management							
	Vegetation Management Parcel Inspection and 1 reinspection	Each	N/A	N/A	N/A	N/A	N/A	No change
	Additional Inspections		\$ 131	I	4.0%	\$5.24	\$136	Actual
	Vegetation Abatement Fees		Actual Cost + 10%	N/A	N/A	N/A	Actual Cost + 10%	No change
	Court Fees		Actual Cost + 10%	N/A	N/A	N/A	Actual Cost + 10%	No change
4	CERT Classes							
5	CPR Classes - El Cerrito & Kensington Residents	Each	\$ 57	I	4.0%	\$2.29	\$59	Actual
	First Aid - El Cerrito & Kensington Residents		\$ 57	I	4.0%	\$2.29	\$59	Actual
	CPR Classes - Non- Residents		\$ 68	I	4.0%	\$2.70	\$70	Actual
	First Aid - Non-Residents		\$ 68	I	4.0%	\$2.70	\$70	Actual
	False Alarms							
	1 st False Alarm		N/A	N/A	N/A	N/A	N/A	No change
	2-5 False Alarms in 12 Months		\$ 151	I	4.0%	\$6.03	\$157	Actual
	6-10 False Alarms in 12 Months		\$ 189	I	4.0%	\$7.57	\$197	Actual
	11 or Over False Alarms in 12 months		\$ 614	I	4.0%	\$24.54	\$638	Actual
	Supplies Used		Actual Cost	N/A	N/A	N/A	N/A	No change
	Equipment Destroyed		Actual Cost	N/A	N/A	N/A	N/A	No change
6	Fire Department Hourly Rates							
	Fire Apparatus Response or Standby Charge per hour (Engine)		\$ 416	I	4.0%	\$16.64	\$433	Actual

Fire Department

Item	Description	Basis	Adopted FY 2023-24	Proposed				
				FY 2024-25				
			Total Fee Amount	N=New / E=Eliminate N/A=no change I=Incr / D=Decr	% Increase	\$ Increase	Total Fee Amount	Comments
	Fire Apparatus Response or Standby Charge per hour (Truck)	Per Hour	\$ 520	I	4.0%	\$20.80	\$541	Actual
	Fire Apparatus Response or Standby Charge per hour (Command)		\$ 208	I	4.0%	\$8.32	\$216	Actual
	Fire Investigation per hour (plus costs)		\$ 413	I	4.0%	\$16.52	\$429	Actual
	Fire Chief - ST		\$ 210	I	4.0%	\$8.40	\$218	Actual
	Fire Chief - OT		\$ 315	I	4.0%	\$12.60	\$328	Actual
	Battalion Chief - Training - ST		\$ 133	I	4.0%	\$5.32	\$138	Actual
	Battalion Chief - Training - OT		\$ 200	I	4.0%	\$7.99	\$208	Actual
	Battalion Chief - ST		\$ 139	I	4.0%	\$5.57	\$145	Actual
	Battalion Chief - OT		\$ 209	I	4.0%	\$8.36	\$217	Actual
	Captain-Fire Prevention - ST		\$ 131	I	4.0%	\$5.24	\$136	Actual
	Captain-Fire Prevention - OT		\$ 197	I	4.0%	\$7.86	\$204	Actual
	Captain-Paramedic - ST		\$ 124	I	4.0%	\$4.95	\$129	Actual
	Captain-Paramedic - OT		\$ 185	I	4.0%	\$7.40	\$193	Actual
	Captain - ST		\$ 113	I	4.0%	\$4.53	\$118	Actual
	Captain - OT		\$ 170	I	4.0%	\$6.78	\$176	Actual
	Engineer/Paramedic - ST		\$ 109	I	4.0%	\$4.37	\$114	Actual
	Engineer/Paramedic - OT		\$ 164	I	4.0%	\$6.57	\$171	Actual
	Engineer - ST		\$ 101	I	4.0%	\$4.04	\$105	Actual
	Engineer - OT		\$ 152	I	4.0%	\$6.07	\$158	Actual
	Firefighter/Paramedic - ST		\$ 74	I	4.0%	\$2.95	\$77	Actual
	Firefighter/Paramedic - OT		\$ 110	I	4.0%	\$4.41	\$115	Actual
	Firefighter - ST		\$ 57	I	4.0%	\$2.29	\$59	Actual
	Firefighter - OT		\$ 85	I	4.0%	\$3.41	\$89	Actual
	Fire Executive Assistant - ST		\$ 60	I	4.0%	\$2.41	\$63	Actual
	Fire Executive Assistant - OT		\$ 90	I	4.0%	\$3.62	\$94	Actual

Police Department

Item	Description	Basis	Adopted FY 2023-24	Proposed FY 2024-25				
			Total Fee Amount (variance due to rounding)	Change	% Increase	\$ Increase (Variance due to rounding)	Total Fee Amount (variance due to rounding)	Comments
				N=New / E=Eliminate I=Incr / D=Decr N/A=no change				
1	Services & Fees							
	Fingerprinting, Solicitor or other (plus Department of Justice Fees*)	per set	\$ 51	N/A	0.0%	\$ -	\$ 51	
	Citation Sign-offs—Resident	per citation	\$ -	I	0.0%	\$ -	\$ -	
	Citation Sign-offs—Non-Resident	per citation	\$ 25	I	4.0%	\$ 1.00	\$ 26	
	VIN Verification	per verification	\$ 51	I	4.0%	\$ 2.04	\$ 53	
	Alcohol Beverage Control One Day License	per letter	\$ 51	I	4.0%	\$ 2.04	\$ 53	
	False Alarm Response (1st incident)	each	\$ -	I	4.0%	\$ -	\$ -	
	False Alarm Response (2nd through 5th incident)	each	\$ 92	I	4.0%	\$ 3.68	\$ 96	
	False Alarm Response (6th and subsequent incidents)	each	\$ 198	I	4.0%	\$ 7.92	\$ 206	
	Non-permitted Alarms	each	\$ 132	I	4.0%	\$ 5.28	\$ 137	
	Vehicle Removal/Vehicle Release Fee [Towed vehicles abandoned or stored on a public street and vehicles towed pursuant to 14602.6; 14607.6; 22651(b),(d), (e), or (h) through (r); 22651.3, 22651.5, 22651.5 (a); 22652.5;22658; 22660; or 22669 of the California Vehicle Code]	per release	\$ 165	I	4.0%	\$ 6.60	\$ 172	
	DUI Cost Recovery Fee* (\$1,000 maximum)	per 30 min increments	Actual cost to max	N/A	Actual cost to max	Actual cost to max	Actual cost to max	
	Firearm Storage Fee	initial	\$ 26	I	4.00%	\$ 1.04	\$ 27	
	Firearm Storage Fee	per day	\$ 1	N/A	4.00%	\$ 0.04	\$ 1	
	Weapons Seizure, Storage & Return	each	\$ 206	I	4.00%	\$ 8.24	\$ 214	
2	Reports, Photocopies & Records							
	Clearance Letter	each	\$ 26	I	4.0%	\$ 1.04	\$ 27	
	Report Copy		\$ 7	N/A	4.0%	\$ 0.28	\$ 7	
	Traffic Collision Report Copy	per report	\$ 7	N/A	4.0%	\$ 0.28	\$ 7	
	Police Photographs, audio tapes & videotapes & CDs	actual cost + fee	\$ 36	I	4.00%	\$ 1.44	\$ 37	
3	Permits							
	Concealed Weapons Permit (plus Department of Justice Fees*)	each	\$ 106	I		\$ 304.00	\$ 410	
	Peddler/Solicitor Permit	each	\$ 431	I	4.0%	\$ 17.24	\$ 448	
	Permit to Sell Firearms—Initial Permit	each	\$ 376	I	4.0%	\$ 15.04	\$ 391	
	Permit to Sell Firearms—Annual Renewal	each	\$ 185	I	4.0%	\$ 7.40	\$ 192	
	Taxi Permit Processing Fee	each	\$ 202	I	4.0%	\$ 8.08	\$ 210	
	Taxicab Drivers Permit	each	\$ 94	I	4.0%	\$ 3.76	\$ 98	
	Second-Hand Dealer’s Permit	each	\$ 530	I	4.0%	\$ 21.20	\$ 551	
	Bingo Permit	each	\$ 228	I	4.0%	\$ 9.12	\$ 237	
	Alarm Permit - Residential and Commercial	each	\$ 35	I	4.0%	\$ 1.40	\$ 36	
	Alarm Permit Renewal	each	\$ 20	I	4.0%	\$ 0.80	\$ 21	
	Block Party Permit	each	\$ 49	I	4.0%	\$ 1.96	\$ 51	
	Parade Permit	each	\$ 316	I	4.0%	\$ 12.64	\$ 329	
	Street Closure Permit	each	\$ 87	I	4.0%	\$ 3.48	\$ 90	
	* Determined by State of California		Determined by State	N/A	Determined by State	Determined by State	Determined by State	
4	Police Department Hourly Rates							
	Police Chief -ST	hourly	\$ 226	I	4.00%	\$ 9.03	\$ 235	
	Police Chief - OT	hourly	\$ 338	I	4.00%	\$ 13.52	\$ 352	
	Police Captain - ST	hourly	\$ 219	I	4.00%	\$ 8.78	\$ 228	
	Police Captain - OT	hourly	\$ 329	I	4.00%	\$ 13.15	\$ 342	
	Police Lieutenant - ST	hourly	\$ 191	I	4.00%	\$ 7.65	\$ 199	
	Police Lieutenant - OT	hourly	\$ 286	I	4.00%	\$ 11.44	\$ 297	
	Police Sergeant/Investigations Assignment-ST	hourly	\$ 157	I	4.00%	\$ 6.28	\$ 163	
	Police Sergeant/Investigations Assignment-OT	hourly	\$ 235	I	4.00%	\$ 9.40	\$ 244	
	Police Corporal - ST	hourly	\$ 125	I	4.00%	\$ 4.99	\$ 130	
	Police Corporal - OT	hourly	\$ 187	I	4.00%	\$ 7.49	\$ 195	
	Police Officer - ST	hourly	\$ 81	I	4.00%	\$ 3.24	\$ 84	
	Police Office - OT	hourly	\$ 122	I	4.00%	\$ 4.87	\$ 127	

Police Department

Item	Description	Basis	Adopted FY 2023-24	Proposed FY 2024-25				
			Total Fee Amount <i>(variance due to rounding)</i>	Change	% Increase	\$ Increase <i>(Variance due to rounding)</i>	Total Fee Amount <i>(variance due to rounding)</i>	Comments
				N=New / E=Eliminate I=Incr / D=Decr N/A=no change				
	Records Supervisor - ST	hourly	\$ 93	I	4.00%	\$ 3.70	\$ 96	
	Records Supervisor - OT	hourly	\$ 139	I	4.00%	\$ 5.57	\$ 145	
	Police Executive Assistant - ST	hourly	\$ 53	I	4.00%	\$ 2.12	\$ 55	
	Police Executive Assistant - OT	hourly	\$ 80	I	4.00%	\$ 3.20	\$ 83	
	Senior Records Specialist- ST	hourly	\$ 72	I	4.00%	\$ 2.87	\$ 75	
	Senior Records Specialist - OT	hourly	\$ 108	I	4.00%	\$ 4.33	\$ 112	
	Police Records Specialist - ST	hourly	\$ 58	I	4.00%	\$ 2.33	\$ 61	
	Police Records Specialist - OT	hourly	\$ 88	I	4.00%	\$ 3.54	\$ 92	
	Cadet - ST	hourly	\$ 24	I	4.00%	\$ 0.96	\$ 25	
	Cadet - OT	hourly	\$ 36	I	4.00%	\$ 1.46	\$ 38	
5	Parking Violation Fines							
	Violation	Section						
	Obstruction or interference with Officers	11.12.020	\$ 100	I	4.00%	\$ 4.00	\$ 104	
	Barriers & Signs	11.28.040b	\$ 95	I	4.00%	\$ 3.80	\$ 99	
	City Parking Lot	11.40.020	\$ 75	I	4.00%	\$ 3.00	\$ 78	
	Parking on Sidewalk or Curb Prohibited	11.40.030	\$ 74	I	4.00%	\$ 2.96	\$ 77	
	Vehicle Storage-Parking in excess of 72 hours	11.40.050a	\$ 83	I	4.00%	\$ 3.32	\$ 86	
	Vehicle Storage-Trailer Parked on Street Overnight	11.40.050c	\$ 75	I	4.00%	\$ 3.00	\$ 78	
	Vehicle Storage-Parking for the purpose of engaging in vehicle sale	11.40.050d	\$ 66	I	4.00%	\$ 2.64	\$ 69	
	Parking for Certain Purposes-On Street for Sale	11.40.060a	\$ 99	I	4.00%	\$ 3.96	\$ 103	
	Parking for Certain Purposes-on Street for Repairs	11.40.060b	\$ 83	I	4.00%	\$ 3.32	\$ 86	
	Parking for Certain Purposes-on Street when charging for washing/polishing	11.40.060c	\$ 83	I	4.00%	\$ 3.32	\$ 86	
	Parking Regulations in Certain Zones	11.40.070	\$ 83	I	4.00%	\$ 3.32	\$ 86	
	Angle and Parallel Parking Signs-Loading Clearance between Vehicle and Street	11.40.080b	\$ 75	I	4.00%	\$ 3.00	\$ 78	
	Angle and Parallel Parking Signs-Loading Clearance between other Street	11.40.090a	\$ 75	I	4.00%	\$ 3.00	\$ 78	
	Loading and Unloading-Angle to Curb	11.40.090b	\$ 75	I	4.00%	\$ 3.00	\$ 78	
	Grades-Wheels not Turned	11.40.100	\$ 83	I	4.00%	\$ 3.32	\$ 86	
	Emergency Parking Signs	11.40.130b	\$ 75	I	4.00%	\$ 3.00	\$ 78	
	Curb Markings	11.40.160b	\$ 75	I	4.00%	\$ 3.00	\$ 78	
	Bus Zone	11.40.190e	\$ 260	N/A	0.00%	\$ -	\$ 260	No Change
	Parking-Limited Time	11.40.210	\$ 75	I	4.00%	\$ 3.00	\$ 78	
	Parking-Prohibited during Certain Hours	11.40.230	\$ 75	I	4.00%	\$ 3.00	\$ 78	
	Parking-Prohibited at all Times	11.40.240	\$ 75	I	4.00%	\$ 3.00	\$ 78	
	Parking on Private Property	11.44.040	\$ 75	I	4.00%	\$ 3.00	\$ 78	
	Violations Designated-4 Hour Permit Parking	11.68.050a	\$ 96	I	4.00%	\$ 3.84	\$ 100	
	Any ECMC parking violation not listed above shall be subject to a civil penalty		\$ 75	I	4.00%	\$ 3.00	\$ 78	
6	Curfew Violation Fines							
	Daytime (8:00 am - 2 pm) 1st offense		\$ 66	N/A	4.00%	\$ -	\$ 66	No Change
	Daytime (8:00 am - 2 pm) 2nd offense within one year		\$ 131	N/A	4.00%	\$ -	\$ 131	No Change
	Daytime (8:00 am - 2 pm) 3rd offense within one year of 2nd offense		\$ 260	N/A	4.00%	\$ -	\$ 260	No Change
	Nighttime (10:00 pm - 5 am) 1st Offense		\$ 68	N/A	4.00%	\$ -	\$ 68	No Change

Public Works Department

Item	Description	Basis	Adopted FY	Proposed FY 2024-25					
			Rounded Down Fee (if applicable)	Change N=New / E=Eliminate I=Incr / D=Decr N/A=no change	% Increase	\$ Increase	Total Fee Amount	Rounded Down Fee (if applicable)	Comments
Note: Citywide Fees apply. Credit Card Transaction Fees are per transaction.									
Grading									
1	Plan Check								
a	50 to 10,000 CY (no permit required below 50 CY)	each	\$ 559.00	I	4.00%	\$ 22.37	\$ 581.71	\$ 581.00	
b	10,001 to 100,000 CY	each	\$ 776.00	I	4.00%	\$ 31.07	\$ 807.74	\$ 807.00	
c	Add for each 10,000 CY above 100,000	10,000 CY	\$ 186.00	I	4.00%	\$ 7.46	\$ 193.90	\$ 193.00	
2	Permit Issuance	each	\$ 115.00	I	4.00%	\$ 4.63	\$ 120.47	\$ 120.00	
3	Permit Bond	per CY	\$ 5.50	I	4.00%	\$ 0.22	\$ 5.74	\$ 5.74	Do Not Round Down
4	Inspection (C.6 inspections separately listed in "Erosion & Clean Water Section")								
	(No permit required below 50 CY)								
a	50 to 10,000 CY (up to 8 inspections; any additional inspections will be charged at hourly rate)	each	\$ 1,001.00	I	4.00%	\$ 40.07	\$ 1,041.80	\$ 1,041.00	
b	10,001 to 100,000 CY (up to 15 inspections, add'l inspections will be charged at hourly rate)	each	\$ 2,014.00	I	4.00%	\$ 80.58	\$ 2,095.08	\$ 2,095.00	
c	Add for each 10,000 CY above 100,000	10,000 CY	\$ 124.00	I	4.00%	\$ 4.99	\$ 129.65	\$ 129.00	
5	Grading Work Started Prior to Obtaining a Permit	Double the Plan Check, Permit Issuance Fee and Inspection Fee							
Encroachments									
1	Permit Issuance Fee (all permits except planting of street trees)	each	\$ 115.00	I	4.00%	\$ 4.63	\$ 120.47	\$ 120.00	
2	Permit Renewal Fee/Time Extension or Sub-Permit	each	\$ 57.00	I	4.00%	\$ 2.31	\$ 60.04	\$ 60.00	
3	Permit bond/deposit (except street tree permit)								
a	One-year maintenance bond for street cuts in the amount of the value of the work or as determined by City Engineer.	minimum	\$ 1,871.00	I	4.00%	\$ 74.84	\$ 1,945.92	\$ 1,945.00	
b	Bond for concrete work, including curb, gutter and sidewalk drains. Deposit is equal to the value of the work or as determined by City Engineer. Deposit is returned upon passing final inspection for concrete work.	minimum	\$ 792.00	I	4.00%	\$ 31.68	\$ 823.81	\$ 823.00	
c	One-year maintenance bond for storm drainage modifications equal to the value of the work or as determined by City Engineer.	minimum		I	N/A	N/A	N/A		
4	Permit Types (also subject to the Issuance Fee (#2))								
a	Concrete Flat Work or Under Sidewalk Drain - up to 500 s.f. (includes two inspections)	each	\$ 318.00	I	4.00%	\$ 12.75	\$ 331.59	\$ 331.00	
b	ADD for each add'l 500 s.f.	500 s.f.	\$ 76.00	I	4.00%	\$ 3.04	\$ 79.17	\$ 79.00	
c	Street cut or drainage modifications (< 10 C.Y. excavated) (includes two inspections)	each	\$ 346.00	I	4.00%	\$ 13.86	\$ 360.27	\$ 360.00	
d	ADD for each add'l 10 CY.	10 CY	\$ 258.00	I	4.00%	\$ 10.33	\$ 268.48	\$ 268.00	
e	Traffic Control Plan Review	each	\$ 285.00	I	4.00%	\$ 11.43	\$ 297.17	\$ 297.00	
f	Work in Public Right-of-Way Started Prior to Obtaining a Permit	Double the Permit Issuance Fee and Inspection Fee		N/A	0.00%		Double Permit Issuance Fee and Inspection Fee		
g	Revocable Encroachment Permit/Hold Harmless Agreement	each	\$ 409.00	I	4.00%	\$ 16.37	\$ 425.67	\$ 425.00	
h	Storage in Public ROW for Moving Pods and Portable Toilets (East Bay Sanitary dumpsters exempt; storage pods for residential moving exempt from bond deposit)	per one week	\$ 88.00	I	4.00%	\$ 3.52	\$ 91.52	\$ 91.00	
i	Moratorium Street Restoration Fee for Street cuts not exceeding 5' x 5'; Restoration for street cuts larger than 5' x 5' on a moratorium street will be calculated by the City Engineer based on recent bid costs for annual City slurry seal projects	each	\$ 815.29	I	4.00%	\$ 32.61	\$ 847.90	\$ 847.00	
j	Re-inspection/Additional Inspection (for reasons such as work not ready for a scheduled inspection, work done without an inspection, work partially completed or annual permit inspection)	each	\$ 88.26	I	4.00%	\$ 3.53	\$ 91.79	\$ 91.00	
k	Traffic Striping Restoration -Thermoplastic Pavement Legends (includes removal and replacement and related contract work)	each	\$ 356.34	I	4.00%	\$ 14.25	\$ 370.60	\$ 370.00	
l	Traffic Striping Restoration -Thermoplastic 4" Line (includes removal and replacement and related contract work)	LF	\$ 8.83	I	4.00%	\$ 0.35	\$ 9.18	\$ 9.18	Do Not Round Down
m	Traffic Striping Restoration -Thermoplastic 12' Line (includes removal and replacement and related contract work)	LF	\$ 6.62	I	4.00%	\$ 0.26	\$ 6.88	\$ 6.88	Do Not Round Down
n	Traffic Striping Restoration -Thermoplastic Detail 22 (includes removal and replacement and related contract work)	LF	\$ 4.41	I	4.00%	\$ 0.18	\$ 4.59	\$ 4.59	Do Not Round Down
o	Pavement Marker Restoration - Caltrans Type AY Pavement Reflective Markers (includes replacement and related contract work)	each	\$ 8.83	I	4.00%	\$ 0.35	\$ 9.18	\$ 9.18	Do Not Round Down
p	Utility Pole - Set, Relocate or Remove	each	\$ 308.90	I	4.00%	\$ 12.36	\$ 321.26	\$ 321.00	

Public Works Department

Item	Description	Basis	Adopted FY	Proposed FY 2024-25					
			Rounded Down Fee (if applicable)	Change N=New / E=Eliminate I=Incr / D=Decr N/A=no change	% Increase	\$ Increase	Total Fee Amount	Rounded Down Fee (if applicable)	Comments
q	Temporary Construction Parking for vehicles that have commercial license plates and Limited Construction Equipment Storage (includes construction parking permit)	per week	\$ 286.84	I	4.00%	\$ 11.47	\$ 298.31	\$ 298.00	
r.	Annual Encroachment Permit for Utility Companies, Administrative Fee (In-lieu of Issuance Fee to be applied for annual utility permit agreements. Inspections are charged at the Additional Inspection rate.)	per year	\$ 489.00	I	4.00%	\$ 19.59	\$ 509.43	\$ 509.00	
s	Transportation Permit - Per Calif. State Vehicle Code Section 35795	per trip	\$ 16.00	N/A	0.00%	\$ -	\$ 16.00	\$ 16.00	Must be no greater than the Caltrans Fee
t.	Haul Route Impact Fees								
	For qualifying projects as determined by the City Engineer, Haul Route Fees are charged on the following costs per square yard of pavement per PCI point drop in each 500-foot long section of haul route. For haul routes in use for over one year, a PCI discount will be applied against the PCI change as listed below. If the Post-construction PCI is higher than the Pre-construction PCI, the PCI change shall be considered to be zero. The final PCI value will determine the category of the fee charged.								
i.	Arterial								
	100<pci<70		\$ 0.34	I	4.00%	\$ 0.01	\$ 0.35	\$ 0.35	
	69<pci<50		\$ 0.95	I	4.00%	\$ 0.04	\$ 0.99	\$ 0.99	
	49<pci<25		\$ 0.97	I	4.00%	\$ 0.04	\$ 1.01	\$ 1.01	
	24<pci<0		\$ 1.71	I	4.00%	\$ 0.07	\$ 1.78	\$ 1.78	
ii.	Collector								
	100<pci<70		\$ 0.34	I	4.00%	\$ 0.01	\$ 0.35	\$ 0.35	
	69<pci<50		\$ 0.79	I	4.00%	\$ 0.03	\$ 0.82	\$ 0.82	
	49<pci<25		\$ 0.97	I	4.00%	\$ 0.04	\$ 1.01	\$ 1.01	
	24<pci<0		\$ 1.71	I	4.00%	\$ 0.07	\$ 1.78	\$ 1.78	
iii.	Residential								
	100<pci<70		\$ 0.26	I	4.00%	\$ 0.01	\$ 0.27	\$ 0.27	
	69<pci<50		\$ 0.74	I	4.00%	\$ 0.03	\$ 0.77	\$ 0.77	
	49<pci<25		\$ 0.89	I	4.00%	\$ 0.04	\$ 0.92	\$ 0.92	
	24<pci<0		\$ 1.47	I	4.00%	\$ 0.06	\$ 1.53	\$ 1.53	
iv.	PCI Discount								
	100<pci<70	2.2 pts/year							
	69<pci<50	2.7 pts/year							
	49<pci<25	3.3 pts/year							
	24<pci<0	3.6 pts/year							
Parking Controls									
1	Appeals								
a	No Parking/Stopping Anytime Zones (includes two hours of Manager's time)	each	\$ 607.00	I	4.00%	\$ 24.32	\$ 632.20	\$ 632.00	
b	Red curb marking next to residential driveway (Subject to City Engineer approval of Resident Request)	each	\$ 412.00	I	4.00%	\$ 16.50	\$ 429.11	\$ 429.00	
2	Temporary No Parking/Stopping Anytime Signs (Encroachment Permit Issuance Fee also applies)	each	\$ 7.70	I	4.00%	\$ 0.31	\$ 8.03	\$ 8.00	
3	Temporary Barricades								
a	Pick-up/drop-off by City crew	per pick-up/drop-off	\$ 146.00	I	4.00%	\$ 5.87	\$ 152.60	\$ 152.00	
b	Replacement	per barricade	\$ 112.00	I	4.00%	\$ 4.50	\$ 117.03	\$ 117.00	
Street Tree Permits									
1	Street Tree Planting by Property Owner (Includes planting permit, site approval, and planting inspection)	per 1-3 trees	\$ 56.00	I	4.00%	\$ 2.27	\$ 59.09	\$ 59.00	
a	Street Tree Maintenance Bond - Required three-year refundable maintenance bond for when property owner plants new Street Trees to cover Staff time needed to rehabilitate or remove a tree that has not been properly maintained.	per tree, refundable after 3- year health verification	\$ 108.00	I	4.00%	\$ 4.32	\$ 112.44	\$ 112.00	
2	New Street Tree Planting and Related Work by City (Includes permit, one 15-gallon tree, planted, staked, and mulched, and comes with watering bag. Requires signed City Tree Care Agreement)	per tree	\$ 340.00	I	4.00%	\$ 13.63	\$ 354.33	\$ 354.00	
a	Concrete Removal for Tree Well	per 16 s. f.	\$ 199.68	I	10.00%	\$ 19.97	\$ 219.65	\$ 219.00	Increase by 10% for greater cost recovery

Public Works Department

Item	Description	Basis	Adopted FY	Proposed FY 2024-25					
			Rounded Down Fee (if applicable)	Change	% Increase	\$ Increase	Total Fee Amount	Rounded Down Fee (if applicable)	Comments
				N=New / E=Eliminate I=Incr / D=Decr N/A=no change					
	b Concrete Removal for Tree Well (per s.f. after first 16 s.f. removal)	per s.f.	\$ 13.24	I	10.00%	\$ 1.32	\$ 14.56	\$ 14.00	Increase by 10% for greater cost recovery
	c Maintenance to Establish New Tree - Three-year maintenance fee when City is establishing new tree without a City Tree Care Agreement, usually in case of mitigation for street tree removal and planting in a different location that the responsible property owner is not able to maintain.	per tree	\$ 882.00	I	4.00%	\$ 35.30	\$ 917.89	\$ 917.00	
	d Vegetation removal by City	per 24 sq ft or less		N			\$ 75.00	\$ 75.00	New fee to capture contract cost of removal of existing shrubs or herbaceous planting needed for new tree planting
3	Street Tree Replacement by City (replace existing street tree with a suitable street tree subject to City approval)	minimum		N			Actual City Tree Contract Price, \$571 minimum		New fee to provide a property owner an option to expedite replacement of a street tree not currently prioritized for replacement by City
4	Permit for Street Tree Pruning or Removal by Property Owner or Utility Company (includes inspection by Program Manager)	minimum	\$ 227.00	I	4.00%	\$ 9.09	\$ 236.36	\$ 236.00	Description to include work done by utility companies, cost will vary by number of trees impacted
5	Bond for Street Tree Pruning, Protection, or Removal by Property Owner or Utility Company	minimum	\$ 275.00	I	4.00%	\$ 11.03	\$ 286.84	\$ 286.00	Description to include work done by utility companies, cost will vary by number of trees impacted
6	Violation for Unauthorized Street Tree Pruning, Mutilation or Removal (i.e., work without a Permit)								
	0-5.99 inch	Tree Diameter @ 4.5 feet	\$ 500.00	I	4.00%	\$ 20.00	\$ 520.00	\$ 520.00	
	6.0-11.99 inch	Tree Diameter @ 4.5 feet	\$ 750.00	I	4.00%	\$ 30.00	\$ 780.00	\$ 780.00	
	12.0-17.99 inch	Tree Diameter @ 4.5 feet	\$ 1,000.00	I	4.00%	\$ 40.00	\$ 1,040.00	\$ 1,040.00	
	18.0-23.99 inch	Tree Diameter @ 4.5 feet	\$ 1,500.00	I	4.00%	\$ 60.00	\$ 1,560.00	\$ 1,560.00	
	24 inch and greater	Tree Diameter @ 4.5 feet	\$ 2,000.00	I	4.00%	\$ 80.00	\$ 2,080.00	\$ 2,080.00	
Erosion and Clean Water									
1	Stormwater Pollution Prevention Construction Permit: C.6 Inspections (Permits for construction projects that require Stormwater Pollution Prevention, includes monthly inspection)								
	a Less than 1-acre hillside site, requiring an erosion and sediment control plan		\$ 354.00	I	4.00%	\$ 14.17	\$ 368.30	\$ 368.00	
	b More than an acre, requiring an erosion and sediment control plan		\$ 708.00	I	4.00%	\$ 28.33	\$ 736.61	\$ 736.00	
	c Re- Inspections (Due to Fail in maintaining BMP's)		\$ 176.00	I	4.00%	\$ 7.06	\$ 183.58	\$ 183.00	
2	C.3 Fees for projects which create or replace more than 10,000 square feet of impervious surface								
	a Stormwater Control Plan Review/Approval (Collected by Planning Dept at initial submittal)	each	\$ 564.00	I	4.00%	\$ 22.59	\$ 587.45	\$ 587.00	
	b Operations & Maintenance Plan Review/Approval (O&M Plan to include Maintenance Agreement and description of annual inspection fees) (Collected by Building Dept at plan check submittal)	per square feet of impervious surface	\$ 0.05	I	4.00%	\$ 0.00	\$ 0.05	\$ 0.05	
	c Annual Inspection Fee-Collected by Public Works Department as described in Maintenance Agreement (Includes max of one field inspection. Additional re-inspection will be charged additional inspection fee)	up to 25,000 sf	\$ 463.00	I	4.00%	\$ 18.53	\$ 481.89	\$ 481.00	
	d Annual Inspection Fee-Collected by Public Works Department as described in Maintenance Agreement	more than 25,000 sf	\$ 925.00	I	4.00%	\$ 37.02	\$ 962.64	\$ 962.00	
Miscellaneous									
1	Illicit Discharge Response / Hazardous Materials Spill Clean-Up - costs to include supervision, reporting, overhead, equipment, hourly wages and fringe benefits of the employees involved	per response, per day	\$ 1,362.00	I	4.00%	\$ 54.51	\$ 1,417.33	\$ 1,417.00	
2	Public Works Hourly Rates (for other Services Not Specified)								
	a Public Works Director	hourly	\$ 326.00	I	4.00%	\$ 13.06	\$ 339.62	\$ 339.00	
	b Management Assistant	hourly	\$ 115.00	I	4.00%	\$ 4.63	\$ 120.47	\$ 120.00	
	c Engineering Manager/Senior Engineer	hourly	\$ 244.00	I	4.00%	\$ 9.80	\$ 254.71	\$ 254.00	
	d Operations + Environmental Services Division Manager	hourly	\$ 233.00	I	4.00%	\$ 9.36	\$ 243.24	\$ 243.00	
	e Programs Manager/Analyst	hourly	\$ 227.00	I	4.00%	\$ 9.09	\$ 236.36	\$ 236.00	

Public Works Department

Item	Description	Basis	Adopted FY	Proposed FY 2024-25					
			Rounded Down Fee (if applicable)	Change N=New / E=Eliminate I=Incr / D=Decr N/A=no change	% Increase	\$ Increase	Total Fee Amount	Rounded Down Fee (if applicable)	Comments
f.	Associate Engineer	hourly	\$ 190.00	I	4.00%	\$ 7.63	\$ 198.49	\$ 198.00	
g.	Operations Supervisor	hourly	\$ 227.00	I	4.00%	\$ 9.09	\$ 236.36	\$ 236.00	Title reflects revised job classification
h.	Technician/Inspector	hourly	\$ 176.00	I	4.00%	\$ 7.06	\$ 183.58	\$ 183.00	
i.	Maintenance Worker / Recycling Maintenance Worker	hourly	\$ 146.00	I	4.00%	\$ 5.87	\$ 152.60	\$ 152.00	
j.	Admin Clerk Specialist	hourly	\$ 97.00	I	4.00%	\$ 3.88	\$ 100.97	\$ 100.00	
k.	Environmental Specialist	hourly	\$ 150.00	I	4.00%	\$ 6.00	\$ 156.04	\$ 156.00	Title reflects revised job classification
	Note: Hourly rates are based on the City's Cost Allocation Study. The Public Works Director may determine a permit application to be unusually complex or time consuming and use consultants for review and inspection. Charges for consultants will equal actual contract costs plus 30% administrative charge								
3	Bid Protest Fee		\$ 584.00	I	4.00%	\$ 23.39	\$ 608.10	\$ 608.00	
4	Recycling + Environmental Services								
a	Construction Waste Management Plan Review Fee	per plan review, inclusive of pre plan and post report	\$ 240.50	I	4.00%	\$ 9.62	\$ 250.12	\$ 250.10	
b	Solid Waste Collection and Disposal Subscription Exemption Application Fee	per application	\$ 300.00	I	4.00%	\$ 12.00	\$ 312.08	\$ 312.00	
c	Salvage Permit Application Fee	per application per year	\$ 46.60	E					Do not currently offer salvage permits
d	Recycling + Environmental Resource Center Tour Fee	per tour, excluding free monthly tours	\$ 179.00	D		\$ -	\$ 156.04	\$ 156.00	Lower to reflect actual staff cost for one hour
e	Recycling Cart Cleaning Fee (64 and 96 gallon carts)	per cart	\$ 72.00	E					See IWM Annual Rate Schedule
f.	Recycling Bin Cleaning Fee (1 and 2 cubic yard bins)	per bin	\$ 110.00	E					See IWM Annual Rate Schedule
g	Recycling Cart Replacement fee due to customer damage	per bin	\$ 83.00	E					See IWM Annual Rate Schedule
h	Extra Recycling Truck Pick Up due to customer fault	per pick-up	\$ 25.50	E					See IWM Annual Rate Schedule
i.	Waste Enclosure Padlock	per lock	\$ 15.00	E					See IWM Annual Rate Schedule
j.	Citywide Garage Sale Listing	per registration	\$ 25.00	N/A	0.00%	\$ -	\$ 25.00	\$ 25.00	
k.	Solid Waste Event Stands Rental (set of three - Recycling, Compost, and Garbage)	per event	\$ 55.00	I	4.00%	\$ 2.21	\$ 57.37	\$ 57.00	
l.	Solid Waste Event Stand Replacement	per stand	\$ 80.00	I	4.00%	\$ 3.22	\$ 83.76	\$ 83.00	
m	Compact Fluorescent Bulb (CFL) and LED Bulb Recycling *	per bulb	\$ 4.00	N/A	0.00%	\$ -	\$ 4.00	\$ 4.00	Description to include LED bulbs.
n	Fluorescent Tube Recycling *	per linear foot	\$ 0.70	I	4.00%	\$ 0.03	\$ 0.72	\$ 0.72	
o	CFL & Tube Large Quantity (over 15 CFLs and/or 30 feet) Recycling	additional flat fee	\$ 14.00	I	4.00%	\$ 0.57	\$ 14.87	\$ 14.00	
	Expanded Polystyrene drop off at Recycling Center ** (minimum cost \$2.00)	per pound (or 12 gallons by volume)	\$ 2.00	E					The service is currently only offered to El Cerrito rate payers.
p	Sharps Disposal*	per disposal	\$ 4.00	N/A	0.00%	\$ -	\$ 4.00	\$ 4.00	Charged separately -- \$4 for pharms or sharp. Keep flat for cash handling purposes.
q	Pharms Disposal*	per disposal	\$ 4.00	N/A	0.00%	\$ -	\$ 4.00	\$ 4.00	Charged separately -- \$4 for pharms or sharp. Keep flat for cash handling purposes.
r.	Misc. Product Fee***	per items							
s.	Cardboard, Paper, Books, Magazines, and Newspaper Recycling Drop-off - for amounts greater than 1 cubic yard ** (minimum charge \$8)	per cubic yard	\$ 8.00	I	4.00%	\$ 0.32	\$ 8.44	\$ 8.00	
	*No cost for residents in RecycleMore service area. Proof of residency required								
	** No cost for El Cerrito rate payers. City reserves the right to reject large quantities. Proof of								
	***Includes market rate sale of salvaged materials plus processing fee								

Recreation

Item	Description	Basis	Adopted	Proposed FY 2024-25					
			FY 2023-24	Change	% Increase Basis	\$ Increase (Variance due to rounding)	Total Fee Amount (variance due to rounding)	Actual % Change	Comments
			Total Fee Amount	N=New / E=Eliminate I=Incr / D=Decr N/A=no change					
Facility Rentals									
1	Community Center								
	Minimum Rental Time (Fri-Sun); 5 Hours								
	Maximum Advance Reservation: 12 Months Resident, Non-Profit or Co-Sponsored Group; 10 Months Non-Resident or Commercial; 12 months Annual Rentals.								
	Social Hall								
	Resident (includes Skylight Room, Kitchen and Courtyard)	per hour	\$ 213.00	I	4.00%	\$ 8.52	\$ 222.00	4.23%	
	Non-Resident/Commercial (includes Skylight Room, Kitchen and Courtyard)	per hour	\$ 266.00	E					Streamling by removing all non-resident fees listed individually; refer to non-resident surcharge in Other Fees Section
	Additional Hours for Set-Up & Clean-Up	per hour	\$ 90.00	E					See below
	Additional Hours for Set-Up & Clean-Up (max. 3 hours)	per hour discount of rental fee		N			25%		Creating discount for non-event hours only, 25% discount increases previous fee by about \$75
	Deposit (credit card only)	per event	\$ 674.00	I	4.00%	\$ 26.96	\$ 701.00	4.01%	
	Alcohol Service Permit	per event	\$ 219.00	I	4.00%	\$ 8.76	\$ 228.00	4.11%	
	Skylight, Garden and Patio Rooms								
	Resident	per hour	\$ 81.00	I	4.00%	\$ 3.24	\$ 85.00	4.94%	
	Non-Resident/Commercial	per hour	\$ 100.00	E					See Non-Resident Surcharge
	Deposit (credit card only)	per event	\$ 116.00	I	4.00%	\$ 4.64	\$ 121.00	4.31%	
	Pool View Room/Courtyard								
	Resident	per hour	\$ 44.00	I	4.00%	\$ 1.76	\$ 46.00	4.55%	
	Non-Resident/Commercial	per hour	\$ 56.00	E					See Non-Resident Surcharge
	Deposit (credit card only)	per event	\$ 120.00	I	4.00%	\$ 4.80	\$ 125.00	4.17%	
	Kitchen Use	per hour	\$ 60.00	I	4.00%	\$ 2.40	\$ 63.00	5.00%	
2	Group Picnic Areas								
	Cerrito Vista								
	Reservation—Resident	per day	\$ 235.00	I	4.00%	\$ 9.40	\$ 245.00	4.26%	
	Reservation—Non-Resident	per day	\$ 295.00	E					See Non-Resident Surcharge
	Volleyball Net and Ball Deposit	per day	\$ 57.00	E		\$ -			No longer needed
	Arlington (large group area with tables & BBQ)								
	Spaces 4 & 5—Resident	per day	\$ 175.00	I	4.00%	\$ 7.00	\$ 182.00	4.00%	
	Spaces 4 & 5—Non-Resident	per day	\$ 220.00	E					See Non-Resident Surcharge
	Spaces 4, 5 & 6—Resident	per day	\$ 235.00	I	4.00%	\$ 9.40	\$ 245.00	4.26%	
	Spaces 4, 5 & 6—Non-Resident/Commercial	per day	\$ 295.00	E					
	Other Parks, picnic tables with BBQ pit								
	Resident	per day	\$ 96.00	I	4.00%	\$ 3.84	\$ 100.00	4.17%	
	Non-Resident	per day	\$ 121.00	E					See Non-Resident Surcharge
	Other Parks, picnic tables without BBQ pit								
	Resident	per day	\$ 81.00	I	4.00%	\$ 3.24	\$ 85.00	4.94%	
	Non-Resident	per day	\$ 100.00	E					
	Picnic Area Cleaning Deposit	per day	\$ 57.00	I	4.00%	\$ 2.28	\$ 60.00	5.26%	
3	Hana Gardens Senior Center								
	Combined Room - Resident	per hour	\$ 107.00	I	4.00%	\$ 4.28	\$ 112.00	4.67%	
	Combined Room - Non-Resident/Commercial	per hour	\$ 134.00	E					See Non-Resident Surcharge
	Decoration/Clean-Up/Rehearsal Time (1-hour max. day of event)	per hour per rental	\$ 67.00	E					Charge hourly fees for all time, similar to clubhouses
	Alcohol Service Permit	per event	\$ 55.00	I	4.00%	\$ 2.20	\$ 58.00	5.45%	
	Deposit	per event	\$ 260.00	I	4.00%	\$ 10.40	\$ 271.00	4.23%	

Recreation

Item	Description	Basis	Adopted	Proposed FY 2024-25					
			FY 2023-24	Change	% Increase Basis	\$ Increase (Variance due to rounding)	Total Fee Amount (variance due to rounding)	Actual % Change	Comments
			Total Fee Amount	N=New / E=Eliminate I=Incr / D=Decr N/A=no change					
4	Clubhouses								
	Minimum Rental Time (Sat-Sun); 3 hours								
	Maximum Advance Reservation: 12 Months Resident, Non-Profit or Co-Sponsored Group; 10 Months Non-Resident or Commercial; 12 Months Annual Rentals								
	Private, Resident	per hour	\$ 86.00	I	4.00%	\$ 3.44	\$ 90.00	4.65%	
	Private, Non-Resident	per hour	\$ 107.00	E					See Non-Resident Surcharge
	Renovated Clubhouse Private, Resident	per hour	\$ 107.00	I	4.00%	\$ 4.28	\$ 112.00	4.67%	
	Renovated Clubhouse Private, Non-Resident	per hour	\$ 134.00	E					See Non-Resident Surcharge
	Deposit	per event	\$ 260.00	I	4.00%	\$ 10.40	\$ 271.00	4.23%	
	Alcohol Service Permit	per event	\$ 55.00	I	4.00%	\$ 2.20	\$ 58.00	5.45%	
	Art Studio Instructor	per hour	\$ 47.00	I	4.00%	\$ 1.88	\$ 49.00	4.26%	
5	Facility & Rental Related Fees & Discounts								
	Transfer Fee - Rooms and Clubhouses	per date	\$ 57.00	I	4.00%	\$ 2.28	\$ 60.00	5.26%	
	Transfer Fee - Picnics	per date	\$ 24.00	I	4.00%	\$ 0.96	\$ 25.00	4.17%	
	Late Payment Fee	percent	15%	N/A			15%		
	City Co-Sponsored Rental Fee Discount	percent	40%	N/A			40%		
	Non-Profit Rental Fee Discount	percent	20%	N/A			20%		
	Governmental Agency/School District Rentals (unless specified in separate agreements)	per event	Additional Direct Costs (if needed)	N/A			Additional Direct Costs (if needed)		
	Business Hours Facility Rental Discount (Mon. - Thurs. 8:30am - 4:30pm, no holidays)	per hour	15%	N/A			15%		
	Chair Rental—Non-Profit/Co-Sponsored	each	\$ 5.00	I	4.00%	\$ 0.20	\$ 6.00	20.00%	
	Table Rental—Non-Profit/Co-Sponsored	each	\$ 8.00	I	4.00%	\$ 0.32	\$ 9.00	12.50%	
	Restroom Key (purchase or refundable deposit)	per key	\$ 24.00	I	4.00%	\$ 0.96	\$ 25.00	4.17%	
6	Storage Fee - Co-Sponsored Groups Only								
	Small Locker	per year	\$ 396.00	I	4.00%	\$ 15.84	\$ 412.00	4.04%	
	Medium Locker	per year	\$ 468.00	I	4.00%	\$ 18.72	\$ 487.00	4.06%	
	Large Locker	per year	\$ 629.00	I	4.00%	\$ 25.16	\$ 655.00	4.13%	
	Room/Small Clubhouse	per year	\$ 1,082.00	I	4.00%	\$ 118.00	\$ 1,200.00	10.91%	Moving closer to commercial storage rates
Recreation Sports Venue Rentals and Fees									
1	Raquet Courts (min. 1 hour rental)								
	Tennis Resident	per hour	\$ 10.00	I	4.00%	\$ 0.40	\$ 10.50	5.00%	
	Non-Resident	per hour	\$ 12.00	E					See Non-Resident Surcharge
	Pickleball Resident	per hour	\$ -	N			\$8.00		
	Co-Sponsored	per hour	\$ 7.00	I	4.00%	\$ 0.28	\$ 7.25	3.57%	
	Instruction Use	per hour	\$ 18.00	I	4.00%	\$ 0.72	\$ 19.00	5.56%	
	City Co-Sponsored Group Team Captain Permit Fee	per season	\$ 30.00	I, N	4.00%	\$ 1.20	\$ 32.00	6.67%	Changing to team captain permit rather than just a team permit
	Tennis Transfer/Cancellation Fee	per hour	\$ 1.00	I	0.00%	\$ -	\$ 1.00	0.00%	
	Private Instructor Processing Fee (Tennis Certification and Insurance Required)	per year	\$ 32.00	I	4.00%	\$ 1.28	\$ 34.00	6.25%	
	Light Surcharge (Cerrito Vista)	per hour	\$ 4.00	I	4.00%	\$ 0.16	\$ 4.25	6.25%	
2	Play Fields								
	Resident	per hour	\$ 32.00	I	4.00%	\$ 1.28	\$ 34.00	6.25%	
	Non-Resident	per hour	\$ 40.00	E					See Non-Resident Surcharge
	Cerrito Vista Hardball Field (2 hr. minimum)—Resident	per hour	\$ 44.00	I	4.00%	\$ 1.76	\$ 46.00	4.55%	

Recreation

Item	Description	Basis	Adopted	Proposed FY 2024-25					
			FY 2023-24	Change	% Increase Basis	\$ Increase (Variance due to rounding)	Total Fee Amount (variance due to rounding)	Actual % Change	Comments
			Total Fee Amount	N=New / E=Eliminate I=Incr / D=Decr N/A=no change					
	Cerrito Vista Hardball Field (2 hr. minimum)—Non-Resident	per hour	\$ 55.00	E					See Non-Resident Surcharge
	El Cerrito Co-Sponsored Youth Group	per hour	\$ 13.50	I	4.00%	\$ 0.54	\$ 15.00	11.11%	
	Fine for violation of field policies and/or damaging fields when wet and or not playable or signs are posted.	per infraction	\$ 378.00	I	4.00%	\$ 15.12	\$ 394.00	4.23%	
Swim Center Programs/Fees * Effective September 1									
1	Adult Swim Fees								
	Lap Swim/Recreation/Family Swim								
	30 Day Pass - Resident	valid 30 days	\$ 96.00	N/A	0.00%	\$ -	\$ 96.00	0.00%	Highest in area
	30 Day Pass - Non-Resident	valid 30 days	\$ 119.00	E					See Non-Resident Surcharge
	15-Swim Pass—Resident	per pass	\$ 96.00	N/A	0.00%	\$ -	\$ 96.00	0.00%	Highest in area
	15-Swim Pass—Non-Resident	per pass	\$ 119.00	E					See Non-Resident Surcharge
	Drop-In	per use	\$ 8.00	I	0.00%	\$ -	\$ 8.00	0.00%	Highest in area
	Masters Swim Team								
	Drop-In	per use	\$ 12.00	I	4.00%	\$ 0.48	\$ 13.00	8.33%	
	30 Day Pass - Resident	valid 30 days	\$ 99.00	I	4.00%	\$ 3.96	\$ 103.00	4.04%	
	30 Day Pass - Non-Resident	valid 30 days	\$ 124.00	E					See Non-Resident Surcharge
	Masters Plus—Any Masters Workout/Lap Swim 30 Days Only								
	Monthly 30 Day Masters Plus Resident	valid 30 days	\$ 140.00	I	4.00%	\$ 5.60	\$ 146.00	4.29%	
	Monthly 30 Day Masters Plus Non-Resident	valid 30 days	\$ 175.00	E					See Non-Resident Surcharge
2	Recreation Parent & Child Swim/Splash Park/Tot Splash								
	Drop-in								
	Adult (18+)	per use	\$ 8.00	N/A	0.00%	\$ -	\$ 8.00	0.00%	Highest in area
	Youth (1-17 years)	per use	\$ 5.00	N/A	0.00%		\$ 5.00	0.00%	Highest in area
	Splash Park & Tot Splash	per use	\$ 5.00	N/A	0.00%	\$ -	\$ 5.00	0.00%	Highest in area
	Non-Swimmer Fee	per use	\$ 5.00	N/A	0.00%	\$ -	\$ 5.00	0.00%	Highest in area
	Organized Groups (minimum of 15)	per child	\$ 5.00	N/A	0.00%	\$ -	\$ 5.00	0.00%	Highest in area
	30 Days								
	Youth—(1-17 years) Resident	valid 30 days	\$ 60.00	I	4.00%	\$ 2.40	\$ 63.00	5.00%	
	Youth—(1-17 years) Non-Resident	valid 30 days	\$ 75.00	E					See Non-Resident Surcharge
	15 Swim Pass								
	Youth Resident (1-17)	per pass	\$ 60.00	I	0.00%		\$ 60.00	0.00%	Highest in area
	Youth Non-Resident (1-17)	per pass	\$ 75.00	E					See Non-Resident Surcharge
	Splash Park/Tot Splash 15 Swim Pass								
	Resident	per pass	\$ 48.00	I	4.00%	\$ 1.92	\$ 50.00	4.17%	
	Non-Resident	per pass	\$ 60.00	E					See Non-Resident Surcharge
3	Water Aerobics Deep/Shallow								
	Drop In	per use	\$ 12.00	I	4.00%	\$ 0.48	\$ 13.00	8.33%	
	10-Punch-Pass - Resident	per pass	\$ 90.00	I	4.00%	\$ 3.60	\$ 94.00	4.44%	
	10-Punch-Pass - Non-Resident	per pass	\$ 113.00	E					See Non-Resident Surcharge
4	Swim Lessons								
	Private—Resident	per class	\$ 36.00	I	4.00%	\$ 1.44	\$ 38.00	5.56%	
	Private—Non-Resident	per class	\$ 45.00	E					See Non-Resident Surcharge
	Semi-Private - Resident	per class	\$ 61.00	I	4.00%	\$ 2.44	\$ 64.00	4.92%	
	Semi-Private - Non-Resident	per class	\$ 76.00	E					See Non-Resident Surcharge
	Youth Groups—Resident	per class	\$ 15.00	I	4.00%	\$ 0.60	\$ 16.00	6.67%	
	Youth Groups—Non-Resident	per class	\$ 19.00	E					See Non-Resident Surcharge
	Special Arrangement Group Lesson—Resident	per class	\$ 16.00	I	4.00%	\$ 0.64	\$ 17.00	6.25%	
	Special Arrangement Group Lesson—Non-Resident	per class	\$ 20.00	E					

Recreation

Item	Description	Basis	Adopted	Proposed FY 2024-25					
			FY 2023-24	Change	% Increase Basis	\$ Increase (Variance due to rounding)	Total Fee Amount (variance due to rounding)	Actual % Change	Comments
			Total Fee Amount	N=New / E=Eliminate I=Incr / D=Decr N/A=no change					
	Teen/Adult Group Lessons - Resident	per class	\$ 20.00	I	4.00%	\$ 10.00	\$ 30.00	50.00%	Moving towards area median
	Teen/Adult Group Lessons - Non-Resident	per class	\$ 25.00	E					
5	Swimming Clubs, Teams & Meets								
	El Cerrito High School Team	per season	\$ 3,245.00	I	4.00%	\$ 129.80	\$ 3,375.00	4.01%	
	El Cerrito High School Team non-operating hours	per hour per staff	\$ 34.00	I	4.00%	\$ 1.36	\$ 36.00	5.88%	
	Gators Swim Club								
	One Swimmer - Resident	per hour	\$ 5.00	I	4.00%	\$ 0.20	\$ 5.50	10.00%	
	One Swimmer - Non-Resident	per hour	\$ 6.00	E					See Non-Resident Surcharge
	Each Additional Household Member Discount	monthly discount percent	10%	N/A	0.00%		10%		
6	Swim Center Rentals								
	Long-Term Pool Rentals	per lane/ per hour	\$ 18.00	I	4.00%	\$ 0.72	\$ 19.00	5.56%	
	Lane Rental Fee	per lane/ per hour	\$ 23.00	I	4.00%	\$ 0.92	\$ 24.00	4.35%	
	Emery G. Weed III Lap Pool-Resident, non-operating hours, practice time	per hour	\$ 166.00	I	4.00%	\$ 6.64	\$ 173.00	4.22%	
	Emery G. Weed III Lap Pool-Non-Resident, non-operating hours, practice time	per hour	\$ 208.00	E					See Non-Resident Surcharge
	Emery G. Weed III Lap Pool—Resident, non-operating hours, event rental	per hour	\$ 276.00	I	4.00%	\$ 11.04	\$ 288.00	4.35%	
	Emery G. Weed III Lap Pool—Non-Resident/Commercial, non-operating hours, event rental	per hour	\$ 345.00	E					See Non-Resident Surcharge
	Swim Center Rental Deposit (refundable)	per event	\$ 119.00	I	4.00%	\$ 4.76	\$ 124.00	4.20%	
	Recreation Pool-Resident (1-50 people) (2-hour minimum)	per hour	\$ 194.00	I	4.00%	\$ 7.76	\$ 202.00	4.12%	
	Recreation Pool-Non-Resident (1-50 people) (2-hour minimum)	per hour	\$ 243.00	E					See Non-Resident Surcharge
	Recreation Pool-Resident (51-100 people) (2-hour minimum)	per hour	\$ 208.00	I	4.00%	\$ 8.32	\$ 217.00	4.33%	
	Recreation Pool-Non-Resident (51-100 people) (2-hour minimum)	per hour	\$ 260.00	E					See Non-Resident Surcharge
	Splash Park Rental-Resident (1-50 people) (2-hour minimum)	per hour	\$ 171.00	I	4.00%	\$ 6.84	\$ 178.00	4.09%	
	Splash Park Rental-Non-Resident (1-50 people) (2-hour minimum)	per hour	\$ 214.00	E					See Non-Resident Surcharge
	Splash Park Rental-Resident (51-100 people) (2-hour minimum)	per hour	\$ 182.00	I	4.00%	\$ 7.28	\$ 190.00	4.40%	
	Splash Park Rental-Non-Resident (51-100 people) (2-hour minimum)	per hour	\$ 228.00	E					See Non-Resident Surcharge
	Transfer Fee	per booking	\$ 57.00	I	4.00%	\$ 2.28	\$ 60.00	5.26%	
	Picnic Area Rental During Recreation Swim (Splash Park Area & Swim Camp Lawn Area) Resident (11-20 people) - listed fee plus lifeguard rate below	per event	\$ 92.00	I	4.00%	\$ 3.68	\$ 96.00	4.35%	
	Picnic Area Rental During Recreation Swim (Splash Park Area & Swim Camp Lawn Area) Non-Resident (11-20 people) - listed fee plus lifeguard rate below	per event	125% of Resident	E					See Non-Resident Surcharge
	Picnic Area rental during Recreation Swim (Swim Camp Lawn Area) Resident (11-15 people) - listed fee plus lifeguard rate below	per event	\$ 68.00	I	4.00%	\$ 2.72	\$ 71.00	4.41%	
	Picnic Area rental during Recreation Swim (Swim Camp Lawn Area) Non-Resident (11-15 people) - listed fee plus lifeguard rate below	per event	125% of Resident	E					See Non-Resident Surcharge
	Lifeguard Fee	per hour	\$ 34.00	I	4.00%	\$ 1.36	\$ 36.00	5.88%	
7	Miscellaneous Swim Center Fees								
	Auto-Debit Pass Discount	per month	8%	D		2.00%	10%	25.00%	Try to increase # of annual passes sold, steadier revenue stream
	Single Lane Program/Holiday Reservation Surcharge - Resident	per swim	\$ 3.00	N/A	0.00%	\$ -	\$ 3.00	0.00%	

Recreation

Item	Description	Basis	Adopted	Proposed FY 2024-25					
			FY 2023-24	Change	% Increase Basis	\$ Increase (Variance due to rounding)	Total Fee Amount (variance due to rounding)	Actual % Change	Comments
			Total Fee Amount	N=New / E=Eliminate I=Incr / D=Decr N/A=no change					
	Single Lane Program/Holiday Reservation Surcharge - Non-Resident	per swim	\$ 5.00	N/A	0.00%	\$ -	\$ 5.00	0.00%	
	Annual Pass holders can use passes on holidays, not charged surcharge								
	No Residency Surcharge for Drop-In Fees			N					
Youth Programs									
1	Day Camps *Effective September 1								
	City Run Camp Resident (Price based on number of days up to 5 days, hours, special events, field trips, supplies needed)	See brochure for actual costs	\$20-575	I	4.00%	\$ 23.00	\$20-\$598	4.00%	
	City Run Camp Non-Resident	125% of resident fee	125% of resident fee	E					See non-resident surcharge
	Day Camp Deposit	per camp/week	\$ 45.00	I	4.00%	\$ 1.80	\$ 47.00	4.44%	
	Day Camp Cancellation Fee	per camp/week	\$ 45.00	I	4.00%	\$ 1.80	\$ 47.00	4.44%	
2	Overnight Camp *Effective September 1								
	Camper - Resident (price depends on staffing and rental costs, duration of session and other fixed costs)	per session	\$450-\$1300	I	4.00%	\$ 52.00	\$450-\$1352	4.00%	
	Camper Non-Resident	120% of resident fee	120% of resident fee	E					See non-resident surcharge
	CIT/TILT Programs - Residents	per session	\$220-\$950	I	4.00%	\$ 38.00	\$220-\$988	4.00%	
	CIT/TILT Programs - Non-Residents	120% of resident fee	120% of resident fee	E					See non-resident surcharge
	Deposit	per week	\$ 150.00	I	4.00%	\$ 6.00	\$ 156.00	4.00%	
3	Before/After School Childcare								
	5 day schedule, AM Care (~ 1.5 hours/day)	per month (10 Total)	\$ 328.00	I	4.00%	\$ 13.12	\$ 341.00	3.96%	
	4 day schedule, AM Care (~1.5vhours/day)	per month (10 Total)	\$ 288.00	I	4.00%	\$ 11.52	\$ 300.00	4.17%	
	3 day schedule, AM Care (~1.5 hours/day)	per month (10 Total)	\$ 236.00	I	4.00%	\$ 9.44	\$ 246.00	4.24%	
	2 day schedule, AM Care (~1.5 hours/day)	per month (10 Total)	\$ 170.00	I	4.00%	\$ 8.00	\$ 178.00	4.71%	
	1 day schedule, AM Care (~1.5 hours/day)	per month (10 Total)	\$ 85.00	I	4.00%	\$ 3.40	\$ 89.00	4.71%	
	5 day schedule, TK/Kinder Childcare (~ 4.25 hours/day)	per month (10 Total)	\$ 788.00	I	4.00%	\$ 31.52	\$ 820.00	4.06%	
	4 day schedule, TK/Kinder Childcare (~4.25 hours/day)	per month (10 Total)	\$ 693.00	I	4.00%	\$ 29.00	\$ 722.00	4.18%	
	3 day schedule, TK/Kinder Childcare (~4.25 hours/day)	per month (10 Total)	\$ 567.00	I	4.00%	\$ 22.68	\$ 590.00	4.06%	
	2 day schedule, TK/Kinder Childcare (~4.25 hours/day)	per month (10 Total)	\$ 410.00	I	4.00%	\$ 16.40	\$ 427.00	4.15%	
	1 day schedule, TK/ Kinder Childcare (~4.25 hours/day)	per month (10 Total)	\$ 205.00	I	4.00%	\$ 8.20	\$ 214.00	4.39%	
	5 day schedule, Kindergarten Childcare (~ 4 hours/day)	per month (10 Total)	\$ 741.00	I	4.00%	\$ 31.00	\$ 772.00	4.18%	
	4 day schedule, Kindergarten Childcare (~4 hours/day)	per month (10 Total)	\$ 652.00	I	4.00%	\$ 26.08	\$ 679.00	4.14%	
	3 day schedule, Kindergarten Childcare (~4 hours/day)	per month (10 Total)	\$ 534.00	I	4.00%	\$ 21.36	\$ 556.00	4.12%	
	2 day schedule, Kindergarten Childcare (~4 hours/day)	per month (10 Total)	\$ 385.00	I	4.00%	\$ 17.00	\$ 402.00	4.42%	
	1 day schedule, Kindergarten Childcare (~4 hours/day)	per month (10 Total)	\$ 193.00	I	4.00%	\$ 7.72	\$ 201.00	4.15%	
	5 day schedule, 1 st - 6 th PM Care (~3.33 hours/day)	per month (10 Total)	\$ 646.00	I	4.00%	\$ 27.00	\$ 673.00	4.18%	

Recreation

Item	Description	Basis	Adopted	Proposed FY 2024-25					
			FY 2023-24	Change	% Increase Basis	\$ Increase (Variance due to rounding)	Total Fee Amount (variance due to rounding)	Actual % Change	Comments
			Total Fee Amount	N=New / E=Eliminate I=Incr / D=Decr N/A=no change					
	4 day schedule, 1 st - 6 th Care (3.33 hours/day)	per month (10 Total)	\$ 568.00	I	4.00%	\$ 24.00	\$ 592.00	4.23%	
	3 day schedule, 1 st - 6 th PM Care (~3.33 hours/day)	per month (10 Total)	\$ 465.00	I	4.00%	\$ 18.60	\$ 484.00	4.09%	
	2 day schedule, 1 st - 6 th PM Care (~3.33 hours/day)	per month (10 Total)	\$ 336.00	I	4.00%	\$ 13.44	\$ 350.00	4.17%	
	1 day schedule, 1 st - 6 th PM Care (~3.33 hours/day)	per month (10 Total)	\$ 168.00	I	4.00%	\$ 6.72	\$ 175.00	4.17%	
	TK & Kinder Club (~1 hour/day)	per day	\$ 15.00	I	4.00%	\$ 0.60	\$ 16.00	6.67%	
4	Preschool *Effective September 1								
	4 day schedule, 3 hour program	per month	\$ 587.00	I	4.00%	\$ 23.48	\$ 611.00	4.09%	
	3 day schedule, 3 hour program	per month	\$ 440.00	I	4.00%	\$ 17.60	\$ 458.00	4.09%	
	2 day schedule, 3 hour program	per month	\$ 294.00	I	4.00%	\$ 11.76	\$ 306.00	4.08%	
	1 day schedule, 3 hour program	per month	\$ 147.00	I	4.00%	\$ 5.88	\$ 153.00	4.08%	
	3 day schedule, 4 hour program	per month	\$ 587.00	I	4.00%	\$ 23.48	\$ 611.00	4.09%	
	2 day schedule, 4 hour program	per month	\$ 391.00	I	4.00%	\$ 15.64	\$ 407.00	4.09%	
	1 day schedule, 4 hour program	per month	\$ 196.00	I	4.00%	\$ 7.84	\$ 204.00	4.08%	
4	Other Fees								
	Before/After School & Preschool Programs - Non-Refundable Registration Fee	per registration	\$ 82.00	I	4.00%	\$ 3.28	\$ 86.00	4.88%	
	Before/After School & Preschool Programs - Drop-In fee, under 3 hours program	per day/per program	\$ 25.00	I	4.00%	\$ 1.00	\$ 26.00	4.00%	
	Before/After School & Preschool Programs - Drop-In fee, over 3 hours program	per day/per program	\$ 48.00	I	4.00%	\$ 1.92	\$ 50.00	4.17%	
	Before/After School Program - Receives Reduced Lunch	discount	30%	N/A			30%		
	Before/After School Program - Receives Free Lunch	discount	50%	N/A			50%		
	Preschools - Non-Resident Rate	surcharge	20%	N/A			20%		
	Preschools - Qualifies for City Scholarship - Residents	discount	25%	N/A			25%		
	Preschools - Qualifies for City Scholarship - Non Resident	discount	Regular Resident Rate	N/A			Regular Resident Rate		
	Fees can be adjusted proportionally due to substantial changes in program hours at the discretion of the Recreation Director	program hours							
	Fees can be adjusted proportionate to any mandated staff to child ratio changes at the discretion of the Recreation Director	staffing/ enhanced requirements							
	Preschools - Over 8 hours (full day)	monthly discount	10%	N/A			10%		
	Before/After School & Preschool Fees Include 3.5% Admin Surcharge listed in "Other Fees & Discounts" Section								
Adult Programs and Services									
	Respite Group—Resident	per day	\$ 30.00	I	4.00%	\$ 1.20	\$ 32.00	6.67%	
	Respite Group—Non-Resident	per day	\$ 38.00	E	0.00%				
	Easy Ride Paratransit, each way	per trip	\$ 2.00	N/A	0.00%	\$ -	\$ 2.00	0.00%	Measure J subsidizes this program fee and associated costs
	City Run Day Trips Resident (Prices based on mileage, length of trip, admission rates, volunteer trip leader expenses and supplies needed, staff planning time)	see brochure for actual costs	\$15-\$250	I	4.00%	\$ 10.00	\$15-\$260	4.00%	
	City Run Day Trips - Non-Resident	% of resident fee	125% of resident rate	E					
Other Fees & Discounts									
1	Miscellaneous								
	Transfers, Cancellations (non-camp), and Late Payments (25% of fee, up to maximum and rounded to nearest dollar)	maximum charge per session	\$ 24.00	I	4.00%	\$ 0.96	\$ 25.00	4.17%	
	Late Pick-Up Fee (\$20 minimum + \$1.00 per minute)	minimum late pick-up fee	\$ 20.00	N/A	0.00%	\$ -	\$ 20.00	0.00%	

Recreation

Item	Description	Basis	Adopted	Proposed FY 2024-25					
			FY 2023-24	Change	% Increase Basis	\$ Increase (Variance due to rounding)	Total Fee Amount (variance due to rounding)	Actual % Change	Comments
			Total Fee Amount	N=New / E=Eliminate I=Incr / D=Decr N/A=no change					
	Misc. Product Fee (depending on level of effort)	each + surcharge	Cost + 5%-20%	N/A			Cost + 5%-20%		
	Staff Total Cost (i.e. custodian, part time recreation leader, etc.)	per hour	Full Hourly Cost	N/A			Full Hourly Cost		
	Signage/Banner on Recreational Facilities (per policy)	per banner or sign/month	\$0 - \$75	N/A	4.00%	\$ 3.00	\$0-\$78	4.00%	
	Long Term Rental Discount - as determined by Recreation Director			N/A					
	Administrative Surcharge Fee for City Run Programs	per transaction	3.5%	N/A			3.5%		
	Non-Resident & Commercial Facility Rentals Fee Surcharge - rounded to nearest dollar (unless otherwise noted)	additional amount		N			25.0%		Adding surcharge to apply to all areas rather than listing out each non-resident fee
	Special Promotion/Marketing Fundraising Opportunities - as determined by Recreation Director			N/A					
	New Classes, Events, Field Trips, Leagues, Programs, Products, Uniforms, etc. as approved by Recreation Director			N/A					
	City Run Program (Price based on number of days and hours, cost of supplies, staff, and staff planning time)	per day/per program	\$0-\$220	I	4.00%		\$0-\$229	4.09%	
2	Third Party Programs								
	The fees for all third party provided activities may vary based on contract negotiations & market rates at discretion of the Recreation Director			N/A					
	No Non-Resident Surcharges for El Cerrito School Based Enrichment Programs			N/A					
	Surcharge on Fee-Based Programs by Independent Contractor	percent of fee	3.5%	N/A			3.5%		
	Optional Disabled and Senior Discount (independent contractors may choose to use discount and split discount with City) - for ages 60+, disabled patrons. Does not apply to fees in "Adult Programs and Services" section.	percent of fee	15%	N/A			15%		
3	Recreation Brochure Advertisements								
	Copy Ready, 1/8 page	each	\$ 208.00	N/A	0.00%	\$ -	\$ 208.00	0.00%	Higher than comparable agencies, minimal ads sold
	Copy Ready, Quarter page	each	\$ 468.00	N/A	0.00%	\$ -	\$ 468.00	0.00%	Higher than comparable agencies, minimal ads sold
	Copy Ready, Half page	each	\$ 780.00	N/A	0.00%	\$ -	\$ 780.00	0.00%	Higher than comparable agencies, minimal ads sold
	Copy Ready, Full page	each	\$ 1,300.00	N/A	0.00%	\$ -	\$ 1,300.00	0.00%	Higher than comparable agencies, minimal ads sold
	Full Year of Advertising (3 rECguide Issues)	Discount	15%	N/A			15%		
	Graphic Preparation-Graphic Designer	Actual	Actual Cost	N/A			Actual Cost		



AGENDA BILL

Agenda Item No. 8.B.

Date: May 21, 2024
To: El Cerrito City Council
From: Crystal Reams, Finance Director/City Treasurer, Finance Department;
Yvetteh Ortiz, Public Works Director/City Engineer, Public Works
Department
Subject: Public Hearing to Confirm the Diagram and to Levy the Assessment for
Fiscal Year 2024-25 for Landscape and Lighting Assessment District No.
1988-1

ACTION PROPOSED

Conduct a public hearing, and upon conclusion adopt a resolution setting the annual Landscape and Lighting Assessment for Fiscal Year (FY) 2024-25 as \$72 per single-family residential parcel, and as noted in the Engineer's Report for other classes of properties.

BACKGROUND

On June 6, 1988, the City Council established Assessment District No. 1988-1 pursuant to the Landscape and Lighting Act of 1972. The purpose of this Landscape and Lighting Assessment District (LLAD) is to raise funds to support improvements and maintenance of the City's park areas, landscaping areas, and street lighting. Every year since 1988, this Assessment District has generated approximately \$785,000 to support LLAD activities.

In November 1996, the LLAD was approved by the voters and therefore complies with the provisions of Proposition 218. Any increase in the assessment fee level would be subject to Proposition 218's voter approval requirement.

In order to impose this annual assessment, the City Council must annually authorize an Engineer's Report to identify the costs, uses, and benefits of the parcels within the Assessment District from the services and improvements funded by the assessment. As detailed in the Engineer's Report, the revenues are used for eligible activities including staff salaries and wages, utility costs for the District, landscaping services and supplies, and park maintenance.

ANALYSIS

The City Council authorized the LLAD annual report on April 2, 2024, and the Engineer of Record, NBS Local Government Solutions (NBS), prepared and delivered the Engineer's Report on April 5, 2024.

In order for these assessments to be imposed, the City Council must accept the Engineer's Report and conduct a public hearing to hear comments on their imposition. At the May 7, 2024 City Council meeting, the City Council set the date of the public

hearing for May 21, 2024. Also, the City is required to cause the notice of the public hearing to be published one time at least ten days prior to the hearing in a newspaper of general circulation. Such a notice was published in the West County Times on May 11, 2024.

The Engineer's Report is attached as Exhibit A to the resolution. In addition, a full listing of assessed parcels and related charges is available by contacting the Office of the City Clerk at cityclerk@ci.el-cerrito.ca.us or 510-215-4305.

The purpose of this public hearing is to confirm the diagram and the assessment, as appearing in the Engineer's Report. The procedures for conducting the public hearing and receiving protests are the same as for forming the District; however, there are no provisions for majority protest.

The California Streets and Highways Code Section 22631 specifies the options available to the City Council, as follows:

If a majority protest has not been filed, the legislative body may adopt a resolution confirming the diagram and assessment, either as originally proposed or as changed by it. The adoption of the resolution shall constitute the levy of an assessment for the fiscal year referred to in the assessment.

STRATEGIC PLAN CONSIDERATIONS

This action supports the [City's Strategic Plan Goal\(s\)](#) of:

- *High Performing Organization; and*
- *Livability and Belonging; and*
- *Infrastructure and Amenities; and*
- *Environmental Sustainability.*

ENVIRONMENTAL CONSIDERATIONS

This section is not applicable to this agenda item.

FINANCIAL CONSIDERATIONS

NBS estimates that the current rate of assessment will generate approximately \$801,662 of revenue, which is included in the total revenue estimate for the City's FY 2024-25 Budget.

The LLAD assessment rate has not increased since LLAD's creation in 1988. When the LLAD was established, it relied on a General Fund contribution of \$428,000 in addition to the LLAD revenues of approximately \$750,000 to fund the planned landscaping and lighting activities. The LLAD does not contain a provision for inflation and thus has not kept pace with escalation of costs for personnel, utilities, lighting and landscaping maintenance contract services, and supplies since it was first created.

A proposed Assessment District with increased rates was presented to the City's property owners during a ballot proceeding in 2006, but a majority protest was filed, and the increased assessment rates were not imposed. As the sources and uses of all City revenues are currently under review, the cost for LLAD eligible expenditures in excess of the assessment revenue will be covered by City contributions from other appropriate funding sources or expenses will be reduced to ensure that the LLAD expenditures do not exceed available LLAD revenues in FY 2024-25. The City Council appropriates expenditures of these funds as part of its annual budget process.

In FY 2023-24 the General Fund covers expenditures for landscape maintenance service contracts in the amount of approximately \$685,821. City staff anticipate that additional or alternative funding sources will need to be identified in FY 2024-25 to maintain the current levels of service.

LEGAL CONSIDERATIONS

The provisions of the Landscape and Lighting Act of 1972 require that a public hearing be held prior to adopting a resolution levying the annual assessment.

Reviewed by:

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

Karen Pinkos, City Manager

Attachments:

1. Resolution
2. Exhibit A to Resolution

RESOLUTION 2024-XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO CONFIRMING THE DIAGRAM AND LEVYING THE ASSESSMENT FOR FISCAL YEAR 2023-24 FOR THE LANDSCAPE AND LIGHTING ASSESSMENT DISTRICT NO. 1988-1.

WHEREAS, the City of El Cerrito, by Resolution 88-53 dated June 6, 1988, adopted Assessment District No. 1988-1 pursuant to the Landscape and Lighting Act of 1972; and

WHEREAS, the City of El Cerrito, by Resolution No. 2024-18 adopted April 2, 2024, directed the filing of the Annual Report of the Engineer of Record for Assessment District No. 1988-1; and

WHEREAS, the Engineer of Record, NBS Local Government Solutions prepared and, on April 8, 2024 filed said Annual Report; and

WHEREAS, the City of El Cerrito by Resolution No. 2024-28 and dated May 7, 2024, reviewed and accepted said annual report and declared its intent to order improvements and provided notice of a public hearing to be held on May 21, 2024, and notice of the hearing was given in time and manner required by law; and

WHEREAS, in November 1996, the voters approved the Landscape and Lighting Assessment thereby complying with the provisions of Proposition 218; and

WHEREAS, at the public hearing, the City Council afforded every interested person an opportunity to make a protest to the annual report, and the City Council has considered each protest.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of El Cerrito that the diagram and assessment as set forth in the Annual Report of the Engineer of Record, attached hereto as Exhibit A, is hereby confirmed and the assessment set forth therein for Fiscal Year 2024-25 is hereby levied.

BE IT FURTHER RESOLVED that this Resolution is adopted pursuant to California Streets and Highways Code Section 22631.

BE IT FURTHER RESOLVED that upon adoption of this resolution, the diagram and assessment, or a certified copy thereof is hereby directed to be filed with the County Auditor no later than August 10, 2024.

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

I CERTIFY that at a regular meeting on May 21, 2024 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:

Tessa Rudnick, Mayor

CITY OF EL CERRITO

Fiscal Year 2024/25 Annual Report for:
Landscape and Lighting District 1988-1

April 2024

CITY OF EL CERRITO
10890 San Pablo Avenue
El Cerrito, California 94530
Phone - (510) 215-4300
Fax - (510) 215-4319

CITY COUNCIL

Tessa Rudnick, Mayor

Carolyn Wysinger, Mayor Pro Tem

Paul Fadelli, Councilmember

Lisa Motoyama, Councilmember

Gabe Quinto, Councilmember

CITY STAFF

Karen Pinkos, City Manager

Crystal Reams, Finance Director / City Treasurer

Yvetteh Ortiz, Public Works Director / City Engineer

NBS

Tim Seufert, Client Services Director

Amanda Welker, Project Manager

Tom Zetz, Administrator

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1. EXECUTIVE SUMMARY

The City of El Cerrito (the “City”) directed NBS to prepare and file a report presenting plans and specifications describing the general nature, location, and extent of the improvements to be maintained, and an estimate of the costs of the maintenance, operations, and servicing of the improvements for the City of El Cerrito Landscape and Lighting Assessment District 1988-1 (the “District”) for Fiscal Year 2024/25 pursuant to the provisions of the *Landscaping and Lighting Act of 1972, Part 2, Division 15 of the California Streets and Highways Code (commencing with Section 22500)* (the “Act”).

The report includes a map of the District, showing the area and properties proposed to be assessed; an assessment of the estimated costs of the maintenance, operations, and servicing of the improvements; and the net amount to be assessed upon all assessable lots and/or parcels within the District in proportion to the special benefit received.

The following tables summarize the annual levy by Zoning for Fiscal Year 2024/25:

Fiscal Year 2024/25

Zoning	Number of Parcels ⁽¹⁾	Levy Total ⁽²⁾
Residential	8,359	\$686,022.16
Commercial	472	103,703.22
Totals:	8,831	\$789,725.38

(1) Parcel count includes exempt parcels.

(2) Total amount may vary slightly due to rounding adjustments.

2. OVERVIEW

2.1 Introduction

The District provides for the installation, maintenance, and servicing of public lighting, landscaping, and park and recreational facility improvements located within the incorporated limits of the City.

The costs to acquire and construct major new facilities to be maintained will generally be paid by sources other than District funds. While the District pays for the maintenance costs associated with various park and recreation programs, the costs of the programs themselves are not supported by District funds.

2.2 Plans and Specifications

The services performed are primarily maintenance and generally do not require plans. The plans and specifications to the extent that they exist, include but are not limited to:

- Conceptual plans
- Street lighting maps, detail lists, schedules, and PUC schedules
- Street Tree Planting Master Plan
- Maintenance specifications, programs, and policies for:
 - Landscaping
 - Medians
 - Graffiti abatement
 - Recreation buildings
 - Community and neighborhood park grounds
 - Weed abatement
 - Creeks and trails
 - Litter and debris removal
- Water, gas, and electric company requirements, policies, and specifications

These documents are available in the City's Public Works Department and Recreation Department offices and are included in this report by reference. A diagram indicating the location of the improvements to be serviced and maintained is included in Section 4 of this report.

3. DESCRIPTION OF IMPROVEMENTS

The improvements to be installed, serviced, and maintained generally consist of the following:

Street Lighting

Residential Lighting - The District provides funding for street lighting throughout the City, which is typically located at intersections and at mid-block. Spacing of lights is typically 500 feet, although this distance may vary depending on topographic and right-of-way restraints.

Medium-Intensity Commercial Lighting - Industrial and some commercial districts have closer spacing of street lighting, typically at 250-foot intervals. Commercial districts on San Pablo Avenue and other arterial streets require a higher level of lighting intensity.

Medians and Rights-of-Way

Corresponding numbers on the map in Section 4 depict the location of medians. Landscaped medians are located on the following arterial streets:

1. San Pablo Ave. (entire length)
2. Carlson Blvd. (north City limit to Adams St.)
3. Moeser Ln. (San Pablo Ave. to Pomona Ave. and Shevlin Dr. to Arlington Blvd.)
4. Central Ave. (Carlson Blvd. to San Pablo Ave. and Liberty St. to Richmond St.)
5. Ashbury Ave. (south City limit to Fairmount Ave.)
6. Fairmount Ave. (Liberty St. to Richmond St. and Carlson Blvd. to San Pablo Ave.)
7. Potrero Ave. (Eastshore Blvd. to San Pablo Ave.)
8. Hagen Blvd. (6526 to 6712)
9. Elm St. (at Blake St.)
10. Cutting Blvd. (at Elm St.)
11. Behrens St. (at south City limit)
12. Blake St. (at Navellier St.)

Maintained Stairways and Pathways

Corresponding letters on the map in Section 4 depict the location of the stairways and pathways.

- A. Alta Vista Dr. to north City limit
- B. Francisco Wy. to Tulare Ave. (2 segments)
- C. Barrett Ave. to Tassajara Ave.
- D. Alva Ave. to Barrett Ave.
- E. Tapscott Ave. to Harper St.
- F. Blake St. to Manor Cir.
- G. Madera Dr. to Julian Ct. to Potrero Ave. to Hillside Natural Area (4 segments)
- H. Madera Dr. to Hillside Natural Area
- I. Arlington Blvd. to Shevlin Dr. (3 segments)
- J. King Dr. to Shevlin Dr. (south of Moeser Ln.)
- K. Bay Tree Ln. to Contra Costa Dr.
- L. Terrace Dr. to Huber Park (2 segments)
- M. Adams St. to Creekside Park

Creek and Street Trees

Day-lighted Creek in Public Property - Cerrito Creek, Baxter Gateway, and Poinsett Park

Street Trees - City-wide

Parks and Structures

Arlington Park and Clubhouse

1120 Arlington Boulevard; tennis courts, picnic tables, barbecues, playground equipment, pond, basketball court, large grass area

Canyon Trail Park & Art Center

6757 Gatto Avenue; tennis courts, picnic tables, barbecue, playground equipment, large grass area, lower play area: creek, walking trails, small pond, and play equipment

Castro Park and Clubhouse

1420 Norvell Street; large playground and grassy area, field adjacent to Korematsu Middle School yard, tennis courts, small grassy area behind tennis courts, barbecue, and picnic table

Centennial Park

Eureka Avenue at Liberty Street; playground equipment, grassy area, benches, plaza and path network

Cerrito Vista Park

950 Pomona Avenue; Large, well equipped playground area, field, track for jogging, tennis courts, barbecue, recreation building, and picnic area adjacent to park

Fairmont Park and Clubhouse

715 Lexington Avenue; field adjacent to Fairmont Elementary School

Harding Park and Clubhouse

7115 C Street; play equipment, field adjacent to Harding School blacktop area (basketball courts, kickball diamond), tennis courts, and barbeque located on patio

Huber Park and Clubhouse

7711 Terrace Drive; lower cement area with basketball court and kickball area, climbing, large cement slide, and picnic area

Poinsett Park and Clubhouse

5611 Poinsett Avenue; basketball, kickball area, and play equipment

Tassajara Park and Clubhouse

2575 Tassajara Avenue; playground equipment, field, basketball court, tennis courts, and picnic area

Madera Clubhouse

1500 Devonshire Drive; childcare center, playground area, and clubhouse

Ohlone Greenway

One block east of Kearney Street, the Ohlone Greenway is a linear park that runs 2.5 miles, the length of the City, ideal for walking or bicycling. It is the site of the frog habitat and wetland restoration classroom projects. At the corner of Manila Avenue and Kearney Street, is the Richard Itaya mini-park with its play equipment for younger school-age children.

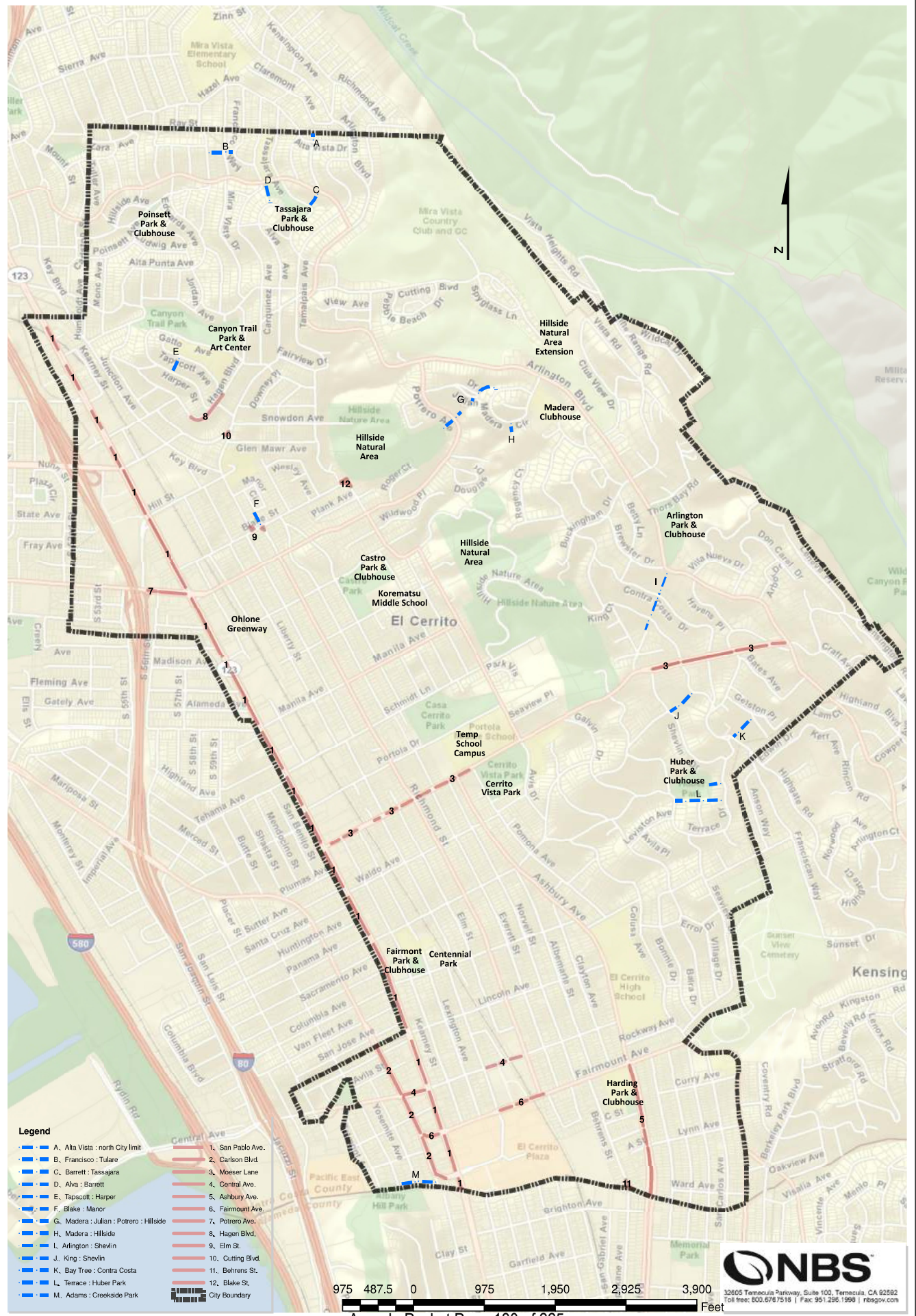
Hillside Natural Area

This natural area of approximately 102 acres can be accessed from the east end of Schmidt Lane, north end of Potrero Avenue, and through King Court. Dogs, under their owner's control and on a leash, are allowed.

4. MAP OF DISTRICT

The following page contains a map of the District depicting the locations of medians, rights-of-way, stairways, and pathways. The Assessment Diagram is on file with the City Clerk and incorporated by reference and made part of this report.

CITY OF EL CERRITO LANDSCAPE AND LIGHTING DISTRICT NO. 1988-1



5. METHOD OF ASSESSMENT

The estimated net cost of the improvements has been divided among the several parcels of land within the District in proportion to the estimated benefits to be received by the parcels, respectively, from the improvements. The method used to apportion the cost among the benefiting properties is as follows:

- 1) Residential costs were identified as the total estimated cost to provide landscaping and lighting on residentially zoned streets plus 98% of the net cost to maintain park and recreational facilities, plus a prorated share of the incidental expenses.
- 2) Commercial costs were identified as the total estimated cost to provide landscaping, lighting, and sweeping to frontage on commercially zoned streets, plus 2% of the net cost to maintain park and recreational facilities, plus a prorated share of the incidental expenses.

The net residential cost was apportioned within residentially zoned areas and the net commercial cost was apportioned within commercially zoned areas as follows:

RESIDENTIALLY ZONED AREAS

Occupied Single Family Residential (SFR) properties were assumed to benefit equally and were assessed the same. Multifamily Residential (MFR) parcels and condominiums were assumed to benefit less, due to increased density and private maintenance costs. MFR units were assessed 75% of the SFR rate for the first twenty units and 50% of the SFR rate for each additional unit over twenty.

Churches and private schools in residentially zoned areas were assessed for direct frontage benefits received. Commercial land uses in residential neighborhoods were assessed at the Zone 3 frontage rate, plus the commercial park assessment rate. One hundred feet of corner relief, or the side street dimension, whichever was less, was credited to corner parcels. Open space owned by private parties, utilities, and the golf course were assessed for one-half the Zone 3 frontage assessment rates. Public property was not assessed.

Vacant lots were assessed at one-half the amount calculated for a similar occupied parcel. Vacant land and open space were assessed for frontage benefit at one-half the zone rate. Assessments for common areas were considered to be included in the assessment for the various residential units.

Unusual or exceptional parcels were assessed according to the judgment of the engineer. Assessments for SFR properties that are divided by the City boundary were calculated by multiplying the rate for a SFR by the ratio of land area in the City's boundary.

COMMERCIALLY ZONED PROPERTY

Three zones of commercial street landscaping, lighting, and sweeping service are identified on the assessment diagram. The cost per foot to provide services to frontage on San Pablo Avenue (Zone 1) was estimated to be six times the cost of Commercial Zones 2 and 3 streets. Parcels with San Pablo Avenue frontage were assessed \$2.00 per front foot for direct benefit received.

Parcels with frontage in Zones 2 and 3 were assessed \$0.33 per foot, or one-sixth the San Pablo Avenue assessment. Corner lots were credited one hundred feet or the side yard dimensions, whichever was less. Parcels with frontage in more than one zone were assessed for the applicable frontage in each zone.

The remaining costs to provide street landscaping, lighting, and sweeping within the commercially zoned areas, including a prorated share of the incidental expenses, were assessed to the properties located on Zones 1 and 2 streets in proportion to parcel area.

Areas and frontages were calculated using information on file with the County Assessor. Areas and frontages are approximations intended only as indicators of benefit.

The assessments for parcels within the El Cerrito Plaza and the Del Norte Marketplace shopping centers were calculated by totaling the frontage and area assessments and then prorating the total according to area.

SFR residential parcels in commercially zoned areas were presumed not to benefit more from increased levels of lighting and landscaping and were assessed at SFR rates.

MFR parcels in commercially zoned areas were assessed at MFR rates less 20%, representing a credit for the residential street lighting and sweeping benefit not received. MFR parcels in commercially zoned areas were also assessed for direct frontage benefits received. The commercial park and area assessment was not applied to MFR parcels.

Private institutions within the commercially zoned areas were assessed for the applicable frontage benefit but were not assessed for commercial area or park benefit.

Motels were assessed as commercial properties.

Vacant lots were assessed at one-half the occupied rate.

Public properties were not assessed.

Unusual or exceptional properties were assessed according to the judgment of the engineer.

5.1 Maximum Assessment Rates

The following tables provide the maximum assessment rates for Fiscal Year 2024/25.

Residential Zoning

Category	Per Unit	Per Frontage Foot
SFR	\$72.00	\$0.00
MFR 1-20 Units	54.00	0.00
MFR > 20 Units	1,080.00 + 36.00 (over 20)	0.00
PVT Inst	0.00	0.33
Vacant Lot	36.00	0.00
Vacant Land	0.00	0.17

Commercial Zoning

Commercial Street Assessment					Commercial Park Assessment
Category	Zone	Per Unit	Per Frontage Foot	Per Acre	Per Acre
Commercial	1	\$0.00	\$2.00	\$121.00	\$80.00
	2	0.00	0.33	121.00	80.00
	3	0.00	0.33	0.00	80.00
MFR 1-20 Units	1	43.00	2.00	0.00	0.00
MFR > 20 Units	1	864.00 + 29.00 (over 20)	2.00	0.00	0.00
MFR 1-20 Units	2	43.00	0.33	0.00	0.00
MFR > 20 Units	2	864.00 + 29.00 (over 20)	0.33	0.00	0.00
PVT Inst	1	0.00	2.00	0.00	0.00
	2	0.00	0.33	0.00	0.00
Vacant	1	0.00	1.00	61.00	40.00
	2	0.00	0.17	61.00	40.00
	3	0.00	0.17	0.00	0.00

Assessments for parcels not described above were made in proportion to the estimated benefits received as determined by the engineer.

6. FISCAL YEAR 2024/25 ESTIMATE OF COSTS

Revenues

Special Assessments	\$789,726
Other Local Reimbursements	10,500
Program Fees	1,000
Total Revenues	\$801,226

Expenditures

Regular Salaries & Wages	\$153,517
Overtime Pay	5,149
Straight OT	2,169
Special Pay	537
One-Time Payouts	0
PARS Contribution	457
PERS Contributions	15,265
PERS UAL	46,942
FICA/Medicare	11,802
Medical Benefits	43,559
Life & LTD Insurance	1,556
Workers Compensation Premiums	13,018
Collect & Admin Services	4,305
Legal & Financial Services	11,970
Other Technical Services	2,300
Utilities Energy	25,200
Utilities-Water & Sewer	135,630
Utilities-Street Lights	5,000
Infrastructure Maintenance Services	12,000
Landscape/Park Maintenance Services	118,450
Travel & Training	1,100
Dues & Subscriptions	1,200
Landscape & Park Supplies	26,900
Indirect Xfer-GEN	163,200
Total Expenditures	\$801,226

7. COUNTY USE CODES

The following pages contain the Contra Costa County use codes and a description of each.

<u>Use Code</u>	<u>Description</u>
1	Residential
10	Vacant, unbuildable
11	Single family, 1 residential on 1 Site and Duets w/o minor common areas
12	Single family, 1 residential on 2 or more sites
13	Single family, 2 or more residential on 1 or more sites
14	Single family on other than single family land
15	Miscellaneous improvements, 1 or more site, incl. trees and vines
16	Single family attached residence, townhouses, duets
17	Vacant, 1 site (includes PUD sites)
18	Vacant, 2 or more sites
19	Single family detached res. with major common area (pool, tennis, clubhouse, or other amenities), Cluster Homes
2	Multiple
20	Vacant
21	Duplex
22	Triplex
23	Fourplex
24	Combinations; e.g., single and a double
25	Apartments, 5-12 units, inclusive
26	Apartments, 13-24 units, inclusive
27	Apartments, 25-59 units, inclusive
28	Apartments, 60 units or more
29	Condos, cooperatives (-1 Single Family) (-2 Rossmoor)
3	Commercial
30	Vacant
31	Commercial stores (not supermarkets)
32	Small grocery stores (7-11, mom and pop, quick-stop)
33	Office buildings
34	Medical; dental
35	Service stations; car washes; bulk plants; mini lube
36	Auto repair
37	Community facilities; recreational; swim pool association
38	Golf courses
39	Bowling alleys
4	Commercial
40	Boat Harbors
41	Supermarkets (not in shopping centers)
42	Shopping centers (all parcels include vacant for future shopping Center
43	Financial buildings (insurance and title companies, banks, savings And loans)
44	Motels, hotels, and mobile home parks
45	Theaters
46	Drive-in restaurants (hamburger, taco, etc.)
47	Restaurants (not drive-in; inside service only)
48	Multiple and commercial; miscellaneous improved
49	New car auto agencies

This information is courtesy of ParcelQuest and is deemed reliable, but is not guaranteed. For a complete or current list, please contact the appropriate County Assessor's office. Rev. 4/16/13

- 5 Industrial**
- 50 Vacant Land
- 51 Industrial Park (with structures)
- 52 Research and Development, with or without structures
- 53 Light industrial
- 54 Heavy industrial
- 55 Mini-warehouse (public storage)
- 56 Miscellaneous improvements, including trees & vines on light or heavy industrial
- 59 Pipeline rights-of-way

- 6 Land**
- 61 Rural, residential improved; 1 to 10 acres
- 62 Rural, with or without miscellaneous structures, 1 to 10 acres
- 63 Urban acreage, 10 to 40 acres
- 64 Urban acreage, more than 40 acres
- 65 Orchards, vineyards, row crops, irrigated pastures, 10 to 40 acres
- 66 Orchards, vineyards, row crops, irrigated pastures, over 40 acres
- 67 Dry farming, grazing and pasturing, 10 to 40 acres
- 68 Dry farming, grazing and pasturing, over 40 acres
- 69 Agricultural preserves

- 7 Institutional**
- 70 Convalescent hospitals and rest homes
- 71 Churches
- 72 Schools & colleges, public or private, with or without improvements
- 73 Hospitals, with or without improvements
- 74 Cemeteries, mortuaries
- 75 Fraternal and service organizations, group homes, shelters
- 76 Retirement housing complex
- 77 Cultural uses (libraries, museums)
- 78 Parks and playgrounds
- 79 Government-owned, with or without buildings (federal, state, city, BART)

- 8 Miscellaneous**
- 80 Mineral rights (productive/nonproductive)
- 81 Private roads
- 82 Pipelines and canals
- 83 State board assessed parcels
- 84 Utilities, with or without buildings (not assessed by SBE)
- 85 Public and private parking
- 86 Taxable municipally-owned property
- 87 Common area parcels in PUD's (open spaces, recreational facilities)
- 88 Mobile home
- 89 Other; split parcels in different Tax Code Areas

8. ASSESSMENT ROLL

Parcel identification, for each lot or parcel subject to the annual levy, shall be based on the Contra Costa County Assessor's (the "Assessor") secured roll data for the applicable year in which this report is prepared and is incorporated herein by reference.

A listing of Assessor's parcels subject to the annual levy for Fiscal Year 2024/25, along with the amounts levied, is on file in the office of the City Clerk and incorporated herein by reference. Based on the Assessor's secured roll data, current Assessor's parcels, including corrected and/or new Assessor's parcels, assessment amounts will be submitted and/or resubmitted to the Contra Costa County Auditor/Controller. The annual amount to be levied and collected for the resubmitted parcel(s) shall be determined in accordance with the assessment methodology and rates approved in this report. Therefore, if a single Assessor's parcel has a status change in development, other land use change, or subdivides into multiple Assessor's parcels, the levy amounts applied to each of the new Assessor's parcels shall be recalculated and applied according to the approved assessment methodology and rates rather than a proportionate share of the original levy amount.



AGENDA BILL

Agenda Item No. 8.C.

Date: May 21, 2024
To: El Cerrito City Council
From: Crystal Reams, Finance Director/Treasurer, Finance Department;
Yvetteh Ortiz, Public Works Director/City Engineer, Public Works
Department
Subject: Public Hearing regarding Fiscal Year 2024-25 Storm Drain Annual Report
and method of collecting storm drain fees

ACTION PROPOSED

Conduct a public hearing and upon conclusion adopt a resolution approving the Fiscal Year 2024-25 Storm Drain Annual Report and directing that Storm Drain Fees be collected on the property tax rolls.

BACKGROUND

In March 1993, the voters of the City of El Cerrito approved the issuance of \$6.3 million in revenue bonds for the reconstruction of the City's storm drain system. In June 1993, the City Council adopted Ordinance 93-4, which amends Title 4 (Revenue and Finance) of the El Cerrito Municipal Code by adding a new Chapter 4.44, providing for the imposition and collection of Storm Drain Fees to pay the debt service on the revenue bonds and to fund the acquisition, construction, reconstruction, maintenance, and operation of storm drain facilities. Ordinance 93-4 set the Storm Drain Fee at \$58 for each single-family residential property and other amounts for other property types.

Ordinance 93-4 further provided that the Storm Drain Fees are to be collected on the property tax roll, based on amounts specified in an annual written report. Attachment 2 to this staff report is the FY 2024-25 Storm Drain Annual Report (Annual Report) which contains the description of each parcel classification receiving storm drain services and the amount of the annual fee for each parcel. A full listing of assessed parcels and related charges is available by contacting the Office of the City Clerk at cityclerk@ci.el-cerrito.ca.us or 510-215-4305. The engineering firm of NBS Local Government Solutions prepared the Annual Report.

The City must annually conduct a public hearing to consider the method of collecting the Storm Drain Fees. Notice of such a public hearing must be made at least twice within a two-week period, as specified in Government Code §6066, as follows:

Publication of notice pursuant to this section shall be once a week for two successive weeks. Two publications in a newspaper published once a week or oftener, with at least five days between the respective publication dates, not counting such publication dates, are sufficient. The period of notice commences upon the first day of publication and terminates at the end of the fourteenth day, including therein the first day.

The City met this notification requirement by publishing the notice of public hearing in the West County Times on May 11, 2024 and May 17, 2024.

This hearing is not for consideration of the amounts of the Storm Drain Fees, which were already set by the City Council by adoption of Ordinance 93-4; however, the City Council may consider corrections to the use classification of properties in the Annual Report.

ANALYSIS

The City Council needs to determine whether a majority protest exists with respect to the method of collecting the Storm Drain Fees. If a majority protest is lodged against collecting these fees on the property tax roll (as a method of collection), the Storm Drain Fees shall be collected on behalf of the City by a public utility and the City Council would be required to authorize negotiation of an agreement with such a utility.

If the City Council finds that protest is made by the owners of a majority of the parcels of property described in the Annual Report, then the Annual Report shall not be adopted.

The administrative costs of collecting the Storm Drain Fee through utility services are substantially higher than by using the property tax bill. Also, if collected through a utility, the Storm Drain Fees would not constitute a lien against any parcel or parcels of land, which would make delinquent collections far more cumbersome and costly.

Since the amount of the Storm Drain Fee is based on property use, the public hearing also provides an opportunity for property owners to contest the fee amount based on the actual use of their property. The City Council may accordingly adjust the fee amount based on the property use.

The adoption of the Annual Report requires the same two-thirds vote as was required to enact Ordinance 93-4. If approved, the Annual Report must be filed with the County Auditor-Controller not later than August 10, 2024, per California Health and Safety Code Section 5474.4, as follows:

On or before the tenth day of August of each year following such final determination, the legislative body shall certify to the auditor a list of the lots or parcels of land, as they appear on the current assessment roll, subject to such fees or charges and the amounts of the installments of such fees or charges and interest to be entered against such lots or parcels on the assessment roll.

STRATEGIC PLAN CONSIDERATIONS

This action supports the [City's Strategic Plan Goal\(s\)](#) of:

- *High Performing Organization; and*
- *Infrastructure and Amenities.*

ENVIRONMENTAL CONSIDERATIONS

This section is not applicable to this agenda item.

FINANCIAL CONSIDERATIONS

The annual Storm Drain Fee will continue to be assessed at \$58 for each single-family residential unit. Such a rate is expected to generate annual revenues of approximately \$709,170, which is included in the total revenue estimate for the City's FY 2024-25 Budget. The last debt service payment on the Storm Drain Revenue Bonds was paid in FY 2013-14. Therefore, the FY 2024-25 proceeds of the Storm Drain Fees will be used to fund storm drain improvements, maintenance, and operations, which include personnel, contract services, infrastructure supplies, and City Administration. The City Council appropriates expenditures of these funds as part of its annual budget process.

LEGAL CONSIDERATIONS

California Health and Safety Code Section 5470 et seq. requires that a public hearing be held prior to adopting a resolution to accept the Annual Report and levying the annual Storm Drain Fees. The City has complied with the minimum public notice requirements.

Reviewed by:

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

Karen Pinkos, City Manager

Attachments:

1. Resolution
2. Exhibit A to Resolution

RESOLUTION 2024-XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO ADOPTING THE FISCAL YEAR 2024-25 STORM DRAIN ANNUAL REPORT AND DIRECTING THAT STORM DRAIN FEES FOR FISCAL YEAR 2024-25 BE COLLECTED THROUGH THE PROPERTY TAX ROLLS

WHEREAS, the City of El Cerrito, by Ordinance 93-4, directed the filing of an annual report for the imposition and collection of storm drain fees; and

WHEREAS, the Engineer firm of NBS local Government Solutions has prepared said Fiscal Year 2024-25 Storm Drain Annual Report (the "Annual Report"); and

WHEREAS, the City provided notice on May 11, 2024 and May 17, 2024 of a public hearing to be held by the City Council, with the notice of the hearing being given in the time and manner required by law; and

WHEREAS, at the public hearing the City Council afforded every interested person an opportunity to make a protest to the Annual Report and the City Council has considered each protest.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of El Cerrito hereby confirms the storm drain fees as set forth in the Annual Report, attached hereto as Exhibit A, directs the collection of these fees through the property tax rolls, and directs the City Clerk through NBS Local Government Solutions to file the Annual Report or a certified copy thereof with the County Auditor-Controller not later than August 10, 2024.

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

I CERTIFY that at a regular meeting on May 21, 2024 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. Charl  ty, City Clerk

APPROVED:

Tessa Rudnick, Mayor

CITY OF EL CERRITO

Fiscal Year 2024/25 Annual Report for:

Storm Drain Reconstruction Project Fee

April 2024

CITY OF EL CERRITO
10890 San Pablo Avenue
El Cerrito, California 94530
Phone - (510) 215-4300
Fax - (510) 215-4319

CITY COUNCIL

Tessa Rudnick, Mayor

Carolyn Wysinger, Mayor Pro Tem

Paul Fadelli, Councilmember

Lisa Motoyama, Councilmember

Gabe Quinto, Councilmember

CITY STAFF

Karen Pinkos, City Manager

Crystal Reams, Finance Director / City Treasurer

Yvetteh Ortiz, Public Works Director / City Engineer

NBS

Tim Seufert, Client Services Director

Amanda Welker, Project Manager

Tom Zetz, Administrator

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1. EXECUTIVE SUMMARY

On March 2, 1993, the qualified voters of the City of El Cerrito (the “City”) approved the issuance of revenue bonds in an amount not to exceed \$6.3 million to finance the first phase of the reconstruction of the City’s storm drain system. The qualified voters also approved the repayment of those bonds through the imposition of an annual storm drain fee on property within the City.

Section 5470, et seq. of the *California Health and Safety Code* authorizes cities to enact an ordinance, approved by a two-thirds vote of the members of the legislative body, establishing fees and charges for services and facilities furnished by the City in connection with its storm drain system. The proceeds of these fees and charges may be used only for the acquisition, construction, reconstruction, maintenance, and operation of its storm drain facilities, including the repayment of principal and interest on bonds issued to finance the construction or reconstruction of such facilities.

According to the ordinance establishing the storm drain fee, the storm drain fees and charges may be used exclusively for the purposes of the storm drain system and for the payment of interest and redemption, including premiums payable from the calling of bonds, for those bonds authorized by the qualified voters on March 2, 1993, and for the payment of interest and redemption, including premiums payable from the calling of bonds, for any other bonds for storm drain construction or reconstruction which may be authorized in the future, provided that such bonds are approved in the manner required by California law.

The proposed Fiscal Year 2024/25 rates for the storm drain fee are as follows:

Parcel Classification	Rate
Single Family Residential	\$58.00 per unit
Multi Family Residential 2 through 20 units	\$43.50 per unit
Multi Family Residential over 20 units	\$870.00 plus \$29.00 for each unit over 20
Commercial/Industrial	\$870.00 per Acre
Institutional (Churches, Schools, Fraternal and Service Organizations)	\$406.00 per Acre
Golf Courses, Cemeteries, Vacant Land	\$11.60 per Acre

The following table summarizes the estimated Fiscal Year 2024/25 annual levy by classification of parcel. These amounts are subject to change based upon Contra Costa County’s final secured roll data.

Parcel Classification	Number of Parcels ⁽¹⁾	Levy Total ⁽²⁾
Single Family Residential	7,550	\$443,460.00
Multi Family Residential	627	139,040.50
Commercial/Industrial	248	92,415.36
Institutional (Churches, Schools, Fraternal and Service Organizations)	48	31,940.56
Golf Courses, Cemeteries, Vacant Land	205	2,313.14
Exempt	153	0.00
Totals:	8,831	\$709,169.56

(1) Includes parcels divided by City boundaries.

(2) Total amount may vary slightly due to rounding adjustments.

2. FEES

2.1 Fee Methodology

The number of Equivalent Residential Units (“ERUs”) was determined for each parcel based upon an estimate of the impervious surface associated with the use of the property.

- 1) Single Family (detached) Residential (“SFR”) parcels were assumed to have an average of 2,900 sq. ft. of impervious surface. Approximately 90% of the properties in the City are SFRs. These parcels were assigned 1.0 ERU.
- 2) Multi Family dwelling unit complexes of up to 20 units were assigned 0.75 ERU (2,175 sq. ft) of impervious surface area per unit. Complexes of more than 20 units were assigned 15.0 ERU plus 0.5 ERU (1,450 sq. ft) for each unit over 20.
- 3) Commercial/Industrial uses were assigned 15.0 ERU (43,560/2,900 sq. ft.) of impervious surface area per acre.
- 4) Institutional uses such as Churches, Schools, Fraternal and Service Organizations were assigned 7.0 ERU (21,000 sq. ft.) of impervious surface area per acre based upon the Contra Costa County Report on Stormwater Utility Assessment dated March 1994 (County Report).
- 5) Golf courses, cemeteries, and other open spaces were assigned 0.2 ERU (580 sq. ft.) per acre based upon the County Report.

The storm drain fee for a parcel is calculated by multiplying the number of ERU assigned to such parcel by the rate per ERU. The rate for Fiscal Year 2024/25 is \$58.00/ERU.

The following table shows a breakdown of the classification of parcels by Contra Costa County Use Code and the associated rates for Fiscal Year 2024/25:

Parcel Classification	Contra Costa County Use Code ⁽¹⁾⁽²⁾⁽³⁾⁽⁴⁾	ERU ⁽⁵⁾	Rates
Single Family Residential	11, 12, 13, 14, 15, 16, 19, 29, 89	1.0	\$58.00 per unit
Multi Family Residential (2 through 20 units)	21, 22, 23, 24, 25, 26	0.75*n	\$43.50 per unit
Multi Family Residential (over 20 units)	26, 27, 28	15.0 + 0.5*m	\$870.00 + \$29.00 for each unit over 20
Commercial/Industrial	31, 32, 33, 34, 35, 36, 41, 42, 43, 44, 45, 46, 47, 48, 49, 53, 85	15.0*A	\$870.00 per Acre
Institutional (Churches, Schools, Fraternal and Service Organizations)	70, 71, 72, 75, 76	7.0*A	\$406.00 per Acre
Golf Courses, Cemeteries, Vacant Land	10, 17, 18, 20, 30, 37, 38, 50, 63, 74, 78, 81	0.2*A	\$11.60 per Acre

(1) Use Code 79 is assigned to Government Owned, and is not charged

(2) Use Code 83 is assigned to State Board Assessed, and is not charged

(3) Use Code 77 is assigned to Cultural Uses, and is not charged

(4) Use Code 87 is assigned to Common Area Parcels in PUD’s and is not charged

(5) n = number of residential units up to 20

m = number of residential units over 20

A = Area in Acres, per Contra Costa County Assessor or City Estimate

ERU = Equivalent Residential Units

2.2 Collection of Fees and Charges

The storm drain fees and charges may be collected on the tax roll in the same manner, by the same persons, and at the same time as, together with and not separately from, the City's general taxes.

The City Council will have prepared each year, prior to the commencement of the fiscal year, a written report which will be filed with the City. The report is to contain a description of each parcel of real property receiving storm drain services and the amount of the annual fee and charge for each parcel. This charge will be computed in conformity with the fees and charges prescribed in the report.

2.3 Annual Hearing

Each year, prior to the commencement of the fiscal year, the City Council will hold a public hearing at which the City Council will hear and consider all objections and protests, if any, to the written report. The City Council may continue the hearing from time to time. If the City Council finds that protest is made by the owners of a majority of the parcels of property described in the report, then the report will not be adopted. In the event of such majority protest, the storm drain fees and charges will be collected with the rates for any other publicly or privately owned public utility through agreement with such utility. If collected in this manner, the storm drain fees and charges will not constitute a lien against any parcel or parcels of land.

2.4 Notice

Notice of the filing of the report and of the time and place of hearing thereon, is to be published once a week for two consecutive weeks prior to the hearing, in a newspaper of general circulation printed, published or distributed in the City.

3. LIST OF CHARGES

Parcel identification, for each lot or parcel subject to the annual levy, shall be based on the Contra Costa County Assessor's (the "Assessor") secured roll data for the applicable year in which this report is prepared and is incorporated herein by reference.

A listing of Assessor's parcels subject to the annual levy for Fiscal Year 2024/25, along with the amounts levied, is on file in the office of the City Clerk and incorporated herein by reference. Based on the Assessor's secured roll data, current Assessor's parcels, including corrected and/or new Assessor's parcels, assessment amounts will be submitted and/or resubmitted to the Contra Costa County Auditor/Controller. The annual amount to be levied and collected for the resubmitted parcel(s) shall be determined in accordance with the assessment methodology and rates approved in this report. Therefore, if a single Assessor's parcel has a status change in development, other land use change, or subdivides into multiple Assessor's parcels, the levy amounts applied to each of the new Assessor's parcels shall be recalculated and applied according to the approved assessment methodology and rates rather than a proportionate share of the original levy amount.



AGENDA BILL

Agenda Item No. 9.A.

Date: May 21, 2024
To: El Cerrito City Council
From: Crystal Reams, Finance Director/City Treasurer, Finance Department
Subject: FY 2023-24 General Fund Budget Quarterly Update through March 2024

ACTION PROPOSED

Receive and file an update on City General Fund revenues and expenses for FY 2023-24 through March 2024.

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 March 31, 2024 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 January 1, 2024 through March 31, 2024 and reflect preliminary unaudited cash basis information:

1. Total revenue was \$31.8 million, approximately 65% 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 still performing under projections reflected in the amended FY 2023-24 budget, which is slightly less than the prior fiscal year as reflected in the amended budget for this category. The City Council approved staff's recommended budget adjustment to lower the budgeted amount by \$1 million at mid-year.
3. Total expenditures were \$38.9 million, or 71% of the amended budget, which is slightly under for the quarter.
4. Personnel costs of \$26 million include all personnel related costs. Personnel is the largest component of General Fund expenditures and is trending at just

under 75% of the amended FY 2023-24 budget.

STRATEGIC PLAN CONSIDERATIONS

This report is consistent with the City's Strategic Plan Goal High-Performing Organization: Ensure the City maintains a strong financial position – 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 slightly lower for revenues and expenditures for the 3rd quarter of the fiscal year. Staff continues to monitor revenue and expenditure trends as the FY 2024-25 & 2025-26 budgets are developed.

LEGAL CONSIDERATIONS

This section is not applicable to this agenda item.

Reviewed by:

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

Karen Pinkos, City Manager

Attachments:

1. FY 2023-24 3rd Quarter General Fund Update



General Fund Budget Update

Quarter 3 FY 2023-24

1/01/2024 – 03/31/2024

INTRODUCTION

The City of El Cerrito is pleased to submit the Quarter 3 FY 2023-24 General Fund Budget Update, for the period 01/01/2024 through 03/31/2024. 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 March 31, 2024, tax revenues are at 62% of budget. Taxes received during Quarter 3 include utility users' taxes, sales taxes, and real property transfer taxes (through February). Overall General Fund Revenues for Quarter 3 are at 65% of the total FY 2023-24 Adopted Budget, which is in line with the 66% received for Quarter 3 FY 2022-23.

Table 1 reflects real property transfer taxes for the months of July through February, as March funds (totaling \$173,676) were received in April and will be reflected in the FY 2023-24 Quarter 4 Update. Adding the March real property transfer tax funds to the Quarter 3 revenue actuals results in year-to-date revenue of \$2,019,185 or 61% of the Adopted Budget. Property transfer taxes are still performing under the projected amount in the FY 2023-24 Amended Budget, which is lower than the prior fiscal year which was at 77%.

Table 1
General Fund Revenue – Classification
Quarter 3

Classification	Budget Amount (Amended)	YTD – Q3 Actual Amount	% of Budget	Prior YTD – Q3 Actual Amount
Property Taxes	\$11,417,064	\$6,762,176	59%	\$5,638,157
Sales Taxes	3,998,666	2,388,858	60%	5,484,732
Measure R Sales Taxes	3,855,000	2,474,800	64%	2,841,756
Transient Occupancy Taxes	150,000	45,484	30%	55,233
Franchise Taxes	1,400,000	804,319	57%	857,006
Business License Taxes	1,150,600	1,042,324	91%	1,028,398
Property Transfer Taxes	3,300,000	1,845,509	56%	3,328,241
Utility Users' Taxes	3,520,000	2,481,513	70%	2,671,054
Other Taxes	1,500	1,769	118%	-
Taxes Totals	\$28,792,830	\$17,846,752	62%	\$19,062,821
Licenses & Permits	1,284,618	995,099	77%	753,401
Fines & Forfeitures	145,000	178,023	123%	77,284
Use of Money and Property	584,073	606,916	104%	504,449
Intergovernmental Revenues	8,393,092	5,158,471	61%	5,114,018
Charges for Services Totals	7,594,420	6,106,694	80%	4,579,342
Other Revenue Totals	911,748	372,872	41%	377,968
Other Financing Sources Totals	977,182	488,591	50%	732,754
Totals	\$48,682,963	\$31,753,418	65%	\$31,202,037

Table 2
General Fund Revenues – Department
Quarter 3

Revenue	Budget Amount	YTD -Q3 Actual Amount	% of Budget	Prior YTD – Q3 Actual Amount
Non-departmental	\$34,136,304	\$21,032,214	62%	\$21,896,401
Administration	140,100	11,763	8%	32,404
Police	214,000	212,498	99%	170,818
Fire	5,213,592	3,201,133	61%	3,493,135
Public Works	664,312	526,125	79%	303,217
Community Development	2,841,226	2,341,536	82%	1,879,593
Recreation	5,473,429	4,428,149	81%	3,426,469
Totals	\$48,682,963	31,753,418	65%	\$31,202,037

GENERAL FUND - EXPENDITURES

General Fund expenditures are budgeted at \$54.99 million for FY 2023-24. Tables 3 and 4 show the expenditures year-to-date by classification and by department, respectively. Departments are tracking slightly lower at 71% of the total year-to-date amount for quarter 3. This is a minimal increase over the Quarter 3 FY 2022-23 expenditures at 70%.

As in previous fiscal years, Personnel is the largest component of General Fund expenditures. Departments have continued to fill vacant positions and we are now trending at 71% of budgeted expenditures. This is slightly higher than Quarter 3 FY 2022-23 at 70%.

Table 3
General Fund Expenditures – Classification
Quarter 3

Classification	Budget Amount Amended	YTD – Q3 Actual Amount	% of Budget	Prior YTD – Q3 Actual Amount
Personnel	\$35,358,284	\$26,029,054	74%	\$22,676,918
Purchased Professional & Technical Services	7,347,177	4,002,086	54%	2,998,268
Purchased Property Services	2,846,162	1,487,777	52%	1,216,319
Other Purchased Services	3,558,119	2,939,341	83%	2,373,566
Supplies	940,675	528,069	56%	424,396
Property & Capital	685,138	236,454	35%	453,492
Financing Costs	634,368	338,535	53%	270,392
Other Financing Uses	3,622,194	3,330,813	92%	667,763
Totals	\$54,992,117	\$38,892,129	71%	\$31,081,114

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 3

Expenditures	Budget Amount Amended	YTD – Q3 Actual Amount	% of Budget	Prior YTD – Q3 Actual Amount
Administration	\$8,076,150	\$5,878,189	73%	\$5,012,110
Police	13,663,610	9,784,467	72%	8,769,522
Fire	14,873,622	10,419,044	70%	9,249,761
Public Works	2,849,926	1,868,938	66%	1,538,650
Community Development	4,892,425	3,126,620	64%	2,159,242
Recreation	6,524,937	4,287,906	66%	3,611,653
Non-departmental	4,111,447	3,526,965	86%	740,177
Total	\$54,992,117	\$38,892,129	71%	\$31,081,115

CONCLUSION

The City of El Cerrito is currently expensing slightly lower than the budgeted amounts; and revenue amounts are trending slightly lower than budgeted. Revenues are not received in equal quarterly releases. Staff continues to evaluate revenue and expenditure trends as we are preparing FY 2024-25 and FY 2025-26 budgets.



SUPPLEMENTAL AGENDA MATERIALS
CITY COUNCIL MEETING
May 21, 2024
(revised May 23, 2024)

REGULAR CITY COUNCIL MEETING (6:00 PM)

- 1. Public Comments (Not on the Agenda and Consent Calendar)**
 - a. Environmental Quality Committee Recommendation
 - b. Public Comments
- 2. Agenda Item No. 7.F. - Resolution to Amend the City's Classification Plan**
 - a. Revised Attachment
 - b. **Public Comments**
- 3. Agenda Item No. 8.A - FY 2024-25 Master Fee Schedule**
 - a. **Public Comments**
- 4. Agenda Item No. 9.B. - Fiscal Year 2024-25 and 2025-26 Budget Study Session**
 - a. Presentation
 - b. Public Comments



5/15/2024

El Cerrito City Council
El Cerrito City Hall
10890 San Pablo Ave.
El Cerrito, CA 94530

Mayor Rudnick and City Councilmembers,

The following recommendation from the El Cerrito Environmental Quality Committee was passed at the 5/14/2024 EQC meeting with a unanimous vote.

While we appreciate the recent change to allow advisory body recommendations to be part of the Council's consent agenda item, this recommendation is being submitted to general public comment for the purposes of expediency, so you receive it as soon as possible, as you continue the budget process.

Thank you for your consideration,

Simrun Dhoot

Simrun Dhoot
Chair, Environmental Quality Committee



ADVISORY BODY RECOMMENDATION

On May 14, 2024 the Environmental Quality Committee made the following recommendation to City Council:

EQC Recommendation to Council on Climate Action “Early Wins” and CAAP Integration into Budget

Mayor Rudnick and Councilmembers:

With the Draft Climate Action and Adaptation Plan (CAAP) expected for adoption in the next few months, the Environmental Quality Committee (EQC) has the following recommendation that we encourage you to take into consideration during your current 2-year budget setting process.

- The 2019 Climate Emergency Declaration, and the subsequent Council direction to bring climate action “early wins” prior to CAAP adoption, should be met with substantive, stated and funded, climate action in the current 2-year budget.
- Also, the new budget should include funding for near-term elements in the draft CAAP, as it is expected to be adopted at the beginning of that 2-year period.
- The identified “early wins” in the draft CAAP should be implemented and strengthened, in a timely manner, to be consistent with the intention of the Climate Emergency Declaration and the “early wins” idea, that has largely been postponed by the complications preventing further action on the intended all-electric building ordinance.

Please consider some of the following for explicit inclusion and funding in the next 2-year budget:

- A prompt alternative to the intended all-electric building ordinance that delivers a very strong incentive to build all-electric buildings without raising concerns of legal challenges.
- Modification of the Real Property Transfer Tax rebate program to exclude using the rebate for funding the installation of gas appliances.
- Adoption of a revised Environmentally Preferred Purchasing Policy, perhaps renaming it the Environmentally Preferred and Climate Action Purchasing Policy, that emphasizes forward looking purchases that make meaningful contributions to climate action.
- Support the draft “early wins” by funding a watering trailer (“water buffalo”) to enable proper maintenance of newly planted street trees.
- Support the other draft “early win” by funding public, and city fleet and employee, EV charging at the Community Center and other feasible City locations.
- Make an explicit statement that climate action is expected to be implemented as standard practice in all job descriptions and employee evaluations.

Moved/Second: Member Miner/Tarbet **Ayes:** Members Dhoot, Bialy, Akacic, Austin, Goudey, Miner, O’Connor, Tarbet, Vekony **Noes:** None **Absent:** Members Hayashi, Shonkoff

From: [cordell hindler](#)
To: [City Clerk](#)
Subject: Public Comments
Date: Friday, May 17, 2024 11:51:31 AM

Caution! This message was sent from outside your organization.

Hello Mayor Rudnick, Council Members and Staff,

I am submitting the following comments into the Record

1. for a Future Agenda, The Council Should Invite Danny Wan or Designee to present on the Port of Oakland as it relates to economic development
2. Also to Direct staff on the recommendations in regarding the class & comp Study

Sincerely
Cordell

Michael A. Fischer
El Cerrito City Designated Library Commissioner
eclibrarycommissioner@gmail.com
May 20, 2024

Mayor Tessa Rudnick
Mayor Pro Tem Carolyn Wysinger
Council Member Paul Fadelli
Council Member Lisa Motoyama
Council Member Gabe Quinto

I am Michael Fischer, Library Commissioner since 2017. As the council is no doubt aware, this summer marks the 75th anniversary of our library ... and is a good reminder of why we need a new, larger, safe, and accessible library.

Still 75 years is important to celebrate and our Senior Community Library Manager Heidi Goldstein and her staff, with the co-sponsorship of our El Cerrito Library Foundation, developed a series consisting of five authors who either lived in El Cerrito, went to school here, or have some other connection to our city.

The first event was on Saturday May 11 featuring author Gail Tsukiyama, author of nine wonderful books. We filled our library up with over 100 attendees, clearly showing the need for a new and larger library. Ms. Tsukiyama commented several times in her remarks about the need for a larger library — and as a regular library user she ought to know.

(I attach a couple of photographs that show the inadequacy of our library to handle the number of people attending the event. There are less than 100 people shown in the main seating. The others are either sitting or standing further away, standing in library aisles, or leaning against desks and tables. Also, the area being used is part of the children's section of the library and at times during the program one or more children, with a parent, came into the area to look at books of interest to them. Fortunately,

like most El Cerritans, they were well behaved and did not interfere with the program.)

Future events, all at 10:30 am on Saturdays, will feature children's author and illustrator Robert Liu-Trujillo on July 13, children's author Serena Allen on August 10, El Cerrito's new Poet Laureate Tess Taylor on September 14, and El Cerrito's inaugural poet laureate Maw Shein Win on November 9. I've attached a copy of the flyer about the program.

A new library at the Plaza Station will permit many more programs of this type so we urge all who wish to help in this effort to join us at the Committee for a Plaza Station Library, c4psl.org.

I'd also like to correct my remarks from February 5, 2024. At that time I noted, correctly, that the El Cerrito Library had the 10th largest door count countywide and the second largest in the west county. Unfortunately the numbers I presented in the attached table showed double the number of door counts for all libraries, using numbers for both entries and exits. So the number there should all be divided by two but there is no change in the relative ranking.

Very truly yours,



Michael Fischer (he him)

eclibrarycommissioner@gmail.com

El Cerrito City Designated Library Commissioner
Past 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)





El Cerrito Author Series

Gail Tsukiyama

Saturday, May 11 at 10:30 a.m.



Robert Liu-Trujillo

Saturday, July 13 at 10:30 a.m.



Serena Allen

Saturday, August 10 at 10:30 a.m.



Tess Taylor

Saturday, September 14 at 10:30 a.m.



Maw Shein Win

Saturday, November 9 at 10:30 a.m.



El Cerrito Library

6510 Stockton Avenue 94530 | 510.526.7512

Tues 10-8 • Wed 10-8 • Thurs 10-8

Fri 9-5 • Sat 9-5 • Sun, Mon Closed



For special accommodations, please contact the Library with 72 hours notice.

From: [Tam Sababa](#)
To: [City Clerk](#)
Subject: Opposition to a ceasefire resolution
Date: Monday, May 20, 2024 4:59:14 PM

Caution! This message was sent from outside your organization.

Thank you for keeping your focus on local matters and not surrender to the pressure and bullying people. We are thankful for your strength.
Tamir Kalwary, resident

From: [Allen Mayer](#)
To: [City Clerk](#)
Subject: Public comments - not on the agenda: Opposition to a ceasefire resolution on the city council agenda.
Date: Monday, May 20, 2024 8:00:55 PM

Caution! This message was sent from outside your organization.

Dear Sirs and Madams,

Please do not place a ceasefire resolution with regard to the Israel-Hamas war on the El Cerrito City Council agenda. Please continue to focus on local issues that have a concrete effect on our local community, and leave foreign affairs to our federal government. Please do not contribute to ill-will and conflict within our community.

Thank you,
Allen Mayer

Kensington CA 94707
Sent from my iPad

From: [D. Dorenz](#)
To: [City Clerk](#)
Subject: Public comment: opposition to ceasefire on city agenda
Date: Monday, May 20, 2024 10:32:56 PM

Caution! This message was sent from outside your organization.

Dear City council Members:

I urge you not to put a ceasefire resolution or a boycott , divest and sanction resolution on the agenda. These resolutions have no influence on US foreign policy, create divisiveness in our community, and would turn you into a propaganda tool for those who want Hamas to survive to kill Israelis again as it did on Oct. 7th. Hamas has rejected all ceasefire offers from Israel. It does not want to negotiate. If those who come to you telling you that you are heartless for not saving Palestinian lives with a symbolic ceasefire, really wanted to end the war, their message would be quite different. It would demand that Hamas lay down its weapons, surrender and return all the hostages, then the war would end immediately.

Don't participate in the hypocrisy of these Hamas supporters. When they shout "from the river to the sea", they are calling for the destruction of Israel and their goal is the same when they shout " Death to America, and Death to Israel". These chants that also call for global intifada and revolution, reveal another of their true intentions which is to destroy our democracy in favor of an Islamist state. It's pure Hamas propaganda that has taken over the left in this country. That is what we saw at UCLA, Columbia and so many universities across the United States.

Thank you for standing strong against this onslaught week in and week. Please be sure to enforce boundaries for these disruptors of the City council meetings so that other citizens can have the chance to speak about issues that really need to be dealt with for the good of all the residents of the City. Thank you again.

Dorothea Dorenz

--

Dorothea Dorenz

From: [Dean Kertesz](#)
To: [City Clerk](#)
Subject: public comments – not on the agenda: opposition to putting a ceasefire resolution on the city council agenda
Date: Tuesday, May 21, 2024 9:39:56 AM

Caution! This message was sent from outside your organization.

Dear Members of the El Cerrito City Council,

I write to you once again to thank you for, up to this point, your refusal to put a ceasefire resolution on the El Cerrito City Council Agenda.

I, along with most El Cerrito residents, am committed to peace and to a peaceful resolution of the conflict between Palestinians and Israelis. I abhor war.

However I write to you to implore to not put a ceasefire resolution on the City Council agenda for the following reasons:

- It invites hate into El Cerrito. Every city that has placed such a resolution on their agenda has been subjected to hours of hate speech, calls for the destruction of the State of Israel and anti semitic speech targeting Jews. Don't let that happen here.
- It is clear that those calling for a ceasefire have a personal animus against Mayor Rudnick. When she is absent from a City Council meeting, they are absent. When she is present they are present. This bigoted behavior and these personal attacks on our mayor should not be rewarded.
- It has become clear from the statements of some of the ceasefire activists at the May 7th meeting that they do not just want a ceasefire resolution. They said that this is just the first step of a bigger agenda. The next step will be a call for economic divestment for the city, as Richmond is doing, and then a boycott of all Israeli institutions and citizens. Their ultimate goal is the elimination of the State of Israel. They do not say this explicitly because they know that the vast majority of El Cerrito residents and American citizens would be appalled by this goal. The so-called ceasefire resolution is the first step of this plan.

Please continue your efforts to hold our city together and represent all the residents of El Cerrito rather than take official actions that divide our city.

Respectfully, Dean Kertesz

From: [Alan Marks](#)
To: [City Clerk](#)
Subject: Public comments - not on the agenda - opposition to putting a ceasefire resolution on the agenda
Date: Tuesday, May 21, 2024 10:17:30 AM

Caution! This message was sent from outside your organization.

Any ceasefire resolution is divisive, outside the scope of city business and will not help to resolve the conflict.

Alan B Marks

From: [Walla Origat](#)
To: [City Clerk](#); [Paul Fadelli](#); [Lisa Motoyama](#); [Gabe Quinto](#); [Tessa Rudnick](#); [Carolyn Wysinger](#)
Cc: [Albany&ElCerrito4ceasefire now](#)
Subject: Item not on the agenda - Ceasefire Resolution
Date: Tuesday, May 21, 2024 11:07:01 AM

Caution! This message was sent from outside your organization.
El Cerrito City Council members,

How many more mothers in Gaza must wrap their children in shrouds and bury them?
Israel has killed over 15,000 children in the last 8 months. United Nations human rights chief Volker Turk said a child in Gaza is killed or wounded “every 10 minutes”. [Source - United Nations](#)

How many more children must lose their parents in Gaza?
According to the UN, at least 17,000 children in Gaza have been orphaned or separated from their families due to Israel's attack on Gaza. This includes 6,000 mothers who have been killed in the war, leaving 19,000 children orphaned. [Source - UN Women](#)
37 mothers have been killed each day since October 7th, a rate of 2 mothers every hour.
[Source - Rescue.org](#)

How many more pregnant women must suffer in Gaza?
Approximately 60,000 pregnant women in Gaza have little-to-no access to adequate prenatal health services. At least 183 women are giving birth in Gaza every day and most do not have access to midwives, doctors, or healthcare facilities during or after delivery. [Source - Rescue.org](#)

How many more people have to starve in Gaza?
1.9 million innocent civilians in Gaza are being systematically starved by Israel who is blocking vital humanitarian aid from being delivered. 32 people, including 28 children, had died of malnutrition and dehydration. [Source - Human Rights Watch](#)

How many more hospitals, schools, and universities must be destroyed in Gaza?
This is a trick question because Israel has destroyed them all.

The next generation of voters across almost 140 U.S. college campuses are protesting the ongoing genocide in Gaza by Israel. Students have often been on the right side of history, leading movements that have catalyzed social change for causes such as Apartheid South Africa, the Vietnam war, and the Holocaust.

If you call yourself a parent, a feminist, an academic, a public servant, or even just a human.. how are you not horrified by the unbearable suffering of the Palestinian people in Gaza?

How could you NOT do whatever you could, no matter how seemingly insignificant, to make it stop? Are Palestinians not worthy of basic human rights?

We are urging you to uphold your civic duty and listen to your community - just like our neighboring cities and over 100 cities across America have done.

Agendize a ceasefire resolution.

Don't allow your fear or privilege to keep you on the wrong side of history.

From: [Terry Friedkin](#)
To: [City Clerk](#)
Subject: Public comments not on agenda against ceasefire
Date: Tuesday, May 21, 2024 11:18:39 AM

Caution! This message was sent from outside your organization.

I want to express my concern that the City is dealing g w international issues
Please register my concerns- anti- ceasefire.
Respectfully, Terry Friedkin

From: [Paola Alessandra Sensi-Isolani](#)
To: [City Clerk](#); [Paul Fadelli](#); [Lisa Motoyama](#); [Gabe Quinto](#); [Tessa Rudnick](#); [Carolyn Wysinger](#);
[Albany&ElCerrito4ceasefire now](#)
Subject: Re: Item not on agenda: Cease Fire
Date: Tuesday, May 21, 2024 12:52:14 PM

Caution! This message was sent from outside your organization.

Causing starvation as a weapon of war, denial of humanitarian supplies,, deliberate targeting of civilians, journalists, doctors are all war crimes and yet our City Council refuses to consider a Gaza ceasefire resolution. You are not upholding your civic duty or listening to your community! Listen to our students, they were the conscience of this country during the Vietnam war and are our conscience now as they demonstrate without fear for Palestinian rights and an end to Israeli atrocities and continual Palestinian land grab, all committed with our support. I will continue to march, to write, to send money for Palestinian relief and at the same time feel ashamed to have a city council that is silent at such an important time when conscience should prevail. Your inaction shows to me, an 84 year old woman long time el cerrito homeowner and retired College professor, that even at the lowest level of city council members, politicians sell their souls as you are doing now. Paola Sensi-Isolani

On Tue, May 21, 2024 at 12:35 PM Paola Alessandra Sensi-Isolani [REDACTED] >
wrote:

Causing starvation as a weapon of war, denial of humanitarian supplies,, deliberate targeting of civilians, journalists, doctors are all war crimes and yet our City Council refuses to consider a Gaza ceasefire resolution. You are not upholding your civic duty or listening to your community! Listen to our students, they were the conscience of this country during the Vietnam war and are our conscience now as they demonstrate without fear for Palestinian rights and an end to Israeli atrocities and continual Palestinian land grab, all committed with our support. I will continue to march, to write, to send money for Palestinian relief and at the same time feel ashamed to have a city council that is silent at such an important time when conscience should prevail. Your inaction shows to me, an 84 year old woman and retired College professor, that even at the lowest level of city council members, politicians sell their souls as you are doing now. Paola Sensi-Isolani

From: [Karen Pinkos](#)
To: [City Clerk](#)
Subject: FW: City Council Meeting 5/21/24 - Item Not on the Agenda
Date: Tuesday, May 21, 2024 12:57:46 PM

From: leslie dibenedetto [REDACTED]
Sent: Monday, May 20, 2024 11:33 AM
To: Karen Pinkos <KPinkos@ci.el-cerrito.ca.us>; Tessa Rudnick <TRudnick@ci.el-cerrito.ca.us>; Gabe Quinto <GQuinto@ci.el-cerrito.ca.us>; Carolyn Wysinger <CWysinger@ci.el-cerrito.ca.us>; Paul Fadelli <PFadelli@ci.el-cerrito.ca.us>; Lisa Motoyama <LMotoyama@ci.el-cerrito.ca.us>
Subject: City Council Meeting 5/21/24 - Item Not on the Agenda

Caution! This message was sent from outside your organization.

Dear El Cerrito City Council and Manager Pinkos.....I am writing again to ask that a ceasefire resolution be added to the city agenda. What a tiny request given all the suffering in Gaza. We all know the devastation and death. Did you know that to date, more than 100 American communities have passed ceasefire resolutions representing millions of constituents in America. And more are passed every day. Why does this matter, you ask? This amplifies the voices of the majority of Americans who do not support US funding of the Israeli army or the war that is being waged in Gaza. This in turn reflects the majority of EC residents too and I still cannot believe that our city council members continue to refuse to agendaize this matter after so many outcries. Why is that?

You must know that after hearing from their residents, Albany city council right next door added this item to their agenda, educated themselves to what matters to their residents, what is happening with our tax dollars, then crafted and passed a resolution. I have not heard of any hate coming since Albany passed a resolution. Divisiveness in fact continues in EC.

Richmond went farther recently and added divestment language to how they invest their money. Our neighbors in Pinole may be next.

We are surrounded by progressive and bold leadership, yet El Cerrito once again, lacks clarity and leadership and does its' best to delegitimize those that they vowed to represent. i must say 'shame' - shame that EC residents are not represented. shame that personal agendas supercede doing right by us and not speaking up for Gaza, and against our tax dollars being spent on war.

It saddens me that I live in a city that does not represent my voice - the voice of the majority. the voice of peace and humanity. Our council still sticks with the status quo unless there is zero controversy or aligns with their personal agenda.

Students across this country have organized to call for an end to this, for meaningful change. It seems the youth are more willing to step out of their comfort zone than adults who hold power. They are willing to take risks to say "not in our name"

There is still time to do the right thing? We are surrounded by communities who represent the voice of their residents. Are El Cerrito residents not the same as Albany or Richmond? Do you really think our values are being reflected by the silence of our city council?

Leslie D Adams
El Cerrito, CA

From: [Miguel Gravelle Izaguirre](#)
To: [City Clerk](#); [Carolyn Wysinger](#); [Gabe Quinto](#); [Lisa Motoyama](#); [Paul Fadelli](#); [Tessa Rudnick](#)
Subject: Re: Item not on agenda: Cease Fire
Date: Tuesday, May 21, 2024 1:06:23 PM

Caution! This message was sent from outside your organization.

I and my fellow Jewish, Palestinian, Arab, and diverse other community members have worked hard to earn our community's support for a ceasefire and a stop to the genocide that most humans on Earth and inside the USA see as real and unjust.

We have appealed to you for months, as more ethical city councils have not only calked for a ceasefire and end to genocide, but called for divestment from Apartheid Israel until there is no more apartheid.

You all disgust me and your children, grandchildren, and other descendents will view you all as kindred spirits to the white moderates that Rev. Dr. Martin Luther King Jr. criticised in his A Letter From a Birmingham Jail.

Your inaction and silence disgraces you. You are enablers of settler colonial violence, apartheid, and genocide.

Shame on you all. Shame!

Hoping for a better El Cerrito government soon.

You should call for a ceasefire and divestment until there is an end to apartheid and the land is shared by those who do not believe in white supremacy, Jewish supremacy, or any form of supremacy and all people have their full human rights respected

-Miguel Gravelle

From: [Sherry Drobner](#)
To: [Tessa Rudnick](#); [Lisa Motoyama](#); [Paul Fadelli](#); [Gabe Quinto](#); [Carolyn Wysinger](#); [Holly Charléty](#); [Karen Pinkos](#)
Subject: Public Comment Not on the Agenda
Date: Monday, May 20, 2024 11:21:36 PM

Caution! This message was sent from outside your organization.

To the Mayor and City Council Members,
Continue to keep your heads buried in the sand. Continue to clap your hands over your ears and shade your eyes from the blood let in Palestine. As you proclaim Jewish American Heritage month just remember that Zionism is not Judaism. Remember that some Jewish Americans do not follow the Zionist Israeli lobby groups and organizations that justify a genocide to fulfill a lust for political project. Remember that in our community there are Jewish residents who are not Zionists, who are not anti-semitic and who are not being fully represented by our City Council.

I applaud so many of the Jewish Americans in our community and in our country who are speaking out for a cease fire and speaking out against the horrific genocide ongoing under the joint conduct of the Israeli and US government. Where are these Jewish Americans mentioned in your proclamation.

Sincerely,
A Jewish resident
Sherry Drobner

--

I live and work on unceded Lisjan Ohlone land in the territory of Huchiun . As a non-Native person I pay Shuumi, a voluntary land tax that supports Lisjan Ohlone sovereignty . Learn more [here](#).



FLSA: Exempt

PUBLIC WORKS DIRECTOR/CITY ENGINEER

DEFINITION

Under administrative direction, plans, organizes, manages, and provides direction and oversight for all functions and activities of the Public Works Department, including Engineering, Facilities and Maintenance, Environmental Services including solid waste recycling and contract administration; manages and administers the City's capital improvement program; formulates department policies, goals, and directives; coordinates assigned activities with other City departments, officials, outside agencies, and the public; fosters cooperative working relationships among City departments and with State and local intergovernmental and regulatory agencies and various public and private groups; provides highly responsible and complex administrative support to the City Manager in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager. Exercises direct supervision over managerial, supervisory, professional, technical, and administrative support staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is a department director classification that oversees, directs, manages, and participates in all activities of the Public Works Department, including short- and long-term planning as well as development and administration of departmental policies, procedures, and services. The Public Works Director/City Engineer provides assistance to the City Manager in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, municipal functions, and activities; and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives, and for furthering City goals and objectives within general policy guidelines.

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.

- Assumes full management responsibility for all Public Works Department programs, services, and activities including engineering, capital improvement, and maintenance of multi-modal transportation systems, parks and trails, public landscapes, urban forest, storm drains, creeks, stormwater treatment facilities, integrated waste management, environmental sustainability, and public buildings.

- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Manages and participates in the development and administration of the department's budget and capital improvement program; directs the forecast of additional funds needed for staffing, equipment, and supplies; directs the monitoring of and approves expenditures; directs and implements budgetary adjustments, as necessary.
- Selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees to correct deficiencies; implements discipline and termination procedures; responds to staff questions and concerns.
- Monitors and implements legal, regulatory, technology and societal changes and court decisions that may affect the work of the department; determines equipment acquisition, training programs and procedural changes to ensure retention of qualified staff and the provision of services to the community in an effective, efficient, and economical manner.
- Oversees the development of consultant requests for proposals for professional services and the advertising and bid processes; evaluates proposals and recommends project award; coordinates with legal counsel to determine City needs and requirements for contractual services; negotiates contracts and agreements and administers same after award.
- Conducts Capital Improvement Program (CIP) planning activities; provides oversight and input into the conceptual design of engineering projects; investigates and resolves problems with scope of work or cost issues of major facility upgrade and replacement projects.
- Oversees and coordinates the construction, modification, maintenance, and repair of City buildings, facilities, parks, landscaping, and infrastructure.
- Confers with engineers, developers, architects, utility companies, property owners and a variety of outside agencies and the general public in acquiring information and coordination of engineering, public works, storm, streets, transportation, and related matters; provides technical interpretations and applications of ordinances, laws, engineering codes, compliance and violation issues, drainage and traffic matters, access, legal descriptions, and policy matters.
- Reviews and approves plans and specifications, designs, cost estimates, environmental documents, reports, and studies for all engineering projects.
- Prepares or amends the City Code and standards for streets, drainage, subdivision regulations, and flood hazards.
- Directs the preparation and administration local, county, state, federal, and private grant applications.
- Conducts a variety of related organizational and operational studies and investigations; recommends modifications to programs, policies, and procedures as appropriate.
- Serves or designates staff to provide staff support to assigned committees or commissions.
- Represents the department to other City departments, elected officials, and outside agencies; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Participates in and makes presentations to the City Council and a wide variety of committees, boards, and commissions.; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of engineering and public works administration.
- Directs the maintenance of working and official departmental files; prepares, reviews, and presents staff reports, resolutions, and ordinances related to department activities, various management and information updates, and reports on special projects as assigned by the City Manager.

Council Approved:

- Responds to public inquiries and concerns and assists with resolutions and alternative recommendations; serves as a spokesperson for the department at a variety of community events, meetings, and other public relations activities.
- Monitors changes in laws, regulations, and technology that may affect City or departmental operations; implements policy and procedural changes as required.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

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 a bachelor's degree from an accredited college or university with major course work in civil engineering, or a related field. A master's degree is desirable.

Experience:

- Seven (7) years of managerial or administrative government experience in civil engineering, capital improvement program administration, municipal public works maintenance, or a related field including five (5) years of management experience.

Licenses and Certifications:

- Individuals who are appointment to this position will be required to maintain a current and valid California Driver's License and satisfactory driving record throughout employment OR demonstrate the ability to travel to various locations in a timely manner as required in the performance of duties. A current and valid out-of-state license may be used upon hire and a valid California Driver's License must be obtained within six (6) months of appointment.
- Possession of a valid registration as a Professional Engineer with the State of California, to be maintained throughout employment.

Knowledge of:

- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- 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.
- Administrative principles, practices, and methods including goal setting, program development, implementation and evaluation, policy and procedure development, quality control, and work standards.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of budget administration, contract negotiation and management, financial management, and grant development and administration.
- General principles of risk management related to the functions of the assigned area.

Council Approved:

- Principles, practices, and procedures of public administration in a municipal setting.
- Principles and practices of public works program development, management in a municipal setting, and public works long-term maintenance planning and budgeting.
- Civil engineering principles and practices applied to the field of municipal public works, including planning and development, design, construction, operation, and maintenance.
- Methods, materials, and techniques employed in public works construction.
- Principles and practices of construction program development.
- Methods and techniques for the development of presentations, contract negotiations, business correspondence, and information distribution.
- Complex arithmetic and statistical techniques.
- Research methods and techniques.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for de-escalation and providing a high level of customer service by effectively assisting with the public, vendors, and City staff.
- 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:

- Direct the management of comprehensive engineering and public works programs.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative, management, and professional leadership for the Public Works Department.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Plan, organize, direct, and coordinate the work of managerial, supervisory, professional, technical, and administrative support personnel; delegate authority and responsibility.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Effectively administer special projects with contractual agreements and ensure compliance with contractual obligations.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Manage and administer a comprehensive capital improvement program; review and develop designs, plans, long range capital improvement plans, and specifications.
- Conduct effective negotiations and effectively represent the City and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Develop applicable grant applications for state, federal, and other programs providing funding for capital project maintenance and construction.
- Make complex mathematical and limited statistical calculations with accuracy.
- Direct the preparation of studies, analyses, reports, contracts, and related documents.
- Direct the establishment and maintenance of a variety of filing, record-keeping, and tracking systems.

Council Approved:

- Attend City Council meetings and/or make presentations, as required.
- 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.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate effectively both orally and in writing using the English language.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

PHYSICAL DEMANDS

Must possess mobility to operate a motor vehicle to visit and inspect City sites, including traversing uneven terrain and other access points. 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. This is primarily a sedentary office classification although standing in work areas and walking 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. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may also work in the field and are occasionally 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 while interpreting and enforcing policies and procedures.

WORKING CONDITIONS

City employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the City's needs and attend meetings/events as required, in addition to responding as a Disaster Services Emergency Worker.

Council Approved:

From: [Howdy Goudey](#)
To: [City Clerk](#)
Subject: public comment for agenda Item 7F Classification Plan Amendment
Date: Tuesday, May 21, 2024 5:08:23 PM

Caution! This message was sent from outside your organization.

Dear Mayor Rudnick and Councilmembers,

To be consistent with the 2019 Climate Emergency Declaration and the soon to be adopted Climate Action and Adaptation Plan, it is extremely important to provide a leadership message, throughout the city staff, that climate action is part of everyone's job description and will be part of job performance evaluations.

The series of new adoptions of job classifications that you are undertaking, following the class and compensation study, is a timely opportunity for you to include language about climate action in all staff job descriptions.

In the batch you are considering tonight, only the Environmental Services Manager job description makes any reference to climate action. Please pull item 7F from the consent calendar and adopt the classifications with the amendment that all job descriptions include attention to observing the Climate Emergency and CAAP, and that these elements of everyone's work will be included in reviews of job performance.

Just as an example, the City Engineer position oversees large public works construction projects involving many decisions that are connected to climate action and GHG emissions, such as design for alternative modes of transport and use of low embodied carbon materials.

Thank you for your time and attention,

Howdy Goudey
El Cerrito

From: [Howdy Goudey](#)
To: [City Clerk](#)
Subject: public comment for agenda Item 8A Master Fee Schedule
Date: Tuesday, May 21, 2024 5:36:42 PM

Caution! This message was sent from outside your organization.

Dear Mayor Rudnick and Councilmembers,

These are small issues, but I thought I would bring your attention to a couple of things I noticed in the Master Fee Schedule.

If I understand it correctly, the Commercial EVSE permit fees have a strange progression that is not supported by the difference in work to review and inspect. Installing 5 or 6 units cost less than 4 or 7 units.

# of EVSEs	Total permit fee
1	\$601
2	\$608
3	\$912
4	\$1216
5	\$1010
6	\$1212
7	\$1414
8	\$1818

Also, item 4 under Citywide services shows a fee of \$47 per meeting for "Use of Council Chambers (Government Agencies Only)". Perhaps this is intended (required?) to be a discounted rate for other government agencies, but it seems rather a low fee for that large meeting space, given that community members (even city co-sponsored organizations) have to pay well over a hundred dollars a meeting to rent a small clubhouse meeting space.

Howdy Goudey
 El Cerrito



City of El Cerrito City Council Budget Study Session Department Presentations

May 21, 2024



Study Session Agenda – Department Presentations

- High Level, Draft Preview of Departments
 - Overview and Staffing
 - FY 2023-24 Highlights
 - FY 2024-25 and FY 2025-26 Focus/Workplan
- Budget totals and line-item detail still being finalized
 - Non-departmental, special funds, Capital Improvement Program (CIP) also in progress



Budget Priorities for FY 2024-25 & FY 2025-26

- High-Performing Organization
 - Maintaining Reserves
 - Maximize Revenues
 - Conduct Cost Allocation and Service Delivery Studies
 - Local Measure Renewal
- Community Safety
 - Crime Prevention
 - Wildfire Prevention/Safety
 - Emergency Operations
 - Disaster Preparedness
- Environmental Sustainability
 - Climate Action Plan Update/Implementation
- Livability and Belonging
 - Parks/Open Space
 - Senior Programs/Services
- Infrastructure & Amenities
 - BART TOD/Library
 - Housing
 - Support Businesses & Economic Development
 - Complete Streets

El Cerrito Strategic Plan 2024-2029



- Implementation Action Plan in development
- Budget process and recommendations guided by Strategic Plan
- Department workplans aligned to Strategic Plan goals
 - Detailed strategic alignment information for each department to be included in budget document



FY 2024-25 and 2025-26 Budget Strategies

- Proposing to eliminate vacant Management Assistant position
 - 0.5 in Finance and 0.5 in City Manager's Office
- Adjustments to Professional Services and Travel/Training
- Deferred maintenance and facility repairs
- Using Monsanto Settlement funds and Landscape & Lighting Assessment District fund balance to cover ongoing costs
- Defer purchase on Maintenance Utility Truck and Dump Truck Replacements
- Reduced line items for Supplies, Equipment, and Technology Replacements



City Management

- Provides leadership and direction to all Departments in the City
- Serves as central liaison to the public
- Ensures the implementation of City Council policy direction
- Core functions include:
 - City Manager's Office
 - City Clerk
 - Human Resources
 - Information Technology
 - City Attorney



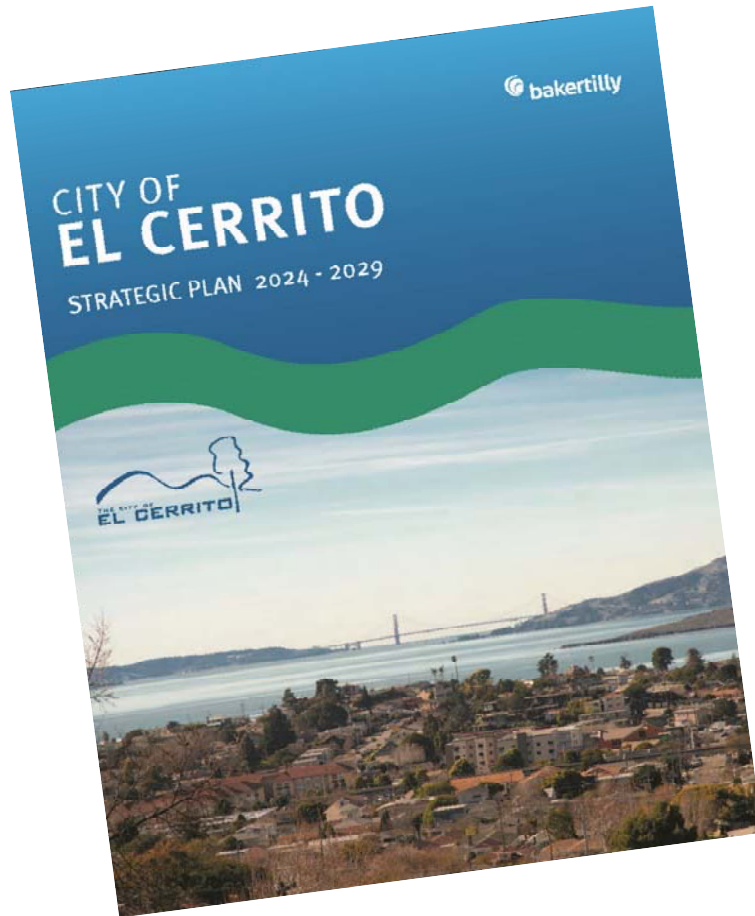
Department Overview and Staffing



CITY MANAGEMENT	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
City Manager	1	1	1	1	1
Assistant City Manager	1	1	1	1	1
Assistant to the City Manager	0	0	1	1	1
Management Analyst III	0	1	0	0	0
City Clerk	1	1	1	1	1
Management Assistant	0	1	1.5	1	1
Administrative Clerk Specialist	1	0	0	0	0
Human Resources Manager	1	0	0	0	0
Senior Human Resources Analyst	0	1	1	1	1
Human Resources Technician	0	0	0	0	0
Human Resources Specialist	1	1	1	1	1
Information Technology Manager	1	1	1	1	1
Information Technology Specialist	1	1	1	1	1
Network Security Engineer	1	1	1	1	1
CITY MANAGEMENT TOTAL	9	10	10.5	10	10



FY 2023-24 Highlights and Accomplishments



- **City Management**
 - Strategic Plan 2024-2029
 - General Fund reserves at highest levels in 10 years
 - Emergency Disaster Recovery Fund
 - Section 115 Trust
 - Opportunity for a New Library
 - National Community Survey
 - Enhanced Public Information
 - Began Process for Measure R Extension
 - Expanded Grant-writing Efforts
 - Implemented Legislative Advocacy Program
- **HR**
 - Multi-Year Class. & Comp. Study
 - Successfully Filled 19 Full-time Positions and Hired 31 Part-time Employees

FY 2023-24 Highlights and Accomplishments



- **City Clerk**
 - Youth in Civics Program Expansion
 - Advisory Body Ad-Hoc
 - By the Numbers:
 - 344 Public Records requests
 - 37 Advisory Body Applications
 - 10 trainings conducted
 - 120+ public meetings facilitated
- **IT**
 - Upgraded Citywide Network and Cyber Security Systems
 - Upgraded Video Security Surveillance Systems
- **City Attorney**
 - Transitioned to Redwood Public Law

FY 2024-25 and FY 2025-26 Focus/Workplan

- Measure R Extension
- Implementing Strategic Plan
- Opportunity for a New Library
- Developing Strategies for Ongoing Budget Adjustments
- Improving Technology for Efficiency and Cybersecurity
- Utilizing the Class. & Comp. Study
- Pursuing Grants and Monitoring State Legislation
- Mandatory DEI Training
- Employee Engagement, Hiring, and Retention



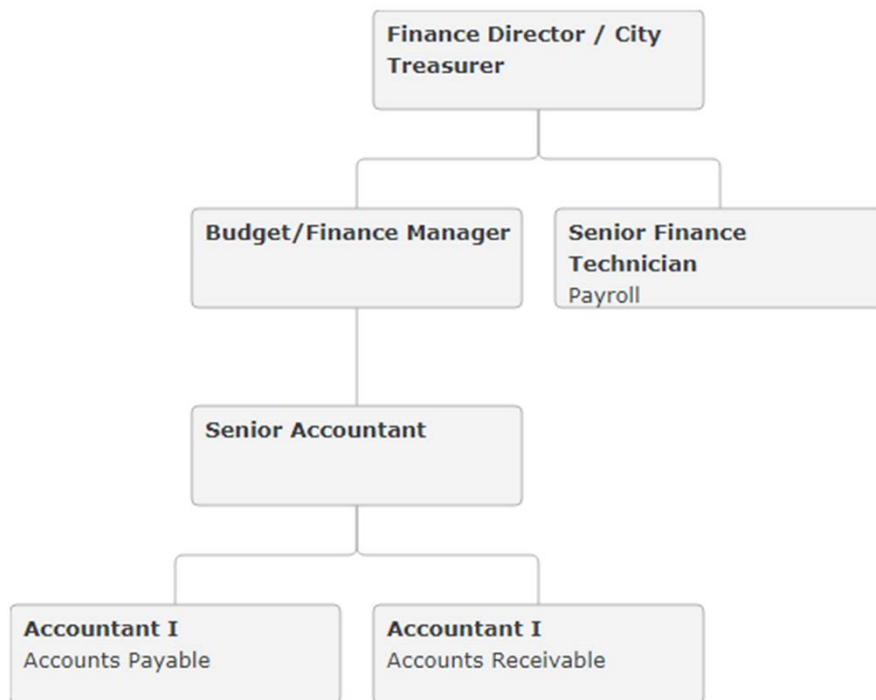
Finance Department



- Supports the financial and fiscal sustainability of the City
- Ensures activities are performed, recorded, and presented in compliance with professional and ethical standards
- Core functions include:
 - Budget
 - Treasury
 - Financial Reporting
 - Accounts Payable
 - Accounts Receivable
 - Payroll
 - Purchasing
 - Debt Management



Department Overview and Staffing



FINANCE DEPARTMENT	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Finance Director/City Treasurer	1	1	1	1	1
Accountant I	0	2	2	2	2
Budget/Finance Manager	1	1	1	1	1
Finance Technician	2	0	0	0	0
Senior Accountant	1	1	1	1	1
Senior Finance Technician	1	1	1	1	1
Management Assistant	0	0	0.5	0	0
FINANCE DEPARTMENT TOTAL	6	6	6.5	6	6



FY 2023-24 Highlights and Accomplishments

- FY 2022-23 Audit completed in May of 2024, with an unmodified "clean" opinion
- FY 2022-23 Audited Financial Statements were submitted to the GFOA for the Certificate of Achievement for Excellence in Financial Reporting
- The Finance Department has successfully filled all positions after an almost 100% turnover
- Establishment of the Emergency Disaster Recovery Fund and the Section 115 Pension Trust



FY 2024-25 and FY 2025-26 Focus/Workplan

- Review and revise Citywide policies and procedures related to Finance
- Implement Utility Tax collection and analysis software
- Conduct Citywide Cost Allocation Plan and Fee Study
- Support Citywide Service Delivery Study
- Overhaul the City's ERP to allow for more efficient processing and recording

Recreation Department



- Provide safe, friendly, reliable services that will enhance the quality of life through diverse programs
- Core functions include:
 - Adult programs and services
 - Senior Service programs
 - Aquatics
 - Childcare
 - Summer camps and classes
 - Park and Facility Rentals, Programming and Planning
 - Special Events
 - Volunteer programs
 - Citywide custodial services



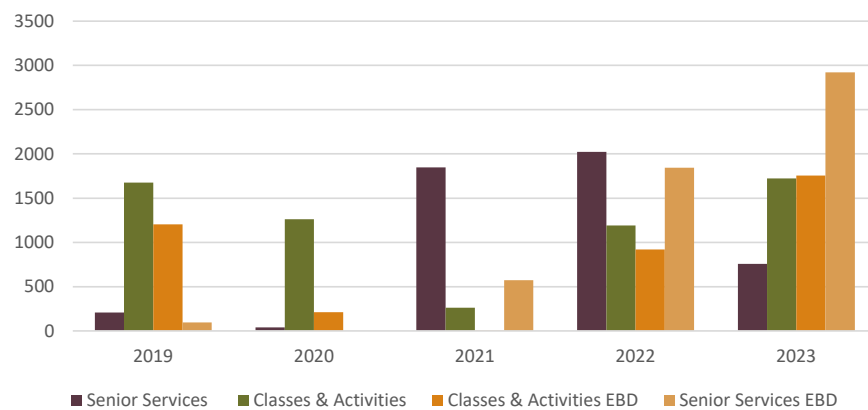
Department Overview and Staffing

RECREATION DEPARTMENT	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Administrative Clerk Specialist	2	2	3	3	3
Assistant Recreation Supervisor	0	0	1	1	1
Childcare Teacher	1	1	1	1	1
Community Services Coordinator	4	5	5	5	5
Custodial Maintenance Lead Worker	1	1	1	1	1
Custodian	4	4	4	4	4
Management Analyst II	1	0	0	0	0
Recreation Director	1	1	1	1	1
Recreation Supervisor	4	4	4	4	4
RECREATION DEPARTMENT TOTAL	18	18	20	20	20

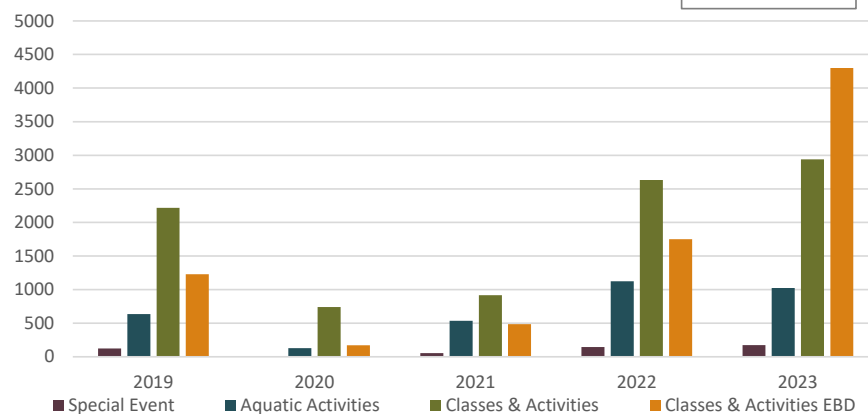


FY 2023-24 Highlights and Accomplishments

60 and Better! Enrollments by Type



Adult Enrollments by Type



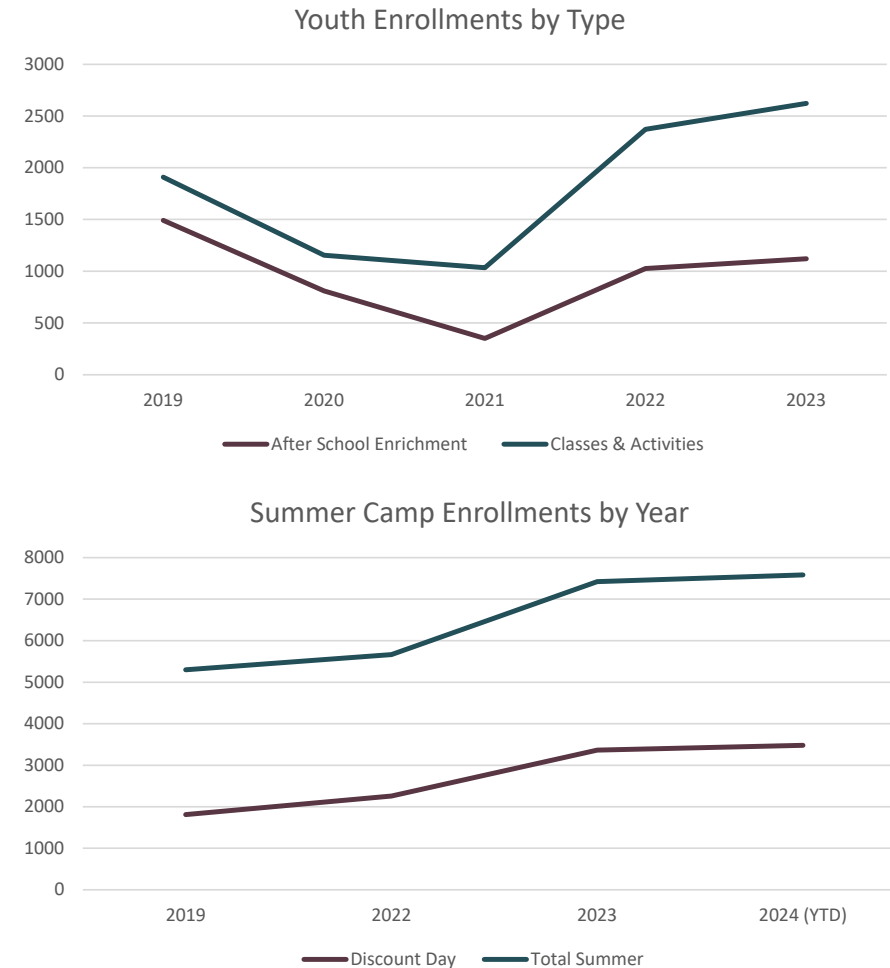
EBD = Enroll by Day Activity

- Significant increases in participation and programs offered for adults and seniors
- Successfully negotiated extensions of Facility Use Agreements with WCCUSD
- Raised \$44,000 for the 4th of July Festival in 2023
- Winner in 6 Categories for the "Best of El Cerrito" Awards
- Held the first Adult Dance events and brought back others held prior to the pandemic

FY 2023-24 Highlights and Accomplishments

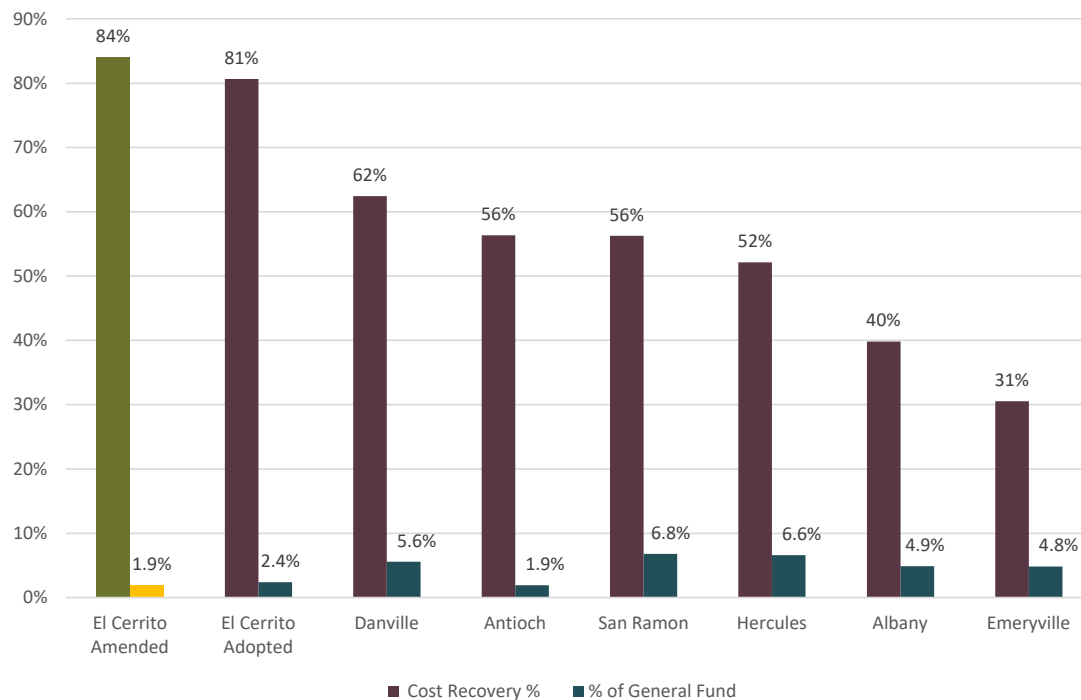
- 28% increase in “Discount Day” Summer Camp Registrations
- Overall increase in youth program participation
- Winner in 11 categories and Top 5 in an additional 10 categories for the "Best of Contra Costa County" Parents Press Awards
- Held the first “Play Like a Girl+ El Cerrito” and brought back several family events held prior to the pandemic

18



Recreation Department Cost Recovery

Fiscal Year 2023-24 Recreation Departments Cost Recovery & General Fund Support



FY 2024-25 and FY 2025-26 Focus/Workplan



- Implement strategies to better recruit and retain part-time employees
- Expand Senior Services as space permits
- Strategize ways to make programs and services more affordable and advance equity
- Collaborate with partners to implement Master Plan projects and priorities
- Continue to implement technology enhancements to streamline processes and enhance customer experience

Public Works Department

- Maintain, operate, develop, design, and construct public infrastructure, buildings, parks, landscapes, natural areas, integrated waste services, and environmental programs providing for a sustainable and resilient community
- Core functions include:
 - Engineering
 - Capital Improvement Program (CIP) management
 - Transportation Systems
 - Infrastructure & Facilities Maintenance
 - Landscape and Parks Maintenance
 - Recycling Collection and Integrated Waste Management
 - Environmental Sustainability Programs
 - Emergency Response



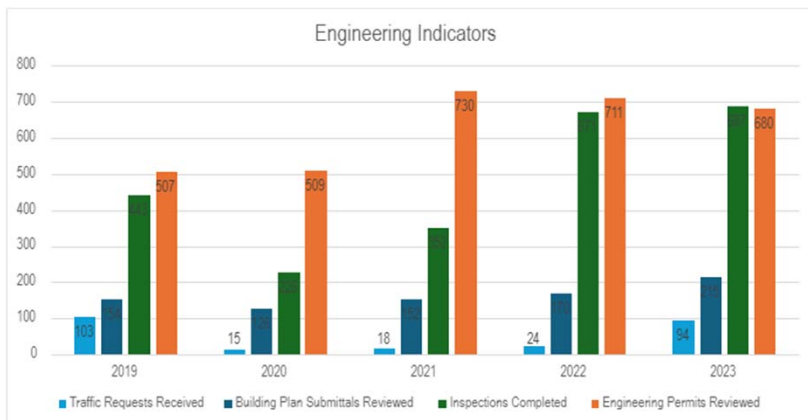
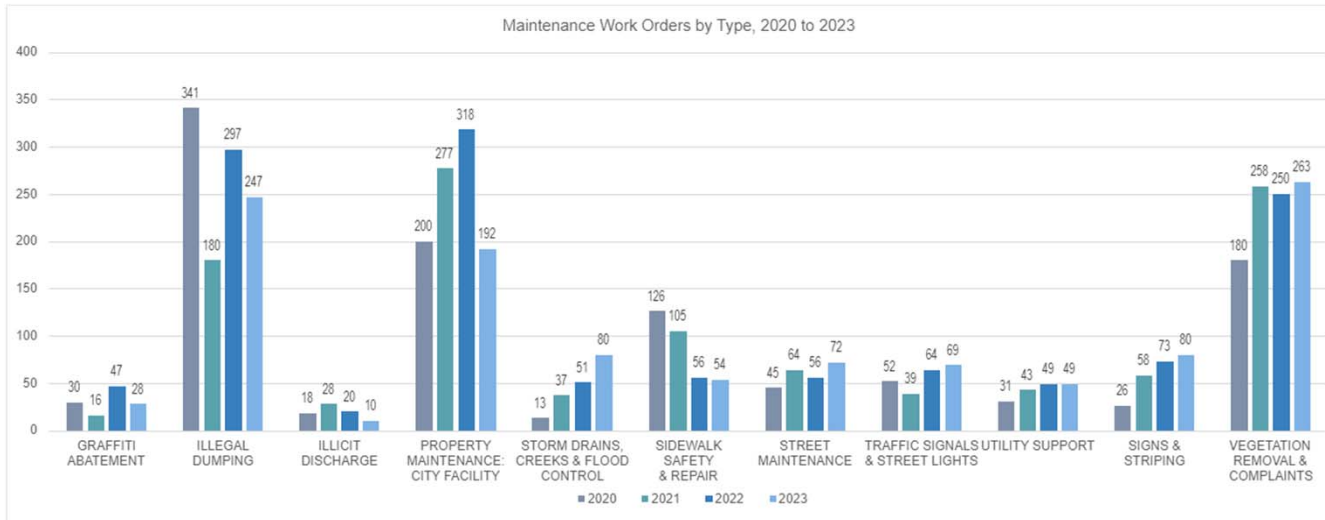
Department Overview and Staffing

PUBLIC WORKS DEPARTMENT	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Management Analyst	1	1	1	1	1
Administrative Clerk	0.8	0.8	0.8	0.8	0.8
Associate Engineer	1	1	1	1	1
Engineering Technician	0	1	1	1	1
Environmental Programs Manager	1	1	1	1	1
Operations + Environmental Services Manager	1	1	1	1	1
Forklift Operator	2.4	2.4	2.4	2.4	2.4
Maintenance Services Lead worker	2	2	2	2	2
Maintenance Services Superintendent	1	1	1	0	0
Maintenance Operations Supervisor	0	0	0	1	1
Maintenance Worker	4	4.3	4.3	4.3	4.3
Management Assistant	2	2	2	2	2
Public Works Director/City Engineer	1	1	1	1	1
Recycling Maintenance Worker	4	5	5	5	5
Recycling Operations Supervisor	1	1	1	1	1
Senior Program Manager	0	0.8	0.8	0.8	0.8
Senior Engineer/Engineering Manager	1	1	1	1	1
Environmental Specialist	1	1	1	1	1
PUBLIC WORKS DEPARTMENT TOTAL	24.2	27.3	27.3	27.3	27.3

- Two Divisions
 - Engineering – 5 FTE including Department-level
 - Operations & Environmental Services Division (OESD)– 22.3 FTE
- Filled three vacant positions to fully restore Engineering team
- Evaluated OESD staffing to address facilities, deferred maintenance, and environmental goals



FY 2023-24 Highlights and Accomplishments



FY 2023-24 Highlights and Accomplishments

Engineering

- Reinvigorated [ADA and traffic engineering programs](#)
- Upgraded [City Hall EV charging stations](#)
- Began construction of [Arlington Park, Del Norte TOD Complete Streets, Hillside Natural Area Signage, & ADA Sidewalk improvements](#)
- Replaced [Castro Park Clubhouse Sanitary Sewer](#)
- Developed [Red Flag Parking Pilot Program](#)
- Developed Coop Agreements with CCTA for [Richmond Street Complete Streets & Countywide Smart Signals](#)
- Developed Pavement Agreement & Encroachment Permit for [EBMUD's Wildcat Pipeline](#)
- Secured WCCTAC STMP funding (\$419K) for design of [Ohlone Greenway Uptown Improvements & El Cerrito Plaza BART TOD East-West Bikeway](#) & launched [Local Road Safety Plan](#) (with Community Development)



FY 2023-24 Highlights and Accomplishments

Operations & Environmental Services

- Procured [Renewable Diesel](#) for City fleets
- Secured Technical Assistance grant for [Public Fleet Electrification Planning](#)
- Implemented [Citywide Recycling and Garbage Cart Swap](#)
- Developed [Climate Action & Adaption Plan](#)
- Initiated [Hillside Natural Area Fire Resilience & Forest Conservation Management Plan](#)
- Developed [Compliant Disposable Foodware guide](#)
- Procured new [Landscape Maintenance Agreements](#) for [Ohlone Greenway](#), [Streetscapes](#), and [Building Grounds](#)
- Hosted [Coastal Cleanup Day](#), [Arbor Day](#), and [Earth Day](#) events



FY 2024-25 and FY 2025-26 Focus/Workplan

Plans

- Complete [Climate Action & Adaption Plan](#) and [Hillside Natural Area Plan](#)
- Develop [Public Fleet Electrification Transition Plan](#)

Projects & Programs

- Construct [Misc Storm Repair](#), [Activity Pool Slide Replacement](#), [Community Center Roof Replacement](#), [City Hall Boiler](#), and [Lap Pool Replastering & Deck Repair](#)
- Design [Swim Center ADA & EV Charging](#), [Richmond Street Complete Streets](#), [Countywide Smart Signals Project](#), and [Ohlone Greenway Uptown Improvements](#)
- Enhance [Sidewalk Shaving Program](#)
- Procure [Solid Waste Post-Collection Services](#) and [Street Sweeping](#)
- Support [El Cerrito Plaza BART TOD building permits](#), [parking and transportation improvements](#)

State Mandates

- Implement [Clean Water Program Municipal Regional Permit 3.0](#)
- Implement new [California Air Resource Board Advanced Clean Fleet](#)
- Implement [East Bay Sanitary Franchise Agreement programs](#) and [SB 1383](#)



Police Department

- Protect our community, solve crime, and pursue justice
- Foster an environment of collaboration, honesty, and respect with each member of the community, the department, and allied agencies
- Core Functions include:
 - Emergency Response
 - Criminal Investigations
 - Traffic Safety
 - Parking Enforcement
 - Public Education and Outreach



Department Overview and Staffing

2023 Statistics Snapshot

Violent Crimes
130
Up 7%

Property Crimes
1,062
Down 3%

Calls for Service
22,910
Up 43%

Reports Taken
2,510
Down 2%

Moving Violations
1,400
Up 243%

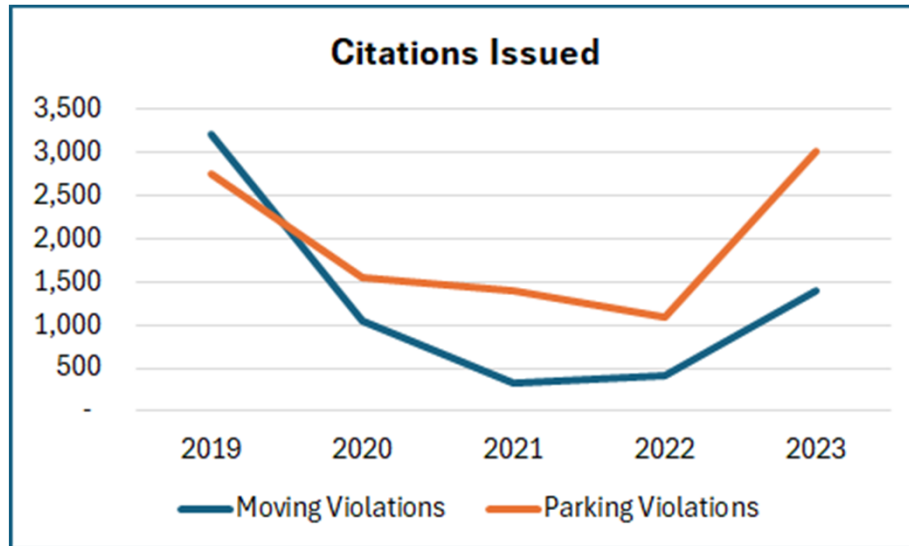
Parking Violations
3,026
Up 178%

POLICE DEPARTMENT	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Police Chief	1	1	1	1	1
Community Services Officer (CSO)	2.4	2.4	2.4	2.4	2.4
Police Cadet	1.6	1.6	1.6	1.6	1.6
Police Captain	1	1	1	1	1
Police Corporal	4	4	4	4	4
Police Corporal - Detective	1	1	1	1	1
Public Safety Executive Assistant	1	1	1	1	1
Police Lieutenant	2	2	2	2	2
Police Officer	13	13	13	13	13
Police Officer - Detective	6	6	6	6	6
Police Officer - K9	2	2	2	2	2
Police Officer - Traffic	0	1	1	1	1
Police Records Specialist	4	3	3	3	3
Police Records Supervisor	1	1	1	1	1
Police Sergeant	5	4	4	4	4
Police Sergeant - Detective	1	1	1	1	1
Police Sergeant - Admin	1	1	1	1	1
Property and Evidence Specialist	1	1	1	1	1
Senior Police Records Specialist	0	1	1	1	1
POLICE DEPARTMENT TOTAL	48	48	48	48	48

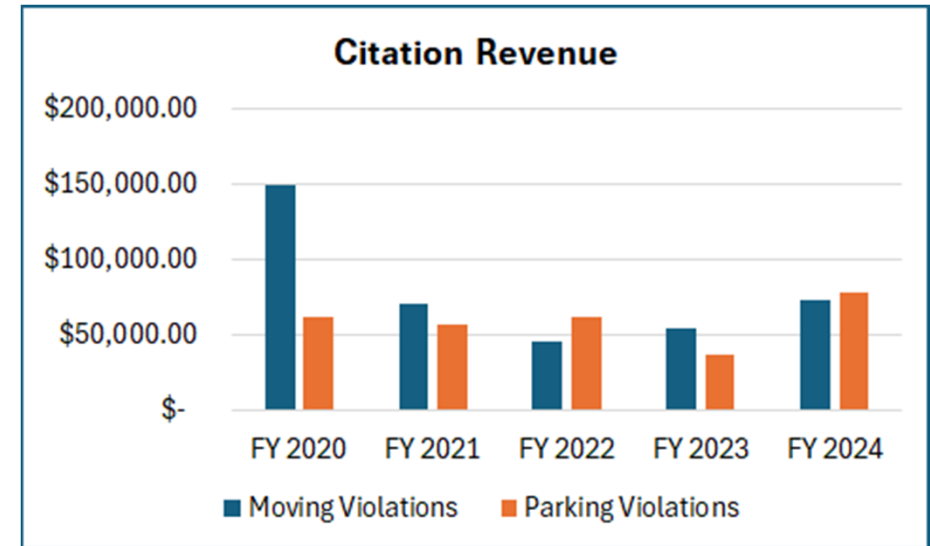


Police Revenue

Average Revenue per
Moving Violation = \$61



Average Revenue per
Parking Violation = \$30



FY 2023-24 Highlights and Accomplishments

- Reached Full Staffing (momentarily) in December 2023
- Deployed a Community Liaison Officer (CLO)
- Completed Training – Integrating Communication, Assessment and Tactics (ICAT)
- Installed 40 ALPR Cameras
- Maintained High Clearance Rates, solved:
 - 53% of Assaults
 - 35% of Robberies
 - 50% of Rapes



FY 2024-25 and FY 2025-26 Focus/Workplan

- Training Collaborations
 - Contra Costa Probation for "Policing the Teenage Brain"
 - Humintell for Communications for Investigations
- Technology
 - Retail theft and violent crime case tools – Peregrine and Cellebrite
 - Drone deployment
 - Dash cameras
- Staffing
 - Facility Dog
 - Traffic Officer



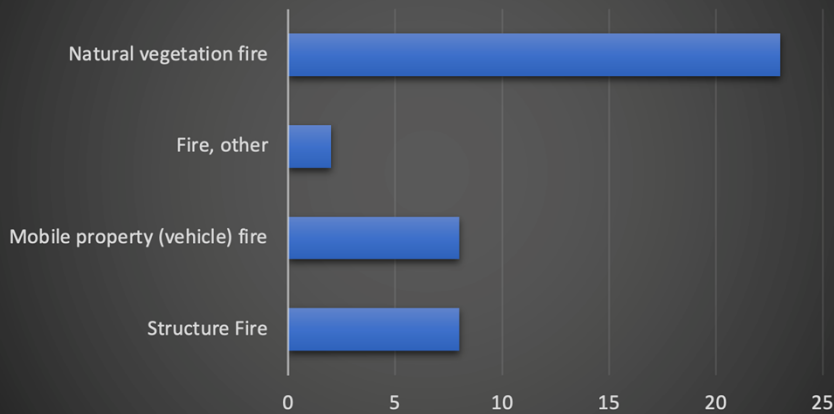
Fire Department

- Enhance community safety by reducing loss of life and property and safeguarding the environment
- Effectively respond to fires, rescues, and medical emergencies, hazardous material incidents, and major disasters
- Core functions include:
 - Fire Suppression
 - Emergency Medical Response
 - Code Enforcement and Fire Inspections
 - Vegetation Reduction
 - Public Education and Outreach

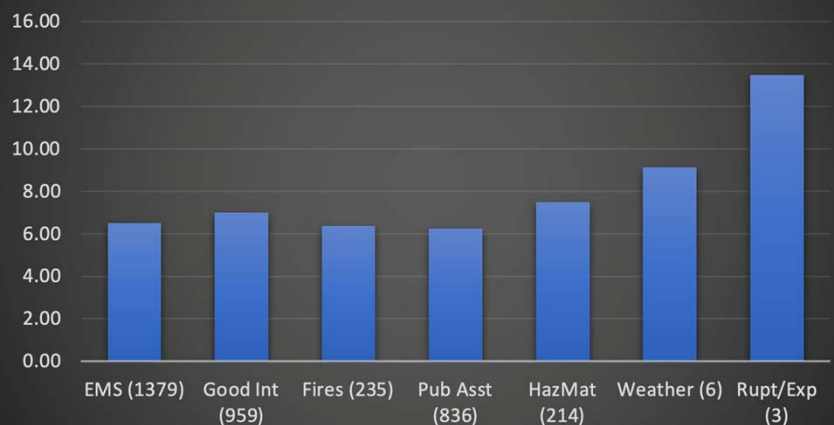


Department Overview and Staffing

41 Fires



Average Resp Time 07:49



FIRE DEPARTMENT	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Fire Chief	1	1	1	1	1
Executive Administrative Assistant	1	1	1	1	1
Battalion Chief	3	3	3	3	3
Battalion Chief/Training Officer	1	1	1	1	1
Fire Captain	2	2	2	2	2
Fire Captain/Paramedic	7	7	7	7	7
Fire Captain/Paramedic/FPO	1	1	1	1	1
Fire Engineer	5	5	5	5	5
Fire Engineer/Paramedic	7	7	7	7	7
Firefighter	6	6	6	6	6
Firefighter/Paramedic	3	3	3	3	3
Civilian Fire Marshall	0	0	0.5	0.5	0.5
FIRE DEPARTMENT TOTAL	37	37	37.5	37.5	37.5



FY 2023-24 Highlights and Accomplishments

Administration

- Enhanced automatic aid agreements with regional partners
- Submitted grants for one new Type 1 engine (\$1.4 million) and SCBAs (\$400,000)
- Hired three firefighters
- Saved \$17,801,300 in property value in El Cerrito

Training

- Exercised the Emergency Operations Plan during a three-day earthquake drill
- Completed trench rescue training
- Completed a joint fire academy with Richmond Fire

Public Outreach

- Partnered with Lamorinda for CERT training
- El Cerrito's CERT program
- Hosted Tri-City Safety Day and CPR classes



FY 2024-25 and FY 2025-26 Focus/Workplan

Administration

- Apply for federal grants for radio replacement and E372 (our Type 3 grass unit)
- Purchase new EKG monitors
- Complete our Records Management system (RMS) upgrade

Training

- Compete high-rise training and wildland drill with regional partners
- Host an Earthquake exercise with regional partners
- Host seven CERT classes to expand the team

Operations

- Maintain response times below 8 minutes
- Develop a regional SOG for electric vehicle fires
- Develop a regional SOG for Active Shooter/IMCI events
- Enhance our shared response with Berkeley, Albany, Richmond, and Con Fire to decrease response times

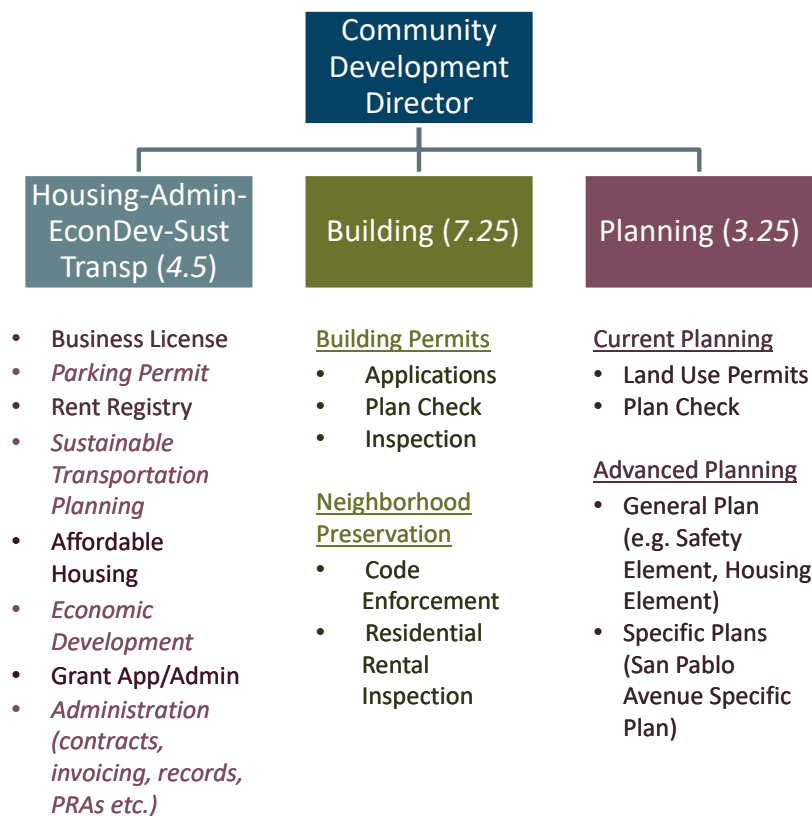


Community Development Department

- Deliver services and programs that ensure a safe, livable, and resilient built environment
- Core functions include:
 - Planning
 - Building
 - Neighborhood Preservation (Code Enforcement/Residential Rental Inspection)
 - Affordable Housing (incl. Rent Registry)
 - Economic Development
 - Sustainable Transportation Planning
 - Business License/Parking Permits
 - Administration (Records Management, PRAs, contracts/invoices, communications)



Department Overview and Staffing



COMMUNITY DEVELOPMENT DEPARTMENT

	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Management Analyst III	1	0	0	0	0
Management Assistant	1	1	1	1	1
Neighborhood Preservation Officer	1	1	1	1	1
Building Inspector I-III	1	1	1	1	1
Building Inspector III	1	1	1	1	1
Building Official	1	1	1	1	1
Building Plan Checker II	1	1	1	1	1
Community Development Director	1	1	1	1	1
Planning Manager	1	1	1	1	1
Permit Technician I-II	1	1	1	1	1
Permit Technician III	1	1	1	1	1
Assistant/Associate Planner	1	1	1	1	1
Senior Planner	1	1	1	1	1
Senior Program Manager (Housing/Econ Dev, Transportation)	0	2	2	2	2
Administrative Clerk Specialist	1	1	1	1	1
COMMUNITY DEVELOPMENT TOTAL	14	15	15	15	15



FY 2023-24 Highlights and Accomplishments

Housing-Admin-Econ Dev-Sustainable Transportation

- Housing & Transportation Grants
- Local Road Safety Plan (LRSP) Outreach, Analysis, Policy
- Unhoused Solution Summit & Cannabis Quality of Life Fund (CORE)
- New Business Openings
- Transportation Planning at Plaza TOD
- BRIDGE Affordable Funding (June Groundbreaking)
- Makers' Fair (next one June 8!)

Planning

- Housing Element (Certification: August)
- Entitled 1711-1755 Eastshore (305 units; mixed income)
- Plaza TOD Entitlement process
- Safety Element (Initiated)

Building

- SB379 Online Solar Permitting Platform
- Reduced Turnaround Times
- Coordinated New Permit Review Process with Fire Dept
- Reviewed/Issued/Inspected New Businesses

	FY23	FY24 To Date (Through April)
Building Permits Issued	1,271	1,039
Building Inspections	7,097	4,438
Building Permit Valuation	\$49M	\$35M* (+\$31M ant. Jun)
Solar Permits Issued	307	160
Code Enforcement Cases (Opened/Closed)	132/111	122/124
Business License (New/Renewal)	450/1879	421/1907
Planning Permits (Submitted/Approved)	167/123	120/112

FY 2024-25 and FY 2025-26 Focus/Workplan

- Mandatory *Housing Element* & MTC *Transit Oriented Communities (TOC)* policy/activities
- Development at *Plaza TOD*
- *Safety Element*
- *Local Roads Safety Plan (LRSP)*
- *Outdoor Dining & Retail Ordinance*
- SB 326 and SB 721 (*California Balcony Law*) implementation
- Mayfair and EC-Plaza South *Affordable Housing*
- Advance Phase II *Solar Online Permitting*
- Triennial Building Code update (effective January 2026)



Budget Next Steps

- May 24, 2024: Draft budget document published
- May 28, 2024: Financial Advisory Board meeting
- June 4, 2024: Proposed Biennial Budget Hearing
- June 18, 2024: Consider adoption of Biennial Budget (required prior to June 30)
 - Additional Meetings if needed
- Return to City Council during Fiscal Year with strategies for ongoing budget adjustments





Thank you!

el-cerrito.org/budgetprocess



From: [Ira Sharenow](#)
To: [Holly Charléty](#); [City Clerk](#)
Cc: [Tessa Rudnick](#); [Lisa Motoyama](#); [Paul Fadelli](#)
Subject: Item 9B Budget Discussion Session
Date: Friday, May 17, 2024 8:38:50 AM

Caution! This message was sent from outside your organization.

Please discuss the following.

1. The return to deficit spending
2. The approximate \$85 million pension liability. The state auditor gives the city a zero on future pension liability.
3. Funding a senior center
4. Fixing the roads – reversing the decline in the pavement condition index
5. Fixing the Ohlone Greenway. The city has now placed warning signs just north of Eureka
6. The prediction of a 15% increase in the sales tax for FY 2025. Are the revenues for FY 2024 decreasing?
7. The prediction of a 10% increase in the real property transfer tax for FY 2025. Are the revenues for FY 2024 decreasing?
8. The donation of parking spaces to the Plaza project. Are those spaces worth \$50 million? See the discussion at the November 19, 2019 council meeting
9. The overuse of highly compensated consultants. Paying consultants to lead meetings.
10. Managers spending too much time at out of town networking meetings and not doing enough for the community
11. Wasteful spending on the failing Plaza library proposal
12. The need to completely restructure how the city does budgeting

Ira Sharenow

El Cerrito, CA

From: [Cathy Taruskin](#)
To: [City Clerk](#)
Subject: Public Comment - Agenda Item #9B
Date: Friday, May 17, 2024 10:42:08 AM

Caution! This message was sent from outside your organization.

To: El Cerrito City Council and City Manager

I sympathize with the frustration you must feel when your outreach attempts to solicit input and feedback from the citizens of El Cerrito resulted in only 175 responses out of nearly 26,000 residents in your recent 2024 Budget Survey. How can they expect you to serve them if they don't tell you what they want?

But this is all the more reason to pay attention to the people who DID care enough to respond. 31% of the respondents asked for pickleball court improvements. There must be a reason that requests for pickleball facilities have been outnumbering all other issues since 2018, when you conducted focus groups during the development of the El Cerrito Recreation Department's Master Plan development. At that time, long before the explosion of pickleball's popularity, pickleball was cited 118 times in the summary report:

[A_Community-Engagement-Summary \(el-cerrito.org\)](#)

We have finally gotten beyond the 2.5 years of delay waiting for the Castro Land Use Agreement to be signed – that happened in April. Now the delay in preparing the RFP is that you are in the middle of your 'budget season'. This is unfortunate because without RFP responses we do not know actual dollar amounts to budget for.

To date the pickleball community has raised nearly \$70,000 to donate to the city for this project. **Please include an allocation in your budget to cover the balance of the cost to convert the Castro Tennis Courts into six permanent pickleball courts. Due to the deferred maintenance and severe deterioration of the courts, that balance might be higher than the usual court maintenance estimates – please anticipate that.** We want to avoid having funding become the next stumbling block.

It would be wonderful to be able to demonstrate to the pickleball community that El Cerrito leadership doesn't just ask for opinions, they listen and take action as a result of the responses they get.

Cathy Taruskin

USA Pickleball Ambassador, El Cerrito

EC Resident since 1987

From: [Howdy Goudey](#)
To: [City Clerk](#)
Subject: public comment for agenda Item 9B Budget Study Session
Date: Tuesday, May 21, 2024 4:49:17 PM

Caution! This message was sent from outside your organization.

Dear Mayor Rudnick and Councilmembers,

The [Draft Climate Action and Adaptation Plan \(CAAP\)](#) is expected to be adopted in the next couple of months, which means it will be in place for almost all of the 2-year budget you are currently developing. It is crucial to the effective implementation of the new CAAP, and the 2019 Climate Emergency Declaration, for the identified near term CAAP actions to be adequately funded in this 2 year budget. Furthermore, the identified "early wins," which were intended to happen before CAAP adoption, should be expedited and funded. Beyond "extra" spending on climate action items, it is also an important leadership message for your budget to convey that all routine city actions and expenditures are expected to be made within the guidance of the Climate Action and Adaptation Plan.

Please consider some of the following, and more, for explicit inclusion and funding in the next 2-year budget:

- Rapid development of an alternative to the intended all-electric building ordinance that delivers a very strong incentive to build all-electric buildings while avoiding legal challenges. Contra Costa County is following recent actions taken by Santa Cruz and San Luis Obispo, and is poised (in less than two months) to adopt [an Energy Code amendment that will reduce GHGs](#) and encourage more all-electric buildings.
- Modification of the Real Property Transfer Tax rebate program to exclude using the rebate for funding the installation of gas appliances.
- Adoption of a revised Environmentally Preferred Purchasing Policy, that emphasizes forward looking purchases that make meaningful contributions to climate action and requires thoughtful analysis of impacts and alternatives.
- Support the draft "early wins" by funding a watering trailer ("water buffalo") to enable proper maintenance of newly planted street trees.
- Support the other draft "early win" by funding public, city fleet and employee, EV charging at the Community Center and other feasible City locations.
- Include in this budget an explicit statement that climate action is expected to be implemented as standard practice in all work and purchasing
- As part of the new adoption of job classifications following the class and compensation study, include attention to observing the Climate Emergency and CAAP in all job descriptions and employee evaluations.

Thank you for your time and attention,

Howdy Goudey
El Cerrito