

Mayor

Tessa Rudnick
Mayor Pro Tem
Carolyn Wysinger

**AGENDA****Councilmembers**

Paul Fadelli
Lisa Motoyama
Gabriel Quinto

TUESDAY, JUNE 4, 2024

SPECIAL CITY COUNCIL MEETING (5:00 PM)

Hillside Conference Room - 10890 San Pablo Ave, El Cerrito

**CONCURRENT SPECIAL MEETING OF THE EL CERRITO PUBLIC FINANCING
AUTHORITY AND 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/87527119221?pwd=U2NbY5ENdnUt9WI3zbqEplOWXweP2P.1>

Meeting ID: 875 2711 9221 **Password:** 420247 **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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Mayor Pro Tem
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Councilmembers
Paul Fadelli
Lisa Motoyama
Gabriel Quinto

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); Public Safety Management Association; and Service Employees International Union (SEIU) Local 1021.

Contact: Sky Woodruff, City Attorney, City Management

4. ADJOURN SPECIAL CITY COUNCIL MEETING

6:00 PM ROLL CALL – CONVENE CONCURRENT SPECIAL MEETING OF THE EL CERRITO PUBLIC FINANCING AUTHORITY AND 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

Mayor
Tessa Rudnick
Mayor Pro Tem
Carolyn Wysinger



Councilmembers
Paul Fadelli
Lisa Motoyama
Gabriel Quinto

A. Update on the Hillside Natural Area Fire Resilience and Forest Conservation Management Plan

Action Proposed: Receive and file an update, including proposed major recommendations, for the Hillside Natural Area (HNA) Fire Resilience and Forest Conservation Management Plan.

Contact: Stephen Prée, Environmental Programs Manager; Karineh Samkian, Senior Program Manager, Public Works Department; Chase Beckman, Battalion Chief, Fire Department

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. National Night Out Proclamation

Action Proposed: Approve a proclamation calling upon all residents of the City of El Cerrito to participate in "National Night Out" on Tuesday, August 6, 2024.

Contact: Emily Graham, Executive Assistant, Police Department

B. Loving Day Proclamation

Action Proposed: Approve a proclamation declaring June 12, 2024 as Loving Day in the City of El Cerrito, and encourage people to reflect on the Loving family and all of the pioneers who have and will continue to fight for the civil right to love.

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

C. LGBTQIA+ Pride Month Proclamation

Action Proposed: Approve a proclamation declaring the month of June as Lesbian, Gay, Bi-Sexual, Transgender/Transsexual, Queer/Questioning, Intersex and Agender/Asexual (LGBTQIA+) Pride month in the City of El Cerrito and recognize Pride Month by flying the Progress Pride flag at City Hall during the month of June.

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

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D. Juneteenth Proclamation

Action Proposed: Approve a proclamation in support and recognition of Juneteenth on Wednesday, June 19, 2024 and further recognize Juneteenth by flying the flag at City Hall June 17-19, 2024.

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

E. Environmental Quality Committee Reappointment Recommendation

Action Proposed: Approve an Environmental Quality Committee recommendation to reappoint Paloma Pavel to the Environmental Quality Committee, effective June 5, 2024.

Contact: Christina Leard, Management Analyst III, Public Works Department; Yvetteh Ortiz, Public Works Director/City Engineer

F. Resolution to Amend the City's Classification Plan

Action Proposed: Adopt a resolution amending the City's Classification Plan to authorize revisions to the existing classifications of Recreation Director, Recreation Supervisor, Community Development Director, Planning Manager, Senior Planner, Building Official, Finance Director/City Treasurer, Budget and Financial Services Manager, Senior Accountant, Accountant II, and Public Safety Executive Assistant.

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

G. Consulting Services Agreements for On-Call Engineering and Project Management Services

Action Proposed: Adopt a resolution authorizing the City Manager to execute consulting services agreements with three firms, BKF Engineers, CSW/Stuber-Stroeh Engineering Group (CSW), and Avila Project Management to provide On-call Engineering and Project Management services for three years with options to extend for an additional two years in an amount not to exceed \$250,000 per fiscal year for each agreement.

Contact: A'shanti Coleman, Management Assistant, Public Works Department; Yvetteh Ortiz, Public Works Director/City Engineer

8. PUBLIC HEARINGS

Mayor
Tessa Rudnick
Mayor Pro Tem
Carolyn Wysinger



Councilmembers
Paul Fadelli
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Gabriel Quinto

A. Annual Review and Renewal of the Military Equipment Ordinance

Action Proposed: Conduct a public hearing, and upon conclusion, adopt a resolution approving the El Cerrito Police Department Military Equipment Report for 2023 and the Military Equipment Policy, including an updated Equipment Inventory, and renewing Ordinance 2022-01.

Contact: Paul Keith, Chief, El Cerrito Police Department

9. POLICY MATTERS

A. Creation of New Community Safety Committee and Elimination of Crime Prevention Committee

Action Proposed: Adopt a resolution rescinding Resolution 2001-105 and disbanding the Crime Prevention Committee, and forming a new Community Safety Committee

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

**B. CITY COUNCIL/PUBLIC FINANCING AUTHORITY ITEM
Proposed Fiscal Year 2024-25 and 2025-26 Biennial Budget**

Action Proposed: Receive and file the Draft Proposed Fiscal Year 2024-25 and 2025-26 City Biennial Budget and provide direction to staff as necessary.

Contact: Karen Pinkos, City Manager; Crystal Reams, Finance Director/City Treasurer; Claire Coleman, Budget/Financial Services Manager, Finance Department

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 CONCURRENT SPECIAL MEETING OF THE EL CERRITO
PUBLIC FINANCING AUTHORITY AND REGULAR CITY COUNCIL
MEETING IN MEMORY OF HOWARD ABELSON, FORMER EL CERRITO
MAYOR**

The next regularly scheduled City Council meeting is Tuesday, June 18, 2023 at 6:00 p.m.

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



AGENDA BILL

Agenda Item No. 6.A.

Date: June 4, 2024
To: El Cerrito City Council
From: Stephen Prée, Environmental Programs Manager; Karineh Samkian, Senior Program Manager, Public Works Department; Chase Beckman, Battalion Chief, Fire Department
Subject: Update on the Hillside Natural Area Fire Resilience and Forest Conservation Management Plan

ACTION PROPOSED

Receive and file an update, including proposed major recommendations, for the Hillside Natural Area (HNA) Fire Resilience and Forest Conservation Management Plan.

BACKGROUND

Over several years, community concerns regarding fire risk in the City of El Cerrito's (City) HNA and surrounding residential communities have significantly increased. The City has responded with ongoing and increased vegetation maintenance activities by completing work largely based on planning efforts that were completed many years ago, notably the 1994 City of El Cerrito HNA Fire Hazard Reduction Plan and Initial Study/Negative Declaration.

The need for more robust, comprehensive, and current vegetation management practices that balance fuel reduction with native forest conservation has become increasingly evident and was recognized in the City's 2015 Urban Greening Plan. Additionally, in 2019, the El Cerrito Parks and Recreation Facilities Master Plan specifically called for action to "support the El Cerrito-Kensington Wildfire Action Plan goals and policies by creating defensible spaces, increasing weed abatement, and managing dead or diseased trees and other vegetation, especially in the HNA".

In 2019, El Cerrito voters passed Measure H to further fund park maintenance activities and with these funds the City has increased its fire fuel reduction activities. Given the recent and potentially ongoing drought, rising global temperatures and community concerns regarding the risk of wildfire, an updated plan with the required environmental site analysis is needed to guide the City in the most effective, sustainable, and cost-efficient fuel reduction and forest conservation efforts and to inform future grant requests.

In December 2021, Urban Forest Committee (UFC) members informed City staff of a State of California Coastal Conservancy Wildfire Resilience Capacity Building Grant opportunity that had the potential to support needed planning work for the HNA.

Together, UFC members and City staff, working across departments, applied for the grant, proposing to use grant funding to hire a consultant to develop a HNA Fire Resilience and Forest Conservation Management Plan (Plan) that is consistent with the City Council-adopted Urban Greening Plan and Parks and Recreation Facilities Master Plan.

The City was awarded a grant of \$145,000 to prepare the Plan. The City Council approved the award of grant funds at the November 3, 2022, City Council meeting per Resolution 2022-83.

Purpose of the Project

The purpose of the project as outlined in the grant application is to establish and adopt a comprehensive fire hazard reduction and vegetation management plan for the HNA. This Plan will:

- Identify and protect critical resource areas,
- Guide the City's fire fuel reduction, native forest conservation, and maintenance activities, and
- Evaluate fire road and trail network access.

The project will also include California Environmental Quality Act (CEQA) review and determination. The City will use this Plan and CEQA documents to guide future maintenance and stewardship activities, and grant applications for further work in the HNA.

Consultant Selection

City staff issued a Request for Proposals from qualified consultants to assist the City in developing the Plan and CEQA documents on March 30, 2023. After evaluating the proposals, LSA Associates, Inc. (LSA) emerged as the top-ranked consultant and the City entered into an agreement with LSA to develop the Plan (Resolution 2023-40).

ANALYSIS

The Plan development has involved technical assessments, extensive community engagement, and proposed recommendations for the City's management of the HNA.

Studies and Assessments

In order to develop a science-based Plan, LSA (and their subconsultants) started by assessing the conditions and constraints of the HNA. The findings are summarized in four reports which will be finalized and included as Appendices to the Plan. The reports include:

- Biological Resources Report: Based on field investigations, literature review, and database searches, the report provides a CEQA-compliant identification of special-status species that could potentially occur in the project site based on the habitat types present. The report also recommends mitigation measures to minimize and address potential impacts on biological resources.

- Cultural Resources Evaluation: The report summarizes the background research, Native American community outreach, and archaeological field survey. Although the study did not document indications of prehistoric activities in the project area, the Confederated Villages of Lisjan met with City staff and requested notification if any of the projects include excavation and land disturbance.
- Fuel and Fire Hazard Assessment: The report summarizes two scenarios of fire ignition and spread based on a review of the terrain, weather, fuels, and fire history in the area.
- Hillside Natural Area Trails Report: The report evaluated the existing conditions of fire roads and trails and provides recommendations of areas for access improvements, maintenance, or avoidance due to biological resources.

Community Engagement

The City solicited input from the community on the general goals and priorities for the HNA, in addition to specific comments on the various management activities. The community engagement to date includes:

- Stakeholder Advisory Group (SAG): City staff formed the SAG made up of representatives from the Parks and Recreation Commission (PRC), Environmental Quality Committee (EQC), UFC, El Cerrito Trail Trekkers, Friends of 5 Creeks, Make El Cerrito Fire Safe, and Diablo Fire Safe Council. The City hosted the first SAG meeting at Hana Gardens Senior Center on October 16, 2023, and the second meeting virtually on April 24, 2024. At the request of the SAG representatives, City staff also provided an update and received comments at the January 2024 EQC and UFC meetings and at the February 2024 PRC meeting.
- Public Workshop: The City hosted the first of two Public Workshops at Hana Gardens Senior Center on November 15, 2023, with 33 participants in attendance. The second Public Workshop will be held this summer.
- Online Survey: The public participated in an online survey from November 15, 2023, through January 5, 2024, which yielded 358 responses. The survey, which was also available in Spanish and simple Chinese, was promoted on the City's website, in the City Manager's Report, and sent to various community groups such as the Rotary Club of El Cerrito and local Parent Teacher Associations. A sign with a QR code linked to the survey was posted at the various entrances to the HNA and staff attended two senior citizen events where participants had the opportunity to fill out a hard copy of the survey.

Proposed Major Recommendations

LSA's review of previous City plans, conducted studies, site analyses, and community engagement all informed the prioritized list of actions to minimize wildfire threats while at the same time protecting the ecological value of the HNA.

- *Highest Priority:*
 - 1. Create a defensible space within 100-feet of residential structures immediately adjacent to the HNA – Defensible space is defined as maintenance of the vegetation around a structure in a manner to minimize fire pathways to the structure. The City would manage the portions of the HNA within 100 feet or fewer from a structure, while private property owners would manage the portion of their properties within this distance.
- *High Priority:*
 - 2. Establish fuel breaks – A fuel break is a strip of land where the vegetation has been maintained in a manner to reduce the spread of fire crossing the strip. It is recommended that a 100 foot (or larger depending on the topography) shaded fuel break be maintained along the entire perimeter of the HNA beginning at the property line.
 - 3. Remove eucalyptus and non-native conifer – The following areas are recommended for removal: a. the eucalyptus stand at Motorcycle Hill, b. the extensive eucalyptus stand at Quarry Hill, c. eucalyptus and non-native trees between Kent Drive and Buckingham Drive, d. non-native invasive trees in the Madera property, and e. the Ken Smith eucalyptus grove. Removal may include first felling of standing trees, next stump treatments with herbicide or tarp, and finally chip, burn, or removal of material.
 - 4. Manage a sustainable system of fire roads and trails – It is recommended that improvements be made to fire road access at Potrero Avenue and King Court, service access be added to Motorcycle Hill along the Castro Trail, and existing roads be improved to enhance emergency equipment response. The Plan also includes some considerations for recreational trail improvements.
- *Medium Priority:*
 - 5. Actively manage threats to native oak species – Although Sudden Oak Death is present in the HNA, it has not reached a high level of infection; continued monitoring and selective removal is recommended as critical.
 - 6. Remove invasives shrubs and herbaceous species – Single infestations are recommended to be targeted first, followed by spot treatments, and follow-up monitoring and maintenance. The invasive species recommended to be prioritized first are those in native plant communities.
 - 7. Restore and re-establish native species – It is recommended that native vegetation restoration be focused in areas where initial invasive species removals are complete.
 - 8. Monitor key performance indicators – It is recommended that fire dynamics, biodiversity, fire-adapted communities, forest disease monitoring, and trail monitoring be conducted at various frequencies. The plan should be updated every 10 years with public input.

Next Steps

The Public Draft Plan will be released for a 45-day comment period later this summer and will be made available on the City's website. The second Public Workshop will be held during this period. A summary of the response to comments received on the Public Draft Plan will be posted on the City's website.

This fall, the consultant team working with City staff will develop the CEQA documents and post the draft documents for a 30-day comment period. The Final CEQA documents will be presented to the Planning Commission for their consideration this winter. The Final Draft Plan and Final CEQA documents will then be presented to the City Council for its consideration.

The Final Plan will be used to guide future fire fuel and forest conservation management activities and seek grant funding for phased implementation.

STRATEGIC PLAN CONSIDERATIONS

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

- *Community Safety* by strategizing effective fire resilience work; and
- *Livability and Belonging* by providing guidance for the long-term planning and conservation of one of the City's most treasured and unique natural assets; and
- *Environmental Sustainability* by conducting environmental analyses (CEQA) and planning for the protection and management of native tree and plant communities with their associated environmental benefits.

ENVIRONMENTAL CONSIDERATIONS

The action to develop the Plan is statutorily exempt from CEQA under 14 CCR Section 15262 (Feasibility and Planning Studies) because it involves development of a management plan and related CEQA documentation for possible future actions that have not yet been funded or approved. To support the City in completing the projects identified in the Plan, the consultant team will prepare an Initial Study (IS) in accordance with CEQA Guidelines Appendix G, and if applicable the Consultant will prepare a Mitigated Negative Declaration to be attached to the IS.

FINANCIAL CONSIDERATIONS

The State Coastal Conservancy grant has covered all consultant costs for the development of the Plan to date. The grant has no "local match" requirement. The final grant reimbursement will be based on the actual consultant costs. The Public Works Department is able to manage the planning effort with existing staff.

LEGAL CONSIDERATIONS

This section is not applicable to this agenda item.

Reviewed by:

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

Alexandra Orologas, Assistant City Manager

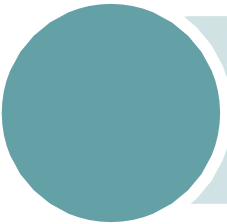
Attachments:

1. Presentation

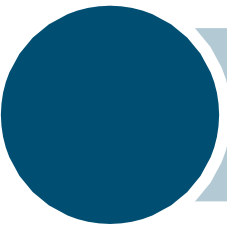
Hillside Natural Area Fire Resilience and Forest Conservation Management Plan

City Council Meeting
June 4, 2024

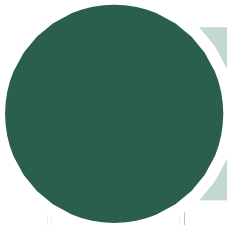
Overview



Plan Development Process



Proposed Major Recommendations



Next Steps



Background

- Hillside Natural Area (HNA) is ~106 acres.
- City has implemented fire fuel reduction activities
- Volunteers have removed invasives and identified native plants
- City awarded \$145,000 State Coastal Conservancy grant



Plan Development Process



- City Council authorized contract with LSA Associates, Inc.

- Stakeholder Advisory Group (SAG) established

- Assessment:

- Biological
- Cultural
- Fuel and fire hazard
- Trails

- Public Input:

- 2 SAG meetings
- Public workshop
- Survey

Plan Phases

Engagement touchpoints

Phase 1: Studies and Input
(Completed)

Oct 2023-Jan 2024

- SAG meeting #1
- Public workshop #1
- Community survey



Phase 2: Draft Development & Review

Jan-Sep 2024

- Meetings with City committees & commissions
- SAG meeting #2
- Public online draft review
- Public workshop #2

Phase 3: CEQA Review and Final Plan

Sep 2024-Mar 2025

- Planning Commission
- City Council

Throughout the process:

- ✓ City webpage
- ✓ City newsletters

Proposed Recommendations



Highest Priority

1. Create defensible space within 100-ft of residential structures immediately adjacent to the Hillside Natural Area

High Priority

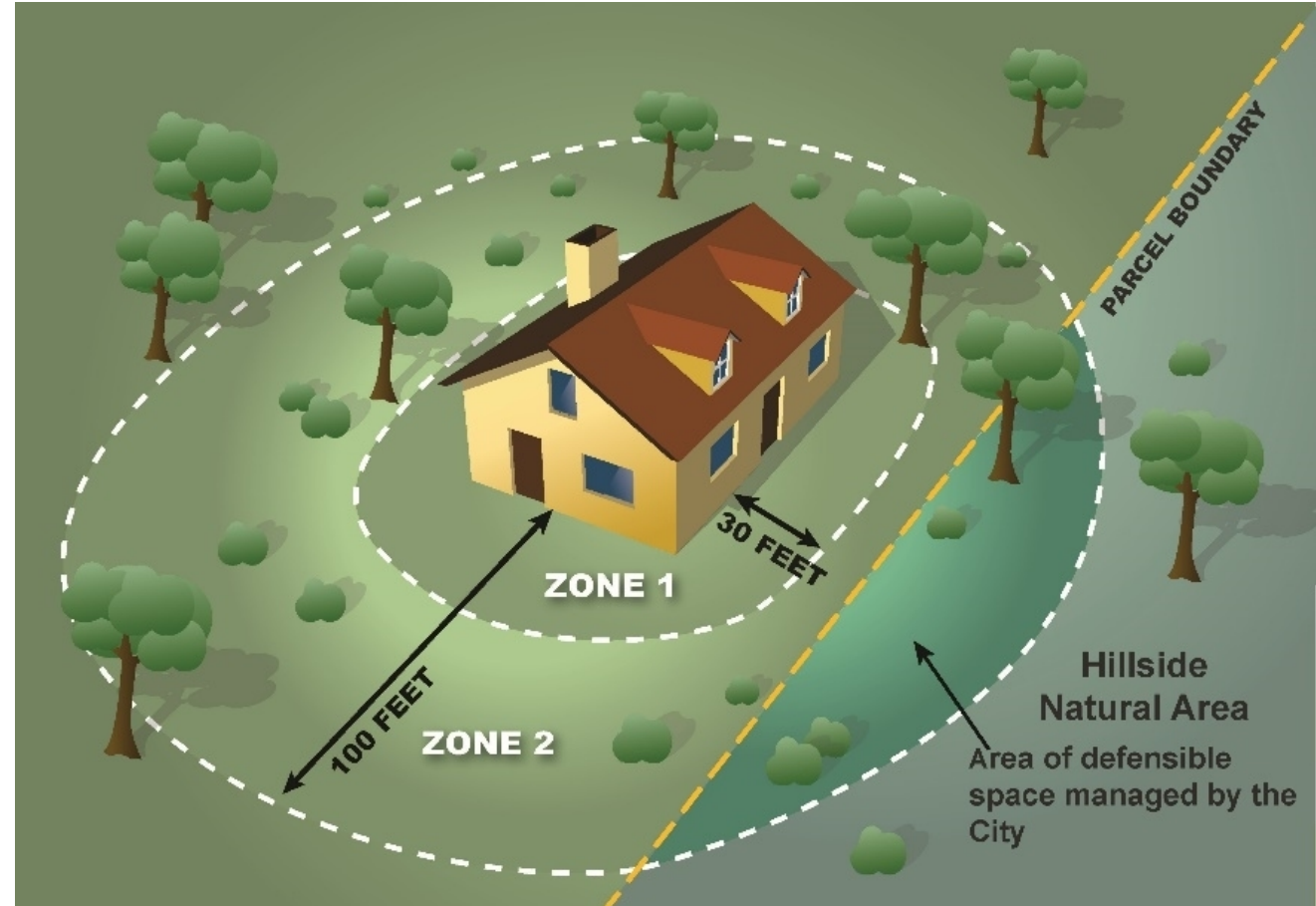
2. Establish fuel breaks
3. Remove eucalyptus and non-native conifers
4. Manage a sustainable system of fire roads

Medium Priority

5. Actively manage threats to native oak species
6. Remove invasive shrubs and herbaceous species
7. Restore and re-establish native species
8. Monitor key performance indicators

Highest Priority

1. Create Defensible Space
 - Within 100-ft of structures adjacent to HNA



High Priority

2. Establish Shaded Fuel Break

- 100-300 feet along HNA perimeter from property line.

3. Remove Eucalyptus & Non-Native Conifers

- 1. Motorcycle Hill, 2. Quarry Hill, 3. Kent Drive and Buckingham, 4. Madera property, 5. the Ken Smith grove.

4. Manage a System of Fire Roads & Trails

- Improve road at Potrero Ave and King Ct, add access to Motorcycle Hill, and improve other roads.



LSA

LEGEND

Project Site

Stream/Drainage

Vehicle Accessible Trail

Foot+Bike or Foot-only Trail

Eucalyptus Grove/ Pine trees

Landing/Processing Site



0 300 600
FEET

SOURCE: Contra Costa County; Esri.

J:\20231296\GIS\MXD\Bio Report\Figure 14_Eucalyptus Groves and Landing Sites.mxd (2/23/2024)

FIGURE 4

Hillside Natural Area
Wildfire Resilience and Forest Conservation Plan
El Cerrito, Contra Costa County, California
Eucalyptus Groves and Landing Sites

Medium Priority



5. Manage Threats to Oak
6. Remove Invasives
7. Restore and Re-establish Natives
8. Monitor Key Performance Indicators

Next Steps



- **Council Update – June 2024**
- **Release Draft Plan – July 2024**
- **Public Comment Period – July-August 2024**
- **2nd Public Workshop – July 2024**
- **CEQA Review & CEQA Public Comment – Fall 2024**
- **Plan Consideration by City Council (anticipated) – Early 2025**

Questions?

Karineh Samkian

Senior Program Manager

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Stephen Prée

Environmental Programs Manager

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EL CERRITO CITY COUNCIL PROCLAMATION
Recognizing National Night Out in El Cerrito on August 6, 2024

WHEREAS, the National Association of Town Watch (NATW) is sponsoring a unique, nationwide crime, drug and violence prevention program on August 6, 2024 entitled “National Night Out”; and

WHEREAS, “National Night Out” has become an annual event in El Cerrito for the past twenty-eight years and provides a unique opportunity for the City of El Cerrito to join forces with thousands of other communities across the country in promoting cooperative police-community crime prevention efforts; and

WHEREAS, it is essential that all residents of the City of El Cerrito be aware of the importance of crime prevention programs and recognize the impact that their participation can have on reducing crime, drugs and violence in El Cerrito; and

WHEREAS, the City of El Cerrito and the El Cerrito Police Department are committed to protecting our community, pursuing justice, and solving crime through partnerships with the residents they serve through programs like National Night Out; and

WHEREAS, police-community partnerships, neighborhood safety, awareness and cooperation are important themes of the “National Night Out” program.

NOW THEREFORE, the City Council of the City of El Cerrito does hereby call upon all residents of the City of El Cerrito to participate in “National Night Out” on Tuesday, August 6, 2024 in the City of El Cerrito.

Dated: June 4, 2024

Tessa Rudnick, Mayor

EL CERRITO CITY COUNCIL PROCLAMATION
Recognizing June 12, 2024 as Loving Day in the City of El Cerrito

WHEREAS, Mildred and Richard Loving were arrested in 1958 for violating Virginia's felony law prohibiting interracial marriage; and

WHEREAS, the Loving family was convicted of violating the law and given a suspended sentence provided that they did not return to their home in the Commonwealth of Virginia as a couple for 25 years; and

WHEREAS, the Loving family did not back down but took their case to the United States Supreme Court and won, overturning their conviction and creating a landmark civil rights victory; and

WHEREAS, their case *Loving v Virginia* (1967) ended all laws prohibiting interracial marriage nationwide, paving the way for all consenting adults to marry the one they love; and

WHEREAS, our country, state and region are moving forward in the 21st Century as a multiracial and multicultural society; and

WHEREAS, an annual celebration known as Loving Day is held on June 12 in communities throughout the nation to commemorate and celebrate the anniversary of the 1967 Supreme Court decision; and

WHEREAS, the El Cerrito Human Relations Commission will host a free movie screening of The Loving Story documentary to celebrate Loving Day on June 12, 7:00 p.m., at Rialto Cinema Cerrito; and

WHEREAS, the City of El Cerrito joins other communities to find a common vision from our interwoven past to build a society free of racism for the benefit of our collective future.

NOW THEREFORE, the City Council of the City of El Cerrito does hereby declare June 12, 2024 as Loving Day in the City of El Cerrito and invites everyone to recognize this day as a celebration of multiculturalism, and to reflect on the Loving family and all the pioneers who have and will continue to fight for the civil right to love.

Dated: June 4, 2024

Tessa Rudnick, Mayor

EL CERRITO CITY COUNCIL PROCLAMATION

Recognizing June as LGBTQIA+ Pride Month in the City of El Cerrito

WHEREAS, the City of El Cerrito has a diverse Lesbian, Gay, Bisexual, Transgender/Transsexual, Queer/Questioning, Intersex and Agender/Asexual (LGBTQIA+) community and is committed to supporting visibility, dignity, and equity for all people in the community; and

WHEREAS, many of the residents, students, city employees, and business owners within the City of El Cerrito who contribute to the enrichment of our City are a part of the Lesbian, Gay, Bisexual, Transgender/Transsexual, Queer/Questioning, Intersex and Agender/Asexual community; and

WHEREAS, various advancements have been made with respect to equitable treatment of Lesbian, Gay, Bisexual, Transgender/Transsexual, Queer/Questioning, Intersex and Agender/Asexual persons throughout the nation, but there continues to be some opposition against people from this community and around the world making it important for cities like El Cerrito to stand up and show support for our residents who are affected; and

WHEREAS, several cities across the United States recognize and celebrate June as LGBTQIA+ Pride Month; and

WHEREAS, June has become a symbolic month in which Lesbian, Gay, Bisexual, Transgender/Transsexual, Queer/Questioning, Intersex and Agender/Asexual people and supporters come together in various celebrations of pride; and

WHEREAS, the rainbow flag, also known as the LGBTQIA+ pride flag or gay pride flag, has been used since the 1970s as a symbol of Lesbian, Gay, Bisexual, Transgender/Transsexual, Queer/Questioning, Intersex and Agender/Asexual pride and LGBTQIA+ social movements; and

WHEREAS, since 2013 the rainbow flag has been flown at City Hall throughout the month of June to symbolize the City's celebration of diversity and support for the Lesbian, Gay, Bisexual, Transgender/Transsexual, Queer/Questioning, Intersex and Agender/Asexual community; and

WHEREAS, the Progress Pride Flag was designed in 2018, adding a 5-colored chevron to the LGBTQIA+ Rainbow Flag to place a greater emphasis on inclusion and progression.

NOW THEREFORE, the City Council of the City of El Cerrito does hereby declare the month of June as LGBTQIA+ Pride month in the City of El Cerrito and invites everyone to reflect on ways we all can live and work together with a commitment to mutual respect and understanding, and further, recognizes Pride Month by raising the Progress Pride Flag at City Hall on June 5, 2024 at 3:30 PM, and flying the flag through the month of June.

Dated: June 4, 2024

Tessa Rudnick, Mayor

EL CERRITO CITY COUNCIL PROCLAMATION

Proclaiming recognition and support of Juneteenth on Wednesday, June 19, 2024

WHEREAS, the first enslaved Africans were brought as captives to what is now the Commonwealth of Virginia in 1619 where they were bought and sold as slave labor for 250 years suffering unspeakable acts of violence; and

WHEREAS, President Abraham Lincoln issued the Emancipation Proclamation on January 1, 1863, declaring "that all persons held as slaves within the rebellious states are, and henceforward shall be free"; and

WHEREAS, the Emancipation Proclamation was the vehicle used to pass the 13th Amendment to the U.S. Constitution abolishing slavery in this nation on January 31, 1865; and

WHEREAS, on June 19, 1865, Major General Gordon Granger arrived in Galveston, Texas, announcing General Order Number 3 which ended both the Civil War and slavery; and

WHEREAS, June 19 is known as Juneteenth Day and is now celebrated in all 50 States and the District of Columbia as a special day of observance in recognition of the emancipation of all slaves in the United States, and in 2021 the Federal Government recognized Juneteenth Day as a Federal Legal Public Holiday which is observed in the City of El Cerrito; and

WHEREAS, our nation is facing a new reckoning as the legacy of sharecropping, Jim Crow, redlining and police violence against Black Bodies continues to pervade and permeate our society, institutions, and systems of law; and

WHEREAS, although the 13th Amendment provided for freedom, it also laid the groundwork for mass incarceration within the African American community by stating "Neither slavery nor involuntary servitude, except as a punishment for crime whereof the party shall have been duly convicted, shall exist within the United States, or any place subject to their jurisdiction"; and

WHEREAS, the Black community of El Cerrito held the first Martin Luther King Day March over 30 years ago when the City of El Cerrito refused to recognize the holiday and the community is proud that 30 plus years later, in collaboration with the City of El Cerrito, it is the longest continuously running MLK Day celebration; and

WHEREAS, the City of El Cerrito acknowledges the impact that this history of racism has had in shaping and continuing to shape our society, institutions, and systems of laws, fostering many of the current-day disparities in education, health care, housing, and employment.

NOW THEREFORE, the City Council of the City of El Cerrito does hereby recognize Wednesday, June 19, 2024, as Juneteenth to acknowledge the historical significance of the day and commit to working toward the dismantling of institutionalized racism, and further, recognizes Juneteenth by flying the flag at City Hall June 17-19, 2024.

Dated: June 4, 2024

Tessa Rudnick, Mayor



AGENDA BILL

Agenda Item No. 7.E.

Date: June 4, 2024
To: El Cerrito City Council
From: Christina Leard, Management Analyst III, Public Works Department;
Yvetteh Ortiz, Public Works Director/City Engineer
Subject: Environmental Quality Committee Reappointment Recommendation

ACTION PROPOSED

Approve an Environmental Quality Committee recommendation to reappoint Paloma Pavel to the Environmental Quality Committee, effective June 5, 2024.

BACKGROUND/ANALYSIS

In April 2024, the City received an application for reappointment to the Environmental Quality Committee (EQC) from Paloma Pavel. Two members of the Committee were tasked to interview Ms. Pavel and subsequently, they recommended her reappointment to the EQC. On May 14, 2024, the EQC discussed and voted unanimously to recommend Ms. Pavel's EQC reappointment to the City Council.

Ms. Pavel has served on the EQC since 2010 and has been a resident of El Cerrito for 24 years. She has been an active committee participant in planning EQC activities and environmental film events and serving on ad-hoc subcommittees. Ms. Pavel is an advocate for climate justice, is a published author, and brings to the EQC relevant experience as founder and president of Earth House Center and recipient of two Fulbright grants (Japan, 2018 and Norway, 2022).

If the City Council approves this recommendation, the number of Committee members will be 12 out of a possible membership total of 15.

STRATEGIC PLAN CONSIDERATIONS

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

- *Livability and Belonging; and*
- *Environmental Sustainability.*

ENVIRONMENTAL CONSIDERATIONS

The EQC supports the City in developing programs and policies that help protect the local environment (e.g., Expanded Foodware Ordinance), while also engaging in activities that have a direct impact on environmental quality (e.g., volunteer litter and creek cleanups).

FINANCIAL CONSIDERATIONS

This section is not applicable to this agenda item.

LEGAL CONSIDERATIONS

This section is not applicable to this agenda item.

Reviewed by:

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

Alexandra Orologas, Assistant City Manager

Attachments:

Application(s) on file with the City Clerk



AGENDA BILL

Agenda Item No. 7.F.

Date: June 4, 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 authorize revisions to the existing classifications of Recreation Director, Recreation Supervisor, Community Development Director, Planning Manager, Senior Planner, Building Official, Finance Director/City Treasurer, Budget and Financial Services Manager, Senior Accountant, Accountant II, and Public Safety Executive Assistant.

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 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 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:

- Recreation Director
- Recreation Supervisor
- Community Development Director

- Planning Manager
- Senior Planner
- Building Official
- Finance Director/City Treasurer
- Budget and Financial Services Manager
- Senior Accountant
- Accountant II
- Public Safety Executive Assistant

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:



Alexandra Orologas, Assistant City Manager

Attachments:

1. Resolution
2. Recreation Director
3. Recreation Supervisor
4. Community Development Director
5. Planning Manager
6. Senior Planner
7. Building Official
8. Finance Director-City Treasurer
9. Budget and Financial Services Manager

10. Senior Accountant
11. Accountant II
12. Public Safety Executive Assistant

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:

- Recreation Director
- Recreation Supervisor
- Community Development Director
- Planning Manager
- Senior Planner
- Building Official
- Finance Director/City Treasurer
- Budget and Financial Services Manager
- Senior Accountant
- Accountant II
- Public Safety Executive Assistant

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

I CERTIFY that at a regular meeting on June 4, 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

RECREATION DIRECTOR

DEFINITION

Under administrative direction, plans, organizes, manages, and provides direction and oversight for all functions and activities of the Recreation Department, including recreation, community services, childcare, senior services, paratransit, special events, aquatics, and park and facility reservation programs, planning, and policy; 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 supervisory and administrative support staff.

CLASS CHARACTERISTICS

This is a department director classification that oversees, directs, manages, and participates in all activities of the Recreation Department, including short- and long-term planning as well as development and administration of departmental policies, procedures, and services. The Recreation Director 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, including the role of an elected City Council, 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 Recreation Department programs, services, and activities including recreation, community services, childcare, senior services, paratransit, special events, aquatics, and park and facility reservation programs.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the department; establishes, within agency policy, appropriate budget, service, and staffing levels.

- Manages and participates in the development and administration of the department's budget; directs the forecast of additional funds needed for staffing, equipment, and supplies; directs the monitoring of and approves expenditures; directs the monitoring of revenue collection and forecasts and recommends fee schedules; 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.
- Contributes to the overall quality of the department's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and City needs; 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.
- Recommends development and improvement of park and recreation areas and facilities; coordinates public input, design and construction with other City departments.
- Develops and implements comprehensive master plans and other planning efforts to maintain, improve and enhance City-owned park sites and recreation programming.
- Oversees the maintenance of Recreation related City buildings including custodial services.
- Reviews and approves manuals, reports, flyers, press releases, website and social media content produced by subordinate staff.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the City Manager; provides technical and administrative advice and support to the City Manager, City Council, Park and Recreation Commission, and other advisory bodies as required.
- Directs the preparation and administration of local, county, state, federal, and private grant applications.
- Coordinates the activities of the department with other City departments, public agencies, public utilities, the general public, community groups, schools, and other outside agencies and neighborhood interest groups.
- Develops, negotiates, and supervises joint use agreements with the West Contra Costa Unified School District.
- Coordinates with the City's Information Technology Division and outside vendors regarding the proper operation of department database systems, recreation registration software, and office hardware.
- Directs the maintenance of working and official departmental files.
- Represents the Recreation 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.
- Attends and participates in professional group meetings and committees; stays abreast of new trends and innovations in the field of recreation and community services.
- Monitors changes in laws, regulations, and technology that may affect City or departmental operations; implements policy and procedural changes as required.
- Responds to and resolves sensitive, difficult, and complex public inquiries and concerns.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- May serve as a staff liaison to a designated board, commission, or committee.
- Performs related duties as required.

Council Approved:

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 recreation, leisure services, public administration, business administration, or a related field. A master's degree is desirable.

Experience:

- Six (6) years of managerial or administrative government experience in recreation, community services, public administration, or a related field, with a minimum of three (3) years of supervisory experience.

Licenses and Certifications:

- Individuals who are appointed 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 First Aid, CPR, and AED certification, 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 management, financial management, and grant development.
- General principles of risk management related to the functions of the assigned area.
- Principles, practices, and procedures of public administration in a municipal setting.
- Theory, principles, and practices of planning and directing group, social, and recreational activities for various age groups.
- Principles and practices of managing recreation programs for community centers, aquatics centers, parks, and athletic facilities.
- Recreation, cultural, and social needs of all age groups.
- Effective community outreach and marketing activities with diverse community groups for the development of programs through community participation.

Council Approved:

- Methods and techniques of developing technical and administrative reports and business correspondence.
- 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.
- 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.

Ability to:

- Direct the management of comprehensive recreation and community services 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 Recreation Department.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Plan, organize, direct, and coordinate the work of supervisory, professional, and technical personnel; delegates 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.
- Direct the preparation of studies, analyses, reports, contracts, and related documents.
- Understand diverse recreation needs of the community and implement effective programs and projects.
- Attend City Council meetings and/or make presentations, as required.
- Analyze, develop, and set rates for a variety of fee schedules.
- 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.
- 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, and modern business equipment to perform a variety of work tasks.

Council Approved:

PHYSICAL DEMANDS

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 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.



FLSA: Exempt

RECREATION SUPERVISOR

DEFINITION

Under general direction, plans, schedules, assigns, reviews, and supervises the work of staff responsible for planning, organizing coordinating, implementing, and conducting a variety of recreation and leisure programs, services, and activities, facility operations, and administrative functions across multiple sites; develops, implements, evaluates, promotes, and supervises programs and program staff which may include youth programs, aquatics, youth and adult sports, seasonal programs, childcare, senior services, special interest classes, paratransit, special events, and park and facility reservations; coordinates assigned services and operations with those of other City departments and outside agencies; provides complex staff assistance to the Recreation Director in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Recreation Director. Exercises direct supervision over technical, functional, and administrative support staff through subordinate levels of supervision. Depending on assignment, oversee the work of or coordination of supervision over contractors and volunteers.

CLASS CHARACTERISTICS

This is the full supervisory-level class in the Recreation series that exercises independent judgment on diverse and specialized recreation, special events, and facilities rental activities with accountability and ongoing decision-making responsibilities associated with the work. Incumbents are responsible for planning, managing, organizing, supervising, reviewing, and evaluating the work of recreation staff, including outside vendors and contract employees, either directly or through subordinate staff. Incumbents provide professional level support to the Recreation Director in a variety of areas. Performance of the work requires the use of independence, initiative, and judgement within established guidelines and scope of practice.

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, selects, trains, plans, organizes, assigns, and reviews the work of assigned staff and volunteers in the Recreation Department; evaluates employee performance, disciplines, and counsels employees.
- Participates in the development of department goals and objectives; monitors, recommends, and implements recreation activities, policies, procedures, standard operating procedures to improve service delivery and workflow.

- Coordinates assigned services and operations with those of other divisions and outside agencies.
- Evaluates community needs and interests; analyzes data and recommends new programs or improvements.
- Determines and recommends equipment, materials, and staffing needs for assigned facilities, projects, and programs; including cost estimate to implement.
- Participates in the annual budget preparation; prepares detailed cost estimates with appropriate justifications as required; assumes responsibility for administration of budget applicable to assigned area including monitoring and controlling expenditures, and generating revenue.
- Assists with development of recreation contract administration and use agreements.
- Provides a variety of support to the Recreation Director such special projects; develops and analyzes financial and statistical reports; prepares and presents staff reports.
- Manages proper documentation of operations and activities; supervises the establishment and maintenance of reports, records, databases, and files; ensures proper record retention.
- Coordinates first aid, cardiopulmonary resuscitation (CPR), automatic electronic defibrillator (AED), water safety instruction (WSI) and other safety training and certification courses for staff, as assigned.
- Answers questions and provides information to the public; investigates and responds to sensitive, difficult, and complex concerns and inquiries from community member(s), other departments, and agencies; recommends corrective actions to resolve issues.
- Develops, directs, approves, and implements promotional and marketing materials for various programs and events including flyers, posters, banners, brochures, and social media content; communicates project and program information.
- Attends and conducts meetings related to coordinating City events and programs; performs set up, decoration, and tear down activities of special event sites.
- Oversee program registrations, POS software, customer service, website content, and marketing.
- Manages, oversees, and responds to requests for City parks and facility rentals; ensures and assigns appropriate staffing, communicates with facility users; reports safety issues regarding City parks and facilities to the Police and Public Works Departments as needed.
- Represents the City in meetings with members of other public and private organizations, community groups, contractors, developers, and the public, may present to City Council or various other groups as needed.
- Attends and participates in professional group meetings and committees; stays abreast of new trends and innovations in the field of recreation and community services.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- May serve as a staff liaison to a designated board, commission, or committee.
- 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 recreation, leisure services, child development, gerontology, public administration, business administration, or a related field. A master's degree is desirable.

Council Approved:

Experience:

- Five (5) years of increasingly responsible experience in the implementation of recreation programming or a related field, including two (2) years in a lead capacity equivalent to a Recreation Coordinator with the City of El Cerrito.

Licenses and Certifications:

- Individuals who are appointed 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 valid First Aid, CPR, and AED certifications for adults, children, and infants, to be maintained throughout employment.
- Possession of a valid certificate in Mandated Reporter Training, to be maintained throughout employment.
- When assigned to Aquatics:
 - Possession of valid American Red Cross Lifeguard, Water Safety and Lifeguard Instructor, First Aid, CPR, and AED for the Professional Rescuer and Emergency Oxygen Administration certifications, to be maintained throughout employment.
 - Possession of a valid certification as a Certified Pool Operator or Aquatics Facility Operator from the National Parks and Recreation Supervisor Association.
- When assigned to Licensed Childcare:
 - Possession of a valid certificate in Child Abuse Prevention Training, to be maintained throughout employment.
 - State of California Childcare General Licensing Requirements:
 - Qualified Administrator (Required)
 - Possession, or ability to obtain, certification as licensed Childcare Center Director within one (1) year of employment is preferred.

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and training.
- Principles and practices of leadership and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of basic budget administration and monitoring.
- Principles, and practices of service delivery and program development, administration, implementation, review, and evaluation, budgeting, and purchasing.
- Principles and practices of effective public relations techniques including social media, community outreach, marketing activities to target diverse community groups.
- Research and survey techniques including data collection methodologies and statistical analysis.
- Principles, practices, methods, and techniques of life guarding, adult and/or child cardiopulmonary resuscitation (CPR) methods, first aid, including rescuer methods as defined by the American Red Cross and use and administration of automatic electronic defibrillator (AED) devices.
- Principles and practices of contract administration and evaluation.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.

Council Approved:

- 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 online registration systems and software.

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.
- Effectively administer special projects with contractual agreements and ensure compliance with contractual obligations.
- Identify problems, research, and analyze relevant information, and develop and present recommendations and justification for solutions.
- Work effectively with groups and individuals to produce quality programming and events.
- Create and design marketing flyers, banners, posters, and decorations to promote programs.
- Respond to concerns or inquiries from community member(s), staff, and outside organizations.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- 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.
- 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, and modern business equipment to perform a variety of work tasks.

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 working in an external environment, position requires sitting, standing, walking on level, uneven, or slippery surfaces, reaching, twisting, turning, kneeling, bending, stopping, squatting, crouching, grasping, and making repetitive hand movement in the performance of daily duties. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

Council Approved:

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 an outside environment and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust, and air contaminants. 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.



FLSA: Exempt

COMMUNITY DEVELOPMENT DIRECTOR

DEFINITION

Under administrative direction, plans, organizes, manages, and provides direction and oversight for all functions and activities of the Community Development Department, including planning, building, neighborhood preservation (code enforcement), sustainable transportation, economic development, housing, and affordable housing; formulates departmental goals, objectives, policies and procedures, work standards, and internal controls; coordinates assigned activities with other City departments, elected officials, outside agencies, and the public; fosters cooperative working relationships among City departments and with intergovernmental, regulatory agencies, and various public and private groups; provides highly responsible and complex professional assistance to the City Manager in areas of expertise; seeks and develops revenue sources and funding; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

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

CLASS CHARACTERISTICS

This is a department director classification that oversees, directs, and participates in all activities of the Community Development Department, including short- and long-term planning as well as development and administration of department policies, procedures, and services. The Community Development Director 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, City functions and activities, including the role of the City Council, 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 the City's mission, 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 management responsibility for Community Development Department functions, programs, projects, and activities, including planning, building, plans examination, permitting, business license, neighborhood preservation, sustainable transportation, economic development, housing, and affordable housing.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the Community Development Department; establishes, within City policy, appropriate budget, service, and staffing levels.

- 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.
- Contributes to the overall quality of the department's services by developing, reviewing, and implementing policies and procedures to meet legal requirements and City needs; 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; oversees change management and implementation.
- Manages the development and administration of the department budget; 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.
- Oversees the development and management of requests for proposals for professional and/or contracted services; reviews and approves or prepares contract specifications and scopes of work; evaluates proposals and recommends award; negotiates contracts; establishes schedule and performance criteria; administers contracts, supervises the work of consultants, and ensures compliance with specifications and City service quality and regulatory requirements; negotiates claims and disputes with contractors and consultants; approves invoices within signature authority.
- Monitors overall growth and development relative to the General Plan; prepares or reviews new and amended codes and ordinances related to the General Plan, land use, subdivisions, zoning, and other community development matters.
- Seeks and oversees administration of outside grants and develops funding sources and programs to achieve City and department goals.
- Conducts a variety of organizational and operational studies and investigations; recommends and implements modifications to programs, policies, and procedures as appropriate.
- Prepares or reviews and approves staff reports, various program and information updates, public outreach and communication materials, grant applications, reports, and other work products.
- Makes presentations to the City Council, Planning Commission, and a wide variety of committees, boards, and commissions.
- Attends and participates in meetings and represents the City to elected officials, state, federal, and regional agencies, regulatory agencies, businesses, professional groups, and in meetings with the public; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Stays abreast of new trends and innovations in the field of community development.
- Responds to difficult and sensitive public inquiries and concerns and assists with resolutions and alternative recommendations.
- Ensures staff compliance with all City and mandated safety rules, regulations, and protocols.
- May serve as a staff liaison to a designated board, commission, or committee.
- 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 planning, engineering, landscape architecture, business or public administration, or related field. A master's degree is desirable.

Council Approved:

Experience:

- Five (5) years of increasingly responsible municipal planning, project management, or community development management or supervisory experience.

Licenses and Certifications:

- Individuals who are appointed 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:

- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of 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 and contract management.
- General principles of risk management related to the functions of the assigned area.
- Principles and practices of community development program development, implementation, and management in a municipal setting.
- Principles and practices of urban planning, growth management, economic development, sustainable transportation, and housing programs.
- 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.
- Principles and procedures of record keeping, technical report writing, grant writing and preparation of 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:

- 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 Community Development Department.

Council Approved:

- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities and advance City goals.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Respond to and investigate inquiries and concerns and prepare an appropriate response; effectively resolve conflict within assigned area of responsibility; negotiate and resolve complex issues.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of department goals and objectives.
- Conduct research, analyze and interpret data, draw conclusions, and summarize and present information, reports, and data in an effective manner.
- Understand, interpret, apply, and ensure compliance with all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Direct the preparation of and/or 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 including outside agencies and representatives.
- 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 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 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.

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.

Council Approved:



FLSA: Exempt

PLANNING MANAGER

DEFINITION

Under general direction, plans, organizes, oversees, coordinates and manages professional, technical, and administrative staff, programs, projects, operations and daily functions of the Planning Division; in the Community Development Department; serves as the City's Zoning Administrator; coordinates assigned activities with other divisions, departments, and outside agencies; provides highly responsible and complex support to the Community Development Director; and performs related duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Community Development Director. Exercises direct supervision over professional, technical, and administrative support staff.

CLASS CHARACTERISTICS

This is a management classification responsible for planning, organizing, reviewing, and evaluating the day-to-day activities of the Planning Division, including short and long-term work planning as well as development and administration of division policies, procedures, and services. Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities, which include budget and fee administration and reporting, evaluating work standards, and ensuring compliance with updated legal requirements and best practices in the field. 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, judgement, and professionalism 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, directs, and oversees the daily functions, operations, and activities of the Planning Division, including current and long-range (advance) planning and zoning, as well as transportation projects and planning.
- Participates in the development of goals, objectives, policies, and procedures for assigned division; recommends and implements policies and procedures including standard operating procedures.
- Participates in annual budget preparation; identifies resource needs; prepares detailed cost estimates with appropriate justifications; monitors expenditures.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and reviews with the Community Development Director; directs the implementation of improvements.
- Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees on performance issues; responds to staff questions and concerns; counsels and disciplines assigned staff.
- Inspects work in progress and completed work of assigned employees for accuracy, proper work

methods and techniques, and compliance with applicable standards and regulations.

- Develops and manages requests for proposals for professional and/or contracted services; prepares contract specifications and scopes of work; evaluates proposals and recommends award; negotiates contracts; establishes schedule and performance criteria; administers contracts, supervises the work of contractors, and ensures compliance with City service quality and regulatory requirements; approves invoices within signature authority.
- Directs and participates in managing complex and/or politically-sensitive planning projects and special studies including leading the review and analysis of complex development proposals and applications and site, architectural, and project plans for consistency with and conformance to the City's General Plan and applicable city, local, state and federal rules and regulations; coordinates application review and approval processes with other departments and agencies; oversees environmental review; reviews building permit submittals post-entitlement; and performs inspections.
- Writes and manages the update of ordinances, policy documents, Zoning Code, and General Plan elements; researches and prepares ordinances for review; writes zoning ordinances in proper legal form.
- Serves as the Zoning Administrator by conducting hearings, interpreting regulations, and preparing official letters and correspondence.
- Plans, coordinates, and serves as staff liaison, or oversees staff assigned to the Planning Commission, Design Review Board, and Subdivision Committee meetings; prepares and distributes agenda packets; provides general communication and informational updates to the Planning Commission and Design Review Board.
- 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.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in planning and zoning; monitors changes in regulations and technology that may affect operations; assists in the implementation of 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.
- 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 in geography, regional planning, environmental studies, or related field. A master's degree is desirable.

Experience:

- Seven (7) years of increasingly responsible professional planning experience, including two (2) years of supervisory or lead experience.

Council Approved:

Certifications and Licenses:

- Individuals who are appointed 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:

- 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 of budget and contract development and administration.
- Modern principles, practices, theories, and trends of urban, land use, and regional planning and zoning.
- Geographic, socioeconomic, transportation, political, and other elements related to City planning.
- Environmental review standards and processes including knowledge of California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) and the preparation of environmental impact reports, initial studies, and mitigated negative declarations.
- Principles of mathematics and statistics and their application to planning work.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, various business, professional, regulatory, and legislative organizations, and the public.
- 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.
- Principles and procedures of record keeping, technical report writing, and preparation of 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:

- 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 to the Planning Division.
- Assist in preparing and administering large and complex budgets; allocate limited resources in a cost-effective manner.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Respond to and investigate inquiries and concerns and prepare an appropriate response; effectively resolve conflict within assigned area of responsibility; negotiate and resolve complex issues.

Council Approved:

- Manage the daily functions, programs, projects, and activities of the Planning Division, including current and long-range planning and zoning.
- Direct the maintenance of a variety of filing, record keeping, and tracking systems of 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.
- Understand, interpret, apply, and ensure compliance with all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- 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

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 up to 25 pounds, 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 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.

Council Approved:



FLSA: Exempt

SENIOR PLANNER

DEFINITION

Under general direction, plans, schedules, assigns, reviews, and supervises the work of staff performing professional planning work related to current and/or long-range (advance) planning, zoning, and development within the Planning Division of the Community Development Department; serves as project manager for complex planning projects and special studies; provides professional assistance to the Planning Manager, other departments, and the public in areas of expertise; prepares and presents reports to the City Council, Planning Commission, Design Review Board, the public, and various committees, commissions, and boards; and performs related duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Planning Manager or assigned supervisor. Exercises direct supervision over assigned staff and consultants.

CLASS CHARACTERISTICS

This is the full supervisory-level class in the Planner series that exercises independent judgment on diverse and specialized planning services and projects 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 professional support to management in a variety of areas. Performance of the work requires the use of independence, initiative, and discretion within established guidelines. The Senior Planner is distinguished from the Planning Manager in that the latter classification is responsible for planning, organizing, reviewing, and evaluating the programs and services of the Planning 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 planning staff; 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.
- 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 projects and activities with other City departments, local jurisdictions, and

agencies, and regional, state, and federal agencies.

- Serves as project manager for planning projects and special studies including leading the review and analysis of complex development proposals and applications and site, architectural, and project plans for consistency with and conformance to the City's General Plan, Zoning Code, other City policy documents, and applicable state and federal rules and regulations; recommends and implements effective planning practices to achieve consistent and orderly development.
- Confers with and provides information to architects, builders, attorneys, contractors, and/or engineers on plan modifications and recommends improvements to project design to meet compliance requirements and City goals.
- Reviews building permit submittals post-entitlement; and performs inspections.
- Negotiates and develops contracts and development agreements as needed.
- Leads planning staff in developing or updating policy documents, Zoning Code, and General Plan elements; researches and prepares ordinances for review; writes ordinances in proper legal form.
- Analyzes environmental impacts, reviews special studies, and makes environmental determinations; prepares initial studies, addenda to environmental impact reports, mitigation measures, and other related environmental documentation for assigned projects; processes entitlements for projects; conducts site visits; monitors projects throughout construction to ensure compliance with mitigation measures.
- Coordinates and participates in the review and processing of various plans and applications for assigned development projects.
- Administers contracts for professional services, supervises the work of contractors, and ensures compliance with contract and City service quality requirements; monitors contract budget and approves invoices within signature authority.
- Prepares various staff, technical, and informational reports and makes presentations to the City Council, Planning Commission, Design Review Board, various committees, commissions, and boards, and a variety of groups and other jurisdictions interested in or affected by City planning and development.
- May serve as a staff liaison to a designated board, commission, or committee.
- Receives and responds to inquiries and provides professional planning guidance at the public counter, by phone, mail, or electronic mail.
- Observes and complies 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 in geography, regional planning, environmental studies, or related field. A master's degree is desirable.

Experience:

- Five (5) years of increasingly responsible professional planning experience. One (1) year of supervisory or lead experience is desirable.

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.

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Geographic, socioeconomic, transportation, political, and other elements related to City planning.
- General concepts of architecture, landscape design, grading, and drainage related to planning.
- Environmental review standards and processes including knowledge of the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA) and the preparation of required documentation.
- Recent developments, current literature, and sources of information related to planning and zoning.
- Principles of mathematics, statistics, and data analysis and their application to planning work.
- Practices of researching planning and land use issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff and technical reports.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, various business, professional, regulatory, and legislative organizations, and the public.
- 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.
- Principles and procedures of record keeping, technical report writing, and preparation of 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:

- 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 professional current and long-range planning duties.
- Interpret City planning and zoning programs to the general public; identify and respond to issues and concerns from the public, City Council, and other boards, committees, and commissions.
- Research planning and zoning issues, evaluate alternatives, make sound recommendations, and prepare and present effective staff and technical reports.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Analyze, monitor, and report environmental impacts on various City programs and services.
- Develop and update policy documents, Zoning Code, and General Plan elements.

Council Approved:

- Administer contracts and supervise the work of contractors/consultants.
- Read and interpret plans and specifications and make effective site visits.
- Perform mathematical and statistical computations with precision.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and City in meetings with contractors, governmental agencies, community groups, and various business, professional, regulatory, and legislative organizations, and in meetings with individuals.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Prepare clear and concise reports, correspondence, notices, 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

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 up to 25 pounds, 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 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.

Council Approved:



FLSA: Exempt

BUILDING OFFICIAL

DEFINITION

Under general direction, plans, organizes, oversees, coordinates and manages professional, technical, and administrative staff, programs, projects, operations and daily functions of the Building Division; serves as the City's Building Official in providing enforcement and interpretation of all state and local building codes and development and implementation of policies and procedures; communicates extensively with customers and the general public; ensures the life, health, and safety of the community member(s) of the City as it relates to the construction, use, and occupancy of all structures; coordinates assigned activities with other divisions, departments, and outside agencies; provides highly responsible and complex support to the Community Development Director; and performs related duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Community Development Director. Exercises direct supervision over professional, technical, administrative staff, and consultants as assigned.

CLASS CHARACTERISTICS

This is a management classification responsible for providing, planning, organizing, reviewing, and evaluating the day-to-day activities of the Building Division, including short- and long-term work planning as well as development and administration of division policies, procedures, and services. Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities, budget administration and reporting, evaluating work standards, and ensuring compliance with legal requirements. 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. The position develops, oversees, and provides supervision to a diverse workforce to carry forth the duties of the division is a key responsibility.

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, directs, and oversees the daily functions, operations, and activities of the Building Division, including supervising staff and/or providing the services of plan check, permitting, building inspection, and neighborhood preservation.
- Participates in the development of goals, objectives, policies, and procedures for assigned division; recommends and implements policies and procedures including standard operating procedures.
- Participates in annual budget preparation; identifies resource needs; prepares detailed cost estimates with appropriate justifications; monitors expenditures.

- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and reviews with the Community Development Director; directs the implementation of improvements.
- Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees on performance issues; responds to staff questions and concerns; makes discipline recommendations to the Community Development Director.
- Inspects work in progress and completed work of assigned employees for accuracy, proper and safe work methods and techniques, and compliance with applicable standards and regulations.
- Develops and manages requests for proposals for professional and/or contracted services; prepares contract specifications and scopes of work; evaluates proposals and recommends award; negotiates contracts; establishes schedule and performance criteria; administers contracts, supervises the work of contractors, and ensures compliance with City service quality and regulatory requirements; approves invoices within signature authority.
- Manages and participates in the enforcement of state and local ordinances and codes related to commercial, residential, and multi-use sites through building inspection, permit issuance, plan check, and related code enforcement activities.
- Directs and participates in the plan review and design of documents for all projects submitted to the City for plan check.
- Assists with the most complex field inspections; investigates alleged violations of the City's Municipal Code and related policies; negotiates and approves alternative means and approvals; resolves codes and legal requirement interpretation issues.
- Examines, evaluates, and approves building, plumbing, mechanical, and electrical installations or alterations of buildings.
- Manages and coordinates fire and life safety system permitting, inspection, and plan check in cooperation with the Fire Department.
- Issues condemnation and corrective notices, certificates of occupancy, stop work orders, citations, and other various required notices.
- Manages Transfer Tax Rebate program by reviewing submitted documents to ensure the applicant meets required qualifications to receive a rebate.
- 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 plan check, permitting, building inspection, and neighborhood preservation; monitors changes in regulations and technology that may affect operations; assists in the implementation of 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.
- Ensures staff compliance with City and mandated safety rules, regulations, and protocols.
- Monitors changes in laws, regulations, and policies that may affect City or departmental operations; implements policy and procedural changes as required; ensures City policies and regulations are compliant with State law.
- Reviews fees to ensure cost recovery and competitiveness and annually participates in the budget process and updates to the Master Fee schedule.

Council Approved:

- Continuously monitor, identify, and implement necessary technology enhancements to the City's permitting software and other systems necessary for carrying out the division's duties efficiently.
- Provides excellent customer service and uses de-escalation skills to resolve complex issues.
- Collaborates with internal departments and a variety of external agencies, professionals, and contractors throughout the project development process.
- May serve as a staff liaison to a designated board, commission, or committee.
- Performs related duties as required.

QUALIFICATIONS

Education and Experience:

Training and experience that would provide the required knowledge, skills, and abilities is qualifying. Required qualifications would be:

Education:

- Equivalent to an associate degree from an accredited college with major coursework in structural, mechanical, or civil engineering, architecture, construction management or a closely related field. A higher degree of education such as a bachelor's or master's degree is desirable.

Experience:

- Five (5) years of increasingly responsible experience in building inspection and/or plan review or administration including interpreting and enforcing California building, plumbing, mechanical, and electrical codes, and two (2) years of supervisory or lead 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.
- Possession of, or ability to obtain within twelve (12) months of appointment a Building Official Certificate issued by the International Code Council (ICC) or Council of American Building Officials (CABO), 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 of budget and contract development and administration.
- Modern and complex principles and practices of building inspection, permit issuance, plan check, and neighborhood preservation programs, practices, and techniques.

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- Residential, commercial, and industrial construction principles, practices, materials, and equipment.
- Principles of structural design and engineering mathematics.
- Occupational hazards and safety standards related to assigned work, including driving rules and practices.
- 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:

- 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 to the Building Division.
- Assist in preparing and administering large and complex budgets; allocate limited resources in a cost-effective manner.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Respond to and investigate inquiries and concerns and prepare an appropriate response; effectively resolve conflict within assigned area of responsibility; negotiate and resolve complex issues.
- Manage the daily functions, programs, projects, and activities of the Building Division, including plan check, permitting, building inspection, and neighborhood preservation.
- Direct the maintenance of a variety of filing, record keeping, and tracking systems of 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.
- Understand, interpret, apply, and ensure compliance with all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- 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

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

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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 30 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 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

FINANCE DIRECTOR/CITY TREASURER

DEFINITION

Under administrative direction, plans, organizes, manages, and provides direction and oversight for all functions and activities of the Finance Department, including accounting, investment, budgeting, treasury, cash and debt management, purchasing, revenue and collections, and customer service; formulates departmental goals, objectives, policies and procedures, work standards, and internal controls; coordinates assigned activities with other City departments, elected officials, outside agencies, and the public; fosters cooperative working relationships among City departments and with intergovernmental, regulatory agencies, and various public and private groups; provides highly responsible and complex professional assistance to the City Manager in areas of expertise; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

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

CLASS CHARACTERISTICS

This is a department director classification that oversees, directs, and participates in all activities of the Finance Department, including short and long-term planning as well as development and administration of department policies, procedures, and services. The Finance Director/City Treasurer 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, City functions and activities, including the role of the City Council, 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 the City's mission, 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 management responsibility for Finance Department functions, programs, projects, and activities, including accounting, investment, budgeting, treasury, cash and debt management, purchasing, revenue and collections, and customer service. Serves as the Chief Financial Officer of the El Cerrito Municipal Services Corporation.

- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the Finance Department; establishes, within City policy, appropriate budget, service, and staffing levels.
- 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.
- Contributes to the overall quality of the department's services by developing, reviewing, and implementing policies and procedures to meet legal requirements and City needs; 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; oversees change management and implementation.
- Manages the development and administration of the department budget; directs the forecast of additional funds needed for staffing, equipment, and supplies; researches, identifies, and applies for funding from various sources; directs the monitoring of and approves expenditures; directs and implements budgetary adjustments as necessary.
- Directs and participates in the development and administration of the City's annual budgets; works with executives and management to provide technical expertise on budget-related matters and to ensure the budget is completed in a timely manner; forecasts the need for additional funds for staffing, equipment, materials, and supplies; develops budget message for City Council and provides education related to budgetary limitations and the fiscal sustainability and feasibility of City Council priorities.
- Acts as the City Treasurer by managing the City's investment portfolio in a safe manner while ensuring appropriate financial returns to support City programs.
- Acts as the City's Tax Administrator by managing the City's key revenue programs including business license taxes, developer impact and processing fees, and state, federal, and county grants and subventions.
- Manages the annual financial audit and various external agency audits; directs and oversees the completion and submission of mandated financial or grant program reports, and the City's Annual Comprehensive Financial Report (ACFR) in an accurate and timely manner.
- Oversees upgrades to the City's financial management system to streamline accounting, budgeting, and payroll operations; directs the maintenance of working and official files and information systems.
- Oversees the development and management of requests for proposals for professional and/or contracted services; reviews and approves or prepares contract specifications and scopes of work; evaluates proposals and recommends award; negotiates contracts; establishes schedule and performance criteria; administers contracts, supervises the work of consultants, and ensures compliance with specifications and City service quality and regulatory requirements; negotiates claims and disputes with contractors and consultants; approves invoices within signature authority.
- Conducts a variety of organizational and operational studies and investigations; recommends and implements modifications to programs, policies, and procedures as appropriate; prepares or reviews and approves a variety of staff and financial reports.
- Makes presentations to the City Council and a wide variety of committees, boards, and commissions.
- May serve as a staff liaison to a designated committee, board, or commission within the City.
- Attends and participates in meetings and represents the City to elected officials, state, federal, and regional agencies, regulatory agencies, businesses, professional groups, and in meetings with the public; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Stays abreast of new trends and innovations in the field of finance and accounting.

- Responds to difficult and sensitive public inquiries and concerns and assists with resolutions and alternative recommendations.
- Ensures staff compliance 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 accounting, finance, business administration, or a related field. A master's degree in accounting, finance, business administration, or public administration is desirable. A Certified Public Accountant (CPA) certificate is desirable.

Experience:

- Five (5) years of increasingly responsible governmental accounting and finance management experience, with a minimum of two (2) years of management or supervisory experience.

Licenses and Certifications:

- Individuals who are appointed 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:

- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of 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 and contract management.
- General principles of risk management related to the functions of the assigned area.
- Local government finance and accounting, debt administration and financing techniques, auditing principles, and cost accounting methods.
- Governmental accounting standards, municipal codes, policies, and procedures, and established practices.
- 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.

- Principles and procedures of record keeping, technical report writing, and preparation of 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:

- 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 Finance Department.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Respond to and investigate inquiries and concerns and prepare an appropriate response; effectively resolve conflict within assigned area of responsibility; negotiate and resolve complex issues.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of department goals and objectives.
- Conduct research, analyze and interpret data, draw conclusions, and summarize and present information, reports, and data in an effective manner.
- Understand, interpret, apply, and ensure compliance with all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Direct the preparation of and/or 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 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. 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

BUDGET/FINANCIAL SERVICES MANAGER

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, and manages professional, technical, and administrative staff, projects, operations and daily functions within the Finance Department, including preparation and execution of all budgets, reports, accounting records, and financial forecasts; oversees and supports general financial functions such as cash flow management, audit procedures, payroll processing; coordinates assigned activities with other departments and outside agencies; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Finance Director/City Treasurer or designee. Exercises supervision over other finance professional, technical, and clerical staff.

CLASS CHARACTERISTICS

This management classification is characterized by varied complex and responsible financial tasks performed with a high level of independence and discretion in judgement. It is distinguished from other finance classifications by the more complex, responsible and analytical duties assumed, such as day-to-day operations and both short and long-term planning and budgeting, economic analysis, maintaining cost projection, forecasting methodologies, and cost allocation. The incumbent is responsible for accomplishing program planning and operational goals and objectives, furthering City goals and objectives within general policy guidelines, while ensuring compliance with legal requirements and best practices in the field. This classification is responsible for providing financial information and analysis to aid in executive management decision making; performs the highest level of complex budget analysis and has frequent interaction with staff and leaders of other City departments.

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, directs, and coordinates the City's budget processes; prepares the City's budget and all non-departmental budgets, including performing cost and revenue trend analysis and forecasting that incorporates historic, current and multi-year information; serves as the primary lead on all budget preparation, implementation and coordination.
- Conducts extensive research and analysis of external markets and legislation to determine impacts to City operations and performance to formulate revenue and expenditure forecasts and convey detailed recommendations for annual/biennial budgetary proposals, modifications, and adjustments.
- Researches, develops, and implements budget policies and procedures to maintain alignment with federal, state, or local budgetary regulatory and policy changes to assure ongoing compliance and to enhance and maximize funding options for city services.

- Communicates budget policies, procedures and outcomes to departments, City officials, community members, and other interested parties; prepares and presents financial and budget reports and information to City Council and various audiences.
- Coordinates with department directors and staff to prepare operating budgets, the five-year capital improvement plan, and budget modifications and adjustments; develops and conducts budget process training.
- Performs and coordinates the integration of budget changes, amendments, and transfers in the budget system and ensures alignment with the chart of accounts; researches, develops, and prepares revenue and expenditure analysis and monthly budget status reports.
- Manages the budget system, maintains system integrity, chart of accounts alignment, and system and process documentation; coordinates budget system updates and modifications and end user training.
- Supervises staff and work performing debt management, collections, revenue recovery, accounts receivable, and revenue reconciliation functions.
- Assigns, prioritizes, inspects, reviews, and approves the work of, and provides training in accounting processes and procedures to, assigned accounting staff for accuracy, proper work methods and techniques, and compliance with applicable standards and regulations.
- Participates in and assumes responsibility for a computerized financial and information system; identifies, develops, and implements new automated applications as needed to facilitate effectiveness and efficiency.
- Assists the Finance Director in the development of goals, objectives, policies, and procedures for the department; recommends and implements policies and procedures including standard operating procedures.
- May serve as a staff liaison to a designated board, commission, or committee.
- Observes and complies 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:

- A bachelor's degree from an accredited college or university with a major degree in accounting, economics, finance, public or business administration, or related field. A master's degree is desirable. A Certified Public Accountant (CPA) certificate is desirable.

Experience:

- Six (6) years of increasingly responsible professional experience in finance, budgeting, or accounting including financial modeling, including two (2) years of supervisory or lead experience over financial professional positions.

Licenses and Certifications:

- Individuals who are appointed 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

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must be obtained within six (6) months of appointment.

- Registration as a Certified Public Accountant (CPA) is desirable.

Knowledge of:

- Principles, practices, and objectives of public sector budgeting and accounting, including development, preparation, adoption, implementation, evaluation, and performing monitoring, auditing, and reporting.
- Automated budgeting and fiscal management applications and systems, including data modeling, analytics and forecasting applications, and spreadsheet applications.
- Local government operations, functions, and relevant federal, state, and local public policies and fiscal requirements pertinent to local government.
- Principles and practices of project management including experience with project management software.
- 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.
- 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.
- 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:

- Develop and maintain effective partnerships and working relations with coworkers, representatives from other entities and departments, boards and commissions, and the public.
- 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.
- Research, prepare, and present clear, concise, and complete financial reports and complex financial and budget information to a variety of audiences, including but not limited to City Council, in writing and verbally.
- Analyze, validate, verify, and document methods and sources to substantiate the accuracy of financial and statistical data and information.
- Compose clear and comprehensive budget policies, procedures, guidelines, budget narratives, staff reports, presentations, and budget process and systems documentation.
- Develop automated comprehensive budgeting and reporting fiscal management systems and using computer applications in the preparation of complex budget financial and written reports.
- 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

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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; 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.

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.

Council Approved:



FLSA: Exempt

SENIOR ACCOUNTANT

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, and supervises professional, technical, and administrative staff, projects, operations, and daily functions within the Finance Department related to accounting; performs the more complex and responsible professional accounting duties requiring judgment and discretion in the analysis and application of accounting principles and practices in maintaining fiscal controls and records and preparing transactions; prepares a diverse range of financial documents and reports; provides responsible and complex professional assistance to assigned management staff in areas of expertise; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Finance Director/City Treasurer. Exercises direct supervision over assigned staff.

CLASS CHARACTERISTICS

This is the supervisory journey-level classification in the Accountant series responsible for performing the most complex work assigned as well as supervising assigned staff. Incumbents regularly work on tasks which are varied and complex requiring considerable independent judgment. Positions in the classification rely on experience and judgment to perform the full range of routine to complex accounting and financial recordkeeping functions to ensure compliance with legal requirements and best practices in the field. Incumbents serve as a professional-level resource for organizational, managerial, and operational analysis and study. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver professional accounting services. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements, and reviews the work of assigned 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.

- Provides complex professional and technical assistance in the administration and implementation of the City's financial, auditing, and accounting programs, including financial statement preparation, periodic and ad hoc external and internal compliance reporting, budget preparation and administration, forecasting, and contracts and grants.
- Supervises and participates in the maintenance of general ledger and subsidiary ledgers of various funds; performs year-end review of accounts, prepares adjusting and closing entries, and prepares year-end financial statements; reconciles information produced by automated reporting systems with accounting records.
- Assists the Finance Director in the development of goals, objectives, policies, and procedures for the

department; recommends and implements policies and procedures including standard operating procedures.

- Attends and participates in meetings and represents the City to a variety regulatory agency, businesses, professional groups, and in meetings with the public; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues; may prepare and present information to a variety of groups or City Council.
- Analyzes and reconciles expenditure and revenue accounts; processes transfers of expenditures and appropriations; prepares, analyzes, and verifies statements of financial condition, including schedules of balance sheets, investments, cash balances, and fund balances.
- Coordinates annual external audit; assists outside auditors and explains City policies and procedures.
- Prepares various accounting and financial reports including redevelopment agency finances, debt service payments, Recognized Obligations Payments Schedules, and various revenue, expenditure, and statistical reports.
- Oversees and participates in the annual budget process for assigned areas; assists the Finance Director in reviewing budgets with City departments; prepares quarterly budget reports and analyzes and resolves variances with department heads as needed.
- Participates in and assumes responsibility for a computerized financial and information system; identifies, develops, and implements new automated applications as needed to facilitate effectiveness and efficiency.
- Attends meetings, conferences, workshops, and training sessions, and reviews publications to remain current on principles, practices, and new developments in the field of accounting.
- Plans, organizes, assigns, supervises, and reviews the work of planning staff; 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.
- May assist with investments, portfolio management and cash management, debt management, new financing, annexations and subdivisions, and revenue and expense projections.
- May perform audits of business license fee collections, franchise fee collections, transient occupancy taxes, real property transfer tax receipts, and other revenues and fees collected throughout the City by various departments; may perform internal control auditing of departmental revenue collections and petty cash funds.
- May serve as a staff liaison to a designated board, commission, or committee.
- Observes and complies 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 accounting, finance, business administration, or a related field. A master's degree is desirable. A Certified Public Accountant (CPA) certificate is desirable.

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Experience:

- Four (4) years of increasingly responsible professional accounting experience. One (1) year of supervisory or lead experience is desirable.

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.
- Registration as a Certified Public Accountant (CPA) is desirable.

Knowledge of:

- Organization and management practices as applied to the development, analysis, and evaluation of, policies, and operational needs of 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 techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Modern principles, practices, and methods of public and governmental accounting and financing, including generally accepted accounting principles, governmental accounting standards, and other pertinent governmental accounting and auditing procedures.
- Principles and practices of cost accounting, fund accounting, and financial reporting.
- Principles and practices of municipal budget development and monitoring.
- Principles and theories of internal control, including indicators of fraud and risk.
- Principles and procedures of record keeping.
- 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:

- 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 provide staff leadership and work direction.
- Prepare, examine, analyze, and verify, clear, complete, and concise financial documents and reports.
- Prepare and maintain audit records and reports.
- Analyze complex data, identify discrepancies, develop accurate and concise summaries and tables, and draw logical and appropriate conclusions.
- Make accurate arithmetic, financial, and statistical computations.
- Research, summarize, and present information and data in an effective manner.

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- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of department goals and objectives.
- Maintain a variety of filing, record keeping, and tracking systems.
- 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 contractors, various business, professional, and regulatory organizations, and in meetings with individuals
- Prepare clear and concise correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and judgment within general policy and procedural guidelines.
- 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 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 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.

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: Non-Exempt

ACCOUNTANT II

DEFINITION

Under direction, performs advanced and complex professional accounting duties including auditing, analyzing, and verifying fiscal records and reports, preparing financial and statistical reports, providing information to City staff regarding accounting practices and procedures, and reconciling general ledger accounts; assists in preparing the City's annual budgets; prepares accounting reports and schedules; leads, trains, and directs the work of functional and technical staff within the Finance Department, and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Senior Accountant or assigned supervisory or management personnel. Exercises functional and technical lead direction over assigned staff.

CLASS CHARACTERISTICS

This is the journey-level classification in the professional accounting series and positions at this level perform the full range of duties as assigned, work independently, and exercise judgment and initiative. Responsibilities include providing a variety of advanced and complex professional accounting support, such as auditing, reconciling, reviewing, and analyzing various financial data reports and information. The Accountant II provides specialized accounting knowledge to the Finance Director and other department and division heads within the City. The incumbent performs duties under general direction and ensures compliance with policies, procedures, rules and regulations. 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. As experience and skill increase, assignments become more varied, complex, and difficult and incumbents work independently. This Accountant II is distinguished from the Senior Accountant in that the latter performs the most complex work assigned to the series; and supervises, trains, evaluates, directs, and manages staff at an advanced level.

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.

- Provides responsible professional and technical assistance in the administration and implementation of the City's financial, auditing, and accounting programs including reviewing and auditing source documents to authorize expenditures from various funds and accounts and ensure conformance to required standards and procedures, researching and analyzing transactions as needed and recommending necessary adjustments, and responding to inquiries related to areas of responsibility.
- Reviews and prepares a wide variety of financial and statistical reports, including financial statements and year-end, audit, and budget reports.
- Participates in and assumes responsibility for various departmental programs including financial

statements, general ledger, monthly statements, and payroll.

- Prepares and reviews journal entries and reconciles general ledger and subsidiary accounts related to postings from payroll, accounts payable, cash receipts, and accounts receivable; prepares monthly financial statements, including distributing monthly revenue and expenditure reports to departments.
- Participates in the compilation and preparation of the annual budget, including assisting other departments with budget preparation, providing personnel cost projections and estimated revenues and expenditures, monitoring expenditures to ensure compliance with adopted budget, and assisting in publication of the budget.
- Provides assistance to City departments and staff on accounting and financial systems management and interpretation of accounting and financial systems problems.
- Reviews accuracy of invoice payments to vendors and service providers and resolves issues with vendors regarding purchase orders, invoices, and payments.
- Reconciles and balances a diverse range of bank statements and related fiscal documentation; maintains a variety of special accounts and systems related to grants and special funding accounts.
- Assists in the coordination of the annual audits; provides technical support to outside auditors and governmental program auditors.
- Responds to questions and concerns from the public and outside agencies; provides customer service and information and/or resolves concerns within the scope of authority.
- Assists with investments, portfolio management and cash management, debt management, new financing, annexations and subdivisions, and revenue and expense projections.
- Provides recommendations to improve financial, operational, performance, and/or compliance procedures based on criteria, evidence, and generally accepted accounting principles.
- Provides lead direction, training, and work review to assigned staff; organizes and assigns work and follows up to ensure coordination and completion of assigned work.
- Ensures and complies with all City and mandated safety rules, regulations, and protocols.
- Assigned special projects and 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 accounting, finance, business administration, or a closely related field.

Experience:

- Four (4) years of increasingly responsible professional accounting, fiscal reporting, and/or governmental or fund accounting experience; or two (2) years of experience equivalent to an Accountant I at the City of El Cerrito.

Licenses and Certifications:

- Individuals who are appointed 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

Council Approved:

must be obtained within six (6) months of appointment.

Knowledge of:

- Modern principles, practices, and methods of public and governmental accounting and financing, including program budgeting, general accounting, and auditing and their application to municipal operations.
- General principles and practices of data processing and its applicability to accounting and municipal operations.
- Principles and practices of fund accounting.
- Principles and practices of municipal budget development and monitoring.
- Principles and theories of internal control, including indicators of fraud and risk.
- Principles of providing functional direction and training and leading work of assigned staff.
- Principles and procedures of record keeping.
- 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:

- Prepare, examine, analyze, and verify, clear, complete, and concise financial documents and reports.
- Prepare and maintain audit records and reports.
- Analyze complex data, identify discrepancies, develop accurate and concise summaries and tables, and draw logical and appropriate conclusions.
- Make accurate arithmetic, financial, and statistical computations.
- Research, summarize, and present information and data in an effective manner.
- Maintain a variety of filing, record keeping, and tracking systems.
- 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 contractors, various business, professional, and regulatory organizations, and in meetings with individuals
- Plan, organize, lead, and coordinate the work of assigned staff.
- Effectively provide assigned staff leadership and work direction.
- Prepare clear and concise correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and judgment within general policy and procedural guidelines.
- 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.

Council Approved:

PHYSICAL DEMANDS

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 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.

WORKING CONDITIONS

Some positions may require working varied shifts and/or alternate schedules as needed. During an emergency, all City employees serve as a Disaster Services Emergency Worker and are expected to work overtime, weekends, evenings, and holidays in order to respond and assist the City.



FLSA: Non-Exempt

PUBLIC SAFETY EXECUTIVE ASSISTANT

DEFINITION

Under general supervision, performs a variety of responsible, confidential, and complex administrative duties in support of the department head (Fire Chief or Police Chief) and command staff; acts as the first point of contact for the department chief and provides information to the public and staff requiring considerable knowledge of City and department services, policies, and procedures; provides highly responsible and complex assistance to the department chief in areas of expertise; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Fire Chief or Police Chief or assigned supervisor. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey-level classification is responsible for independently performing clerical duties in support of the assigned public safety department. Positions at this level exercise judgment and initiative in their assigned tasks, 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.

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.

- Provides confidential administrative and project support for assigned management and departmental staff; acts as a liaison between management and other staff, outside agencies, and the public, coordinating resolutions when appropriate.
- Receives and screens visitors and callers, determines nature and priority of the request and uses discretion in their disposition; explains procedures and processes and gives out specialized information from codes, policies, and procedures.
- Processes department payroll timesheets; ensures accuracy of reported time and supervisory approvals; maintains database of leave accrual, overtime, and compensatory time; ensures compliance with personnel memorandum of understanding in reference to acting pay, stipends, and related provisions; acts as the liaison between department staff and human resources/payroll staff as appropriate.
- Monitors and orders office and other related supplies; prepares, processes, and tracks purchase requisitions for services and materials; receives vendor invoices; prepares invoices or requests for payment for management approval; monitors expenditures.
- Organizes and carries out administrative assignments; researches, compiles, and organizes

information and data from various sources on a variety of specialized topics related to programs in assigned area; prepares and assembles agendas, minutes, resolutions, reports, and other informational materials.

- Composes, types, edits, and proofreads a variety of complex documents for department management and staff; checks draft documents for punctuation, spelling, and grammar; makes or suggests corrections.
- Coordinates and maintains multiple calendars, schedules meetings and appointments for assigned management and departmental staff; schedules and/or coordinates meetings, seminars, conferences, retirements, ceremonies, and training sessions for department staff.
- Acts as meeting and/or committee secretary including preparing agendas and informational packets, setting up the room, operating audiovisual equipment, and taking and transcribing minutes for assigned boards, committees, and commissions.
- Coordinates the response to public records requests with department staff; ensures timely and accurate response to requests and coordinates management approval for release.
- Processes and prepares a variety of permits, forms, dispositions, and files in support of department operations.
- Establishes and maintains contact and working relationships with all City departments, local, state, and federal agencies for the acquisition of necessary information and/or for the implementation of cooperative programs and activities.
- Organizes and maintains accurate and detailed databases, files, and records; maintains confidential department and personnel files; verifies accuracy of information, researches discrepancies, and records information; ensures compliance with established records retention schedules including archiving, scanning, and destructing files.
- Observes and complies 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 an associate degree from an accredited college or university in public administration, business administration or a closely related field. A bachelor's degree is desirable.

Experience:

- Three (3) years of increasingly responsible clerical and/or administrative support experience, preferably in a public safety environment.

Licenses and Certifications:

- Individuals who are appointed 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.

Council Approved:

Knowledge of:

- Operations, services, programs, and processes of public safety agencies and the Police or Fire Department.
- Research, data collection, and reporting techniques, methods, and procedures.
- Business correspondence writing and the standard format for reports, correspondence, agendas, and related documents.
- Methods of preparing and processing various records, reports, forms, contracts, and agreements.
- City-wide as well as departmental administrative procedures, practices, and principles.
- Business arithmetic and statistical techniques.
- Record keeping and filing system methods, principles, and practices.
- Applicable federal, state, and local laws, codes, and ordinances relevant to area(s) 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, contractors, 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:

- Perform a wide variety of complex, responsible, and confidential administrative support work with accuracy, speed, and minimal supervision using judgment and discretion.
- Assist in developing and standardizing office procedures and methods.
- Maintain confidentiality in handling and processing confidential information and data.
- Research, interpret, summarize, and present administrative and programmatic information and data in an effective manner.
- Prepare and process various records, reports, contracts, agreements, forms, and other documents.
- Respond to and effectively prioritize multiple phone calls and other requests for information and/or service.
- Compose correspondence, reports, and other written materials independently or from brief instructions.
- Make accurate mathematical, financial, and statistical computations.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Understand, interpret, explain, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- 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 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; 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

Council Approved:

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.

WORKING CONDITIONS

During an emergency, employees in this classification may be subject to varied work schedules to provide support and perform duties as needed for the department, sometimes with little to no notice.



AGENDA BILL

Agenda Item No. 7.G.

Date: June 4, 2024
To: El Cerrito City Council
From: A'shanti Coleman, Management Assistant, Public Works Department;
Yvetteh Ortiz, Public Works Director/City Engineer
Subject: Consulting Services Agreements for On-Call Engineering and Project Management Services

ACTION PROPOSED

Adopt a resolution authorizing the City Manager to execute consulting services agreements with three firms, BKF Engineers, CSW/Stuber-Stroeh Engineering Group (CSW), and Avila Project Management to provide On-call Engineering and Project Management services for three years with options to extend for an additional two years in an amount not to exceed \$250,000 per fiscal year for each agreement.

BACKGROUND

The City regularly requires the services of consulting firms to provide a range of engineering and project management services. The type of work performed by these firms varies in scope and duration. The work may be an urgent, short-term assignment or may be part of a larger capital or planning project. As a result, on-call agreements with multiple consultant firms are appropriate to allow for prompt procurement of services as needs arise and to cover a variety of specialties.

In 2018, after undertaking a Request for Qualifications (RFQ) process, the City entered into on-call agreements with four firms, Parisi-CSW Design Group, BKF Engineers, Avila Project Management, and Coastland Engineering (Resolution No. 2018-34). Each agreement was an initial term of three years with an option to extend for two additional years in an amount not to exceed \$200,000 per fiscal year. The Parisi-CSW Design Group was a joint venture that began its dissolution in 2021. The option to extend the contract term was exercised for the remaining three firms.

In early 2023, the City Council authorized the City Manager to execute amendments to contracts with BKF Engineers, Avila Project Management, and Coastland Engineering, extending their contracts for an additional year through May 2024 and adding \$250,000 to Avila Project Management's contract in Fiscal Year (FY) 2022-23 to provide additional consulting services necessary because of City staff vacancies (Resolution 2023-02). This was to provide staff with sufficient time to release a new RFQ to refresh the list of qualified consultant firms to provide on-call services.

ANALYSIS

City staff released an RFQ for On-Call Engineering & Project Management Services on February 21, 2024.

Consultants were invited to submit a Statement of Qualifications (SOQ) demonstrating their ability to perform services in some, or all, of the following specialized categories:

- Complete Streets
- Accessibility Modifications
- Pavement Management
- Storm Drain Infrastructure
- New Development & Redevelopment Stormwater Management/Green Infrastructure
- Erosion and Sediment Control/Stormwater Construction Site Control
- City Building and Facilities
- Park and Landscape Facilities
- Private Development Review
- Utility Coordination and Permitting
- Master Planning and Budgeting

The type of services to be performed by a selected consultant include design development and cost estimating, preparation of plans, specifications and estimates, feasibility evaluation and alternative analysis, management and monitoring of capital improvement projects and associated grants, and review of land development plans, among other engineering support and staff augmentation services.

The availability of the RFQ was posted on the City's website and emailed to 66 firms on the City's consultant list. Fourteen SOQs were submitted by the due date of April 18, 2024. City staff reviewed the SOQs based on the following evaluation criteria as listed in the RFQ:

- Presentation, completeness, clarity, organization, and conformance to the RFQ requirements (10%)
- Understanding and approach (30%)
- Qualifications and experience (40%)
- References (20%)

Six firms emerged as the most qualified to provide the required services: Pakpour Consulting Group, BKF Engineers, CSW/Stuber-Stroeh Engineering Group (CSW), Nichols Consulting Engineers (NCE), Avila Project Management, and Kimley-Horn and Associates, Inc. All six firms possess several key or all requested areas of expertise and have demonstrated experience handling on-call services for municipalities.

City staff are recommending that the City enter into agreements with six firms, two more than the prior RFQ process, to cover the number and variety of upcoming projects and engineering services. The agreements will be based on the City's standard agreement and crafted as a master agreement, with specific scope of services, schedule, and cost to be determined on a task order basis.

As needs arise, one or more of the firms will be asked to submit a proposal on the scope, schedule, and fee for an individual task, depending on its complexity and specialty required. Once a proposal is agreed upon, the Public Works Director will issue a task order and work will begin.

Three of the six firms, BKF Engineers, CSW/Stuber-Stroeh Engineering Group (CSW), and Avila Project Management, accepted the terms of the City's standard agreement. At this time, City staff requests that the City Council authorize the City Manager to execute consulting services agreements with these three firms. The remaining three firms requested changes to the standard agreement, which are currently being reviewed by the City Attorney. Pending City Attorney approval, City staff will return to the City Council at a later date to request authorization to enter into agreements with additional firms.

As in prior years, each agreement has an initial term of three years with an option to extend it by two additional years. This length of time allows the City and the respective consultants to deliver projects and programs, efficiently and effectively, to better serve the City's residents, businesses, and other stakeholders. The firms have submitted billing rate sheets for the various skill levels listed in their SOQs along with other charge conditions such as direct costs and mileage, which will be incorporated into their agreements.

STRATEGIC PLAN CONSIDERATIONS

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

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

ENVIRONMENTAL CONSIDERATIONS

This proposed action does not constitute a project as defined by the California Environmental Quality Act (CEQA). No further environmental review is needed to execute contracts.

FINANCIAL CONSIDERATIONS

Each on-call agreement will have a not-to-exceed limit of \$250,000 per fiscal year. However, an executed agreement does not guarantee any task orders will be issued, and a firm will only perform work that has been approved in a task order. Each task order will be subject to funding available for a specific project in the Capital Improvement Program or department operating budgets, which are both approved by the City Council as part of the annual budget.

LEGAL CONSIDERATIONS

The City Attorney has reviewed the proposed action and found that legal considerations have been addressed. The City Attorney will also review and approve the final form of the consulting services agreements.

Reviewed by:

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

Alexandra Orologas, Assistant City Manager

Attachments:

1. Resolution

RESOLUTION 2024-XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO AUTHORIZING THE CITY MANAGER TO EXECUTE CONSULTING SERVICES AGREEMENTS WITH BKF ENGINEERS, CSW/STUBER-STROEH ENGINEERING GROUP, AND AVILA PROJECT MANAGEMENT TO PROVIDE ON-CALL ENGINEERING AND PROJECT MANAGEMENT SERVICES

WHEREAS, the City regularly requires the services of consulting firms to provide a range of engineering and project management services; and

WHEREAS, it is customary for a city to enter into one or more agreements for these services on an as-needed basis; and

WHEREAS, the City released a Request for Qualifications (RFQ) for On-Call Engineering & Project Management Services on February 21, 2024; and

WHEREAS, the RFQ was posted on the City's website and emailed to 66 firms on the City's consultant list; and

WHEREAS, fourteen firms submitted Statement of Qualifications (SOQs) by the due date of April 18, 2024; and

WHEREAS, City staff evaluated the SOQs based on the criteria listed in the RFQ, and six firms emerged as the most qualified firms to provide the services that are anticipated to be needed by the City; and

WHEREAS, three of the six firms, BKF Engineers, CSW/Stuber-Stroeh Engineering Group (CSW), and Avila Project Management, accepted the terms of City's standard agreement and are ready to move forward; and

WHEREAS, the remaining three, Pakpour Consulting Group, Nichols Consulting Engineers (NCE), and Kimley-Horn and Associates, Inc. requested changes to the standard agreement, which are being reviewed by the City Attorney, and not yet ready to move forward; and

WHEREAS, once agreements are executed and needs arise, one or more of the firms will be asked to propose on the scope, schedule, and fee for an individual task and, once a proposal is agreed upon, the Public Works Director will issue a task order and work will begin; and

WHEREAS, the agreed upon proposal for each task order will be subject to funding available in the Capital Improvement Program or department operating budgets.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of El Cerrito that it hereby authorizes the City Manager to execute consulting services agreements

with BKF Engineers, CSW/Stuber-Stroeh Engineering Group (CSW), and Avila Project Management to provide on-call engineering and project management services for three years with options to extend for an additional two years in an amount not to exceed \$250,000 per fiscal year for each agreement.

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

I CERTIFY that at a regular meeting on June 4, 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



AGENDA BILL

Agenda Item No. 8.A.

Date: June 4, 2024
To: El Cerrito City Council
From: Paul Keith, Chief, El Cerrito Police Department
Subject: Annual Review and Renewal of the Military Equipment Ordinance

ACTION PROPOSED

Conduct a public hearing, and upon conclusion, adopt a resolution approving the El Cerrito Police Department Military Equipment Report for 2023 and the Military Equipment Policy, including an updated Equipment Inventory, and renewing Ordinance 2022-01.

BACKGROUND

Effective on January 1, 2022, the California State Legislature enacted a series of laws relating to the funding, acquisition, and use of military equipment by law enforcement agencies. The new laws, recorded in Government Code Sections 7070 through 7075, require that each Law Enforcement Agency begin the process of seeking approval of a Military Equipment Policy approved by their local governing body.

The law requires that agencies receive approval of the policy before seeking funds for military equipment, acquiring military equipment, collaborating with another agency in the deployment or use of equipment, and using any new or existing military equipment. On June 7, 2022, the City Council of El Cerrito passed Ordinance 2022-1, approving the use of specified military equipment in El Cerrito.

ANALYSIS

The El Cerrito Police Department possesses equipment that may be considered military equipment, under the new state law. These items include:

- Small, commercially available flying drones equipped with cameras
- A Ford Transit commercial van, outfitted with a desk, chairs and cabinets used to manage incidents
- Two (2) specialty rifles
- Tear gas canisters
- Ten (10) projectile launch platforms and associated munitions.

These items are intended to provide Police Officers with advantages and alternatives to resolve criminal incidents. In the case of the flying drones, the equipment provides officers with the ability to take overhead photos of crime scenes and search areas for missing people or fleeing suspects.

The command van provides officers with a dry and covered area to plan responses to in-progress incidents and major investigations. The specialty rifles offer capabilities not available to the general public, while the tear gas canisters allow for crowd control options in the case of dangerous or violent crowds.

The projectile launch platforms, commonly known as bean bag or sponge round launchers, provide for less lethal means to resolve critical incidents. Together, these items add depth and flexibility to police responses that provide for the safety of officers and community members.

The Police Department makes purchases of large equipment items, like the Ford Transit Van, using state bid lists. In the case of items like the flying drone, staff members search available retailers for the most competitive price. Items such as projectile launch platforms and munitions are specialty items and staff evaluate prices from multiple vendors before making purchases, when possible.

State law and the proposed policy require staff to prepare an annual report on military equipment used by law enforcement agencies. This report includes equipment inventories, items purchased, their uses, and their costs.

The law and the proposed policy also require the El Cerrito Police Department to hold an annual meeting to garner feedback on the use and purchase of military equipment. On March 13, 2024, the Police Department published the latest draft of this policy, including an updated inventory and the El Cerrito Police Department Military Equipment Report for 2023 on the Police Department website. The draft policy, updated inventory, and 2023 Report were also added to the City Council meeting event page on May 6, 2024. On April 23, 2024, the Police Department hosted a meeting for members of the public, in compliance with state law.

By adopting the attached resolution, the City Council will satisfy the legal requirements of State law for the Department's continued use of the military equipment listed in the policy, consistent with the Department's policy, including:

- Finding that the Report meets the requirements of California Government Code Section 7072(a).
- Determining that each type of military equipment identified in the Report has complied with the standards for approval set forth in Government Code Section 7071(d).
- Confirming that the City Council has reviewed Ordinance 2022-01, as required by Government Code Section 7071(e), and is renewing Ordinance 2022-01 for another year.

STRATEGIC PLAN CONSIDERATIONS

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

- *High Performing Organization* by ensuring the department is transparent and engages with the community on issues of great public interest; *and*
- *Community Safety* by possessing the tools to deescalate violent situations, protect community members, and solve crime.

ENVIRONMENTAL CONSIDERATIONS

This section is not applicable to this agenda item.

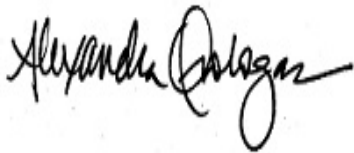
FINANCIAL CONSIDERATIONS

This action is not seeking any new budget approvals. Future annual reports will include expected costs associated with new purchases of defined military equipment.

LEGAL CONSIDERATIONS

The City Attorney has reviewed the resolution and policy and found that legal considerations have been addressed.

Reviewed by:

A handwritten signature in black ink, appearing to read 'Alexandra Orologas', written over a faint circular stamp.

Alexandra Orologas, Assistant City Manager

Attachments:

1. Resolution
2. Military Equipment Policy
3. Military Equipment Report for 2023
4. Ordinance 2022-01

RESOLUTION 2024-XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO RENEWING
ORDINANCE 2022-01

WHEREAS, the City Council of the City of El Cerrito passed Ordinance 2022-01 on June 7, 2022; and

WHEREAS, the El Cerrito Police Department (“Department”) submitted and posted an updated El Cerrito Police Department Military Equipment Funding, Acquisition and Use Policy (“Policy”), including an updated Equipment Inventory (“Inventory”) for 2024 on their website pursuant to Government Code Section 7072 on March 13, 2024. On the same date, the Department also posted the El Cerrito Police Department Military Equipment Report for 2023 (“2023 Report”), as required by Government Code Section 7072(a); and

WHEREAS, the El Cerrito Police Department held a community engagement meeting on April 23, 2024 regarding the Department Policy, the Inventory for 2024, and the 2023 Report; and

WHEREAS, on June 6, 2024 the Department presented the updated Policy and Inventory for 2024, the 2023 Report, and information from the community engagement meeting to the City Council at a regularly scheduled meeting, as required by Government Code section 7072(a); and

WHEREAS, the City Council of the City of El Cerrito has reviewed the El Cerrito Police Department Military Equipment Report for 2023 and the updated El Cerrito Police Department Military Equipment Funding, Acquisition, and Use Policy and Equipment Inventory for 2024; and

WHEREAS, the El Cerrito Police Department’s Military Equipment Funding, Acquisition, and Use Policy meets the requirements of California Government Code Section 7070 subdivision (d); and

WHEREAS, the El Cerrito Police Department’s use, funding, and acquisition of military equipment was accomplished in compliance with this ordinance.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of El Cerrito that Ordinance 2022-01 is renewed.

I CERTIFY that at a regular meeting on June 4, 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_____.

APPROVED:

Holly M. Charléty, City Clerk

Tessa Rudnick, Mayor

Military Equipment

707.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the approval, acquisition, and reporting requirements of military equipment (Government Code § 7070; Government Code § 7071; Government Code § 7072).

707.1.1 DEFINITIONS

Definitions related to this policy include (Government Code § 7070):

Governing body – The elected or appointed body that oversees the Department.

Military equipment – Includes but is not limited to the following:

- Unmanned, remotely piloted, powered aerial or ground vehicles.
- Mine-resistant ambush-protected (MRAP) vehicles or armored personnel carriers.
- High mobility multipurpose wheeled vehicles (HMMWV), two-and-one-half-ton trucks, five-ton trucks, or wheeled vehicles that have a breaching or entry apparatus attached.
- Tracked armored vehicles that provide ballistic protection to their occupants.
- Command and control vehicles that are either built or modified to facilitate the operational control and direction of public safety units.
- Weaponized aircraft, vessels, or vehicles of any kind.
- Battering rams, slugs, and breaching apparatuses that are explosive in nature. This does not include a handheld, one-person ram.
- Firearms and ammunition of .50 caliber or greater, excluding standard-issue shotguns and standard-issue shotgun ammunition.
- Specialized firearms and ammunition of less than .50 caliber, including firearms and accessories identified as assault weapons in Penal Code § 30510 and Penal Code § 30515, with the exception of standard-issue firearms.
- Any firearm or firearm accessory that is designed to launch explosive projectiles.
- Noise-flash diversionary devices and explosive breaching tools.
- Munitions containing tear gas or OC, excluding standard, service-issued handheld pepper spray.
- TASER® Shockwave, microwave weapons, water cannons, and long-range acoustic devices (LRADs).
- Kinetic energy weapons and munitions.
- Any other equipment as determined by a governing body or a state agency to require additional oversight.

El Cerrito Police Department

El Cerrito PD Policy Manual

Military Equipment

707.2 POLICY

It is the policy of the El Cerrito Police Department that members of this department comply with the provisions of Government Code § 7071 with respect to military equipment.

707.3 MILITARY EQUIPMENT COORDINATOR

The Chief of Police should designate a member of this department to act as the military equipment coordinator. The responsibilities of the military equipment coordinator include but are not limited to:

- (a) Acting as liaison to the governing body for matters related to the requirements of this policy.
- (b) Identifying department equipment that qualifies as military equipment in the current possession of the Department, or the equipment the Department intends to acquire that requires approval by the governing body.
- (c) Conducting an inventory of all military equipment at least annually.
- (d) Collaborating with any allied agency that may use military equipment within the jurisdiction of El Cerrito Police Department (Government Code § 7071).
- (e) Preparing for, scheduling, and coordinating the annual community engagement meeting to include:
 - 1. Publicizing the details of the meeting.
 - 2. Preparing for public questions regarding the department's funding, acquisition, and use of equipment.
- (f) Preparing the annual military equipment report for submission to the Chief of Police and ensuring that the report is made available on the department website (Government Code § 7072).
- (g) Establishing the procedure for a person to register a complaint or concern, or how that person may submit a question about the use of a type of military equipment, and how the Department will respond in a timely manner.

707.4 MILITARY EQUIPMENT INVENTORY

The following constitutes a list of qualifying equipment for the Department:

[See attachment: Military Equipment Inventory February 2024.pdf](#)

707.5 APPROVAL

The Chief of Police or the authorized designee shall obtain approval from the governing body by way of an ordinance adopting the military equipment policy. As part of the approval process, the Chief of Police or the authorized designee shall ensure the proposed military equipment policy is submitted to the governing body and is available on the department website at least 30 days prior to any public hearing concerning the military equipment at issue (Government Code § 7071). The military equipment policy must be approved by the governing body prior to engaging in any of the following (Government Code § 7071):

El Cerrito Police Department

El Cerrito PD Policy Manual

Military Equipment

- (a) Requesting military equipment made available pursuant to 10 USC § 2576a.
- (b) Seeking funds for military equipment, including but not limited to applying for a grant, soliciting or accepting private, local, state, or federal funds, in-kind donations, or other donations or transfers.
- (c) Acquiring military equipment either permanently or temporarily, including by borrowing or leasing.
- (d) Collaborating with another law enforcement agency in the deployment or other use of military equipment within the jurisdiction of this department.
- (e) Using any new or existing military equipment for a purpose, in a manner, or by a person not previously approved by the governing body.
- (f) Soliciting or responding to a proposal for, or entering into an agreement with, any other person or entity to seek funds for, apply to receive, acquire, use, or collaborate in the use of military equipment.
- (g) Acquiring military equipment through any means not provided above.

707.6 COORDINATION WITH OTHER JURISDICTIONS

Military equipment should not be used by any other law enforcement agency or member in this jurisdiction unless the military equipment is approved for use in accordance with this policy.

707.7 ANNUAL REPORT

Upon approval of a military equipment policy, the Chief of Police or the authorized designee should submit a military equipment report to the governing body for each type of military equipment approved within one year of approval, and annually thereafter for as long as the military equipment is available for use (Government Code § 7072).

The Chief of Police or the authorized designee should also make each annual military equipment report publicly available on the department website for as long as the military equipment is available for use. The report shall include all information required by Government Code § 7072 for the preceding calendar year for each type of military equipment in department inventory.

707.8 COMMUNITY ENGAGEMENT

Within 30 days of submitting and publicly releasing the annual report, the Department shall hold at least one well-publicized and conveniently located community engagement meeting, at which the Department should discuss the report and respond to public questions regarding the funding, acquisition, or use of military equipment.

707.9 COMPLAINT PROCESS

Members of the public may register complaints, feedback, or concerns or submit questions about the use of each specific type of military equipment in this policy by any of the following means:

Email: Investigations@ci.el-cerrito.ca.us

El Cerrito Police Department

El Cerrito PD Policy Manual

Military Equipment

Phone: (510) 215-4400

Mail: El Cerrito Police Department, Attn: Military Equipment Use Coordinator, 10900 San Pablo Ave., El Cerrito, CA 94530

The Department is committed to responding to complaints, feedback, concerns and/or questions received through any of the above methods in a timely manner.

Attachments

Military Equipment Inventory February 2024.pdf

**El Cerrito Police Department
Military Equipment Inventory
Policy 707
March 1, 2024**

Equipment Owned, Sought and/or Maintained by El Cerrito Police Department

Unmanned Aerial Vehicles – Govt. Code 7070(c)(1)

DJI Mavic Pro – Aerial Drone

Quantity: 1

Cost: \$1,300

Annual Maintenance: \$20

Description: Small, commercially available drone, equipped with a camera.

Description from the manufacturer's website: "The DJI Mavic Pro is DJI's smallest flying camera, featuring a fully stabilized camera, Intelligent Flight Modes, and Obstacle Avoidance inside a revolutionary folding design. It captures 4K videos and 12-megapixel videos."

Use: Overhead Photography and Searches

Lifespan: 3 years

Training/Certification Required: Federal Aviation Administration Certification, POST Unmanned Aircraft Systems Basic Pilots Course – 32 hours

Policy #607 – Unmanned Aerial Systems (UAS) Operations

DJI Mavic 2 Enterprise Advanced – Aerial Drone

Quantity: 1

Cost: \$6,969

Annual Maintenance: \$100

Description: Small, commercially available drone, equipped with dual thermal and visual cameras.

Description from the manufacturer's website: "Capture accurate details in any mission with the Mavic 2 Enterprise Advanced – a highly versatile yet compact tool that packs a whole lot of performance upgrades. With high-resolution thermal and visual cameras, the M2EA supports up to 32X digital zoom and is capable of centimeter-level positioning accuracy with the RTK module. Provide incident commanders with accurate, real-time insights as missions unfold, empowering decisions to be made with confidence. Rapidly and remotely map, document, and preserve crime scenes, vehicle collisions, and more, while simultaneously keeping operators from harm's way."

Use: Overhead Photography and Searches

Lifespan: 5 years

Training/Certification Required: Federal Aviation Administration Certification, POST Unmanned Aircraft Systems Basic Pilots Course – 32 hours

Policy #607 – Unmanned Aerial Systems (UAS) Operations

Aerial Drone – DJI Mavic 2 Enterprise Advanced or equivalent

Sought Quantity: 2

Cost: \$7,500

Annual Maintenance: \$100

Description: Small, commercially available drone, equipped with dual thermal and visual cameras.

Use: Overhead Photography and Searches

Lifespan: 5 years

Training/Certification Required: Federal Aviation Administration Certification, POST Unmanned Aircraft Systems Basic Pilots Course – 32 hours

Policy #607 – Unmanned Aerial Systems (UAS) Operations

Command and Control Vehicles – Govt. Code 7070(c)(5)

Ford Transit Panel Van – Incident Command Vehicle

Quantity: 1

Cost: \$52,000

Annual Maintenance: \$1,000

Description: Large, commercially available cargo van, outfitted with desk, chairs and cabinets.

Description from the manufacturer's website: "Ford Transit Cargo Van offers plenty of cargo space for installing racks and bins as well as convenient storage of tools, supplies, equipment and more."

Use: Planning and coordination space for major events, critical incidents, and major criminal investigations.

Lifespan: 10 years

Training/Certification Required: California Driver's License

Policy #704 – Vehicle Use

Specialized Firearms – Govt. Code 7070(c)(10)

Heckler and Koch MP5 Submachine Gun

Quantity: 2

Cost: \$2,000 each

Annual Maintenance: \$10

Description: Automatic sub-machinegun, 9mm caliber, stock configuration

Description from the manufacturer's website: "The 9 mm MP5 submachine gun uses the same delayed blowback operating system found on the famous HK G3 automatic rifle. Reliability, accuracy, ease of handling, simple maintenance, and safety — all the elements of HK excellence are highlighted on the MP5. Firing from the closed-bolt position in all modes of fire make MP5 submachine guns extremely accurate and controllable."

Use: Compact alternate weapon for SWAT Team members.

Lifespan: 25 years

Training/Certification Required: SWAT School – 80 hours, Tactical/Patrol Rifle Course – 24 hours

Policy #300 – Use of Force, Policy #306 – Firearms, Policy #417 Patrol Rifle

Gas Based Projectiles – Govt. Code 7070(c)(12)

Defense Technology Han-Ball CS (Tear Gas Canister)

Quantity: 8

Cost: \$20 each

Annual Maintenance: \$0

Description: Hand thrown Tear Gas Canister. Tear gas is a crowd control agent that causes irritation to the eyes, mouth, and skin.

Description from the manufacturer's website: "The Han-Ball™ CS Grenade is an outdoor use grenade expelling its payload in approximately 15-20 seconds. The rubber ball round has an overall size of 4.8 in. tall, including the fuse head, and 3.1 in. diameter. This launchable grenade holds approximately 1.6 oz. of active agent which is expelled through three ports around the equator of the ball."

Use: Crowd Control and Training for Academy Recruits

Lifespan: 5 years

Training/Certification Required: Chemical Munitions

Policy #300 – Use of Force, Policy #303 – Control Devices and Techniques, Policy #433 – First Amendment Assemblies

Projectile Launch Platforms and Munitions – Govt. Code 7070(c)(14)

Remington Model 870 Shotgun

Quantity: 6

Cost: \$1,075 each

Annual Maintenance: \$10

Description: Standard shotgun outfitted with orange stock, orange fore end, and sling.

Ammunition is Drag Stabilized Beanbag rounds.

Description from the manufacturer's website: "Pump-action shotgun design - the ultimate in strength, durability, silky-smooth bind-free action, and sleek classical lines"

Use: Less lethal impact weapon. Provides user the ability to deploy a kinetic weapon at a distance. Allows the user to remain behind cover or in a safe position while engaging actively violent and dangerous subjects.

Lifespan: 25 years

Training/Certification Required: Department Use of Force Training

Policy #300 – Use of Force, Policy #303 – Control Devices and Techniques, Policy #306 – Firearms, Policy #433 – First Amendment Assemblies

Defense Technology 1325 40mm Launcher

Quantity: 3

Cost: \$2,250

Annual Maintenance: \$10

Description: A single shot launcher for use with specialty munitions. Ammunition can be sponge, marking sponge, or pepper powder sponge rounds.

Description from the manufacturer's website: "Manufactured exclusively for Defense Technology®, the 40LMTS is a tactical single shot launcher that features an expandable ROGERS Super Stoc and an adjustable Integrated Front Grip (IFG) with light rail. The 40LMTS will fire standard 40mm less lethal ammunition, up to 4.8" in cartridge length."

Use: Less lethal impact weapon. Provides user the ability to deploy a kinetic weapon at a distance. Allows the user to remain behind cover or in a safe position while engaging actively violent and dangerous subjects.

Lifespan: 25 years

Training/Certification Required: Department Use of Force Training

Policy #300 – Use of Force, Policy #303 – Control Devices and Techniques, Policy #306 – Firearms, Policy #433 – First Amendment Assemblies

Defense Technology 1440 40mm 4-shot Launcher

Quantity: 1

Cost: \$4,000

Annual Maintenance: \$10

Description: A four shot launcher, for use with specialty munitions. Ammunition can be sponge, marking sponge, or pepper powder sponge rounds.

Description from the manufacturer's website: "Designed for riot and tactical situations, the Defense Technology® 1440 40mm Tactical 4-Shot Launcher is low-profile and lightweight, providing multi-shot capability in an easy to carry launcher. It features the Rogers Super Stoc™ expandable gun stock, an adjustable Picatinny mounted front grip, and a unique direct-drive system to advance the magazine cylinder."

Use: Less lethal impact weapon. Provides user the ability to deploy a kinetic weapon at a distance. Allows the user to remain behind cover or in a safe position while engaging actively violent and dangerous subjects.

Lifespan: 25 years

Training/Certification Required: Department Use of Force Training

Policy #300 – Use of Force, Policy #303 – Control Devices and Techniques, Policy #306 – Firearms, Policy #433 – First Amendment Assemblies

Defense Technology 3027 Drag Stabilized Beanbag Round

Quantity: 415

Cost: \$7.10 each

Description: A 12-gauge round, holding a ballistic fiber bag containing lead shot as a projectile.

Description from the manufacturer's website: "The Drag Stabilized™ 12-Gauge Round is a translucent 12-Gauge shell loaded with a 40-Gram tear shaped bag made from a cotton and ballistic material blend and filled with #9 shot."

Use: Less lethal impact weapon. Provides user the ability to deploy a kinetic weapon at a distance. Allows the user to remain behind cover or in a safe position while engaging actively violent and dangerous subjects.

Lifespan: 5 years

Training/Certification Required: Department Use of Force Training

Policy #300 – Use of Force, Policy #303 – Control Devices and Techniques, Policy #306 – Firearms, Policy #433 – First Amendment Assemblies

Defense Technology 6325 Exact Impact Sponge

Quantity: 40

Cost: \$33 each

Description: A 40mm round, with a blue foam projectile.

Description from the manufacturer's website: "This lightweight, high-speed projectile consisting of a plastic body and sponge nose that is spin stabilized via the incorporated rifling collar and the 40 mm launcher's rifled barrel. The round utilizes smokeless powder as the propellant, and, therefore, have velocities that are extremely consistent. Used for Crowd Control, Patrol, and Tactical Applications."

Use: Less lethal impact weapon. Provides user the ability to deploy a kinetic weapon at a distance. Allows the user to remain behind cover or in a safe position while engaging actively violent and dangerous subjects.

Lifespan: 5 years

Training/Certification Required: Department Use of Force Training

Policy #300 – Use of Force, Policy #303 – Control Devices and Techniques, Policy #306 – Firearms, Policy #433 – First Amendment Assemblies

Defense Technology 6320 Direct Impact OC

Quantity: 6

Cost: \$35.05 each

Description: A 40mm round, with an orange foam projectile. Projectile contains orange marking and pepper powder.

Description from the manufacturer's website: "40 mm Direct Impact® 40MM OC Crushable Foam Round. Lightweight, high-speed projectile consists of a plastic body and a crushable foam nose. The orange foam nose indicates that the round contains an OC powder."

Use: Less lethal impact weapon. Provides user the ability to deploy a kinetic weapon at a distance. Allows the user to remain behind cover or in a safe position while engaging actively violent and dangerous subjects. The round also disburses pepper powder at the point of impact, causing discomfort.

Lifespan: 5 years

Training/Certification Required: Department Use of Force Training

Policy #300 – Use of Force, Policy #303 – Control Devices and Techniques, Policy #306 – Firearms, Policy #433 – First Amendment Assemblies

Defense Technology 6326 Direct Impact Marking

Quantity: 11

Cost: \$34.85 each

Description: A 40mm round, with a green foam projectile. Projectile contains green marking powder.

Description from the manufacturer's website: "40 mm Direct Impact® 40 MM Marking Crushable Foam Round. This lightweight, high-speed projectile consists of a plastic body and a crushable foam nose. The green foam nose indicates that the round contains a marking agent."

Use: Less lethal impact weapon. Provides user the ability to deploy a kinetic weapon at a distance. Allows the user to remain behind cover or in a safe position while engaging actively violent and dangerous subjects. The round also disburses green powder at the point of impact, assisting officers with identifying violent subjects.

Lifespan: 5 years

Training/Certification Required: Department Use of Force Training

Policy #300 – Use of Force, Policy #303 – Control Devices and Techniques, Policy #306 – Firearms, Policy #433 – First Amendment Assemblies

Military Equipment Not Owned, Sought or Maintained by the El Cerrito Police Department
Equipment Owned and/or Utilized by Law Enforcement Agencies with which the El Cerrito Police
Department Collaborates and/or Participates for Law Enforcement Purposes

Unmanned, Remotely Piloted, Powered Aerial or Ground vehicles – Govt. Code 7070(c)(1)

Various ground robots and aerial drones are deployed by agencies in the San Francisco Bay Area
Quantity: Outside Owned. Not owned or sought by the ECPD, unless otherwise noted in preceding section.

Cost: Unknown

Annual Maintenance: Unknown

Description: Remotely operated robotic vehicles of various types.

Use: Multiple. Aerial drones can be used for overhead photography and searches, including with infrared camera systems. Ground based drones can be used to search, remotely deliver, communicate, or retrieve items, and aid in bomb detection and disarming. Drones are typically used in situations which are too dangerous for humans, as in bomb disarming, or more cost effective than other methods, as in the use of an aerial drone instead of a helicopter.

Lifespan: Varies

Training/Certification Required: Dependent upon agency and drone type.

Policy 409 – Response to Bomb Calls, Policy #607 – Unmanned Aerial Systems (UAS) Operations

Mine-Resistant Ambush-Protected (MRAP) Vehicles or Armored Personnel Carriers - Govt. Code 7070(c)(2)

Various armored vehicles are deployed by agencies in the San Francisco Bay Area

Quantity: Outside Owned. Not owned or sought by the ECPD.

Cost: Unknown

Annual Maintenance: Unknown

Description: Large truck or Armored Personnel Carrier covered in bullet resistant material.

Use: Transportation of people and equipment in a gunfire protected vehicle. Protected approach during active shooter incident. Protected evacuation of civilians during active shooter incident. Sometimes used in conjunction with a SWAT team call out event.

Lifespan: Varies

Training/Certification Required: Dependent upon agency and vehicle type.

Policy #704 – Vehicle Use

Command and control vehicles that are either built or modified to facilitate the operational control and direction of public safety units - Govt. Code 7070(c)(5)

Various command vehicles are deployed by agencies in the San Francisco Bay Area

Quantity: Outside Owned. Not owned or sought by the ECPD unless otherwise noted in preceding section.

Cost: Unknown

Annual Maintenance: Unknown

Description: Van or Recreational Vehicle equipped with support equipment, often including chairs, desks, communications equipment, and computers. May contain a bathroom.

Use: Planning and coordination center during major incidents and disasters.

Lifespan: Varies

Training/Certification Required: Dependent upon agency and vehicle type.

Policy #704 – Vehicle Use, Policy #433 – First Amendment Assemblies,

Battering rams, slugs, and breaching apparatuses that are explosive in nature - Govt. Code 7070(c)(7)

Breaching Slugs are equipment used by SWAT teams.

Quantity: Outside Owned. Not owned or sought by the ECPD.

Cost: Unknown

Annual Maintenance: Unknown

Description: Projectile designed to defeat a lock.

Use: Open barricaded doors, gates, windows, or other points of entry, by a SWAT team. Entry using a breaching apparatus will typically be supported by a search warrant, but may be used in the event of an active shooter incident.

Lifespan: Varies

Training/Certification Required: POST Certified Training amongst outside agencies.

Policy #300 – Use of Force, Policy #306 – Firearms

Specialized firearms and ammunition of less than .50 caliber - Govt. Code 7070(c)(10)

Various rifles and accompanying ammunition are used by agencies in the San Francisco Bay Area.

Quantity: Outside Owned. Not owned or sought by the ECPD unless otherwise noted in preceding section.

Cost: Unknown

Annual Maintenance: Unknown

Description: Firearms that may be bolt-action, semi-automatic or automatic. May be equipped with a telescopic sight for high accuracy. An example could be a submachine gun or sniper rifle used by a SWAT team.

Use: Engage a target with lethal force when necessary and high precision is needed.

Lifespan: Varies

Training/Certification Required: POST Certified Training.

Policy #300 – Use of Force, Policy #306 – Firearms, Policy #417 Patrol Rifle

“Flashbang” grenades and explosive breaching tools, “tear gas,” and “pepper balls” - Govt. Code 7070(c)(12)

Various devices are used by SWAT teams in the San Francisco Bay Area.

Quantity: Outside Owned. Not owned or sought by the ECPD, unless otherwise noted in preceding section.

Cost: Unknown

Annual Maintenance: Unknown

Description: Varies. Distraction devices, irritant dispersal, breaching devices. May be deployed through a compressed air powered launcher or a handheld projectile.

Use: Distraction, irritation, or opening barricaded doors.

Lifespan: Varies

Training/Certification Required: Dependent upon agency and type.

Policy: Policy #300 – Use of Force, Policy #303 – Control Devices and Techniques, Policy #306 – Firearms, Policy #433 – First Amendment Assemblies

Long Range Acoustic Device (LRAD) - Govt. Code 7070(c)(13)

Long Range Acoustic Device (LRAD)

Quantity: Outside Owned. Not owned or sought by the ECPD.

Cost: Unknown

Annual Maintenance: Unknown

Description: Sound amplification device

Use: Communication during crowd control, civil emergencies, natural disasters, police incidents and evacuations. May also be used to sound a warning tone.

Lifespan: Varies

Training/Certification Required: Dependent upon agency and type.

Policy #433 – First Amendment Assemblies

Projectile Launch Platforms and Munitions – Govt. Code 7070(c)(14)

Various CO2 powered less lethal launcher systems and accompanying ammunition are used by agencies in the San Francisco Bay Area.

Quantity: Outside Owned. Not owned or sought by the ECPD.

Cost: Unknown

Annual Maintenance: Unknown

Description: CO2 powered, less lethal, launcher system. Primary ammunition is paint or OC based weighted projectiles. Not a firearm.

Use: Less lethal impact weapon. Provides user the ability to deploy a kinetic weapon at a distance. Allows user to remain behind cover or in a safe position while engaging actively violent and dangerous subjects.

Lifespan: Varies

Training/Certification Required: Dependent upon agency and type.

Policy #300 – Use of Force, Policy #303 – Control Devices and Techniques, Policy #433 – First Amendment Assemblies

**El Cerrito Police Department
Military Equipment Report - 2023
Policy 707
March 1, 2024**

This report serves as the annual military equipment report required by Government Code 7072. The reporting period for this report is January 1, 2023, through December 31, 2023.

Equipment Owned and/or Maintained by the El Cerrito Police Department

Unmanned Aerial Vehicles (UAV) – Govt. Code 7070(c)(1)

The El Cerrito Police Department (ECPD) used unmanned aerial vehicles for training, searching for evidence, and photographing crime scenes.

Staff did not receive any complaints or concerns relating to UAV usage.

Staff did not identify any violations of policy relating to UAVs.

Staff did not incur extraordinary expenses associated with UAVs use.

The City currently owns two (2) UAVs.

Staff intends to acquire two additional UAVs in the next fiscal year (24/25). Staff have not yet identified the manufacturer or model of the UAV.

Command and Control Vehicles – Govt. Code 7070(c)(5)

The ECPD used the incident command vehicle during public events and significant investigations.

Staff did not receive any complaints or concerns relating to the incident command vehicle.

Staff did not identify any violations of policy relating to the incident command vehicle.

Staff did not incur extraordinary expenses relating to the incident command vehicle, outside of normal manufacturer related vehicle maintenance.

The City currently owns one (1) incident command vehicle.

Staff do not plan to acquire more incident command vehicles.

Specialized Firearms – Govt. Code 7070(c)(10)

The ECPD did not use specialized firearms in the last year. Specialized firearms were kept in storage.

Staff did not receive any complaints or concerns relating to specialized firearm usage.

Staff did not identify any violations of policy relating to specialized firearms.

Staff did not incur expenses relating to specialized firearms.

The City currently owns two (2) specialized firearms.

Staff do not plan to acquire more specialized firearms.

Gas Based Projectiles – Govt. Code 79070(c)(12)

The ECPD did not use gas based projectiles in the last year. Gas based projectiles were kept in storage.

Staff did not receive any complaints or concerns relating to gas based projectiles usage.

Staff did not identify any violations of policy relating to gas based projectiles.

Staff did not incur expenses relating to gas based projectiles.

The City currently owns eight (8) gas based projectiles.

Staff do not plan to acquire more gas based projectiles.

Projectile Launch Platforms and Munitions – Govt. Code 7070(c)(14)

The ECPD staff carried projectile launch platforms and munitions during responses to some incidents but did not use them.

Staff did not receive any complaints or concerns relating to projectile launch platforms and munitions usage.

Staff did not identify any violations of policy relating to projectile launch platforms and munitions.

Staff re-stocked drag stabilized beanbag rounds adding 300 munitions at a cost of approximately \$2,100.

The City currently owns ten (10) projectile launch platforms.

Staff intends to replace munitions in the current fiscal year to account for uses in deployments and training.

Military Equipment Not Owned by the El Cerrito Police Department

Unmanned, Remotely Piloted, Powered Aerial or Ground vehicles – Govt. Code 7070(c)(1)

The ECPD did not utilize outside agency vehicles in this category.

Mine-Resistant Ambush-Protected (MRAP) Vehicles or Armored Personnel Carriers - Govt. Code 7070(c)(2)

The ECPD did not utilize vehicles in this category.

Command and control vehicles that are either built or modified to facilitate the operational control and direction of public safety units - Govt. Code 7070(c)(5)

The ECPD did not utilize outside agency vehicles in this category.

Battering rams, slugs, and breaching apparatuses that are explosive in nature - Govt. Code 7070(c)(7)

The ECPD did not utilize equipment in this category.

Specialized firearms and ammunition of less than .50 caliber - Govt. Code 7070(c)(10)

The ECPD did not utilize equipment in this category.

“Flashbang” grenades and explosive breaching tools, “tear gas,” and “pepper balls” - Govt. Code 7070(c)(12)

The ECPD did not utilize equipment in this category.

Long Range Acoustic Device (LRAD) - Govt. Code 7070(c)(13)

The ECPD did not utilize equipment in this category.

ORDINANCE NO. 2022-01

AN ORDINANCE OF THE CITY OF EL CERRITO ADOPTING A MILITARY EQUIPMENT USE POLICY

WHEREAS, on September 30, 2021, Governor Gavin Newsom signed into law Assembly Bill 481 relating to the use of military equipment by California law enforcement agencies; and

WHEREAS, Assembly Bill 481 seeks to provide transparency, oversight, and an opportunity for meaningful public input on decisions regarding whether and how military equipment is funded, acquired, or used by law enforcement agencies; and

WHEREAS, Assembly Bill 481, codified at California Government Code section 7070, et. seq., requires law enforcement agencies to obtain approval of the applicable governing body, by an ordinance adopting a "military equipment" use policy, at a regular meeting held pursuant to open meeting laws, prior to taking certain actions relating to the funding, acquisition, or use of military equipment. The term "military equipment" is defined in California Government Code section 7070 subdivision (c); and

WHEREAS, the El Cerrito Police Department is in possession of certain items of equipment that may qualify as "military equipment" under Assembly Bill 481; and

WHEREAS, Assembly Bill 481 requires that a law enforcement agency possessing and using such qualifying equipment prepare a publicly released, written, military equipment use policy; and

WHEREAS, Assembly Bill 481 allows the governing body of a city to approve the military equipment use policy for continued or future funding, acquisition, or use of military equipment within its jurisdiction only if it makes the specified determinations; and

WHEREAS, the military equipment use policy and supporting information must, upon adoption by ordinance, thereafter be reviewed and renewed by the governing body at least annually. The process for review and renewal is set forth in Section 4 of this ordinance.; and

WHEREAS, the proposed military equipment use policy has been prepared by the El Cerrito Police Department as "Military Equipment Funding, Acquisition and Use Policy" (sometimes hereafter referred to as "the Policy"); and

WHEREAS, the El Cerrito Police Department's Military Equipment Funding, Acquisition and Use Policy was published on the El Cerrito Police Department's internet website on April 11, 2022 in compliance with Government Code Section 7071 subdivision (b); and

WHEREAS, the El Cerrito Police Department's Military and Equipment Funding, Acquisition and Use Policy was presented to City Council on May 17, 2022; and

WHEREAS, the El Cerrito Police Department's Military Equipment Funding, Acquisition and Use Policy meets the requirements of California Government Code Section 7070 subdivision (d); and

WHEREAS, the City Council of the City of El Cerrito, having received the information required under Assembly Bill 481 regarding the El Cerrito Police Department's use of military equipment as defined in said law, and makes the specified determinations required under Government Code section 7071 subdivision (d), deems it to be in the interest of the City to approve the El Cerrito Police Department's Military Equipment Funding, Acquisition and Use Policy, which is attached to this ordinance.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF EL CERRITO DOES HEREBY ORDAIN AS FOLLOWS:

Section 1: Incorporation of Recitals. The City Council finds that the above Recitals are true and correct and are incorporated herein by reference.

Section 2: Determinations. Based on the findings above, in addition to information provided to the City Council at the public meeting, the City Council determines as follows:

1. The El Cerrito Police Department's Military Equipment Funding, Acquisition and Use Policy, including the military equipment listed in an attachment to the Policy, is necessary because there are no reasonable alternatives that can achieve the same objectives of officer and civilian safety.
2. The El Cerrito Police Department's Military Equipment, Funding, Acquisition and Use Policy will safeguard the public's welfare, safety, civil rights, and civil liberties.
3. The military equipment identified in the El Cerrito Police Department's Military Equipment, Funding, Acquisition and Use Policy is reasonably cost effective compared to available alternatives that can achieve the same objectives of officer and civilian safety.
4. Prior military equipment uses by the El Cerrito Police Department complied with the military equipment use policy although it was not yet in effect at the time, or if prior uses did not comply with the accompanying military equipment use policy, corrective action has been taken to remedy non-conforming uses and ensure future compliance.

Section 3: Approval of Military Equipment Use Policy. The El Cerrito Police Department's Military Equipment Funding, Acquisition, and Use Policy setting forth the City's military equipment use policy is approved and adopted.

Section 4: Annual Review and Renewal of Military Equipment Use Policy.

- A. In compliance with Government Code section 7071(e), the City Council shall review this ordinance at least annually and vote on whether to renew this ordinance at a regular meeting. The City Council shall vote by resolution on whether to renew this ordinance and whether to approve amendments to the Military Equipment Funding, Acquisition, and Use Policy, including the list of military equipment attached to the Policy.
- B. The City Council shall determine, based on the annual military equipment report submitted pursuant to Government Code section 7072, whether each type of military equipment identified in that report has complied with the standards for approval set forth in Section 2 of this ordinance and Government Code section 7071(d). The City Council's determination shall be set forth in the resolution referred to in subsection (A) above.
- C. If the City Council determines that a type of military equipment identified in that annual military equipment report has not complied with the standards for approval set forth in Section 2 of this ordinance and Government Code section 7071(d), the City Council shall either disapprove a renewal of the authorization for that type of military equipment or require modifications to the military equipment use policy in a manner that will resolve the lack of compliance. Disapproval of renewal of the authorization for a noncompliant type of military equipment and modifications to the Policy to resolve an identified lack of compliance shall be by the resolution referred to in subsection (A) above.
- D. If the City Council determines not to renew this ordinance, it shall do so by the adoption of an ordinance.

Section 5: Severability. If any section, subsection, sentence, clause or phrase of this chapter is for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this chapter. The city council hereby declares that it would have passed the ordinance codified in this chapter, and each and every section, subsection, sentence, clause or phrase not declared invalid or unconstitutional without regard to whether any portion of this chapter would be subsequently declared invalid or unconstitutional.

Section 6: Effective Date. This Ordinance shall take effect and be enforced thirty days after the date of its adoption. Prior to the expiration of fifteen days from the passage thereof, the ordinance or a summary thereof shall be posted or published as may be required by law, and thereafter the same shall be in full force and effect.

THE FOREGOING ORDINANCE was introduced at a regular meeting of the City Council on May 17, 2022 and passed by the following vote:

AYES:	Mayor Quinto; Mayor Pro Tem Motoyama; Councilmembers Abelson, Fadelli, and Rudnick
NOES:	None
ABSENT:	None
ABSTAIN:	None

ADOPTED AND ORDERED published at a regular meeting of the City Council held on June 7, 2022 and passed by the following vote:

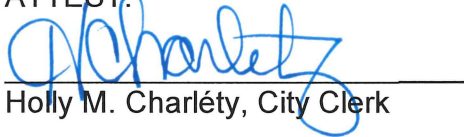
AYES:	Mayor Quinto; Mayor Pro Tem Motoyama; Councilmembers Abelson, Fadelli, and Rudnick
NOES:	None
ABSENT:	None
ABSTAIN:	None

APPROVED:



Gabe Quinto, Mayor

ATTEST:

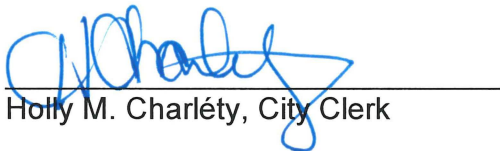


Holly M. Charléty, City Clerk

ORDINANCE CERTIFICATION

I, Holly M. Charléty, City Clerk of the City of El Cerrito, do hereby certify that this Ordinance is the true and correct original Ordinance No. 2022-01 of the City of El Cerrito; that said Ordinance was duly enacted and adopted by the City Council of the City of El Cerrito at a meeting of the City Council held on the 7th day of June, 2022; and that said Ordinance has been published and/or posted in the manner required by law.

13 WITNESS my hand and the Official Seal of the City of El Cerrito, California, this __ day of June, 2022.



Holly M. Charléty, City Clerk

Military Equipment

707.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the approval, acquisition, and reporting requirements of military equipment (Government Code § 7070; Government Code § 7071; Government Code § 7072).

707.1.1 DEFINITIONS

Definitions related to this policy include (Government Code § 7070):

Governing body – The elected or appointed body that oversees the Department.

Military equipment – Includes but is not limited to the following:

- Unmanned, remotely piloted, powered aerial or ground vehicles.
- Mine-resistant ambush-protected (MRAP) vehicles or armored personnel carriers.
- High mobility multipurpose wheeled vehicles (HMMWV), two-and-one-half-ton trucks, five-ton trucks, or wheeled vehicles that have a breaching or entry apparatus attached.
- Tracked armored vehicles that provide ballistic protection to their occupants.
- Command and control vehicles that are either built or modified to facilitate the operational control and direction of public safety units.
- Weaponized aircraft, vessels, or vehicles of any kind.
- Battering rams, slugs, and breaching apparatuses that are explosive in nature. This does not include a handheld, one-person ram.
- Firearms and ammunition of .50 caliber or greater, excluding standard-issue shotguns and standard-issue shotgun ammunition.
- Specialized firearms and ammunition of less than .50 caliber, including firearms and accessories identified as assault weapons in Penal Code § 30510 and Penal Code § 30515, with the exception of standard-issue firearms.
- Any firearm or firearm accessory that is designed to launch explosive projectiles.
- Noise-flash diversionary devices and explosive breaching tools.
- Munitions containing tear gas or OC, excluding standard, service-issued handheld pepper spray.
- TASER® Shockwave, microwave weapons, water cannons, and long-range acoustic devices (LRADs).
- Kinetic energy weapons and munitions.
- Any other equipment as determined by a governing body or a state agency to require additional oversight.

El Cerrito Police Department

El Cerrito PD Policy Manual

Military Equipment

707.2 POLICY

It is the policy of the El Cerrito Police Department that members of this department comply with the provisions of Government Code § 7071 with respect to military equipment.

707.3 MILITARY EQUIPMENT COORDINATOR

The Chief of Police should designate a member of this department to act as the military equipment coordinator. The responsibilities of the military equipment coordinator include but are not limited to:

- (a) Acting as liaison to the governing body for matters related to the requirements of this policy.
- (b) Identifying department equipment that qualifies as military equipment in the current possession of the Department, or the equipment the Department intends to acquire that requires approval by the governing body.
- (c) Conducting an inventory of all military equipment at least annually.
- (d) Collaborating with any allied agency that may use military equipment within the jurisdiction of El Cerrito Police Department (Government Code § 7071).
- (e) Preparing for, scheduling, and coordinating the annual community engagement meeting to include:
 - 1. Publicizing the details of the meeting.
 - 2. Preparing for public questions regarding the department's funding, acquisition, and use of equipment.
- (f) Preparing the annual military equipment report for submission to the Chief of Police and ensuring that the report is made available on the department website (Government Code § 7072).
- (g) Establishing the procedure for a person to register a complaint or concern, or how that person may submit a question about the use of a type of military equipment, and how the Department will respond in a timely manner.

707.4 MILITARY EQUIPMENT INVENTORY

The following constitutes a list of qualifying equipment for the Department

ECPD Military Equipment Report March 2022

707.5 APPROVAL

The Chief of Police or the authorized designee shall obtain approval from the governing body by way of an ordinance adopting the military equipment policy. As part of the approval process, the Chief of Police or the authorized designee shall ensure the proposed military equipment policy is submitted to the governing body and is available on the department website at least 30 days prior to any public hearing concerning the military equipment at issue (Government Code § 7071). The military equipment policy must be approved by the governing body prior to engaging in any of the following (Government Code § 7071):

El Cerrito Police Department

El Cerrito PD Policy Manual

Military Equipment

- (a) Requesting military equipment made available pursuant to 10 USC § 2576a.
- (b) Seeking funds for military equipment, including but not limited to applying for a grant, soliciting or accepting private, local, state, or federal funds, in-kind donations, or other donations or transfers.
- (c) Acquiring military equipment either permanently or temporarily, including by borrowing or leasing.
- (d) Collaborating with another law enforcement agency in the deployment or other use of military equipment within the jurisdiction of this department.
- (e) Using any new or existing military equipment for a purpose, in a manner, or by a person not previously approved by the governing body.
- (f) Soliciting or responding to a proposal for, or entering into an agreement with, any other person or entity to seek funds for, apply to receive, acquire, use, or collaborate in the use of military equipment.
- (g) Acquiring military equipment through any means not provided above.

707.6 COORDINATION WITH OTHER JURISDICTIONS

Military equipment should not be used by any other law enforcement agency or member in this jurisdiction unless the military equipment is approved for use in accordance with this policy.

707.7 ANNUAL REPORT

Upon approval of a military equipment policy, the Chief of Police or the authorized designee should submit a military equipment report to the governing body for each type of military equipment approved within one year of approval, and annually thereafter for as long as the military equipment is available for use (Government Code § 7072).

The Chief of Police or the authorized designee should also make each annual military equipment report publicly available on the department website for as long as the military equipment is available for use. The report shall include all information required by Government Code § 7072 for the preceding calendar year for each type of military equipment in department inventory.

707.8 COMMUNITY ENGAGEMENT

Within 30 days of submitting and publicly releasing the annual report, the Department shall hold at least one well-publicized and conveniently located community engagement meeting, at which the Department should discuss the report and respond to public questions regarding the funding, acquisition, or use of military equipment.

707.9 COMPLAINT PROCESS

Members of the public may register complaints, feedback, or concerns or submit questions about the use of each specific type of military equipment in this policy by any of the following means:

Email: Investigations@ci.el-cerrito.ca.us

El Cerrito Police Department

El Cerrito PD Policy Manual

Military Equipment

Phone: (510) 215-4400

Mail: El Cerrito Police Department, Attn: Military Equipment Use Coordinator, 10900 San Pablo Ave., El Cerrito, CA 94530

The Department is committed to responding to complaints, feedback, concerns and/or questions received through any of the above methods in a timely manner.

Attachments

Equipment Report V3.pdf

**El Cerrito Police Department
Military Equipment Inventory
Policy 707
March 31, 2022**

Equipment Owned, Sought and/or Maintained by El Cerrito Police Department

Unmanned Aerial Vehicles – Govt. Code 7070(c)(1)

DJI Mavic Pro – Aerial Drone

Quantity: 1

Cost: \$1,300

Annual Maintenance: \$20

Description: Small, commercially available drone, equipped with a camera.

Description from the manufacturer's website: "The DJI Mavic Pro is DJI's smallest flying camera, featuring a fully stabilized camera, Intelligent Flight Modes, and Obstacle Avoidance inside a revolutionary folding design. It captures 4K videos and 12-megapixel videos."

Use: Overhead Photography and Searches

Lifespan: 3 years

Training/Certification Required: Federal Aviation Administration Certification, POST Unmanned Aircraft Systems Basic Pilots Course – 32 hours

Policy #607 – Unmanned Aerial Systems (UAS) Operations

DJI Mavic 2 Enterprise Advanced – Aerial Drone

Quantity Sought: 1

Cost: \$6,100

Annual Maintenance: \$100

Description: Small, commercially available drone, equipped with dual thermal and visual cameras.

Description from the manufacturer's website: "Capture accurate details in any mission with the Mavic 2 Enterprise Advanced – a highly versatile yet compact tool that packs a whole lot of performance upgrades. With high-resolution thermal and visual cameras, the M2EA supports up to 32X digital zoom and is capable of centimeter-level positioning accuracy with the RTK module. Provide incident commanders with accurate, real-time insights as missions unfold, empowering decisions to be made with confidence. Rapidly and remotely map, document, and preserve crime scenes, vehicle collisions, and more, while simultaneously keeping operators from harm's way."

Use: Overhead Photography and Searches

Lifespan: 5 years

Training/Certification Required: Federal Aviation Administration Certification, POST Unmanned Aircraft Systems Basic Pilots Course – 32 hours

Policy #607 – Unmanned Aerial Systems (UAS) Operations

Command and Control Vehicles – Govt. Code 7070(c)(5)

Ford Transit Panel Van – Incident Command Vehicle

Quantity: 1

Cost: \$52,000

Annual Maintenance: \$1,000

Description: Large, commercially available cargo van, outfitted with desk, chairs and cabinets.
Description from the manufacturer's website: "Ford Transit Cargo Van offers plenty of cargo space for installing racks and bins as well as convenient storage of tools, supplies, equipment and more."

Use: Planning and coordination space for major events, critical incidents, and major criminal investigations.

Lifespan: 10 years

Training/Certification Required: California Driver's License

Policy #704 – Vehicle Use

Specialized Firearms – Govt. Code 7070(c)(10)

Heckler and Koch MP5 Submachine Gun

Quantity: 2

Cost: \$2,000 each

Annual Maintenance: \$10

Description: Automatic sub-machinegun, 9mm caliber, stock configuration

Description from the manufacturer's website: "The 9 mm MP5 submachine gun uses the same delayed blowback operating system found on the famous HK G3 automatic rifle. Reliability, accuracy, ease of handling, simple maintenance, and safety — all the elements of HK excellence are highlighted on the MP5. Firing from the closed-bolt position in all modes of fire make MP5 submachine guns extremely accurate and controllable."

Use: Compact alternate weapon for SWAT Team members.

Lifespan: 25 years

Training/Certification Required: SWAT School – 80 hours, Tactical/Patrol Rifle Course – 24 hours

Policy #300 – Use of Force, Policy #306 – Firearms, Policy #417 Patrol Rifle

Gas Based Projectiles – Govt. Code 7070(c)(12)

Defense Technology Han-Ball CS (Tear Gas Canister)

Quantity: 8

Cost: \$20 each

Annual Maintenance: \$0

Description: Hand thrown Tear Gas Canister. Tear gas is a crowd control agent that causes irritation to the eyes, mouth, and skin.

Description from the manufacturer's website: "The Han-Ball™ CS Grenade is an outdoor use grenade expelling its payload in approximately 15-20 seconds. The rubber ball round has an overall size of 4.8 in. tall, including the fuse head, and 3.1 in. diameter. This launchable grenade holds approximately 1.6 oz. of active agent which is expelled through three ports around the equator of the ball."

Use: Crowd Control and Training for Academy Recruits

Lifespan: 5 years

Training/Certification Required: Chemical Munitions

Policy #300 – Use of Force, Policy #303 – Control Devices and Techniques, Policy #433 – First Amendment Assemblies

Projectile Launch Platforms and Munitions – Govt. Code 7070(c)(14)

Remington Model 870 Shotgun

Quantity: 6

Cost: \$1,075 each

Annual Maintenance: \$10

Description: Standard shotgun outfitted with orange stock, orange fore end, and sling.

Ammunition is Drag Stabilized Beanbag rounds.

Description from the manufacturer's website: "Pump-action shotgun design - the ultimate in strength, durability, silky-smooth bind-free action, and sleek classical lines"

Use: Less lethal impact weapon. Provides user the ability to deploy a kinetic weapon at a distance. Allows the user to remain behind cover or in a safe position while engaging actively violent and dangerous subjects.

Lifespan: 25 years

Training/Certification Required: Department Use of Force Training

Policy #300 – Use of Force, Policy #303 – Control Devices and Techniques, Policy #306 – Firearms, Policy #433 – First Amendment Assemblies

Defense Technology 1325 40mm Launcher

Quantity: 3

Cost: \$2,250

Annual Maintenance: \$10

Description: A single shot launcher for use with specialty munitions. Ammunition can be sponge, marking sponge, or pepper powder sponge rounds.

Description from the manufacturer's website: "Manufactured exclusively for Defense Technology®, the 40LMTS is a tactical single shot launcher that features an expandable ROGERS Super Stoc and an adjustable Integrated Front Grip (IFG) with light rail. The 40LMTS will fire standard 40mm less lethal ammunition, up to 4.8" in cartridge length."

Use: Less lethal impact weapon. Provides user the ability to deploy a kinetic weapon at a distance. Allows the user to remain behind cover or in a safe position while engaging actively violent and dangerous subjects.

Lifespan: 25 years

Training/Certification Required: Department Use of Force Training

Policy #300 – Use of Force, Policy #303 – Control Devices and Techniques, Policy #306 – Firearms, Policy #433 – First Amendment Assemblies

Defense Technology 1440 40mm 4-shot Launcher

Quantity: 1

Cost: \$4,000

Annual Maintenance: \$10

Description: A four shot launcher, for use with specialty munitions. Ammunition can be sponge, marking sponge, or pepper powder sponge rounds.

Description from the manufacturer's website: "Designed for riot and tactical situations, the Defense Technology® 1440 40mm Tactical 4-Shot Launcher is low-profile and lightweight, providing multi-shot capability in an easy to carry launcher. It features the Rogers Super Stoc™ expandable gun stock, an adjustable Picatinny mounted front grip, and a unique direct-drive system to advance the magazine cylinder."

Use: Less lethal impact weapon. Provides user the ability to deploy a kinetic weapon at a distance. Allows the user to remain behind cover or in a safe position while engaging actively violent and dangerous subjects.

Lifespan: 25 years

Training/Certification Required: Department Use of Force Training

Policy #300 – Use of Force, Policy #303 – Control Devices and Techniques, Policy #306 – Firearms, Policy #433 – First Amendment Assemblies

FN America 303 Mk2 Less-Lethal Launcher

Quantity Sought: 12

Cost: \$1,750 each

Annual Maintenance: \$50

Description: A 15 round, CO2 powered, launcher system. Primary ammunition is paint or OC based weighted projectiles. Equipped with a Patrol Optic. Not a firearm.

Description from the manufacturer's website: "Built from lightweight, rugged polymer and driven by a compressed CO₂ air tank, the FN 303® Mk2 upgrades FN's less lethal technology for today's officers, delivering increased accuracy with new, adjustable flip up metal sights and a MIL-STD 1913 top rail for optical or red dot sights. The fin-stabilized projectiles deliver optimum accuracy with maximum effectiveness and safety. Officers can quickly change from inert, marking, impact or irritant projectiles, with a clear view of the projectile type and remaining count in the magazine."

Use: Less lethal impact weapon. Provides user the ability to deploy a kinetic weapon at a distance. Allows user to remain behind cover or in a safe position while engaging actively violent and dangerous subjects.

Lifespan: 15 years

Training/Certification Required: Department Use of Force Training

Policy #300 – Use of Force, Policy #303 – Control Devices and Techniques, Policy #433 – First Amendment Assemblies

FN 303 Washable Paint Less-Lethal Projectiles

Quantity Sought: 450

Cost: \$4 each

Annual Maintenance: \$0

Description: A plastic weighted projectile containing washable paint.

Description from the manufacturer: "This projectile is intended for training and for marking suspects and objects with a washable colorant."

Use: Less lethal impact weapon. Provides user the ability to deploy a kinetic weapon at a distance. Allows the user to remain behind cover or in a safe position while engaging actively violent and dangerous subjects. The round also disburses washable paint at the point of impact, assisting officers with identifying violent subjects.

Lifespan: 5 years

Training/Certification Required: Department Use of Force Training

Policy #300 – Use of Force, Policy #303 – Control Devices and Techniques, Policy #433 – First Amendment Assemblies

FN 303 PAVA/OC Powder Less-Lethal Projectiles

Quantity Sought: 150

Cost: \$5 each

Annual Maintenance: \$0

Description: A plastic weighted projectile containing an irritant in the form of PAVA/OC powder. PAVA is an acronym for Pelargonic Acid Vanillylamide, a synthetic capsaicinoid, created from peppers.

OC is an acronym for Oleoresin Capsicum, a powder made from peppers.

Description from the manufacturer: "This projectile is intended as an irritant for individual suspects, point-specific targets, or small-area denial. The active ingredient is 0.5% PAVA/OC in a powder form for ease of storage, deployment, and clean-up."

Use: Less lethal impact weapon. Provides user the ability to deploy a kinetic weapon at a distance. Allows the user to remain behind cover or in a safe position while engaging actively violent and dangerous subjects. The round also disburses PAVA/OC powder at the point of impact, causing discomfort.

Lifespan: 5 years

Training/Certification Required: Department Use of Force Training

Policy #300 – Use of Force, Policy #303 – Control Devices and Techniques, Policy #433 – First Amendment Assemblies

Defense Technology 3027 Drag Stabilized Beanbag Round

Quantity: 200

Cost: \$5 each

Description: A 12-gauge round, holding a ballistic fiber bag containing lead shot as a projectile.

Description from the manufacturer's website: "The Drag Stabilized™ 12-Gauge Round is a translucent 12-Gauge shell loaded with a 40-Gram tear shaped bag made from a cotton and ballistic material blend and filled with #9 shot."

Use: Less lethal impact weapon. Provides user the ability to deploy a kinetic weapon at a distance. Allows the user to remain behind cover or in a safe position while engaging actively violent and dangerous subjects.

Lifespan: 5 years

Training/Certification Required: Department Use of Force Training

Policy #300 – Use of Force, Policy #303 – Control Devices and Techniques, Policy #306 – Firearms, Policy #433 – First Amendment Assemblies

Defense Technology 6325 Exact Impact Sponge

Quantity: 55

Cost: \$5 each

Description: A 40mm round, with a blue foam projectile.

Description from the manufacturer's website: "This lightweight, high-speed projectile consisting of a plastic body and sponge nose that is spin stabilized via the incorporated rifling collar and the 40 mm launcher's rifled barrel. The round utilizes smokeless powder as the propellant, and, therefore, have velocities that are extremely consistent. Used for Crowd Control, Patrol, and Tactical Applications."

Use: Less lethal impact weapon. Provides user the ability to deploy a kinetic weapon at a distance. Allows the user to remain behind cover or in a safe position while engaging actively violent and dangerous subjects.

Lifespan: 5 years

Training/Certification Required: Department Use of Force Training

Policy #300 – Use of Force, Policy #303 – Control Devices and Techniques, Policy #306 – Firearms, Policy #433 – First Amendment Assemblies

Defense Technology 6320 Direct Impact OC

Quantity: 6

Cost: \$5 each

Description: A 40mm round, with an orange foam projectile. Projectile contains orange marking and pepper powder.

Description from the manufacturer's website: "40 mm Direct Impact® Round. Lightweight, high-speed projectile consists of a plastic body and a crushable foam nose. The orange foam nose indicates that the round contains an OC powder."

Use: Less lethal impact weapon. Provides user the ability to deploy a kinetic weapon at a distance. Allows the user to remain behind cover or in a safe position while engaging actively violent and dangerous subjects. The round also disburses pepper powder at the point of impact, causing discomfort.

Lifespan: 5 years

Training/Certification Required: Department Use of Force Training

Policy #300 – Use of Force, Policy #303 – Control Devices and Techniques, Policy #306 – Firearms, Policy #433 – First Amendment Assemblies

Defense Technology 6326 Direct Impact Marking

Quantity: 11

Cost: \$5 each

Description: A 40mm round, with a green foam projectile. Projectile contains green marking powder.

Description from the manufacturer's website: "40 mm Direct Impact® Round. This lightweight, high-speed projectile consists of a plastic body and a crushable foam nose. The green foam nose indicates that the round contains a marking agent."

Use: Less lethal impact weapon. Provides user the ability to deploy a kinetic weapon at a distance. Allows the user to remain behind cover or in a safe position while engaging actively violent and dangerous subjects. The round also disburses green powder at the point of impact, assisting officers with identifying violent subjects.

Lifespan: 5 years

Training/Certification Required: Department Use of Force Training

Policy #300 – Use of Force, Policy #303 – Control Devices and Techniques, Policy #306 – Firearms, Policy #433 – First Amendment Assemblies

**Military Equipment Not Owned, Sought or Maintained by the El Cerrito Police Department
Equipment Owned and/or Utilized by Law Enforcement Agencies with which the El Cerrito Police
Department Collaborates and/or Participates for Law Enforcement Purposes**

Unmanned, Remotely Piloted, Powered Aerial or Ground vehicles – Govt. Code 7070(c)(1)

Various ground robots and aerial drones are deployed by agencies in the San Francisco Bay Area
Quantity: Outside Owned. Not owned or sought by the ECPD, unless otherwise noted in preceding section.

Cost: Unknown

Annual Maintenance: Unknown

Description: Remotely operated robotic vehicles of various types.

Use: Multiple. Aerial drones can be used for overhead photography and searches, including with infrared camera systems. Ground based drones can be used to search, remotely deliver, communicate, or retrieve items, and aid in bomb detection and disarming. Drones are typically used in situations which are too dangerous for humans, as in bomb disarming, or more cost effective than other methods, as in the use of an aerial drone instead of a helicopter.

Lifespan: Varies

Training/Certification Required: Dependent upon agency and drone type.

Policy 409 – Response to Bomb Calls, Policy #607 – Unmanned Aerial Systems (UAS) Operations

Mine-Resistant Ambush-Protected (MRAP) Vehicles or Armored Personnel Carriers - Govt. Code 7070(c)(2)

Various armored vehicles are deployed by agencies in the San Francisco Bay Area

Quantity: Outside Owned. Not owned or sought by the ECPD.

Cost: Unknown

Annual Maintenance: Unknown

Description: Large truck or Armored Personnel Carrier covered in bullet resistant material.

Use: Transportation of people and equipment in a gunfire protected vehicle. Protected approach during active shooter incident. Protected evacuation of civilians during active shooter incident. Sometimes used in conjunction with a SWAT team call out event.

Lifespan: Varies

Training/Certification Required: Dependent upon agency and vehicle type.

Policy #704 – Vehicle Use

Command and control vehicles that are either built or modified to facilitate the operational control and direction of public safety units - Govt. Code 7070(c)(5)

Various command vehicles are deployed by agencies in the San Francisco Bay Area

Quantity: Outside Owned. Not owned or sought by the ECPD unless otherwise noted in preceding section.

Cost: Unknown

Annual Maintenance: Unknown

Description: Van or Recreational Vehicle equipped with support equipment, often including chairs, desks, communications equipment, and computers. May contain a bathroom.

Use: Planning and coordination center during major incidents and disasters.

Lifespan: Varies

Training/Certification Required: Dependent upon agency and vehicle type.

Policy #704 – Vehicle Use, Policy #433 – First Amendment Assemblies,

Battering rams, slugs, and breaching apparatuses that are explosive in nature - Govt. Code 7070(c)(7)

Breaching Slugs are equipment used by SWAT teams.

Quantity: Outside Owned. Not owned or sought by the ECPD.

Cost: Unknown

Annual Maintenance: Unknown

Description: Projectile designed to defeat a lock.

Use: Open barricaded doors, gates, windows, or other points of entry, by a SWAT team. Entry using a breaching apparatus will typically be supported by a search warrant, but may be used in the event of an active shooter incident.

Lifespan: Varies

Training/Certification Required: POST Certified Training amongst outside agencies.

Policy #300 – Use of Force, Policy #306 – Firearms

Specialized firearms and ammunition of less than .50 caliber - Govt. Code 7070(c)(10)

Various rifles and accompanying ammunition are used by agencies in the San Francisco Bay Area.

Quantity: Outside Owned. Not owned or sought by the ECPD unless otherwise noted in preceding section.

Cost: Unknown

Annual Maintenance: Unknown

Description: Firearms that may be bolt-action, semi-automatic or automatic. May be equipped with a telescopic sight for high accuracy. An example could be a submachine gun or sniper rifle used by a SWAT team.

Use: Engage a target with lethal force when necessary and high precision is needed.

Lifespan: Varies

Training/Certification Required: POST Certified Training.

Policy #300 – Use of Force, Policy #306 – Firearms, Policy #417 Patrol Rifle

“Flashbang” grenades and explosive breaching tools, “tear gas,” and “pepper balls” - Govt. Code 7070(c)(12)

Various devices are used by SWAT teams in the San Francisco Bay Area.

Quantity: Outside Owned. Not owned or sought by the ECPD, unless otherwise noted in preceding section.

Cost: Unknown

Annual Maintenance: Unknown

Description: Varies. Distraction devices, irritant dispersal, breaching devices. May be deployed through a compressed air powered launcher or a handheld projectile.

Use: Distraction, irritation, or opening barricaded doors.

Lifespan: Varies

Training/Certification Required: Dependent upon agency and type.

Policy: Policy #300 – Use of Force, Policy #303 – Control Devices and Techniques, Policy #306 – Firearms, Policy #433 – First Amendment Assemblies

Long Range Acoustic Device (LRAD) - Govt. Code 7070(c)(13)

Long Range Acoustic Device (LRAD)

Quantity: Outside Owned. Not owned or sought by the ECPD.

Cost: Unknown

Annual Maintenance: Unknown

Description: Sound amplification device

Use: Communication during crowd control, civil emergencies, natural disasters, police incidents and evacuations. May also be used to sound a warning tone.

Lifespan: Varies

Training/Certification Required: Dependent upon agency and type.

Policy #433 – First Amendment Assemblies



AGENDA BILL

Agenda Item No. 9.A.

Date: June 4, 2024
To: El Cerrito City Council
From: Holly M. Charl  ty, City Clerk, City Management
Subject: Creation of New Community Safety Committee and Elimination of Crime Prevention Committee

ACTION PROPOSED

Adopt a resolution rescinding Resolution 2001-105 and disbanding the Crime Prevention Committee, and forming a new Community Safety Committee

BACKGROUND/ANALYSIS

At the City Council meeting on March 21, 2023, former Mayor Motoyama and Councilmember Fadelli were appointed to an Advisory Body ad-hoc committee to meet, discuss, and return with recommendations for modifications to existing policy and procedures. The ad-hoc committee met several times over the course of nine months and discussed a number of topics. One topic discussed was consideration of modification to the existing Crime Prevention Committee (CPC) to expand and include areas such as Fire Safety, Community Safety and Crime Prevention, and Emergency Response.

On September 19, 2023, the City Council held a study session and subsequently solicited feedback from current members of advisory bodies on proposed recommendations. The CPC currently has only five of fifteen possible members appointed. Comments were received by one of the five current members requesting that the scope of the committee not be modified.

On December 5, 2023, the City Council held a second study session to discuss the recommendations made by the ad-hoc committee with some modifications included based on member feedback received. Public comments were made at the meeting by two of the five active members in opposition to any modifications to the CPC and regarding the ineffectiveness of the current committee structure. At the conclusion of the study session discussion, the City Council passed a motion directing staff to return with legislation to disband the Crime Prevention Committee.

A resolution to disband the Crime Prevention Committee was presented to City Council on February 20, 2024 and after some discussion, the City Council did not take action to adopt the resolution. At that same meeting, Mayor Rudnick formed a new ad-hoc committee, comprised of herself and Councilmember Fadelli, to explore the topic further. This would include having detailed discussions with the Police and Fire Chief, as well as the current Crime Prevention Committee members. The ad-hoc committee met with city staff several times over the past few months and is presenting the proposed resolution for consideration by the full City Council. The proposed resolution

would disband the existing Crime Prevention Committee, and form a new Community Safety Committee which would continue to encompass crime prevention. In addition, it would broaden the scope to allow for the committee to explore other community safety related areas.

STRATEGIC PLAN CONSIDERATIONS

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

- *High Performing Organization; and*
- *Community Safety.*

ENVIRONMENTAL CONSIDERATIONS

This section is not applicable to this agenda item.

FINANCIAL CONSIDERATIONS

This section is not applicable to this agenda item.

LEGAL CONSIDERATIONS

This section is not applicable to this agenda item.

Reviewed by:

A handwritten signature in black ink, appearing to read 'Alexandra Orologas', written over a faint rectangular stamp.

Alexandra Orologas, Assistant City Manager

Attachments:

1. Resolution
2. CPC Enabling Legislation

RESOLUTION 2024-XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO RESCINDING RESOLUTION 2001-105 TO DISBAND THE CRIME PREVENTION COMMITTEE, AND FORMING A NEW COMMUNITY SAFETY COMMITTEE

WHEREAS, on September 15, 1975 the City Council adopted Resolution 3701 creating a Committee on Crime Prevention; and

WHEREAS, on December 17, 2001 the City Council repealed Resolution 3701, and adopted Resolution 2001-105 reforming a new Crime Prevention Committee; and

WHEREAS, on May 3, 2022, the City Council passed a motion made by Councilmember Rudnick, directing staff to return with a future agenda item to explore creating a committee for public safety or consider revising the role of the Crime Prevention Committee; and

WHEREAS, on March 21, 2023 the City Council formed an Ad-Hoc Committee comprised of former Mayor Motoyama and Councilmember Fadelli to discuss and review areas pertaining to Advisory Bodies; and

WHEREAS, the City Council Ad-Hoc committee met several times between April and December 2023 and the city Council held two study sessions which discussed several areas, including status and possible changes to the Crime Prevention Committee; and

WHEREAS, on December 5, 2023, the City council passed a motion directing staff to return with legislation to disband the Crime Prevention Committee; and

WHEREAS, on February 20, 2024, the City Council considered but did not adopt a resolution to disband the Crime Prevention Committee; and

WHEREAS, on February 20, 2024 the Mayor Rudnick formed an Ad-Hoc Committee comprised of the Mayor and Councilmember Fadelli to discuss and recommend an approach for moving forward; and

WHEREAS, the Ad-Hoc committee meet six times between March and June, which included discussions with City Staff, the Police Chief, the Fire Chief and the Crime Prevention Committee; and

WHEREAS, the Ad-Hoc recommends that the Crime Prevention Committee be disbanded and reformed as the Community Safety Committee; recognizing that community safety may encompass activities of both the Police and Fire Department;

WHEREAS, the Community Safety Committee would continue to encompass crime prevention, and broadens the scope to allow for the committee to explore areas including those indicated below.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of El Cerrito that Resolution 2001-105 is hereby rescinded, abolishing the Crime Prevention Committee.

BE IT FURTHER RESOLVED that a new Community Safety Committee is hereby established and is charged with the following:

1. Developing and/or promoting community safety programs in the City of El Cerrito, which may include areas such as:
 - a. Crime Prevention
 - b. Neighborhood Safety
 - c. National Night Out
 - d. Community Emergency Response Team (CERT)
 - e. Wildfire Preparedness and Evacuation
 - f. Other community safety programs associated with local community groups
2. Promoting cooperation with public safety entities such as:
 - a. El Cerrito Police and Fire Department
 - b. Contra Costa County Department of Emergency Services
 - c. Contra Costa County Mosquito and Vector Control District
3. Making recommendations to the City Council regarding community safety programs.

BE IT FURTHER RESOLVED that upon adoption of this resolution, current members of the Crime Prevention Committee shall be appointed to the new Community Safety Committee, carrying forward the current term end date for each member, which will be counted as the first term for purposes of term limits.

BE IT FURTHER RESOLVED that those members who currently hold the Chair and Vice Chair position shall continue in the same capacity for the new Community Safety Committee.

BE IT FURTHER RESOLVED that the committee and members shall be governed by the criteria contained in section 2.04.220(B) of the El Cerrito Municipal Code and Resolution 2005-15, and applicants shall not have been convicted of a felony.

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

I CERTIFY that at a regular meeting on June 4, 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

RESOLUTION NO. 2001- 105

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO REPEALING RESOLUTION NO. 3701 WHICH CREATED THE PRESENT EL CERRITO CITIZENS COMMITTEE ON CRIME PREVENTION AND CREATING A NEW CRIME PREVENTION COMMITTEE WHICH SHALL OPERATE IN THE MANNER DESIGNATED HEREIN

WHEREAS, on September 15, 1975, the El Cerrito City Council adopted Resolution No. 3701 creating the Committee on Crime Prevention. Since that date, the Committee on Crime Prevention has greatly benefitted the City of El Cerrito and its citizens; and

WHEREAS, the City Council has determined, that the present Committee on Crime Prevention should be disbanded and a new Committee should be formulated to deal with the issues of crime in the community.

NOW, THEREFORE BE IT RESOLVED:

1. Resolution No. 3701 is hereby repealed and the present El Cerrito Citizens Committee on Crime Prevention is abolished.

2. A new committee, designated as the El Cerrito Crime Prevention Committee is hereby established and is charged with:

A. Developing and promoting crime prevention programs in the City of El Cerrito such as:

1. Neighborhood Watch.
2. Home security reviews when requested by City residents.
3. National Night Out.
4. Crime prevention programs in association with City schools and groups.

B. Promoting cooperation with local law enforcement.

C. Promoting citizen awareness of methods to prevent crime.

D. Making recommendations to the City Council regarding crime prevention programs.

3. The Committee shall consist of a minimum of five members and a maximum of fifteen members.

4. Upon the adoption of this resolution, the present Chair of the Citizens Committee on Crime Prevention shall submit to the City Clerk the names of those present Committee members

who have regularly attended Committee meetings over the past six months and who wish to be appointed to the new Committee. The City Clerk shall submit these names to the City Council for appointment to the new Committee. The City Council shall not be required to interview these persons prior to appointing them to the new Committee.

5. Upon adoption of this resolution, the City Clerk shall place advertisements in a local newspaper concerning the creation of this new Committee and the fact that openings are available for membership on the Committee. City residents interested in serving on the Committee shall complete an application and forward it to the City Clerk.

6. After the application period has ended, the City Council shall appoint as many members as the Council desires from the list of applicants, up to a total of 15 members, including those present members who have sought appointment to the new Committee. The City Council shall not be required to interview applicants prior to making the initial appointments.

7. After the Committee is constituted, Committee members may solicit new members if less than 15 members have been appointed to the Committee. The names of any new members solicited by the Committee shall be forwarded to the City Council for appointment. The City Council shall not be required to interview members prior to appointing them to the Committee.

8. The Committee shall be governed by the criteria contained in Section 2.04.220(B) of the El Cerrito Municipal Code except as follows:

A. Membership shall consist of a minimum of five members and a maximum of 15 members.

B. Terms are four years unless a member is removed from office by the City Council pursuant to Section 2.04.220(B)(4). Terms shall commence on the date of appointment by the City Council. Members may serve on the Committee for more than two consecutive full terms.

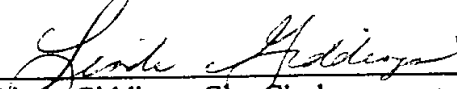
C. Any member who is absent for three consecutive meetings without the permission of the Chair, or any member who is absent for more than one-half of the meetings during a calendar year without the permission of the Chair, shall be treated as having resigned from the Committee. Such person shall no longer participate as a member of the Committee unless appointed by the City Council to a new term of office.

D. A quorum of the Committee shall consist of a majority of the members then appointed by the City Council. For example, if the Committee consists of seven members, four members shall constitute a quorum. If the Committee consists of 12 members, seven members shall constitute a quorum.

I certify that at a regular meeting on December 17, 2001, the El Cerrito City Council passed this resolution by the following vote:

AYES:	COUNCILMEMBERS:	Brusatori, Friedman, Moore, Perka, Abelson
NOES:	COUNCILMEMBERS:	None
ABSTAIN:	COUNCILMEMBERS:	None
ABSENT:	COUNCILMEMBERS:	None

In witness of this action, I sign this document and affix the corporate seal of the City of El Cerrito on December 17, 2001.


Linda Giddings, City Clerk

APPROVED:


Janet Abelson, Mayor

E01B-151



AGENDA BILL

Agenda Item No. 9.B.

Date: June 4, 2024
To: El Cerrito City Council
From: Karen Pinkos, City Manager; Crystal Reams, Finance Director/City Treasurer; Claire Coleman, Budget/Financial Services Manager, Finance Department
Subject: CITY COUNCIL/PUBLIC FINANCING AUTHORITY ITEM
Proposed Fiscal Year 2024-25 and 2025-26 Biennial Budget

ACTION PROPOSED

Receive and file the Draft Proposed Fiscal Year 2024-25 and 2025-26 City Biennial Budget and provide direction to staff as necessary.

BACKGROUND

The City of El Cerrito Fiscal Year (FY) 2024-25 and 2025-26 Proposed Biennial Budget presents the City's projection of revenues and expenditures for the next two fiscal years. It describes in detail the various components of the City, each of its departments and divisions, and the City's separate legal entities: the Employee Pension Trust Board and the El Cerrito Public Financing Authority. The Budget also describes the City's mission, vision, and values, outlines overall goals and strategies developed through the Strategic Plan, and indicates how resources are allocated to fulfill these objectives.

The City Council has closely monitored the budget and the City's financial position in light of the lingering impacts from the COVID-19 pandemic, current economic conditions, and in accordance with the adopted Fiscal Recovery and Sustainability Plan in response to the March 2021 State Auditor's report. The City Council has provided direction to staff that has resulted in adjustments in revenue and reductions in expenses over the past four fiscal years, with an eye toward short-term budget strategies as well as long-term budget solutions that have restored the City to fiscal health and built the General Fund reserves to above-recommended levels. As a result of these strategies, the City continues to maintain a positive General Fund balance of at least 10% per the City's Comprehensive Financial Policies.

The City Council and City staff are committed to maintaining the City's fiscal stability and ensuring the City's long-term financial sustainability. The FY 2024-25 and 2025-26 Proposed Biennial Budget was prepared with these same goals in mind, and staff continues to be intentionally conservative with respect to revenue projections and expenditure levels due to the continuing uncertainty of impacts from inflation and higher interest rates. Additionally, the FY 2024-25 and 2025-26 Proposed Biennial Budget was informed by feedback from the Council and community collected through surveys and community meetings, resulting in several priorities identified by the City Council for the next two fiscal years.

The budget document recognizes these priorities and how they fit into the workplans of all Departments, and funding for programs and services are therefore presented with these priorities in mind.

The draft Proposed Biennial Budget document has been provided to the City Council and the Financial Advisory Board and can be found on the City's website at el-cerrito.org/biennial budget. The presentation will introduce the FY 2024-25 and 2025-26 Proposed Biennial Budget and provide an overview of all funds and departments for the City Council's review and discussion. The City Council will consider approval of the FY 2024-25 and 2025-26 Proposed Biennial Budget at a subsequent City Council meeting.

ANALYSIS

City staff has returned to biennial budget preparation and has prepared a budget document that will span two fiscal years, July 1, 2024 to June 30, 2025 and July 1, 2025 to June 30, 2026.

With all funds combined, the FY 2024-25 and FY 2025-26 Proposed Biennial Budget recommends total expenditures of \$71.7 million and \$69.2 million respectively, which provide funding for all City services, including Police, Fire, Recreation, Community Development, Public Works, and City Management. These funds include approximately \$2.1 million (FY25) and \$0.26 million (FY26) in the City's Capital Improvement Fund (CIP). Revenue and expenses were analyzed against prior year trends and expectations for these fiscal years. The Proposed Biennial Budget includes all personnel expenses as a result of approved Memorandums of Understanding (MOUs) and resolutions with various bargaining units.

The Proposed FY 2024-25 General Fund budget is balanced and prioritizes essential services amid challenging economic conditions, and reflects thoughtful and strategic coordination across the organization as each Department has considered the best way to provide programs and services. For FY 2024-25, staff is proposing a General Fund budget with conservatively projected revenues of \$51.5 million and expenditures amounting to \$51.5 million. For FY 2025-26, staff is proposing a General Fund budget with projected revenues of \$53.8 million and expenditures amounting to \$53.8 million. The City Council has directed staff to prepare a budget that will seek to maintain General Fund reserves of 10% at a minimum. The Proposed Biennial Budget for FY 2024-25 and 2025-26 assumes a surplus of \$33,952 in FY25 and a surplus of \$15,775 in FY26. While this is short of the City Council's \$1 million annual surplus recommendation, this allows for a balanced operating budget and will continue to enhance the projected positive fund balance in alignment with the Fiscal Recovery and Sustainability Plan and actions taken the past four fiscal years. Staff will closely monitor revenue and expenditure trends and will continue to update the City Council throughout the fiscal year and in the quarterly reports in order to make adjustments if necessary based on economic conditions.

The Proposed Biennial Budget shows that, though the next two fiscal years will be tight, the proposed Biennial Budget is indeed balanced. This was achieved using a combination of strategies including revenue enhancements, one-time savings, and some expenditure reductions with the goal of providing the level of service that our community expects, and without using General Fund reserves to balance the budget.

As long as the City faces this current external environment, we will need to continue to right-size the budget and consider additional strategies to ensure our long-term sustainability. This will include examining our revenues by conducting a cost allocation and a fee study and analyzing our organization to seek efficiencies by conducting a service delivery study. Engaging these studies will allow the City to objectively look at operational protocols and streamline processes, while ensuring that services are equitable and costs are effectively recovered.

Given the economic headwinds the City is facing, our Staff team is proud to be presenting a balanced budget for the next two fiscal years, without reducing the services that our community values most. However, given the need to make more adjustments to ensure long-term fiscal sustainability, Staff is committed to completing the cost allocation and fee study, as well as the service delivery study and look forward to returning to City Council and the community with updates as those get underway. Completing these studies will enable the City to make thoughtful adjustments over the next two years to maintain reserves and ensure long-term financial health for the organization.

STRATEGIC PLAN CONSIDERATIONS

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

- *High Performing Organization* by ensuring the City maintains a strong financial position - and will allow the City Manager to develop a plan to ensure the Citywide revenues meet 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

At this time the City Council is reviewing the Proposed Biennial Budget for Fiscal Years 2024-25 and 2025-26 and no action is being requested, therefore no financial impact is accounted for at this time. At subsequent City Council meetings, the City Council will consider the appropriations authority for all funds for the City and its legal entities.

LEGAL CONSIDERATIONS

This section is not applicable to this agenda item.

Reviewed by:

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

Alexandra Orologas, Assistant City Manager

Attachment(s)

1. [Draft Proposed Biennial Budget](#)



SUPPLEMENTAL AGENDA MATERIALS CITY COUNCIL MEETING

June 4, 2024

(revised June 5, 2024)

REGULAR CITY COUNCIL MEETING (6:00 PM)

- 1. Public Comments (Not on the Agenda and Consent Calendar)**
- 2. Agenda Item No. 6.A. - Update on the Hillside Natural Area Fire Resilience and Forest Conservation Management Plan**
 - a. Revised Presentation
 - b. Public Comments
- 3. Agenda Item No. 9.A. - Creation of New Community Safety Committee and Elimination of Crime Prevention Committee**

Public Comments
- 4. Agenda Item No. 9.B. - CITY COUNCIL/PUBLIC FINANCING AUTHORITY ITEM Proposed Fiscal Year 2024-25 and 2025-26 Biennial Budget**
 - a. Presentation
 - b. Public Comments

From: [Jane Hood](#)
To: [City Clerk](#); [Paul Fadelli](#); [Lisa Motoyama](#); [Gabe Quinto](#); [Tessa Rudnick](#); [Carolyn Wysinger](#)
Subject: Item not on the agenda - Ceasefire Resolution
Date: Monday, May 27, 2024 9:42:23 PM

Caution! This message was sent from outside your organization.

Dear Members of the El Cerrito City Council,

I write to you with grave concern: Over 32,000 innocent people have been killed by Israel in Gaza. 24 children have starved to death due to lack of food and water because Israel is refusing to let aid in. I am writing to you today to express my deep concern that this doesn't concern you?

As you may be aware, our neighboring city of Albany recently took a significant step forward this week in addressing this issue by unanimously passing a resolution in support of a ceasefire in Gaza. We commend their willingness to listen to their constituents and engage in open dialogue on such a critical matter.

However, it is disheartening to note that despite overwhelming support from the community, the El Cerrito City Council has refused to uphold the democratic process by declining to put a similar resolution on the agenda. This decision does not reflect the values of peace, solidarity, and proactive leadership that our community deserves.

We urge you to reconsider your stance and prioritize peace and humanitarian efforts by taking immediate action to put a ceasefire resolution on the agenda. It is essential that our City Council demonstrates a commitment to addressing global conflicts through proactive measures and community engagement.

We believe that by working together and listening to the voices of the community, we can contribute to efforts for peace and humanitarian relief in Gaza.

Thank you for your attention to this urgent matter. We look forward to your prompt action and continued commitment to serving the best interests of our community and beyond.

Sincerely,

Jane Hood
El Cerrito Resident
94530

From: [cordell hindler](#)
To: [City Clerk](#)
Subject: Public Comments
Date: Thursday, May 30, 2024 4:10:18 PM

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. I am in full support of the Proclamations on the Consent Calendar
2. For a future Agenda, the Council Should Consider Inviting Danny Wan or Designee to present on the Port of Oakland

Sincerely
Cordell

From: [Amelia McCrea](#)
To: [City Clerk](#); [Paul Fadelli](#); [Lisa Motoyama](#); [Gabe Quinto](#); [Tessa Rudnick](#); [Carolyn Wysinger](#)
Subject: Item not on the agenda - Ceasefire Resolution
Date: Friday, May 31, 2024 6:10:46 PM

Caution! This message was sent from outside your organization.

Dear Members of the El Cerrito City Council,

As you know over 32,000 innocent people have been killed by Israel in Gaza. 24 children have starved to death due to lack of food and water because Israel is refusing to let aid in. I am writing to you today to express my deep concern.

As you may be aware, our neighboring city of Albany recently took a significant step forward this week in addressing this issue by unanimously passing a resolution in support of a ceasefire in Gaza. We commend their willingness to listen to their constituents and engage in open dialogue on such a critical matter.

However, it is disheartening to note that despite overwhelming support from the community, the El Cerrito City Council has refused to uphold the democratic process by declining to put a similar resolution on the agenda. This decision does not reflect the values of peace, solidarity, and proactive leadership that our community deserves.

We urge you to reconsider your stance and prioritize peace and humanitarian efforts by taking immediate action to put a ceasefire resolution on the agenda. It is essential that our City Council demonstrates a commitment to addressing global conflicts through proactive measures and community engagement.

We believe that by working together and listening to the voices of the community, we can contribute to efforts for peace and humanitarian relief in Gaza.

Thank you for your attention to this urgent matter. We look forward to your prompt action and continued commitment to serving the best interests of our community and beyond.

Sincerely,

Amelia McCrea
El Cerrito Voter and Resident

From: [Lucinda Casson](#)
To: [City Clerk](#)
Subject: Resolution on Gaza War
Date: Monday, June 3, 2024 11:38:44 AM

Caution! This message was sent from outside your organization.

Madam Mayor and members of the El Cerrito City Council. I am unable to make the meeting of the El Cerrito City Council on June 4, 2024.

In the past when I have spoken, I have consistently emphasized my concerns that putting a resolution about the Gazan War on the agenda would result in more divisiveness within this community. Two weeks ago, the behavior of one of those advocating a resolution caused the Council to go into recess and many of us to leave. It doesn't take much to imagine the level of divisiveness and threats to safety that would take place in this chamber if a resolution **were** on the agenda. I thank all of you for not caving into demands that you do so.

Lucinda Casson

From: [Hillary Kilimnik](#)
To: [City Clerk](#)
Subject: Public comment- not on agenda: oppose ceasefire resolution being added to agenda
Date: Monday, June 3, 2024 12:32:29 PM

Caution! This message was sent from outside your organization.

Hello,

I'm writing to urge you to NOT to put a ceasefire resolution on the agenda.

Please keep the city's focus on el Cerrito and don't bring in international conflicts.

A resolution will not impact the Israel-Hamas war, nor will it ease the suffering of innocents on either side of the conflict. It will however, create more divisions in our community.

Please continue to focus your attention on the local issues you were elected to focus on.

Sincerely,
Hillary

From: [Jean Henderson](#)
To: [City Clerk](#)
Subject: public comments–nonagenda: opposition to a ceasefire resolution on the city council agenda
Date: Monday, June 3, 2024 7:37:34 PM

Caution! This message was sent from outside your organization.

Please pass along my strong opposition to El Cerrito putting a Middle East ceasefire resolution on the agenda. It can do nothing but promote ill will in the community, and make Jewish residents fearful of their own neighborhoods. It will not impact the war in any way. Please think twice before considering this step that will bring unrest to the community, and have no chance at anything else.

Thank you,
Jean Henderson

From: [Allen Mayer](#)
To: [City Clerk](#)
Subject: Public comments - not on the agenda - oppose putting ceasefire resolution on the agenda
Date: Tuesday, June 4, 2024 7:07:03 AM

Caution! This message was sent from outside your organization.

To the members of the City Council,

Please maintain your focus on local issues and do not get distracted by divisive issues in foreign affairs.

Thank you,
Allen Mayer


Kensington CA

Sent from my iPad

From: [Noga Alon](#)
To: [City Clerk](#)
Subject: Public comments--not on the agenda opposition to putting a ceasefire resolution on the city council agenda
Date: Tuesday, June 4, 2024 9:27:20 AM

Caution! This message was sent from outside your organization.

Dear City Council members,

Please do not put a ceasefire resolution on the city council agenda. This can only serve to divide the city. Please continue to focus your efforts on local issues.

Best,
El Cerrito community member

From: [carl nelson](#)
To: [City Clerk](#)
Subject: Public comments - not on the Agenda - opposition to putting a ceasefire resolution on the Agenda
Date: Tuesday, June 4, 2024 10:41:43 AM

Caution! This message was sent from outside your organization.

My wife and I were El Cerrito residents for over 32 years, from 1988 until October 2020, when we moved to Berkeley to be nearer to our grandchildren.

I first want to thank the City Council for its courage and steadfastness in rejecting persistent vitriolic calls to take up a resolution calling for a ceasefire in Gaza and Israel, despite personal attacks and slurs directed at you. It is to your credit that you have resisted doing so far, joining the City of Berkeley among others. As you well know, foreign policy issues are beyond the scope of your mandate as City officials. There are plenty of issues here in El Cerrito that demand your legitimate attention.

I therefore write to encourage the City Council to continue resisting these persistent attempts, which inject unnecessary bitterness and hate into your Chambers, and into the City that surrounds it.

As we have seen from surrounding communities, formally taking up a ceasefire resolution on the agenda will invite a barrage of hate into the City Council chambers and encourage verbal attacks on Jews, especially but not limited to those Jews who support Israel's right to exist, and verbal attacks on Council Members. As you know, Jews have already been physically attacked here in El Cerrito. Taking up such a resolution will serve only to further divide the community and exacerbate strife.

This is not to deny the suffering being experienced in both Israel and Palestine. Such suffering is unimaginable to those of us who live here in the East Bay. Here, we are not being bombed or subject to rocket attacks. Hundreds of our residents are not being held as hostages by terrorists hiding in multi-billion-dollar labyrinths beneath neighboring communities, terrorists who have sworn in their charter to kill all of us. Here in the East Bay, we are not at war. War is horrible.

But, taking up this resolution will do nothing to stop the war, although it could easily increase divisiveness and spew hatred within the City, as we have seen in many neighboring communities who have chosen to weigh in on international affairs.

Please continue to stay the course.

--

Carl P A Nelson


From: [Dean Kertesz](#)
To: [City Clerk](#)
Subject: public comments – not on the agenda: oppose a ceasefire resolution
Date: Tuesday, June 4, 2024 12:03:39 PM

Caution! This message was sent from outside your organization.

Dear Members of the El Cerrito City Council,

I write to you once again asking you not to give in to pressure to put a ceasefire resolution on the city council agenda.

- Ceasefire resolutions invite hate speech into city council chambers. We have seen this in Richmond, Oakland, San Francisco, Sacramento and other communities where speakers call for Israel's destruction and attack Jews. Don't let that happen here. The behavior of one speaker at your last meeting forced you to go into recess. Just imagine what would happen if such a resolution were on your agenda.
- These resolutions divide communities and do nothing to promote peace between Israel and Palestinians. There is no community consensus on this issue so the city council should not take a side.
- What is not said is sometimes more profound than what is said. Those asking you to put a ceasefire resolution on your agenda consistently call out Israel's conduct in this war. They never mention that Hamas provoked this round of fighting with their attack on Israel on October 7, or that Hamas continues to hold 133 Israeli hostages (four of whom we just learned died in captivity), or that Hamas has rejected multiple ceasefire offers, or that Hamas' long-term goal is the destruction of Israel, or that Iran supports them with money, arms and military training. Both sides are to blame for this ongoing tragedy. Both sides must agree to end the fighting.
- There is a ceasefire proposal by the US government pending now, one that has a real chance of ending the war. I wonder if any of the ceasefire activists will mention it tonight

Please continue to support all the residents of El Cerrito and resist the ongoing pressure to put forward a symbolic, one sided, and counterproductive "ceasefire" resolution.

Sincerely, Dean Kertesz

•

From: [Miguel Gravelle Izaguirre](#)
To: [City Clerk](#); [Paul Fadelli](#); [Lisa Motoyama](#); [Gabe Quinto](#); [Tessa Rudnick](#); [Carolyn Wysinger](#)
Subject: Tuesday, June 18 - Item not on the agenda - Ceasefire & Divestment
Date: Tuesday, June 4, 2024 7:37:44 PM

Caution! This message was sent from outside your organization.

Dear El Cerrito City Council,

Hello. I would like to again urge you to remember that the Israeli perpetrated and US funded/supplied genocide of the Palestinian people of Gaza has featured multiple US domestic and international war crimes, such as causing the famine that now exists as a result of the ongoing genocidal war. As a result, **Israel has become a rogue, pariah state that has been disobeying international law and direct orders from the United Nations regarding its war of civilian genocide against the Palestinian people of Gaza and support for Israeli settler ethnic cleansing/colonization/violence perpetrated against the Palestinian people of the Palestinian Territory of the West Bank.** As such, it has been widely accepted in the vast majority of nations of Earth that these crimes are unacceptable. Furthermore, as Israel has not heeded international law for months, the nation of Israel must be faced with consequences. Such consequences include political and economic sanctions created by other nations who carry out political and economic punishments to a rogue/pariah state until international edicts are followed and harm has been repaired. Other consequences include boycotting products/services of rogue/pariah state businesses towards the compliance with international edicts and repairing harm. Lastly, divestments from businesses that profit from the oppression of the Palestinian people are necessary to urge compliance with international law and reparations for the harm done are achieved.

From the history of Palestine and Israel, we understand the facts that Zionist settlers colonized areas of Palestine and united them under the banner of Israel aided by the Anti-Arab imperialism of Britain from 1917 - 1967. In 1967, Israel achieved colonization over 100% of historical Palestine's land. Since then the West Bank, Gaza, and East Jerusalem have been occupied, but considered Palestinian Territories with varying levels of freedom granted by Israel, the occupying power.

In this context of massive ethnic cleansing, occupation, apartheid, and current genocide, people often forget. People forget that when they talk about Hamas and Hamas ideology/policy/actions being an existential threat to the state of Israel, how Israel and Israeli ideology/policy/actions has been a existential threat to the state of Palestine, ever since Zionist colonizers began the ethnic cleansing of Palestine. These international crimes against humanity committed by the Israeli government since 1948, are the background knowledge necessary to understand why Hamas exists and allow folks to see that the only way to be rid of Hamas is to meet the simple demands of the Palestinian people to rebuilding Gaza, exchanging Palestinian hostages for Israeli hostages, and ending the occupation of Gaza, the West Bank, and East Jerusalem while simultaneously granting them full status as the nation of Palestine and no interference whatsoever in their national sovereignty. After that, Palestine and Israel will have to have a larger internationally mediated conversation about what is a just and possible solution to sharing the land in Israel (fully acknowledging Israel's rightful place as a colonized part of Palestine). Will there be two nations with equal sovereignty over significant religious/cultural sites, thriving farmland, coastal access for fishing and trade, urban vs rural, etc.? Will there be one nation with equality of rights and equality of access to

equity? That remains to be worked out internationally.

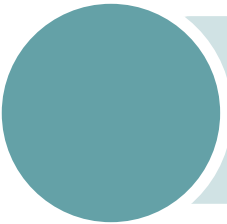
Now, how about doing the right thing towards justice, equality of rights, equality of equity, and peace for all the people of Israel and Palestine by passing a resolution calling for a ceasefire and divestment of all city funds from organizations that profit off of the oppression of the Palestinian people?

Towards collective liberation for all peoples of Earth,
Miguel Gravelle Izaguirre

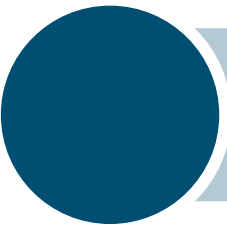
Hillside Natural Area Fire Resilience and Forest Conservation Management Plan

City Council Meeting
June 4, 2024

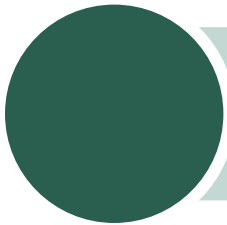
Overview



Plan Development Process



Proposed Major Recommendations



Next Steps

Background

- Hillside Natural Area (HNA) is ~106 acres.
- City has implemented fire fuel reduction activities
- Volunteers have removed invasives and identified native plants
- City awarded \$145,000 State Coastal Conservancy grant



FIGURE 1

Plan Development Process



- City Council authorized contract with LSA Associates, Inc.

- Stakeholder Advisory Group (SAG) established

- Assessment:

- Biological
- Cultural
- Fuel and fire hazard
- Trails

- Public Input:

- 2 SAG meetings
- Public workshop
- Survey

Plan Phases

Engagement touchpoints

Phase 1: Studies and Input
(Completed)

Oct 2023-Jan 2024

- SAG meeting #1
- Public workshop #1
- Community survey



Phase 2: Draft Development & Review

Jan-Sep 2024

- Meetings with City committees & commissions
- SAG meeting #2
- Public online draft review
- Public workshop #2

Phase 3: CEQA Review and Final Plan

Sep 2024-Mar 2025

- Planning Commission
- City Council

Throughout the process:

- ✓ City webpage
- ✓ City newsletters

Proposed Recommendations



Highest Priority

1. Create defensible space within 100-ft of residential structures immediately adjacent to the Hillside Natural Area

High Priority

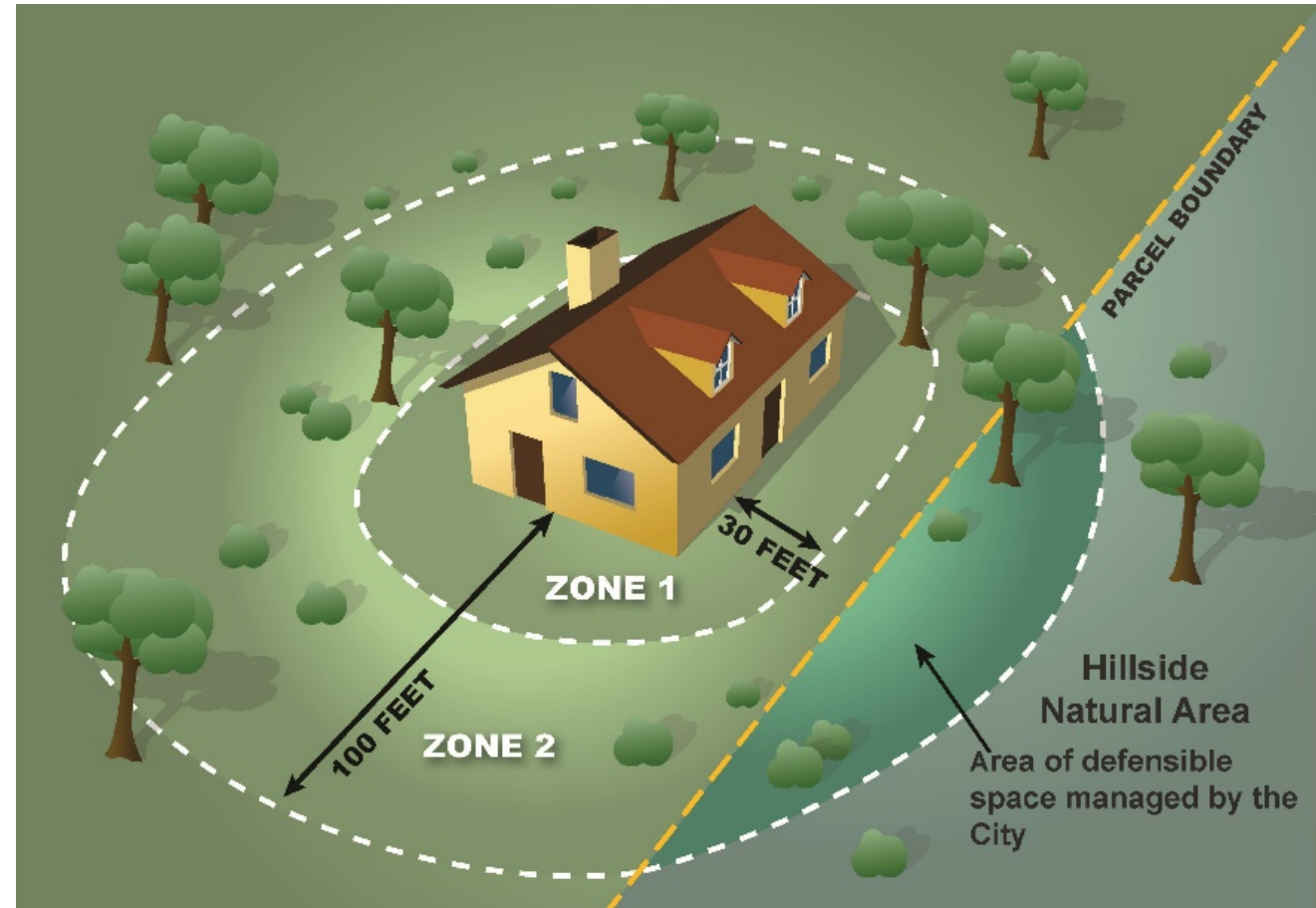
2. Establish fuel breaks
3. Remove eucalyptus and non-native conifers
4. Manage a sustainable system of fire roads

Medium Priority

5. Actively manage threats to native oak species
6. Remove invasive shrubs and herbaceous species
7. Restore and re-establish native species
8. Monitor key performance indicators

Highest Priority

1. Create Defensible Space
 - Within 100-ft of structures adjacent to HNA



High Priority

2. Establish Shaded Fuel Break
 - 100-300 feet along HNA perimeter from property line.
3. Remove Eucalyptus & Non-Native Conifers
 - 1. Motorcycle Hill, 2. Quarry Hill, 3. Kent Drive and Buckingham, 4. Madera property, 5. the Ken Smith grove.
4. Manage a System of Fire Roads & Trails
 - Improve road at Potrero Ave and King Ct, add access to Motorcycle Hill, and improve other roads.



FIGURE 4

Hillside Natural Area
Wildfire Resilience and Forest Conservation Plan
El Cerrito, Contra Costa County, California
Eucalyptus Groves and Landing Sites

Medium Priority



- 5. Manage Threats to Oak
- 6. Remove Invasives
- 7. Restore and Re-establish Natives
- 8. Monitor Key Performance Indicators

Next Steps



- **Council Update – June 2024**
- **Release Draft Plan – July 2024**
- **Public Comment Period – July-August 2024**
- **2nd Public Workshop – July 2024**
- **CEQA Review & CEQA Public Comment – Fall 2024**
- **Plan Consideration by City Council (anticipated) – Early 2025**

Questions?

Karineh Samkian

ksamkian@ci.el-cerrito.ca.us

Stephen Prée

spre@ci.el-cerrito.ca.us

<https://www.el-cerrito.org/1650/Hillside-Natural-Area-Plan>



From: [Sue Duncan](#)
To: [City Clerk](#)
Subject: Agenda Item 6A
Date: Monday, June 3, 2024 7:12:59 PM
Attachments: [HNA4-4-12-24_01_email_4-30-23.pdf](#)
[Preliminary Recommendations HNA 4-12-24_01_email_4-30-23.pdf](#)

Caution! This message was sent from outside your organization.

Mayor and City Council Members,

I have reached out to several of our members who have been very involved with the HNA Fire Resiliency project to give their opinion of the document named "Summary of Preliminary Recommendations" as it now stands on the city's website, dated April 2024. Please realize that this document is not a draft of the plan but of recommendations gathered so far to adjust the draft plan.

Brian Richmond who knows HNA well, as his home backs HNA and who is very involved in Trail Trekkers, is our member who is on the Stakeholders Committee. Scott Tipping, whose home also backs HNA and who also knows HNA very well has been very involved with Brian in adding comments to strengthen the document. Gary Prost is our third member who also knows HNA well and who has also worked on the document with Brian and Scott. All 3 are the members who have successfully submitted the applications to the county that got the Measure X work done last year in HNA from Duke Court past the Kerr property and who are currently working on more submissions in coordination with the ECFD to continue the work.

* Here are their comments that were sent to the HNA Plan SAG group and consultants. Following this is the annotated edits done by Scott on the PDF of the Preliminary Recommendations document and the final document is the cost breakdown of the proposal.

It is also our concern that maybe the consultants have gone beyond the grant budget and there are no more funds for revisions. Could this be the case?

I hope these are helpful in your evaluation of the work done so far and what, in our opinion, needs to be changed to improve the plan.

Sincerely,

Sue Duncan for

Make El Cerrito Fire Safe

Main comments and recommendations:

"Fuels and Fire Hazard Assessment"

- Critical factual errors and corrections (listed in our Nov 12, 2023 email) were overlooked in this update of the "Fuels and Fire Hazard Assessment". These factual errors and omissions must be included in the final version.
- **HNA maps**
 - boundaries are inaccurate throughout all maps in "Fuels and Fire Hazard Assessment" (and "Executive Summary Wildfire Risk").
 - For example (Fig. 2 and later), the eastern border near Earl, Duke, Baron, and King courts is substantially farther east.
- **Wildfire history missing fires (Fig. 10):**
 - 10-6-2020 on HNA/PGE land, likely human-caused
 - 10-17-2023 on HNA/PGE land, likely human-caused
 - 11-2-2023 on HNA land, likely human-caused (<https://www.cbsnews.com/sanfrancisco/news/hushfire-on-el-cerrito-hillside-threatens-several-homes/>)

"Preliminary Recommendations HNA 4-12-24"

- There is no reference to the El Cerrito - Kensington Wildfire Action Plan (2017), adopted by the city. This must be referenced, particularly concerning the Highest Priority and High Priority items.
- Edit "Highest Priority" to include:
 - Annual maintenance by the city
 - Within 100 ft of property lines
- Action 2 - Specify 100 ft from property line for shaded fuel breaks.
- The plan should reference an El Cerrito vegetation management standard, rather than a static guide that may change in the future.
 - (ECFD can decide which is best; one example might be the link to Contra Costa County Wildfire Protection Plan, posted on <https://diablofiresafe.org/publications>)
- Power lines:
 - Reference high-voltage power lines adjacent to the southern edge of the HNA
 - vegetation management should be done within 300 ft from major power lines
- Remove 'bikers' from the document. The HNA is 'pedestrian only'.
- Mention 'fire safety' in the document (not only 'fire resilience').
- Provide a map illustrating the areas for shaded fuel breaks and other work. Similar to the Fire Hazard Management Units maps in the 1994 El Cerrito Hillside Natural Area Fire Hazard Reduction Plan:

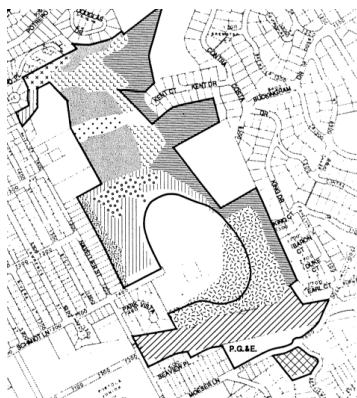


Figure 2
Fire Hazard Management Units

LSA

Proposal for Hillside Natural Area Fire Resilience
and Forest Conservation Management Plan

4. Cost Proposal

20230647.P		Total LSA Hours	Total LSA Fees
City of El Cerrito			
Hillside Natural Area Plan			
4/26/2023			
Phase 01	Project Site Assessment and Draft Plan Preparation		
1.1	Project Initiation	8.00	\$1,393.60
1.2	Analysis	64.00	\$9,620.00
1.3	Community Engagement (not including Cascadia)	2.00	\$343.20
1.4	Develop Draft Plan	90.00	\$15,756.00
Phase 01 Project Site Assessment and Draft Plan Preparation Subtotal		164.00	\$27,112.80
Phase 02	CEQA Document Preparation		
2.1	Draft Initial Study	164.00	\$28,527.20
2.2	Staff Review	21.00	\$2,844.40
Phase 02 CEQA Document Preparation Subtotal		185.00	\$31,371.60
Phase 03	Stakeholder Outreach and Review		
3.1	Community Engagement (not including Cascadia)	2.00	\$343.20
3.2	Finalize Plan and CEQA Documents	35.00	\$5,688.80
Phase 03 Stakeholder Outreach and Review Subtotal		37.00	\$6,032.00
Phase 04	Adoption by City Council		
4.1	Adoption by City Council	20.00	\$3,972.80
Phase 04 Adoption by City Council Subtotal		20.00	\$3,972.80
Subtotal Labor		406.00	\$68,489.20
Sub Consultants			
(1)	Solano Archaeologists (CEQA support)		\$10,755.23
(2)	Wildland Res Mgt (Wildfire/Forest Mgmt.)		\$28,710.00
(3)	Cascadia Consulting (Community Engagement)		\$36,256.00
Subtotal Sub Consultants			\$75,721.23
Mileage			\$439.51
GPS Units			\$165.00
Subtotal Reimbursable Expenses			\$700.00
		Total	\$144,910.42



MARK UP AND COMENTS
FROM ST MECFS 4.30.24

SUMMARY OF PRELIMINARY RECOMMENDATIONS

HILLSIDE NATURAL AREA WILDFIRE RESILIENCE AND FOREST CONSERVATION MANAGEMENT PLAN

EL CERRITO, CALIFORNIA



LSA

April 2024

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MECFS request the document be undpated with certain specific items previously requested and agreed to but not updated in this most recent version.

Additionally, we have added specific coments and corrections throughout this docoment to be considered.

In multiple areas of this document there is a referance to defensible space of 100ft from structures. IN ADDTION to this, referance should be made to 100ft from property lines at a minimum, around entire HNA boarder fuel break. This should be corrected throughout the entire document.

The use of "minimum" is because in certain steep areas more than 100ft is require. for example 200-300 feet depending slope, fuel load, if there is critical infrastructure, etc. as is noted in the El Cerrito - Kensington Wild Fire Action Plan, addendum to Comunity Wildfire Protection Plan (CWPP), per section 4.

Referances to the EL CERRITO - KENSINGTON WILDFIRE ACTION PLAN (an adendum to the CWPP), need to be added.

The above referanced document is the ONLY known document to be adopted by the El Cerrito city council and multiple entites including EDFD, Dioblo Fire Safte, etc. Perscriptive recomendations in this 2024 HNA plan should inlcude language such as "and in conjuction with the most recent version of the EL CERRITO - KENSINGTON WILDFIRE ACTION PLAN, Addendum to CWPP". This was clarified by the ECFD reprasentative, FM Beckman in the 2023 public coment meeting and was confirmed CWPP would be included in this plan.

Other Missing Information

No referances to water system (Quil system?) at King Ct. entrance?

No referances to PG&E high voltage imideatly adjacent on south boarder?

No reference to being a Quarry?

Home vegetation management and harding, should refer to the citys current Vegetation Management Plan, from ECFD. (The city plan will be updated in an ongoing basis, and is not part of this HNA plan.)

Please see additional notes throught the document and new text inserted and underlined.



April 2024

Submitted to:

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

Prepared by:

LSA
157 Park Place
Pt. Richmond, California 94801
510.236.6810
Project No. 20231296

Funding provided by:



LSA

April 2024

Please note that references in introduction are inaccurate and we recommend be revised. An example would be the upper fuel break noted in the 1994 plan that was not implemented nor maintained.

Additionally we have added the underlined information, much taken from the fire report, to provide more emphasis on fire hazard concern.

INTRODUCTION

The Hillside Natural Area (HNA) is a valuable open space asset within the City of El Cerrito ("City") that is popular with residents and visitors for its recreational opportunities, scenic vistas and natural landscape. Over the last few years decade or more, community concerns regarding fire risk in the HNA and surrounding communities have significantly increased. The City has responded with ongoing and increased vegetation maintenance activities, completing work largely based on past planning efforts. However, a plan is needed to guide more robust, comprehensive, and balanced management of the HNA.

Fire hazard is a special concern in the El Cerrito Hillside Natural Area HNA - located in the center of El Cerrito. The area is located in the interface between wildlands and developed areas where fires may spread from wildlands to homes, possibly damaging structures or even threatening lives. These wildlands are also subject to increased ignition potential and fire spread from elevated levels of human activities because most fires in the coastal mountains are human caused. Because of the steep slopes and abundant fuel, along with hot dry temperatures and occasional strong winds, the risk of wildfire in and around the El Cerrito HNA is quite high. This Hillside Natural Area Wildfire Resilience and Forest Conservation Management Plan (Plan) provides a science-based framework and strategy to further guide the City's management and to aid in securing grant funding for priority management activities. Representing a locally-driven solution in partnership with community groups from El Cerrito, the Plan draws upon a site-specific assessment of conditions and constraints and formulates goals, objectives, and actions that are specific, measurable, achievable, relevant, and time-bound. This Plan represents a focus on forest conservation and vegetation management of the City-owned open space. However, it is important to recognize that addressing growing wildfire risks must also include actions residents take in their homes and neighborhoods. The City of El Cerrito embraces its leadership role in bringing diverse interests together to align and integrate fire prevention activities, coordinate investments in future resilience, and educate and engage our citizens.

VISION

Based on stakeholder feedback provided at the various community workshops and through the public survey, the following vision for the HNA was developed. El Cerrito's Hillside Natural Area is:

- a **premier recreational open space** offering multiple benefits of outdoor recreation, to be enjoyed by residents and visitors.
- a **SAFE fire-resilient, healthy natural landscape**, where the risk of wildfire can be managed with reduced fuel loads and the effective maintenances of strategic fuel breaks that enhance mitigation efforts in the event of a wildland fire situation
- a **natural, native-dominated plant community** where non-native and invasive species are managed and natural ecosystem function is high, supporting a variety of native, endemic, and rare species.
- embedded into **neighborhoods that are acutely aware of and responsive to risks of wildland fire** and who embrace defensive space and home hardening to make buildings and infrastructure more fire resistant.
- **maintained by joint efforts of the City and its residents** and is supported by outside funding from local, state, federal, and private partnerships.
- **managed adaptively to respond to changing conservation priorities and ecological conditions (due to climate change)**. Adaptive management supports the natural development of a climate- and fire-resilient natural landscape that provides crucial ecosystem services for the citizens of El Cerrito.

HOW WE GOT HERE

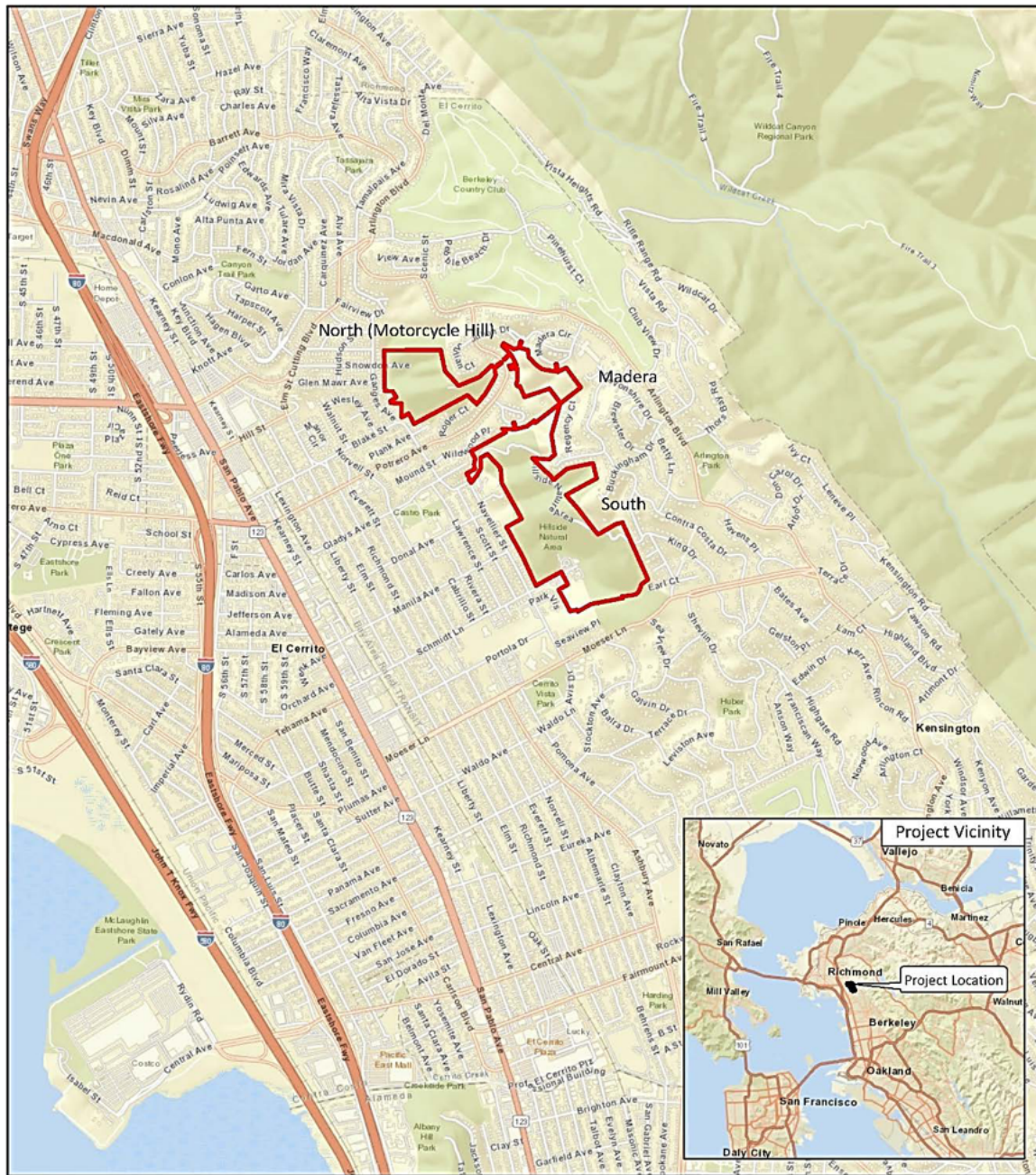
Community engagement

The City of El Cerrito planned an equitable and inclusive community engagement process with multiple opportunities for the broader community to provide input. **The Stakeholder Advisory Group (SAG)** served as a bridge between the community and City staff. **Public Workshops** raised awareness of the Plan's planning process and gathered priorities. Through facilitated breakout group discussions, stakeholders vetted the proposed management activities and assessment results. The public participated in an **Online Survey** yielding 358 responses. The City's **Project Website** provides citizens and stakeholders with project specific documents and information, including an overview of the Plan's purpose and progress, workshop dates and locations, access to the online survey, and the opportunity to directly engage with the planning team.

Studies and Assessments

As the lead consultant, LSA coordinated all required studies, including:

- A **Biological Resources Report** provides a CEQA-compliant identification of special-status species and their habitats, wetlands and other regulated waters, and other potential biological resource constraints to the Plan development (Figure 1). The report also provides recommended mitigation measures to address potential impacts to environmental resources.
- The **Fuels and Fire Hazard Assessment** identifies and develops a map of the vegetative fuel types in the Hillside Natural Area and its immediate environs. Using data on weather, topography, and fuel characteristics, wildfire behavior was modeled to assess the locations of long flame lengths, where tree crown scorch is likely, and where the resulting embers would land. Fire modeling and expert opinion of the local fire department personnel were combined to assess wildfire threat and risk, strategies, and opportunities. Because of the steep slopes and abundant fuel, along with hot dry temperatures and occasional strong winds, the risk of wildfire in and around the El Cerrito HNA is quite high. Long flame lengths and tree torching are expected for most of the area in the HNA; these pose threats to the hillside residences and the community. The level of risk (based on flame lengths, rate of fire spread and values at risk) are among the highest in the East Bay Hills. Vegetation management prescriptions are designed to be consistent with the overall goal of reducing wildfire risk and incorporating best management practices and procedures. The most recent version of the El Cerrito - Kensington Wild Fire Action Plan, CWPP addendum, will be used to guide these on going fuels reduction efforts.
- A **Cultural Resources Evaluation** includes the findings of a field survey, results from a Native American consultation/outreach, records of the California Inventory of Historic Resources, National Register of Historic Places, California Register of Historic Places (CRHR), California Historical Landmarks and California Points of Historical Interest. The report provides project-specific recommendations in conjunction with Native American concerns, and potential effects of project implementation.
- The **Hillside Natural Area Trails Report** evaluates the conditions of the existing fire roads and trails, surface and access restrictions, maintenance needs and potential expansion opportunities.

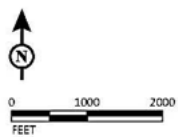


LSA

LEGEND

Project Site

FIGURE 1



SOURCE: Contra Costa County; Esri

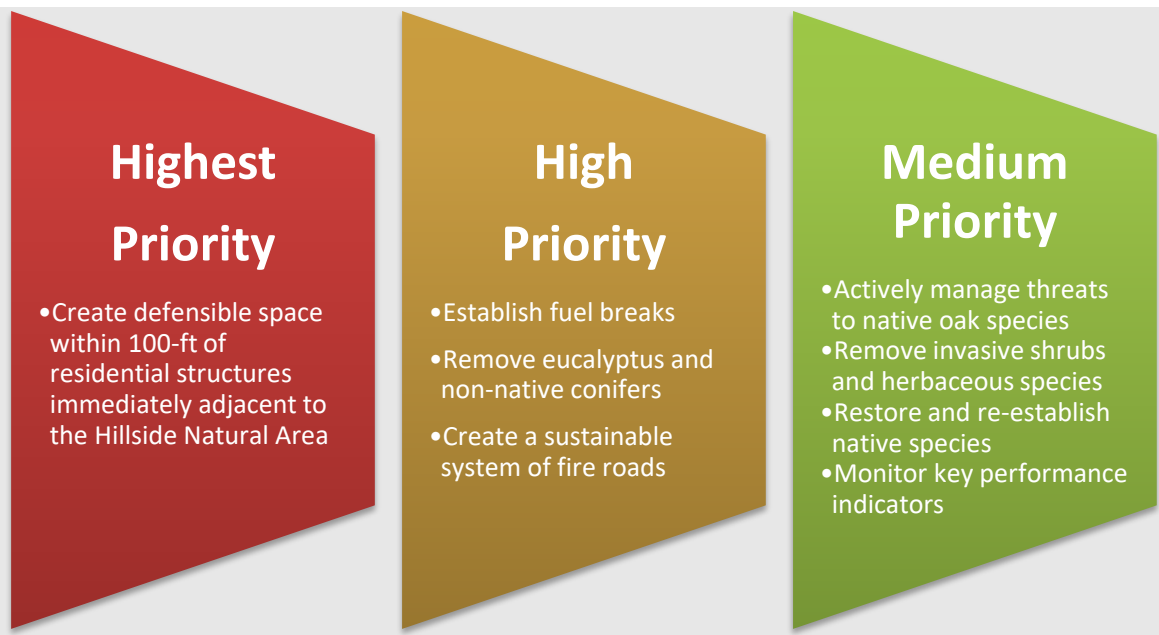
Wildfire Resilience and Forest Conservation Plan
Hillside Natural Area
El Cerrito, Contra Costa County, California
Regional Location and Management Units

Figure 1: Hillside Natural Area, El Cerrito



PRELIMINARY RECOMMENDATIONS

This summary presents a prioritized list of actions to reduce the risks and impacts of severe wildfire events in the HNA (Table 1). The Plan document provides more in depth discussion about each recommendation. The proposed actions are designed to minimize wildfire threats and vulnerabilities, while at the same time protecting the recreational and ecological values that the HNA offers. The proposed actions are based on current best practices to protect and improve ecosystem function, minimize soil erosion, and enhance recreational possibilities. **The following actions and recommendations incorporate the feedback received from community engagement touchpoints and the studies, assessments and best practices :**



Add Increased annual maintenance to maintain defensible space and fuel breaks.

Add Establish fuel breaks 100-ft minimum from property lines adjacent to HNA

Table 1: Summary of management actions, priority, location, prescriptions and implementation cost categories

Action	Priority	Location	Prescription	Lead Department	Cost Category
1: CREATE DEFENSIBLE SPACE	Highest	Within 100-ft of <u>property lines</u> immediately adjacent to the Hillside Natural Area	Promote Measure X to create defensible space on private parcels. Where structures are closer than 100 ft from the HNA, the City will implement defensible space clearing on the HNA within 100 ft of each structure property line.	El Cerrito Fire Department	\$\$
2: ESTABLISH FUEL BREAKS	High	Maintain existing fuel breaks and create new fuel breaks along the entire perimeter of the HNA <u>100 ft from property lines</u> .	Implementation consists of removing or pruning trees, shrubs, brush, and other vegetative growth as prescribed. All work will be accomplished by use of hand crews or mechanical equipment; supported by chippers and/or burning, <u>grazing</u> , as determined appropriate on a case-by-case basis.	El Cerrito Fire Department El Cerrito Public Works Department	\$\$\$
3: REMOVE EUCALYPTUS AND NON-NATIVE CONIFERS	High – medium, depending on location and cost	1. Motorcycle Hill, 2. Quarry Hill, 3. eucalyptus and other non-native trees between Kent Drive and Buckingham Drive, 4. nonnative invasive trees in the Madera property and 5. the Ken Smith grove, and potentially along riparian corridors (likely requires permit from CDFW).	Stand removal involves the removal of all standing trees and to prevent resprouting from the stump. Landings are typically needed to sort, store, and chip cut trees into mulch and spread or remove the material. Stump treatments may include herbicides and tarping. Slash may be burned or chipped. Latent seed stock may require follow up seedling elimination.	El Cerrito Public Works Department El Cerrito Fire Department	\$\$\$\$
4: CREATE A SUSTAINABLE SYSTEM OF FIRE ROADS & TRAILS	High – medium, depending on location	The highest priority is vehicular access along the Ridge and Forest Brown trails. Improvements to the top and bottom of Motorcycle hill are secondary priority. Details of this fire access road network will be developed in parallel with designing fuels treatments	Improved fire roads and trails are needed to facilitate implementing vegetation treatment projects and to provide firefighting equipment and personnel access to various parts of the HNA. Existing unimproved surface fire trails will be widened and recontoured where necessary to provide authorized vehicle access to treatment areas as well as for emergency vehicle and maintenance access.	El Cerrito Public Works Department El Cerrito Fire Department	\$\$\$
5: REMOVE INVASIVES	Medium	Throughout the HNA, wherever they are found. Single infestations are targeted first, followed by spot treatments and follow-up maintenance projects.	Remove invasive plants mostly hand. Mechanical treatments (grinding, shredding, chipping, mulching, or mowing) of understory shrubs or small trees in some places.	El Cerrito Public Works Department	\$\$

6: RESTORE AND RE-ESTABLISH NATIVE SPECIES	Medium	Prioritize areas where invasive species removals are complete. This include the removal of eucalyptus and conifer stands at motorcycle hill and Quarry Hill, but also shrub and grassland patches throughout the HNA where invasive species have been removed.	This Plan promotes passive restoration of plants from the existing native seedbank wherever possible. In some cases, active restoration of native plants is necessary following invasive plant control. Active restoration includes the initial reintroduction of the native, site-adapted species (grasses and shrubs). Preserving, enhancing, and expanding existing native grasslands sites is an important part of achieving this goal.	El Cerrito Public Works Department	\$\$\$
7: ACTIVELY MANAGE THREATS TO NATIVE OAK SPECIES	Medium	Throughout the existing oak woodlands at HNA.	SOD is present at the HNA but has not reached a high level of infection. Disease monitoring and selective removals is a critical component of this Plan. Conduct complete inventory of all mature oak and bay laurel trees for monitoring the progression of SOD within the HNA. Best management practices include limiting movement of host material or infested soil.	El Cerrito Public Works Department	\$\$
8: MONITOR KEY PERFORMANCE INDICATORS	Medium	Monitoring at the HNA will include the key indicators Resiliency, Recreation, Plan Review, and Public Relations.	Fire Behavior: Inspect fuel breaks at the HNA annually. Inspections of defensible space is another metric of the neighborhood resilience. Biodiversity: Monitor the HNA for the abundance and presence of key special status species, including Monarch butterfly and San Francisco Dusky Woodrat. Fire-Adapted Communities: Conduct FlamMap analysis of fire risk and behavior every 5-10 years as a means to pinpoint areas of deficiencies and to target vegetation treatments. Trail monitoring: Inspect all trails at least once per year to evaluate surface conditions. Plan Review: Provide a review and if necessary update to the Plan every 10 years. Public Relations: Provide multiple avenues for community engagement and feedback process that allows the community and stakeholders to support the City's management.	El Cerrito Public Works Department	\$

Add ECFD to inspect fuel breaks

This page needs to be reviewed, with consideration to "reference current version of ECFD Vegetation Management plan" regarding defensible space. The City has a separate vegetation management plan that should be noted, but is separate from this HNA plan. The mixing of HNA and home requirements may be confusing and is out of scope for this HNA plan.

ACTION 1: CREATE DEFENSIBLE SPACE WITHIN 100-FT OF RESIDENTIAL STRUCTURES IMMEDIATELY ADJACENT TO THE HILLSIDE NATURAL AREA

Defensible space is a term used to describe the careful selection, location and maintenance of vegetation and other combustible materials on the property. The purposes of a defensible space are to minimize fire pathways to the house and to reduce potential heat exposures to structure components.

Priority: Highest

Where residential structures are closer to the HNA than the required 100 feet, collaborate with property owners to implement defensible space clearing on the HNA to the legal standards (Senate Bill 63¹). These include the maintenance of defensible space of 100 feet, with more intense fuel reductions being used between 5 and 30 feet around the structure (Figure 2).

Location

Portions of the HNA where residential structures are closer than 100 ft from the HNA boundary will be the main target of creating extended defensible space (e.g., Kent Court, Douglas Drive, Wildwood Place, Navellier St., and Park Vista).

Prescription

The City will manage defensible space clearing in those portions of the HNA that are 100 ft or less from a structure on an adjacent lot and will seek funding opportunities. All work will be confined to the City-owned HNA lands. In addition, the City will support and assist homeowners in applying for the Contra Costa County Wildfire Mitigation Program participation to assist in implementing vegetation management on their parcel within 100 ft of residential structures.



Figure 2: Defensible Space Management

¹ https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=202120220SB63

ACTION 2: ESTABLISH FUEL BREAKS

Fuel breaks are a strip or block of land on which the vegetation, debris and detritus have been reduced and/or modified to control or diminish the risk of the spread of fire crossing the strip or block of land¹.

Priority: High

Shaded Fuel Breaks (Figure 3) are the most common and are often seen adjacent to high value resources (homes, structures) and high risk ignition sources (power lines, roads). They remove understory plants and leave a canopy to keep the forest surface cool and suppress understory plant growth.

Location

Establish fuel breaks at several locations throughout the HNA to enhance mitigation efforts in the event of a wildland fire situation. Locations recommended for establishment of fuel breaks are around the entire perimeter of the HNA a minimum of 100 ft from property lines, with priority given to areas where high fuel loads occur in close proximity to neighboring parcels. These include ridgetops at Motorcycle Hill, the Madera property and the HNA South within the wildland-urban interface (see Figures 1 and 4).

Prescription

Implementation consists of removing or pruning trees, shrubs, brush, and other vegetative growth ~~with less than 6 inches of diameter~~ as prescribed. All work will be accomplished by use of hand crews, biological treatment or mechanical equipment; supported by chippers and/or burning as determined appropriate on a case-by-case basis. It is likely that the work will be done using contracted services. The preferred width of a shaded fuel break along a ridge top or adjacent to one is approximately 100-300 feet where vehicular access is available. Where Eucalyptus trees of any size are located within a fuel break, these will be removed by felling and subsequent stump treatments to prevent resprouting. Eucalyptus trees will be removed from the fuel break site to be burned or chipped. All slash and cut material should be removed from the site. Individual specimen of rare or desirable native species (e.g., flowering/nectar sources) may be retained within a shaded fuel break provided there is a horizontal separation between plants of 3 to 5 times the height of the residual plants and the residual plants are not within the drip lines of an overstory tree. Typically managing vegetation in this manner also provides greater opportunities for pollinators through creation and maintenance of an open woodland with a variety of flowering vegetation. Stands of native grasslands shall be avoided during fuel treatment activities.

The most recent version El Cerrito - Kensington Wildfire Action Plan / CWPP should be used to implement these fuel reduction activities.



Figure 3: Shaded fuel break

Add "a minimum of 100ft from property lines"

Add
selective
grazing

Add CWPP
Reference

¹ USDA-NRCS Conservation Practice Standard 383, <https://efotg.sc.egov.usda.gov/api/CPSFile/2090>

ACTION 3: REMOVE EUCALYPTUS AND NON-NATIVE CONIFERS

Remove all invasive, flammable tree species from the HNA, with special emphasis and priority on Eucalyptus and Monterey pine (Figure 2).

Priority: High

Location

All existing eucalyptus groves at the Hillside Natural Area (Figure 4) should be prioritized for removal as soon as practicable. These priorities include: 1. the extensive eucalyptus stand at Motorcycle Hill, 2. the southeast rim of the quarry (Quarry Hill grove), 3. eucalyptus and other non-native trees between Kent Drive and Buckingham Drive, 4. nonnative invasive trees in the Madera property and 5. the Ken Smith grove. Eucalyptus at the Ken Smith grove are of a lower priority, due to their small stand size and relatively isolated location within the HNA. The Ken Smith grove is well-suited for a phased conversion to a native oak stand.



Prescription

Removal strategies are complex as they involve falling very tall, dense trees, onto a forest floor littered with strips of bark, leaf debris, and often a field of stumps. No removal of oaks or other native trees is anticipated unless they pose a hazard to logging crews or recreationists. Stand removal involves the removal of all standing eucalyptus and interspersed non-native trees. Equipment would be staged, fueled, and maintained at landings or fire roads while contractors are mobilized. Material stockpiling and staging areas would be located in existing rights-of-way or at designated disturbed/developed areas. It is anticipated that at least 1 landing is needed at Motorcycle Hill and at Quarry Hill, respectively (Figure 4).

leave as
hazard, with
no limitation

Although native plants are typically sparse in the understory of eucalyptus, there are some native shrubs and herbaceous plants present within all eucalyptus stands at the HNA. Any native vegetation (except cape ivy, periwinkle, eucalyptus seedlings, and other non-native invasive species) shall not be removed, although some may be unavoidably damaged or destroyed in the tree removal process. To minimize disturbance to riparian habitat occurring adjacent to treatment areas, riparian areas shall be clearly delineated by a qualified biologist. To prevent re-sprouting of eucalyptus, stumps will be ground down or a qualified licensed pest control applicator shall apply an herbicide solution to the freshly cut tree stump within a few minutes of felling. Semiannual follow-up treatments would involve strictly controlled low-volume foliar spray mix applied to any re-sprouted foliage. Where herbicide application is not recommended (riparian areas, near seeps or rare plants), tarping of stumps may be applicable.

Add information or another map similar to the Fire Hazard Management Units found in the 1994 El Cerrito Hillside Natural Area Fire Hazard Reduction Plan (page 9 and 10)



LSA

LEGEND

Project Site

Stream/Drainage

Vehicle Accessible Trail

Foot+Bike or Foot-only Trail

Eucalyptus Grove

Landing/Processing Site



0 300 600
FEET

SOURCE: Contra Costa County; Esri.

J:\20231296\GIS\MXD\Bio Report\Figure 14_Eucalyptus Groves and Landing Sites.mxd (2/23/2024)

FIGURE 17

*Hillside Natural Area Wildfire Resilience and
Forest Conservation Management Plan
El Cerrito, Contra Costa County, California
Eucalyptus Groves and Landing Sites*

Figure 4: Non-native tree removal areas, Hillside Natural Area, El Cerrito

ACTION 4: MANAGE A SUSTAINABLE SYSTEM OF FIRE ROADS AND TRAILS

A sustainable trail system is a wide array of well-planned, well-designed, well-constructed, and well-managed fire roads and trails that are supported by a mosaic of public and private interests.

Priority: Medium

Location

Details of this fire access road network (Figure 5) will be developed in parallel with designing fuels treatments.

Prescription

Fire access needs and priorities: Existing fire roads should be widened and recontoured where necessary to provide vehicle access to treatment areas as well as for emergency vehicle and maintenance access. The main emphasis is to improve/widen fire road access at Potrero Ave. and King Court, add vehicular access to Motorcycle Hill along the Castro Trail and improve existing roads to enhance emergency equipment response. Improvements may include widening, spaced turnouts, turnarounds, and road base application that supports a 75,000 lbs. apparatus Gross Vehicular Weight Rating and would require engineering and design.



The HNA
is open
to pedestrian
traffic ONLY

Recreational trails. It is recommended that the City work with different user groups (e.g., hikers, bikers, trail runners, wheelchair users) to ensure that trails serve the widest possible user spectrum (i.e., multi-use trails). Designation of the road and trail system and subsequent management actions should occur through transparent and collaborative decision-making processes. Recommended guidelines for trail and road improvements are as follows:

- Avoid or mitigate Impacts to the natural environment from the road and trail system
- Situate trails at adequate distances from streams to protect riparian and aquatic habitat and wildlife corridors.
- Where possible, improve trails using existing trail alignments to reach vista points and other scenic attractions of the HNA.
- Design roads and trails so that their surfaces, grades, cross gradients, sight distances, width, curves, vegetation clearance, and other specifications are consistent with anticipated uses.
- Evaluate improvements to recreation infrastructure, such as resting spots, benches, parking, and signage, and facilitates both visitor enjoyment and engage stakeholders in evaluation.
- Incorporate sustainability and maintenance considerations.

Reference current El Cerrito - Kensington Wildfire Action Plan related to fire access and evacuation routes.

Remove reference to "Bike" the HNA is open to pedestrian traffic only.



LSA

LEGEND

- Project Site
- Vehicle Accessible Trail
- Foot+Bike or Foot-only Trail
- Recommended to be made Vehicle Accessible



0 300 600
FEET

SOURCE: USGS The National Map (04/2023).

J:\20231296\GIS\MXD\Bio Report\Figure 10_Trail Map.mxd (4/11/2024)

FIGURE 10

*Hillside Natural Area Wildfire Resilience and
Forest Conservation Management Plan
El Cerrito, Contra Costa County, California*

Trail Map

Figure 5: Fire roads and trails, Hillside Natural Area, El Cerrito

ACTION 5: ACTIVELY MANAGE THREATS TO NATIVE OAK SPECIES

Actively manage threats to native oak species so the natural ecosystem function is high, supporting a variety of native, endemic, and rare species.

Priority: Medium

Location

Throughout the existing oak woodlands at HNA (Figure 6).

Prescription

Best Management Practices: There is currently no effective way to control Sudden Oak Death (SOD) or eliminate it from an affected woodland. SOD is present at the HNA but has not reached a level of high infestation to date. Best management practices (BMPs) in wildlands and urban-interface zones include limiting movement of host material or infested soil. Possible treatments include pruning, host removal, thinning, and California bay laurel (host plant) removal in combination with pile and broadcast burning. It is recommended to leave infested material on site, chipping the small material for use as ground cover and using larger pieces for firewood¹. Removing plant debris from the site is not recommended. The complete removal of all California bay laurel trees within the HNA is not recommended. As a precaution against spreading the pathogen, cleaning and disinfecting of all tools, boots, gloves and vehicles after use on confirmed or suspected infested trees or in known infested areas is highly recommended.



Tree inventory. The complete inventory of all mature oak and bay laurel trees is a recommended first step in monitoring the progression of SOD within the HNA. A tree inventory is conducted by a trained biologist, arborist or forester and includes a record of location and characteristics of each individual tree. At a minimum, attributes should include tree location, species, size, health condition, tree risk rating, and maintenance needs. All inventoried trees are permanently marked and numbered to facilitate individualized recording of infection and localization of diseased trees. Therefore, the inventory should be linked to a geographic information system (GIS) and be updated regularly.

¹ J. M. Alexander, and S. V. Swain, 2010. Pest Notes: Sudden Oak Death, UC ANR Publication 74151, <https://ipm.ucanr.edu/PMG/PESTNOTES/pn74151.html>

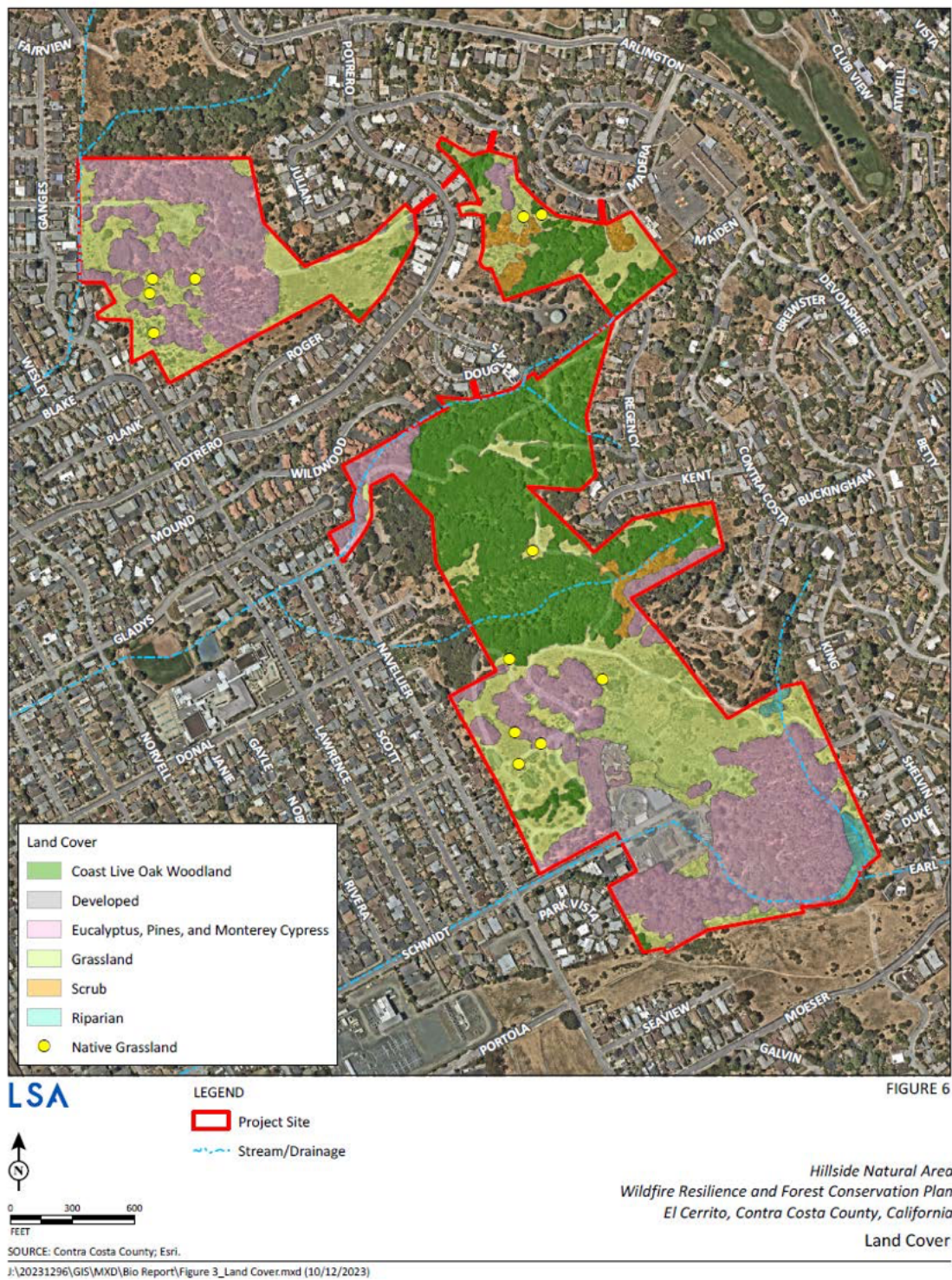


Figure 6: Vegetation Communities, Hillside Natural Area, El Cerrito.

ACTION 6: REMOVE INVASIVE SHRUBS AND HERBACEOUS SPECIES

Remove invasive shrubs and herbaceous species to restore high ecosystem function, supporting a variety of native, endemic, and rare species. Common invasive species at the HNA include acacia, cardoon, cotoneaster, Crofton weed, fennel, French broom, thistle, pampas grass, pittosporum, and young mayten, eucalyptus and Monterey pine. Physical control of weeds at the HNA is desirable and achievable.

Priority: Medium

Location

Invasive species are found throughout the HNA.

Prescription:

Invasive species management at the HNA will be implemented using a variety of methods as follows:

- **Hand Labor Treatment:** Hand labor treatment includes methods such as pulling, digging, scraping, cutting, girdling, frilling or drilling the cambium layer of woody species, or mowing grassy species with a string mower. Hand treatment is appropriate for small weed infestations or highly localized infestations. Local stakeholder groups have used volunteer efforts incorporating hand labor treatment with considerable effectiveness, especially for French broom.
- **Mechanical Treatment.** Mechanical treatments use mechanized equipment to remove above ground vegetation and include mowing and brush cutting, as well as the use of chainsaws, grinders, backhoes, or bulldozers. Mastication is the grinding, shredding, chipping, mulching, or mowing of understory shrubs or small trees, using a front- or boom- mounted rotary head attached to a wheeled or tracked vehicle.
- **Prescribed Burning .**“Prescribed fire is the use of fire under predetermined conditions to achieve specific objectives. Prescribed fire is incredibly versatile and can be used under different weather conditions and during different times of year to accomplish a wide range of land management objectives¹.” Prescribed burning includes broadcast burns to cover large areas or pile burns to remove cut debris. The principle of burning to remove invasives is to reduce the seed protection of the invasive species and kill the seeds in the soil.
- **Chemical Control.** Herbicides can be extremely effective tools when used to control invasive species. In order to minimize environmental risks, the application of herbicides at the HNA is limited to direct application on eucalyptus or other woody invasive species stumps and resprouts. Spray application for widely occurring herbaceous weeds is not recommended. Application of herbicides in the HNA must be under direct supervision and control of a Licensed Applicator pursuant to the CDPR regulations.



¹ <https://ucanr.edu/sites/fire/RXFire/Benefits/>

ACTION 7: RESTORE AND RE-ESTABLISH NATIVE SPECIES

Native plant species are best suited in ecological restoration because they are adapted to local climate and soil conditions, require less management during establishment and support a broad variety of local animals, microorganisms and other plants.

Priority: Medium

Location

Native vegetation restoration will be focused in areas where initial invasive species removals are complete. This includes areas where eucalyptus and conifers were removed, but also shrub and grassland patches throughout the HNA where invasive species, diseased or dead trees have been removed.



Prescription

Passive restoration of vegetation communities from the existing native seedbank will be encouraged wherever possible. In some cases (e.g., after eucalyptus removals), active restoration of native plants is necessary following invasive plant control. Active restoration includes the initial reintroduction of the native, site-adapted species (grasses and shrubs). Costs of native vegetation community restoration can be high, depending on site characteristics and technical approaches.

Native grassland restoration is expensive, mainly due to the cost of seeds and the variability in success. Preserving, enhancing, and expanding existing grasslands sites is an important part of restoration at the HNA.

Maintenance. Restored native vegetation communities that require little or no maintenance after the original establishment are likely to provide maximum benefits for minimum cost. Overall, prospects for sustainability result from a combination of site qualities (e.g., existing populations of understory plants), management (e.g., weeding, thinning, burning and grazing) and the frequency and severity of disturbance.

ACTION 8: MONITOR KEY PERFORMANCE INDICATORS

Tracking the effectiveness of ecosystem restoration and wildfire resilience projects is important to inform ongoing management, made adaptive decisions and document progress toward individual restoration project goals.

Priority: Medium

It is recommended that monitoring at the HNA includes major indicators, such as Resiliency, Recreation, Review, and Public Relations.

Resiliency

Fire Dynamics. The HNA should be inspected annually for the following conditions: (a) ladder fuels are removed and tree or brush canopies will not sustain fire, and (b) the contiguous fuels arrangement is interrupted (i.e., no large fallen trees, or other fuel accumulations).

Biodiversity. It is recommended that the City contracts with a qualified biologist to monitor special status species, including Monarch butterfly and San Francisco Dusky Woodrat every 3-5 years. Every ten years, the vegetation communities of the HNA should be mapped. In addition, general biodiversity surveys, such as Christmas bird counts, plant lists and bio-blitzes are encouraged to monitor the biological diversity of the HNA.

Fire-Adapted Communities. As funding and resources are available, the City should contract with a wildland fire specialist to conduct a FlamMap analysis of fire risk and behavior every ten years as a means to pinpoint areas of deficiencies, target vegetation treatments and to document its progress in making the HNA fire resilient.

Forest Disease Monitoring and selective removals. SOD monitoring should be conducted annually to rapidly and accurately determine where the pathogen and disease are located within the HNA.

Recreation

Trail monitoring. It is recommended that the City coordinates with stakeholder groups to conduct a trail inventory at least once per year.

Review

Adaptive management. It is recommended that the City review and update the Plan if necessary every ten years in consultation with experts in the field and stakeholders.



Public Relations

Public Relations, Partnerships and Education. It is recommended that the City maintains a webpage related to the HNA plan that includes updates on trails and management activities, as well as educational or recreational events organized by the City. Given funding and resources, it is recommended that the City periodically revisits opportunities to conduct additional engagement, such as education about fire protection and conservation activities and guidance for volunteer organizations. As the City develops and implements any new strategies, the City will develop appropriate monitoring approaches and metrics.

From: [Robin Mitchell](#)
To: [City Clerk](#)
Subject: Public Comments - Agenda Item # 6A
Date: Monday, June 3, 2024 8:35:10 PM
Attachments: [Comments on "Summary of Preliminary Recommendations_ Hillside Natural Area Wildfire Resilience and Forest Conservation Management Plan", LSA, April 2024.pdf](#)

Caution! This message was sent from outside your organization.

Mayor and City Council Members,

I have attached a PDF document with the comments I have made regarding the HNA Management Plan that I submitted during the public comment period on the plan.

I made several points in that document, including the following:

- There need to be clear boundaries for the entire HNA that describe the combination of the defensible space from residential structures and the fuel breaks.
- There needs to be a transparent, public process whenever a project is planned under this management plan, so that local community scientists can participate in the effort to make it ecologically sound as well as effective in terms of fire resilience.
- The "certified biologist" for each project must consult the information collected in the various tools (iNaturalist, eBird, etc), from local bioblitzs and other community science efforts, as many of the participants in those efforts are experts in their field (for example, a botanist from the California Native Plant Society (CNPS), an entomologist from UC Berkeley, an expert birder from the San Francisco Bird Alliance, etc).
- A "living" document of Best Management Practices needs to be created and maintained over time, and referenced each time a project in the HNA is considered.

One excellent example of how these projects could proceed in a very collaborative manner happened a few weeks ago on the Madera section of the HNA, quite by chance.

A resident whose property backs onto that part of the HNA, who has worked on removing invasive French broom in the area, and has participated in the recent bioblitzs organized by the El Cerrito Trail Trekkers this spring, happened to notice that there was work going on to create a fire break. This work was requested by a local homeowner who had obtained Measure X funding, and a contractor had been hired to do the work in coordination with the El Cerrito Fire Department.

The resident talked to the contractor, and asked if it was possible to flag some of the native plant species in the area, so that the contractor could mow around those areas. The contractor agreed, and the resident, along with a botanist from CNPS, worked with the contractors to flag the native plant areas, and the contractor mowed around those areas.

The fuel break effectiveness was not impacted by this work, and native species were protected.

This is the type of collaborative effort that can happen if the projects are publicly noticed, local community scientists with deep knowledge and expertise about the HNA are contacted, and there is collaborative work between the project certified biologist, the local community experts, and the people creating the fire breaks and defensible space.

I would hope that a process like that can be formalized as part of the final version of this HNA Management Plan.

Thank you.

Robin Mitchell
El Cerrito resident
Email: [REDACTED]

Comments on

“Summary of Preliminary Recommendations: Hillside Natural Area Wildfire Resilience and Forest Conservation Management Plan”, LSA, April 2024

Submitted: 5/1/2024

Submitted by: Robin Mitchell

Action 1: Create Defensible space within 100-feet of residential structures immediately adjacent to the Hillside Natural Area

Comments:

1. Because most residential structures on private property next to the HNA are less than 100 feet from the HNA boundary, it seems clear that there will be significant clearing on the HNA property to maintain this requirement of 100 feet from the structures on private property.
2. Because of the creation of this defensible space within the HNA boundaries, in order to satisfy the requirement for defensible space for private property, **a map needs to be created to show exactly what that defensible space will look like on the HNA side of the private property boundaries, including contours and satellite views.**
 - a. That map should be **publicly available on the city’s website**
 - b. If it is not possible to create that map for the entire HNA all at once, it should be developed for each project that involves creating that defensible space. That way, over time, a complete map will be generated.

Action 2: Establish Fuel Breaks

Comments:

1. The recommendation is to have a fuel break around the entire perimeter of the HNA.
 - a. Even though the action talks about shaded fuel breaks, the actual language specifying “fuel break” doesn’t include “shaded” in most cases
 - b. The language should be changed from “fuel break” to “shaded fuel break”.
2. The recommended width is 100-300 feet. There is a big difference between those two values and there is no explanation about what the criteria is that would be used to determine what the size of the fuel break should be. This criteria needs to be made clear in the plan.
3. How will it be possible to avoid disturbing riparian areas if there is a shaded fuel break around the entire perimeter of the HNA?
4. This is another reason that **it is necessary to generate a map which is publicly available and shows the exact boundaries of the shaded fuel breaks around the entire perimeter, including contours and satellite views.**
 - a. **There needs to be clarification about the fuel breaks to indicate whether the clearing for defensible space from Action 1 is in addition to the fuel break, or whether the defensible space requirement can be added to the fuel break dimension to meet the fuel break requirement.**
5. “Individual specimen of rare or desirable native species may be retained within a shaded fuel break...”
 - a. The rare specimens will be listed for the CEQA analysis
 - b. **The “desirable native species” should be accurately mapped and documented (such as iNaturalist or a derivative database of biodiversity hotspots in the HNA), and**

marked with flagging (that is maintained over time, which can be done by expert volunteers), so that those areas are known to the city and their contractors who will be creating (and presumably maintaining) those field breaks.

6. Stands of native grasslands shall be avoided during fuel treatment activities
 - a. This requires that those **areas of native grasslands be accurately mapped and flagged** on the ground. This can be done with the significant help of the expert volunteers that have been contributing to the HNA bioblitz projects.
7. The need for accurate mapping and flagging of native species was clearly demonstrated this week (**April 29 and 30, 2024**, and presumably through the rest of the week), when an observant resident, who has been participating in the HNA bioblitz projects, discovered that the **El Cerrito Fire Department had 13 contractors mowing a 100' perimeter at the HNA property line in the Madera area.**
 - a. She rushed to the area to flag various native plants that were going to be mowed before they were able to set seed.
 - b. This is how native species are extirpated, ie, when they flower and are destroyed before they can set seed.
 - c. She recruited another person to help flag the native plants, a person who is an expert in natives from the East Bay Chapter of the California Native Plant Society.
 - d. She was also able to convince the contractors to leave an unmowed area 5' around those marked plants.
 - e. The El Cerrito Fire Department was cooperative in terms of protecting these plants, which is much appreciated.
 - f. However, it points out the need for public notice when these efforts are going to take place so that the expertise of the local volunteers, which is considerable, can have at least a day to mark the areas to avoid.
 - g. If she hadn't discovered the project and taken the time, during the day, during the week, to mark the native plant areas, those plants would have been destroyed before they could set seed for next year.
 - h. This also indicates a need for
 - i. **Documented best practices for protocols on timing and heights of mowing to protect species**
 - ii. **Protocols for formal notice before mowing**

Action 3: Remove Eucalptus and Non-Native Conifers

1. I am in **full support** of this action
2. 2nd paragraph, 2nd sentence:
 - a. "Any native vegetation (except cape ivy, periwinkle, eucalyptus seedlings, and other non-native invasive species) shall not be removed."
 - i. This sentence is a little odd – none of the plants in parentheses are native, so it should probably be reworded so as not to be confusing.
3. "Riparian areas shall be clearly delineated by a qualified biologist"
 - a. Another reason **to generate a map which is publicly available and shows the exact boundaries of the riparian areas, as well as the defensible space and shaded fuel breaks and how they relate to the delineated riparian areas, including contours and satellite views.**
4. Monitoring
 - a. It is very important to carefully monitor the areas where invasive species have been removed, at least every 2 years.

- b. This can be done with the help of the expert community scientists that have contributed to the various bioblitz projects over the years. **An ongoing list of these groups should be referenced by the plan and maintained over time by the city**, including, but not limited to
 - i. **Friends of Five Creeks**
<https://www.fivecreeks.org/>
 - ii. **El Cerrito Trail Trekkers**
 (who organized the 2024 City Nature Challenge Bioblitz in the HNA)
<https://www.ectrailtrekkers.org/hillside-natural-area.html>
 - iii. **El Cerrito Environmental Quality Committee**
<https://www.el-cerrito.org/104/Environmental-Quality-Committee>
 - iv. **UC Berkeley Scientists**
 - v. **East Bay Chapter, California Native Plant Society** which maintains a database of rare and unusual plants
<https://ebcnps.org/ebrare-plant-database/>
 - vi. **Golden Gate Bird Alliance**
<https://goldengatebirdalliance.org/>

Action 4: Manage a Sustainable System of Fire Roads and Trails

1. Fire Access needs and priorities:
 - a. I support the recommendations to develop good fire roads to allow emergency vehicles to access the needed areas in the HNA for fire protection.
2. Recreational trails
 - a. I support the recommendations.

Action 5: Actively Manage Threats to Native Oak Species

1. The recommendations contain specific protocols for dealing with Sudden Oak Death. It is preferable to **have a “living document” that is referenced from the plan and updated over time as the science of SOD management develops.**
2. The plan should contain specific references to the **Garbaletto lab at UC Berkeley**, as they are one of the leading researchers of SOD, and are continually refining their recommendations for managing it.
 - a. <https://nature.berkeley.edu/matteolab/>
3. **Tree Inventory**
 - a. **This is extremely important**
 - b. Presumably, our existing Treekeeper mapping tool can be used to house this additional tree data, possibly with grant funding to supplement the existing inventory:
<https://elcerritoca.treekeepersoftware.com/index.cfm?deviceWidth=1920>
 - c. It will be important to test the trees (Bay Laurel in particular) with the protocols used in the UC Berkeley SOD Blitz to determine if the trees are infected. The SOD map maintained by UC Berkeley may be useful in tracking this data, although our own tree database should be the source of truth for the HNA.
https://nature.berkeley.edu/matteolab/?page_id=148
 - d. This inventory should be evaluated and updated as needed **annually**.

Action 6: Remove Invasive Shrubs and Herbaceous Species

1. Hand labor treatment

- a. Continue to use volunteer groups to use hand methods to control these species. Try to expand these efforts as possible
 - i. **In the plan, require the city to publicly notify all city residents of these projects**, since many times these work parties are not well advertised and could provide many more people if properly noticed to city residents.
- 2. Mechanical treatment
 - a. It is important to **establish Best Practice protocols for various mechanical treatments**
 - i. **Mowing:** For example, it is important to establish protocols for timing and height of mowing of invasive species
 - 1. One example is the city **mowing French broom too close to the ground**, which does not stop the plant from growing, but reduces the stem height, so that it is very difficult for the “French broom pull” volunteers to hand pull the resulting short-stemmed, brushy broom with the preferred weed wrenches, because **there is not enough stem to grip with the wrenches**.
 - ii. **Mastication:** it is important to make sure that during the mastication process, native plants are not trampled or covered with chips, which will potentially lead to their extirpation.
 - 1. This illustrates the **need to have a good database of native species, collected by community scientists, such as those who have participated in the recent bioblitz projects. These areas should be clearly delineated on maps and flagged on the ground.**

Action 7: Restore and Re-Establish Native Species

- 1. While it is important to try to restore native ecosystems when they are destroyed by invasive species removal, wherever possible it would be better to try to keep the existing native species and work around them.
- 2. This leads, once again, to the creation of documented information about the native species (in particular plants but not limited to them) that exist in all areas of the HNA.
 - a. This includes, once again, good maps, and a good database of native species.
 - b. As Brian Richmond said in the 2nd SAG meeting, in the chat, **“We would love to have a city repository for biodiversity data, where summaries or links to databases (like iNaturalist) can be hosted”**.
 - i. **The city has an amazing number of experts in various fields that have been participating in the bioblitz projects, including native plant specialists from CNPS, an entomologist from UC Berkeley, a bird expert from the San Francisco Bird Alliance, etc.** (See Action 3, comment 4.b above for a sample list)
 - ii. These experts are continually collecting data about the species in the HNA, and contributing it to iNaturalist and eBird, as well as other data sources that the city should be able to access.
 - iii. **This data needs to be included in the repository of information that is used by biologists when they are assessing the impacts of a specific project, beyond the specific CEQA requirements for just rare and endangered species.**

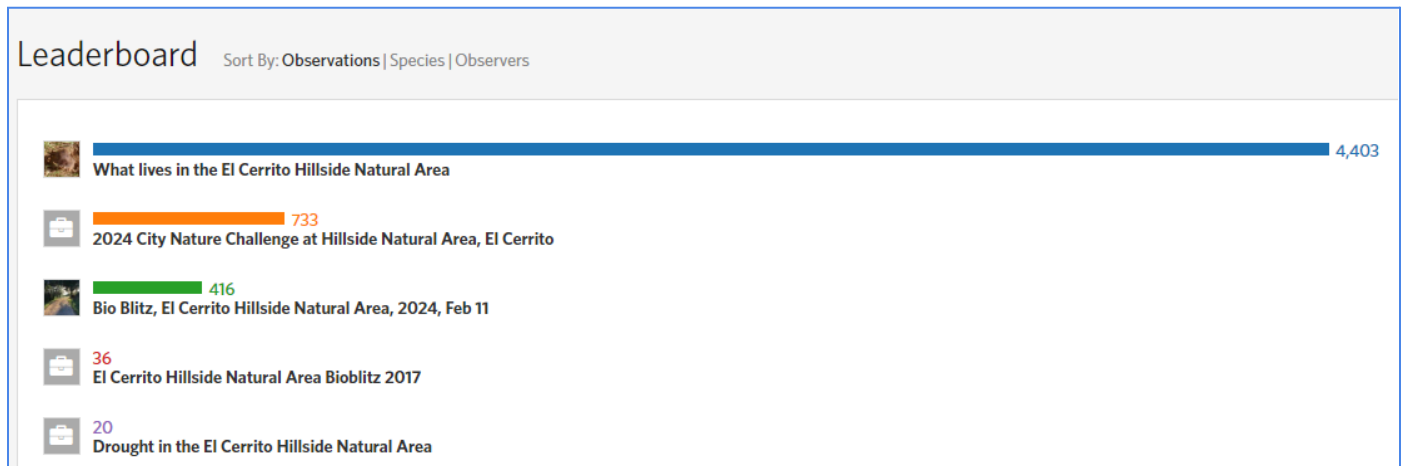
Action 8: Monitor Key Performance Indicators

1. This is extremely important and should be a priority when procuring funds for HNA projects.
2. Biodiversity
 - a. Contracting with a qualified biologist to monitor special status species every 3-5 years
 - i. **This effort can be greatly enhanced by support from the community scientists mentioned above.** This is mentioned in the recommendations, but I would suggest it be stated in an even stronger light, ie, **the qualified biologist is required to contact the community scientists involved in the collection of data from bird counts, bioblitz projects etc.**
 - ii. This monitoring should be every **3 years at a minimum.**
 1. **If the citizen science community identifies a situation before the 3 year monitoring requirement, the city will hire a biologist to investigate the situation they have discovered.**
 - iii. There are several repositories of community science data relating to the HNA

1. iNaturalist projects

a. El Cerrito Hillside Natural Area

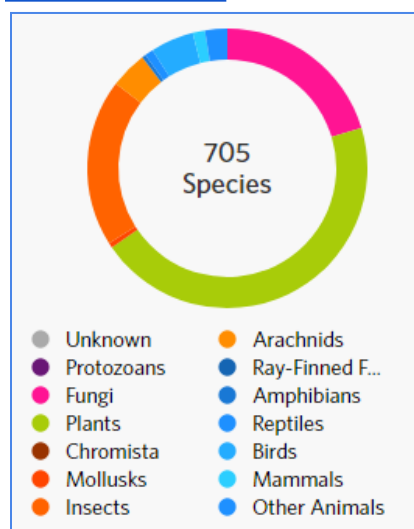
This is a leaderboard that includes all the other iNaturalist projects in the HNA



b. What lives in the El Cerrito Hillside Natural Area

4,400+ observations, 705 species, 752 identifiers, 254 observers

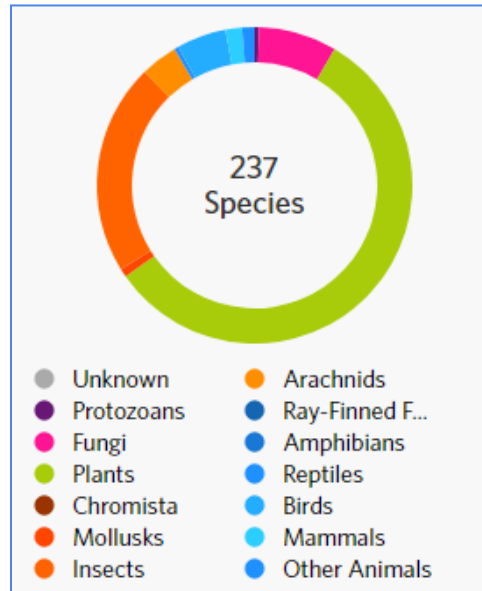
<https://www.inaturalist.org/projects/what-lives-in-the-el-cerrito-hillside-natural-area>



c. **2024 City Nature Challenge at Hillside Natural Area, El Cerrito**

733 observations, 237 species, 90 identifiers, 23 observers

<https://www.inaturalist.org/projects/2024-city-nature-challenge-at-hillside-natural-area-el-cerrito>



d. **The Natural World of El Cerrito and Environs**

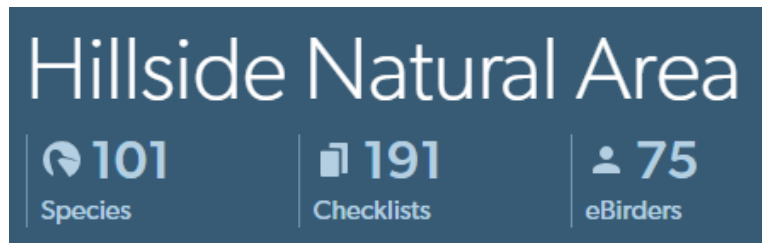
1534 observations, 590 species, 297 people

<https://www.inaturalist.org/projects/the-natural-world-of-el-cerrito-and-environs>

2. **eBird**

a. Hillside Natural Area, considered a “hotspot”

<https://ebird.org/hotspot/L2812849>



3. Fire adapted communities

- The city should **contract with a wildland fire specialist to conduct analysis of fire risk and behavior at a minimum every 5 years (not 10)**, and possibly more often depending on the circumstances and events inside the 5 year timeline.

From: [Gary Prost](#)
To: [City Clerk](#)
Subject: Public Comments - Agenda Item 6A: Update on the Hillside Natural Area Fire Resilience and Forest Conservation Management Plan
Date: Tuesday, June 4, 2024 11:01:30 AM

Caution! This message was sent from outside your organization.

Honorable Mayor and Council,

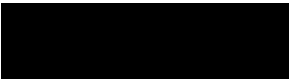
As a member of Make El Cerrito Fire Safe, I would like to point out several deficiencies in the HNA Fire Resilience Plan that you should request be modified or corrected.

Among the main recommendations regarding Fuels and Fire Hazard Assessment:

- 1) the **HNA boundaries on all maps are incorrect** in places and should be corrected. For example, the eastern border near Earl, Duke, Baroin, and King Courts is actually farther east.
- 2) In the section describing Wildfire History, the fires that occurred on 10-6-2020, 10-17-2023, and 11-2-2023 are not included. All three of these fires are likely human-caused.
- 3) There is no reference to the **El Cerrito - Kensington Wildfire Action Plan** (2017), adopted by the city. This should be referenced, particularly concerning the Highest Priority and High Priority items that should be consistent between plans and policies.
- 4) Highest Priority items should include a) annual maintenance by the city and b) a fuel break that should extend **100 ft from property lines**
- 5) The Plan should reference an "El Cerrito vegetation management standard" rather than a static guide that may change in the future
- 6) There should be a **300 ft fuel break from the PGE power lines** along the southern edge of the HNA
- 7) **Remove "bikers"** from the document, as HNA is posted as pedestrian only
- 8) Refer to **"fire safety" rather than "fire resilience."** Resilience is the ability to live with or recover from a fire. We don't want to have a fire.
- 9) It would be helpful to **have a map illustrating the areas designated for shaded fuel breaks**, similar to the Fire Hazard Management Units maps in the 1994 El Cerrito Hillside Natural Area Fire Hazard Reduction Plan.

Thank you for your consideration,

Gary Prost

 El Cerrito, CA 94530

From: [Scott Tipping](#)
To: [City Clerk](#)
Cc: [Scott Tipping](#)
Subject: Agenda Item 6A: Update on the Hillside Natural Area Fire Resilience and Forest Conservation Management Plan
Date: Tuesday, June 4, 2024 12:48:49 PM

Caution! This message was sent from outside your organization.

Honorable Mayor and members of the city Council:

As a concerned citizen of El Cerrito and a member of Make El Cerrito Fire Safe, I hope the comments our SAG / HNA member, Brian Richmond, provided on 5/1/2024 via email to the HNA consulting team and the marked up 4/12/24 documents have been provided to you. Further, that these changes are included in the final draft of the HNA plan.

Thank you for your consideration.
Best Regards,

Scott Tipping
MECFS

Sent from my iPad

Dear Mayor Rudnick and Councilmembers,

I appreciate the work on a management plan for the Hillside Natural Area (HNA), which, as was pointed out in the presentation, has been needed for some time and has been called for by other planning efforts.

It was the hope of many of us waiting for this effort that it would develop, well thought out, best management practices that restore and steward the natural ecosystem of the HNA, not just focus on clearing areas to a standard that compromises ecosystem integrity.

This planning exercise begins with the observed "need for more robust, comprehensive, and current vegetation management practices that balance fuel reduction with native forest conservation." However, it is not clear that this goal is reflected in the presented high and highest priorities: defensible space, fuel breaks, and road building. While, restoration of native species is only one of the medium priorities.

This plan needs to present a holistic management scheme, not just a hierarchical list of priorities that doesn't have a greater vision of the value and the services of the whole of the system we are tasked with stewarding.

Defensible space and wildfire mitigation with fuel reduction is important, but it should not be thought of distinctly from what happens next after these activities take place in a particular season. The plan needs to be future looking and have a target in mind for what can grow in these defensible spaces and still be fire safe, while providing meaningful biodiverse habitat. The goal should be lowering the maintenance burden over time, rather than committing to the same costly widespread clearing activities every year.

A shaded fuel break sounds like it is not clear cutting because some trees remain, but we really need to look at getting the best outcomes for habitat and biodiversity that are still consistent with defensible space, rather than just cutting invasive grasses and thistles every year under one species of tree. That is not a meaningful natural conservation outcome and it is unnecessary to compromise on natural ecology to achieve meaningful defensible spaces for fire protection.

Please share your direction for a plan that is true to the goal of a holistically stewarded HNA that is fire safe while maintaining a focus and attention to the natural ecology in all activities, not just sometimes, in some places.

Thanks for your time and consideration,

Howdy Goudey

El Cerrito

From: [Howdy Goudey](#)
To: [City Clerk](#)
Subject: Public comment Agenda Item 9A Community Safety Committee
Date: Tuesday, June 4, 2024 1:54:18 PM

Caution! This message was sent from outside your organization.

Dear Mayor Rudnick and Councilmembers,

I support the proposal to broaden the scope of the Crime Prevention Committee, creating the new Community Safety Committee.

Please consider adding a provision that up to 4 or 5 of the 15 seats could be open to Kensington residents (when there is a contract in place between El Cerrito Fire and the Kensington Fire board for fire service). This is useful because Kensington has historically shared a CERT program with El Cerrito and there is a natural overlap and community coordination between El Cerrito and Kensington on topics of CERT, wildfire, and evacuation which are new topics for this committee.

Also, to avoid extra cost and burden on Police and Fire staff, I recommend that the new committee is staffed from outside those departments, preferably someone with at least 25% of their job devoted to volunteer coordination (a potential job description topic to address in the new budget). Individuals from police and fire would be important to participate as the agenda requires, but not as the every meeting staff liaison.

Thank you for your time and consideration,
Howdy Goudey
El Cerrito



Fiscal Year 2024-25 & Fiscal Year 2025-26 Proposed Biennial Budget

*City of El Cerrito
El Cerrito Public Financing Authority
El Cerrito Employee Pension Trust Board*

June 4, 2024

Agenda

- Budget Overview
- Budget Public Engagement Process
- Proposed Budget – All Funds
- Proposed Budget – General Fund
- Long-Range Forecast
- Capital Improvement Program
- Next Steps

Budget Overview

- Adopted annually per El Cerrito Municipal Code
 - July 1 – June 30 fiscal calendar
- 3 Types of Funds
 - General Fund – supports general governmental functions, unrestricted dollars
 - Special Revenue Fund – funds restricted for a specific program or use
 - E.g., Gas Tax Fund must be used for streets and road-related programs
 - Enterprise Fund – self-supporting activities funded by fees on a user-charge basis
 - Integrated Waste Management Fund is supported by user charges for the City's solid waste program

Budget Development Process

- Develop detailed revenue budget
 - Each line determined by past actuals, current trends, economic trends and forecasting, proposed or projected rate changes, and expert analyses
 - HdL (property and sales taxes)
 - CalPERS actuarial reports
 - CaliforniaCityFinance.com (Gas Tax)
- Generate position control
 - Includes salaries, benefits, PERS, workers' compensation
 - Includes COLAs according to bargaining agreements, step increases if applicable
- Baseline expenditures based on prior year, departments then provide adjustments and requests
- City Council, FAB and community provide input on budget priorities through strategic plan, public workshops, and surveys
- City Manager reviews and approves or rejects budget requests, proposes additional changes if required to balance the budget

Budget Guiding Principles

Fiscal Sustainability

- Annual budgets should balance and avoid deficit spending.

One City, One General Fund

- General Fund revenue is a shared resource across all departments.

Transparency

- Provide Council, Finance, the City Manager and the public with the information they need to make informed decisions and support the City's objectives.

One-Time Uses for One-Time Revenue

- Fund balance and one-time revenue should be used for one-time costs, not ongoing programmatic or staffing needs.

Budget to the Bottom Line (Division Level)

- Departments have the discretion to allocate spending among line items within a division for non-personnel expenses.
- The use of salary savings for other expenses must be approved by City Manager and Finance Director.

Complete Budgets during Annual Budget Process

- Budget amendments to the General Fund should be avoided off-cycle, including during mid-year.

Plan and Prepare for Long-Term Needs

- Finance plans to develop asset replacement plans and internal service funds to prepare for long-term needs.

Budget Public Engagement Process

- December 5: Strategic Plan Adopted by City Council
- January 13: Budget Priority Setting Workshop
 - Online Survey Launched (175 responses received)
- March 5: Mid-Year Budget Update
- March 19: FY 2022-23 ACFR Presented to Council
- April 6: Community Budget Workshop
- April 23: Financial Advisory Board Budget Workshop
- May 7: City Council Budget Study Session
- May 21: Department head presentations, Assessment hearings, Master Fee Schedule adoption
- May 28: Financial Advisory Board meeting and budget discussion
- June 4 and June 18: Budget Hearings with goal of adoption by June 30

El Cerrito Strategic Plan 2024-2029

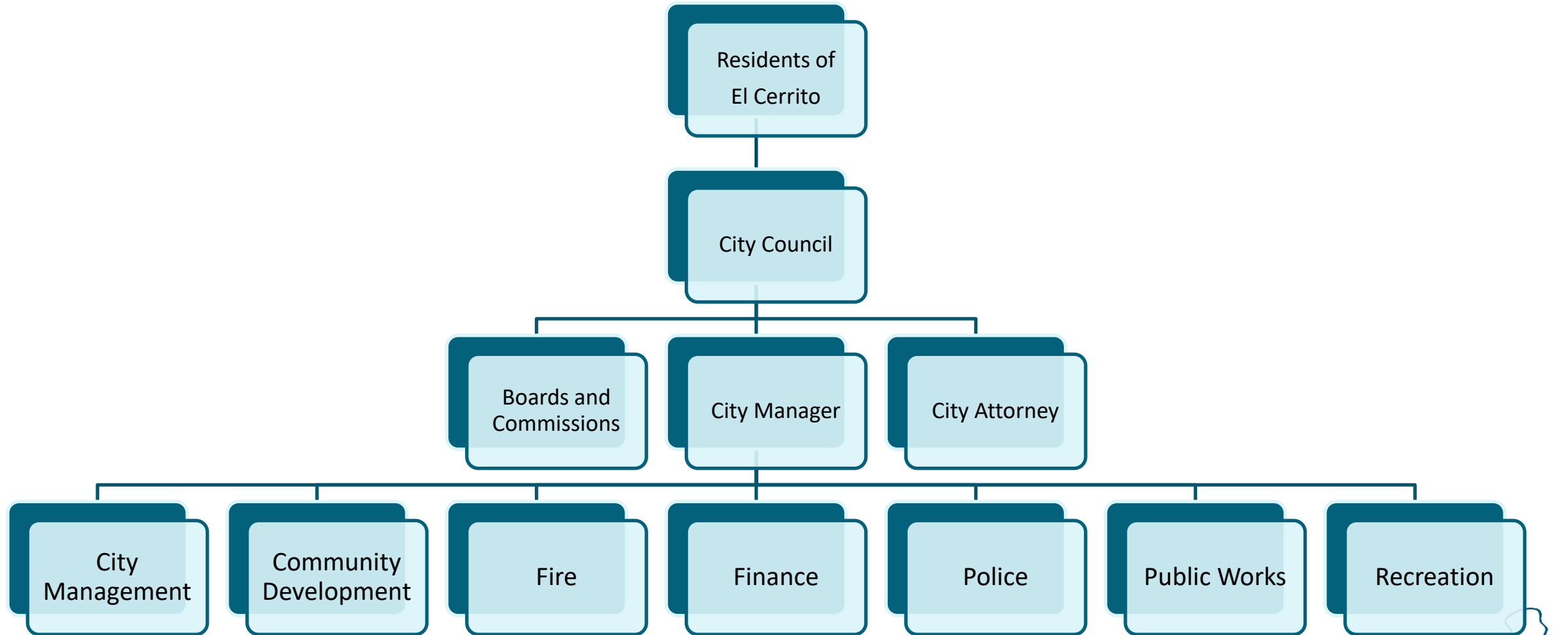
- Implementation Action Plan in development
- Budget process and recommendations guided by Strategic Plan
- Department workplans aligned to Strategic Plan goals
 - Detailed strategic alignment information for each department has been included in budget document



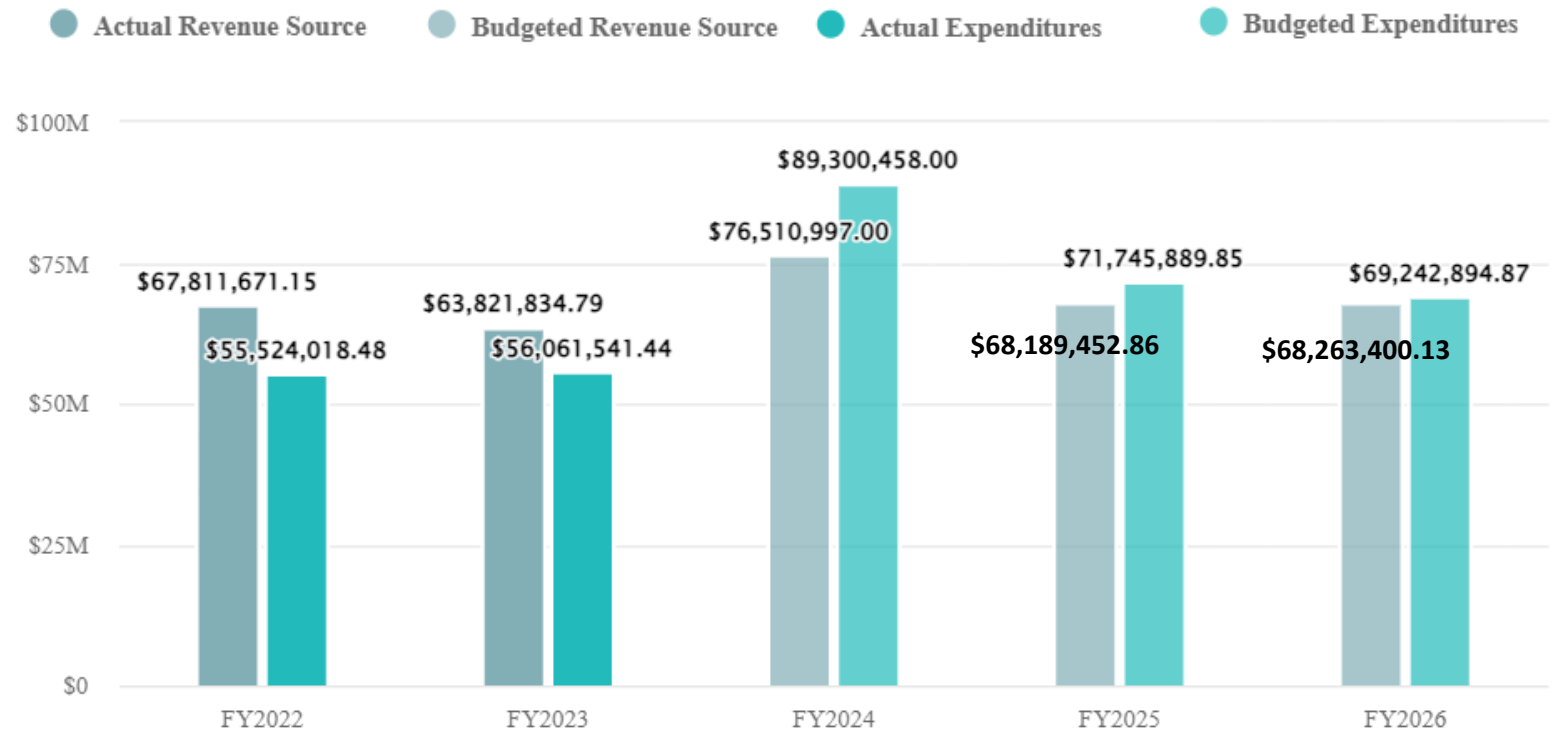
Budget Priorities for FY 2024-25 & FY 2025-26

- High-Performing Organization
 - Maintaining Reserves
 - Maximize Revenue
 - 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

City Organization



Proposed Budget – All Funds



Current Economic Trends

- Complex economy:
 - High inflation
 - High interest rates
 - High housing costs
 - Strong financial markets
 - Expected ongoing increases to energy costs
- Property markets remain slow, interest rates high
 - Fed has indicated it does not plan to lower interest rates soon
 - Many homeowners locked in at rates under 3% and unwilling/unable to move

High Interest Rates Are Hitting Poorer Americans the Hardest

Bay Area home sales tick up in first months of 2024

Buyers resigned to higher interest rates are driving home sales increase

Markets Keep Rising Despite Inflation Concerns

Home Sales Fell Again in April After High Mortgage Rates Damped Activity

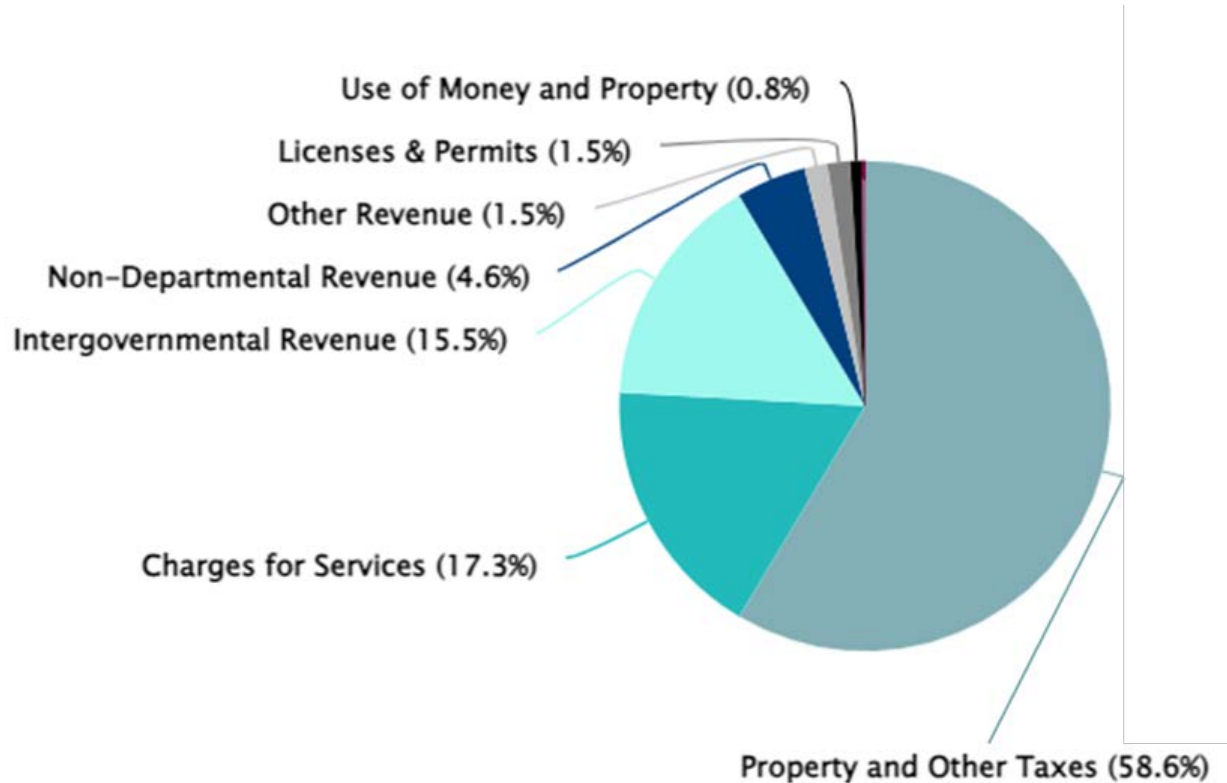
Financially stressed consumers are ushering in an economic slowdown

Fed Chair's Confidence in Slowing Inflation Is 'Not as High' as Before



Revenue by Source

FY 2024-25 Revenue by Source



- **Property Tax:** primary growth of 5% in FY 2024-25, 4% in FY 2025-26 based on HdL forecast
 - Successor Agency dissolution in FY 2025-26 adds approximately \$650K to property taxes
- **Property Transfer Tax:** 10% increase in RPTT budgeted from FY 2023-24 actual projection to FY 2024-25 budget, 7% increase in FY 2025-26
- **Sales Tax:** budgeted 15% increase above FY 2023-24 amended budget based on most recent HdL forecast, 2.7% increase in FY 2025-26
- **Utility Users Tax:** stable based on current and prior year trends, impacted by volatile markets
- **Fee:** 4% average increase based on updated Master Fee Schedule rates in FY 2024-25, FY 2025-26 estimated and will be adjusted based on adopted fee schedule in 2025

Citywide Revenues - All Funds

	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Amended	FY 2024-25 Budgeted	FY 2025-26 Budgeted
Property and Other Taxes	\$35,905,450	\$37,614,912	\$33,485,927	\$39,931,462	\$42,183,936
Licenses & Permits	1,440,973	1,173,898	1,284,618	1,007,000	1,073,280
Fines and Forfeitures	155,301	115,407	145,000	130,000	130,000
Non-Departmental Revenue	5,686,068	2,687,791	5,561,827	3,137,668	3,031,037
Use of Money and Property	534,949	413,475	566,873	533,591	547,190
Intergovernmental Revenue	13,117,282	10,382,641	22,679,822	10,596,620	7,825,103
Charges for Services	10,310,368	10,673,223	11,652,982	11,815,112	12,091,551
Other Revenue	661,280	760,489	1,133,948	1,038,000	1,354,302
Total	\$67,811,671	\$63,821,835	\$76,510,997	\$68,189,453	\$68,236,400

Revenue



Real Property Transfer Tax

	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Amended Budget	FY 2024-25 Proposed	FY 2025-26 Proposed
Real Property Transfer Tax	\$4,863,035	\$4,157,840	\$3,300,000	\$3,000,000	\$3,200,000

- RPTT remains volatile, unpredictable month over month
 - Strong real estate markets in FY 2021-22 and FY 2022-23 some of strongest years in recent memory
 - Budgeted conservatively, recommend one-time uses if revenues are particularly high in a given year



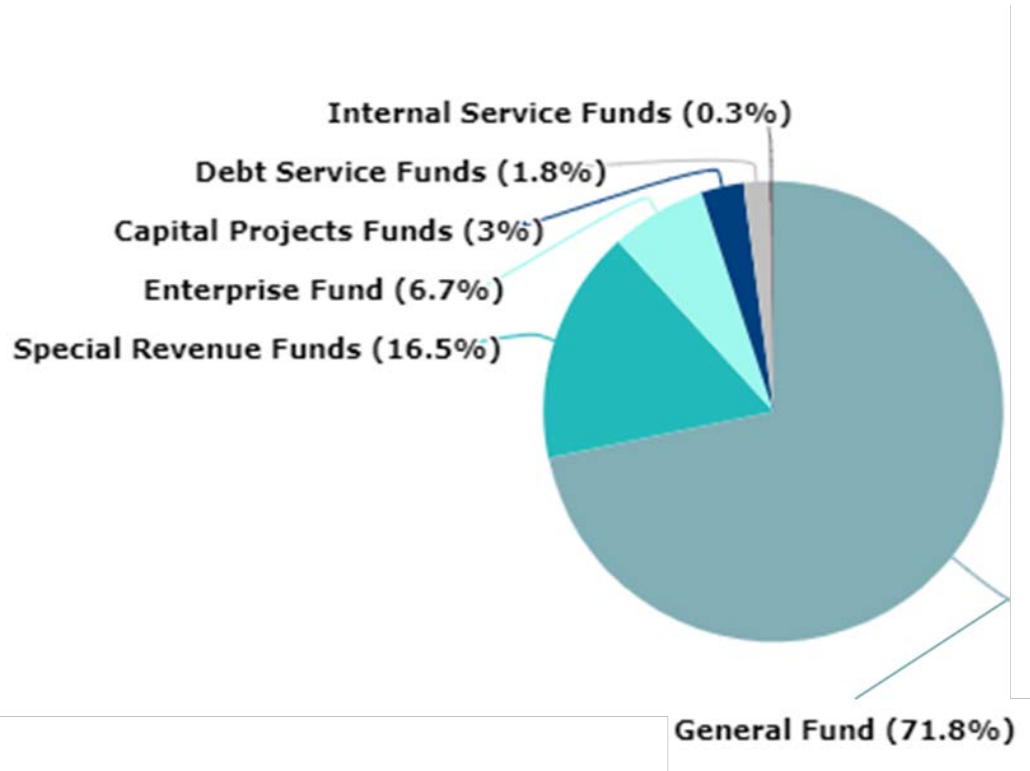
General Fund Cannabis Revenue

	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Amended Budget	FY 2024-25 Proposed	FY 2025-26 Proposed
Cannabis Revenue	\$330,425	\$448,514	\$600,000	\$440,000	\$550,000

- Cannabis businesses
 - Some challenges with illicit market and statewide excise tax costs
 - One concluding prepayment agreement resulting in decline from FY 2023-24 to FY 2024-25

Expenditures by Fund

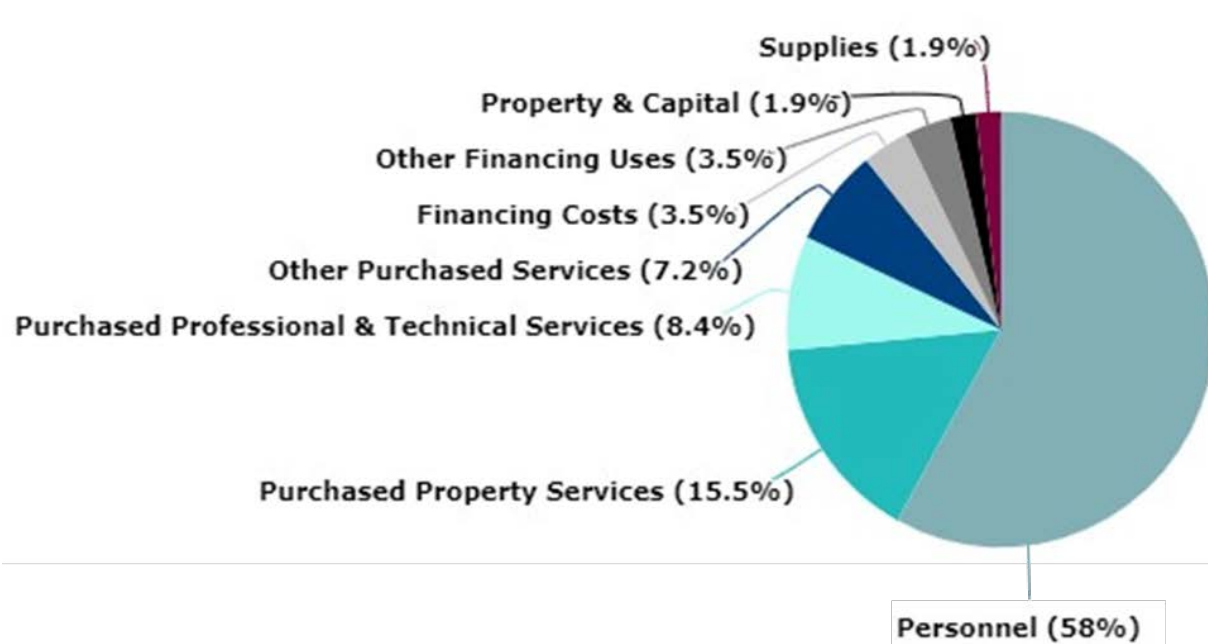
FY 2024-25 Expenditures by Fund



- General Fund is largest part of City operations
- Special revenue funds include:
 - Gas Tax funds and Street Improvement Fund (Measure A)
 - Measure H Parcel Tax for Parks
 - Landscape and Lighting District
- Enterprise Fund is the Solid Waste & Recycling Program (Integrated Waste Management Fund)

Expenditures by Type

FY 2024-25 Expenditures by Type



- Personnel costs
 - Salaries - Fire 4.5%, 3% for Management/Confidential; PSMA, SEIU and PEA in negotiations
 - Pension costs - \$1M total increase for normal cost and UAL in FY 2024-25
 - One-Time Payouts - historically unbudgeted, annual costs average \$400K
 - Medical - 15% in FY 2024-25
- Non-Personnel
 - Insurance
 - Professional services
 - Software

Proposed Staffing

Overall Position Listing

Department	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
City Council	5	5	5	5	5
City Management	9	10	10.5	10	10
Community Development	14	15	15	15	15
Finance Department	6	6	6.5	6	6
Fire Department	37	37	37.5	37.5	37.5
Police Department	48	48	48	48	48
Public Works Department	24.2	27.3	27.3	27.3	27.3
Recreation Department	18	18	20	20	20
TOTAL	161.2	166.3	169.8	168.8	168.8

Citywide Expenditures by Department - All Funds

	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Amended	FY 2024-25 Budgeted	FY 2025-26 Budgeted
Administration	\$8,314,816	\$8,799,551	\$10,313,577	\$9,796,725	\$10,151,882
Community Development	5,705,556	5,409,171	5,501,509	5,318,745	4,667,904
Fire	12,894,914	13,115,138	15,010,213	15,567,335	16,155,915
Police	11,632,344	11,841,853	14,437,810	15,155,609	15,846,725
Public Works	7,868,026	8,553,038	11,548,798	10,712,224	10,507,412
Recreation	4,760,970	5,596,337	7,281,037	7,525,570	7,641,089
Non-Departmental	4,347,394	2,746,453	25,207,514	7,669,682	4,271,967
Total	\$55,524,018	\$56,061,541	\$89,300,458	\$71,745,890	\$69,242,895

FY 2024-25 and 2025-26 Budget Strategies

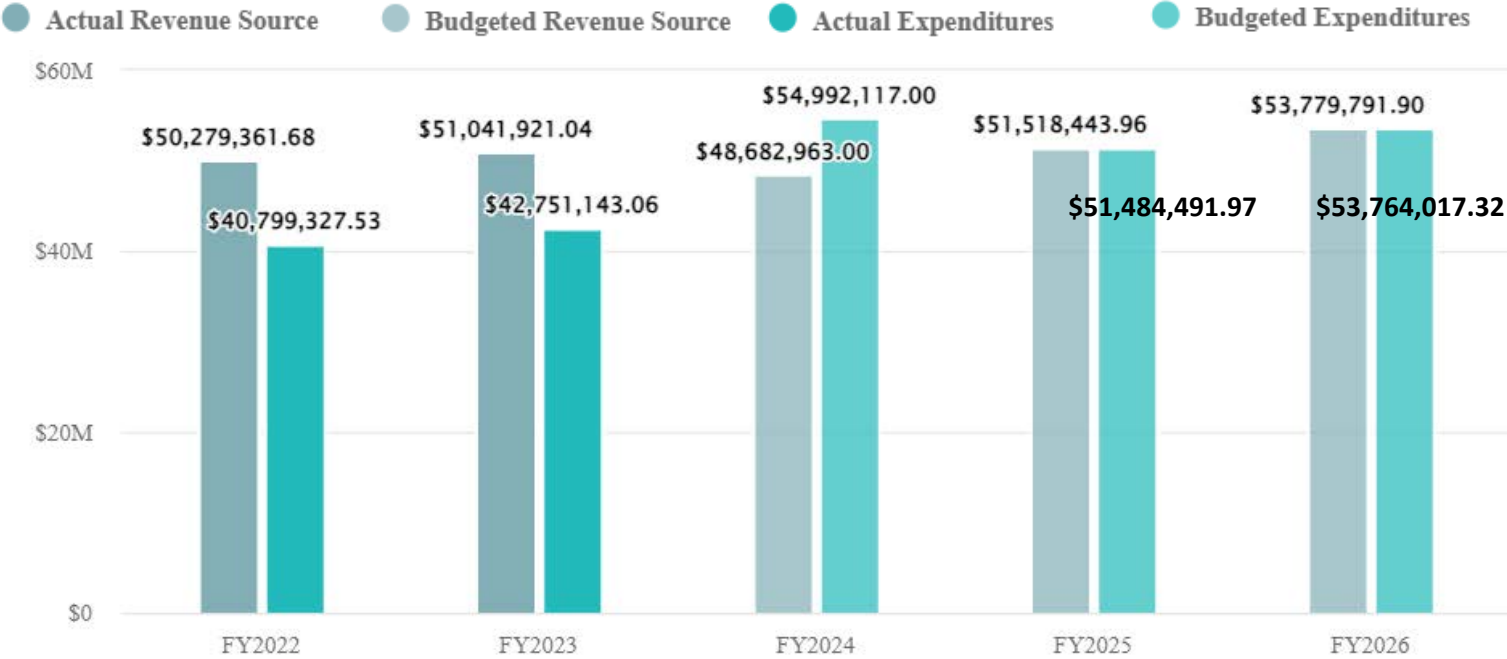
- Proposing to eliminate vacant Management Assistant position
 - 0.5 in Finance and 0.5 in City Manager's Office
- Adjustments to Professional Services and Travel/Training
- Maintenance and facility repairs deferred to future years
- Using Monsanto Settlement funds and Landscape & Lighting Assessment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

Projected Fund Balances

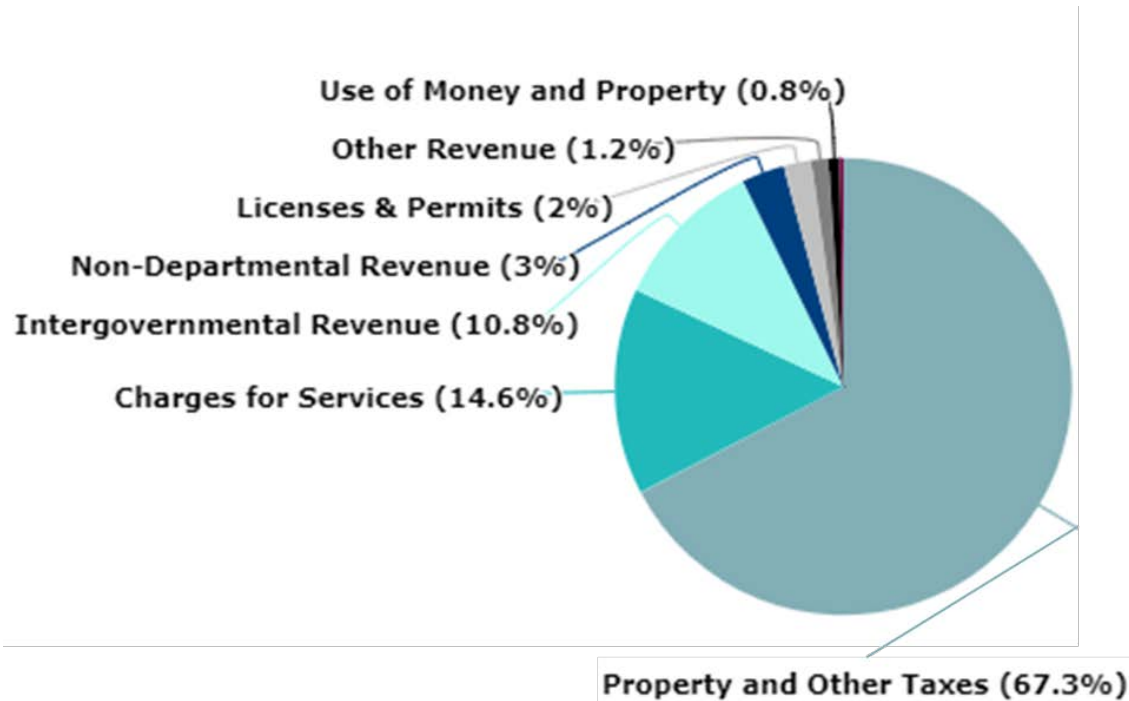
- Detailed table of all fund balances in budget book
- General Fund to remain above 10% reserve policy level
- Some reimbursement-based funds with negative ending fund balances
 - Capital Improvement Fund
 - Grants Fund
- Staff planning detailed analysis of all special funds in FY 2024-25

	Projected at 6/30/2024	Rev	FY 2024-25 Exp	Net	Est. Balance 6/30/2025	Rev	FY 2025-26 Exp	Net	Est. Balance 6/30/2026
General Fund (101)	\$16,833,927	\$51,518,444	\$51,484,492	\$33,952	\$16,867,879	\$53,779,792	\$53,764,017	\$15,775	\$16,883,654
Special Revenue Funds									
Gas Tax (201)	\$220,462	\$717,882	\$727,849	(\$9,967)	\$210,495	\$726,600	\$760,850	(\$34,250)	\$176,245
National Pollu. & Disch. Elimination (202)	\$48,654	\$298,686	\$427,164	(\$128,478)	(\$79,824)	\$296,960	\$439,141	(\$142,181)	(\$222,006)
Landscape and Lighting Assessment (203)	\$441,655	\$800,840	\$915,835	(\$114,995)	\$326,660	\$800,882	\$821,520	(\$20,639)	\$306,021
Measure J Return to Source (204)	\$269,153	\$600,000	\$792,483	(\$192,483)	\$76,670	\$612,000	\$605,713	\$6,287	\$82,957
Measure J Storm Drain (205)	\$492,612	\$709,400	\$632,279	\$77,121	\$569,733	\$709,400	\$875,070	(\$165,670)	\$404,063
Measure A Parcel Tax (206)	\$9,336	\$0	\$0	\$0	\$9,336	\$0	\$0	\$0	\$9,336
Measure H Parcel Tax (207)	\$300,768	\$647,000	\$897,304	(\$250,304)	\$50,464	\$647,000	\$590,381	\$56,619	\$107,083
Asset Seizure (208)	\$236,664	\$0	\$75,000	(\$75,000)	\$161,664	\$0	\$75,000	(\$75,000)	\$86,664
Vehicle Abatement (209)	\$225,005	\$8,000	\$200,000	(\$192,000)	\$33,005	\$8,000	\$40,000	(\$32,000)	\$1,005
Park In-Lieu Fund (210)	(\$2)	\$0	\$0	\$0	(\$2)	\$399,102	\$399,102	\$0	(\$2)
Street Improvements (211)	\$1,733,397	\$2,279,831	\$3,962,942	(\$1,683,111)	\$50,286	\$2,341,831	\$2,255,747	\$86,084	\$136,370
SB1-Road Repair & Account (212)	\$411,839	\$663,891	\$936,984	(\$273,093)	\$138,746	\$700,000	\$1,036,984	(\$336,984)	(\$198,238)
Public Art (213)	\$57,133	\$0	\$50,000	(\$50,000)	\$7,133	\$0	\$50,000	(\$50,000)	(\$42,867)
Paratransit (214)	\$406,870	\$271,720	\$359,966	(\$88,246)	\$318,624	\$279,647	\$230,028	\$49,619	\$368,243
Federal, State and Local Grants (221)	(\$191,940)	\$1,277,000	\$1,277,000	\$0	(\$191,940)	\$150,000	\$150,000	\$0	(\$191,940)
C.O.P.S. Grant (222)	\$123,276	\$100,000	\$306,000	(\$206,000)	(\$82,724)	\$100,000	\$266,000	(\$166,000)	(\$248,724)
Donations (225)	\$62	\$100,000	\$100,000	\$0	\$62	\$100,000	\$100,000	\$0	\$62
Municipal Services Corp (230)	\$35,291	\$150,000	\$108,822	\$41,178	\$76,469	\$150,000	\$114,263	\$35,737	\$112,206
City Housing Trust (231)	\$2,835,000	\$0	\$0	\$0	\$2,835,000	\$0	\$0	\$0	\$2,835,000
Low & Moderate Income Housing (232)	\$5,217,536	\$0	\$35,000	(\$35,000)	\$5,182,536	\$0	\$385,000	(\$385,000)	\$4,797,536
Total Special Revenue Funds	\$12,872,771	\$8,624,250	\$11,804,628	(\$3,180,378)	\$9,692,393	\$8,021,422	\$9,194,801	(\$1,173,379)	\$8,519,014
Capital Projects Funds									
Capital Improvements (301, 303, 304)	(\$1,705,582)	\$2,170,000	\$2,140,000	\$30,000	(\$1,675,582)	\$300,000	\$260,000	\$40,000	(\$1,635,582)
Total Capital Projects Funds	(\$1,705,582)	\$2,170,000	\$2,140,000	\$30,000	(\$1,675,582)	\$300,000	\$260,000	\$40,000	(\$1,635,582)
Debt Service Funds									
Financing Authority Measure A (834)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Civic Center (835)	\$17,879	\$623,329	\$572,563	\$50,767	\$68,646	\$626,735	\$571,063	\$55,673	\$124,318
Street Improvement (836)	\$5,597	\$702,500	\$702,500	\$0	\$5,597	\$703,000	\$703,000	\$0	\$5,597
Total Debt Service Funds	\$23,476	\$1,325,829	\$1,275,063	\$50,767	\$74,243	\$1,329,735	\$1,274,063	\$55,673	\$129,915
Internal Service Funds									
Vehicle/Equipment Replacement (601)	\$476,228	\$221,591	\$221,590	\$1	\$476,229	\$221,590	\$330,125	(\$108,535)	\$367,694
Enterprise Fund									
Integrated Waste Management (501)	\$3,332,458	\$4,329,339	\$4,820,117	(\$490,779)	\$2,841,679	\$4,583,861	\$4,419,889	\$163,973	\$3,005,652
Fiduciary Fund									
Employees' Pension Trust (701)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Funds	\$31,833,278	\$68,189,453	\$71,745,890	(\$3,556,437)	\$28,276,841	\$68,236,400	\$69,242,895	(\$1,006,495)	\$27,270,346

General Fund



FY 2024-25 General Fund Revenue

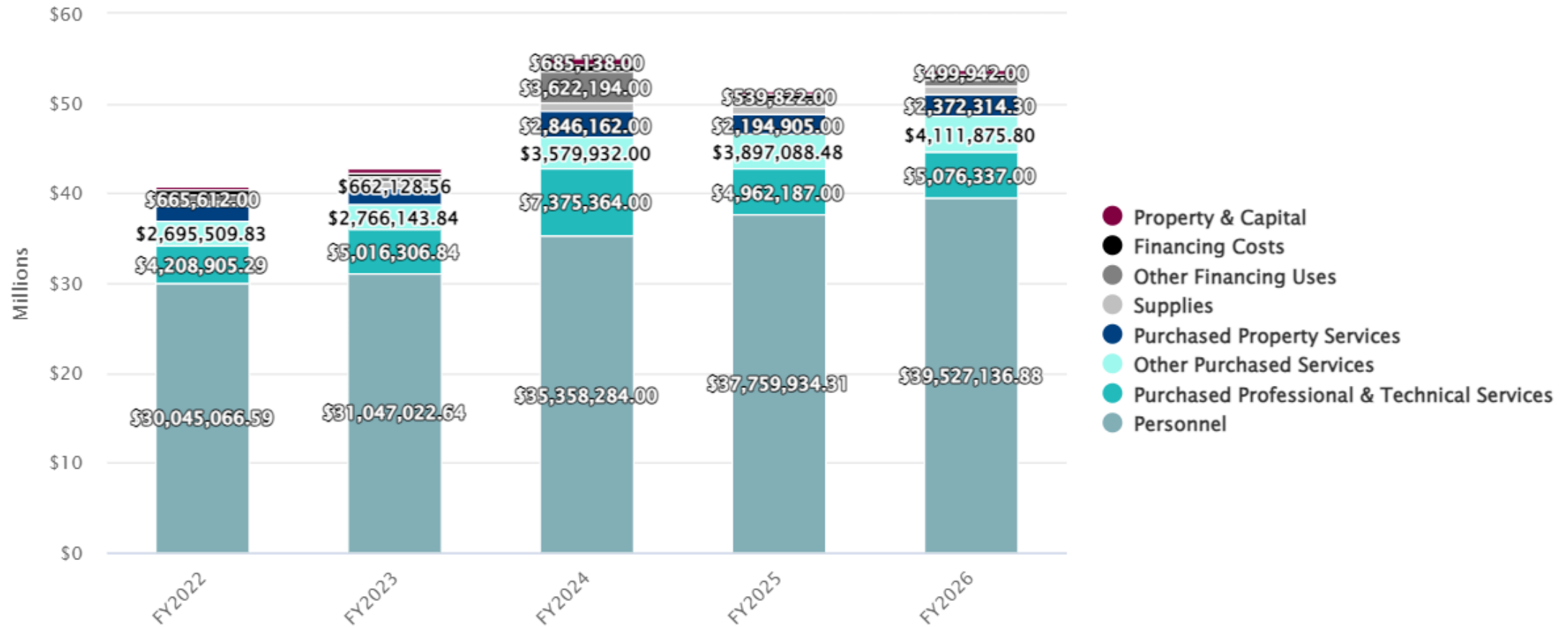


- General Fund revenues remain stable
- Most revenues received from general purpose taxes, including:
 - Property Tax
 - Sales and Transactions Taxes
 - Utility Users Taxes
 - Property Transfer Tax
 - Business License Taxes
- Council adopted updates to Master Fee Schedule on May 21, 2024

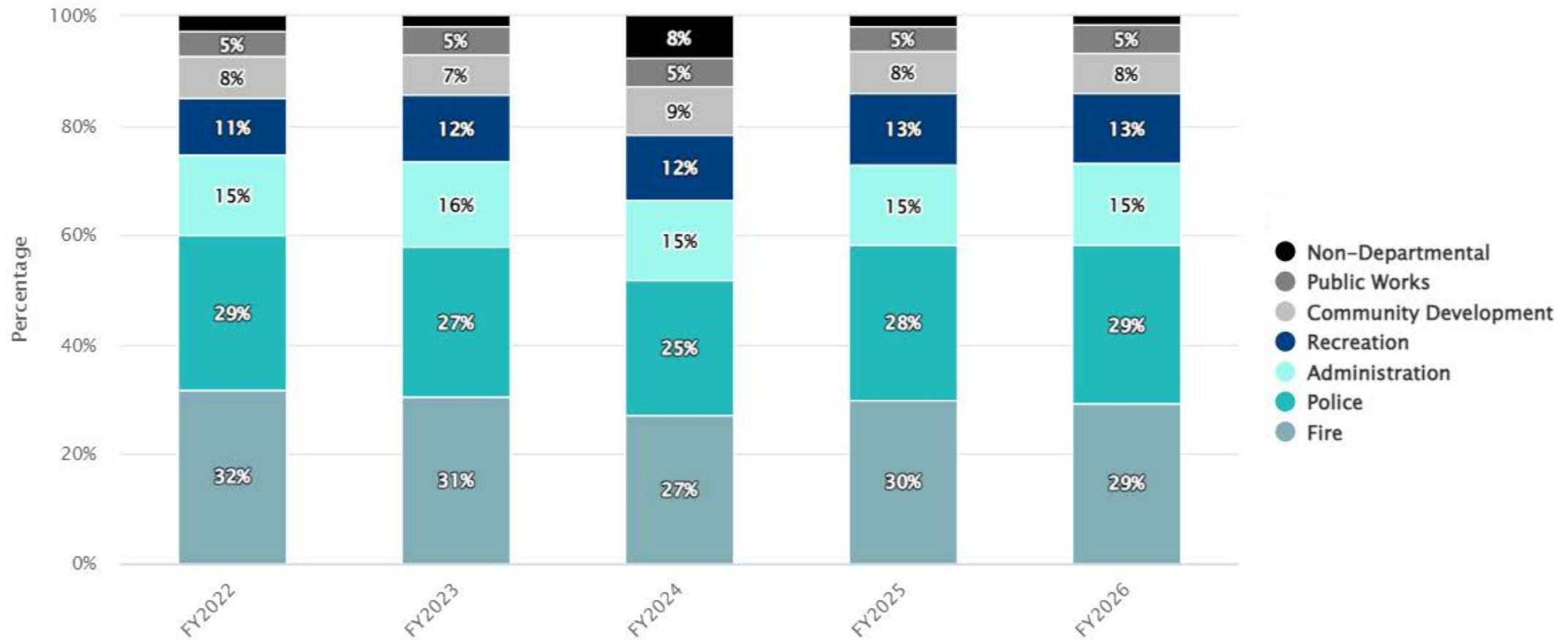
FY 2024-25 General Fund Revenue

	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Amended	FY 2024-25 Budgeted	FY 2025-26 Budgeted
Property and Other Taxes	29,117,345	32,290,132	28,792,830	34,695,042	36,865,664
Licenses & Permits	1,440,973	1,173,898	1,284,618	1,007,000	1,073,280
Fines and Forfeitures	152,343	115,407	145,000	130,000	130,000
Non-Departmental Revenue	4,256,961	1,357,928	1,150,382	1,562,039	1,451,502
Use of Money and Property	378,949	413,475	410,873	397,000	410,600
Intergovernmental Revenue	8,007,683	8,261,850	8,393,092	5,568,661	5,551,043
Charges for Services	6,427,398	6,748,164	7,594,420	7,528,702	7,550,502
Other Revenue	497,710	681,068	911,748	630,000	747,200
Total	\$50,279,362	\$51,041,921	\$48,682,963	\$51,518,444	\$53,779,792

FY 2024-25 Expenditures by Type



Expenditures by Department



General Fund Expenditures by Department

	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Amended	FY 2024-25 Budgeted	FY 2025-26 Budgeted
Administration	5,915,479	6,702,303	8,076,150	7,669,160	8,021,609
Community Development	3,064,082	3,057,584	4,892,425	3,897,923	4,018,641
Fire	12,894,300	13,076,900	14,873,622	15,345,744	15,825,790
Police	11,632,344	11,689,437	13,663,610	14,574,609	15,465,725
Public Works	1,903,618	2,269,406	2,849,926	2,463,130	2,676,030
Recreation	4,342,199	5,157,900	6,524,937	6,651,235	6,884,848
Non-Departmental	1,047,306	797,614	4,111,447	882,691	871,374
Total	\$40,799,328	\$42,751,143	\$54,992,117	\$51,484,492	\$53,764,017

Ending Fund Balance and Reserve

	Budget FY 2024-25	Budget FY 2025-26
Total Revenues	\$51,518,444	\$53,779,792
Personnel	37,759,934	39,527,137
Non-Personnel Operations	12,482,687	13,005,506
Debt Service	189,362	174,639
Capital	294,179	295,000
Transfers to Other Funds	758,329	761,735
Total Expenditures	\$51,484,492	\$53,764,017
Beginning Unrestricted Fund Balance	7,833,927	7,867,879
Annual Net Revenue (Expense)	33,952	15,775
Emergency and Disaster Recovery Fund (EDRF)	9,000,000	9,000,000
Ending Unrestricted Fund Balance	7,867,879	7,883,654
Ending Total General Fund Balance	\$16,867,879	\$16,883,654

- Proposed budget keeps General Fund reserves above 10% policy level
 - EDRF of \$9 million
 - Unassigned fund balance of \$7.9 million
 - Total of 32.5% of General Fund expenditures, 15.3% unassigned

Capital Improvement Program

Table 12-3
Capital Improvement Program Budget

	Project #	Category	Proposed 2024-25	Proposed 2025-26
204 Measure J Return to Source (CCTA-Transportation)				
*** Ohlone Greenway Impr - Uptown	C3069/C3084	CR	47,000	-
*** Ohlone Greenway Master Plan Program	various	CR	100,000	-
Smart & Safe Signals	C3086	ST	50,000	-
SUBTOTAL Measure J Return to Source			197,000	-
205 Measure J Storm Drain				
Storm Drain Program	C5036	SD	50,000	225,000
SUBTOTAL Measure J Storm Drain			50,000	225,000
207 Measure H Parks & Recreation Facilities				
Swim Center Enhancements	C3050	FA	370,000	50,000
SUBTOTAL Measure H Parks & Rec			370,000	50,000
210 Park/Open Space In-lieu Fund				
Parks & Recreation Facilities Master Plan Program			-	136,102
Ohlone Greenway Master Plan Program			-	263,000
SUBTOTAL Park/Open Space-in-lieu			-	399,102
211 Measure A Street Improvements**				
Annual Street Improvement Program	C3027	ST	1,925,000	1,351,500
Del Norte TOD Infrastructure Imprvmnts	C4014	ST	600,000	-
Traffic Safety & Management Program	C3070	ST	100,000	60,000
Richmond Street Improvements	C3080	ST	500,000	-
SUBTOTAL Measure A Street Improvements			3,125,000	1,411,500
212 SB 1 - Road Maintenance and Rehabilitation Account Fund				
Access Modifications - Streets & Sidewalks□	C3024	ST	150,000	750,000
Del Norte TOD Infrastructure Imprvmnts	C4014	ST	200,000	-
Active Transportation Program (ATP)	tbd	ST	75,000	25,000
Richmond Street Improvements	C3080	ST	250,000	-
SUBTOTAL SB 1 - Road Maintenance and Rehabilitation Account			675,000	775,000
301 Capital Improvement Fund (A, Other Sources - Secure)				
Energy & Water Efficiency Program	C3043	AD	10,000	-
Park Facilities Rehab & Improvement Program	tbd	FA	-	-
Ohlone Greenway Impr - Uptown	C3069/C3084	CR	180,000	260,000
Del Norte TOD Infrastructure Imprvmnts	C4014	ST	200,000	-
Richmond Street Improvements	C3080	ST	1,400,000	-
EC Plaza BART to Bay Trail Connection/TOD A1	tbd	ST	350,000	-
SUBTOTAL Capital Improvement Fund (A, Other Sources - Secure)			2,140,000	260,000
Total Capital Improvement Program Budget Appropriations			\$ 6,557,000	\$ 3,120,602

Capital Improvement Program

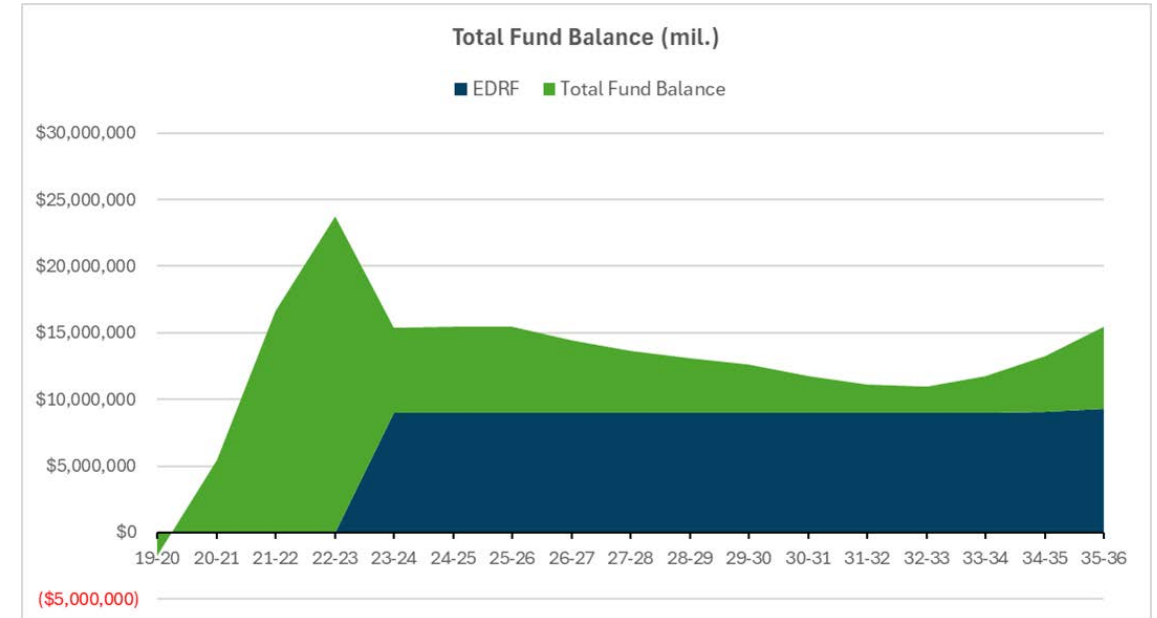
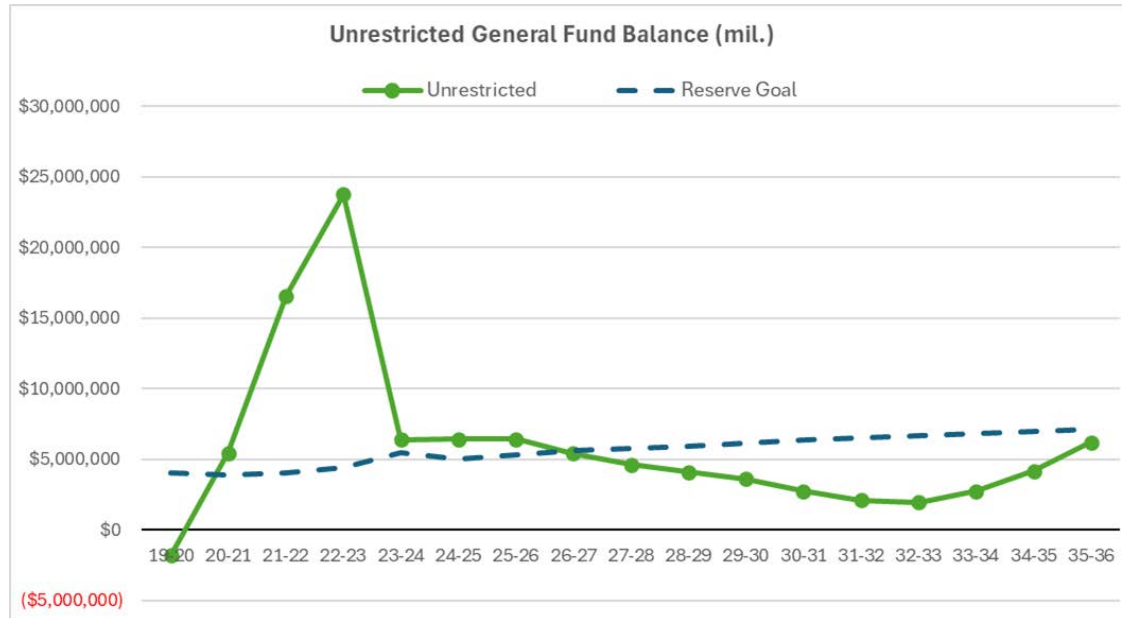


- Five-Year CIP includes 33 identified projects
- FY 2024-25 19 Active Projects
 - 1 Administration
 - 4 Facilities Repairs
 - 3 Parks & Recreation Facilities
 - 8 Streets-Transportation
 - 3 Stormwater & Drainage
- FY 2024-25 Proposed Budget
 - Capital Improvement Program
 - Secured (Special Funds/Grants): \$6.56 million
 - Unsecured (Grants/Donations): \$1.98 million

Long-Range General Fund Forecast

- Forecast based on proposed FY 2024-25 and FY 2025-26 budget
- Assumptions:
 - Moderate revenue growth based on historic and current trends
 - Expenditure growth includes existing employment agreements and conservative expenditure growth
 - Dissolution of Successor Agency in FY 2025-26
 - Ongoing pension expenses based on CalPERS actuarial reports
- Does not include:
 - Use of funds held in Section 115 Trust
 - Issuance of new debt or purchases of new assets (e.g., vehicle replacement, technology replacement)
 - Establishment and funding of internal service funds to plan for long-term expenses

General Fund Forecast – Current Projection

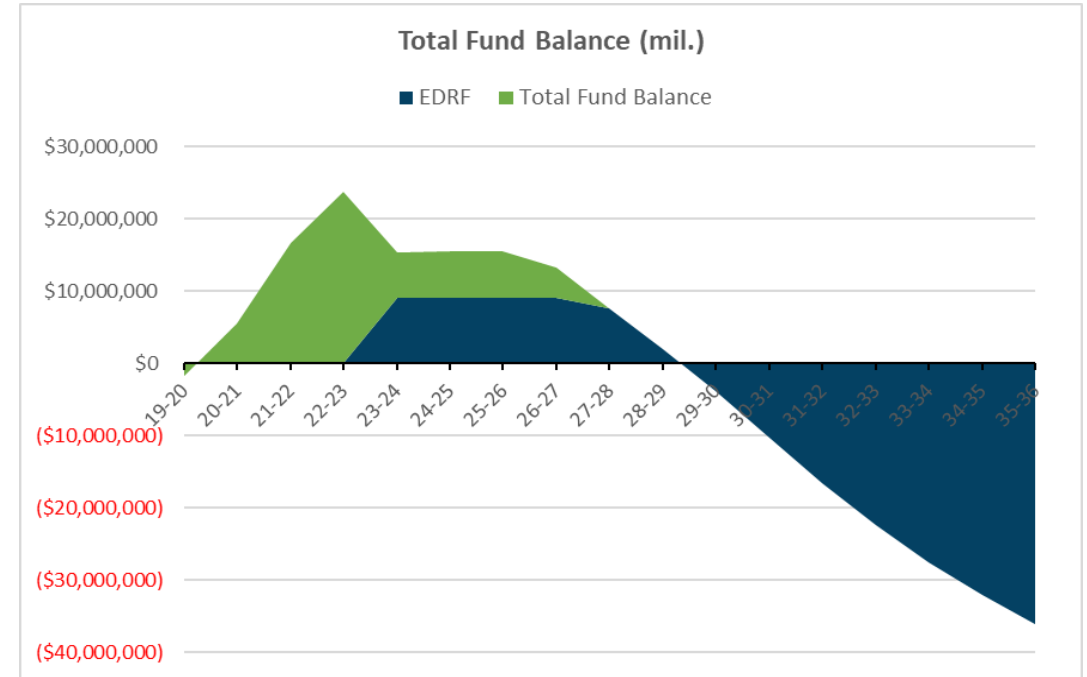
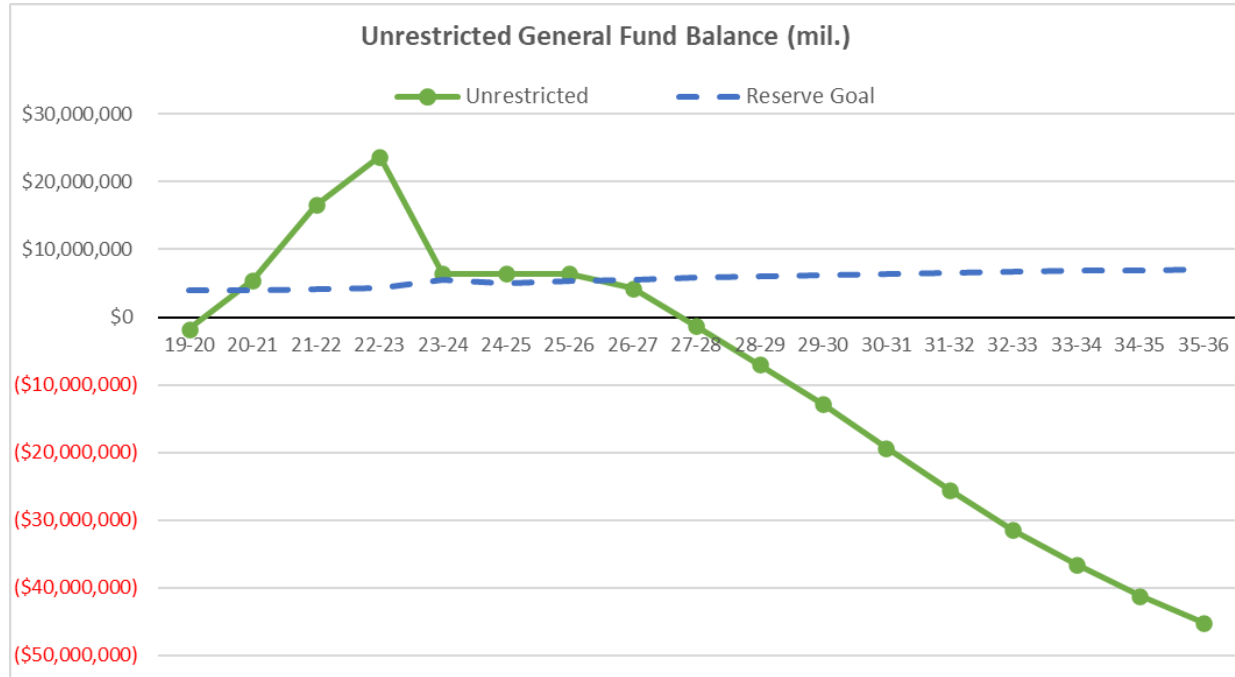


- Assumes revenue and expenditure growth of approx. 3% annually
- One-time adjustments in FY 2024-25 and FY 2025-26 balance the budget and keep unassigned reserves above 10% threshold
- Ongoing structural changes of \$1M needed to ensure long-term sustainability and maintain reserve levels

Strategies for General Fund Long-Term Sustainability

- Ongoing structural changes for ensuring long-term fiscal sustainability
- Initiate studies using independent experts to collect further data and information on City operations
 - Citywide Cost Allocation Plan and Fee Study
 - Service Delivery Study
 - Provide information, strategies, and options to City Council for future fiscal years
- Maintain reliable revenue source by placing renewal of sales tax (Measure R) on ballot in 2024

Forecast Without Measure R



- General purpose Transactions and Use Tax (Sales Tax) provides 8.7% of the City's annual General Fund revenue
- Forecast assumes all services remain constant, but reality would require large reductions in costs and services citywide
- Staff working to provide information to the public about the impacts and uses of Measure R

Proposed Budget Summary

The FY 2024-25 & FY 2025-26 Proposed Biennial Budget:

- Reflects City Council priorities, including feedback received as the budget has been developed
- Aligns with the City's Strategic Plan
- Has revenues exceeding expenditures; doesn't use any reserves
- Maintains reserves above 10%, not including \$9M in EDRF
- Enables the City to continue providing key services without service delivery impacts, while making thoughtful decisions about long-term adjustments

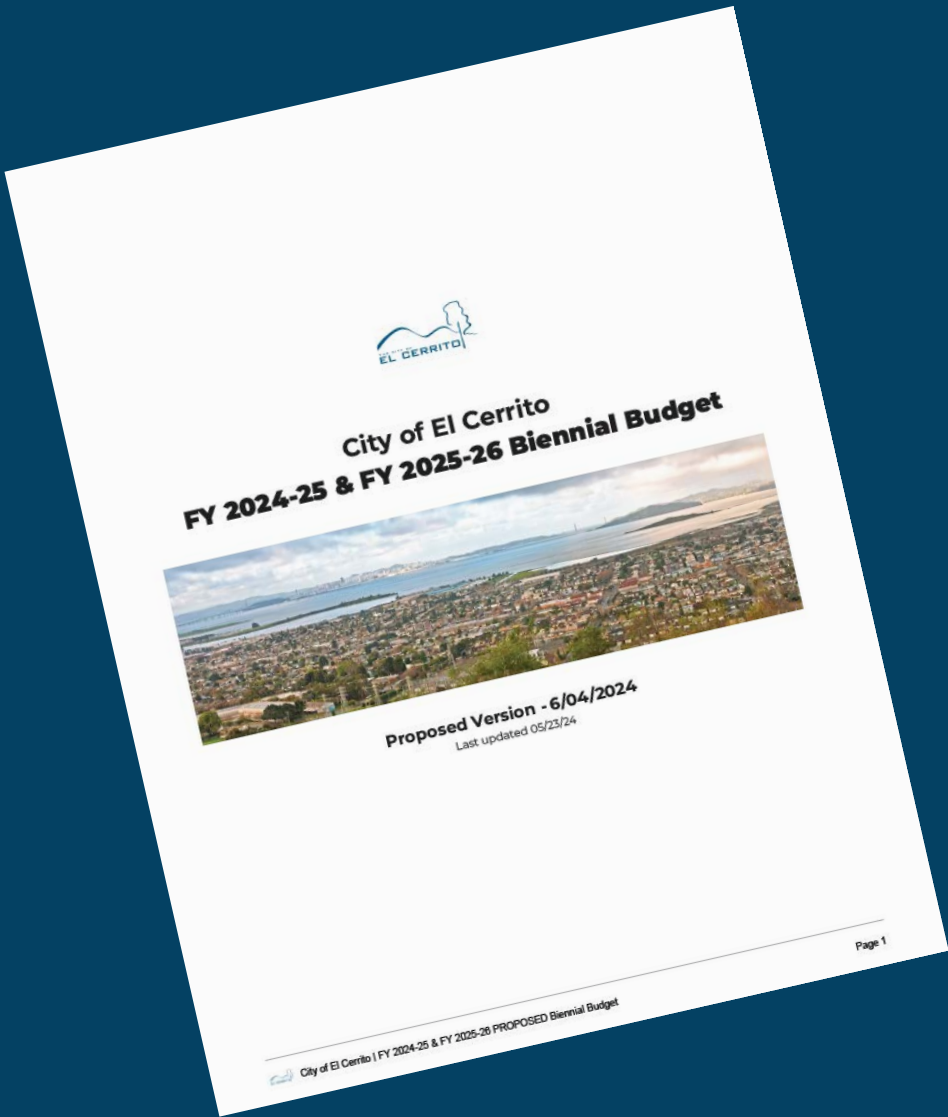
Next Steps

- Questions, Comments, Direction
- Potential FAB Meeting June 6, 2024
- Finalize Proposed Digital Budget Document
- Regular City Council Meeting June 18, 2024
- Additional Special Meetings as needed
- Adoption of Budget by June 30, 2024

FY 2023-24 Proposed Budget:

Special thanks to.....

- Residents and businesses of El Cerrito for their engagement
- City Council for their leadership and diligence
- Financial Advisory Board for their review and feedback
- City Staff for their hard work and commitment
- Executive Team for their leadership and dedication
- Claire, Crystal, Alex, Will, & Shannon for their work on the budget document



IMPORTANT LINKS:

The Digital Budget Book is
available online at:
el-cerrito.org/BiennialBudget

More information at:
el-cerrito.org/BudgetProcess



Thank you!

el-cerrito.org/budgetprocess

From: [Ira Sharenow](#)
To: [City Clerk](#); [Holly Charléty](#)
Cc: [Tessa Rudnick](#); [Lisa Motoyama](#); [Paul Fadelli](#)
Subject: Item 9B Budget /4/2024 council meeting
Date: Saturday, June 1, 2024 4:37:18 PM

Caution! This message was sent from outside your organization.

Questions: How did the responses to the online survey impact proposed budget expenditures? Any examples of an item being added to the budget as a result of citizen engagement?

Ira Sharenow

El Cerrito, CA