

<p>Chairperson Tessa Rudnick</p> <p>Vice Chairperson Carolyn Wysinger</p>	<p><i>El Cerrito Municipal Services Corporation</i></p>	<p>Boardmembers Paul Fadelli Lisa Motoyama Karen Pinkos Gabe Quinto Alexandra Orologas</p>
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TUESDAY, JUNE 18, 2024

SPECIAL MUNICIPAL SERVICES CORPORATION MEETING (5:30 PM)
City Council Chambers - 10890 San Pablo Ave, El Cerrito

Closed Captions available Via Zoom:
<https://us06web.zoom.us/j/82256771598?pwd=OqB6CdlKevJxHHSLsVqsnS2Bu417x1.1>
Meeting ID: 822 5677 1598 **Password:** 857460 **Dial in:** 1-408-638-0968

View:

1. Cable T.V. Broadcast on KCRT Channel 28
2. Livestream Online at www.el-cerrito.org/CouncilMeetingMaterials

Accommodations: In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Board Secretary at 510-215-4305. Notification 48 hours prior to the meeting will enable the Agency 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 Board.

Public Comments:

1. *In-person* by submitting a request to speak to the Board Secretary.
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 Board and posted [online](#) in advance of the meeting. Comments received after the deadline will be provided to the Board and will be posted **after the meeting**.

5:30 PM ROLL CALL - CONVENE SPECIAL MUNICIPAL SERVICES CORPORATION MEETING

- 1. CONSIDER AND TAKE ACTION ON ANY REQUEST FROM A BOARDMEMBER TO PARTICIPATE IN THE MEETING REMOTELY DUE TO EMERGENCY CIRCUMSTANCES PURSUANT TO AB 2449**
- 2. ADOPTION OF THE CONSENT CALENDAR**
All items on the consent calendar shall be acted upon in one motion, unless a member of the Board or staff request separate consideration.

A. Approval of Minutes

Action Proposed: Approve the Municipal Services Corporation Meeting minutes from March 19, 2024.

Contact: Holly M. Charléty, Board Secretary, City Management

3. POLICY MATTERS

A. Approval of the Fiscal Year 2024-25 Proposed Budget and Spending Authority

Action Proposed: Adopt a resolution approving the Municipal Services Corporation Fiscal Year 2024-25 budget.

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

4. ADJOURN SPECIAL MUNICIPAL SERVICES CORPORATION MEETING

<p>Chairperson Tessa Rudnick</p> <p>Vice Chairperson Carolyn Wysinger</p>	<p><i>El Cerrito</i></p> <p><i>Municipal Services Corporation</i></p>	<p>Boardmembers Paul Fadelli Lisa Motoyama Karen Pinkos Gabe Quinto Alexandra Orologas</p>
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DRAFT MINUTES
TUESDAY, MARCH 19, 2024

<p>SPECIAL MUNICIPAL SERVICES CORPORATION MEETING (5:00 PM) City Council Chambers - 10890 San Pablo Ave, El Cerrito</p> <p>Closed Captions available Via Zoom: https://us06web.zoom.us/j/81314122723?pwd=PXskJYxFfZwOSefbdadNxbk2ZXiN31.1 Meeting ID: 813 1412 2723 Password: 792028 Dial in: 1-408-638-0968</p>
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View:

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

Public Comments:

1. *In-person* by submitting a request to speak to the Board Secretary.
2. *By Email* to cityclerk@ci.el-cerrito.ca.us identified in the subject line as **MSC Public Comments – Agenda Item #.**

Written comments received by **2:00 p.m. the day of the meeting** will be provided to the Board and posted [online](#) in advance of the meeting. Comments received after the deadline will be provided to the Board and will be posted **after the meeting**.

5:00 P.M. ROLL CALL – CONVENE SPECIAL MUNICIPAL SERVICES CORPORATION MEETING

Chairperson Rudnick called the meeting to order at 5:13 PM.
Present: Chairperson Rudnick, Vice Chairperson Wysinger, Boardmember Fadelli, Boardmember Motoyama, Boardmember Orologas, Boardmember Pinkos **Absent:** Boardmember Quinto

1. **CONSIDER AND TAKE ACTION ON ANY REQUEST FROM A BOARDMEMBER TO PARTICIPATE IN THE MEETING REMOTELY DUE TO EMERGENCY CIRCUMSTANCES PURSUANT TO AB 2449**

2. **TELECONFERENCE AND PUBLIC COMMENT INSTRUCTIONS**

3. **ADOPTION OF THE CONSENT CALENDAR**

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

Moved/Seconded: Boardmember Fadelli/Boardmember Motoyama

Action: Approved the consent calendar as indicated below.

Ayes: Chairperson Rudnick, Vice Chairperson Wysinger, Boardmember Fadelli, Boardmember Motoyama, Boardmember Orologas, Boardmember Pinkos **Noes:** None **Absent:** Boardmember Quinto

A. **Approval of Minutes**

Action Proposed: Pass a motion to approve the meeting minutes from the November 7, 2023 meeting.

Contact: Holly M. Charléty, Board Secretary

Action: Approved minutes

4. **POLICY MATTERS**

B. **Adopt a Resolution authorizing the Executive Director to execute an agreement for Legal Services with Redwood Public Law LLP and naming Sky Woodruff to continue serving as General Counsel for the Municipal Services Corporation (MSC)**

Action Proposed: Adopt a resolution approving and authorizing the Executive Director to execute an agreement for legal services with Redwood Public Law LLP and naming Sky Woodruff to continue serving as General Counsel for MSC.

Contact: Holly M. Charléty, Board Secretary

Moved/Seconded: Boardmember Motoyama/Boardmember Pinkos

Action: Adopted MSC Resolution 2024-01 **Ayes:** Chairperson Rudnick, Vice Chairperson Wysinger, Boardmember Fadelli, Boardmember Motoyama, Boardmember Orologas, Boardmember Pinkos **Noes:** None **Absent:** Boardmember Quinto

C. **Approval and Authorization of a contract to provide Coordinated Outreach Referral Engagement (C.O.R.E.) services and Housing Security Funds**

Action Proposed: Adopt a resolution authorizing the Executive Director to execute a contract with Contra Costa Health to provide Coordinated Outreach Referral Engagement (C.O.R.E.) services and Housing Security Funds as a pilot for Fiscal Year 2024-25 for an amount not to exceed \$108,822.

Contact: Aissia Ashoori, Housing-Economic Development Manager, Community Development Department; Alexandra Orologas, Assistant City Manager, City Management

Presentation and Discussion: Presenters and staff responded to comments and questions raised by members of the Board regarding uses for housing fund allocation and management of funds, weekend versus weekday service, timeline for reporting back on program, consistency in staff assignments, addressing additional needs that may be identified for the housing fund, processing referrals, working hours for team, lifecycle of dispensary permits providing funding, data on utilization and frequency of contact, union representation of dedicated core staff.

Moved/Seconded: Boardmember Fadelli /Boardmember Motoyama

Action: Adopted MSC Resolution 2024-02 **Ayes:** Chairperson Rudnick, Vice Chairperson Wysinger, Boardmember Fadelli, Boardmember Motoyama, Boardmember Orologas, Boardmember Pinkos **Noes:** None **Absent:** Boardmember Quinto

5. **ADJOURN SPECIAL MUNICIPAL SERVICES CORPORATION MEETING**
The special meeting adjourned at 5:54 PM

Tessa Rudnick, Chairperson

This is to certify that the foregoing is a true and correct copy of the minutes of the Municipal Services Corporation meeting of March 19, 2024 as approved by the El Cerrito Municipal Services Corporation.

Holly M. Charl  y, MMC, Board Secretary

***El Cerrito
Municipal Services Corporation***

AGENDA BILL

Agenda Item No. 3.A.

Date: June 18, 2024
To: El Cerrito Municipal Services Corporation Board of Directors
From: Crystal Reams, Finance Director/City Treasurer; Claire Coleman, Budget/Financial Services Manager; Finance Department
Subject: Approval of the Fiscal Year 2024-25 Proposed Budget and Spending Authority

ACTION PROPOSED

Adopt a resolution approving the Municipal Services Corporation Fiscal Year 2024-25 budget.

BACKGROUND/ANALYSIS

The purpose of the El Cerrito Municipal Services Corporation (MSC) is to benefit and support the El Cerrito community, by lessening the burden of government; pursuing projects and programs that create, support, and retain a strong and diverse economic base; provide housing and employment opportunities; increase sales and property tax revenue; and provide desired goods and services to the community.

In 2018 and in 2021, the City issued two cannabis operating permits for two storefront businesses that require community benefit contributions in the form of a Community Benefit Gross Receipts Fee and a Community Benefit Quality of Life Contribution. The Quality of Life contributions are earmarked for services provided by sponsored groups, non-profits, or other organizations for specific purposes that improve the quality of life in El Cerrito, and will be budgeted within the MSC.

On March 19, 2024, the MSC Board of Directors adopted a resolution authorizing the Executive Director to approve a new agreement establishing a pilot one-year regional partnership with the City of San Pablo and Contra Costa County Health & Homeless Services (H3) in expanding vital homeless outreach services to those who are unhoused in El Cerrito. Beginning July 1, 2024, this pilot establishes cost-sharing of one full-time County H3 Coordinated Outreach Referral Engagement (C.O.R.E.) services team that will frontline homeless outreach services. C.O.R.E. teams assess housing service needs and facilitate connection to shelter and services utilizing the County's coordinated entry system.

As a part of this agreement, El Cerrito will be funding 1/3 of this regional team, providing service over 13 hours per week for the amount of \$93,822. In addition, the MSC also authorized a not-to-exceed \$15,000 contribution to the County's Housing Security Fund for those in El Cerrito who are currently experiencing or are at imminent risk of being unhoused that can go toward rapidly housing or diverting persons from homelessness and/or the emergency shelter system.

The table below shows the proposed revenues and expenditures for the MSC for FY 2024-25 and FY 2025-26. The proposed expenditures will support the C.O.R.E. team pilot program and County Housing Security Fund contribution.

	FY 2024-25	FY 2025-26
Revenue	\$150,000.00	\$150,000.00
Expenditures	108,822.00	114,263.00
Net	\$41,178.00	\$35,737.00

STRATEGIC PLAN CONSIDERATIONS

This action by the MSC furthers its purposes, as described above, by supporting the [City's Strategic Plan Goal\(s\)](#) of:

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

ENVIRONMENTAL CONSIDERATIONS

This section is not applicable to this agenda item.

FINANCIAL CONSIDERATIONS

Staff recommend that the Municipal Services Corporation adopt the presented budget for FY 2024-25. Proposed expenditures in FY 2024-25 total \$108,822 and revenues total \$150,000. The FY 2025-26 budget will be presented for adoption by the Board in spring 2025 and will be adjusted based on the performance of the pilot program.

LEGAL CONSIDERATIONS

The actions being considered are consistent with California Corporations Law, the Corporation's public and charitable purposes, its Amended and Restated Bylaws, and the Board's previous actions.

Reviewed by:



Karen Pinkos, City Manager

Attachments:

1. Resolution (MSC)

EL CERRITO MUNICIPAL SERVICES CORPORATION RESOLUTION 2024-XX

RESOLUTION OF THE BOARD OF DIRECTORS OF THE EL CERRITO MUNICIPAL SERVICES CORPORATION ADOPTING THE BUDGET AND SPENDING AUTHORITY FOR FY 2024-25

WHEREAS, the specific charitable and public purposes for which the Municipal Services Corporation (the "Corporation") is organized are to benefit and support the City of El Cerrito (the "City") and the former El Cerrito Redevelopment Agency (the "Agency"), in accordance with Section 509(a)(3) of the Internal Revenue Code of 1986, as amended, and to lessen the burdens of government of the City and the Agency; and

WHEREAS, the Corporation prepares and adopts a budget with the intent of implementing and/or funding projects and programs consistent with its charitable purposes and a financial system to carry out the projections and programs; and

WHEREAS, the Board of Directors of the Corporation (the "Board") has reviewed the Proposed Budget for FY 2024-25, attached as Exhibit A to this Resolution, in a public meeting; and

WHEREAS, the proposed budget represents anticipated revenues to and proposed expenditures by the Corporation.

NOW THEREFORE, BE IT RESOLVED that the Board of Directors hereby adopts the Corporation's FY 2024-25 Budget with an appropriation limit of \$108,822.

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

I CERTIFY that at a special meeting on June 18, 2024, the Board of Directors of the El Cerrito Municipal Services Corporation passed this Resolution by the following vote:

AYES:	BOARDMEMBERS:
NOES:	BOARDMEMBERS:
ABSTAIN:	BOARDMEMBERS:
ABSENT:	BOARDMEMBERS:

IN WITNESS of this action, I sign this document on_____.

Holly M. Charl y, Board Secretary

APPROVED:

Tessa Rudnick, Board Chairperson